



# City of Waukesha

1900 Aviation Drive  
Waukesha, WI 53188

## Meeting Minutes - Final

### Parks, Recreation and Forestry Board

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Monday, December 21, 2015

6:00 PM Parks Recreation and Forestry

Administration and  
Service Center

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#### 1. Call to Order

**Present** 7 - Hall, Hoppe, Merchle, C. Payne, Hunsanger, Volpano, and Johnson

**Absent** 1 - Vehlow

#### 2. Public Comment

*No Action Required*

#### 3. Discussion/Decision Items

- A. [ID#15-3911](#) Proposed 2016 Fees & Charges Schedule & Related Policies and Procedures associated with Public Special Events

**Attachments:** [2016 Public Events Handbook](#)  
[Proposed 2016 Rental Fees & Policy Changes](#)

**A motion was made by Hall, seconded by Merchle, that the 2016 Fees & Charges Schedule & Related Policies and Procedures associated with Public Special Events be approved with the special exception of events that both qualify as a Public Event and Large Scale Public Gathering as defined by municipal code 8.115(2)(b) are exempted from the prohibition of the use of inflatables. The motion carried by the following vote:**

**Aye:** 7 - Hall, Hoppe, Merchle, C. Payne, Hunsanger, Volpano and Johnson

- B. [ID#15-3912](#) Proposed 2016 Fees & Charges Schedule & Related Policies and Procedures associated with Building Rentals

**Attachments:** [Proposed 2016 Rental Fees & Policy Changes](#)

**A motion was made by Hoppe, seconded by Johnson, that the 2016 Fees & Charges Schedule & Related Policies and Procedures associated with Building Rentals be approved as presented. The motion carried by the following vote:**

**Aye:** 7 - Hall, Hoppe, Merchle, C. Payne, Hunsanger, Volpano and Johnson

- C. [ID#15-3913](#) Proposed 2016 Fees & Charges Schedule & Related Policies and Procedures associated with Special Areas

**Attachments:** [Proposed 2016 Rental Fees & Policy Changes](#)

A motion was made by Hall, seconded by Hoppe, that the 2016 Fees & Charges Schedule & Related Policies and Procedures associated with Special Areas be approved as presented. The motion carried by the following vote:

**Aye:** 7 - Hall, Hoppe, Merchle, C. Payne, Hunsanger, Volpano and Johnson

- D. [ID#15-3914](#) Proposed 2016 Fees & Charges Schedule & Related Policies and Procedures associated with Park Shelters

**Attachments:** [Proposed 2016 Rental Fees & Policy Changes](#)

A motion was made by Johnson, seconded by Volpano, that the 2016 Fees & Charges Schedule & Related Policies and Procedures associated with Park Shelters be approved as presented. The motion carried by the following vote:

**Aye:** 7 - Hall, Hoppe, Merchle, C. Payne, Hunsanger, Volpano and Johnson

- E. [ID#15-3915](#) Proposed 2016 Fees & Charges Schedule & Related Policies and Procedures associated with Athletic Fields

**Attachments:** [Proposed 2016 Rental Fees & Policy Changes](#)

A motion was made by Volpano, seconded by Johnson, that the 2016 Fees & Charges Schedule & Related Policies and Procedures associated with Athletic Fields be approved as presented. The motion carried by the following vote:

**Aye:** 7 - Hall, Hoppe, Merchle, C. Payne, Hunsanger, Volpano and Johnson

- F. [ID#15-3916](#) Recommend approval of Recreation Services Contract with Broadscope Disability Services, Inc.

**Attachments:** [Cover Sheet-Broadscope Rec Services Contract](#)  
[Proposed Rec Services Contract-Broadscope- R-R Club](#)

A motion was made by Johnson, seconded by Hunsanger, that a recommendation for Common Council to approve the Recreation Services Contract with Broadscope Disability Services, Inc. be approved. The motion carried by the following vote:

**Aye:** 7 - Hall, Hoppe, Merchle, C. Payne, Hunsanger, Volpano and Johnson

- G. [ID#15-3917](#) Recommend approval of Recreation Services Contract with Easter Seals Southeast Wisconsin, Inc.

**Attachments:** [Cover Sheet-Easter Seals Rec Services Contract](#)  
[Proposed Rec Services Contract-Easter Seals-SPARC](#)

A motion was made by Hoppe, seconded by Volpano, a recommendation for Common Council to approve the Recreation Services Contract with Easter Seals Southeast Wisconsin, Inc. be approved. The motion carried by the following vote:

**Aye:** 7 - Hall, Hoppe, Merchle, C. Payne, Hunsanger, Volpano and Johnson

- H. [ID#15-3918](#) Recommend approval of Consulting Services Contract with 110 Percent,

Inc.

**Attachments:** [Cover Sheet-Consulting Services Contract \(110% Inc\)](#)  
[CA Reviewed Contract for Consulting Services \(110% Inc\)](#)  
[110% Inc-Sole Source Letter](#)

**A motion was made by Hall, seconded by Merchle, that a recommendation for Common Council to approve the Consulting Services Contract with 110 Percent, LLC be approved. The motion carried by the following vote:**

**Aye:** 7 - Hall, Hoppe, Merchle, C. Payne, Hunsanger, Volpano and Johnson

- I. [ID#15-3919](#) Approval of proposed 2016 Program Policies and Procedures (as published in seasonal Activity Guides)

**Attachments:** [Proposed 2016 Program Policies & Procedures](#)

**A motion was made by Johnson, seconded by Volpano, that the proposed 2016 Program Policies and Procedures (as published in seasonal Activity Guides) be approved. The motion carried by the following vote:**

**Aye:** 7 - Hall, Hoppe, Merchle, C. Payne, Hunsanger, Volpano and Johnson

- J. [ID#15-3920](#) Approval of proposed 2016 Financial Assistance Program

**Attachments:** [Financial Assistance Report 2015](#)  
[Proposed 2016 Financial Assistance Policy-Program](#)

**A motion was made by Merchle, seconded by Hunsanger, that the proposed 2016 Financial Assistance Program be approved. The motion carried by the following vote:**

**Aye:** 7 - Hall, Hoppe, Merchle, C. Payne, Hunsanger, Volpano and Johnson

4. Board President Report

*No Action Required*

5. Director and Staff Report

*No Action Required*

6. Adjournment

**A motion was made by Jim Hoppe, seconded by Aaron Hall, that this meeting be adjourned. The motion carried by the following vote:**

**Aye:** 7 - Hall, Hoppe, Merchle, C. Payne, Hunsanger, Volpano and Johnson

"A majority of the 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 an accessible format, please contact Fred Abadi 48 hours prior to the meeting at 524-3600, Fax 524-3898, or the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.