



Phelps Service Provider Fact Sheet

The Phelps Park Commission

Todd Bierman/ Supervisor
(June 9, 2014)

1. Brief Statement of Mission, Purpose and Capability :

The Phelps Park Commission strives to provide the best possible park system for the Town of Phelps residents and our out of town visitors. Whether it be competitive, recreational, or relaxation, our parks have what you are looking for.

The Commission is responsible for the preparation of an impartial parks plan for the Town of Phelps and policies thereto, and shall be the governing body with respect to said parks located within the Township.

[See Appendix 1 for the Commissions Bylaws.](#)

2. Legal Basis of Charter for your Department/Group:

The Park Commission was established on May the 8th, 1988 by the Phelps Town Board. The Commission is regulated by the State of Wisconsin with statute 60.66. Internally, the Commission is a self-governed organization with 7 board members, each serving a 7 year term.

[See Appendix 2 for more information about the commission](#)

3. Summary of your current personnel resources: *[List your Department's human resources]*

- Number of compensated full-time Staff: 0.5 FTE (one at 40 hours per week, from May 1st through October 31st),
- Part-time staff (in full-time equivalents): 0.25 FTE (1 at 600 hours per year)
- Estimated of the annual number of volunteers (uncompensated): 6
- Estimated total number of volunteer annual hours contributed: 40 hours

[See Appendix 3 for information regarding Park Commission Staff](#)

4. Provide a summary of Policies, User Procedures and Priorities that govern your Department's or Groups' delivery of services:

None provided

5. Physical location(s)/properties(s) that are occupied or controlled by your Department or Group:

The Park Commission controls Waverling Park, Phelps Shooting Range, Lake Front Park, Old Beach Park, and the boat landings on North Twin, Long, Kentuck, and Smoky Lakes.

[See Appendix 5, for a description of real properties owned by Town of Phelps and managed by Park Commission](#)

6. Provide an estimated total current value of your Groups functional equipment and indicate percentage of the total that is leased.

Total equipment: \$99,088 (0 % leased)

[See Appendix 6 for status of major equipment controlled by the Parks Commission](#)

7. Provide a summary of Contracts or Agreements executed by your Department or Phelps Township on behalf of your Department or Group

Our group currently does not have any contracts or agreements.

8. Provide a summary of your financial resources:

- Total 2013 operating expenditures (excluding capital): \$47,739 (100 % by town)
- 3-yr average annual Capital expenditures for (2011-13): \$25,687/yr. (100 % by town)

[See Appendix 8 for expenditure and budget detail](#)

9. Rate your Department/Group and identify your Departments'/Groups highest priorities for change over the next 5-yrs for both "Capacity" and "Efficiency".

On a scale of 1 (bottom 10 %) – 10 (top 10 %) rate your department in comparison to other like-sized townships for: Capacity: 9 Efficiency: 9

Our priorities (5-yrs forward) include:

Capacity: To continue to provide a park system that offers the best possible uses for everyone to enjoy. From safe and well kept athletic fields to clean and usable boat landings, a great park system is an economic engine as well as maintainer for the health of our community.

Efficiency: Continue to look into grants, both public and private, to fund needed projects in our parks. Continue to be fiscally responsible with equipment and material purchases. Implement donation collection boxes at our boat landings and shooting range to fund maintenance and up-keep of them.

Appendix 1 Founding Documents (Parks Commission Resolution 88-04 and Commission Bylaws)

Click on the icons below to view



Resolution #88-4
creating Town of Phe



Bylaws of the Town
of Phelps Park Commi

Appendix 2 Board members and terms

The Park Commission is a fiduciary board and responsible for impartial park plans and polices related to the park. Board members serve a 7 year term and the officers of the board are elected by the commissioners at the regular July meeting each year.

<u>Name</u>	<u>Term expiration</u>	<u>Position</u>
Dick Schultz	2021	Board Member
Dennis Holcomb(*)	2015	Board Member
Sheila Schmidt (*)	2016	Board Member , Secretary
Ronald Buell	2017	Board Member
Larry Smith	2018	Board Member
Rob Andersen Jr.	2019	Chairman
Steve Doyen	2020	Vice Chairman

Appendix 3 Parks Commission Human Resources :

Paid Staff hours: approximately 1,560 hours/year

<u>Name</u>	<u>Title</u>	<u>Hours</u>
Todd Bierman	Town Parks, Grounds, and Building Supervisor	40 hours/week (May 1 – Oct. 31)
Richard Gehrke	Town Parks, Grounds, and Building Worker	600 hours per year

Appendix 4 Policies and procedures

If available, please append your Department's or Groups' policies, user procedures and service prioritization plan as appendix 4 (or indicate "none available").

*None Available.

Appendix 5 Description of properties owned by Town of Phelps and managed by Phelps Park Commission:

-Wavering Park- 2223 East Hill Road- 24.38 Acres- No Frontage- 1 Baseball diamond, 1 Softball diamond, Full size soccer field, 2 tennis courts, 2 basketball courts, batting cage, 2 horse shoe pits, 2 concession stands with men and women's bathrooms, a pavilion, picnic tables, and grills.

-The Phelps Shooting Range- 5073 Shooting Range Road- 40.00 Acres- No lake frontage- outhouse, trap house, targets, picnic tables, covered area, and shooting benches.

-North Twin Boat Landing- Millersville Lane-1 Acre- 110 feet of lake frontage- 2 boat ramps, men's and women's outhouses, 2 piers, and picnic tables.

-Lake Front Park- Down town Phelps- .69 Acres-287.56 feet of lake frontage- picnic tables, benches, pier, and grill.

-Old Beach Park- Hwy 17 across from the former Lillian Kerr- .57 Acres- 408.78 feet of lake frontage- picnic tables and grills.

-Long Lake Boat Landing- Hwy 17 across from Shooting range road- 1.27 Acres- 240 feet of lake frontage- boat ramp, pier, shelter, picnic table, and men and women's outhouses.

-Smoky Lake Boat Landing- 400 Hwy 17- .88 Acres- 500 feet of frontage- picnic table, shelter, grills, pier, and an outhouse.

-Kentuck Lake Boat Landing- Kentuck Lake Boat Landing Road-1.17 Acres- 110 feet of frontage- boat ramp, outhouse, and a picnic table.

Appendix 6 Status of major equipment controlled by Parks

<u>Item</u>	<u>Age</u>	<u>Remain Service</u>	<u>Replacement Cost</u>
Bobcat Tool-cat	1yr	9yrs	\$78,000
John Deere 475	10yrs	5yrs	\$10,000

Appendix 7 Agreements: None

Parks Draft ver. 6/9/2014

Appendix 8 Expenditures (2011-2013) and 2014 Budget

Parks	Actual 2011	Actual 2012	Actual 2013	Budget 2014
Park Commissioners Fee	630	420	540	1,100
Park Summer P/T	5,164	6,503	6,297	6,500
Park 40hr.wk(5-1 to 11-1)	9,750	14,602	16,640	16,640
Park Retirement	870	861	1,107	1,165
Park FICA	1,141	1,614	1,683	1,824
Park Health/Life/Short Disability Insurance	-	-	-	3,672
Park Equipment Repairs	1,200	1,132	1,567	1,500
Parks - Diesel Fuel	-	449	415	500
Park-Gas & Oil	1,704	1,559	1,234	1,500
Park Maintenance/Materials	8,019	14,959	11,174	13,470
Park Electric	1,741	1,492	1,624	1,500
Park Water & Sewer	913	970	507	1,200
Septic Pumping	300	675	405	600
Park Garbage	644	668	763	1,000
Park Mileage	2,282	2,203	1,241	1,800
Dues/Meetings	-	642	899	700
Park Office Supplies	304	157	156	200
Rifle Range	941	1,539	1,487	1,500
Leased Property	-	-	-	-
Loan Payment-Tractor	13,500	10,000	19,446	10,500
Capital Outlay-Improvements	11,808	5,000	5,000	-
Capital Outlay-Boat Landing	1,700	8,370	2,237	1,500
Total Parts	62,610	73,814	74,422	68,370