



City of Waukesha

1900 Aviation Drive
Waukesha, WI 53188

Meeting Minutes - Draft

Parks, Recreation and Forestry Board

Monday, February 20, 2023

5:30 PM

Council Chambers, City Hall

1. Call to Order

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

2. Public Comment

No Action Required

3. Approval of Minutes

- A. [ID#23-6161](#) Minutes for the Parks, Recreation & Forestry Board meeting of January 30, 2023.

Attachments: [prmn230130 \(PRF Board Minutes for January 30, 2023\) DRAFT](#)

A motion was made by Wallner, seconded by Huemmer, that the Minutes for the Parks, Recreation & Forestry Board meeting of January 30, 2023 be approved. The motion carried by the following vote:

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

4. Discussion/Decision Items

- A. [ID#23-6159](#) Review and act on (recommendation to Common Council) proposed 2023 Springs Park usage contract with the Waukesha YMCA.

Attachments: [Common Council Cover Sheet - YMCA Contract 2023](#)
[YMCA-Springs Park Contract 2023](#)

A motion was made by Wallner, seconded by Vehlow, that a recommendation for Common Council to approve the proposed 2023 Springs Park usage contract with the Waukesha YMCA be approved. The motion carried by the following vote:

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

- B. [ID#23-6160](#) Award Bid: Playground Equipment – Davids Park (2023 Approved CIP - ARPA).

Attachments: [2023 Davids Playground Packet](#)

A motion was made by Ald. Wells, seconded by Vehlow, that the bid for the Playground Equipment - Davids Park (2023 Approved CIP - ARPA) from Lee

Recreation, LLC cost being \$95,301 be approved. The motion carried by the following vote:

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

- C. [ID#23-6162](#) Review and act on proposed 2023 Activity Guide Bid Extension and pricing.

Attachments: [Common Council Cover Sheet - Activity Guide Bid Extension and Pricing 2023](#)
[Activity Guide Signed Quote 2023](#)
[Activity Guide Printing Executed Bid 2022](#)

A motion was made by Schmitz, seconded by Aid. Wells, that the proposed 2023 Activity Guide Bid Extension and pricing be approved. The motion carried by the following vote:

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

- D. [ID#23-6163](#) Review preliminary 2023 Pool Program, Season and Fees/Charges.

Attachments: [Pool Report 2022](#)
[Pool Fees 2023](#)

No Action Required

- E. [ID#23-6164](#) Review and act on (recommendation to Common Council) proposed Recreation Services contract with Hopkins Sports Camps, LLC.

Attachments: [Common Council Cover Sheet -Hopkins Sports Camps, LLC 2023](#)
[Hopkins Sports Camps, LLC Contract 2023](#)

A motion was made by Huemmer, seconded by Wallner, that a recommendation for Common Council to approve the proposed Recreation Services contract with Hopkins Sports Camps, LLC after approval from the Attorney's Office be approved. The motion carried by the following vote:

- F. [ID#23-6165](#) Review and act on proposed Parks, Recreation & Forestry Department Risk Management Policy (CAPRA Standard).

Attachments: [Risk Management Policy 2023](#)

A motion was made by Wallner, seconded by Vehlow, that the proposed Parks, Recreation & Forestry Department Risk Management Policy (CAPRA Standard) be approved. The motion carried by the following vote:

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

- G. [ID#23-6166](#) Review and act on (recommendation to Common Council) proposed contract with The Happy Mower LLC to provide 2023 Street/Highway Median Island Mowing and Trimming services.

Attachments: [Median Mowing Packet 2023](#)

A motion was made by Vehlow, seconded by Wallner, that a recommendation for Common Council to approve the proposed contract with The Happy Mower LLC to provide 2023 Street/Highway Median Island Mowing and Trimming services be approved. The motion carried by the following vote:

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

- H. [ID#23-6168](#) Review and act on (recommendation to Common Council) proposed agreement with TruGreen Lawn Care to provide fertilization and weed control services on various City/park properties.

Attachments: [Fert Weed Control Packet 2023](#)

A motion was made by Schmitz, seconded by Wallner, that a recommendation for the Common Council to approve the proposed agreement with TruGreen Lawn Care to provide fertilization and weed control services on various City/park properties be approved. The motion carried by the following vote:

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

5. Board President Report

No Action Required

6. Director and Staff Report

No Action Required

7. Adjournment

The meeting adjourned at 7:06 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.