



City of Waukesha

1900 Aviation Drive
Waukesha, WI 53188

Meeting Minutes - Final

Parks, Recreation and Forestry Board

Monday, September 16, 2019

5:45 PM Parks Recreation and Forestry

Administration and
Service Center

1. Call to Order

Present 8 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel, Thurston, and Johnson

2. Tree Planting Ceremony

No Action Required

3. Public Comment

No Action Required

4. Approval of Minutes

- A. [ID#19-1276](#) Approve minutes of the Parks, Recreation and Forestry Board meeting of June 17, 2019.

Attachments: [prmn 190617 \(Minutes for June 17, 2019\) DRAFT.pdf](#)

A motion was made by Johnson, seconded by Vehlow, that the minutes of the Parks, Recreation and Forestry Board meeting of June 17, 2019 be approved. The motion carried by the following vote:

Aye: 8 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel, Thurston and Johnson

- B. [ID#19-1277](#) Approve minutes of the Parks, Recreation and Forestry Board meeting of August 5, 2019.

Attachments: [prmn 190805 \(Minutes for August 5, 2019\) DRAFT.pdf](#)

A motion was made by Merchle, seconded by Volpano, that the minutes of the Parks, Recreation and Forestry Board meeting of August 5, 2019 be approved. The motion carried by the following vote:

Aye: 8 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel, Thurston and Johnson

- C. [ID#19-1278](#) Approve minutes of the Parks, Recreation and Forestry Board meeting of August 19, 2019.

Attachments: [prmn 190819 \(Minutes for August 19, 2019\) DRAFT.pdf](#)

A motion was made by Merchle, seconded by Wells, that the minutes of the Parks, Recreation and Forestry Board meeting of August 19, 2019 be approved. The motion carried by the following vote:

Aye: 8 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel, Thurston and Johnson

5. Discussion/Decision Items

- A. [ID#19-1279](#) Fall 2019 Public Tree Planting Program Public Hearing - Open Public Hearing.

A motion was made by Merchle, seconded by Thurston, that the Fall 2019 Public Tree Planting Program Public Hearing be opened. The motion carried by the following vote:

Aye: 8 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel, Thurston and Johnson

- B. [ID#19-1280](#) Fall 2019 Public Street Tree Planting Program - Close Public Hearing.

A motion was made by Merchle, seconded by Volpano, that the Fall 2019 Public Tree Planting Program Public Hearing be closed. The motion carried by the following vote:

Aye: 8 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel, Thurston and Johnson

- C. [ID#19-1334](#) Recommend that the Common Council approve the assessment for the Fall 2019 Public Street Tree Planting Program, said cost to be \$235.00 per tree.

Attachments: [Planting Program Memo,\(Fall 2019\).pdf](#)
[Planting SummaryFall2019.pdf](#)
[Forestry - Maintenance History Fall 2019.pdf](#)
[Tree Planting Assessment History.pdf](#)

A motion was made by Johnson, seconded by Vehlow, that Common Council set a Public Hearing, on a date to be determined, regarding the assessment for the Fall 2019 Public Street Tree Planting Program, said cost to be \$235.00 per tree be approved. The motion carried by the following vote:

Aye: 8 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel, Thurston and Johnson

- D. [ID#19-1282](#) Recommend to approve proposed agreement with SHARP Literacy regarding donation and placement of sculpture piece in Riverwalk.

Attachments: [Public Art Request-Exhibit A.pdf](#)
[Public Art - Artwork Commission Contract Final.pdf](#)

A motion was made by Merchle, seconded by Volpano, that a recommendation for the Common Council to approve the proposed agreement with SHARP Literacy regarding donation and placement of sculpture piece in Riverwalk pending attorney's approval be approved. The motion carried by the following vote:

Aye: 8 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel, Thurston and Johnson

- E. [ID#19-1283](#) To approve request received from the Women's Center to provide special

lighting from October 20 - 26, 2019, at the Les Paul Performance Center and Lighted Dome at Youmans Park.

Attachments: [Special Request-Women's Center 9-10-19.pdf](#)

A motion was made by Thurston, seconded by Vehlow, that the request received from the Women's Center to provide special lighting from October 20 - 26, 2019, at the Les Paul Performance Center and Lighted Dome at Youmans Park be approved. The motion carried by the following vote:

Aye: 8 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel, Thurston and Johnson

- F. [ID#19-1284](#) To approve proposed message board sign design and placement within Cutler Park.

Attachments: [Message Board Sign \(1\)-Cutler Park.pdf](#)

[Message Board Sign \(2\)-Cutler Park.pdf](#)

[Park Sign Example.jpg](#)

[City of Waukesha-Preliminary-663649-1-7.pdf](#)

A motion was made by Johnson, seconded by Wells, that the proposed message board sign design incorporating upper & lowercase lettering and placement within Cutler Park be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Schmitz, Volpano, Wells, Riebel, Thurston and Johnson

Nay: 1 - Vehlow

- G. [ID#19-1285](#) Recommend to approve Letter of Agreement between City of Waukesha Parks, Recreation & Forestry Department and Waukesha County Parks & Land Use Department in regard to Waukesha JanBoree event responsibilities.

Attachments: [2020 JanBoree Cover Sheet-City County agreement.pdf](#)

[2020 Janboree City County Agreement .pdf](#)

A motion was made by Vehlow, seconded by Riebel, that a recommendation for Common Council to approve the Letter of Agreement between City of Waukesha Parks, Recreation & Forestry Department and Waukesha County Parks & Land Use Department in regard to Waukesha JanBoree event responsibilities be approved. The motion carried by the following vote:

Aye: 8 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel, Thurston and Johnson

- H. [ID#19-1286](#) To approve proposed disposition plan for Lowell Park Toboggan Runs.

Attachments: [Disposition Plan-Lowell Park Toboggan Run 9.16.2019.pdf](#)

A motion was made by Volpano, seconded by Merchle, that the proposed disposition plan for Lowell Park Toboggan Runs be approved. The motion carried by the following vote:

Aye: 8 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel, Thurston and Johnson

6. Board President Report

No Action Required

7. Director and Staff Report

No Action Required

8. Adjournment

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

Aye: 8 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel, Thurston and Johnson

" 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.

Rollcall

Rollcall

Present 8 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel, Thurston, and Johnson