

**City of Whitewater**  
**Parks and Recreation Board Agenda**  
**Monday, April 16, 2012 - 5:00pm**  
Cravath Lakefront Room - 2nd Floor, City Municipal Building  
312 W. Whitewater St. Whitewater, WI 53190

**Call to Order and Roll Call**

**Consent Agenda:**

CA-A	Approval of Parks and Recreation Board minutes of March 19, 2012
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**Hearing of Citizen Comments:**

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda.

**Staff Reports:**

Parks & Recreation Director	Ray Trost Nature Preserve; W3 Wellfest; Make A Difference Day; Whitewater Effigy Mounds Preserve; Board Vacancy; Field of Dreams
Recreation & Community Events Programmer	Dance Recital
Senior Coordinator	Older Americans Month (May), New Newsletter/Advertisers

**Considerations:**

C-1	Presentation and discussion on Friends Groups led by Guy Smith, Chief of Operations at Milwaukee County Parks
C-2	Discussion and possible action on request by The Black Sheep to have a produce garden in Cravath Lakefront Park
C-3	Discussion and possible action on Special Events Policy
C-4	Request for future agenda items
C-5	Adjourn

**City of Whitewater**  
**Parks and Recreation Board**  
**Monday, March 19, 2012 - 5:00pm**  
Cravath Lakefront Room - 2nd Floor, City Municipal Building  
312 W. Whitewater St. Whitewater, WI 53190

**MINUTES**

**Call to Order and Roll Call**

Brandon Knedler, Bruce Parker, Jen Kaina, Kim Gosh, Stephanie Abbott, Ken Kidd and Rick Daniels

Absent: Nathan Jaeger

Staff: Matt Amundson, Michelle Dujardin, Deb Weberpal

Guests: Richard Helmick, Eric Tabaka, Christine Tabaka, and Beverley Stone

**Consent Agenda**

No items to be removed from consent agenda. Kidd moved to accept the consent agenda consisting of approval of Parks and Recreation Board minutes of February 20, 2012; receipt and acknowledgement of Urban Forestry Commission minutes of January 24, 2012. Second by Parker. Ayes: Knedler, Parker, Kaina, Gosh, Abbott, Kidd, and Daniels. Noes: None. Abstain: None. Absent: Jaeger. 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 comments

**Staff Reports:**

Parks & Recreation Director:

- Grant request updates: Continued progress on the Bikes Belong Grant and Wal-mart Grant.
- W3 Wellfest: Saturday April 14<sup>th</sup>, 9am-Noon at Whitewater High School. Dr.Noize will entertain families and children, cooking classes, keep moving vacation speakers and much more.
- Make A Difference Day: Friday, April 20<sup>th</sup>. Site leaders are still needed.
- Armory Re-key: Due to election security, the Armory will be re-keyed.
- ½ Marathon: Whitewater is looking to bring a ½ Marathon to Whitewater. Location and date unknown.

Recreation & Community Events Programmer:

- Summer Programming: Gymnastics is set to take place at the High School, multiple new programs being offered, and concerts in the park & family fun nights are set.

Senior Coordinator

- Easter Bunny Lunch: Saturday, April 7<sup>th</sup> 11am-12:30pm with the Optimist Easter Egg Hunt at 11am.
- May is Older American Month
- Senior Health and Fitness Day is May 30th

### **Presentation by Eagle Scout candidate Eric Tabaka on Whitewater Effigy Mounds Preserve**

Eric Tabaka presented his Eagle Scout project to be completed at Whitewater Effigy mounds Preserve.

### **Approval of Eagle Scout project to be completed at Whitewater Effigy Mounds Preserve**

Amundson referred to the memo and letter from Eric Tabaka.

Daniels moved to approve Eric Tabaka's Eagle Scout project to be completed at Whitewater Effigy Mounds Preserve. Seconded by Kaina. Ayes: Knedler, Parker, Kaina, Gosh, Abbott, Kidd, and Daniels. Noes: None. Abstain: None. Absent: Jaeger . Motion passed.

### **Review and approval of lakes management proposals for 2012**

Amundson referred to the memo and proposals for management of Cravath and Trippe Lakes.

Kidd moved to award treatment of Cravath Lake to Stantec and Trippe Lake to EnviroScience. Seconded by Daniels. Ayes: Knedler, Parker, Kaina, Gosh, Abbott, Kidd, and Daniels. Noes: None. Abstain: None. Absent: Jaeger . Motion passed.

(Gosh left 5:55pm)

### **Discussion and direction on park improvement projects**

The park development fund has a balance of \$42,014.95. Project list for 2012 was asked to be developed by the board. Project's listed to chose from includes: Minneiska Park Playground, Starin Park North Diamond Improvements, Relocation of Bark Park, Treyton's Field of Dreams and Brewery Hill Park & Whitewater Creek (Stewardship Application for 2013)

Parker moved to select Minneiska Park Playground and Starin Park North Diamond Improvements by scaling down fencing and dug out to coincide with master plan as the 2012 projects. Seconded by Kidd. Ayes: Knedler, Parker, Kaina, Abbott, Kidd, and Daniels. Noes: None. Abstain: None. Absent: Jaeger and Gosh . Motion passed.

### **Discussion and direction on Chevy Youth Baseball program**

Amundson introduced Chevy Youth Baseball program. Chevy will supply Chevy branded youth baseball equipment, two 3x8 Chevy youth baseball banners customized with the dealership name, and a chance to win a new Vehicle. Leagues will sell fundraiser entry tickets for any amount they wish and keep 100% of the proceeds.

Knedler moved to continue the Chevy baseball program with staff developing price structure. Seconded by Abbott. Ayes: Knedler, Parker, Kaina, Abbott, Kidd, and Daniels. Noes: None. Abstain: None. Absent: Jaeger and Gosh . Motion passed.

### **Request for future agenda items**

Curb cut out on Fremont by Prairie Village entrance for easy access to sidewalk, and fishing piers on Trippe not handicap accessible and casting.

### **Adjourn**

A motion to adjourn was made at 6:10 pm by Daniels. Second by Knedler. Affirmed by voice vote.

Respectfully submitted,  
Michelle Dujardin

<b>CITY OF WHITEWATER POLICY</b>		<b>TITLE: SPECIAL EVENTS POLICY</b>
POLICY SOURCE: City Clerk/Parks & Recreation	Parks and Recreation Board Approval Date:	TEXT NAME: G:\Park & Rec\General Information\Policy\

**DEFINITIONS**

Special event means any planned occurrence on the public right-of-way or public premises including, but not limited to, parades, gatherings, festivals and athletic events which is not within the normal and ordinary use of that public premises or place or which, by nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal, ordinary or intended use of public facilities or property shall be determined by the City Manager or his/her designee.

**A. Licensing Requirements**

1. Applications shall be filed with the City Clerk a minimum of 45 days prior to the event. Applications must contain the name, address and contact number of the individual completing the application and the name, address and contact telephone number of the individual that will be present and coordinating the day(s) of the event. Applications for events that have been held in the City of Whitewater for at least the immediate past two (2) years which are filed less than forty-five (45) days prior to the event may be issued, provided all conditions for such approval are met.
2. Sponsors of Special Events must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations.
3. Every city department receiving a copy of a special event license application shall recommend either approving or denying the application and listing any reasons for denial. Each department shall review an application based upon the following criteria:
  - a. Use of department resources
  - b. Costs to the department
  - c. Benefit to the community
  - d. Any perceived public health or safety problems
  - e. Use of city property
4. Special Event license requirements shall be waived in those cases where the United States Secret Service notifies the City of a proposed event in which it will be assisting with security details.
5. All Special Events applications will be reviewed by the Police Department, Park and Recreation and City Clerk, with the City Clerk issuing the special event permit upon approval of all departments reviewing the application. If any recommendation for denial is received from one or more departments, the application shall be submitted to the Common Council for review and a determination whether to grant the license. Where an event application is filed less than forty-five days prior to the event, and the event has been held for at least the immediate past two years, but a substantial change to the pending event is indicated (including but not limited to change of location, route,

event organizer, etc.) the application shall be sent to Police Department, Park and Recreation and City Clerk for review and final determination.

6. For each special event license form submitted which requests city services, the Clerk may schedule a meeting if deemed necessary or requested by the event sponsors and/or the affected departments. The purpose of the meeting shall be to discuss the specific nature of the services requested. It shall be held no later than thirty (30) days before the event.
7. Each event shall have a designated head of security that can be contacted at any time by the Police, Fire or Health Departments. Each event may be required to have security personnel at the rate of one security person for every 300 persons estimated to be present if alcohol is available or for any 600 persons present if alcohol is not available. The Police and Fire Departments, depending on facts and circumstances specific to each event, shall have the discretion to modify these ratios, as they deem necessary.
8. A professional bonded security company shall be present at an event under the following guidelines:

		# of security personnel With alcohol present	# of security personnel without alcohol present
Level I	0-200 attendees	1	0
Level II	201-500 attendees	2	0
Level III	501+ attendees	4	2

The police department shall have the right to modify the levels based on the risk or need for heightened security or the replacement of security personnel with sworn law enforcement personnel. The modification, barring extenuating circumstances, will be made at the time the application is approved.

If law enforcement services are needed, which may include but not limited to crowd control, traffic control or heightened security risk, the costs of reimbursement will be at the expense of the organization hosting the event. Barring extenuating circumstances, the identified costs will be provided at the time the application is approved.

Any exception from use or a request for reduction of the outlined levels must be submitted in writing to the Chief of Police or designee prior to the approval of the application.

#### B. Special Event Permit Fees

1. The amount of services provided will be determined by the City Staff by reviewing the previous year's event cost analysis. If this is a first time event, a comparison of like events will be done to set the fee schedule.
2. City sponsored events, even though they may meet the definition of a special event, shall not be required to pay a fee. The City Manager shall determine whether an event is city sponsored.
3. Charges for park facilities, food sales permits, tent permit fees, etc. are to be paid *IN ADDITION* to the Special Events application fee. Submittal of an event application does **NOT** reserve a park or include application for any other permits as may be required.

#### C. Insurance Requirements

1. There are four (4) classes of events, Class A, Class B, Class C and Class D. Each class shall be determined by its characteristics. An event does not have to have all the characteristics listed to be in the classification. The City reserves the right to make final

determination of an event's classification and the related requirements that will be imposed upon the event organizer.

- a. **Class A:** Any event whose attendance is anticipated to be over 25,000.
  - b. **Class B:** Large exposure events including but not limited to, parades, concerts, bike races, auto shows, circuses, sidewalk sales, or activities that have the potential to draw between 5,000 and 25,000 people or events with amusement devices, pony rides, bleachers used to seat more than 500 people, or fireworks displays.
  - c. **Class C:** Medium exposure events including, but not limited to, parades, concerts, dances, animals shows or any activity that is likely to draw between 250 and 5,000 people.
  - d. **Class D:** Small exposure events including, but not limited to, block parties, small concerts, plays, private gatherings in parks or similar events that are likely to draw less than 250 people. Event organizers in this class are encouraged to obtain insurance even though it is not required.
2. Each applicant shall furnish the City a certificate of insurance showing insurance written by a company licensed in the State of Wisconsin and covering any and all liability. (See Exhibit A).
    - a. Class A events – Large Exposure – over 25,000 people
    - b. Class B events – Large Exposure – 5,000 to 25,000 people
    - c. Class C events – Medium Exposure – 250 – 5,000 people
    - d. Class D events – Small Exposure – under 250 people
  3. All special events must also obtain insurance that identifies the City as an additional insured
  4. Mapped Routes

Routes for special events must be submitted with the license application, regardless of historical precedent. Proposed routes may be altered at the discretion of the Police Department and the Department of Public Works. In the event that the organizer or sponsor of any special event deviates from the route submitted without the approval of the city, the organizer or sponsor of such special event may be denied a permit for any special event for the following calendar year.
  5. Event Cancellation

The City Manager, or designee, may cancel an event without prior notice for any condition affecting the public health or safety of the city, or any condition that would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

**City of Whitewater**  
Special Event Application

Name of Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Planning Contact (include email and phone): \_\_\_\_\_

Location of Event: \_\_\_\_\_

Event Site Contact (include cell phone): \_\_\_\_\_

Event Head of Security (include cell phone): \_\_\_\_\_

Description & Schedule of Events (Please attach map of site or route) The following bullet points should be answered and reviewed prior to submitting an application.

- Does your event require the closing of parking lots, parks, or streets?
- Does your event require fencing to be installed by the City?
- Does your event include the sale of alcohol?
- What are the electrical requirements for your event?
- Does your event include live music?
- Does your event include the sale of food or goods?
- Does your event include tents that will be installed on the site grounds?
- Does your event include inflatables, dunk tank, petting zoo or similar attractions?
- Does your event require any additional city services not listed above?
- Does your event require use of Trippe or Cravath Lake? If so, does the no-wake ordinance need to be waived?

**The City does not provide tables or equipment for rental.**

**Please note that you have to reserve any city facilities you are planning to use in addition to submitting this special event application including Main Street banner reservations.**