

City of Whitewater
Parks and Recreation Board Agenda
Monday, December 5, 2011 - 5:00pm
Whitewater Municipal Building Community Room
312 W. Whitewater St. Whitewater, WI 53190

Call to Order and Roll Call

Consent Agenda:

CA-A	Approval of Parks and Recreation Board minutes of November 7, 2011
CA-B	Receipt and acknowledgement of Urban Forestry Commission minutes of August 16, 2011, September 20, 2011, and October 18, 2011

Hearing of Citizen Comments:

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda.

Staff Reports:

Parks & Recreation Director	Prescribed Burn at Whitewater Effigy Mounds Preserve; Bicycle & Pedestrian Master Plan
Recreation & Community Events Programmer	Winter/Spring Brochure
Senior Coordinator	One Stop Shop; Holiday Luncheon; Senior Forum

Considerations:

C-1	Appointment of Parks and Recreation Board member to the Urban Forestry Commission
C-2	Discussion and possible action related to future meeting schedule
C-3	Update on Treyton's Field of Dreams progress
C-4	Discussion and possible action on agreement with UW-Whitewater for future use of Treyton's Field of Dreams
C-5	Request for future agenda items
C-6	Adjourn

Memo

To: Parks and Recreation Board
From: Matt Amundson, Parks and Recreation Director
Date: November 30, 2011
Re: Parks & Recreation Board Meeting: December 5, 2011

C- 1 Appointment of Parks and Recreation Board member to the Urban Forestry Commission

Jen Kaina has a conflict with the new meeting time that the Urban Forestry Commission has established. The UFC will now be meeting on the 4th Tuesday of the month at 4:15pm. Any of the current Parks and Recreation Board members are eligible to serve on the UFC.

C-2 Discussion and possible action related to future meeting schedule

Rick Daniels has been unable to attend the last few meetings due to a conflict with his job on Mondays at 5:00. He will continue to have this conflict during the second semester of the University calendar. I would like the board to discuss whether to revise the upcoming meeting schedule:

January 2nd, February 6th, March 5th, April 2nd, May 14th

C-3 Update on Treyton's Field of Dreams progress

I wanted to provide an update to the Board on where the project currently stands.

The Whitewater Community Foundation Account currently has a balance of \$220,000 which does not include the Pepsi Refresh grant of \$50,000. I have received 50% payment on the grant. I submitted a letter of inquiry to the Baseball Tomorrow Fund and have received word back that we are eligible to submit a formal application. I have structured this grant to cover the cost of lights, currently estimated at \$75,000. A motorcycle has been donated to the project and the committee will be working on how best to use this donation. The motorcycle is of historic significance and deemed quite valuable but the right buyer/auction/raffle process will need to be determined.

Strand, the City's engineering firm, has moved forward with a topography and geotechnical survey that will be paid for from the foundation account. This survey work will determine if the site is suitable and provide data needed for construction documents. Kevin Brunner and I recently met with representatives from JP Cullen who have agreed to assist the project. JP Cullen is currently reviewing materials that I have provided them in regards to design and cost estimates. JP Cullen's involvement will assist us in finalizing a plan and provided an actual cost for the project. They are also hopeful that they can develop construction documents using the Warhawks field as a template for our project.

It is my intention that when this data is finalized we will bring back an updated concept plan and be able to adequately address the impact to the park and what trees may have to be removed to accommodate the field. The parking lot for the project has been listed on the City's Capital Improvement Plan for 2013 construction that will need to be approved by the Common Council.

November 30, 2011

C-4 Discussion and possible action on agreement with UW-Whitewater for future use of Treyton's Field of Dreams

I have been working with the Field of Dreams UW-Whitewater student organization that has led a number of fundraising activities on campus. This student organization has recently submitted a funding request of \$10,000 to Student Government for assisting in funding the construction of the field.

SUFAC has recommended that \$10,000 from segregated fees be allocated to assist the Field Of Dreams project. Part of the request outlined that there would be a use agreement for student organizations between the University and the City. The suggested terms were:

"if the monies are allocated: no use fee for 2 years will be charged to student organizations/campus users and after that time, for an additional 8 years students would pay 25% of the UW-Whitewater use fees charged for the use of the venue."

I would like the Board to discuss the terms that SUFAC has suggested. At a minimum I feel that a cap should be placed on the number of hours that they are able to use for free/reduced cost either weekly or monthly. Additionally, student organizations will need to follow the rules that are developed for the facility. This is likely to include items like concessions, allowed uses, etc.

Your consideration of these matters is greatly appreciated.

Thanks!
Matt Amundson,
Parks & Recreation Director

City of Whitewater
Parks and Recreation Board
Monday, November 7, 2011 - 5:00pm
Whitewater Municipal Building Community Room
312 W. Whitewater St. Whitewater, WI 53190

DRAFT MINUTES

Call to Order and Roll Call at 5:00pm

Kim Gosh, Bruce Parker, Nathan Jaeger, Jen Kaina and Ken Kidd

Absent: Rick Daniels and Brandon Knedler

Staff: Matt Amundson, Michelle Dujardin, Deb Weberpal

Guests: Richard Helmick and John Swaffer

Consent Agenda:

Approval of Parks and Recreation Board minutes of October 3, 2011 and October 10, 2011

Parker moved to accept consent agenda. Jaeger seconded the motion. Ayes: Jaeger, Kidd, Gosh and Parker. Noes: None. Abstain: None. Absent: Daniels, Knedler and Kaina

Hearing of Citizen Comments:

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda. There were no Citizen Comments.

Staff Reports

Parks & Recreation Director

- WPRA Annual Conference- Amundson highlighted conference sessions attended which included; Converting green space to prairie, working with volunteer groups, and how you to create a platinum level bike friendly community.
- Effigy Mounds Preserve – Volunteers took a couple of days to remove invasive vegetation and hand mow the mounds. A burn will be scheduled in the upcoming weeks.

(Kaina arrived 5:09)

Recreation & Community Events Programmer

- Freeze Fest-Dujardin presented to the board the recently awarded plaque to the Southeastern Region of Special Olympics for the greatest percentage increase in fundraising for the Whitewater Plunge. 2012 Freeze Fest event is planned for Saturday, February 18th
- Ceramics- Pictures were shared with the board of the current space available for Ceramics in the Armory basement. Future plans include; facility clean up, program restructure, and new instructors.

Senior Coordinator

- One Stop Shop- The annual one stop shop event will take place Saturday, November 19th from 9:00am -2:00pm at the Downtown Armory. This event is a direct fundraiser for the Seniors in the Park programs.

Discussion and direction regarding development of facility user surcharge fee that would be applied to all facility users

Amundson referred to memo and list of current users the surcharge would affect. John Swaffer from Kettle Moraine Baptist asked the questions; would only free rentals have the burden of fees and expressed concern that the cost will prohibit them from using the facility but appreciates the usage. Amundson expressed concern on fairness and keeping things maintained instead of waiting till replacement. Kidd commented that we are stuck with the user fee route but faced with the task on how to do it. Parker suggested taking the top four large users that create the wear & tear and put their surcharge into a repair and replacement fund for that particular building. Kaina suggested taking into consideration profit and non-profit status The board directed Amundson to work with the school district on more information on handling rentals and send another e-mail to users about future meetings. Kaina moved to have the facility user surcharge in place by July 1, 2012 in conjunction with the school district policy. Parker seconded the motion. Ayes: Kaina, Jaeger, Kidd, Gosh and Parker. Noes: None. Abstain: None. Absent: Daniels, Knedler

Approval of revisions to Recreation Program Fee Policy

Amundson referred to current policy with noted changes and additions. Kidd moved to accept the Recreation Program Fee Policy with the noted changes. Gosh seconded the motion. Ayes: Kaina, Jaeger, Kidd, Gosh and Parker. Noes: None. Abstain: None. Absent: Daniels, Knedler

Discussion regarding Senior Newsletter and proposal from Liturgical Publications

Weberpal introduced the current practices and challenges of the monthly senior newsletter. Weberpal presented example newsletters and proposal from Liturgical Publications. Kaina moved for Weberpal to move forward with the publication of the Senior Newsletter with Liturgical Publications. Parker seconded the motion. Ayes: Kaina, Jaeger, Kidd, Gosh and Parker. Noes: None. Abstain: None. Absent: Daniels, Knedler

Conversion of Starin Community Building Restroom to Storage Area

Weberpal introduced the concern of storage space at the Starin Community Building with possibility of converting the restroom into extra storage space. A slide show of the entire building was presented with ideas of other storage areas. The board directed Weberpal to take suggested ideas and meet with the maintenance staff on what can be done.

Request for future agenda items

Kaina suggested update on Treyton's Field of Dreams project.

Adjourn

6:47 pm Motion by Kaina. Second by Gosh. Affirmed by voice vote.

Respectfully submitted,

Michelle Dujardin

Michelle Dujardin

Whitewater Urban Forestry Commission Meeting
August 16, 2011, 4:15 p.m.
Cravath Lakefront Room
Whitewater Municipal Building

Minutes

Meeting called to order at 4:18 p.m., a quorum being present, by chair, Tiiu Gray-Fow.

Roll call:

Members present: Andrew Crone, Tiiu Gray-Fow, Jen Kaina and Beverly Stone. Jay Craggs arrived at 4:40 pm. Staff: Chuck Nass. Members absent: Karen Coburn, Karen McCullough. Guests: Richard Ehrenberg, Roy Nosek.

Jen Kaina was introduced as the new representative from the Parks and Recreation Board replacing Pru Negley.

Moved by A. Crone, seconded by B. Stone to approve agenda with the exception of Item 12, field trip, which will be postponed. Motion carried unanimously.

Moved by A. Crone, seconded by J. Kaina that the minutes of May 10, 2011 be approved as printed. Motion carried unanimously.

Moved by A. Crone, seconded by J. Kaina that the minutes of June 21, 2011, be approved with correction of spelling of Crone from Krohn. Motion carried unanimously.

Citizen's comments: None.

No reports from Plan and Architectural Board or Parks and Recreation Board. New member Jen Kaina was advised of necessity of specific items for agendas.

It was suggested that there be more public input into the siting of the Treyon Kilar Field of Dreams and that the fundraising is on-going.

Chuck Nass reported that the storm damage was mainly to private trees; that a large branch overhanging the foot bridge between Milwaukee and Main Streets may need pruning; that there has been car damage to three more trees on Main Street and new trees will be planted in the spring; and that a large city maple tree near Randy's restaurant may need to be removed.

Chuck Nass reported that trees are being cut on North Street due to a redesign of the bridge construction due to DNR regulations.

After lengthy discussion concerning update of the Emerald Ash Borer Policy J. Craggs moved, Jen Kaina seconded that action be postponed until September meeting. Motion carried unanimously.

Possible future agenda items may include: Green sustainability; replanting on Main Street in anticipation of ash borer destruction for November agenda.

Next meeting is scheduled for September 20, 2011, 4:15 p.m.

A. Crone moved, seconded by J. Kaina that meeting be adjourned. Motion carried unanimously. Meeting was adjourned at 5:40 p.m.

Respectfully submitted,

Beverly Stone, Secretary

CITY OF WHITEWATER
URBAN FORESTRY COMMISSION MEETING
Tuesday, September 20, 2011, 4:15 p.m.
CRAVATH LAKEFRONT ROOM – 2ND FLOOR, CITY MUNICIPAL BUILDING.
WHITEWATER, WI 53190
MINUTES

1. CALL TO ORDER: Meeting called to order by Chair – Tiiu Gray-Fow at 4:20 p.m. A quorum being present.
2. ROLL CALL: Members present: Tiiu Gray-Fow, Karen Coburn, Karen McCulloch, Andrew Crone, Beverly Stone, Jay Craggs arrived later. Members Absent: Jen Kaina. Staff Present: Chuck Nass. Guest: Michele Smith and Richard Ehrenberg.
3. APPROVAL OF AGENDA: Motion by Crone and seconded by McCulloch to approve the agenda. No discussion. Agenda is approved unanimously.
4. APPROVAL OF MINUTES: Motion by Crone to approve August 16, 2011 minutes. Seconded by Gray-Fow. Approved unanimously.
5. CITIZEN COMMENTS: None.
6. PLANNING AND ARCHITECTURAL BOARD REPRESENTATIVE’S REPORT: Plan and Architectural Board member Karen Coburn requested information as to her role as liason between Plan and Architectural Board and Urban Forestry Commission. Discussion followed with clarification as follows: Neighborhood Services staff member needs to give the city forester, Chuck Nass, any development plans that include landscaping and trees in time for the Urban Forestry Commission to have input before Plan and Architectural Board consideration of the plans. The Plan and Architectural board representative would present the UFC thoughts to the Plan and Architectural Board at that time.
7. PARKS AND RECREATION BOARD REPRESENTATIVE’S REPORT: There was an update on the Kilar Field of Dreams project by Tiiu Gray-Fow as Park Board representative was absent.
8. EMERALD ASH BORER POLICY ADDENDUM/EAB TRAPS. Motion was made by Karen McCulloch seconded by Karen Coburn to postpone discussion of the Emerald Ash Borer draft until all members have had a chance to review a second draft for the October meeting. Motion carried unanimously.
9. TREES ON CUT LIST/NORTH STREET REPLANTING/OTHER REPLANTING. Chuck Nass may have a list of next spring’s plantings for the October meeting, otherwise November meeting. Trees will have to be removed for the installation of traffic signals at Main Street and Whiton Street intersection. Trees will be replaced on a two-to one basis. Trees will need to be replaced along the new Starin Road. They are under warranty from the landscaper Voegli. The electric company removed a large maple on Walworth Avenue.

10. CONSIDER “BIRD CITY, WISCONSIN” RECOGNITION PROCESS. Karen McCulloch volunteered to research a possible “Bird City” designation for the city.

11. FUTURE AGENDA ITEMS. Parking lot green spaces and change of meeting hour.

Moved by Andrew Crone, seconded by Jay Craggs to adjourn the meeting. Motion carried by unanimous vote. Meeting adjourned at 5:15 p.m.

Next meeting will be October 18, 2011 at 4:15 p.m.

Respectively submitted,

Beverly Stone
Secretary

CITY OF WHITEWATER
URBAN FORESTRY COMMISSION MEETING
Tuesday, October 18, 2011, 4:15 p.m.
CRAVATH LAKEFRONT ROOM – 2ND FLOOR, CITY MUNICIPAL BUILDING.
WHITEWATER, WI 53190
MINUTES

1. CALL TO ORDER: Meeting called to order by Chair – Tiiu Gray-Fow at 4:15 p.m., a quorum being present.
2. ROLL CALL: Members present: Tiiu Gray-Fow, Karen Coburn, Karen McCulloch, Andrew Crone, Beverly Stone, Members Absent: Jen Kaina, Jay Craggs. Staff Present: Chuck Nass. Guest: Roy Nosek, Richard Ehrenberg, Matt Amundson.
3. APPROVAL OF AGENDA: Motion by Coburn and seconded by Stone to approve the agenda. No discussion. Agenda is approved unanimously.
4. APPROVAL OF MINUTES: Motion by McCulloch and seconded by Coburn to approve September 20, 2011 minutes. Approved unanimously with corrections and addition. Corrected minutes will be submitted for publication.
5. CITIZEN COMMENTS: Roy Nosek submitted his ideas to be possibly implemented by UFC regarding planting of trees prior to possible Emerald Ash Borer devastation and planting techniques. Matt Amundson reported on the Bike and Pedestrian path master plan. Safety is the number one concern.
6. PLANNING AND ARCHITECTURAL BOARD REPRESENTATIVE'S REPORT: Coburn will bring landscape plans to UFC for recommendation prior to Plan Board action. Also Coburn will bring reports from the Zoning Master Plan meetings.
7. PARKS AND RECREATION BOARD REPRESENTATIVE'S REPORT: Report was given to Matt Amundson regarding Treyton Field of Dreams. The Pepsi Grant of \$50,000 was received. Approximately \$260,000 has been received. Labor and other value donations will be used towards total estimated costs. Landscaping which will include shade trees for spectators is a key issue.
8. EMERALD ASH BORER POLICY ADDENDUM/EAB TRAPS DRAFT. The Emerald Ash Borer Policy addendum will be divided into two documents. One the city uses and the other for private property owners. The new drafts will be available at the UFC's November meeting.
9. UPDATE ON URBAN FORESTRY MANAGEMENT PLAN:
10. TREES ON CUT LIST/NORTH STREET REPLANTING/OTHER REPLANTING. The city will be replanting 20-30 trees on Main Street. Tree placement is shown by white curb strip. Stump cleaning of cut trees will be done also. Pruning will be done on the west quadrant of the city. Annual planting plan will be available in November.

11. CONSIDER “BIRD CITY, WISCONSIN” RECOGNITION PROCESS. McCulloch will report on the Bird City program at the November meeting as an agenda item.

12. CHANGE OF MEETING TIME. Discussion was held concerning a possible change of meeting of the 4th Tuesday of the month.

13. BUDGET UPDATE. Nass reported that the budget is anticipated to remain at \$10,710.00 for next year. For Tree City designation the cost of the city is \$2.00 per capital for which there is state funding.

14. CONTINUE BRAINSTORMING ON POSSIBLE FUTURE AGENDA ITEMS RELATING TO THE DEVELOPMENT OF WHITEWATER’S GREEN SUSTAINABILITY PROGRAM. UFC members are encouraged to contact persons who have native plants and/or perennials they may wish to donate to the city for landscaping purposes for beautification and cost savings. The city will not be planting landscape beds in parks or city properties. Hanging baskets will still be purchased next year. Costs are \$5,000 for downtown and park baskets.

Moved by Coburn, seconded by Crone to adjourn the meeting. Motion carried by unanimous vote. Meeting adjourned at 5:50 p.m.

Next meeting will be November 15, 2011 at 4:15 p.m.

Respectively submitted,

Beverly Stone
Secretary