



City of Waukesha

1900 Aviation Drive
Waukesha, WI 53188

Meeting Minutes - Draft

Parks, Recreation and Forestry Board

Monday, September 14, 2020

6:30 PM

Virtual

Public can view the meeting live online:
[https://waukesha-wi.zoom.us/j/99061045250?](https://waukesha-wi.zoom.us/j/99061045250?pwd=SVU2d2FqSURmb1crejQxVU1nVjVpUT09)
[pwd=SVU2d2FqSURmb1crejQxVU1nVjVpUT09](https://waukesha-wi.zoom.us/j/99061045250?pwd=SVU2d2FqSURmb1crejQxVU1nVjVpUT09)

or by calling:
888 788 0099 (Toll Free)
Webinar ID: 990 6104 5250
Passcode: 615438

1. Call to Order

Present 6 - Vehlow, Johnson, Thurston, Wells, Volpano, and Riebel

Absent 2 - Merchle, and Schmitz

2. Approval of Minutes

- A. [ID#20-1182](#) Approve the Minutes of Parks, Recreation & Forestry Board meeting of August 17, 2020.

Attachments: [prmn20200817 \(PRF Board Minutes for August 17, 2020\)DRAFT](#)

A motion was made by Volpano, seconded by Johnson, that the Minutes of Parks, Recreation & Forestry Board meeting of August 17, 2020 be approved. The motion carried by the following vote:

Aye: 6 - Vehlow, Johnson, Thurston, Wells, Volpano and Riebel

3. Matter of Report

- A. [ID#20-1183](#) Presentation: Preliminary plans for the Hillcrest Park Pavilion CIP project.

Attachments: [Hillcrest Park Open Air Pavilion Renderings](#)

No Action Required

4. Discussion/Decision Items

- A. [ID#20-1184](#) Fall 2020 Public Tree Planting Program Public Hearing - Open Public Hearing.

A motion was made by Johnson, seconded by Thurston, that the Fall 2020 Public Tree Planting Program Public Hearing be opened. The motion carried by the following vote:

Aye: 6 - Vehlow, Johnson, Thurston, Wells, Volpano and Riebel

- B. [ID#20-1185](#) Fall 2020 Public Street Tree Planting Program - Close Public Hearing.

A motion was made by Johnson, seconded by Thurston, that the Fall 2020 Public Street Tree Planting Program be closed. The motion carried by the following vote:

Aye: 6 - Vehlow, Johnson, Thurston, Wells, Volpano and Riebel

- C. [ID#20-1186](#) Discussion/recommendation that the Common Council set a Public Hearing, on a date to be determined, regarding the assessment for the Fall 2020 Public Street Tree Planting Program, said cost to be \$235.00 per tree.

Attachments: [Planting Program Memo, \(Fall 2020\)](#)
[Planting Summary Fall 2020](#)
[Forestry - Maintenance History Fall 2020](#)
[Tree Planting Assessment Charge History 2020](#)

A motion was made by Volpano, seconded by Johnson, that a recommendation for the Common Council to set a Public Hearing, on a date to be determined, regarding the assessment for the Fall 2020 Public Street Tree Planting Program, said cost to be \$235.00 per tree be approved. The motion carried by the following vote:

Aye: 6 - Vehlow, Johnson, Thurston, Wells, Volpano and Riebel

- D. [ID#20-1187](#) Recommend to approve resolution to authorize Director of Parks, Recreation & Forestry to apply for WI DNR urban forestry grant programs.

Attachments: [Council Agenda Cover Sheet-Urban forestry grant resolution](#)
[CC Resolution-DNR Forestry Grant](#)

A motion was made by Vehlow, seconded by Volpano, that a recommendation for Common Council to approve the resolution to authorize Director of Parks, Recreation & Forestry to apply for WI DNR urban forestry grant programs be approved. The motion carried by the following vote:

Aye: 5 - Vehlow, Johnson, Thurston, Volpano and Riebel

Absent: 1 - Wells

- E. [ID#20-1188](#) Adopt updated (9/3/2020) Waukesha County Large Gathering Recommendations as COVID-19 precautionary guidelines.

Attachments: [Large Group Gatherings 9.14.2020](#)
[waukesha-county-large-gathering-update-news-release-9.3.20](#)

A motion was made by Johnson, seconded by Thurston, that the updated (9/3/2020) Waukesha County Large Gathering Recommendations as COVID-19 precautionary guidelines be approved. The motion carried by the following vote:

Aye: 5 - Vehlow, Johnson, Thurston, Volpano and Riebel

Absent: 1 - Wells

- F. [ID#20-1189](#) Approve proposed 2020 Athletic Facility Fees & Charges Schedule and Related Policies and Procedures (“Handbook”).

Attachments: [6.4 Athletic Facility Handbook updated 2020](#)

A motion was made by Vehlow, seconded by Johnson, that the proposed 2020 Athletic Facility Fees & Charges Schedule and Related Policies and Procedures (“Handbook”) be approved. The motion carried by the following vote:

Aye: 5 - Vehlow, Johnson, Thurston, Volpano and Riebel

Absent: 1 - Wells

- G. [ID#20-1190](#) Recommend to Finance Committee to include proposed Cutler Park restroom improvements to 2021 CIP project budget.

Attachments: [Proposed Cutler Park Restroom Improvements-Cost Estimate 9-14-20](#)

A motion was made by Johnson, seconded by Vehlow, that a recommendation for the Finance Committee to include proposed Cutler Park restroom improvements to 2021 CIP project budget be approved. The motion carried by the following vote:

Aye: 5 - Vehlow, Johnson, Thurston, Volpano and Riebel

Absent: 1 - Wells

- H. [ID#20-1191](#) Approve request received from the Women’s Center to provide special lighting from October 18-24, 2020 at the Les Paul Performance Center and Lighted Dome at Youmans Park.

Attachments: [2020 Letter to Parks Recreation - Purple Lights Request](#)

A motion was made by Thurston, seconded by Volpano, that the request received from the Women's Center to provide special lighting from October 18-24, 2020 at the Les Paul Performance Center and Lighted Dome at Youmans Park be approved. The motion carried by the following vote:

Aye: 5 - Vehlow, Johnson, Thurston, Volpano and Riebel

Absent: 1 - Wells

5. Board President Report

No Action Required

6. Director and Staff Report

No Action Required

7. Adjournment

A motion was made by Steve Johnson, seconded by Joan Vehlow, that this meeting be adjourned. The motion carried by the following vote:

Aye: 5 - Vehlow, Johnson, Thurston, Volpano and Riebel

Absent: 1 - Wells

" 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.