

**City of Whitewater**  
**Parks and Recreation Board Agenda**  
**Tuesday, November 25, 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 October 14, 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	Silver Star Award; WPRA Annual Conference
Parks & Recreation Director	Recreation Program Coordinator Recruitment; WPRA Annual Conference

**Considerations:**

C-1	Discussion and possible action related to maintenance of the Whitewater Effigy Mounds Preserve
C-2	Discussion and possible action related to Cravath Lakefront Park and specifically tree planting and its impact on Special Events
C-3	Discussion and direction related to request from Whitewater Youth Soccer Club
C-4	Work session to establish 5 year goals for Strategic Plan process
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 20, 2014  
**Re:** November 25<sup>th</sup> Parks & Recreation Board Meeting

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## **C-1 Discussion and possible action related to maintenance of the Whitewater Effigy Mounds Preserve**

I included a letter in the support packet received from Ken Kienbaum regarding the mounds. This will be an opportunity for the board to discuss any concerns related to the site and direct staff regarding future maintenance.

## **C- 2 Discussion and possible action related to Cravath Lakefront Park and specifically tree planting and its impact on Special Events**

This is a follow up item from the October meeting if the Board is interested in further discussion or action related to this item. The City Forester is working on an updated map of Cravath Lakefront that he hopes to have available at the meeting.

## **C-3 Discussion and direction related to request from Whitewater Youth Soccer Club**

I was contacted by Beth Nickels of the soccer club to discuss the Parks and Recreation Departments ability to provide on-line registration for the Soccer Club and what (if any) fees or charges would be involved. As the Board is aware, we currently provide this service for Whitewater Youth Football (WYFL) for no charge and in return we are provided with training for our coaches and officials. We could offer to provide the service at no charge or look at our revenue goal of 115%. I believe the 15% return is high for just providing online registration but providing this service does require staff time and it may be reasonable to ask for 5% to cover our costs.

## **C-4 Work session to establish 5 year goals for Strategic Plan process**

I plan to lead the Board on a goal setting exercise for the next five years for the Parks & Recreation Department. The goal will be to develop 7-10 goals like the example below that have a statement and objectives. I've included our 2015 goals from the budget and the 2015-2019 CIP in the support material for the purposes of this discussion.

Goal Statement: **Improve lake health and recreational access.**

Goal Objectives:

1. Address the need for improvements to boat launches (Cravath), piers, and docks along Cravath and Trippe Lakes.
  - a) Complete feasibility study of docks
  - b) Develop a timetable and funding schedule for completion

2. Improve education and communication within the community regarding the lakes and lake health.
3. Evaluate and take action regarding new and existing strategies for lake clean-up and restoration.
  - a) Complete lake dredging feasibility study.
  - b) Evaluate lake harvesting by contract or in-house
  - c) Explore the possibility of a Lake District
  - d) Increase storm water sediment removal through city-wide infrastructure improvements
  - e) Proactively engage the DNR to assist with restoration efforts including invasive species abatement and fish stocking of the lakes
4. Explore recreation adventures (paddle boats, stand up board)

Your consideration of these matters is greatly appreciated.

Thanks!

Matt Amundson,  
Parks & Recreation Director

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

**Tuesday, October 14, 2014 - 5:30 pm**

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

**Call to Order and Roll Call**

Rachel Deporter, Nate Jaeger, Jen Kaina, (5:50 ) Ken Kidd, Brandon Knedler, Sarah Hansberry, and Bruce Parker. Absent: .

Staff: Matt Amundson, Deb Weberpal, Chuck Nass

Guests: Dave Saalsa, Tammy Brodnicki. Jean Mills, Blake Scharine, Karen Coburn, Karen McCullough, Andrew Krohn, Sherry Stanek, Bev Stone, and Dave Stone.

**Consent Agenda:**

Approval of Parks and Recreation Board minutes of September 9, 2014

Kidd moved to accept the consent agenda. Second by Jaeger. Ayes: Rachel Deporter, Sarah Hansberry, Nate Jaeger, Ken Kidd, Brandon Knedler, and Bruce Parker. Noes: None. Absent: Jen 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 public comments.

**Staff Reports:**

Parks & Recreation Director

Abby Schultz's last day was Friday. Interim has been filled with Brooke Friess. Interned with W3 last year. Interim will be through hire of full time replacement. Amundson gave a slide show of the work this year on the field through the grand opening. Also viewed concession and projected costs for the concession stand. \$174,720 is left for the concession stand, bleachers and batting cage. Viewed the 5 year operating budget.

**Considerations:**

**Review and approve Urban Forestry Committee's recommendation for Downtown Streetscape**

Amundson referred to the Board packet. Downtown and the UFC have reviewed the plans and both approve. Final placing of the trees will be decided with the downtown Whitewater group. Kidd moved to approve the plan pending final details. Second by Deporter. Ayes: Rachel Deporter, Sarah Hansberry, Nate Jaeger, Ken Kidd, Brandon Knedler, and Bruce Parker. Noes: None. Absent: Jen Kaina.

**Discussion and possible action related to Cravath Lakefront Park and specifically tree planting and its impact on Special Events**

Knedler opened the meeting and allowed 5 minutes per group to give their opinions.  
(Kaina arrived 5:50)

Karen Coburn - Chairperson UFC; She read a letter encouraging planting of some trees in Cravath Lakefront park.

Blake Scharine – 4<sup>th</sup> July committee – Parks have uses and he would like to see appropriate use of all parks for all people.

Tammy Brodnicki – Downtown Whitewater but representing herself – Would like downtown to have been invited to the meeting. Required by city to do four special events. Required to have space for 25 teams to be sanctioned for Pig in the Park.

Andrew Crone - Shared letter from Thayer Coburn (board received it). Has been to several events with trees and in forests.

Amundson – Award winning park developed with the intent of hosting events. It's beautiful; trees are one component to a beautiful park. Stage is nonfunctional and would like to investigate an amphitheater.

Dave Saalsaa commented Downtown is looking at removable shade canopies for events. Trees may need to be pruned around light poles near the facility and along the railroad tracks.

Board is tabling any action until next month.

**Request for future agenda items**

There were no requests for future items

**Adjourned at 6:50 pm.**

Motion to adjourn by Kaina. Second by Deporter. Affirmed by voice vote.

**Next scheduled meeting: Tuesday, November 11, 5:30 pm**

Respectfully submitted,



Debra Weberpal

From Isch Kionbaya m  
To Parks committee

I looked the mounds  
park over. It is infested  
with creeping charlie & different  
kinds of thistles, nettles and  
stick tites. Then there is  
a very big crop of Burdocks,  
Then there is a little of natural  
June grass, a very big amount  
of Canada grass and a few  
other flowers like violets  
and some others you had  
named. Some bushes around the  
edge such as Blackberries and  
other berries that birds eat.

The comment about the  
birds most of them have  
left and went south. Earlier  
in the year there were  
many birds out there. The  
big oak tree that was hit by  
lightning and fell down should be  
cut up for fire wood. That's what  
the native Americans would have done.

The mounds were never  
seeded down. This year  
burning it in the spring will  
get rid of some seeds  
from the weeds but not  
all of them.

You will have to spray  
them when they come up  
after the burn.

There were no small trees  
cut by mowing it this fall.

I will tell you there  
are many seeds in the  
ground that come natural.

But if you're going to seed  
a field it's burned then  
after weeds are sprayed  
the plant whatever you  
want.

As far as markers for the  
mounds my brother will  
donate them, and please  
them where you would like  
them put. The old farm

## FACILITIES

## DEPARTMENT/FUNCTION

## PRODUCTS AND SERVICES

### REVIEWING THE YEAR: 2014 MAJOR ACCOMPLISHMENTS

GOALS	STATUS
Complete ADA audit, inspection of all city parks, and all city buildings. Recreation Accessibility Consultants hired to complete work.	In progress.
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 29 <sup>th</sup> . City also is working with Velcheck & Finger on a variety of roofing improvement projects.	Near Completion.
Sand and re-paint Downtown Armory gym floor. Project was not funded in 2014 CIP and funding is being requested in 2015 CIP.	
Complete needed roof upgrades at Starin Park Community Building. City is working with Velcheck & Finger on a variety of roofing improvement projects.	
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.

### LOOKING FORWARD: 2015 MAJOR OBJECTIVES

#### FACILITIES

Reduce HVAC contractual costs by 75% with completing work in-house with facility maintenance staff.
Complete feasibility of completing routine janitorial tasks with an in-house cleaning staff by June 1, 2015.
Complete request for proposals to obtain electrical, roofing, and plumbing contractor for routine maintenance and emergency needs for the City by November 1, 2015.

## PARKS ADMINISTRATION & MAINTENANCE

### DEPARTMENT/FUNCTION

Parks is responsible for the design, construction, and maintenance of all city parks which includes 239.8 acres of parks and conservation areas, the bicycle and pedestrian network, and storm water retention areas. Also included is the maintenance and development of the City's urban forestry program.

### PRODUCTS AND SERVICES

- Parks and recreational facility maintenance and construction.
- Urban forestry planting and maintenance.
- Maintenance of park areas, boulevards, and other city owned properties.
- Maintenance of all playing field surfaces for youth and adult recreation programs and sports leagues.
- Maintenance of the bicycle and pedestrian network.
- Master planning for neighborhood and community parks.
- Implementation and construction of park facilities.
- Assistance to a number of community special events.

### REVIEWING THE YEAR: 2014 MAJOR ACCOMPLISHMENTS

GOALS	STATUS
Complete ADA audit, inspection of all city parks, and all city buildings. Recreation Accessibility Consultants hired to complete work.	In progress.
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.	In progress.
Complete conversion of effigy mounds from turf grass to prairie by June 1, 2014.	Completed conversion, monitoring results and need for further work.
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.
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.

### LOOKING FORWARD: 2015 MAJOR OBJECTIVES

#### PARKS ADMINISTRATION & MAINTENANCE

- Complete fundraising and construction for Treyton's Field of Dreams concession facility by June 1, 2015. In cooperation with DNR, expand lake aquatic plant harvesting program in 2015.
- Complete lakes dredging feasibility report by October 1, 2015.

## RECREATION ADMINISTRATION & PROGRAMS

### DEPARTMENT/FUNCTION

Recreation is responsible for providing a comprehensive offering of programs for all ages and abilities. Programs vary from recreational and competitive sports, to exercise wellness, to arts, enrichment programs and community special events. The initiative for growth in programming comes directly from citizen requests. Administrative costs are funded by tax dollars, but direct program expenses are supported by a variety of user fees. The staff works closely with community groups and organizations to promote, deliver, and administer a comprehensive program while attempting to not duplicate services.

### PRODUCTS AND SERVICES

- Educational programs for all ages.
- Enrichment programs for youth.
- Exercise and wellness programs.
- Youth and adult sport leagues.
- Youth and adult recreation instruction programs.
- Volunteer opportunities.

### REVIEWING THE YEAR: 2014 MAJOR ACCOMPLISHMENTS

GOALS	STATUS
Complete ADA audit and review of all recreation programs and policies. Recreation Accessibility Consultants hired to complete work.	In progress.
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.
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 continues their involvement in the planning and support of the event.
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.
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.

## **LOOKING FORWARD: 2015 MAJOR OBJECTIVES**

### **RECREATION ADMINISTRATION & PROGRAMS**

Complete ADA audit and review of all recreation programs and policies.

Expand recreation programming with a minimum of 3 new youth instruction programs and 4 new adult instruction programs per brochure.

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.

Review fee structure and expenses associated with youth baseball and softball to bring program to the expected revenue goals by January 31, 2014.

Review youth basketball programming and make recommendations for improving the program and participation by June 1, 2014.

Hold 6 tournaments at Starin Park showcasing Treyton's Field of Dreams that bring at least 108 teams to Whitewater.

Complete survey of Before & After School participants by June 1, 2015 and implement recommended improvements prior to the 2015-2016 school year.

Complete review of recreation programming assignments by December 1, 2015 to ensure proper workloads and efficient use of staff talent.

Department/Project	2014 Completed	2014 Unfinished	2015	2016	2017	2018	2019
<b>Parks &amp; Recreation</b>							
<i>Facilities:</i>							
<b>Community Building</b>							
Roofing		\$ 40,000.00	\$ 20,000.00				
Siding							
Replace AC Compressor	\$ 5,904.00						
Upgraded LED Lighting	\$ 3,284.00		\$ 5,000.00				
Furnace							
<b>Cravath Lakefront Community Center</b>							
Replace HVAC Unit	\$ 38,229.00					\$ 5,000.00	
Replace Chairs							
Replace Tables				\$ 5,000.00			
<b>Armory</b>							
AC Gymnasium	\$ 62,818.00						
Boiler Controls	\$ 72,003.00						
Roofing & ADA Ramp							
Sand & Repaint Gym Floor			\$ 8,000.00				
Replace South Gym Interior Doors		\$ 207,978.00				\$ 10,000.00	
<b>Municipal Building</b>							
Outdoor Emergency Generator	\$ 84,355.00						
Rooftop HVAC Units	\$ 265,571.00						
Dispatch Airconditioning	\$ 20,506.00						
Temperature Control System	\$ 213,475.00						
Roofing		\$ 139,664.00					\$ 15,000.00
Replace Carpet & Flooring							
<b>Irvin L. Young Library</b>							
Boiler Replacement	\$ 88,287.00						
LED Ceiling Lighting	\$ 64,148.00						
Temperature Control System	\$ 148,877.00						
<b>City Garage</b>							
Infrared Heaters	\$ 57,105.00						
Destratification Fans	\$ 7,017.00						
Trane PACT Contingency	\$ 50,000.00						
<b>Totals for Facilities</b>	<b>\$ 1,181,579.00</b>		<b>\$ 33,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>\$ 15,000.00</b>	<b>\$ 15,000.00</b>

Department/Project	2014 Actual	2015	2016	2017	2018	2019
<b>Parks &amp; Recreation</b>						
<i>Parks:</i>						
<b>Moraine View Park</b>						\$ 10,000.00
Bark Park Relocation/2nd Site						
Shelter/Restroom Building			\$ 200,500.00			\$ 40,000.00
Playground						
Starin Park						
Parking Lot & Path	\$ 116,000.00	\$ 27,805.00				
Accessible Routes - ADA			\$ 20,000.00			
Outdoor Fitness Equipment						
<b>Cravath Lakefront Park</b>			\$ 25,000.00			
Fencing - Railroad Tracks				\$ 400,000.00		
Amphitheater						
Boat Launch Upgrades		\$ 57,500.00				
<b>Trippe Lake Park</b>						
Fishing Pier Upgrades		\$ 5,000.00			\$ 75,000.00	
Parking Lot off Coburn Lane						
<b>Effigy Mounds Preserve</b>						
Signage		\$ 15,000.00			\$ 10,000.00	
Kiosk						
Archeological Survey						
<b>East Gate Park</b>						
EWf Playground Conversion		\$ 5,000.00				
<b>Mill Race Park</b>						
Accessible Fishing Pier						
<b>Minneiska Park</b>						
Playground					\$ 30,000.00	
<b>Skyway Park</b>						
EWf Playground Conversion		\$ 5,000.00				
Shelter						
<b>Whitewater Creek Nature Area</b>						
Park Master Plan						
<b>Big Brick Park</b>						
Shelter						
<b>Totals for Parks</b>	\$ 116,000.00	\$ 115,305.00	\$ 245,500.00	\$ 400,000.00	\$ 115,000.00	\$ 50,000.00