

**Amended agenda as of 9:00 a.m. 11/30/12 adding C-3B Discussion and possible action on plans for public education and mitigation related to the Emerald Ash Borer (EAB)**

**City of Whitewater  
Parks and Recreation Board Agenda  
Monday, December 3, 2012 - 5:00pm**  
Community Room – 1st 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 November 5, 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	Youth Baseball, Starin North Diamond, WPRA Park Design Award of Merit, Ice Rink, FOTP Donation
Recreation & Community Events Programmer	Holiday Parade, Winter-Spring Brochure
Senior Coordinator	Holiday Dinner

**Considerations:**

C-1	Approval of job description for new Sports Coordinator position
C-2	Approval of recreation program weather policy
C-3	Approval of 2013 Trick or Treat Hours
C-3B	Discussion and possible action on plans for public education and mitigation related to the Emerald Ash Borer (EAB)
C-4	Request for future agenda items
C-5	Adjourn

**City of Whitewater**  
**Parks and Recreation Board**  
**Minutes**  
**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**

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: Karen Coburn, Tiu Gray-Fow, and James Hartwick

**Consent Agenda: Approval of Parks and Recreation Board minutes of October 1, 2012 and receipt and acknowledgement of Urban Forestry Commission minutes of September 4, 2012 and September 25, 2012. Expedited approval of request by WHS Spanish Club to serve concessions at Traveling Basketball games held at the Downtown Armory.**

No items to be removed from consent agenda. Kidd moved to accept the consent agenda. Second by Smith.

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**

- Janitorial Services RFP: There were a total of four respondents for the RFP. KAS Cleaning has received the contract and will have cost savings for all buildings.
- DNR Lake Management: An open forum meeting was held with 22 residents attending, best attended meeting so far. DNR suggested a harvester and stressed importance of home owners managing shoreline. 50/50 grants are being explored for funding.
- WPRA & NRPA Membership: The department has selected to enroll in the premier membership which allows Parks and Recreation Board Members access to WPRA & NRPA benefits.
- Strive: The department is currently working with Strive to explore a brand new program app that will create easy registration, program locator, parks link, and many more opportunities that allows users to explore what the City of Whitewater has to offer.

**Recreation and Community Events Programmer**

- Youth Halloween Party: The youth Halloween party was held on Saturday, October 27<sup>th</sup>. There were approximately 225 kids and families that enjoyed carnival style games, cookie decorating, coffin searches, prize bouncy houses, and much more. Party entry was a donation to the food pantry.

**Senior Coordinator**

- Global Gala. The event was great with special thanks to the Kehoe family for sharing their talent in Irish Dance.
- Holiday Dinner: The Senior Holiday Dinner will be held on Wednesday, December 12<sup>th</sup> at the Whitewater Country Club.

**Review, approval, and recommendation of Emerald Ash Borer treatment option as forwarded by UFC and ad hoc EAB committee.**

Amundson referred to the memo and reviewed the three recommended options.

Emerald Ash Borer (EAB) discussion

Kidd: Is one plan more manageable than another?

Nass: Some trees need to come down as soon as possible due to miss planting and unhealthy trees, but all plans are manageable.

Jaeger: What is the difference between option 1 and option 3?

Nass: Option 3 would be something option 1 will fold into. Option 3 is treating more premier trees. The city staff will select the trees and give the community an option to pay a set fee to have other trees treated.

Amundson: Shadow planting will be used for the trees selected not to be treated

Parker: For homeowners, what trees could they pay for and what's the cost?

Nass: Any tree on the Terrace that is not already on the list to be treated. They would pay 100% of cost

Parker: When does treatment need to start?

Nass: Spring is suggested. 4 inch and smaller trees can come down over the winter.

James Hartwick: Commented on the benefit of trees in home heating/cooling costs, home beautification, and the savings in road repair due to shading.

Kidd: What percentage of the trees will the city crew need help from an outside source taking down?

Nass: There will be less than 4% of trees that city crew will not be able to handle

Gray-Fow: Treatment of trees will allow trees to live a full natural life. Four years from now, chemicals might be improved.

Knedler: Where is the money going to come from?

Kidd: Currently there is only \$5,000 budgeted

Amundson: Stated there is monies for a building repair fund that the City Manager has suggested that if additional funds are needed for EAB Treatment that the Council could direct them from this fund.

Jaeger: The trees selected to be treated, are they treated forever?

Nass: Trees that are selected must be treated indefinitely.

(DePorter left meeting 6:04pm)

Coburn: The more trees that are selected for treatment will give the town a larger canopy cover

Knedler: At what point do you cut down the non treated tree next to the shadow tree?

Nass: When it takes away the sunlight from the non treated tree.

Hartwick: Stated his neighborhood is willing to possibly sponsor a tree and are mapping trees that might be affected in his neighborhood.

Knedler moved to recommend the adoption of option three (Hybrid Option) with the amendments that; citizens may contract with the city at a set cost to treat terrace trees on their property not currently listed on the treatment list, Ash trees selected to have shadow trees planted alongside of them will be treated at the discretion of the City Forester (ISA Certified Arborist), and legacy trees will be treated. Seconded by Gosh. Ayes: Jaeger, Parker, Kidd, Gosh and Knedler. Noes: Smith. Abstain: None. Absent: Kaina and DePorter. Motion passed

**Approval of recreation program weather policy**

Dujardin presented the weather policy draft. The board directed the department to add indoor facility guidelines and turf vs. grass guidelines. Final version will be brought back to the board for approval.

### **Discussion and direction regarding transient merchants in parks and policy development**

Amundson referred to memo asking the board for guidance in allowing transient merchants in parks and facilities.

Smith questioned the specific parks in question and licensing requirements. Parker questioned the size of the merchant trucks and where they would be parked.

Amundson stated he will be working with the City Attorney and will bring policy back with more definite answers.

### **Update on 2013 Parks & Recreation Budget**

- **Approval of 2013 seasonal staff wages**
- **Approval of customer service plan for 2013**

Amundson referred to the memo in regards to seasonal staff 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. Changes include raising starting wage of seasonal labor, step increase of \$.50 per hour and combining youth and adult sport officials as pay per game and not an hourly wage.

Amundson referred to the memo in regards to the customer service plan. With the change in clerical support the following items were suggested for changes in registration and reservations.

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](http://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 2<sup>nd</sup> 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 1<sup>st</sup> Saturday of the Month from 8-11 am

### **How to reserve shelters & facilities:**

**Online:** Anytime from home or kiosk available at Municipal Building 2<sup>nd</sup> floor

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

Smith moved to approve the 2013 seasonal staff wages and customer service plan for 2013. Second by Jaeger. Ayes: Jaeger, Parker, Kidd, Smith, Knedler and Gosh. Noes: None. Abstain: None. Absent: Kaina and Deporter. Motion passed.

**Request for future agenda items**

Future concessions possibly opening up to all service groups.

**Adjourn**

Motion to adjourn at 7:30 pm. Affirmed by voice vote.

Respectfully submitted,

*Michelle Dujardin*

Michelle Dujardin

DRAFT



## JOB DESCRIPTION

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<b>Title:</b>	Sports Coordinator	<b>Department(s):</b>	Parks and Recreation
<b>Reports to:</b>	Parks and Recreation Director	<b>Location:</b>	312 W Whitewater and various City facilities
<b>FLSA:</b>	Exempt	<b>Pay Grade:</b>	
<b>Shift:</b>	Varied	<b>Status:</b>	Part-Time (20 hrs/week)
<b>Bargaining Unit:</b>	N/A	<b>Date:</b>	November 26, 2012

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### JOB SUMMARY

Plan, coordinate, administer, supervise and evaluate recreation programs, facilities, and staff including but not limited to youth and adult sports under limited supervision. Assist in planning, organizing and coordinating of implemented activities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.*

- Develops, plans and implements recreation programs in assigned areas of responsibility for the community.
- Supervises, coordinates, trains, evaluates, and certifies recreation staff in the development and implementation of recreation programs; supervises department activities staff, instructors and volunteers.
- Assists in developing and administering the departmental budgets for program areas of responsibility; monitors budget activities throughout the year.
- Coordinates programs and activities with input from participants and citizens; responds to public inquiries and complaints; prepares flyers, letters, brochures, calendars and media releases regarding recreation programs and activities for publication and distribution.
- Promotes programs to school and recreation officials, community service groups, other city departments, and the public.
- Responds to questions, comments and complaints from participants and/or the public regarding programs and activities.
- Communicates internally within the department and City regarding program operations and facility scheduling.
- Develops, manages and operates within a cost effective budget for each program that meets the department's policy on program fees.
- Maintains and compiles records and statistics for personnel, programs and activities.
- Assists in managing registration system including but not limited to; registers children for teams, collects fees.
- Solicits volunteers to serve as coaches and conducts education and required training for coaches and officials.
- Schedules games, officials and sites for adult and youth sports; schedules and coordinates tournaments.
- Supervises and conducts classes, workshops, and other activities.

- Assists in planning and management of concessions and related activities including design, layout, operation, inventory, contracting, and staffing.
- Assists in the development and implementation of the Park and Open Space plan.
- Perform a variety of miscellaneous duties such as answer and transfer incoming telephone calls, as well as receive and assist visitors, including answering questions and basic customer relations; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons; running errands; picking up supplies as needed for activities; making arrangements for rental and use of athletic facilities; handle concerns regarding programs or other public services, etc.
- Performs other duties as required.

#### **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Assist in the recruitment and selection of part-time and seasonal staff.
- Serve as a member of various committees, as assigned.
- Attend public meetings, as assigned
- Perform other duties, tasks and responsibilities as assigned.
- Purchases, requests, maintains and disseminates equipment to facilities and staff.

#### **SUPERVISION RECEIVED AND/OR EXERCISED**

- Parks and Recreation Director is immediate Supervisor. Works collaboratively with Library, WUSD, UWW agencies as necessary.
- Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to specific situations.
- May supervise volunteers, interns, and or seasonal part-time employees on a limited basis.

#### **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Education and/or Experience**

- High school diploma or equivalent.
- Equivalent to an Associate's Degree from an accredited school or pursuance of or graduation from a four-year college or university with a degree in recreation, social work, or a closely related field.
- 2 years increasingly responsible related experience, or any equivalent combination of related education and experience, that provides requisite knowledge, skills and abilities for the position.
- Equivalent combination of education and experience that provides the requisite knowledge, skills, and abilities for the position.
- Position requires a valid WI drivers license, bilingual background in Spanish and Red Cross certification in CPR and First Aid is desired.

#### **Language Skills**

- Ability to communicate orally and in writing with the department director and all staff and volunteers, police department, other city departments, and officials, community groups, Chamber of Commerce, schools, local businesses, media, and the public.
- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to persuade, convince, and/or train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such code manuals, City ordinances, directories, State statutes, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with City personnel, Department personnel and City residents.

### **Mathematical Skills**

- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.

### **Reasoning Ability**

- Ability to use functional reasoning in performing influence functions.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.

### **Other Qualifications**

- Proficiency in typing, computers and electronic data processing.
- Working knowledge of modern office practices and procedures and Microsoft Office, including Word, Excel, PowerPoint and Access.
- Ability to effectively meet and deal with the public.
- Artistic and creative skills desirable.
- Ability to perform cashier duties accurately.
- Ability to work effectively in cooperation with fellow employees as a member of the administrative staff team.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.
- Valid state driver's license, or ability to obtain one within four (4) months.

### **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, and or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly skilled movements such as typing and to operate various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- The employee must exert light physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling, crouching, crawling, kneeling, stooping and or moving up to 25 pounds.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The noise level in the work environment is moderately quiet.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



<b>CITY OF WHITEWATER POLICY</b>		<b>TITLE: Heat and Inclement Weather Policy</b>
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:

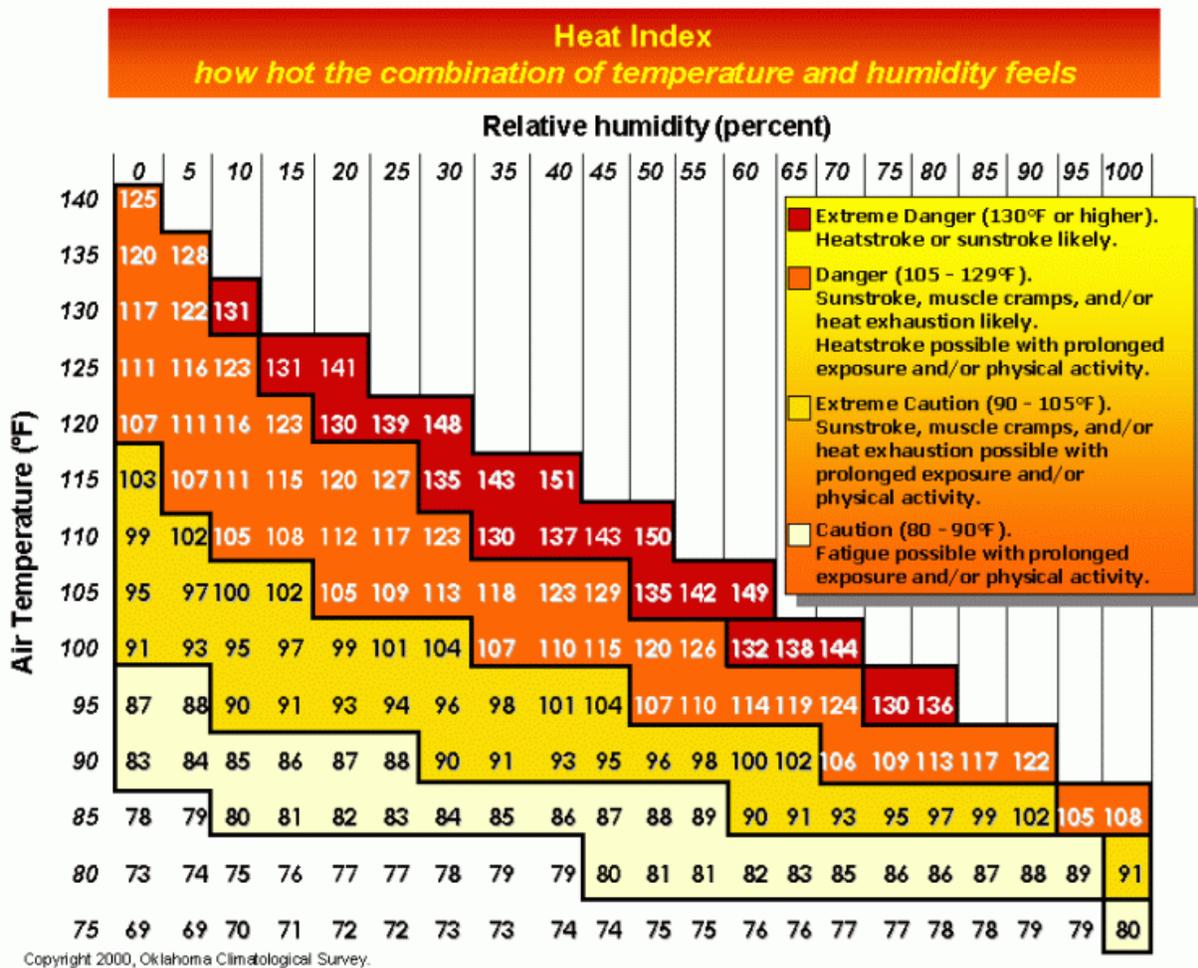
- A. THUNDER & LIGHTNING: Effectively immediately, once lightning is observed or thunder is heard during outdoor recreation activities, all athletic fields must be cleared for a period of 20 minutes. If lightning is observed (or thunder heard) again, the 20 minute period of cleared fields starts over.
- 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~~ 120 minutes prior to the start of the activity, temperature and heat index reading should be taken at the site or from [www.weather.com](http://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 (if irrigation exists) prior to the event in an effort to reduce on-field temperatures when the heat index is in this range. If the artificial turf field is not irrigated, the event will be cancelled when the heat index exceeds 100 degrees. Indoor events in non-air conditioned buildings are required to provide water for participants.

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. Indoor events in non-air conditioned buildings are also canceled.

IV. Guidelines



V. Review of Policy

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