Parks and Recreation Board Meeting
Wed, May 20, 2020 5:30 PM - 7:00 PM (CDT)

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1. Call To Order And Roll Call
   1.a. Election Of Park Board Chair And Vice Chair
   1.b. Appointment Of Members To Boards And Commissions - Urban Forestry, Planning And Architectural Review Commission And Bike And Pedestrian Advisory Committee

2. Approval Of Minutes
   2.a. Draft February Park Board Minutes

   Documents:
   DRAFT PARK BOARD MINUTES 2·19·2020.PDF

3. Consent Agenda

4. 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.

5. Staff Reports
   5.a. Directors Report - Lakes Drawdown Updates, Amphitheater Updates, Staff Updates
   5.b. Program Staff Updates

6. Considerations
   6.a. Discussion And Possible Action On Covid 19 Plans For Parks And Recreation Department

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.
6.a.i. Covid 19 Planning

Documents:

WAFC REOPENING DRAFT PLAN.PDF
PLANNING FOR COVID 19.PDF

7. Future Agenda Items

8. 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.
Call to Order and Roll Call
Matthew Sylvester-Knudtson, Carol McCormick, Steve Ryan, Larry Kachel and Jan Bilgen
Absent: Mike Kilar, Jen Kaina, Bruce Parker, Jaime Weigel and Traci Wilson
Staff: Eric Boetther, Brian de la Torriente, Debbi Oas and Lorelei Bowen
Guest: None

Consent Agenda:
CA-A Approval of Parks and Recreation Board minutes of December 18, 2019

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

Hearing of Citizen Comments:
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Staff Reports

Director Updates – Boettcher

Chuck Nass was awarded Lifetime Achievement award. He will be recognized at the next council meeting.

Lake Drawdown – There was a community meeting the first weekend of February. There was a lot of attendance. The DNR presented. There were lots of questions asked with positive feedback from community.

Effigy Mounds Cleanup is on hold because there is no frost. Unable to bring anything down. Can’t woodchip the pathway yet. Need to reschedule a day for cleanup.

Bilgen suggested adding the project to make a difference day.
Facility updates – Completed key fob access for Starin Park Community Building, Cravath Lakefront building and the Downtown Armory. This will track the coming in and out process of renters or users. Access cards or codes are easier to replace than keys. Able to set parameters for renters/users.

**Aquatic Center updates**

Oas – WAFC hosted J-Hawk meet and High School Conference meet. Birthday parties are going well. Half-price swim is very popular. Swim lessons are going well. The new fee schedule seems to be working out well.

Sylvester-Knudtsen asked how many members converted with the new fee schedule.

Bowden acknowledged that 61 seniors converted to aquatic memberships while 17 converted to fitness on memberships since the beginning of 2020.

Bilgen asked if a survey was sent out regarding new fee structure.

Bowden shared that a survey was sent out but there was not much response.

CA-1 – Discussion and Possible Approval of Goose Roundup

Boettcher – The current proposal for the goose roundup is to have someone roundup the geese and euthanize them. The DNR is in favor of this. It would cost roughly $4,000 for someone to do it. This would happen in June/July while geese are molting.

Bilgen asked for a more comprehensive plan for goose roundup as this just addresses one year.


CA-2 – Armory Gym Facility Use

Boettcher referred to handouts and newly edited policy.

Boettcher explained the possibility of opening up the Armory for more groups to use to provide more recreational opportunity. Cameras are installed to keep a closer eye on activity. A higher security deposit will be created.

Kachel added wordage should be added to policy to make it clear that if there is damage, more than the security deposit could be a penalty for damage.

Motion by Bilgen to accept changes made to Armory usage policy, Second by Kachel. Ayes: Matthew Sylvester-Knudtson, Carol McCormick, Steve Ryan, Larry Kachel and Jan Bilgen. Noes: None. Abstain: None. Absent: Mike Kilar, Jen Kaina, Bruce Parker, Jaime Weigel and Traci Wilson

CA-3 – Facility Rental and Reservation Policy for Non-paying Groups
Boettcher explained there are a few non-paying groups that use facilities excessively; and revenue is being lost because those rentals are on prime renting days.

Bilgen suggested creating primetime hours. Non-paying groups can use unlimited non-primetime hours, but limited use of primetime hours and subject to availability.

Boettcher suggested maybe the Common Council Room could be used for certain groups that are just looking to meet.

Ryan expressed creating a document with new hours and bring to the board for the next meeting.

CA-4 - Request for Future Agenda Items

Time of future meetings

Comprehensive plan for goose roundup

Proposal for prime and non-prime hours for rental facilities

CA-5 - Adjournment


Next scheduled meeting: Wednesday, May 20, 2020

Respectfully submitted,
Brian de la Torriente
Whitewater Aquatic & Fitness Center
Re-Opening Plan
WAFC Guide to Reopening

In an effort to reopen the WAFC the following is a draft plan that we are putting together in order to outline how we anticipate to safely open the facility. Many of the guidelines in this document are taken from the CDC guidelines that have been set along with planning based on the Badger Bounce Back plan that sets the criteria and standards that determine the phases of the plan. This is a working document that we will use to prepare and direct the reopening of the facility. The current plan is to start looking at phase 1 to begin in July. This is depending on the current climate and status of Corvid-19. In addition, we will take into consideration any direction given to us from City, County and State guidelines that will be available at time of opening. Again, this is a working document and is subject to change as we gather more information.

Cleaning and Disinfection Practices

Sanitize surfaces using an U.S. Environmental Protection Agency-registered disinfectant or a bleach solution.

Prepare a bleach solution by mixing:

- 5 tablespoons (one-third of a cup) bleach per gallon of water for non-food contact surfaces.
- 1 teaspoon bleach per gallon of water for food contact surfaces.

Do not mix bleach and ammonia-based chemical solutions.

- All areas of the WAFC will be properly cleaned and sanitized prior to reintroducing patrons to the facility
- All work areas including but not limited to front desk, fitness desk, fitness studio, lifeguard stations, will be provided with cleaning and sanitizing products to use to maintain a safe work area to fulfill cleaning responsibilities.
- All cloth materials will be washed at the highest possible heat setting and dried thoroughly
- A schedule will be followed to clean and sanitize public common areas on a regular basis. Frequency will depend on the phase and protocol of guidelines issued by the state and CDC.
- Common area cleaning and sanitizing include, but are not limited to the following:
  - Doorknobs, push bars, handles and panels
  - Light switches
  - Stair rails
  - Drinking fountains
  - Restrooms
  - Meeting rooms
  - Countertops
  - Windows and glass partitions
  - Lobby seating
  - Meeting room tables and chairs
  - Pool deck seating
  - Pool ramp railings
Motorized chairlift
- Locker room, if in use
- Exercise equipment, if in use

**Modify workspace environments to reduce exposure:**

- Employees who have a fever of 100-degree F or greater or show other symptoms of COVID-19 will not be allowed to work.
- Provide staff with adequate supply of personal protective equipment (PPE), hand sanitizer, soap and paper goods
- Emphasize effective hand hygiene, including washing hands with soap and water for at least 20 seconds, especially before preparing or eating food; after using the bathroom; and after blowing your nose, coughing or sneezing.
- Wear single-use disposable gloves when performing cleaning and disinfection/sanitizing duties.
- Install plexiglass barriers/sneeze guards for front desk and concession area
- Remove all high touch informational material from counter. Store informational material behind front desk
- Post informational and signage throughout facility, rewashing hands, sneezing, social distancing
- Social distancing between staff members
- When exchanging paper and coin money, do not touch your face afterward. Ask customers to place cash on the counter rather than directly into your hand. Place money on the counter (not in hand) when providing change back to customers. Clean the counter between each customer at checkout.
- Create visible markers on the floor to indicate appropriate spacing on the pool deck and other common areas

**Modify workspace environments to reduce exposure in aquatic area:**

- Employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
- Ensure first aid and lifeguard staff have proper personal protective equipment (PPE) to wear for first aid and rescues.
- Emphasize effective hand hygiene, including washing hands with soap and water for at least 20 seconds, especially before preparing or eating food; after using the bathroom; and after blowing your nose, coughing or sneezing.
- Lifeguards must not be assigned to additional duties.
- At swimming pools and waterparks, staff must monitor table and chair usage and sanitize chair and table surfaces between patrons.
- **Each licensed facility must have a designated person on site to ensure that guidelines and regulations are followed.** A facility may appoint an attendant or other staff member to perform these duties, as long as the facility is otherwise properly staffed. A lifeguard, while serving as a lifeguard, may not perform duties of the attendant or be given additional duties that distract from the responsibilities of lifeguarding.
Modified patron environment to reduce exposure:

- Patrons sign a risk waver to use the facility [*see appendix A*
- Screen patrons for illness
- Patrons will be denied entry once the maximum capacity for safe social distancing has been reached. Offer to notify waiting customers via text message/phone call when space becomes available.
- Ask all patrons to sanitize hands upon entering building, before and after equipment use
- Encourage patrons to use sanitizing stations (with at least 60% alcohol if hand sanitizer is provided) that will be placed at the entrance to the facility and at key locations throughout the facility where customers are likely to contact shared equipment
- Ask patrons to bring own equipment when applicable (pool equipment, mats etc.)
- Restrict the use of facility equipment (no shared mats, hand weights, pool noodles or pool weights)
- Restrict the number of patrons in each area of the facility
- Create visible markers on the floor to indicate appropriate spacing on the pool deck and other common areas
Modified patron environment to reduce exposure in Aquatic areas:

- One patron per lane at a time is allowable for lap swimming or competition. Patrons are expected to swim in the middle of the lane to allow for maximum distance between heads (approximately seven feet).
  - Social distancing in leisure pool
  - Spa area
  - Create route to allow for social distance in play structure area, leisure pool and river area
- Maintain six feet of distance between people not from the same household group.
- Traffic in the river must allow for six feet of distancing between riders who are not members of the same family.
- Staff member serving as an attendant will be present to monitor use and to ensure that social distancing practices are being applied
  - This lifeguard on duty will not serve this role
- Adequate number of attendants on hand to ensure proper distancing and limit group sizes to 10 people or families.
- Apply social distancing when using the water slide
  - Timing of sending riders down the slide must allow for only one person to be in the plunge basin at a time.
  - Markers indicating social distancing on the slide staircase

Swim lessons:

- Follow “Learn to Swim” guidance from the American Red Cross. This is likely to mean that only lessons for more advanced swimmers or parent-child lessons will be allowable initially, in order to avoid close contact of non-family members.
Fitness class guidelines Phase 2:

- Scheduled fitness classes (land and pool) will be limited to 10 persons at a time in any given space
  - Expanding to 50 people (pool) and 35 people (fitness studio max capacity) in phase 2 of the Badger Bounce Back plan.
- 30 minutes between each scheduled class to minimize overlap and reduce density of participants and to properly sanitize area
  - One class at a time in pool area (classes will not be held in the lap and leisure area at the same time)
- Instructors will be responsible for sanitizing area after their class
- Participants must sign into class in order to attend, in case contact tracing becomes necessary
- Alternative options for at risk populations (zoom classes)
Phase 1 Reopening overview for WAFC:

WAFC will open the land fitness portion of the facility only. This area includes weight machines, cardio machines and free weights.

Patrons will have access to two single occupant handicap accessible restrooms.

Patrons will not have access to high touch “prop equipment” including exercise mats, steps, bosu/exercise balls etc. Equipment will be locked in the storage closet.

Phase 1 membership rates and daily use rates for Phase 1:

Day Pass:

$4.00 whitewater resident

$5.00 nonresident

Month-month rate only

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<tr>
<th>Phase 1 (fitness only)</th>
<th>Monthly (no Commitment)</th>
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<tbody>
<tr>
<td>Youth/Student/Senior</td>
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<td>Adult</td>
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<td>Senior Couple</td>
<td>$36</td>
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<tr>
<td>Family (2+ people)</td>
<td>$43</td>
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*See appendix B for facility rates prior to COVID 19
Special Considerations During phase 1 for staff patron interaction:

- Check in desk will be relocated to the hallway outside of the fitness center and door 11
- Check in area will have plexiglass barriers/sneeze guards
- **Limited cash transactions** *
  - Transactions only by card to avoid handling of paper money and coins
- Staff will be provided with PPE and required to wear it at all times while in the facility
- Staff will follow all recommended cleaning/disinfecting procedures

Equipment sanitation procedure Phase 1:

- Encourage patrons to clean equipment before and after use
- Social distance when using exercise equipment:
  - Cones or other brightly colored noticeable barriers will be placed on every other piece of equipment to help with social distancing efforts.
  - Once a patron is finished using a piece of equipment, they will place the cone on or next to the equipment.
  - Opening up the neighboring piece of equipment and altering the staff member that it needs to be cleaned
- Provide visual props to indicate a piece of equipment has been used in order to notify staff member to clean equipment.
  - Example:
    - Patrons will be asked to place an orange cone on or beside cardio equipment after us.
    - Staff member will clean the “tagged” equipment
- Bathrooms will be cleaned after each use. Staff member is responsible for monitoring bathroom.
  - Option A
    - Have a bathroom key check-in/out system. To help monitor bathroom use and clean policy
    - After bathroom key is returned, staff member cleans the bathroom.
Facility hours Phase 1:

Access will only be permitted to the Fitness area during phase one of the reopening plan. Patrons will have access to the single person bathroom located by door 11 in the fitness area. The door leading to the locker rooms, meeting rooms and pool area will be locked.

Monday-Friday: 5:30 a.m.- 9:00 p.m.
Saturday 7:00 a.m.-6:00 p.m.
Sunday 9:00 a.m.-6:00 p.m.

Special considerations for at high risk and elderly population:

Option 1:

Designated facility hours for senior and high-risk population
10am-12pm Monday-Friday

Staffing Plan Phase 1 Fitness center only:

Monday-Friday:
- 5:30-9:00 a.m.
  - 1 staff member
- 9:00 a.m.-1:00 p.m.
  - 1 staff member
- 1:00 p.m.- 5:00 p.m.
  - 1 staff member
- 5:00 p.m.-9:00 p.m.
  - 1 staff member
- 9:00 p.m.-11:00 p.m.
  - 2 staff members
    - This shift will serve as a nightly deep clean of the facility

Saturday:
- 6:30 a.m.-11:30 a.m.
  - 1 staff member
- 11:30 a.m.- 6:00 p.m.

Sunday:
- 8:30 a.m.- 12:00 p.m.
  - 1 staff member
- 12:00 p.m.- 6:00 p.m.
  - 1 staff member
Efforts to reduce “cross pollination” of staff members:

Staff will work a consistent schedule of the same shift time and day to avoid coming into contact with other staff members. Staff will be advised to not switch/swap scheduled shifts. Staff will have entering and departing cleaning routine to insure a clean and safe environment.

Example:

Staff member A works a set schedule of Monday/Wednesday/Friday 5:30 a.m.-9:00 a.m.
Staff member B works a set schedule of Monday/Wednesday/Friday 9:00 a.m.-1:00 p.m.
Staff member C works a set schedule of Monday/Wednesday/Friday 5:00 p.m.-9:00 p.m.
  o  Staff A, B and C only interact with each other

Staff member D works a set schedule of Tuesday/Thursday 5:30 a.m.-9:00 a.m.
Staff member E works a set schedule of Tuesday/Thursday 9:00 a.m.-1:00 p.m.
Staff member F works a set schedule of Tuesday/Thursday 5:00 p.m.-9:00 p.m.
  o  Staff D, E and F only interact with each other

Staff member G works a set schedule of Saturday 6:30 a.m.-11:30 a.m.  
  Sunday 8:30 a.m.-12:00 p.m.
Staff member H works a set schedule of Saturday 11:30 a.m.-6:00 p.m.
  Sunday 12:00 p.m.-6:00 p.m.
  o  Staff G & H only interact with each other
Appendix A

Facility use waver

Inquiring with City Attorney and Insurance Carrier
Appendix B

Whitewater Aquatic and Fitness Center Admission Fees (Effective Jan. 1, 2020)

Daily Admission Prices (entire facility): $8 Whitewater Resident / $10 Non- Resident

Membership Options:

<table>
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<tr>
<th>Aquatic OR Fitness</th>
<th>Annual (Up-Front Payment)</th>
<th>Monthly (One Year Commitment)</th>
<th>Month by Month (No Min. Commitment)</th>
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<td>Family (2+ people)</td>
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Monthly/Month by Month Payment Information: require credit card information or a voided check. Automatic bank account withdrawals will be made the following business day after enrollment. Thirty-day notice is required to cancel memberships.
Covid-19 Planning
Parks and Recreation Programs

Summer Programs and Events

Summer Innovation Camps
Three Programs sites: Armory, Starin Park Building and Trippe Lake Shelter
- 15 kids per site
- June 15 through August 14
  Monday – Friday - 7:30am - 5:30pm
  Department Staff involved: Michelle Dujardin, Deb Weberpal, Lorelei Bowen
- 15-20 Seasonal staff will be scheduled for program

Dance Programs will start up again in July and run through mid-August smaller classes 6 in person and/or Zoom class

Tae Kwon Do – starting again in mid-June Class size 10 instead of 18
- Could expand into gym depending on registration numbers.

Tree Climbing classes – 1 for each month (June, July & August)
- 8 kids per class per instructor’s request (normally 12) one time

Concerts and Summer Entertainment
- Moved to September/October- limited based on availability

Steve the Squirrel search
- will start in PARKS will start in June

Auto Class - planned for the end of August in Cravath Parking lot

*Gymnastics classes cancelled until further notice

Sports and Tournaments

Youth Softball/Baseball
- Possible starting in July and run through mid-August
- This is coordinated with Quad County League

Treyton Field of Dreams (Tournament Season)
- Cancelled April and May Tournaments
- June/July Tournaments Pending
Seniors in the Park
- Programs will be in small groups starting possibly in July
- Planning virtual classes- Instructors could do classes at Cravath and or Starin and participants could stream from home.
- Starin Park and Cravath also used for Senior service type programs (example: toe nail, tax, etc)

WAFC

WAFC Planning for Reopening
- Creating a 3 phased reopening plan
- Tentative reopening after 4th of July
- Start with Fitness Center for Virtual Fitness Classes currently offered

WAFC Currently
- Facility maintenance was performed over the past two months while facility is down
- Structures repainted, tile repair, floor patched
- Locker rooms cleaned and paint touch up
- Fitness classes currently being held virtually.

Virtual Fitness Class Schedule:
- Monday Tuesday Wednesday Thursday Friday
- EMOM Cycling Bootcamp Cycling Tabata
- Zumba Yoga Zumba Yoga
- Pilates Barre

Covid-19 Planning
Facilities Planning
Whitewater Aquatic and Fitness Planning

WAFC Planning for Reopening
- Creating a 3 phased reopening plan
- Tentative reopening after 4th of July
- Start with Fitness Center for Virtual Fitness Classes currently offered

Playgrounds
- Currently all playgrounds are closed until further notice
- Skate Park will be reopened Friday, May 22nd.

Park Buildings, Shelter and Restrooms
- Currently closed until further notice
- Currently not taking building reservations until after July 4th of 2020
- Looking for board input on which facilities and when they feel we should open