



# City of Waukesha

1900 Aviation Drive  
Waukesha, WI 53188

## Meeting Minutes - Final

### Parks, Recreation and Forestry Board

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Monday, July 18, 2022

5:30 PM

Council Chambers, City Hall

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#### 1. Call to Order

**Present** 7 - Joan Vehlow, Jennifer Wallner, Eric Huemmer, Steve Johnson, Jack Wells, Sarah Smith, and John Schmitz

#### 2. Public Comment

*No Action Required*

#### 3. Approval of Minutes

- A. [ID#22-4529](#) Minutes for the Parks, Recreation & forestry Board meeting of June 20, 2022.

**Attachments:** [prmn220620 \(PRF Board Minutes for June 20, 2022\) DRAFT](#)

**A motion was made by Huemmer, seconded by Wallner, that the Minutes for the Parks, Recreation & Forestry Board Meeting of June 20, 2022 be approved. The motion carried by the following vote:**

**Aye:** 6 - Joan Vehlow, Jennifer Wallner, Eric Huemmer, Steve Johnson, Sarah Smith and John Schmitz

**Absent:** 2 - Amy Riebel and Jack Wells

#### 4. Discussion/Decision Items

- A. [ID#22-4585](#) Review and act on (recommendation to Common Council) proposed underground electric distribution easement at Glacier Cone Park (Madison & S. Comanche).

**Attachments:** [Underground Electric Distribution Easement at Glacier Cone Park 2022](#)

**A motion was made by Wallner, seconded by Vehlow, that a recommendation for Common Council to approve the proposed underground electric distribution easement at Glacier Cone Park (Madison & S. Comanche) be approved. The motion carried by the following vote:**

**Aye:** 6 - Joan Vehlow, Jennifer Wallner, Eric Huemmer, Steve Johnson, Sarah Smith and John Schmitz

**Absent:** 2 - Amy Riebel and Jack Wells

- B. [ID#22-4516](#) Review and act on proposed 2022 Fall Season Recreation Program

Fees/Charges Schedule.

**Attachments:** [Fees and Charges Fall 2022](#)

**A motion was made by Ald. Johnson, seconded by Wallner, that the proposed 2022 Fall Season Recreation Program Fees/Charges Schedule be approved. The motion carried by the following vote:**

**Aye:** 6 - Joan Vehlow, Jennifer Wallner, Eric Huemmer, Steve Johnson, Sarah Smith and John Schmitz

**Absent:** 2 - Amy Riebel and Jack Wells

- C. [ID#22-4517](#) Review and act on (recommendation to Common Council) proposed Recreation Services contract with In The Park, LLC (kayak/biking classes).

**Attachments:** [Council Cover Sheet - Recreation Service Contract Fall 2022](#)

[In the Park LLC Contract](#)

**A motion was made by Wallner, seconded by Huemmer, that a recommendation for Common Council to approve the proposed Recreation Services contract with In The Park, LLC (kayak/biking classes) be approved. The motion carried by the following vote:**

**Aye:** 7 - Joan Vehlow, Jennifer Wallner, Eric Huemmer, Steve Johnson, Jack Wells, Sarah Smith and John Schmitz

**Absent:** 1 - Amy Riebel

- D. [ID#22-4518](#) Review and act on (recommendation to Common Council) proposed Recreation Services contract with Perilla Kitchen, LLC (cooking classes).

**Attachments:** [Council Cover Sheet - Recreation Service Contract Fall 2022](#)

[Parilla Kitchen Contract](#)

**A motion was made by Huemmer, seconded by Ald. Wells, that a recommendation for Common Council to approve the proposed Recreation Services contract with Perilla Kitchen, LLC (cooking classes) be approved. The motion carried by the following vote:**

**Aye:** 7 - Joan Vehlow, Jennifer Wallner, Eric Huemmer, Steve Johnson, Jack Wells, Sarah Smith and John Schmitz

**Absent:** 1 - Amy Riebel

- E. [ID#22-4520](#) Review and act on (recommendation to Common Council) proposed vendor agreement with Great Lakes Dryhooch Inc. to sell non-competing food/beverage items at 2022 Oktoberfest community event.

**Attachments:** [Council Cover Sheet Oktoberfest Agreement 2022](#)

[2022 Oktoberfest Dryhooch Agreement](#)

**A motion was made by Ald. Johnson, seconded by Vehlow, that a recommendation for Common Council to approve the proposed vendor agreement with Great Lakes Dryhooch Inc. to sell non-competing food/beverage**

items at 2022 Oktoberfest community event be approved. The motion carried by the following vote:

**Aye:** 7 - Joan Vehlow, Jennifer Wallner, Eric Huemmer, Steve Johnson, Jack Wells, Sarah Smith and John Schmitz

**Absent:** 1 - Amy Riebel

- F. [ID#22-4521](#) Review and act on (recommendation to Common Council) proposed vendor agreement with Mama Ducky's Desserts to sell non-competing food/beverage items at 2022 Oktoberfest community event.

**Attachments:** [Council Cover Sheet Oktoberfest Agreement 2022](#)  
[2022 Oktoberfest Mama Ducky's Desserts Agreement](#)

A motion was made by Wallner, seconded by Schmitz, that a recommendation for Common Council to approve the proposed vendor agreement with Mama Ducky's Desserts to sell non-competing food/beverage items at 2022 Oktoberfest community event be approved. The motion carried by the following vote:

**Aye:** 7 - Joan Vehlow, Jennifer Wallner, Eric Huemmer, Steve Johnson, Jack Wells, Sarah Smith and John Schmitz

**Absent:** 1 - Amy Riebel

- G. [ID#22-4522](#) Review and act on (recommendation to Common Council) proposed vendor agreement with Public Safety Cadets Post 178 to sell promotional items such as t-shirts, koozies, pins at 2022 Oktoberfest community event.

**Attachments:** [Council Cover Sheet Oktoberfest Agreement 2022](#)  
[2022 Oktoberfest Public Safety Cadets Post 178 Agreement](#)

A motion was made by Wallner, seconded by Ald. Johnson, that a recommendation for Common Council to approve the proposed vendor agreement with Public Safety Cadets Post 178 to sell promotional items such as t-shirts, koozies, pins at 2022 Oktoberfest community event be approved. The motion carried by the following vote:

**Aye:** 7 - Joan Vehlow, Jennifer Wallner, Eric Huemmer, Steve Johnson, Jack Wells, Sarah Smith and John Schmitz

**Absent:** 1 - Amy Riebel

- H. [ID#22-4523](#) Review and act on (recommendation to Common Council) proposed vendor agreement with Waukesha Lions Club to sell non-competing food/beverage items at 2022 Oktoberfest community event.

**Attachments:** [Council Cover Sheet Oktoberfest Agreement 2022](#)  
[2022 Oktoberfest Waukesha Lions Club Agreement](#)

A motion was made by Wallner, seconded by Huemmer, that a recommendation for Common Council to approve the proposed vendor agreement with Waukesha Lions Club to sell non-competing food/beverage items at 2022 Oktoberfest community event be approved. The motion carried by the following vote:

**Aye:** 7 - Joan Vehlow, Jennifer Wallner, Eric Huemmer, Steve Johnson, Jack Wells, Sarah Smith and John Schmitz

**Absent:** 1 - Amy Riebel

- I. [ID#22-4524](#) Review and act on (recommendation to Common Council) proposed vendor agreement with Waukesha Citizens Police Academy Association, Inc. to sell non-competing food/beverage items at 2022 Oktoberfest community event.

**Attachments:** [Council Cover Sheet Oktoberfest Agreement 2022](#)  
[2022 Oktoberfest Waukesha Citizens Police Academy Association Agreement](#)

**A motion was made by Wallner, seconded by Vehlow, that a recommendation for Common Council to approve the proposed vendor agreement with Waukesha Citizens Police Academy Association, Inc. to sell non-competing food/beverage items at 2022 Oktoberfest community event be approved. The motion carried by the following vote:**

**Aye:** 7 - Joan Vehlow, Jennifer Wallner, Eric Huemmer, Steve Johnson, Jack Wells, Sarah Smith and John Schmitz

**Absent:** 1 - Amy Riebel

- J. [ID#22-4525](#) Review and act on (recommendation to Common Council) proposed vendor agreement with Ray Stelzer, d.b.a. Kleines Bayern Gourmet Roasted Nuts to sell non-competing food/beverage items at 2022 Oktoberfest community event.

**Attachments:** [Council Cover Sheet Oktoberfest Agreement 2022](#)  
[2022 Oktoberfest Kleines Bayern Agreement](#)

**A motion was made by Wallner, seconded by Vehlow, that a recommendation for Common Council to approve the proposed vendor agreement with Ray Stelzer, d.b.a. Kleines Bayern Gourmet Roasted Nuts to sell non-competing food/beverage items at 2022 Oktoberfest community event be approved. The motion carried by the following vote:**

**Aye:** 7 - Joan Vehlow, Jennifer Wallner, Eric Huemmer, Steve Johnson, Jack Wells, Sarah Smith and John Schmitz

**Absent:** 1 - Amy Riebel

- K. [ID#22-4526](#) Review and act on (recommendation to Common Council) proposed vendor agreement with Waukesha Sunrise Rotary Club Charitable Fund, Inc. to sell non-competing food/beverage items at 2022 Oktoberfest community event.

**Attachments:** [Council Cover Sheet Oktoberfest Agreement 2022](#)  
[2022 Oktoberfest Sunrise Rotary Agreement](#)

**A motion was made by Wallner, seconded by Huemmer, that a recommendation**

for Common Council to approve the proposed vendor agreement with Waukesha Sunrise Rotary Club Charitable Fund, Inc. to sell non-competing food/beverage items at 2022 Oktoberfest community event be approved. The motion carried by the following vote:

**Aye:** 7 - Joan Vehlow, Jennifer Wallner, Eric Huemmer, Steve Johnson, Jack Wells, Sarah Smith and John Schmitz

**Absent:** 1 - Amy Riebel

- L. [ID#22-4527](#) Review and act on proposed revisions to the Departmental Financial Assistance Program.

**Attachments:** [Financial Assistance Report 2021-2022](#)  
[Financial Assistance Policy 2022-2023](#)  
[Financial Assistance Application 2022-2023](#)

**A motion was made by Schmitz, seconded by Wallner, that the proposed revisions to the Departmental Financial Assistance Program be approved. The motion carried by the following vote:**

**Aye:** 7 - Joan Vehlow, Jennifer Wallner, Eric Huemmer, Steve Johnson, Jack Wells, Sarah Smith and John Schmitz

**Absent:** 1 - Amy Riebel

- M. [ID#22-4528](#) Award Bid: Prefabricated Park Shelter Structure – Springs Park (Approved CIP Project).

**Attachments:** [2022 Waukesha Springs Park Park Shelter Bid](#)

**A motion was made by Ald. Wells, seconded by Vehlow, that the Award Bid: Prefabricated Park Shelter Structure - Springs Park (Approved CIP Project) be held. The motion carried by the following vote:**

**Aye:** 6 - Joan Vehlow, Jennifer Wallner, Eric Huemmer, Steve Johnson, Jack Wells and Sarah Smith

**Nay:** 1 - John Schmitz

**Absent:** 1 - Amy Riebel

5. Board President Report

*No Action Required*

6. Director and Staff Report

*No Action Required*

7. Adjournment

*The meeting adjourned at 7:01 p.m.*

" 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.