



City of Waukesha

1900 Aviation Drive
Waukesha, WI 53188

Meeting Minutes - Final

Parks, Recreation and Forestry Board

Monday, May 16, 2022

5:30 PM

Council Chambers, City Hall

1. Call to Order

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

2. Public Comment

No Action Required.

3. Approval of Minutes

- A. [ID#22-4152](#) Minutes for the Parks, Recreation & Forestry Board Meeting of April 18, 2022.

Attachments: [prmn220418 \(PRF Board Minutes for April 18, 2022\) DRAFT](#)

A motion was made by Huemmer, seconded by Ald. Wells, that the Minutes for the Parks, Recreation & Forestry Board Meeting of April 18, 2022 be approved. The motion carried by the following vote:

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

Absent: 1 - Amy Riebel

4. Discussion/Decision Items

- A. [ID#22-4153](#) Review and act on proposal received from the City of Waukesha Parade Memorial Commission to endorse the use of Grede Park for the development of a permanent Parade Memorial with potential park name change, and also consider a secondary small permanent memorial location along Main Street in the Riverwalk.

Attachments: [Parade Memorial-Memo PRF May Mtg](#)
[Parade Memorial-Presentation PRF May Mtg](#)

A motion was made by Ald. Wells, seconded by Wallner, that the proposal received from the City of Waukesha Parade Memorial Commission to the use of Grede Park for the development of a permanent Parade Memorial with potential park name change, and also consider a secondary small permanent memorial location along Main Street in the Riverwalk be endorsed for further exploration be approved. The motion carried by the following vote:

Aye: 6 - Eric Huemmer, Steve Johnson, Jack Wells, Sarah Smith, John Schmitz and Jennifer Wallner

Nay: 1 - Joan Vehlow

Absent: 1 - Amy Riebel

- B.** [ID#22-4176](#) Review and act on proposed Sparks Complex at William R. Oliver Jr. Park sponsorship program.

Attachments: [Sparks Complex Sponsorships_FINAL5.13](#)

A motion was made by Schmitz, seconded by Ald. Wells, that the proposed Sparks Complex at William R. Oliver Jr. Park sponsorship program with permissions granted to director and staff be approved. The motion carried by the following vote:

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

Absent: 1 - Amy Riebel

- C.** [ID#22-4154](#) Review and act on (recommendation to Common Council) request received from Waukesha Lofts, LLC to temporarily close a section of the Riverwalk to serve as a staging area to accommodate building repairs, and contingent upon approval, recommend that the City Attorney's Office draft a contract for the Common Council to act on.

Attachments: [Council Cover Sheet Waukesha Lofts Staging Agreement](#)
[Waukesha Lofts Construction Staging Agreement](#)
[Waukesha Lofts - Masonry Work-Temp Riverwalk Closure Request](#)
[Waukesha Lofts Closure Request Picture of Work Area](#)

A motion was made by Ald. Wells, seconded by Vehlow, that a recommendation for Common Council to approve the request received from Waukesha Lofts, LLC to temporarily close a section of the Riverwalk to serve as a staging area to accommodate building repairs, and contingent upon approval, recommend that the City Attorney's Office draft a contract for the Common Council to act on be approved. The motion carried by the following vote:

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

Absent: 1 - Amy Riebel

- D.** [ID#22-4155](#) Review and act on (recommendation to Common Council) proposed Recreation Services contract with Christina P. Hampe, Aqua Zumba classes.

Attachments: [2022 Recreation Services Contract Christina Hampe](#)

A motion was made by Ald. Wells, seconded by Wallner, that a recommendation for Common Council to approve the proposed Recreation Services contract with

Christina P. Hampe, Aqua Zumba classes be approved. The motion carried by the following vote:

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

Absent: 1 - Amy Riebel

- E.** [ID#22-4156](#) Review and act on (recommendation to Common Council) proposed Recreation Services contract with Kelly Bullard Fitness LLC, Aqua Fitness classes.

Attachments: [2022 Recreation Services Contract Kelly Bullard](#)

A motion was made by Wallner, seconded by Ald. Wells, that a recommendation for Common Council to approve the proposed Recreation Services contract with Kelly Bullard Fitness LLC, Aqua Fitness classes be approved. The motion carried by the following vote:

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

Absent: 1 - Amy Riebel

- F.** [ID#22-4157](#) Award Bid: ¾ ton Pickup Truck. (Approved CIP Fleet Budget).

Attachments: [2022 Chevrolet Pickup Truck Purchase Packet](#)

A motion was made by Ald. Wells, seconded by Huemmer, that the ¾ ton Pickup Truck Bid (Approved CIP Fleet Budget) from Ewald Automotive for a total of \$42,369.50 be approved. The motion carried by the following vote:

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

Absent: 1 - Amy Riebel

- G.** [ID#22-4158](#) Award Bid: Playground Equipment – Horeb Springs Park (Approved CIP Major Projects Budget).

Attachments: [Horeb Park Final Design](#)

A motion was made by Wallner, seconded by Ald. Wells, that Playground Equipment Bid for Horeb Springs Park (Approved CIP Major Projects Budget) from Landscape Structures, Inc. for a total of \$126,639.00 be approved. The motion carried by the following vote:

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

Absent: 1 - Amy Riebel

- H.** [ID#22-4159](#) Review and act on (recommendation to Common Council) proposed City Hall Landscape Bed Maintenance contract with Kujawa Enterprises Inc.

Attachments: [2022 City Hall Landscape Bed Maint Proposal-Contract](#)

A motion was made by Schmitz, seconded by Vehlow, that a recommendation for Common Council to approve the proposed City Hall Landscape Bed Maintenance contract with Kujawa Enterprises Inc. be approved. The motion carried by the following vote:

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

Absent: 1 - Amy Riebel

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

A. Election of PRF Board President

1. [ID#22-4161](#) Open Nominations for PRF Board President.

A motion was made by Vehlow, seconded by Wallner, that the Nominations for PRF Board President be opened. The motion carried by the following vote:

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

Absent: 1 - Amy Riebel

2. [ID#22-4162](#) Nominations for PRF Board President.

John Schmitz was nominated for PRF Board President.

3. [ID#22-4164](#) Close Nominations for PRF Board President.

A motion was made by Vehlow, seconded by Huemmer, that Nominations for PRF Board President be closed. The motion carried by the following vote:

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

Absent: 1 - Amy Riebel

4. [ID#22-4165](#) Vote for PRF Board President.

John Schmitz was elected PRF Board President.

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

Absent: 1 - Amy Riebel

B. Election of PRF Board Vice President

1. [ID#22-4166](#) Open Nominations for PRF Board Vice President.

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

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

Absent: 1 - Amy Riebel

2. [ID#22-4167](#) Nominations for PRF Board Vice President.

Jennifer Wallner was nominated for PRF Board Vice President.

3. [ID#22-4168](#) Close Nominations for PRF Board Vice President.

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

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

Absent: 1 - Amy Riebel

4. [ID#22-4169](#) Vote for PRF Board Vice President.

Jennifer Wallner was elected PRF Board Vice President.

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

Absent: 1 - Amy Riebel

C. Election of PRF Board Secretary

1. [ID#22-4170](#) Open Nominations for PRF Board Secretary.

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

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

Absent: 1 - Amy Riebel

2. [ID#22-4171](#) Nominations for PRF Board Secretary.

Eric Huemmer was nominated for PRF Board Secretary.

3. [ID#22-4172](#) Close Nominations for PRF Board Secretary.

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

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

Absent: 1 - Amy Riebel

4. [ID#22-4173](#) Vote for PRF Board Secretary.

Eric Huemmer was elected PRF Board Secretary.

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

Absent: 1 - Amy Riebel

6. Board President Report

No Action Required.

7. Director and Staff Report

No Action Required.

8. Adjournment

A motion was made by Eric Huemmer, seconded by Jennifer Wallner, that this meeting be adjourned. The motion carried by the following vote:

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

Absent: 2 - Jack Wells and Amy Riebel

" 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.