



Parks & Recreation Meeting Agenda
City of Whitewater Municipal Building
Cravath Lakefront Room- 2nd Floor
312 W. Whitewater St.

Wednesday, June 28 Park Board Meeting

Time: Jun 28, 2023 05:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/89618969560?pwd=Smg4Z2RTa2ZQRTIRbXNkUlg3VG5xZz09>

Meeting ID: 896 1896 9560

Passcode: 867705

One tap mobile

+13092053325,,89618969560#,,,*,867705# US

+13126266799,,89618969560#,,,*,867705# US (Chicago)

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Meeting ID: 896 1896 9560

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AGENDA

Staff: Eric Boettcher (Director), Lorelei Bowen (WAFC Manager),
Michelle Dujardin (Recreation & Events) Jennifer French (Adult Programs) Hunter Karnitz
(Athletic Programs)

Board Members: Steve Ryan (Chair), David Stone (Vice Chair), Kathleen Fleming, Dan Fuller,
Stephanie Hicks, Mike Kilar, Megan Matthews, Kori Oberle, Ben Prather, Deb Weberpal

1. Call To Order And Roll Call
2. Approval Of Minutes
 - 2.a. Draft May 17 Park Board Minutes

Documents:

[DRAFT MINUTES MAY 17TH 2023.PDF](#)

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. Director's Report
 - 4.b. Program Staff Reports
 - 4.c. WAFC Membership And Facility Updates
 - 4.c.i. David Stone Memo

Documents:

[DAVID STONE MEMO.PDF](#)

5. Urban Forestry Updates
6. Pedestrian And Bicycle Updates
7. Considerations
 - 7.a. WAFC Park Board Committee Discussion
 - 7.b. WAFC Action Plan

Documents:

[WAFC ACTION PLAN.PDF](#)
[WHITEWATER AQUATIC AND FITNESS CENTER ACTION PLAN.PDF](#)

- 7.c. Lakes Vegetation Project

Documents:

[CATTAIL VEGETATION PROJECT.PDF](#)

8. Future Agenda Items
9. 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.

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.



Parks and Recreation Board Minutes
Wednesday, May 17th, 2023 – 5:30 pm
Cravath Lakefront Room
312 W. Whitewater Street
Whitewater, WI 53190
Hybrid Meeting

1. Call to Order and Roll Call

Dan Fuller, Megan Matthews, Steve Ryan, David Stone, Deb Weberpal, Korie Oberlie. Absent: Kathleen Flemming, Stephanie Hicks, Mike Kilar, Ben Prather
Staff: Eric Boettcher, Jennifer French, Michelle Dujardin, Lorelei Bowen, Hunter Karnitz & John Weidl

2. Approval of Minutes

Motioned by David Stone. Seconded by Megan Matthews. Ayes: Dan Fuller, Megan Matthews, Steve Ryan, David Stone, Deb Weberpal, Korie Oberlie. Absent: Kathleen Flemming, Stephanie Hicks, Mike Kilar, Ben Prather

3. Hearing of Citizen Comments

No citizen comments to report at this time.

4. Staff Reports

- a. **Director's Report:** Eric Boettcher said he control burn at the Efigy Mounds went well on April 21st. The City did not get awarded the Vibrant Spaces Grant, so improvements will be kept under the \$25,000 original budget. That money will go to building pathways through the mounds-they need to be at least 15 feet from each mound. This will provide better access to the community as well as mowers/maintenance.
- b. **Athletic Programs:** Hunter Karnitz talked about the start of the Quad County baseball and softball seasons. The first day was May 15th. There was a tournament of five teams on April 29th, with a Janesville team winning the championship. There are 3 tournaments scheduled in June. The Parks and Rec program is working on a partnership between local club teams and Whitewater High School to host larger tournaments during the 2024 summer.
- c. **Event Programs:** Michelle Dujardin brought up the growing popularity of the Tae-Kwon Do program. She also discussed the Concerts in the Park events this summer and listed each performing group. Those events run July 13th-September 7th and are sponsored by

TDS. The after school program is ending at the end of the school year and Summer Camp starts up June 19th. The Special Olympics is coming to Whitewater June 8-10th. With enough support, she feels like they could make Whitewater their new permanent home after spending 40+ years in Stevens Point.

- d. **Senior Programs:** Senior programs can really use volunteer van drivers to assist with field trips.
- e. **Aquatic Center:** May is Water Safety Month. All Police, EMS, and Fire Dept. employees can receive a free day pass. The WAFC partnered with Drive Nutrition for a “drink of the week” where all who purchase the drink get a free day pass. Fathers will also get a free day pass on Father’s Day and there will also be a belly flop contest. The summer is planned to be busy with parties and summer groups/camps coming in to use the pool.

5. Urban Forestry Commission Updates

12 attendees were present for the Purple Martin House dedication

6. Considerations

- a. Eric Boettcher is meeting with the DNR to discuss our vegetation level and will also be getting quotes for cutting.
- b. WAFC Marketing Report: the WAFC website, Facebook and Instagram posts/likes have increased.
 - i. Marketing Plan Meeting – Eric, Lorelei, and Kristina from Kreative Solutions meets monthly to set up plans for promotions, social media posts, and events.
- c. Friends of the Aquatic Center group is going to do some fundraising as well as work with the high school to set up lifeguard training courses in the curriculum which will then lead them to employment at the WAFC.
- d. The board discussed the idea of forming a subcommittee for the WAFC. This subcommittee would take a deeper look into all things related to the Aquatic Center.

7. Pedestrian and Bicycle Items

Throughout the summer, there will be path maintenance happening by filling holes.

8. Future Agenda Items

None at this time

9. Adjournment

Motioned by Steve Ryan to adjourn at 6:34pm. Second by Korie Oberlie.

Next scheduled meeting: Wednesday June 21st, 2023

Respectfully Submitted,

Hunter Karnitz

Hunter Karnitz

Memo

To: Parks and Recreation Board

From: David Stone

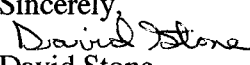
Date: June 28, 2023

Re: Thank You Letter

Please add this memo into the June 28, 2023 Park Board Packet.

This is a thank you letter to the Park Director, Aquatic Center Manager and park board members...

I appreciate all the hard work, time and dedication demonstrated by the Park Director and Aquatic Center Manager in the ongoing effort regarding the fitness center and pool. The park director and aquatic center manager recently gave an inspiring and entertaining presentation at the Greater Whitewater Committee meeting. The positive energy shown by the attendees, park director and aquatic center manager is contagious. It is apparent to me that the park director and aquatic center manager have spent a great deal of time preparing the proposed Aquatic and Fitness Center Action Plan. I also appreciate all of the park department staff and park board members for all the dedication to effigy mounds, arboretum, park events and athletic programs for all of our citizens.

Sincerely,

David Stone

June 21, 2023



Park Board Agenda Item

Meeting Date: Wednesday, June 28, 2023

Agenda Item: Staff Report for Whitewater Aquatic and Fitness Center

Staff Contact (name, email, phone): Eric Boettcher – eboettcher@whitewater-wi.gov

BACKGROUND

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

Enclosed is the Whitewater Aquatic and Fitness Center Action Plan that was provided at the last common council meeting. The document outlines the initiatives and goals for the WAFC over the next two years. Key elements of the plan focus on increasing lifeguard staffing, Membership growth and retention as well as operational budget goals. This plan will become part of the overall WAFC Business and Marketing plans that will be presented to the council in the near future.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

-WAFC Plan was presented at WAFC Subcommittee Meeting on June 14, 2023

FINANCIAL IMPACT

(If none, state N/A)

N/A

STAFF RECOMMENDATION

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Whitewater Aquatic and Fitness Center Action Plan

Whitewater Aquatic and Fitness Center Action Plan

The Whitewater Aquatic and Fitness Center Action plan will fall under our Marketing and Business & Operating Plan for the facility. Reporting of the progress of these goals and action steps will be incorporated as part of the Marketing progress report.

Goal #1: Lifeguard Recruitment and Retention

Action Step 1) Develop and implement Lifeguard incentives program in conjunction with Friends of the Aquatic Center Group. This would be a clear step and incentive program with benchmarks that would be used to entice new lifeguards to join and reward those who work a certain number of hours per season (1st Semester, 2nd Semester, Summer)

The Friends of the Whitewater Aquatic and Fitness Center are generously offering a limited time incentive program for new qualified WAFC lifeguards. This group will provide full training reimbursement to qualified WAFC employees. In addition, they are offering a \$250.00 sign on bonus to new lifeguards who qualify. 18- 20-hour weeks and a signed agreement is the first requirement of eligibility.

Timeline: Next 1-3 months planning - Implementation this fall semester 2023
Targeting goal of 4 new lifeguards through this school program by December 31 of 2023 and 4 additional by Jun1 of 2024.

Action Step 2) Develop and Promote Lifeguard Training program for 2023-2024 school year. This includes lining up Lifeguard Training Instructor and coordinating with Whitewater High School to provide LGI training program for High School Students.

Timeline: 1-3 months planning – Implementation for September 5, of the 2023-2024 school year

Action Step 3) Research, develop and implement a Junior Lifeguard program as a feeder program to WAFC Lifeguard Training Program.

Timeline: 2025 early year planning to be implemented for the Spring/Summer of 2025 as part of Summer School Program and continue as another offering within our swim lesson program. This program will require facility to be staffed with an adequate number of fully trained and certified lifeguards. The program is structured by a mentee/mentor relationship. This allows the junior lifeguards to shadow and experience the duties of a lifeguard while receiving training through structured activities and hands on observations. In addition, the program will require lifeguards on duty while participants complete water drills and skills.

Goal #2: Increase Aquatic Center Membership

Overall Target Membership –40 annual memberships per year. Keep an average of 950 primary members per month

Overall Goal – Increase membership Revenue by 5% annually through 2024 & 2025

Action Step 1) Reinvigorate corporate members by redeveloping and implementing the program. This has been added to our marketing plan and operational plan. We currently have a

relationship with Generac, First Citizens bank, WWUSD and City of Whitewater employees. Numbers of active members participating in our corporate membership programs can be found within our operational plan

Timeline: In Progress next 30 days and to continue to promote and develop over next 3-6 months.

Current corporate accounts include: City of Whitewater, Whitewater Unified School District, First Citizens bank, Generac. Our goal is to add 2 new corporate membership groups by December 2023 and an additional 1 corporate account every year.

Corporate Fitness Challenges for each corporate membership group will be used to increase membership numbers within each of the membership groups, the goal is to increase these membership groups by 3% each year.

Action Step 2) Membership Drives – Continue to increase membership drives following the set promotion schedule produced by the marketing plan. Update quarterly as part of the marketing plan and audit quarterly.

Timeline: 1-3 months and ongoing with quarterly reporting. The goal is to grow monthly memberships by 5 to 10 prime members each month and retain 1-2 of these members as annual members each month.

Action Step 3) Incentive and referral program

- a. Survey the membership regarding what incentives would motivate people to join- This would include the following but limited to: What incentive could we give you to stay/or become a member? What incentive could we provide you to refer a member?

Timeline: Questioner completed May 24, 2023 and will continue to be used to survey membership to add additional incentives. 1st incentive program to be launched on July 1, 2023 based on membership feedback.

- b. Coordinate a monthly survey for programs, membership and concession/pro shops to evaluate our incentive and referral programs
- c. Continue to modify through our marketing and business plan update

Timeline: Ongoing through quarterly reporting. Currently using social media post to ask these survey questions to our community. In addition, we will be using SurveyMonkey to survey our current members.

Action Step 4) Develop a free trials program development to entice members to get a free trial month with sign up for monthly payment. This would be trial program that they could use facility for a month and then continue with program as card on file would be charged monthly charge until member gives notice.

Timeline: Next 30 days to promote over summer months. This was completed May 28, 2023

Action Step 5) Membership Retention program will initiate follow up program to contact and recruit members whose memberships have expired. Goal is to determine:

- Why they are leaving

- What changes or class offerings could be provided for them to renew.
- What incentive could be offered to entice them to renew.
- Request to renew

Timeline: by July 31st

Overall membership goal of increasing by 20 annual members will be the target detailed within Business and Marketing plan that will address these specific target market goals moving forward.

Goal #3: Operations within Budget

Action Step 1) For 2024 and 2025 budget years, operate facility within the budget constraints of all expense areas of the budget. This includes all staffing, program and supply budgets. This will involve checking in with progress of budget on monthly basis to assure facility is on track with allocated budget. Reduced contributions will require a reduction in staffing hours and services to stay within budget. Use of parton use reports during specific times will be used to determine facility staff scheduling.



Park Board Agenda Item

Meeting Date: Wednesday, June 28 2023

Agenda Item: Lakes Cattail/Vegetation Project

Staff Contact (name, email, phone): Eric Boettcher – eboettcher@whitewater-wi.gov

BACKGROUND

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

The focus of the lakes project has now shifted to address the shoreline of the lakes. As was discussed in the staff report the cattails and vegetation along the shoreline will continue to recede, however, additional cutting and dredging will be needed to help assist this process. Quotes were provided from Eco Waterways and Field & Stream Restoration for cattails/vegetation cutting and removal. This would be for removal of areas in designated areas for both Trippe and Cravath Lake Front Park.

An additional estimate was provided by Eco-Waterways for dredging the same areas of the lakes as the cutting proposal. Our existing permit would allow for this work to be performed. Dredging requires the project to be publicly bid and could be set up to happen late summer/early fall. This option is more expensive but would provide longer lasting results than the cutting.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

June 6 , 2023 Common Council Meeting – Voted bring back with more information to later Common Council Meeting.

FINANCIAL IMPACT

(If none, state N/A)

- Cattail/Vegetation cutting - Eco Waterways total for both lakes \$29,750.00
- Shoreline Dredging – Estimate 62,000-\$74,000

Current budget funding available through lakes project fund \$25,000

Additional funding for project available through the Stormwater Utility Fund 630-63610-291 for lake weed control.

STAFF RECOMMENDATION

Staff recommends to move forward with plans to do an additional dredging project.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Field & Steam Cutting Proposal
2. Eco Waterways Cutting Proposal
3. Eco Waterways Dredging Estimate



FIELD & STREAM RESTORATIONS

April 19, 2023

City of Whitewater, Wisconsin
Mr. Eric Boettcher

RE: Proposal for Professional Ecological Services – Municipal Lake Drawdown and Restoration – Cravath and Tripp Lakes

Dear Mr. Boettcher,

Field & Stream Restorations (FSR) presents this proposal for Professional Restoration Services at the above-referenced project site. The project site is more specifically described as two lake beds that total about 191 acres. This proposal includes a scope of work, cost estimate, project schedule, and assumptions. FSR will initiate this project immediately upon verbal acknowledgement.

SCOPE OF WORK

Lakeshore Restoration, Cattail Removal – \$46,900 - May 2023

- Lakeshore areas available for restoration:
 - Cravath Lake Park – 1,600 linear feet (LF)
 - Tripp Lake Park – 750 LF
- Cut and remove cattail roots from a 6 ft bank along both parks
- Material will be hand-cut and dug, placed into a UTV dump bed or tractor bucket, and shuttled to a dump truck
- Cut material will be removed from site and composted.
- A DNR permit will be required. FSR will apply for that permit.

Assumptions and Exceptions

- FSR will stage work equipment safely around the project area.
- FSR staff will dress in a clean and professional manner.
- FSR will clean up all dirty pavement

COST ESTIMATE

FSR will complete the tasks outlined in the Scope of Services for a Fixed Fee as detailed above. The fees include all project expenses, including equipment, labor, fuel, signs, reports, and mobilization.

FSR will complete other tasks, extra services, and/or attend meetings in addition to the outlined scope of services, as authorized by the Client, on a time and materials basis at the hourly billing rate agreed upon by the Client. If there are changes to the scope of services that would cause the estimated fees to be exceeded, FSR will contact the Client for approval to proceed.

PROJECT SCHEDULE

FSR will initiate this project immediately following acceptance with an email or verbal call. A FSR representative will contact you to coordinate and schedule a time to proceed with the work.

PAYMENT TERMS & CONDITIONS

Payment for services and expenses will be due immediately upon receipt of invoices. Invoices for the services performed will be submitted either upon completion of such services or on a monthly basis.

Please send executed Agreement and payments to:

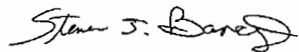
Field & Stream Restorations
3447 North Star Road
Cottage Grove, WI 53527

The above-stated fee for this scope of service is valid for 30 days from the date of this proposal.

If you have any questions, or require any additional information, please call us at (608) 320-2338.

Sincerely,

Field & Stream Restorations



Steven J. Banovetz
Senior Ecologist

Field & Stream Restorations
3447 North Star Road
Cottage Grove, WI 53527
steveb@fs-restorations.com
608-320-2338



111 Wilmont Dr Unit L | Waukesha, WI 53189
262-337-0083 | obulls@ecowaterway.com | www.ecowaterway.com

RECIPIENT:

Boettcher Eric

312 West Whitewater Street
Whitewater, Wisconsin 53190
Phone: 262-473-0122

Estimate #1342

Sent on _____

Total \$22,400.00

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Cattail and Phragmite Cutting Service	Weed cutting service area is based on the attached maps for Cravath Lake Areas: Fishing Pier (2840 sq ft), Lakefront Dock (3920 sq ft), Circle Space (5250 sq ft). Our approach involves manually cutting the cattails and phragmites below the water surface to eliminate them. The objective is to maintain a water depth above the cut plants, causing them to drown out. It's important to note that this method may not be effective if water levels are low, as it could lead to plant regrowth. Please note that our quote excludes the removal of any sediment or decayed material (muck) found on the lakebed. The extraction of bottom sediment is classified as dredging and necessitates permits from the Department of Natural Resources (DNR).	1	\$22,400.00	\$22,400.00
Weed Disposal	Hauling of excavated weeds to offsite location is included in this proposal.	1	\$0.00	\$0.00
Mobilization and Demobilization Fee	This proposal includes pre and post daily equipment inspections, Equipment mobilization, set up, shut down and demobilization.	1	\$0.00	\$0.00
Project Payment Terms	Terms: 30% deposit is required upon scheduling. 30% upon mobilization and 40% after completion of project.	1	\$0.00	\$0.00

Total \$22,400.00

This Estimate does not include costs of removal of any large tree branches, stumps, large rocks or other foreign matter that might inhibit the normal operation of our equipment and services. Permits are required on all jobs unless otherwise noted. TERMS AND CONDITIONS: Permitting fee is non refundable and required to be paid before permitting process can be started. We require a deposit on all weed harvesting and dredging services upon scheduling commitment. Deposit is fully refundable if cancelled prior to 30 days of dredging and 48 hours of weed harvesting scheduled start date. Invoice terms are due on receipt unless otherwise noted.

Any Alteration of deviation from the above specifications involving extra cost will be executed only upon written order and will become an extra charge over and above the estimate. All agreements contingent upon accidents, weather, or delays



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Notes Continued...

beyond our control.

Respectfully submitted by Owen Bulls, Owner of Eco Waterway Services.

Acceptance of Proposal

The above prices specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____ Date _____



111 Wilmont Dr Unit L | Waukesha, WI 53189
262-337-0083 | obulls@ecowaterway.com | www.ecowaterway.com

RECIPIENT:

Boettcher Eric

312 West Whitewater Street
Whitewater, Wisconsin 53190
Phone: 262-473-0122

Estimate #1343

Sent on _____

Total \$7,350.00

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Cattail and Phragmite Cutting Service	Weed cutting service area is based on the attached maps for Tripp Lake Area: Boat Launch (3950 sq ft). Our approach involves manually cutting the cattails and phragmites below the water surface to eliminate them. The objective is to maintain a water depth above the cut plants, causing them to drown out. It's important to note that this method may not be effective if water levels are low, as it could lead to plant regrowth. Please note that our quote excludes the removal of any sediment or decayed material (muck) found on the lakebed. The extraction of bottom sediment is classified as dredging and necessitates permits from the Department of Natural Resources (DNR).	1	\$7,350.00	\$7,350.00
Weed Disposal	Hauling of excavated weeds to offsite location is included in this proposal.	1	\$0.00	\$0.00
Mobilization and Demobilization Fee	This proposal includes pre and post daily equipment inspections, Equipment mobilization, set up, shut down and demobilization.	1	\$0.00	\$0.00
Project Payment Terms	Terms: 30% deposit is required upon scheduling. 30% upon mobilization and 40% after completion of project.	1	\$0.00	\$0.00

Total \$7,350.00

This Estimate does not include costs of removal of any large tree branches, stumps, large rocks or other foreign matter that might inhibit the normal operation of our equipment and services. Permits are required on all jobs unless otherwise noted. TERMS AND CONDITIONS: Permitting fee is non refundable and required to be paid before permitting process can be started. We require a deposit on all weed harvesting and dredging services upon scheduling commitment. Deposit is fully refundable if cancelled prior to 30 days of dredging and 48 hours of weed harvesting scheduled start date. Invoice terms are due on receipt unless otherwise noted.

Any Alteration of deviation from the above specifications involving extra cost will be executed only upon written order and will become an extra charge over and above the estimate. All agreements contingent upon accidents, weather, or delays



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Notes Continued...

beyond our control.

Respectfully submitted by Owen Bulls, Owner of Eco Waterway Services.

Acceptance of Proposal

The above prices specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature _____ Date _____



Tripp and Cravath Lake Dredging Services Quote

Dated 06/01/2023

ATTN: Eric Boettcher

Introduction:

Thank you for the opportunity to submit a quote for your bay dredging project. **Eco Waterway Services (ECO)** is a well-known premier dredging company in Wisconsin. **ECO** has 10 years of experience in dredging with a great reputation for meeting our customers' expectations. Eco is well versed in the required best management practices and permit regulations required by the WI DNR and their SE WI management team frequently refers us. Thank you for this opportunity to improve your waterway and we look forward to working with you. If you have any questions about this proposal, please contact Owen Bulls.

Overall, Scope of Work:

Services include mechanically excavating cattails, phragmites, and grasses. The removal will take place on both Cravath Lake and Tripp Lake. Cravath Lake Areas: Fishing Pier (2840 sq ft), Lakefront Dock (3920 sq ft), Circle Space (5250 sq ft); Tripp Lake Area: Boat Launch (3950 sq ft). Bottom sediment may be removed when removing shoreline cattails and grasses. All materials removed will be placed in hopper barge and transported to staging areas shown on attached maps. Material will then be transferred into a dump truck and taken to City of Whitewater provided dump site not to exceed 5 miles from worksite.

Dredging Services:

Eco will use an Amphibious Excavator to remove unwanted material from the mapped dredge project area of the lake. Material will be placed along the shoreline in designated areas. Dredging will not include the cost of removal of any large tree branches, stumps, large rocks, foreign objects, underwater pipes or utilities that might inhibit the normal operation of the dredge within the waterbody.

Restoration and Disposal of Dewatered Sediment:

Upon completion of mechanical dredging, ECO will remove all equipment and site prep material and perform a site clean-up. ECO will not be responsible for side remediation outside of the scope of work performed.



Project Range: \$62,000.00 - \$74,000.00

Payment Terms: 30% deposit is required upon scheduling. 30% upon mobilization and 40% after completion of project.

