



# City of Waukesha

1900 Aviation Drive  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Parks, Recreation and Forestry Board

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Monday, September 17, 2018

6:00 PM Parks Recreation and Forestry

Administration and  
Service Center

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#### 1. Call to Order

**Present** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston, and Johnson

#### 2. Public Comment

*No Action Required*

#### 3. Approval of Minutes

[ID#18-1428](#) Approve minutes of the Parks, Recreation and Forestry Board meeting of June 25, 2018.

**Attachments:** [mn180625 \(Minutes June 25, 2018\) DRAFT.pdf](#)

A motion was made by Johnson, seconded by Thurston, that the Parks, Recreation and Forestry Board meeting of June 25, 2018 minutes be approved. The motion carried by the following vote:

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

[ID#18-1429](#) Approve minutes of the Parks, Recreation and Forestry Board meeting of August 20, 2018.

**Attachments:** [mn180820 \(Minutes August 20, 2018\) DRAFT.pdf](#)

A motion was made by Merchle, seconded by Vehlow, that the Parks, Recreation and Forestry Board meeting of August 20, 2018 minutes be approved. The motion carried by the following vote:

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

#### 4. Discussion/Decision Items

**A.** [ID#18-1420](#) Approve appointment(s) of proposed Senior Program Advisory Committee member(s).

**Attachments:** [Joan Vehlow Application 2018.pdf](#)  
[Jon Kraatz Application 2018.pdf](#)

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

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

- B.**     [ID#18-1421](#)     Review and discussion of Public Facility Design, Construction and Management Contract and general project update associated with Mindiola Park.

**Attachments:**   [Mindiola Park Proposal.pdf](#)  
                          [Mindiola Park Contract 8.28.pdf](#)  
                          [Updated- Waukesha-Big Top Contract 9.4.pdf](#)

*No Action Required*

- C.**     [ID#18-1422](#)     Fall 2018 Public Street Tree Planting Program Public Hearing - Open Public Hearing.

**A motion was made by Merchle, seconded by Vehlow, that the Fall 2018 Public Street Tree Planting Program Public Hearing be opened. The motion carried by the following vote:**

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

- D.**     [ID#18-1423](#)     Fall 2018 Public Street Tree Planting Program - Close Public Hearing.

**A motion was made by Johnson, seconded by Wells, that the Fall 2018 Public Street Tree Planting Program be closed. The motion carried by the following vote:**

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

- E.**     [ID#18-1424](#)     Recommend that the Common Council set a Public Hearing, on a date to be determined, regarding the assessment for the Fall 2018 Public Street Planting Program, said cost to be \$220.00 per tree.

**Attachments:**   [Planting Program Memo\(Fall\).pdf](#)  
                          [Planting SummaryFall2018.pdf](#)  
                          [Tree Planting Assessment History.pdf](#)  
                          [Forestry - Maintenance History 2018.pdf](#)

**A motion was made by Volpano, seconded by Riebel, that a recommendation to the Common Council to set a Public Hearing, on a date to be determined, regarding the assessment for the Fall 2018 Public Street Planting Program, said cost to be \$220.00 per tree be approved. The motion carried by the following vote:**

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson

- F.**     [ID#18-1426](#)     Approve proposal and recommend to the Common Council to enter into a contract with Wallace Tree and Landscape to perform street tree removal services.

**Attachments:** [Cover Sheet -Wallace Tree Removal Proposal 2018.pdf](#)  
[Wallace Tee Removal Proposal 2018.pdf](#)  
[Tree Removal Bidders List.pdf](#)

**A motion was made by Merchle, seconded by Vehlow, that a recommendation to the Common Council to enter into a contract with Wallace Tree and Landscape to perform street tree removal services be approved. The motion carried by the following vote:**

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, 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 Steve Johnson, seconded by Wayne Merchle, that this meeting be adjourned. The motion carried by the following vote:**

**Aye:** 8 - Merchle, Vehlow, Volpano, Wells, Schmitz, Riebel, Thurston and Johnson