



# City of Waukesha

1900 Aviation Drive  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Parks, Recreation and Forestry Board

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Monday, May 20, 2019

6:00 PM Parks Recreation and Forestry

Administration and  
Service Center

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#### 1. Call to Order

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

#### 2. Public Comment

*No Action Required*

#### 3. Approval of Minutes

- A. [ID#19-0714](#) Approve minutes of the Parks, Recreation and Forestry Board meeting of April 15, 2019.

**Attachments:** [prmn190415\\_DRAFT.pdf](#)

**A motion was made by Johnson, seconded by Volpano, that the minutes of the Parks, Recreation and Forestry Board meeting of April 15, 2019 be approved. The motion carried by the following vote:**

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

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

##### A. Election of PRF Board President

1. [ID#19-0716](#) Open Nominations for PRF Board President

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

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

2. [ID#19-0717](#) Nominations for PRF Board President

*Volpano nominated Wayne Merchle for PRF Board President*

3. [ID#19-0718](#) Close Nominations for PRF Board President

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

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

4. [ID#19-0719](#) Vote for PRF Board President

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

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

B. Election of PRF Board Vice President

1. [ID#19-0720](#) Open Nominations for PRF Board Vice President

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

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

2. [ID#19-0721](#) Nominations for PRF Board Vice President

*Vehlow nominated John Schmitz for PRF Board Vice President*

3. [ID#19-0722](#) Close Nominations for PRF Board Vice President

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

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

4. [ID#19-0723](#) Vote for PRF Board Vice President

**A motion was made that nominee John Schmitz be elected for PRF Board Vice President. The motion carried by the following vote:**

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

C. Election of PRF Board Secretary

1. [ID#19-0724](#) Open Nominations for PRF Board Secretary

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

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

2. [ID#19-0725](#) Nominations for PRF Board Secretary

*Thurston nominated Mike Volpano for PRF Board Secretary*

3. [ID#19-0726](#) Close Nominations for PRF Board Secretary

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

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

4. [ID#19-0727](#) Vote for PRF Board Secretary

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

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

5. Discussion/Decision Items

A. [ID#19-0728](#) To approve park concept plan associated with the proposed Reserve at Waukesha development project adjacent to the Fox Riverwalk.

**Attachments:** [Waukesha Reserve - Riverwalk Plaza \(Dimensioned Site Plan\).pdf](#)  
[Waukesha Reserve - Riverwalk Plaza \(Rendering\).pdf](#)

**A motion was made by Johnson, seconded by Wells, that the park concept plan associated with the proposed Reserve at Waukesha development project adjacent to the Fox Riverwalk be approved. The motion carried by the following vote:**

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

B. [ID#19-0729](#) Recommend to approve proposed contract with Waukesha Sunrise Rotary Club Charitable Fund, Inc. for Beverage Services at Cutler Park for the Jazz Express concert on August 8, 2019.

**Attachments:** [2019 Sunrise Rotary Wine and Cheese Contract \(002\).pdf](#)  
[Council Agenda Cover Sheet-Sunrise Rotary Club-Updated .pdf](#)

**A motion was made by Thurston, seconded by Volpano, that a recommendation to Common Council to approve proposed contract with Waukesha Sunrise Rotary Club Charitable Fund, Inc. for Beverage Services at Cutler Park for the Jazz Express concert on August 8, 2019 be approved. The motion carried by the following vote:**

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

C. [ID#19-0730](#) Award Bid: Playground equipment (Frame Park Moreland) – Approved 2019 CIP project.

**Attachments:** [Playground Equipment Proposal.pdf](#)  
[Bid Award Recommendation.pdf](#)

**A motion was made by Merchle, seconded by Volpano, to award the playground equipment (Frame Park Moreland) - Approved 2019 CIP project bid to Gametime for a total of \$455,000 be approved. The motion carried by the following vote:**

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

D. [ID#19-0731](#) To approve proposed Athletic Field Advertising Program Policy and associated fees.

**Attachments:** [WPRF Athletic Field Advertising Pricing.pdf](#)  
[WPRF Athletic Field Advertising Program Policy-draft.pdf](#)

**A motion was made by Merchle, seconded by Schmitz, that the proposed Athletic Field Advertising Program Policy and associated fees be approved contingent upon final Attorney review in regard to exclusions. The motion carried by the following vote:**

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

- E. [ID#19-0732](#) Recommend to approve proposed contract with Electro-Glo for electro static painting services.

**Attachments:** [2019 eletro static painting packet.pdf](#)  
[2019 City Electro Static Painting Contract.pdf](#)

**A motion was made by Johnson, seconded by Vehlow, that a recommendation for Common Council to approve proposed contract with Electro-Glo for electro static painting services be approved. The motion carried by the following vote:**

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

- F. [ID#19-0733](#) To approve a date to hold a June, 2019, Parks, Recreation & Forestry Board meeting.

**A motion was made by Volpano, seconded by Merchle, that the date to hold a June, 2019, Parks, Recreation & Forestry Board meeting be approved for June 17, 2019. The motion carried by the following vote:**

**Aye:** 8 - Merchle, Schmitz, Volpano, Wells, Vehlow, 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 Wayne Merchle, seconded by Mike Volpano, that this meeting be adjourned. The motion carried by the following vote:**

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

" 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.

