



Wauwatosa, WI

Board of Parks and Forestry Commissioners

Meeting Agenda - Final

7725 W. North Avenue
Wauwatosa, WI 53213

Tuesday, March 18, 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. Approval of January 21, 2025 Meeting Minutes [25-0427](#)

MONTHLY REPORTS AND PARK UPDATES

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

1. Monthly Report February 2025 [25-0467](#)
2. Tosa Tonight 2025 Update [25-0431](#)
3. Update on Firefly Grove Park Project [25-0428](#)

NEW BUSINESS

1. Planning Ribbon Cutting Ceremony [25-0429](#)
2. Discussion Regarding In Person Meetings [25-0430](#)
3. Community Comments About Park Use [25-0480](#)

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
Wauwatosa, WI 53213

Staff Report

File #: 25-0427

Agenda Date: 3/18/2025

Agenda #: 1.

Approval of January 21, 2025 Meeting Minutes



Wauwatosa, WI

Board of Parks and Forestry Commissioners

Meeting Minutes

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

CALL TO ORDER

Meeting was called to order at 8:02AM

ROLL CALL

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

APPROVAL OF MINUTES

1. Meeting Minutes Nov 19, 2024 [25-0105](#)
Attachments: [Minutes](#)
RESULT: APPROVED
MOVER: Kiara Caldwell
SECONDER: Steve Berg
Aye: 4 Ertel, Berg, Caldwell, and Misawa Yee

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](#)
Attachments: [Monthly Report - New](#)
The Parks and Forestry Superintendent reviewed the monthly report with the board.
RESULT: INFORMATIONAL ONLY
2. Update on Muellner Building Renovations [25-0113](#)
The Parks and Forestry Superintendent gave an update on the Muellner Building renovations to the board.
RESULT: INFORMATIONAL ONLY

3. Update on Firefly Grove Park Completion [25-0109](#)

The Parks and Forestry Superintendent gave an update on the Firefly Grove Park project.

RESULT: INFORMATIONAL ONLY

4. Update on Park & Open Space Public Survey [25-0110](#)

The Parks & Landscape Manager gave an update on the on the Park & Open Space Public Survey.

RESULT: INFORMATIONAL ONLY

5. Update on Hart Park Track Resurfacing [25-0111](#)

The Parks and Forestry Superintendent gave an update on the on the Hart Park Track Resurfacing Project.

RESULT: INFORMATIONAL ONLY

6. Park User Feedback [25-0112](#)

Tom Ertel decided to present the feedback he received from park users at a different meeting.

RESULT: INFORMATIONAL ONLY

NEW BUSINESS

1. Increase the Rental Restricted Replacement Fund Cap [25-0106](#)

Attachments: [20250115_155238 1](#)

The Public Works Director and the Parks and Forestry Superintendent discussed the process of how to request a Rental Restricted Replacement Fund Cap Increase.

RESULT: INFORMATIONAL ONLY

2. Establish a Restricted Fund from Muellner Building Rental Revenues [25-0107](#)

Attachments: [20250115_155238 2](#)

The Public Works Director and the Parks and Forestry Superintendent discussed the process of how to request a Rental Restricted Replacement Fund Cap Increase.

RESULT: INFORMATIONAL ONLY

3. Maintenance Plan for Firefly Grove Park [25-0108](#)

Attachments: [20250115_155238 3](#)

The Parks and Forestry Superintendent reviewed the maintenance plan for Firefly Grove Park.

RESULT: INFORMATIONAL ONLY

ADJOURNMENT

The meeting was adjourned at 8:48 AM



Wauwatosa, WI

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Staff Report

File #: 25-0467

Agenda Date: 3/18/2025

Agenda #: 1.

Monthly Report February 2025

Department:

Parks and Forestry

**Monthly Activities
February 2025**

Forestry

	YTD 25	YTD 24	End of Year 24
Tree Removals	74	79	377
Stump Removals	0	0	353
Maintenance Requests	33	991	1657
Sectional Pruning	1169	778	1479
Training Pruning	604	106	2335
Planting	0	0	475

Other Activities:

Parks

	YTD 25	YTD 24	End of Year 24
Muellner Building			
No. of rentals	6	32	45
Revenue	\$ 900.00	\$ 6,240.00	\$ 6,240.00

	YTD 25	YTD 24	End of Year 24
Stadium			
No. of rentals	0	4	732
Revenue	\$ -	\$ 345.00	\$ 172,683.95

Budgeted stadium revenue 2025	\$ 72,000.00
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Other Activities:



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Staff Report

File #: 25-0431

Agenda Date: 3/18/2025

Agenda #: 2.

Tosa Tonight 2025 Update

Submitted by:
Katja Wood

TOSA TONIGHT

February 27, 2025

Report to the Wauwatosa Board of Parks and Forestry and the City Officials

2024

Tosa Tonight's Mission is to create a stronger sense of community in Wauwatosa through the arts and an on-going, self-sustaining culturally enriching series of live concerts at the Rotary Performance stage. Tosa Tonight continues to be a passionate advocate for the arts by professionally operating and booking a diverse and wide-ranging set of entertainment acts. These enhance the quality of life for all attendees and the City of Wauwatosa. Tosa Tonight has been backed by a group of long-term, dedicated sponsors, including Froedtert and the Medical College of Wisconsin, Waterstone Bank, and many other local businesses and individuals.

History and Background

In 2024 Tosa Tonight celebrated its 24th year of offering free summer music concerts and entertainment to the residents of Wauwatosa and neighboring communities.

The initial beginning of these summer concerts actually dates back to 1997 with outdoor concerts at the Kneeland-Walker Historical Society grounds. This led to the creation of Tosa Tonight in 2020, starting with a small, four concert series. What basically started as a backyard concert has grown to a nine-concert series, which is a staple in the Wauwatosa community and recognized as one of the best, innovative summer music series in the Milwaukee area. Tosa Tonight's efforts focus on featuring a diverse set of talent and music with an effort to identify, support and promote local talent. As Tosa Tonight has grown in popularity, national and international acts have been added to round out the series.

Tosa Tonight's small group of dedicated volunteers, with their unique mix of knowledge and expertise, has made a noticeable contribution to strengthening and promoting community spirit. This group of people set in motion the opportunity for the city and Wauwatosa businesses to rally behind an ambitious project to build an outdoor performance pavilion that utilizes the Hart Park flood mitigation area. After several years of planning, and fundraising led by the Wauwatosa Rotary Clubs, in cooperation with Tosa Tonight and City officials, the Rotary Performance Pavilion officially opened on June 24, 2009. With the substantial support of Waterstone Bank and the continued annual sponsorship of Froedtert and the Medical College of Wisconsin, who has served as Tosa Tonight's Signature Sponsor since 2003, they entered a new era in their mission to improve the musical and cultural traditions in Wauwatosa. In 2019, a

TOSA TONIGHT

mutual agreement was implemented between Tosa Tonight and the City of Wauwatosa confirming that the City would manage and receive proceeds from stage rentals for all non-Tosa Tonight dates.

Tosa Tonight Schedule for 2025

In 2025, we will celebrate our 25th anniversary! Tosa Tonight has developed a wide-ranging and diverse set of entertainment, representing multiple genres to celebrate this milestone. As in prior years, we will continue with the nine-concert schedule and with a 10th date earmarked as a potential rain date.

Below are the **dates** for each of the nine concerts in 2025:

- June 18
- June 25
- July 2 (along with Wauwatosa 4th of July Fireworks)
- July 9
- July 16
- July 23
- July 30
- August 6 (Tosa Night Out)
- August 13
- August 20 (rain date)

Board of Directors

- Executive Director: Jenny Hauser
- President: Katja Wood
- Vice President: Thea Vorass
- Treasurer: Tom Leu
- Secretary: Pam Simon
- Steve Birney
- Mike Collins
- Jim DelBalso
- Joe Duffey
- Pete Holtz
- Brian Leahy
- Chris Leffler
- Jon Neikirk
- Peter Skavanis

TOSA TONIGHT

Marketing

We will continue with our successful marketing strategies to engage the community and promote the upcoming Tosa Tonight concert series.

- **Digital and Web Channels**
 - Tosa Tonight Website: www.tosatonight.com
 - Social Media: Facebook & Instagram
 - Boosted Facebook posts to expand reach and engagement
 - Sponsor Logo promotion on TV Screens during concerts

- **Community Engagement & Advertising**
 - Community posters displayed throughout Wauwatosa
 - Adin Wauwatosa School District – Recreation Department’s Summer Activity Guide

- **Expanding our marketing Initiatives in 2025**
 - Pitch to be a feature in *Tosa Connection* or another prominent local publication
 - Leverage our 25th Anniversary to further promote the series throughout the community

Tosa Tonight appreciates the continued support of the City of Wauwatosa, the businesses and residents of Wauwatosa. The Concert Series and the Rotary Stage are truly great assets and are a jewel in the Wauwatosa community. We look forward to providing our Wauwatosa Community with safe and family-friendly entertainment in the summer of 2025.

Respectively Submitted: Katja Wood - President



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Staff Report

File #: 25-0428

Agenda Date: 3/18/2025

Agenda #: 3.

Update on Firefly Grove Park Project

Submitted by:

Alex Krutsch

Department:

Parks and Forestry



Wauwatosa, WI

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Staff Report

File #: 25-0429

Agenda Date: 3/18/2025

Agenda #: 1.

Planning Ribbon Cutting Ceremony

Submitted by:
Steve Berg

- **Choose a date and time:** Consider the availability of your target audience, weather, and other community events
 - **Memorial Day 2025 May 26 Veterans 9am Hart Park Should we have on same day?** When should we have ribbon cutting
 - **Guest List**
 - **Contractor**
 - **Parks and forestry staff**
 - **Commissions**
 - **Businesses**
 - **Wauwatosa Rec Dept**
 - **Speeches**
 - **Local officials Mayor, Administrator, Commission, Staff,**
 - **Information on Thomas Dambo TROLL**
 - **Tours**
 - **Refreshments**
- **Send invitations:** Send invitations to your guest list and publicize the event
- **Prepare a speech:** Keep it brief and include the reason for the event, milestones, and future plans

Ceremony

- **Prepare for the ribbon cutting:** Borrow or purchase large ceremonial scissors and a large red ribbon
- **Arrange for refreshments:** Offer food and drinks that are appropriate for the time of day
- **Consider a photographer:** Hire a professional to take photos
- **Plan for tours:** If appropriate, offer tours of the space



Staff Report

File #: 25-0430

Agenda Date: 3/18/2025

Agenda #: 2.

Discussion Regarding In Person Meetings

Submitted by:
Steve Berg

1. Introduction

- To return to in person meetings for Parks and Forestry Commission

2. Importance of In-Person Meetings

- Benefits of face-to-face interactions, such as improved communication and collaboration
- In person meetings can help build stronger relationships among team members and stakeholders

3. Current Challenges with Virtual Meetings

- Limitations of virtual meetings, technical issues Community unable to be recognized on zoom, lack of engagement with community, and difficulty in reading body language.
 - A survey don in 2023 identified community users
 - Ages 40 8%
 - 50 23%
 - 60 40%
 - 70 24%
 - 80 3%
 - Many if not all are limited in zoom technology

4. Examples

- We have not had staff come to meetings Example- Finance, designers, county

supervisors, users (Tosa Tonight, court users, Rec Dept staff) Community especially seniors

- Not involved with Muellner Building rentals outsources
- We had less than 1% input for our survey open house
- We have lost connection with community users

5. Proposed Plan for In-Person Meetings

- Meeting locations
Concerns or objections from team members

6. Conclusion

- Summarize the key points of the presentation
open the floor for questions & comments



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Staff Report

File #: 25-0480

Agenda Date: 3/18/2025

Agenda #: 3.

Community Comments About Park Use

Submitted by:
Tom Ertel

From: [Thomas Ertel](#)
To: [Justin Ramsey](#)
Subject: [External] agenda items
Date: Thursday, March 13, 2025 4:18:16 PM

Community comments

My apologies for not getting back to you in a timely manner. I was attempting to collect information from others and I had been out of town doing some traveling. I do have some feedback for you.

1. Tosa Tonight received this note from Sarah with Parks.

Thank you for choosing the Rotary Stage at Hart Park for your event and for your continued support of our local parks. Your events have positively contributed to the community, and we appreciate your partnership.

As a reminder for all current and future park use, parking within Hart Park is limited to designated parking areas only. Motorized vehicles are not allowed on bicycle pathways, service drives, or grass areas, in compliance with ordinance 7.64.020(10). Violations may result in a fine of up to \$100, plus prosecution costs. Additionally, anyone found violating park rules will be subject to the city's park rules and behavioral policy. **Please note that police will be increasing enforcement efforts to ensure compliance with these regulations.**

Our parks staff can assist by lowering the bollards for loading and unloading equipment and supplies. However, vehicles must be promptly moved to designated parking areas after unloading.

Thank you for your attention to these guidelines, which help ensure a safe and enjoyable park experience for all. We look forward to supporting your future events at Hart Park.

Best regards,

SG

Sarah Grimalkin (she/her)

Parks and Landscape Manager

City of Wauwatosa

Office Phone: (414) 471-8420

These rules are unreasonable and will make it difficult if not impossible to continue with the Tosa Tonight concert series. Why can we not drive on service drives or bicycle pathways? Tosa Tonight has used these for service to the stage since the stage was built. It is a tremendous task to orchestrate vendors, production, entertainment, and merchants. Not driving on the service drives and some bike paths will make it too big of a task to produce the concerts. We respect the rule of not driving in the amphitheater bowl. Parks does an incredible job of maintaining that lawn and we do our best to keep everyone off that lawn. The area behind the stage between the river and service road we have used for parking since we began hosting the concert series at Hart Park. This lawn area is not maintained by parks to the level of the bowl and we have not done any significant damage to it. Understand that the guidelines that Sarah has presented will also inhibit other events being produced and the Rotary Performance Pavillion.

2. Is there an update on when or if the bathrooms will be rebuilt? Tennis, pickleball, softball, volleyball, and other park users deserve restroom facilities.

3. Leff's runs the Volleyball league at Hart Park which runs from May through August. We have 6 games Sunday through Thursday. There are a couple of issues regarding the volleyball league.

a. The aforementioned bathrooms are being replaced. Not only do the volleyball players want to have a bathroom near the courts but also a drinking fountain and a hose to wash their feet after playing in the sand.

b. Leff's requested that the park grant us permission to keep a locked box for equipment for the volleyball leagues, balls, sidelines, referee stands, score cards. Despite Leff's renting the courts 5 days a week for 4 months of the year, the Parks department said they would not allow an equipment box to be kept near the courts for the league.

c. The court drainage systems need to be addressed. This past summer, especially the east court did not drain well after a rain. Leff's has been running the Volleyball league at Hart Park for 20 years and the drainage has never been this bad. It is my opinion that there is something clogging the drains or some of the drains collapsed. This needs to be investigated and at some point attended to. I understand that this may not get repaired soon. It is a big job but the parks department should be made aware of it and work this into their budget soon.

d. Because of the drainage issues we fell behind on our schedule to get all the league games in. We requested that we use Chestnut Commons to set up grass courts to get caught up. The park department charged us for the use of Chestnut Common even though we were only using it because

the Volleyball courts were unusable and Chestnut Common was available.

e. Many times last year Leff's employees, league, players, and referees worked to rake out or remove standing water from the courts. The Parks department often told us that we could not do this even though they were not doing anything to prep the courts for the games.

f. Parks Department raised our cost of renting the courts from \$15 to \$20 a game. That is a 33.3% increase. If we hadn't already committed to our teams to run the league this year, we probably would have canceled the league. Leff's incurs all the expenses for running the league and relies on teams and players supporting Leff's before and after games. Financially it may not be sustainable for Leff's to put front the cost for running the summer volleyball league at Hart Park.

Sorry again for getting this to you late and for the long dissertation. Please let me know if you would like to discuss any of this further. Hart Park is a gem for our city and particularly the Wauwatosa Village. The Village has made so many changes over the past 30 years for the better. It is a true destination in South Eastern Wisconsin. There are so many that have worked hard to attract business, shoppers, diners, and park users to the Village. I continue to get the impression that the Park Department doesn't want events, leagues, or activities in the park. They continue to make it harder to produce activities and more expensive to use.

Tom Ertel
Wauwatosa Parks and Forestry Commission
414.861.3725

From: [Thomas Ertel](#)
To: [Justin Ramsey](#)
Subject: [External] Agenda item community comments
Date: Thursday, March 13, 2025 4:21:02 PM

Hello Tom,

I hope you are well. We had a pretty good year with Adult Softball. There were a couple hiccups because the diamond is not draining as well as it used to. On a couple of occasions, the field would have puddles in areas after a full day of sun. The other issue is the time gap when the staff is done for the day and when our games start. Ever since I have been working at the Recreation Department (24 years), this has caused some issues where the field would be prepped, staff leaves for the day and we get a little bit of rain and we get cancelled instead of having someone on staff to fix lines or puddles. Other issues were the scoreboard was not set out like it is supposed to be. I hope this helps. Please let me know if you need any other information.

Here is the email that I sent to Sarah about Hart Park Softball Diamond.

I hope you are well. It was great chatting with you the other day. I wanted to recap what we talked about and list possible fixes either in your current budget cycle or future budget plans.

Current Budget Cycle

1. Morning after a rain, try to get standing water off the field as soon as possible.
2. Replace the tines (spikes) on the drag behind to allow better drainage. Help dig a little deeper into the infield.
3. Extra Diamond Dry for our trouble areas.

Future Budget Plans

1. Replace/Fix the drain tiles on the field. This field used to drain the best in our area.
2. Add extra infield mix in our trouble areas (pitchers mound and shortstop area).
3. Replace Infield Lights to match the outfield lights.

Before/During/After our season

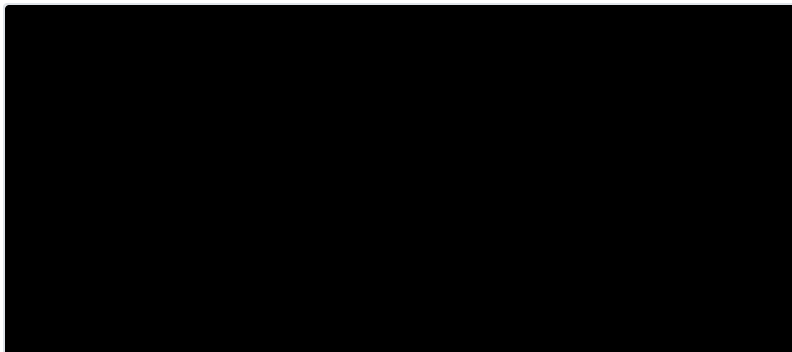
March and April - loosen up the infield deeper than the tines can take care of.

July 4 week - Rec Dept. takes the week off so the infield can be loosened up deeper than the tines.

September/October/November - loosen up the infield deeper than the tines can take care of. Not sure if there is a Fall Softball League renter.

I am hoping we can meet a couple times a season (March and September) to preview/review our season.

I know budget plays a factor and I have tried to get our own District to purchase something like this equipment to maintain our fields. [Baseball Field Maintenance Equipment | Built For Every Ballfield](#)



Baseball Field Maintenance Equipment | Built For Every Ballfield

Get the best in baseball field maintenance equipment. Tackle infield maintenance, sports turf tasks, and grading...

Tom Ertel
Wauwatosa Parks and Forestry Commission
414.861.3725