



City of Waukesha

1900 Aviation Drive
Waukesha, WI 53188

Meeting Minutes - Draft

Parks, Recreation and Forestry Board

Monday, March 20, 2023

5:30 PM

Council Chambers, City Hall

1. Call to Order

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

Absent 1 - Jack Wells

2. Public Comment

No Action Required

3. Approval of Minutes

- A. [ID#23-6325](#) Minutes for the Parks, Recreation and Forestry Board meeting of February 20, 2023.

Attachments: [prmn230220 \(PRF Board Minutes for February 20, 2023\) DRAFT](#)

A motion was made by Huemmer, seconded by Vehlow, that the Minutes for the PRFB meeting of February 20, 2023 be approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

4. Discussion/Decision Items

- A. [ID#23-6326](#) Review and act on (recommendation to Common Council) proposed contract with Kujawa Enterprises Inc. to provide 2023 City Hall Mowing, Trimming and Landscape Bed Maintenance services.

Attachments: [Common Council Cover Sheet - City Hall Landscape Maintenance Contract 2023](#)
[City Hall Landscape Maintenance Services Contract 2023](#)

A motion was made by Schmitz, seconded by Vehlow, that a recommendation for Common Council to approve the proposed contract with Kujawa Enterprises Inc. to provide 2023 City Hall Mowing, Trimming and Landscape Bed Maintenance services approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

- B.** [ID#23-6327](#) Review and act on proposed 2023 Summer Season Recreation Program Fees /Charges Schedule.

Attachments: [Summer 2023 Fees and Charges](#)

A motion was made by Vehlow, seconded by Yoss, that the proposed 2023 Summer Season Recreation Program Fees /Charges Schedule be approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

- C.** [ID#23-6328](#) Review and act on proposed 2023 Pool Program, Season, and Fees/Charges Schedule.

Attachments: [Summer 2023 Fees and Charges](#)

A motion was made by Wallner, seconded by Vehlow, that the proposed 2023 Pool Program, Season, and Fees/Charges Schedule be approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

- D.** [ID#23-6329](#) Review and act on (recommendation to Common Council) proposed contract with Raised Grain Brewing Company LLC to provide 2023 Tribute Tuesday event beverage services.

Attachments: [Common Council Cover Sheet - Raised Grain 2023](#)
[Raised Grain Beverage Service Contract 2023](#)

A motion was made by Vehlow, seconded by Wallner, that a recommendation for Common Council to approve the proposed contract with Raised Grain Brewing Company LLC to provide 2023 Tribute Tuesday event beverage services be approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

- E.** [ID#23-6330](#) Review and act on (recommendation to Common Council) proposed contract with Steelhead Aleworks, LLC to provide 2023 Independence Day Event Neighborhood Beer Garden beverage services.

Attachments: [Common Council Cover Sheet - Steelhead Aleworks 2023](#)
[Steelhead Aleworks, LLC Beverage Service Contract 2023](#)

A motion was made by Huemmer, seconded by Vehlow, that a recommendation for Common Council to approve the proposed contract with Steelhead Aleworks, LLC to provide 2023 Independence Day Event Neighborhood Beer Garden beverage services be approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

- F. [ID#23-6331](#) Review and act on (recommendation to Common Council) proposed contract with The Cheap Shots to provide 2023 Independence Day Event Neighborhood Beer Garden music entertainment.

Attachments: [Common Council Cover Sheet -The Cheap Shots 2023](#)
[The Cheap Shots Performance Agreement 2023](#)

A motion was made by Vehlow, seconded by Yoss, that a recommendation for Common Council to approve the proposed contract with The Cheap Shots to provide 2023 Independence Day Event Neighborhood Beer Garden music entertainment be approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

- G. [ID#23-6332](#) Review and act on (recommendation to Common Council) proposed contract with MobCraft Beer Inc. to provide 2023 Jazz at Cutler Park event beverage services.

Attachments: [Common Council Cover Sheet - Mob Craft Beer 2023](#)
[MobCraft Beer at Cutler Park Contract 2023](#)

A motion was made by Huemmer, seconded by Vehlow, that a recommendation for Common Council to approve the proposed contract with MobCraft Beer Inc. to provide 2023 Jazz at Cutler Park event beverage services be approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

- H. [ID#23-6333](#) Review and act on special use requests associated with 2023 Memorial Day and Veterans Day community events conducted by the Waukesha Allied Veterans Council.

Attachments: [Waukesa Allied Veterans Council 2023 Permits](#)

A motion was made by Wallner, seconded by Vehlow, that the special use requests associated with 2023 Memorial Day and Veterans Day community events conducted by the Waukesha Allied Veterans Council be approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

- I. [ID#23-6334](#) Review and act on proposed revisions to Departmental Public Relations Policy and Procedure (Accreditation Standard).

Attachments: [Public Information Policy and Procedure 2023](#)

A motion was made by Wallner, seconded by Huemmer, that the proposed revisions to Departmental Public Relations Policy and Procedure (Accreditation Standard) be approved. The motion carried by the following vote:

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

Absent: 1 - Jack Wells

5. Board President Report

No Action Required

6. Director and Staff Report

No Action Required

7. Adjournment

The meeting adjourned at 6:33 p.m

" 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.