



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

Wednesday, December 8, 2021

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 November 10, 2021 meeting minutes.
 4. Discussion and possible action regarding 2022 proposed schedule of events for The Beergo.
 5. Discussion and possible action regarding Positively Pewaukee proposed events for 2022.
 6. Update and discussion regarding Kiwanis Village Park improvement plan.
 7. Update regarding Laimon Park boat lifts.
 8. Discussion and possible action regarding Laimon Park financials for November, 2021.
 9. Adjournment

Nick Phalin, CPRP
Parks & Recreation Director

12/6/21

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: December 8, 2021

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Approval of the November 10, 2021 meeting minutes.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Minutes

MEETING MINUTES
Wednesday, November 10, 2021

7:00 PM

Pewaukee City Hall ~ Common Council Chambers
VIDEO

In attendance:

Alderman B. Dziwulski, Trustee B. Rohde, G. Majeskie, D. Kaatz, 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 minutes from October 13, 2021 meeting.

A motion was made and seconded, (Brian Dziwulski, Todd Greenwald) to approve October 13, 2021 meeting minutes pending corrections to vote tallies. Motion Passed: 5-For, 0-Against.

4. Discussion and possible action regarding bike usage at Simmons Woods.

A motion was made and seconded, (Todd Greenwald, Brian Dziwulski) to add a park rule that bikes are not allowed on Simmons Woods trails. Motion Passed: 6-For, 0-Against.

A motion was made and seconded, (Todd Greenwald,) to add a park rule that bikes are not allowed on Simmons Woods trails. Motion Passed: 0-For, 0-Against.

5. Update and discussion regarding the Pewaukee Sports Complex all-inclusive playground and splash pad project.
6. Update regarding fiscal agent fee for Laimon Park budget.
7. Discussion and possible action regarding Laimon Park financials for October, 2021.

A motion was made and seconded, (Bob Rohde, Todd Greenwald) to approve Laimon Park financials for October, 2021. Motion Passed: 6-For, 0-Against.

8. Discussion and possible action regarding 2022 proposed schedule of events for The Beergo.
9. Adjournment

A motion was made and seconded, (Bob Rohde, Brian Dziwulski) to adjourn. Motion Passed:

6-For, 0-Against.

Respectfully Submitted,
Nick Phalin, CPRP
Parks & Recreation Director

November 5, 2021

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

DATE: December 8, 2021

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Discussion and possible action regarding 2022 proposed schedule of events for The Beergo.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

2022 Beergo proposal

Beergo 2021 Financials

Beergo Financial History

To whom it may concern,

The Beergo LLC would like to propose the following events in the City and Village of Pewaukee throughout the year 2022.

In addition to authorized use of the selected park, The Beergo LLC will ask for the use of park restroom facilities, picnic tables, and trash receptacles. We will also need access to a power supply to keep our refrigerators running throughout the event.

New in 2022, we are asking for permission to use six (6) portable fire pits that will be rented out by guests on Fridays and Saturdays in January and February. Each firepit will be rented for \$25.00 for 2 hours of use and 1 bundle of wood. Additional wood will be available for purchase for \$10 per bundle.

In exchange for the use of park facilities The Beergo LLC proposes to pay a rental fee of \$100.00 for each day we are operating in the parks.

1/21/22 Kiwanis Village Park Winter Beer Garden

1/22/22 Kiwanis Village Park Winter Beer Garden

2/4/22 Kiwanis Village Park Winter Beer Garden

2/5/22 Kiwanis Village Park Winter Beer Garden

2/18/22 Kiwanis Village Park Winter Beer Garden

2/19/22 Kiwanis Village Park Winter Beer Garden

3/19/22 12-5PM Kiwanis Village Park Spring Beer Garden

4/9/22 12-5PM Kiwanis Village Park Spring Beer Garden

4/23/22 12-5PM Kiwanis Village Park Spring Beer Garden

5/7/22 12-5PM Wagner Park Spring Beer Garden

5/27/22 5-9PM Kiwanis Village Park Spring Beer Garden

5/28/22 5-9PM Kiwanis Village Park Spring Beer Garden

6/3/22 5-9PM Nettesheim Park Beer Garden

6/4/22 5-9PM Nettesheim Park Beer Garden

7/9/22 5-9PM Pewaukee Youth Baseball Fundraiser at Wagner Park

8/12/22 5-9PM Nettesheim Park Beer Garden

8/13/22 5-9PM Nettesheim Park Beer Garden

9/16/22 5-9PM Kiwanis Village Park Beer Garden

9/17/22 5-9PM Kiwanis Village Park Beer Garden

9/23/22 5-9PM Kiwanis Village Park Beer Garden

9/24/22 5-9PM Kiwanis Village Park Beer Garden
9/30/22 5-9PM Kiwanis Village Park Beer Garden
10/1/22 5-9PM Kiwanis Village Park Beer Garden
12/3/22 11-4PM Kiwanis Village Park Beer Garden

2021 Beergo Contributions							
Date	Park	Municipality	Park Fee	Village Donation	City Donation	From	Notes
3/20/2021	Kiwanis Village	Village	\$ 100.00	\$ 350.00		Mike Awve, Beergo	
4/10/2021	Kiwanis Village	Village	\$ 100.00	\$ -			Rainout
4/24/2021	Kiwanis Village	Village	\$ 100.00	\$ 200.00		Mike Awve, Beergo	
5/8/2021	Kiwanis Village	Village	\$ 100.00	\$ 50.00		Mike Awve, Beergo	non-specified donation to this date
5/28/2021	Kiwanis Village	Village	\$ 100.00	-			Rainout
5/29/2021	Kiwanis Village	Village	\$ 100.00	\$ 75.00		Mike Awve, Beergo	non-specified donation to this date
6/3/2021	Lakefront (Ski)	Village	\$ 50.00	\$ -			
6/4/2021	Nettesheim	City	\$ 100.00	\$ -			"Month did not go well"
6/5/2021	Nettesheim	City	\$ 100.00	\$ -			"Month did not go well"
6/10/2021	Lakefront (Ski)	Village	\$ 50.00	\$ -			
6/11/2021	South	City	\$ 100.00	\$ -			"Month did not go well"
6/12/2021	South	City	\$ 100.00	\$ -			"Month did not go well"
6/17/2021	Lakefront (Ski)	Village	\$ 50.00	\$ -			
6/18/2021	South	City	\$ 100.00	\$ -			"Month did not go well"
6/19/2021	South	City	\$ 100.00	\$ -			"Month did not go well"
6/24/2021	Lakefront (Ski)	Village	\$ 50.00	\$ -			
6/25/2021	South	City	\$ 100.00	\$ -			"Month did not go well"
6/26/2021	South	City	\$ 100.00	\$ -			"Month did not go well"
7/1/2021	Lakefront (Ski)	Village	\$ 50.00	\$ -			
7/8/2021	Lakefront (Ski)	Village	\$ 50.00	\$ -			
7/9/2021	Wagner	City	\$ 100.00	\$ -			"Month did not go well"
7/10/2021	Wagner	City	\$ 100.00	\$ -			"Month did not go well"
7/15/2021	Lakefront (Ski)	Village	\$ 50.00	\$ -			
7/16/2021	Nettesheim	City	\$ 100.00	\$ -			PYB
7/22/2021	Lakefront (Ski)	Village	\$ 50.00	\$ -			
7/23/2021	South	City	\$ 100.00	\$ -			"Month did not go well"
7/24/2021	South	City	\$ 100.00	\$ -			Cancelled but will pay fee
7/29/2021	Lakefront (Ski)	Village	\$ 50.00	\$ -			
7/30/2021	South	City	\$ 100.00	\$ -			"Month did not go well"
7/31/2021	South	City	\$ 100.00	\$ -			Cancelled but will pay fee
8/5/2021	Lakefront (Ski)	Village	\$ 50.00	\$ -			
8/6/2021	South	City	\$ 100.00	\$ -			
8/7/2021	South	City	\$ 100.00	\$ -			Cancelled but will pay fee
8/12/2021	Lakefront (Ski)	Village	\$ 50.00	\$ -			
8/13/2021	Wagner	City	\$ 100.00	\$ -			"Month did not go well"
8/14/2021	Wagner	City	\$ 100.00	\$ -			"Month did not go well"
8/19/2021	Lakefront (Ski)	Village	\$ 50.00	\$ -			
8/20/2021	Kiwanis Village	Village	\$ 100.00	\$ -			"Month did not go well"
8/21/2021	Kiwanis Village	Village	\$ 100.00	\$ -			"Month did not go well"
8/26/2021	Lakefront (Ski)	Village	\$ 50.00	\$ -			
8/27/2021	Kiwanis Village	Village	\$ 100.00	\$ -			"Month did not go well"
8/28/2021	Kiwanis Village	Village	\$ 100.00	\$ -			"Month did not go well"
9/2/2021	Lakefront (Ski)	Village	\$ 50.00	\$ -			
9/3/2021	Kiwanis Village	Village	\$ 100.00	\$ -			
9/4/2021	Kiwanis Village	Village	\$ -				Cancelled - new rental replacing it
9/10/2021	Kiwanis Village	Village	\$ 100.00	\$ -			"Month did not go well"
9/11/2021	Kiwanis Village	Village	\$ 100.00	\$ -			"Month did not go well"
9/17/2021	Kiwanis Village	Village	\$ 100.00	\$ -			"Month did not go well"
9/18/2021	Kiwanis Village	Village	\$ 100.00	\$ -			"Month did not go well"
9/24/2021	Kiwanis Village	Village	\$ 100.00	\$ -			"Month did not go well"
9/25/2021	Kiwanis Village	Village	\$ 100.00	\$ -			"Month did not go well"
10/1/2021	Kiwanis Village	Village	\$ 100.00				"Month did not go well"
10/2/2021	Kiwanis Village	Village	\$ 100.00				"Month did not go well"
10/8/2021	Kiwanis Village	Village	\$ 100.00				"Month did not go well"
10/9/2021	Lakefront (Ski)	Village	\$ 50.00				
10/9/2021	Kiwanis Village	Village	\$ -				
10/15/2021	Kiwanis Village	Village	\$ 100.00				"Month did not go well"
10/16/2021	Kiwanis Village	Village	\$ 100.00				"Month did not go well"

10/22/2021	Kiwanis Village	Village	\$ 100.00				"Month did not go well"
10/23/2021	Kiwanis Village	Village	\$ 100.00				"Month did not go well"
10/29/2021	Kiwanis Village	Village	\$ 100.00				"Month did not go well"
10/30/2021	Kiwanis Village	Village	\$ 100.00				"Month did not go well"
12/4/2021	Kiwanis Village	Village					
Total Park Rentals and Donations							
	Rental	Donation	Total				
City	\$ 1,900.00	\$ -	\$ 1,900.00				
Village	\$ 3,350.00	\$ 675.00	\$ 4,025.00				

Beergo Financial History						
Year	Park Rentals	Lakefront Ski Rentals	Donation to P&R	Donation to PYB	Total Dates	Notes
2018	\$ -	\$ 280.00	\$ 4,500.00		14 ski, park rentals N/A	
2019	\$ -	\$ 260.00	\$ 3,575.00	\$ 700.00	6 City, 10 KV, 13 ski	
2020	\$ -	\$ 300.00	\$ 2,440.00		6 City, 6 KV, 15 ski shows	COVID, Beergo sale, less dates
2021	\$ 4,550.00	\$ 700.00	\$ 675.00		49 proposed @ parks, 14 ski shows	

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

DATE: December 8, 2021

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Discussion and possible action regarding Positively Pewaukee proposed events for 2022.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Cars N Cookouts

Taste of Lake Country

Waterfront Wednesday



235 Hickory Street
Pewaukee, WI 53072
262-691-5660
262-691-5664

www.villageofpewaukeewi.us

SPECIAL EVENT PERMIT APPLICATION

Permit approved_____	Date _____
Permit fees paid _____	Date _____
Deposit paid _____	Date _____
Deposit returned? _____	Date _____
FEES ARE NON-REFUNDABLE	

Applications are due 90 days PRIOR to the event.

ORGANIZATION INFORMATION

Name of Organization Positively Pewaukee			
Street Address 112 Main St	City Pewaukee	State WI	Zip 53072
Phone Number 262-695-9735	Are you a 501(c)3 Organization? <i>Circle one</i>		☒ Yes ☐ No
Event Contact Person (First & Last Name) Liz Unruh			
Address same	City	State	Zip
Email Liz@positivelypewaukee.com	Phone Number 414-430-1374	Day of Event Phone Number same	

EVENT INFORMATION

Name of Event Community Cookouts and Cars	Date(s) of Event June 3, 2022
Event Start Time 5:00 pm	Event End Time 8:00pm
Location of the Event* Kiwanis Village Park	
<i>You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used. *If you are using a Village Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Village Board. Call 262-691-7275.</i>	
Generally, describe your event and its purpose Free car show and community festival for the whole family	
Estimated Number of Participants	Spectators 800
	Vendors 4

OTHER INFORMATION

Based on the definition described in the Special Event Manual, do you consider your event to be a Public Special Event or a Private Special Event? Please explain why.

Public

Are you a Local Civic/Nonprofit Group as defined by Village Code? (Copy of code in manual) <i>Circle One</i>	Yes	No
Is there an outdoor bar that will serve alcohol? <i>If yes, alcohol and bartender licenses are necessary under separate application. Circle One.</i>	Yes	No
Is there an outdoor bar that will serve soda? <i>If yes, soda license is required under separate application. Circle One.</i>	Yes	No
Does the event include the sale of food on public property? <i>If yes, a Food Vendor Permit is required under separate application. Circle One.</i>	Yes	No
Does the event include the sale of merchandise? <i>If yes, a Transient Merchant license is required under separate application. Circle One.</i>	Yes	No
Does the event involve fireworks? <i>If yes, please provide a detailed fireworks plan with application. Circle One.</i>	Yes	No
Does the event involve amplified music?	Yes	No
If yes, will the amplified music be a (Circle one) : band	DJ	Other
Hours of amplified music 6:00 – 8:00pm		
Please list the number of security staff you will be providing for the event:		
Will you need barricades provided by the Village for your event, if so, how many?		
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. Circle One.</i>	Yes	No
Will you be requiring electricity? <i>Circle One.</i>	Yes	No
Will you be providing portable restrooms and wash stations? <i>Circle One.</i>	Yes	No
<i>If yes, how many will you provide and where will they be located?</i> 12 in the Old Main Street lot		
Will you provide parking for participants? <i>Circle One.</i>	Yes	No
<i>If yes, where will parking be available?</i>		
Will you provide a dumpster/clean-up services? <i>Circle One.</i>	Yes	No
Will you need extra 55 gallon garbage cans? <i>If yes, please include the number of cans you would like in your refuse collection plan below. Circle One.</i>	Yes	No
<i>If yes, please describe your clean-up and refuse collection plan</i> Cleaning service hired.		

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?
Picnic tables

Have you reviewed and do you have a copy of the Village of Pewaukee Special Events Manual including the Special Events Ordinance? *Circle One.*

Yes

No

INSURANCE REQUIREMENTS

A certificate of insurance (\$1,000,000 minimum coverage) and a copy of the "additional insured" endorsement, each naming the Village of Pewaukee as an additional insured under the event organizer's general liability insurance policy, may be required. Those events that will be required to provide the aforementioned insurance indemnification include, but are not limited to: 1) an event that includes alcohol, or 2) an event that is anticipated to have attendance greater than 500 people per day, or 3) an event that includes a road closure.

Are you able to provide these insurance documents, if required? *Circle One.*

Yes

No

DEPOSIT REQUIREMENTS

The applicant may be required to submit to the Village a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event. (This deposit is separate from any deposit required by the Park/Recreation Department for park use).

TERMINATION OF AN EVENT

The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Police and/or Fire Department and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby releases the Village of Pewaukee, its employees, agents, subcontractors and assigns indemnified as and against any and all claims, demands, actions, causes of action, costs or expenses made against or incurred by the Village, including, but not limited to, actual attorney fees arising from the approval of this event application and the conducting of the activity set forth therein including, but not limited to, any and all claims for injury or damage to property arising from the event or any activities related thereto.

Elaine Kroening
Signature of Applicant

11/15/2022
Date

For staff use only

Application forwarded to:

- ☐ Building Inspector
- ☐ Chief of Police
- ☐ Clerk/Treasurer

- ☐ Fire Chief
- ☐ Park & Recreation Director
- ☐ Public Works Director

ORDINANCE NO. 2013-02

ORDINANCE TO AMEND SECTION 18.135 OF ARTICLE VI OF CHAPTER 18 OF THE MUNICIPAL CODE OF THE VILLAGE OF PEWAUKEE REGARDING THE SPECIAL EVENTS PERMIT ORDINANCE

The Village Board of the Village of Pewaukee, Waukesha County, Wisconsin, do ordain as follows:

SECTION ONE: Section 18.135, Article VI, Chapter 18 of the Municipal Code of the Village of Pewaukee is amended to read as follows:

Section 18.133 Definitions

(a) "SPECIAL EVENT" is any activity, which occurs upon public property that will affect the standard and ordinary use of public streets, rights-of-way, or sidewalks, and/or which requires extraordinary levels of Village services. This may include, but is not limited to, fairs, festivals, sporting events, foot runs, bike-a-thons, markets, parades, exhibitions, auctions, dances, and motion picture filming. Special Events shall further be classified as either being Public Special Events or Private Special Events:

1. A "Public Special Event" shall be defined as a Special Event which honors service to the United States, the State of Wisconsin or the Village of Pewaukee and/or commemorates an historical event or person significant to our nation, state or community.
2. A "Private Special Event" shall be defined as a special event utilized for social or fund raising purposes or as part of a sporting event

(b) "LOCAL CIVIC/NONPROFIT GROUP" shall mean

1. a local community/civic based organization whose normal meeting place or main office is located within the Village or City of Pewaukee, or
2. an organization that is sponsored by the Village or City of Pewaukee, or
3. an organization which is recognized by the Federal Internal Revenue Service as well as Wisconsin statutes as a not-for-profit organization, and the principal office and place of business of the nonprofit organization is within the City or Village of Pewaukee.

Section 18.134 Permit Requirements.

(a) No person or organization shall conduct a special event on public property within the Village of Pewaukee without first having obtained a Rental and/or Special Event Permit from the Joint Park and Recreation Department and/or the Village. Permits shall only be issued to LOCAL CIVIC/NONPROFIT GROUPS.

(b) Application for a Special Event Permit shall be filed with the Village Administrator at least 90 days prior to the proposed event date and shall contain such information as the Village Administrator may require. The permit shall set forth the exact days on which and the exact location where such business shall be carried on and shall be valid only during the dates and location specified. The applicant for the permit shall provide the Village with a complete list of sponsors and participants at the time of making the application as well as a plan for approval showing the location of booths, tents, port-a-potties, and/or structures on public property. A listing of participants may not be required for sporting events. This ordinance shall apply to all events proposed after the date of the adoption whether or not the event in question has been an annually reoccurring event within the Village.

(c) Upon receipt of an application for a permit, the Village Administrator shall review the information given on the application for conformity with the provisions of this section. The Village Administrator shall distribute the application and accompanying materials to the Police Department, Fire Department, Clerk/Treasurer's Office, Public Works Department, and Park and Recreation

Department for review and comment. If the applicable requirements are clearly and unambiguously met in the Village Administrator's opinion, the Administrator shall make a recommendation on the application to the Village Board.

Events including the use of Village parks shall first be reviewed and acted upon by the Joint Park and Recreation Department and may be forwarded to the Village Board for review and action. The Joint Park and Recreation Department may require the completion of a Special Events Permit along with the completion of a park rental permit, at its discretion, based upon the type of event.

(d) The Village Board shall review the application and the Administrator's recommendation and either deny the permit, approve the permit or approve the permit with conditions. The permit shall be signed by the Village Administrator and shall be issued to the applicant, who, in turn, shall issue identification permits to each vendor approved by the applicant. All vendors shall prominently display these permits during the event period.

Section 18.135 Permit Conditions

(a) **Liability Insurance.** The Special Event sponsoring group may be required to supply the Village with a Certificate of Insurance with coverage in the amount of not less than \$1,000,000 combined single limit per event and naming the Village as an additionally insured party. Those events that will be required to provide the aforementioned insurance indemnification include, but are not limited to: 1) an event that includes alcohol, or 2) an event that is anticipated to have attendance greater than 500 people per day, or 3) an event that includes a road closure. The applicant shall hold the Village, its employees and agents, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting from the activities for which the permit is granted. Proof of insurance shall be submitted to the Village a minimum of thirty days before the start of the event. The applicant shall also be required to notify the Village in the event there is a modification of any of the terms of the insurance coverage. Such notification shall be provided not less than two weeks prior to the effective date of that termination.

(b) **Village Services.** All requests by applicants for Village services must be made to the Village Administrator. The applicant shall be responsible for reimbursement to the Village for any village personnel, services, equipment, and facilities provided for the special event in the following circumstances for Private Special Events: 1) when deemed necessary by the Village, or 2) when requested by the applicant and approved by the Village; for Public Special Events: 1) when requested by the applicant and approved by the Village. For Village personnel, including Police Department Security Services, the reimbursable costs associated with the event shall include wages, overtime, and fringe benefits. An invoice shall be sent to the applicant, if applicable, for Village personnel, services, equipment, and facilities with fifteen (15) days following the event. Payment is due within thirty (30) days of invoice. The Village reserves the right to require full or partial payment of estimated costs in advance. Requests for use of a hydrant meter for an event shall be processed separately through the Pewaukee Water Utility.

(c) **Police Department Security Services** – Where in the sole discretion of the Village circumstances require a security presence, due to the scope and nature of the event, the Village of Pewaukee Police Department shall be utilized to provide the required security. Said security presence will be over and above the normal policing which would be provided; however it is subject to emergent needs for policing which may otherwise exist at the time of the event. The Chief of Police or his designee shall be the sole determiner of the level of coverage necessary to provide adequate security for an event covered under this ordinance. The permit holder shall be required to reimburse the Village of Pewaukee for security related services in accordance with subparagraph (b) above.

(d) **Cleaning/Damage Deposit.** The applicant may be required to submit to the Village a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or a portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event.

(e) **Business License Required.** All vendors operating a revenue generating business as part of a special event permit obtained under this code section shall obtain and display any and all required Village permits for the duration of the event (i.e. food, vendor, temporary beer, etc.). Only those vendors on the applicants list of sponsors and participants shall be allowed to receive permits subject to application permit application requirements. All persons serving beer and/or alcohol must hold an operator's license in

accordance with Sections 125.17(1), 125.32(2), and 125.68(2), Wisconsin Statutes. The Village will waive the permit issuance fee for food vendor permits for events held under this permit.

(f) Applicant Representative. The special event sponsoring group shall have at least one representative on site during the event to coordinate events of food booths, including but not limited to enforcing guidelines and standards on behalf of the Village and County or State Health Department and also being the primary Village contact for the event. The sponsoring group shall also provide sufficient staffing to provide assistance with crowd control, parking and sanitation. This determination will be made in conjunction with the Police Department.

(g) Inspections Required. All tentage must be installed under the International Fire Code Chapter 24 or the National Fire Protection Association 1, Chapter 34. The applicant shall be responsible for reimbursing the Village for any and all required fire inspections required in association with the proposed event. Wiring should be installed by a licensed electrician and a temporary permit issued with appropriate fees. All wiring shall be inspected by the Electrical Inspector **prior to being energized**. Failure to obtain inspections may result in the termination of the event.

(h) Termination of an Event. The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Police and/or Fire Departments and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

Section 18.136 Denial of Permit

Reasons for denial of a Special Event Permit include, but are not limited to:

- (a) The event will disrupt traffic within the Village beyond practical solution.
- (b) The event will create a likelihood of endangering the public.
- (c) The event will interfere with access to emergency services.
- (d) The location or time of the special event will cause undue hardship or excessive noise levels to adjacent businesses or residents.
- (e) The event will require the diversion of Village resources(s) that would unreasonably affect the maintenance of regular Village service levels.
- (f) The application contains incomplete or false information.
- (g) The applicant fails to provide proof of insurance.
- (h) The applicant fails to obtain a Village business license.
- (i) Inadequate provision for garbage or debris removal.
- (j) Inadequate provision of temporary restroom facilities.
- (k) Inadequate provisions for parking.
- (l) Denial of a permit by the Joint Park and Recreation Department

Section 18.137 Penalties

Any person, firm, or corporation violating any of the requirements of this chapter shall be guilty of a civil infraction and shall be punishable by a fine of up to \$1,000 per offense. Each day of violation shall be a separate offense.

Section 18.138 Notification

The Village may condition any special event permit on a requirement that the permit holder give written advance notice of the event and its probable impact to any property owners or tenants who will be impacted by the event.

Section 18.139 Limitation on Number of Events

The Village may limit the number of events adjacent to Lakefront Park to no more than two events per month for such events that require the closure of W. Wisconsin Avenue. Every effort should be made not to have road closures on consecutive weekends or to minimize the length of time for closures if scheduled for consecutive weekends (i.e. short parades).



235 Hickory Street
Pewaukee, WI 53072
262-691-5660
262-691-5664

www.villageofpewaukee.wi.us

SPECIAL EVENT PERMIT APPLICATION

Permit approved_____	Date _____
Permit fees paid _____	Date _____
Deposit paid _____	Date _____
Deposit returned? _____	Date _____
FEES ARE NON-REFUNDABLE	

Applications are due 90 days PRIOR to the event.

ORGANIZATION INFORMATION

Name of Organization Positively Pewaukee			
Street Address 112 Main St	City Pewaukee	State WI	Zip 53072
Phone Number 262-695-9735	Are you a 501(c)3 Organization? <i>Circle one</i>		☒ Yes ☐ No
Event Contact Person (First & Last Name) Liz Unruh			
Address same	City	State	Zip
Email Liz@positivelypewaukee.com	Phone Number 414-430-1374	Day of Event Phone Number same	

EVENT INFORMATION

Name of Event Taste of Lake Country	Date(s) of Event July 29-30
Event Start Time Friday 5:00pm Saturday 1:00pm	Event End Time 10:30pm
Location of the Event* W. Wisconsin Ave	
<i>You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.</i> <i>*If you are using a Village Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Village Board. Call 262-691-7275.</i>	
Generally, describe your event and its purpose Free Music and food festival in downtown Pewaukee	
Estimated Number of Participants	Spectators 10,000 each night
	Vendors 10

OTHER INFORMATION

Based on the definition described in the Special Event Manual, do you consider your event to be a Public Special Event or a Private Special Event? Please explain why.
Public

Are you a Local Civic/Nonprofit Group as defined by Village Code? (Copy of code in manual) <i>Circle One</i>	Yes	No
Is there an outdoor bar that will serve alcohol? <i>If yes, alcohol and bartender licenses are necessary under separate application. Circle One.</i>	Yes	No
Is there an outdoor bar that will serve soda? <i>If yes, soda license is required under separate application. Circle One.</i>	Yes	No
Does the event include the sale of food on public property? <i>If yes, a Food Vendor Permit is required under separate application. Circle One.</i>	Yes	No
Does the event include the sale of merchandise? <i>If yes, a Transient Merchant license is required under separate application. Circle One.</i>	Yes	No
Does the event involve fireworks? <i>If yes, please provide a detailed fireworks plan with application. Circle One.</i>	Yes	No
Does the event involve amplified music?	Yes	No
If yes, will the amplified music be a (Circle one) :	Band	DJ Other
Hours of amplified music: 5:00- 10:30		
Please list the number of security staff you will be providing for the event:	police	
Will you need barricades provided by the Village for your event, if so, how many?	Yes, DPW and police determine	
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. Circle One.</i>	Yes	No
Will you be requiring electricity? <i>Circle One.</i>	Yes	No
Will you be providing portable restrooms and wash stations? <i>Circle One.</i>	Yes	No
<i>If yes, how many will you provide and where will they be located?</i> 12 in the Old Main Street lot		
Will you provide parking for participants? <i>Circle One.</i>	Yes	No
<i>If yes, where will parking be available?</i>		
Will you provide a dumpster/clean-up services? <i>Circle One.</i>	Yes	No
Will you need extra 55 gallon garbage cans? <i>If yes, please include the number of cans you would like in your refuse collection plan below. Circle One.</i>	Yes	No
<i>If yes, please describe your clean-up and refuse collection plan</i> Cleaning service hired.		

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?
Garbage cans and recycle cans

Have you reviewed and do you have a copy of the Village of Pewaukee Special Events Manual including the Special Events Ordinance? *Circle One.*

Yes

No

INSURANCE REQUIREMENTS

A certificate of insurance (\$1,000,000 minimum coverage) and a copy of the "additional insured" endorsement, each naming the Village of Pewaukee as an additional insured under the event organizer's general liability insurance policy, may be required. Those events that will be required to provide the aforementioned insurance indemnification include, but are not limited to: 1) an event that includes alcohol, or 2) an event that is anticipated to have attendance greater than 500 people per day, or 3) an event that includes a road closure.

Are you able to provide these insurance documents, if required? *Circle One.*

Yes

No

DEPOSIT REQUIREMENTS

The applicant may be required to submit to the Village a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event. (This deposit is separate from any deposit required by the Park/Recreation Department for park use).

TERMINATION OF AN EVENT

The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Police and/or Fire Department and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby releases the Village of Pewaukee, its employees, agents, subcontractors and assigns indemnified as and against any and all claims, demands, actions, causes of action, costs or expenses made against or incurred by the Village, including, but not limited to, actual attorney fees arising from the approval of this event application and the conducting of the activity set forth therein including, but not limited to, any and all claims for injury or damage to property arising from the event or any activities related thereto.

Elaine Kroening

Signature of Applicant

11/15/2022

Date

For staff use only

Application forwarded to:

☐ Building Inspector

☐ Chief of Police

☐ Clerk/Treasurer

☐ Fire Chief

☐ Park & Recreation Director

☐ Public Works Director

ORDINANCE NO. 2013-02

ORDINANCE TO AMEND SECTION 18.135 OF ARTICLE VI OF CHAPTER 18 OF THE MUNICIPAL CODE OF THE VILLAGE OF PEWAUKEE REGARDING THE SPECIAL EVENTS PERMIT ORDINANCE

The Village Board of the Village of Pewaukee, Waukesha County, Wisconsin, do ordain as follows:

SECTION ONE: Section 18.135, Article VI, Chapter 18 of the Municipal Code of the Village of Pewaukee is amended to read as follows:

Section 18.133 Definitions

(a) "SPECIAL EVENT" is any activity, which occurs upon public property that will affect the standard and ordinary use of public streets, rights-of-way, or sidewalks, and/or which requires extraordinary levels of Village services. This may include, but is not limited to, fairs, festivals, sporting events, foot runs, bike-a-thons, markets, parades, exhibitions, auctions, dances, and motion picture filming. Special Events shall further be classified as either being Public Special Events or Private Special Events:

1. A "Public Special Event" shall be defined as a Special Event which honors service to the United States, the State of Wisconsin or the Village of Pewaukee and/or commemorates an historical event or person significant to our nation, state or community.
2. A "Private Special Event" shall be defined as a special event utilized for social or fund raising purposes or as part of a sporting event

(b) "LOCAL CIVIC/NONPROFIT GROUP" shall mean

1. a local community/civic based organization whose normal meeting place or main office is located within the Village or City of Pewaukee, or
2. an organization that is sponsored by the Village or City of Pewaukee, or
3. an organization which is recognized by the Federal Internal Revenue Service as well as Wisconsin statutes as a not-for-profit organization, and the principal office and place of business of the nonprofit organization is within the City or Village of Pewaukee.

Section 18.134 Permit Requirements.

(a) No person or organization shall conduct a special event on public property within the Village of Pewaukee without first having obtained a Rental and/or Special Event Permit from the Joint Park and Recreation Department and/or the Village. Permits shall only be issued to LOCAL CIVIC/NONPROFIT GROUPS.

(b) Application for a Special Event Permit shall be filed with the Village Administrator at least 90 days prior to the proposed event date and shall contain such information as the Village Administrator may require. The permit shall set forth the exact days on which and the exact location where such business shall be carried on and shall be valid only during the dates and location specified. The applicant for the permit shall provide the Village with a complete list of sponsors and participants at the time of making the application as well as a plan for approval showing the location of booths, tents, port-a-potties, and/or structures on public property. A listing of participants may not be required for sporting events. This ordinance shall apply to all events proposed after the date of the adoption whether or not the event in question has been an annually reoccurring event within the Village.

(c) Upon receipt of an application for a permit, the Village Administrator shall review the information given on the application for conformity with the provisions of this section. The Village Administrator shall distribute the application and accompanying materials to the Police Department, Fire Department, Clerk/Treasurer's Office, Public Works Department, and Park and Recreation

Department for review and comment. If the applicable requirements are clearly and unambiguously met in the Village Administrator's opinion, the Administrator shall make a recommendation on the application to the Village Board.

Events including the use of Village parks shall first be reviewed and acted upon by the Joint Park and Recreation Department and may be forwarded to the Village Board for review and action. The Joint Park and Recreation Department may require the completion of a Special Events Permit along with the completion of a park rental permit, at its discretion, based upon the type of event.

(d) The Village Board shall review the application and the Administrator's recommendation and either deny the permit, approve the permit or approve the permit with conditions. The permit shall be signed by the Village Administrator and shall be issued to the applicant, who, in turn, shall issue identification permits to each vendor approved by the applicant. All vendors shall prominently display these permits during the event period.

Section 18.135 Permit Conditions

(a) **Liability Insurance.** The Special Event sponsoring group may be required to supply the Village with a Certificate of Insurance with coverage in the amount of not less than \$1,000,000 combined single limit per event and naming the Village as an additionally insured party. Those events that will be required to provide the aforementioned insurance indemnification include, but are not limited to: 1) an event that includes alcohol, or 2) an event that is anticipated to have attendance greater than 500 people per day, or 3) an event that includes a road closure. The applicant shall hold the Village, its employees and agents, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting from the activities for which the permit is granted. Proof of insurance shall be submitted to the Village a minimum of thirty days before the start of the event. The applicant shall also be required to notify the Village in the event there is a modification of any of the terms of the insurance coverage. Such notification shall be provided not less than two weeks prior to the effective date of that termination.

(b) **Village Services.** All requests by applicants for Village services must be made to the Village Administrator. The applicant shall be responsible for reimbursement to the Village for any village personnel, services, equipment, and facilities provided for the special event in the following circumstances for Private Special Events: 1) when deemed necessary by the Village, or 2) when requested by the applicant and approved by the Village; for Public Special Events: 1) when requested by the applicant and approved by the Village. For Village personnel, including Police Department Security Services, the reimbursable costs associated with the event shall include wages, overtime, and fringe benefits. An invoice shall be sent to the applicant, if applicable, for Village personnel, services, equipment, and facilities with fifteen (15) days following the event. Payment is due within thirty (30) days of invoice. The Village reserves the right to require full or partial payment of estimated costs in advance. Requests for use of a hydrant meter for an event shall be processed separately through the Pewaukee Water Utility.

(c) **Police Department Security Services** – Where in the sole discretion of the Village circumstances require a security presence, due to the scope and nature of the event, the Village of Pewaukee Police Department shall be utilized to provide the required security. Said security presence will be over and above the normal policing which would be provided; however it is subject to emergent needs for policing which may otherwise exist at the time of the event. The Chief of Police or his designee shall be the sole determiner of the level of coverage necessary to provide adequate security for an event covered under this ordinance. The permit holder shall be required to reimburse the Village of Pewaukee for security related services in accordance with subparagraph (b) above.

(d) **Cleaning/Damage Deposit.** The applicant may be required to submit to the Village a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or a portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event.

(e) **Business License Required.** All vendors operating a revenue generating business as part of a special event permit obtained under this code section shall obtain and display any and all required Village permits for the duration of the event (i.e. food, vendor, temporary beer, etc.). Only those vendors on the applicants list of sponsors and participants shall be allowed to receive permits subject to application permit application requirements. All persons serving beer and/or alcohol must hold an operator's license in

accordance with Sections 125.17(1), 125.32(2), and 125.68(2), Wisconsin Statutes. The Village will waive the permit issuance fee for food vendor permits for events held under this permit.

(f) Applicant Representative. The special event sponsoring group shall have at least one representative on site during the event to coordinate events of food booths, including but not limited to enforcing guidelines and standards on behalf of the Village and County or State Health Department and also being the primary Village contact for the event. The sponsoring group shall also provide sufficient staffing to provide assistance with crowd control, parking and sanitation. This determination will be made in conjunction with the Police Department.

(g) Inspections Required. All tentage must be installed under the International Fire Code Chapter 24 or the National Fire Protection Association 1, Chapter 34. The applicant shall be responsible for reimbursing the Village for any and all required fire inspections required in association with the proposed event. Wiring should be installed by a licensed electrician and a temporary permit issued with appropriate fees. All wiring shall be inspected by the Electrical Inspector **prior to being energized**. Failure to obtain inspections may result in the termination of the event.

(h) Termination of an Event. The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Police and/or Fire Departments and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

Section 18.136 Denial of Permit

Reasons for denial of a Special Event Permit include, but are not limited to:

- (a) The event will disrupt traffic within the Village beyond practical solution.
- (b) The event will create a likelihood of endangering the public.
- (c) The event will interfere with access to emergency services.
- (d) The location or time of the special event will cause undue hardship or excessive noise levels to adjacent businesses or residents.
- (e) The event will require the diversion of Village resources(s) that would unreasonably affect the maintenance of regular Village service levels.
- (f) The application contains incomplete or false information.
- (g) The applicant fails to provide proof of insurance.
- (h) The applicant fails to obtain a Village business license.
- (i) Inadequate provision for garbage or debris removal.
- (j) Inadequate provision of temporary restroom facilities.
- (k) Inadequate provisions for parking.
- (l) Denial of a permit by the Joint Park and Recreation Department

Section 18.137 Penalties

Any person, firm, or corporation violating any of the requirements of this chapter shall be guilty of a civil infraction and shall be punishable by a fine of up to \$1,000 per offense. Each day of violation shall be a separate offense.

Section 18.138 Notification

The Village may condition any special event permit on a requirement that the permit holder give written advance notice of the event and its probable impact to any property owners or tenants who will be impacted by the event.

Section 18.139 Limitation on Number of Events

The Village may limit the number of events adjacent to Lakefront Park to no more than two events per month for such events that require the closure of W. Wisconsin Avenue. Every effort should be made not to have road closures on consecutive weekends or to minimize the length of time for closures if scheduled for consecutive weekends (i.e. short parades).



235 Hickory Street
 Pewaukee, WI 53072
 262-691-5660
 262-691-5664

www.villageofpewaukee.wi.us

SPECIAL EVENT PERMIT APPLICATION

Permit approved_____	Date _____
Permit fees paid _____	Date _____
Deposit paid _____	Date _____
Deposit returned? _____	Date _____
FEES ARE NON-REFUNDABLE	

Applications are due 90 days PRIOR to the event.

ORGANIZATION INFORMATION

Name of Organization Positively Pewaukee			
Street Address 112 Main St	City Pewaukee	State WI	Zip 53072
Phone Number 262-695-9735	Are you a 501(c)3 Organization? <i>Circle one</i>		☒ Yes ☐ No
Event Contact Person (First & Last Name) Liz Unruh			
Address same	City	State	Zip
Email Liz@positivelypewaukee.com	Phone Number 414-430-1374	Day of Event Phone Number same	

EVENT INFORMATION

Name of Event Waterfront Wednesday Concert Series	Date(s) of Event June 8 – August 10
Event Start Time 6:00 pm	Event End Time 8:30pm
Location of the Event* Lakefront Park	
<i>You MUST attach a detailed map/sketch of your event indicating the specific location, layout of your event, the direction of the route, including all turns and the number of traffic lanes to be used.</i> <i>*If you are using a Village Park, you must reserve the park through the Park/Recreation Department prior to getting your special event permit approved by the Village Board. Call 262-691-7275.</i>	
Generally, describe your event and its purpose Weekly free concert series for the community.	
Estimated Number of Participants	Spectators 300-500 each night
Vendors	

OTHER INFORMATION

Based on the definition described in the Special Event Manual, do you consider your event to be a Public Special Event or a Private Special Event? Please explain why.
Public

Are you a Local Civic/Nonprofit Group as defined by Village Code? (Copy of code in manual) <i>Circle One</i>	Yes	No
Is there an outdoor bar that will serve alcohol? <i>If yes, alcohol and bartender licenses are necessary under separate application. Circle One.</i>	Yes	No
Is there an outdoor bar that will serve soda? <i>If yes, soda license is required under separate application. Circle One.</i>	Yes	No
Does the event include the sale of food on public property? <i>If yes, a Food Vendor Permit is required under separate application. Circle One.</i>	Yes	No
Does the event include the sale of merchandise? <i>If yes, a Transient Merchant license is required under separate application. Circle One.</i>	Yes	No
Does the event involve fireworks? <i>If yes, please provide a detailed fireworks plan with application. Circle One.</i>	Yes	No
Does the event involve amplified music?	Yes	No
If yes, will the amplified music be a (Circle one) :	Band	DJ Other
Hours of amplified music: 6:00pm – 8:30pm		
Please list the number of security staff you will be providing for the event:		
Will you need barricades provided by the Village for your event, if so, how many?		
Will you be erecting any tents, canopies or other temporary structure(s)? <i>If yes, the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. Circle One.</i>	Yes	No
Will you be requiring electricity? <i>Circle One.</i>	Yes	No
Will you be providing portable restrooms and wash stations? <i>Circle One.</i>	Yes	No
<i>If yes, how many will you provide and where will they be located?</i>		
Will you provide parking for participants? <i>Circle One.</i>	Yes	No
<i>If yes, where will parking be available?</i>		
Will you provide a dumpster/clean-up services? <i>Circle One.</i>	Yes	No
Will you need extra 55 gallon garbage cans? <i>If yes, please include the number of cans you would like in your refuse collection plan below. Circle One.</i>	Yes	No
<i>If yes, please describe your clean-up and refuse collection plan.</i>		

OTHER INFORMATION CONTINUED

What other assistance do you foresee needing from the Village (personnel, materials, and/or equipment)?

Have you reviewed and do you have a copy of the Village of Pewaukee Special Events Manual including the Special Events Ordinance? *Circle One.*

Yes

No

INSURANCE REQUIREMENTS

A certificate of insurance (\$1,000,000 minimum coverage) and a copy of the "additional insured" endorsement, each naming the Village of Pewaukee as an additional insured under the event organizer's general liability insurance policy, may be required. Those events that will be required to provide the aforementioned insurance indemnification include, but are not limited to: 1) an event that includes alcohol, or 2) an event that is anticipated to have attendance greater than 500 people per day, or 3) an event that includes a road closure.

Are you able to provide these insurance documents, if required? *Circle One.*

Yes

No

DEPOSIT REQUIREMENTS

The applicant may be required to submit to the Village a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event. (This deposit is separate from any deposit required by the Park/Recreation Department for park use).

TERMINATION OF AN EVENT

The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Police and/or Fire Department and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

By signing this form, the applicant certifies authorization to act on behalf of their organization and hereby releases the Village of Pewaukee, its employees, agents, subcontractors and assigns indemnified as and against any and all claims, demands, actions, causes of action, costs or expenses made against or incurred by the Village, including, but not limited to, actual attorney fees arising from the approval of this event application and the conducting of the activity set forth therein including, but not limited to, any and all claims for injury or damage to property arising from the event or any activities related thereto.

Elaine Kroening

Signature of Applicant

11/15/2022

Date

For staff use only

Application forwarded to:

☐ Building Inspector

☐ Chief of Police

☐ Clerk/Treasurer

☐ Fire Chief

☐ Park & Recreation Director

☐ Public Works Director

ORDINANCE NO. 2013-02

ORDINANCE TO AMEND SECTION 18.135 OF ARTICLE VI OF CHAPTER 18 OF THE MUNICIPAL CODE OF THE VILLAGE OF PEWAUKEE REGARDING THE SPECIAL EVENTS PERMIT ORDINANCE

The Village Board of the Village of Pewaukee, Waukesha County, Wisconsin, do ordain as follows:

SECTION ONE: Section 18.135, Article VI, Chapter 18 of the Municipal Code of the Village of Pewaukee is amended to read as follows:

Section 18.133 Definitions

(a) "SPECIAL EVENT" is any activity, which occurs upon public property that will affect the standard and ordinary use of public streets, rights-of-way, or sidewalks, and/or which requires extraordinary levels of Village services. This may include, but is not limited to, fairs, festivals, sporting events, foot runs, bike-a-thons, markets, parades, exhibitions, auctions, dances, and motion picture filming. Special Events shall further be classified as either being Public Special Events or Private Special Events:

1. A "Public Special Event" shall be defined as a Special Event which honors service to the United States, the State of Wisconsin or the Village of Pewaukee and/or commemorates an historical event or person significant to our nation, state or community.
2. A "Private Special Event" shall be defined as a special event utilized for social or fund raising purposes or as part of a sporting event

(b) "LOCAL CIVIC/NONPROFIT GROUP" shall mean

1. a local community/civic based organization whose normal meeting place or main office is located within the Village or City of Pewaukee, or
2. an organization that is sponsored by the Village or City of Pewaukee, or
3. an organization which is recognized by the Federal Internal Revenue Service as well as Wisconsin statutes as a not-for-profit organization, and the principal office and place of business of the nonprofit organization is within the City or Village of Pewaukee.

Section 18.134 Permit Requirements.

(a) No person or organization shall conduct a special event on public property within the Village of Pewaukee without first having obtained a Rental and/or Special Event Permit from the Joint Park and Recreation Department and/or the Village. Permits shall only be issued to LOCAL CIVIC/NONPROFIT GROUPS.

(b) Application for a Special Event Permit shall be filed with the Village Administrator at least 90 days prior to the proposed event date and shall contain such information as the Village Administrator may require. The permit shall set forth the exact days on which and the exact location where such business shall be carried on and shall be valid only during the dates and location specified. The applicant for the permit shall provide the Village with a complete list of sponsors and participants at the time of making the application as well as a plan for approval showing the location of booths, tents, port-a-potties, and/or structures on public property. A listing of participants may not be required for sporting events. This ordinance shall apply to all events proposed after the date of the adoption whether or not the event in question has been an annually reoccurring event within the Village.

(c) Upon receipt of an application for a permit, the Village Administrator shall review the information given on the application for conformity with the provisions of this section. The Village Administrator shall distribute the application and accompanying materials to the Police Department, Fire Department, Clerk/Treasurer's Office, Public Works Department, and Park and Recreation

Department for review and comment. If the applicable requirements are clearly and unambiguously met in the Village Administrator's opinion, the Administrator shall make a recommendation on the application to the Village Board.

Events including the use of Village parks shall first be reviewed and acted upon by the Joint Park and Recreation Department and may be forwarded to the Village Board for review and action. The Joint Park and Recreation Department may require the completion of a Special Events Permit along with the completion of a park rental permit, at its discretion, based upon the type of event.

(d) The Village Board shall review the application and the Administrator's recommendation and either deny the permit, approve the permit or approve the permit with conditions. The permit shall be signed by the Village Administrator and shall be issued to the applicant, who, in turn, shall issue identification permits to each vendor approved by the applicant. All vendors shall prominently display these permits during the event period.

Section 18.135 Permit Conditions

(a) **Liability Insurance.** The Special Event sponsoring group may be required to supply the Village with a Certificate of Insurance with coverage in the amount of not less than \$1,000,000 combined single limit per event and naming the Village as an additionally insured party. Those events that will be required to provide the aforementioned insurance indemnification include, but are not limited to: 1) an event that includes alcohol, or 2) an event that is anticipated to have attendance greater than 500 people per day, or 3) an event that includes a road closure. The applicant shall hold the Village, its employees and agents, harmless against all claims, liability, loss, damage or expense (including but not limited to actual attorney's fees) incurred by the Village for any damage or injury to person or property caused by or resulting from the activities for which the permit is granted. Proof of insurance shall be submitted to the Village a minimum of thirty days before the start of the event. The applicant shall also be required to notify the Village in the event there is a modification of any of the terms of the insurance coverage. Such notification shall be provided not less than two weeks prior to the effective date of that termination.

(b) **Village Services.** All requests by applicants for Village services must be made to the Village Administrator. The applicant shall be responsible for reimbursement to the Village for any village personnel, services, equipment, and facilities provided for the special event in the following circumstances for Private Special Events: 1) when deemed necessary by the Village, or 2) when requested by the applicant and approved by the Village; for Public Special Events: 1) when requested by the applicant and approved by the Village. For Village personnel, including Police Department Security Services, the reimbursable costs associated with the event shall include wages, overtime, and fringe benefits. An invoice shall be sent to the applicant, if applicable, for Village personnel, services, equipment, and facilities with fifteen (15) days following the event. Payment is due within thirty (30) days of invoice. The Village reserves the right to require full or partial payment of estimated costs in advance. Requests for use of a hydrant meter for an event shall be processed separately through the Pewaukee Water Utility.

(c) **Police Department Security Services** – Where in the sole discretion of the Village circumstances require a security presence, due to the scope and nature of the event, the Village of Pewaukee Police Department shall be utilized to provide the required security. Said security presence will be over and above the normal policing which would be provided; however it is subject to emergent needs for policing which may otherwise exist at the time of the event. The Chief of Police or his designee shall be the sole determiner of the level of coverage necessary to provide adequate security for an event covered under this ordinance. The permit holder shall be required to reimburse the Village of Pewaukee for security related services in accordance with subparagraph (b) above.

(d) **Cleaning/Damage Deposit.** The applicant may be required to submit to the Village a cleaning/damage deposit of \$200 per day for each scheduled day of the event (or a portion thereof), two weeks prior to the starting date of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the Village for loss or cleaning costs. The Village reserves the right to retain the entire deposit if cleanup is not completed satisfactorily in the time frame as specified in the permit. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary cleanup associated with the permitted event to be completed within twelve (12) hours after the conclusion of the event.

(e) **Business License Required.** All vendors operating a revenue generating business as part of a special event permit obtained under this code section shall obtain and display any and all required Village permits for the duration of the event (i.e. food, vendor, temporary beer, etc.). Only those vendors on the applicants list of sponsors and participants shall be allowed to receive permits subject to application permit application requirements. All persons serving beer and/or alcohol must hold an operator's license in

accordance with Sections 125.17(1), 125.32(2), and 125.68(2), Wisconsin Statutes. The Village will waive the permit issuance fee for food vendor permits for events held under this permit.

(f) Applicant Representative. The special event sponsoring group shall have at least one representative on site during the event to coordinate events of food booths, including but not limited to enforcing guidelines and standards on behalf of the Village and County or State Health Department and also being the primary Village contact for the event. The sponsoring group shall also provide sufficient staffing to provide assistance with crowd control, parking and sanitation. This determination will be made in conjunction with the Police Department.

(g) Inspections Required. All tentage must be installed under the International Fire Code Chapter 24 or the National Fire Protection Association 1, Chapter 34. The applicant shall be responsible for reimbursing the Village for any and all required fire inspections required in association with the proposed event. Wiring should be installed by a licensed electrician and a temporary permit issued with appropriate fees. All wiring shall be inspected by the Electrical Inspector **prior to being energized**. Failure to obtain inspections may result in the termination of the event.

(h) Termination of an Event. The Village reserves the right to shut down a special event that is in progress if it is deemed to be a public safety hazard by the Police and/or Fire Departments and/or there is a violation of Village Ordinances, State Statutes or the terms of the Applicant's permit. The Village Administrator and/or his/her designee may revoke an approved Special Events Permit if the applicant fails to comply in good faith with the provisions of the permit prior to the event date.

Section 18.136 Denial of Permit

Reasons for denial of a Special Event Permit include, but are not limited to:

- (a) The event will disrupt traffic within the Village beyond practical solution.
- (b) The event will create a likelihood of endangering the public.
- (c) The event will interfere with access to emergency services.
- (d) The location or time of the special event will cause undue hardship or excessive noise levels to adjacent businesses or residents.
- (e) The event will require the diversion of Village resources(s) that would unreasonably affect the maintenance of regular Village service levels.
- (f) The application contains incomplete or false information.
- (g) The applicant fails to provide proof of insurance.
- (h) The applicant fails to obtain a Village business license.
- (i) Inadequate provision for garbage or debris removal.
- (j) Inadequate provision of temporary restroom facilities.
- (k) Inadequate provisions for parking.
- (l) Denial of a permit by the Joint Park and Recreation Department

Section 18.137 Penalties

Any person, firm, or corporation violating any of the requirements of this chapter shall be guilty of a civil infraction and shall be punishable by a fine of up to \$1,000 per offense. Each day of violation shall be a separate offense.

Section 18.138 Notification

The Village may condition any special event permit on a requirement that the permit holder give written advance notice of the event and its probable impact to any property owners or tenants who will be impacted by the event.

Section 18.139 Limitation on Number of Events

The Village may limit the number of events adjacent to Lakefront Park to no more than two events per month for such events that require the closure of W. Wisconsin Avenue. Every effort should be made not to have road closures on consecutive weekends or to minimize the length of time for closures if scheduled for consecutive weekends (i.e. short parades).

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

DATE: December 8, 2021

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Update and discussion regarding Kiwanis Village Park improvement plan.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: December 8, 2021

DEPARTMENT: Parks and Recreation

PROVIDED BY: Nick

SUBJECT:

Update regarding Laimon Park boat lifts.

BACKGROUND:

We currently own three boat lifts that we rent out to slip renters. However, two of those recently turned over and we are having a hard time renting them as the new slip renters either have their own lift or are not interested.

Our base fee for the lift rental includes the lift install. Prices for lift install have recently gone up. Even with raising our lift rental prices, the cost of repairs has continued to eat into our profit margin on a lift rental.

We also do not have storage space for lifts that go unrented. I have determined our best course of action is to sell the unrented boat lifts this offseason.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: December 8, 2021

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Discussion and possible action regarding Laimon Park financials for November, 2021.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Laimon Financials

Budget Comparison - Detail
Fund: 960 - Laimon Park Fund

NOVEMBER

REVENUE

Account Number		2016 Nov	2017 Nov	2018 Nov	2019 Nov	2020 Nov	2021 Nov	Diff	2021 YTD Total	2021 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	-	-	-	-	-	-	-	81,596.81	68,000.00	120%
960-00-40622-002-000	Boat Launch Fees	70.00	69.95	70.00	-	-	83.00	83.00	8,062.07	7,000.00	115%
960-00-40622-003-000	Rental Revenues	-	(4,400.00)	(2,843.90)	-	(620.00)	-	620.00	68,169.71	60,000.00	114%
960-00-40622-004-000	Residential/Comm Rent Pymts	2,700.00	2,754.00	2,809.08	2,893.55	2,980.15	3,069.56	89.41	36,477.08	36,477.00	100%
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	25.34	-	69.02		3.86		(3.86)	12.98	150.00	9%
Monthly Revenue Totals		2,795.34	(1,576.05)	104.20	2,893.55	2,364.01	3,152.56	788.55	194,318.65	171,627.00	113%

EXPENSES

Account Number		2016 Nov	2017 Nov	2018 Nov	2019 Nov	2020 Nov	2021 Nov	Diff	2021 YTD Total	2021 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	-	-	-	-	-	-	-	-	390.00	0%
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!
960-00-51960-000-000	Fiscal Agent Fee						-	-	601.28	1.00	60128%
	GENERAL GOVERNMENT EXPENSE	-	-	-	-	-	-	-	40,043.50	40,435.00	99%
960-00-55200-000-110	Lakeside Park Wages	14,683.80	-	-	-	-	-	-	-	5,000.00	0%
960-00-55200-000-130	Lakeside Park Fringe Benefits	-	-	-	-	-	-	-	-	-	#DIV/0!
960-00-55200-000-140	Lakeside Park Utilities Exp	-	-	-	-	-	-	-	145.84	700.00	21%
960-00-55200-000-150	Gasoline Expense	-	-	-	-	-	-	-	59,282.34	51,000.00	116%
960-00-55200-000-155	Operating Supplies	-	235.77	24.19	1.50	-	-	-	4,607.60	4,000.00	115%
960-00-55200-000-156	Grounds & Maintenance	-	193.48	-	333.00	2,325.00	-	(2,325.00)	376.49	15,000.00	3%
960-00-55200-000-160	Equipment Maintenance	177.00	5.96	2.58	-	157.50	-	(157.50)	2,400.78	5,000.00	48%
960-00-55200-000-165	Building Maintenance	-	-	-	-	-	-	-	8,037.48	5,000.00	161%
960-00-55200-000-168	Other Property Expenses/Taxes	-	-	-	-	-	-	-	5,679.59	6,000.00	95%
960-00-55200-000-169	Donation A/C Funded Expenses	-	-	-	-	-	-	-	-	-	#DIV/0!
	CULTURE, RECREATION & EDUCATION	14,860.80	435.21	26.77	334.50	2,482.50	-	(2,482.50)	80,530.12	91,700.00	88%
960-00-40636-000-000	Lakeside Park Capital Outlay	-	-	-	-	207,597.28	-	(207,597.28)	-	-	#DIV/0!
	CAPITAL OUTLAY	-	-	-	-	207,597.28	-	(207,597.28)	-	-	#DIV/0!
	Total Expenses	14,860.80	435.21	26.77	334.50	210,079.78	-	(210,079.78)	120,573.62	132,135.00	91%

Budget Comparison - Detail
Fund: 960 - Laimon Park Fund

2021 REVENUE

Account Number		2021 January	2021 February	2021 March	2021 April	2021 May	2021 June	2021 July	2021 August	2021 Sept	2021 October	2021 Nov	2021 Dec	2021 YTD Total	2021 Budget	Diff	% of 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	\$ -	\$ -	\$ -	\$ 195.54	\$ 3,390.03	\$ 18,206.12	\$ 22,611.21	\$ 25,266.58	\$ 10,365.54	\$ 1,561.79	\$ -	\$ -	\$ 81,596.81	68,000.00	\$ 13,596.81	120%
960-00-40622-002-000	Boat Launch Fees	\$ -	\$ -	\$ -	\$ 531.00	\$ 695.25	\$ 2,470.00	\$ 1,253.28	\$ 1,534.00	\$ 939.00	\$ 556.54	\$ 83.00	\$ -	\$ 8,062.07	7,000.00	\$ 1,062.07	115%
960-00-40622-003-000	Rental Revenues	\$ 40,343.89	\$ 3,097.00	\$ 20,229.00	\$ 259.51	\$ 3,675.00	\$ -	\$ (190.77)	\$ -	\$ -	\$ 756.08	\$ -	\$ -	\$ 68,169.71	60,000.00	\$ 8,169.71	114%
960-00-40622-004-000	Residential/Comm Rent Pymts	\$ 2,980.15	\$ 2,980.15	\$ 2,980.15	\$ 6,049.71	\$ 3,069.56	\$ 3,069.56	\$ 3,069.56	\$ 3,069.56	\$ 3,069.56	\$ 3,069.56	\$ 3,069.56	\$ -	\$ 36,477.08	36,477.00	\$ 0.08	100%
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	\$ 3.01	\$ 2.23	\$ 1.84	\$ 1.47	\$ 1.57	\$ 1.38	\$ 1.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12.98	150.00	\$ (137.02)	9%
Monthly Revenue Totals		\$ 43,327.05	\$ 6,079.38	\$ 23,210.99	\$ 7,037.23	\$ 10,831.41	\$ 23,747.06	\$ 26,744.76	\$ 29,870.14	\$ 14,374.10	\$ 5,943.97	\$ 3,152.56	\$ -	\$ 194,318.65	\$ 171,627.00	\$ 22,691.65	113%
		54,639.71 *Received as part of 2020 DNR grant												\$ 248,958.36 *Total w/ DNR Grant funds from March			

2021 EXPENSES

Account Number		2021 January	2021 February	2021 March	2021 April	2021 May	2021 June	2021 July	2021 August	2021 Sept	2021 October	2021 Nov	2021 Dec	2021 YTD Total	2021 Budget	Dif	% of 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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	390.00	\$ (390.00)	0%
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!
960-00-51960-000-000	Fiscal Agent Fee										\$ 601.28	\$ -	\$ -	\$ 601.28	-	\$ 601.28	#DIV/0!
GENERAL GOVERNMENT EXPENSE		\$ -	\$ -	\$ 40,043.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,043.50	40,434.00	\$ (390.50)	99%
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	\$ (171.87)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 133.35	\$ -	\$ -	\$ 184.36	\$ -	\$ -	\$ 145.84	700.00	\$ (554.16)	21%
960-00-55200-000-150	Gasoline Expense	\$ -	\$ -	\$ -	\$ -	\$ 2,087.67	\$ 13,382.94	\$ 15,164.01	\$ 19,121.88	\$ 8,198.43	\$ 1,327.41	\$ -	\$ -	\$ 59,282.34	51,000.00	\$ 8,282.34	116%
960-00-55200-000-155	Operating Supplies	\$ 2.00	\$ 1.53	\$ 254.80	\$ -	\$ 274.09	\$ 571.24	\$ 670.30	\$ 2,042.09	\$ 1.59	\$ 789.96	\$ -	\$ -	\$ 4,607.60	4,000.00	\$ 607.60	115%
960-00-55200-000-156	Grounds & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 296.69	\$ 79.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 376.49	15,000.00	\$ (14,623.51)	3%
960-00-55200-000-160	Equipment Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 410.67	\$ -	\$ 1,640.11	\$ 350.00	\$ -	\$ -	\$ -	\$ 2,400.78	5,000.00	\$ (2,599.22)	48%
960-00-55200-000-165	Building Maintenance	\$ -	\$ 6,657.44	\$ -	\$ -	\$ -	\$ 68.99	\$ 21.98	\$ 426.22	\$ -	\$ 862.85	\$ -	\$ -	\$ 8,037.48	5,000.00	\$ 3,037.48	161%
960-00-55200-000-168	Other Property Expenses/Taxes	\$ 385.51	\$ 5,294.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,679.59	6,000.00	\$ (320.41)	95%
960-00-55200-000-169	Donation A/C Funded Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	#DIV/0!
CULTURE, RECREATION & EDUCATION		\$ 215.64	\$ 11,953.05	\$ 254.80	\$ -	\$ 2,658.45	\$ 14,513.64	\$ 15,989.64	\$ 23,230.30	\$ 8,550.02	\$ 3,164.58	\$ -	\$ -	\$ 80,530.12	91,700.00	\$ (11,169.88)	88%
960-00-40636-000-000	Lakeside Park Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	#DIV/0!
CAPITAL OUTLAY		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	#DIV/0!
Total Expenses		\$ 215.64	\$ 11,953.05	\$ 40,298.30	\$ -	\$ 2,658.45	\$ 14,513.64	\$ 15,989.64	\$ 23,230.30	\$ 8,550.02	\$ 3,164.58	\$ -	\$ -	\$ 120,573.62	\$ 132,134.00	\$ (11,560.38)	91%

Pewaukee Park and Recreation Department - Laimon Family Lakeside Park
2021 Deposits from Tenant (Gas/Launch/Rent)

[illegible]

TOTALS:	\$	108,775.81	\$	6,919.00	\$	80,369.89	\$	21,486.92
LESS SALES TAX:			\$	329.48	\$	11,574.89		
NET TOTAL:			\$	6,589.52	\$	68,795.00		

OVER

Budgeted Revenue 2021

		Actual	Remaining	% Remaining
Gas sales	\$ 68,000.00	\$ 69,820.03	\$ (1,820.03)	-3%
Boat launch fees	\$ 7,000.00	\$ 7,260.52	\$ (260.52)	-4%
TOTAL:	\$ 75,000.00	\$ 77,080.56	\$ (2,080.56)	-3%

After hours launch deposits

4/26/2021	\$ 69.00
5/10/2021	\$ 7.00
5/17/2021	\$ 13.00
5/24/2021	\$ 21.25
6/7/2021	\$ 42.00
6/14/2021	\$ 56.00
6/22/2021	\$ 41.00
6/28/2021	\$ 7.00
7/12/2021	\$ 14.00
7/26/2021	\$ 17.00
8/2/2021	\$ 28.00
8/16/2021	\$ 35.00
8/23/2021	\$ 7.00
8/30/2021	\$ 7.00
9/13/2021	\$ 14.00
9/20/2021	\$ 14.00
9/27/2021	\$ 34.00
10/4/2021	\$ 28.00
10/18/2021	\$ 133.75
11/1/2021	\$ 83.00

TOTALS: \$ 671.00
 LESS SALES TAX: \$ 31.95
 NET TOTAL: \$ 639.05

Total Launches To Date

1084

Total Gallons of Gas To Date

19253

Lake Patrol Gas

Month	Gallons Sold	Total Amount
May	65.099	\$ 182.86
June	115.515	\$ 334.66
July	87.401	\$ 266.87
August	83.682	\$ 240.64
September	0	\$ -
Total:	351.697	\$ 1,025.03

Annual Launch Passes

Fees	\$	# Passes
Resident	50.00	21
Non-Resident	75.00	6
Total Passes		27

Other

12/06/2021

9:46 AM

Transactions Detail with Budget Report - Full Description

Page: 1

Dated From: 1/01/2021

From Account: 960-00-57610-000-000

ACCT

Thru: 11/30/2021

Thru Account: 960-00-57610-000-000

Type of Account: Active

Fund # 960 - LAIMON LAKESIDE PARK FUND

Debit

Credit

960-00-57610-000-000

LAKESIDE PARK CAPITAL OUTLAY

Posting

----- Transaction -----

Date	Type	Number	Date
4/30/2021	DIS	67934	4/30/2021

NORTHERN EQUIPMENT COMPANY INC

6,400.00

LAIMON/NEW RUBY CI POS SYSTEM & INSTALL

0021057-1

Ending Balance:

6,400.00

Budget:

0.00

Fund Totals:

Beginning

0.00

0.00

6,400.00

0.00

Ending

6,400.00

0.00