

Parks, Buildings and Grounds Commission Meeting Agenda



April 14, 2025 - 5:30 PM
Mayor's Conference Room
3805 S. Casper Dr.

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE**
3. **APPROVAL OF MINUTES**
 - A. 03/10/2025 Meeting Minutes
4. **NEW BUSINESS**
 - A. Pumas Baseball Tournament (May 16-18) - Food Trucks on City property
5. **UPDATES**
6. **ADJOURN**

Additional Information

- The agenda packet, including supplemental information related to agenda items, is available online at www.NewBerlinWI.gov. Once finalized by the governing body, approved meeting minutes will also be posted online.
- Agenda items may be taken out of order at the governing body's discretion.
- Members, and possibly a quorum, of other municipal governmental bodies may attend this meeting to gather information. However, no action will be taken by any governmental body other than the one referenced in this notice.
- Accommodations will be provided under the Americans with Disabilities Act (ADA) to meet the needs of individuals with disabilities. If you require assistance or appropriate aids and services, please contact the Office of the City Clerk at (262) 786-8610 with reasonable notice.

Parks, Buildings and Grounds Commission MEETING MINUTES



March 10, 2025 - 5:30 PM
Mayor's Conference Room
3805 S. Casper Dr.

[MINUTES_INFO]

MINUTES

1. CALL TO ORDER

Mayor Ament called the meeting to order at 5:36PM.

2. ROLL CALL; DECLARATION OF QUORUM; PUBLIC NOTICE

Mayor Ament took the roll call as follows:

Present: Mayor Ament, Commissioner Ferrante, Commissioner Wicichowski, Alderperson La Fever

Excused: Commissioner Robert Rafel

Staff Present: City Engineer Tammy Simonson, Deputy Public Works Director Mike Eder, and Facilities Supervisor Bob Loohaus

3. APPROVAL OF MINUTES

A. February 10, 2025, Meeting Minutes

MOTION: Motion to Approve the February 10, 2025 Meeting Minutes

VOTE: Motion by: Commissioner Wicichowski
Second by: Alderperson La Fever
Motion Passed 4-0

4. NEW BUSINESS

A. Discussion and possible recommendation to the Common Council for the denial of the Temporary Easement request WI-WK-002.200 for use of the Stigler Nature Preserve.

MOTION: Motion to Approve the recommendation to deny to the Common Council for Temporary Easement request WI-WK-002.200 for use of the Stigler Nature Preserve. City Engineer Simonson made brief presentation.

VOTE: Motion by: Alderperson La Fever
Second by: Commissioner Wicichowski
Motion Passed 4-0

B. Discussion and possible recommendation to the Common Council for the approval of Resolution 2025-06 Amending the 2024 Capital Projects Budget to expand card access controls at the Recycling Center, Historical Museum, and New Berlin Hills Clubhouse.

MOTION: Motion to Approve the recommendation to the Common Council for approval of Resolution 2025-06

VOTE: Motion by: Alderperson La Fever
Second by: Mayor Ament
Motion Passed 4-0

- C.** Discussion and possible recommendation to the Common Council for the approval of Resolution 2025-07 Amending the 2025 Capital Projects Budget for a facility needs studies to determine an improvement schedule.

MOTION: Motion to Approve the recommendation to the Common Council for approval of Resolution 2025-07

VOTE: Motion by: Alderperson La Fever
Second by: Commissioner Wicichowski
Motion Passed 4-0

5. UPDATES

Deputy Director of Public Works Mike Eder and Facilities Supervisor Bob Loohuis gave updates on ongoing projects and consideration for the benefits of transitioning to card readers for most facilities in future.

6. ADJOURN

MOTION: Motion to Adjourn at 6:27PM

VOTE: Motion by: Commissioner Wicichowski
Second by: Alderperson La Fever
Motion Passed 4-0

Respectfully Submitted

Dom-Domenico Ferrante, AIA LEED AP BD+C
PB & G Commissioner



DIRECT SELLER – MOBILE FOOD VENDOR APPLICATION

Mobile Food Vendor: A Direct Seller – Mobile Food Vendor license is required for any individual who sells goods or takes sales orders at any location other than the permanent business place or residence of such person, partnership, association or corporation. No direct seller – mobile food vendor, or an employee of a direct seller – mobile food vendor, shall engage in direct sales within the City of New Berlin without being licensed. Each person applying must complete a separate application.

New Berlin Municipal Code Section 152-5 regulates direct sellers.

Fees: A yearly mobile food vendor license costs \$300 and remains valid for one year from the date of issuance. A monthly license is available for \$50 and is valid for one month from the date of issuance. Fees are waived for applicants participating in City of New Berlin-sanctioned events. Each license applies to a single mobile food unit, so if you operate multiple units, a separate application and fee are required for each one.

Payments can be made by cash or check. Please make checks payable to the City of New Berlin.

- Is this application in conjunction with a City of New Berlin special event? No Yes (If yes, please answer questions 2 -6)
- If yes, what event: Fourth of July Festival Beer Garden Other New Berlin Pumas Softball
- Provide Date(s) of Event: May 17th & 18th
- Provide location of Event: Malone Park
- What City Department is sponsoring this event? N/A
- Who is your contact person at this department? Tony Goodman

Section A. Mobile Food Vendor Information Please print legibly

Business Name (if any): Mr. P's Grilled Cheese
Business Website (if any): N/A
First Name Ty Middle Name Danforth Last Name Poulson
Maiden or Previous Name (if any): N/A
Date of Birth 08/26/1997 Check One: Male Female
Phone Number 262-441-7459 Email mr.pgrilledcheese@gmail.com
Street Address N683 Tamarack Rd.
City Palmyra State WI Zip Code 53156
Driver License/I.D. Number P425-8049-7306-04 (Attach copy with this application)

Provide make, model and color of vehicle if using vehicle to conduct sales GMC Savanaha Black Plate # RW6575

- Have you been convicted of any crime or ordinance violation within the last five years? No Yes
- Do you currently have any pending charges in Wisconsin or any other state? No Yes
- If you answered yes to the question above, please provide explanation: _____

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Section B. Vendor Products / Location of Sales

1. Provide (or attach) a detailed description of the items to be sold (i.e., Menu, Brochure)

Grilled cheese & Tomato Bisque : Toppings: Ham, Bacon, Tomato, onion, Jalapenos, Mac and cheese

2. List other municipalities, festivals or events that you conducted similar business: Walworth Co. Fair, Racine Co. Fair, Besses Pumpkin Farm

3. If you are selling items from a specific location, please provide the exact address and what business this is: N/A

*Do you have the permission of the property owner to utilize their property for sales? No Yes

Provide the name and phone number of the property owner: _____

Section C. Mobile Food Vendor Fees

Select Mobile Food below – check box:

Monthly License - \$50 per mobile food unit

Yearly License - \$300 per mobile food unit

City of New Berlin Special Event Participant – No fee

*Each applicant must complete a separate application.

TOTAL DUE: \$50 (cash or check only – Please make all checks payable to: City of New Berlin)

Section D. Signature & Acknowledgment

I, the undersigned, do hereby make an application for a Direct Seller license for the City of New Berlin. I certify that all the information provided on this application is true and correct to the best of my knowledge. I authorize the City of New Berlin to conduct a background check to verify the information provided and authorize the release of all information regarding my record.

I acknowledge that I have read the New Berlin Municipal Code Section 152-5 relating to Direct Sellers and agree to comply with all provisions set forth in this section.

Applicant Signature Joy Kim Date 4/10/2025

OFFICE USE ONLY:

Date Application Received: 4/10/25

Total Fees Paid: \$50

Date Record Check Completed: 4/10/25 OK

PB&G Date (if needed): _____

Date License Issued: _____

License No.: 2025-7

Notes: _____

ENVIRONMENTAL PUBLIC
HEALTH CONSORTIUM
515 S FIRST ST
WATERTOWN, WI 53094
920-262-8094

Environmental Public Health
Consortium
Jefferson County City of Watertown
515 S. First Street
Watertown, WI 53094

License, Permit or Registration

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Wisconsin statutes and is here by authorized to engage in the activity as indicated below.

ACTIVITY Retail Food - Serving Meals, Mobile - Moderate	EXPIRATION DATE 30-Jun-2025	I.D. NUMBER TKUK-BTZQWM
LICENSEE MAILING ADDRESS MR P'S GRILLED CHEESE LLC N683 TAMARACK RD PALMYRA WI 53156	NOT TRANSFERABLE	BUSINESS / ESTABLISHMENT ADDRESS MR P'S GRILLED CHEESE 2 N683 TAMARACK RD PALMYRA WI 53156

The department may send out a renewal notice as a courtesy, but in the absence of a courtesy reminder it is the licensee that is responsible for remittance of the permit fee to the department before July 1st. All Permits expire on June 30th; it is the responsibility of the licensee to make sure all applicable fees are received by the department before July 1st or a late payment fee will be assessed.

If you do not receive a renewal form prior to June 30th from your licensing authority, you should send in your payment for renewing your permit to the following address:

ENVIRONMENTAL PUBLIC HEALTH CONSORTIUM
515 S FIRST ST
WATERTOWN, WI 53094
(920)262-8094

* Include the name of your facility and the ID number.



DIRECT SELLER – MOBILE FOOD VENDOR APPLICATION

Mobile Food Vendor: A Direct Seller – Mobile Food Vendor license is required for any individual who sells goods or takes sales orders at any location other than the permanent business place or residence of such person, partnership, association or corporation. No direct seller – mobile food vendor, or an employee of a direct seller – mobile food vendor, shall engage in direct sales within the City of New Berlin without being licensed. Each person applying must complete a separate application.

New Berlin Municipal Code Section 152-5 regulates direct sellers.

Fees: A yearly mobile food vendor license costs \$300 and remains valid for one year from the date of issuance. A monthly license is available for \$50 and is valid for one month from the date of issuance. Fees are waived for applicants participating in City of New Berlin-sanctioned events. Each license applies to a single mobile food unit, so if you operate multiple units, a separate application and fee are required for each one.

Payments can be made by cash or check. Please make checks payable to the City of New Berlin.

1. Is this application in conjunction with a City of New Berlin special event? No Yes (If yes, please answer questions 2 -6)
2. If yes, what event: Fourth of July Festival Beer Garden Other _____
3. Provide Date(s) of Event: _____
4. Provide location of Event: _____
5. What City Department is sponsoring this event? _____
6. Who is your contact person at this department? _____

Section A. Mobile Food Vendor Information Please print legibly

Business Name (if any): Rise & Shine Food Bus, LLC

Business Website (if any): www.riseandshinewi.com

First Name Tony Middle Name M Last Name Resch

Maiden or Previous Name (if any): _____

Date of Birth 04/15/1968 Check One: Male Female

Phone Number 262-227-7732 Email tony@riseandshinewi.com

Street Address N73W15418 Paseo Lane

City Menomonee Falls State WI Zip Code 53051

Driver License/I.D. Number R200-0136-8135-07 (Attach copy with this application)

Provide make, model and color of vehicle if using vehicle to conduct sales White Food Truck Plate # _____

1. Have you been convicted of any crime or ordinance violation within the last five years? No Yes
2. Do you currently have any pending charges in Wisconsin or any other state? No Yes
3. If you answered yes to the question above, please provide explanation: _____

Section B. Vendor Products / Location of Sales

1. Provide (or attach) a detailed description of the items to be sold (i.e, Menu, Brochure)

Breakfast Foods, Burgers, Cheesesteaks, Tacos

2. List other municipalities, festivals or events that you conducted similar business: Menomonee Falls, Germantown, Slinger

3. If you are selling items from a specific location, please provide the exact address and what business this is: Malone Park

*Do you have the permission of the property owner to utilize their property for sales? No Yes

Provide the name and phone number of the property owner: Robert Fickau 414-687-0251

Section C. Mobile Food Vendor Fees

Select Mobile Food below – check box:

Monthly License - \$50 per mobile food unit

Yearly License - \$300 per mobile food unit

City of New Berlin Special Event Participant – No fee

*Each applicant must complete a separate application.

TOTAL DUE: 50.00 (cash or check only – Please make all checks payable to: City of New Berlin)

Section D. Signature & Acknowledgment

I, the undersigned, do hereby make an application for a Direct Seller license for the City of New Berlin. I certify that all the information provided on this application is true and correct to the best of my knowledge. I authorize the City of New Berlin to conduct a background check to verify the information provided and authorize the release of all information regarding my record.

I acknowledge that I have read the New Berlin Municipal Code Section 152-5 relating to Direct Sellers and agree to comply with all provisions set forth in this section.

Applicant Signature

Tony Breda

Date

4/8/2025

OFFICE USE ONLY: Date Application Received: _____ Total Fees Paid: _____ Date Record Check Completed: _____

PB&G Date (if needed): _____ Date License Issued: _____ License No.: _____

Notes: _____

City of New Berlin
3805 S. Casper Dr.
New Berlin, WI 53151
Phone: (262) 786-8610
WWW.NEWBERLINWI.GOV



Total Fees Due: \$ 300.
Cash or check only.
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DIRECT SELLER – MOBILE FOOD VENDOR APPLICATION

Mobile Food Vendor: A Direct Seller – Mobile Food Vendor license is required for any individual who sells goods or takes sales orders at any location other than the permanent business place or residence of such person, partnership, association or corporation. No direct seller – mobile food vendor, or an employee of a direct seller – mobile food vendor, shall engage in direct sales within the City of New Berlin without being licensed. Each person applying must complete a separate application.

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Payments can be made by cash or check. Please make checks payable to the City of New Berlin.

1. Is this application in conjunction with a City of New Berlin special event? No Yes (If yes, please answer questions 2 -6)
2. If yes, what event: Fourth of July Festival Beer Garden Other _____
3. Provide Date(s) of Event: Full Year
4. Provide location of Event: N/A
5. What City Department is sponsoring this event? N/A
6. Who is your contact person at this department? Maricela Cuevas

Section A. Mobile Food Vendor Information Please print legibly

Business Name (if any): Romero's Taco Truck
Business Website (if any): _____
First Name Maricela Middle Name _____ Last Name Cuevas Perez
Maiden or Previous Name (if any): _____
Date of Birth 09/08/98 Check One: Male Female
Phone Number (414) 877-4966 Email _____
Street Address 4220 W Layton Ave
City Milwaukee State WI Zip Code 53221
Driver License/I.D. Number C121-5409-8828-09 (Attach copy with this application)
Provide make, model and color of vehicle if using vehicle to conduct sales Chevrolet P30 Plate # XES0351

1. Have you been convicted of any crime or ordinance violation within the last five years? No Yes
2. Do you currently have any pending charges in Wisconsin or any other state? No Yes
3. If you answered yes to the question above, please provide explanation: _____

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