



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

Wednesday, April 12, 2023

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 minutes from March 8, 2023 meeting.
 4. Discussion and possible action regarding Laimon Park financials for February 2023.
 5. Discussion and possible action regarding use of Laimon Park fund balance for various Village park improvements.
 6. Adjournment

Nick Phalin, CPRP
Parks & Recreation Director

April 7, 2023

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: April 12, 2023

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Approval of minutes from March 8, 2023 meeting.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Minutes

MEETING MINUTES
Wednesday, March 8, 2023

6:30 PM

Pewaukee City Hall ~ Common Council Chambers
VIDEO

In attendance:

Alderman B. Dziwulski, Trustee B. Rohde, D. Linsmeier, G. Majeskie, D. Kaatz, E. Krasovich, A. Brimmer.

Also Present:

Community Services Director N. Phalin.

1. Call to Order and Pledge of Allegiance
2. Public Comment
3. Approval of minutes from the February 2023 meeting.

A motion was made and seconded, (Brian Dziwulski, Gary Majeskie) to approve minutes from the February 2023 meeting. Motion Passed: 5-For, 0-Against.

4. Discussion and possible action regarding Pewaukee High School class proposal of Lakefront Park use supporting mental health awareness.

A motion was made and seconded, (Amy Brimmer, Bob Rohde) to approve proposed Mental Health Awareness event at Lakefront Park pending details such as site map, rain dates, etc. Motion Passed: 0-For, 0-Against.

5. Discussion regarding fall program updates.
6. Update regarding replacing ball diamond infields with field turf at the Pewaukee Sports Complex.
7. Discussion and possible action regarding Laimon Park financials for January 2023.

A motion was made and seconded, (Bob Rohde, Dave Linsmeier) to approve the Laimon Park financials for January 2023. Motion Passed: 6-For, 0-Against.

8. Adjournment

A motion was made and seconded, (Gary Majeskie, Dave Linsmeier) to adjourn. Motion Passed: 6-For, 0-Against.

Respectfully Submitted,
Nick Phalin, CPRP

March 3, 2023.

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

DATE: April 12, 2023

DEPARTMENT: Parks and Recreation

PROVIDED BY:

SUBJECT:

Discussion and possible action regarding Laimon Park financials for February 2023.

BACKGROUND:

FINANCIAL IMPACT:

RECOMMENDED MOTION:

ATTACHMENTS:

Description

Laimon Financials

Budget Comparison - Detail
Fund: 960 - Laimon Park Fund

FEBRUARY

REVENUE

Account Number		2016 Feb	2017 Feb	2018 Feb	2019 Feb	2020 Feb	2021 Feb	2022 Feb	2023 Feb	Diff	2023 YTD Total	2023 Budget	YTD % to Budget
960-00-40421-001-000	Contributed Capital	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
960-00-40439-000-000	Transfer in from General Fund	-	-	-	-	-	-	-	-	-	#REF!	-	#REF!
960-00-40474-000-000	Other Revenue/Grants	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
960-00-40622-001-000	Gasoline Sales	-	-	-	-	-	-	-	-	-	-	76,500.00	0%
960-00-40622-002-000	Boat Launch Fees	-	-	-	-	-	-	-	-	-	-	7,000.00	0%
960-00-40622-003-000	Rental Revenues	-	3,678.50	2,354.24	28,188.44	25,851.84	3,097.00	22,261.75	29,080.00	6,818.25	49,626.14	70,000.00	71%
960-00-40622-004-000	Residential/Comm Rent Pymts	-	2,700.00	2,754.00	2,809.08	2,893.55	2,980.15	3,069.56	3,161.65	92.09	6,323.30	38,698.00	16%
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	-	53.39	39.33	70.31	48.93	2.23	2.56	141.39	138.83	288.26	75.00	384%
Monthly Revenue Totals		-	6,431.89	5,147.57	31,067.83	28,794.32	6,079.38	25,333.87	32,383.04	7,049.17	#REF!	192,273.00	#REF!

EXPENSES

Account Number		2016 Feb	2017 Feb	2018 Feb	2019 Feb	2020 Feb	2021 Feb	2022 Feb	2023 Feb	Diff	2023 YTD Total	2023 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	-	-	-	-	-	1,274.60	1,600.00	80%
960-00-51940-000-000	Lakeside Park Loan Payment Exp	-	-	-	-	-	-	-	-	-	-	40,044.00	0%
960-00-51950-000-000	Land Acquisition Expense	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
960-00-51960-000-000	Fiscal Agent Fee							601.28	-	(601.28)	741.98	883.00	84%
	GENERAL GOVERNMENT EXPENSE	-	-	-	350.00	-	-	601.28	-	(601.28)	2,016.58	42,527.00	5%
960-00-55200-000-110	Lakeside Park Wages	-	-	-	-	-	-	-	-	-	-	5,250.00	0%
960-00-55200-000-130	Lakeside Park Fringe Benefits	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
960-00-55200-000-140	Lakeside Park Utilities Exp	-	-	-	-	-	-	-	-	-	(91.58)	800.00	-11%
960-00-55200-000-150	Gasoline Expense	-	-	-	-	-	-	-	-	-	-	59,500.00	0%
960-00-55200-000-155	Operating Supplies	-	-	-	-	314.52	1.53	-	82.40	82.40	84.71	5,000.00	2%
960-00-55200-000-156	Grounds & Maintenance	-	-	-	-	-	-	-	-	-	-	15,000.00	0%
960-00-55200-000-160	Equipment Maintenance	-	-	-	-	-	-	-	-	-	-	5,000.00	0%
960-00-55200-000-165	Building Maintenance	-	-	610.00	57.44	-	6,657.44	-	-	-	-	5,000.00	0%
960-00-55200-000-168	Other Property Expenses/Taxes	-	-	-	-	-	5,294.08	-	-	-	5,656.62	6,000.00	94%
960-00-55200-000-169	Donation A/C Funded Expenses	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
	CULTURE, RECREATION & EDUCATION	-	-	610.00	57.44	314.52	11,953.05	-	82.40	82.40	5,649.75	101,550.00	6%
960-00-40636-000-000	Lakeside Park Capital Outlay	-		-	-	292.00	-	-	7,900.00	7,900.00	7,900.00	76,800.00	10%
	CAPITAL OUTLAY	-	-	-	-	292.00	-	-	7,900.00	7,900.00	7,900.00	76,800.00	10%
	Total Expenses	-	-	610.00	407.44	606.52	11,953.05	601.28	7,982.40	7,381.12	15,566.33	220,877.00	7%

Budget Comparison - Detail
Fund: 960 - Laimon Park Fund

2022 REVENUE

Account Number		2023 January	2023 February	2023 March	2023 April	2023 May	2023 June	2023 July	2023 August	2023 Sept	2023 October	2023 Nov	2023 Dec	2023 YTD Total	2023 Budget	Diff	% of Budget
960-00-40421-001-000	Contributed Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	#DIV/0!
960-00-40439-000-000	Transfer in from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	#DIV/0!
960-00-40474-000-000	Other Revenue/Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	#DIV/0!
960-00-40622-001-000	Gasoline Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	76,500.00	\$ (76,500.00)	0%
960-00-40622-002-000	Boat Launch Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7,000.00	\$ (7,000.00)	0%
960-00-40622-003-000	Rental Revenues	\$ 20,546.14	\$ 29,080.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,626.14	70,000.00	\$ (20,373.86)	71%
960-00-40622-004-000	Residential/Comm Rent Pymts	\$ 3,161.65	\$ 3,161.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,323.30	38,698.00	\$ (32,374.70)	16%
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	\$ 146.87	\$ 141.39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 288.26	75.00	\$ 213.26	384%
Monthly Revenue Totals		\$ 23,854.66	\$ 32,383.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,237.70	\$ 192,273.00	\$ (136,035.30)	29%

2022 EXPENSES

Account Number		2023 January	2023 February	2023 March	2023 April	2023 May	2023 June	2023 July	2023 August	2023 Sept	2023 October	2023 Nov	2023 Dec	2023 YTD Total	2023 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	\$ 1,274.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,274.60	1,600.00	\$ (325.40)	80%
960-00-51940-000-000	Lakeside Park Loan Payment Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	40,044.00	\$ (40,044.00)	0%
960-00-51950-000-000	Land Acquisition Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	#DIV/0!
960-00-51960-000-000	Fiscal Agent Fee	\$ 741.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 741.98	883.00	\$ (141.02)	84%
	GENERAL GOVERNMENT EXPENSE	\$ 2,016.58	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,016.58	42,527.00	\$ (40,510.42)	5%
960-00-55200-000-110	Lakeside Park Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,250.00	\$ (5,250.00)	0%
960-00-55200-000-130	Lakeside Park Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	#DIV/0!
960-00-55200-000-140	Lakeside Park Utilities Exp	\$ (91.58)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (91.58)	800.00	\$ (891.58)	-11%
960-00-55200-000-150	Gasoline Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	59,500.00	\$ (59,500.00)	0%
960-00-55200-000-155	Operating Supplies	\$ 2.31	\$ 82.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84.71	5,000.00	\$ (4,915.29)	2%
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	\$ 5,656.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,656.62	6,000.00	\$ (343.38)	94%
960-00-55200-000-169	Donation A/C Funded Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	#DIV/0!
	CULTURE, RECREATION & EDUCATION	\$ 5,567.35	\$ 82.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,649.75	101,550.00	\$ (95,900.25)	6%
960-00-40636-000-000	Lakeside Park Capital Outlay	\$ -	\$ 7,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,900.00	76,800.00	\$ (68,900.00)	10%
	CAPITAL OUTLAY	\$ -	\$ 7,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,900.00	76,800.00	\$ (68,900.00)	10%
Total Expenses		\$ 7,583.93	\$ 7,982.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,566.33	\$ 220,877.00	\$ (205,310.67)	7%

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

DATE: April 12, 2023

DEPARTMENT: Parks and Recreation

PROVIDED BY: Nick Phalin

SUBJECT:

Discussion and possible action regarding use of Laimon Park fund balance for various Village park improvements.

BACKGROUND:

The Laimon Park fund was established to retain funds generated through revenues at Laimon Park (rentals, launches, gas sales, etc). The fund has grown substantially over time. The attached is a proposal of utilization of these funds to improve other Village Parks with a variety of items we are interested in adding in 2023.

FINANCIAL IMPACT:

RECOMMENDED MOTION:

To approve the proposed project and recommend it to the Village Board for their review and approval.

ATTACHMENTS:

Description

Laimon Fund use

Potential Funding Sheet



Village Park Improvement Plan

The Village parks in Pewaukee have opportunities to make significant improvements to equipment and areas that have not been addressed in the manner we would prefer to maintain. This is also the feedback we generally receive from residents that visit parks such as Peffer (playground equipment), Kiwanis Village Park (lighting, plumbing and playground), and Lakefront (lighting).

In 2014, the Village committed to an investment in Laimon Park with a plan and expectation that the park would do well and be an asset to the community and the Village. This park has drastically exceeded expectation and can assist the other Village parks in improving the facilities, while still holding a strong financial status to continue the current level of standard at Laimon Park.

We are proposing to utilize a portion of the Laimon Park fund along with Village Park improvement fund dollars to accomplish significant park improvements. First, it is important to review the health of the Laimon Park fund and specifics.

Village Park Improvement Fund Balance:	\$ 47,500
Laimon Park Current Fund Balance:	\$267,000 (post PILOT payment of \$6k)

Laimon Remaining Loan Balance - \$380,952 (after 2023, 13 years remaining)
Interest rate – 3.75%

Recommended Cash reserves of \$100,000 (2 mortgage payments of \$40,000 + \$20,000)

2023 Capital Expenses at Laimon Park:

- Balcony deck and rubber roof replacement ~ \$75,000

Future Capital Expenditures coming up at Laimon Park:

- Window Replacement (2024) - \$20,000
- Neighboring Deck renovation (2025) - \$11,500
- Siding replacement (2029) - \$10,000
- Furnace & A/C Replacement (2030) - \$20,000
- Gas Pier Replacement (2032) - \$26,000
- Launch Pier Replacement (2033) - \$11,000
- Total for 2024-2033 - \$98,500 (\$9,850/year)

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



Laimon Park financials

Current Balance	\$267,000
-	75,000 (balcony)
-	100,000 (cash reserves)
	40,000 (2023 loan payment)
+	<u>31,000</u> (2023 rent remaining)
	83,000 Laimon funds available for use
+	<u>35,000</u> Village Park Improvement funds available for use
	\$113,000 Total funds available for park improvements

Excluding 2020, when we completed our largest capital project to date which replaced the boat launch, parking lot, gas line and more, we have an average annual net profit (2018-2022) of \$72,000.

Proposed improvements to the parks:

- Peffer Park
 - National Fitness Court - \$50,000-75,000 (pending CDBG grant, Quartz grant (\$50k), sponsors, donations)
- Peffer Park Playground Equipment
 - 5-event structure - \$15,000
 - Merry-go-round - \$6,400
 - Adaptive swing conversion - \$2,500
- LED Lighting under pavilions
 - Lakefront Park - \$4,500
 - Kiwanis Village Park - \$6,000

Conclusion

We have the opportunity to reclaim Village parks and get them back to the standard of expectation of our community members. The above listed improvements at three different parks that will:

- provide free and equitable access to outdoor fitness equipment
- improve lighting quality, safety and will utilize less energy, saving on electrical costs in the future at two parks
- replace playground equipment backlog at Peffer Park, improving safety, and increasing use

It is our responsibility to provide for our community through parks and recreation, and the Laimon fund has become an incredible tool allowing us to do so. The financial stability of the fund will help us achieve our goals to serve our residents.

National Fitness Campaign Project / Funding					
Item	Cost	Amt Rec'd	Notes		
Fitness Court	\$ 140,000.00		Removed court amount for CDBG grant		
Court Surface	\$ 15,000.00				
Art & Custom Color			TBD		
Concrete Slab (40'x40'), Walkways	\$ 30,000.00		20k listed, 10k additional?		
NFC Approved Installer	\$ 27,000.00				
Total	\$ 212,000.00				
Sources	Cost	Amt Rec'd	Notes		
Quartz Grant		\$ 50,000.00			
CDBG		\$ 45,000.00	Intended ask of court surface + concrete, surface install option? Portion?	Tentative	
Donations/Sponsors		\$ 25,000.00	OAW?, Froedtert?	Tentative	
Laimon Fund		\$ 57,000.00		Tentative	
Village Park Improvement Fund		\$ 35,000.00		Tentative	
Impact Fees				Are there any?	
Total		\$ 212,000.00			
Remaining Amount	\$ -				
Artwork					
Sponsorship from PAAC?					