



City of Waukesha

1900 Aviation Drive
Waukesha, WI 53188

Meeting Minutes - Draft

Parks, Recreation and Forestry Board

Monday, March 19, 2018

6:00 PM Parks Recreation and Forestry

Administration and
Service Center

1. Call to Order

Present 7 - Merchle, Vehlow, Volpano, Lemke, Schmitz, Thurston, and Johnson

Absent 1 - Mueller

2. Public Comment

No Action Required

3. Approval of Minutes

- A. [ID#18-0437](#) Approve minutes of the Parks, Recreation and Forestry Board meeting of February 19, 2018.

Attachments: [prmn180219_DRAFT.pdf](#)

A motion was made by Vehlow, seconded by Johnson, that the minutes of the Parks, Recreation and Forestry Board meeting of February 19, 2018 be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Lemke, Schmitz, Thurston and Johnson

4. Discussion/Decision Items

- A. [ID#18-0438](#) To consider a recommendation to the Common Council for use of Mindiola Park as a sports complex, including the construction of a baseball facility and soccer fields.

Attachments: [John Mindiola Park Proclamation 2004.pdf](#)
[MINDIOLA PARK-Baseball & Soccer Concept Proposal.pdf](#)
[Mindiola Park-Design Concept 3-6-18.pdf](#)
[Mindiola Park Presentation 3.6.2018.pdf](#)
[2018_0319_FieldSizes.pdf](#)
[2018_0319_NorthConcept.pdf](#)

A motion was made by Johnson, seconded by Vehlow, that a recommendation to the Common Council for use of Mindiola Park as a sports complex, including the construction of a baseball facility and soccer fields be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Lemke, Schmitz, Thurston and Johnson

- B.** [ID#18-0439](#) To approve proposed 2018 Pool Program, Season and Fees/Charges.

Attachments: [Pool Fees.pdf](#)
[2017 Pool Report.pdf](#)

A motion was made by Johnson, seconded by Volpano, that the proposed 2018 Pool Program, Season and Fees/Charges be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Lemke, Schmitz, Thurston and Johnson

- C.** [ID#18-0440](#) To recommend to approve proposed 2018 Springs Park usage Contract with the Waukesha YMCA.

Attachments: [Cover Sheet-YMCA Springs Park Usage Contract 2018.pdf](#)
[YMCA Proposed Tent Location-2017-18.pdf](#)
[YMCA-Springs Park Contract 2018.pdf](#)

A motion was made by Merchle, seconded by Lemke, that a recommendation for Common Council to approve proposed 2018 Springs Park usage Contract with the Waukesha YMCA be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Lemke, Schmitz, Thurston and Johnson

- D.** [ID#18-0441](#) To approve proposed 2018 sanitary sewer work associated with the Fox River Sanctuary (City Engineering Department).

Attachments: [Fox River Sanctuary rev HDD.pdf](#)

A motion was made by Thurston, seconded by Volpano, that proposed 2018 sanitary sewer work associated with the Fox River Sanctuary (City Engineering Department) be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Lemke, Schmitz, Thurston and Johnson

- E.** [ID#18-0452](#) To recommend to approve proposed WE Energies Staging Area Agreement associated with the Meadowview Park site (corner of Meadowbrook & Northview Roads) with proceeds allocated to Meadowview Park development.

Attachments: [Cover Sheet-WE Energies Staging Area Lease-Meadowview Pk-2018.pdf](#)
[Meadowview Exhibit A.pdf](#)
[WE Energies Staging Area Agreement-Meadowview Park 2018.pdf](#)

A motion was made by Johnson, seconded by Merchle, that a recommendation for Common Council to approve proposed WE Energies Staging Area Agreement associated with the Meadowview Park site (corner of Meadowbrook & Northview Roads) with proceeds allocated to Meadowview Park development be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Lemke, Schmitz, Thurston and Johnson

- F. [ID#18-0442](#) To approve proposed 2018 Summer Season Recreation Program Fees/Charges Schedule.

Attachments: [2018 Summer Fees and Charges.pdf](#)

A motion was made by Johnson, seconded by Lemke, that proposed 2018 Summer Season Recreation Program Fees/Charges Schedule be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Lemke, Schmitz, Thurston and Johnson

- G. [ID#18-0443](#) To recommend approval of proposed contract with The Park Foundation of Waukesha, Inc. for Beverage Services at Cutler Park for the 2018 Tribute Tuesday Concert Series.

Attachments: [Council Agenda Cover Sheet-Tribute Tuesday beverage sales-2018.pdf](#)
[Park Foundation-Tribute Tuesday 2018 \(002\).pdf](#)

A motion was made by Merchle, seconded by Volpano, that a recommendation for Common Council to approval the proposed contract with The Park Foundation of Waukesha, Inc. for Beverage Services at Cutler Park for the 2018 Tribute Tuesday Concert Series be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Lemke, Schmitz, Thurston and Johnson

- H. [ID#18-0444](#) To approve Special Use requests associated with 2018 Memorial and Veterans Day community events conducted by the Waukesha Allied Veterans Council.

Attachments: [Waukesha Allied Veterans Council-Events Request 2018.pdf](#)

A motion was made by Volpano, seconded by Vehlow, that the Special Use requests associated with 2018 Memorial and Veterans Day community events conducted by the Waukesha Allied Veterans Council be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Lemke, Schmitz, Thurston and Johnson

- I. [ID#18-0445](#) To approve proposed 2018 Neighborhood Beer Garden program and park locations (Merrill Crest & Rivers Crossing).

A motion was made by Merchle, seconded by Schmitz, that the proposed 2018 Neighborhood Beer Garden program and park locations (Merrill Crest & Rivers Crossing) be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Lemke, Schmitz, Thurston and Johnson

- J. [ID#18-0449](#) To approve proposed Senior Program Advisory Committee appointment(s).

Attachments: [Senior Advisory Member Application 2018.pdf](#)

A motion was made by Volpano, seconded by Vehlow, that the proposed Senior Program Advisory Committee appointment(s) be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Lemke, Schmitz, Thurston and Johnson

- K.** [ID#18-0446](#) Recommendation to approve 2018 Fourth of July Fireworks Show services contract.

Attachments: [Fireworks Contract 2018.pdf](#)
[2018 City of Waukesha Fireworks Vendor List RESULTS.pdf](#)
[2018 Fireworks Bid WPRF.pdf](#)
[Waukesha Fireworks Bid_Speilbauer 2018.pdf](#)
[Cover Sheet-2018 Fireworks Vendor.pdf](#)

A motion was made by Merchle, seconded by Volpano, that the 2018 Fourth of July Fireworks Show services Bid be awarded to Speilbauer Fireworks for a base bid total of \$9,013.20 be approved and that a recommendation to Common Council to approve the associated contract. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Lemke, Schmitz, Thurston and Johnson

- L.** [ID#18-0450](#) Recommendation to approve Youth Sports Photography services contract.

Attachments: [Council Agenda Cover Sheet-Youth Sports Photography Contract-2018.pdf](#)
[2018 Photography for Youth Sports - bidder list.pdf](#)
[2018 Youth Photo Contract.pdf](#)

A motion was made by Thurston, seconded by Johnson, that the Youth Sports Photography services Bid be awarded to Empire Photography for a lump sum of \$4,025 be approved and a recommendation to Common Council to approve the associated contract. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Lemke, Schmitz, Thurston and Johnson

- M.** [ID#18-0451](#) To approve Department ADA Transition Plan (Accreditation Standard).

Attachments: [Appendix A_COW 1992 Transition Plan with Checklists.pdf](#)
[Appendix B_ADA Park Survey - Outdoor Routes and Facilities.pdf](#)
[PRF ADA Transition Plan 2018.pdf](#)

A motion was made by Thurston, seconded by Schmitz, that the Department ADA Transition Plan (Accreditation Standard) be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Lemke, Schmitz, Thurston and Johnson

- N.** [ID#18-0453](#) To approve Department Risk Management Policy (Accreditation Standard).

Attachments: [Risk Management Plan-Policy Statement 2018.pdf](#)

A motion was made by Merchle, seconded by Volpano, that the Department Risk Management Policy (Accreditation Standard) be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Lemke, Schmitz, Thurston and Johnson

- O. [ID#18-0454](#) To approve Department Public Information Policy (Accreditation Standard).

Attachments: [Public Relations Policy & Procedure.pdf](#)

A motion was made by Thurston, seconded by Johnson, that the Department Public Information Policy (Accreditation Standard) be approved. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Lemke, Schmitz, Thurston and Johnson

5. Board President Report

No Action Required

6. Director and Staff Report

No Action Required

7. Adjournment

A motion was made by Wayne Merchle, seconded by Joan Vehlow, that this meeting be adjourned. The motion carried by the following vote:

Aye: 7 - Merchle, Vehlow, Volpano, Lemke, Schmitz, Thurston and Johnson