

City of Whitewater
Parks and Recreation Board Agenda
Monday, November 5, 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 October 1, 2012
CA-B	Receipt and acknowledgement of Urban Forestry Commission minutes of September 4 and September 25, 2012
CA-C	Expedited approval of the following items, per staff recommendation: C-5

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	Janitorial Services RFP, DNR Lake Management Meeting, WPRA & NRPA Memberships, & Strive
Recreation & Community Events Programmer	Halloween Party
Senior Coordinator	Global Gala, Holiday Dinner

Considerations:

C-1	Review, approval, and recommendation of Emerald Ash Borer treatment option as forwarded by UFC and ad hoc EAB committee
C-2	Approval of recreation program weather policy
C-3	Discussion and direction regarding transient merchants in parks and policy development
C-4	Update on 2013 Parks & Recreation Budget <ul style="list-style-type: none"> • Approval of 2013 seasonal staff wages • Approval of customer service plan for 2013
*C-5	Approve request by WHS Spanish Club to serve concessions at Traveling Basketball games held at the Downtown Armory
C-6	Request for future agenda items
C-7	Adjourn

Memo

To: Parks and Recreation Board
From: Matt Amundson, Parks and Recreation Director
Date: November 1, 2012
Re: November 5, 2012 Meeting

C-1 Review, approval, and recommendation of Emerald Ash Borer treatment option as forwarded by UFC and ad hoc EAB committee

Included in the packet is a document created by the ad hoc committee. The Common Council will address this matter in budget discussions on November 13th and will be looking for a recommendation from the Parks & Recreation Board.

C-2 Approval of recreation program weather policy

Please see the attached information in the packet. This is a rough draft of the policy and we are asking for review and comment. Please note that the Common Council has requested a policy to address the use of artificial turf and heat related concerns. I've included some information regarding this subject in the policy but will be asking the Board for input on this subject.

C-3 Discussion and direction regarding transient merchants in parks and policy development

Prior to drafting an ordinance I will be asking the Board for some guidance on this issue. I am also meeting with the City Attorney on November 2nd to discuss the item and will have more information at Monday's meeting.

Questions to Address:

- What concerns does the board have regarding allowing transient merchants in parks and facilities?
- Is the board interested in leasing concession operations to private parties in the future?
- What information should be required of transient merchants operating in parks and facilities? (background checks, inspection of cart/trailer, other requirements?)
- Is the board interested in limiting parks or facilities?

C-4 Update on 2013 Parks & Recreation Budget

Customer Service: With the change in clerical support included in the budget I felt it was important to start a discussion with the Board in regards to customer service moving forward. The following is a draft plan for discussion purposes.

The phone system & website would be reconfigured with the following including a staff directory:

- For information on weather related program cancellations, call 473-0520, Press 6 & 3
- To register for programs, reserve a park shelter, or park facility visit us online at www.whitewater-wi.gov
- For questions or concerns on programs for older adults and Seniors In The Park, contact Senior Coordinator Deb Weberpal
- For questions or concerns on recreation programs, special events, and holding a special event in the City, contact Recreation Programmer Michelle Dujardin
- For questions or concerns on forestry or tree related concerns, contact City Forester, Chuck Nass
- For questions or concerns regarding youth and adult sports, contact “New Recreation Coordinator”
- For questions or concerns regarding city facilities, park maintenance, or park development, contact Parks & Recreation Director Matt Amundson

How to register for programs & banner reservations:

Online: Anytime from home or kiosk available at Municipal Building 2nd floor

Mail/Fax: Will be processed once per week, best way to guarantee placement is online

In Person/Phone: Thursdays from 3:00-6:00 pm or 1st Saturday of the Month from 8-11 am

How to reserve shelters & facilities:

Online: Anytime from home or kiosk available at Municipal Building 2nd floor

In Person/Phone: Thursdays from 3:00-6:00 pm or 1st Saturday of the Month from 8-11 am

The Thursday extended hours will be staffed by a rotation of the Parks & Recreation Director (Amundson), Recreation & Community Events Programmer (Dujardin), Senior Coordinator (Weberpal), & Recreation Coordinator (Vacant). Each staff member will be expected to cover one Thursday per month and 3 Saturdays per year. Michelle Dujardin & Deb Weberpal will be provided the opportunity to have a scheduled half-day off during the week, with the understanding that they work 40 hours per week while doing so. The hours would be part of the recreation coordinator’s scheduled 20 hours per week. The Saturday morning hours would provide an opportunity for listening sessions and/or coffee with the staff, board members, and/or Council.

Seasonal Wages:

In the budget presentation to the Council a couple of items were brought up in regards to seasonal wages, including a need to increase adult softball umpire wages and that seasonal wages be “un-frozen” to reward returning staff with step increases. I have included a proposed seasonal wage chart below:

**SCHEDULE IX
CURRENT PART-TIME SEASONAL EMPLOYEES**

Position	Step				
	1	2	3	4	5
Program Attendants	\$7.25	\$7.50	\$7.75	\$8.00	\$8.25
Activity Instructors	\$7.75	\$8.00	\$8.25	\$8.50	\$8.75
Seasonal Labor	\$7.25	\$7.50	\$8.00	\$8.75	\$9.75
Activity Leaders	\$9.25	\$9.50	\$10.00	\$10.50	\$11.50
Certified Instructors	\$10.00	\$11.00	\$12.00	\$13.00	\$15.00
Adult Sport Officials	\$10.00	\$11.00	\$12.00	\$13.00	\$15.00
Youth Sport Officials	\$20.00	\$21.00	\$22.00	\$24.00	\$25.00

**SCHEDULE IX
PROPOSED PART-TIME SEASONAL EMPLOYEES**

Position	Step					
	1	2	3	4	5	
Program Attendants	\$7.25	\$7.50	\$7.75	\$8.00	\$8.25	
Activity Instructors	\$7.75	\$8.00	\$8.25	\$8.50	\$8.75	
Seasonal Labor	\$7.75	\$8.25	\$8.75	\$9.25	\$9.75	A
Activity Leaders	\$9.25	\$9.50	\$10.00	\$10.50	\$11.50	
Certified Instructors	\$10.00	\$11.00	\$12.00	\$13.00	\$15.00	
Sports Officials	\$20.00	\$21.00	\$22.00	\$24.00	\$25.00	B

A - Raised starting wage of seasonal labor, step increase of \$.50 per

B - Combined youth & adult sports officials, pay is per game and not an hourly wage

C-5 Approve request by WHS Spanish Club to serve concessions at Traveling Basketball games held at the Downtown Armory

The Spanish Club at Whitewater High School is working to fundraise for a Spring Break trip to Costa Rica. They have asked for the opportunity to sell concessions at the Downtown Armory during the Traveling Basketball Club’s Saturday morning games. I am recommending approval.

Your consideration of these matters is greatly appreciated.

Thanks!

Matt Amundson,
Parks & Recreation Director

City of Whitewater
Parks and Recreation Board
Minutes
Monday October 1, 2012 - 5:30pm
Cravath Lakefront Room - 2nd Floor, City Municipal Building
312 W. Whitewater St. Whitewater, WI 53190

Call to Order and Roll Call

Nathan Jaeger, Kim Gosh, Bruce Parker, Rachel Deporter, Teri Smith, Brandon Knedler, and Ken Kidd Absent: Jen Kaina.

Staff: Matt Amundson, Michelle Dujardin, Deb Weberpal, Chuck Nass

Guests: Cameron Clapper, City Manager, Richard Ehrenberg, Tiu Gray-Fow, James Hartwick, and Roy Nosek

Consent Agenda: Approval of Parks and Recreation Board minutes of September 10, 2012 and receipt and acknowledgement of Urban Forestry Commission minutes of July 24, 2012

No items to be removed from consent agenda. Smith moved to accept the consent agenda with the correction of "baskets west of Franklin". Second by Deporter. Ayes: Jaeger, Parker, Kidd, Smith, Deporter, Knedler and Gosh. Noes: None. Abstain: None. Absent: Kaina. 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

- Bicycle and Pedestrian Plan: Walking Workshops will be hosted on October 16th with the focus on school dismissal time for LINC'S, the Middle School and Washington. They will experience the walk with kids leaving school and talk afterward giving suggestions and recommendations. This process will assist by proving data for grants.

(5:07 Kaina arrived)

- Janitorial RFP: Companies submitting RFPs will be given a tour of the facilities tomorrow.

Recreation and Community Events programmer

- Pig in the Park was a successful event. The Barbequers arrived Friday night. Saturday morning the W3 race went well. The results are online with a Shutterfly site setup for photos. The BBQ Cook-off participants complimented the City. They were given cash prizes in hopes of them spending some of their winnings in town.

Senior Coordinator

- Pickleball Update-Attendance is high. We could use a third court. They are very grateful to be in the Armory.
- WASC Fall Conference-The conference was held in conjunction with the Greater Wisconsin Agency on Aging Resources (GWAAR). There were several national speakers with topics for senior centers and much more.

Review and approval of 2013 Parks & Recreation (P/R) Budget

Amundson referred to the memo and reviewed the budget with the board.

- The budget is close to a zero increase budget but is over slightly.
- Questions on internet usage for credit card transaction fee. Adjusted the line item in Recreation Administration.
- The roof top units have been moved to the Capital Improvement budget.
- Goal adjustments: Adding Trippe Lake to 2013 Goal #2 and moving due date of goal #7 to December 1st. Dr Kidd recommended Amundson contact Evan Winn regarding goal #8.
- Maintenance salaries are increased to hire seasonal help in the summer.
- The report back from Envirosience says that the weevils were effective against EWM but the City should explore more aggressive management of native species plants that are creating significant problems on Trippe Lake.

Emerald Ash Borer (EAB) discussion

Amundson: Must weigh cost of treating against the budget. All trees are bought and maintained within the Parks & Recreation budget. \$5000 has been budgeted to "shadow" plant additional trees. It would be ideal to move forward with a unified front in respect to the budget and EAB.

Nass: Cost of treatment the first year will be approximately \$25,000. There are about 350 ash trees within the size parameters of treating/saving. The insecticide control equipment is \$4000 to purchase. The insecticide will save about 80% of the trees planted and is good for 2 years possibly more. A minimum of \$7000 per year for the life of the trees will be needed in the budget for upkeep. There is no staff cost in the estimate. It would take 3 staff, 2 days to inoculate 100 trees. City Staff would also take down all trees they could.

James Hartwick: Trees add to quality of life of the community. Would like to see trees to save chosen wisely, to save the best and also partner plant. There is potential for public/private (homeowner) partnerships to pay for the inoculations.

Kidd: Would like to see a compromise and a rational plan to save critical trees, would like to see parameters established.

Knedler: A plan needs to be made but there is not time this year. We have money in budget to begin shadow planting. Would like to see three plans from an ad hoc committee, to consider and budget for.

Gray-Fow: this is a time sensitive issue and the cost to remove dead trees will be an issue.

Nosek: does not feel all trees have been counted. Suggested planting "whip" trees as they will be less expensive and to test this in the NW quadrant of the city which is scheduled for trees in 2013.

Ehrenberg: ID trees now before the leaves drop.

Clapper: Already have a bare bones budget and the next step is to cut people. More information is needed on this subject and doesn't feel it can be budgeted for at this time.

Amundson (in response to suggestion to cut back on recreation programs) Recreation programs bring in money to offset expenses or in some instances see profit. The public needs to show support for this monetarily.

Smith: Gave example of citrus trees being wiped out in Florida and recommended partner planting only.

Nass: Will have staff check on trees to make sure they are marked in the next couple of days. It is important to continue planting as \$10,000 will not treat very many trees.

Kidd: Keep the \$10,000 in the budget for trees and form an ad hoc committee to decide how to spend.

Hartwick: Requested to protect some trees for canopy while partner trees are growing.

Gray-Fow: Asked for \$15,000 for trees.

Amundson: Departments will be asked to bring back options throughout the budget process. October 23 is the Parks & Recreation budget presentation.

Kidd moved to accept the budget as presented with \$10,000 for trees and EAB with a plan forthcoming on how to spend the money. Second by Smith.

Discussion: Nass commented the decision will ultimately be made by the City Council to continue treatment. Future councils and change their minds and not fund and the trees will ultimately die. The \$10,000 budgeted would plant 340 trees which would replace almost all the ash trees. The EAB may already be here and not all trees will die. Once the beetle is here must always treat the tree or it will die. Nass stated that if this item came to him as a School Board member he could not support funding treatment of the trees.

Ayes: Jaeger, Parker, Kidd, Smith, Deporter, Knedler and Kaina. Noes: None. Abstain: None. Absent: None . Motion passed.

Approval of the creation of an ad hoc committee for the Emerald Ash Borer (EAB)

Knedler moved to see three plans to choose from by October 31. Second by Smith. Ayes: Jaeger, Parker, Kidd, Smith, Deporter, Knedler and Kaina. Noes: None. Abstain: None. Absent: None. Motion passed. Committee members will be Chuck Nass (Staff), Ken Kidd (Council Rep), 2 members of the Park Board – Parker and Smith, and 2 members of the UFC.

Discussion and direction related to Cravath Lakefront Park stage improvements

Amundson referred to the memo. What is Park Board interested in pursuing? Looking to make the area more useable and the Rotary is interested in assisting.

Request for future agenda items

Kidd asked that we address Transient Merchants and sale of goods in parks.

Adjourn

A motion was made by Parker to adjourn at 7:45 pm. Second by Smith. Affirmed by voice vote.

Next meeting: Monday November 5, at 5:00 pm

Respectfully submitted,



Debra Weberpal

From: [Tiiu](#)
To: [Michele Smith](#)
Cc: [Debbie Hilgen](#); [Karen Coburn](#); [Karen McCullough](#); [Jay Craggs](#); crone.andrew@gmail.com; [Chuck Nass](#); [Tiiu](#); [brandon.knedler](#); [Matt Amundson](#)
Subject: UFC 9-4-2012 Spec Mtg
Date: Thursday, October 18, 2012 2:49:40 PM

**City of Whitewater
Urban Forestry Commission Meeting
Wednesday, September 4, 2012**

Call to order by Karen McCulloch, designated chair.

Roll call:

Members present: , Karen McCulloch, Karen Coburn, Andrew Crone, Bev Stone, Brandon Knedler, Jay Craggs

City staff present: Brian Neumeister

Citizens Present: Roy Nosek, Richard Ehrenberg

Agenda: Special meeting is only to hear reports from previously scheduled citizen speakers. This meeting is called on this date because the regularly scheduled meeting on August 28, 2012 lacked a quorum.

Guest Speakers:

Speaker Roy Nosek: Tree Selection and Planting Methods.

Each member received a copy of the speech to follow as Roy read from the script. The information included: tree species and their attributes, site placing, format (bare root, etc.), and planting time.

Slides illustrated various points in the presentation. Considerations presented were the quadrant planting system, survey procedures, planting methods, native and non-native choices, the case for diversity, and placement of ornamental trees.

We discussed how the Emerald Ash Tree Borer arrival in Whitewater might impact the Quadrant Plan for planting. Questions presented were whether to plant many small trees as ready made replacements (Cambridge Tree Project), using an auger to plant trees more quickly, and a more flexible planting season by storing bare root trees in pea gravel which could lead to more Fall planting and less summer watering.

Richard Ehrenberg passed out copies with extensive information concerning Native species. We didn't have time to cover the information but may do so at a later date.

Meeting Adjourned.

Respectfully submitted:
Karen Coburn

**City of Whitewater
Urban Forestry Commission Meeting
Tuesday, September 25, 2012**

Call to order by Chairperson, Tiiu Gray-Fow.

Roll call:

Members present: Tiiu Gray-Fow, Karen McCulloch, Karen Coburn, Andrew Crone.
Jay Craggs and Brendan Knedler arrived later.
Bev Stone, absent

City staff present: Chuck Nass,

Citizen: Roy Nosek, Richard Ehrenberg

Approval of Agenda:

Motion by Karen Coburn, second by Karen McCulloch,
Unanimous approval.

Approval of Minutes of July 24, 2012 meeting:

Motion by Karen Coburn, second by Andrew Crone,

Discussion: Gray-Fow that minutes should show that Jay Craggs volunteered to look at the costs of ribbons. Nass said the minutes be corrected to show that the emerald ash borer treatment would be \$7000 per year. Also change typo "it the money" to "the money." Jay Craggs shows up at this point. Says good morning advertiser can't get ribbons, will look at another place.

Minutes approved as modified unanimously.

Citizen James Hartwick arrives.

Planning and Architectural Review Board Report

Nothing to Report

Parks and Recreation Board Report

Skip because Brandon is not here

Emerald Ash Bore:

McCulloch asked for clarification on whether city will fund the identification of private trees.

Gray-Fow reported on the process for establishing an Ad Hoc Committee under the UFC to concentrate on Emerald Ash Borer issues and report back to the Committee oas a whole. The City Council had charged the UFC with that task at the previous Council meeting. She called the city attorney. The attorney said we need to have the

approval of the Parks and Recreation Board to establish such a committee. The same would be true if UFC members are present as official UFC members on a task force.

James Hartwick talked about creating a Public /Private ad hoc. He will work with university to make a database. He is looking for a decision by us to decide now about creating an ad hoc committee. Crone and Craggs discuss uncertainty of whether a public committee would be more effective or efficient than fully private groups in being able to address EAB issues on private land. Craggs leaves meeting .

Nass states the main thing is to know what the city council will fund.

He wants option to protect trees with 4-24 inch diameters. Cost would then be reduced to \$7,000 per year to treat. Park and Recreation is not looking into treating EAB but wants to do partner tree strategies while cutting down Emerald Ash trees as they succumb to the disease.

Chuck says not all trees in that size limit would be treated. Knedler arrives at meeting.

Motion by Gray-Fow:

Gray-Fow and Nass will go to the park board and request that EAB treatment be included (they had previously decided not to budget any money for it at all) in their budget:

Motion:

Since it is more economic to save the trees rather than paying to cut down all trees by letting them die, the park board should include in their budget funding to treat selected ash trees with a diameter of 4 to 24 inches and continued funding through the life of those trees, or as the forester sees fit to apply alternate strategies including partnering.

second by Karen McCulloch,
Unanimous approval.

Motion by Gray-Fow:

Request the Park and Rec board for approval to establish an ad hoc committee with responsibility to act as clearing house for EAB responsibilities as requested by City council. Committee should include park and Rec members in addition to citizens of Whitewater.

Second by Crone.

Approved: Gray-Fow, Coburn, McCulloch, Knedler

Opposed Crone:

Proposed yearly calendar:

Calendar is handed out.

Tree selection

Nass states that trees will be ordered in December after they know money is available from council. Budget is voted on first week of December, he will check availability form vendors in November.

Tree cuts and Pruning :

There was a problem on Cravath Street. Individuals knocked down five trees. A man followed these individuals and called police. The trees were four years old.

Respectfully submitted:

Andrew Crone

3 Options for the Emerald Ash

Borer Infestation

1. City Policy::

All Ash trees 4" or smaller, measured at 6 " from the ground, will be removed this Fall and replaced in the Spring. There are approximately 108 in this category.

Ash trees above 4" that are in decline, under power lines, and in inappropriate and hazardous locations will be removed and replaced.

Trees that have no structural problems, pest damage, or mechanical wounds, and are planted properly in correct locations will be treated. There are approximately 303 in this category.

Summary: Saving and treating nearly half of the city's Ash trees. There will be shadow planting in appropriate locations

2. Replace All Ash:

Ash trees 4" or smaller will be removed within the next 6 months and replaced.

All other Ash will have shadow trees to eventually replace the trees which will be removed at the discretion of the city forester.

Summary: All Ash trees will be removed and either replaced or have a shadow tree planted alongside.

3. Hybrid Option:

Ash trees 4" or smaller will be removed and replaced.

Two types of trees, legacy and medium to large terrace trees in areas too small for a shadow tree, are to be treated for their natural lifetime.

Some Ash (possibly 75-100) will be treated temporarily to allow the shadow trees to mature.

Summary: Most trees, other than legacy trees, will not be treated but shadow planted. Some will receive short term treatment.

Approximate costs::

Planting: Small trees: \$30-\$40
Large trees: \$50

Treatment: Equipment: \$3,200 (one time expense)

Treeage (Injection treatment): \$7,965 (lasts 3-4 yrs.)

Removal, i.e. cutting down the trees: Average cost per tree: \$200

Removal of all city trees would cost approximately **\$100,000 plus the cost of planting replacement trees.** (The Electric Co. would be responsible for trees under some power lines).

Urban Forestry Commission Recommendation:

City Option #1 appears to be have both a reasonable cost as well as keeping our environment healthy and the city of Whitewater attractive and welcoming.

Report submitted by the **UFC Ad Hoc Committee** to fulfill the **Whitewater Common Council's** charge to the Urban Forestry Commission to spearhead Whitewater's response to the Emerald Ash Borer infestation.

Members: Karen McCullough and Karen Coburn, Ad Hoc Committee co-chairs, UFC
Terri Smith, Parks and Rec
Bruce Parker, Parks and Rec
Ken Kid, City Council representative to Parks and Rec.

CITY OF WHITEWATER POLICY		TITLE: Heat and Inclement Weather Policy
POLICY SOURCE: Parks and Recreation Department	Parks and Recreation Board Approval Date:	TEXT NAME: G:\Park & Rec\General Information\Policy\ Heat and Inclement Weather Policy

I. Purpose

It is the purpose of this policy to establish guidelines and procedures for how to handle extreme cold and heat/humid conditions in order to protect participants, spectators, and staff.

II. General Statement

The City of Whitewater Parks and Recreation Department may require that activities be altered or canceled due to inclement weather i.e., thunder and lightning, snow, wind, and extreme heat.

III. Actions

The following policy is hereby established regarding the occurrence of severe weather and extreme heat during Whitewater Parks & Recreation activities:

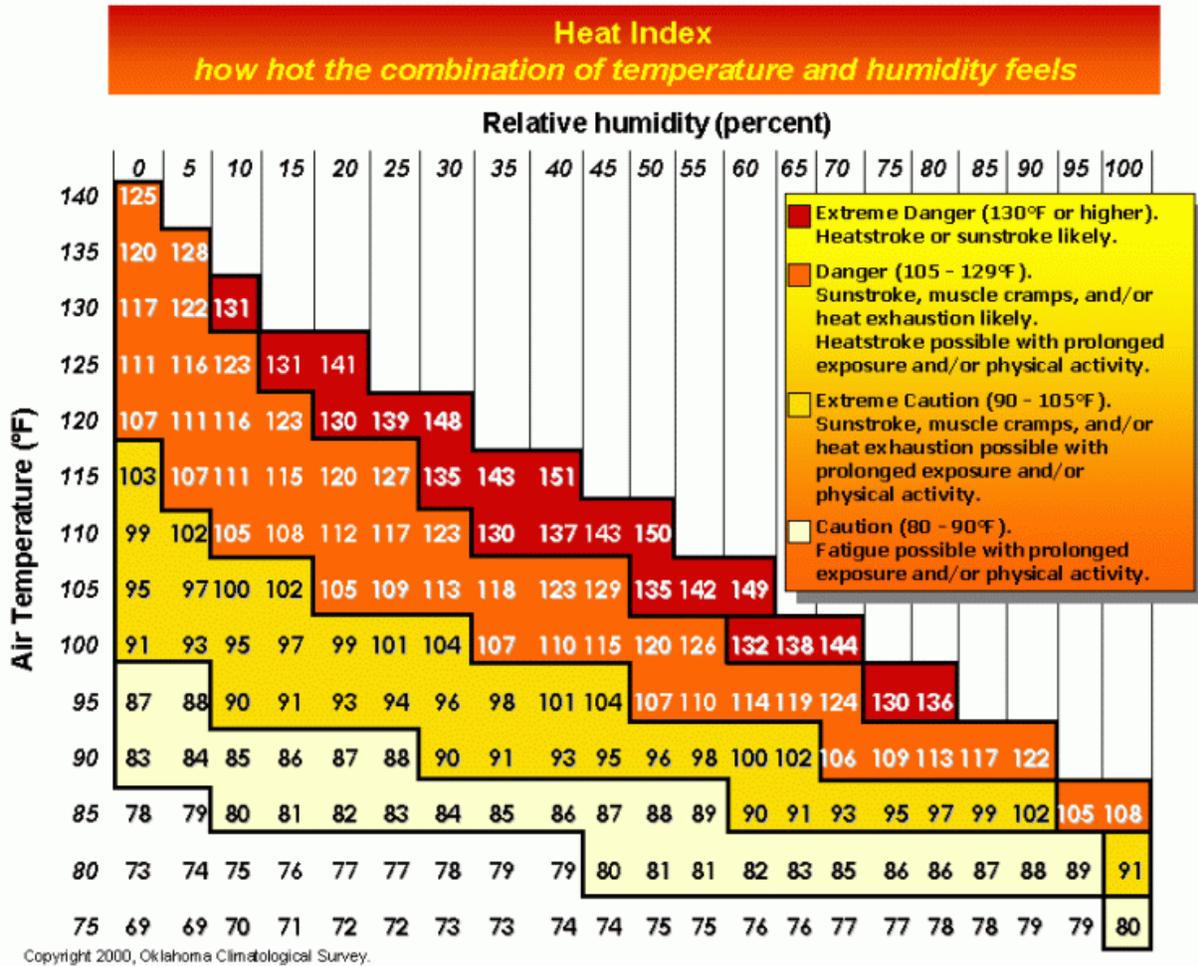
- A. **THUNDER & LIGHTNING:** Effectively immediately, once lightning is observed or thunder is heard during outdoor recreation activities, all athletic fields must be cleared for a period of 20 minutes. If lightning is observed (or thunder heard) again, the 20 minute period of cleared fields starts over.
- B. **SNOW:** When schools are closed or close early due to inclement weather, all recreation and parks activities for that day are cancelled. For weekend activities, if the snow emergency plan is in effect after 6 pm Friday or anytime Saturday, all Saturday activities are cancelled. If the snow emergency plan is in effect after 6 pm Saturday or anytime Sunday, all Sunday activities are cancelled. This includes activities that occur at school sites or City sites.
- C. **WIND:** When a high wind warning is issued by the National Weather Service (NWS), outdoor activities shall not operate within close proximity of trees, power lines and other potential hazards. THE NWS defines high wind warnings as sustained wind speeds of 40 mph or greater for 1 hour or longer or 58 mph or greater for any duration of time.
- D. **HEAT:** Approximately 60 minutes prior to the start of the activity, temperature and heat index reading should be taken at the site or from www.weather.com or a comparable source. Programs that utilize volunteer coaches will provide heat related education materials to all coaches. The following are guidelines for coaches, program leaders and volunteers to follow with regards to Department sponsored activities, including practices:

Heat Index 80-89	Use caution; monitor participants carefully for necessary action. Encourage additional fluid intake.
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Heat Index 90-104 Use extreme caution; remove helmets and other equipment if not involved in contact. Fluid/shade/rest breaks must be taken every 20-25 minutes. Activity should be modified for less exertion. Consider reducing program length. Activities occurring on artificial turf surfaces will be irrigated prior to in an effort to reduce on-field temperatures when the heat index is in this range.

Heat Index 105 **All outdoor programs are canceled.** The National Weather Service office will issue a heat advisory when the heat index (combination of temperature and relative humidity) is 105 degrees or more.

IV. Guidelines



V. Review of Policy

This policy will be reviewed annually by the Parks and Recreation Board for any needed changes or revisions.