

Carol;

This email should go into the packet under the item for Approval of WDBA running the 2015 Farmers Market. It should take the place of the other email in there.

Shawn N. Reilly, Mayor

City of Waukesha
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From: Mayor Shawn Reilly
Sent: Thursday, November 13, 2014 2:07 PM
To: 'Norman Bruce'
Cc: Carol Capes; Ron Grall; Mona Bauer; Gina Kozlik; Katie Jelacic
Subject: RE: DPW and B&G Upcoming Agenda Items

Norm stopped in at my office today and indicated that he filed for the permit for the 2015 Farmers Market.

Sincerely

Shawn N. Reilly, Mayor

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From: Mayor Shawn Reilly
Sent: Wednesday, November 12, 2014 3:54 PM
To: 'Norman Bruce'
Cc: Carol Capes; Ron Grall; Mona Bauer; Gina Kozlik; Katie Jelacic
Subject: FW: DPW and B&G Upcoming Agenda Items

Norm;

See the email trail below for information on the Farmers Market permit. I have highlighted the more important issues.

If you are not the individual that will be handling this issue, please forward this email on to that individual and let everyone in the email trail know who will be in charge of this issue on behalf of the WDBA.

It is my understanding that the WDBA will apply for the permit for the 2015 Farmers Market tomorrow.

Subject to the WDBA filing for its permit;

- 1) Next Tuesday, there will be an item on the CC agenda regarding the Farmers Market and the CC will address determine whether the WDBA will be the entity to run the event. I will be requesting that the CC approve the WDBA running the event.
- 2) There will be a B & G meeting on December 1 to address closing of Municipal Lot 1 for the Farmers Market.
- 3) There is also a Park & Rec meeting on December 1st. I have cc'ed Ron and Mona with this email. Either Ron or Mona can let us know if there is a meeting scheduled for December 1, 2014 and what is needed for a permit for the use of the Riverwalk area for the Farmers Market.

I think this covers all the issues from my end. Please advise me if the permit request cannot be filed tomorrow.

I recommend that the WDBA permit request present the full plan, including mapping and other details so the Clerk's office is not left guessing what the WDBA's intentions are and delay and frustration occur.

Thank you Gina and Katie for providing quick and succinct explanations of the process.

Shawn N. Reilly, Mayor

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From: Katie Jelacic
Sent: Wednesday, November 12, 2014 2:41 PM
To: Mayor Shawn Reilly; Gina Kozlik
Cc: Carol Capes; Paul Day; Fred Abadi; Michael Grulke; Ald Aaron Perry
Subject: RE: DPW and B&G Upcoming Agenda Items

I have placed it on the Dec 1 BG meeting, the item can always be amended before the meeting. It reads:

Request of Waukesha Downtown Business Association to close Municipal Parking Lot 1 for the Farmers Market every Saturday May 2, 2015 to October 24, 2015 from 5:00 a.m. to 2:00 pm. This closing would include permission to tow vehicles from the area.

Katie Jelacic, P.E.
Project Engineer
262-524-3587
Cell 262-349-6511

From: Mayor Shawn Reilly
Sent: Wednesday, November 12, 2014 10:21 AM
To: Gina Kozlik
Cc: Katie Jelacic; Carol Capes; Paul Day; Fred Abadi; Michael Grulke; Ald Aaron Perry
Subject: Re: DPW and B&G Upcoming Agenda Items

The WDBA will likely be filing its application for the 2015 Farmer's Market tomorrow. Approval by the Park & Rec and B&G is not needed this month but I assume that if the application is submitted tomorrow, that both the Park & Rec, Clerk's office and B&G will all have considered the application during the December meetings.

I will however have an item on next Tuesday's CC agenda for the Board to determine whether the WDBA will be the entity to run the 2015 Farmers Market or not, contingent on the WDBA receiving the approvals of B&G, Park & Rec. and the Clerk's office.

The background on all of this is that the Vendors are concerned as to who will be running the 2015 Farmers Market. There have been newspaper reports that what entity will be running the Farmers Market is up in the air. It is my understanding that vendors are considering moving to other Farmer's Markets if this issue is not resolved. My goal is to make sure we have a Farmers Market next year. Due to the fact that we are late in the year and because which Vendors sign up for which Farmers Markets is being decided right now, I want this issue put to bed.

Mayor Reilly

Sent from my iPad

On Nov 12, 2014, at 10:03 AM, "Gina Kozlik" <GKozlik@ci.waukesha.wi.us> wrote:

They only part of the Farmer's Market the Clerk's office is involved with is the closure of Friedman alley.

It is when they appear in our office that we remind them they need to go to B & G (for the last two years that I recall). We don't issue our closure until the Municipal Lot closure is approved by B & G (that involves timing of meetings).

They have additionally had to coordinate the use of the other side of the river which is through Park Rec.

They have complained in the past that these are a lot of "hoops", but the other side of the river was just used by them one year without permission from Park Rec.

We need them to present their full plan when they apply, including mapping and other details so we're not left guessing what their intentions are.

Gina Kozlik, CMC/WCMC
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From: Katie Jelacic

Sent: Wednesday, November 12, 2014 9:52 AM

To: Mayor Shawn Reilly

Cc: Carol Capes; Paul Day; Fred Abadi; Michael Grulke; Gina Kozlik

Subject: RE: DPW and B&G Upcoming Agenda Items

They appeared on April 14th, 2014 meeting to request the closure. Sure they could have done it before that, the only issue we had was the committee trying to tie the approval to who was running the farmer's market, and I kept having to remind them that their only mission was to approve the closure of the lot. The Farmer's Market sponsor does come to the meeting. The permit is through the Clerk's

office, and the BG approval for closure has to be given before the Clerks' office issues the permit. So if WDBA knows the extent of the closure request, then we can add it to an agenda. Just let me know.

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From: Mayor Shawn Reilly
Sent: Wednesday, November 12, 2014 9:45 AM
To: Katie Jelacic
Cc: Carol Capes; Paul Day; Fred Abadi; Michael Grulke
Subject: Re: DPW and B&G Upcoming Agenda Items

Katie;

It is my understanding that last year there were problems since the WDBA did not appear before Buildings and Grounds (or maybe did not apply for a permit) until just shortly prior to the beginning of the Farmer's market. I am trying to avoid these types of problems.

If all that is needed is for the WDBA to apply for a permit, that will then just be issued without a need for an appearance, please confirm.

Mayor Reilly

Sent from my iPad

On Nov 12, 2014, at 9:40 AM, "Katie Jelacic" <KJELACIC@ci.waukesha.wi.us> wrote:

There is no BG meeting on the 17th, it has been cancelled. BG only deals with the closure of the lot for the Farmer's Market. It does not need to know who is running the Market? So it can be taken at any time. Usually the petitioner to close the lot is known at the time of the meeting.

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