City of Whitewater
Parks and Recreation Board Agenda
Tuesday, January 13, 2015 - 5:30 pm
Community Room – 1st Floor, Whitewater 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 December 9, 2014

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:

Senior Coordinator	Accreditation; Chili Cook-off
Parks & Recreation Director	Recreation Program Supervisor; Ice Rink; December Agenda Items: Cravath Lakefront Park & Whitewater Effigy Mounds Preserve

Considerations:

C-1	Discussion and possible action related to volunteer policies
C-2	Discussion and possible action related to the development of a volunteer recognition program
C-3	Discussion and possible action related to establishing rental fees and policies for Treyton's Field of Dreams and the Starin Park ball diamond complex
C-4	Work session to discuss Strategic Plan draft and public input process
C-5	Request for future agenda items
C-6	Adjourn

City of Whitewater
Parks and Recreation Board
Minutes
Tuesday, December 9, 2014 - 5:30 pm
Community Room – 1st Floor, Whitewater Municipal Building
312 W. Whitewater St. Whitewater, WI 53190

Call to Order and Roll Call

Rachel Deporter, Nate Jaeger, Ken Kidd, Sarah Hansberry, and Bruce Parker. Absent: Jen Kaina and Brandon Knedler
Staff: Matt Amundson, Michelle Dujardin, Deb Weberpal, Brooke Friess, and Cameron Clapper
Guests: Richard Helmick, Dave Saalsaa, Blake Scharine, Karen Coburn, Bill Bowen, and Choton Basu

Consent Agenda:

Approval of Parks and Recreation Board minutes of November 25, 2014
No items to be removed from consent agenda. Kidd moved to accept the consent agenda. Second by Hansberry . Ayes: Rachel Deporter, Sarah Hansberry, Nate Jeager, Ken Kidd, and Bruce Parker. Noes: None. Absent: Jen Kaina and Brandon Knedler.

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 public comments.

Staff Reports:

Recreation & Community Events Programmer
Winter/Spring Brochure: The Winter/Spring Brochure printed copies have arrived and will be distributed through the schools this week. All programs are listed online and are currently taking registration.
After School Program: The After School Program is going great with numbers growing monthly at LINCS. Kids and Staff are enjoying daily programming; Soldier letters were shared with the board members along with a journal started at each school to capture candidate sayings from the kids.
Pig In The Park: The Annual Pig In the Park event presented by Downtown Whitewater Inc. will not take place in 2015. Due to decline in sponsorship, volunteers, and fundraising dollars the event will not happen in 2015. Downtown Whitewater Inc. will still continue to provide events and focus on items that fit the organization's mission statement.

DRAFT

Parks & Recreation Director
Jr Whippet Baseball & Softball: A good connection has been made with the new UWW Baseball Coach for involvement with our programs this year. A meeting will be held on Thursday to gage participation interest in hosting 12 & Under as well as 14 & Under Tournaments in Whitewater.
Trail Naming: A current map is being awaited before moving forward. After the map is received, information will then be released to the public asking for feedback.
Ice Rink: Current warm weather conditions have made it tough to maintain usable ice and with projected warm weather, the rink will become water until consistent freezing temperatures occur. We are hopeful for good ice soon.

Considerations:

Presentation by Slipstream, LLC (Go Strive) related to a pilot project in Whitewater utilizing Bluetooth low energy beacons.
Choton Basu and Bill Bowen presented to the board the idea of placing pilot beacons in specific areas that gather data and communicates with smart phone users by Bluetooth connection and text messages. Basu explained that the beacons will reach approximately 100 meters and will pick up any smart phones in the area that currently have the Bluetooth option running, users will be messaged by the beacon to download a specific app, the app will supply the user with information the department selects. Basu explained information passed along to users could be advertisements to local businesses, location specifics, upcoming programs, or pictures messages.
Kidd: What is the cost?

Basu: The current cost of each beacon is $50, but in a few years the cost will be significantly less. Other costs include the programming and design of the information passed along to users, that can range from $100- $250 per month depending on information selected.

Helmick: How are the beacons mounted and are you worried about vandalism?

Basu: The beacons can be set anywhere and will work or have the ability to be mounted at any height. Beacons are currently being tested to be weather resistance and ability to withstand cold. Vandalism concerns will have to be explored.

Amundson asked the board to select a location for a beacon to help with the pilot project. Weberpal suggested the Armory due to the heavy winter usage with multiple groups. The board agreed with Weberpal and will move forward with using the Armory as a beacon location. Information and details of the project will be decided as the project moves forward.

Discussion and possible action related to Cravath Lakefront Park and specifically tree planting and its impact on Special Events
Amundson shared an updated map illustrating the estimate scale of mature trees.

Coburn: Presented the proposal of three new trees to include an Ironwood and two Honeylocust to be planted in specific locations. Coburn commented on the need for additional shade for people to read books and enjoy the park.

Amundson commented that two of the proposed trees could pose a viewing concern to the stage from the bump outs along with concerns of placement of event tents where the trees are proposed to be planted.

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Knedler arrives at 6:15pm

Scharine: Representing the 4th of July committee and also on behalf of other events he had a helping hand with expressed concerns about adding trees and the limitation it could create for current events and also future events. Keeping the perimeter beatified with trees helps keep the open space available and flexible for things to happen in the park.

Kidd: Asked about North East Corner located by Me and My Pets and the projected canopy and the effect on the 4th of July event.

Scharine: Commented to Kidd that the area has been challenge but everyone is being flexible and making things work.

Saalsaa: Representing Downtown Whitewater Inc. commented the park has a huge value to the downtown and depending on the time of day, there are plenty of places to find shade and enjoy the park. If you plant more trees, you are land locking the park to only certain type of events that can be held in the location.

Coburn: Commented that we should not limit the plantings and tree trunks can be very flexible to program around.

Kidd: Suggested depending on the condition of the Ash Trees by the Arch, that would be a great potential place for the proposed Honeylocust trees. Kidd also suggested making sure that current shade locations have ample benches and locations to sit and enjoy the park.

Knedler: Commented that it is easy to put in additional trees, but hard to take out. He suggested taking the two Oak Trees located in the lower open space of the park and transplanting them in the location of the poor Crabapple trees located next to the parking lot.

Parker: Asked the board if the goal is to have the park be an open space park.

Parker moved to have Cravath Lakefront Park labeled as an Open Space Park with the exemption West of the boat ramp to retain numerous trees. Deporter seconded the motion. Ayes: Rachel Deporter, Sarah Hansberry, Nate Jeager, Ken Kidd, Brandon Knedler and Bruce Parker. Noes: None. Absent: Jen Kaina.

Knedler moved to divide the Cravath Lakefront Park designated Open Space into four quadrants and directed staff to make recommendations based on expertise on how to maintain open space, relocation on concerned trees, and the replacement plan of trees in poor condition. These recommendations are to be brought back at the January meeting. Kidd seconded the motion. Ayes: Rachel Deporter, Sarah Hansberry, Nate Jeager, Ken Kidd, Brandon Knedler and Bruce Parker. Noes: None. Absent: Jen Kaina.

Discussion and possible action related to maintenance of the Whitewater Effigy Mounds Preserve
Agenda item was tabled to January meeting.

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Presentation of Summer 2014 Recreation Programs Financial Reports
Amundson presented the 2014 Recreation Program Financial Reports. The board had no follow up questions.

Work session to establish 5 year goals for Strategic Plan process

- Community center/ field house
- Cravath stage improvement and temporary shade structures
- Splash Pad
- Community health and wellness programming
- More shelters
- After school programming and partnerships
- Soccer field concessions
- Bike/pedestrian plan implementation
- Second pet exercise area
- WW creek needs a master plan
- Customer Service Plan for Office/Improved Office Space
- Integration with Rec Desk for Seniors in The Park
- Adult Enrichment vs. Seniors in the Park
- Access to Whitewater Aquatic Center for programming & Employee Wellness
- Documented procedures and processes for park and facility maintenance
- Implementation of ADA transition plan
- Increased teen and young adult programs
- Continued implementation of technology in programs and facilities
- Outdoor fitness equipment at Starin Park

Park Board members worked with City Staff on six goals to create action plans for specific items. Work sessions on goals will continue in future meetings.

Request for future agenda items
Parker would like discussion and review on volunteer policies
Knedler would like to discuss recognition options for volunteers/ coaches

Adjourn at 8:32 pm. Affirmed by voice vote.
Next scheduled meeting: Tuesday, January 13, 5:30 pm

Respectfully submitted,

Michelle Dujardin

DRAFT

WELCOME TO SENIORS IN THE PARK

Thank you for your willingness to share your time and talents for the enjoyment and enrichment of area active adults. Without volunteers, we would not be able to function effectively nor provide many of the classes and activities that benefit our participants.

This information and orientation handbook has been compiled to introduce you to your new position and provide information that will assist you in while volunteering here at Seniors in the Park(SITP). You are encouraged to read it carefully and refer to it as needed, in order to make your efforts as effective and rewarding as possible. The Senior Coordinator is always available to give assistance or answer questions.

Seniors in the Park(SITP) is a program of the City of Whitewater Parks and Recreation Department. It is staffed by a part time Senior Coordinator and overseen by the Parks and Recreation Director. Most activities take place in the Starin Park Community Building. The Downtown Armory and the Cravath Lakefront Building are also used for programs, as needed.

The mission of Seniors in the Park is to promote and enhance a vital aging community.

BASIC VOLUNTEER INFORMATION

A copy of this book is available at the reception desk for your use.

- **Volunteer Applications**: New volunteers are asked to fill out a volunteer application. This will assist staff in placing the new volunteer in an appropriate and meaningful position.
- **Training**: New volunteers will receive an orientation to SITP and training pertinent to the volunteer position.
- **Use of Equipment**: Training will be provided on the use of machines and equipment necessary for the position.
- **Record Keeping**: All volunteers are asked to record their hours in the appropriate place. Please check with staff if you do not know where to record your hours.
- **Recognition**: Volunteer Recognition will be held annually. Any volunteers who have recorded hours will be invited.
- **Evaluation**: There are no formal evaluations at this time. Informal evaluations are available upon request. Ask the staff.
- **Volunteer Resignation**: Volunteers are asked to inform the Senior Coordinator when they no longer will be performing a specific volunteer job(s). Every effort will be made to find a different opportunity suitable for the volunteer. If you are unable to do any further volunteer service, please schedule a meeting with the Senior Coordinator.
- **Volunteer Termination**: Volunteers will be asked to leave their volunteer job when *unsolvable* problems arise or a volunteer is physically unable to perform duties necessary to the position. Every effort will be made to find an opportunity that a volunteer will enjoy and is able to perform when physical problems occur. A meeting will be scheduled with the Senior Coordinator, Parks and Recreation Director and the volunteer to discuss termination for all other issues.
- **Retired and Senior Volunteer Program (RSVP):** This program is designed for persons 55 or over to share their talents and expertise with the community. Seniors in the Park utilizes RSVP volunteers and encourages our volunteers to signup with RSVP. You can just volunteer here <u>or</u> you can see what else is available in the community or in the county through RSVP other sources available at SITP.

EXPECTATIONS

Attendance:

- As a volunteer you are very important in the workings of the senior center. Many people rely on you to be present and on time for your shift or class. In the event that you cannot work your scheduled shift, please follow the absentee procedures.
- If you are facilitating/leading a class or group, please have all attendees check-in on the class attendance sheet as well as checking in at the door. With tight budgets this information is critical to maintain city funding.

Absence: When you know you will be unable to volunteer, you must call the Senior Coordinator, Deb Weberpal as soon as possible, so a replacement can be found and/or to contact your class for cancellation.

Volunteer Hours are negotiated between the volunteer and the Senior Coordinator. Some positions such as the receptionist have regular set hours.

Emergency response and procedures: Volunteers are expected to know basic emergency responses that are covered in the policy section.

Deadlines, supervision and questions:

- Some volunteers, groups or committees will have deadlines for projects or events. Please make every effort to meet these deadlines as they are often critical to the success of the project or event. Please realize that it may take time to procure needed items or accomplish support needed for an activity or project.
- There is minimal supervision of volunteers by the Senior Coordinator. The coordinator is here to make sure volunteers are successful and supported in their volunteer activity.
- Questions concerning any aspect of volunteering should be addressed to the senior coordinator. .

VOLUNTEER ORIENTATION

- Purses: Ask in the area where you are volunteering where to put your purse.
- There is a coat rack in the hallway for coats.
- Rest rooms are located in the west room. The rest rooms in the main hallway are not heated and are unlocked only as needed.
- Telephone Usage: Dial a 9 to get an outside line and then the phone number you are trying to reach. If you must use a phone for personal business, keep it as short as possible. There is only one line into the building.
- Safety and Maintenance Issues: Please inform the staff of any problems with equipment (e.g. breakage, not working properly, needs attention and/or cleaning, etc.) or any portion of the building in your class area that may need maintenance.
- Senior Coordinator responsibilities
    1. Provide a safe and friendly environment
    2. Obtain needed equipment and supplies for a class or activity
    3. Provide basic orientation and training
    4. Assist you in providing a meaningful experience for you and those you work with.

City of WHITEWATER

VOLUNTEER POSITION DESCRIPTION

Title:	**Volunteer Coordinator**	**Departments(s):**	Parks & Recreation
Reports to:	Senior Coordinator	**Location:**	Starin Park Community Building
Date:	May 2008		

POSITION GOAL

Create and support meaningful volunteer opportunities which utilize the skills and knowledge of older adults for the betterment of Seniors in the Park and the City of Whitewater. This volunteer position can be accomplished as a team or as an individual.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list is not all inclusive and may be expanded or edited dependent on the qualifications and desires of the Volunteer Coordinator(s) and the Senior Coordinator

- Develop and implement meaningful volunteer opportunities which engage adults 55+.
- Develop and compile contacts for volunteer opportunities.
- Actively recruit volunteers and make assignments that will utilize the individual's talents.
- Assist in the development and implementation of training programs for volunteers.
- Assist in the development of position descriptions.
- Develop marketing for volunteer opportunities both in the city and at the university.
- Maintain volunteer records and applications.
- Submit a written report of the year's activities in July for the annual report.
- Periodically survey volunteers and staff to assess needs.
- Evaluate the volunteer, assignment satisfaction, and improvements to the program.
- Plan, organize, and implement volunteer recognition events or activities.

SUPERVISION RECEIVED AND/OR EXERCISED

- Overall supervision and direction is provided by the Senior Coordinator to the Volunteer Coordinator, as needed.
- Supervision of volunteers as assigned by Senior Coordinator.

QUALIFICATIONS

- Any equivalent combination of related education and experience, which provides the knowledge, skills and abilities to successfully implement the position.
- Ability to persuade, convince, and/or train others.
- Tactful and courteous in contact and communications with others.
- Ability to effectively meet and deal with the public.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

- Ability to exercise judgment, decisiveness and creativity.
- Ability to organize work and set priorities, manage resources, perform duties with a minimum of supervision.
- Commitment to the mission of Seniors in the Park.
- Proficiency in typing, computers including Microsoft Office.
- Ability to work effectively in cooperation with Seniors in the Park staff, other city employees, and volunteers.
- Ability to work in and maintain an environment that deals with confidential information.

ADDITIONAL REQUIREMENTS

- Valid state driver's license, or ability to obtain one is preferred.

BENEFITS

- Fully utilize your skills and knowledge for the betterment of the community and Seniors in the Park.
- Assist others to utilize their knowledge and talents for the betterment of the community through meaningful volunteer opportunities.
- Meet new people and be involved in the community.

TIME FRAME AND LENGTH OF COMMITMENT

- Minimum length of commitment is one year.
- Six hours per week at the discretion of the volunteer, although specific times may be required occasionally.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a volunteer 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.

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 volunteers to discuss potential accommodations with the City.

SELECTION GUIDELINES
Formal application, rating of education and experience; oral interview and reference check.

Volunteer
Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the volunteer position described and shall not be construed as a detailed description of potential assignments.

City of WHITEWATER

VOLUNTEER POSITION DESCRIPTION

Title:	**Class Instructor**	**Department(s)**:	Parks and Recreation
Reports to:	Senior Coordinator	**Location:**	Starin Park Community Bld.
Date:	August 2008		

POSITION GOAL
To instruct adults in a positive learning environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Ensure that each participant signs in for the activity.
- Keep the class list current with phone numbers.
- Welcome new participants and introduce them to the group.
- Inform staff of a manageable class size and any other requirements for the class including supplies.
- Responsible to set-up the room or make arrangements with the senor coordinator for room set-up.
- Responsible for the overall cleanup of the room after your class (cleaning tables, coffee pot, etc).
- Record your volunteer hours in the appropriate place.
- Keep supplies stocked (if needed).
- Communicate with staff in a timely manner, if supplies need to be bought.
- Information for the newsletter should be submitted by the 15th of the month prior.
- Forward any comments, concerns or questions from the group to the Senior Coordinator.

SUPERVISION RECEIVED AND/OR EXERCISED
- Overall supervision and direction is provided by the Senior Coordinator

BENEFITS
- Fully utilize your skills and knowledge to enhance the quality of life for those 50+.
- Meet new people and be involved in the community
- Enjoyment seeing others as they learn new ideas, create something new or master a new talent.
- Learning from your students/participants.

TIME FRAME AND LENGTH OF COMMITMENT

- Minimum length of commitment and day and time of class will be established with the senior coordinator prior to starting the session

QUALIFICATIONS SOUGHT

- Certification and/or experience in the area in which instructing/facilitating.
- Ability to work with older adults and have an understanding of potential limitations.
- Ability to adapt your class for those with physical limitations.
- Commitment to the mission of Seniors in the Park
- Ability to work effectively in cooperation with the Senior Coordinator and City staff

TRAINING REQUIRED

- Volunteer Orientation
- Knowledge of emergency procedures.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a volunteer 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 moderate.

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 volunteers to discuss potential accommodations with the City.

SELECTION GUIDELINES
Formal application, rating of education and experience; oral interview and reference check

Employee Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

City of WHITEWATER

VOLUNTEER POSITION DESCRIPTION

Title:	**Newsletter Publisher**	**Department(s)**:	Parks and Recreation
Reports to:	Senior Coordinator	**Location:**	Starin Park Community Bld.
Date:	August 2008		

POSITION GOAL
Publish a monthly newsletter which promotes the services and activities of Seniors in the Park.

ESSENTIAL DUTIES AND RESPONSIBILITIES
This list is not all inclusive and may be expanded or edited dependent on the qualifications and desires of the newsletter Publisher and the Senior Coordinator.

- Publish a well laid-out monthly newsletter in a timely fashion using Microsoft Publisher.
- Able to work with minimum supervision and be able to meet deadlines.
- Excellent phone and interview skills to gather information for news articles.

SUPERVISION RECEIVED AND/OR EXERCISED
- Overall supervision and direction is provided by the Senior Coordinator.

BENEFITS
- Fully utilize your skills and knowledge in the promotion of activities and services provided by Seniors in the Park and the City of Whitewater for older adults.
- Meet new people and be involved in the community.

TIME FRAME AND LENGTH OF COMMITMENT
- Minimum length of commitment is one year.
- Eight to ten hours per month with the deadline for the finished product being the fourth Tuesday of the month.

QUALIFICATIONS SOUGHT
- Publication experience preferred.
- Any equivalent combination of related education and experience, which provides the knowledge, skills and abilities to successfully implement the position.
- Creative and artistic ability.
- Proficiency in typing, computers including Microsoft Office, including Word and Publisher.
- Ability to produce written documents in the English language with clearly organized

thoughts using proper sentence construction, punctuation, and grammar.

- Ability to organize work and set priorities, manage resources, and perform duties with a minimum of supervision.
- Commitment to the mission of Seniors in the Park.
- Ability to work effectively in cooperation with the Seniors Coordinator and City staff.

TRAINING REQUIRED

- Use of Seniors in the Park computers and internet.
- Layout of newsletter
- Contacts and acquiring information

WORK ENVIRONMENT

The work environment characteristics described here are representative of those a volunteer 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.

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 volunteers to discuss potential accommodations with the City.

SELECTION GUIDELINES
Formal application, rating of education and experience; oral interview and reference check.

Employee Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

Employee Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

POLICIES AND PROCEDURES

CONFIDENTIALITY

Policy: Volunteers shall maintain confidentiality in the handling and use of participant's information and records. Any information a person may learn by virtue of volunteering at Seniors in the Park, whether verbal or written, must be kept confidential.

Infractions of this policy will result in appropriate disciplinary action which could include termination from volunteer duties.

Confidential Information Policy

Seniors in the Park staff and volunteers do not provide personal information on participants, volunteers or staff to others. Personal information includes: address, home telephone number, health information and/or status. Specific information on the times when participants or volunteers are at the senior center should not be revealed.

If a participant asks for personal information on another participant/instructor (phone, address, etc), we will call the participant/instructor and he/she can return the call. We will not give out phone numbers, addresses or other personal information unless it is approved by the person.

Some trips require name, address, and birth date to be supplied. Signing up for these trips implies you are willing to share this information with the destination.

Seniors in the Park is an entity of the City of Whitewater and is subject to the Open Records Law. A request for records may be made to the custodian of the Seniors in the Park records, the Senior Coordinator.

Staff and volunteers are required to provide information to the police, fire, emergency, and social service agencies to protect the health and well being of participants and volunteers.

A Release of Information Authorization is available from the Senior Coordinator.

EMERGENCY POLICIES AND PROCEDURES

Emergency Contacts and Phone Numbers

A list of emergency phone numbers is next to the phone at the reception desk. You must dial 9 to get an outside line. If in doubt, call 9-911.

Emergency Equipment Locations

First Aid Kit: Labeled Kitchen cupboard

Fire Extinguishers:

- Next to main entrance
- In the kitchen by the microwave
- Next to the drinking fountain in the main room
- By the north exit in the West Room

Automatic External Defibrillator (AED**)**: Between the coat rack and the entrance to the West Room.

Illness/Accident Procedures

1. Contact the Senior Coordinator immediately if someone at the Center is ill or injured no matter how minor.
2. Do not move the individual. The staff person will assess the situation and determine the proper course of action.
3. In the event of a serious injury or illness, it is the Center's policy to call the Emergency Medical Services immediately. Volunteers or other participants should never take anyone to the doctor or the hospital in the event of an emergency. This is the responsibility of the EMS personnel. If the person does not wish to be transported by ambulance, the EMS personnel will have the patient sign a release, at which time there will be no charge to the individual. This releases Seniors in the Park and EMS personnel from any responsibility.
4. All accidents/injuries will be reported to the appropriate supervising agencies within 24 hours.

Incident/Injury Reports

Policy: Accidents or injuries involving participants, volunteers, visitors or employees, regardless of how minor, must be reported to the Senior Coordinator of Seniors in the Park if the incident occurred on SITP premises or during a SITP sponsored trip. Report incident to the Senior Coordinator, as soon as possible. If the Senior Coordinator is not in the facility at the time of the incident, contact the P/R Director or Program Coordinator.

Procedure: The staff person, volunteer or participant involved in discovering and/or witnessing the incident/injury is responsible for completing the City of Whitewater Incident Form.

The reports are to be filled in completely. Special attention to reporting:

- Description of the event. Be specific and informative.
- Other personnel involved or witnessing the incident,
- Equipment or other items that were involved, did they contribute to the incident?
- Be specific about injury and treatment rendered.
- What would best prevent an occurrence?

All reports must be filed within 24 hours of the occurrence to the P/R Director and/or other reporting agencies as required. Incident reports can b obtained from the Senior Coordinator, the reception desk information binder and the P/R Director or Program Coordinator.

VOLUNTEER EMERGENCY PROCEDURES

Emergency Procedures for instructors and event leaders, who use the center after hours or when staff is out of the building.

Emergencies Involving Blood

1. Immediately put on gloves or put a barrier between you and the person's blood until help arrives.
2. Encourage person with minor cuts and scratches to care for their own injuries by washing with soap and water, and applying a Band-Aid.
3. If blood spills on the floor, countertop, or other hard surface, use bleach to clean-up. All contaminated cleaning materials must be disposed of according to guidelines.
4. Following any event involving blood (even if you were wearing gloves), wash your hands with soap and water.

Other Ways to help in an Emergency Situation

1. Remain calm.
2. Call 9-911, if requested to do so. Do not disconnect with 911 until told to do so.
3. Get the First Ad kit, if needed.
4. Get the Automatic Defibrillator which is located between the coat rack and the West Room door.
5. Keep emergency area clear of other Center participants.
6. Wait for emergency personnel outside and show them to the site of the emergency.

Lifting, Moving or Transporting a Person Who is Ill or Has Fallen

1. DO NOT attempt to lift a person who has fallen. If a person is unable to get up unassisted, call 9-911.
2. For a person who becomes ill while at the Center and is unable to get home safely, a family member or a friend will be called to take them home. If no one is available and willing to assist, call 9-911.
3. Staff, teachers and volunteers are not responsible for driving an ill or injured person to the hospital, urgent care, etc.

TORNADO POLICIES AND PROCEDURES

Policy: The staff/volunteer will monitor weather conditions with the internet ofr o the radio.. Participants will be informed of changes in the weather.

- Tornado Watch: A tornado watch is declared when conditions are right for developing a tornado. Participants and volunteers will be informed of the weather so they may decide whether they want to leave or not.
- A Tornado Warning is declared when a funnel cloud has been sighted.
- When a tornado warning is issued the staff will inform all participants and volunteers and move them to the outdoor bathrooms (tornado shelter). Participants may leave the building, but should be cautioned of the unsafe weather and be advised to remain in the building.

FIRE SAFETY POLICIES

Policy: The responsibility for development of a Fire Safety Plan belongs with the Senior Coordinator and the Fire Department. The Senior Coordinator shall be responsible for training personnel, conducting drills, keeping the plan current and effective and will maintain on file fire drill critiques, evaluations and in-services given. In-service records shall include dates, times, topics and attendance.

Fire Evacuation Procedures

1. Notify the Center staff of the fire – type, location and size
2. Call 9-911
3. Evacuate. Everyone should help one another during the evacuation.
4. Close all doors behind you during the evacuation. This will help slow the spread of fire and smoke, allowing time for the evacuation.
5. Before leaving an area shut off all appliances, disconnect/shut off electrical equipment/appliances, if it is safe to do so.
6. Walk calmly to the outdoor meeting area.
   - Those evacuating through the west room should meet in the pavilion.
   - Those evacuating out the main entrance should meet at the east end of the parking lot.
   - Do not leave the Outdoor Meeting Areas unless told to do so by the Center staff or emergency personnel and stay together. This will allow the staff and emergency personnel to make a determination if there is anyone left inside the building.

GENERAL POLICIES AND PROCEDURES

Tobacco: Seniors in the Park is a tobacco-free facility.

Soliciting: Solicitation of products, services, and religious organizations is not allowed within the Center. Public promotion of a community effort will be permitted if it does not benefit any individual.

Center Equipment: No equipment or furnishings may be borrowed from the Center.

Personal Belongings: Center participants are responsible for their personal belongings while at the Center or on a Center-sponsored outing.

Participant/Emergency Information: All Center participants must complete a Participation/Emergency Form. This information is kept on file in the Center office, to be used in the event of an emergency. Medical information cards are also taken on Center-sponsored tours and outings, should this information be needed. This information will be kept confidential. The Center will not release names, addresses, telephone numbers, or other personal information about Center participants, volunteers, or staff without their expressed written permission to do so.

CARE AND LIABILTIY OF VISITORS/MEMBERS

Seniors in the Park is committed to make reasonable efforts to accommodate all visitors/members.

However, Seniors in the Park recognizes limitations on the type of services that it offers and provides to visitors/members. Seniors in the Park is a multipurpose recreational facility, and is not licensed in the State of Wisconsin to offer or provide adult daycare services. Further, Seniors in the Park cannot provide any form of adult daycare services to any visitor/member for the following reasons: 1) lack of training of staff, 2) time constraints of staff to supervise/monitor the activities of the visitor/member, and 3) liability concerns. All visitors/members must have the ability to function independently while at Seniors in the Park or, as a prerequisite, the appropriate companion accompany that person to assist them at all times.

RELEASE OF LIABILITY

I agree to the unreserved use of my name and/or likeness (including photographs, videotapes, and other depictions) for publicizing Whitewater Parks and Recreations Department Programs, including Seniors in the Park.

I assume all risks and hazards of the program and release form responsibility any employee/agent/volunteer/organization associated with this activity. In case of injury, I do hereby waive all claims or legal actions, financial or otherwise, against the City of Whitewater, its organizers, sponsors, or any volunteer connected with the program unless injury is caused by the sole negligence of the City of Whitewater. In absence of signature, payment of fees and/or participation in the program shall constitute acceptance of the conditions set forth for any purpose.

INAPPROPRIATE BEHAVIOR POLICY

Statement of Philosophy – Seniors in the Park shall be a friendly and inviting place for senior adults to congregate. Behavior which inhibits older people from using and enjoying Seniors in the Park is inappropriate. Inappropriate behavior may result in the loss of Seniors in the Park privileges. This policy is intended to make our participants feel welcome and to provide reasonable rules of behavior for the benefit of all participants.

Procedures – Concerns about inappropriate behavior should be channeled to the Senior Coordinator or P/R Director. The Coordinator shall take appropriate action under this policy.

Examples of Inappropriate Behavior – Inappropriate behavior includes any behavior which is disruptive to participants or staff at Seniors in the Park, including, but not limited to:

- Violation of posted rules or policies
- Profanity, offensive shouting or loud discourse
- Language that other participants/staff will find obscene, abusive, discriminatory, or sexually offensive
- Any crime and/or violation of a City Ordinance
- Any display or distribution of pornographic materials
- Any intoxication
- Offensive hygiene
- Solicitation for personal or improper purpose
- Stealing or damaging Seniors in the Park property
- The sale, purchase, solicitation, consumption or the participation in any manner of illegal substances
- Rude, derogatory, threatening or intimidating behavior or language
- Fighting between participants/guests or with staff

Procedures to be followed – Staff may request that inappropriate behavior cease. If the inappropriate behavior continues, the Senior Coordinator may request that the individual leave the building and tell the offender that police will be called if he/she does not leave at once. If the individual refuses to leave, the police shall be called. In the event the Senior Coordinator is not in the building the receptionist or other volunteer will call the Parks and Recreation Director or the Program Coordinator to handle the situation.

Loss of Seniors in the Park Privileges – The Senior Coordinator and the P/R staff shall have full authority to take appropriate action under this policy statement. Such action shall include, but not be limited to, the following steps:

1. Verbal warning and request to cease behavior. Which will be documented and sent to the P/R Director within 24 hours
2. After two documented complaints a written warning will be issued stating consequences of the third violation.
3. Restriction of attendance for three days.
4. Restriction of attendance for up to two weeks
5. Termination of participation at Seniors in the Park

The P/R Director may restrict attendance of up to 6 months or terminate an individual's participation and/or membership. Any individual who is denied participation and/or has participation terminated shall have the right to appeal such action by requesting in writing that the matter be reviewed by the Park and

Recreation Director and/or Park Board. Upon receipt of an appeal, the P/R Director shall, within sixty days of receipt, review the matter and make a decision in writing.

Emergency Situations – An emergency situation is any situation in which an individual's actions are perceived to present an imminent danger to the life or safety of himself/herself or others. Such incidents include, but are not limited to, assault, battery, other crimes of violence, bringing a weapon into Seniors in the Park, misdemeanors, felonies or the threat or attempt to commit such crimes. When an individual observes such behavior, appropriate measures shall be taken including calling the police. An immediate suspension of participation for one week to one year will be imposed for the above emergency infractions. A letter of suspension will be signed by the Park and Recreation Director and sent by registered mail.

VOLUNTEER AND STAFF GUIDELINES FOR HANDLING INAPPROPRIATE BEHAVIOR

All incidents will be documented in writing within 24 hours of the incident and submitted to the Senior Coordinator and the P/R Director.

Any volunteer or staff person receiving angry and abusive telephone calls from participants should simply ask the caller to telephone again when he/she is less angry and then hang-up the telephone. Under no circumstances should a volunteer or staff person get in to a shouting match with an angry caller nor should the volunteer/staff person respond to the caller in a rude manner.

Fighting between participants/guests, or with staff is prohibited. The staff person in charge should verbally stop the abuse. However, under no circumstance should the staff person physically separate the belligerents in an attempt to break up a fight or stop the abuse. Should the belligerent person continue despite the staff person's attempt to stop it, the person in charge of the facility should call the police.

PROGRAM REGISTRATION POLICY

All programs shall have established fees and registration deadlines. Participants must pay the registration fee in full on or before the deadline in order to be guaranteed participation in a program. Payment may be made in person at the Center or by mail. Include name, address, phone number, what the check if for, and check or cashier's check when registering by mail.

Program/Class Refunds
Program and class fees are fully refundable if cancellation is made prior to registration deadline. Refunds may be possible for cancellations made after a registration deadline. However, non-recoverable costs such as meals, supply fees, etc., will be deducted from your refund. In an effort to reduce costs of issuing refund checks, either a credit will be given or a gift certificate in the amount of the refund.

Cancellations/Postponements
In the event a Center program or activity is questionable due to weather conditions, participants should watch Channel 13**,** listen to 107.3 WSJY, Kool 106.5, WSLD or check the Whitewater Banner for cancellation or postponement announcements.

DAY TRIP POLICY – SENIORS IN THE PARK

Reservations and Payment:

- Trip reservations must be made through the participating senior center by the designated deadline for each individual trip. Trip registrants must include payment in full in order to guarantee reservation.
- Once all seats are filled, a wait list will be created. Those on the wait list will be contacted ONLY if a seat becomes available.
- Checks or money orders must be payable to City of Whitewater or tour group designated. Payments must be received on or before the closing sign up date.

Cancellations

- Cancellations must be made directly with the Senior Coordinator.
- If you need to cancel your reservation:
    1. And it is **before** the deadline, you will be removed. If you have submitted a payment, it will be returned to you upon cancellation.
    2. And it is **after** the deadline, the center will contact those (if any) on the wait list to replace your seat. If replacement is found, your money will be returned to you.
    3. And it is **after** the deadline, and there is no wait list, you are responsible for finding a replacement. If you do not find a replacement, non-recoverable costs such as meals, tickets, etc., will be deducted from your refund. In an effort to reduce costs of issuing refund checks, either a credit will be given or a gift certificate in the amount of the refund.
    4. If extenuating circumstances arise that prevent you from participating at the last minute, you must contact the Senior Coordinator IMMEDIATELY so the group is not waiting to depart and to discuss refund options.
- Inclement weather cancellation of the trip is at the discretion of the chartered bus company to continue on with a trip.

Medical Emergency Forms: Medical emergency forms are required for each individual. This information is confidential and will not be used except in an emergency situation and will remain in the possession of the trip escort or van driver in the event that it is needed. Trip escort/van driver will return this information to the center after the trip, where it will be secured for confidential purposes. This form must be updated yearly and/or upon your notification of changes.

Day of the Trip:

- No smoking or consumption of alcoholic beverages is allowed on the bus. As a courtesy to others with medical intolerances, please refrain from wearing strong fragrances such as perfume or cologne.
- Bus will not stop enroute for participant pickup or otherwise. Trip participants must stay with the scheduled itinerary for the entire trip.
- Pick-ups and drops-offs are available on van trips.
- Parking: Please do not park close to the Community Building. We need to keep these parking spaces available for others who utilize the facility while you are on a day trip. Park at the east end of the lot.
- Check in with a Senior Center Employee/volunteer prior to boarding the bus.
- Staff/volunteers will not be available for one-on-one assistance unless an emergency occurs on the trip. If in need of a personal caregiver, the caregiver must sign up as an additional passenger and pay the full price for their seat.

- Seating on the bus is available, first come – first serve. If you require special seating arrangements, it cannot be guaranteed. Reasonable accommodations can be made, but it must be approved in advance by the Trip Escort, tour company or Bus Driver.
- In extenuating circumstances, certain rules/guidelines on the trip may be added, modified, or overridden at the discretion of the Trip Escort, bus driver, or the Senior Coordinator. This includes but is not limited to, issues involving safety or the overall well-being of the group and all participants.

COMPUTER USAGE AND INTERNET ACCESS

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette.

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the education and information purpose for which they are provided and to follow these rules and regulations. Users are cautioned that the accuracy, completeness and currency of information found on the Internet varies widely.

Inappropriate and/or unacceptable uses of the service will result in suspension or revocation of Internet use privileges.

Time Limits: Internet access is limited to one-hour intervals when others are waiting. Sign in at the reception desk. Identification may be required.

Legal Use: The public may use computing resources for legal purposes only. Examples of illegal or unacceptable activities include, but are not limited to, the following:

- Harassment of, libeling or slandering other users.
- Destruction of or damage to equipment, software, or data belonging to the City of Whitewater or other users; disruption or unauthorized monitoring of electronic communication.
- Violating sexual harassment laws or local obscenity ordinances. It is against the law to expose children to adult sites and/or pornography ("pornographic" as defined by the U. S. Supreme Court and this policy include patently offensive representations of intimate sexual acts, normal or perverted, actual or simulated, patently offensive representation or description of masturbation, excretory functions, and lewd exhibition of the genitals).
- Violation of copyright laws and all other applicable laws and regulations.

Community Building Rules

Computing resources should be used in accordance with the ethical standards of the Department on Aging. Examples of unacceptable use (some may have legal consequences) include, but are not limited to, the following:

- Using resources for unauthorized, illegal or unethical purposes.
- Visiting adult or pornographic Internet sites is not consistent with the education and information purpose of the Department on Aging. Visiting such sites will result in the suspension or revocation of Internet use privileges. In some cases, the police will be notified.
- Violation of computer systems security.
- Sending, receiving, or displaying text or graphics which may be reasonably construed as obscene or inappropriate for young children.
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others, or any other violation of another user's privacy.
- Use of computer communication facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive email exchanges, overuse of interactive network utilities, and so forth).
- Violation of software license agreements, or network usage policies and regulations.

Disclaimer
The City of Whitewater:

- Assumes no responsibility for damages, direct or indirect, to a user's computer, disks, or files arising from the use of Starin Park Community Building computers or its Internet connection.
- Does not endorse the viewpoints of written material found in print or in electronic format.
- Assumes no responsibility for use of the Internet by children.

Seniors in the Park and The City of Whitewater Rights Reserved

- To terminate a user's session, without notice.
- To limit the amount of computer time at any one sitting.
- To erase any and all of user's files stored on Community Building equipment, without notice.
- To immediately suspend persons from computer use for violating these rules and regulations.
- To deny or limit access to computer operating systems, to limit the software available to users to City of Whitewater-owned resources, to deny the loading of user-provided software, and to bar access to any Internet site as required by law or City of Whitewater policy.

FISCAL POLICY

Cash Receipts
Every attempt will be made for two people to count/handle money.

Monies received from participants for classes or trips are recorded in a receipt book and rung up on the cash register. The participant receives a copy of the receipt.

All Donations are recorded in the receipt book whether inkind, cash or items. Donations are also listed monthly in the newsletter.

Deposits
Deposits are prepared by the Senior Coordinator or a designated volunteer and are taken to the City of Whitewater Finance Department for deposit. A duplicate record of the deposit is kept at Seniors in the Park. Deposits are made monthly or sooner if cash on hand reaches $300.

Cash Register
Money taken in is removed to safe.
$50 in register for starter money daily.

Fundraisers and Special Events
Two volunteers collect money or sell tickets/items.
Monies collected at fundraisers or special events are counted by two volunteers and documented. The Senior Coordinator will place monies in a locked bag and put in the night depository at the City's bank. The following work day the senior coordinator and a volunteer will recount the money and make a deposit.

Annual Audit
The Seniors in the Park budget is audited yearly along with the budget of the City of Whitewater by an independent auditing firm.

Purchasing
The Senior Coordinator is issued a City of Whitewater credit card with a limit of $2500, a Wal-Mart credit card and a Sentry card for everyday purchase of supplies, to pay expenses for senior trips and for staff conferences and lodging. Extensive policies can be found in the City of Whitewater Financial Policy/Procedures Manual C-10, page 156-162.

DONATIONS TO SENIORS IN THE PARK

1. Donated items must be usable and needed by Seniors in the Park
2. The item must be in good to excellent condition.
3. The item must be easily maintainable.
4. The Staff reserves the right to accept or reject donations for the above or other reasons.

Volunteer Acknowledgement
I acknowledge the receipt of the Seniors in the Park Volunteer Polices and Procedures. I have read, understand and will follow the procedures and policies set forth in this document.

Volunteer Signature: _____

Date: _____

CITY OF WHITEWATER POLICY		TITLE: **Facility Rental & Reservation**
POLICY SOURCE: Parks and Recreation Department	Parks and Recreation Board Approval Date: 11/10/08 Most Recently Revised: 3/11/14	TEXT NAME: G:\Park & Rec\Policy\ Facility Rental & Reservation Policy

I. PURPOSE

The Whitewater Parks and Recreation Department schedules, maintains, rents, and reserves indoor facilities, park shelters, and outdoor athletic facilities to the general Whitewater community and surrounding area. These facilities, which include the Downtown Armory, Starin Community Building, Cravath Lakefront Community Center, ball diamonds, soccer fields and tennis courts, are located in City parks and also on city property. The Parks and Recreation Department will schedule these facilities for its own programs, the Whitewater Unified School District, the University of Wisconsin-Whitewater and other private and not-for-profit groups and organizations. These other groups and organizations include, but are not limited to: Traveling Basketball, Traveling Baseball, and the Whitewater Soccer Club. The following policies and procedures have been developed to facilitate the scheduling of athletic facilities by all organizations.

II. SCHEDULING PRIORITIES

The Whitewater Parks and Recreation Department will determine capacity limits for all facilities consistent with established and accepted standards to maintain facilities for continued use. These capacities will be utilized when scheduling activities and may impact the availability of facilities for reservations.

The Whitewater Parks and Recreation Department schedules and reserves facilities according to the following priorities:

1. All Whitewater Parks and Recreation programs (games, scheduled practices, matches, camps, and instructional programs) will be the first programs scheduled at facilities that are managed/maintained by the Parks and Recreation Department.
2. Whitewater Unified School District programs/athletic events will be the second programs scheduled at facilities managed/maintained by the City.
3. Whitewater Unified School District programs/athletic events will be the first programs scheduled at facilities owned by the District.
4. Whitewater Parks and Recreation programs will be the second programs scheduled at facilities owned by the Whitewater Unified School District.
5. Private and/or not-for-profit groups and organizations which reserved facilities managed/maintained by the City will have their programs and events scheduled after all Parks and Recreation and School District programs have been scheduled.

III. GROUP CLASSIFICATIONS

Group 1 No Charge

Partner Organizations will not be charged a facility rental fee for their facility usage provided that their facility use is for the purposes of holding an organization meeting, practice, game, etc. Partner organizations provide a charitable good to the Whitewater community and have had a history of receiving free rentals for facility space.
Exception: Any event serving alcohol will be required to pay 100 % of rental fee.

Partner List:

Tax Funded Organizations:
City of Whitewater
Whitewater Unified School District
Chamber of Commerce
Downtown Whitewater
Whitewater Tourism Council
Whitewater Arts Alliance
Whitewater Historical Society

Youth Sports Organizations:
Whitewater Traveling Basketball
Whitewater Traveling Baseball
Whitewater Youth Soccer
J-Hawks

Local Community Program Providers:
National Multiple Sclerosis Society
Special Olympics
Relay for Life (ACS)
4th of July Committee
Local Registered Political Parties
Walworth County Health Services
Whitewater 4H / Boy Scouts / Girl Scouts
Stone Mill Quilters
AWANA
Kettle Moraine Baptist Academy
Alcoholics Anonymous
Community Cat

Local Civic/Charitable Groups:
Kiwanis Club (Breakfast/Noon/Circle K)
Knights of Columbus
Lions Club
League of Women Voters
Optimists

Note: To be added or considered as a partner organization, please submit a letter of request to the Parks & Recreation Director. Decisions will be based on charitable contribution to the community and/or services provided to youth in our local community.

Group 2 50% of Listed Fee

Religious Organizations
University of Wisconsin-Whitewater Recognized Organizations, Groups, Schools, Athletics
Private Events not serving food or beverages that are free to the public

Group 3 100% of Listed Fee

Private Event serving food and/or alcohol
Private Event charging admission
All Group 3 Reservations will not receive a key for the facility. A rental attendant will meet them at the facility and open the building, explain regulations, and answer questions.

Long Term Rental Discount

Rental Groups interested in special rates based on continuous use must enter request 10 days prior to the month they are requesting use to the Parks and Recreation Director, who shall present an agreement to the Parks and Recreation Board for their approval at the next scheduled monthly meeting.

IV. FEES & CHARGES

The facilities listed below must be rented a minimum of four (4) hours. Online reservations will be posted in four (4), eight (8), and sixteen (16) hour blocks. Requests outside of these blocks should be addressed with Parks and Recreation staff. A $200 damage deposit is required for these facilities.

Indoor Facilities	Capacity	Hourly Resident Fee	Hourly Non-Resident Fee
Cravath Lakefront Community Center	100	$40.00	$50.00
Starin Park Community Building	100	$30.00	$37.50
Armory Gym & Kitchen	300	$30.00	$37.50
Armory Dance Studio	25	$30.00	$37.50

The facilities listed below are rented for a minimum of an entire day, from 6am – 11pm. No damage deposit is required for park shelter reservations.

Park Shelters	Capacity	Daily Resident Fee	Daily Non-Resident Fee
Cravath Lake Picnic Shelter	100	$60.00	$75.00
Trippe Lake Shelter (beach)	100	$70.00	$87.50
Trippe Lake Picnic Shelter	100	$50.00	$62.50
Starin Park Shelter (2)	100	$50.00	$62.50

Cravath Wedding Specials	Daily Resident Fee	Daily Non-Resident Fee
Park Area (Service/Photos)	$100.00	$125.00
Park Area + Picnic Shelter	$120.00	$150.00
Park Area + Picnic Shelter + Community Center	$450.00	$562.50

Athletic Facilities	Per Hour Resident Fee	Per Hour Non-Resident Fee
Starin Little League or North Diamond	$20.00	$25.00
Starin Toppers Diamond	$40.00	$50.00
Starin Treyton's Field of Dreams	$100.00	$125.00
Starin Ball Diamond Complex (All 4 fields)	$150.00	$187.50
Moraine View Soccer Field	$20.00	$25.00
Moraine View Fields (All 7)	$100.00	$125.00
Any City Park (not listed above)	$50.00	$62.50

V. RULES & REGULATIONS

- Full payment is required at the time of the reservation.
- Groups 1 & 2 must pick-up keys during normal business hours.
- The Whitewater Parks and Recreation Department reserves the right to deny programs and/or special events which conflict with existing programs, use facilities for an event the facilities were not intended, or cause undue hardship on the facility and/or surrounding area. The availability of facilities for Class 1 may be limited based on requests and other rentals. Groups in Class 1 & 2 can provide the damage deposit or sign a "financial responsibility and damage deposit" form.
- All groups must reserve the building for times needed including set-up and clean-up. In most cases, the contracted cleaning company will arrive at your scheduled completion time.
- All requests for facility rental refunds must be submitted in writing to the Parks and Recreation Board.
- A $200 damage deposit is required for all Group 3 reservations when reserving the Starin Community Building, Cravath Lakefront Center, and Downtown Armory. No deposits are required for picnic shelters. The deposit can be paid on-line at the time of reservation or by cash/check no later than 14 days prior to the rental. The deposit is processed at the time of payment and will be returned via check no later than 2 weeks following the rental. Failure to pay the deposit 14 days in advance of the rental will result in the cancellation of the reservation.
- All facility reservations must be made and completed in full a minimum of 10 days prior to the event. The Parks and Recreation Director can waive the 10 day minimum for special circumstances.
- For Groups 1 & 2, remember to check the site when you arrive! If there are any damages/problems please call 262-473-0122 immediately and leave a detailed message. The exact time of your call and your concerns will be documented.
- Separate permits are required for renters that are serving alcohol, using amplified sound systems (outdoor rentals only), or anyone selling merchandise or booth space. These permits can be obtained from the City Clerk's office.
- All park regulations shall be observed. Municipal Buildings open at 7:00 am and close by 11:00 pm unless approved by the City Clerk at the time the contract is signed. Parks are open at 6:00 am and close at 12:00 am (midnight). The renter will forfeit $100 of the damage deposit if they are in violation of the park curfew ordinance.
- Payment for the reservation is due in full before the facility is reserved. Photo ID is required with completed facility request form AND payment of damage deposit, as renter you are responsible for any damages.
- For Groups 1 & 2, keys are not distributed on weekend days. You must stop by City Hall before your event, Monday – Friday during normal business hours.
- Consumption of alcohol is by permit only and in compliance with applicable ordinances and regulations. Permits/requests to have alcohol in a city facility should be submitted with payment at least 2 weeks prior to the event date. Only the applicant may request an alcohol permit, and photo ID is required with the application. Failure to obtain the proper permits the renter will forfeit $200 of the damage deposit.
- Applicant shall be liable for any loss, damage or injury sustained by virtue of the activity conducted. Damages fees are as follows: replace rectangular table $150, replace folding chair $50, replace stackable chair $150, replace 60" round table $350. Building maintenance will be estimated at a rate of $50/hour. Carpet cleaning will result in a $300 charge and any floor refinishing or resurfacing will range in cost from $300-$550.

- Handicapped accessible entrance doors are not allowed or able to be propped open. Please do not try and force the doors to stay open. Any damage done to the doors by keeping them open will be assessed to your damage deposit.
- No smoking is allowed in the City of Whitewater Buildings. Failure to comply the renter will forfeit $200 of the damage deposit.
- Decorations are not to be attached in any way to the suspended ceiling at the Community Building. An eye-bolt is available in the ceiling of the West Room for hanging decorations. In all City facilities renters should avoid placing tape on the walls. No crepe paper is allowed in any rental facility.
- Please keep our facilities clean. It is the renter's responsibility to: bring your own dishtowels/cloths, wipe down tables and chairs and restore to the original locations, wipe down counters, appliances, and other surfaces, vacuum/clean floors and walls of any spills, clean any garbage from around the outside of the facility that your group may have caused, take all garbage with you after your event. Failure to remove garbage from the site is a $100 charge against the damage deposit. Garbage can be taken to the dumpster located behind the Downtown Armory at 116 W North Street.
- Tent structures must be approved by the Parks and Recreation Director at time of facility request and comply with Diggers Hotline, Building Code and Fire Code requirements. No approval will be given and installation denied if compliance is not met.

City of Whitewater

Parks & Recreation Strategic Plan

Draft – January 2015

PREPARED BY:
Whitewater Parks & Recreation

City of WHITEWATER

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Introduction

It is important to note that the City contracted with Recreation Accessibility Consultants to complete a review of all city parks and facilities to prepare a transition plan. The Parks and Recreation Department is committed to making its programs, parks, facilities, and amenities accessible to everyone and that the recommendations of that plan will need to be incorporated in all future improvements and upgrades to the park system.

Planning Process

Park and Open Space Standards
An important step in the park and open space planning process is to define a set of minimum standards for park and recreational facilities. These standards enable a community to determine how well its existing recreational facilities meet the needs of its residents at the present time and project the future need for such facilities. The National Recreation and Park Association (NRPA) has developed a set of recommended park and recreational space standards which can be used by local communities as a general guide to planning for usable park and recreation space. This Plan uses two types of standards—both are equally important:

- Gross Recreational Acreage Standard: The first standard is expressed as a population ratio; that is, the minimum number of usable park and recreation acres recommended per 1,000 residents of the City. Generally, NRPA recommends a gross acreage standard of 6.25 to 10.5 acres of developed outdoor recreational space per 1,000 persons. This standard does not consider environmentally sensitive or significant lands acquired by the public primarily for conservancy purposes, because the type and amount of such conservancy lands varies so significantly in different communities. Conservancy acquisitions would, therefore, be in addition to the 6.25 to 10.5 acres per 1,000 standard.
- Service Area Standard: The second standard is expressed as a desired maximum service radius around parks, with the radius length differing by park type. For example, NRPA recommends a service radius of ¼ mile to ½ mile for neighborhood parks. A supplementary table of these standards has been included as Appendix A.

The following is a list of various types of parks, recreational facilities, and open spaces applicable to Whitewater. The desired park functions, sizes, and service areas have been customized for the City based on the NRPA standards.

Mini-park: These active-use parks are specialized facilities that serve a concentrated or limited population or specific group such as pre-school children or senior citizens.

Desirable site characteristics: Within neighborhoods and in close proximity to apartment complexes, townhouse developments, or housing for the elderly, or at the edge of a larger conservancy area.

Desirable size:	2 acres or less
Acres per 1,000 populations:	0.25 to 0.5 acres
Service area:	Less than 1/4 mile radius

Neighborhood Park: An area for intense recreational activities such as field games, court games, crafts, playground apparatus area, skating, picnicking, wading pools, ball fields, adult areas with benches, shelter and game tables. Trees, open fields and undeveloped natural areas are also desirable components of neighborhood parks, where available.

Desirable site characteristics: Suited for intense development. Easily accessible to the neighborhood population. Geographically centered with safe walking and bike access. May be developed as a combination school-park facility, or at the edge of a larger conservancy area.

Desirable size:	3 - 7 acres
Acres per 1,000 populations:	1 to 2 acres
Service area:	1/4 to 1/2 mile radius to serve a population of 1,000 to 5,000

Community Park: An area of diverse recreational opportunities and environmental quality designed to serve several neighborhoods, quadrants of the City, or the community as a whole. Should be located on or near major thoroughfares and also be easily accessible by foot. May include areas suited for swimming pools. May be or include an area of natural quality for outdoor recreation, such as walking, viewing, sitting, picnicking, and bicycling. May be any combination of the above, depending on the site and community need. Desirable facilities include those listed above for neighborhood parks, along with swimming facilities, picnicking, lighted ball fields and tennis courts, community center buildings, and adequate off-street parking. Landscaping and natural areas are desirable in a community park, if available.

Desirable site characteristics: May include or be attached to conservancy areas such as water bodies, but should also include areas suited for intense development. Easily accessible to neighborhood served.

Desirable size:	7 or more acres with 15 to 40 acres being most common
Acres per 1,000 populations:	5 to 8 acres
Service area:	Several neighborhoods. 1½ mile radius

Currently, Whitewater's parks and recreation system provides 15 parks as classified by the above standards, including one "Archaeological" Park (Effigy Mounds Preserve) not intended for recreational use. Within each of these parks, the intensity of "recreational" use varies substantially. For this Plan, four classifications of recreational use are identified: Active, Passive, Special Use, and Conservancy. As alluded to above, conservancy lands are not included in the calculation of recreational space within the city.

• **Active Recreation Area:** these areas offer a mix of uses that may include, for example: athletic fields, buildings or structures for recreational activities, concessions, community gardens, courses or courts, children's play areas, dog play areas, or a bike path.
• **Passive Recreation Area:** these areas offer a mix of uses, undeveloped land, or minimally improved lands which may include, for example: landscaped areas, natural areas, ornamental gardens, non-landscaped greenspace, stairways, decorative fountains, picnic areas, water bodies, or trails without recreational staffing.
• **Special Use Area:** these are areas of special recreational activities such as marinas, zoos, conservatories, arboreta, display gardens, arenas, outdoor theaters, gun ranges, downhill ski areas, or areas that preserve, maintain and interpret buildings, historical sites, and objects of archeological significance. Also, special use areas may contain plazas or squares in or near commercial centers, boulevards, and parkways. Most parts of Special Use Areas are not included in the overall community calculation of park and recreation space per 1,000 persons.
• **Conservancy Area**: these are permanently protected areas of environmental significance or sensitivity, generally with limited opportunities for recreational use. Acquisition of conservancy areas often has secondary benefits such as flood control or enhancement of adjacent private property values. Conservancy areas may include water bodies, floodplains, wetlands, shorelines and shoreland setback areas, drainage ways storm water management basins and conveyance routes, environmental corridors and isolated natural areas as mapped by the Southeastern Wisconsin Regional Planning Commission, wildlife habitat, areas of rare or endangered plant or animal species, prairie remnants or restoration areas, scenic vistas, or environmentally constrained lands or open spaces as recommended in other adopted components of the City's master plan. May also be appropriate for utilities and secondary recreational uses, such as trai

Goals, Objectives, & Policies

An early step in the park and open space planning process is to establish goals, objectives, and policies that serve as the base for all subsequent planning efforts. The terms goals, objectives, and policies are frequently used interchangeably even though each has its own distinct definition. For the City of Whitewater Park and Open Space Plan, 2008 – 2013, considerable attention was given to identifying the community's priorities with respect to planning for future Park and Open Space needs. These priorities point out the critical themes that the goals, objectives, policies, programs, and recommendations of this plan should be based upon. The "highest" priorities identified in the public participation process are summarized in the following section.

- Improved interconnectivity and visibility of City parks and open spaces throughout the community
  - Parks connected by trail system
  - Multi-use trail uninterrupted within and throughout the city
  - "Safe Routes" to school as a grant program to enhance trail development
  - Maintain/improve access and use for disabled
  - Maintain/enhance access and use for Senior population
  - Improved signage
  - Improved and/or updated park maintenance
  - Continue to build on publicity (mapping, brochures, outreach, etc.)

- Focus on new "Comfort Spots" – beautification with natural enhancements as well as limited physical improvements to encourage passive use
  - Incorporate into new residential and commercial developments
  - Establish as more well-defined components of larger neighborhood and community parks

- Greater diversity of sports facilities
  - Youth soccer fields
  - Adult outdoor sports (e.g., softball)
  - Winter sports

- Lakes and water-centered activities and uses
  - Improved water-quality
  - Potential for outdoor swimming opportunities – address potential health risks

Park and Open Space Goal:
Ensure provision and stewardship of sufficient parks, recreation facilities, and natural areas to satisfy the health, safety, and welfare needs of citizens and visitors - including special groups such as the elderly, the disabled, and pre- school age children - and to enrich the aesthetic and scenic quality of the City's neighborhoods, gathering spots, and entry points.

Park and Open Space Objectives and Policies:

Objective 1

Preserve natural features and amenities and conserve natural resources for the benefit of the community and society as a whole, realizing that these resources are finite and, for the most part, irreplaceable.

1.1 Encourage public awareness of the City's environmental and cultural resources by promoting appropriate educational programs.

1.2 Work to preserve conservancy lands that can be adequately and appropriately protected without public expenditure. Direct public funds to acquire conservancy lands that cannot be protected through other means, or where public access is a priority.

1.3 Pay special attention to preserving pristine lowlands, waterways, marshes, and adjacent contributing uplands in their natural state to ensure their maintenance as wildlife and fish habitats, as natural drainage areas, areas for passive recreation, and reservoirs for stormwater.

Objective 2

Provide quality recreation and open space lands and facilities for each neighborhood.

2.1 Site and design neighborhood parks to enhance neighborhood cohesion and provide common neighborhood gathering places. All residents should be within a 10 minute walk (1/2 mile) of a neighborhood park or community park with active recreational facilities.

2.2 Working with the School District, provide community parks for more intensive and specialized recreational needs. All new residents should be within 1 ½ miles of a community park.

2.3 Provide or require smaller parks and recreational facilities within intensive development areas, such as in or near multi-family residential developments.

Objective 3

Coordinate public park and open space lands with private developments and other uses of land.

3.1 Work with the development community, property owners, and environmental interests to site and design parks and other open spaces to meet multiple objectives.

3.2 Site and design parks and associated facilities to avoid nuisance situations between neighbors and park users.

3.3 Combine parks and recreational facilities with school facilities where appropriate and feasible. Continue to coordinate recreation service provision with the Whitewater Unified School District and the University.

3.4 Whenever possible, require that residential developments dedicate parkland, provide recreational facilities, and dedicate or otherwise preserve conservancy areas like wetlands and floodplains. In such special cases that this is not possible, the City will require that residential developments provide fees-in-lieu of parkland dedication and fees-in-lieu of park development.

Objective 4

Provide a diversity of recreational opportunities so that residents of all ages and abilities have an equitable opportunity to enjoy parks and open spaces.

4.1 Provide supervised and coordinated recreational activities for all City residents on a year round basis. This may include offering recreational programming for youth after school and in the hours and days that school is not in session.

4.2 Encourage active citizen participation in developing recreational programs and parks. This may include setting up a youth services committee of students from 6th to 12th grades to

explore recreational programming opportunities for that age group, and implementing appropriate recommendations.

4.3 Encourage educational opportunities in park and recreation activities and work with county extension, 4-H, and the School District to assist with developing and operating programs such as community gardens, nature center(s), arboreta, botanical gardens, and lake and stream testing.

4.4 Maintain all parks to ensure the safety of users and replace worn or damaged equipment.

4.5 Provide special use areas and unique recreational facilities where necessary to protect an exceptional resource or supply a community demand.

4.6 Maintain all facilities in compliance with Consumer Product Safety Commission (CPSC) and Americans with Disabilities Act (ADA) guidelines. Operate all services, programs, and activities so they are accessible to persons with disabilities in accordance with ADA guidelines.

Objective 5

Provide good pedestrian, bicycle, and vehicular access to parks and recreation facilities.

5.1 Provide multiple access points of sufficient width from surrounding neighborhoods.

5.2 Follow the recommendations of the Comprehensive Bikeway Plan and the updated bike and pedestrian facility map in this Park and Open Space Plan when reviewing private development proposals, completing road projects, and planning for bike paths.

5.3 Require sidewalks in new developments per the City's Land Division and Subdivision regulations, and follow the recommendations of the Citywide Sidewalk Plan map (within the Central Area Plan) when making sidewalk decisions on existing streets.

Objective 6

Acquire and develop new recreational facilities where City growth creates a need for additional facilities and where existing residents are underserved by City parks.

6.1 Direct new park and open space facilities to current and future population needs.

6.2 Acquire park and open space lands in coordination with development to provide for reasonable acquisition costs and facilitate coordinated neighborhood and park development.

6.3 Coordinate land acquisition, planning, and transportation programs of all federal, state, county and local agencies concerned with parks and conservation.

6.4 Cooperate with other governmental bodies, including the Whitewater Unified School District and the University to provide joint recreation service wherever possible.

6.5 Review and update the City's Park and Open Space Plan every five years.

Strategic Goals

Increased Teen and Adult Programming

1. Decide what programs to offer
    - Survey community so see what kinds of programs interest them (Survey Monkey – 2 week free trial)
    - Work with school district/school personnel to get their input on what would be good programs to offer for teens
    - Analyze data with staff to determine what programs would be best to offer based off feedback from above.
    - Determine cost of program for feasibility
    - Target middle school and high school students who do not play sports
    - Work with Studio 84, Arts Alliance to provide evening and weekend programs
2. Once programs are determined figure out logistics (i.e. Staffing, location and cost)
    - Staffing – Determined by Parks Programmer/Parks Director
    - Location – Talk with schools, Library, Arts Alliances, University or any other facilities feasible for programs.
    - Cost (i.e. cost to participate, equipment, etc.)
3. Promote Programs
    - Parks Brochure
    - Parks Newsletter
    - Facebook
    - Schools
    - Website
    - Other means of communication
4. Execute Program(s)
    - Recreation & Community Events Programmer
    - Recreation Program Coordinator
    - Senior Coordinator

Outdoor Fitness Equipment installed in Starin Park

1. Design layout, select equipment, develop cost projection by May 2015
        - Community Input
        - Focus Group/Committee
2. Identify grant programs and submit applications by September 2015
    - Focus on health & wellness
    - Middle School – Seniors
3. Develop sponsorship program for local organizations and businesses to sponsor by October 2015
    - Council presentation/proposal by October 2015 for inclusion in 2016 CIP
4. Develop and solicit RFP based on plan and funding
5. Complete purchase and installation as a community project (MADD)

Employee Wellness & WAC Programming

1. Work with W3 and WAC to provide more wellness based programs

2. Help promote WAC programming through city marketing/work together instead of duplicating efforts
3. Negotiate time at Whitewater Aquatic Center for city programs
    - After school programs
    - W3/City wellness
    - Kids Escape

Moraine View Concessions/Restroom Building

1. Increased / Improved field maintenance
    - Develop turf management plan
    - Agreement w/ soccer club regarding City's responsibilities
    - Develop standard of playability
2. Development of field signage/sponsorship program
3. Collaborative fundraising w/ soccer club
4. Advocating financial support for project to Council

Advocate for increased awareness of social, health, and economic advantages of providing quality of life enhancements

1. Economics
    - Senior recruitment
    - Collect data supporting economic advantages
2. Promotion & Awareness
    - Media
    - Public Relations
    - Use of Technology
3. Integrate healthy lifestyle into community fabric
4. Communicate benefits of Parks and Recreation to stakeholders and explore opportunities to celebrate achievements

Development of a Community Center/Fieldhouse

1. Define the why and who regarding need for the facility
2. Identify strategic partners both public (WWUSD/UWW) and private
3. Identify what we are looking for and build a vision for the project
4. Educate Community and gain community input
5. Define specific physical plan
    - # of courts
    - # of meeting rooms
    - Plan for long range needs (2025/2035)
6. Determine Funding
    - Who
    - How
    - Fundraising
    - Private Support
7. Execution
    - Final Design
    - Bidding
    - Votes – possible referendum
    - Construction

Big Brick Park **Mini (1.1 acre)**

Big Brick Park was acquired by the City in 2001 from the Whitewater Unified School District. It was the site of Union School, which was built in 1853-1854. In 1883, a combination high school and elementary school was built on this site, known as "Big Brick". A high school program began in 1885, and the "Big Brick" school operated until it burned down in 1928. The basement had a very short ceiling and in stoking the furnace too high, the timbers caught fire.

Date Park Established: 2001

Recreation Programs:
No recreation programs are housed at the park, although offering skating lessons and youth/adult hockey should be explored

Recent Improvements:
- A new furnace was installed in 2012
- A NiceRink system was purchased and implemented in 2013

Recommendations:
- A small playground and swings were installed in 2000 and is inadequate and a decision must be made whether to upgrade the playground equipment in 2020 or simply not replace it.
- The basketball court surface should be inspected annually and maintained appropriately.
- Efforts should be explored to provide more recreation opportunities to young adults including outdoor ping-pong tables and disc golf.

5 Year Upgrades

2014 EWF Playground Conversion	$1,500
2015 & 2017 Ice rink liner	$2,000 each
2016 Outdoor water/bottle refill station	$1,500

10 Year Upgrades

2019 & 2021 Ice rink liner	$2,000 each
2020 Playground Equipment	$30,000
2020 Basketball Hoops	$4,000
2023 Nice Rink System Upgrade	$10,000

15 Year Upgrades

2025 & 2027 Ice Rink liner	$2,500 each

20 Year Upgrades

2029 & 2031 Ice Rink liner	$3,000 each
2033 Nice Rink System Upgrade	$13,000

Brewery Hill Park **Neighborhood (7.3 acres)**

This park received its name from a brewery that once stood on top of the hill. In 1859, George Streng established a brewery, later known as the Whitewater Brewing Co., on the corner of North and Jefferson Streets, which became known as Brewery Hill. It was once a popular sledding hill. In the winter, the city would close the street and allow children to sled down it. The park now features a multi-purpose trail and the Whitewater Rotary Skate Park.

Date Park Established:

Recreation Programs:
No recreation programs are housed at the park

Recent Improvements:
-

Recommendations:
- Explore need for public access to electricity at the site
- Develop plan for regular maintenance of Whitewater Creek
- 2016 Outdoor water/bottle refill station $1,500

15 Year Upgrades
2024 Upgrade Skate Park $135,000

Clay Street Nature Area **Mini (1.4 acre)**

The park includes a fishing pier and a turtle nesting mound that was created as an Eagle Scout project in 2005. Previously the park included a boat launch and parking areas that were eliminated with improvements to Trippe Lake Park to house these amenities.

Date Park Established:

Recreation Programs:
No recreation programs are housed at the park

Recent Improvements:
- Acquisition of .79 acres to expand the park in 2010

Recommendations:
- The ability to add a path that connects the sidewalk to the fishing pier would be an amenity that would add to the park and its accessibility.
- Develop annual pruning & tree trimming program to increase visibility of the lake and site
- Relocate existing fishing pier away from the storm sewer outlet

5 Year Upgrades
2015 Stormwater Detention Basin (Public Works project)
2016 Install benches along the lake $4,500

10 Year Upgrades
2023 Upgrade Fishing Pier $5,000

Cravath Lakefront Park **Community (6.1 acres)**

In the 1990's, faced with environmental issues, the city opted to create an open space to encourage visitors to the downtown area. The same land that was used as a dump site, oil tank storage, candle factory, and other industrial purposes is now a lakefront hosting celebrations, concerts, and weddings. The Lakefront Center was designed to resemble the nearby historic Whitewater Passenger Train Depot. The lakefront park includes the Cravath Lakefront Community Center, picnic shelter, boat pier, and multi-use trail.

Date Park Established: 1997

Recreation Programs:

- Messy Fest
- Concerts in the Park
- Family Fun Nights
- Freeze Fest
- Basic Sewing
- Watercolor

Recent Improvements:

- Picnic Bump-outs (2009)
- Flower Planters (2009)
- Decorative Bicycle Racks-Downtown Whitewater (2010)
- Electrical Upgrade (2011)
- Restroom Timer Locks (2012)

Recommendations:

- The addition of a decorative fence along the railroads tracks would provide a needed safety enhancement and reduce staff time in erecting temporary fence for special events.
- A splash pad would provide a destination to attract families to the downtown.
- The existing stage is not used by special events; enhancements are needed for special events and the concert series to the stage.
- Need to remove bricks from lakefront and relocate to eliminate safety concerns. Should replace bricks with a stamped concrete or similar product that will not deteriorate.

5 Year Upgrades

2015 Repair boat launch	$57,500
2016 Install Fence – railroad tracks	$25,000
2017 Amphitheater & Shade Structure	$400,000

East Gate Park **Mini (2.0 acres)**

East Gate Park was dedicated to the City in 2010 as part of the Pine Bluff residential subdivision. The park is a 2.0 acre park that allows for future expansion should additional development occurs. The park contains green space and a playground.

Date Park Established: 2010

Recreation Programs:
No recreation programs are housed at the park

Recent Improvements:
- Park Naming (2008)
- Playground (2010)

Recommendations:
- The playground often has flooding issues and efforts should be explored to eliminate this issue.
- The park should be expanded to a minimum of 3 acres to create a neighborhood park.
- Explore opportunities for adding a park shelter and sand play area.

5 Year Upgrades

2015 EWF Playground Conversion	$5,000

20 Year Upgrades

2030 Playground Replacement	$40,000

Effigy Mounds Preserve **Archeological (21.5 acres)**

One of the largest collections of effigy mounds in the country, numbering 12 to 15, is found near Indian Mounds Parkway. The mounds were estimated to be built between 800 to 1200 A.D. The oldest mounds are geometric shapes, and the more recent ones resemble animal shapes ranging in size from 60 to 300 feet. Studies suggest that these mounds were a gathering place for several Midwestern Native America tribes. Samuel Prince, Whitewater's first settler, built a log cabin in this area.

Date Park Established: 1973

Recent Improvements:

- Changed name from Indian Mounds Park (2011)
- Preservation & Maintenance Plan (2011-2012)
- Reconfigured Trail System (2012)
- FOTEM Garden Creation (2013)
- Conversion of mounds from turf grass to native prairie grass (2013-2014)

Recommendations:

- Continued implementation of preservation and maintenance plan
- Continue to work with interested parties and FOTEM on enhancements
- Review invasive management practices in 2015 by soliciting private parties to present proposals
- Explore concept of creating or adding a presentation area in the opening closest to Indian Mound Parkway
- Identify park boundary markers
- Conduct archeological survey exploring possibility of 2 additional mounds and intaglio

5 Year Upgrades

2015 Signage Program	$15,000
2018 Info Kiosk	$10,000

Flat Iron Park **Mini (0. 7 acres)**

This park is home to the Birge Fountain, which was donated to the City by Julius Birge in 1903. The fountain is 17 1/2' high and 9' in diameter. Julius required that the fountain be placed on the site of the little brick school where he learned to read and write. The War Memorial, located near the point of the park, was erected in 1922 to recognize soldiers of all wars. The White Memorial Building on the site housed the City Library from 1904 until 1991. It now houses the Whitewater Arts Alliance and Whitewater Cable Television.

Date Park Established:

Recreation Programs:

- Summer Concert Series (WAA)

Recent Improvements:

- Restoration of Birge Fountain (ongoing)

Recommendations:

- Improved security cameras
- Upgrade fountain lights to LED

5 Year Upgrades

2016 Park Sign	$1,000
2016 Interpretive Sign	$850

Main Street Shoppes Courtyard **Mini (0.1 acres)**

The Main Street Shoppes Courtyard is a small urbanized mini-park that provides a picnic, reading, or lunch location directly behind the Main Street Shoppes.

Date Park Established:

Recreation Programs:

- Halloween (Downtown Whitewater)

Recent Improvements:

- The courtyard was replanted (2010)

Recommendations:

- Improved on-going maintenance for the site needs to be addressed
- Improved power for Halloween events

Meadowsweet Park **Neighborhood (4.0 acres)**

Meadowsweet Park is a storm water management basin that was designed as a "dry" pond. The area was planted with many prairie plants and has been managed by a schedule of periodic burns to maintain and encourage growth of the prairie. A shared use path runs along the west side of the park and connects to the sidewalk of the residential neighborhood on all other sides of the park.

Date Park Established: 2005

Recreation Programs:
No recreation programs are housed at the park

Recent Improvements:
- Controlled Burn (April 2011)

Recommendations:
- Continue implementation of maintenance plan

5 Year Upgrades
2015 Stormwater Detention Basin (Public Works project)

Mill Race Park **Mini (0.6 acres)**

A chance meeting between Asaph Pratt and Dr. J. Trippe led to the raising of a mill on Whitewater Creek in 1839. It provided the settlers with their biggest needs: flour and grain products. Men from LaGrange, Milton, and Fort Atkinson provided labor. It was around this mill that the Village of Whitewater grew up. William Birge purchased the mill in 1853 and added on in 1856. The mill operated as the Old Stone Mill until the 1960's.

Date Park Established:

Recreation Programs:
No recreation programs are housed at the park

Recent Improvements:
- East Gate Project (2014)

Recommendations:
- Signage and public awareness should be increased
- Efforts should continue to expand the park on the east side of the mill race. The parcel has been for sale in the past and the land would make for an attractive park and increase the usability of Mill Race Park.
- Explore stewardship grant opportunities for construction of an accessible fishing pier

5 Year Upgrades
2015 Whitewater Creek Stream bank Project

Minneiska Park **Neighborhood (20.0 acres)**

The park along with the multi-use path was dedicated as part of the Water's Edge residential subdivision development agreement. The park includes green space and the path with exceptional views of Trippe Lake.

Date Park Established: 2010

Recreation Programs:
No recreation programs are housed at the park

Recent Improvements:
-

Recommendations:
- A drainage issue in the park must be corrected by the Parks/Streets division of Public Works.
- An area was identified for a playground, concerns have been raised regarding funding available and the proximity to the playground at Trippe Lake Park.
- Access to the lake through fishing piers or a boardwalk should be explored, stewardship grant funding would assist this type of project.

5 Year Upgrades
2015 Install Park Sign
2018 Playground $30,000

Moraine View Park **Community (45.0 acres)**

Established in 2000, this 45 acre park is located adjacent to the Whitewater Technology Park and the Innovation Center. The park itself is home to soccer fields, shared use path, the Community Garden, and the Whitewater Bark Park.

Date Park Established: 2000

Recreation Programs:

- Start Smart Soccer
- Whitewater Youth Soccer Club (volunteer/parent-ran program)

Recent Improvements:

- Park Master Plan (2008)
- Development of Soccer Fields (2009-2011)
- Multi-purpuse trail

Recommendations:

- The Bark Park was developed in a delineated wetland and efforts should be made to relocate this amenity to make it more convenient for users.
- This community park could benefit with the addition of playground equipment.

5 Year Upgrades

2016 Shelter/Concessions/Restroom Building	$200,000
2018 Playground	$40,000

Optimist Turtle Mound Park **Mini (1.0 acres)**

This neighborhood mini-park is located in the Mound Park Acres residential development. This park's emphasis is on free play and "pick-up" sports. The Optimist Club helped raise funds, planned, designed, and developed this park.

Date Park Established: 1989

Recreation Programs:
No recreation programs are housed at the park

Recent Improvements:
- Park Shelter & Sidewalk (2008)
- New Playground & Surfacing (2013)
- Playground Sign (2014)

Recommendations:
-

20 Year Upgrades

2033 Playground Replacement	$54,000

Ray Trost Nature Preserve **Mini (2.0 acres)**

In memory of Sgt. Ray Trost, Whitewater police office from 1991-2010, his wife Jean endowed 2 acres to the City of Whitewater to be set aside as the Ray Trost Nature Preserve. In addition, Jean worked with City of Whitewater staff to develop a reflection garden, memorial benches, and a stamped concrete walkway. Jean Trost solicited the needed funds and not only donated the land but the improvements as well.

Date Park Established: 2012

Recreation Programs:
No recreation programs are housed at the park

Recent Improvements:

-

Recommendations:

- Directional signage should be included as part of the comprehensive trail signage program planned for 2015.

5 Year Upgrades

Skyway Park **Neighborhood (4.1 acres)**

The park was dedicated to the City in 2006 as part of the Park Crest residential subdivision. The park is a 4.1 acre park and is a neighborhood park. The park contains green space and a playground.

Date Park Established: 2006

Recreation Programs:
No recreation programs are housed at the park

Recent Improvements:
- Park Naming (2008)
- Path through park (2009)

Recommendations:
-

5 Year Upgrades

2015 EWF Playground Conversion	$5,000

10 Year Upgrades

2020 Park Shelter	$9,500

15 Year Upgrades

2026 Playground Replacement	$30,000

Starin Park **Community (34.6 acres)**

Starin Park is one of the oldest recognized parks in Wisconsin. It houses the state's second-oldest operating municipal water tower, which was built in 1889. The park provided housing for veterans during and after WWII and has hosted many celebrations and events. It has a Veteran's War Memorial honoring area service people and is home to the Starin Park Community Building, horseshoe pits, two park shelters, basketball court, multi-use trail, 3 baseball/softball diamonds and the Treyton's Field of Dreams development.

Date Park Established: 1888

Recreation Programs:

- Adult Softball
- Youth Baseball & Softball
- Tee Ball & Rookie Ball

Recent Improvements:

- New age 2-5 playground structure, sand play area, and ADA improvements (2009)
- New scoreboard on South Diamond (2011)
- New and relocated horse shoe pits (2013)
- New playground surfacing (2013)
- Expanded parking lots (2013)
- Expanded shared use path network (2013-2014)
- Shelter Electrical Upgrades (2014)
- Treyton's Field of Dreams (2014)
- Ball diamond upgrades fencing and scoreboards (2014)

Recommendations:

- The basketball court surface should be inspected annually and maintained appropriately.

5 Year Upgrades

2015 Concession/Restroom Building	$200,000
2016 Outdoor Fitness Equipment	$20,000

10 Year Upgrades

2021 Playground Structure (Age 5-12)	$40,000
2021 Basketball Hoops	$4,000
2024 TFOD Turf Replacement	$100,000

20 Year Upgrades

2029 Playground Structure (Ages 2-5) $40,000

Trailhead Park **Mini (0.7 acres)**

This park has been previously identified as being a trail head along a trail that would connect the City of Whitewater system to the Kettle Moraine/Bluff Road.

Date Park Established:

Recreation Programs:
No recreation programs are housed at the park

Recent Improvements:

-

Recommendations:

- As part of the bicycle advocacy efforts, the park should be included in plans for creating connections from Whitewater to the Kettle Moraine.

5 Year Upgrades

Trippe Lake Park **Community (24.2 acres)**

The park was named in honor of Dr. James and Rosepha Trippe, credited as being the founders of the city in 1839. Trippe Lake was formed as a result of a dam that was constructed to power a sawmill. Trippe Lake serves as the swimming area for the city for many years. The park is home to two shelters, a playground, boat launch, and multi-use trail system.

Date Park Established: 1958

Recreation Programs:

- Kids Escape

Recent Improvements:

- Trippe Lake Shelter (2009)
- Rain Garden (2010)

Recommendations:

- The amenities of the park (playground and shelter) should be better connected to other amenities in the park.
- A decision must be made regarding the playground and in 2025 whether to replace or move to Minneiska Park.
- Continue efforts regarding lake management and improvement

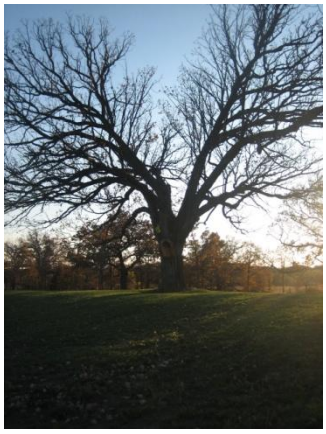
5 Year Upgrades

2014 EWF Playground Conversion	$5,000
2015 Upgrade fishing pier	$5,000
2018 Construct parking lot off Coburn Lane	$75,000

15 Year Upgrades

2025 Replace Playground	$35,000

Walton Oaks Park **Mini (2.6 acres)**



The park was dedicated as part of the Park Crest residential subdivision. Ross Walton wanted to preserve the memory of the Walton Farm and a bench was placed in memory of Don & Ethel Walton. This passive park has amazing sunset views and some terrific Oak trees.

Date Park Established: 2008

Recreation Programs:
No recreation programs are housed at the park

Recent Improvements:

-

Recommendations:

- Identify plan for annual maintenance at the site

5 Year Upgrades

Ward Park **Mini (2.9 acres)**

This natural area is located in the northwest quadrant of the City. It is currently unmarked and mostly inaccessible for citizens. It is wooded and likely in a wetland.

Date Park Established:

Recreation Programs:

No recreation programs are housed at the park

Recent Improvements:

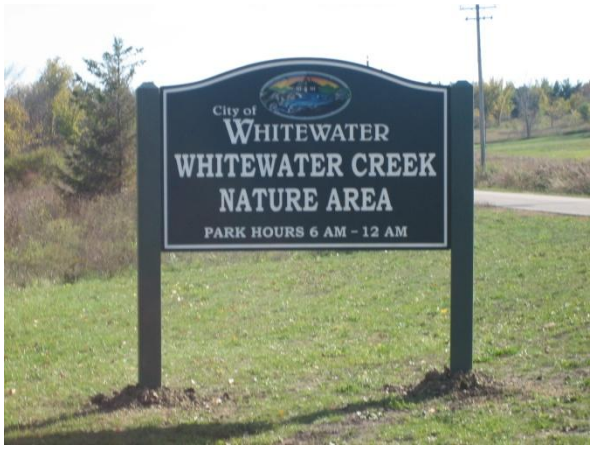
-

Recommendations:

-

5 Year Upgrades

Whitewater Creek Nature Area **Neighborhood (59.8 acres)**



This nearly 60 acre park located on North Fremont Street includes wetlands, woods, and a small prairie.

Date Park Established:

Recreation Programs:
No recreation programs are housed at the park

Recent Improvements:
-

Recommendations:
- A plan for the development and use of this park is needed to allow for the public to interact with this diverse, great piece of parkland. The plan should account for parking, picnic/shelter area, grills, tables, trails, fishing areas and a canoe launch. The DNR Stewardship grant will be a funding source for up to 50% of costs.
- Explore partnerships with UW-W and other groups to develop needed amenities within the park which could include archery, mountain biking, disc golf, etc

5 Year Upgrades

2015 Park Master Plan	$7,500
2017 Archery Range	$5,000

Equipment Replacement Schedule

The chart below highlights playgrounds and includes the skate park.

Playground	Installed	Cost	Replace	Projected Cost
Moraine View	N/A	N/A	2018	$40,000
Big Brick	2000		2020	$30,000
Starin Large Structure	2001		2021	$40,000
Skate Park	2004	$100,000.00	2024	$135,000
Trippe	2005	$25,000.00	2025	$35,000
Skyway	2006	$20,000.00	2026	$30,000
Starin Small Structure	2009	$25,000.00	2029	$40,000
East Gate	2010	$25,000.00	2030	$40,000
Optimist Turtle Mound	2013	$30,000.00	2033	$54,000

Playground Surfacing

In 2013, the playgrounds at Starin and Optimist Turtle Mound were converted to engineered wood fiber surfacing to comply with accessibility, safety, and industry standards.

Playground	Conversion
Starin	2013
Optimist Turtle Mound	2013
Trippe	2014
Big Brick	2014
Skyway	2015
East Gate	2015

Whitewater Municipal Building

The Municipal Building houses the Fire Department, EMS, Police, Finance, Parks & Recreation, and Administration offices of the City of Whitewater. The Police and Fire Department was constructed in the 1960's and an addition/renovation that was completed in 1997 added the additional City offices. The 27,000 square foot building is headquarters to a majority of municipal business and meetings.

Recent Improvements:

- Boilers were replaced (2010)
- Water Heater replaced (2010)
- Roof membrane (Police/Fire) was replaced (2011)
- Replaced signage at front of building (2012)
- Completed design work for 2nd floor office remodel (2014)
- Installed two water bottle re-fill stations (2014)

Recommendations:

- Explore annual preventative maintenance program for roofs
- If fire department expands at existing site, look at opportunities to improve access to rear of police department and explore other long-term cost saving opportunities during design process

5 Year Upgrades (2014-2018)

- ADA Compliance
- Replace Generator, due to code new generator will need to be located outside of building
- Replace Rooftop Units
- Replace HVAC Control System
- Carpet & Flooring is original (1997) and needs replacement
- Replace roof membrane on 1997 section of building
- Renovate 2nd floor offices to efficiently use space
- Paint exterior trim
- Explore opportunities to make facility more bicycle friendly

10 Year Upgrades (2019-2023)

-

15 Year Upgrades (2024-2028)

- Replace membrane on police and fire roof

20 Year Upgrades (2029-2033)

- Replace boilers

Starin Park Community Building

The community building was originally constructed in 19__ and was remodeled after a fire in 1999. The 4,000 square feet facility is home to Seniors in the Park and is available on nights and weekends for rentals.

Recent Improvements:

- Purchased 10 new folding tables (2012)
- Replaced auto opener for front door (2012)
- Upgraded restroom auto-locks (2013)
- Installed new tank-less water heater (2014)

Recommendations:

- When possible with exterior improvements, look to tie facility in color scheme to the planned construction of Treyton's Field of Dreams.
- Continue to purchase 10 tables and 25 chairs annually for replacement at this facility and Armory.

5 Year Upgrades (2014-2018)

- ADA Compliance
- Replace air conditioning compressor (1998)
- Replace office, library, and entry area carpet
- Replace roof with steel roof
- Replace siding with seamless steel siding
- Replace Furnace (1998)
- Explore opportunities to make facility more bicycle friendly

10 Year Upgrades (2019-2023)

-

15 Year Upgrades (2024-2028)

- Replace Furnace (2005)

20 Year Upgrades (2029-2033)

-

Cravath Lakefront Community Center

The Cravath Lakefront Center was built in 1997 and was designed to resemble the nearby historic Whitewater Passenger Train Depot. The building has 3,280 square feet and was designed to host weddings, reunions, and family gatherings.

Recent Improvements:

- Timed restrooms locks installed (2011)

Recommendations:

-

5 Year Upgrades (2014-2018)

- ADA Compliance
- Explore opportunities to make facility more bicycle friendly
- Replace HVAC unit (1997)
- Replace round tables
- Replace chairs

10 Year Upgrades (2019-2023)

- Replace shingles (1997); explore steel roof

15 Year Upgrades (2024-2028)

- Replace carpet (2006)

20 Year Upgrades (2029-2033)

-

Downtown Armory

The Whitewater National Guard Armory was built in 1940 by a WPA Labor Group and consists of 11,000 square feet. Total cost for the construction was $30,000. It served as the National Guard Armory until 1992, when the new National Guard Armory was built in the Whitewater Business Park. During WWII, when driving was restricted, the Chamber of Commerce ran dances here that were a popular recreational activity. The building was also leased out three months of the year for roller-skating. The building is currently used as a community building and houses the Whitewater Food Pantry.

Recent Improvements:

- Re-keyed Armory for election security reasons (2012)
- Replaced North exterior doors for gym (2012)
- Replaced linestarter in elevator (2012)
- Replaced exterior dance studio door (2013)
- Re-finished gym floor in-house (2013)
- Installed a water bottle re-fill station (2014)
- Replaced east-side exterior door (2014)

Recommendations:

- Continue to purchase 10 tables and 25 chairs annually for replacement at this facility and Starin.
- Continue to closely monitor gym floor. As long as floor can continue to be sanded and re-painted every 10-15 years it will not require a very expensive replacement.

5 Year Upgrades (2014-2018)

- ADA Compliance
- Explore opportunities to make facility more bicycle friendly
- Replace single pane windows
- Replace entrance ramp
- Add air conditioning to Gym
- Tie temperature control system and boiler controls to city network
- Replace roof
- Sand and re-paint gym floor
- Replace interior gym doors (south)

10 Year Upgrades (2019-2023)

- Replace dance studio floor (2008)

15 Year Upgrades (2024-2028)

- Replace air conditioning and boilers (2006)

20 Year Upgrades (2029-2033)

Sand and re-paint gym floor

Irvin L Young Memorial Library

Opened in 1991, the library consists of 11,000 square foot including public meeting room areas.

Recent Improvements:

- Roof (2010)
- Replaced Boiler (2010)
- Installed LED Can lights (2013)
- New staff office design (2013)
- Installed a water bottle re-fill station (2014)

Recommendations:

- As building expansion design proceeds explore long-term cost saving opportunities.

5 Year Upgrades (2014-2018)

- ADA Compliance
- Explore opportunities to make facility more bicycle friendly
- Replace 2 older boilers with one
- Retrofit remainder of building lighting with LED lights
- Replace temperature control system and tie to city network
- Replace south stairwell door

10 Year Upgrades (2019-2023)

- Replace air conditioning equipment (1992)
- Replace carpet (2003)

15 Year Upgrades (2024-2028)

-

20 Year Upgrades (2029-2033)

- Replace Boiler (2030)

White Building

This Neoclassical Revival building was designed by Claude and Starck. It was built in 1903 with private funds bequested by Mrs. Mary Flavia White in the amount of $17,000. The building served as the public library in Whitewater from 1904 to 1991, when the Irvin L. Young Public Library was built. It now houses the Cultural Arts Center and Whitewater Cable TV.

Recent Improvements:

- Replaced Boiler (2010)
- Replaced main air handler and condensing unit (2013)

Recommendations:

-

5 Year Upgrades (2014-2018)

- ADA Compliance
- Explore opportunities to make facility more bicycle friendly
- Replace carpet (1997)
- Replace North Street door

10 Year Upgrades (2019-2023)

- Roof (1995)

15 Year Upgrades (2024-2028)

-

20 Year Upgrades (2029-2033)

- Replace Boiler (2010)

Whitewater Passenger Train Depot

This unusual railroad depot suggests Victorian Gothic and Queen Anne architectural styles. In 1890, noted Madison architect J.T.W Jennings designed this brick depot. In 1852 this was the first rail line to cross Wisconsin. In the early 1900s a minimum of four freight and four passenger trains went through daily, with as many as 30 trains recorded in a single day. The last train came through in 1951. Since 1974, the depot has been the Whitewater Historical Society Museum. In a grant partnership with the Wisconsin Department of Transportation, the depot was restored in 2012.

Recent Improvements:

- Restoration (2012)

Recommendations:

-

5 Year Upgrades (2014-2018)

- ADA Compliance
- Explore opportunities to make facility more bicycle friendly

10 Year Upgrades (2019-2023)

-

15 Year Upgrades (2024-2028)

- Replace air conditioning and furnace (2005)

20 Year Upgrades (2029-2033)

- Replace shingles (2009)

Innovation Center

Built in 2011, this 37,500 square-foot LEED Gold-certified building is a must see. The Center is the cornerstone of the Whitewater University Technology Park and a leading hub of innovation and growth. It was created with entrepreneurs and has everything your business needs to grow and succeed including, five state-of-the-art conference rooms with VoIP telephony and data, three 500-square-foot wet labs, including one at 775-square-feet with a laminar flow hood.

Recent Improvements:

-

Recommendations:

- The building has no back-up generator and discussions should include University and CDA to determine need.
- A long-term equipment replacement fund needs to be explored by the City and CDA for this facility.

5 Year Upgrades (2014-2018)

- ADA Compliance
- Explore opportunities to make facility more bicycle friendly

10 Year Upgrades (2019-2023)

-

15 Year Upgrades (2024-2028)

-

20 Year Upgrades (2029-2033)

-

Proposed Name: Whitewater Creek Trail
2,590 feet of on-street bike lanes
12,156 feet of shared use path
2.79 miles

Warhawk Spur: 2,120 feet of shared use path and 1,884 of on-street bike lane (0.76 mi)
Starin Park Spur: 2,530 feet of shared use path (0.48 mi)

Recommendations:

- Expand street maintenance program to include trails
- Ensure that safety signage is in place
- Introduce signage that indicates points of interest, distances, and brands trails.

5 Year Upgrades (2014-2018)

- Signage
- Benches
- Shade Trees

Points of Interest / Trail Heads

- Prairie Village
- UW-Whitewater Campus
- Starin Park
- Ray Trost Nature Preserve
- Public Works Garage
- Brewery Hill Park
- Downtown Armory
- Mill Race

Proposed Name: Trippe Lake Trail
1,150 feet of on-street bike lanes
7,520 feet of shared use path
1.64 miles

Recommendations:

- Expand street maintenance program to include trails
- Ensure that safety signage is in place
- Introduce signage that indicates points of interest, distances, and brands trails.

5 Year Upgrades (2014-2018)

- Signage
- Benches
- Shade Trees

Points of Interest / Trail Heads

- Cravath Lakefront Park
- Trippe Damn
- Trippe Lake Park
- Minneiska Park

Proposed Name: Starin Trail
4,100 feet of on-street bike lanes
4,600 feet of shared use path
1.64 miles

Starin Park Spur: 2,530 feet of shared use path (0.48 mi)

Recommendations:

- Expand street maintenance program to include trails
- Ensure that safety signage is in place
- Introduce signage that indicates points of interest, distances, and brands trails.

5 Year Upgrades (2014-2018)

- Signage
- Benches
- Shade Trees

Points of Interest / Trail Heads

- UW-Whitewater
- Fairhaven
- Starin Park
- Public Works Garage

Proposed Name: Innovation Trail
4,315 feet of on-street bike lanes
4,260 feet of shared use path
1.62 miles

Recommendations:

- Expand street maintenance program to include trails
- Ensure that safety signage is in place
- Introduce signage that indicates points of interest, distances, and brands trails.

5 Year Upgrades (2014-2018)

- Signage
- Benches
- Shade Trees

Points of Interest / Trail Heads

- Business Park
- Bark Park
- Moraine View Park
- Innovation Center
- Technology Park