



City of Waukesha

1900 Aviation Drive
Waukesha, WI 53188

Meeting Minutes - Draft

Parks, Recreation and Forestry Board

Monday, May 15, 2017

6:00 PM Parks Recreation and Forestry

Administration and
Service Center

1. Call to Order

Present 6 - Hoppe, Merchle, Volpano, Lemke, Mueller, and Johnson

Absent 1 - Vehlow

2. Public Comment

No Action Required

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

A. Election of PRF Board President

1. [ID#17-0797](#) Open Nominations for PRF Board President

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

Aye: 6 - Hoppe, Merchle, Volpano, Lemke, Mueller and Johnson

2. [ID#17-0798](#) Nominations for PRF Board President

Wayne Merchle was nominated by Jim Hoppe.

3. [ID#17-0799](#) Close Nominations for PRF Board President

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

Aye: 6 - Hoppe, Merchle, Volpano, Lemke, Mueller and Johnson

4. [ID#17-0800](#) Vote for PRF Board President

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

Aye: 6 - Hoppe, Merchle, Volpano, Lemke, Mueller and Johnson

B. Election of PRF Board Vice President

1. [ID#17-0802](#) Open Nominations for PRF Board Vice President

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

Aye: 6 - Hoppe, Merchle, Volpano, Lemke, Mueller and Johnson

2. [ID#17-0803](#) Nominations for PRF Board Vice President

Wayne Merchle nominated Joan Vehlow for Vice President

3. [ID#17-0804](#) Close Nominations for PRF Board Vice President

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

Aye: 6 - Hoppe, Merchle, Volpano, Lemke, Mueller and Johnson

4. [ID#17-0820](#) Vote for PRF Board Vice President

A motion was made by Hoppe that Joan E. Vehlow be elected as PRF Board Vice President. The motion carried by the following vote:

Aye: 6 - Hoppe, Merchle, Volpano, Lemke, Mueller and Johnson

C. Election of PRF Board Secretary

1. [ID#17-0805](#) Open Nominations for PRF Board Secretary

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

Aye: 6 - Hoppe, Merchle, Volpano, Lemke, Mueller and Johnson

2. [ID#17-0806](#) Nominations for PRF Board Secretary

Wayne Merchle nominated Mike Volpano for PRF Board Secretary

3. [ID#17-0807](#) Close Nominations for PRF Board Secretary

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

Aye: 6 - Hoppe, Merchle, Volpano, Lemke, Mueller and Johnson

4. [ID#17-0808](#) Vote for PRF Board Secretary

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

Aye: 6 - Hoppe, Merchle, Volpano, Lemke, Mueller and Johnson

4. Discussion/Decision Items

A. [ID#17-0809](#) To approve proposed Park Master Plans for the Cardinal Ridge and

Hillcrest Park sites.

Attachments: [Park Master Plan Presentation Hillcrest Cardinal Ridge](#)

A motion was made by Johnson, seconded by Mueller, that the proposed Park Master Plans for Cardinal Ridge and Hillcrest Park sites be approved. The motion carried by the following vote:

Aye: 6 - Hoppe, Merchle, Volpano, Lemke, Mueller and Johnson

- B.** [PC17-0119](#) To recommend approval of proposed consulting services contract amendment with Ayres Associates to update/develop Parks & Recreation System Master Plan.

Attachments: [Consulting Services Contract-Amendment to SAA \(Ayres\) Pk&Rec System Plan 2017](#)
[Cover Sheet-Consulting Services Contract-Park System Master Plan](#)

A motion was made by Johnson, seconded by Volpano, that recommendation to Common Council for approval of proposed consulting services contract amendment with Ayres Associates to update/develop Parks & Recreation System Master Plan be approved. The motion carried by the following vote:

Aye: 6 - Hoppe, Johnson, Merchle, Volpano, Mueller and Lemke

- C.** [ID#17-0811](#) To recommend to approve The Park Foundation of Waukesha, Inc. Beverage Service Contract to sell fermented malt beverages and wine during the Carl Zach Cycling Classic Music Program to be held at Cutler Park June 18, 2107.

Attachments: [Park Foundation-Proposed Beverage Service Contract-Carl Zach Event 2017](#)
[Council Agenda Cover Sheet-Carl Zach Classic Music program beverage sales](#)

A motion was made by Johnson, seconded by Hoppe, that recommendation to Common Council for approval of The Park Foundation of Waukesha, Inc. Beverage Service Contract to sell fermented malt beverages and wine during the Carl Zach Cycling Classic Music Program to be held at Cutler Park June 18, 2107 be made to Common Council. The motion carried by the following vote:

Aye: 6 - Hoppe, Merchle, Volpano, Lemke, Mueller and Johnson

- D.** [ID#17-0812](#) To recommend to Ordinance & License Committee approval of application from The Park Foundation of Waukesha, Inc. for Special Class B License to sell fermented malt beverages and wine on June 18, 2017, 1:30 pm-7:00 pm for the Carl Zach Cycling Classic Music Program public event to be held at Cutler Park.

Attachments: [Cover Sheet-Park Foundation Special Class B License-Carl Zach Event 2017](#)
[Park Foundation-Special Class B License Application-Carl Zach Event 2017](#)

A motion was made by Volpano, seconded by Mueller, that recommendation to

Ordinance & License Committee for approval of application from The Park Foundation of Waukesha, Inc. for Special Class B License to sell fermented malt beverages and wine on June 18, 2017, 1:30 pm-7:00 pm for the Carl Zach Cycling Classic Music Program public event to be held at Cutler Park be approved. The motion carried by the following vote:

Aye: 6 - Hoppe, Merchle, Volpano, Lemke, Mueller and Johnson

- E.** [ID#17-0813](#) To recommend to Ordinance & License Committee approval of application from Waukesha Kiwanis Early Risers for Special Class B License to sell fermented malt beverages on September 22, 2017, 3:00-10:00 pm and September 23, 2017, 8:00 am-10:00 pm for the Waukesha Oktoberfest public event to be held at Frame Park.

Attachments: [Cover Sheet-Kiwanis Special Class B License-Oktoberfest Event 2017](#)
[Kiwanis Club-Special Class B License Application-Oktoberfest Event 2017](#)

A motion was made by Hoppe, seconded by Johnson, that recommendation to Ordinance & License Committee for approval of application from Waukesha Kiwanis Early Risers for Special Class B License to sell fermented malt beverages on September 22, 2017, 3:00-10:00 pm and September 23, 2017, 8:00 am-10:00 pm for the Waukesha Oktoberfest public event to be held at Frame Park be approved. The motion carried by the following vote:

Aye: 6 - Hoppe, Merchle, Volpano, Lemke, Mueller and Johnson

- F.** [ID#17-0814](#) To recommend approval of event vendor agreements associated with the 2017 City of Waukesha Oktoberfest public event.

Attachments: [Event Vendor Agreement-Kleines Bayernt 2017](#)
[Event Vendor Agreement-Sweet Perfections 2017](#)
[Event Vendor Agreement-Waukesha Citizens Police Academy 2017](#)
[Event Vendor Agreement-Waukesha Early Risers 2017](#)
[Event Vendor Agreement-Waukesha Sunrise Rotary 2017](#)
[Event Vendor Agreement-Wicked Urban Grill 2017](#)
[Cover Sheet-2017 Oktoberfest Event Vendor Agreements](#)

A motion was made by Mueller, seconded by Hoppe, that recommendation to the Common Council for approval of event vendor agreements associated with the 2017 City of Waukesha Oktoberfest public event be approved. The motion carried by the following vote:

Aye: 6 - Hoppe, Merchle, Volpano, Lemke, Mueller and Johnson

- G.** [ID#17-0815](#) To recommend approval of proposed license agreement with Mobile Media Technologies, LLC Company for permission-based, mass notification services for special events and general departmental use.

Attachments: [Proposed TextCaster License Agreement 2017](#)
[Cover Sheet-TextCaster Proposal-Agreement](#)

A motion was made by Johnson, seconded by Volpano, that recommendation to Common Council for approval of proposed license agreement with Mobile Media Technologies, LLC Company for permission-based, mass notification services for special events and general departmental use be approved. The motion carried by the following vote:

Aye: 6 - Hoppe, Merchle, Volpano, Lemke, Mueller and Johnson

- H. [ID#17-0816](#) To recommend approval of proposed feasibility study proposal associated with the Woodfield South Pond Dam.

Attachments: [Feasibility Study Proposal-Woodfield South Pond Dam 2017](#)
[Consulting Services Contract-Stony Point-Woodfield Dam Eval](#)
[Cover Sheet-Consulting Services Contract-Woodfield Dam](#)

A motion was made by Johnson, seconded by Hoppe, that recommendation to Common Council for approval of proposed feasibility study proposal associated with the Woodfield South Pond Dam be approved. The motion carried by the following vote:

Aye: 6 - Hoppe, Merchle, Volpano, Lemke, Mueller and Johnson

- I. [ID#17-0817](#) To approve Third Year Option associated with current Fourth of July Fireworks Show contract with Spielbauer Fireworks Co., Inc.

Attachments: [Fireworks Contract 2017](#)
[2017 Fireworks Schedule A](#)

A motion was made by Hoppe, seconded by Volpano, that the Third Year Option associated with current Fourth of July Fireworks Show contract with Spielbauer Fireworks Co., Inc. be approved. The motion carried by the following vote:

Aye: 6 - Hoppe, Merchle, Volpano, Lemke, Mueller and Johnson

- J. [ID#17-0818](#) To recommend amendment to Municipal Code sec 27.04 (15)(a) to add P-1 and I-1 to the list of permitted zones for message board signage.

Attachments: [Cover Sheet-Message Board Signage New Zoning Request](#)

A motion was made by Johnson, seconded by Hoppe, to recommend amendment to Municipal Code sec 27.04 (15)(a) to add P-1 and I-1 to the list of permitted zones for message board signage be approved. The motion carried by the following vote:

Aye: 6 - Hoppe, Merchle, Volpano, Lemke, Mueller and Johnson

5. Board President Report

No Action Required

6. Director and Staff Report

No Action Required

7. Adjournment

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

Aye: 6 - Hoppe, Merchle, Volpano, Lemke, Mueller and Johnson