



City of Waukesha

1900 Aviation Drive
Waukesha, WI 53188

Meeting Minutes - Draft

Parks, Recreation and Forestry Board

Monday, August 14, 2023

5:00 PM

Training Room, City Hall

Rescheduled from August 21, 2023

1. Call to Order

Present 6 - Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells, and Paul Wuteska

Absent 2 - Jennifer Wallner, and Steve Johnson

2. Public Comment

No Action Required

3. Approval of Minutes

- A. [ID#23-7456](#) Minutes for the Parks, Recreation and Forestry Board meeting of July 17, 2023.

Attachments: [prmn230717 \(PRF Board Minutes for July 17, 2023\) DRAFT](#)

A motion was made by Wells, seconded by Wuteska, that the Minutes for the Parks, Recreation and Forestry Board meeting of July 17, 2023 be approved. The motion carried by the following vote:

Aye: 6 - Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Paul Wuteska

Absent: 2 - Jennifer Wallner and Steve Johnson

4. Discussion/Decision Items

- A. [ID#23-7459](#) Review and act on proposed 2023 Fall Season Recreation Program Fees/Charges Schedule.

Attachments: [Recreation Program Fees and Charges - Fall 2023](#)

A motion was made by Schmitz, seconded by Huemmer, that the proposed 2023 Fall Season Recreation Program Fees/Charges Schedule be approved. The motion carried by the following vote:

Aye: 6 - Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Paul Wuteska

Absent: 2 - Jennifer Wallner and Steve Johnson

- B. [ID#23-7460](#) Review and act on proposed revisions to the Athletic Facility Fees & Charges Schedule and Related Policies and Procedures ("Handbook").

Attachments: [Athletic Facility Handbook Proposed August 2023](#)

A motion was made by Wells, seconded by Huemmer, that the proposed revisions to the Athletic Facility Fees & Charges Schedule and Related Policies and Procedures ("Handbook") be approved. The motion carried by the following vote:

Aye: 6 - Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Paul Wuteska

Absent: 2 - Jennifer Wallner and Steve Johnson

- C. [ID#23-7461](#) Review and act on (recommendation to Common Council) termination of easement agreement regarding pedestrian walkway on Bryant property (parcel number 32361) adjacent to Cardinal Ridge Park.

Attachments: [Common Council Cover Sheet - Bryant Property Walkway Easement Termination 2023](#)
[Byrant Easement Walkway - Recorded](#)
[Termination of Bryant Walkway Easement](#)

A motion was made by Wuteska, seconded by Smith, that a recommendation for Common Council to approve the termination of easement agreement regarding pedestrian walkway on Bryant property (parcel number 32361) adjacent to Cardinal Ridge Park be approved. The motion carried by the following vote:

Aye: 6 - Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Paul Wuteska

Absent: 2 - Jennifer Wallner and Steve Johnson

- D. [ID#23-7462](#) Review and act on (recommendation to Common Council) proposed vendor agreement with Bo's Schnitzelbunker, LLC to sell non-competing food/beverage items at 2023 Oktoberfest community event.

Attachments: [Common Council Cover Sheet - Oktoberfest 8.2023](#)
[Bo's Schnitzelbunker Oktoberfest Agreement-2023](#)

A motion was made by Wells, seconded by Huemmer, that a recommendation for Common Council to approve the proposed vendor agreement with Bo's Schnitzelbunker, LLC to sell non-competing food/beverage items at 2023 Oktoberfest community event be approved. The motion carried by the following vote:

Aye: 6 - Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Paul Wuteska

Absent: 2 - Jennifer Wallner and Steve Johnson

- E. [ID#23-7463](#) Review and act on (recommendation to Common Council) proposed vendor agreement with The Elliott Organization to participate as a glass

blowing performer and sell custom glassware at 2023 Oktoberfest community event.

Attachments: [Common Council Cover Sheet - Oktoberfest 8.2023](#)

[The Elliott Group.Glass Blowers Oktoberfest Agreement 2023](#)

A motion was made by Huemmer, seconded by Wuteska, that a recommendation for Common Council to approve the proposed vendor agreement with The Elliott Organization to participate as a glass blowing performer and sell custom glassware at 2023 Oktoberfest community event be approved. The motion carried by the following vote:

Aye: 6 - Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Paul Wuteska

Absent: 2 - Jennifer Wallner and Steve Johnson

- F. [ID#23-7464](#) Review and act on (recommendation to Common Council) proposed contract with The Decade to provide July 3, 2024 Independence Day Event Neighborhood Beer Garden music entertainment.

Attachments: [Common Council Cover Sheet -The Decade 7.3.24](#)

[Performance Agreement for July 4th Fireworks - The Decade 7.3.24](#)

A motion was made by Schmitz, seconded by Wells, that a recommendation for Common Council to approve the proposed contract with The Decade to provide July 3, 2024 Independence Day Event Neighborhood Beer Garden music entertainment be approved. The motion carried by the following vote:

Aye: 6 - Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Paul Wuteska

Absent: 2 - Jennifer Wallner and Steve Johnson

- G. [ID#23-7465](#) Review and act on (recommendation to Common Council) proposed contract with Waukesha County to provide the Stepping On program.

Attachments: [Common Council Cover Sheet - Waukesha County Stepping On](#)

[Program Contract 23](#)

[Waukesha County Recreation Services Contract - Stepping On 2023](#)

A motion was made by Huemmer, seconded by Wuteska, that a recommendation for Common Council to approve the proposed contract with Waukesha County to provide the Stepping On program be approved. The motion carried by the following vote:

Aye: 6 - Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Paul Wuteska

Absent: 2 - Jennifer Wallner and Steve Johnson

- H. [ID#23-7466](#) Discussion and potential recommendation to the City Attorney's Office to address proposed revision to the Dogs/Animals in Parks Ordinance 33.02(6).

Attachments: [Proposed Revisions to Dogs in Park Ordinance 33.02\(6\)](#)

A motion was made by Wells, seconded by Wuteska, that a recommendation to revise Section 33.02 to the City Attorney's Office be made, mostly as written with the addition of language of allowing ADA animals and the PRF Director to permit animals for programs and events be approved. The motion carried by the following vote:

Aye: 6 - Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Paul Wuteska

Absent: 2 - Jennifer Wallner and Steve Johnson

- I. [ID#23-7467](#) Review and act on (recommendation to Common Council) approval of a contract amendment with BerryDunn to provide strategic planning services for the Parks, Recreation & Forestry Department.

Attachments: [Common Council Cover Sheet - BerryDunn Strategic Planning Amendment](#)
[BerryDunn Waukesha WI StrategicPlan Dept of Parks Rec and Forestry Revised Proposal pdf](#)
[BerryDunn Contract WI City of Waukesha Strategic Planning and Goal Setting Facilitation - Amendment 1](#)

A motion was made by Wells, seconded by Yoss, that a recommendation for Common Council to approve a contract amendment with BerryDunn to provide strategic planning services for the Parks, Recreation & Forestry Department be approved. The motion carried by the following vote:

Aye: 6 - Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Paul Wuteska

Absent: 2 - Jennifer Wallner and Steve Johnson

5. Board President Report

No Action Required

6. Director and Staff Report

No Action Required

7. Adjournment

Meeting adjourned at 6:09 pm

" A majority of the Common 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 accessible format, please contact Ron Grall, Director of Parks, Recreation & Forestry, at least 48 hours prior to the meeting at 262-524-3737, FAX 262-524-3713, or Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.

