



Wauwatosa, WI

Board of Parks and Forestry Commissioners

Meeting Agenda - Final

7725 W. North Avenue
Wauwatosa, WI 53213

Tuesday, January 21, 2025

8:00 AM

Zoom Only:
<https://servetosa.zoom.us/j/89630023532>,
Meeting ID: 896 3002 3532

VIRTUAL MEETING INFORMATION

Members of the public may observe and participate in the meeting via Zoom only at the link above. To access the Zoom meeting via phone, call 1-312-626-6799 and enter the Meeting ID.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Meeting Minutes Nov 19, 2024 [25-0105](#)

MONTHLY REPORTS AND PARK UPDATES

This section includes monthly reports and updates on user groups, policies, and projects.

1. Monthly Report December 2024 [25-0104](#)
2. Update on Muellner Building Renovations [25-0113](#)
3. Update on Firefly Grove Park Completion [25-0109](#)
4. Update on Park & Open Space Public Survey [25-0110](#)
5. Update on Hart Park Track Resurfacing [25-0111](#)
6. Park User Feedback [25-0112](#)

NEW BUSINESS

1. Increase the Rental Restricted Replacement Fund Cap [25-0106](#)
2. Establish a Restricted Fund from Muellner Building Rental Revenues [25-0107](#)
3. Maintenance Plan for Firefly Grove Park [25-0108](#)

ADJOURNMENT

NOTICE TO PERSONS WITH A DISABILITY

Persons with a disability who need assistance to participate in this meeting should call the Department of Public Works office at (414) 471-8422 or send an email to tparks@wauwatosa.net, with as much advance notice as possible.



Wauwatosa, WI

7725 W. North Avenue
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Staff Report

File #: 25-0105

Agenda Date: 1/21/2025

Agenda #: 1.

Meeting Minutes Nov 19, 2024



Wauwatosa, WI

Board of Parks and Forestry Commissioners

Meeting Minutes

7725 W. North Avenue
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Tuesday, November 19, 2024

8:00 AM

Zoom Only:
<https://servetosa.zoom.us/j/89630023532>,
Meeting ID: 896 3002 3532

Regular Meeting

CALL TO ORDER

Meeting was called to order at 8:00 AM

ROLL CALL

Absent 1 Commissioner Jurian Misawa Yee
Remote 4 Commissioner, Chair Tom Ertel
Commissioner Steve Berg
Commissioner Kiara Caldwell
Aldersperson Liaison Robin Brannin

APPROVAL OF MINUTES

1. Approval of 09/17/2024 Meeting Minutes [24-1628](#)

Attachments: [Minutes 9-17-24](#)

RESULT: APPROVED

MOVER: Steve Berg

SECONDER: Kiara Caldwell

Aye: 3 Ertel, Berg, and Caldwell

Absent: 1 Misawa Yee

MONTHLY REPORTS AND PARK UPDATES

This section includes monthly reports and updates on user groups, policies, and projects.

1. Monthly Report October 2024 [24-1629](#)

Attachments: [Monthly Report - October 2024](#)

The Parks and Forestry Superintendent presented the monthly report to the board and fielded their questions.

RESULT: INFORMATIONAL ONLY

NEW BUSINESS

1. Senior Center use of the recreation areas [24-1244](#)
Tom Ertel presented his memo to the board and fielded their questions.
RESULT: INFORMATIONAL ONLY
2. Future use of Hart Park 2015 to 2023 [24-1626](#)
Tom Ertel presented his memo to the board and fielded their questions.
RESULT: INFORMATIONAL ONLY
3. How do we increase community involvement (voice) in the future of our parks [24-1627](#)
Tom Ertel presented his memo to the board and fielded their questions.
RESULT: INFORMATIONAL ONLY

ADJOURNMENT

Meeting was adjourned at 8:50 AM



Wauwatosa, WI

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Staff Report

File #: 25-0104

Agenda Date: 1/21/2025

Agenda #: 1.

Monthly Report December 2024

**Monthly Activities
December 2024**

Forestry

	YTD 24	YTD 23
Tree Removals	377	395
Stump Removals	353	372
Maintenance Requests	1,657	1262
Sectional Pruning	1479	2534
Training Pruning	2,335	2145
Planting	475	601

Other Activities:

Parks

	YTD 24	YTD 23
Muellner Building		
No. of rentals	45	389
Revenue	\$ 6,240.00	\$ 140,621.00

	YTD 24	YTD 23
Stadium		
No. of rentals	732	629
Revenue	\$ 172,683.95	\$ 194,308.65

Other Activities:



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Staff Report

File #: 25-0113

Agenda Date: 1/21/2025

Agenda #: 2.

Update on Muellner Building Renovations

Submitted by:

Sarah Grimalkin

Department:

Parks & Forestry



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Staff Report

File #: 25-0109

Agenda Date: 1/21/2025

Agenda #: 3.

Update on Firefly Grove Park Completion

Submitted by:

Sarah Grimalkin

Department:

Parks & Forestry



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Staff Report

File #: 25-0110

Agenda Date: 1/21/2025

Agenda #: 4.

Update on Park & Open Space Public Survey

Submitted by:

Sarah Grimalkin

Department:

Parks & Forestry



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Staff Report

File #: 25-0111

Agenda Date: 1/21/2025

Agenda #: 5.

Update on Hart Park Track Resurfacing

Submitted by:

Sarah Grimalkin

Department:

Parks & Forestry



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Staff Report

File #: 25-0112

Agenda Date: 1/21/2025

Agenda #: 6.

Park User Feedback

Submitted by:
Tom Ertel



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Staff Report

File #: 25-0106

Agenda Date: 1/21/2025

Agenda #: 1.

Increase the Rental Restricted Replacement Fund Cap

Submitted by:
Tom Ertel

Agenda Item: Increase the Rental Restricted Replacement Fund Cap

Background

The Rental Restricted Replacement Fund was established with a cap of \$100,000 to cover necessary replacements and repairs for rental properties. Over the past year, the rental fees collected totaled \$200,000, highlighting a significant growth in rental revenue and increased activity. As the properties age and require updates, it has become apparent that the current cap may be insufficient to meet future replacement and repair needs effectively. The cost of replacement Items (Turf, Track, Score Board, Press Box) has an increase of 30% in the last 8-10 years.

Proposal

Increase the Rental Restricted Replacement Fund cap from \$100,000 to a more appropriate level that aligns with current revenue and anticipated expenses. This adjustment will ensure the fund's ability to support essential replacements and maintenance without jeopardizing the operational budget.

Considerations

1. **Revenue Growth:** With annual rental fees now reaching \$200,000, the existing cap represents only 50% of annual revenues.
2. **Aging Assets:** The facilities and equipment supported by the fund are aging and will require more substantial replacements in the coming years.
3. **Sustainability:** Increasing the cap would provide long-term sustainability and reduce financial strain during periods of high repair or replacement needs.

Recommended Action & VOTE

1. Approve an increase to the Rental Restricted Replacement Fund cap.
2. Consider raising the cap to \$150,000 or 75% of annual rental revenue (\$200,000), pending analysis of replacement needs and comparative benchmarks.
3. Direct staff to perform an annual review of the cap relative to rental income and repair costs, ensuring continued alignment with financial and operational requirements.



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Staff Report

File #: 25-0107

Agenda Date: 1/21/2025

Agenda #: 2.

Establish a Restricted Fund from Muellner Building Rental Revenues

Submitted by:
Tom Ertel

Agenda item 1/21/2025

Tom Ertel Commissioner

for Establishing a Restricted Fund from Muellner Building Rental Revenues

Purpose: The purpose of this proposal is to establish a restricted fund that allocates revenues generated by the Muellner Building. This fund will be dedicated to [specific purpose, e.g., maintenance, programs, future capital improvements, or other initiatives].

Background: The Muellner Building serves as a key resource within our community, providing a space for events, activities, and other gatherings. Its revenue potential offers an opportunity to strategically invest in long-term sustainability and community enrichment. By establishing a restricted fund, we can ensure that a portion of the building's income is consistently reserved for important initiatives.



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Staff Report

File #: 25-0108

Agenda Date: 1/21/2025

Agenda #: 3.

Maintenance Plan for Firefly Grove Park

Submitted by:
Tom Ertel

Firefly Grove Park

Jan 21, 2025

Tom Ertel Commissioner,

Agenda Item: Maintenance Plan for Firefly Grove Park

1. Overview

- Identification of critical maintenance areas (e.g., trails, playground equipment, landscaping,

2. Proposed Maintenance Plan

- Playground inspection and repairs.
- Trail maintenance (clearing debris, resurfacing). Winter pathways
- Trash management and recycling improvement.

3. Budget and Funding

- Potential funding sources: city budget allocations, grants, or donations.

4. Discussion and Approval

- Open for feedback and suggestions.