



# City of Waukesha

1900 Aviation Drive  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Parks, Recreation and Forestry Board

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Monday, February 18, 2019

6:00 PM Parks Recreation and Forestry

Administration and  
Service Center

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#### 1. Call to Order

**Present** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston, and Johnson

#### 2. Public Comment

*No Action Required*

#### 3. Approval of Minutes

- A. [ID#19-0102](#) Approve minutes of the Parks, Recreation and Forestry Board meeting of December 17, 2018.

**Attachments:** [prmn181712 \(Minutes for December 17, 2018\).pdf](#)

**A motion was made by Volpano, seconded by Wells, that the minutes of the Parks, Recreation and Forestry Board meeting of December 17, 2018 be approved. The motion carried by the following vote:**

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

#### 4. Matter of Report

- A. [ID#19-0231](#) The Park Foundation of Waukesha, Inc. Annual Report.

*No Action Required*

#### 5. Discussion/Decision Items

- A. [ID#19-0232](#) Spring 2019 Public Street Tree Planting Program Public Hearing – Open Public Hearing.

**A motion was made by Vehlow, seconded by Merchle, that the Spring 2019 Public Street Tree Planting Program Public Hearing be opened. The motion carried by the following vote:**

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

- B. [ID#19-0233](#) Spring 2019 Public Street Tree Planting Program - Close Public Hearing.

**A motion was made by Johnson, seconded by Merchle, that the Spring 2019 Public Street Tree Planting Program Public Hearing be closed. The motion carried by the following vote:**

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

- C. [ID#19-0299](#) Recommend that the Common Council approve the assessment for the Spring 2019 Public Street Tree Planting Program, said cost to be \$235.00 per tree.

**Attachments:** [Hearing Packet.pdf](#)

**A motion was made by Thurston, seconded by Johnson, that a recommendation for the Common Council to set a Public Hearing, on a date to be determined, regarding the assessment for the Spring 2019 Public Street Tree Planting Program, said cost to be \$235.00 per tree be approved. The motion carried by the following vote:**

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

- D. [ID#19-0235](#) Recommend to approve proposed Field Grow Agreement with Johnson's Nursery, Inc. for the provision of trees.

**Attachments:** [Johnsons Council Packet.pdf](#)

**A motion was made by Thurston, seconded by Vehlow, that a recommendation for Common Council to approve proposed Field Grow Agreement with Johnson's Nursery, Inc. for the provision of trees be approved. The motion carried by the following vote:**

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

- E. [ID#19-0236](#) Recommend to approve proposed Field Grow Agreement with Leaves Inspired for the provision of trees.

**Attachments:** [Leaves Inspired Council Packet.pdf](#)

**A motion was made by Thurston, seconded by Johnson, that a recommendation for Common Council to approve proposed Field Grow Agreement with Leaves Inspired for the provision of trees be approved. The motion carried by the following vote:**

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

- F. [ID#19-0237](#) Approve proposed 2019 Recreation Division Seasonal Staff Wage Schedule.

**Attachments:** [2019 Seasonal Salary Schedule.pdf](#)

**A motion was made by Wells, seconded by Volpano, that the proposed 2019 Recreation Division Seasonal Staff Wage Schedule be approved. The motion carried by the following vote:**

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

- G. [ID#19-0238](#) Approve Special Use requests associated with 2019 Memorial and Veterans Day community events conducted by the Waukesha Allied Veterans Council.

A motion was made by Merchle, seconded by Vehlow, that the Special Use requests associated with 2019 Memorial and Veterans Day community events conducted by the Waukesha Allied Veterans Council be tabled until the March 2019 meeting. The motion carried by the following vote:

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

- H. [ID#19-0239](#) Recommend to approve proposed 2019 contract with Midwest Cycling Series to conduct Carl Zach Cycling Classic.

A motion was made by Volpano, seconded by Vehlow, that the proposed 2019 contract with Midwest Cycling Series to conduct Carl Zach Cycling Classic be tabled to the March 2019 meeting. The motion carried by the following vote:

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

- I. [ID#19-0103](#) Approve proposed 2019 Parks and Forestry Division Seasonal Staff Wage Schedule.

**Attachments:** [GBF seasonal wage scale 2019.pdf](#)

A motion was made by Merchle, seconded by Volpano, that the proposed 2019 Parks and Forestry Division Seasonal Staff Wage Schedule be approved. The motion carried by the following vote:

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

- J. [ID#19-0106](#) Award Bid: Uni-Carrier Compact Forklift - 2019 Approved Fleet Budget.

**Attachments:** [PRFB Agenda packet UniCarrier Forklift Purchase Approval 2019.pdf](#)

A motion was made by Volpano, seconded by Wells, that the bid for the Uni-Carrier Compact Forklift - 2019 Approved Fleet Budget item for \$29,310 from Capital Equipment & Handling, Inc. be approved. The motion carried by the following vote:

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

- K. [ID#19-0107](#) Award Bid: John Deere Tractor with Mower Attachment – 2019 Approved Fleet Budget.

**Attachments:** [PRFB Agenda Packet John Deere Tractor.pdf](#)

A motion was made by Wells, seconded by Schmitz, that the John Deere Tractor with Mower Attachment - 2019 Approved Fleet Budget for \$78,688.39 as part of the approved National Joint Powers Alliance (NJPA) program be approved. The motion carried by the following vote:

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

- L. [ID#19-0240](#) Recommend to approve opportunity to donate the current (obsolete) Frame Park playground equipment scheduled to be replaced as part of the approved 2019 CIP to the “Kids around the World” program and make an exception to the capital assets disposal policy.

**Attachments:** [Kids Around the World Donation Agreement.pdf](#)  
[Kids Around the World-Donation Group Listing \(WI-IL-MN\).pdf](#)  
[Kids Around the World-Ins Certificate.pdf](#)

A motion was made by Merchle, seconded by Riebel, that a recommendation to approve the opportunity to donate the current (obsolete) Frame Park playground equipment scheduled to be replaced as part of the approved 2019 CIP to the "Kids around the World" program and make an exception to the capital assets disposal policy be approved. The motion carried by the following vote:

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

- M. [ID#19-0241](#) Award Bid: Printing of 2019 Seasonal Activity Guides (3) and associated contract.

**Attachments:** [2019 Activity Guide - bidder list.pdf](#)  
[2019 Activity Guide BID.pdf](#)

A motion was made by Volpano, seconded by Vehlow, to award the bid for the printing of 2019 Seasonal Activity Guides (3) to Amerilitho for \$35,808 and to give permission to staff for to pursue any needed contract for this service in conjunction with the Attorney's Office be approved. The motion carried by the following vote:

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

- N. [ID#19-0105](#) Approve proposed 2019 Program Policies and Procedures (as published in seasonal Activity Guides).

**Attachments:** [Policies 2019.pdf](#)

A motion was made by Vehlow, seconded by Riebel, that the proposed 2019 Program Policies and Procedures (as published in seasonal Activity Guides) be approved. The motion carried by the following vote:

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

- O. [ID#19-0104](#) Approve proposed 2019 Financial Assistance Program.

**Attachments:** [Financial Assistance Report 2018.pdf](#)  
[Financial Assistance Policy 2019.pdf](#)  
[Financial Assistance Application.pdf](#)

A motion was made by Merchle, seconded by Schmitz, that the proposed 2019 Financial Assistance Program be approved. The motion carried by the following vote:

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

## 6. Board President Report

*No Action Required*

7. Director and Staff Report

*No Action Required*

8. Adjournment

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

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson