



City of Waukesha

1900 Aviation Drive
Waukesha, WI 53188

Meeting Minutes - Draft

Parks, Recreation and Forestry Board

Monday, April 16, 2018

6:00 PM Parks Recreation and Forestry

Administration and
Service Center

1. Call to Order

Present 6 - Merchle, Vehlow, Volpano, Mueller, Johnson, and Thurston

Absent 2 - Lemke, and Schmitz

2. Public Comment

No Action Required

3. Approval of Minutes

- A. [ID#18-0591](#) Approve minutes of the Parks, Recreation and Forestry Board meeting of March 19, 2018.

Attachments: [prmn 180319 \(Minutes for March 19, 2018\) DRAFT.pdf](#)

A motion was made by Johnson, seconded by Vehlow, that the minutes of the Parks, Recreation and Forestry Board meeting of March 19, 2018 be approved. The motion carried by the following vote:

Aye: 6 - Merchle, Vehlow, Volpano, Mueller, Johnson and Thurston

4. Discussion/Decision Items

- A. [ID#18-0586](#) Recommend to approve proposed Park Use Agreement regarding the Badgerland Water Ski Club to utilize Frame Park and access the Fox River for scheduled practices and shows during the 2018 Spring/Summer Season.

Attachments: [Common Council Cover Sheet - Badgerland Water Ski Club Agreement 2018.pdf](#)
[Badgerland Water Ski Club Contract Agreement 2018.pdf](#)
[2018 Badgerland Schedule.pdf](#)
[Badgerland 2018 Application.pdf](#)

A motion was made by Merchle, seconded by Volpano, that a recommendation for Common Council for approval of the proposed Park Use Agreement regarding the Badgerland Water Ski Club to utilize Frame Park and access the Fox River for scheduled practices and shows during the 2018 Spring/Summer Season be approved. The motion carried by the following vote:

Aye: 6 - Merchle, Vehlow, Volpano, Mueller, Johnson and Thurston

- B.** [ID#18-0695](#) Recommendation to approve proposed agreement with the Waukesha Tennis Association (WTA).

Attachments: [2018 Waukesha Tennis Association Contract.pdf](#)
[Waukesha Tennis Plan 2018.pdf](#)

A motion was made by Volpano, seconded by Vehlow, that a recommendation for Common Council to approve proposed agreement with the Waukesha Tennis Association (WTA) be approved. The motion carried by the following vote:

Aye: 6 - Merchle, Vehlow, Volpano, Mueller, Johnson and Thurston

- C.** [ID#18-0593](#) Recommendation to approve proposed W. R. Oliver Youth Sports Complex Food & Non-Alcoholic Beverage Concession Services contract with Robert Eisenach, dba Head Enterprises.

Attachments: [Council Agenda Cover Sheet-WRO Concessions Contract- 2018.pdf](#)
[2018 WRO Concession RFP.pdf](#)
[2018 WRO Food and Beverage Contract.pdf](#)

A motion was made by Volpano, seconded by Mueller, that a recommendation for Common Council to approve proposed W. R. Oliver Youth Sports Complex Food & Non-Alcoholic Beverage Concession Services contract with Robert Eisenach, dba Head Enterprises be approved. The motion carried by the following vote:

Aye: 6 - Merchle, Vehlow, Volpano, Mueller, Johnson and Thurston

- D.** [ID#18-0598](#) Recommend to approve revised WE Energies supplemental easement request associated with Rivers Crossing Park.

Attachments: [Common Council Cover Sheet - Utility Easement Rivers Crossing Park.pdf](#)
[Rivers Crossing Charter Communication .pdf](#)
[Rivers Crossing Easement Map Spectrum 3-27-18 Permit.pdf](#)
[Rivers Crossing Easement Map We Energies 11-21-17.pdf](#)
[Rivers Crossing Park Supplemental Easement-rev2.pdf](#)

A motion was made by Johnson, seconded by Merchle, that a recommendation for Common Council to approve revised WE Energies supplemental easement request associated with Rivers Crossing Park be approved. The motion carried by the following vote:

Aye: 6 - Merchle, Vehlow, Volpano, Mueller, Johnson and Thurston

- E.** [ID#18-0594](#) Recommend to approve proposed 2018 contract with Midwest Cycling Series to conduct Carl Zach Cycling Classic.

Attachments: [2018 Midwest Cycling Series Race Contract v1.pdf](#)
[Common Council Cover Sheet - CZ 2018.pdf](#)
[CZ Race Route Waukesha.pdf](#)

A motion was made by Merchle, seconded by Vehlow, that a recommendation for Common Council to approve proposed 2018 contract with Midwest Cycling Series to conduct Carl Zach Cycling Classic be approved. The motion carried by the following vote:

Aye: 6 - Merchle, Vehlow, Volpano, Mueller, Johnson and Thurston

- F. [ID#18-0600](#) Recommend to approve proposed 2018 contract with The Park Foundation of Waukesha, Inc. for beverage services at Cutler Park during the Carl Zach Cycling Classic Music Program.

Attachments: [Council Council Cover Sheet-Carl Zach Classic Music Beverage Sales 2018.pdf](#)
[Park Foundation Contract-Carl Zach 2018.pdf](#)
[Park Foundation-Class B License Application-CZ-2018.pdf](#)

A motion was made by Johnson, seconded by Volpano, that a recommendation for Common Council to approve proposed 2018 contract with The Park Foundation of Waukesha, Inc. for beverage services at Cutler Park during the Carl Zach Cycling Classic Music Program be approved. The motion carried by the following vote:

Aye: 6 - Merchle, Vehlow, Volpano, Mueller, Johnson and Thurston

- G. [ID#18-0587](#) Recommend to approve proposed Resolution Authorizing the Sale of Fermented Malt Beverages in City Parks by City Employees and Officers.

Attachments: [Resolution-Authorizing the Sale of Fermented Malt Beverages.pdf](#)
[Common Council Cover Sheet - Resolution to Sell Fermented Beverages.pdf](#)

A motion was made by Merchle, seconded by Volpano, that a recommendation for Common Council to approve proposed Resolution Authorizing the Sale of Fermented Malt Beverages in City Parks by City Employees and Officers be approved. The motion carried by the following vote:

Aye: 6 - Merchle, Vehlow, Volpano, Mueller, Johnson and Thurston

- H. [ID#18-0597](#) Award Bid: Jeep with Plow Equipment - 2018 Approved Fleet Budget.

Attachments: [2018 Jeep approval.pdf](#)

A motion was made by Vehlow, seconded by Volpano, that the bid for Jeep with Plow (2018 Approved Fleet Budget) provided by Caspar Truck for \$37,571 State Value Bid be approved. The motion carried by the following vote:

Aye: 6 - Merchle, Vehlow, Volpano, Mueller, Johnson and Thurston

- I. [ID#18-0601](#) Recommend to approve proposed Field Grow Agreement with Johnson's

Nursery, Inc. and Leaves Inspired for the provision of trees.

Attachments: [Trees Field Grow Planting Agreement 2018.pdf](#)
[Trees Field Growing Contract Draft 2018.pdf](#)

A motion was made by Thurston, seconded by Merchle, that a recommendation for Common Council to approve proposed Field Grow Agreement with Johnson's Nursery, Inc. for the provision of trees be approved. The motion carried by the following vote:

Aye: 6 - Merchle, Vehlow, Volpano, Mueller, Johnson and Thurston

A motion was made by Thurston, seconded by Merchle, that a recommendation for Common Council to approve proposed Field Grow Agreement with Leaves Inspired for the provision of trees be approved. The motion carried by the following vote:

Aye: 6 - Merchle, Vehlow, Volpano, Mueller, Johnson and Thurston

- J.** [ID#18-0595](#) To approve proposed Department Strategic Vision Statement (Accreditation Standard).

Attachments: [1.5c Strategic Plan Vision 2018 DRAFT.pdf](#)

A motion was made by Volpano, seconded by Merchle, that the proposed Department Strategic Vision Statement (Accreditation Standard) be approved. The motion carried by the following vote:

Aye: 6 - Merchle, Vehlow, Volpano, Mueller, Johnson and Thurston

- K.** [ID#18-0596](#) To approve proposed Department Comprehensive Recreation Services Plan (Accreditation Standard).

Attachments: [6.1a Recreation Programming and Services Plan 2018_reduced.pdf](#)

A motion was made by Vehlow, seconded by Merchle, that the proposed Department Comprehensive Recreation Services Plan (Accreditation Standard) be approved. The motion carried by the following vote:

Aye: 6 - Merchle, Vehlow, Volpano, Mueller, Johnson and Thurston

5. Board President Report

No Action Required

6. Director and Staff Report

No Action Required

7. Adjournment

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

Aye: 6 - Merchle, Vehlow, Volpano, Mueller, Johnson and Thurston