



City of Waukesha

1900 Aviation Drive
Waukesha, WI 53188

Meeting Minutes - Final

Parks, Recreation and Forestry Board

Monday, June 17, 2024

5:30 PM

Council Chambers, City Hall

1. Call to Order

Present 5 - Jennifer Wallner, John Schmitz, Jack Wells, Steve Johnson, and Paul Wuteska

Absent 3 - Eric Huemmer, Sarah Smith, and Erica Yoss

2. Public Comment

No Action Required

3. Approval of Minutes

- A. [ID#24-10151](#) Minutes for the Parks, Recreation & Forestry Board meeting of May 20, 2024.

Attachments: [prmn240520 \(PRF Board Minutes for May 20, 2024\)-DRAFT](#)

A motion was made by Johnson, seconded by Wallner, that the Minutes from the Parks, Recreation & Forestry Board meeting of May 20, 2024 be approved. The motion carried by the following vote:

Aye: 5 - Jennifer Wallner, John Schmitz, Jack Wells, Steve Johnson and Paul Wuteska

Absent: 3 - Eric Huemmer, Sarah Smith and Erica Yoss

4. Discussion/Decision Items

- A. [ID#24-10152](#) Review and act on (recommendation to Common Council) proposed grant agreement associated with the Public Health CHIP Funding Healthy Aging Program through Waukesha County.

Staff asked to remove this from the agenda.

- B. [ID#24-10153](#) Review and act on (recommendation to Common Council) proposed research collaboration agreement with Cobalt Community Research for the provision of validated attendance and user reports for select community events/facilities.

Attachments: [Common Council Cover Sheet - Cobalt Agreement 2024](#)

[2024 Cobalt Agreement](#)

[Cobalt Summary Report 2023](#)

A motion was made by Ald. Wells, seconded by Wallner, that a recommendation for Common Council to approve the proposed research collaboration agreement with Cobalt Community Research for the provision of validated attendance and user reports for select community events/facilities be approved. The motion carried by the following vote:

Aye: 5 - Jennifer Wallner, John Schmitz, Jack Wells, Steve Johnson and Paul Wuteska

Absent: 3 - Eric Huemmer, Sarah Smith and Erica Yoss

5. Annual Election of Parks, Recreation & Forestry (PRF) Board Officers

A. Election of PRF Board President

1. [ID#24-10157](#) Open Nominations for PRF Board President.

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

Aye: 5 - Jennifer Wallner, John Schmitz, Jack Wells, Steve Johnson and Paul Wuteska

Absent: 3 - Eric Huemmer, Sarah Smith and Erica Yoss

2. [ID#24-10158](#) Nominations for PRF Board President.

John Schmitz nominated to serve as PRF Board President by Jennifer Wallner.

3. [ID#24-10159](#) Close Nominations for PRF Board President.

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

Aye: 5 - Jennifer Wallner, John Schmitz, Jack Wells, Steve Johnson and Paul Wuteska

Absent: 3 - Eric Huemmer, Sarah Smith and Erica Yoss

4. [ID#24-10160](#) Vote for PRF Board President.

John Schmitz elected as PRF Board President.

B. Election of PRF Board Vice President

1. [ID#24-10173](#) Open Nominations for PRF Board Vice President.

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

Aye: 5 - Jennifer Wallner, John Schmitz, Jack Wells, Steve Johnson and Paul Wuteska

Absent: 3 - Eric Huemmer, Sarah Smith and Erica Yoss

2. [ID#24-10174](#) Nominations for PRF Board Vice President.

Jennifer Wallner nominated to serve as PRF Board Vice President by John Schmitz.

3. [ID#24-10175](#) Close Nominations for PRF Board Vice President.

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

Aye: 5 - Jennifer Wallner, John Schmitz, Jack Wells, Steve Johnson and Paul Wuteska

Absent: 3 - Eric Huemmer, Sarah Smith and Erica Yoss

4. [ID#24-10176](#) Vote for PRF Board Vice President.

Jennifer Wallner elected as PRF Board Vice President.

C. Election of PRF Board Secretary

1. [ID#24-10177](#) Open Nominations for PRF Board Secretary.

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

Aye: 5 - Jennifer Wallner, John Schmitz, Jack Wells, Steve Johnson and Paul Wuteska

Absent: 3 - Eric Huemmer, Sarah Smith and Erica Yoss

2. [ID#24-10178](#) Nominations for PRF Board Secretary.

Steve Johnson nominated to serve as PRF Board Secretary by Jack Wells.

3. [ID#24-10179](#) Close Nominations for PRF Board Secretary.

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

Aye: 5 - Jennifer Wallner, John Schmitz, Jack Wells, Steve Johnson and Paul Wuteska

Absent: 3 - Eric Huemmer, Sarah Smith and Erica Yoss

4. [ID#24-10180](#) Vote for PRF Board Secretary.

Steve Johnson elected as PRF Board Secretary.

6. Board President Report

No Action Required

7. Director and Staff Report

No Action Required

8. Adjournment

Meeting adjourned at 6:12 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. 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).