



City of Waukesha

1900 Aviation Drive
Waukesha, WI 53188

Meeting Minutes - Draft

Parks, Recreation and Forestry Board

Monday, December 19, 2016

6:00 PM Parks Recreation and Forestry

Administration and
Service Center

1. Call to Order

Present 8 - Hoppe, Hall, Vehlow, C. Payne, Johnson, Merchle, Volpano, and Mueller

2. Public Comment

3. Approval of Minutes

[ID#16-1835](#) Minutes from the November 21, 2016 Parks, Recreation and Forestry Board meeting.

Attachments: [mn101121 \(Minutes for November 21, 2016\) DRAFT](#)

A motion was made by Hall, seconded by Volpano, that the Minutes from November 21, 2016 be approved. The motion carried unanimously by the following vote:

Aye: 8 - Hoppe, Hall, Vehlow, C. Payne, Johnson, Merchle, Volpano and Mueller

4. Matter of Report

[ID#16-1831](#) The Park Foundation of Waukesha 2016 Year-End Report

No Action Required

5. Special Election of Parks, Recreation & Forestry (PRF) Board Vice President

[ID#16-1836](#) Open Nominations for PRF Board Vice President

A motion was made by Hall, seconded by Vehlow, that the nominations for PRF Board Vice President be opened. The motion carried unanimously by the following vote:

Aye: 8 - Hoppe, Hall, Vehlow, C. Payne, Johnson, Merchle, Volpano and Mueller

[ID#16-1837](#) Nominations for PRF Board Vice President

Vehlow nominated Wayne Merchle for PRF Board Vice President

[ID#16-1838](#) Close Nominations for PRF Board Vice President

A motion was made by Hall, seconded by C. Payne, that the nominations for PRF

Board Vice President be closed. The motion carried unanimously by the following vote:

Aye: 8 - Hoppe, Hall, Vehlow, C. Payne, Johnson, Merchle, Volpano and Mueller

[ID#16-1839](#) Vote for PRF Board Vice President

Wayne Merchle was unanimously elected PRF Board Vice President by the following vote:

Aye: 8 - Hoppe, Hall, Vehlow, C. Payne, Johnson, Merchle, Volpano and Mueller

6. Discussion/Decision Items

[ID#16-1825](#) Recommended approval of contact between City of Waukesha Parks, Recreation & Forestry Department and Jani-King of Milwaukee for Custodial Services at the Schuetze Recreation Center.

Attachments: [SRC Custodial Contract Jani King](#)
[Council Agenda Cover Sheet-Jani King Contract](#)

A motion was made by Hall, seconded by Merchle, that the PRF Board recommends to the Common Council approval of the contract between City of Waukesha Parks, Recreation & Forestry Department and Jani-King of Milwaukee for Custodial Services at the Schuetze Recreation Center. The motion carried unanimously by the following vote:

Aye: 8 - Hoppe, Hall, Vehlow, C. Payne, Johnson, Merchle, Volpano and Mueller

[ID#16-1826](#) Recommended approval of proposed 2017 contract with Midwest Cycling Series to conduct the Carl Zach Cycling Classic.

Attachments: [2017 Zach Race Contract Proposed](#)
[CZ 2017 Cover Letter](#)

A motion was made by Merchle, seconded by Vehlow, that the PRF Board recommends approval to the Common Council of proposed 2017 contract with Midwest Cycling Series to conduct the Carl Zach Cycling Classic. The motion carried unanimously by the following vote:

Aye: 8 - Hoppe, Hall, Vehlow, C. Payne, Johnson, Merchle, Volpano and Mueller

[ID#16-1827](#) Discussion/decision to adopt Common Council rules regarding Public Comment on Parks, Recreation & Forestry Board agenda.

Attachments: [Common Council Public Comment Rules - example](#)
[PRFBoard Public Comment Example](#)

A motion was made by Johnson, seconded by Mueller, to adopt Common Council rules regarding Public Comment on Parks, Recreation & Forestry Board agenda. The motion carried by the following unanimous vote:

Aye: 8 - Hoppe, Hall, Vehlow, C. Payne, Johnson, Merchle, Volpano and Mueller

[ID#16-1829](#) Discussion/decision to approve the proposed 2017 Financial Assistance Program.

Attachments: [Financial Assistance Report 2016](#)
[Financial Assistance Application](#)
[Financial Assistance Policy 2017](#)

A motion was made by Hall, seconded by Merchle, to approve the proposed 2017 Financial Assistance Program. The motion carried by the following unanimous vote:

Aye: 8 - Hoppe, Hall, Vehlow, C. Payne, Johnson, Merchle, Volpano and Mueller

[ID#16-1830](#) Discussion/decision to approve proposed 2017 Parks, Recreation & Forestry Board regular meeting schedule.

Attachments: [Meeting Schedule17](#)

A motion was made by C. Payne, seconded by Mueller, to approve proposed 2017 Parks, Recreation & Forestry Board regular meeting schedule as proposed except for the February meeting date to be determined. The motion carried unanimously by the following vote:

Aye: 8 - Hoppe, Hall, Vehlow, C. Payne, Johnson, Merchle, Volpano and Mueller

7. Board President Report

No Action Required

8. Director and Staff Report

No Action Required

9. Adjournment

A motion was made by Wayne Merchle, seconded by Mike Volpano, that the meeting be adjourned. The motion carried by the following unanimous vote:

Aye: 8 - Hoppe, Hall, Vehlow, C. Payne, Johnson, Merchle, Volpano and Mueller

"A majority of the 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 an accessible format, please contact Fred Abadi 48 hours prior to the meeting at 524-3600, Fax 524-3898, or the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.