



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

Wednesday, October 12, 2022

6:30 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 August 2022 meeting minutes.
 4. Update regarding park volunteer recognition.
 5. Update regarding summer programs.
 6. Update regarding pickleball courts at Wagner Park.
 7. Discussion and possible action regarding Positively Pewaukee's proposed Pewaukee Palooza event.
 8. Discussion and possible action regarding Laimon Park lease renewal for current tenants of the commercial and residential space.
 9. Discussion and possible action regarding Laimon Park financials for September 2022.
 10. Adjournment

Nick Phalin, CPRP
Parks & Recreation Director

October 10, 2022

NOTICE

It is possible that members of other governmental bodies of the municipality may be in attendance to gather information that may form a quorum. At the above stated meeting, no action will be taken by any governmental body other than the governmental body specifically referred to above in this notice.

Any person who has a qualifying disability under the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible format must contact the Park and Recreation Director at (262) 691-7275 by 2:00 p.m. the Monday prior to the meeting so that arrangements may be made to accommodate your request.

**CITY OF PEWAUKEE
JOINT PARK AND RECREATION BOARD AGENDA ITEM 3.**

DATE: October 12, 2022

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Approval of the August 2022 meeting minutes.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Minutes

MEETING MINUTES
Wednesday, August 24, 2022
6:30 PM

Pewaukee City Hall ~ Common Council Chambers

In attendance:

Alderman B. Dziwulski, Trustee B. Rohde, G. Majeskie, D. Kaatz.

Also Present:

Community Services Director N. Phalin.

1. Call to Order and Pledge of Allegiance
2. Public Comment
3. Approval of minutes from July 13, 2022 meeting.

A motion was made and seconded, (Bob Rohde, Brian Dziwulski) to approve meeting minutes from July 13, 2022. Motion Passed: 4-For, 0-Against.

4. Discussion and possible action regarding memorial benches at Lakefront Park.

To determine if Village Board is necessary for approval.

A motion was made and seconded, (Bob Rohde, Brian Dziwulski) to accept the offer of memorial bench donation as proposed along with staff input. Motion Passed: 4-For, 0-Against.

5. Discussion and possible action regarding Laimon Park financials for July 2022.

A motion was made and seconded, (Bob Rohde, Gary Majeskie) to accept Laimon Park financials from July 2022. Motion Passed: 4-For, 0-Against.

6. Discussion and possible action regarding 2023 proposed budget.
7. Adjournment

A motion was made and seconded, (Brian Dziwulski, Gary Majeskie) to adjourn. Motion Passed: 4-For, 0-Against.

Respectfully Submitted,
Nick Phalin, CPRP
Parks & Recreation Director

August 19, 2022.

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

DATE: October 12, 2022

DEPARTMENT: Parks and Recreation

PROVIDED BY: Nick Phalin

SUBJECT:

Update regarding park volunteer recognition.

BACKGROUND:

We would like to recognize two parks volunteers - Darrin Kehl and Brian Harms.

Darrin Kehl began volunteering his time with the parks in 2021 when he started removing buckthorn at Simmons Woods. Buck thorn is a nuisance to our parks because it prevents other plants from growing while threatening current and future forests and wooded areas. Darrin has been removing and spraying buckthorn for months and has made a ton of progress. This is a very laborious task that we are rarely capable of getting to through our full-time or part-time seasonal staff. Darrin has committed many hours to park beautification and his labor has proven to be beneficial for others to enjoy!

Brian Harms came to our parks department in 2019 with the proposal to complete a memorial project for his late son, Derek. The Joint Board elected to move forward and Brian's group did a fantastic job with the initial install of the memorial trail and decorative entryway. Since then Brian has been committed serving our department multiple times per year with an early season cleanup and revitalization, along with caring for the trail throughout the year. Brian has dedicated many hours to the trail through brush removal, boardwalk board replacement and repair and just generally keeping an extra set of eyes on the park. He has also done litter cleanup at Koepp Park. Brian is dedicated to improving our parks and making them better for the next person to enjoy.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: October 12, 2022

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Update regarding summer programs.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Summer Program Update

This Recreational Programs report covers programs offered in our Summer 2022 Activity Guide.

Summary

Summer 2022 was a great season for our department. We had many full programs and a lot of people of all ages participating!

Day Camps

All of our youth summer day camps were full with a total of 271 children ages 6-13. This number was up by 10 participants from 2021.

Preschool

Summer preschool enrichment programs were well attended. We offered our yearly Tiny Tot camps and all of them were full. We also had to expand our preschool cooking classes due to high demand. This update is just for enrichment classes and does not include sports or specialty camps.

Youth Sports

Our new First Sport Experience was successful again this season. Numbers were lower than in 2021 but with fee restructuring we still brought in a little more than \$2500 more than last year. As a reminder, our programs offer recreational/instructional level play for children ages 3-6yrs. An odd trend is that our T-ball program increased significantly, while our soccer program decreased in numbers. Pewaukee Sussex United has been offering more preschool programs in the fall and spring than in years past, this may be contributing to the change in interest.

Specialty Camps

This year I added a new program model that offered specialty camps directly at park locations. The concept was to take some of the pressure off camp counselors and offer something unique for families that have working parents that would not otherwise be able to transport their child to and from a part-time camp. I also grouped camps that were not located at camp locations into this program area. There were a few that were cancelled due to low enrollment but overall, I was very happy with the response. We served 194 participants in these camps! The camps with a star (*) were new for 2022.

- *Stage Stars Drama Theater Camp
- *Cooking Camps (2)
- Ninja Warrior Camp
- *Pickleball Camp
- *Spanish Camp (*cancelled*)
- Dance Camps (3)
- *Challenge Island Camps (3, 1 was *cancelled*)
- *STEAM & Chess Combo Camp (*cancelled*)
- Art Camps (2)
- Hooper Hands Basketball Camp (6)
- *Fishing Camp

Kid's Pickleball Camp



Youth Enrichment

We offered a number of youth enrichment programs including Ice Skating, Golf Lessons, Tree Climbing, Playground Games, Cooking, Music Makers, and intergenerational classes. This year our Golf Lesson registration was incredibly high. We made every effort to add additional classes/sessions if possible!

Our **Badges and Buddies** fishing program, where kids go out and fish with Waukesha County Deputies and volunteers, served 149 children (up from 2021).

Badges & Buddies Fishing



Adult Programs

Pickleball

Our 2022 Pickleball Program was very successful. We had a total of 262 participants register (we had 99 in 2021). We added 2 additional times/days to our 2022 schedule and all sessions filled.

Pickleball Clinics

We offered two Pickleball head start workshops, each was full with 30 participants (total of 60).

Pickleballers (AKA Picklers)



Adult Golf

We contract with Rob Elliott, a local golf pro, for our lesson program. This year we not only filled and exceeded our available registrations, but we also prompted the instructor to offer an additional class, which filled.

Fitness

Our Beach Yoga class filled right away so our instructor opted to add another class on a different day of the week. Additionally, once our classes ended – participants wanted to continue participating so we expanded another 5 weeks.

Our evening yoga classes at St. Bartholomew's Church were also well attended.

Seniors

2022 was another year of record registrations for our Senior fitness programs! We were only limited due to our program locations. If we had larger facilities, we would have been able to accommodate more participants.

- Positively Fit (Full with waitlist)
- Chair Yoga (Full with waitlist)
- Zumba Gold (Full)
- Zumba Toning (Full)

Adult Softball

2022 brought a total of 20 teams this year. We had 6 COED and 14 mens. Our players were very grateful for the new scoreboards at Nettesheim Park and despite a LOT of rain on Tuesday evenings, the season wrapped up at the end of August. Dave and Colleen Schaumann once again did a fantastic job with the program.

Summer Challenges

Staffing

It was a lot of interviews and crossed fingers in the hiring process for seasonal staff this summer. I hired 31 brand new employees. This is a higher number than I have ever had to hire in one season during all my time here in Pewaukee. Many staff had schedule restrictions which made for more difficult scheduling. Youth sports staff were a huge challenge this summer. We had a staff person quit the first week of the program and two others changed their availability to exclude evening classes after week three. This caused a significant shortage. We struggled through but did have to rely on some parent volunteers to get us through mid to end summer.

Total of part-time/full-time seasonals and contractors = 84.

Lifeguards/Beach

Not having the beach staffed caused some confusion and frustration with our Kiwanis Village Park day camp kids. In past years, our camp kids walk down to the beach once per week. Without lifeguards, I did not feel comfortable bringing the kids and that would have been a big let-down for families. I followed up with a previous lifeguard and she committed to working Thursday afternoons so that the camp kids could attend beach day. However, she never returned phone calls or messages or showed up for shifts so that option did not work. I did have another staff person who worked as a camp counselor at SPARK that was certified as a lifeguard, so the rest of the summer I had her come down and guard the beach when camp kids were there.

Summary

Overall, it was a very successful summer full of fun, enriching opportunities for our community. I believe the level of participation shows that Pewaukee Parks & Recreation plays a key role in the lives and well-being of our residents. I believe we are now only limited by the resources we lack.

Camp kids with big smiles!



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

DATE: October 12, 2022

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Update regarding pickleball courts at Wagner Park.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Pictures

























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

DATE: October 12, 2022

DEPARTMENT: Parks and Recreation

PROVIDED BY: Nick Phalin

SUBJECT:

Discussion and possible action regarding Positively Pewaukee's proposed Pewaukee Palooza event.

BACKGROUND:

Positively Pewaukee is no longer hosting Taste of Lake Country moving forward.

There is potential for concern for Kiwanis Village Park to host this many attendees during one event. We have continued to have sewage issues with the bathrooms.

FINANCIAL IMPACT:

TBD on park rental rate.

RECOMMENDED MOTION:

ATTACHMENTS:

Description

PP Pewaukee Palooza

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 Pawaukee		City Pawaukee		State WI	Zip 53072
Street Address 112 Main St		City Pawaukee		State WI	Zip 53072
Phone Number 414-510-4414		Are you a 501(c)3 Organization? ☒ Yes ☐ No			
Event Contact Person (First & Last Name) Elaine Kreemny					
Address Some		City Some	State Some	Zip Some	
Email Elaine & Positively Pawaukee.com		Phone Number Some		Day of Event Phone Number Some	

www.villageofpawaukee.wi.us

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



EVENT INFORMATION

Name of Event Pawaukee Palooza		Date(s) of Event July 15, 2023	
Event Start Time 12pm		Event End Time 10pm	
Location of the Event* Kiwamis Village Park			
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.			
Generally describe your event and its purpose Beer Garden - Bands throughout the day - Positively Pawaukee grilling - local merchant tents Kids Area - Nonprofits			
Estimated Number of Participants		Spectators 500	Vendors 7

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) Circle One							
Yes		No					
Is there an outdoor bar that will serve alcohol? If yes, alcohol and bartender licenses are necessary under separate application. Circle One.							
Yes		No					
Is there an outdoor bar that will serve soda? If yes, soda license is required under separate application. Circle One.							
Yes		No					
Does the event include the sale of food on public property? If yes, a Food Vendor Permit is required under separate application. Circle One.							
Yes		No					
Does the event include the sale of merchandise? If yes, a Transient Merchant license is required under separate application. Circle One.							
Yes		No					
Does the event involve fireworks? If yes, please provide a detailed fireworks plan with application. Circle One.							
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: 12:30 - 9:30 pm							
Please list the number of security staff you will be providing for the event: 0							
Will you need barricades provided by the Village for your event, if so, how many? 0							
Will you be erecting any tents, canopies or other temporary structure(s)? If yes, the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. Circle One.							
Yes		No					
Will you be requiring electricity? Circle One.							
Yes		No					
Will you be providing portable restrooms and wash stations? Circle One.							
Yes		No					
If yes, how many will you provide and where will they be located?							
Will you provide parking for participants? Circle One.							
Yes		No					
If yes, where will parking be available? parking lot							
Will you provide a dumpster/clean-up services? Circle One.							
Yes		No					
Will you need extra 55 gallon garbage cans? If yes, please include the number of cans you would like in your refuse collection plan below. Circle One.							
Yes		No					
If yes, please describe your clean-up and refuse collection plan.							

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.

No

Yes

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.

No

Yes

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.

Signature of Applicant

[Handwritten Signature]

For staff use only

Application forwarded to:

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

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

Date

9/20/22

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

DATE: October 12, 2022

DEPARTMENT: Parks and Recreation

PROVIDED BY: Nick Phalin

SUBJECT:

Discussion and possible action regarding Laimon Park lease renewal for current tenants of the commercial and residential space.

BACKGROUND:

The commercial portion of the building is currently leased to Beachside Boat and Bait LLC. The residential space is leased to Ken Krietlow and Marietta Herdemann.

Marietta is the owner of Beachside Boat & Bait, LLC, the rentable boats, and insurance provider for the business. She does not live in the upper residence. Ken and his son Matthew currently reside in the upper residential unit.

The current lease is set to expire March 31, 2024. Each year, the rent has been increasing by 2% each April. The last year of the existing lease will see commercial rent of \$1,447.34 and residential rent of \$1,809.16 for a total of \$3,256.50. There is interest to renew a 5-year lease starting in 2023, removing the last year remaining on the existing lease.

Ken has expressed some interest in potentially subleasing the upper residential unit if he chose to move out during the lease. He mentioned that he would be interested in finding a tenant to occupy the unit.

The only entry to the upper unit is through the first floor commercial office space.

It is the Village Attorney's opinion that they are able to renew the lease with the following stipulations: the parties to the commercial lease remain the same. Ken and his son would be listed on the residential lease. The Village Attorney does not recommend the ability to allow subleasing. At a minimum, the Village Attorney recommends the Village have knowledge and consent of who would sublet the property and recommends the main tenant be financially responsible even if the unit is sublet.

The tenants currently pay 80% of water and sewer bills.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: October 12, 2022

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Discussion and possible action regarding Laimon Park financials for September 2022.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION: