



City of Waukesha

1900 Aviation Drive
Waukesha, WI 53188

Meeting Minutes - Draft

Parks, Recreation and Forestry Board

Monday, May 19, 2025

5:30 PM

Council Chambers, City Hall

1. Call to Order

Present 6 - John Schmitz, Erica Yoss, Steve Johnson, Jack Wells, Rico Camacho, and Jennifer Wallner

Absent 2 - Eric Huemmer, and Sarah Roth

2. Public Comment

No Action Required.

3. Approval of Minutes

3. Approval of Minutes

[ID#25-0064](#) Minutes for the Parks, Recreation & Forestry Board meeting of March 31, 2025.

Attachments: [prmn250331 \(PRF Board Minutes for March 31, 2025\)DRAFT](#)

A motion was made by Johnson, seconded by Yoss, that the Minutes be approved. The motion carried by the following vote:

Aye: 7 - Sarah Roth, John Schmitz, Erica Yoss, Steve Johnson, Jack Wells, Rico Camacho and Jennifer Wallner

Absent: 1 - Eric Huemmer

5. Discussion/Decision Items

Present 7 - Rico Camacho, Steve Johnson, Sarah Roth, John Schmitz, Jack Wells, Jennifer Wallner, and Erica Yoss

Absent 1 - Eric Huemmer

- A.** [ID#25-00650](#) Review and possible action on Special Use Request received from the Waukesha Allied Veterans Council regarding 2025 Memorial Day and Veterans Day events proposed for Veterans and Cutler Parks.

Attachments: [MEMORIAL & VETERANS DAY REQUESTS 2025](#)

A motion was made by Johnson, seconded by Ald. Wells, that this Discussion and Recommendation be approved. The motion carried by the following vote:

Aye: 7 - Sarah Roth, John Schmitz, Erica Yoss, Steve Johnson, Jack Wells, Rico Camacho and Jennifer Wallner

Absent: 1 - Eric Huemmer

[ID#25-00946](#) Review and possible action on (recommendation to Common Council) proposed Beverage Service Contract for 2025 Jazz at Cutler Park Events with Boehm & Hocking LLC d/b/a North Pillar Brewing Company.

Attachments: [Cover Sheet Boehm & Hocking LLC Jazz 2025](#)

[Boehm & Hocking LLC North Pillar Brewing Co. Jazz @ Cutler Park 2025](#)

A motion was made by Ald. Wells, seconded by Ald. Camacho, that this Discussion and Recommendation be approved. The motion carried by the following vote:

Aye: 7 - Sarah Roth, John Schmitz, Erica Yoss, Steve Johnson, Jack Wells, Rico Camacho and Jennifer Wallner

Absent: 1 - Eric Huemmer

[ID#25-00651](#) Review and possible action on (recommendation to Common Council) proposed 889 Document Agreement (enabling sponsorship banner posting) with the Wisconsin Army Reserve National Guard.

Attachments: [Cover Sheet For 889 FORM APR 2025 MEETING PDF](#)

[889 Rep V5 July 2022 \(002\) City of Waukesha Athletic Banners 2025](#)

A motion was made by Wallner, seconded by Ald. Wells, that this Discussion and Recommendation be approved. The motion carried by the following vote:

Aye: 7 - Sarah Roth, John Schmitz, Erica Yoss, Steve Johnson, Jack Wells, Rico Camacho and Jennifer Wallner

Absent: 1 - Eric Huemmer

[ID#25-00653](#) Review and possible action on proposed "July is National Parks & Recreation Month" Proclamation.

Attachments: [Proclamation - July as Park and Recreation Month](#)

A motion was made by Johnson, seconded by Ald. Camacho, that this Discussion and Recommendation be approved. The motion carried by the following vote:

Aye: 7 - Sarah Roth, John Schmitz, Erica Yoss, Steve Johnson, Jack Wells, Rico Camacho and Jennifer Wallner

Absent: 1 - Eric Huemmer

- E. [ID#25-00656](#) Review and possible action on proposed Distribution Easement with We Energies for a new underground electrical line within Merrill Crest Park.

Attachments: [Cover Sheet Merrill Crest Park We Energies Easement 2025](#)
[Easement Request Waukesha City Park](#)
[WR 4943972 IO CR1172 Waukesha Parks SKETCH](#)
[CITY OF WAUKESHA EASEMENT](#)

A motion was made by Ald. Wells, seconded by Roth, that this Discussion and Recommendation be approved. The motion carried by the following vote:

Aye: 7 - Sarah Roth, John Schmitz, Erica Yoss, Steve Johnson, Jack Wells, Rico Camacho and Jennifer Wallner

Absent: 1 - Eric Huemmer

- [ID#25-00888](#) Review and possible action on (recommendation to Common Council) proposed 2025 Waukesha Oktoberfest Event Vendor Agreements.

Attachments: [Cover Sheet Oktoberfest 05.2025](#)
[2025 Kiwanis Club of Waukesha Early Risers Wisconsin Inc. Oktoberfest Agreement](#)
[2025 Cuppa Tosa Oktoberfest Agreement](#)

A motion was made by Wallner, seconded by Ald. Camacho, that this Discussion and Recommendation be approved. The motion carried by the following vote:

Aye: 7 - Sarah Roth, John Schmitz, Erica Yoss, Steve Johnson, Jack Wells, Rico Camacho and Jennifer Wallner

Absent: 1 - Eric Huemmer

- [ID#25-00908](#) Review and possible action on (recommendation to Common Council) proposed Saratoga Lake Aquatic Plan Management Contract with Solitude Lake Management.

Attachments: [Cover Sheet Saratoga Lake Aquatic Plant Management Plan 2025](#)
[Solitude Contract](#)

A motion was made by Johnson, seconded by Wallner, that this Discussion and Recommendation be approved. The motion carried by the following vote:

Aye: 7 - Rico Camacho, Steve Johnson, Sarah Roth, John Schmitz, Jack Wells, Jennifer Wallner and Erica Yoss

Absent: 1 - Eric Huemmer

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

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A. Election of PRF Board President

1. [ID#25-00909](#) Open Nominations for PRF Board President.

A motion was made by Johnson, seconded by Wallner, that this Matter of Report be approved. The motion carried by the following vote:

Aye: 7 - Rico Camacho, Steve Johnson, Sarah Roth, John Schmitz, Jack Wells, Jennifer Wallner and Erica Yoss

Absent: 1 - Eric Huemmer

2. [ID#25-00910](#) Nominations for PRF Board President.

Jennifer Wallner was nominated to serve as PRF Board President by John Schmitz.

3. [ID#25-00911](#) Close Nominations for PRF Board President.

A motion was made by Ald. Wells, seconded by Ald. Camacho, that this Matter of Report be approved. The motion carried by the following vote:

Aye: 7 - Rico Camacho, Steve Johnson, Sarah Roth, John Schmitz, Jack Wells, Jennifer Wallner and Erica Yoss

Absent: 1 - Eric Huemmer

4. [ID#25-00916](#) Vote for PRF Board President.

Jennifer Wallner elected as PRF Board President.

B. Election of PRF Board Vice President

1. [ID#25-00917](#) Open Nominations for PRF Board Vice President.

A motion was made by Ald. Wells, seconded by Yoss, that this Matter of Report be approved. The motion carried by the following vote:

Aye: 7 - Rico Camacho, Steve Johnson, Sarah Roth, John Schmitz, Jack Wells, Jennifer Wallner and Erica Yoss

Absent: 1 - Eric Huemmer

2. [ID#25-00918](#) Nominations for PRF Board Vice President.

Sarah Roth nominated to serve as PRF Board Vice President by Jennifer Wallner.

3. [ID#25-00919](#) Close Nominations for PRF Board Vice President.

A motion was made by Ald. Wells, seconded by Wallner, that this Matter of Report be approved. The motion carried by the following vote:

Aye: 7 - Rico Camacho, Steve Johnson, Sarah Roth, John Schmitz, Jack Wells, Jennifer Wallner and Erica Yoss

Absent: 1 - Eric Huemmer

4. [ID#25-00920](#) Vote for PRF Board Vice President.

Sarah Roth elected as PRF Board Vice President.

C. Election of PRF Board Secretary

1. [ID#25-00921](#) Open Nominations for PRF Board Secretary.

A motion was made by Ald. Wells, seconded by Johnson, that this Matter of Report be approved. The motion carried by the following vote:

Aye: 7 - Sarah Roth, John Schmitz, Erica Yoss, Steve Johnson, Jack Wells, Rico Camacho and Jennifer Wallner

Absent: 1 - Eric Huemmer

2. [ID#25-00922](#) Nominations for PRF Board Secretary.

Eric Huemmer nominated to serve as PRF Board Secretary by Steve Johnson.

3. [ID#25-00923](#) Close Nominations for PRF Board Secretary.

A motion was made by Ald. Wells, seconded by Johnson, that this Matter of Report be approved. The motion carried by the following vote:

Aye: 7 - Sarah Roth, John Schmitz, Erica Yoss, Steve Johnson, Jack Wells, Rico Camacho and Jennifer Wallner

Absent: 1 - Eric Huemmer

4. [ID#25-00924](#) Vote for PRF Board Secretary.

Eric Huemmer elected as PRF Board Secretary.

7. Board President Report

No Action Required.

8. Director and Staff Report

No Action Required.

9. Adjournment

Meeting adjourned at 6:09 pm.

" 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. Attend this meeting in person or watch live at <https://waukesha.legistar.com/calendar.aspx> (due to technical circumstances, the live stream may not always be available).