

City of Whitewater
Parks and Recreation Board Agenda
Tuesday, July 8, 2014 - 5:30 pm
Community Room – 1st Floor, Whitewater Municipal Building
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 June 16, 2014
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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:

Senior Coordinator	Concerts in the Park, Senior Center Month, Active Aging Week, Scheduleplus
Parks & Recreation Director	Lake Harvesting, Starin Park Improvements, Treyton's Field of Dreams, Wisconsin Street Bike Accomodations

Considerations:

C-1	Discussion and direction related to alcohol in parks and possible ordinance changes
C-2	Discussion and direction related to drainage concerns at Minneiska Park
C-3	Review of updated plans related to the Strategic Plan for Parks & Recreation
C-4	Review and Discussion of 2015 Budget <ul style="list-style-type: none"> • Discussion and direction related to 2015 Goals • Discussion and direction related to Enterprise Fund for Recreation Services
C-5	Request for future agenda items
C-6	Adjourn

**City of Whitewater
Parks and Recreation Board
Minutes**

Monday, June 16, 2014 - 4:30pm

Community Room - 1st Floor, Whitewater Municipal Building
312 W. Whitewater St. Whitewater, WI 53190

Call to Order and Roll Call

Nate Jaeger, Ken Kidd, Sarah Hansberry, and Bruce Parker. Absent: Jen Kaina, Brandon Knedler and Rachel DePorter

Staff: Matt Amundson and Michelle Dujardin

Consent Agenda

Approval of Parks and Recreation Board minutes of May 13, 2014. No items to be removed from consent agenda. Kidd moved to accept the consent agenda. Second by Parker. Ayes: Nate Jaeger, Ken Kidd, Bruce Parker, and Sarah Hansberry. Noes: None. Abstain: None. Absent: Jen Kaina, Brandon Knedler, and Rachel DePorter. Motion passed.

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:

Recreation & Community Events Programmer- Michelle Dujardin:

- Update on Before & After School Program: The Before and After School program is slowly taking shape. 13 staff members were offered positions and accepted for the Fall. Registrations are trickling in. Staff will be at each schools registration and open house to take questions and forms for the program. The City website also has its own tab for the Before & After School Program that has all the information families need and forms required for the program.
- Pig In The Park: The annual Pig In The Park takes place this weekend at Cravath Lakefront Park. There are currently 25 BBQ Competitors signed up with 30 spots available. The festival has made minor changes this year with entertainment and festival hours ending a little early.
- Tourism: Since the merger of Tourism and Chamber with the sharing of offices with Downtown, we have seen significant improvements of communication, sharing of resources, and additional promotion benefits.

Parks and Recreation Director- Matt Amundson

- Waters Edge Trail Extension: In 2007 we received a grant to extend the trail, due to state budget changes; the projects that weren't started by July 2014 would lose the grant money. Communication with DOT is taking place to try and save the grant funds for our project.

- Treyton's Field of Dreams: Work continues, all the work contracted with E & N Hughes have been fulfilled. Century fence will be here tomorrow to put in fence post, curb work will follow, and turf is set to be installed the week of July 14th.
- Trane PACT Agreement: Work started last week. Electrical work is currently happening at Library and City Hall. All work will go in full mode next week. Projects are scheduled to be completed by the end of August.
- Starin Park Shelter Electrical Improvements: Most improvements have currently been completed. Sta-Lite will improve some items to meet code for public use.
- Mechanical Lake Harvesting: Received permits on Friday. Work to be scheduled working around events happening at the park and the availability to access the lake.

Presentation of 2013 Winter/2014 Spring Financial Report

Amundson presented the Winter/Spring Financial Report to the board.

Discussion regarding Trail Naming and public input process

Amundson referred to park naming policy along with showing the various trail segments. Amundson asked the board to suggest what trail/path segments to group together and names of the segments. Trails discussed were Prairie Village to Waters Edge South and Starin Road to Tech Park

Prairie Village to Waters Edge South segment name suggestions:

- Waters Edge Trail/Path
- Trippe Lake Trail/Path
- Whitewater Creek Trail/Path
- Second Salem Trail/Path
- Minneiska Trail/Path

The Starin Road to Tech Park segment suggestions:

- Starin Trail/Path
- Starin Road Trail/Path
- Hospital Hill Trail/Path
- Technology Trail/Path
- Innovation Trail/Path

Kidd moved to except the naming suggestions of the North-South trail as Whitewater Creek Trail from County Road U to Main Street and Trippe Lake Trail from Main Street to Tanner Way. The East-West trail would be Innovation Trail from Bluff Road to Newcomb Street and Starin Trail west to the western most area. Park Path and Warhawk Path as spurs off of Whitewater Creek Trail.

Ayes: Nate Jaeger, Ken Kidd, Bruce Parker, and Sarah Hansberry. Noes: None. Abstain: None. Absent: Jen Kaina, Brandon Knedler, and Rachel DePorter. Motion passed.

Review of Updated Park Plans related to the Strategic Plan

Amundson presented updated maps from previous discussions. Amundson asked board for suggested changes or corrections:

Cravath Lakefront Park:

Should be 4 power pedestals off the main parking lot
Are there any Ash Trees being removed?

Effigy Mounds Preserve:
Trail corrections

Meadowsweet Park:
Wet basin location added to map

Moraine View Park Map:
Needs updating

Review and Discussion of 2015 Budget

- Review Capital Improvement Plan for Parks, Facilities, and Bicycle Pedestrian projects- Amundson referred to the CIP and stated this document is being reviewed by City Council tomorrow night and encompasses anything over \$5,000 that we have labeled in our department/parks projects. These items are proposed projects and may not all get approved.
- Discussion and direction related to 2015 Department Staffing-Amundson presented the future proposal of moving the Sports Coordinator position to full time with a title change of Recreation Program Coordinator. Amundson also proposes that the Facility Maintenance become a full time position and by doing so that city could save on outside contracted services including HVAC and janitorial.
- Discussion and direction related to Enterprise Fund for Recreation Services- Amundson presented the function of Enterprise Fund for our department.

Request for future agenda items

July- Follow up discussion on Strategic Plan & Waters Edge South detention pond update
August- Cravath Lakefront Park and Special Events use in the park

Adjourn

Motion by Parker to adjourn at 6:21 pm. Second by Hansberry . Affirmed by voice vote.

Respectfully submitted,

Michelle Dujardin

Michelle Dujardin

From: [Patrick Singer](#)
To: [Matt Amundson](#)
Subject: Cravath Lakefront Park
Date: Monday, June 30, 2014 12:19:36 PM

Hi Matt,

I wanted to check in with you regarding an inquiry I received about the consumption of wine in the Cravath Lakefront Park during Concerts in the Park.

My understanding was that there is no alcohol consumption allowed in Cravath at this point.

Would it be possible to do one of several things?

- Change the policy to allow the Park and Rec Director to designate certain events/dates/times that wine could be consumed in the park.
- Change the policy to allow wine to always be allowed in the park.
- Create a rider on the Class C license to allow vendors to sell wine for consumption in the park.

I would think the first one might be the most palatable if a change were to be made.

Let me know what you think. I would be willing to bring up the change and come to the P&R board to speak about it.

Thanks,
Patrick

2014 Major Objectives/Goals

1. Complete ADA audit and inspection of all city parks. **Recreation Accessibility Consultants hired to complete work which is currently in progress.**
2. Complete Strategic plan for Parks & Recreation Department by May 1, 2014. **The plan has been delayed due to increased review of each park site as part of the process by the Parks & Recreation Board, completion anticipated in 2014.**
3. Complete conversion of effigy mounds from turf grass to prairie by June 1, 2014. **Completed conversion, monitoring results and need for further work.**
4. Hold grand opening celebration for Treyton's Field of Dreams by September 2, 2014. **Construction anticipated to be completed by 9/1, grand opening scheduled for October 4th.**
5. Complete Waters Edge South trail extension by November 1, 2014. **Project has stalled due to opposition by Town of Whitewater; DOT has withdrawn grant funding due to Wisconsin Act 20 and the removal of grant funds for projects previously authorized that construction has not started.**
6. Complete ADA audit and review of all recreation programs and policies. **Recreation Accessibility Consultants hired to complete work which is currently in progress.**
7. Expand recreation programming with a minimum of 3 new youth instruction programs and 4 new adult instruction programs per brochure. **New programs include Fit 4 Fun, Sewing Workshop, flag rugby, softball camp, Sectional Pitch, Hit, & Run Host, Take Your Brain for a Walk, Zentangle, Freeze Fest Mission Impossible, Expanded Kids Escape, and Before & After School programming.**
8. Assist in the delivery of the Discover Whitewater Series event with a goal of increasing participation and exploration of holding cycling event by October 1, 2014. **Staff continue their involvement in the planning and support of the event.**
9. Review fee structure and expenses associated with youth baseball and softball to bring program to the expected revenue goals by January 31, 2014. **Completed with changes to fee structure and operation of program.**
10. Review youth basketball programming and make recommendations for improving the program and participation by June 1, 2014. **Partnership furthered with Whitewater Traveling Basketball Club in providing additional requested opportunities this summer and moving forward.**
11. Complete ADA audit and inspection of all city buildings. **Recreation Accessibility Consultants hired to complete work which is currently in progress.**
12. Identify energy efficiency improvement projects and needed facility equipment upgrades in partnership with Trane including replacement of air conditioning equipment and controls at Municipal Building and Library. **Agreement approved with Trane for a number of upgrades with project completion scheduled for August 29th. City also is working with Velcheck & Finger on a variety of roofing improvement projects.**
13. Sand and re-paint Downtown Armory gym floor. **Project was not funded in 2014 CIP and funding is being requested in 2015 CIP.**
14. Complete needed roof upgrades at Starin Park Community Building. **City is working with Velcheck & Finger on a variety of roofing improvement projects.**

15. Complete needed office upgrades and improved efficiency at Whitewater Municipal Building. Funding for project was not included in 2014 CIP and funding is being requested in 2015 CIP.

2015 Major Objectives/Goals

1. Reduce HVAC contractual costs by 75% with completing work in-house with facility maintenance staff.
2. Complete feasibility of completing routine janitorial tasks with an in-house cleaning staff by June 1, 2015.
3. Complete request for proposals to obtain electrical, roofing, and plumbing contractor for routine maintenance and emergency needs for the City by November 1, 2015.
4. Complete fundraising and construction for Treyton's Field of Dreams concession facility by June 1, 2015.
5. In cooperation with DNR, expand lake aquatic plant harvesting program in 2015.
6. Complete lakes dredging feasibility report by October 1, 2015.
7. Hold 6 tournaments at Starin Park showcasing Treyton's Field of Dreams that bring at least 108 teams to Whitewater.
8. Complete survey of Before & After School participants by June 1, 2015 and implement recommended improvements prior to the 2015-2016 school year.
9. Complete review of recreation programming assignments by December 1, 2015 to ensure proper workloads and efficient use of staff talent.