



City of Waukesha

1900 Aviation Drive
Waukesha, WI 53188

Meeting Minutes - Final

Parks, Recreation and Forestry Board

Monday, November 20, 2023

5:30 PM

Council Chambers, City Hall

1. Call to Order

Present 8 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells, Steve Johnson, and Paul Wuteska

2. Public Comment

No Action Required

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](#)

A motion was made by Huemmer, seconded by Wallner, that the Minutes for the Parks, Recreation and Forestry Board meeting of October 16, 2023 be approved. The motion carried by the following vote:

Aye: 8 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells, Steve Johnson and Paul Wuteska

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](#)

A motion was made by Wells, seconded by Wuteska, that the proposed 2024 Public Event Policies and Procedures (Handbook) be approved. The motion carried by the following vote:

Aye: 8 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells, Steve Johnson and Paul Wuteska

- 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](#)

A motion was made by Wallner, seconded by Huemmer, that the proposal from Waukesha School District Environmental Education to relocate a storage shed on Fox River Sanctuary park property be approved. The motion carried by the

following vote:

Aye: 8 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells, Steve Johnson and Paul Wuteska

- 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](#)

A motion was made by Wells, seconded by Schmitz, that the proposed purchase of a 2024 Mecalac Mini Loader with attachments for a total of \$69,049 through LF George, Inc. as part of the 2024 CIP Fleet Budget be approved. The motion carried by the following vote:

Aye: 8 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells, Steve Johnson and Paul Wuteska

- 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](#)

A motion was made by Wallner, seconded by Huemmer, that a recommendation for Common Council to approve staff request to apply for a 21st Century Community Learning Center Grant at Heyer Elementary School through the Wisconsin Department of Public Instruction be approved. The motion carried by the following vote:

Aye: 8 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells, Steve Johnson and Paul Wuteska

- 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](#)

A motion was made by Schmitz, seconded by Wuteska, that the proposed 2024 Winter-Spring Program Season Fees & Charges Schedule be approved. The motion carried by the following vote:

Aye: 8 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells, Steve Johnson and Paul Wuteska

- 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](#)

A motion was made by Wuteska, seconded by Wallner, that the proposed Banner Advertising Policy at City park facilities be approved. The motion carried by the following vote:

Aye: 8 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells, Steve Johnson and Paul Wuteska

- G.** [ID#23-8182](#) Review and act on (recommendation to Common Council) proposed Extension Addendum to Fireworks Event Contract Spielbauer Fireworks Company.

Attachments: [Cover Sheet Fireworks Addendum Spielbauer Fireworks](#)
[2024-25 Extension Addendum Fireworks Event Contract Spielbauer Fireworks Co.](#)

A motion was made by Wallner, seconded by Huemmer, that a recommendation for Common Council to approve the proposed Extension Addendum to Fireworks Event Contract Spielbauer Fireworks Company be approved. The motion carried by the following vote:

Aye: 8 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells, Steve Johnson and Paul Wuteska

- 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](#)

A motion was made by Schmitz, seconded by Wells, that a recommendation for Common Council to approve the proposed Event Vendor Agreement with The Elliot Organization to provide glass blowing demonstrations at the 2024 Winter JanBoree community event be approved. The motion carried by the following vote:

Aye: 8 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells, Steve Johnson and Paul Wuteska

- 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](#)

A motion was made by Wuteska, seconded by Wallner, that a recommendation for Common Council to approve the proposed Recreation Services Contract with Hemken Honey Company (Beekeeping Classes) be approved. The motion carried by the following vote:

Aye: 8 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells, Steve Johnson and Paul Wuteska

- 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](#)

A motion was made by Schmitz, seconded by Wallner, that a recommendation for Common Council to approve proposed Recreation Services Contract with Zia's Sweets (Cookie Decorating Classes) be approved. The motion carried by the following vote:

Aye: 8 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells, Steve Johnson and Paul Wuteska

- 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](#)

A motion was made by Wallner, seconded by Huemmer, that a recommendation for Common Council to approve proposed Recreation Services Contract with Essence of Fluidity LLC (Dance Classes) be approved. The motion carried by the following vote:

Aye: 8 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells, Steve Johnson and Paul Wuteska

- 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](#)

A motion was made by Wells, seconded by Wuteska, that a recommendation for Common Council to approve proposed Recreation Services Contract with PeppNation SLC (Sport Conditioning Classes) be approved. The motion carried by the following vote:

Aye: 8 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells, Steve Johnson and Paul Wuteska

5. Board President Report

No Action Required

6. Director and Staff Report

No Action Required

7. Adjournment

Meeting Adjourned at 6:56 pm

" 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).