



# City of Waukesha

1900 Aviation Drive  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Parks, Recreation and Forestry Board

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Monday, March 31, 2025

5:30 PM

Training Room, City Hall

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#### 1. Call to Order

**Present** 6 - Jennifer Wallner, Eric Huemmer, John Schmitz, Erica Yoss, Steve Johnson, and Paul Wuteska

**Absent** 2 - Sarah Smith, and Jack Wells

#### 2. Public Comment

*No Action Required*

#### 3. Approval of Minutes

- A. [ID#25-00513](#) Minutes for the Parks, Recreation & Forestry Board meeting of February 17, 2025.

**Attachments:** [prmn250217 \(PRF Board Minutes for February 17, 2025\)DRAFT](#)

*A motion was made by Johnson, and seconded by Huemmer, that the Minutes for the Parks, Recreation, & Forestry Board meeting on February 17, 2024 be approved.  
The motion carried by the following vote:*

**Aye:** 6 - Jennifer Wallner, Eric Huemmer, John Schmitz, Erica Yoss, Steve Johnson and Paul Wuteska

**Absent:** 2 - Sarah Smith and Jack Wells

#### 4. Discussion/Decision Items

- A. [ID#25-00497](#) Review and act on (recommendation to Common Council) proposed Beverage Services Contract with Steelhead Aleworks, LLC for 2025 Independence Day Fireworks Show at Lowell Park.

**Attachments:** [Cover Sheet Steelhead Aleworks LLC 7.3.25](#)  
[Parks-Beverage Service Contract-Steelhead Aleworks July 3.2025](#)

*A motion was made by Wuteska, seconded by Wallner, that a recommendation for Common Council to approve the proposed Beverage Services Contract with Steelhead Aleworks, LLC for 2025 Independence Day Fireworks Show at Lowell Park.*

- B. [ID#25-00498](#) Review and act on (recommendation to Common Council) proposed Beverage Services Contract with Raised Grain Brewing Company, LLC for 2025-2027 Tribute Tuesday Concert events.

**Attachments:** [Cover Sheet Raised Grain TT Service 2025](#)  
[Parks-Beverage Service Contract-Raised Grain 2025-2027](#)

**B. ID#25-00498 Review and act on (recommendation to Common Council) proposed Beverage Services Contract with Raised Grain Brewing Company, LLC for 2025-2027 Tribute Tuesday Concert events.**

**Aye:** 6 - Jennifer Wallner, Eric Huemmer, John Schmitz, Erica Yoss, Steve Johnson and Paul Wuteska

**Absent:** 2 - Sarah Smith and Jack Wells

- C. [ID#25-00501](#) Review and act on (recommendation to Common Council) proposed Street Median Island Mowing and Trimming, 2-Year (2025 & 2026) Services Contract with The Happy Mower.

**Attachments:** [2025 Median mowing council cover letter](#)  
[2025 City Street Median Mowing Contract](#)

**C. ID#25-00501 Review and act on (recommendation to Common Council) proposed Street Median Island Mowing and Trimming, 2-Year (2025 & 2026) Services Contract with The Happy Mower.**

**Aye:** 5 - Jennifer Wallner, Eric Huemmer, John Schmitz, Erica Yoss and Steve Johnson

**Nay:** 1 - Paul Wuteska

**Absent:** 2 - Sarah Smith and Jack Wells

- D. [ID#25-00502](#) Review and act on proposed equipment purchase of (1) 11' Cut Wide Area Mower – Approved 2025 Fleet CIP Budget.

**Attachments:** [2025 Fleet CIP Toro Wide Area Mower #103 Replacement PRFB 3.17.2025](#)

**D. ID#25-00502 Review and act on proposed equipment purchase of (1) 11' Cut Wide Area Mower - Approved 2025 Fleet CIP Budget.**

**Aye:** 6 - Jennifer Wallner, Eric Huemmer, John Schmitz, Erica Yoss, Steve Johnson and Paul Wuteska

**Absent:** 2 - Sarah Smith and Jack Wells

- E. [ID#25-00504](#) Review and act on proposed 2025 Summer Season Recreation Program Fees /Charges Schedule.

**Attachments:** [Fees and Charges Summer 2025](#)

**E. ID#25-00504 Review and act on proposed 2025 Summer Season Recreation Program Fees /Charges Schedule.**

**Aye:** 6 - Jennifer Wallner, Eric Huemmer, John Schmitz, Erica Yoss, Steve Johnson and Paul Wuteska

**Absent:** 2 - Sarah Smith and Jack Wells

- F.** [ID#25-00505](#) Review and act on proposed 2025 Pool Program, Season and Fees/Charges Schedule.

**Attachments:** [2025 Pool Fees and Charges](#)  
[2024 Pool Report & 2025 Proposal](#)

**F. ID#25-00505 Review and act on proposed 2025 Pool Program, Season and Fees/Charges Schedule.**

**Aye:** 6 - Jennifer Wallner, Eric Huemmer, John Schmitz, Erica Yoss, Steve Johnson and Paul Wuteska

**Absent:** 2 - Sarah Smith and Jack Wells

- G.** [ID#25-00507](#) Review and act on (recommendation to Common Council) proposed Recreation Program Services contracts.

**Attachments:** [Cover Sheet Recreation Service Contracts](#)  
[Cover Sheet Recreation Service Contracts](#)  
[Challenge Island of Greater Milwaukee 2025](#)  
[Hopkins Sports Camps LLC 2025](#)  
[Kellar Dance Studio Contract 2025](#)  
[Orange Shoe Fitness 2025](#)  
[Tae Kwon Do Contract 2025](#)  
[Tree Top Explorer LLC 2025](#)

**G. ID#25-00507 Review and act on (recommendation to Common Council) proposed Recreation Program Services contracts.**

**Aye:** 6 - Jennifer Wallner, Eric Huemmer, John Schmitz, Erica Yoss, Steve Johnson and Paul Wuteska

**Absent:** 2 - Sarah Smith and Jack Wells

- H. [ID#25-00508](#) Review and act on (recommendation to Common Council) proposed 2025 Waukesha Oktoberfest Event Vendor Agreements.

**Attachments:** [Cover Sheet Oktoberfest 2025](#)  
[2025 Oktoberfest-Firstline Forge LLC](#)  
[2025 Oktoberfest-KAI O D KARVINGS LLC](#)  
[2025 Waukesha Lions Club Oktoberfest Agreement-](#)  
[2025Mama Ducky's Desserts Oktoberfest Agreement-DRAFT](#)  
[2025Sunrise Rotary Oktoberfest Agreement](#)  
[2025Waukesha Citizens Police Academy Association](#)  
[2025 18 Acres Oktoberfest Agreement-](#)  
[2025 Bo's Schnitzelbunker Oktoberfest Agreement-](#)  
[2025 Kleines Bayern Oktoberfest Agreement](#)  
[2025 Oktoberfest - Nailbenders Carpentry Glockenspiel](#)

**H. ID#25-00508 Review and act on (recommendation to Common Council) proposed 2025 Waukesha Oktoberfest Event Vendor Agreements.**

**Aye:** 6 - Jennifer Wallner, Eric Huemmer, John Schmitz, Erica Yoss, Steve Johnson and Paul Wuteska

**Absent:** 2 - Sarah Smith and Jack Wells

- I. [ID#25-00509](#) Review and act on (recommendation to Common Council) proposed Drone Light Show Contract (Waukesha Oktoberfest) with BCI Entertainment, LLC.

**Attachments:** [Cover Sheet BCI Entertainment LLC drone shows Oktoberfest 2025](#)  
[BCI Entertainment LLC Drone Show Contract Oktoberfest 2025](#)

**I. ID#25-00509 Review and act on (recommendation to Common Council) proposed Drone Light Show Contract (Waukesha Oktoberfest) with BCI Entertainment, LLC.**

**Aye:** 6 - Jennifer Wallner, Eric Huemmer, John Schmitz, Erica Yoss, Steve Johnson and Paul Wuteska

**Absent:** 2 - Sarah Smith and Jack Wells

- J. [ID#25-00510](#) Review and act on (recommendation to Common Council) proposed 2025 Springs Park usage contract with the Waukesha YMCA..

**Attachments:** [Common Council Cover Sheet - YMCA Contract 2025](#)  
[YMCA-Springs Park Contract 2025](#)

**J. ID#25-00510 Review and act on (recommendation to Common Council) proposed 2025 Springs Park usage contract with the Waukesha YMCA..**

**Aye:** 6 - Jennifer Wallner, Eric Huemmer, John Schmitz, Erica Yoss, Steve Johnson and Paul Wuteska

**Absent:** 2 - Sarah Smith and Jack Wells

- K. [ID#25-00511](#) Review and act on proposed 2025 Recreation Seasonal Staff Wage Schedule.

**Attachments:** [Proposed 2025 Recreation Seasonal Wage Schedule](#)

**K. ID#25-00511 Review and act on proposed 2025 Recreation Seasonal Staff Wage Schedule.**

**Aye:** 6 - Jennifer Wallner, Eric Huemmer, John Schmitz, Erica Yoss, Steve Johnson and Paul Wuteska

**Absent:** 2 - Sarah Smith and Jack Wells

- L. [ID#25-00512](#) Review and act on proposed updates to the Waukesha Independence Day Parade Participation Application.

**Attachments:** [Proposed Parade Participation Application Form](#)

**L. ID#25-00512 Review and act on proposed updates to the Waukesha Independence Day Parade Participation Application.**

**Aye:** 6 - Jennifer Wallner, Eric Huemmer, John Schmitz, Erica Yoss, Steve Johnson and Paul Wuteska

**Absent:** 2 - Sarah Smith and Jack Wells

- M. [ID#25-00542](#) Review and act on (recommendation to Common Council) proposed Recreation Services Contract with In The Park, LLC.

**Attachments:** [Common Council Cover Sheet - In the Park LLC 2025](#)  
[Frame Park Boathouse In the Parks Agreement-2025](#)  
[RFP Contacts 2025](#)  
[RFP Frame Park Rec Services 2025](#)

**M. ID#25-00542 Review and act on (recommendation to Common Council) proposed Recreation Services Contract with In The Park, LLC.**

**Aye:** 6 - Jennifer Wallner, Eric Huemmer, John Schmitz, Erica Yoss, Steve Johnson and Paul Wuteska

**Absent:** 2 - Sarah Smith and Jack Wells

5. Board President Report

6. Director and Staff Report

7. Adjournment

6:52pm

" 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. Attend this meeting in person or watch live at <https://waukesha.legistar.com/calendar.aspx> (due to technical circumstances, the live stream may not always be available).