



City of Waukesha

1900 Aviation Drive
Waukesha, WI 53188

Meeting Minutes - Draft

Parks, Recreation and Forestry Board

Monday, September 9, 2024

5:30 PM

Training Room, City Hall

1. Call to Order

Rollcall

Present 6 - Jennifer Wallner, Eric Huemmer, Sarah Smith, Erica Yoss, Steve Johnson, and Paul Wuteska

Absent 2 - John Schmitz, and Jack Wells

2. Public Comment

No Action Required

3. Approval of Minutes

- A. [ID#24-10666](#) Minutes for the Parks, Recreation & Forestry Board meeting of August 19, 2024.

Attachments: [prmn240819 \(PRF Board Minutes for August 19, 2024\)-DRAFT](#)

A motion was made by Wallner, seconded by Johnson, that the Parks, Recreation & Forestry Board meeting of August 19, 2024 minutes be approved. The motion carried by the following vote:

Aye: 6 - Jennifer Wallner, Eric Huemmer, Sarah Smith, Erica Yoss, Steve Johnson and Paul Wuteska

Nay: 2 - John Schmitz and Jack Wells

4. Discussion/Decision Items

- A. [ID#24-10667](#) Review and act on (recommendation to Common Council) proposed easement with MetalTek International, Inc. for a sanitary sewer lateral in Frame Park.

Attachments: [Common Council Cover Sheet - Park Easement - Frame Park Metaltek Sept 2024](#)
[Proposed Easement - Frame Park - Metaltek International, Inc. with Exhibit 2024](#)

A motion was made by Yoss, seconded by Huemmer, that a recommendation for Common Council to approve the proposed easement with MetalTek International, Inc. for a sanitary sewer lateral in Frame Park be approved. The motion carried by the following vote:

Aye: 6 - Jennifer Wallner, Eric Huemmer, Sarah Smith, Erica Yoss, Steve Johnson and Paul Wuteska

Absent: 2 - John Schmitz and Jack Wells

- B.** [ID#24-10668](#) Review and act on proposed commemorative marker associated with the land dedication/donation for Oaks Park.

Attachments: [Oaks Park Playground - Commemorative Monument Request](#)
[Oaks Park-Park & Facility Naming Policy](#)
[Oaks Park-Example of Stone with Plaque Marker](#)

A motion was made by Wallner, seconded by Johnson, that the proposed commemorative marker associated with the land dedication/donation for Oaks Park be approved. The motion carried by the following vote:

Aye: 6 - Jennifer Wallner, Eric Huemmer, Sarah Smith, Erica Yoss, Steve Johnson and Paul Wuteska

Absent: 2 - John Schmitz and Jack Wells

- C.** [ID#24-10669](#) Review and act on (recommendation to Common Council) proposed underground distribution easement with WE Energies associated with Prairie Park.

Attachments: [Common Council Cover Sheet - Park Easement - Prairie Park We Energies 2024](#)
[Proposed Easement - Prairie Park - We Energies Rev 81624 2024](#)

A motion was made by Wallner, seconded by Ald. Wuteska, that a recommendation for Common Council to approve the proposed underground distribution easement with WE Energies associated with Prairie Park be approved. The motion carried by the following vote:

Aye: 6 - Jennifer Wallner, Eric Huemmer, Sarah Smith, Erica Yoss, Steve Johnson and Paul Wuteska

Absent: 2 - John Schmitz and Jack Wells

- D.** [ID#24-10670](#) Review and act on (recommendation to Common Council) proposed grant agreement associated with the Public Health CHIP Funding Healthy Aging Program through Waukesha County.

Attachments: [2024 Program Description - Ballroom Basics - CHIP Grant](#)
[DRAFT Recreation Services Contract 2024 - Ballroom Basics for Balance - Chip Grant](#)

With Attorney's Review

A motion was made by Ald. Wuteska, seconded by Huemmer, that a recommendation for Common Council to approve the proposed grant agreement associated with the Public Health CHIP Funding Healthy Aging Program through Waukesha County pending attorney's review be approved. The motion carried by the following vote:

Aye: 6 - Jennifer Wallner, Eric Huemmer, Sarah Smith, Erica Yoss, Steve Johnson and Paul Wuteska

Absent: 2 - John Schmitz and Jack Wells

- E.** [ID#24-10671](#) Review and act on proposed 2025 Special Areas Rental Policies & Procedures.

Attachments: [Special Areas Fees and Policies Proposed 2025 Updates](#)

A motion was made by Johnson, seconded by Wallner, that the proposed 2025 Special Areas Rental Policies & Procedures be approved. The motion carried by the following vote:

Aye: 6 - Jennifer Wallner, Eric Huemmer, Sarah Smith, Erica Yoss, Steve Johnson and Paul Wuteska

Absent: 2 - John Schmitz and Jack Wells

- F.** [ID#24-10672](#) Review and act on proposed 2025 Building Rental Policies & Procedures.

Attachments: [Building Policies and Fees Proposed 2025 Updates](#)

A motion was made by Wallner, seconded by Huemmer, that the proposed 2025 Building Rental Policies & Procedures be approved. The motion carried by the following vote:

Aye: 6 - Jennifer Wallner, Eric Huemmer, Sarah Smith, Erica Yoss, Steve Johnson and Paul Wuteska

Absent: 2 - John Schmitz and Jack Wells

- G.** [ID#24-10673](#) Review and act on proposed 2025 Park Shelter Rental Policies & Procedures.

Attachments: [Park Shelter Fees and Policies Proposed 2025 Updates](#)

A motion was made by Wallner, seconded by Johnson, that the proposed 2025 Park Shelter Rental Policies & Procedures be approved. The motion carried by the following vote:

Aye: 6 - Jennifer Wallner, Eric Huemmer, Sarah Smith, Erica Yoss, Steve Johnson and Paul Wuteska

Absent: 2 - John Schmitz and Jack Wells

- H.** [ID#24-10674](#) Review and act on (recommendation to Finance Committee) proposed 2025-2029 Executive Community Investment Program (CIP) Budget for the Parks, Recreation & Forestry Department.

Attachments: [2025-2029 Executive CIP Budget Book Parks, Recreation & Forestry](#)
[2025 CIP Requested Fleet Book](#)

A motion was made by Wallner, seconded by Yoss, that a recommendation to Finance Committee to approve the proposed 2025-2029 Executive Community

**Investment Program (CIP) Budget for the Parks, Recreation & Forestry
Department as presented be approved. The motion carried by the following vote:**

Aye: 6 - Jennifer Wallner, Eric Huemmer, Sarah Smith, Erica Yoss, Steve Johnson and Paul
Wuteska

Absent: 2 - John Schmitz and Jack Wells

5. Board President Report

No Action Required

6. Director and Staff Report

No Action Required

7. Adjournment

Meeting adjourned at 7:18 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).