

City of Whitewater
Parks and Recreation Board Agenda
Monday, May 2, 2011 - 4:00pm
 Starin Park Community Building
 504 W. Starin Road Whitewater, WI 53190

Call to Order and Roll Call and Board Introductions

Election of Parks and Recreation Board Chairperson

Election of Parks and Recreation Board Vice-Chairperson

Appointment of Parks and Recreation Board Members to the following commissions and boards

- Plan & Architectural Review Commission
- Urban Forestry Commission
- Whitewater Aquatic Center Board

Consent Agenda:

CA-A	Approval of Parks and Recreation Board minutes of April 4, 2011
CA-B	Approval of request for recreation program refund

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 by Tom Grosinske and Ben Cooper regarding the Whitewater Youth Football League (WYFL) and possible approval of agreement between WYFL and City of Whitewater
C-2	Approval of Whitewater Urban Forestry Commission Management Policy
C-3	Discussion and recommendation to Council regarding Phase II of Cravath Lakefront Electrical Improvements
C-4	Discuss possible opportunities regarding beverage services in City Parks
C-5	Request by CrossePointe Community Church to conduct fundraiser at Starin Park
C-6	Request for long term rental discount agreement by Brandon Downs to conduct concerts at Downtown Armory and Cravath Lakefront Park
C-7	Possible action regarding Starin Park playground complaint
C-8	Approve Board Calendar for the next year
C-9	Request for future agenda items

Staff Reports:

Parks & Recreation Director	1) Make A Difference Day; 2) Tour de Triangle; 3) Field of Dreams Benefit 4) Effigy Mounds Preserve Restoration Plan 5) Lake Protection Plan
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Park Tour:

1. Prucha Field at James B. Miller Stadium UW-Whitewater campus
2. Whitewater Effigy Mounds Preserve
3. Waters Edge Trail Extension
4. Minneiska Park
5. Moraine View Park
6. Whitewater Creek Nature Area

Adjourn

Memo

To: Parks and Recreation Board
From: Matt Amundson, Parks and Recreation Director
Date: March 31, 2011
Re: Parks & Recreation Board Meeting: May 2, 2011

C-1 Presentation by Tom Grosinske and Ben Cooper regarding the Whitewater Youth Football League (WYFL) and possible approval of agreement between WYFL and City of Whitewater

At the April 4th meeting this agreement was discussed by the Board. Tom Grosinske and Ben Cooper will be representing the WYFL to further discuss the partnership at our May meeting. I have also asked City Attorney Wally McDonell to review the agreement and will share his comments at the meeting.

C-2 Approval of Whitewater Urban Forestry Commission Management Policy

This policy has been prepared and approved by the Urban Forestry Commission and needs Parks and Recreation Board approval prior to going to the Common Council. It is my recommendation that the Board review and approve the policy and ask that the City Forester and City Attorney meet to review the document prior to Council action.

C-3 Discussion and recommendation to Council regarding Phase II of Cravath Lakefront Electrical Improvements

Council has directed the Parks and Recreation Board to review the project and make a recommendation on whether to proceed in 2011 with this project. When this was discussed with the Council on April 19th, it was shared that there was not funding available from the park development fund or in the Parks and Recreation budget. It is my understanding that Downtown Whitewater is working to fund half of the project and that Council would determine the remaining funding source. I strongly believe that the project is needed and will be a great addition to Cravath Lakefront. I have included several documents regarding this project in your packet with photos. Additionally, I have talked to Sassy Shirts regarding custom wraps that could be applied to the electrical boxes. The option on these custom wraps are unlimited including historical depictions of the park, photos, designs, etc.

C-4 Discuss possible opportunities regarding beverage services in City Parks

In conversations with Pepsi regarding a number of items, they expressed interest in establishing vendor service in some of our parks. I'd like to discuss the option with the Board to determine interest, locations, and how to best involve the various beverage vendors (Coke, Pepsi, RC) in a solicitation process.

C-5 Request by CrossePointe Community Church to conduct fundraiser at Starin Park

This group would like to sell concession items at youth baseball and softball games including Tee-ball and Rookie Ball in Starin Park this summer. This request directly ties into the conversation regarding C-4. My concerns are in regards to whether we are missing a potential revenue stream for park improvements and how to "award" this opportunity being available to other groups.

April 28, 2011

C-6 Request for long term rental discount agreement by Brandon Downs to conduct concerts at Downtown Armory and Cravath Lakefront Park

Brandon is a Whitewater resident who has ran some concerts at the Armory. He held an event recently that I was on site during set-up and take-down. Brandon has identified security at this events, upholds the rules of facility use, and provides a good example of how these events should be ran in city facilities. He would like to plan several shows this summer and has asked for a reduced rental rate. In being consistent with other similar requests, I would like permission to offer him the hourly rate of \$30 for his rental requests. The dates he is requesting are as follows:

May 16th, May 25th
June 7th, June 25th
July 8th

Brandon has also contacted me in regards to a concert at Cravath Lakefront. This event needs some more review from the Police Department and should be kept separate from this request.

C-7 Possible action regarding Starin Park playground complaint

I received a complaint that is included in your packet. The swings referenced in the complaint are extremely popular and we have no reported accidents in the approximately 8 years they have been installed.

C-8 Approve Board Calendar for the next year

I have included a recommended list of board meetings below. We need to discuss the preferred time for the meetings, whether the 2nd Monday is the best date when a holiday falls on the 1st Monday, and if we need to schedule another meeting for this month. Additionally, I'd like to discuss whether the May 2012 meeting should be pushed to later in the month.

June 6 th	July 11 th	August 1 st
September 12 th	October 3 rd	November 7 th
December 5 th	January 3 rd	February 7 th
March 7 th	April 4 th	May 2 nd

Your consideration of these matters is greatly appreciated.

Thanks!

Matt Amundson,
Parks & Recreation Director

City of Whitewater
Parks and Recreation Board Agenda
Monday, April 4, 2011 - 5:00pm
Cravath Lakefront Room - 2nd Floor, City Municipal Building
312 W. Whitewater St. Whitewater, WI 53190

Call to Order and Roll Call

Rick Daniels, Jim Olsen, Vance Dalzin, Pru Negley, and Jen Kaina (5:09) Absent: Brandon Knedler (excused).

Staff: Matt Amundson, Michelle Dujardin, Deb Weberpal, and Rashelle Keener, P/R Intern

Guests: Richard Helmick

Consent Agenda

Approval of Parks and Recreation Board minutes of March 14, 2011

No items to be removed from consent agenda. Olsen moved to accept the consent agenda. Second by Daniels. Ayes: Daniels, Dalzin, Negley and Olsen. Noes: None. Abstain: None. Absent: Kaina, Knedler. Motion passed.

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 citizen comments.

Staff Reports

Parks & Recreation Director:

- Park Maintenance Update: shelter roofs (lower Starin, Big Brick) scheduled to be reshingled and will be paid for in existing park maintenance budget, turf management including aeration and overseeding occurring on ball fields and Cravath, have also been fertilized and prepped for spring usage.
- Make A Difference Day-April 27. Can register at city website.
- Tour de Triangle- Rashelle is taking the lead. Saturday May 7 at 10 am, partnering with Downtown Whitewater. Touring the new bike racks that are being installed. Informative so people know they are bike racks and not public art. Culmination event in the park.
- Field of Dreams Benefit-May 14 at Legion and Trippe Lake Park. Kids activities, Legends Concert in evening. Auction.

Recreation & Community Events Programmer:

Summer Brochure and programs-The brochure is online and the brochure will arrive soon. Will go out in the Good Morning April 18th. Most winter/spring events are wrapping up. Spring Dance recital will be April 16. Team signups slightly down but some come in late.

Senior Coordinator

Easter Bunny Lunch – Saturday April 23, 11 am -1 pm. Optimists have moved the hunt start time to 10:30. Hoping this will not impact the lunch.

Upcoming Trainings: KeenFit Nordic Walking, WASC Spring Training April 28 –TRIAD. Bill Oliver attending, also. WI Volunteer Coordinators Association Conference May 5-6.

Discussion and award of bid for prescribed burn service at Meadowsweet Park and Whitewater Effigy Mounds Preserve

Amundson referred to the memo. Notifications have gone out to neighbors. Midwest Prairies is low bid. Olsen moved to accept the bid. Second by Dalzin. Olsen attended neighborhood meeting and the restoration plan was well received by neighbors. Proposal includes four members of DPW crew being trained. Ayes: Daniels, Dalzin, Kaina, Negley and Olsen. Noes: None. Abstain: None. Absent: Knedler. Motion passed.

Discussion and review of Parks and Recreation Services Survey

Intent to have a comprehensive survey for the department rather than individual classes/groups. Amundson requested input on specific questions. Questioned whether mailing would work. Group discussed potential questions and tweaks for the survey. Survey is listed in the brochure as being available April 18.

Discussion and approval of agreement with the Whitewater Youth Football League (WYFL).

Amundson has worked with the group the past few years. The City will take registrations for the tackle football program and provides organization to have online registration. City will cut check for the Football League. Will combine training for both groups of coaches and officials. Agreement also identifies process to share officials with city hiring, paying the officials, and being reimbursed by the WYFL. There is an annual renewal clause in the agreement. The potential exists for the City to work with other sports groups in the community on a similar arrangement, looking at ways to assist these volunteer organizations. Negley felt we would be endorsing tackle football for 3-4 grades by taking registrations. Board requested Amundson to take message to WYFL that we do not endorse tackle football for 3rd and 4th grade and are uncomfortable with endorsing the agreement.

Schedule Annual Park Tour & May Meeting

Next meeting will be May 2 at 4:00. Meet at Starin Park. Also set calendar for June 2011 through April 2012 and have a short meeting.

Request for future agenda items

Nothing requested.

Adjourn

6:20 pm Motion by Olsen. Second by Daniels. Affirmed by voice vote.

Respectfully submitted,



From: [Jessica Cano](#)
To: [Matt Amundson](#)
Subject: Class cancellation request
Date: Friday, April 22, 2011 9:54:07 AM

Good Morning,

I would like to request the possibility of getting a refund for a gymnastics class that my daughter Mariana Cano hasn't been able to attend due to her soccer schedule. I didn't realise that the activities conflicted when I signed her up for the gymnastics class. We had already committed to soccer last Fall.

Spring Gymnastics- Level 2/3

#3603.12

Meets: 4/2/11-5/7/11, 10am-Noon Sa

Location: UWW Williams Center Gymnastics at Whitewater Parks & Recreation

Thank you,
Jessica Cano
jcano@gmail.com
[262-527-6920](tel:262-527-6920)

Agreement Between
The City of Whitewater
and
Whitewater Youth Football League (WYFL)

I. THE PARTIES

- 1.01 The City of Whitewater, a Wisconsin municipal corporation, doing business at 312 W. Whitewater Street, Whitewater, Wisconsin (“City”).
- 1.02 The Whitewater Youth Football League, having its offices at __, Whitewater, WI 53190 (“WYFL”).

II. THE RECITALS

WHEREAS,

- 2.01 The City and WYFL have a mutual interest in serving youth interested in football in the greater Whitewater community.
- 2.02 WYFL has an active youth football program and by formalizing the partnering with the City, the WYFL would benefit by being able to offer on-line registration along with improved coordination with hiring practices for officials.

III. THE AGREEMENT

NOW, THEREFORE, it is agreed between the parties as follows:

- 3.01 The recitals are hereby made a part of the Agreement.
- 3.02 The City will offer program registration services for the WYFL, including on-line registration
- 3.03 The City will coordinate hiring of officials with the WYFL to ensure that all officials are City employees. The City will comply with all State and Federal laws regarding hiring of seasonal employees, track payroll hours, and pay the seasonal officials.
- 3.04 The WYFL agrees to train all officials for their youth program and supervise game activity.
- 3.05 The WYFL agrees to make all trainings for coaches available to flag football coaches and co-offer these opportunities with the Parks and Recreation Department’s flag football program.

- 3.06 The WYFL agrees to make their program available to anyone who would otherwise be able to participate in a similar program if sponsored solely by the City of Whitewater's Parks and Recreation Department.
- 3.07 In exchange for providing such services as set forth in this agreement, the City will issue a check to the WYFL for revenue collected during registration. The City will subtract any service charges accrued due to collection of WYFL registration.
- 3.08 Upon completion of the season, the City shall submit an invoice to the WYFL for payment of officials utilized by the WYFL.
- 3.09 The WYFL shall provide to the City a Certificate of Insurance naming the City as an additional insured.
- 3.10 Either party shall have the option to cancel this agreement upon providing the other with a ten day written notice of cancellation. In the event of cancellation, the amount due from the City to the Club shall be prorated. Additionally, the agreement should be reviewed the 1st of each subsequent year for approval by the Whitewater Parks and Recreation Board and the Whitewater Youth Football League Board.

IV. SEVERABILITY

- 4.01 In the event that any part of this agreement is found to be illegal, it shall be stricken from the Agreement and the Agreement interpreted as if that clause did not exist. This Agreement shall not be construed to modify, replace or in any way amend any terms of the lease between Lessee and the City.

V. INDEMNIFICATION

- 5.01 **For good and valuable consideration as set forth in this agreement, the WYFL agrees to indemnify, defend and hold harmless the City and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs (including attorney fees) arising out of this agreement, caused in whole or in part by the WYFL, its officers, officials, employees, agents or anyone for whose acts they may be liable, except where caused by the sole negligence or willful misconduct of the City.**

VI. SUBSEQUENT AMENDMENTS

- 6.01 Any subsequent amendments, modifications or the like to this agreement shall be by mutual written agreement and signed by all parties.

[SIGNATURES CONTINUED ON THE NEXT PAGE.]

IN WITNESS WHEREOF, the parties have caused the foregoing instrument to be executed in three
(3) original counterparts on this _____ day of April, 2011.

WHITEWATER YOUTH FOOTBALL LEAGUE (WYFL)

BY: _____
Tom Grosinske, President

CITY OF WHITEWATER

BY: _____
Matt Amundson, Parks & Recreation Director

Whitewater Urban Forestry Management Policy

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WHITEWATER URBAN FORESTRY MANAGEMENT POLICY 3-15-2011

INTRODUCTION

The city's urban forestry management plan is administered by the Parks and Recreation Board in conjunction with the Urban Forestry Commission serving in an advisory capacity. It is the responsibility of the Director of the Parks and Recreation Board, the UFC, the City Forester and other department staff to provide for green sustainability in the community. The city staff, sometimes in conjunction with contracted professional services, is charged with the regulating and control of planting, transplanting, removal, maintenance, preservation and protection of public trees and shrubs in the city. Other areas of impact in maintaining a proper urban forestry plan in the community will also be addressed.

THE URBAN FORESTRY MISSION STATEMENT

The Urban Forestry commission shall serve as an advisory adjunct to the Whitewater Parks and Recreation Board in the administration of the City's Urban Forestry program. This plan shall be carried out, in large part, by the City Forester and staff. The UFC shall also advise policy by referral from the City Manager, the Plan and Architectural Review Board and the City Council.

The UFC shall advise a policy for the development of a green sustainability program. This policy will guide the care, preservation, planting, pruning, and removal of trees and shrubs along all city streets and public spaces. It shall also review an annual planting plan prepared by the city forester and carried out by city labor and/or volunteers as overseen by said forester.

The UFC shall also serve in an advisory capacity to the Parks and Recreation Board, as well as the Plan and Architectural Review Board and the City Council upon request, as the City preserves and grows its environmental base (i.e. parks, greenbelts, secondary environmental corridors, wetlands, woodlands, lakes, waterways, natural conservancies, and archeological sites).

I. UFC ANNUAL PLANTING POLICY

- A. The city Forester shall prepare an annual preliminary planting plan to be submitted to the UFC for review by the end of November. This plan, indicating budgeting and ordering needs for the tree program, may be modified by budget deliberations.
 - a. The planting plan shall state where large or small trees are appropriate. Small trees shall be used where overhead utilities exist, with their mature height compatible to clearance requirements. Large trees shall be used elsewhere unless unusual or special circumstances dictate otherwise. All varieties of trees used shall be approved and submitted by the city forester, in conjunction with UFC review.
 - b. The plan shall be based on a *quadrant* strategy, assuring an orderly and effective result. Only a property owner's request (within policy and ordinance parameters), replacement of failed plantings, and special circumstances (new subdivision, park improvements, etc.) shall take precedence

over this format.

- c. Trees shall be properly spaced, no nearer than 25 *feet* from the point of intersection of public street right-of-way lines or 10 *feet* from any driveway edge. New trees planted on private property by landowners to meet street planting requirements in cases that are first approved by the city forester, must be *five to twelve feet* behind sidewalks and must adhere to requirements of *Section 19.06.120 of the Whitewater Municipal Code*. Also, for information on plantings that were „grandfathered’ prior to January 1, 2007 see *Chapter 12.24.030 (b), (c), (d) of the Whitewater Municipal Code*.

II.

- d. City Utility Clearance shall be secured for all planting sites to insure maximum safety for planting. Holes should be three times the diameter of the root ball, or spread of roots in case of bare root trees or container trees. This should provide trees with enough worked earth for its root system to be established. All banks of the hole shall be loosened by shovel and trees should be planted at their original soil level at the root collar.
 - e. Bare root trees shall be stored in regularly watered gravel beds until planted, since this technique will allow planting throughout the summer and early fall when circumstances warrant. This plan may be advantageous to staffing demands as well. Also, the needs of the specific varieties of trees whose viability require special procedures, such as “sweating”, will be addressed prior to planting. (*Reference: See Appendix A and B*).
 - f. All newly planted trees shall be wood chip mulched and protected with at minimum 12 *inch* plastic boots. Vandal prone trees (*shown in Appendix C*) shall be protected with sturdy tree guards the same day of planting or as soon as possible. These guards are to remain in place until the tree is at least 3 ½ *inches at the base*.
 - g. New trees shall be watered as part of the planting regimen the day they are planted and then regularly for the first two years after planting, utilizing techniques such as hose, water spikes, watering bags, etc. The goal is to ensure that newly planted trees receive the equivalent of 1 *inch of rainfall* per week.
- B. Newly Improved Streets in New Subdivisions: Trees are to be planted on all newly improved streets on the area between the curb and the sidewalk. Refer to City Policy on Tree Planting fee.
- C. Reconstructed and Widened Streets: When trees are removed in preparation for reconstruction or widening of any established street, new trees will be planted provided that there is adequate space in the terrace to reasonably support tree growth. The cost of this replanting is to be at the expense of the City (although, this does not preclude the City from assessing the property owner or developer in certain situations). The City Forester shall determine the location of each tree to be planted and the species. A new construction or widening project implemented either by the City, or a developer, will include at least a 2% (estimated) appropriation (or set-aside) for forestry related items

in the project area.

****Check tree condition for retention, removal or replacement at time of sidewalk inspection. See also: Chapter 12.24.030 (b), (c), (d) of Whitewater Municipal Code.*

- D. Existing Improved Streets: Trees are to be planted on streets that have been improved in the past. The City by budget will pay for the planting of these trees. ****Check tree condition for retention, removal or replacement at time of sidewalk inspection.*
- E. Unimproved Streets: No trees shall be planted in the terrace area where no curb or sidewalk exists unless approved by the City Forester in conjunction with the UFC. (After January 1, 2007, see *Chapter 12.24.030 (b) of the Whitewater Municipal Code.*)
- F. Random – Special Requests for Street Trees: Approved trees may be planted by special request of the property owner in an approved location. The City will pay the cost of such trees. The limit on the number of arbitrary tree plantings will be set by budget each year. A list will be made of homeowners who would like a tree. The trees will be planted on a first-come, first-serve basis.
- G. Existing Terrace Trees Damaged: The cost of the replacement of dead or severely damaged trees will be borne by the individual who caused the destruction. If the tree dies for any other reason, the cost of replacement will be paid by the city.

TREE PLANTING STANDARDS

- A. Condition: All plant material shall conform to *American Standard for Nursery Stock, ANSI Z60.1, current edition.*
- B. Diameter of Tree Trunk: All trees planted along public streets must be of sufficient size to absorb the abuse and conditions common to street trees. Unless otherwise permitted by the City Forester, the minimum size will be 6 feet high and 1 ¼ inches – 1 ½ inches diameter.
The diameter size of the tree is established by measuring at DBH (Diameter Breast Height).
- C. Location: Generally, all street trees shall be planted midway between the sidewalk and curb, following all guidelines listed below.
 - a. 25 feet from an intersection of two streets measure on the property line
 - b. 20 feet from a signal or power pole
 - c. 10 feet from a driveway edge
 - d. 10 feet from a fire hydrant
 - e. 6 feet from gas, water valves, etc.

- D. Parkway Width: No trees will be planted where the grassy terrace between the sidewalk and curb is less than 4 feet wide. The City Forester and UFC will consider requests for planting in narrower growing spaces in established neighborhoods.
- E. Planting Depth: The planting depth is determined by root collar. All new plantings should be placed so that the root collar is even with the soil surface or 1 to 3 inches above the surface.
- F. Spacing: Depending on growth characteristics of species, trees will be planted 30 or 35 feet apart unless otherwise approved by the City Forester and UFC.
- G. Transplanted Trees: When planting trees bare root, care must be taken to prevent unnecessary injury to roots. All broken roots should be pruned.

H. Tree Selection:

1. Select the right tree for the right place:
 - a. Carefully review all aspects of the site.
 - (1) Closely review the soil. Find out about the ability of moisture to drain through the soil.
 - (2) How much physical space is available above ground and below ground. Will the tree you want fit within this space at maturity? Don't plant a tree that will grow to a height of more than 30 feet under power lines.
 - (3) Consider environmental factors such as exposure to the sun, drying winds, and pollution.
 - b. Choose a tree species which matches, or is adaptable, to the growing conditions you have found during the site analysis.
2. Select a healthy tree from a reputable nursery.
 - a. Avoid plants that have damaged twigs, branches, trunk, and roots.
 - b. Is the tree well anchored in the pot or burlap root ball?
 - c. Do not buy plants that look unhealthy and have dried out roots.

I. Tree Planting Procedures:

To plant the trees properly:

1. Prepare the site by digging a hole at least three times the diameter, and at least the depth of the root ball, or the full extent of the root system of bare root trees.

Leave a pedestal in the center of the hole to rest the root system on. (See figures 1 and 2 for the recommended size of planting hole, which is

considerably wider.) City Utility Clearance shall be secured for all planting sites to insure maximum safety for planting. Holes should be three times the diameter of the root ball, or spread of roots in case of bare root trees or container trees. This should provide trees with enough worked earth for its root system to be established. All banks of the hole shall be loosened by shovel and trees should be planted at their original soil level at the root collar.

2. Find the root collar and plant the tree even or slightly shallower than this point. It is recommended to remove burlap and/or wire prior to planting.
3. Use the soil removed from the hole as backfill. Discard any rocks and debris from the soil before backfilling.
4. Water the soil with a garden hose. Do not pack the soil down manually; water will do this naturally. Fill in voids with more soil after watering. New trees shall be watered as part of the planting regimen the day they are planted and then regularly for the first two years after planting, utilizing techniques such as hose, water spikes, watering bags, etc. The goal is to ensure that newly planted trees receive the equivalent of 1 *inch of rainfall* per week.
5. Create a 2-4" deep mulch bed using wood chips. The mulch should not touch the trunk directly to prevent mold and bacteria from forming. Apply heavier at edges to create a "saucer" effect. All newly planted trees shall be wood chip mulched and protected with at minimum 12 *inch* plastic boots. Trees planted in vandal prone areas trees shall be protected with sturdy tree guards the same day of planting or as soon as possible. These guards are to remain in place until the tree is at least 3 ½ *inches at the base*.
6. Staking: If you must stake, use a wide belt-like material when supporting the tree to avoid injuring the bark. Trees need to move in the wind, so allow some "play" in the support system to allow the trunk to sway without being uprooted.
7. Prune any broken, dead or dying limbs without damaging the branch collar at the time of planting. Routine pruning to train branching structure should be started one year after planting. Do not use pruning paint or wound dressing on the pruning cuts.
8. Wait until one year after planting to fertilize.
9. Provide training to any employee involved in tree planting.

****Additional Care: Pruning, mulching and fertilizing should be provided as **needed**.**

II. RECOMMENDED STREET TREES

A. Acceptable Street Tree List (Appendix C - to be updated annually)

B. Unacceptable Street Tree List (Appendix D – to be updated annually)

New Varieties: As new varieties of trees are found for street tree use, special instructions may be given for their planting that require modification of the standards.

MAINTENANCE AND CARE OF NEWLY PLANTED TREES

- A. Fertilizing: Fertilization of newly planted trees in the first year is not recommended. Typically a tree can be fertilized once it has become established, usually 2 or 3 years after planting; however, most homeowners will provide this when they fertilize their turf. Remember only healthy established trees are to be fertilized and, if done properly, can be a beneficial activity. Fertilizing an established tree when growth is slow and vigor is low, which is indicated by off-color leaves or needles and by abnormal loss of foliage, will sink the stressed tree even deeper into stress. **Stressed trees should be watered and otherwise left undisturbed until they recover.** Fertilizer should be applied preferable in the early spring before leaves appear. A general purpose fertilizer containing nitrogen, phosphorus, and potash is recommended.
- B. Mulching: A layer of wood chip mulch around the base of the tree will help conserve the soil moisture, help protect the tree from lawn mower damage, and reduce competition from grass for nutrients. The mulch should not be piled around the trunk as the heat generated may damage the bark. The mulch should be approximately 4” thick at the perimeter, creating a “saucer” effect towards the trunk. All newly planted trees shall be wood chip mulched and protected with at minimum 12 *inch* plastic boots. Vandal prone trees (*shown in Attachment B*) shall be protected with sturdy tree guards the same day of planting or as soon as possible. These guards are to remain in place until the tree is at least 3 ½ *inches at the base*.
- C. Tree Pruning: No pruning should occur at the time of planting. Pruning at this time will reduce the amount of stored energy that the tree contains and could cause added stress to the tree. But, the following year a pruning schedule can begin.
- D. Tree Staking: When staking, use wide bands of nylon strap, carpet, or inner-tubes to support the tree. Make sure that the tree has a small amount of room to move.
- E. Watering: Newly planted trees require 1” (10 gallons) of water per week during the growing season to maintain health. The City and property owner should work together to provide adequate moisture to trees. The city should use local media to promote watering during dry periods. New trees shall be watered as part of the planting regimen the day they are planted and then regularly for the first two years after planting, utilizing techniques such as hose, water spikes, watering bags, etc. The goal is to ensure that newly planted trees receive the equivalent of 1 *inch of rainfall* per week.

III. PUBLIC TREE MAINTENANCE POLICY

In the City of Whitewater, 4 sections shall be established to increase efficiency by reducing crew travel time to a minimum. To establish an orderly way of pruning trees, a "Rotation Pruning Schedule" will be put into operation. With this pruning system, public trees are thoroughly pruned for low hanging branches, deadwood, and clearance of branches overhanging buildings.

CRITERIA FOR THE SELECTIVE REMOVAL OF PLANT PARTS

- A. Sanitation: Remove dead or diseased branches.
- B. Traffic Clearance: Provide for a 10' optimum clearance over sidewalk and lawn areas and a 14' optimum clearance over street level to be exceeded only in unusual circumstances on a tree by tree basis with authorization by the City Forester and/or a certified arborist under the direction of the City Forester.

Cutting or pruning heights shall be determined by using a valid instrument of measurement.

Only necessary pruning of small and large branches shall be done. Minimum pruning is the goal in order to preserve as much of the tree as possible. The maximum cutting heights shall not be determined by where the branch is attached to the trunk since these branches arch upward from the trunk. The branches hanging down may be cut off, but not the main branch when it itself does not interfere with pedestrians or vehicles.

- C. Light Clearance: Remove the minimum amount of branches to allow for an adequate street lighting pattern on pavement.
- D. Trees in Long Grass Areas (creek banks, some parks, etc.): No pruning of living branches shall be done unless extenuating circumstances require review by the City Forester for action. Branches shall be allowed to grow near ground level as nature intended.
- E. Storm Damage Repair: Preserve as much of the tree as possible, and train new growth for the future.
- F. Building Clearance: Remove interfering branches to a maximum of 6' clearance of a problem area.
- G. Transplanted Trees: Pruning of live tissue should be avoided at time of transplanting and should be left for the following year. The exception: removing dead or broken branches, which should be done when planting.
- H. Intersection Visibility: Utilize traffic clearance guidelines, in addition, no new tree shall be planted within 25' of the "inside" intersection of the roads closest to the tree site.
- I. Evergreens: Evergreens in parks and other public areas shall not have any branches removed except for pedestrian or vehicle considerations. Pruning of evergreens shall not be done to accommodate lawn mowing. Instead, grass shall be removed or mulched heavily in

order to eliminate mowing under evergreens. Branches on the sides of an evergreen that does not affect traffic should be, in most cases, left intact.

- J. Problems in the exercise of this policy shall be brought to the Urban Forestry Commission for review.

PRUNING SPECIFICATIONS

- Pruning shall follow ANSI A300 Guidelines (Appendix A)
- All cuts should be made sufficiently close to the branch collar so that wood growth can readily start under normal conditions (Appendix B)
- Safety considerations are followed at all times during the operation and may include blocking off of street with barricades.
- All girdling roots visible to the eye, where practicable, should be treated with one of the following: Cutting of root at either end, notching of root in center with chisel, or removing the root without injury to bark or parent stem.
- Topping of trees is prohibited. If trees must be reduced in size the drop crotch pruning method shall be used.
- Climbing spurs must not be used during pruning operations.
- All wires are to be considered as “HOT” or “LIVE”: any branches that are within 10’ of an energized line should not be pruned. Call the appropriate utility for assistance, if necessary. Any branches that accidentally fall against or hang on wires must be removed by the appropriate utility. Failure by the utility to comply will result in the City contracting for the work and billing the utility accordingly.

PRUNING OPERATIONS

A. Section Pruning:

1. The City is divided into four quadrants. These trees will be pruned in rotation on a maximum 5 year cycle basis. All public trees are to be pruned as needed in accordance with previously mentioned criteria and specifications.
2. Vehicle and pedestrian traffic must be fully warned of potential danger in work areas.
3. Trees found to be in unsafe condition, or that require major repair, are to be reported immediately to the City Forester.
4. Private citizens are to be treated with respect and courtesy at all times, regardless of conditions/conflicts.
5. At the end of each working day, all limbs, branches, twigs, and debris shall be picked up before leaving work area.
6. No equipment shall be left at the work site overnight.
7. Report all unusual situations or conditions to the City Forester.

B. Spot Pruning:

1. Pruning for special purpose: Safety, light clearance, traffic clearance, building clearance, house moving, and construction. These are special assignments and should be handled as such.
2. Contact with property owners shall be made before work assignment. The City will utilize local media sources to notify residents work will be commencing in the designated areas.

TREE REMOVAL POLICY

- A. 1. Reason for Removal: Trees located in the terrace (the area between sidewalk and curb or between street lanes), parks, and other public property shall be removed when they are dead, dying, dangerous, injurious to public improvements, or condemned because of Dutch Elm Disease and other diseases. The cost of removal will then be assumed by the City including the cost of stump removal.
2. The City Forester will determine removal of undesirable tree species based on the following criteria. The property owner has the right to appeal removal decisions to the City Forester and UFC.

TREE REMOVAL CRITERIA

<u>Situations</u>	<u>Points</u>
(a) Sidewalks raised up by roots (1" or less 5 pts., over 1" – 10 pts)	_____
(b) Driveway approach raised up by roots (1" or less 5 pts., over 1" – 10 pts)	_____
(c) Curb and gutter raised up by roots (1" or less 5 pts., over 1" – 10 pts)	_____
(d) Tree Condition (hazardous – 40 pts., decline – 20 pts., topped – 10 pts., Health – 0 points)	_____
(e) Terrace width (less than 5' – 20 pts., 7' or less - 10 pts., 8' or more – 0 pts.)	_____
(f) Tree Obstruction (sewer pipe replacement – 10 pts, new driveway entrance – 8 pts., Intersections, driveways, etc., obstructing view of traffic – 20 pts. Excessive damage to roots due to construction – 20 pts., no obstruction – 0 pts.)	_____

***Utility Conflicts are the responsibility of the utility; the City will remove trees with 40+ points.**

B. Storm Calls – Priority Trimming: Consideration of safety to life and property is of prime importance when trees have been damaged by storms.

- * 1st Priority – calls involving people in danger.
- * 2nd Priority – calls involving obstruction of major streets.
- * 3rd Priority – calls involving obstruction of local streets.
- * 4th Priority – calls involving obstruction of sidewalks.
- * 5th Priority – calls involving other public property.

1. Only authorized personnel will be used on storm calls.
2. No work will be performed on the site where electrical wires are down, damaged, or broken.
3. The appropriate utility company must be called if any wires are damaged or broken.
4. If damage has occurred to private property, report it to the proper authorities before leaving the scene.
5. After dark, calls require special caution.
6. Communication with the Police Department and the Department of Public Works can greatly improve the priority in storm damage incidents. (Radio communication)
7. Employees will be subject to call at any time for special assignments and/or emergency work.
8. All limbs, branches, twigs, wood, and other debris should be neatly piled so that no interference with sidewalk, driveway, or gutter occurs.

C. Location:

1. Check location and description of tree on work order before starting removal.
2. Check surrounding area for wires, cars, fences, toys, children or other possible problems.

D. Clean Up:

1. Work site cleanup shall be the same as the pruning operations.
2. Wood from the work site shall be transported to the City compost site or removed by the contractor if the abutting property owner does not want the wood.

IV. TREE PROTECTION POLICY (GENERAL)

In construction areas the cost of Tree Protection is paid by the contractor. Remediation must be performed to the satisfaction of the City Forester. If city crews perform the work, they shall also be responsible to the City Forester.

A. Bridging, Tunneling, Drilling, Etc.: The protection of trees shall involve bridging, tunneling, drilling or boring underneath the existing trees. The surface area directly adjacent to the tree shall not be disturbed under the following guidelines except for sidewalks, curbs, gutter and drive-way approaches.

1. **3” DBH (Diameter Breast Height) trees or less** – two feet on either side of tree with a

minimum three foot depth.

2. **3” to 8” DBH trees** – four feet on either side of tree with a minimum three foot depth.

3. **8” DBH trees and over** – five feet on either side of tree with a four foot minimum depth.

- B. Depositing Material Near Trees: No person shall place or maintain upon the ground in a public street or right-of-way of the City of Whitewater stone, cement, lumber, or other substance or material which shall impede the free passage of water and air to any tree or the base of said shrub or an area not less than 4 feet square (4’X4’). Before depositing any such materials near to trees or shrubs, the person depositing said material shall place such guards around the trees and shrubs as shall effectually prevent injury to them, at a minimum the width of the terrace area surrounding the tree.
- C. Moving of Buildings: When moving a building, the contractor must notify the Parks, Recreation, and Forestry Department 48 hours before the start of moving the building. If any trimming is necessary as the building is being moved, the City Forester will coordinate the trimming, and costs will be absorbed by the contractor.
- D. Root Care: Exposed tree roots shall be covered with a clean backfill as soon as possible following curb and gutter removal. Root foundations must remain adequate to withstand heavy windstorms.
- E. Sidewalk, Driveway, and Curb and Gutter Removal: Caution should be used during removal to avoid any unnecessary damage to the tree or its root system.
1. Roots requiring removal shall be cut by means of mechanical root cutting machines.
 2. Root systems on the sidewalk or driveway side of the tree shall be cut no deeper than 9 inches below the finished grade of the new walk and not more than 5 inches from the edge of the new walk or driveway.
 3. Root systems on the curb side shall be cut not more than 12 inches behind the back of the new curb and not more than 18 inches in depth when constructing new curb and gutter.
- F. Tree Replacement: The City Forester may remove and replace, at the Contractor’s expense, any tree(s) which has been determined to be excessively damaged.
- G. Trunks and Limbs: At least 48 hours before start of construction, the contractor shall call the City Forester to discuss problems of overhanging branches that might be damaged in spite of his exercising care in construction. Trees shall be protected with wood slats or snow fence at the drip line, a minimum of 4 feet from trunk of tree, where contractor’s operation may scar the trunk or compact the root zone of the tree. The contractor shall exercise care to assure tree trunk and limbs are not damaged by its operation.

Damage to branches of the trees due to the contractor’s negligence will be repaired and billed to the contractor by the Department of Parks, Recreation and Forestry.

V. TERRACE TREE PROTECTION POLICY

1. For all street reconstruction projects, identify terrace trees which need to be protected during construction. Trees which are to be protected should be clearly indicated on the drawings for the street reconstruction project. It should also be noted that it may not be possible to save all terrace trees when significant widening and/or regrading is required to meet the goals of the project. Further, the species, size, location and health of an existing terrace tree may influence whether or not a tree should be protected. Where terrace trees cannot be protected, suitable replacement terrace trees should be included in the project scope. The City Forester and Director of Public Works should be involved in this process.
2. The project specifications should include a summary of the tree protection provisions that are expected and required during the construction phase of the project. A penalty for non-compliance by the Contractor should be considered.
3. The agenda for preconstruction conferences should include discussion of tree protection requirements. This should include review of the trees shown to be protected on the drawings as well as various methods of tree protection.
4. The following possible tree protection provisions should be considered:
 - a. Prior to the start of construction, trees which are to be protected should have plastic fencing wrapped around the trunk of the tree to a minimum height of 4 feet. Wood planking should be strapped to the fencing to create a protective barrier. Fencing and planking shall not damage tree bark or branches.
 - b. Where it is evident that tree pruning will be required to accommodate construction activity (low branches, etc.) all pruning should be done prior to the start of construction using appropriate equipment and tools.
 - c. Establish a tree protection zone (TPZ) for each tree to be protected. For example, the TPZ may be defined as a 1 foot radius for each inch of tree diameter. Install plastic fencing around the tree at the edge of the TPZ, excluding street and sidewalk areas.
 - d. Storage of construction materials and equipment shall be prohibited in the TPZ, including street and sidewalk areas.
 - e. Removal of existing curb and gutter and sidewalk within the TPZ should be done using methods which minimize disturbance of soil and root mass around terrace trees. For example, this may need to be accomplished with a mini-excavator or broken apart with a jack hammer and removed by hand.
 - f. When sidewalk replacement within the TPZ is required, the existing sidewalk should be removed utilizing hand methods indicated above. The depth of excavation of the existing soils under the existing sidewalk should be minimized (if required at all) to avoid root damage. Place new sidewalk over existing base/soil materials within the TPZ.
 - g. Minimize excavation and base placement within the TPZ. Excavate only enough width

behind the new curb and gutter to allow concrete forms to be placed.

- h. Place mulch around the root area of protected trees and keep moist until backfilling is complete.
- i. Hand form and pour concrete curb and gutter and sidewalk within the TPZ.
- j. All terrace tree roots damaged during excavation should be pruned.
- k. Backfill disturbed areas within the TPZ as soon as possible using appropriate soil materials/mixtures.



ELECTRICAL CONTRACTORS

235 DANN STREET

WHITEWATER, WI 53190

1-262-473-3944

PROPOSAL AND CONTRACT

April 26, 2011

TO: City Of Whitewater

Dear Sir or Madame:

We propose to furnish all material and perform all labor necessary to complete the following:

Supply and install permanent 100 amp pedestals with six twenty amp GFI receptacles and one 120/240 volt 30 amp twist lock receptacle. Enclosure is 42"H X 20"W X 8"D NEMA 3R stander for weatherproof and UL listed. It is aluminum completely welded with three point door latching mechanism, lockable. Pedestal as per attached drawings.

Price per pedestal is \$935.00

Price of pedestal and installed on concrete pad wired to hand hole. Is \$1860.00

If the City of Whitewater install the complete pedestal base there is a \$250.00 deduction per unit.

Job Location: Cravath Lakefront

All of the above work to be completed in a substantial and workmanlike manner according to any drawings and job specifications approved by the owner for the sum of \$1860.00 per pedestal

Payments to be made as the work progresses as follows: One half after concrete pads are installed. The entire amount of the contract is to be paid within 30 days after substantial completion and acceptance by the owner. The price quoted is for immediate acceptance only. Delay in acceptance will require a verification of prevailing labor and material costs. This offer becomes a contract upon acceptance by City of Whitewater but shall be null and void if not executed by May 6, 2011. If executed after May 6, 2011 work may not be completed this year.

By  _____

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY. BUILDER AGREES TO CO-OPERATE WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LEIN CLAIMANTS ARE DULY PAID.

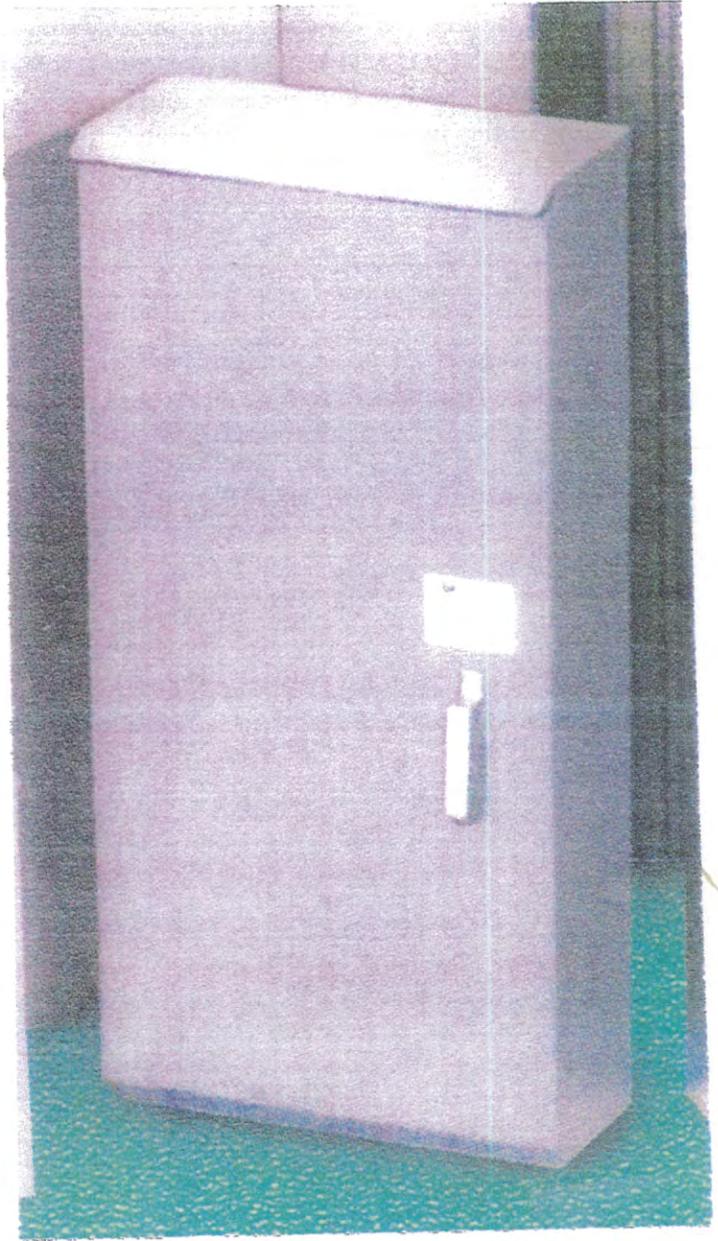
You are hereby authorized to furnish all materials and labor required to complete the work according to the drawings or job specifications, for which we agree to pay the amounts itemized above.

Owner _____

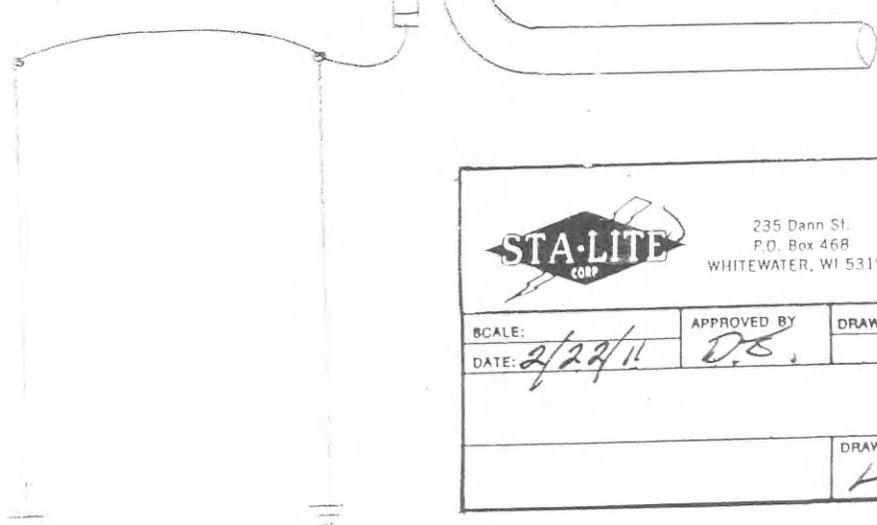
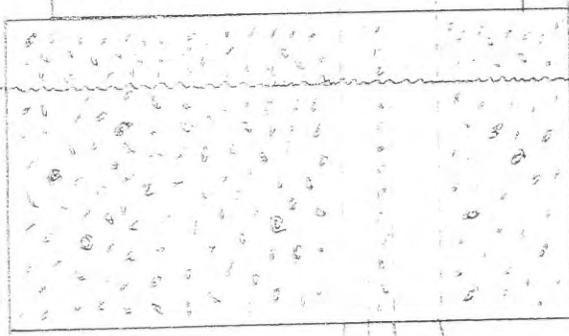
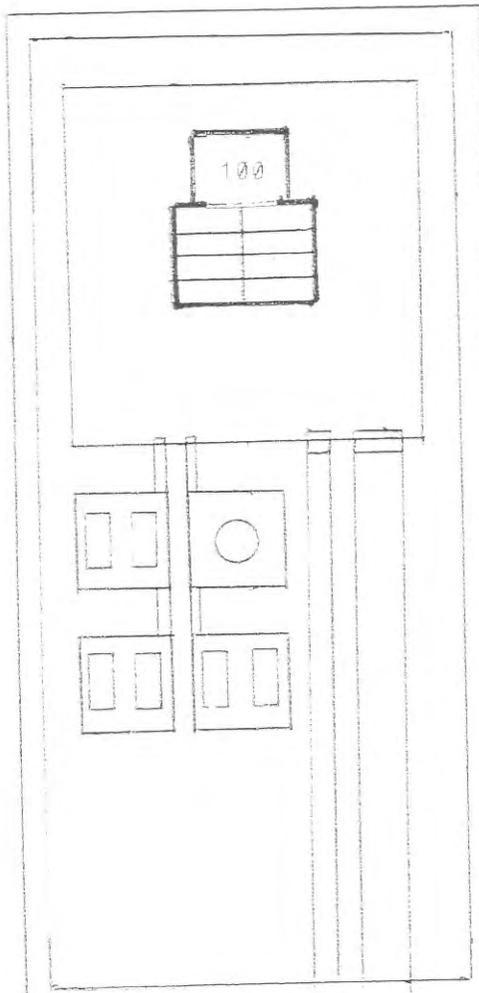
Owner _____ Date _____

Accepted by Contractor _____ Date _____

		
235 Dann St. P.O. Box 468 WHITEWATER, WI 53190		
SCALE:	APPROVED BY	DRAWN BY
DATE: 2/22/11	DS	BS
		DRAWING NUMBER
		LF 002



Supply permanent 100 amp pedestals with six twenty amp GFIC receptacles and one 120/240 volt 30 amp twist lock receptacle. Enclosure is 42"H X 20"W X 8"D NEMA 3R standard for weatherproof and UL listed. It is painted aluminum completely welded with three point door latching mechanism, lockable. Pedestals as per attached drawings.



235 Dann St.
P.O. Box 468
WHITEWATER, WI 53190

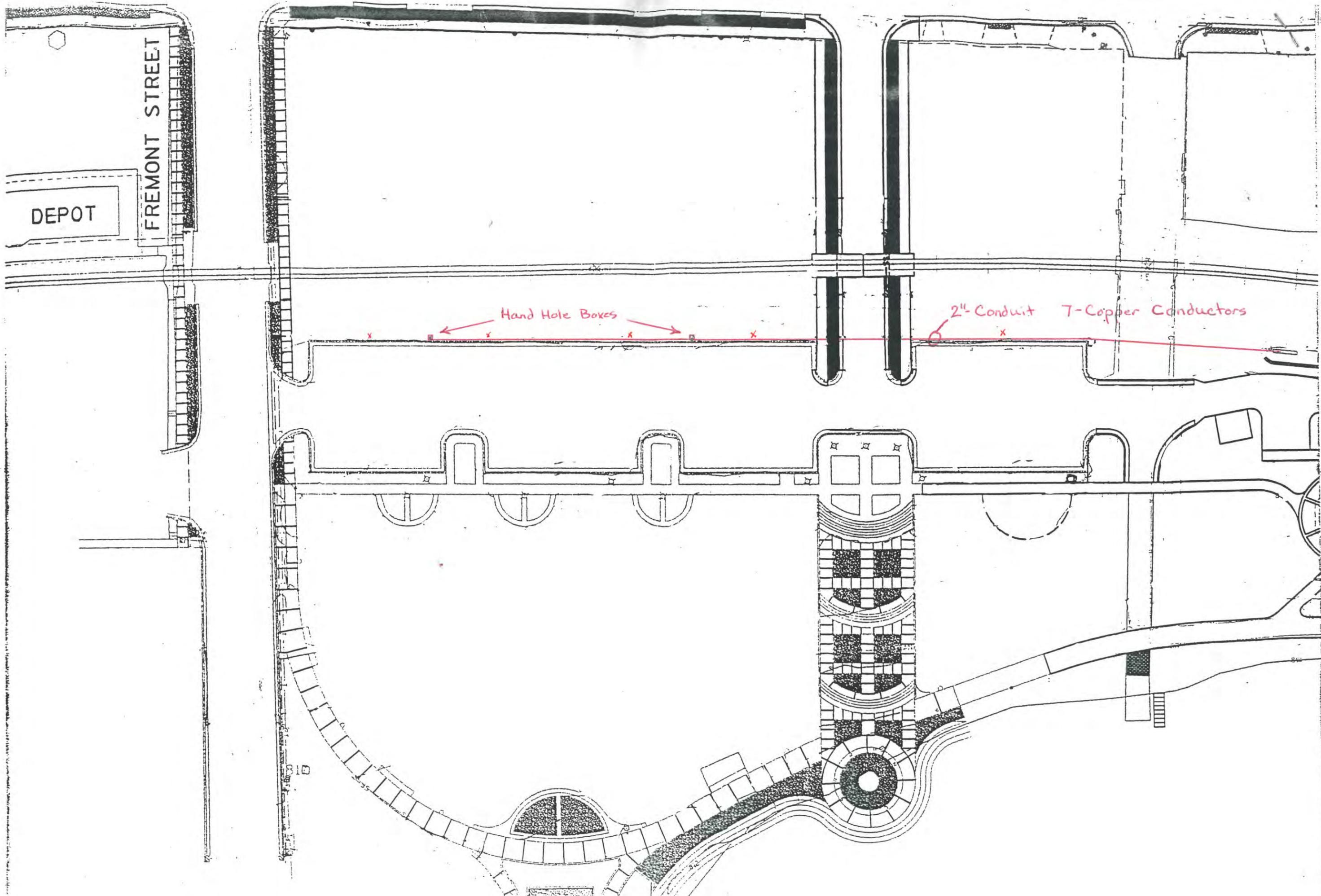
SCALE:	APPROVED BY	DRAWN BY
DATE: 2/22/11	D.B.	JJ
		DRAWING NUMBER
		LF002

DEPOT

FREMONT STREET

Hand Hole Boxes

2" Conduit T-Copper Conductors





FULL SERVICE VENDOR AGREEMENT

The undersigned (hereinafter call the "DEALER") hereby requests:

PEPSI AMERICAS
 111 CROSSROADS OF COMMERCE
 ROLLING MEADOWS, IL 60008-3103
 TELEPHONE: 847-253-1000

(hereinafter called the "COMPANY") to install, at the address of the DEALER set forth below, the following described coin-operated vending machine"

MAKE	MODEL	SERIAL NUMBER	ASSET NUMBER	INSTALLATION DATE

All revenue from the operation of the vendor shall belong to, and shall be collected by the COMPANY.

The COMPANY will pay the DEALER commission on sales from said vendor as follows:

Can Vend Price	_____	Bottle Vend Price	<u>1.25/1.50</u>
Commission Per Case	_____	Commission Per Case	<u>Step</u>

The COMPANY will, at its expense, install the vendor, service the vendor as frequently as may be necessary to make Pepsi-Cola products available through the vendor. Pepsi-Cola General Bottlers, Inc. will make necessary repairs to keep the vendor operating properly. The DEALER will not move the vendor from the premises of the DEALER at the address set forth below without the prior written consent of the COMPANY.

The vendor shall remain the property of the COMPANY and upon the termination of this agreement the COMPANY shall have the right to enter the premises where the vendor is located and remove the vendor from same.

The agreement will remain in force until terminated by either party at any time by written notice to the other party.

DATE: 4/22/10 BY: X DEALER

Accepted: PEPSI AMERICAS
 BY: Dennis Weber PepsiAmericas Representative
 DEALER: X
 Address: X
 City/State: X
 ZIP: 21P. Mail commission checks to:

Account number: _____ Name: X

Address: X

Approved By: [Signature] City/State: X

ZIP: 21P.

Commission Structure Redesign

“Step Commission”

0 – 3 Cases	= 0	0 – 95 Units
4 – 7 Cases	= 10%	96 – 191
8 – 10 Cases	= 15%	192 – 263
11 – 14 Cases	= 20%	264 - 359
15 Cases or More	= 25%	360 or More

- All cases are calculated by Period, Volume will not accrue month over month
- Checks will processed after qualifying amount reaches \$50.00
- If Customers current rate is at or below the tier rate they fall into, there will be no change.



Food Service Product List

12 OZ CANS 24PK
\$0.00

- PEPSI-COLA
- DIET PEPSI
- PEPSI MAX
- DIET CAFE FIBRE PEPSI
- WILD CHERRY PEPSI
- DIET WILD CHERRY PEPSI
- DIET PEPSI LIME
- PEPSI ONE
- DIET PEPSI VANILLA
- MONSIEUR DEW
- DIET MONSIEUR DEW
- MTN DEW CODE RED
- DIET MTN DEW CODE RED
- MTN DEW LIME WIRE
- MTN DEW YOL TAGE
- SIERRA MIST
- DIET SIERRA MIST
- MUG ROOT BEER
- DIET MUG ROOT BEER
- LIFTON BREW TEA
- DIET LIFTON BREW TEA
- LIFTON KAP- TEA
- GREEN TEA BRISK
- SEAGRAMS GINGER ALE
- TROP GRAPE
- TROP LEMONADE
- TROP PINK LEMONADE
- TROP TWISTER ORANGE
- MANZANITA SOJ APPLE
- ORANGE CRUSH
- DIET ORANGE CRUSH
- GRAPE CRUSH

20 OZ 24PK
\$0.00

- PEPSI-COLA
- DIET PEPSI
- DIET CAFE FIBRE PEPSI
- PEPSI MAX
- WILD CHERRY PEPSI
- DIET WILD CHERRY PEPSI
- MONSIEUR DEW
- DIET MONSIEUR DEW
- MTN DEW CODE RED
- DIET CODE RED
- MTN DEW LIME WIRE
- MTN DEW YOL TAGE
- SIERRA MIST
- DIET SIERRA MIST
- CHAMBERRY MIST
- CHAMBERRY MIST FREE
- ORANGE MIST
- DIET ORANGE MIST
- MUG ROOT BEER
- SEAGRAMS
- MANZANITA SOJ APPLE
- YELLOW LEMONADE
- PINK LEMONADE
- STRAWBERRY MELON
- ORANGE
- ORANGEADE
- TWISTER ORANGE

20 OZ AQUAFINA WATER 24PK
\$0.00



15.2 OZ JUICES 12PK
\$0.00

- ORANGE JUICE
- APPLE
- FRUIT RED GRAPEFRUIT
- 100% GRAPE
- PINK APPLE PASSION
- STRAWBERRY KIWI
- OCEAN SPRAY CHAMBERRY
- OCEAN SPRAY LT CHAMBERRY
- OCEAN SPRAY GRN GRAPE

12 OZ G2 & GATORADE 24PK
\$0.00

- G2 ORANGE
- G2 GRAPE
- G2 STRAWBERRY KIWI
- LEMON LIME
- ORANGE
- FRUIT PUNCH
- ICE PUNCH
- GRAPE



16 OZ AMP ENERGY 12PK
\$0.00

- MTN DEW AMP
- MTN DEW SUGAR FREE
- MTN DEW CHERRY OVERDRIVE
- MTN DEW AMP FOCUS
- MTN DEW AMP REVIVE
- MTN DEW AMP SUSTAIN
- MTN DEW AMP GREEN TEA
- MTN DEW AMP BLACK TEA
- MTN DEW LIGHTNING LEMON

16 OZ AMP ENERGY 12PK
\$0.00

- MTN DEW AMP
- MTN DEW SUGAR FREE
- MTN DEW CHERRY OVERDRIVE
- MTN DEW AMP FOCUS
- MTN DEW AMP REVIVE
- MTN DEW AMP SUSTAIN
- MTN DEW AMP GREEN TEA
- MTN DEW AMP BLACK TEA
- MTN DEW LIGHTNING LEMON

8 OZ CANS 24PK
\$0.00

- PEPSI
- DIET PEPSI
- MTN DEW
- SIERRA MIST
- DIET SIERRA MIST
- SEAGRAMS GINGER ALE

20 OZ LIPTON 24PK
\$0.00

- LIPTON BRISK TEA
- LIPTON WITH LEMON
- LIPTON GREEN WITH CITRUS
- DIET LIPTON GREEN WITH CITRUS
- LIPTON PEACH TEA
- LIPTON DIET PEACH
- LIPTON DIET MIXED BERRY TEA
- LIPTON WHITE TEA RASPBERRY
- DIET LIPTON WHITE TEA RASPBERRY
- LIPTON DIET WHITE PEACH PAPAYA
- LIPTON ALPHA

20 OZ TROPICANA 24PK
\$0.00

- YELLOW LEMONADE
- PINK LEMONADE
- STRAWBERRY MELON
- ORANGE
- ORANGEADE
- TWISTER ORANGE

20 OZ SOBE LIFE WATER 12PK
\$0.00

- STRAWBERRY KIWI
- PASSIONFRUIT-CITRUS
- ORANGE TANGIERINE
- BLACKBERRY GRAPE
- POMEGRANATE-CHERRY
- GOLD MELON
- YUZU BLACK CURRANT
- AGAVE LEMONADE

20 OZ SOBE LIFE WATER 0 CAL 12PK
\$0.00

- BLACK & BLUE BERRY
- FLUJ APPLE
- VIA BERRY POMEGRANATE
- PUNCH
- MANGO MELON

16 OZ ROCKSTAR 24PK
\$0.00

- ORIGINAL
- SUGAR FREE
- ZERO CARB
- PUNCH
- CITRUS PUNCH
- MANGO
- GUAVA
- POMEGRANITE

6.5 OZ DOUBLESHOT 24PK
\$0.00

- STARBUCKS DOUBLESHOT
- STARBUCKS DOUBLESHOT LITE

9.5 OZ STARBUCKS FRAPPUCINO 24PK
\$0.00

- COFFEE
- MOCHA
- MOCHA-LITE
- VANILLA
- CARAMEL
- MINT MOCHA
- DARK CHOC PEPPERMINT MOCHA
- DARK CHOC MOCHA

13.7 OZ STARBUCKS FRAPPUCINO 12PK
\$0.00

- COFFEE
- MOCHA
- MOCHA-LITE
- VANILLA
- DARK CHOC MOCHA

16 OZ STARBUCKS DOUBLE SHOT 12PK
\$0.00

- TROPICAL PUNCH
- BERRY

15 OZ STARBUCKS DOUBLE SHOT 12PK
\$0.00

- Coffee
- Mocha
- Vanilla
- Cinnamon Dulce

16 OZ SOBE ENERGY 12PK
\$0.00

- NO PEAR
- NO PEAR - SUGAR FREE
- NO PEAR MOTHERLOD
- NO PEAR BLOODSHOT
- ARISHAW-RUSH FREE

14 OZ MUSCLE MILK 12PK
\$0.00

- Chocolate
- Light Chocolate
- Vanilla Cream
- Light Vanilla Creme
- Banana Cream
- Strawberries n Cream
- Chocolate Milk

10 OZ GLASS 24PK
\$0.00

- ORANGE
- DI ORANGE
- STRAWBERRY
- GRAPE
- PINEAPPLE

1 L 15PK
\$0.00

- ORANGE
- DI ORANGE
- STRAWBERRY
- GRAPE
- PINEAPPLE

16 OZ LIPTON PURE LEAF 12PK
\$0.00

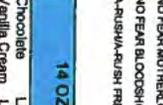
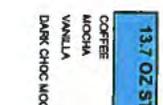
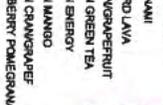
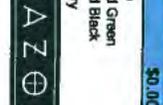
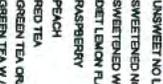
- UNSWEETENED NO LEMON
- SWEETENED NO LEMON
- SWEETENED WITH LEMON
- DIET LEMON FLAVOR
- RASPBERRY
- PEACH
- RED TEA
- GREEN TEA ORANGE PASSION
- GREEN TEA W / HONEY

20 OZ CRUSH 24PK
\$0.00

- ORANGE
- DI ORANGE
- STRAWBERRY
- GRAPE
- PINEAPPLE

13.8 OZ TAZO TEA 12PK
\$0.00

- Giant Peach
- Organic Iced Green
- Organic Iced Black
- BranDiberry



DATE:

Federal Tax Law requires us to issue a Form 1099 showing payments made each year to any unincorporated entity. Please note that a 1099 will not be issued if our payments to you are less than \$600.00, however we are required to maintain complete files. To maintain our files and to assist you in complying with the law, please fill out the requested information contained in the lower section of this letter and return to us as soon as possible.

IF THIS FORM IS NOT RETURNED TO US, THE IRS REQUIRES US TO COMMENCE BACKUP WITHHOLDING AT THE RATE OF 31% ON ALL PAYMENTS DUE TO YOU UNTIL YOU SUPPLY THE INFORMATION REQUESTED BELOW.

PLEASE NOTE:

If you use your Social Security Number as your TIN, please provide your name as it appears on your Social Security card as well as the name under which you are doing business.

Thank you for your assistance.

PEPSI-COLA GENERAL BOTTLERS, INC. - Accounts Payable Department

VENDOR NUMBER: _____ PHONE #: (_____) _____

NAME: _____
(AS REPORTED FOR FEDERAL INCOME TAX PURPOSES)

DOING BUSINESS AS: _____

TYPE OF PAYEE:
_____ CORPORATION _____ INDIVIDUAL (Sole Proprietor, Independent Contractor, Partnership)
_____ OTHER (specify) _____

IDENTIFICATION NUMBER:
Federal Employer Identification Number _____
OR
Social Security Number _____

CERTIFICATION:
Under the penalties of perjury, I certify that the information provided on this form is true, correct and complete.

Signature

Title

Date

From: [Dawn Boley](#)
To: [Matt Amundson](#)
Subject: Permission to do fundraiser
Date: Thursday, April 14, 2011 9:30:33 AM

April 14, 2011

Dear Matt,

Thank you for taking the time to speak with me on Tuesday. As I told you during that conversation, CrossPointe Community Church of Whitewater, is sending a missionary team to Crown Point, New Mexico. We will be partnering with Next Step Ministries in Madison to build houses on the Navajo Indian reservation. We leave on July 15 and will be returning on July 23.

Crown Point is home to the beautiful Navajo Nation community; however, below-adequate living conditions have sadly become acceptable after years of being overlooked by others. The community of about 2,000 residents is deeply impoverished. Houses are deteriorating and lack many of the amenities that Americans take for granted. With no running water, many elderly residents are forced to use out-houses, which at their age, is a difficult task. This summer, our team, which is made up of four adults and 8 youth, is traveling to Crown Point to assist in much needed repair work to existing homes, such as roofing, siding, drywall, flooring, ramps and stairs as well as building new housing additions. The cost of our trip is \$400 per person plus the cost of transportation to and from New Mexico. Because we are flying we need to raise enough money to cover the cost of airline tickets and renting a van at the Albuquerque airport to make the 2 hour drive to Crown Point. We'll also need that van to get to our worksite each day.

Each team member is required to do their own individual fundraising to pay the \$400 fee to Next Step. This will cover the room and board and building materials for each person. As a group, we are working hard to raise the necessary funds for transportation.

Towards this end, we are seeking permission to sell bottles of water and cans of soda at the baseball games taking place at Starin Park this summer from the beginning of the season through July 9. We would like to be able to sell at the tee-ball and youth games as well as the adult games and would sell water for \$1 a bottle and soda for 50 cents a can. We'll also stay after the games to ensure any cans or bottles are picked up and properly disposed of.

I understand this request will be put before the board at the May 2 meeting. We will have a representative at the meeting to answer any questions you may have.

Thank you very much for your time,
Dawn Boley
CrossPointe Community Church

From: [Dale Sersch](#)
To: [Matt Amundson](#)
Subject: Starin Park Playground
Date: Wednesday, April 27, 2011 3:43:45 PM

Hi Matt,

Last Saturday, 4/23, we took our 4 year old grandson to the park for the Easter Egg hunt. We found out that the time was changed from last year, and so he missed out. We thought that since it was such a nice day, we would let him play in the playground for a while. We sat down on a park bench on the east side of the playground while he ran back and forth enjoying himself. On the west side of the playground there are two big silver saucers to swing on. There were a couple boys around 11 -13 years old swinging on these saucers. There was another parent with a smaller child on the playground also, and she told her child to stay away from the saucers. We told our grandson the same thing, to stay away from the saucers. He was real good for about 15 minutes, having the time of his life playing on everything. All of a sudden, he was walking back to some other play equipment on the south side of the playground and walking directly behind the saucers that were now moving at a real good clip back and forth with the aforementioned boys on them. All we could do was yell for him to stop and watch in horror as he kept on walking directly behind them. The first one missed him by only inches and he continued to keep on walking and the second one also missed him by only inches. I can see a serious accident happening at some point in time with these saucers and little children. At a young age, they don't have the fear of anything nor the attention span to do something that they were told previously. I would like to suggest two scenarios:

- 1) That these saucers be removed from the playground before they cause serious injury or even death to a young child, such as was barely averted on Saturday.
- 2) If removal is not an option, then at least construct some kind of fence or barrier around the perimeter of the swing zone, so a young child cannot inadvertently walk into the path of a swinging saucer and be injured or worse, killed.

Please consider these proposals and keep me updated as to what will be done to make this playground safer.

Thank you.

Sincerely,

Dale Sersch
Sullivan, WI