



# City of Waukesha

1900 Aviation Drive  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Parks, Recreation and Forestry Board

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Monday, February 15, 2021

6:00 PM

Virtual

Public can view the meeting live online:

[https://waukesha-wi.zoom.us/webinar/register/WN\\_8WIJPRXK](https://waukesha-wi.zoom.us/webinar/register/WN_8WIJPRXK)

S-S5Lv0n-Tm-7g or

City website home/agendas/park board

or by calling:

888 788 0099 (Toll Free)

Webinar ID: 975 5589 8418

Passcode: 799238

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#### 1. Call to Order

##### Rollcall

**Present** 5 - Vehlow, Johnson, Schmitz, Wells, and Riebel

**Absent** 2 - Thurston, and Thurston

#### 2. Approval of Minutes

- A.** [ID#21-1720](#) Approve the Minutes of Parks, Recreation & Forestry Board meeting of December 21, 2020.

**Attachments:** [prmn201221 \(PRF Board Minutes for December 21, 2020\) DRAFT](#)

**A motion was made by Johnson, seconded by Riebel, that the Minutes of Parks, Recreation & Forestry Board meeting of December 21, 2020 be approved. The motion carried by the following vote:**

**Aye:** 5 - Vehlow, Johnson, Schmitz, Wells and Riebel

**Absent:** 3 - Merchle, Thurston and Volpano

- B.** [ID#21-1721](#) Approve the Minutes of Parks, Recreation & Forestry Department Board meeting of January 18, 2021.

**Attachments:** [prmn210118 \(PRF Board Minutes for January 18, 2021\) DRAFT](#)

**A motion was made by Johnson, seconded by Vehlow, that the Minutes of Parks, Recreation & Forestry Department Board meeting of January 18, 2021 be approved. The motion carried by the following vote:**

**Aye:** 5 - Vehlow, Johnson, Schmitz, Wells and Riebel

**Absent:** 3 - Merchle, Thurston and Volpano

### 3. Discussion/Decision Items

- A.**     [ID#21-1799](#)     Spring 2021 Public Street Tree Planting Program Public Hearing – Open Public Hearing.
- A motion was made by Johnson, seconded by Wells, that the Spring 2021 Public Street Tree Planting Program Public Hearing be Opened. The motion carried by the following vote:**
- Aye:**   5 -   Vehlow, Johnson, Schmitz, Wells and Riebel
- Absent:** 3 -   Merchle, Thurston and Volpano
- B.**     [ID#21-1800](#)     Spring 2021 Public Street Tree Planting Program - Close Public Hearing.
- A motion was made by Johnson, seconded by Vehlow, that the Spring 2021 Public Street Tree Planting Program Public Hearing be Closed. The motion carried by the following vote:**
- Aye:**   5 -   Vehlow, Johnson, Schmitz, Wells and Riebel
- Absent:** 3 -   Merchle, Thurston and Volpano
- C.**     [ID#21-0013](#)     Recommend that the Common Council review and act on the proposed assessment for the Spring 2021 Public Street Tree Planting Program, said cost to be \$235.00 per tree.
- Attachments:**   [2021 Forestry Division Update](#)  
                          [Planting Program Memo](#)  
                          [Planting Summary Sp 2021](#)  
                          [Tree Planting Assessment History](#)  
                          [Forestry - Maintenance History Spring 2021](#)  
                          [Tree EAB Treatments](#)  
                          [Recent EAB Treatment History](#)
- A motion was made by Vehlow, seconded by Johnson, that a recommendation for the Common Council to set a Public Hearing, on a date to be determined, to review and act on the proposed assessment for the Spring 2021 Public Street Tree Planting Program, said cost to be \$235.00 per tree be approved. The motion carried by the following vote:**
- Aye:**   5 -   Vehlow, Johnson, Schmitz, Wells and Riebel
- Absent:** 3 -   Merchle, Thurston and Volpano
- D.**     [ID#21-1802](#)     Review and act on proposed special events/mass gatherings COVID-19 Precautionary Guidelines.
- Attachments:**   [Summer 2021 Special Event COVID Measures](#)
- A motion was made by Johnson, seconded by Vehlow, that the proposed special**

events/mass gatherings COVID-19 Precautionary Guidelines be approved. The motion carried by the following vote:

**Aye:** 5 - Vehlow, Johnson, Schmitz, Wells and Riebel

**Absent:** 3 - Merchle, Thurston and Volpano

- E. [ID#21-1803](#) Review and act on proposed 2021 Springs Park usage contract with the Waukesha YMCA.

**Attachments:** [YMCA-Cover Sheet- Springs Park Usage Contract 2021](#)  
[YMCA-Springs Park Contract 2021](#)

**A motion was made by Wells, seconded by Vehlow, that the proposed 2021 Springs Park usage contract with the Waukesha YMCA be approved. The motion carried by the following vote:**

**Aye:** 5 - Vehlow, Johnson, Schmitz, Wells and Riebel

**Absent:** 3 - Merchle, Thurston and Volpano

- F. [ID#21-1804](#) Review and act on proposal received from School District of Waukesha Environmental Education to construct a greenhouse structure at the Fox River Sanctuary.

**Attachments:** [EB Shurts Greenhouse Proposal \(1\)](#)  
[Greenhouse Powerpoint](#)

**A motion was made by Wells, seconded by Vehlow, that the proposal received from School District of Waukesha Environmental Education to construct a greenhouse structure at the Fox River Sanctuary be approved. The motion carried by the following vote:**

**Aye:** 5 - Vehlow, Johnson, Schmitz, Wells and Riebel

**Absent:** 3 - Merchle, Thurston and Volpano

- G. [ID#21-1805](#) Review and act on proposed displays at Veterans Park kiosk conducted by The WI Society of the Sons of the American Revolution.

**Attachments:** [Kiosk Proposal](#)

**A motion was made by Vehlow, seconded by Schmitz, that the proposed displays at Veterans Park kiosk conducted by The WI Society of the Sons of the American Revolution be approved. The motion carried by the following vote:**

**Aye:** 5 - Vehlow, Johnson, Schmitz, Wells and Riebel

**Absent:** 3 - Merchle, Thurston and Volpano

- O. [ID#21-1813](#) Award Bid: Playground equipment – Priedeman Park (2021 Approved CIP).

**Attachments:** [7872-1 Priedeman Quote](#)  
[Option 4 142-136100-2 2D](#)  
[Option 4 142-136100-2 3D](#)  
[Option 4 142-136100-2 CAD 2Ds](#)  
[Priedeman Park Option 4 142-136100-2 Individual Views](#)

**A motion was made by Johnson, seconded by Vehlow, that the Playground equipment - Priedeman Park (2021 Approved CIP) be awarded to Lee Recreation/Burke for \$71,683.50 be approved. The motion carried by the following vote:**

**Aye:** 5 - Vehlow, Johnson, Schmitz, Wells and Riebel

**Absent:** 3 - Merchle, Thurston and Volpano

- H. [ID#21-1806](#) Review and act on proposed discontinuation of coordination/conducting of the Carl Zach Cycling Classic by the Parks, Recreation & Forestry Department.

**Attachments:** [Waukesha Race Agreement 2021 PROPOSED](#)  
[Risk Mitigation Overview 03\(1\)](#)

**A motion was made by Wells, seconded by Vehlow, that the proposed discontinuation of coordination/conducting of the Carl Zach Cycling Classic by the Parks, Recreation & Forestry Department be held. The motion carried by the following vote:**

**Aye:** 5 - Vehlow, Johnson, Schmitz, Wells and Riebel

**Absent:** 3 - Merchle, Thurston and Volpano

- I. [ID#21-1807](#) Preliminary review of proposed 2021 Pool Program, Season and Fees/Charges.

**Attachments:** [2019 Pool Report.2021 Season](#)

*No Action Required.*

- J. [ID#21-1808](#) Review and act on proposed parkland dedication associated with the preliminary plat of Standing Stone residential development area.

**Attachments:** [PRFB Exhibit STANDING STONE 12.21.2020 Area Aerial](#)  
[PRFB Exhibit STANDING STONE 12.21.2020 Land Dedication Area](#)

**A motion was made by Schmitz, seconded by Riebel, that the proposed parkland dedication associated with the preliminary plat of Standing Stone residential development area be approved. The motion carried by the following vote:**

**Aye:** 5 - Vehlow, Johnson, Schmitz, Wells and Riebel

**Absent:** 3 - Merchle, Thurston and Volpano

- K. [ID#21-1809](#) Review and act on proposed Sponsorship Menu Agreement – Addendum for participation between City of Waukesha and T-Mobile, USA, Inc.

**Attachments:** [T-Mobile sponsorship-Cover Sheet](#)

[6866\\_Sponsorship menu-Duck! Rabbit! Family Adventure Walk\\_City of Waukesha\\_TMO \(vk 2.7.21\) \(002\)](#)

A motion was made by Schmitz, seconded by Vehlow, that the proposed Sponsorship Menu Agreement - Addendum for participation between City of Waukesha and T-Mobile, USA, Inc. be approved. The motion carried by the following vote:

**Aye:** 5 - Vehlow, Johnson, Schmitz, Wells and Riebel

**Absent:** 3 - Merchle, Thurston and Volpano

- L. [ID#21-1810](#) Review and act on proposed sponsorship agreement with Dick's Sporting Goods.

**Attachments:** [DICK's Sporting Goods Agreement 2021-Cover Sheet](#)

[DICK's Sporting Goods Agreement 2021](#)

A motion was made by Wells, seconded by Johnson, that the proposed sponsorship agreement with Dick's Sporting Goods be approved. The motion carried by the following vote:

**Aye:** 5 - Vehlow, Johnson, Schmitz, Wells and Riebel

**Absent:** 3 - Merchle, Thurston and Volpano

- M. [ID#21-1811](#) Review and act on proposed agreement with TruGreen Lawn Care to provide fertilization and weed control services on various City/park properties.

**Attachments:** [2021 Fert weed control Bid Package](#)

A motion was made by Vehlow, seconded by Riebel, that the proposed agreement with TruGreen Lawn Care to provide fertilization and weed control services on various City/park properties be approved. The motion carried by the following vote:

**Aye:** 5 - Vehlow, Johnson, Schmitz, Wells and Riebel

**Absent:** 3 - Merchle, Thurston and Volpano

- N. [ID#21-1812](#) Award Bid: Printing of 2021 Seasonal Activity Guides (3).

**Attachments:** [2021 Activity Guide - bidder list](#)

A motion was made by Schmitz, seconded by Johnson, that the Printing of 2021 Seasonal Activity Guides (3) be awarded to American Litho for \$41,574 be approved. The motion carried by the following vote:

**Aye:** 5 - Vehlow, Johnson, Schmitz, Wells and Riebel

**Absent:** 3 - Merchle, Thurston and Volpano

- P.** [ID#21-1814](#) Award Bid: Pool and building furnishings – Buchner Park Pool (2020 approved CIP).

**Attachments:** [Furniture Bidder List](#)

**A motion was made by Johnson, seconded by Vehlow, that the Pool and building furnishings - Buchner Park Pool (2020 approved CIP) be awarded to Pool Furniture Supply for \$98,904.66 be approved. The motion carried by the following vote:**

**Aye:** 5 - Vehlow, Johnson, Schmitz, Wells and Riebel

**Absent:** 3 - Merchle, Thurston and Volpano

- Q.** [ID#21-1815](#) Award Bid: Concession operations equipment – Buchner Park Pool (2020 approved CIP).

**Attachments:** [2021 Concessions bidder list](#)

**A motion was made by Vehlow, seconded by Riebel, that the Concession operations equipment - Buchner Park Pool (2020 approved CIP) be awarded to Badger Popcorn & Concession Supply for \$54,272 be approved. The motion carried by the following vote:**

**Aye:** 5 - Vehlow, Johnson, Schmitz, Wells and Riebel

**Absent:** 3 - Merchle, Thurston and Volpano

#### 4. Board President Report

*No Action Required*

#### 5. Director and Staff Report

*No Action Required*

#### 6. Adjournment

**A motion was made by Steve Johnson, seconded by Amy Riebel, that this meeting be adjourned. The motion carried by the following vote:**

**Aye:** 5 - Vehlow, Johnson, Schmitz, Wells and Riebel

**Absent:** 3 - Merchle, Thurston and Volpano

" 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.