



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

Wednesday, September 9, 2020

7:00 PM

Pewaukee City Hall ~ Common Council Chambers

-
1. Call to Order and Pledge of Allegiance
 2. Public Comment - Please limit your comments to 2 minutes, if further time for discussion is needed please contact the Director prior to the meeting.
 3. Approval of the August 12, 2020 meeting minutes.
 4. Discussion and possible action regarding lakefront and beach garden beds.
 5. Discussion and possible action regarding Positively Pewaukee's requested events for 2021.
 6. Update regarding summer programs.
 7. Discussion and possible action regarding Pewaukee Youth Baseball's 2020 repayment rate.
 8. Discussion and possible action regarding park reservation rental fees.
 9. Discussion and possible action regarding 2021 proposed budget regarding City Only Capital budget.
 10. Update regarding Open Space Plan.
 11. Update regarding Laimon Park boat launch and parking lot renovation project.
 12. Discussion and possible action in regards to Laimon Park project addition.
 13. Discussion and possible action regarding Laimon Park financials.
 14. Discussion and possible action regarding boat slip rental fees at Laimon Park.
 15. Adjournment

Nick Phalin, CPRP
Parks & Recreation Director

Friday, September 4, 2020

NOTICE

This in-person meeting will have the option to attend virtually or by phone due to the Governor's Emergency Safer At Home order due to the COVID-19 virus.

To attend this meeting virtually or by phone please stop by Pewaukee City Hall or contact Nick Phalin, Director of Parks and Recreation, 262-691-7275, phalin@pewaukee.wi.us **before 3 P.M. on the date of the meeting** for directions. Meeting materials are available at <https://pewaukee.novusagenda.com/AgendaPublic/>.

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: September 9, 2020

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Approval of the August 12, 2020 meeting minutes.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

August Minutes

MEETING MINUTES
Wednesday, August 12, 2020

6:00 PM

Pewaukee City Hall ~ Common Council Chambers
VIDEO

In attendance:

Alderman B. Dziwulski, Trustee B. Rohde, D. Linsmeier, G. Majeskie, D. Kaatz, T. Greenwald.

Also Present:

Community Services Director N. Phalin.

1. Call to Order and Pledge of Allegiance

2. Public Comment

3. Approval of the July 8, 2020 meeting minutes.

A motion was made and seconded, (Todd Greenwald, Brian Dziwulski) to approve July 8, 2020 meeting minutes. Motion Passed: 6-For, 0-Against.

4. Update regarding Sydney Gergen's Girl Scout Gold Award project.

5. Discussion and possible action regarding Pewaukee Sussex United Soccer Club's payment for the 2019-2020 season.

A motion was made and seconded, (Brian Dziwulski, Todd Greenwald) to approve and accept a 50% fee reduction for the fall 2019-spring 2020 season. Motion Passed: 6-For, 0-Against.

6. Discussion and possible action regarding field naming rights at Pewaukee Sports Complex.

A motion was made and seconded, (Dave Linsmeier, Gary Majeskie) to approve field naming rights of diamond 3 at Pewaukee Sports Complex to be named 'Mike Sarcia Field.' Motion Passed: 6-For, 0-Against.

7. Discussion and action regarding approval of the 2020 fall Parks & Recreation programs.

A motion was made and seconded, (Dave Linsmeier, Bob Rohde) to approve fall 2020 recreation programs. Motion Passed: 6-For, 0-Against.

8. Discussion and possible action regarding Laimon Park financials.

Make corrections between log and deposits through Kay Yang, Village Clerk.

A motion was made and seconded, (Brian Dziwulski, Todd Greenwald) to approve Laimon Park financials for July, 2020, pending corrections with Village Clerk. Motion

Passed: 6-For, 0-Against.

9. Discussion and possible action regarding bids for Laimon Park boat launch and parking lot renovation project.

Pending the agreement with Laimon and Park Ave Pizza.

A motion was made and seconded, (Bob Rohde, Dave Linsmeier) to approve the recommended bid from raSmith (from PLM) for \$219,195 contingent upon a minimum grant total of at least \$75,000. Motion Passed: 6-For, 0-Against.

10. Discussion and possible action in regards to lighting additions to Laimon Park boat launch area.
11. Discussion and possible action regarding replacing electrical wiring, conduit, and point-of-sale system for gas sales.

A motion was made and seconded, (Gary Majeskie, Brian Dziwulski) to approve the replacement of the Ruby CI gasoline point-of-sale, and necessary wiring for the gasoline electrical upgrade. Motion Passed: 6-For, 0-Against.

12. Discussion and possible action regarding 2021 budget proposal.

A motion was made and seconded, (Brian Dziwulski, Bob Rohde) to approve the proposed 2021 Parks and Recreation budget. Motion Passed: 6-For, 0-Against.

13. Adjournment

A motion was made and seconded, (Brian Dziwulski, Bob Rohde) to adjourn. Motion Passed: 6-For, 0-Against.

Respectfully Submitted,
Nick Phalin, CPRP
Parks & Recreation Director

August 7, 2020

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

DATE: September 9, 2020

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Discussion and possible action regarding lakefront and beach garden beds.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: September 9, 2020

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Discussion and possible action regarding Positively Pewaukee's requested events for 2021.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Cars N Cookouts

Halloween Fun Fest

Taste of Lake Country

Waterfront Wednesday



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 _____	Zip _____
Phone Number 262-695-9735		Are you a 501(c)3 Organization? Circle one ☒ Yes ☐ No		
Event Contact Person (First & Last Name) Elaine Kroening				
Address Same		City _____	State _____	Zip _____
Email elaine@positivelypewaukee.com	Phone Number _____		Day of Event Phone Number 414-510-4214	

EVENT INFORMATION

Name of Event Cookouts & Cars		Date(s) of Event June 4, 2021
Event Start Time 4:00 pm		Event End Time 8:00 pm
Location of the Event* Kiwanis 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 Churches & nonprofits will be doing a cookout. We will also have a car show in the parking lot. Family games in the grass area		
Estimated Number of Participants _____	Spectators 400	Vendors 8

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:	5:30 - 8:00	
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?	6	
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>		
2 on north end of parking 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>		
Work with Park & Rec on this		

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.

Elan Kroy

Signature of Applicant

Sept 1, 2020

Date

For staff use only

Application forwarded to:

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

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



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 <i>Positively Pewaukee</i>			
Street Address <i>112 Main St</i>		City <i>Pewaukee</i>	State _____
Phone Number <i>262-695-9735</i>		Are you a 501(c)3 Organization? Circle one ☒ Yes ☐ No	
Event Contact Person (First & Last Name) <i>Elaine Kroening</i>			
Address <i>Same</i>		City _____	State _____
Email <i>elaine@positivelypewaukee.com</i>	Phone Number _____	Day of Event Phone Number <i>414-510-4214</i>	

EVENT INFORMATION

Name of Event <i>Halloween Fun Fest</i>	Date(s) of Event <i>Oct 23, 2021</i>
Event Start Time <i>Noon</i>	Event End Time <i>2:00 pm</i>
Location of the Event* <i>Downtown Pewaukee Koepp Koepp 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.	
Generally describe your event and its purpose <i>Merchant Trick or Treating</i>	
Estimated Number of Participants _____	Spectators <i>500</i>
Vendors <i>10</i>	

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:		
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

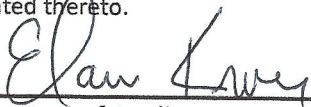
DEPOSIT REQUIREMENTS

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.


Signature of Applicant

9/1/2020
Date

For staff use only

Application forwarded to:

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

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



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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 <i>Positively Pewaukee</i>				
Street Address <i>112 Main St</i>		City <i>Pewaukee</i>	State _____	Zip _____
Phone Number <i>262-695-9735</i>		Are you a 501(c)3 Organization? Circle one ☒ Yes ☐ No		
Event Contact Person (First & Last Name) <i>Elaine Kroening</i>				
Address <i>Same</i>		City _____	State _____	Zip _____
Email <i>elaine@positivelypewaukee.com</i>	Phone Number _____		Day of Event Phone Number <i>414-510-4214</i>	

EVENT INFORMATION

Name of Event <i>Taste of Lake Country</i>		Date(s) of Event <i>July 30-31</i>
Event Start Time <i>Fri 5:00pm Sat 1:00pm</i>		Event End Time <i>10:30 pm</i>
Location of the Event* <i>Lakefront</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.		
Generally describe your event and its purpose <i>Food and music event held at the lakefront</i>		
Estimated Number of Participants _____	Spectators <i>10,000</i>	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) Circle One	☒ 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 Fri Sat 1:00 - 10:30 pm		
Please list the number of security staff you will be providing for the event:	working with	
Will you need barricades provided by the Village for your event, if so, how many?	police & DPW	
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? Circle One.	☒ Yes	No
Will you be providing portable restrooms and wash stations? Circle One.	☒ Yes	No
<i>If yes, how many will you provide and where will they be located?</i> In Duncan parking lot		
Will you provide parking for participants? Circle One.	☒ Yes	No
<i>If yes, where will parking be available?</i> WCTC		
Will you provide a dumpster/clean-up services? Circle One.	☒ 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> Hired cleaning crew		

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

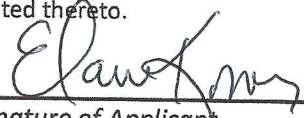
DEPOSIT REQUIREMENTS

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TERMINATION OF AN EVENT

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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

9/1/2020
Date

For staff use only

Application forwarded to:

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

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



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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 <i>Positively Pewaukee</i>			
Street Address <i>112 Main St</i>	City <i>Pewaukee</i>	State	Zip
Phone Number <i>262-695-9735</i>	Are you a 501(c)3 Organization? Circle one		☒ Yes ☐ No
Event Contact Person (First & Last Name) <i>Elaine Kroening</i>			
Address <i>Same</i>	City	State	Zip
Email <i>elaine@positivelypewaukee.com</i>	Phone Number	Day of Event Phone Number <i>414-510-4214</i>	

EVENT INFORMATION

Name of Event <i>Waterfront Weds</i>	Date(s) of Event <i>July 7-14-21-28</i> <i>June 9-16-23-30</i> <i>Aug 4-11-18</i>
Event Start Time <i>6:00 pm</i>	Event End Time <i>8:30 pm</i>
Location of the Event* <i>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. *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 <i>Weekly concert series</i>	
Estimated Number of Participants	Spectators <i>400</i>
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:	6:00 pm - 8:30 pm	
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

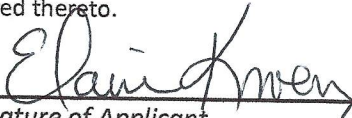
DEPOSIT REQUIREMENTS

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.


Signature of Applicant

9/1/2020
Date

For staff use only

Application forwarded to:

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

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

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

DATE: September 9, 2020

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Update regarding summer programs.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

2020 Summer Camp Report



2020 Summer Camp Report

PURPOSE:

This report was created to provide insight into how our 2020 Summer Day Camp Programs were conducted during the COVID-19 pandemic.

DATA:

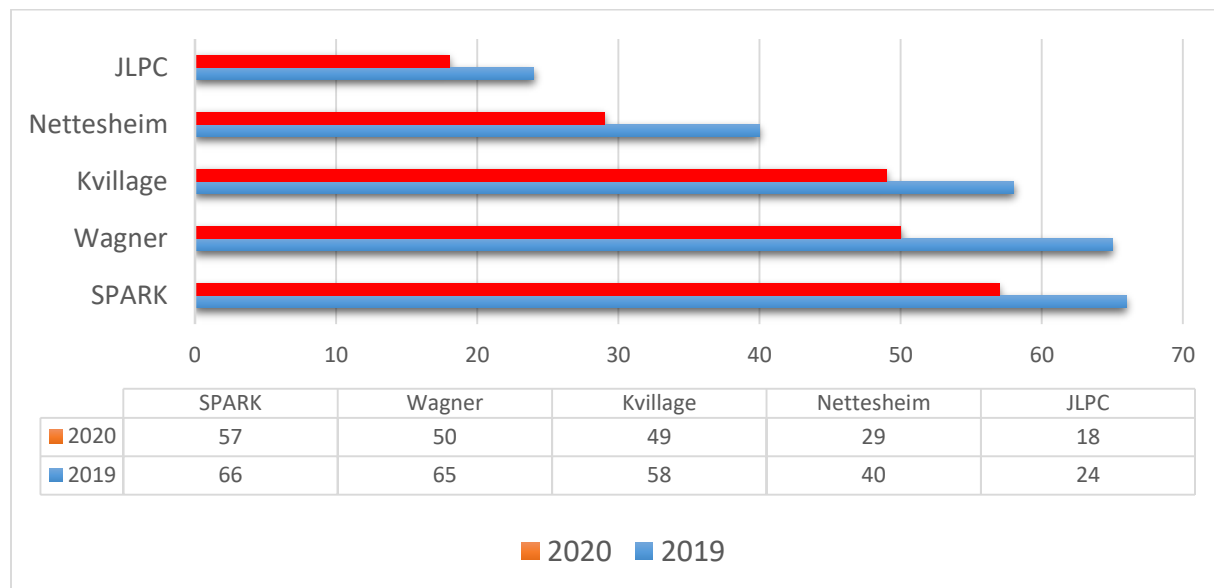
Data was retrieved from the Parks & Recreation registration software and anonymous surveys completed by staff and participants.

INTRODUCTION

Due to the COVID-19 pandemic, we had significant concern about whether we could safely conduct our summer camp programs for the 2020 season. Registration for camp programs was held at the beginning of March (Pre-COVID), so we already had the majority of camp participants already registered when COVID hit. Once it was determined that the pandemic was not waning at the beginning of May, we started making provisions to the program including a detailed COVID-19 Mitigation Plan, Policies and Procedures in regard to cleaning and sanitization, and significant program modifications which ultimately re-designed camp programming completely. We determined that we would offer our summer camps with these changes and presented the information to registered families. At this point we issued full refunds for those families that did not feel comfortable with their child in camp due to COVID-19 concerns. An additional challenge was that we did not have access to the Pewaukee School District where we normally house our SPARK camp program. This program normally runs with about 70 participants, 9 staff and two volunteers. We moved this program to South Park for the summer. We gave refunds for families that did not want to participate in the program with the new location. All day camp programs started on June 8, 2020.

REGISTRATION:

Registration decreased by nearly 20% due to the COVID-19 pandemic.



FINANCIAL IMPACT:

Based on the number of participants in 2019, we estimate that our revenue line decreased by about \$31,000 due to the COVID-19 pandemic.

Additional staffing costs were also added to the budget when Pewaukee Summer School was cancelled. Normally we would not be fully staffed during the mornings that kids are in summer school. However, we offered the opportunity for families to participate in full-day camp during the weeks of summer school so that there was not a lapse in care.

We charged families \$100 per child for this additional care.

We also opened our camps up to siblings of participants going into 5K in the fall. We normally do not allow kids into the program until they are going into 1st grade but when the Pewaukee School District announced that they would not allow any programming in the summer, the Champions (child care) program normally held at Pewaukee Lake Elementary for preschool children was no longer available to families. To assist in this need of care, we added ten 5K students to our rosters for 2020.

We had a list of unplanned expenses that were specific to our COVID-19 Mitigation Plan – the most notable of which were temporary tent structures at three of our locations to assist with social distancing requirements.

Despite the decrease in revenue and increase in our expenses, we were still able to run our summer camp programs without taking a loss.

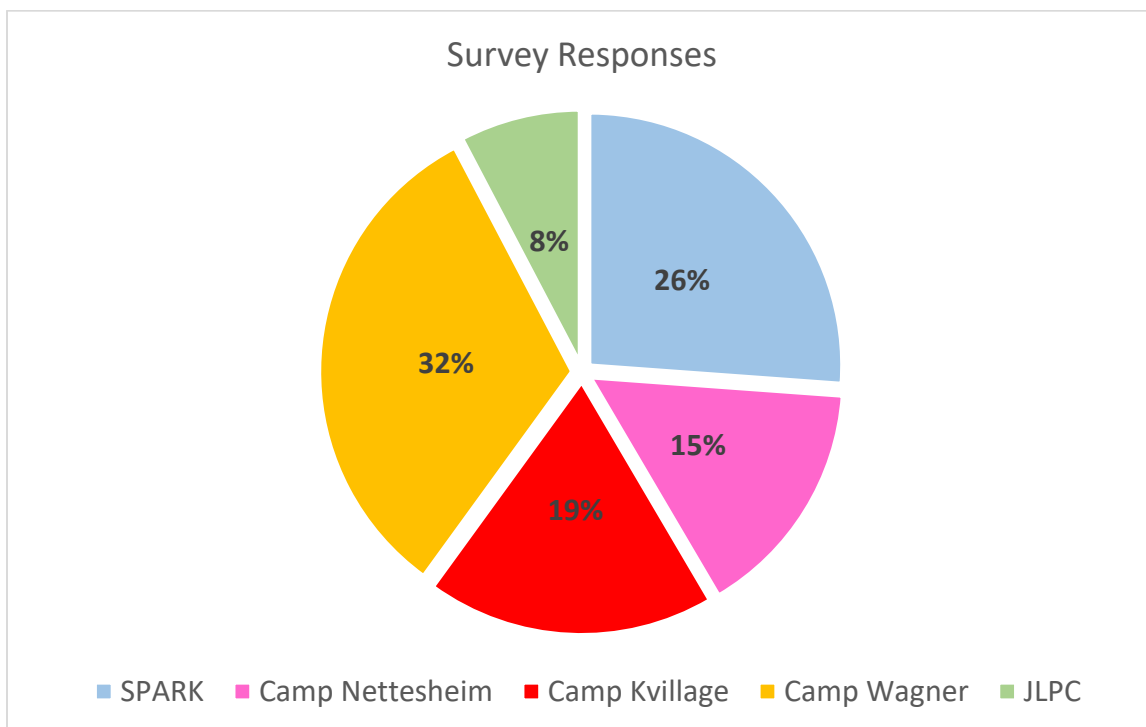
Camp revenue: \$142,880

Camp expenses: \$140,894

PARTICIPANT FEEDBACK:

At the end of camp, participating families were sent a link to an online survey about their summer camp experience. Parents were sent the link twice in two weeks (Initial notification and a reminder). We received 66 responses out of approximately 135 families.

The survey consisted of 9 questions and several areas for people to write in comments.

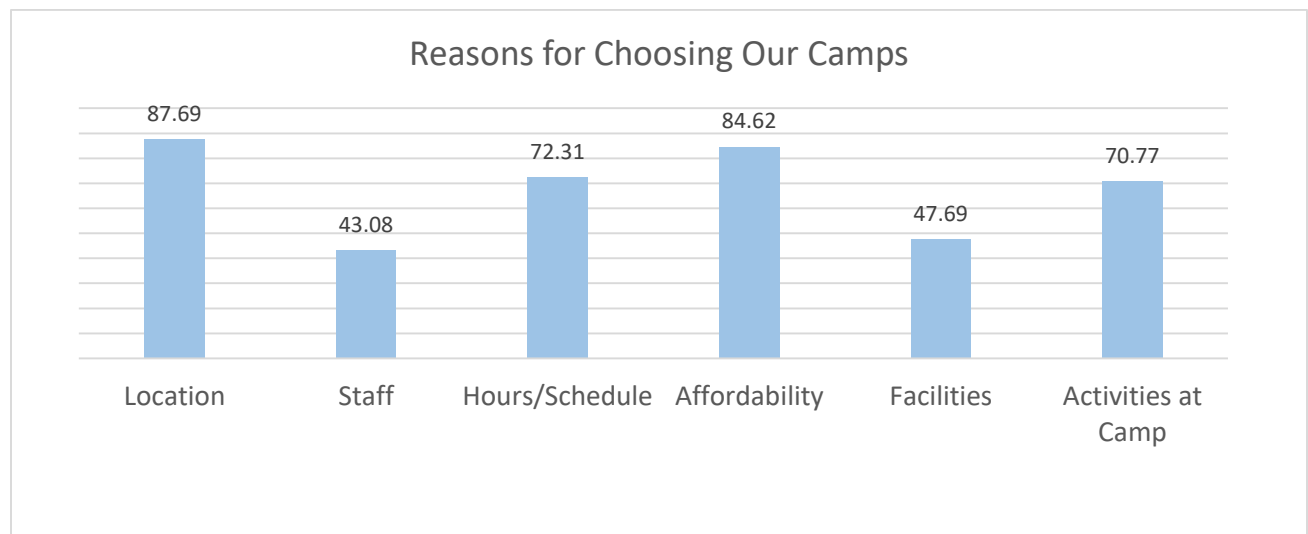


NOTE: Some respondents had children in multiple programs but answered only one survey.

QUESTION 1: Why did you choose our Summer Camps over the other programs/camps in the area?
Respondents were asked to choose all options that apply.

OPTIONS:

1. Location
2. Staff
3. Hours/schedule
4. Affordability
5. Facilities
6. Activities at camp

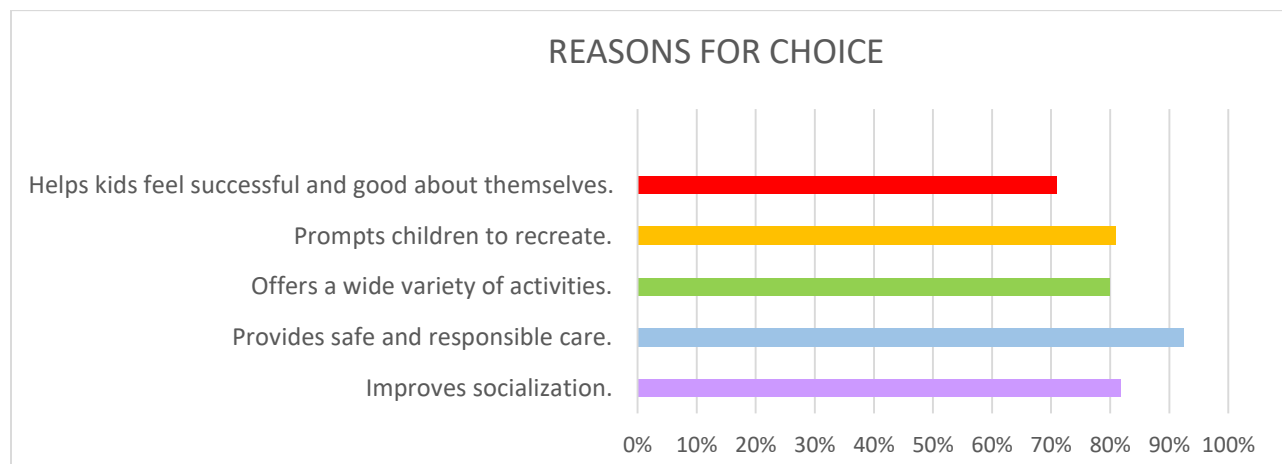


QUESTION 2: Which of the following Summer Camp goals do you feel were met for your child?
Respondents were asked to choose all options that apply.

OPTIONS:

1. Improves socialization skills by encouraging children to interact with peers and to facilitate meaningful relationships with adult leaders.
2. Provides safe and responsible care for children.
3. Offers a wide variety of activities for different interests, ages and skill levels.
4. Prompts children to learn and enjoy recreational interests and have fun.
5. Provides daily experiences that help each child feel successful and good about themselves.

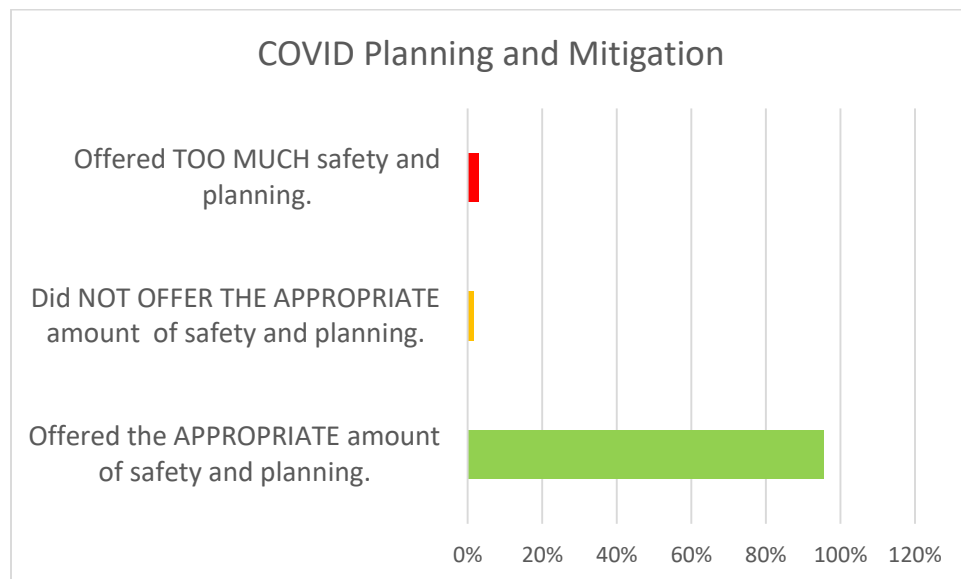
This chart shows the percentage of respondents who felt each of these goals were met.



Comments:

- My girls previously attended camp at West Allis/West Milwaukee before we moved. We were worried that we would not be able to find an affordable camp near us. Boy was I wrong! My girls loved your camp at KVillage. This was a crazy year with COVID and you guys knocked it out of the park. Thank you for helping them socialize in a safe way.
- I really enjoyed the camp the previous 2 years. This year was different because of COVID. We did not think the counselors this year were as good as last year and there were a lot of behavior problems at camp. The counselors were just sitting at the tables with kids all day and were talking to each other. They did like Erika and said she played with them.
- I think they could offer more activities and projects for the kids. Seems like a lot of the time kids are doing their own thing.
- Definitely reached all of the goals, which is impressive in time of COVID-19.
- My son said it was fun to play with water balloons but he came home with welts on his back.
- Our child enjoyed summer camp again this year, we like the variety of activities.
- I didn't check the last one because my children said that older kids told them they weren't good at sports.
- All of the above. Kids need interaction and need to play, LOTS. They came home with lots of stories and ideas for fun things to do at home.

QUESTION 3: How do you feel Pewaukee Parks & Recreation handled COVID-19 related planning and mitigation?



Comments:

- I felt you guys did a wonderful job with COVID and safety but I feel it allowed the counselors to be lazy in many times. To be honest, if I would have known that I would have kept them home or sent them to a "true childcare" place.
- I think everything started out well, but smaller groups turned larger with less social distancing.
- I was appreciative to see counselors wearing face coverings and asking if our kids had any symptoms of COVID daily.
- I do wish the kids could have used the refrigerator for lunches, but overall we were very happy with the measures taken to keep camp open this summer.
- Great job with communication to parents – prior to camp and during the summer. Thank you!

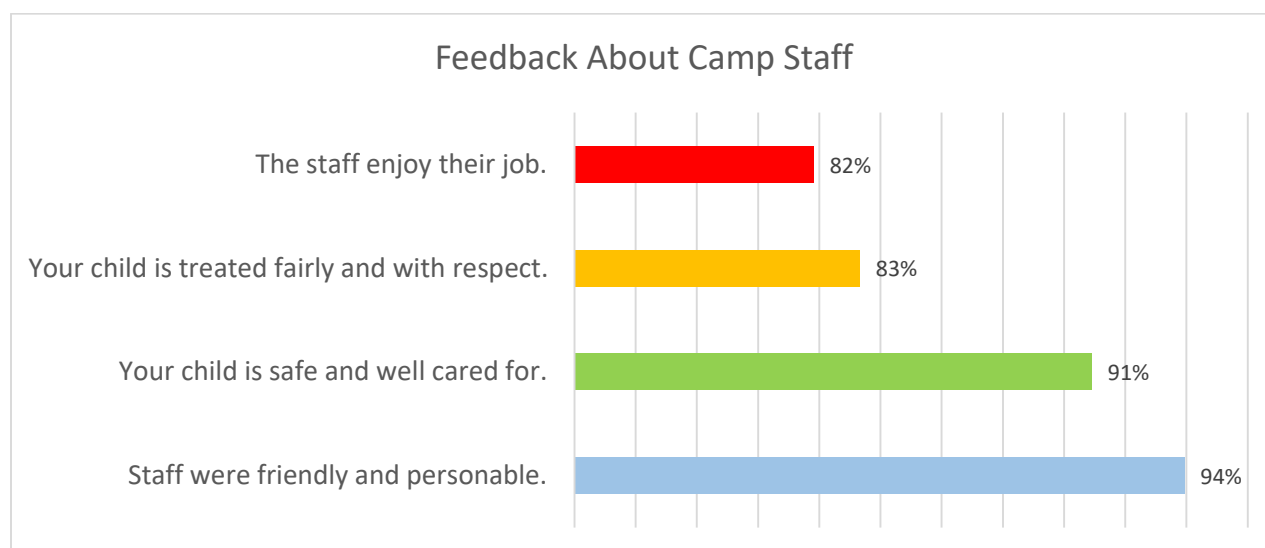
- Great job being flexible and keep our kids safe this summer. We expected camp to get shut down at some point and it didn't happen. I think the staff can take some credit for that. Thanks!
- We really appreciate the time put into planning for a safe camp opening this summer. With everything going on, we would have preferred no field trips this year.
- Everything worked out just fine and to the best of my knowledge, no one got the COVID.

QUESTION 4: We strive to provide excellent staff/counselors in our camp program. Please indicate which of the following statements represents our staff.

Respondents were asked to choose all options that apply.

OPTIONS:

1. The staff is friendly and personable.
2. You feel confident that your child is safe and well cared for by our staff
3. The staff treat the children fairly and with respect.
4. The staff enjoy their job and working with children.



Comments:

- I heard nothing but praise from my girls about the entire staff at KVillage. Great job everyone!
- I think at times, some of the counselors did not know how to handle some situations with kids – conflicts, disagreements, etc. We only had one incident and after I followed up it was resolved and a good learning moment for the counselors involved.
- A special shout out to two 2 staff that went above and beyond. Payton B. and Keeley H.
- I was not satisfied, it was the worst year. Staff never went above what they were supposed to be doing and often my child came home with a cut or bruise and no one told me.
- Every year we have been very pleased with the superb staff. This year was just as good if not better. Overall thank you for a job well done!
- They are simply impressive.
- My son loved all the counselors and cannot wait to come back next year. We wish it ran longer in August because of how much fun he had.
- I was VERY impressed with the staff, especially Keeley. They were well spoken and seemed to really care about the kids. Wish they put on sunscreen more often.
- Given the COVID precautions, we had very little interactions with camp staff, but we believe that above statements all apply.
- My kids had a couple instances with other kids and the counselors handled these situations by talking to both kids involved.
- My daughter absolutely loved the staff, it was also evident in the small interaction I had with counselors that they really knew my child.

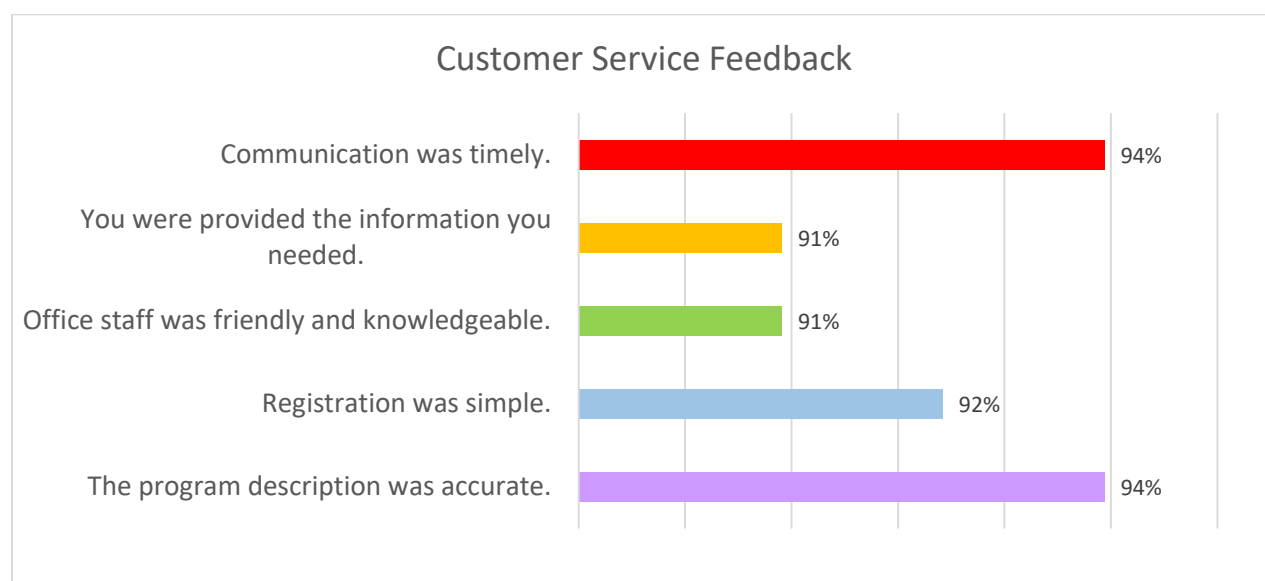
- I would like to see at least one adult at camp. The counselors are great but they're really still kids themselves and I can see how their lack of life experiences let things get a little out of hand.
- My son greatly enjoyed the staff and kids.
- We didn't interact much, keeping our distance, but the ones I spoke with were friendly and professional.
- Meredith was awesome! Dylan cried when she left. Hopefully she comes back next year.
- Both kids had nice things to say about their counselors.

QUESTION 5: It is our Department's goal to provide excellent customer service to our participants and community. Please indicate which of the following you feel we have achieved for the Summer Camp program.

Respondents were asked to choose all options that apply.

OPTIONS:

1. The program description was accurate.
2. The registration process was simple and easy to understand.
3. The office staff was friendly and knowledgeable.
4. You were provided with all the information you needed about camp.
5. Communication with our office/Department was timely.



Comments:

- We felt that this program set an outstanding example of the way a program should be run and have been extremely impressed with all you do including your hiring processes, the program content and how you have run the program.
- The Park & Rec office staff is FANTASTIC! They almost always have an answer to my question, and if they do not, they are very prompt in getting back to me.
- The updates were great as we were approaching camp and throughout the camp as our kids were getting used to being back on a structured program after a couple months at home.
- I loved all the counselors and safety precautions you took. I was very nervous to send my kids to camp after safer at home, but it was so worth it. My fears were eliminated by the thoughtful planning you took. Also, my kids averaged 25K steps a day with all the activity. I honestly loved having it at South Park. Thank you for making my kids summer special in this year of insanity.
- The program flexed when it needed to and the communication pertaining to such adjustments was swift. Even when the kids were acting out and being turds to one another early on, the staff made on-site adjustments and a proactive email came out to the parents for handling issues and talking with our kids. Really, nicely done.
- We would like to register and pay online for all field trips and camp at once.

QUESTION 6: What suggestions to do you have for our Summer Camp programs?

We received 42 responses to this question, below are some highlights.

Accolades:

- Keep up the great work! My daughter loves going!
- You did a nice job handling a very challenging and uncertain summer. Communication was great and very much appreciated. Thank you for providing some sense of normalcy for our family this summer.
- Great job putting this all together with all the craziness happening. COVID, change of location, cancelling of summer school. It was fantastic.
- Great leadership in the head counselors at both Nettesheim and KVillage Park.
- My son loved that SPARK was outdoors!
- This was our first summer and we loved it. Thank you!
- Each year it just gets better and better.
- Keep up the great work! Pewaukee Summer Camp saved summer this year! I can't say enough good things about the park and rec office, counselors, etc.

Areas for Improvement:

- Would like to know more about what my Jr. Leadership camper is learning.
- Discuss appropriate and inappropriate topics to discuss at camp.
- More water days.
- Too expensive!
- I was told that counselors lost their temper with campers a few times.
- Extend summer camp, it is too short and results in difficulty finding child care until school starts.
- More adult supervision.
- More organized activities and better safety procedures.
- Open at 7 or 7:15am.
- Provide more structured activities.
- Expand program to 5K kids.

QUESTION 7: We would love to hear from your child! Please share their thoughts!

- My kids loved coming to camp and are sad it's over. They can't wait to participate again in the future.
- She had a great time and absolutely loved all the counselors as well as making new friends. She's very excited for next summer!
- Liked sports and games, arts and crafts and trip to Skateland. Wished there were more swim days.
- Fun times! Liked the games and making new friends.
- Camp was better pre-COVID so we could play more games.
- Loves the counselors.
- My daughters love summer camp so much that they ask to go to Nettesheim Park on the weekends! They come home every day from camp so happy, having a fun and fulfilling day. Thank you!
- My children love the camp, they like the flexibility of staff and that they were allowed to pick some activities themselves.
- He is sad that it is ending.
- Love when counselors play with me.
- My daughter loved making new friends.
- As of last week, my son told me he wanted to be a Jr. Counselor. Thank you to all the staff members for being such a positive influence on him!
- We loved it! More water days and allowing frog catching on fishing Fridays.
- It was lots of fun. I liked the activities, especially kickball.

- My son loves this camp program. He is already excited for next summer. Thank you for another great year.
- My kids LOVED camp and want to go back!
- My daughter LOVED the Junior Leader Camp and the field trips. Our son at Nettesheim loved camp overall – he liked all the counselors but would prefer that there is a male counselor there.
- My son loves SPARK and wants to be a counselor when he is older. He cried on the last day and really formed some great relationships with the counselors. SPARK was the highlight of his summer.
- JJ loved the kids and counselors.
- Sydney loved how the kids were able to play lots of different games outside and not be inside too much.
- They connected with the counselors and made new camp friends. They enjoyed their time there and looked forward to going.
- Every day was a blast. I love my camp. I love all of the field trips. My camp counselors were the best.
- Gaga ball was the best.
- He understands why campers were separated into groups this year, but didn't care for that.
- Really enjoyed playing sports and fishing.
- It is a good experience.
- Jase and Braydan really enjoyed all the staff members. They were fun and kind and made us feel special.
- Camp was more fun pre-COVID.
- Thank you for a great summer! I had a lot of fun!
- My kids LOVED camp! The counselors are all amazing. My kids cannot wait to come back next summer. Thank you to the counselors for making their first time at camp memorable.
- My kids loved SPARK and can't wait for next year!
- Had a fun summer.
- Dylan really bonded with Meredith. He loved fishing Friday, baseball and field trips. Please let Meredith know she was a positive influence on him.
- My younger kid went to Nettesheim and love playing cards, running around games, playing tag on the jungle gym and making rubber band stuff. My Jr Leader camper was quieter but fiercely loyal to making sure she made it to camp. She called people by name when we drove up each morning. She liked the sports and really liked the festival event her crew put on this year.

EMPLOYEE FEEDBACK

In order to have successful programs, we need incredible staff. It is our goal to provide an excellent work environment where employees feel valued and know that their job makes a difference in the lives of others.

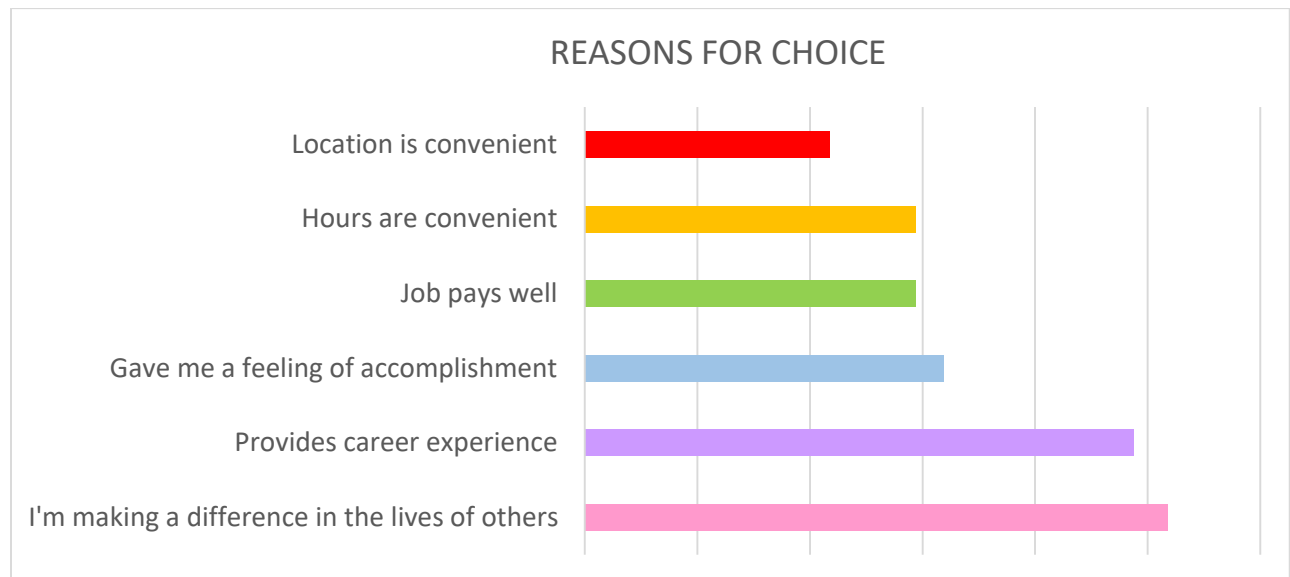
We employed 6 lead staff (Coordinators/Head Counselors), 27 counselors, and 5 Jr. Counselors for our camp programs. At the end of the season, they were emailed a link to fill out an end-of-summer survey about their employment experience with Pewaukee Parks & Recreation. The response rate for the survey was just under 70%.

WHY DID YOU CHOOSE TO WORK AT PEWAUKEE PARKS & RECREATION?

Respondents were asked to rank the following options.

OPTIONS:

1. I am making a difference in the lives of others.
2. It provides good experience for career or work goals.
3. Job pays well.
4. Hours are convenient.
5. It gave me a feeling of accomplishment.
6. Location is convenient.

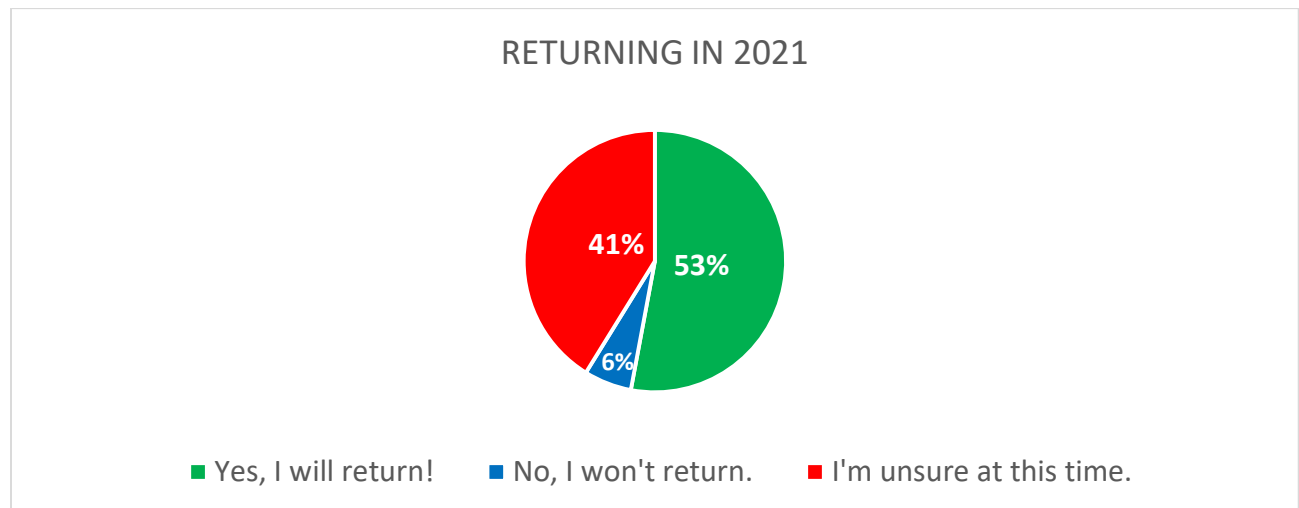


It is essential to note that the most popular reason why people chose to work Pewaukee Parks & Recreation day camps, is that they feel they are making a difference in the lives of others. This is one of the most significant findings in this survey and should be a telling sign of the strong moral character of our employees.

WHAT WAS THE BEST THING ABOUT WORKING FOR PEWAUKEE PARKS & RECREATION THIS SUMMER?

- Creating new friendships and relationships with the campers and my fellow counselors.
- Getting to know the kids.
- Making connections with the kids and seeing them grow into strong leaders.
- The relationships with kids and counselors.
- Being outside and getting to play with kids all day.
- The relationships built with the kids and staff.
- Getting more one on one time with kids that I don't normally get to see as they rotated through the groups.
- Playing sporty games with the kids and really just that the kids were mostly all amazing.
- Meeting new people.
- Working with the kids and my co-workers
- Activities with the kids.
- Hanging out with kids all day.
- The campers.
- Seeing the kids grow and learn new social skills that they will be able to utilize for their entire lives.

WILL YOU BE RETURNING TO WORK FOR PEWAUKEE PARKS & RECREATION IN 2021?



COMMENTS:

- I loved my job and wish I could come back. However, I have to have an internship before I graduate and next summer is my last opportunity to do so.
- College may interfere.
- I may be moving to Michigan, but if not, I would love to work here next year!
- If no opportunities come up in my preferred field of work.
- Depends on if I need to take classes next summer or not.
- I would love to come back, but I need to have a job that is both enjoyable and well-paying. I hope to have a pay raise if I come back. If not, I will truly miss the job and the kids very much.
- Planning to come back but may also look for internship.
- I am interested in returning but at the Leadership camp instead. I think I would do a really good job there.
- I would love to come back in a leadership role.
- I would love to return, but may look at a different location. It depends on if some of the weaker-link staff at my location are returning or not.
- If I get a "Big Girl" nursing job, I won't be returning.

SUMMARY

Implementing our day camp programs in 2020 in the middle of the COVID-19 Pandemic was an incredible feat. We got a very late start on planning, we had to revise our entire programming concept, we had to make change after change, often last-minute. We struggled with staffing, having a few employees quit the week before the program started and also after the program started. We struggled with available facility space, resources, and in making sure that our COVID related policies and procedures were being followed perfectly every day. Camper behavior was the worst it has ever been in my years running this program and counselors struggled daily with discipline and redirection. We even created special SEL (Social Emotional Learning) daily lesson plans to assist with behavior modification. But, through all these struggles, we consistently heard support from parents; thanking us for running the program and we saw the joy on the campers' faces as they finally were able to interact with friends that they hadn't seen in 3 months. If we had to do it all again, we would. We provided what our community needed and did so successfully and that is our role, our purpose and our mission.



ABOUT OUR CAMP STAFF

Day Camp Supervisor: Erin Peterson

Erin has been a full time teacher in the area for 6 years and recently took a new job with the School District of Gibraltar in Door County. We have had Erin on staff for three years. She will be missed!

Wagner Park

Head Counselor, Amy Kornowski: Amy just graduated with her education degree and will be teaching in Whitewater starting this fall. This is Amy's 3rd year with us.

Kellen Gonzalez: Kellen is a senior at Pius High School and has been at Wagner Park as a camper and then Junior Leader volunteer for two years before joining our paid staff in 2019.

Lauren McGovern: Lauren is a Junior at UW Oshkosh studying geology. This is Lauren's 2nd year at Wagner Park.

Meredith Mowbray: Meredith is a senior at Divine Savior Holy Angels High School. It's her 1st year with Pewaukee Parks & Rec and she did a phenomenal job.

Megan Wallenfang: Megan will be a freshman at UW Stevens Point studying to be a Special Education/Social Studies teacher. This is Megan's 2nd year at Wagner Park.

Meg Bierce: Meg is a senior at Pewaukee High School and plans to go into Biology in college. This is Meg's first year with us at Wagner Park.

We were a staff person short all summer due to an employee that quit at the end of the first week of camp.

KVillage Park

Head Counselor, Jenna Condon: Jenna is a senior at UW Oshkosh studying elementary education. This is her 3rd year with us, and she took the Head Counselor position at KVillage after being at Wagner for two years.

Summer Keeler: Summer attends Carroll University where she studies exercise science and pre-physical therapy. This is her 1st year at camp and she really stepped up as a leader.

Bella Petoskey: This is Bella's 3rd year as a camp counselor at KVillage. She graduated from Pewaukee High School and will be attending UW Milwaukee this fall.

Robert Wilary: Robert was a camper, then a Junior Leader volunteer for two years before joining our paid staff in 2019. He will likely move to the Jr. Leadership camp next year and will be a good match for that program.

Zoë Bierce: Zoë attends UW Madison and will be a senior this year studying Neurobiology. She used to work with Pewaukee Park & Recreation as a lifeguard and after a few years away, came back for a summer job this year.

Sarah Hornburg: Sarah was a camper, then a Junior Leader volunteer for two years before joining our paid staff in 2019.

Amanda Klaeser: Amanda is a senior at Carroll University majoring in public health with an emphasis in pre-occupational therapy. It's her 1st year with us and was a great leader at the park.

Nettesheim Park

Head Counselor, Erika Zubarik: Erika is a senior at Alverno College and will be graduating with a degree in Pediatric nursing in the spring. This is Erika's first year with Pewaukee Parks & Rec but came to us via New Berlin Parks and Rec where she supervised their summer day camp program in 2019.

Olivia Fladhammer: Olivia is a Junior at Arrowhead High School and is new to our staff this summer. She joined us last minute after one of our staff quit the week before camp started.

Rachel Christaansen: Rachel is a Junior at the University of Iowa and is studying human physiology and psychology. It is Rachel's 1st year at Netty.

Kara Hauptert: Kara was a camper, then a Junior Leader volunteer for two years before joining our paid staff this summer. She was the only returning staff person at Nettesheim and did a great job.

Grace Kostreva: Grace is a Junior at UW Madison studying retail and consumer behavior. Grace stepped up as a leader when the Head Counselor was out for a week and did very well.

SPARK

Coordinator, Keeley Hayden: Keeley is a Marquette grad with a degree in Biological Sciences and is pursuing her Master's in Public Health Administration and Policy at the University of Minnesota. Keeley was a SPARK Counselor for 2 years prior to stepping into the Coordinator position.

Assistant Coordinator, Liza Sjoberg: Liza joined our staff three years ago as a floater and then moved to a permanent position at SPARK. She is studying Occupational Therapy at St. Louis University.

Payton Bickett: Payton just graduated from Catholic Memorial High School, and is back at SPARK for her 3rd year. The last two years she has specifically been working with one of our special needs students as a one on one aide. She is going to be studying Special Education at Concordia University this fall.

Paige Kettner: Paige was a camper before becoming a Jr. Leader volunteer for two years and is now completing her 2nd year with us as paid staff. She recently graduated from Pewaukee High School is going to be studying nursing at Marquette this fall.

Samantha Willis: Samie joined our staff this year, but used to be a camper here when she was a child. She is a graduate of Wartburg College with a degree in Music Therapy. She will be moving to Sacramento in the fall to start her career.

Shelby Vielgut: Shelby will be attending Carroll University this fall to study graphic communication. This is her first summer with us.

Drew Fox: Drew attends Pewaukee High School and it is his first year with us at SPARK. His sister works for us as well.

Gannon Huebner: Gannon is going to be a Junior at Pewaukee High School this fall. Gannon was a camper at SPARK in the past and has been waiting until he turned 16 to be able to join our paid staff. He did an excellent job this summer.

Emilio Juarez: Emilio attends Arrowhead High School and joined our staff about a week into the program. We had a counselor decide to leave the program after the first day of camp and we were grateful to find Emilio to take her place!

Grace Westerman: Grace was another (very) late addition to our SPARK staff. We were having issues covering our small groups with proper ratios and she was hired in late June. Grace studies chemistry at UW Whitewater.

JLPC (Junior Leader Prep Camp)

Coordinator, Elly Fox: Elly is studying special education at UW Whitewater and has worked with our Junior Leadership camp for the last two years, and now as coordinator. She is involved in many mentorship programs and has focused on leadership through high school and college as an area of interest.

Gracie Bierce: This is Gracie's 1st year with our program. She attends UW Eau Claire and is studying business. Gracie did a great job with this challenging age group!

Ian Petoskey: Ian is a junior at Judson University studying management and marketing. Prior to joining our Leadership Camp staff in 2019, Ian worked with our youth sports programs for two years. It was great to have a male role model on staff again this summer.

Lauren Schaefer: Lauren will be attending UW Oshkosh this fall majoring in education. She has been involved in numerous leadership organizations and was the perfect match for this program.

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

DATE: September 9, 2020

DEPARTMENT: Parks and Recreation

PROVIDED BY: Nick

SUBJECT:

Discussion and possible action regarding Pewaukee Youth Baseball's 2020 repayment rate.

BACKGROUND:

Pewaukee Youth Baseball is requesting to have the wiring of the sponsored/naming rights scoreboard on diamond 3 accounted for as a credit to their 2020 repayment of the concession building.

If granted this would take their agreed upon total of \$21,659 less the wiring amount of \$2,725.34 for a total of \$18,933.66.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: September 9, 2020

DEPARTMENT: Parks and Recreation

PROVIDED BY: Nick

SUBJECT:

Discussion and possible action regarding park reservation rental fees.

BACKGROUND:

We have had a very strong history in recent years of park reservations and rentals. We began tracking rentals in 2020 to provide data regarding number of rentals, hours, location, etc., however, much of it has been compromised due to forced or elective cancellations due to COVID.

However, we recommend a fee increase for our park reservation rentals based on the volume of requests, bookings, and phone calls we receive requesting already reserved dates. We generally have every weekend date in June-August booked at Wagner Park by March (or earlier) as an example of popularity.

FINANCIAL IMPACT:

Data as of 9/1/20:

Total hours per park with hourly rates:

Wagner Park - 200 hours

Nettesheim Park - 116 hours

South Park - 69 hours

Total Dates rented per park with daily fee:

Kiwanis Village Park - 15 days

Balmer Park - 12 days

Recommendation to increase:

Hourly fee at Wagner Park from \$30/hour to \$40/hour

Hourly fee at Nettesheim and South Parks from \$20/hour to \$25/hour

Non-Resident fees would also increase \$5/10/hour based on resident increase.

This would likely increase our park rental revenue by ~\$3,000 for the year.

Recommendation to increase daily fee at Kiwanis Village and Balmer Park by \$10/daily rental. Using 2020 number of rentals, that would increase our park rental revenue by \$270.

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Rental Rate Increase Recommendation

Park	Hours	Rate/Hr	Total	As of 9/1/20
Wagner	200.00	\$ 30.00	\$ 6,000.00	
	200.00	\$ 5.00	\$ 1,000.00	Additional Revenue
	200.00	\$ 10.00	\$ 2,000.00	Additional Revenue
Nettesheim	116.00	\$ 20.00	\$ 2,320.00	
	116.00	\$ 5.00	\$ 580.00	Additional Revenue
	116.00	\$ 10.00	\$ 1,160.00	Additional Revenue
South	69.00	\$ 20.00	\$ 1,380.00	
	69.00	\$ 5.00	\$ 345.00	Additional Revenue
	69.00	\$ 10.00	\$ 690.00	Additional Revenue
K-Village	15.00	\$ 50.00	\$ 750.00	
	15.00	\$ 10.00	\$ 150.00	Additional Revenue
Balmer	12.00	\$ 50.00	\$ 600.00	
	12.00	\$ 10.00	\$ 120.00	Additional Revenue
Additional Revenue @ \$5/hour, \$10/date				\$ 2,195.00
Additional Revenue @ \$10/hour, \$10/date				\$ 4,120.00
Additional Revenue @ \$10/hour @ Wagner, \$5/hour @ South/Netty				\$ 2,925.00
Daily rate increase of \$10/day @ K-Village & Balmer				\$ 270.00
				*Recommendation
				*Recommendation

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

DATE: September 9, 2020

DEPARTMENT: Parks and Recreation

PROVIDED BY: Nick

SUBJECT:

Discussion and possible action regarding 2021 proposed budget regarding City Only Capital budget.

BACKGROUND:

I have added to include the following improvements at Pewaukee Sports Complex out of the City Only Capital Budget:

- Top coat of asphalt (1.5") - this is supposed to be completed within one year of initial asphalt being put down, which was done in late 2019. Current bid of \$19,874 with 10% increase is listed for 2021 budget as \$21,862.
- Bleacher pads and ADA access paths - In order to be ADA compliant we need to provide ADA accessible paths to every location there is seating provided (bleachers), as well as a pad for wheelchair seating. This proposal will bring bleachers together behind home plate of all four diamonds and provide an ADA accessible path and seating for each diamond. Current bid of \$25,360 with 10% increase is listed for 2021 budget as \$27,896.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

City only Capital budget sheet update

Asphalt top coat

ADA paths and bleacher pads

CITY OF PEWAUKEE
TEN YEAR CAPITAL BUDGET
2021 BUDGET
CAPITAL ASSETS COSTING \$5,000 OR MORE

Purchase Replacement in Highlighted Year

ITEM DESCRIPTION	Dept	Est Life	Replace Year	Cost	Assign Bal 12/31/19	2020	2020	2020	2021	2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
						Proposed Adds	Estimated Purchases	Estimated Balance	Proposed Adds	Budgeted Purchases	Budgeted Balance										
Tennis Court/BB Court Resurfacing *	PRCOP			20k per park/ye	60,000		20,000	40,000	20,000	20,000	40,000	20,000				20,000	20,000	20,000	20,000		
Balmer Park - Dog park conversion	PRCOP			16,000				-			-		16,000								
Kitchen Update at Wagner Park	PRCOP			6,000	6,000			6,000		6,000	-										
Replace flooring at South and Nettesheim	PRCOP							-			-										
Wagner Park Ice Rink	PRCOP			15,000				-			-	15,000									
Wagner Playground Resurface	PRCOP			26,000				-	6,500		6,500	6,500	6,500	6,500	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Scoreboards (2) Nettesheim Park (\$12,000)	PRCOP			sponsorship?				-			-										
South Park Sewer Hookup	PRCOP				20,000		20,000	-			-										
#155 2016 Kifco Sprinkler-was #152	PRCOP	10	2026	9,500				-	1,583		1,583	1,583	1,583	1,583	1,583	1,583	1,000	1,000	1,000	1,000	1,000
#153 2016 Kifco Sprinkler	PRCOP	10	2026	9,500				-	1,583		1,583	950	1,583	1,583	1,583	1,583	1,000	1,000	1,000	1,000	1,000
Sports Complex Driveway Asphalt top coat	PRCOP								21,862	21,862	-										
Sports Complex Bleacher Pads & ADA paths	PRCOP								27,896	27,896	-										
TOTAL CAPITAL OUTLAYS				82,000	86,000	-	40,000	46,000	79,424	75,758	49,666	44,033	25,666	9,666	5,166	25,166	24,000	24,000	24,000	4,000	4,000



PAVING AND CONCRETE
Parking Lot Maintenance, Inc.

PARKING LOT MAINTENANCE, INC.

W225 N3178 DUPLAINVILLE ROAD
PEWAUKEE, WISCONSIN 53072

Phone: (262) 691-3964
Fax: (262) 691-4811
www.PLM Paving.com

PROPOSAL DATE:

3/10/2020

PROPOSAL #:
1998102-95314

Proposal Submitted To	Work To Be Performed At
Company <u>Pewaukee Recreation Department</u>	Company <u>Pewaukee Sports Complex</u>
Name <u>Nick Phalin</u>	Name <u>Nick Phalin</u>
Street <u>W240 N3065 Pewaukee Road</u>	Street <u>N45 W23440 Lindsay Rd</u>
City <u>Pewaukee</u> State <u>WI</u> Zip <u>53072-</u>	City <u>Pewaukee</u> State <u>WI</u> Zip <u>53072</u>
Telephone Number _____ Fax: _____	Telephone Number _____ Fax: _____
Cell _____	Cell _____

Procedure to pave roadway, parking area, and turnaround area (17,220 sq ft).

1. Sweep and clean areas to be asphalted.
2. Apply tack coat (glue) over entire area to be paved for proper bond of new pavement to old.
3. Machine lay hot mix asphalt to a compacted depth of 1.5".

Thank you for the opportunity to quote on this project.

TERMS NET 30 DAYS

For the sum of \$19,874.00

NOTE: PLM Paving is not responsible for any damage to private electrical lines, or anything not marked by Diggers Hotline.

NOTE: PLM Paving is not responsible for landscape restoration.

NOTE: PLM Paving is not responsible for damage to existing pavement from construction traffic.

NOTE: Price valid for 20 days.

NOTE: Permits and architectural drawings by others.

Work will stop if payments are not received per this schedule: 25% at time of execution of proposal and 75% net 10 days. PLM IS NOT RESPONSIBLE FOR PAVEMENT BREAKAGE DUE TO NORMAL CONSTRUCTION TRAFFIC. PLM IS NOT RESPONSIBLE FOR DAMAGE TO OR INJURIES CAUSED BY ANY OWNER/PRIVATE INSTALLED UTILITIES, GAS, ELECTRIC, WATER, SEWER, CABLE, TELEPHONE, PIPES, LINES, CONDUITS, OR OTHER UNDERGROUND OBSTRUCTIONS, (herein "UNDERGROUND INSTALLATIONS").

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Parking Lot Maintenance, Inc. is authorized to do the work specified. Payments will be made as outlined above. This Proposal is also subject to the Terms & Conditions on the reverse side hereof. Owner acknowledges receipt of a copy of this contract and Contractor's Warranty.

Contractor Signature Tom Opie

Owner Signature: _____

Printed Name: Tom Opie

Printed Full Legal Name: _____

Signed This Date: _____

Signed This Date: _____

"Quality Paving & Protective Coatings"

Upon Owner's written acceptance of this proposal, the Owner accepts the project specifications and materials set forth herein. No other terms and conditions, or amendment to these terms and conditions, shall be enforceable unless set forth in writing and signed by all parties. Any refusal by the Owner to proceed with the project after acceptance of the proposal shall be deemed a material breach of this contract and Owner agrees to the recovery of damages incurred by Parking Lot Maintenance, Inc ("PLM") and/or its subcontractors for all lost profit and costs, including all planning, design, preparation and materials identifiable to the contract.

All permits are the Owner's responsibility prior to the commencement of the project unless PLM has specified otherwise in writing. If PLM is unable to start or complete the proposed project due to obstructions (eg. vehicles) or other actions of the Owner, the Owner shall be responsible for all costs associated with removing the obstruction or correcting the cause, plus 30% to cover PLM's overhead and profit.

All material will be as specified. All work will be performed in a workmanlike manner in accordance with industry standards. PLM does not guarantee the project from cracking, whether original installation or resurfacing, and Owner understands that cracking is likely to occur. PLM is not responsible for filling cracks in existing deteriorated (alligatored) areas unless otherwise specified in writing. PLM shall not be responsible to Owner for any damages of any nature for Owner specified grades of less than 1% or Owner's failure to backfill edges of paved areas. All labor performed and material provided is conclusively accepted as satisfactory unless PLM is notified otherwise in writing within 5 days after the project is completed.

In the event underlying concrete, wood, other materials or unusual subsoil conditions are discovered during excavation on the job, Owner recognizes that this will result in an additional charge. Any additional material or labor required to complete any portion of the proposed project outside the scope of the specifications through no fault of PLM shall result in an additional charge and PLM may, at its option, cease performing work at the project until the Owner shall agree to the changes and charges in writing. PLM shall not be responsible for any delays in completion of the project as a result of additional work or the Owner withholding approval of additional work.

EXCLUSION OF CONSEQUENTIAL DAMAGES AND DISCLAIMER OF OTHER LIABILITY. PLM's liability with respect to any breach of this Contract or any breach of any warranty that would be found to exist shall not exceed the contract price. **PLM SHALL NOT BE SUBJECT TO AND DISCLAIMS: (1) ANY OTHER OBLIGATIONS OR LIABILITIES ARISING OUT OF BREACH OF CONTRACT OR OF WARRANTY, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE; (2) ANY OBLIGATIONS WHATSOEVER ARISING FROM TORT CLAIMS (INCLUDING NEGLIGENCE AND STRICT LIABILITY) OR ARISING UNDER OTHER THEORIES OF LAW WITH RESPECT TO PRODUCTS SOLD OR SERVICES RENDERED BY PLM, OR ANY UNDERTAKINGS, ACTS OR OMISSIONS RELATING THERETO, AND (3) ALL CONSEQUENTIAL, INCIDENTAL, SPECIAL AND/OR CONTINGENT DAMAGES WHATSOEVER.** OWNER AGREES TO INDEMNIFY AND HOLD HARMLESS PLM FROM ANY AND ALL CLAIMS, LIABILITIES, COSTS AND EXPENSES OF ANY NATURE ARISING FROM INJURIES TO THIRD PARTIES AT THE JOB SITE OR THE INTERRUPTION OR DESTRUCTION OF OWNER/PRIVATE UNDERGROUND CABLE, PIPES or INSTALLATIONS.

COMPLETION, DELAY AND CLAIMS. PLM shall not be liable for any damage as a result of any delay due to any cause beyond PLM's complete control, including but not limited to any act of God, act of Owner, embargo or other governmental act, regulation or request, fire, accident, strike, slow-down, war, riot, delay in transportation, delayed delivery by suppliers or Owner's or PLM's inability to obtain the necessary permits or licenses or comply with any other governmental regulations concerning the installation or performance. In the event of any such delay, the date of completion shall be extended for a period equal to the time lost by reason of the delay. Claims by Owner against PLM must be made in writing to PLM within five (5) days of knowledge of the alleged claim and failure to give such notice shall constitute unqualified acceptance and a waiver of all such claims by Owner.

PRICE AND PAYMENT. The prices in this proposal are PLM's prices for the goods and/or services with the Exclusion of Consequential Damages and Disclaimer of Other Liabilities, set forth above, including the disclaimer of strict liability and other tort liability, enforceable against the Owner. If Owner desires for PLM to provide a greater or additional warranty and/or to be liable for some or all of the matters disclaimed herein, then the Owner must notify PLM in writing and a new contract will be prepared which excludes this language, but which reflects higher sales prices reasonably compensating PLM for assuming that additional exposure. In the absence of such a notification, by signing this proposal Owner is accepting such limitations and disclaimers in exchange for the lower prices set forth herein. **Owner agrees to pay all costs of collection, including reasonable attorney fees. ALL INVOICES ARE DUE 15 DAYS AFTER THE DATE ON THE INVOICE. Any payment not made when due shall accrue compound interest at the rate of 1 ½% per month.**

WARRANTY. Owner agrees that this proposal is subject to PLM's standard one (1) year limited warranty, a copy of which Owner acknowledges receiving with this proposal. In the event any payment is not made when due, any warranty of PLM shall be void.

SEVERABILITY. If any of these Terms and Conditions shall be deemed illegal or unenforceable, such illegality or unenforceability shall not affect the validity and enforceability of any legal and enforceable provisions hereof which shall be construed as if such illegal and unenforceable provision or provisions had not been inserted herein, unless such illegality or unenforceability shall destroy the underlying business purpose of these Terms and Conditions.

NOTICE OF LIEN RIGHTS: "AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, YOU ARE HEREBY NOTIFIED THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON YOUR PROPERTY MAY HAVE LIEN RIGHTS ON YOUR LAND AND BUILDING(S) IF THEY ARE NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED PRIME CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH YOU OR THOSE WHO GIVE YOU IDENTIFICATION NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION. YOU PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION. YOU SHOULD GIVE A COPY OF EACH NOTICE YOU RECEIVE TO YOUR MORTGAGE LENDER, IF ANY. THE UNDERSIGNED PRIME CONTRACTOR AGREES TO COOPERATE WITH YOU AND YOUR LENDER, IF ANY, TO SEE THAT ALL POTENTIAL CLAIMANTS ARE DULY PAID."



May 21, 2020

Mr. Nick Phalin
City of Pewaukee
W240 N3065 Pewaukee Road
Pewaukee, WI 53072

Dear Mr. Phalin:

Level Up Construction, Inc. is pleased to provide this quote for exterior concrete work at The Pewaukee Sports Complex. This proposal is per our discussions, and details as per this proposal. We include the following:

Concrete

1. Excavation at areas of new concrete. Remove spoils from site.
2. Provide 6" thick crushed, compacted limestone base at new concrete areas.
3. Provide 4,000 square feet of concrete at four (4) rectangle area. Provide 150 lineal feet of 5' wide concrete walkways.
4. Concrete to be 4,000 PSI, low chert, 4" thick, and reinforced with one layer of 6x6 10-gage welded wire mesh.
5. Provide one coat of water based curing compound.
6. Provide rough grading of topsoil at edges of new concrete.

Total:

\$25,360

Level Up Construction, Inc.
Telephone: (262) 269-5690
Mailing Address: N60 W14361 Kaul Avenue, Menomonee Falls, WI 53051
Email: tscheckel@levelupci.com

We Do Not Include

1. Costs due to hidden conditions or other unforeseen obstructions.
2. Conditions due to substandard soils.
3. **Repairing or replacing existing sprinkler lines.**
4. Retainage.
5. Overtime work.
6. Grass seed or sod.
7. Any items not mentioned in this proposal.

PROJECT NOTES

1. All obstructions must be removed from the area prior to crews arriving.
2. This quote is valid for 15 days, after which time it is subject to review.
3. At the end of each month, and at the end of the job, you will receive an invoice for work performed during that month. Payment is due within 20 days of receipt of invoice.
4. Our final cost is based upon the project starting June of 2020.
5. Lien Rights: As required by the Wisconsin Construction Lien Law, builder hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned builder, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to the mortgage lender, if any. Builder agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.

Level Up Construction, Inc.

Telephone: (262) 269-5690

Mailing Address: N60 W14361 Kaul Avenue, Menomonee Falls, WI 53051

Email: tscheckel@levelupci.com

Thank you for the opportunity to provide this proposal, and should you have any questions please feel free to contact me.

Sincerely,

Tim Scheckel

Level Up Construction, Inc.
Telephone: (262) 269-5690
Mailing Address: N60 W14361 Kaul Avenue, Menomonee Falls, WI 53051
Email: tscheckel@levelupci.com

**CITY OF PEWAUKEE
JOINT PARK AND RECREATION BOARD AGENDA ITEM 10.**

DATE: September 9, 2020

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Update regarding Open Space Plan.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

**CITY OF PEWAUKEE
JOINT PARK AND RECREATION BOARD AGENDA ITEM 11.**

DATE: September 9, 2020

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Update regarding Laimon Park boat launch and parking lot renovation project.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

**CITY OF PEWAUKEE
JOINT PARK AND RECREATION BOARD AGENDA ITEM 12.**

DATE: September 9, 2020

DEPARTMENT: Parks and Recreation

PROVIDED BY: Nick

SUBJECT:

Discussion and possible action in regards to Laimon Park project addition.

BACKGROUND:

When utilizing the boat launch at Laimon Park, there is a significant hole, about 8' deep shortly into the lake. This hole is created by boat engines and trailers. After this hole, there is a shallow area of about 2.5-3' deep where this gravel piles creating a berm that has left the hole. Some boat propellers hit this gravel high spot when they are approaching the launch. PLM contractor has offered to drag this gravel back into the hole to create a more level bottom to the lake.

No additional permitting would be required.

FINANCIAL IMPACT:

Bid attached

RECOMMENDED MOTION:

ATTACHMENTS:

Description

PLM Berm Bid



Parking Lot Maintenance, Inc.

PARKING LOT MAINTENANCE, INC.

W225 N3178 DUPLAINVILLE ROAD
PEWAUKEE, WISCONSIN 53072

Phone: (262) 691-3964
Fax: (262) 691-4811
www.PLMPaving.com

PROPOSAL DATE:

9/2/2020

PROPOSAL #:
2002985-101075

Proposal Submitted To	Work To Be Performed At
Company <u>Pewaukee Recreation Department</u>	Company <u>Laimon Park</u>
Name <u>Nick Phalin</u>	Name <u>Nick Phalin</u>
Street <u>W240 N3065 Pewaukee Road</u>	Street <u>129 Park Ave</u>
City <u>Pewaukee</u> State <u>WI</u> Zip <u>53072</u>	City <u>Pewaukee</u> State <u>WI</u> Zip <u>53072</u>
Telephone Number _____ Fax: _____	Telephone Number _____ Fax: _____
Cell _____	Cell _____

Procedure to remove gravel berm 50' out into lake at launch site in order to deepen launch area. Berm is no 3' deep for a width of 30'. This can damage boats and props especially when the launch will be at a depth of 5' deep.

1. Extend turbidity barrier (silt control for the water in lake) extra 50'.
2. Install shot rock (large lannon stone) to extend temporary "bridge" the reach berm.
3. Excavate and grade berm into that is before the berm (berm is at 3' of depth hole is 7' in depth).
4. Remove shot rock and dump off site.

Thank you for the opportunity to quote on this project.

TERMS NET 30 DAYS

For the sum of \$4,870.00

Work will stop if payments are not received per this schedule: 25% at time of execution of proposal and 75% net 10 days. PLM IS NOT RESPONSIBLE FOR PAVEMENT BREAKAGE DUE TO NORMAL CONSTRUCTION TRAFFIC. PLM IS NOT RESPONSIBLE FOR DAMAGE TO OR INJURIES CAUSED BY ANY OWNER/PRIVATE INSTALLED UTILITIES, GAS, ELECTRIC, WATER, SEWER, CABLE, TELEPHONE, PIPES, LINES, CONDUITS, OR OTHER UNDERGROUND OBSTRUCTIONS, (herein "UNDERGROUND INSTALLATIONS").

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. Parking Lot Maintenance, Inc. is authorized to do the work specified. Payments will be made as outlined above. This Proposal is also subject to the Terms & Conditions on the reverse side hereof. Owner acknowledges receipt of a copy of this contract and Contractor's Warranty.

Contractor Signature Tom Opie

Owner Signature: _____

Printed Name: Tom Opie

Printed Full Legal Name: _____

Signed This Date: _____

Signed This Date: _____

"Quality Paving & Protective Coatings"

Page 2 of 3
Customer Copy

Upon Owner's written acceptance of this proposal, the Owner accepts the project specifications and materials set forth herein. No other terms and conditions, or amendment to these terms and conditions, shall be enforceable unless set forth in writing and signed by all parties. Any refusal by the Owner to proceed with the project after acceptance of the proposal shall be deemed a material breach of this contract and Owner agrees to the recovery of damages incurred by Parking Lot Maintenance, Inc ("PLM") and/or its subcontractors for all lost profit and costs, including all planning, design, preparation and materials identifiable to the contract.

All permits are the Owner's responsibility prior to the commencement of the project unless PLM has specified otherwise in writing. If PLM is unable to start or complete the proposed project due to obstructions (eg. vehicles) or other actions of the Owner, the Owner shall be responsible for all costs associated with removing the obstruction or correcting the cause, plus 30% to cover PLM's overhead and profit.

All material will be as specified. All work will be performed in a workmanlike manner in accordance with industry standards. PLM does not guarantee the project from cracking, whether original installation or resurfacing, and Owner understands that cracking is likely to occur. PLM is not responsible for filling cracks in existing deteriorated (alligatored) areas unless otherwise specified in writing. PLM shall not be responsible to Owner for any damages based on abuse, misuse or Owner's failure to backfill edges of paved areas. PLM reserves the right to refuse to perform the paving work unless minimum grades of 1.5% are attainable for surface drainage. If Customer directs construction with less than minimum of grade of 1.5% or if the Specifications do not provide for 1.5% drainage in all directions, it is understood and agreed that the water ponding may occur and that no warranty will attach to the paving work. All labor performed and material provided is conclusively accepted as satisfactory unless PLM is notified otherwise in writing within 5 days after the project is completed.

In the event underlying concrete, wood, other materials or unusual subsoil conditions are discovered during excavation on the job, Owner recognizes that this will result in an additional charge. Any additional material or labor required to complete any portion of the proposed project outside the scope of the specifications through no fault of PLM shall result in an additional charge and PLM may, at its option, cease performing work at the project until the Owner shall agree to the changes and charges in writing. PLM shall not be responsible for any delays in completion of the project as a result of additional work or the Owner withholding approval of additional work.

EXCLUSION OF CONSEQUENTIAL DAMAGES AND DISCLAIMER OF OTHER LIABILITY. PLM's liability with respect to any breach of this Contract or any breach of any warranty that would be found to exist shall not exceed the contract price. **PLM shall not be subject to and disclaims: (1) Any other obligations or liabilities arising out of breach of contract or warranty, including any implied warranty of merchantability or fitness for a particular purpose; (2) Any obligations whatsoever arising from tort claims (including negligence and strict liability) or arising under other theories of law with respect to products sold or services rendered by PLM, or any undertakings, acts or omissions relating thereto, and (3) All consequential, incidental special and/or contingent damages whatsoever.** Owner agrees to indemnify and hold harmless PLM from any and all claims, liabilities, costs and expenses of any nature arising from injuries to third parties at the job site or the interruption or destruction of Owner/private underground cable, pipes or installations.

COMPLETION, DELAY AND CLAIMS. PLM shall not be liable for any damage as a result of any delay due to any cause beyond PLM's complete control, including but not limited to any act of God, act of Owner, embargo or other governmental act, regulation or request, fire, accident, strike, slow-down, war, riot, delay in transportation, delayed delivery by suppliers or Owner's or PLM's inability to obtain the necessary permits or licenses or comply with any other governmental regulations concerning the installation or performance. In the event of any such delay, the date of completion shall be extended for a period equal to the time lost by reason of the delay. Claims by Owner against PLM must be made in writing to PLM within five (5) days of knowledge of the alleged claim and failure to give such notice shall constitute unqualified acceptance and a waiver of all such claims by Owner.

PRICE AND PAYMENT. The prices in this proposal are PLM's prices for the goods and/or services with the Exclusion of Consequential Damages and Disclaimer of Other Liabilities, set forth above, including the disclaimer of strict liability and other tort liability, enforceable against the Owner. If Owner desires for PLM to provide a greater or additional warranty and/or to be liable for some or all of the matters disclaimed herein, then the Owner must notify PLM in writing and a new contract will be prepared which excludes this language, but which reflects higher sales prices reasonably compensating PLM for assuming that additional exposure. In the absence of such a notification, by signing this proposal Owner is accepting such limitations and disclaimers in exchange for the lower prices set forth herein. **Owner agrees to pay all costs of collection, including reasonable attorney fees. All invoices are due 15 days after the date on the invoice. Any payment not made when due shall accrue compound interest at the rate of 1 ½% per month.**

WARRANTY. Owner agrees that this proposal is subject to PLM's standard one (1) year limited warranty, a copy of which Owner acknowledges receiving with this proposal. In the event any payment is not made when due, any warranty of PLM shall be void.

SEVERABILITY. If any of these Terms and Conditions shall be deemed illegal or unenforceable, such illegality or unenforceability shall not affect the validity and enforceability of any legal and enforceable provisions hereof which shall be construed as if such illegal and unenforceable provision or provisions had not been inserted herein, unless such illegality or unenforceability shall destroy the underlying business purpose of these Terms and Conditions.

NOTICE OF LIEN RIGHTS: "AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, YOU ARE HEREBY NOTIFIED THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON YOUR PROPERTY MAY HAVE LIEN RIGHTS ON YOUR LAND AND BUILDING(S) IF THEY ARE NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED PRIME CONTRACTOR, ARE THOSE WHO CONTRACT DIRECTLY WITH YOU OR THOSE WHO GIVE YOU IDENTIFICATION NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION. YOU PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION. YOU SHOULD GIVE A COPY OF EACH NOTICE YOU RECEIVE TO YOUR MORTGAGE LENDER, IF ANY. THE UNDERSIGNED PRIME CONTRACTOR AGREES TO COOPERATE WITH YOU AND YOUR LENDER, IF ANY, TO SEE THAT ALL POTENTIAL CLAIMANTS ARE DULY PAID."

**CITY OF PEWAUKEE
JOINT PARK AND RECREATION BOARD AGENDA ITEM 13.**

DATE: September 9, 2020

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Discussion and possible action regarding Laimon Park financials.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Laimon Financials

Budget Comparison - Detail
Fund: 960 - Laimon Park Fund

AUGUST

REVENUE

Account Number	2016 August	2017 August	2018 August	2019 August	2020 August	Diff	2020 YTD Total	2020 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	18,260.30	11,336.01	20,118.08	18,692.42	21,304.81	2,612.39	84,202.81	73,117.00	115%
960-00-40622-002-000 Boat Launch Fees	1,832.00	1,209.00	1,379.00	1,267.00	1,807.00	540.00	9,595.97	7,000.00	137%
960-00-40622-003-000 Rental Revenues	-	-	-	-	3,675.00	3,675.00	70,420.81	60,000.00	117%
960-00-40622-004-000 Residential/Comm Rent Pymts	2,700.00	2,754.00	2,809.08	2,893.55	2,980.15	86.60	20,601.25	35,414.60	58%
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	27.84	-	60.96	69.68		(69.68)	169.06	150.00	113%
Monthly Revenue Totals	22,820.14	15,299.01	24,367.12	22,922.65	29,766.96	6,844.31	184,989.90	175,681.60	105%

EXPENSES

Account Number		2016 August	2017 August	2018 August	2019 August	2020 August	Diff	2020 YTD Total	2020 Budget	YTD % to Budget
960-00-50403-000-000	Depreciation Expense	-	-	-	-	-	-	-	-	#DIV/0!
960-00-50427-000-000	Principal/Interest on Debt	-	-	-	-	-	-	40,043.50	40,044.00	100%
	GENERAL GOVERNMENT EXPENSE	-	-	-	-	-	-	40,043.50	40,044.00	100%
960-00-51938-000-000	Insurance/Prop/Liability/WC	-	-	-	-	-	-	350.00	350.00	100%
960-00-51940-000-000	Lakeside Park Loan Payment Exp	-	-	-	-	-	-	-	-	#DIV/0!
960-00-51950-000-000	Land Acquisition Expense	-	-	-	-	-	-	-	-	#DIV/0!
	GENERAL GOVERNMENT EXPENSE	-	-	-	-	-	-	350.00	350.00	100%
960-00-55200-000-110	Lakeside Park Wages	-	-	-	-	-	-	-	5,000.00	0%
960-00-55200-000-130	Lakeside Park Fringe Benefits	-	-	-	-	-	-	-	-	#DIV/0!
960-00-55200-000-140	Lakeside Park Utilities Exp	-	-	-	-	-	-	256.60	700.00	37%
960-00-55200-000-150	Gasoline Expense	17,260.44	9,814.69	13,641.99	13,249.30	10,670.32	(2,578.98)	44,260.01	51,833.00	85%
960-00-55200-000-155	Operating Supplies	1,300.00	832.61	10.34	802.85	1,250.06	447.21	3,303.24	3,200.00	103%
960-00-55200-000-156	Grounds & Maintenance	689.03	-	-	-	-	-	1,803.20	15,000.00	12%
960-00-55200-000-160	Equipment Maintenance	146.95	270.00	-	-	-	-	989.00	5,000.00	20%
960-00-55200-000-165	Building Maintenance	357.19	(200.65)	-	(169.62)	29.96	199.58	2,930.21	5,000.00	59%
960-00-55200-000-168	Other Property Expenses/Taxes	1,632.00	-	-	-	-	-	5,740.08	5,500.00	104%
960-00-55200-000-169	Donation A/C Funded Expenses	-	-	-	-	-	-	-	-	#DIV/0!
	CULTURE, RECREATION & EDUCATION	21,385.61	10,716.65	13,652.33	13,882.53	11,950.34	(1,932.19)	59,282.34	91,233.00	65%
960-00-40636-000-000	Lakeside Park Capital Outlay	-	-	-	-	-	-	91,725.76	48,714.00	188%
	CAPITAL OUTLAY	-	-	-	-	-	-	91,725.76	48,714.00	188%
	Total Expenses	21,385.61	10,716.65	13,652.33	13,882.53	11,950.34	(1,932.19)	191,401.60	140,297.00	136%

Budget Comparison - Detail
Fund: 960 - Laimon Park Fund

2020 REVENUE

		2020 January	2020 February	2020 March	2020 April	2020 May	2020 June	2020 July	2020 August	2020 Sept	2020 October	2020 Nov	2020 Dec	2020 YTD Total	2020 Budget	Diff	% of Budget
Account Number																	
960-00-40421-001-000	Contributed Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	#DIV/0!
960-00-40439-000-000	Transfer in from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	#DIV/0!
960-00-40474-000-000	Other Revenue/Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	#DIV/0!
960-00-40622-001-000	Gasoline Sales	\$ -	\$ -	\$ -	\$ -	\$ 3,989.91	\$ 26,258.00	\$ 32,650.09	\$ 21,304.81	\$ -	\$ -	\$ -	\$ -	\$ 84,202.81	73,117.00	\$ 11,085.81	115%
960-00-40622-002-000	Boat Launch Fees	\$ (16.78)	\$ -	\$ -	\$ 530.00	\$ 1,507.00	\$ 3,041.75	\$ 2,727.00	\$ 1,807.00	\$ -	\$ -	\$ -	\$ -	\$ 9,595.97	7,000.00	\$ 2,595.97	137%
960-00-40622-003-000	Rental Revenues	\$ (31.97)	\$ 25,851.84	\$ 40,925.94	\$ -	\$ -	\$ -	\$ -	\$ 3,675.00	\$ -	\$ -	\$ -	\$ -	\$ 70,420.81	60,000.00	\$ 10,420.81	117%
960-00-40622-004-000	Residential/Comm Rent Pymts	\$ 2,893.55	\$ 2,893.55	\$ 2,893.55	\$ 2,893.55	\$ 2,980.15	\$ 2,980.15	\$ 2,980.15	\$ 2,980.15	\$ -	\$ -	\$ -	\$ -	\$ 23,494.80	35,414.60	\$ (11,919.80)	66%
960-00-40635-000-000	Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	#DIV/0!
960-00-40635-000-100	Donation/Designated/Laimons	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	#DIV/0!
960-00-40636-000-000	Interest Income	\$ 52.01	\$ 48.93	\$ 36.77	\$ 15.91	\$ 6.34	\$ 4.50	\$ 4.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 169.06	150.00	\$ 19.06	113%
Monthly Revenue Totals		\$ 2,896.81	\$ 28,794.32	\$ 43,856.26	\$ 3,439.46	\$ 8,483.40	\$ 32,284.40	\$ 38,361.84	\$ 29,766.96	\$ -	\$ -	\$ -	\$ -	\$ 187,883.45	\$ 175,681.60	\$ 12,201.85	107%

2020 EXPENSES

		2020 January	2020 February	2020 March	2020 April	2020 May	2020 June	2020 July	2020 August	2020 Sept	2020 October	2020 Nov	2020 Dec	2020 YTD Total	2020 Budget	Dif	% of Budget
Account Number																	
960-00-50403-000-000	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	#DIV/0!
960-00-50427-000-000	Principal/Interest on Debt	\$ -	\$ -	\$ 40,043.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,043.50	40,044.00	\$ (0.50)	100%
	GENERAL GOVERNMENT EXPENSE	\$ -	\$ -	\$ 40,043.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,043.50	40,044.00	\$ (0.50)	100%
960-00-51938-000-000	Insurance/Prop/Liability/WC	\$ -	\$ -	\$ -	\$ 350.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350.00	350.00	\$ -	100%
960-00-51940-000-000	Lakeside Park Loan Payment Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	#DIV/0!
960-00-51950-000-000	Land Acquisition Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	#DIV/0!
	GENERAL GOVERNMENT EXPENSE	\$ -	\$ -	\$ -	\$ 350.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350.00	350.00	\$ -	100%
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	\$ -	\$ -	\$ -	\$ 124.85	\$ -	\$ -	\$ 131.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 256.60	700.00	\$ (443.40)	37%
960-00-55200-000-150	Gasoline Expense	\$ -	\$ -	\$ -	\$ 965.61	\$ 2,190.70	\$ 10,758.97	\$ 19,674.41	\$ 10,670.32	\$ -	\$ -	\$ -	\$ -	\$ 44,260.01	51,833.00	\$ (7,572.99)	85%
960-00-55200-000-155	Operating Supplies	\$ 4.00	\$ 314.52	\$ -	\$ 106.50	\$ 1.50	\$ 528.34	\$ 1,098.32	\$ 1,250.06	\$ -	\$ -	\$ -	\$ -	\$ 3,303.24	3,200.00	\$ 103.24	103%
960-00-55200-000-156	Grounds & Maintenance	\$ -	\$ -	\$ -	\$ 1,366.04	\$ 437.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,803.20	15,000.00	\$ (13,196.80)	12%
960-00-55200-000-160	Equipment Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 687.50	\$ 301.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 989.00	5,000.00	\$ (4,011.00)	20%
960-00-55200-000-165	Building Maintenance	\$ -	\$ -	\$ 57.44	\$ -	\$ 71.81	\$ 2,771.00	\$ -	\$ 29.96	\$ -	\$ -	\$ -	\$ -	\$ 2,930.21	5,000.00	\$ (2,069.79)	59%
960-00-55200-000-168	Other Property Expenses/Taxes	\$ 5,368.83	\$ -	\$ -	\$ -	\$ 371.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,740.08	5,500.00	\$ 240.08	104%
960-00-55200-000-169	Donation A/C Funded Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	#DIV/0!
	CULTURE, RECREATION & EDUCATION	\$ -	\$ -	\$ 57.44	\$ 2,563.00	\$ 3,759.92	\$ 14,359.81	\$ 20,904.48	\$ 11,950.34	\$ -	\$ -	\$ -	\$ -	\$ 53,594.99	91,233.00	\$ (37,638.01)	59%
960-00-40636-000-000	Lakeside Park Capital Outlay	\$ 24,357.00	\$ 292.00	\$ 432.20	\$ 42,461.48	\$ 70.00	\$ 22,348.00	\$ 1,765.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,725.76	48,714.00	\$ 43,011.76	188%
	CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ 42,461.48	\$ 70.00	\$ 22,348.00	\$ 1,765.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,644.56	48,714.00	\$ 17,930.56	137%
Total Expenses		\$ -	\$ -	\$ 40,100.94	\$ 45,374.48	\$ 3,829.92	\$ 36,707.81	\$ 22,669.56	\$ 11,950.34	\$ -	\$ -	\$ -	\$ -	\$ 160,633.05	\$ 179,991.00	\$ (19,357.95)	89%

Pewaukee Park and Recreation Department - Laimon Family Lakeside Park
2020 Deposits from Tenant (Gas/Launch/Rent)

Date	Total Amount	Launch Amount	Gas Amount	Rent	Other
1/14/2020	\$ 125.48			\$ 125.48	Q4 Utilities
1/16/2020	\$ 286.43			\$ 286.43	Q3 2019 utilities
1/31/2020	\$ 2,893.55			\$ 2,893.55	Rent
2/29/2020	\$ 2,893.55			\$ 2,893.55	Rent
3/31/2020	\$ 2,893.55			\$ 2,893.55	Rent
4/14/2020	\$ 139.19			\$ 139.19	Q1 Utilities
4/30/2020	\$ 2,980.15			\$ 2,980.15	Rent
5/4/2020	\$ 808.06	\$ 273.00	\$ 535.06		
5/11/2020	\$ 150.38	\$ 63.00	\$ 87.38		
5/18/2020	\$ 990.65	\$ 217.00	\$ 773.65		
5/26/2020	\$ 3,027.82	\$ 434.00	\$ 2,593.82		
6/1/2020	\$ 7,372.85	\$ 434.00	\$ 3,958.70	\$ 2,980.15	Rent
6/8/2020	\$ 6,816.71	\$ 574.00	\$ 6,242.71		
6/15/2020	\$ 2,525.14	\$ 329.00	\$ 2,196.14		
6/22/2020	\$ 7,408.19	\$ 882.00	\$ 6,526.19		
6/29/2020	\$ 10,737.88	\$ 567.00	\$ 7,190.73	\$ 2,980.15	Rent
7/6/2020	\$ 13,175.84	\$ 938.00	\$ 12,237.84		
7/13/2020	\$ 7,977.67	\$ 504.00	\$ 7,306.85	\$ 166.82	Q2 Utilities
7/20/2020	\$ 6,570.36	\$ 595.00	\$ 5,975.36		
7/27/2020	\$ 10,367.57	\$ 532.00	\$ 6,855.42	\$ 2,980.15	Rent
8/3/2020	\$ 4,855.14	\$ 294.00	\$ 4,561.14		
8/10/2020	\$ 5,368.82	\$ 518.00	\$ 4,850.82		
8/17/2020	\$ 7,621.30	\$ 469.00	\$ 7,152.30		
8/24/2020	\$ 5,084.41	\$ 392.00	\$ 4,692.41		
8/31/2020	\$ 28,151.39	\$ 238.00	\$ 4,072.19	\$ 23,841.20	Rent, Sept.-Apr.
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
	\$ -				
TOTALS:	\$ 141,222.08	\$ 8,253.00	\$ 87,808.71	\$ 45,160.37	
LESS SALES TAX:		\$ 393.00	\$ 12,646.23		
NET TOTAL:		\$ 7,860.00	\$ 75,162.48		OVER

Budgeted Revenue 2020

		Actual	Remaining	% Remaining
Gas sales	\$ 73,117.00	\$ 76,313.79	\$ (3,196.79)	-4%
Boat launch fees	\$ 7,000.00	\$ 8,689.75	\$ (1,689.75)	-24%
TOTAL:	\$ 80,117.00	\$ 85,003.54	\$ (4,886.54)	-6%

After hours launch deposits

4/13/2020	\$ 58.00
4/28/2020	\$ 72.00
5/4/2020	\$ 43.00
5/11/2020	\$ 28.00
5/19/2020	\$ 36.00
5/26/2020	\$ 63.00
6/1/2020	\$ 68.75
6/8/2020	\$ 68.00
6/15/2020	\$ 78.00
6/22/2020	\$ 38.00
6/29/2020	\$ 28.00
7/6/2020	\$ 21.00
7/13/2020	\$ 35.00
7/20/2020	\$ 38.00
7/27/2020	\$ 14.00
8/3/2020	\$ 35.00
8/10/2020	\$ 56.00
8/17/2020	\$ 22.00
8/24/2020	\$ 21.00
8/31/2020	\$ 7.00

TOTALS: \$ 829.75
 LESS SALES TAX: \$ 39.51
 NET TOTAL: \$ 790.24

Total Launches To Date

1298

Total Gallons of Gas To Date

21234

Lake Patrol Gas

Month	Gallons Sold	Total Amount
May	82.218	\$ 143.53
June	138.003	\$ 274.62
July	167.519	\$ 342.14
August	194.836	\$ 391.02
September		
Total:	582.576	\$ 1,151.31

Annual Launch Passes

Fees	\$	# Passes
Resident	50.00	11
Non-Resident	75.00	3
Total Passes		14

Other

9/03/2020

1:10 PM

Transactions Detail Report - Full Description

Page: 1

Dated From: 1/01/2020

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

ACCT

Thru: 8/31/2020

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

Fund # 960 - LAIMON LAKESIDE PARK FUND

Debit

Credit

960-00-57610-000-000

LAKESIDE PARK CAPITAL OUTLAY

Posting Date	Type	Transaction Number	Date		
1/24/2020	DIS	65332	1/24/2020	BEACHSIDE BOAT & BAIT LLC LAIMON/DEPOSIT ON DOCK INSTALL CONTRACT 2877	24,357.00
2/28/2020	DIS	65765	2/28/2020	RA SMITH, INC LAIMON/ENGR SVC/PARKING LOT 149431	292.00
3/31/2020	JE	JE-0113	3/31/2020	TO CORRECT CK 65903 - S/B LAIMON FUND ENGR SVC/LAIMONPARK-MAR20/CORR CK 65903	432.20
4/17/2020	DIS	65991	4/17/2020	BEACHSIDE BOAT & BAIT LLC LAIMON/BALANCE ON DOCK INSTALL CONTRACT 1102	24,357.00
4/17/2020	DIS	66008	4/17/2020	KMB ELECTRIC LLC LAIMON/TRANSFORMER ELECTRIC TO BLDG 20-09	2,620.00
4/17/2020	DIS	66042	4/17/2020	WE ENERGIES - ESSENTIAL SERVICES LAIMON/TRANSFORMER RELOCATION WORK REQ 4452569	15,484.48
5/29/2020	DIS	66217	5/29/2020	RA SMITH, INC LAIMON/ENGR SVC/PARKING LOT MEETING 151301	70.00
6/26/2020	DIS	66369	6/26/2020	KETTLE MORaine HEATING & AIR CONDITIONING LLC LAIMON/HVAC SYSTEM 43831	22,103.00
6/26/2020	DIS	66386	6/26/2020	RA SMITH, INC LAIMON/ENGR SVC/LAIMON PARK GRANT APP 1188115	245.00
7/31/2020	DIS	66535	7/31/2020	RA SMITH, INC ENGR SVC/PARK LOT-BOAT LAUNCH-DNR PRMT 152411	1,765.08
				Ending Balance:	91,725.76
Fund Totals:				Beginning	0.00
					91,725.76
				Ending	91,725.76
					0.00

**CITY OF PEWAUKEE
JOINT PARK AND RECREATION BOARD AGENDA ITEM 14.**

DATE: September 9, 2020

DEPARTMENT: Parks and Recreation

PROVIDED BY: Nick

SUBJECT:

Discussion and possible action regarding boat slip rental fees at Laimon Park.

BACKGROUND:

Please review attached document.

FINANCIAL IMPACT:

RECOMMENDED MOTION: