



City of Waukesha

1900 Aviation Drive
Waukesha, WI 53188

Meeting Minutes - Final

Parks, Recreation and Forestry Board

Monday, January 15, 2024

5:30 PM

Council Chambers, City Hall

1. Call to Order

Present 5 - Jennifer Wallner, Erica Yoss, Jack Wells, Steve Johnson, and Paul Wuteska

Absent 3 - Eric Huemmer, Sarah Smith, and John Schmitz

2. Public Comment

No Action Required

3. Approval of Minutes

- A. [ID#24-8764](#) Minutes for the Parks, Recreation and Forestry Board meeting of December 18, 2023.

Attachments: [prmn231218 \(PRF Board Minutes for December 18, 2023\)-DRAFT](#)

A motion was made by Johnson, seconded by Wells, that the Minutes for the Parks, Recreation and Forestry Board meeting of December 18, 2023 be approved. The motion carried by the following vote:

Aye: 5 - Jennifer Wallner, Erica Yoss, Jack Wells, Steve Johnson and Paul Wuteska

Absent: 3 - Eric Huemmer, Sarah Smith and John Schmitz

4. Discussion/Decision Items

- A. [ID#24-8765](#) Review and act on (recommendation to Common Council) proposed professional services contract with Snyder & Associates to conduct and develop a Comprehensive Dogs in Parks Study-Plan.

Attachments: [Common Council Cover Sheet - Dog Study Snyder Contract 2024](#)

[2024 Snyder & Associates Proposal for City of Waukesha Dogs](#)

[Facilities Study](#)

[2024 Snyder & Associates FEE Proposal for City of Waukesha Dogs](#)

[Facilities Study](#)

A motion was made by Wallner, seconded by Wuteska, that a recommendation for Common Council to approve the proposed professional services contract with Snyder & Associates to conduct and develop a Comprehensive Dogs in Parks Study-Plan be approved. The motion carried by the following vote:

Aye: 4 - Jennifer Wallner, Erica Yoss, Steve Johnson and Paul Wuteska

Nay: 1 - Jack Wells

Absent: 3 - Eric Huemmer, Sarah Smith and John Schmitz

- B.** [ID#24-8766](#) Spring 2024 Public Street Tree Planting Program Public Hearing – Open Public Hearing.

A motion was made by Wallner, seconded by Johnson, that the Spring 2024 Public Street Tree Planting Program Public Hearing be opened. The motion carried by the following vote:

Aye: 5 - Jennifer Wallner, Erica Yoss, Jack Wells, Steve Johnson and Paul Wuteska

Absent: 3 - Eric Huemmer, Sarah Smith and John Schmitz

- C.** [ID#24-8767](#) Spring 2024 Public Street Tree Planting Program - Close Public Hearing.

A motion was made by Yoss, seconded by Wallner, that the Spring 2024 Public Street Tree Planting Program be closed. The motion carried by the following vote:

Aye: 5 - Jennifer Wallner, Erica Yoss, Jack Wells, Steve Johnson and Paul Wuteska

Absent: 3 - Eric Huemmer, Sarah Smith and John Schmitz

- D.** [ID#24-8768](#) Recommend that the Common Council set a Public Hearing, on a date to be determined, to review and act on the proposed assessment for the Spring 2024 Public Street Tree Planting Program, said cost to be \$350.00 per tree.

Attachments: [Spring 2024 Tree Planting Packet](#)

A motion was made by Wells, seconded by Johnson, that a recommendation for Common Council to set a Public Hearing, on a date to be determined, to review and act on the proposed assessment for the Spring 2024 Public Street Tree Planting Program, said cost to be \$350.00 per tree be approved. The motion carried by the following vote:

Aye: 5 - Jennifer Wallner, Erica Yoss, Jack Wells, Steve Johnson and Paul Wuteska

Absent: 3 - Eric Huemmer, Sarah Smith and John Schmitz

- E.** [ID#24-8769](#) Review and act on (recommendation to Common Council) proposed Beverage Service Contract with Raised Grain Brewing Company to provide vending services for the 2024 Tribute Tuesday Concert Series.

Attachments: [Common Council Cover Sheet - Tribute Tuesday Raised Grain Contract 2024](#)
[Tribute Tuesday Service Contract-Raised Grain Brewing Co. 2024](#)

A motion was made by Wuteska, seconded by Wallner, that a recommendation to Common Council to approve the proposed Beverage Service Contract with Raised Grain Brewing Company to provide vending services for the 2024 Tribute Tuesday Concert Series be approved. The motion carried by the following vote:

Aye: 5 - Jennifer Wallner, Erica Yoss, Jack Wells, Steve Johnson and Paul Wuteska

Absent: 3 - Eric Huemmer, Sarah Smith and John Schmitz

- F. [ID#24-8770](#) Review and act on proposed purchase of Zero-Turn Mower (72") Deck with attachments – Approved 2024 CIP Fleet Budget.

Attachments: [Approved 2024 Fleet Budget - Zero Turn Mower](#)

A motion was made by Wallner, seconded by Yoss, that proposed purchase of Zero-Turn Mower (72") Deck with attachments - Approved 2024 CIP Fleet Budget be approved. The motion carried by the following vote:

Aye: 5 - Jennifer Wallner, Erica Yoss, Jack Wells, Steve Johnson and Paul Wuteska

Absent: 3 - Eric Huemmer, Sarah Smith and John Schmitz

- G. [ID#24-8771](#) Review and act on Bid Award: Printing of 2024 Seasonal Activity Guides (3).

Attachments: [2024 Activity Guide BID](#)
[2024 Activity Guide - bidder list](#)

A motion was made by Wells, seconded by Wallner, that the Printing of 2024 Seasonal Activity Guides (3) awarded to Amerilitho be approved. The motion carried by the following vote:

Aye: 5 - Jennifer Wallner, Erica Yoss, Jack Wells, Steve Johnson and Paul Wuteska

Absent: 3 - Eric Huemmer, Sarah Smith and John Schmitz

5. Board President Report

6. Director and Staff Report

Adjourned at 7:01pm

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).