



City of Whitewater
Parks and Recreation Board Agenda
Tuesday, January 12, 2016 - 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 December 8, 2015
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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.

Considerations:

C-1	Presentation regarding proposed agreement to operate Whitewater Aquatic Center
C-2	Discussion and possible action related to improvements including a bike corral and improved electrical options at Cravath Lakefront Park
C-3	Discussion and possible action related to Park Development Fees
C-4	Discussion and possible action related to anti-bullying recreation program policy
C-5	Discussion and direction regarding future meeting schedule
C-6	Request for future agenda items
C-7	Adjourn

Memo

To: Parks and Recreation Board
From: Matt Amundson, Parks and Recreation Director
Date: January 8, 2016
Re: January 12th Parks & Recreation Board Meeting

C-1 Presentation regarding proposed agreement to operate Whitewater Aquatic Center

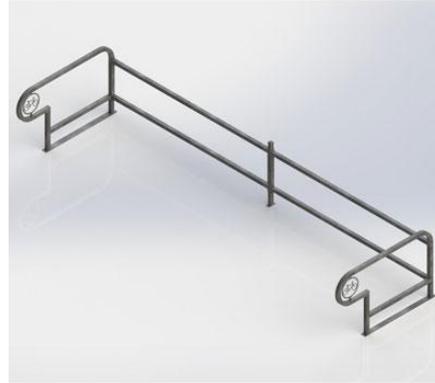
There is a public information meeting being held on January 11th at 6pm at the WAC and I will be providing the same presentation to the Parks and Recreation Board during our meeting.

C-2 Discussion and possible action related to improvements including a bike corral and improved electrical options at Cravath Lakefront Park

I met with Rich from Delta Electric to discuss possible options along Whitewater Street. Rich is preparing a cost estimate that includes extending the existing service south of the railroad tracks to a location north of the tracks and adding an electrical panel. The most cost effective and feasible solution would be to install four "hand-hole" boxes along Whitewater Street. A temporary pedestal or spider box could be installed at each of the four locations for up to 3 months at a time providing 60-100 amps at each location. The idea of permanent below ground electrical service is not a viable solution due to the inability to water proof such a feature.



I've included an aerial map of Cravath Lakefront Park and am asking the Board to identify a parking spot that can be converted into a bike corral. The corral would replace 1 parking spot with a spot to park up to 14 bicycles. Once selected, I will take to Council asking them to approve the location of the bike corral. The cost of a corral is less than \$2,000 and would be paid from the Park Development Fund. If successful, this could be duplicated in a number of locations in 2017.



C-3 Discussion and possible action related to Park Development Fees

I have updated the information we have discussed in December and included a "work-sheet" for developers.

C-4 Discussion and possible action related to anti-bullying recreation program policy

I have made the requested changes to the policy and have forwarded to the City Attorney for review and will be able to share any comments he has at the meeting.

C-5 Discussion and direction regarding future meeting schedule

I know that we have at least one member that has conflicts with Tuesdays this semester and that we will likely need to revisit the meeting time issue again in May when we will add some new members. I would like to propose that we meet on the second Wednesday of the month at 5:30 pm in February, March, & April. The dates would be February 10, March 9, and April 13.

Your consideration of these matters is greatly appreciated.

Thanks!

Matt Amundson,
Parks & Recreation Director

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

Tuesday, December 8, 2015 - 5:30 pm

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

Call to Order and Roll Call

Bruce Parker, Ken Kidd, Brandon Knedler and Kori Oberle. Absent: Nate Jaeger, Rachel Deporter and Jen Kaina.

Staff: Matt Amundson, Deb Weberpal

Guests: Shelly and Nate Black, Jason Hammond, Dave Wildenburg, Al Stark and Andy Mueller

Consent Agenda: Approval of Parks and Recreation Board minutes of November 10, 2015

No items to be removed from consent agenda. Kidd moved to accept the consent agenda. Second by Oberle. Ayes: Bruce Parker, Ken Kidd, Brandon Knedler and Kori Oberle. Noes: None. Abstain: None. Absent: Nate Jaeger, Rachel Deporter and 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:

Senior Coordinator

Working on RFP for the outdoor fitness equipment and looking for grants or donations to augment the project. There is support from the Student Center for Disabilities. Presentations will be made on the project to local civic organizations.

Chili Cook-off will be Saturday February 13 at Freeze Fest. There is no entry fee this year in hopes of gaining more participants.

Parks & Recreation Director

Preented a slide show of the projects accomplished this year. The new pier at Cravath will be put in, in the spring. The list of 2016 projects is in the packet.

Discussion and possible action related to Minneiska & Trippe Lake park improvements

Amundson referred to the packet. Minneiska Park is scheduled for a playground in 2018. Discussion centered around making improvements at Trippe Lake with the funds or Minnieska Park because of the

proximity of the parks. A survey was sent out by email, on Park and Recreation facebook page, the city website, and to those with a recdesk account. Discussions Included:

- Limited resources to maintain and replace equipment at both parks. (Kidd)
- Trippe Lake due for upgrades in 2025 and will need to be ADA compliant. This will encompass parking on Coburn Lane and playground surfacing.
- Developer promised a playground in the neighborhood when WES was developed. (Parker, Hammond)
- Trippe is a community Park; Minneiska is a neighborhood park (Kidd, Amundson)
- Hammond, Stark, Wildenburg: Feel dollars would go further at and should stay with Minneiska. Many families with children in the neighborhood.
- Options: Let Trippe Lake equipment expire and remove; only put playground at Minneiska. Move Trippe playground equipment nearer to the parking lot for ADA. Mueller commented the neighborhood association may be willing to assist with some funding.
- Stark concerned not everyone got the survey

Amundson asked if we should move Minneiska to the 2017 CIP? He would also like to have a master plan for Trippe Lake Park.

Discussion and possible action related to Park Development Fees

Amundson referred to the packet. The CIP and Park Development Fees should be tied together. There were some questions on multi-family versus single family charges to developers. Amundson will bring a form and fees a developer would see in January.

Discussion and possible action related to anti-bullying recreation program policy

Amundson referred to the packet and commented the policy is similar to the WUSD policy. The information and training will be provided to employees and youth sports coaches. Reporting was questioned and Amundson stated an incident report would be provided to all parties involved. He will run the policy by the City Attorney and bring back for final approval.

Discussion and direction related to department staffing

The current position will be renamed to include Athletic in the position title. Salary will be mid- 30's.

Request for future agenda items

Bike Corral for Cravath

Electrical Supply for the City Market

Adjourn

Kidd moved to adjourn at. Second by Oberle. Ayes: Bruce Parker, Ken Kidd, Brandon Knedler and Kori Oberle. Noes: None. Abstain: None. Absent: Nate Jaeger, Rachel Deporter and Jen Kaina.

Next scheduled meeting: Tuesday, January 12, 2016 5:30 pm

Respectfully submitted,



Debra Weberpal



Parkland Development & Parkland Acquisition Funding

- A Total units being constructed _____
- B # of residential units previously existing on the site _____
- C Subtract B from A for the total units fee applies too _____

Parkland Development Fee

$$\frac{\text{_____}}{C} \times \$625 = \frac{\text{_____}}{E}$$

Parkland Acquisition Fee

$$\frac{\text{_____}}{C} \times \$619 = \frac{\text{_____}}{F}$$

Total Fees Due

$$\frac{\text{_____}}{E} + \frac{\text{_____}}{F} = \boxed{}$$

2015-2019 5 Year Parks CIP

	2015	2016	2017	2018	2019	
Moraine View						
Dog Park Relocation/Additon					\$10,000.00	
Shelter/Restroom/Concession Bldg		\$100,000.00				
Playground					\$40,000.00	
Starin Park						
Outdoor Fitness Equipment		\$20,000.00				
Cravath						
Fencing		\$25,000.00				
Ampitheatre			\$250,000.00			
Trippe Lake						
Fishing Pier	\$5,000.00					
Parking Lot				\$75,000.00		
Effigy Mounds Preserve						
Signage	\$15,000.00					
Kiosk				\$10,000.00		
East Gate Park						
EWF Playground Conversion	\$5,000.00					
Minneiska Park						
Playground				\$30,000.00		
Skyway Park						
EWF Playground Conversion	\$5,000.00					
Park Shelter					\$7,500.00	
Big Brick Park					\$10,000.00	
Park Shelter						
Cravath						
Boat Launch	\$57,500.00					
	<u>\$87,500.00</u>	<u>\$145,000.00</u>	<u>\$250,000.00</u>	<u>\$115,000.00</u>	<u>\$67,500.00</u>	\$665,000.00

2011-2015: 68 residential units constructed

\$9,779.41

Moraine View Shelter & Playground & Minneiska Playground @ 25%

\$42,500.00

Development Fee Per Unit **\$625.00**

NRPA Park Acreage Standard	Population	14,500	16,000	20,000	25,000
6.25 acres per 1000		90.6	100	125	156.25
10.5 acres per 1000		152.3	168	210	262.5

Whitewater currently has 157.3 developed acres of park land

Whitewater additionally has 63.2 undeveloped acres of park land (Whitewater Creek & Ward)

Whitewater Effigy Mounds Preserve not included in figures

For Whitewater to maintain the maximum of 10.5 acres per 1000 people and grow to a population of 25,000 it would need to acquire 42 acres of parkland. A goal would be to acquire the parkland in 50 years.

190.5 acres sold for \$1,910,000 \$10,026.25 per acre cost (Walworth County parkland purchase)

42 acres x \$10,026.25 \$421,102.36

\$421,102.36 / 680 units **\$619.27** Parkland Acquisition Fee

2016-2020 5 Year Parks CIP

	2016	2017	2018	2019	2020	
Moraine View						
Dog Park Relocation/Additon				\$10,000.00		
Shelter/Restroom/Concession Bldg						
Playground				\$40,000.00		
Starin Park						
Outdoor Fitness Equipment	\$20,000.00					
Wayfinding & Trash/Recycle	\$24,000.00					
Splash Pad			\$50,000.00	\$350,000.00		
Cravath						
Fencing	\$25,000.00					
Ampitheatre		\$50,000.00	\$200,000.00			
Trippe Lake						
Fishing Pier						
Parking Lot			\$75,000.00			
Effigy Mounds Preserve						
Signage						
Kiosk			\$10,000.00			
East Gate Park						
EWF Playground Conversion						
Minneiska Park						
Playground		\$30,000.00				
Skyway Park						
EWF Playground Conversion						
Park Shelter						
Big Brick Park						
Park Shelter						
Walworth Ave						
Dog Exercise Area	\$6,000.00					
	<u>\$75,000.00</u>	<u>\$80,000.00</u>	<u>\$335,000.00</u>	<u>\$400,000.00</u>	<u>\$0.00</u>	<u>\$890,000.00</u>

2011-2015: 68 residential units constructed \$13,088.24

Moraine View & Minneiska Playground, & Starin Splash Pad (only \$100,000) @ 25% \$42,500.00

Development Fee Per Unit **\$625.00**

CITY OF WHITEWATER POLICY		TITLE: Anti-Bullying Recreation Program Policy
POLICY SOURCE: Parks and Recreation Department	Parks and Recreation Board Approval Date:	TEXT NAME: G:\Park & Rec\General Information\Policy

Policy Statement

Bullying is prohibited at all city parks and/or city facilities. This policy applies not only to participants who directly engage in an act of bullying but also to participants who, by their indirect behavior, condone or support another participant’s act of bullying. No city employee, volunteer, contractor, shall permit, condone, or tolerate bullying.

Definition

Bullying is deliberate or intentional behavior using words or actions intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

A person who engages in bullying or tolerates bullying will be subject to discipline in accordance with city policies and procedures. The city may take into account the following factors:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for participant who engaged in an act of bullying may range from behavioral interventions up to and including immediate removal from the program or facility. Immediate removal from program activity is warranted if the participant physically attempts to cause injury to him/her or others, or leaves the designated program area with the intent to run away or hide from staff. The city will act to investigate all complaints of bullying and will take appropriate action against any participant, city staff, volunteer, contractor who is found to have violated this policy.

Reporting Procedure

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of bullying will report the alleged acts to the Parks & Recreation staff person managing the program. Any seasonal recreation staff members who observe or become aware of acts of bullying are required to report these acts to the Parks & Recreation staff person managing the program.

The Parks & Recreation staff person managing the program is the person responsible for receiving reports of bullying. Any person may report bullying directly to the Park and Recreation Director or City Manager.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report. **This report will be provided to all parties involved when completed.**

Those engaging in retaliatory behavior against individuals making reports will be subject to disciplinary action.

Discipline for violation of this policy can include removal from the program.

Procedure for Investigating Reports of Bullying

When a complaint or report of bullying is received, the City will begin an investigation. The investigation will include interviews with the individual(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Upon completion of the investigation, the city will take appropriate action on a case by case basis. City staff will notify the parent(s) or guardian(s) of participants involved in a bullying incident and action taken based on a confirmed report.

Training and Education

The Parks & Recreation Department will provide information and training to employees and volunteers regarding this policy.