



City of Waukesha

1900 Aviation Drive
Waukesha, WI 53188

Meeting Minutes - Draft

Parks, Recreation and Forestry Board

Monday, March 21, 2016

6:00 PM Parks Recreation and Forestry

Administration and
Service Center

1. Call to Order

Present 5 - Hall, Hoppe, Hunsanger, Vehlow, and Volpano

Absent 3 - Merchle, C. Payne, and Johnson

2. Public Comment

No Action Required

3. Matter of Report

No Action Required

4. Discussion/Decision Items

- A.** [ID#16-502](#) Recommend to approve proposed Springs Park usage Contract with the Waukesha YMCA

Attachments: [Springs Parks-Temp Tent Location](#)
[YMCA-Springs Park Proposed Agreement](#)
[Council Agenda Cover Sheet-Springs Park Usage Contract](#)

A motion was made by Hoppe, seconded by Vehlow, that the proposed Springs Park usage Contract with the Waukesha YMCA be approved. The motion carried by the following vote:

Aye: 5 - Hall, Hoppe, Hunsanger, Vehlow and Volpano

Absent: 1 - C. Payne

- B.** [ID#16-503](#) Recommend to approve to the Ordinance & License Committee the application received from The Park Foundation of Waukesha to sell fermented malt beverages and wine during 2016 Tribute Tuesday Concert Series events to be held at Cutler Park

Attachments: [PARK FOUNDATION-Application for Temp Class B License-Cutler Pk](#)

A motion was made by Hall, seconded by Volpano, that a recommendation to the Ordinance & License Committee be made to approve the application received from The Park Foundation of Waukesha to sell fermented malt beverages and wine during 2016 Tribute Tuesday Concert Series events to be held at Cutler Park be approved. The motion carried by the following vote:

Aye: 5 - Hall, Hoppe, Hunsanger, Vehlow and Volpano

Absent: 1 - C. Payne

- C.** [ID#16-504](#) Approve (as part of the E. Moreland Blvd. street reconstruction project) construction of a storm water outfall system utilizing City Park land as proposed by the City Engineering Department

Attachments: [ENG DEPT-Proposed E. Moreland Storm Sewer Plans 3-8-16](#)
[ENG DEPT-Proposed E. Moreland Storm Sewer Request Letter 3-18-16](#)

C. Payne arrived at 6:39 PM

A motion was made by Hall, seconded by Hunsanger, that the construction of a storm water outfall system utilizing City Park land (as part of the E. Moreland Blvd. street reconstruction project) as proposed by the City Engineering Department be approved. The motion carried by the following vote:

Aye: 6 - Hall, Hoppe, C. Payne, Hunsanger, Vehlow and Volpano

- D.** [ID#16-505](#) Recommend approval of proposed Access Rights across the frontage of Meadowview Park adjacent to Meadowbrook Road and for Temporary Limited Easements adjacent to Meadowbrook Road and Northview Road as part of the West Waukesha Bypass Project

Attachments: [DIAGRAM Plat 162](#)
[DIAGRAM-Plat 163](#)
[ENG DEPT-W Bypass-Meadowview Pk-Temp Easement-Agenda Cover Sheet](#)
[LETTER-City Eng future Park Driveways 3-16-16](#)
[MEMO-PRFB 10-25-13](#)
[Parcel 162-Temp Easement Document](#)
[Parcel 163-Temp Easement Document](#)
[Temp Easement P162-Offer Letter](#)
[Temp Easement P163-Offer Letter](#)

A motion was made by Hoppe, seconded by Vehlow, that the proposed Access Rights across the frontage of Meadowview Park adjacent to Meadowbrook Road and Temporary Limited Easements adjacent to Meadowbrook Road and Northview Road as part of the West Waukesha Bypass Project be tabled until a later date. The motion carried by the following vote:

Aye: 6 - Hall, Hoppe, C. Payne, Hunsanger, Vehlow and Volpano

- E.** [ID#16-506](#) Spring 2016 Public Street Tree Planting Program Public Hearing – Open Public Hearing

Dave Burch of 1218 Sweetbriar spoke about program.

A motion was made by Hall, seconded by Hoppe, that the Spring 2016 Public

Street Tree Planting Program Public Hearing be opened. The motion carried by the following vote:

Aye: 6 - Hall, Hoppe, C. Payne, Hunsanger, Vehlow and Volpano

- F. [ID#16-507](#) Spring 2016 Public Street Tree Planting Program Public Hearing – Close Public Hearing

A motion was made by Hall, seconded by Hoppe, that the Spring 2016 Public Street Tree Planting Program Public Hearing be closed. The motion carried by the following vote:

Aye: 6 - Hall, Hoppe, C. Payne, Hunsanger, Vehlow and Volpano

- G. [ID#16-508](#) Recommend the assessment for the Spring 2016 Public Street Tree Planting Program, said cost to be \$205.00 per tree

Attachments: [Spring 2016 Summary](#)
[Street Tree Planting Program Spring 2016](#)
[Tree Planting Assessment History 2016 increase](#)

A motion was made by Hoppe, seconded by Volpano, that the assessment for the Spring 2016 Public Street Tree Planting Program, said cost to be \$205.00 per tree be recommended for approval and a hearing date and assessment approval be set by the Common Council be approved. The motion carried by the following vote:

Aye: 6 - Hall, Hoppe, C. Payne, Hunsanger, Vehlow and Volpano

- S. [ID#16-521](#) Approve placement of a storage shed structure as proposed by the Waukesha School District (North High School) in the vicinity of the Pebble Valley Park Baseball Field

A motion was made by Hall, seconded by Hunsanger, that item S be moved up on the Agenda after item G be approved. The motion carried by the following vote:

Aye: 6 - Hall, Hoppe, C. Payne, Hunsanger, Vehlow and Volpano

A motion was made, seconded by Hunsanger, that the placement of a storage shed structure as proposed by the Waukesha School District (North High School) in the vicinity of the Pebble Valley Park Baseball Field be approved. The motion carried by the following vote:

Aye: 6 - Hall, Hoppe, C. Payne, Hunsanger, Vehlow and Volpano

- H. [ID#16-509](#) Recommend to approve proposed 2016 contract with Midwest Cycling Series to conduct the Carl Zach Cycling Classic

Attachments: [2016 Carl Zach Race-Proposed Agreement](#)
[Cover Sheet-2016 Carl Zach Cycling Classic to CC](#)

A motion was made by Hoppe, seconded by Vehlow, that the proposed 2016 contract with Midwest Cycling Series to conduct the Carl Zach Cycling Classic be

recommended for approval by the Common Council. The motion carried by the following vote:

Aye: 6 - Hall, Hoppe, C. Payne, Hunsanger, Vehlow and Volpano

- I. [PC18-0111](#) Recommend to approve proposed Internship/Temporary Work Agreement with WI Division of Vocational Rehabilitation

Attachments: [Vocational Rehab Proposed Agreement 2.16](#)
[Council Agenda Cover Sheet-Vocational Rehabilitation Agreement](#)

A motion was made by Hall, seconded by Volpano, that the proposed Internship/Temporary Work Agreement with WI Division of Vocational Rehabilitation be recommended for approval by the Common Council. The motion carried by the following vote:

Aye: 6 - Hall, Hoppe, C. Payne, Hunsanger, Vehlow and Volpano

- J. [ID#16-511](#) Recommend to approve proposed Recreation Services contract with Treetop Explorers, LLC

Attachments: [2016 Treetop Explorers-Proposed Agreement](#)
[Council Agenda Cover Sheet-Treetop Explorer Contract](#)

A motion was made by Volpano, seconded by Hunsanger, that the proposed Recreation Services contract with Treetop Explorers, LLC be recommended for approval by the Common Council. The motion carried by the following vote:

Aye: 6 - Hall, Hoppe, C. Payne, Hunsanger, Vehlow and Volpano

- K. [ID#16-512](#) Recommend to approve proposed WRO Youth Sports Complex Food & Non-Alcoholic Beverage Concession Services contract with RE Concessions

Attachments: [WRO Food bid 2016](#)
[Council Cover Sheet-Food & Non-Alcoholic Beverages WRO Contract](#)
[Park Rec - 2016 WRO Food FINAL](#)

A motion was made by Hoppe, seconded by Vehlow, that the proposed WRO Youth Sports Complex Food & Non-Alcoholic Beverage Concession Services contract with RE Concessions be recommended for approval by the Common Council. The motion carried by the following vote:

Aye: 6 - Hall, Hoppe, C. Payne, Hunsanger, Vehlow and Volpano

- L. [ID#16-513](#) Recommend to approve proposed Saratoga Complex Food & Non-Alcoholic Beverage Concession Services contract with Bobalou Enterprises

Attachments: [Saratoga food bid 2016](#)

[Council Cover Sheet-Food & Non-Alcoholic Beverages Saratoga Contract](#)
[Park Rec - 2016 Saratoga Food FINAL](#)

A motion was made by Hall, seconded by Hoppe, that the proposed Saratoga Complex Food & Non-Alcoholic Beverage Concession Services contract with Bobalou Enterprises be recommended for approval by Common Council. The motion carried by the following vote:

Aye: 6 - Hall, Hoppe, C. Payne, Hunsanger, Vehlow and Volpano

- M.** [ID#16-514](#) Recommend to approve proposed Saratoga Complex Fermented Malt Beverage Concession Services contract with PRE Concessions

Attachments: [Saratoga beer bid 2016](#)

[Council Cover Sheet-Fermented Malt Beverage Saratoga Contract](#)
[Park Rec - 2016 Saratoga Beer FINAL](#)

A motion was made by Vehlow, seconded by Hoppe, that the proposed Saratoga Complex Fermented Malt Beverage Concession Services contract with PRE Concessions be recommended for approval by the Common Council. The motion carried by the following vote:

Aye: 5 - Hall, Hoppe, Hunsanger, Vehlow and Volpano

Nay: 1 - C. Payne

- N.** [ID#16-515](#) Recommend to approve proposed Recreation Services Contract for Youth Sports Teams Photography with Visual Image Photography, Inc.

Attachments: [Photography bid 2016- VIP](#)

[Council Cover Sheet-Photography for Youth Sports Contract](#)
[Park Rec - 2016 Youth Photo Proposed Agreement_Final](#)

A motion was made by Volpano, seconded by Vehlow, that the proposed Recreation Services Contract for Youth Sports Teams Photography with Visual Image Photography, Inc. be recommended for approval by the Common Council. The motion carried by the following vote:

Aye: 6 - Hall, Hoppe, C. Payne, Hunsanger, Vehlow and Volpano

- O.** [ID#16-516](#) Approve proposed 2016 Summer Pool/Aquatic Program and Fees & Charges Schedule

Attachments: [2015 Report & 2016 Proposed Program](#)

[2016 Proposed Pool Fees-Charges](#)

A motion was made by Hall, seconded by Hunsanger, that the proposed 2016 Summer Pool/Aquatic Program and Fees & Charges item be tabled until later in this meeting be approved. The motion carried by the following vote:

Aye: 6 - Hall, Hoppe, C. Payne, Hunsanger, Vehlow and Volpano

A motion was made by Hall, seconded by Vehlow, that the proposed 2016 Summer Pool/Aquatic Program and Fees & Charges Schedule be approved. The motion carried by the following vote:

Aye: 6 - Hall, Hoppe, C. Payne, Hunsanger, Vehlow and Volpano

- P. [ID#16-517](#) Approve proposed 2016 Summer Program Fees & Charges Schedule

Attachments: [Summer Program Fees & Charges Schedule - Proposed 2016](#)

A motion was made by Hoppe, seconded by Hall, that the proposed 2016 Summer Program Fees & Charges Schedule be approved. The motion carried by the following vote:

Aye: 5 - Hall, Hoppe, Hunsanger, Vehlow and Volpano

Nay: 1 - C. Payne

- Q. [ID#16-518](#) Recommend to approve proposed consulting services contract with Greenplay LLC, to conduct PRF Community Needs and Satisfaction Assessment

Attachments: [Greenplay LLC-Consulting Services Proposal](#)

[Greenplay LLC-Scope & Time Line Summary](#)

[Bidder List](#)

[Greenplay Contract](#)

[Cover Sheet-Consulting Services Contract \(Greenplay LLC\)](#)

A motion was made by Volpano, seconded by Vehlow, that the proposed consulting services contract with Greenplay LLC, to conduct PRF Community Needs and Satisfaction Assessment be recommended for approval by the Common Council. The motion carried by the following vote:

Aye: 6 - Hall, Hoppe, C. Payne, Hunsanger, Vehlow and Volpano

- R. [ID#16-520](#) Award bid regarding purchase of sport utility vehicle as part of the approved 2016 City Fleet Replacement Program

Attachments: [BID AWARD-Fleet Replacement-SUV Price Quote](#)

[BID AWARD-Fleet Replacement-SUV Request](#)

A motion was made by Hoppe, seconded by Vehlow, that the purchase of a sport utility vehicle as part of the approved 2016 City Fleet Replacement Program and approved State Purchasing Contract for \$25,982.50 be awarded to the Ewald Automotive Group, LLC of Oconomowoc be approved. The motion carried by the following vote:

Aye: 6 - Hall, Hoppe, C. Payne, Hunsanger, Vehlow and Volpano

5. Board President Report

No Action Required

6. Director and Staff Report

No Action Required

7. Adjournment

A motion was made by Aaron Hall, seconded by Ben Hunsanger, that this meeting be adjourned. The motion carried by the following vote:

Aye: 6 - Hall, Hoppe, C. Payne, Hunsanger, Vehlow and Volpano

"A majority of the Council members may be in attendance"

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact Fred Abadi 48 hours prior to the meeting at 524-3600, Fax 524-3898, or the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.