



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

Wednesday, June 8, 2022

6:30 PM

Pewaukee City Hall ~ Common Council Chambers

-
1. Call to Order and Pledge of Allegiance
 2. Public Comment - Please limit your comments to 2 minutes, if further time for discussion is needed please contact the Director prior to the meeting.
 3. Approval of meeting minutes from May 11, 2022.
 4. Discussion and possible action regarding Bell Tower Memorial and donation agreement regarding Kiwanis Village Park.
 5. Discussion and possible action regarding Positively Pewaukee's proposed returning events for 2023.
 6. Discussion and possible action regarding Positively Pewaukee's proposed race events for the 2023 season.
 7. Discussion and possible action regarding Wagner Park pickleball improvements.
 8. Discussion and possible action regarding Laimon Park financials for April 2022.
 9. Public Comment - Please limit your comments to 2 minutes, if further time for discussion is needed please contact the Parks and Recreation Director prior to the meeting.
 10. Adjournment

Nick Phalin, CPRP
Parks & Recreation Director

June 6, 2022

NOTICE

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

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

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

DATE: June 8, 2022

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Approval of meeting minutes from May 11, 2022.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Minutes

MEETING MINUTES
Wednesday, May 11, 2022

7:00 PM

Pewaukee City Hall ~ Common Council Chambers
VIDEO

In attendance:

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

Also Present:

Community Services Director N. Phalin.

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

A motion was made and seconded, (Gary Majeskie, Brian Dziwulski) to approve minutes from April 13, 2022 meeting. Motion Passed: 6-For, 0-Against.

4. Discussion and possible action regarding proposed special event car show at Kiwanis Village Park.

To communicate with Village Administrator Gosse regarding special event permit.

A motion was made and seconded, (Todd Greenwald, Bob Rohde) to approve the proposed car show event with relocation of portable restrooms closer to the building. Motion Passed: 0-For, 0-Against.

5. Discussion and possible action regarding the proposed Koepp Park bridge.

Thank you to the Pewaukee River Partnership for their efforts!

A motion was made and seconded, (Bob Rohde, Dave Linsmeier) to approve proposed bridge from Koepp Park crossing the Pewaukee River. Motion Passed: 7-For, 0-Against.

6. Discussion and possible action regarding Koepp Park improvements proposed by the Pewaukee River Partnership.

A motion was made and seconded, (Bob Rohde, Brian Dziwulski) to approve proposed projects at Koepp Park including canoe and kayak launch and native plantings securing the riverbank. Motion Passed: 7-For, 0-Against.

7. Discussion and possible action regarding Pewaukee Sussex United agreement.

To recommend along to the Common Council.

Include the year of contribution for donations and improvements.

A motion was made and seconded, (Brian Dziwulski, Dave Linsmeier) to approve the proposed agreement with recommended adjustment of PSU contributions. Motion Passed: 7-For, 0-Against.

8. Update regarding summer 2022 registration that began May 2nd.
9. Update regarding seasonal parks and recreation staff.
10. Discussion and possible action regarding pickleball court rental fees.
11. Discussion and possible action regarding park security improvements relative to security cameras, facility access and bathroom door locking procedure.

A motion was made and seconded, (Brian Dziwulski, Dave Linsmeier) to move forward with the proposed items by bringing information to both Common Council and Village Board. Motion Passed: 7-For, 0-Against.

12. Discussion and possible action regarding funding for transient boat slip pier at Lakefront Park.

A motion was made and seconded, (Bob Rohde, Amy Brimmer) to approve utilization of Village Park Improvement funds to complete the transient boat slip pier project for the 2022 season. Motion Passed: 7-For, 0-Against.

13. Discussion and possible action regarding Joint Parks and Recreation Board meeting start time.

A motion was made and seconded, (Todd Greenwald, Brian Dziwulski) to adjust the meeting start time to 6:30pm. Motion Passed: 7-For, 0-Against.

14. Update regarding Laimon Park financials.

15. Adjournment

A motion was made and seconded, (Dave Linsmeier, Brian Dziwulski) to adjourn. Motion Passed: 7-For, 0-Against.

Respectfully Submitted,
Nick Phalin, CPRP
Parks & Recreation Director

May 6, 2022.

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

DATE: June 8, 2022

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Discussion and possible action regarding Bell Tower Memorial and donation agreement regarding Kiwanis Village Park.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

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

DATE: June 8, 2022

DEPARTMENT: Parks and Recreation

PROVIDED BY: Nick

SUBJECT:

Discussion and possible action regarding Positively Pewaukee's proposed returning events for 2023.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

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 Taste of Lake Country	Date(s) of Event July 28-29, 2023
Event Start Time Fri 5:00pm Sat 1:00pm	Event End Time 10:30 pm
Location of the Event* Lakefront	
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 Food and music event held at the lakefront	
Estimated Number of Participants	Spectators 10,000
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>		
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

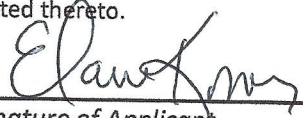
DEPOSIT REQUIREMENTS

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


Date 6/11/22

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.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 Waterfront Weds		Date(s) of Event July 12 - 19 - 26 June 7 - 14 - 21 - 28 Aug 3	
Event Start Time 5:00 pm		Event End Time 8:30 pm	
Location of the Event* Lakefront 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 Weekly concert series			
Estimated Number of Participants _____		Spectators 400	
_____		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:	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? 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>		
Will you provide parking for participants? Circle One.	☐ Yes	☒ No
<i>If yes, where will parking be available?</i>		
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>		

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

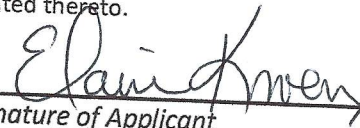
DEPOSIT REQUIREMENTS

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

6/1/22
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: June 8, 2022

DEPARTMENT: Parks and Recreation

PROVIDED BY: Nick

SUBJECT:

Discussion and possible action regarding Positively Pewaukee's proposed race events for the 2023 season.

BACKGROUND:

Please find the attached four race events proposed for the 2023 season.

FINANCIAL IMPACT:

These events would incur park rental fees in accordance with our facility rental structure.

The base rate for a business rental at Kiwanis Village Park is \$85/day. There are additional fees based on the number of people attending:

50 people - \$100

51-100 people - \$140

101-200 people - \$250

We do not have a beach rate in place as we do not normally rent the space to groups.

RECOMMENDED MOTION:

ATTACHMENTS:

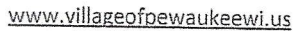
Description

Half Marathon

Duathlon

Kids Tri

Duathlon



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

Name of Event Pewaukee 1/2 Marathon/5K		Date(s) of Event 5/13/23
Event Start Time 5:00 AM		Event End Time 1:00 PM
Location of the Event* starts At High School & ends Kiwanis 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		
Estimated Number of Participants	Spectators	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
Hours of amplified music:	☒ Other	
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.

Elain Kroen
Signature of Applicant

6/1/22
Date

For staff use only

Application forwarded to:

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

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



Event Proposal Information:

Event Name: Pewaukee Half Marathon & 5K

Proposed Date: 5/13/2023 (Saturday)

Start Location: Pewaukee High School

Finish Location: Pewaukee Village Park

Course Map Below

Event Description:

Operating previously under the name "King & Queens" half marathon, this event will circle Pewaukee Lake. Starting from Pewaukee High School and finishing at Village Park.

5K Racers start and finish at Village Park ** The Course is not shown**

Estimated # of Participants - 3 Year Growth Focus

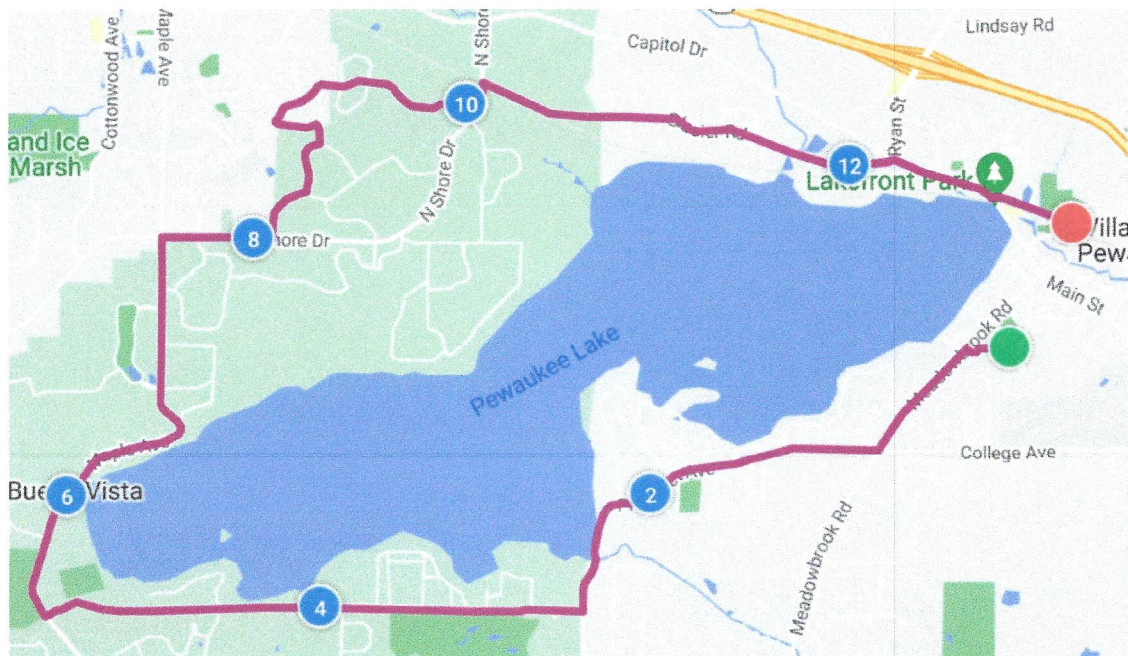
2023 - 400

2024 - 550

2025 - 700

Estimated Event Schedule:

5:00 AM	Setup
6:30 AM - 7:45 AM	Packet Pick up
8:00 AM	1/2 Marathon Start
8:45 AM	5K Start
9:05 AM	5K Estimated First Finisher
10:00 AM	5K Estimated Last Finisher
9:30 AM	1/2 Estimated First Finisher
12:00 PM	1/2 Estimated Last Finisher
12:00 PM	Finish Line Closes -
1:00 PM	Packed Up & Cleared Out





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

ORGANIZATION INFORMATION

EVENT INFORMATION

Village of Pewaukee Special Event Application 1

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 (<i>Circle one</i>):	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

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Elaine Kroen

Signature of Applicant

6/1/22

Date

For staff use only

Application forwarded to:

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

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

**Event Proposal Information:**

Event Name: Pewaukee Duathlon

Proposed Date: 5/21/2023 (Sunday)

Race Location: Pewaukee Village Park

Course Maps on Page 2

Event Description:

Duathlons are a multisport event that consists of two disciplines completed over three segments.

Segment 1 - A Run, 2 miles in length.

Segment 2 - A Bike, 14.5 miles in length

Segment 3 - A Run, 2 miles in length

Pewaukee Du would be race 3 of 3 in the Spring Wisconsin Du Series. It would set the stage for Pewaukee Tri weekend. Also would act as a preview for the Wisconsin Duathlon State Championships (Fall Duathlon)

Estimated # of Participants - 3 Year Growth Focus

2023 - 250

2024 - 375

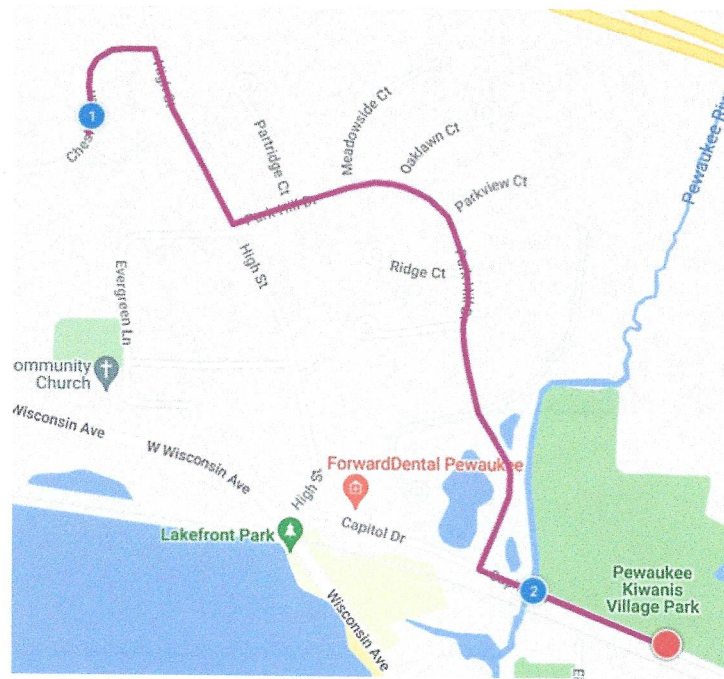
2025 - 500

Estimated Event Schedule:

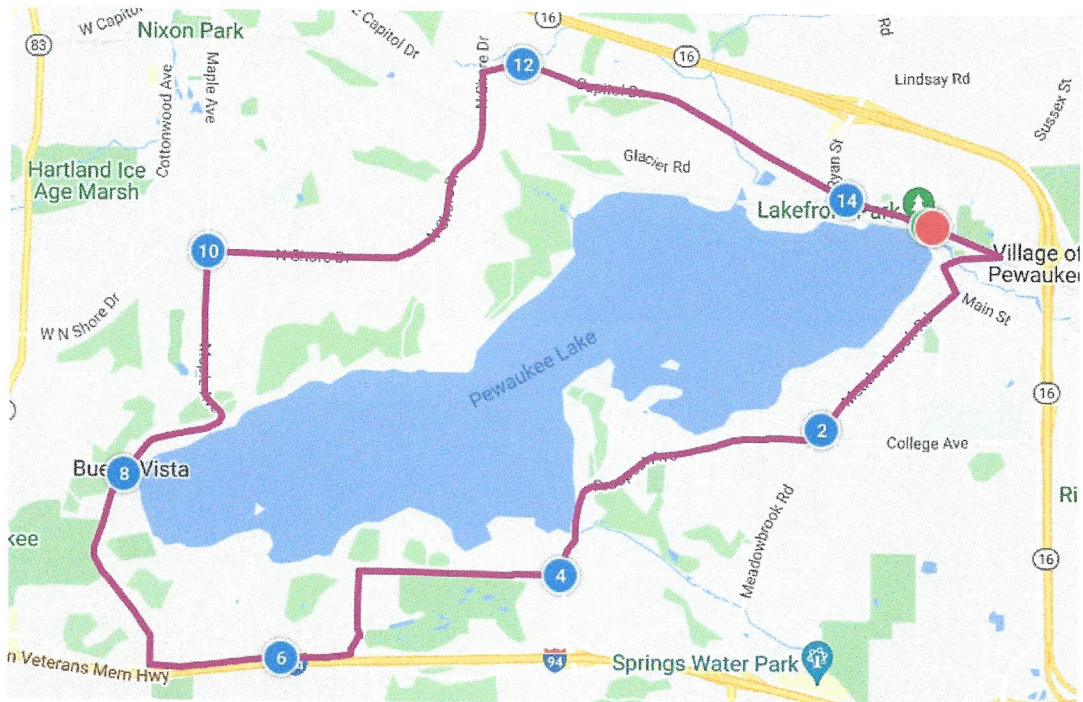
5:00 AM	Set Up Crew Begins Start/Finish & Course Marking
6:30 AM - 8:15	AM Packet Pick up
8:00 AM - 8:04	AM Race Start - Wave Start (25 Athletes every 30 seconds)
8:14 AM	First Athletes in Transition (Segment 1 - Run)
8:28 AM	Last Athlete in Transition (Segment 1 - Run)
9:14 AM	First Athlete in Transition (Segment 2 - Bike)
9:26 AM	First Athlete to Finish
10:10 AM	Last Athlete in Transition (Segment 2 - Bike)
10:30 AM	Last Athlete to Finish
12:00 PM	Packed Up and Cleared Out

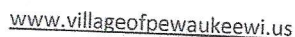


Run Route



Bike Route





Permit approved	_____	Date _____
Permit fees paid	_____	Date _____
Deposit paid	_____	Date _____
Deposit returned?	_____	Date _____

FEEs ARE NON-REFUNDABLE

ORGANIZATION INFORMATION

EVENT INFORMATION

Village of Pewaukee Special Event Application 1

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
Hours of amplified music:			☒ Other
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? Circle One.		Yes	☒ No
Will you be providing portable restrooms and wash stations? Circle One.		☒ Yes	☐ No
If yes, how many will you provide and where will they be located?			
Will you provide parking for participants? Circle One.		Yes	☒ No
If yes, where will parking be available?			
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
If yes, please describe your clean-up and refuse collection plan.			

OTHER INFORMATION CONTINUED

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

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

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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Elaine Kroen
Signature of Applicant

6/1/22
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.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 120 W. WI Ave	City Pewaukee	State WI	Zip 53072
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 Pewaukee Triathlon	Date(s) of Event July 16, 2023
Event Start Time 5:00 AM	Event End Time Noon
Location of the Event*	
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	
Estimated Number of Participants	Spectators
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
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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 (<i>Circle one</i>):	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

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Elaine Kroen
Signature of Applicant

6/1/22
Date

For staff use only

Application forwarded to:

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

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



Event Proposal Information:

Event Name: Pewaukee Triathlon
 Proposed Date: 7/15/23 (Saturday) & 7/16/23 (Sunday)
 Race Locations:
 Swim: Pewaukee Lake Front Park
 Transition 1&2: Pewaukee Lake Parking Lot
 Finish: Village Park

Event Description:

This event operated in the past, and the focus would be to reestablish the Pewaukee Triathlon as a staple event in the heart of the Triathlon season. This event had the city buzzing with excitement as families gathered to cheer on their little ones with the Kids Tri on Saturday and then the Adult Tri on Sunday.

Kids Tri - 7/8/23

Distances TBD

Adult Tri - 7/9/23

Segment 1 - Swim, 400 meters in length.
 Segment 2 - Bike, 16 miles in length
 Segment 3 - Run, 3.1 miles in length

Estimated # of Participants - 3 Year Growth Focus

<u>Year</u>	<u>Adult TRI</u>	<u>Kids TRI</u>
2023	600	200
2024	700	300
2025	800	400

Estimated Event Schedule:

7/15/2023

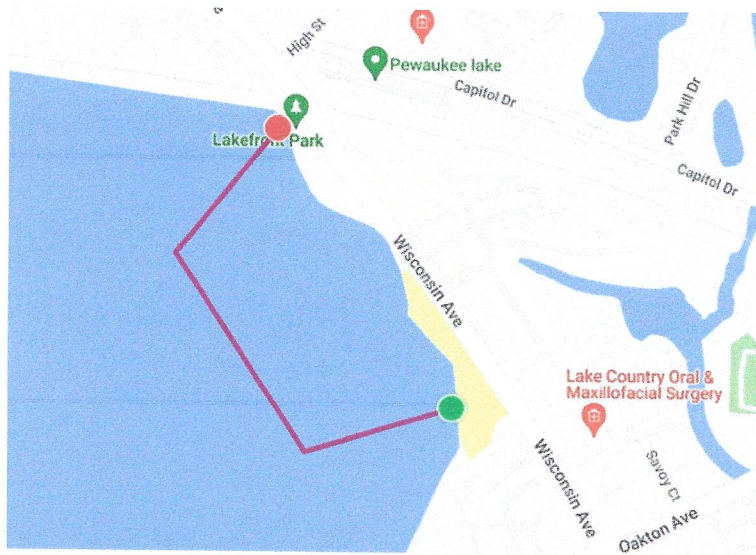
7:00 AM - 2:00 PM	Adult Tri Packet Pick Up
6:30 AM	Kids Triathlon Registration
7:30 AM	Kids Triathlon Start
9:00 AM	Kids Triathlon Finished

7/16/2023

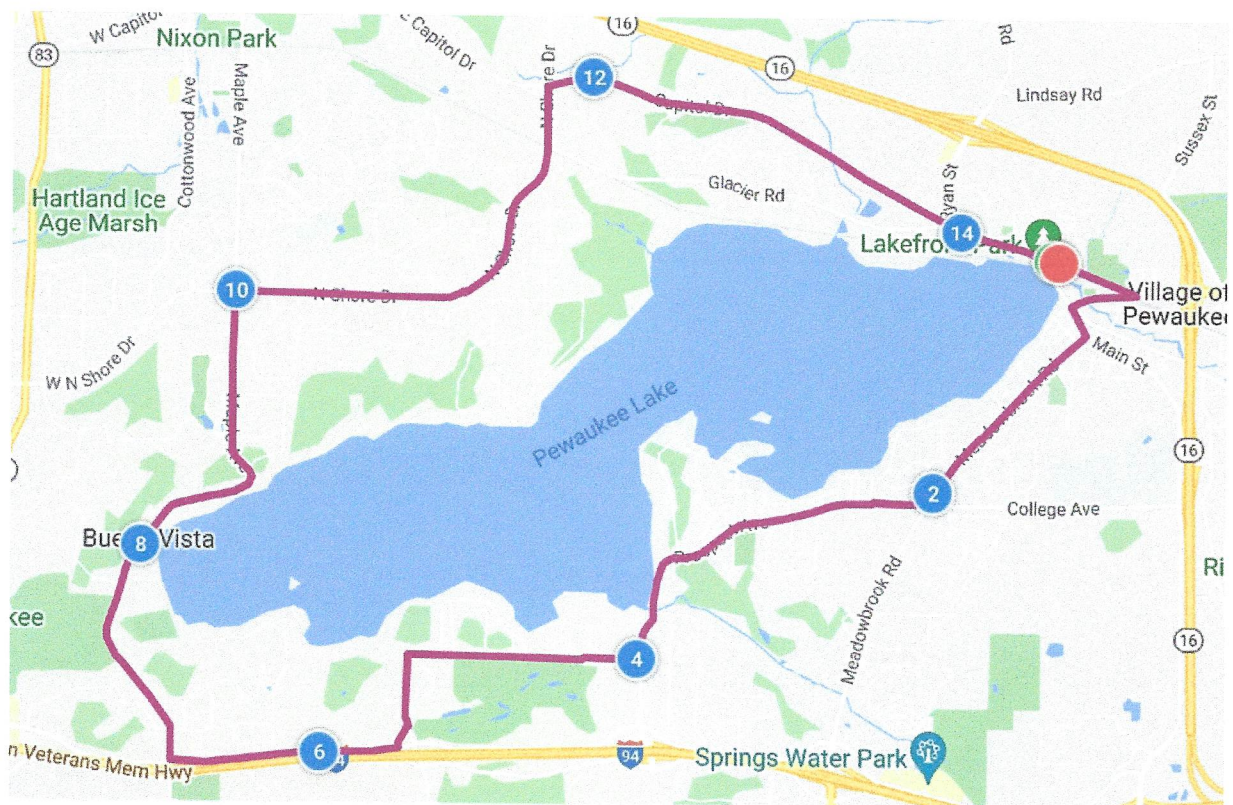
5:00 AM	Start/Finish & Course Marking
6:30 AM	Race Start (Rolling Start 2 Athletes every 3 Seconds)
6:38 AM	First Athletes in Transition 1 (Segment 1 - Swim)
6:55 AM	Last Athletes Enter the Water
7:15 AM	Last Athlete Out of the Water (Segment 1 - Swim)
7:45 AM	First Athlete in Transition (Segment 2 - Bike)
9:06 AM	First Athlete to Finish
9:10 AM	Last Athlete in Transition (Segment 2 - Bike)
10:00 AM	Last Athlete to Finish
12:00 PM	Packed Up and Cleared Out



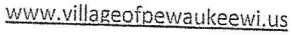
Swim



Bike







Applications are due 90 days PRIOR to the event.

Page 20 of 22

OTHER INFORMATION

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

Public

Are you a Local Civic/Nonprofit Group as defined by Village Code?
(Copy of code in manual) Circle One

Yes

No

Is there an outdoor bar that will serve alcohol? *If yes, alcohol and bartender licenses are necessary under separate application. Circle One.*

Yes

No

Is there an outdoor bar that will serve soda? *If yes, soda license is required under separate application. Circle One.*

Yes

No

Does the event include the sale of food on public property? *If yes, a Food Vendor Permit is required under separate application. Circle One.*

Yes

No

Does the event include the sale of merchandise? *If yes, a Transient Merchant license is required under separate application. Circle One.*

Yes

No

Does the event involve fireworks? *If yes, please provide a detailed fireworks plan with application. Circle One.*

Yes

No

Does the event involve amplified music?

Yes

No

If yes, will the amplified music be a (Circle one) :

Band

DJ

Other

Hours of amplified music:

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)? *If yes, the Fire Department and Building Inspection Department will need to inspect these structures prior to the start of your event. Circle One.*

Yes

No

Will you be requiring electricity? Circle One.

Yes

No

Will you be providing portable restrooms and wash stations? Circle One.

Yes

No

If yes, how many will you provide and where will they be located?

Will you provide parking for participants? Circle One.

Yes

No

If yes, where will parking be available?

Will you provide a dumpster/clean-up services? Circle One.

Yes

No

Will you need extra 55 gallon garbage cans? *If yes, please include the number of cans you would like in your refuse collection plan below. Circle One.*

Yes

No

If yes, please describe your clean-up and refuse collection plan.

OTHER INFORMATION CONTINUED

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

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

Yes

No

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Elaine Kroen
Signature of Applicant

4/1/22
Date

Application forwarded to:

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

For staff use only

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

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

DATE: June 8, 2022

DEPARTMENT: Parks and Recreation

PROVIDED BY: Nick

SUBJECT:

Discussion and possible action regarding Wagner Park pickleball improvements.

BACKGROUND:

We have approved up to \$45,000 for pickleball improvements at Wagner Park to convert one tennis court to four permanent pickleball courts. The lowest qualified bid came in at \$29,378 with another \$8,442 for crack filling and resurfacing the adjacent tennis court. We will also have two temporary pickleball courts lined on the tennis side to give us six pickleball courts during our open play sessions. Four players play per court at one time. This conversion is currently scheduled to happen sometime in July and take about 3-4 weeks.

Our pickleball interest has exploded this year with 236 registrants across our initial four time slots and another 41 participants on the waiting lists. This registration is up from 102 total registrants in 2021. We have added another time slot (Tuesday evenings) and have another 26 participants signed up. The two pickleball workshops we offered both filled at 30 participants with 18 participants on the wait list.

I've requested a quote for the cost to convert the remaining tennis court to four permanent pickleball courts giving us a total of eight permanent pickleball courts and removing the tennis courts altogether. The attached quote is the initial quote as I have not been able to receive the quote due to fencing delays. The total cost would be likely to exceed the \$45,000 total that is budgeted, but there are currently available dollars for tennis court resurfacing in our capital budget.

While this would remove tennis completely from Wagner Park, I believe it best serves our community and the continued growing interest in pickleball. It would also allow the park improvement/adjustment to be tied to a revenue producing program, not solely passive recreation, which is often the case with park projects. Of the 262 registrants, only 10 (4%) are non-residents.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

F&E Quote

12601 W. Silver Spring Road * Butler, WI 53007
 Phone: (262) 395-4050 * Fax: (262) 330-5004
 sales@armstrongpaving.com
 www.armstrongpaving.com



ATTN: NICK PHALIN

PROPOSAL SUBMITTED TO Pewaukee Park and Recreation		PHONE 262-691-7275	DATE 03/02/2022
STREET W240 N3065 Pewaukee Road		JOB NAME Tennis/Pickleball Courts	
CITY, STATE AND ZIP CODE Pewaukee, WI 53072		JOB LOCATION Wagner Park - N31 W23320 Green Road	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We propose to furnish all labor and materials necessary to perform the following work:

CONVERT ONE TENNIS COURT INTO FOUR PICKLEBALL COURTS

- Open fence for access.
- Remove one pair of net posts and center tie-downs.
- Backfill holes with stone chips and compact.
- Patch areas with hot mix asphalt.
- Crack fill approx. 200 ft. of random cracks and asphalt repaired areas.
- Install 4 sets of pickleball net posts, tie-downs and nets.
- Install 112 ft. of 4 ft. tall chain link divider fence between remaining tennis court and pickleball courts. Fence will be galvanized with top rail and bottom tension wire.
- Install 47 ft. of 4 ft. tall chain link divider fence between north and south pickleball courts.
- Close fence.
- Level low spots to reduce puddles.
- Apply two coats of sand textured acrylic resurfacer, base coats.
- Apply two coats of Laykold Color System; Forest Green and Medium Green.
- Stripe four pickleball courts. All lines to be masked and sprayed.

2022 PRICE \$29,378.00

OPTION:

- Clean surface, crack fill and level remaining tennis court.
- Stripe new tennis court and two blended pickleball courts ADD \$8,442.00

NOTE:

*** Cracks will reopen and should be maintained on a yearly basis.

We propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Payment to be made as follows: _____ dollars (\$ _____).

TERMS: NET 10 DAYS. 1.5% PER MONTH INTEREST ON ALL ACCOUNTS 10 DAYS PAST DUE.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Work Compensation Insurance. Notice of Lien Rights on back.

Authorized
Signature

David Marks
David Marks

This proposal void in 30 days and covers above area and specs only.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I fully understand and agree with the terms and conditions on the back of this proposal.

Signature _____

Date of Acceptance: _____

TERMS & CONDITIONS

NOTICE OF LIEN: AS REQUIRED BY WISCONSIN LIEN LAW, BUILDER HERBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIAL FOR THE CONSTRUCTIONS ON OWNER'S LAND MAY HAVE LIEN RIGHT ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CONTRACTOR ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (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 HIS MORTGAGE LENDER, IF ANY CONTRACTOR AGREES TO COOPERATED WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.

PAYMENT: Payment due upon completion of work or terms as noted, although F. Armstrong Inc. retains the right at it's sole discretion, to bill as work progresses. Finance Charge: 1.5% per month, 18% annually. If purchaser (owner or owner's agent) fails to pay an invoice when due, purchaser (owner or owner's agent) shall pay interest at a compound rate of 1.5% service fee per month (18% annually) until the invoice balance is paid in full. All costs of collection, including reasonable attorney fees and costs for any arbitration deemed necessary shall be paid by owner. Non payment of total invoiced amount upon full completion or terms, as noted, voids any and all guarantees/warranties.

CANCELLATION NOTICE: If cancellation notice is not received in writing, prior to 3 days after date of acceptance, seller assumes the purchaser agreed to the contract terms contained. Any withdrawal of the contract after that time, could result in partial billing and reimbursement for planning, preparation, materials ordered, restocking costs, or partial work completed.

CRACKING OF ASPHALT: All asphalt paved areas can crack at any time, due to climate and soil conditions. There is no warranty for cracks. As the surface expands or contracts during wet conditions, drought conditions, freeze and thaw cycles, unstable sub-grade, tree roots, hot weather, dry spells, floods, heavy traffic, etc., cracks will develop. A crack can develop even in newly paved asphalt. Frank Armstrong Paving, Inc. recommends a periodical crack maintenance with a good quality rubberized crack sealant. The owner/rep. is aware of the risk inherent in this kind of work.

DRAINAGE: Frank Armstrong is not responsible for puddles or wet spots less than 1/2" deep. Purchaser is aware that wet sub-grade conditions can cause premature pavement failure, unless proper measures are taken to rectify those situations. Surface and site conditions must have 1% minimum slope to drain properly.

CRACKFILLING & SEALCOATING WARRANTY: Longevity of sealcoating and crackfilling is dependent on subsurface conditions, as well as quantity and type of traffic on pavement surface, as well as the adhesion of prior sealcoat and/or crack filler to pavement surface, and owner understands that reduced longevity may result because of this and accepts that fact. We do not guarantee or warranty in any way a seal coating project with a prior flaking sealcoat condition. Fading and/or wearing of sealcoat is a natural wearing process and is not a defect in any way. Accordingly, F. Armstrong Ent., Inc. does not warranty or guarantee its work against cracking. When crack sealing, seller only seals large cracks 1/4" larger in width. Surface cracks may remain visible after sealcoat is applied due to sealer shrinkage. Seller is not responsible for crack filling of deteriorated (alligatored) areas. Owner understands and accepts these conditions.

INSURANCE AND PERMITS: Owner is responsible for maintaining all necessary insurance coverage and for obtaining all permits required to complete the work identified on the Proposal (unless otherwise stated on this proposal). Through this agreement the owner assumes all responsibility for and consequences associated with securing and complying with all necessary permits required by all regulating agencies. The owner indemnifies and absolves F. Armstrong Ent., Inc. of any consequences imposed by any regulating agency. Our workers are fully covered by Workman's Compensation Insurance.

MOBILIZATION: One trip for each crew, unless otherwise stated. If after notification, we cannot complete a procedure, due to a car in the way, an obstruction, other work conflicts, or delays beyond our control, an additional trip charge may be added to the contract amount.

ASPHALT MAINTENANCE: Frank Armstrong Paving recommends periodical crack maintenance, as it occurs. It is the most cost effective to prolong pavement life in our region. Periodical sealcoating helps protect the surface, along with making your property look good. Spot repairs or patching can also be a cost effective maintenance procedure, before pavement failure increases and requires new construction.

ASPHALT GRADE ELEVATIONS: If purchaser directs construction of the surface with less than 1% slope, water ponding can occur and no warranty attaches to these surface conditions.

ADDITIONAL PROVISIONS: Owner is responsible for any and all reasonable expenses we incur in enforcing our right hereunder, including but not limited to attorney's fees, collection fees and court costs. No waiver or modification of any provision hereof shall be binding on us unless in writing and signed by one of our employees. If any provision is determined to be void or unenforceable by a court of competent jurisdiction, the other provisions shall remain in full force and effect. This Proposal shall be binding on your heirs, representatives, successors and assigns.

DISCOVERIES/EXTRA CHARGES: If unexpected conditions are discovered, such as encountering unstable sub-grade, wet conditions, wood, concrete slabs or foundations, debris, paving fabric, stumps, contaminated or toxic soils, private utilities, or other objects not mentioned in the contract proposal, will require an extra charge for removals, excavation, dump fees, additional base materials or other unforeseen costs, based on time and material. The purchaser agrees to these extra charges, as needed or requested and will be added to the contract price, with a written change order.

SITE CONDITIONS: Not responsible for cracking concrete slabs that equipment has to travel over, disturbing grass or landscape along project perimeters, low tree limbs, or plantings in conflict or near perimeter of construction area, cracking or damaging pavement or landscape that we have to access with our equipment to complete the project.

UTILITY LOCATION: Purchaser is responsible for locating all private utilities, along with plumbing, piping, tiles, etc., that will not be marked out by Digger's Hotline. The purchaser agrees to pay repair expenses for damages to unmarked private utilities, if encountered.

PAVING WARRANTY: All work to meet industry standards. Material to be, as specified or industry equal. All workmanship to be industry standards and as per contract specifications, terms and conditions. There is no warranty for asphalt cracking.

DEFINITIONS: Owner is defined in this proposal and Terms and Conditions as the actual owner of property where work is to be performed, or as agent of said owner.

LANDSCAPING: F. Armstrong Ent., Inc. is not responsible for damage to landscaping as a result of project preparation, execution or completion, as well as changes needed in landscaping to insure the proper continuation of drainage flow from the project area. It is the property owner's responsibility to backfill edges of paved areas. We do not warrant (expressly or implied) that our grading work will prevent, eliminate, or reduce unwanted on-site water accumulation or flowage on your property.

ACCEPTANCE: Owner has read this contract, consisting of front and back of all pages and by my signature on the front of this proposal and understands and agrees to all. The prices, specifications, and conditions described on both sides of this contract are satisfactory and are hereby accepted. F. Armstrong Ent., Inc. is authorized to do the work as specified. Payment will be made as described in this proposal. Owner has received a copy of this contract.

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

DATE: June 8, 2022

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

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

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Laimon Financials

Budget Comparison - Detail
Fund: 960 - Laimon Park Fund

APRIL

REVENUE

Account Number		2016 April	2017 April	2018 April	2019 April	2020 April	2021 April	2022 April	Diff	2022 YTD Total	2022 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	-	-	-	-	-	-	3,500.00	3,500.00	6,000.00	-	#DIV/0!
960-00-40622-001-000	Gasoline Sales	-	166.98	172.71	0.00	0.00	195.54	0.00	(195.54)	-	68,000.00	0%
960-00-40622-002-000	Boat Launch Fees	-	231.00	224.00	185.00	530.00	531.00	302.00	(229.00)	302.00	7,000.00	4%
960-00-40622-003-000	Rental Revenues	-	6,717.83	(11.49)	(107.98)	-	259.51	-	(259.51)	66,929.57	68,000.00	98%
960-00-40622-004-000	Residential/Comm Rent Pymts	-	2,754.00	2,809.08	2,893.55	2,980.15	6,049.71	6,231.21	181.50	12,370.33	37,571.00	33%
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	-	28.63	52.28	76.65	15.91	1.47	9.31	7.84	11.51	100.00	12%
Monthly Revenue Totals		-	9,898.44	3,246.58	3,047.22	3,526.06	7,037.23	10,042.52	3,005.29	85,613.41	180,671.00	47%

EXPENSES

Account Number		2016 April	2017 April	2018 April	2019 April	2020 April	2021 April	2022 April	Diff	2022 YTD Total	2022 Budget	YTD % to Budget
960-00-50403-000-000	Depreciation Expense	-	-	-	-	-	-	-	-	-	-	#DIV/0!
960-00-50427-000-000	Principal/Interest on Debt	-	-	-	-	-	-	-	-	-	-	#DIV/0!
	GENERAL GOVERNMENT EXPENSE	-	-	-	-	-	-	-	-	-	-	#DIV/0!
960-00-51938-000-000	Insurance/Prop/Liability/WC	-	-	350.00	-	350.00	350.00	350.00	-	1,517.10	390.00	389%
960-00-51940-000-000	Lakeside Park Loan Payment Exp	-	-	-	-	-	-	-	-	40,043.50	40,044.00	100%
960-00-51950-000-000	Land Acquisition Expense	-	-	-	-	-	-	-	-	-	-	#DIV/0!
960-00-51960-000-000	Fiscal Agent Fee	-	-	-	-	-	-	-	-	-	883.00	0%
	GENERAL GOVERNMENT EXPENSE	-	-	350.00	-	350.00	350.00	350.00	-	41,560.60	41,317.00	101%
960-00-55200-000-110	Lakeside Park Wages	-	-	-	-	-	-	1,156.55	1,156.55	1,156.55	5,000.00	23%
960-00-55200-000-130	Lakeside Park Fringe Benefits	-	-	-	-	-	-	-	-	-	-	#DIV/0!
960-00-55200-000-140	Lakeside Park Utilities Exp	-	135.03	123.45	131.93	124.85	137.31	154.38	17.07	311.61	700.00	45%
960-00-55200-000-150	Gasoline Expense	-	-	-	-	965.61	2,180.93	-	(2,180.93)	-	51,000.00	0%
960-00-55200-000-155	Operating Supplies	-	220.39	3.76	318.60	106.50	523.50	1.06	(522.44)	1.59	4,000.00	0%
960-00-55200-000-156	Grounds & Maintenance	-	73.50	-	-	1,366.04	-	-	-	-	15,000.00	0%
960-00-55200-000-160	Equipment Maintenance	-	918.62	1,348.86	628.00	-	781.00	-	(781.00)	-	5,000.00	0%
960-00-55200-000-165	Building Maintenance	-	1,050.78	11.66	44.03	-	-	-	-	-	5,000.00	0%
960-00-55200-000-168	Other Property Expenses/Taxes	-	-	-	-	-	-	-	-	5,710.16	6,000.00	95%
960-00-55200-000-169	Donation A/C Funded Expenses	-	11,750.00	-	-	-	-	-	-	-	-	#DIV/0!
	CULTURE, RECREATION & EDUCATION	-	14,148.32	1,487.73	1,122.56	2,563.00	3,622.74	1,311.99	(2,310.75)	7,179.91	91,700.00	8%
960-00-40636-000-000	Lakeside Park Capital Outlay	-	20,261.00	3,000.00	461.50	42,461.48	-	-	-	-	-	#DIV/0!
	CAPITAL OUTLAY	-	20,261.00	3,000.00	461.50	42,461.48	-	-	-	-	-	#DIV/0!
	Total Expenses	-	34,409.32	4,837.73	1,584.06	45,374.48	3,972.74	1,661.99	(2,310.75)	48,740.51	133,017.00	37%

Budget Comparison - Detail
Fund: 960 - Laimon Park Fund

2022 REVENUE

Account Number		2022 January	2022 February	2022 March	2022 April	2022 May	2022 June	2022 July	2022 August	2022 Sept	2022 October	2022 Nov	2022 Dec	2022 YTD Total	2022 Budget	Dif	% of Budget
960-00-40421-001-000	Contributed Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
960-00-40439-000-000	Transfer in from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
960-00-40474-000-000	Other Revenue/Grants	\$ -	\$ -	\$ 2,500.00	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00	#DIV/0!
960-00-40622-001-000	Gasoline Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	68,000.00	\$ (68,000.00)	0%
960-00-40622-002-000	Boat Launch Fees	\$ -	\$ -	\$ -	\$ 302.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 302.00	7,000.00	\$ (6,698.00)	4%
960-00-40622-003-000	Rental Revenues	\$ 18,890.32	\$ 22,261.75	\$ 25,777.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66,929.57	68,000.00	\$ (1,070.43)	98%
960-00-40622-004-000	Residential/Comm Rent Pymts	\$ 3,069.56	\$ 3,069.56	\$ -	\$ 6,231.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,370.33	37,571.00	\$ (25,200.67)	33%
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	\$ 2.20	\$ -	\$ -	\$ 9.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11.51	100.00	\$ (88.49)	12%
Monthly Revenue Totals		\$ 21,962.08	\$ 25,331.31	\$ 28,277.50	\$ 10,042.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,613.41	\$ 180,671.00	\$ (95,057.59)	47%

2022 EXPENSES

Account Number		2022 January	2022 February	2022 March	2022 April	2022 May	2022 June	2022 July	2022 August	2022 Sept	2022 October	2022 Nov	2022 Dec	2022 YTD Total	2022 Budget	Dif	% of Budget
960-00-50403-000-000	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
960-00-50427-000-000	Principal/Interest on Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
GENERAL GOVERNMENT EXPENSE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
960-00-51938-000-000	Insurance/Prop/Liability/WC	\$ 1,167.10	\$ -	\$ -	\$ 350.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,517.10	390.00	\$ 1,127.10	389%
960-00-51940-000-000	Lakeside Park Loan Payment Exp	\$ -	\$ -	\$ 40,043.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,043.50	40,044.00	\$ (0.50)	100%
960-00-51950-000-000	Land Acquisition Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
960-00-51960-000-000	Fiscal Agent Fee	\$ -	\$ 601.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 601.28	883.00	\$ (281.72)	68%
GENERAL GOVERNMENT EXPENSE		\$ 1,167.10	\$ 601.28	\$ 40,043.50	\$ 350.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,161.88	41,317.00	\$ 844.88	102%
960-00-55200-000-110	Lakeside Park Wages	\$ -	\$ -	\$ -	\$ 1,156.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,156.55	5,000.00	\$ (3,843.45)	23%
960-00-55200-000-130	Lakeside Park Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
960-00-55200-000-140	Lakeside Park Utilities Exp	\$ 157.23	\$ -	\$ -	\$ 154.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 311.61	700.00	\$ (388.39)	45%
960-00-55200-000-150	Gasoline Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	51,000.00	\$ (51,000.00)	0%
960-00-55200-000-155	Operating Supplies	\$ 0.53	\$ -	\$ -	\$ 1.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.59	4,500.00	\$ (4,498.41)	0%
960-00-55200-000-156	Grounds & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	15,000.00	\$ (15,000.00)	0%
960-00-55200-000-160	Equipment Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,000.00	\$ (5,000.00)	0%
960-00-55200-000-165	Building Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,000.00	\$ (5,000.00)	0%
960-00-55200-000-168	Other Property Expenses/Taxes	\$ 5,710.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,710.16	6,000.00	\$ (289.84)	95%
960-00-55200-000-169	Donation A/C Funded Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CULTURE, RECREATION & EDUCATION		\$ 5,867.92	\$ -	\$ -	\$ 1,311.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,179.91	92,200.00	\$ (85,020.09)	8%
960-00-40636-000-000	Lakeside Park Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	76,800.00	\$ (76,800.00)	0%
CAPITAL OUTLAY		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	76,800.00	\$ (76,800.00)	0%
Total Expenses		\$ 7,035.02	\$ 601.28	\$ 40,043.50	\$ 1,661.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,341.79	\$ 210,317.00	\$ (160,975.21)	23%

Pewaukee Park and Recreation Department - Laimon Family Lakeside Park
2022 Deposits from Tenant (Gas/Launch/Rent)

Date	Total Amount	Launch Amount	Gas Amount	Rent	Other
4/2/2022	\$ 3,069.56			\$ 3,069.56	
5/10/2022	\$ 84.00	\$ 84.00			
5/17/2022	\$ 2,913.06	\$ 716.00	\$ 2,197.06		
5/24/2022	\$ 934.10	\$ 133.00	\$ 801.10		
5/31/2022	\$ 6,004.82	\$ 203.00	\$ 2,732.26	\$ 3,069.56	
6/7/2022	\$ 2,182.18	\$ 343.00	\$ 1,839.18		
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TOTALS:	\$ 15,187.72	\$ 1,479.00	\$ 7,569.60	\$ 6,139.12	
LESS SALES TAX:		\$ 70.43	\$ 1,090.18		
NET TOTAL:		\$ 1,408.57	\$ 6,479.42		OVER

Gas sales	\$ 68,000.00	\$ 6,479.42	\$ 61,520.58	90%
Boat launch fees	\$ 7,000.00	\$ 1,505.57	\$ 5,494.43	78%
TOTAL:	\$ 75,000.00	\$ 7,985.00	\$ 67,015.00	89%

[illegible]

TOTALS:	\$	97.00
LESS SALES TAX:	\$	4.62
NET TOTAL:	\$	92.38

225

1780

Month	Gallons Sold	Total Amount
May		
June		
July		
August		
September		
Total:	0	\$ -

Fees	\$ 1,075.00	# Passes
Resident	50.00	17
Non-Resident	75.00	3
	Total Passes	20

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