



City of Waukesha

1900 Aviation Drive
Waukesha, WI 53188

Meeting Minutes - Draft

Parks, Recreation and Forestry Board

Monday, May 21, 2018

6:00 PM Parks Recreation and Forestry

Administration and
Service Center

1. Call to Order

Present 6 - Merchle, Vehlow, Wells, Mueller, Schmitz, and Thurston

Absent 1 - Johnson

2. Public Comment

No Action Required

3. Approval of Minutes

- A. [ID#18-0822](#) Approve minutes of the Parks, Recreation and Forestry Board meeting of April 16, 2018.

Attachments: [mn180416 \(Minutes for April 16, 2018\) DRAFT.pdf](#)

A motion was made by Volpano, seconded by Vehlow, that the minutes of the Parks, Recreation and Forestry Board meeting of April 16, 2018 be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

4. Annual Election of Parks, Recreation & Forestry (PRF) Board Officers

A. Election of PRF Board President

1. [ID#18-0797](#) Open Nominations for PRF Board President

A motion was made by Vehlow, seconded by Mueller, that nominations for PRF Board President be opened. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

2. [ID#18-0798](#) Nominations for PRF Board President

Vehlow nominated Wayne Merchle for PRF Board President.

3. [ID#18-0799](#) Close Nominations for PRF Board President

A motion was made by Vehlow, seconded by Volpano, that nominations for PRF Board President be closed. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

4. [ID#18-0800](#) Vote for PRF Board President

A motion was made by Merchle that the nominee Wayne Merchle be elected for PRF Board President. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

B. Election of PRF Board Vice President

1. [ID#18-0801](#) Open Nominations for PRF Board Vice President

A motion was made by Volpano, seconded by Wells, that the nominations for PRF Board Vice President be opened. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

2. [ID#18-0802](#) Nominations for PRF Board Vice President

Merchle nominated Joan E. Vehlow to continue as PRF Board Vice President.

3. [ID#18-0803](#) Close Nominations for PRF Board Vice President

A motion was made by Volpano, seconded by Merchle, that the nominations for PRF Board Vice President be closed. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

4. [ID#18-0821](#) Vote for PRF Board Vice President

A motion was made by Merchle that Joan E. Vehlow be elected as PRF Board Vice President. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

C. Election of PRF Board Secretary

1. [ID#18-0805](#) Open Nominations for PRF Board Secretary

A motion was made by Merchle, seconded by Vehlow, that the nominations for PRF Board Secretary be opened. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

2. [ID#18-0806](#) Nominations for PRF Board Secretary

Vehlow nominated Mike Volpano for PRF Board Secretary.

3. [ID#18-0807](#) Close Nominations for PRF Board Secretary

A motion was made by Merchle, seconded by Wells, that the nominations for PRF

Board Secretary be closed. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

4. [ID#18-0808](#) Vote for PRF Board Secretary

A motion was made by Merchle that Mike Volpano be elected as PRF Board Secretary. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

5. Discussion/Decision Items

- A. [ID#18-0823](#) To approve Public Event Request received from the Waukesha Old Car Club to utilize Frame Park on August 12, 2018 and recommendation to Ordinance & License Committee regarding Class B liquor license and sale of fermented malt beverage and wine on the date of the event.

Attachments: [Olde Car Club Application 2018.pdf](#)

A motion was made by Merchle, seconded by Schmitz, that the Public Event Request received from the Waukesha Old Car Club to utilize Frame Park on August 12, 2018 and recommendation to Ordinance & License Committee regarding Class B liquor license and sale of fermented malt beverage and wine on the date of the event be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

- B. [ID#18-0809](#) To approve appointment of Carol Riches to the Senior Program Advisory Committee.

Attachments: [Senior Program Advisory Committee-Member Application.pdf](#)

B. ID#18-0809 To approve appointment of Carol Riches to the Senior Program Advisory Committee.

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

- C. [ID#18-0810](#) To approve proposed Community Development Department Riverwalk banner program in Barstow Plaza.

A motion was made by Wells, seconded by Volpano, that the proposed Community Development Department Riverwalk banner program in Barstow Plaza be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

- D. [ID#18-0811](#) To approve proposed update to the Parks, Recreation & Forestry Department Strategic Plan.

Attachments: [Strategic Plan 2018-2022 DRAFT.pdf](#)

A motion was made by Merchle, seconded by Vehlow, that the proposed update to the Parks, Recreation & Forestry Department Strategic Plan be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

- E. [ID#18-0869](#) Recommend to approve proposed event vendor agreements associated with the 2018 City of Waukesha Oktoberfest public event.

Attachments: [Council Agenda Cover Sheet-Oktoberfest Contracts.pdf](#)
[Kleines Bayern Agreement2018.pdf](#)
[RMG Contract 2018 \(002\).pdf](#)
[Sweet Perfections Agreement 2018.pdf](#)
[Waukesha Citizens Police Academy Association -Oktoberfest 2018.pdf](#)
[Waukesha Sunrise Rotary - Oktoberfest 2018.pdf](#)

A motion was made by Thurston, seconded by Wells, that a recommendation to the Common Council for approval of proposed event vendor agreements associated with the 2018 City of Waukesha Oktoberfest public event be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

- F. [ID#18-0813](#) Recommend to approve 2018 City of Waukesha Oktoberfest Event Vendor Agreement with Waukesha Kiwanis Early Risers Club and recommendation to the Ordinance and License Committee to approve Class B liquor license and sale of fermented malt beverages and wine.

Attachments: [Council Agenda Cover Sheet-Kiwanis Oktoberfest Contract.pdf](#)
[Waukesha Kiwanis Early Risers Okt 2018.pdf](#)

A motion was made by Thurston, seconded by Wells, that recommendation to Common Council for approval of 2018 City of Waukesha Oktoberfest Event Vendor Agreement with Waukesha Kiwanis Early Risers Club and recommendation to the Ordinance and License Committee to approve Class B liquor license and sale of fermented malt beverages and wine be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

- G. [ID#18-1043](#) Recommend to approve proposed agreement with Waukesha County Fair for parking services at the 2018 City Fourth of July Fireworks.

Attachments: [Common Council Cover Sheet-Waukesha County Fair Parking.pdf](#)
[WCFA & City of Waukesha 4th of July Fireworks Parking Agreement.2018.A3.pdf](#)

A motion was made by Merchle, seconded by Volpano, that recommendation to the Common Council for approval of proposed agreement with Waukesha County Fair for parking services at the 2018 City Fourth of July Fireworks be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

- H. [ID#18-0815](#) Recommend to approve proposed sponsorship agreement with Dick's Sporting Goods.

Attachments: [Council Agenda Cover Sheet-Dick's Sporting Goods Contract-2018.pdf](#)
[Dick's Sporting Goods Agreement - FINAL.pdf](#)

A motion was made by Thurston, seconded by Schmitz, that recommendation to the Common Council for approval of the proposed sponsorship agreement with Dick's Sporting Goods be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

- I. [ID#18-0816](#) Recommend to approve proposed Pre-School Program (Fox Tale) annual contract with the School District of Waukesha.

Attachments: [Common Council Cover Sheet-4K Contract - 2018-19.pdf](#)
[Fox Tale Contract 2018-19 School Year.pdf](#)

A motion was made by Volpano, seconded by Vehlow, that a recommendation to the Common Council for approval of the proposed Pre-School Program (Fox Tale) annual contract with the School District of Waukesha be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

- J. [ID#18-0817](#) Recommend to approve proposed street median mowing contract with Kujawa Enterprises Inc. (KEI).

Attachments: [Common Council Cover Sheet - Mowing Contract 2018.pdf](#)
[Street Median Mowing-Contract.pdf](#)

A motion was made by Vehlow, seconded by Wells, that a recommendation to the Common Council for approval of the proposed street median mowing contract with Kujawa Enterprises Inc. (KEI) be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

- K. [ID#18-0818](#) To approve proposed conversion of two (2) Lowell Park tennis courts (at Madison & Grandview) to pickleball courts.

Attachments: [Lowell Pickleball Conversion Courts Layout 5.18.2018.pdf](#)

A motion was made by Merchle, seconded by Mueller, that the proposed conversion of two (2) Lowell Park tennis courts (at Madison & Grandview) to pickleball courts be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

- L. [ID#18-0819](#) To approve proposed new recreation trail regulatory signage.

Attachments: [Trail Signage Example - Waukesha County.jpg](#)

No Action Required

- M. [ID#18-0820](#) To approve proposed Marketing Plan Goals for 2018 - 2020.

Attachments: [Marketing Goals 2018-2020.pdf](#)

A motion was made by Wells, seconded by Volpano, that the proposed Marketing Plan Goals for 2018 - 2020 be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston

6. Board President Report

No Action Required

7. Director and Staff Report

No Action Required

8. Adjournment

A motion was made by Mike Volpano, seconded by Wayne Merchle, that this meeting be adjourned. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Wells, Mueller, Schmitz and Thurston