



# City of Waukesha

1900 Aviation Drive  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Parks, Recreation and Forestry Board

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Monday, March 25, 2019

6:00 PM Parks Recreation and Forestry

Administration and  
Service Center

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#### 1. Call to Order

**Present** 7 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, and Thurston

**Absent** 1 - Johnson

#### 2. Public Comment

*No Action Required*

#### 3. Approval of Minutes

- A. [ID#19-0242](#) Approve minutes of the Parks, Recreation and Forestry Board meeting of February 18, 2019.

**Attachments:** [prmn190218 \(Meeting Minutes for February 18, 2019\).pdf](#)

**A motion was made by Merchle, seconded by Vehlow, that the minutes of the Parks, Recreation and Forestry Board meeting of February 18, 2019 be approved. The motion carried by the following vote:**

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

#### 4. Discussion/Decision Items

- A. [ID#19-0431](#) Approve proposed 2019 Pool Program, Season and Fees/Charges.

**Attachments:** [2018 Pool Report.pdf](#)  
[2019 Pool Fees & Charges.pdf](#)

**A motion was made by Merchle, seconded by Volpano, that the proposed 2019 Pool Program, Season and Fees/Charges be approved. The motion carried by the following vote:**

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

- B. [ID#19-0435](#) Recommend to approve proposed 2019 Springs Park usage contract with the Waukesha YMCA.

**Attachments:** [Cover Sheet-YMCA Springs Park Usage Contract 2019.pdf](#)  
[YMCA-Springs Park Contract 2019.pdf](#)

**A motion was made by Volpano, seconded by Vehlow, that a recommendation**

for Common Council to approve proposed 2019 Springs Park usage contract with the Waukesha YMCA be approved. The motion carried by the following vote:

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

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

**Sponsors:** Parks and Recreation & Forestry

**Attachments:** [Carl Zach 2019 Cover Letter.pdf](#)  
[2019 Zach Race Contract.pdf](#)

A motion was made by Wells, seconded by Volpano, that a recommendation for Common Council to approve proposed 2019 contract with Midwest Cycling Series to conduct Carl Zach Cycling Classic be approved. The motion carried by the following vote:

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

- D. [ID#19-0436](#) Recommend to approve proposed contract with The Park Foundation of Waukesha, Inc. for Beverage Services at Cutler Park for the 2019 Tribute Tuesday Concert Series and Carl Zach Cycling Classic.

**Sponsors:** Parks and Recreation & Forestry

**Attachments:** [Council Agenda Cover Sheet-Park Foundation Agreement 2019.pdf](#)  
[2019 Carl Zach-Tribute Tuesday Beverage Services Agreement.pdf](#)

A motion was made by Thurston, seconded by Volpano, that this a recommendation for Common Council to approve proposed contract with The Park Foundation of Waukesha, Inc. for Beverage Services at Cutler Park for the 2019 Tribute Tuesday Concert Series and Carl Zach Cycling Classic be approved. The motion carried by the following vote:

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

- E. [ID#19-0437](#) Recommend to approve contract with Kujawa Enterprises, Inc. (KEI) to provide 2019 Street/Highway Median Island Mowing and Trimming Services as proposed.

**Sponsors:** Parks and Recreation & Forestry

**Attachments:** [2019 COVER LETTER Street-Highway Median Island Mowing & Trimming Services Contract.pdf](#)  
[2019 PROPOSAL RFP SUMMARY Street-Highway Median Mowing & Trimming Services.pdf](#)  
[2019 PROPOSED CONTRACT Street-Highway Median Island Mowing & Trimming Services.pdf](#)

A motion was made by Merchle, seconded by Schmitz, that a recommendation for the Common Council to enter into a contract with Kujawa Enterprises, Inc. (KEI) to provide 2019 Street/Highway Median Island Mowing and Trimming Services be approved. The motion carried by the following vote:

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

- F. [ID#19-0438](#) Award Bid: Front-End Loader with Wing Attachment - 2019 Approved Fleet Budget.

**Attachments:** [2019 John Deere Front End Loader purchase approval packet.pdf](#)

**A motion was made by Wells, seconded by Vehlow, that the Front-End Loader with Wing Attachment - 2019 Approved Fleet Budget NJPA program through Brooks Tractor for a total amount of \$244,827 be approved. The motion carried by the following vote:**

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

- G. [ID#19-0439](#) Approve proposed 2019 Summer Season Recreation Program Fees/Charges Schedule.

**Attachments:** [2019 Summer Fees and Charges Schedule.pdf](#)

**A motion was made by Merchle, seconded by Riebel, that the proposed 2019 Summer Season Recreation Program Fees/Charges Schedule be approved. The motion carried by the following vote:**

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

- H. [ID#19-0440](#) Recommend to approve proposed seasonal Recreation Services (provider) Contracts.

**Attachments:** [Council Agenda Cover Sheet-Recreation Service Contracts.pdf](#)  
[2019 Recreation Service Contracts.pdf](#)

**A motion was made by Vehlow, seconded by Wells, that a recommendation for Common Council to approve proposed seasonal Recreation Services (provider) Contracts be approved. The motion carried by the following vote:**

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

- I. [ID#19-0441](#) Recommend to approve proposed Sponsorship Agreement and Addendum with Meijer Great Lakes Limited Partnership.

**Sponsors:** Parks and Recreation & Forestry

**Attachments:** [Council Agenda Cover Sheet-Meijer Agreement 2019.pdf](#)  
[City of Waukesha Master Sponsorship Agreement-FINAL.pdf](#)  
[City of Waukesha Sponsorship Addendum-FINAL.pdf](#)

**A motion was made by Volpano, seconded by Vehlow, that a recommendation for Common Council to approve proposed Sponsorship Agreement and Addendum with Meijer Great Lakes Limited Partnership be approved. The motion carried by the following vote:**

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

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

**Attachments:** [WAVC Events Memorial Day 2019.pdf](#)

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 approved. The motion carried by the following vote:

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

- K. [ID#19-0442](#) Recommend to approve proposed agreement with Waukesha County Fair Association for parking services at the 2019 City Fourth of July Fireworks.

**Sponsors:** Parks and Recreation & Forestry

**Attachments:** [Council Agenda Cover Sheet-Waukesha County Fair Parking2019.pdf](#)  
[WCFA & City of Waukesha 4th of July Fireworks Parking Agreement.2019.pdf](#)

A motion was made by Thurston, seconded by Wells, that a recommendation for Common Council to approve proposed agreement with Waukesha County Fair Association for parking services at the 2019 City Fourth of July Fireworks be approved. The motion carried by the following vote:

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

- L. [ID#19-0443](#) Approve 2019 Departmental Over-Arching Goals.

**Attachments:** [GOALS -Over Arching 2019.pdf](#)

A motion was made by Merchle, seconded by Volpano, that the 2019 Departmental Over-Arching Goals be approved as presented. The motion carried by the following vote:

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

## 5. Board President Report

*No Action Required*

## 6. Director and Staff Report

*No Action Required*

## 7. Adjournment

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

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

" 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.