



City of Waukesha

1900 Aviation Drive
Waukesha, WI 53188

Meeting Minutes - Draft

Parks, Recreation and Forestry Board

Monday, February 19, 2024

5:30 PM

Council Chambers, City Hall

1. Call to Order

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

Absent 1 - Jack Wells

2. Public Comment

No Action Required

3. Approval of Minutes

- A. [ID#24-9085](#) Minutes for the Parks, Recreation & Forestry Board meeting of January 15, 2024.

Attachments: [prmn240115 \(PRF Board Minutes for January 15, 2024\)-DRAFT](#)

A motion was made by Wallner, seconded by Wuteska, that the Parks, Recreation & Forestry Board meeting of January 15, 2024 be approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

4. Discussion/Decision Items

- A. [ID#24-9086](#) Review and act on (recommendation to Common Council) proposed Aquatic Facility Maintenance Contract (Buchner & Horeb Pools) with Carrico Aquatic Resources, Inc.

Attachments: [Common Council Cover Sheet - Maintenance Contract - Water Management Quality 2024](#)
[Bid Proposal Summary - Water Management Program 2024](#)
[2024-2025 Service Maintenance Contract - Water Management - Carrico Contract](#)

A motion was made by Schmitz, seconded by Huemmer, that a recommendation be made for Common Council to approve proposed Aquatic Facility Maintenance Contract (Buchner & Horeb Pools) with Carrico Aquatic Resources, Inc. be approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

- B.** [ID#24-9087](#) Review and act on special use request received from the Waukesha Allied Veterans Council regarding proposed 2024 Memorial Day and Veterans Day events.

Attachments: [Waukesha Allied Veterans Council Request 2024](#)

A motion was made by Huemmer, seconded by Yoss, that the special use request received from the Waukesha Allied Veterans Council regarding proposed 2024 Memorial Day and Veterans Day events be approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

- C.** [ID#24-9088](#) Review and act on staff request to extend park hours (park closure at 11:00 PM) to better accommodate 2024 Independence Day Celebration and Waukesha Oktoberfest events.

Attachments: [Extension of Park Hours Request 2024](#)

A motion was made by Johnson, seconded by Wallner, that the staff request to extend park hours (park closure at 11:00 PM) to better accommodate 2024 Independence Day Celebration and Waukesha Oktoberfest events be approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

- D.** [ID#24-9089](#) Review and act on (recommendation to Common Council) proposed Beverage Service Contract with Steelhead Aleworks LLC to provide vending services for the 2024 Independence Day Celebration at Lowell Park.

Attachments: [Common Council Cover Sheet - Independence Day Contract - Steelhead 2024](#)
[2024 Independence Day Beverage Service Contract-Steelhead Aleworks](#)

A motion was made by Wallner, seconded by Wuteska, that a recommendation for Common Council to approve the proposed Beverage Service Contract with Steelhead Aleworks, LLC to provide vending services for the 2024 Independence Day Celebration at Lowell Park be approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

- E. [ID#24-9090](#) Review and act on (recommendation to Common Council) proposed Event Vendor (Waukesha Oktoberfest) contract with Joseph R. Unger, D/B/A Nailbenders Carpentry.

Attachments: [Common Council Cover Sheet - Oktoberfest Contract - Nailbenders 2024](#)
[2024 Oktoberfest Contract - Nailbenders Carpentry Glockenspiel](#)

A motion was made by Huemmer, seconded by Yoss, that a recommendation for Common Council to approve the proposed Event Vendor (Waukesha Oktoberfest) contract with Joseph R. Unger, D/B/A Nailbenders Carpentry be approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

- F. [ID#24-9091](#) Review and act on proposed purchase of a Baseball Ballfield Groomer with attachments – Approved 2024 CIP Fleet Budget.

Attachments: [2024 Ballfield Groomer Fleet CIP Request Packet](#)

A motion was made by Schmitz, seconded by Wuteska, that the proposed purchase of a Baseball Ballfield Groomer with attachments - Approved 2024 CIP Fleet Budget be approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

- G. [ID#24-9092](#) Review and act on proposed Aquatic Facility Group Admission Policies and Procedures.

Attachments: [2024 Aquatic Group Application](#)
[2024 Aquatic Group Letter](#)
[2024 Aquatic Group Use Policies](#)

A motion was made by Wallner, seconded by Huemmer, that the proposed Aquatic Facility Group Admission Policies and Procedures be approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

5. Board President Report

No Action Required

6. Director and Staff Report

No Action Required

7. Adjournment

Meeting adjourned at 6.06 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. 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).