

City of Whitewater
Parks and Recreation Board Agenda
Tuesday, April 9, 2013 - 5:00pm
Community Room – 1st Floor, City Municipal BuildingDis
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 4, 2013
CA-B	Receipt and acknowledgement of Urban Forestry Commission minutes of February 26, 2013
CA-C	Expedited approval of the following items, per staff recommendation: C-1

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:

Recreation & Community Events Programmer	Wellfest; Summer Brochure & Programs; Registration Hours
City Forester	Update on Bird City
Senior Coordinator	Senior Resource Fair; Volunteer Appreciation
Parks & Recreation Director	DNR Storm water Grants; Bicycle & Pedestrian Master Plan; Cravath Lakefront Stakeholder Meeting; Introduction of Sports Coordinator, Abby Schyvinch
Sports Coordinator	Youth Baseball & Softball

Considerations:

*C-1	Request by UW-W Student Group for waived rental fees at Starin Park to hold "Save Second Base" on April 27 th which will benefit the Susan G. Komen Foundation
C-2	Discussion and possible action related to proposed treatment of garlic mustard at Effigy Mounds Preserve (Friends of the Effigy Mounds)
C-3	Discussion and possible action on landscaping improvements to the Effigy Mounds Preserve (Friends of the Effigy Mounds)
C-4	Discussion related to camping location of 4 th of July carnival employees
C-5	Review proposal for consultant services to assist with Strategic Plan
C-6	Discussion related to the creation of a butterfly friendly area within city park system
C-7	Discussion and possible action related to the site and landscape plan for Treyton's Field of Dreams
C-8	Request for future agenda items
C-9	Adjourn

City of Whitewater
Parks and Recreation Board
Minutes
Monday, March 4, 2013 - 5:00pm
Community Room-1st Floor, City Municipal Building
312 W. Whitewater St. Whitewater, WI 53190

Call to Order and Roll Call

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

Staff: Matt Amundson, Deb Weberpal, Michelle Dujardin

Guests: Richard Helmick, Stacey Lunsford

Consent Agenda: Approval of Parks and Recreation Board minutes of February 4, 2012, and Receipt and acknowledgment of Urban Forestry Commission minutes of January 22, 2013.

No items to be removed from consent agenda. Kidd moved to accept the consent agenda. Seconded by Parker. Ayes: Parker, Kidd, DePorter, Smith, and Knedler. Noes: None. Abstain: None. Absent: Gosh, Kaina, and 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.

No Comments

Staff Reports:

Parks & Recreation Director

- Sports Coordinator: Abby Schyvinch has been hired as the Sports Coordinator for the Parks and Recreation Department. The position is 20 hours per week. Abby will be starting in early April. Abby has a degree in Sports Management from UW-LaCrosse. Her past work experience includes the Just A Game Field house in Wisconsin Dells, the Wisconsin Rapids Rafters Northwoods League Baseball team, and television broadcast experience on camera and behind the scenes.
- Website URL: We have a new home on the web! Our new Parks and Recreation URL is www.wwparks.org. This will be a direct link to Parks & Recreation. We think this is short and catchy and something everyone can remember. Most importantly, it is much easier to remember than www.whitewater-wi.gov then go to departments, then Parks & Recreation.

Recreation & Community Events Programmer

- Freeze Fest Recap: On Saturday, February 16th the 5th Annual Freeze Fest took place at Cravath Lakefront and around Whitewater. At the present time, it is calculated that we had 238 plungers and raised \$40, 426.27 with continued dollars to be taken in. Final counts are usually finalized by May. The 2014 date has been set for Saturday, February 15th.
- Wellfest: The 2nd Annual Wellfest is taking place on Sunday, March 10th from Noon-3pm at the Whitewater High School. The event is completely free and appropriate for all ages. Parks & Recreation and Seniors In The Park will have a table to promote programs and answer questions.
- Creative Writing: The department is adding additional programs in multiple areas. Creative Writing is being offered at the Hamilton House by Katy Wimer, who is a local photographer and writer. The first class has brought out six writing enthusiasts with only complements of the class.

Senior Coordinator

- Chili Cook-off Recap: The chili cook off registration hit max this year for Freeze Fest. The event brought out 12 competitors and raised \$400 for Special Olympics and \$400 for Seniors In The Park.
- Valentine's Day Event: The Seniors In The Park hosted Sweetheart Bingo with a visit from Elvis. The event brought out 53 people which created a full house.
- Meal Site: The community building is a current site for the meal program. Due to funding, there is a chance the meal site could be discontinued at our location.
- Intern projects update: Sara is doing fantastic as an Intern and has co-created the first Senior Resource Fair to take place May 2nd.

Considerations:

Discussion and direction related to library building expansion

Amundson stated that at the February 18th Library Board Meeting discussion of the concept of looking at a library expansion project was brought forward. The concept included space for senior programming and even the possibility of a community center.

Stacey Lunsford (Library Director) commented that senior programs dove tails nicely with what the Library has to offer. The hope is to become more of a one stop shop multipurpose center. Creating a center where people can come in the morning and stay all day due to so many activities.

Kidd: Where are you with the space consultant?

Lunsford: There will be no more second story. Space hasn't been defined yet for concept plan.

Kidd: In the past, moving the senior programming has been a sore subject.

Weberpal: We have lots of new people in our programs and only a handful of diehards of staying at Starin. The Parks and Recreation Board directed Amundson to move forward and bring back more information when available.

Discussion and possible action on extended hours of Parks & Recreation Department

Amundson stated the extended Thursday hours to 6:00pm and the 1st Saturday of the Month from 8-11am has generated zero contact with the public. Amundson asked the board if there was something better we could be doing. Amundson also stated that online registration has increased.

Kidd suggested publishing certain dates and times in the next brochure for extended registration hours.

Knedler suggested creating a two week period during the busy registration times to have extended registration hours.

The Parks and Recreation Board directed staff to design times and dates best suited for busy registration times.

Discussion and possible action on future Parks & Recreation Meeting dates

Amundson asked Board's thought on moving regularly scheduled meetings to the 2nd Tuesday of the month. This would put the Council on the 1st & 3rd Tuesday, Parks & Recreation on the 2nd Tuesday, and UFC on the 4th Tuesday.

Knedler moved to move the meetings to the second Tuesday of the month at 5:00pm starting April.

Seconded by Parker. Ayes: Parker, Kidd, DePorter, Smith, and Knedler. Noes: None. Abstain: None.

Absent: Gosh, Kaina, and Jaeger. Motion passed.

Discussion and review of Fall 2012 Recreation Program financials

Amundson presented program financials included in the packet and highlighted program details and new additions for 2012.

Discussion and possible action related to the site plan for Treyton's Field of Dreams

A recent tour by Amundson and Mike Kilar to concession stands in Milton and Fort Atkinson resulted in a few proposed changes to current concession stand. The revised site plan included in the packet illustrated the following changes; location of concession/restroom building moved outside of the Field of Dreams site to across the trail, expanded bleacher seating behind backstop, and shade structure/picnic areas.

Smith expressed concern with restrooms facing the parking lot and the safety of the users.

Parker suggested turning the building to allow the serving window to face the parking lot and having the restrooms face the field of dreams.

Amundson stated the final landscape and concession plan will be brought to Council in April.

Direction and possible action related to forestry issues and EAB public education

Amundson announced a free EAB Seminar will be held on April 3rd from 6:30pm-8:00pm located at the Cravath Lakefront Community building for community members. Amundson asked for the board's direction in his role in the UFC.

Kidd stated that the UFC comes through the Parks and Recreation Board and that Amundson should play a large role in that Commission. Smith stated that Amundson should continue his current involvement level. Knedler suggested Amundson help set agenda items, goals and objectives for the year with the UFC while creating a better working relationship together with the Parks & Recreation Board.

Introduction to Strategic Plan Process and discussion of Goals & Objectives

Amundson referred to the board's packet with the goals & objectives from the last Park and Open Space plan. A power point presentation was given to compliment the packet information.

Amundson asked the board to look at the goals & objectives and give feedback on the next step and commented that it needed to be a 5 year plan. He also stated that the department will be setting up focus groups and would like the first focus group to be a SWAT Analysis of the department. A separate special meeting will be set up to work on the strategic plan.

Request for future agenda items

Due to field construction, location of Fourth of July carnival workers

Update on Bird City

Butterfly friendly garden area

Adjourn

Motion to adjourn to closed session at 7:00pm by DePorter, seconded by Smith.

Next meeting: Tuesday April 9, at 5:00 pm

Respectfully submitted,

Michelle Dujardin

Michelle Dujardin

**City of Whitewater
Urban Forestry Commission Meeting
Tuesday, February 26, 2013**

Call to order by Chairperson, Tiiu Gray-Fow.

Roll call:

Members present: Tiiu Gray-Fow, Karen Coburn, Andrew Crone, Bev Stone

City staff present: Brian Neumeister

Approval of Agenda:

Motion by Bev Stone to approve the Agenda Second Karen Coburn.

Unanimous approval

Karen McCulloch arrives at this point in the meeting

Approval of Minutes of January 22, 2012 meeting:

Motion by Andrew Crone, Second by Karen Coburn.

Unanimous approval

Brandon Knedler arrives at this time.

Consideration 3:

Coburn asks to review last meetings EAB minutes to see how the points raised last meeting are being implemented. The overview is as follows:

- 1)The Parks and Rec Board doesn't want to have our cautionary disclaimer about specific treatment types. Rather they just want to tell residents to use the treatments, which ever they choose, to be careful.
- 2) The Park and Rec Board chose not to pursue a possibility of citizens creating treatment agreements with the city. They mentioned liability issue and the possibility it could take business away from potential private service providers.
- 3) The Park and Rec Board is still working on date for March event at Cravath Lake. Brian says it might be early April.
- 4)Regarding where EAB info will be posted, it will be posted, under Urban Forestry, but we are looking to see if it can be someplace easier to find. Knedler will ask if EAB can be its own button on the city or park board page.

Consideration 4:

Coburn stated her concern that Landscape plans come in late for the UFC to review the plan. Knedler stated we should have a request from Plan board to Latisha to emphasize the need to get landscaping plans in sooner. Coburn will talk to Latisha.

A Cravath Lake Park meeting is to be in April to find out from citizens and business to see what we want the park to be like. These suggestions will then go before the park board.

Staff Report:

Letters have been sent out for 4 inch and under trees to be removed. In the next week or two they are to be removed. Those to be treated, will have a letter sent out in March. Letters will be sent to people whose trees will not be treated. There maybe option for homeowner to pay to have it treated.

McCulloch states citizen concern for two trees without tree guards.

Suggestions for future agenda items: We can push to enter our request to become a bird city by March 1 if Nass can review the form in time. Pamphlet for EAB.; Coburn will look into it and get back. Knedler will ask Amundson if the Park and Rec Department can make it. Look to see if it can be put on water bill. Look into radio and Whitewater Banner listings.

Move to adjourn:

Motion by Karen Coburn, seconded by Bev Stone
Unanimous approval.

Respectfully submitted:
Andrew Crone

To Whom It May Concern,

My name is Maria Glorioso, and I am an Assistant Complex Director at the University of Wisconsin-Whitewater. This year I work in Fischer Hall, which is a wellness focused building. Many of our programmatic efforts revolve around nutrition, mental health and physical wellness. This spring my Leadership Involvement Team (LIT) is collaborating with our sister buildings Tutt/Knilians halls to put on a program called "Save Second Base." The Leadership Involvement Team acts like a hall council for the residents in their respective building or complex and has a programmatic focus. It is comprised of aspiring student leaders looking to make a difference in their community. The program we are hoping to put on is a softball tournament to raise money for breast cancer research and we are hoping to use your facilities in Starin Park to host the tournament. Because our funds are limited, and we are hoping to donate as much money as possible to breast cancer research, we are hoping to use your facilities for free or at a reduced cost.

The date we are looking to host this tournament would be Saturday April 27th from 10am-6pm, and we would like to use both baseball diamonds with lights if possible. We are looking to get about 10 co-ed teams to sign up with 10-12 people per team. The game will be slow pitch softball, and will be five innings long or up to an hour per game. It will cost each team \$20 to enter the tournament, and all the proceeds from team signups will be donated. We will be using the University's Rec Sports rules to officiate the games. We have volunteers from our campus' Rec Sports who will be acting as umpires for the game, and we have a total 60 volunteers, including three of our professional staff members, who will be working various shifts throughout this event. A professional staff member will be present at all times throughout the program, and students participating will be required to sign a hold-harmless agreement prior to playing.

Thus far, our LIT team has already raised \$25 from a Pie Your RA program that was held earlier in the semester. We are also getting t-shirts made that we will be selling in the Campus' University Center for \$10 each, and whatever we do not sell at the University Center we will bring to the park the day of the tournament to sell. All of the profits made from the t-shirt sales will also be donated. Our LIT has a popcorn machine, and we were hoping to sell popcorn for \$1 per bag at the park and we were also going to make pink rice krispie treats to sell the day of the event. The profits made from concessions will also be donated. Altogether, we are projecting that we will raise close to \$750 to donate to the South Central Wisconsin Affiliate of the Susan G. Komen foundation because it is important to us that the funds we raise remain local.

Combined, our LIT Teams are putting forth \$500 to buy equipment and supplies for the tournament as well as prizes. The first and second place teams will be getting engraved medals and the first place team will also be getting a trophy. We would be willing to make any changes necessary to comply with your policies and procedures in terms of facility rentals. We thank you for your consideration and look forward to collaborating with you. If you have any questions, comments or concerns, please do not hesitate to contact me.

Sincerely,

Maria Glorioso
Assistant Complex Director – Fischer Hall
(262) 472-4459
GloriosoMF19@uww.edu