



City of Waukesha

1900 Aviation Drive
Waukesha, WI 53188

Meeting Agenda - Final

Parks, Recreation and Forestry Board

Monday, November 20, 2023

5:30 PM

Council Chambers, City Hall

1. Call to Order

2. Public Comment

City Residents & Taxpayers Only – Limited to three minutes/speaker, ending at 6:00 pm.

3. Approval of Minutes

A. [ID#23-8188](#) Minutes for the Parks, Recreation and Forestry Board meeting of October 16, 2023.

Attachments: [prmn231016 \(PRF Board Minutes for October 16, 2023\)-DRAFT](#)

4. Discussion/Decision Items

A. [ID#23-8175](#) Review and act on proposed 2024 Public Event Policies and Procedures (Handbook).

Attachments: [Proposed 2024 Public Events Handbook Updated 11.13.23](#)

B. [ID#23-8176](#) Review and act on proposal from Waukesha School District Environmental Education to relocate storage shed on Fox River Sanctuary park property.

Attachments: [EB Shurts Shed Proposal](#)

C. [ID#23-8178](#) Review and act on proposed purchase of a 2024 Mecalac Mini Loader with attachments.

Attachments: [2024 Mecalac Mini Loader with attachments Purchase Packet](#)

D. [ID#23-8179](#) Review and act on (recommendation to Common Council) staff request to apply for a 21st Century Community Learning Center Grant at Heyer Elementary School through the Wisconsin Department of Public Instruction.

Attachments: [2022-2023 Community Learning Center End of Year Report](#)
[Community Learning Center Grant Application Request](#)

E. [ID#23-8180](#) Review and act on proposed 2024 Winter-Spring Program Season Fees & Charges Schedule.

Attachments: [Proposed 2024 Fees and Charges Winter-Spring Session](#)

- F. [ID#23-8181](#) Review and act on proposed Banner Advertising Policy at City park facilities.
Attachments: [Proposed Athletic Banner Advertising Policy and Application 2023](#)
- G. [ID#23-8182](#) Review and act on (recommendation to Common Council) proposed Extension Addendum to Fireworks Event Contract Spielbauer Fireworks Company.
Attachments: [2024-25 Extension Addendum Fireworks Event Contract Spielbauer Fireworks \(](#)
- H. [ID#23-8183](#) Review and act on (recommendation to Common Council) proposed Event Vendor Agreement with The Elliot Organization to provide glass blowing demonstrations at the 2024 Winter JanBoree community event.
Attachments: [Common Council Cover Sheet -The Elliot Group](#)
[2024 JanBoree Event Vendor Agreement -The Elliott Group.Glass Blowers](#)
- I. [ID#23-8184](#) Review and act on (recommendation to Common Council) proposed Recreation Services Contract with Hemken Honey Company (Beekeeping Classes).
Attachments: [Common Council Cover Sheet - Recreation Services Contracts 2024](#)
[Recreation Services Contract 2024 - Hemken Honey Company](#)
- J. [ID#23-8185](#) Review and act on (recommendation to Common Council) proposed Recreation Services Contract with Zia's Sweets (Cookie Decorating Classes).
Attachments: [Common Council Cover Sheet - Recreation Services Contracts 2024](#)
[Recreation Services Contract 2024 - Zias Sweets](#)
- K. [ID#23-8186](#) Review and act on (recommendation to Common Council) proposed Recreation Services Contract with Essence of Fluidity LLC (Dance Classes).
Attachments: [Common Council Cover Sheet - Recreation Services Contracts 2024](#)
[Recreation Services Contract 2024 -Essence of Fluidity Dance](#)
- L. [ID#23-8187](#) Review and act on (recommendation to Common Council) proposed Recreation Services Contract with PeppNation SLC (Sport Conditioning Classes).
Attachments: [Common Council Cover Sheet - Recreation Services Contracts 2024](#)
[Recreation Services Contract 2024 - PeppNation](#)

5. Board President Report

6. Director and Staff Report

7. Adjournment

" 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).