



City of Waukesha

1900 Aviation Drive
Waukesha, WI 53188

Meeting Minutes - Draft

Parks, Recreation and Forestry Board

Monday, May 15, 2023

5:30 PM

Council Chambers, City Hall

1. Call to Order

Present 7 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells, and Steve Johnson

2. Public Comment

No Action Required

3. Approval of Minutes

- A. [ID#23-6836](#) Minutes for the Parks, Recreation and Forestry Board meeting of April 17, 2023.

Attachments: [prmn230417 \(PRF Board Minutes for April 17, 2023\) DRAFT](#)

A motion was made by Wells, seconded by Huemmer, that the minutes for the Parks, Recreation and Forestry Board meeting of April 17, 2023 be approved. The motion carried by the following vote:

Aye: 7 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Steve Johnson

4. Matter of Report

- A. [ID#23-6837](#) Eagle Scout Volunteer Project coordinated by Oliver Therkildsen, Troop 152 Mukwonago, to report on general improvements at City Dog Run (off MacArthur Rd.).

Attachments: [Dog Run Sign](#)

No Action Required

5. Discussion/Decision Items

- A. [ID#23-6838](#) Review and act on (recommendation to Common Council) proposed vendor agreement with Colonel's Kettle Corn, LLC to sell non-competing food/beverage items at 2023 Oktoberfest community event.

Attachments: [Cover Sheet Oktoberfest 2023](#)
[Colonel's Kettle Corn, LLC Oktoberfest Agreement 23](#)

A motion was made by Yoss, seconded by Schmitz, that a recommendation for

Common Council to approve the proposed vendor agreement with Colonel's Kettle Corn, LLC to sell non-competing food/beverage items at 2023 Oktoberfest community event be approved. The motion carried by the following vote:

Aye: 7 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Steve Johnson

- B.** [ID#23-6839](#) Review and act on (recommendation to Common Council) proposed vendor agreement with Great Lakes Dryhootch, Inc. to sell non-competing food/beverage items at 2023 Oktoberfest community event.

Attachments: [Cover Sheet Oktoberfest 2023](#)
[Great Lakes Dryhootch, Inc. Oktoberfest Agreement 23](#)

A motion was made by Wells, seconded by Johnson, that a recommendation for Common Council to approve the proposed vendor agreement with Great Lakes Dryhootch, Inc. to sell non-competing food/beverage items at 2023 Oktoberfest community event be approved. The motion carried by the following vote:

Aye: 7 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Steve Johnson

- C.** [ID#23-6840](#) Review and act on (recommendation to Common Council) proposed vendor agreement with Mama Ducky's Desserts, LLC to sell non-competing food/beverage items at 2023 Oktoberfest community event.

Attachments: [Cover Sheet Oktoberfest 2023](#)
[Mama Ducky's Desserts, LLC Oktoberfest Agreement 23](#)

A motion was made by Wallner, seconded by Huemmer, that a recommendation for Common Council to approve the proposed vendor agreement with Mama Ducky's Desserts, LLC to sell non-competing food/beverage items at 2023 Oktoberfest community event be approved. The motion carried by the following vote:

Aye: 7 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Steve Johnson

- D.** [ID#23-6841](#) Review and act on (recommendation to Common Council) proposed vendor agreement with Kleins Bayern Gourmet Roasted Nuts to sell non-competing food/beverage items at 2023 Oktoberfest community event.

Attachments: [Cover Sheet Oktoberfest 2023](#)
[Kleines Bayern Gourmet Roasted Nuts Oktoberfest Agreement 23](#)

A motion was made by Wallner, seconded by Huemmer, that a recommendation for Common Council to approve the proposed vendor agreement with Kleins Bayern Gourmet Roasted Nuts to sell non-competing food/beverage items at 2023 Oktoberfest community event be approved. The motion carried by the following vote:

Aye: 7 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Steve Johnson

- E. [ID#23-6842](#) Review and act on (recommendation to Common Council) proposed vendor agreement with Public Safety Cadets Post 178 to sell non-competing food/beverage items at 2023 Oktoberfest community event.

Attachments: [Cover Sheet Oktoberfest 2023](#)

[Public Safety Cadets Post 178 Oktoberfest Agreement 23](#)

A motion was made by Wallner, seconded by Smith, that a recommendation for Common Council to approve the proposed vendor agreement with Public Safety Cadets Post 178 to sell non-competing food/beverage items at 2023 Oktoberfest community event be approved. The motion carried by the following vote:

Aye: 7 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Steve Johnson

- F. [ID#23-6843](#) Review and act on (recommendation to Common Council) proposed vendor agreement with Sunrise Rotary Club Charitable Fund, Inc. to sell non-competing food/beverage items at 2023 Oktoberfest community event.

Attachments: [Cover Sheet Oktoberfest 2023](#)

[Sunrise Rotary Club Charitable Fund, Inc. Oktoberfest Agreement 23](#)

A motion was made by Wells, seconded by Huemmer, that a recommendation for Common Council to approve the proposed vendor agreement with Sunrise Rotary Club Charitable Fund, Inc. to sell non-competing food/beverage items at 2023 Oktoberfest community event be approved. The motion carried by the following vote:

Aye: 7 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Steve Johnson

- H. [ID#23-6845](#) Review and act on (recommendation to Common Council) proposed vendor agreement with Waukesha Citizens Police Academy Association, Inc. to sell non-competing food/beverage items at 2023 Oktoberfest community event.

Attachments: [Cover Sheet Oktoberfest 2023](#)

[Waukesha Citizens Police Academy Association, Inc. Oktoberfest Agreement 23](#)

A motion was made by Wallner, seconded by Wells, that a recommendation for Common Council to approve the proposed vendor agreement with Waukesha Citizens Police Academy Association, Inc. to sell non-competing food/beverage items at 2023 Oktoberfest community event be approved. The motion carried by the following vote:

Aye: 7 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Steve Johnson

- I. [ID#23-6846](#) Review and act on (recommendation to Common Council) proposed vendor agreement with Younger's Woodery to sell non-competing food/beverage items at 2023 Oktoberfest community event.

Attachments: [Cover Sheet Oktoberfest 2023](#)
[Younger's Woodery Oktoberfest Agreement 23](#)

A motion was made by Wallner, seconded by Smith, that a recommendation for Common Council to approve the proposed vendor agreement with Younger's Woodery to sell non-competing food/beverage items at 2023 Oktoberfest community event be approved. The motion carried by the following vote:

Aye: 7 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Steve Johnson

- J. [ID#23-6847](#) Program Policies and Procedures (as published in seasonal Activity Guide) amendments.

Attachments: [Program Policies and Procedures \(as published in seasonal Activity Guide\) amendments](#)

A motion was made by Wells, seconded by Johnson, that the Program Policies and Procedures (as published in seasonal Activity Guide) amendments be approved. The motion carried by the following vote:

Aye: 7 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Steve Johnson

6. Annual Election of Parks, Recreation & Forestry (PRF) Board Members

A. Election of PRF Board President

1. [ID#23-6848](#) Open Nominations for PRF Board President.

A motion was made by Wallner, seconded by Huemmer, that the Nominations for PRF Board President be opened. The motion carried by the following vote:

Aye: 7 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Steve Johnson

2. [ID#23-6849](#) Nominations for PRF Board President.

John Schmitz was nominated.

3. [ID#23-6861](#) Close Nominations for PRF Board President.

A motion was made by Wallner, seconded by Huemmer, that the Nominations for PRF Board President be closed. The motion carried by the following vote:

Aye: 7 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Steve Johnson

4. [ID#23-6862](#) Vote for PRF Board President.

John Schmitz was unanimously elected.

B. Election of PRF Board Vice President

1. [ID#23-6852](#) Open Nominations for PRF Board Vice President.

A motion was made by Wells, seconded by Yoss, that the Nominations for PRF Board Vice President be opened. The motion carried by the following vote:

Aye: 7 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Steve Johnson

2. [ID#23-6853](#) Nominations for PRF Board Vice President.

Jennifer Wallner was nominated.

3. [ID#23-6854](#) Close Nominations for PRF Board Vice President.

A motion was made by Wallner, seconded by Smith, that the Nominations for PRF Board Vice President be closed. The motion carried by the following vote:

Aye: 7 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Steve Johnson

4. [ID#23-6855](#) Vote for PRF Board Vice President.

Jennifer Wallner was unanimously elected.

C. Election of PRF Board Secretary

1. [ID#23-6856](#) Open Nominations for PRF Board Secretary.

A motion was made by Wallner, seconded by Johnson, that the Nominations for PRF Board Secretary be opened. The motion carried by the following vote:

Aye: 7 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Steve Johnson

2. [ID#23-6857](#) Nominations for PRF Board Secretary.

E

Eric Huemmer was nominated.

3. [ID#23-6858](#) Close Nominations for PRF Board Secretary.

A motion was made by Johnson, seconded by Wallner, that the Nominations for PRF Board Secretary be closed. The motion carried by the following vote:

Aye: 7 - Jennifer Wallner, Eric Huemmer, Sarah Smith, John Schmitz, Erica Yoss, Jack Wells and Steve Johnson

4. [ID#23-6859](#) Vote for PRF Board Secretary.

Eric Huemmer was unanimously elected.

7. Board President Report

No Action Required

8. Director and Staff Report

No Action Required

9. Adjournment

Meeting was adjourned at 6:13 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.