



# City of Waukesha

1900 Aviation Drive  
Waukesha, WI 53188

## Meeting Minutes - Draft

### Parks, Recreation and Forestry Board

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Monday, February 17, 2020

6:00 PM Parks Recreation and Forestry

Administration and  
Service Center

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#### 1. Call to Order

**Present** 5 - Merchle, Schmitz, Volpano, Vehlow, and Johnson

**Absent** 3 - Wells, Riebel, and Thurston

#### 2. Public Comment

*No Action Required*

#### 3. Approval of Minutes

- A. [ID#20-0203](#) Approve the Minutes of the Parks, Recreation & Forestry Board meeting of January 20, 2020.

**Attachments:** [prmn20200120 \(Minutes of January 20, 2020\)](#)

A motion was made by Merchle, seconded by Volpano, that the Minutes of the Parks, Recreation & Forestry Board meeting of January 20, 2020 be approved. The motion carried by the following vote:

**Aye:** 5 - Merchle, Schmitz, Volpano, Vehlow and Johnson

#### 4. Discussion/Decision Items

- A. [ID#20-0205](#) Spring 2020 Public Street Tree Planting Program Public Hearing – Open Public Hearing.

A motion was made by Merchle, seconded by Vehlow, that the Spring 2020 Public Street Tree Planting Program Public Hearing be opened. The motion carried by the following vote:

**Aye:** 5 - Merchle, Schmitz, Volpano, Vehlow and Johnson

- B. [ID#20-0206](#) Spring 2020 Public Street Tree Planting Program - Close Public Hearing.

A motion was made by Johnson, seconded by Vehlow, that the Spring 2020 Public Street Tree Planting Program Public Hearing be closed. The motion carried by the following vote:

**Aye:** 5 - Merchle, Schmitz, Volpano, Vehlow and Johnson

- C. [ID#20-0207](#) Recommend that the Common Council set a Public Hearing, on a date to

be determined, regarding the assessment for the Spring 2020 Public Street Tree Planting Program, said cost to be \$235.00 per tree.

**Attachments:** [2020 Spring Tree Planting Packet](#)  
[Arbor Day Proclamation 2020](#)

A motion was made by Volpano, seconded by Schmitz, that a recommendation be made to the Common Council to set a Public Hearing, on a date to be determined, regarding the assessment for the Spring 2020 Public Street Tree Planting Program, said cost to be \$235.00 per tree be approved. The motion carried by the following vote:

**Aye:** 5 - Merchle, Schmitz, Volpano, Vehlow and Johnson

- D. [ID#20-0208](#) Approve Special Use requests associated with 2020 Memorial and Veterans Day community events conducted by the Waukesha Allied Veterans Council.

**Attachments:** [Allied Veterans Request 2020](#)

A motion was made by Merchle, seconded by Vehlow, that the Special Use requests associated with 2020 Memorial and Veterans Day community events conducted by the Waukesha Allied Veterans Council be approved. The motion carried by the following vote:

**Aye:** 5 - Merchle, Schmitz, Volpano, Vehlow and Johnson

- E. [ID#20-0211](#) Recommend to approve proposed 2020 contract with Midwest Cycling Series to conduct Carl Zach Cycling Classic.

**Attachments:** [Carl Zach Race 2020 Contract](#)  
[Carl Zach Race 2020 Cover Letter](#)

A motion was made by Volpano, seconded by Schmitz, that a recommendation for Common Council to approve proposed 2020 contract with Midwest Cycling Series to conduct Carl Zach Cycling Classic be approved. The motion carried by the following vote:

**Aye:** 5 - Merchle, Schmitz, Volpano, Vehlow and Johnson

- F. [ID#20-0136](#) Recommend to approve proposed purchase agreement with Daktronics, Inc. for the provision of an electronic message board system for Cutler Park.

**Attachments:** [Cover Sheet-Daktronics Sign Cutler Park.pdf](#)  
[Daktronics quote Cutler Park\\_edit.pdf](#)  
[Quote Attachment A.pdf](#)  
[Cutler Park Waukesha\\_wi.pdf](#)

A motion was made by Johnson, seconded by Vehlow, that a recommendation for Common Council to approve proposed purchase agreement with Daktronics, Inc. for the provision of an electronic message board system for Cutler Park be approved. The motion carried by the following vote:

**Aye:** 5 - Merchle, Schmitz, Volpano, Vehlow and Johnson

- G.**      [ID#20-0212](#)      Approve proposed variance in park hours (open 24 hours) from May 21-26, 2020 in Cutler Park to accommodate Vietnam Veterans Memorial Moving Wall activities.

**A motion was made by Merchle, seconded by Volpano, that the proposed variance in park hours (open 24 hours) from May 21-26, 2020 in Cutler Park to accommodate Vietnam Veterans Memorial Moving Wall activities be approved. The motion carried by the following vote:**

**Aye:** 5 - Merchle, Schmitz, Volpano, Vehlow and Johnson

- H.**      [ID#20-0220](#)      Recommend to approve proposed sponsorship agreement with Dick's Sporting Goods.

**Attachments:**    [Dick's Sporting Goods agreement 2020](#)  
[Council Agenda Cover Sheet-Dick's Sporting Goods Contract- 2020](#)

**A motion was made by Schmitz, seconded by Vehlow, that a recommendation for Common Council to approve proposed sponsorship agreement with Dick's Sporting Goods be approved. The motion carried by the following vote:**

**Aye:** 5 - Merchle, Schmitz, Volpano, Vehlow and Johnson

- I.**      [ID#20-0219](#)      Award Bid: Printing of 2020 Seasonal Activity Guides (3) and associated contract.

**Attachments:**    [2020 Activity Guide BID Final](#)  
[2020 Activity Guide - bidder list](#)

**A motion was made by Johnson, seconded by Merchle, that Bid for the Printing of 2020 Seasonal Activity Guides (3) and associated contract be awarded to American Litho, Alternate 4 for \$38,450 be approved. The motion carried by the following vote:**

**Aye:** 5 - Merchle, Schmitz, Volpano, Vehlow and Johnson

## 5. Matter of Report

- A.**      [ID#20-0213](#)      Notice of an "Option to Purchase" property next to the Nike Missile Park site.

**Attachments:**    [Option-Signed by Owners](#)  
[Location Map](#)

*No Action Required*

## 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 John Schmitz, that this meeting be adjourned. The motion carried by the following vote:**

**Aye:** 5 - Merchle, Schmitz, Volpano, Vehlow 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.