



# City of Waukesha

1900 Aviation Drive  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Parks, Recreation and Forestry Board

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Monday, December 16, 2019

6:00 PM Parks Recreation and Forestry

Administration and  
Service Center

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#### 1. Call to Order

**Present** 7 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel, and Johnson

**Absent** 1 - Thurston

#### 2. Public Comment

*No Action Required*

#### 3. Approval of Minutes

- A. [ID#19-1709](#) Approve the Minutes of the Parks, Recreation & Forestry Board meeting of November 18, 2019.

**Attachments:** [prmn191118 \(Minutes for November 18, 2019\)](#)

A motion was made by Johnson, seconded by Vehlow, that the minutes from the Parks, Recreation & Forestry Board meeting of November 18, 2019 be approved. The motion carried by the following vote:

**Aye:** 7 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel and Johnson

#### 4. Presentation

- A. [ID#19-1706](#) Waukesha Tennis Association (WTA) \$100,000 contribution toward reconstruction of four (4) tennis courts at Heyer Park Woyahn Tennis Center.

*No Action Required*

#### 5. Discussion/Decision Items

- A. [ID#19-1707](#) Annual review and approval of proposed 2020 Park Shelter Fees & Charges Schedule & Related Policies and Procedures.

**Attachments:** [2020 Park Shelter Fees and Policies](#)

A motion was made by Volpano, seconded by Wells, that the Annual review of proposed 2020 Park Shelter Fees & Charges Schedule & Related Policies and Procedures be approved. The motion carried by the following vote:

**Aye:** 7 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel and Johnson

- B. [ID#19-1708](#) Annual review and approval of proposed 2020 Public Event Fees & Charges Schedule & related Policies and Procedures (Handbook).

**Attachments:** [2019 Public Events Handbook](#)

A motion was made by Merchle, seconded by Volpano, that the Annual review of proposed 2020 Public Event Fees & Charges Schedule & related Policies and Procedures (Handbook) be approved. The motion carried by the following vote:

**Aye:** 7 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel and Johnson

- C. [ID#19-1710](#) Annual Review and approval of proposed Financial Assistance Program

**Attachments:** [2019 Financial Assistance Report](#)  
[Financial Assistance Application 2020](#)  
[Financial Assistance Policy 2020](#)

A motion was made by Johnson, seconded by Schmitz, that the Annual Review of proposed Financial Assistance Program be approved. The motion carried by the following vote:

**Aye:** 7 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel and Johnson

- D. [ID#19-1711](#) Annual Review and approval of proposed Program Policies and Procedures (as presented in seasonal Activity Guides).

**Attachments:** [2020 Activity Guide Policies](#)

A motion was made by Volpano, seconded by Vehlow, that the Annual Review of proposed Program Policies and Procedures (as presented in seasonal Activity Guides) be approved. The motion carried by the following vote:

**Aye:** 7 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel and Johnson

- E. [ID#19-1712](#) Award Bid: Wide Area Mower (16' cut) - 2020 Approved Fleet Budget.

**Attachments:** [2020 Wide Area Mower #80](#)

A motion was made by Johnson, seconded by Volpano, to Award the Bid for the Wide Area Mower (16' cut) - 2020 Approved Fleet Budget to Reinder's for \$100,361 as part of the National IPA program be approved. The motion carried by the following vote:

**Aye:** 7 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel and Johnson

- F. [ID#19-1714](#) Award Bid: Aerial Bucket Truck – 2020 Approved Fleet Budget

**Attachments:** [2020 Bucket Truck #21](#)  
[2020 Bucket Truck Spec Detail #21](#)

A motion was made by Merchle, seconded by Wells, to Award the Bid for the Aerial Bucket Truck - 2020 Approved Fleet Budget to Terex Utilities Inc. for \$136,147 and part of the Sourcwell purchasing program be approved. The

**motion carried by the following vote:**

**Aye:** 7 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel and Johnson

**G. [ID#19-1715](#) Award Bid: Brush Chipper with Winch – 2020 Approved Fleet Budget**

**Attachments:** [2020 Brush Chipper #112](#)

**A motion was made by Vehlow, seconded by Volpano, to Award the Bid for Brush Chipper with Winch - 2020 Approved Fleet Budget to Bobcat of Janesville for \$72,253 as part of the Sourcewell purchasing program be approved. The motion carried by the following vote:**

**Aye:** 7 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel and Johnson

**6. Board President Report**

*No Action Required*

**7. Director and Staff Report**

*No Action Required*

**8. Adjournment**

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

**Aye:** 7 - Merchle, Schmitz, Volpano, Wells, Vehlow, Riebel and Johnson

" 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.