1. Call To Order And Roll Call

2. Approval Of Minutes

2.a. Draft December 18 Park Board Minutes

Documents:

DRAFT PARK BOARD MINUTES 12.18.2019.DOCX

3. 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.

4. Staff Reports

4.a. Directors Report

4.a.i. Lakes Drawdown Updates And Community Meeting

4.a.ii. Effigy Mounds Preserve Clean Up Days

4.a.iii. Facility Updates

4.b. WAFC Facility And Program Updates

5. Considerations

5.a. Armory Gym Facility Use Agenda Item

Documents:

PARKS AND RECREATION BOARD AGENDA ITEM ARMORY.PDF
PARKS AND REC FACILITY RENTAL RESERVATION POLICY.PDF
FACILITY RENTAL AND RESERVATION POLICY DRAFT 2020.PDF

6. Future Agenda Items

7. Adjournment
CANCELLED DUE TO NO QUORUM!

Parks & Recreation Meeting Agenda
City of Whitewater Municipal Building
Cravath Lakefront Room
2nd Floor
312 W. Whitewater St.
Whitewater, WI 53190
January 22, 2020

Call To Order And Roll Call

Approval Of Minutes
Draft December 18 Park Board Minutes

Hearing Of Citizen Comments
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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
Directors Report
Lakes Drawdown Updates And Community Meeting
Effigy Mounds Preserve Clean Up Days
Facility Updates
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Considerations
Armory Gym Facility Use Agenda Item
PARKS AND RECREATION BOARD AGENDA ITEM ARMORY.PDF
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Future Agenda Items

Adjournment

Anyone requiring special arrangements is asked to call the Parks & Recreation Director at (262) 473-0122 or EBoettcher@whitewater-wi.gov at least 72 hours prior to the meeting.
Parks and Recreation Board Minutes
Wednesday, December 18, 2019 – 5:30 pm
Cravath Lake Front Room
2nd Floor, Whitewater Municipal Building
312 W. Whitewater St. Whitewater, WI 53190

Call to Order and Roll Call
Matthew Sylvester-Knudtson, Carol McCormick, Bruce Parker, Steve Ryan, Jaime Weigel and Traci Wilson.
Absent: Mike Kilar, Larry Kachel, Jen Kaina, and Jan Bilgen.
Staff: Eric Boetther and Michelle Dujardin.

Consent Agenda:
CA-A Approval of Parks and Recreation Board minutes of November 20, 2019

Motion by Steve Ryan to accept the consent agenda. Second by Bruce Parker. Ayes: Matthew Sylvester-Knudtson, Carol McCormick, Bruce Parker, Steve Ryan, Jaime Weigel and Traci Wilson.
None. Abstain: None. Absent: Mike Kilar, Larry Kachel, Jen Kaina, and Jan Bilgen.

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

Director Updates – Boettcher

Lake drawdown update – A No Fishing enforcement will take place on both Cravath Lake and Trippe Lake during the time of the drawdown. Signs will be posted.

Amphitheater construction bids were received on December 16th. The goal is to have the amphitheater open June 13th. Fundraising continues with great success.

Big Brick Park Ice Rink first day of skating, was December 18th. This is the earliest date of opening in the last few years. We are hopeful for a great 2020.
Recreation Program Updates

Recreation and Community Events Programmer - Dujardin

After School Program happening at four locations has been going fantastic.

The new Winter/ Spring City Guide has been released. Copies have been mailed and placed around locations within the City of Whitewater along with the Walworth County Visitor Center.

C-2 – Discussion and action for Pedestrian and Bicycle Advisory Committee Ordinance

Boettcher referred to handouts and newly edited ordinance.


Currier: Stated his interest on serving on the board.

Kachel and Kilar Arrived: 5:44

Enterline: Encouraged inclusion of UW-Whitewater Students and Stakeholders.

Roberts: Stated concerns of having more members on the board

Norvilas: Stated the importance of keeping everyone in the loop

Kachel: Likes the format of advisory board and encouraged everyone to attend the open meetings

Motion by Steve Ryan to accept the pedestrian and bicycle advisory committee ordinance presented with noted amendments. Seconded by Bruce Parker. Ayes: Matthew Sylvester-Knudtson, Carol McCormick, Bruce Parker, Steve Ryan, Jaime Weigel, Mike Kilar, Larry Kachel and Traci Wilson. None. Abstain: None. Absent: Jen Kaina and Jan Bilgen.

C – 1 Discussion and action for potential Liberty Swing Project.

Boettcher referred to packet and explained that currently Whitewater Kiwanis is looking at securing a grant that would allow for the potential project to be placed at one of our parks.

Ryan explained as a Whitewater Kiwanis member that full funding is sought after through a grant due on Feb 1st. Approximation cost of purchase is $30,000.00 with installation cost being absorbed by UW-Whitewater.

Motion by Larry Kachel to approve and move forward with supporting the project. Seconded by Bruce Parker. Ayes: Matthew Sylvester-Knudtson, Carol McCormick, Bruce Parker, Steve Ryan, Jaime Weigel, Mike Kilar, Larry Kachel and Traci Wilson. None. Abstain: None. Absent: Jen Kaina and Jan Bilgen.
C – 3 Request for Future Agenda Items

Creek Clean Up and Shoreline Restoration

C – 4 Adjournment


Next scheduled meeting: Wednesday, January 22, 2020

Respectfully submitted,
Michelle Dujardin
# Parks and Recreation Board Agenda Item

<table>
<thead>
<tr>
<th>Meeting Date:</th>
<th>January 22, 2019</th>
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</thead>
<tbody>
<tr>
<td>Agenda Item:</td>
<td>Armory Gym Facility Use</td>
</tr>
<tr>
<td>Staff Contact (name, email, phone):</td>
<td>Eric Boettcher – <a href="mailto:eboettcher@whitewater-wi.gov">eboettcher@whitewater-wi.gov</a> – 262-473-0122</td>
</tr>
</tbody>
</table>

## BACKGROUND

(Enter the who, what when, where, why)

The Armory Gym is being used by a majority of our athletic and fitness groups throughout the year. We currently do not allow for private groups to rent the gym area in order to protect the floor. There have been more and more request for use of the facility by residents for gym related activities such as basketball, soccer and other activities that typically are held in gyms. Attached is the facility rental policy that was developed in 2015 and the proposed changes.

## PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

Proposed and Approved in 2015 by Parks and Recreation Board

## FINANCIAL IMPACT

(If none, state N/A)

N/A

## STAFF RECOMMENDATION

Staff recommends for the Parks and Recreation board to review and discuss proposal and make a recommendation on changes base on discussion.

## ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Current Facility Rental and Reservation Policy
2. Proposed Facility Rental and Reservation Policy
I. PURPOSE
The Whitewater Parks and Recreation Department schedules, maintains, rents, and reserves indoor facilities, park shelters, and outdoor athletic facilities to the general Whitewater community and surrounding area. These facilities, which include the Downtown Armory, Starin Community Building, Cravath Lakefront Community Center, ball diamonds, soccer fields and tennis courts, are located in City parks and also on city property. The Parks and Recreation Department will schedule these facilities for its own programs, the Whitewater Unified School District, the University of Wisconsin-Whitewater and other private and not-for-profit groups and organizations. These other groups and organizations include, but are not limited to: Traveling Basketball, Traveling Baseball, and the Whitewater Soccer Club. The following policies and procedures have been developed to facilitate the scheduling of athletic facilities by all organizations.

II. SCHEDULING PRIORITIES
The Whitewater Parks and Recreation Department will determine capacity limits for all facilities consistent with established and accepted standards to maintain facilities for continued use. These capacities will be utilized when scheduling activities and may impact the availability of facilities for reservations.

The Whitewater Parks and Recreation Department schedules and reserves facilities according to the following priorities:

1. All Whitewater Parks and Recreation programs (games, scheduled practices, matches, camps, and instructional programs) will be the first programs scheduled at facilities that are managed/maintained by the Parks and Recreation Department.

2. Whitewater Unified School District programs/athletic events will be the second programs scheduled at facilities managed/maintained by the City.

3. Whitewater Unified School District programs/athletic events will be the first programs scheduled at facilities owned by the District.

4. Whitewater Parks and Recreation programs will be the second programs scheduled at facilities owned by the Whitewater Unified School District.

5. Private and/or not-for-profit groups and organizations which reserved facilities managed/maintained by the City will have their programs and events scheduled after all Parks and Recreation and School District programs have been scheduled.
III. GROUP CLASSIFICATIONS

Group 1  No Charge
Partner Organizations will not be charged a facility rental fee for their facility usage provided that their facility use is for the purposes of holding an organization meeting, practice, game, etc. Partner organizations provide a charitable good to the Whitewater community and have had a history of receiving free rentals for facility space.
Exception: Any event serving alcohol will be required to pay 100% of rental fee.

Partner List:
Tax Funded Organizations:  
City of Whitewater  
Whitewater Unified School District  
Chamber of Commerce  
Downtown Whitewater  
Whitewater Tourism Council  
Whitewater Arts Alliance  
Whitewater Historical Society  

Youth Sports Organizations:  
Whitewater Traveling Basketball  
Whitewater Traveling Baseball  
Whitewater Youth Soccer  
J-Hawks  

Local Community Program Providers:  
National Multiple Sclerosis Society  
Special Olympics  
Relay for Life (ACS)  
4th of July Committee  
Local Registered Political Parties  
Walworth County Health Services  
Whitewater 4H / Boy Scouts / Girl Scouts  
Stone Mill Quilters  

Note: To be added or considered as a partner organization, please submit a letter of request to the Parks & Recreation Director. Decisions will be based on charitable contribution to the community and/or services provided to youth in our local community.

Group 2  50% of Listed Fee
Religious Organizations  
University of Wisconsin-Whitewater Recognized Organizations, Groups, Schools, Athletics  
Private Events not serving food or beverages that are free to the public

Group 3  100% of Listed Fee
Private Event serving food and/or alcohol  
Private Event charging admission  
All Group 3 Reservations will not receive a key for the facility. A rental attendant will meet them at the facility and open the building, explain regulations, and answer questions.

Long Term Rental Discount
Rental Groups interested in special rates based on continuous use must enter request 10 days prior to the month they are requesting use to the Parks and Recreation Director, who shall present an agreement to the Parks and Recreation Board for their approval at the next scheduled monthly meeting.
IV.  FEES & CHARGES

The facilities listed below must be rented a minimum of four (4) hours. Online reservations will be posted in four (4), eight (8), and sixteen (16) hour blocks. Requests outside of these blocks should be addressed with Parks and Recreation staff. A $200 damage deposit is required for these facilities.

<table>
<thead>
<tr>
<th>Indoor Facilities</th>
<th>Capacity</th>
<th>Hourly Resident Fee</th>
<th>Hourly Non-Resident Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cravath Lakefront Community Center</td>
<td>100</td>
<td>$40.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Starin Park Community Building</td>
<td>100</td>
<td>$30.00</td>
<td>$37.50</td>
</tr>
<tr>
<td>Armory Gym* &amp; Kitchen</td>
<td>300</td>
<td>$30.00</td>
<td>$37.50</td>
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<td>Armory Dance Studio</td>
<td>25</td>
<td>$30.00</td>
<td>$37.50</td>
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The Armory Gym does not allow food or beverages and is intended to be used as an athletic and programming venue – it is not a party hall.

The facilities listed below are rented for a minimum of an entire day, from 6am – 11pm. No damage deposit is required for park shelter reservations.

<table>
<thead>
<tr>
<th>Park Shelters</th>
<th>Capacity</th>
<th>Daily Resident Fee</th>
<th>Daily Non-Resident Fee</th>
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</thead>
<tbody>
<tr>
<td>Cravath Lake Picnic Shelter</td>
<td>100</td>
<td>$60.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Trippe Lake Shelter (beach)</td>
<td>100</td>
<td>$70.00</td>
<td>$87.50</td>
</tr>
<tr>
<td>Trippe Lake Picnic Shelter</td>
<td>100</td>
<td>$50.00</td>
<td>$62.50</td>
</tr>
<tr>
<td>Starin Park Shelter (2)</td>
<td>100</td>
<td>$50.00</td>
<td>$62.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cravath Wedding Specials</th>
<th>Daily Resident Fee</th>
<th>Daily Non-Resident Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park Area (Service/Photos)</td>
<td>$100.00</td>
<td>$125.00</td>
</tr>
<tr>
<td>Park Area + Picnic Shelter</td>
<td>$120.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Park Area + Picnic Shelter + Community Center</td>
<td>$450.00</td>
<td>$562.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Athletic Facilities</th>
<th>Per Hour Resident Fee</th>
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<td>Starin Little League or North Diamond</td>
<td>$20.00</td>
<td>$25.00</td>
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<td>Starin Toppers Diamond</td>
<td>$40.00</td>
<td>$50.00</td>
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<tr>
<td>Starin Treyton’s Field of Dreams</td>
<td>$100.00</td>
<td>$125.00</td>
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<tr>
<td>Starin Ball Diamond Complex (All 4 fields)</td>
<td>$150.00</td>
<td>$187.50</td>
</tr>
<tr>
<td>Moraine View Soccer Field</td>
<td>$20.00</td>
<td>$25.00</td>
</tr>
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<td>Moraine View Fields (All 7)</td>
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V. RULES & REGULATIONS

- Full payment is required at the time of the reservation.
- Groups 1 & 2 must pick-up keys during normal business hours.
- The Whitewater Parks and Recreation Department reserves the right to deny programs and/or special events which conflict with existing programs, use facilities for an event the facilities were not intended, or cause undue hardship on the facility and/or surrounding area. The availability of facilities for Class 1 may be limited based on requests and other rentals. Groups in Class 1 & 2 can provide the damage deposit or sign a “financial responsibility and damage deposit” form.
- All groups must reserve the building for times needed including set-up and clean-up. In most cases, the contracted cleaning company will arrive at your scheduled completion time.
- All requests for facility rental refunds must be submitted in writing to the Parks and Recreation Board.
- A $200 damage deposit is required for all Group 3 reservations when reserving the Starin Community Building, Cravath Lakefront Center, and Downtown Armory. No deposits are required for picnic shelters. The deposit can be paid on-line at the time of reservation or by cash/check no later than 14 days prior to the rental. The deposit is processed at the time of payment and will be returned via check no later than 2 weeks following the rental. Failure to pay the deposit 14 days in advance of the rental will result in the cancellation of the reservation.
- All facility reservations must be made and completed in full a minimum of 10 days prior to the event. The Parks and Recreation Director can waive the 10 day minimum for special circumstances.
- For Groups 1 & 2, remember to check the site when you arrive! If there are any damages/problems please call 262-473-0122 immediately and leave a detailed message. The exact time of your call and your concerns will be documented.
- Separate permits are required for renters that are serving alcohol, using amplified sound systems (outdoor rentals only), or anyone selling merchandise or booth space. These permits can be obtained from the City Clerk’s office.
- All park regulations shall be observed. Municipal Buildings open at 7:00 am and close by 11:00 pm unless approved by the City Clerk at the time the contract is signed. Parks are open at 6:00 am and close at 12:00 am (midnight). The renter will forfeit $100 of the damage deposit if they are in violation of the park curfew ordinance.
- Payment for the reservation is due in full before the facility is reserved. Photo ID is required with completed facility request form AND payment of damage deposit, as renter you are responsible for any damages.
- For Groups 1 & 2, keys are not distributed on weekend days. You must stop by City Hall before your event, Monday – Friday during normal business hours.
- Consumption of alcohol is by permit only and in compliance with applicable ordinances and regulations. Permits/requests to have alcohol in a city facility should be submitted with payment at least 2 weeks prior to the event date. Only the applicant may request an alcohol permit, and photo ID is required with the application. Failure to obtain the proper permits the renter will forfeit $200 of the damage deposit.
- Applicant shall be liable for any loss, damage or injury sustained by virtue of the activity conducted. Damages fees are as follows: replace rectangular table $150, replace folding chair $50, replace stackable chair $150, replace 60” round table $350. Building maintenance will be estimated at a rate of $50/hour. Carpet cleaning will result in a $300 charge and any floor refinishing or resurfacing will range in cost from $300-$550.
- Handicapped accessible entrance doors are not allowed or able to be propped open. Please do not try and force the doors to stay open. Any damage done to the doors by keeping them open will be assessed to your damage deposit.

- No smoking is allowed in the City of Whitewater Buildings. Failure to comply the renter will forfeit $200 of the damage deposit.

- Decorations are not to be attached in any way to the suspended ceiling at the Community Building. An eye-bolt is available in the ceiling of the West Room for hanging decorations. In all City facilities renters should avoid placing tape on the walls. No crepe paper is allowed in any rental facility.

- Please keep our facilities clean. It is the renter’s responsibility to: bring your own dishtowels/cloths, wipe down tables and chairs and restore to the original locations, wipe down counters, appliances, and other surfaces, vacuum/clean floors and walls of any spills, clean any garbage from around the outside of the facility that your group may have caused, take all garbage with you after your event. Failure to remove garbage from the site is a $100 charge against the damage deposit. Garbage can be taken to the dumpster located behind the Downtown Armory at 116 W North Street.

- Tent structures must be approved by the Parks and Recreation Director at time of facility request and comply with Diggers Hotline, Building Code and Fire Code requirements. No approval will be given and installation denied if compliance is not met.
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- Relay for Life (ACS)
- 4th of July Committee
- Local Registered Political Parties
- Walworth County Health Services
- Whitewater 4H / Boy Scouts / Girl Scouts
- Stone Mill Quilters
- AWANA
- Kettle Moraine Baptist Academy
- Alcoholics Anonymous
- Community Cat

Local Civic/Charitable Groups:
- Kiwanis Club (Breakfast/Noon/Circle K)
- Knights of Columbus
- Lions Club
- League of Women Voters
- Optimists

Note: To be added or considered as a partner organization, please submit a letter of request to the Parks & Recreation Director. Decisions will be based on charitable contribution to the community and/or services provided to youth in our local community.

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V. RULES & REGULATIONS

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- All groups must reserve the building for times needed including set-up and clean-up. In most cases, the contracted cleaning company will arrive at your scheduled completion time.
- All requests for facility rental refunds must be submitted in writing to the Parks and Recreation Board.
- A $200 damage deposit is required for all Group 3 reservations when reserving the Starin Community Building, Cravath Lakefront Center, and Downtown Armory (Armory Gym $350.00). No deposits are required for picnic shelters. The deposit can be paid on-line at the time of reservation or by cash/check no later than 14 days prior to the rental. The deposit is processed at the time of payment and will be returned via check no later than 2 weeks following the rental. Failure to pay the deposit 14 days in advance of the rental will result in the cancellation of the reservation.
- All facility reservations must be made and completed in full a minimum of 10 days prior to the event. The Parks and Recreation Director can waive the 10 day minimum for special circumstances.
- For Groups 1 & 2, remember to check the site when you arrive! If there are any damages/problems please call 262-473-0122 immediately and leave a detailed message. The exact time of your call and your concerns will be documented.
- Separate permits are required for renters that are serving alcohol, using amplified sound systems (outdoor rentals only), or anyone selling merchandise or booth space. These permits can be obtained from the City Clerk’s office.
- All park regulations shall be observed. Municipal Buildings open at 7:00 am and close by 11:00 pm unless approved by the City Clerk at the time the contract is signed. Parks are open at 6:00 am and close at 12:00 am (midnight). The renter will forfeit $100 of the damage deposit if they are in violation of the park curfew ordinance.
- Payment for the reservation is due in full before the facility is reserved. Photo ID is required with completed facility request form AND payment of damage deposit, as renter you are responsible for any damages.
- For Groups 1 & 2, keys are not distributed on weekend days. You must stop by City Hall before your event, Monday – Friday during normal business hours.
- Consumption of alcohol is by permit only and in compliance with applicable ordinances and regulations. Permits/requests to have alcohol in a city facility should be submitted with payment at least 2 weeks prior to the event date. Only the applicant may request an alcohol permit, and photo ID is required with the application. Failure to obtain the proper permits the renter will forfeit $200 of the damage deposit.
- Applicant shall be liable for any loss, damage or injury sustained by virtue of the activity conducted. Damages fees are as follows: replace rectangular table $150, replace folding chair $50, replace stackable chair $150, replace 60” round table $350. Building maintenance will be estimated at a rate of $50/hour. Carpet cleaning will result in a $300 charge and any floor refinishing or resurfacing will range in cost from $300-$550.
- Handicapped accessible entrance doors are not allowed or able to be propped open. Please do not try and force the doors to stay open. Any damage done to the doors by keeping them open will be assessed to your damage deposit.
• No smoking is allowed in the City of Whitewater Buildings. Failure to comply the renter will forfeit $200 of the damage deposit.

• Decorations are not to be attached in any way to the suspended ceiling at the Community Building. An eye-bolt is available in the ceiling of the West Room for hanging decorations. In all City facilities renters should avoid placing tape on the walls. No crepe paper is allowed in any rental facility.

• Please keep our facilities clean. It is the renter’s responsibility to: bring your own dishtowels/cloths, wipe down tables and chairs and restore to the original locations, wipe down counters, appliances, and other surfaces, vacuum/clean floors and walls of any spills, clean any garbage from around the outside of the facility that your group may have caused, take all garbage with you after your event. Failure to remove garbage from the site is a $100 charge against the damage deposit. Garbage can be taken to the dumpster located behind the Downtown Armory at 116 W North Street.

• Tent structures must be approved by the Parks and Recreation Director at time of facility request and comply with Diggers Hotline, Building Code and Fire Code requirements. No approval will be given and installation denied if compliance is not met.