

City of Whitewater
Parks and Recreation Board Agenda
Tuesday, August 12, 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 Accommodations

Considerations:

C-1	Discussion and direction related to drainage concerns at Minneiska Park
C-2	Discussion related to the erection of a Peace Pole in a City Park
C-3	Discussion and direction related to scheduling public meeting in coordination with the UFC to discuss Cravath Lakefront Park
C-4	Discussion and direction related to alcohol in parks and possible ordinance changes
C-5	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-6	Approve contract with SAA Design for the development of a comprehensive bicycle and pedestrian signage program
C-7	Request for future agenda items
C-8	Adjourn to Closed Session, not to reconvene per Wisconsin Statutes Ch.19.85(l)(f) "(f)Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations." Item to be Discussed: Disciplinary action related to youth sports coach

**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

Memo

To: Parks and Recreation Board
From: Matt Amundson, Parks and Recreation Director
Date: June 6, 2014
Re: June 10th Parks & Recreation Board Meeting

C-1 Discussion and direction related to drainage concerns at Minneiska Park

This was requested to be on the agenda by Bruce Parker and Ken Kidd. I will ask that Parks/Streets Superintendent Chuck Nass attend the meeting to share his plans for resolving this issue.

C- 2 Discussion related to the erection of a Peace Pole in a City Park

Recently the Council was approached regarding flying a United Nations flag at the Municipal Building. After much discussion at the Council level, the Parks & Recreation Board was directed to review a potential location for a "Peace Pole" to be located in a City park to be determined by the Parks and Recreation Board. Possible locations include but not limited to:

- Cravath Lakefront
- Mill Race
- Starin Park

The following is information from www.peacepoleproject.org:

Classic White Peace Pole with Four or Eight Languages.

Available in Three Sizes; 6 ft , 7ft or 8 ft tall for Indoor or Outdoor use

Crafted at The World Peace Sanctuary

Our low maintenance and weather proof Classic White Peace Pole is made of white vinyl.

Each Peace Pole includes a translation of *May Peace Prevail On Earth* in 4 or 8 languages of your choice printed on each side.

4 Language Peace Pole \$100.00

8 Language Peace Pole \$160.00



C-3 Discussion and direction related to scheduling a public meeting in coordination with the UFC to discuss Cravath Lakefront Park planning

I have asked Karen Coburn to poll the UFC members regarding dates for a meeting in late August or September. The format and goals for this future meeting can be discussed and direct staff for its scheduling.

C-4 Discussion and direction related to alcohol in parks and possible ordinance changes

Council President Singer received a request from a local resident to review the alcohol ordinance for the parks in an effort to allow wine at Cravath for Concerts in the Park. I've included an email from Patrick Singer in the support material. The current regulations related to alcohol are as follows:

No alcoholic beverages are allowed in any city park other than Starin Park. The City Clerk may issue permits allowing the consumption of alcoholic beverages in Cravath Lake Park, Trippe Lake Park, Starin Park Community Building and other municipal buildings as deemed appropriate. A permit may be granted by the Common Council pertaining to the consumption of alcoholic beverages in parks other than Starin Park, Cravath Lake Park and Trippe Lake Park.

A simple solution may be to allow alcohol at Cravath & Trippe similar to Starin. The City Clerk would like to eliminate the paperwork required for permits. The Police Chief is concerned about allowing alcohol in Cravath due to the proximity to downtown bars, and has suggested a wine exemption at Cravath. I would like the Board's thoughts on the subject and provide direction to staff to work with the City Attorney on any needed ordinance changes to go to the Common Council.

It is my hope that the City Attorney could structure the ordinance changes to allow alcohol at Trippe, wine only at Cravath, and allow alcohol for permitted rentals at Cravath that would effectively eliminate the need for the \$10 alcohol permit.

C-5 Review and Discussion of 2015 Budget

2015 Goals – I have developed the following and would like the Board to comment and provide additional thoughts regarding 2015 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.

In another budget related item, Deb Weberpal & I would like to discuss our Older Adult programming and how to budget for this programming moving forward, either leaving it as part of the General Fund or moving this programming with the other recreation programming to the Enterprise Fund.

C-6 Approve contract with SAA Design for the development of a comprehensive bicycle and pedestrian signage program

We received three proposals to complete the work from the advertised RFP. The three consultants with their fees are below:

- Shreiber Anderson & Associates (Madison, WI) \$23,138
- Alta Planning & Design (Chicago/Portland) \$38,338
- Merje (West Chester, PA) \$47,450

The budget for the project is \$50,000 which I envisioned \$20,000 for consulting services and \$30,000 for the acquisition of signage. Based on the proposed costs and my review of the proposals I felt comfortable only interviewing SAA. SAA has completed past projects in Whitewater, most notably the design for Cravath Lakefront Park. On August 4th an interview team consisting of Greg Swanson, Dick Haven, Danielle Hudson, Whitney Henley, Ken Kidd, and myself interviewed SAA Design Group. It is the recommendation of the interview panel to recommend approving a contract with SAA. As of this publication I have not yet received the contract so it has not been included in the support material.

Your consideration of these matters is greatly appreciated.

Thanks!

Matt Amundson,
Parks & Recreation Director