



# City of Waukesha

1900 Aviation Drive  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Parks, Recreation and Forestry Board

---

Monday, May 16, 2016

6:00 PM Parks Recreation and Forestry

Administration and  
Service Center

---

#### 1. Call to Order

**Present** 6 - Hall, Hoppe, Merchle, Vehlow, Volpano, and Johnson

**Absent** 1 - C. Payne

#### 2. Public Comment

*No Action Required*

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

##### A. Election of PRF Board President

##### 1. Open Nominations for PRF Board President

**A motion was made by Jim Hoppe, seconded by Mike Volpano, that nominations for PRF Board President be opened. The motion carried by the following vote:**

**Aye:** 7 - Hall, Hoppe, Merchle, Vehlow, Hunsanger, Volpano and Johnson

**Absent:** 1 - C. Payne

##### 2. Nominations for PRF Board President

**Jim Hoppe nominated Aaron Hall for PRF Board President.**

##### 3. Close Nominations for PRF Board President

**A motion was made by Steve Johnson, seconded by Ben Hunsanger, that the nominations for PRF Board President be closed. The motion carried by the following vote:**

**Aye:** 7 - Hall, Hoppe, Merchle, Vehlow, Hunsanger, Volpano and Johnson

**Absent:** 1 - C. Payne

##### 4. Vote for PRF Board President

**A motion was made by Jim Hoppe that Aaron Hall be elected PRF Board President. The motion carried by the following vote:**

**Aye:** 7 - Hall, Hoppe, Merchle, Vehlow, Hunsanger, Volpano and Johnson

**Absent:** 1 - C. Payne

**B. Election of PRF Board Vice President**

**1. Open Nominations for PRF Board Vice President**

**A motion was made by Joan Vehlow, seconded by Steve Johnson, that the nominations for PRF Board Vice President be opened. The motion carried by the following vote:**

**Aye:** 7 - Hall, Hoppe, Merchle, Vehlow, Hunsanger, Volpano and Johnson

**Absent:** 1 - C. Payne

**2. Nominations for PRF Board Vice President**

**Wayne Merchle nominated Jim Hoppe for PRF Board Vice President.**

**3. Close Nominations for PRF Board Vice President**

**A motion was made by Steve Johnson, seconded by Aaron Hall, that the nominations for PRF Board Vice President be closed. The motion carried by the following vote:**

**Aye:** 7 - Hall, Hoppe, Merchle, Vehlow, Hunsanger, Volpano and Johnson

**Absent:** 1 - C. Payne

**4. Vote for PRF Board Vice President**

**A motion was made by Wayne Merchle that Jim Hoppe be elected PRF Board Vice President. The motion carried by the following vote:**

**Aye:** 7 - Hall, Hoppe, Merchle, Vehlow, Hunsanger, Volpano and Johnson

**Absent:** 1 - C. Payne

**C. Election of PRF Board Secretary**

**1. Open Nominations for PRF Board Secretary**

**A motion was made by Ben Hunsanger, seconded by Steve Johnson, that the nominations for PRF Board Secretary be opened. The motion carried by the following vote:**

**Aye:** 7 - Hall, Hoppe, Merchle, Vehlow, Hunsanger, Volpano and Johnson

**Absent:** 1 - C. Payne

**2. Nominations for PRF Board Secretary**

**Joan Vehlow nominated Wayne Merchle for PRF Board Secretary.**

**3. Close Nominations for PRF Board Secretary**

A motion was made by Steve Johnson, seconded by Jim Hoppe, that the nominations for PRF Board Secretary be closed. The motion carried by the following vote:

**Aye:** 7 - Hall, Hoppe, Merchle, Vehlow, Hunsanger, Volpano and Johnson

**Absent:** 1 - C. Payne

#### 4. Vote for PRF Board Secretary

A motion was made by Joan Vehlow that Wayne Merchle be elected as PRF Board Secretary. The motion carried by the following vote:

**Aye:** 7 - Hall, Hoppe, Merchle, Vehlow, Hunsanger, Volpano and Johnson

**Absent:** 1 - C. Payne

#### 5. Discussion/Decision Items

[ID#16-0877](#) Approve proposed 2016 Memorial Day Activities utilizing City park facilities as requested by the Waukesha Allied Veterans Council.

**Attachments:** [Memorial Day Dept Arrangements-2016](#)  
[Memorial Day Events-2016 Request](#)  
[Memorial Day Parade-2016 Permit](#)

A motion was made by Johnson, seconded by Hall, that the proposed 2016 Memorial Day Activities utilizing City park facilities as requested by the Waukesha Allied Veterans Council be approved. The motion carried by the following vote:

**Aye:** 7 - Hall, Hoppe, Merchle, Vehlow, Hunsanger, Volpano and Johnson

**Absent:** 1 - C. Payne

[ID#16-0878](#) Award Bid for two (2) 4x4 Pick-Up Trucks as part of the 2016 approved Fleet Replacement Program.

**Attachments:** [Bid Award-Pick-Up Truck #29 Description](#)  
[Bid Award-Pick-Up Truck #29 Request](#)  
[Bid Award-Pick-Up Truck #29 Requisition](#)  
[Bid Award - Pick-Up Truck # 11 Special Addition](#)  
[Bid Award-Pick-Up Truck #11 Description](#)  
[Bid Award-Pick-Up Truck #11 Request](#)  
[Bid Award-Pick-Up Truck #11 Requisition](#)

*Ald. Payne arrived at 6:15 pm*

A motion was made by Hall, seconded by Hoppe, that the bid for two (2) 4x4 Pick-Up Trucks as part of the 2016 approved Fleet Replacement Program purchased through State Purchasing Contract of 2016 be approved. The motion

carried by the following vote:

**Aye:** 8 - Hall, Hoppe, Merchle, C. Payne, Vehlow, Hunsanger, Volpano and Johnson

[ID#16-0879](#) Recommend to approve proposed contract with School District of Waukesha for the Four-Year-Old Kindergarten Program and any renewals or extensions of the contract provided they contain substantially the same terms.

**Attachments:** [4K Program-2016-2017 Agreement.-Appendix](#)  
[Council Agenda Cover Sheet-Four-Year-Old Kindergarten Contract](#)

**A motion was made by Hunsanger, seconded by Hoppe, that the proposed contract with School District of Waukesha for the Four-Year-Old Kindergarten Program and any renewals or extensions of the contract provided they contain substantially the same terms be recommended for approval by the Common Council. The motion carried by the following vote:**

**Aye:** 8 - Hall, Hoppe, Merchle, C. Payne, Vehlow, Hunsanger, Volpano and Johnson

[ID#16-0880](#) Approve adoption of proposed Parks, Recreation & Forestry Department policy regarding authority to designate as needed athletic/play field areas as use by permit only.

**Attachments:** [Policy-Athletic Fields Permit Use](#)  
[000.0 2016 Athletic Handbook updated May 2016.pdf](#)

**A motion was made by Volpano, seconded by Johnson, that the adoption of proposed Parks, Recreation & Forestry Department policy regarding authority to designate as needed athletic/play field areas as use by permit only be approved. The motion carried by the following vote:**

**Aye:** 8 - Hall, Hoppe, Merchle, C. Payne, Vehlow, Hunsanger, Volpano and Johnson

6. Board President Report

7. Director and Staff Report

8. Adjournment

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

**Aye:** 8 - Hall, Hoppe, Merchle, C. Payne, Vehlow, Hunsanger, Volpano and Johnson

"A majority of the 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 an accessible format, please contact Fred Abadi 48 hours prior to the meeting at 524-3600, Fax 524-3898, or the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.