

Amended agenda as of 8:00 a.m. on June 5, 2015 adding C-6a Discussion and possible action related to Heat and Inclement Weather policy

**City of Whitewater
Parks and Recreation Board Agenda
Tuesday, June 9, 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 May 12, 2015
CA-B	Expedited approval of the following items, per staff recommendation: C-7, C-8, C-9, C-10, & C-11

Hearing of Citizen Comments:

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

Staff Reports:

Recreation & Community Events Programmer	After School Program; Summer Camp
Parks & Recreation Director	Youth Soccer, Improvement Project Status Report

Considerations:

C-1	Discussion and possible action related to the placement of Chimney Swift Towers within the city park system
C-2	Discussion and possible action on referring park sites to the Urban Forestry Commission for review regarding future planting
C-3	Discussion and possible action related to quotes received for replacement of siding at Starin Park Community Building
C-4	Discussion and possible action approving design of Armory ramp and stair replacement project
C-5	Discussion and possible action approving design of Cravath Lakefront boat launch project
C-6	Discussion and possible action approving Seniors in the Park policies
C-6a	Discussion and possible action related to Heat and Inclement Weather policy
C-7*	Approval of recreation program refund request by Dawn Boley
C-8*	Approval of recreation program refund request by Jennifer Kienbaum
C-9*	Approval of facility refund request for Adelaide Atkielski
C-10*	Approval of facility refund request for Jose Solorzano
C-11*	Approval of facility refund request for Nancy Longoria
C-12	Request for future agenda items
C-13	Adjourn for Annual Park Tour

Van will depart Municipal Building at approximately 6:30 PM for Annual Park Tour

Annual Park Tour

1. Starin Park
 - Ball diamond improvements
 - Treyton's Field of Dreams construction progress
2. Moraine View Park & Bark Park
3. Trippe Lake Beach
4. Minneiska Park
5. Walworth Ave & Indian Mound Parkway

Note: Common Council members have been invited to attend the Annual Park Tour hosted by the Parks and Recreation Board scheduled for June 9, 2015 at 6:30 p.m. to depart from the Whitewater Municipal Building, 312 W Whitewater Street, Whitewater, Wisconsin. Notice is being provided to inform the public that it is possible that a quorum of the above-named Boards may be in attendance at this event. No action is planned by any of the above-named City Committees.

Memo

To: Parks and Recreation Board
From: Matt Amundson, Parks and Recreation Director
Date: June 5, 2015
Re: June 9th Parks & Recreation Board Meeting

C- 1 Discussion and possible action related to the placement of Chimney Swift Towers within the city park system

The Urban Forestry Commission has requested that this item appear on the agenda and will be doing a brief presentation regarding this project.

C-2 Discussion and possible action on referring park sites to the Urban Forestry Commission for review regarding future planting

The Parks and Recreation Board should provide the UFC with some sites for this group to review. The plan includes 21 parks and 4 trail segments to review. If the UFC took 5 sites a year to review for the next five years they would complete all 25 sites. I'm recommending a quadrant approach for review and ask that the UFC focus on Skyway Park, Walton Oaks Park, Meadowsweet Park, Starin Park, and the Whitewater Creek Trail for the first 5 site reviews.

C-3 Discussion and possible action related to quotes received for replacement of siding at Starin Park Community Building

I solicited quotes from 4 companies of which 3 reviewed the project and 2 submitted quotes. It is my recommendation to award a contract to Riedl & Son Exterior Specialists in the amount not to exceed \$22,306.82 for replacement of siding, gutters, and downspouts. Staff has reviewed the quotes and feels they are very similar in scope of work and that both companies will complete quality work on this project. This item will be forwarded for Council approval on June 16th.

Company	Siding	Gutters & Downspouts	Total
Riedl & Son	\$20,854.82	\$1452.00	\$22,306.82
Reliable Siding & Insulation	\$23,987.00	\$1500.00	\$25,487.00

C-4 Discussion and possible action approving design of Armory ramp and stair replacement

Strand & Associates prepared 3 designs that were reviewed by city staff and food pantry staff. The preferred option was expanded upon by Strand and is included in the support materials along with a probable cost of construction. A solution that allows the food pantry to continue to operate during construction has been developed by Strand and shared with the food pantry that will allow them to use a rear ground level entrance. This item will be forwarded for Council approval on June 16th and request authorization to go out for bid on this project.

C-5 Discussion and possible action approving design of Cravath Lakefront boat launch

Strand & Associates prepared the design included in the support material along with an updated probable cost of construction for this project.

C-6 Discussion and possible action approving Seniors in the Park policies

In preparation for re-accreditation, staff is requesting that the Parks and Recreation Board approve the included policies. Staff is requesting that the policies be approved pending City Attorney review.

C-6a Discussion and possible action related to Heat and Inclement Weather policy

This was a requested item from our last meeting. Staff is asking if the Board would like to see any changes to this policy. An item for consideration is Treyton’s Field of Dreams – I have been cautioned by another Parks & Recreation professional regarding developing a policy towards one element of the park system and have included his comments below:

My personal opinion is that a "policy" singling our artificial turf is not wise, unless you are also considering the heat from the tennis and basketball courts, playground "grass" and the various rubberized surfaces, etc. In mid-August, we measured some various temperatures at several parks. At one park, the air temp was 92. Averages were: Tennis court, 143; synthetic turf on the athletic field & on the playground, 147; poured in place pad on playground, 164 (notes: no shade structure for the playground; hard courts are "plexipave" type). Across town at another park, the readings were: air temp, 92; grass athletic fields, 100; playground mulch, 119; basketball court, 140; synthetic turf on playground, 145; plexicushion tennis courts, 145; poured in place pad on playground, 167; and for kicks, the plastic slide was 149. Another interesting finding was the keeper area in front a soccer goal, on a grass field, that was mostly sand due to wear, the temp was 135.

*John Parks CPRP
DEPUTY RECREATION SERVICES DIR
Boca Raton Recreation Services Dept
Boca Raton FL*

C-7...C-11 Approval of refund requests

There are a total of 5 refund requests included in the support material. It is staff’s recommendation that the Board approve all 5 requests.

Your consideration of these matters is greatly appreciated.

Thanks!
Matt Amundson,
Parks & Recreation Director

Parks & Recreation Capital Project List 2015

Parks

Updated 6/4/15

Cravath Lakefront	Trippe Lake	EWF Playgrounds	Lakes Management	Lakes Management	Walworth/Indian Mounds
Boat Launch \$57,500	Fishing Pier \$5,000	Eastgate & Skyway \$10,000	Harvesting \$22,545	Dredging Study	Possible park site
Strand: Zach Simpson Zach.Simpson@strand.com 608-251-2129			Midwest Aquatics: David Fetzer midwestaquatics@sbcglobal.net 262-385-5874	DNR: Travis Schroeder 262-574-2172	
Repair boat launch and make accessible		Replace pea gravel with engineered wood fiber on both playgrounds	Harvest aquatic plants on both lakes	Apply for DNR grant to complete feasibility study of lake dredging, deadline is 12/1	promote site as pet friendly recreation amenity, improve access and accessibility
Council approved engineering services with Strand			Contract approved, scheduled to harvest both lakes twice		develop cost estimate
DNR permit pending, Bid Opening June 11th, Contract Award June 16th, Construction 7/20-9/18			Awaiting DNR Permit, spoke with Lakes Biologist regarding citizen concerns over water clarity		Council supported concept noting that it can not be designated as a park, project will be included in 2016 CIP

Parks & Recreation Capital Project List 2015

Parks

Effigy Mounds	Effigy Mounds	Starin Park	Treyton's Field of Dreams	Bicycle/Pedestrian Wayfinding Signage
Invasive Management \$4036 per contract - funds from signage	Signage \$10,964 (\$15,000-\$4036)	Kachel's Kids Field \$806	Restroom/Concessions Bldg \$175,00	
Midwest Prairies: Carl Korfmacher carl@midwestprairies.com 800-382-1132	Kori Oberle k.oberle@sbcglobal.net	Vacker: Carol Kriegler ckriegler@vackersign.com		SAA Design: Blake Theisen TheisenB@AyresAssociates.com 608-441-3569
Install native grasses and complete herbicide applications in conjunction with DPW staff	Develop signage plan for WEMP	Interpretive sign explaining the name "Kachel's Kids Field"	Construct concessions and restroom facility in Starin Park	Develop signage program for shared use path system
Contract approved by PRB	Kori has offered her services to design a plan to present to PRB & Landmarks	Sign has been ordered		Final committee meeting held on 4/13
Waiting for site to be mowed, work scheduled for week of 6/8		Post and panel arrived, awaiting "artwork"	Need to fundraise \$150,000	Awaiting placement of "mock-up" of new sign

-over-

Parks & Recreation Capital Project List 2015

Facilities

Armory	Armory	Armory	Starin Community Bldg	Starin Community Bldg	Starin Community Bldg
Ramp & Stairs	Gym Floor \$8,000	Roof	Roof	Siding \$20,000	Furnance Replacement \$5,000
Strand: Mark Fisher Mark.Fisher@strand.com 608-251-4843	SFI Floors: Steve Stalker SFIFLOORS@aol.com 920-475-0260	Velcheck & Finger: John Rogers John@velcheck-finger.com 414-807-6141	Velcheck & Finger: John Rogers John@velcheck-finger.com 414-807-6141		Tri County Cooling & Heating
Replace failed ramp and non-ADA compliant stairs	Sand and re-paint gym floor	Replace Areas 3, 4, & 5	Replace shingle roof	Replace siding	Replace furnace that services west side of building
Council approved engineering services with Strand	Obtained quotes from SFI Floors & Schmidt Flooring with SFI being low cost	Velcheck & Finger is developing bid packet for needed repairs	Velcheck & Finger is developing bid packet for needed repairs	Contacted Reliable Siding, Exterior Specialists, & Hirth Construction for quotes	
Survey work completed, Strand developing initial design concepts; PRB 6/9, Council 6/16, Bid Opening 7/14, Contract Award 7/21; Construction 8/17-9/30	Working on schedule dates with SFI Floors	Awaiting bids to go to Council on July 7; project walk-thru completed 6/2	Awaiting bids to go to Council on July 7; project walk-thru completed 6/2	PRB approval on 6/9; Council 6/16	Project completed

City of Whitewater
Parks and Recreation Board
Draft Minutes
Tuesday, May 12, 2015 - 5:30 pm
Community Room – 1st Floor, Whitewater Municipal Building
312 W. Whitewater St. Whitewater, WI 53190

Call to Order and Roll Call

Jen Kaina, Ken Kidd (5:32), Brandon Knedler, Sarah Hansberry, and Kori Oberle. Absent: Rachel Deporter, Nate Jaeger and Bruce Parker.
Staff: Matt Amundson, Deb Weberpal

Amundson opened the meeting at 5:30 pm

Election of Parks and Recreation Board Chairperson

Kaina nominated Knedler as Chairperson. Second by Oberle. Ayes: Jen Kaina, Brandon Knedler, Sarah Hansberry, and Kori Oberle. Noes: None. Abstain: None. Absent: Rachel Deporter, Nate Jaeger, Ken Kidd and Bruce Parker.

Election of Parks and Recreation Board Vice-Chairperson

Kaina nominated Jaeger as Vice - Chairperson. Second by Knedler. Ayes: Jen Kaina, Brandon Knedler, Sarah Hansberry, and Kori Oberle. Noes: None. Abstain: None. Absent: Rachel Deporter, Nate Jaeger, Ken Kidd and Bruce Parker.

(Kidd arrived 5:32)

Appointment of Parks and Recreation Board Members to the following commissions and boards

- Plan & Architectural Review Commission
- Urban Forestry Commission
- Whitewater Aquatic Center Board

Motion by Knedler to appoint Parker to Plan & Architectural Review Commission, Knedler to Urban Forestry Commission and Amundson to Aquatic Center Board. Second by Kaina. Ayes: Jen Kaina, Ken Kidd, Brandon Knedler, Sarah Hansberry, and Kori Oberle. Noes: None. Abstain: None. Absent: Rachel Deporter, Nate Jaeger and Bruce Parker.

Consent Agenda: Approval of Parks and Recreation Board minutes of September 9, 2014

No items to be removed from consent agenda. Kaina moved to accept the consent agenda. Second by Oberle. Ayes: Jen Kaina, Ken Kidd, Brandon Knedler, Sarah Hansberry, and Kori Oberle. Noes: None. Abstain: None. Absent: Rachel Deporter, Nate Jaeger and Bruce Parker.

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 citizen comments

Staff Reports: Parks & Recreation Director - Improvement Project Status Report

Amundson referred to the packet and shared status updates on the Capital Improvement projects for 2015

Considerations:

Discussion and possible action related to placement of wet detention basin in Meadowsweet Park located at 601 N Tratt Street

Amundson introduced Chris McDonnell, Assistant City Manager who explained the design of the wet detention pond. Amundson noted the benefits of this design being that it will potentially dry faster and have better prairie burns. Kidd inquired about plantings around the wet area and requested they should be natural vegetation. Amundson commented current wet ponds have this and have not been maintained and is hopeful that these areas city wide can have more consistent maintenance. Kidd moved to accept the plan. Second by Kaina. Ayes: Jen Kaina, Ken Kidd, Brandon Knedler, Sarah Hansberry, and Kori Oberle. Noes: None. Abstain: None. Absent: Rachel Deporter, Nate Jaeger and Bruce Parker.

Discussion and possible action related to placement of wet detention basin in Clay Street Nature Park located at 511 E Clay Street

McDonnell pointed out the detention pond will be 5 feet deep and should be able to handle a 100 year flood. He also pointed out trees to be removed. Amundson: This will have a positive impact on removing future sediment from entering Trippe lake. James Street pond will also do this in regards to Cravath Lake. A majority of the trees being removed are immature. The UFC has reviewed the plan and approves of the tree removal. This will increase water quality, site aesthetics and public access. Strand will be asked if it is possible to maintain public access to the pier. Maintenance staff has not noted any turtles at the mound. Kidd moved to approve the plan contingent upon review by Strand to maintain public access to the lake. Second by Oberle. Ayes: Jen Kaina, Ken Kidd, Brandon Knedler, Sarah Hansberry, and Kori Oberle. Noes: None. Abstain: None. Absent: Rachel Deporter, Nate Jaeger and Bruce Parker.

Discussion and possible action on request from Boy Scouts of America for Whitewater Parks and Recreation to become a charter organization.

The Boy Scouts need an affiliation with a group in the community. Amundson attended some meetings and is not sure about sponsoring the group. Concern is with their charter and that they discriminate. As an entity of the city, per ordinance, we have to be open to everyone. Kidd moved to decline the request. Second by Kaina. Ayes: Jen Kaina, Ken Kidd, Brandon Knedler, Sarah Hansberry, and Kori Oberle. Noes: None. Abstain: None. Absent: Rachel Deporter, Nate Jaeger and Bruce Parker.

Discussion and possible action related to allowing alcohol in Cravath Lakefront Park

Amundson commented that by statute this is a Park Board decision. He discussed concerns of the police department and city staff. There is a process to apply for an alcohol permit for the park. Kidd moved reaffirm the position of the Park Board to maintain the current ordinance. Second by Hansberry. Ayes: Jen Kaina, Ken Kidd, Brandon Knedler, Sarah Hansberry, and Kori Oberle. Noes: None. Abstain: None. Absent: Rachel Deporter, Nate Jaeger and Bruce Parker.

Request for future agenda items

Approval of Seniors in the Park Policies and Procedures
Armory ramp construction
Direction from Park Board on UFC review of parks
Policy on heat for artificial turf

Next scheduled meeting: Tuesday, June 9, 5:30 pm

Respectfully submitted,



Debra Weberpal

DRAFT

N764 Twin Knolls Drive
 Fort Atkinson, WI 53538
 (920)222-1147
 riedlsiding@hotmail.com



Riedl & Son
Exterior Specialists
 920-222-1147
 www.riedlandson.com

ESTIMATE

ADDRESS

Matt Amundson
 City Of Whitewater
 312 W. Whitewater St.
 Whitewater, WI 53190
 Job: 504 W. Starin Park Rd.

ESTIMATE # 1551

DATE 05/22/2015

EXPIRATION DATE 06/21/2015

ACTIVITY	QTY	RATE	AMOUNT
Siding:Vinyl Siding	1	20,854.82	20,854.82
✓Replacement of siding includes installation of the following materials- ✓Removal of old siding/ disposal Installation of <u>1/2</u> " foam insulation Installation of <u>Tyvek</u> Housewrap taping all seams Wrap entry door trims with aluminum ✓Installation of aluminum soffit and fascia ✓Installation of .046 thickness vinyl siding and trims standard color of choice			
Gutters	1	1,452.00	1,452.00
Replacement of gutters and downspouts includes the following- Removal of old gutters and downspouts and disposal Installation of new heavy gauge seamless aluminum 5" K style gutters Installation of 3x4 inch downspouts			

We look forward to working with you.

TOTAL

\$22,306.82

Accepted By

Accepted Date

Siding Estimate for Community Building at Starin Park

Remove old siding & haul away, install
3/4" styro foam insulation board to
outside sidewalls \$ 4,920.⁰⁰

Install alum to soffit & fascia 4,477.⁰⁰

Install alum to porch ceiling and
entrance to restroom ceiling 1,630.⁰⁰

Install top of line Vinyl siding
to outside walls of building 12,960.⁰⁰

total on job \$ 23,987.⁰⁰

Tyvek? No

wrap entry doors? Yes

thickness of siding? .046

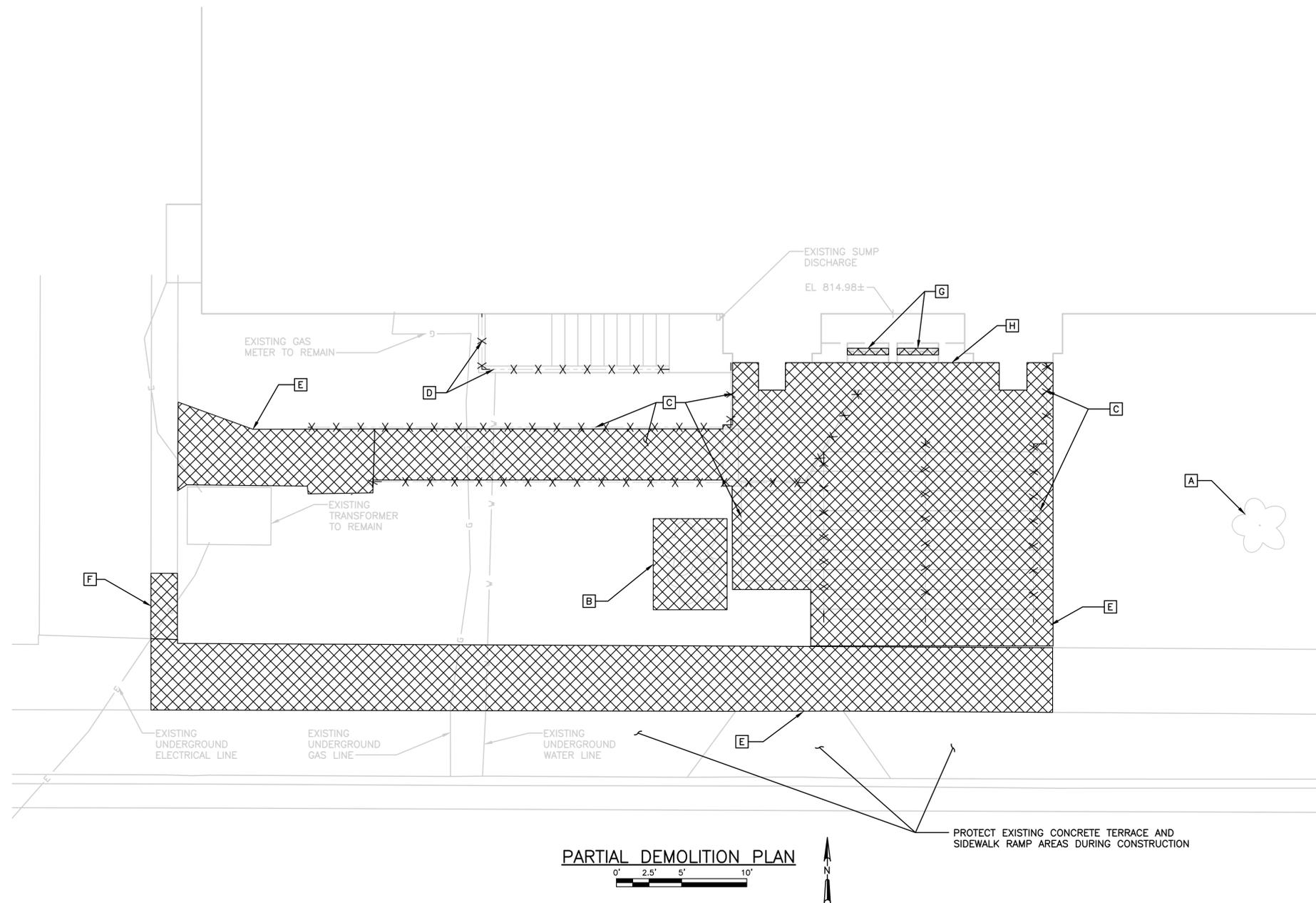
gutters & downspouts? install/remove \$1500

GENERAL NOTES:

1. EXISTING BUILDING, SIDEWALKS, PARKING LOT TO WEST OF BUILDING AND ENTRANCE TO PARKING LOT ARE TO REMAIN OPEN FOR USE DURING CONSTRUCTION ACTIVITIES.
2. EXISTING INFORMATION SHOWN ON DRAWINGS WAS OBTAINED FROM OLD DRAWINGS AND FIELD MEASUREMENTS. CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE ACCURACY OF EXISTING INFORMATION AS REQUIRED TO ACCOMMODATE NEW CONSTRUCTION.
3. DRAWINGS IN GENERAL DO NOT SHOW DIMENSIONS OF EXISTING CONSTRUCTION, BUT ARE DRAWN APPROXIMATELY TO SCALE. CONTRACTOR SHALL OBTAIN ALL DIMENSIONS REQUIRED FOR CONSTRUCTION.
4. CONTRACTOR SHALL LOCATE ALL UNDERGROUND UTILITIES PRIOR TO THE START OF CONSTRUCTION ACTIVITIES.

KEY NOTES:

- [A] SAVE EXISTING TREE. PROVIDE TREE PROTECTION PER DETAIL E/C5.1
- [B] REMOVE EXISTING TREES.
- [C] REMOVE EXISTING CONCRETE RAMP, STAIRS, PLANTERS, FOUNDATION WALL, AND ASSOCIATED FOOTINGS AND STRUCTURAL SUPPORTS.
- [D] REMOVE EXISTING HANDRAIL.
- [E] REMOVE EXISTING SIDEWALK.
- [F] REMOVE PORTION OF EXISTING CURB AND GUTTER IN PREPARATION FOR A NEW ADA ACCESS POINT.
- [G] REMOVE EXISTING WINDOWS LOCATED UNDERNEATH THE CONCRETE STOOP. EXISTING FOUNDATION WALL IS SHOWN AS DASHED.
- [H] REMOVAL OF EXISTING CONCRETE STOOP SHALL STOP AT CONSTRUCTION JOINT THAT ALIGNS WITH OUTSIDE FACE OF EXISTING CONCRETE FOUNDATION WALL BELOW.



PARTIAL DEMOLITION PLAN

DATE:	NO.	REVISIONS

PARTIAL DEMOLITION PLAN

ARMORY RAMP AND STAIR RECONSTRUCTION

CITY OF WHITEWATER

WHITEWATER, WISCONSIN

JOB NO.
1407.083

PROJECT MGR.
MARK FISCHER

DIGGERS HOTLINE

Toll Free (800) 242-8511
Milwaukee Area (414) 259-1181
Hearing Impaired TDD (800) 542-2289
www.DiggersHotline.com

SA

STRAND
ASSOCIATES®

SHEET

D1.1

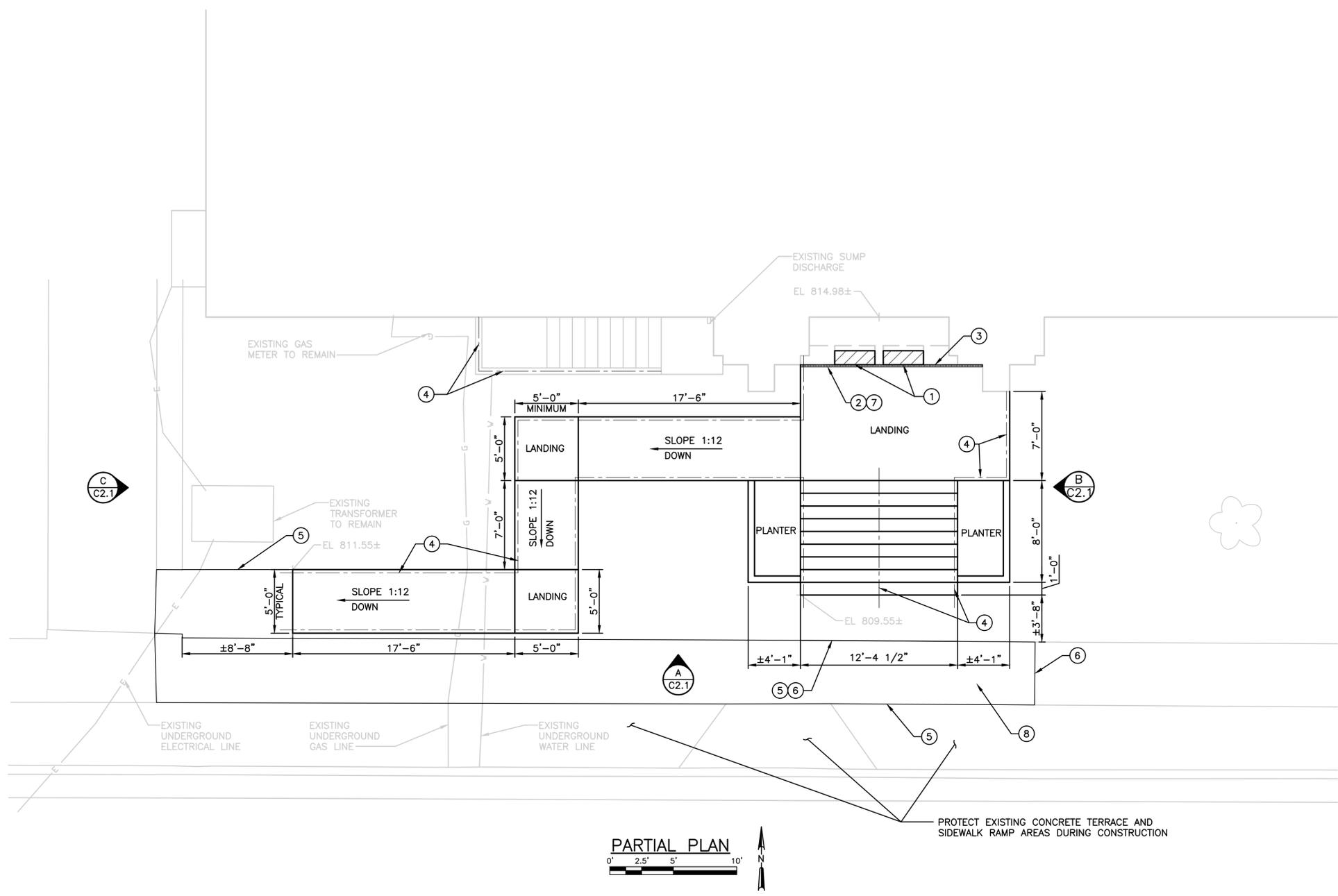
NOT FOR CONSTRUCTION

KEY NOTES:

- ① INFILL EXISTING WINDOW OPENING WITH 12" CONCRETE MASONRY UNITS, GROUT FULL.
- ② PROVIDE FOUNDATION INSULATION UNDER PROPOSED STOOP FROM BOTTOM OF NEW LANDING TO 2'-0" BELOW EXISTING GRADE.
- ③ PROVIDE EXPANSION JOINT BETWEEN EXISTING CONCRETE STOOP AND NEW CONCRETE STOOP, SEE DETAIL X/XX.X.
- ④ PROVIDE NEW RAILING, SEE DETAIL X/XX.X. ALL RAILING SHALL BE TOP MOUNTED PER DETAIL X/XX.X, UNLESS NOTED OTHERWISE.
- ⑤ PROVIDE NEW 5" THICK CONCRETE SIDEWALK.
- ⑥ NEW SIDEWALK ELEVATION SHALL MATCH EXISTING SIDEWALK. PROVIDE EXPANSION JOINT.
- ⑦ APPLY FLUID APPLIED WATERPROOFING MEMBRANE TO FOUNDATION WALL FROM BOTTOM OF NEW CONCRETE LANDING TO 2'-0" BELOW EXISTING GRADE.
- ⑧ NEW SIDEWALK ELEVATION SHALL MATCH EXISTING CONCRETE TERRACE ELEVATION.

DATE:					

NO.	REVISIONS



PARTIAL PLAN
0' 2.5' 5' 10'

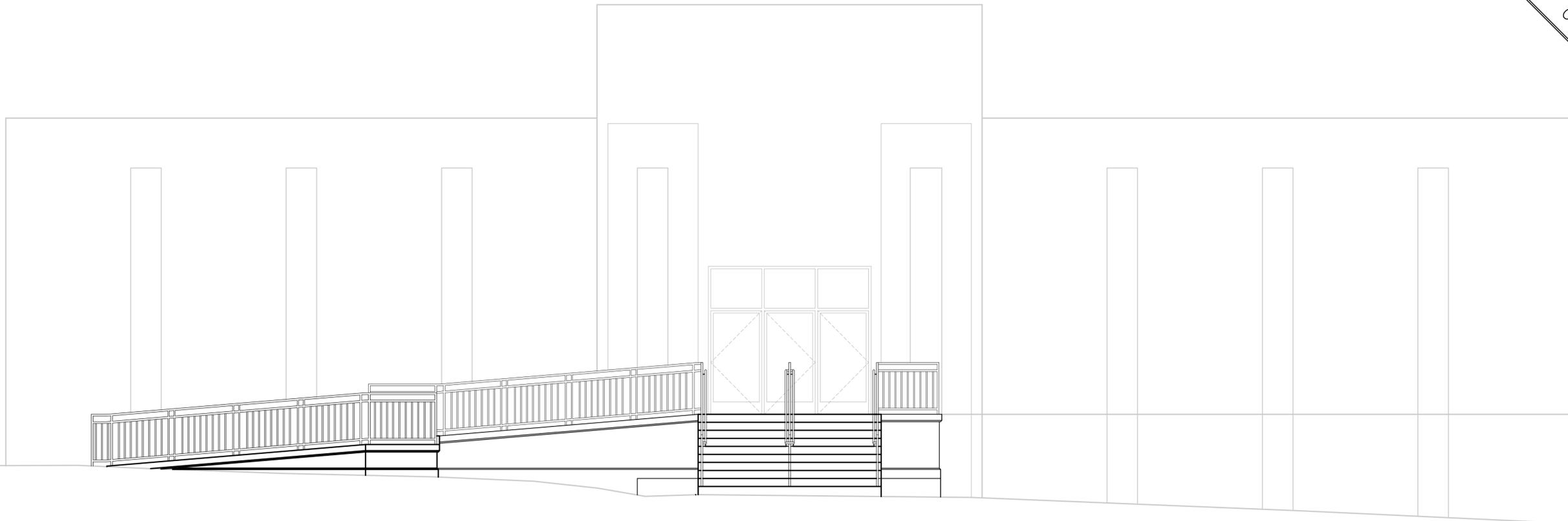
PARTIAL RAMP AND STAIR PLAN
ARMORY RAMP AND STAIR RECONSTRUCTION
 CITY OF WHITEWATER
 WHITEWATER, WISCONSIN

JOB NO.
1407.083
 PROJECT MGR.
MARK FISCHER

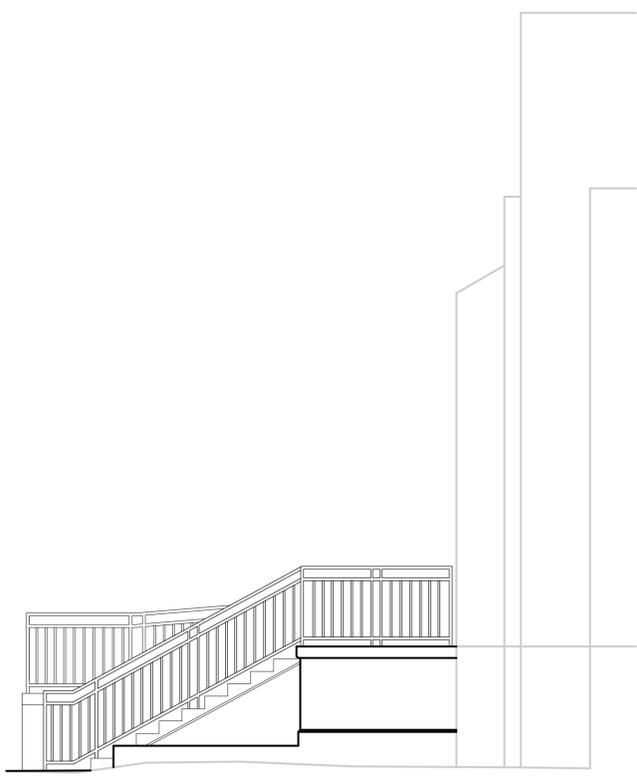


SHEET
C1.1

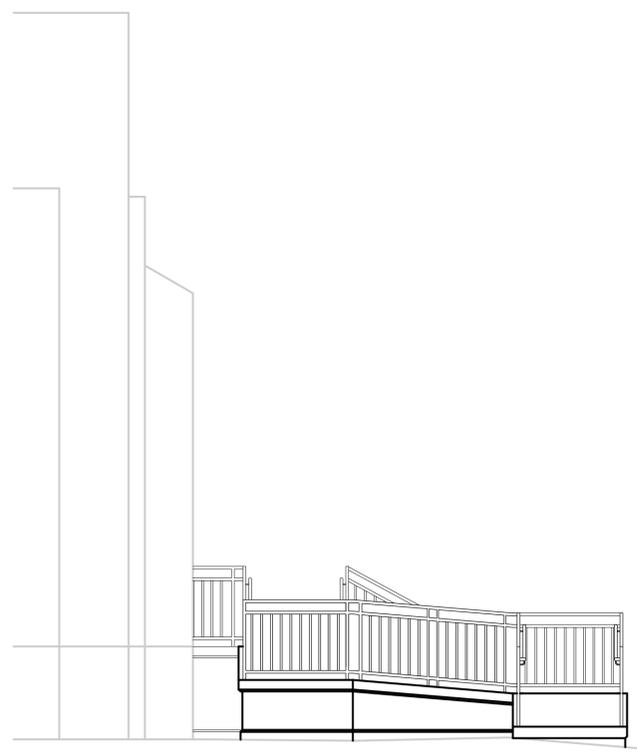
NOT FOR
CONSTRUCTION



A SOUTH ELEVATION
C2.1
0' 2.5' 5' 10'



B EAST ELEVATION
C2.1
0' 2.5' 5' 10'



C WEST ELEVATION
C2.1
0' 2.5' 5' 10'

NO.	REVISIONS	DATE:

EXTERIOR ELEVATIONS
ARMORY RAMP AND STAIR RECONSTRUCTION
CITY OF WHITEWATER
WHITEWATER, WISCONSIN

JOB NO.
1407.083
PROJECT MGR.
MARK FISCHER



SHEET
C2.1

ARMORY RAMP AND STAIR RECONSTRUCTION
City of Whitewater, WI
ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COST

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Total</u>
	Mobilization	1	LS	\$2,500.00	\$2,500
	Erosion Control	1	LS	\$1,000.00	\$1,000
	Demolition	1	LS	\$5,000.00	\$5,000
	Excavation	1	LS	\$2,500.00	\$2,500
	Crushed Stone Mat & Geotextile	20	CY	\$75.00	\$1,500
	Concrete - Ramps and Stairs	50	CY	\$1,000.00	\$50,000
	Masonry Infill	1	LS	\$2,500.00	\$2,500
	Waterproofing and Insulation	1	LS	\$1,000.00	\$1,000
	Backfill	100	CY	\$50.00	\$5,000
	Railings	160	LF	\$100.00	\$16,000
	Concrete - Sidewalk	8	CY	\$500.00	\$4,000
	Curb and Gutter	20	LF	\$50.00	\$1,000
	Topsoil Seed and Fertilizer	1	LS	\$1,000.00	\$1,000
	Painting	1	LS	\$500.00	\$500

Subtotal Project Costs = \$93,500
Contingencies - 15% = \$14,025
Construction Cost = \$107,525

DETENTION BASIN CONSTRUCTION (4-2015) AND CRAVATH LAKE BOAT LAUNCH RAMP RECONSTRUCTION (5-2015)

FOR THE

CITY OF WHITEWATER

WALWORTH COUNTY, WISCONSIN MAY 2015



WHITEWATER, WI

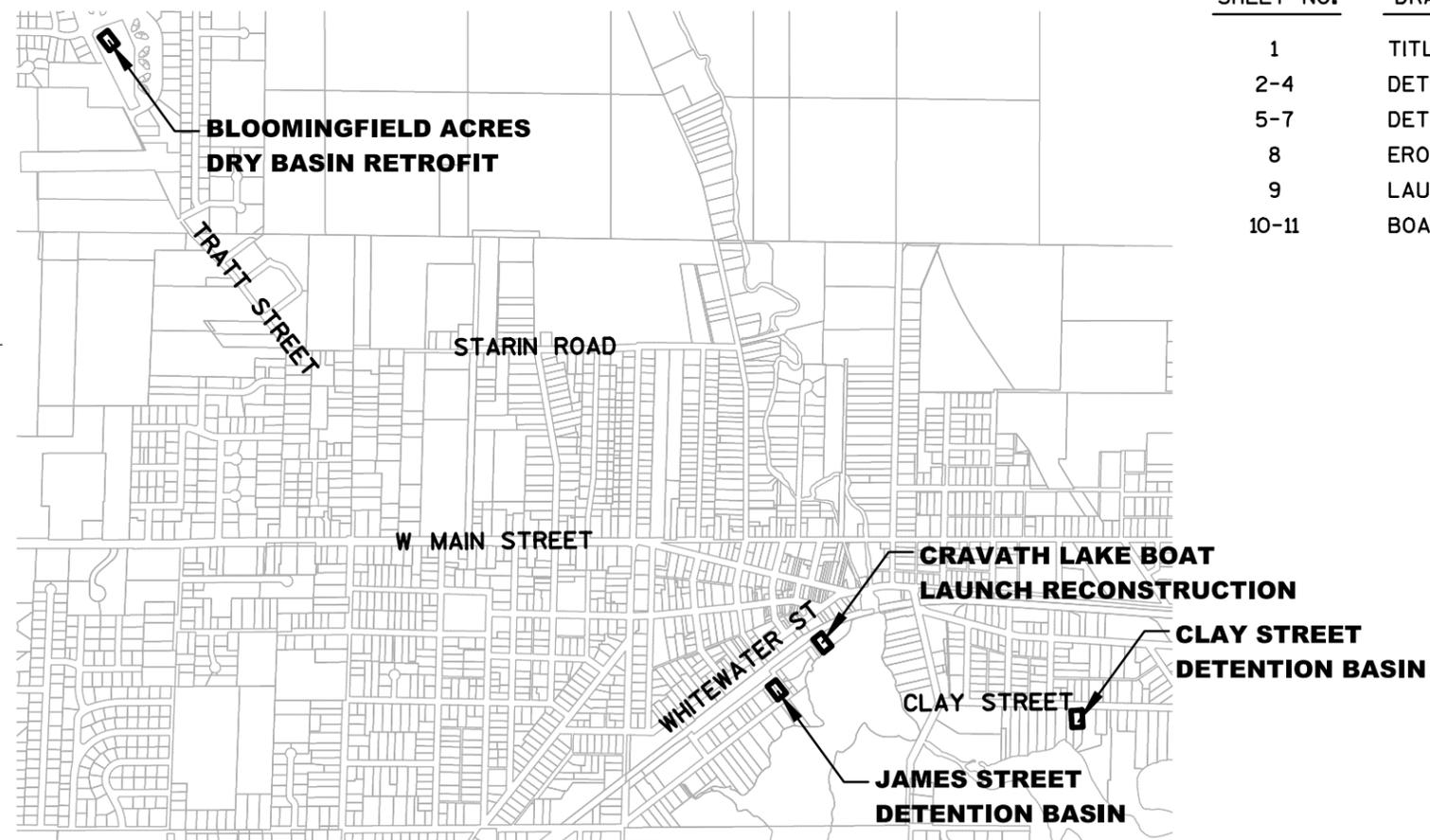
PROJECT LOCATION MAP
NO SCALE

STANDARD SYMBOLS

---	PROPERTY LINE AND/OR RIGHT OF WAY	---	SILT FENCE
---	TEMPORARY EASEMENT	▲	CONTROL POINT
---	PERMANENT EASEMENT ON SEWER	⊙ GUY	GUY WIRE
⊕	SECTION CORNER	⊙	INLET
IP	IRON PIPE	⊕	INLET SQUARE
■	PROPERTY IRON	●	CATCH BASIN
⊙ MWEL	MONITORING WELL	⊙ MH	MANHOLE
⊙ BORE	SOIL BORING	⊙	FIRE HYDRANT
⊕	BENCH MARK	⊙ WV	WATER VALVE
⊗	BURIED TELEPHONE CABLE PEDESTAL	⊙	CURB WATER BOX
⊕	EXISTING UTILITY POLE	⊙ SEPC	SEPTIC
*	LIGHT POLE	⊙ SEPV	SEPTIC VENT
⊕	TELEPHONE POLE	⊙ WELL	WELL
⊕	PROPANE TANK	⊕	NOTATION FOR COMBUSTIBLE FLUIDS
⊕	MAIL BOX	⊕	NEW WATER MAIN AND FIRE HYDRANT WITH AUXILIARY VALVE
⊕	SIGN	6" SAN	NEW SANITARY SEWER AND MANHOLE
⊕	OBJECTS TO BE REMOVED	6" SAN	EXISTING SANITARY SEWER AND MANHOLE
⊕	CONIFEROUS TREE	SAN	WYE BRANCH
⊕	DECIDUOUS TREE	---	CASING PIPE
⊕	STUMP	FO	FIBER OPTIC
⊕	BUSH	SS	STORM SEWER
⊕	WETLAND	SAN	SANITARY SEWER
---	PAVED ROAD	F	FORCE MAIN
SS	EXISTING CULVERT	E	ELECTRIC DUCT
○	EXISTING CULVERT IN PROFILE	STM	STEAM PIPING
---	ORIGINAL GROUND IN PROFILE	CWR	CILLED WATER RETURN
740	EXISTING CONTOUR	CWS	CHILLED WATER SUPPLY
---	FENCE	TV	TV CABLE
---	GUARD RAIL	T	TELEPHONE
		G	GAS MAIN
		E	UNDERGROUND ELECTRIC CABLE

LIST OF DRAWINGS

SHEET NO.	DRAWING TITLE
1	TITLE SHEET
2-4	DETENTION BASINS DETAILS
5-7	DETENTION BASINS SITE PLANS
8	EROSION CONTROL PLAN AND DETAILS
9	LAUNCH RAMP PLAN AND PROFILE
10-11	BOAT LAUNCH DETAILS



PROJECT LOCATION MAP

NO SCALE

910 West Wingra Drive
Madison, WI 53715
608-251-4843
608-251-8655 fax
www.strand.com

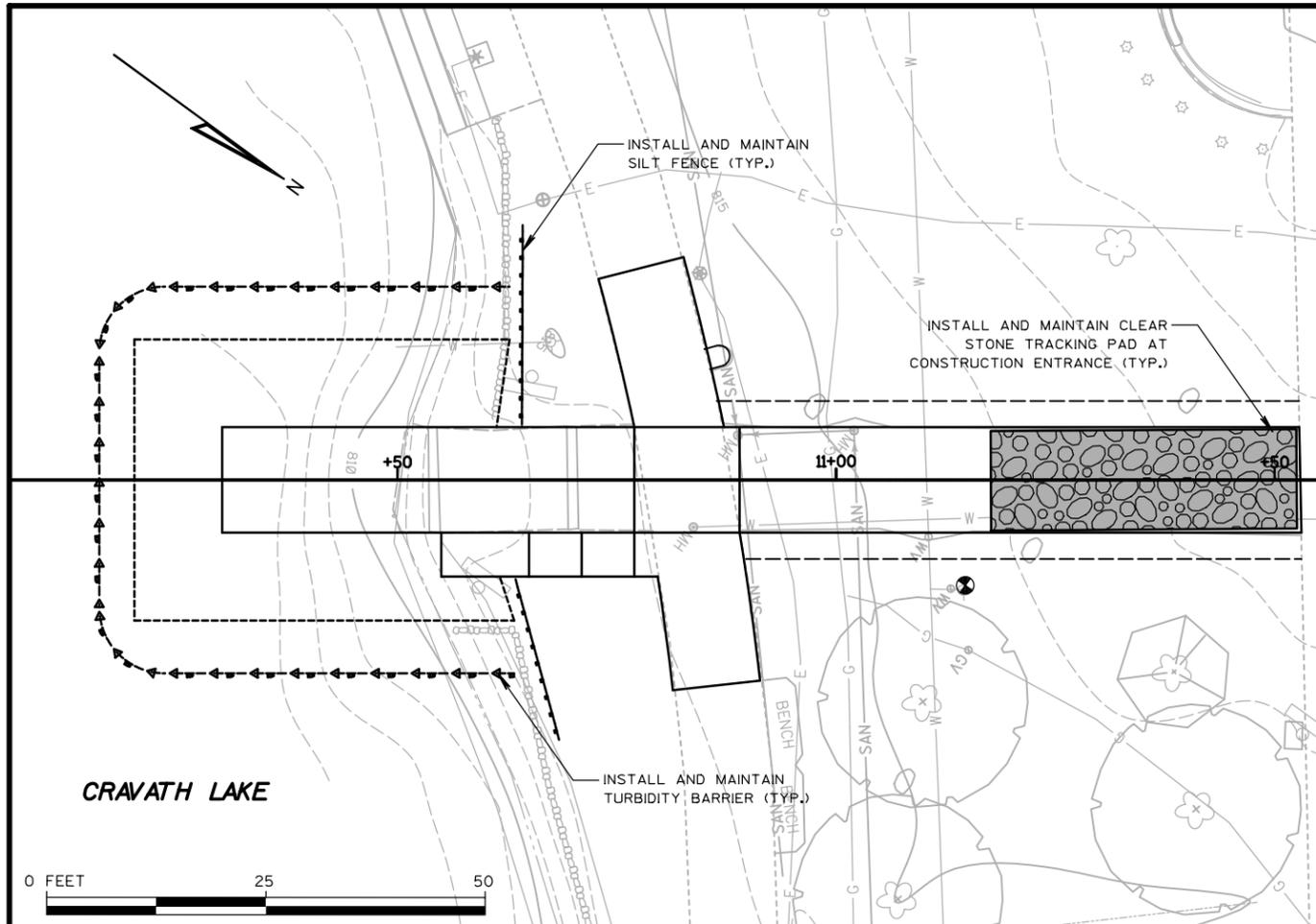
CONTRACT NO. 4-2015 AND 5-2015

DIGGERS HOTLINE

Call 811 3 Work Days Before You Dig
or Toll Free (800) 242-8511
Milwaukee Area (414) 259-1181
Hearing Impaired TDD (800) 542-2289
www.DiggersHotline.com

SA
STRAND
ASSOCIATES®

SHEET
1
JOB NO. 1407.073

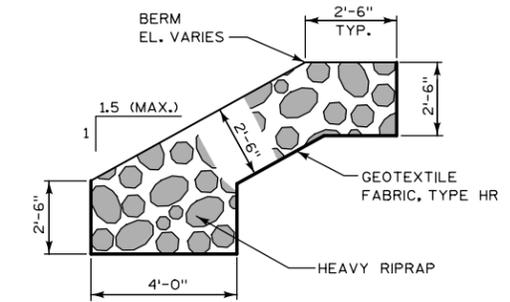


EROSION CONTROL FLOW NOTES:

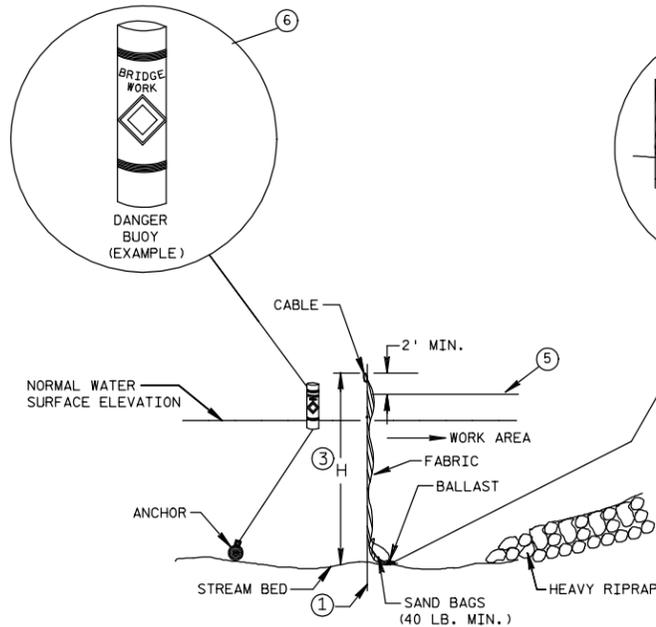
1. ANY SOIL STOCKPILED THAT REMAINS FOR MORE THAN 7 DAYS SHALL BE COVERED OR TREATED WITH STABILIZATION PRACTICES SUCH AS TEMPORARY OR PERMANENT SEEDING AND MULCHING. DISTURBED AREAS OF STREAM SHALL BE TEMPORARY SEEDED WITHIN 1 DAY OF DISTURBANCE.
2. A MINIMUM OF 6 INCHES OF TOPSOIL MUST BE APPLIED TO ALL AREAS TO BE SEEDED.
3. ALL MULCH SHALL BE ANCHORED (CRIMPED) IN PLACE.
4. ALL WASTE AND UNUSED BUILDING MATERIALS (INCLUDING GARBAGE, DEBRIS, CLEANING WASTES, WASTEWATER, TOXIC MATERIALS, OR HAZARDOUS MATERIALS) SHALL BE PROPERLY DISPOSED OF AND NOT ALLOWED TO BE CARRIED OFF-SITE BY RUNOFF OR WIND.
5. ALL OFF-SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF CONSTRUCTION WORK OR A STORM EVENT SHALL BE CLEANED UP BY THE END OF EACH DAY. FLUSHING SHALL NOT BE ALLOWED.
6. ANY SOIL EROSION THAT OCCURS AFTER FINAL GRADING AND/OR THE APPLICATION OF STABILIZATION MEASURES MUST BE REPAIRED AND THE WORK REDONE.
8. FOR ANY DISTURBED AREA THAT REMAINS INACTIVE FOR GREATER THAN 7 WORKING DAYS, OR WHERE GRADING WORK EXTENDS BEYOND THE PERMANENT SEEDING DEADLINES, THE SITE MUST BE TREATED WITH TEMPORARY STABILIZATION MEASURES SUCH AS SOIL TREATMENT, TEMPORARY SEEDING AND/OR MULCHING. TEMPORARY STABILIZATION AFTER OCTOBER 1, SHALL INCLUDE USE OF TYPE B SOIL STABILIZER IN ACCORDANCE WITH DNR CONSERVATION STANDARD, CODE 1050.
8. ALL TEMPORARY EROSION CONTROL PRACTICES SHALL BE MAINTAINED UNTIL THE SITE IS STABILIZED WITH 70% VEGETATION AND A NOTICE OF TERMINATION HAS BEEN APPROVED BY THE DNR.
9. WIND EROSION SHALL BE KEPT TO A MINIMUM DURING CONSTRUCTION. WATERING, MULCH OR A TACKING AGENT MAY NEED TO BE UTILIZED TO PROTECT NEARBY RESIDENCES/WATER RESOURCES.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ALL THE EROSION CONTROL MEASURES IN CONFORMANCE WITH THE WDNR CONSERVATION PRACTICE STANDARDS, LATEST EDITION.
12. FINE SEDIMENT ACCUMULATIONS SHALL BE CLEANED FROM STREETS, PRIVATE DRIVES, OR PARKING AREAS BY MANUAL OR MECHANICAL SWEEPING A MINIMUM OF ONCE PER WEEK AND BEFORE ALL IMMEDIATE RAINS.
13. EROSION AND SEDIMENT CONTROL STRUCTURES SHALL BE INSPECTED WEEKLY, WITHIN 24 HOURS OF RAINFALL OF 0.5 INCH OR MORE, AND BEFORE IMMINENT/FORECASTED PRECIPITATION.
14. WHERE POSSIBLE CONTRACTOR SHALL PLACE ACTIVE/TEMPORARY SPOIL PILES UPSTREAM OF EXCAVATED TRENCHES.
15. DISTURBED DITCH AREAS AND AREAS WITH SIDE SLOPES STEEPER THAN 4:1 REQUIRE E-MAT (TYPE 1, CLASS B), UNLESS OTHERWISE NOTED.

GENERAL NOTES:

1. CONTRACTOR SHALL REVIEW EROSION CONTROL PLAN AND SUPPLEMENT IT WITH ADDITIONAL EROSION CONTROL PROVISIONS AND BEST MANAGEMENT PRACTICES AS NECESSARY. CONTRACTOR SHALL BE RESPONSIBLE FOR PREPARING AN EROSION CONTROL IMPLEMENTATION PLAN FOR THE OVERALL CONSTRUCTION SITE. EICP SHALL BE SUBMITTED FOR REVIEW PRIOR TO CONSTRUCTION. ALL EROSION CONTROL PROVISIONS SHALL COMPLY WITH DNR TECHNICAL STANDARDS.
2. DNR TECHNICAL STANDARDS SHALL BE REVIEWED AND FOLLOWED FOR EROSION CONTROL PRACTICES SUCH AS DUST CONTROL (WDNR TECHNICAL STANDARD 1068), DEWATERING (WDNR TECHNICAL STANDARD 1061), MULCHING (DNR TECHNICAL STANDARD 1058), OR OTHER STANDARD PRACTICES AS NEEDED.
3. STONE TRACKING PADS SHALL BE THE FULL WIDTH OF THE EGRESS POINT, A MINIMUM OF 50-FOOT LONG AND 12-INCH DEPTH (3-6" CLEAR STONE). STONE TRACKING PADS SHALL BE PLACED IN LOCATIONS AS REQUIRED. DNR TECHNICAL STANDARD 1057 SHALL BE FOLLOWED FOR THE MAINTENANCE OF THE STONE TRACKING PADS.
4. DISTURBED AREAS SHALL BE UNIFORMLY GRADED PRIOR TO RESTORATION (SEEDING, EROSION MAT PLACEMENT, AND/OR MULCHING).



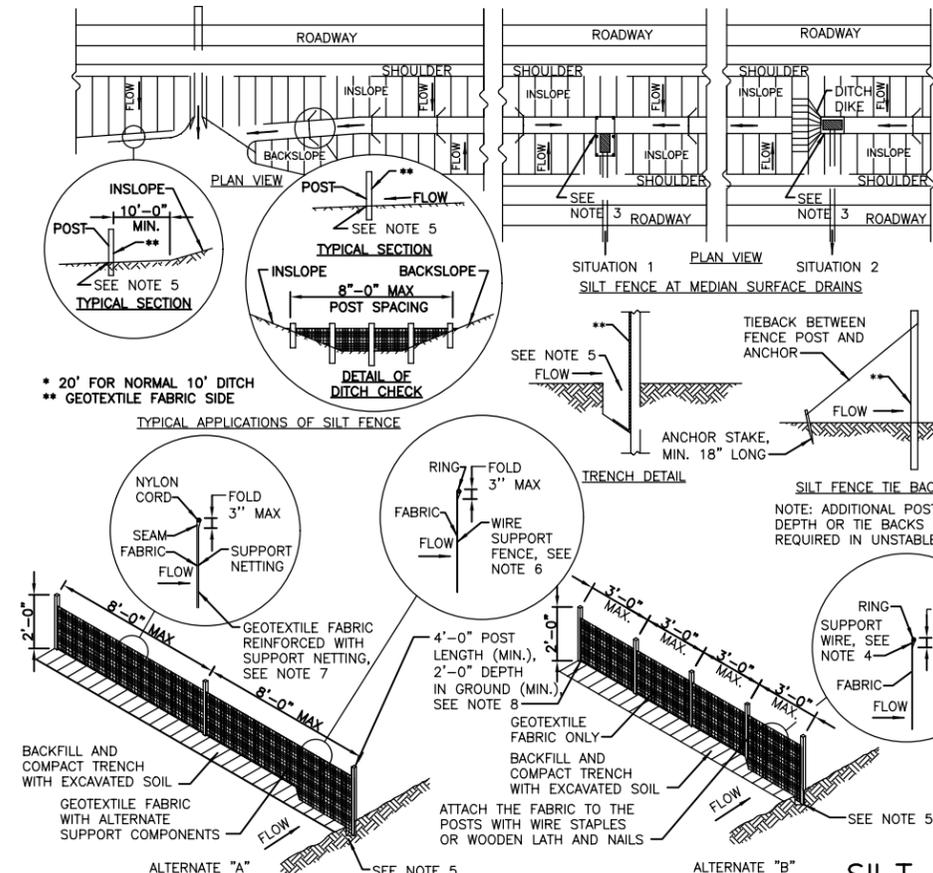
MEDIUM RIPRAP DETAIL
NO SCALE



TURBIDITY BARRIER DETAIL
NO SCALE

NOTES:

- TURBIDITY BARRIER MAY BE REMOVED AT THE ENGINEERS DISCRETION, WHEN PERMANENT EROSION CONTROL MEASURES HAVE BEEN INSTALLED.
1. DRIVEN STEEL POSTS, PIPES, OR CHANNELS. LENGTH SHALL BE SUFFICIENT TO SECURELY SUPPORT BARRIER AT HIGH WATER ELEVATION.
 2. SANDBAGS TO BE USED AS ADDITIONAL BALLAST WHEN ORDERED BY THE ENGINEER TO MEET ADVERSE FIELD CONDITIONS. SPACE AS APPROPRIATE FOR SITE CONDITIONS.
 3. WHEN BARRIER HEIGHT, H, EXCEEDS 8FT., POSTS SPACING MAY NEED TO BE DECREASED.
 4. IN WATERWAYS SUBJECT TO FLUCTUATING WATER ELEVATIONS, PROVISIONS SHOULD BE MADE TO ALLOW WATER TO EQUALIZE ON EACH SIDE OF THE BARRIER. THIS MAY BE ACCOMPLISHED BY LEAVING A PORTION OF THE BARRIER OPEN ON THE UPSTREAM END.
 5. ALLOW SUFFICIENT SLACK VERTICALLY AND HORIZONTALLY TO THAT SEDIMENT BUILD UP WILL NOT SEPARATE OR LOWER THE TURBIDITY BARRIER.
 6. USE AS DIRECTED BY COAST GUARD OR DNR PERMIT WHEN WORKING IN NAVIGABLE WATERWAYS.



SILT FENCE DETAIL
NO SCALE

NOTES:

1. DETAILS OF CONSTRUCTION NOT SHOWN ON THIS DRAWING SHALL CONFORM TO THE PERTINENT REQUIREMENTS OF THE STANDARD SPECIFICATIONS AND APPLICABLE SPECIAL PROVISIONS.
2. WHEN POSSIBLE THE SILT FENCE SHOULD BE CONSTRUCTED IN AN ARC OR HORSESHOE SHAPE, WITH THE ENDS POINTING UPSLOPE TO MAXIMIZE BOTH STRENGTH AND EFFECTIVENESS.
3. CROSS BRACE WITH 2"x4" WOODEN FRAME OR EQUIVALENT AT TOP OF POSTS.
4. MINIMUM 14 GAGE WIRE REQUIRED, FOLD FABRIC 3" OVER THE WIRE AND STAPLE OR PLACE WIRE RINGS ON 12" C-C.
5. EXCAVATE TRENCH A MINIMUM OF 4" WIDE AND 6" DEEP TO BURY AND ANCHOR THE GEOTEXTILE FABRIC, FOLD MATERIAL TO FIT TRENCH AND BACKFILL AND COMPACT TRENCH WITH EXCAVATED SOIL.
6. WIRE SUPPORT FENCE SHALL BE 14 GAGE MINIMUM WOVEN WIRE WITH A MAXIMUM MESH SPACING OF 6". SECURE TOP OF GEOTEXTILE FABRIC TO TOP OF FENCE WITH STAPLES OR WIRE RINGS AT 12" C-C.
7. GEOTEXTILE FABRIC SHALL BE REINFORCED WITH AN INDUSTRIAL POLYPROPYLENE NETTING WITH A MAXIMUM MESH SPACING OF 1/4" OR EQUAL. A HEAVY DUTY NYLON TOP SUPPORT CORD OR EQUIVALENT IS REQUIRED.
8. STEEL POSTS SHALL BE STUDDED "TEE" OR "U" TYPE WITH A MINIMUM WEIGHT OF 1.2 LBS./LINEAR FOOT WITHOUT ANCHORS, OR ANCHORS SUFFICIENT TO RESIST POST MOVEMENT ARE REQUIRED. WOOD POSTS SHALL BE A MINIMUM SIZE OF 4" DIAMETER, OR 2 1/2" X 3 1/2", EXCEPT WOOD POSTS FOR GEOTEXTILE FABRIC REINFORCED WITH NETTING SHALL BE A MINIMUM SIZE OF 1 1/8" X 1 1/8" OAK OR HICKORY.
9. ALTERNATES A AND B ARE EQUAL AND EITHER MAY BE USED.

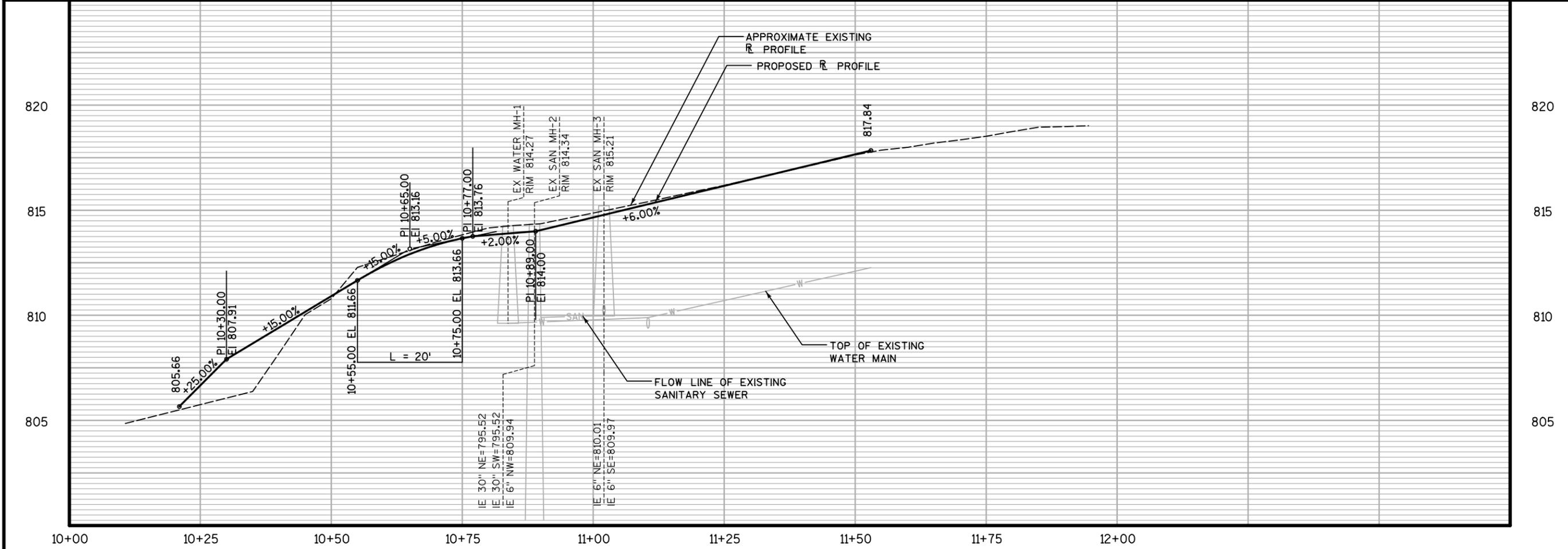
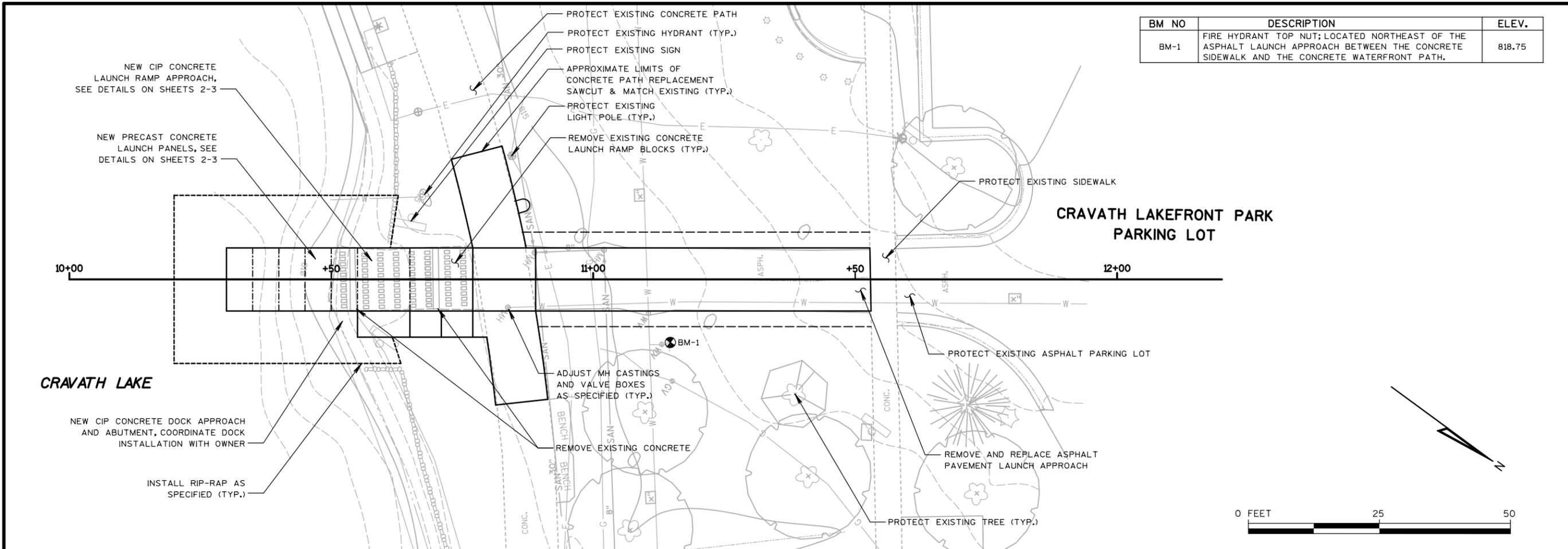
DATE:	REVISIONS	NO.

EROSION CONTROL PLAN AND DETAILS
CRAVATH LAKE BOAT LAUNCH RECONSTRUCTION
CITY OF WHITEWATER
WALWORTH COUNTY, WISCONSIN

JOB NO.
 1407.085
PROJECT MGR.
 ZRS

STRAND ASSOCIATES
SHEET
 8

BM NO	DESCRIPTION	ELEV.
BM-1	FIRE HYDRANT TOP NUT; LOCATED NORTHEAST OF THE ASPHALT LAUNCH APPROACH BETWEEN THE CONCRETE SIDEWALK AND THE CONCRETE WATERFRONT PATH.	818.75



DATE:	REVISIONS	NO.

**LAUNCH RAMP
PLAN AND PROFILE**

CRAVATH LAKE BOAT LAUNCH RECONSTRUCTION
CITY OF WHITEWATER
WALWORTH COUNTY, WISCONSIN

JOB NO. 1407.085
PROJECT MGR. ZRS
SA STRAND ASSOCIATES®
SHEET 9

CRAVATH LAKE BOAT LAUNCH RECONSTRUCTION
 CONTRACT 5-2015
 CITY OF WHITEWATER
 OPINION OF PROBABLE CONSTRUCTION COST

No.	Description	Quantity	Unit	Unit Price	Total Price
Site Work					
1	Common Excavation	1	LS	\$ 10,000.00	\$ 10,000.00
2	Geotextile Fabric	200	SY	\$ 2.00	\$ 400.00
3	Excavation Below Subgrade	50	CY	\$ 15.00	\$ 750.00
4	Crushed Stone Base Course	200	T	\$ 20.00	\$ 4,000.00
5	Asphaltic Concrete Pavement	1	LS	\$ 3,000.00	\$ 3,000.00
6	Crushed Clear Stone	30	T	\$ 20.00	\$ 600.00
7	5-IN Concrete Sidewalk with Pictureframe Edge	140	SF	\$ 6.00	\$ 840.00
Launch Ramp					
8	9-IN Reinforced Concrete Pavement (Cast-in-Place)	408	SF	\$ 20.00	\$ 8,160.00
9	9-IN Concrete Pavement (Precast Panels)	300	SF	\$ 40.00	\$ 12,000.00
10	Floating Dock Relocation	1	LS	\$ 5,000.00	\$ 5,000.00
Erosion Control and Restoration					
11	Riprap Medium	90	CY	\$ 50.00	\$ 4,500.00
12	Erosion Mat Type-1 Urban, Class A	20	SY	\$ 5.00	\$ 100.00
13	Seed Restoration (Including Topsoil)	1	LS	\$ 2,500.00	\$ 2,500.00
14	Turbidity Barrier	130	LF	\$ 30.00	\$ 3,900.00
15	Install and Maintain Tracking Pad	1	LS	\$ 1,000.00	\$ 1,000.00
16	Silt Fence	50	LF	\$ 3.00	\$ 150.00
ENGINEER'S COMPUTED TOTAL ITEMS NO. 1 THROUGH 16					\$ 56,900.00

Reviewed by _____

Cravath Lake Boat Launch - Alternative 4

<u>Item No.</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Extension</u>
PARKING/DRIVEWAY					
1	Common Excavation	1	LS	\$ 5,000.00	\$ 5,000.00
2	Crushed Stone Base Course	20	T	\$ 15.00	\$ 300.00
3	Concrete Sidewalk, 5-IN	400	SF	\$ 8.00	\$ 3,200.00
4	Asphalt Pavement	1	LS	\$ 6,000.00	\$ 6,000.00
Roadway Total					\$ 14,500.00
LAUNCH RAMP					
5	9-IN Reinforced Concrete Pavement (Cast-in-place)	375	SF	\$ 30.00	\$ 11,250.00
6	9-IN Concrete Pavement (Precast Panels)	250	SF	\$ 40.00	\$ 10,000.00
7	Concrete Launch Dock Abutment	1	LS	\$ 1,500.00	\$ 1,500.00
8	Boarding Dock Relocation	1	LS	\$ 3,500.00	\$ 3,500.00
Launch Ramp Total					\$ 26,250.00
EROSION CONTROL AND RESTORATION					
9	Rip-Rap	75	CY	\$ 40.00	\$ 3,000.00
10	Seed Restoration	1	LS	\$ 1,000.00	\$ 1,000.00
18	Erosion Control	1	LS	\$ 1,500.00	\$ 1,500.00
Erosion Control and Restoration Total					\$ 5,500.00
Construction					\$ 46,000.00
Contingency and Technical Services (35%)					\$ 16,100.00
Total					\$ 62,100.00

SENIORS IN THE PARK POLICIES AND PROCEDURES

GENERAL

Tobacco/Firearms: The Starin Park Community Building is a tobacco and firearm 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 Information and Waiver: All Center participants must complete a Participation Form and sign the waiver on the form. The Center will use this information to create meaningful programs to meet the needs of our participants. 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 LIABILITY 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 events or activities. Alternately, an appropriate companion must accompany a person with independent functional limitations to assist them at all times.

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 are not to be revealed. All participation forms are to be kept confidential and secured in the Senior Coordinator's office via controlled access. Confidential information on the computer is password protected

If a participant asks for personal information on another participant/instructor (phone, address, etc), we inform the requestor about the confidential information policy. If appropriate, we may 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. Sign up documents for these trips will disclose you are allowing to share this information as required for the trip.

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

Seniors in the Park may use personal contact information to contact participants regarding Senior Center programs, activities or fundraising events.

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

PROCEDURES FOR RELEASE OF INFORMATION

Confidential information will be released upon completion of the Release of Confidential Information Authorization and the release is filed with the Senior Coordinator.

RELEASE OF LIABILITY

The following text will serve as the standard Release of Liability language.

“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 from 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. I am aware of and in agreement with Senior Center Participation Policies.”

PROGRAM REGISTRATION POLICY

All programs shall have established fees and registration deadlines. Participants are to 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 in the Center office, by mail or online for those programs listed in the Park Bench newsletter or the Parks and Recreation brochure. Include name, address, phone number, class or trip, and personal 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 to your account in SchedulesPlus or a gift certificate will be issued 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 Whitewater Cable 990, listen to 107.3 WSJY, Kool 106.5 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 are to include payment in full 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:
 - And it is **before** the deadline, you will be removed from the trip list. If you have submitted a payment, it will be returned to you upon cancellation.
 - And it is **after** the deadline, the center will contact those (if any) on the wait list to replace your seat. If a replacement is found, your money will be returned to you.
 - 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, your money will not be refunded.
 - 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. The Senior Coordinator will determine refund options.

- Inclement weather cancellation of the trip is at the discretion of the chartered bus company or the Volunteer Van Driver to continue on with a trip.

Day of the Trip:

- No smoking or consumption of alcoholic beverages is allowed on the bus/van. 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 many van trips.
- Parking: Please do not park in the parking spaces 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.
- Always check in with a Senior Center Employee/volunteer prior to boarding the bus. This is where you will check in, fill out a participation form (if needed), and to receive a Seniors in the Park pin to wear on the trip.
- 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 by the Trip Escort or Bus Driver, in advance.
- 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.

POLICY RELATIVE TO CANDIDATES FOR PUBLIC OFFICE

The Starin Park Community Center is a public building, and everyone is welcome to visit. The Senior Center schedules opportunities for incumbent office holders to speak on issues important to older people and hear participant's views. Likewise, candidates for public office provide a valuable opportunity for participants to learn of candidate's views on issues and to communicate their concerns to candidates. Candidates are encouraged to visit, speak with interested individuals and share campaign literature.

In conjunction with other groups or as a special program, the Senior Center may arrange candidate forums prior to various elections. All candidates will be invited to participate. Candidates must adhere to the chosen format, described in the invitation. Should candidates be unable to appear on the date of the program, they may designate a surrogate. Nevertheless, a candidate forum may proceed without all candidates represented.

Candidates for public office may not disturb existing programs. Nor will they be given a forum for political speech making while visiting at the Senior Center, other than as permitted by this policy. They may approach interested seniors not engaged in programming. Canvassing in

classrooms or during programs is not allowed. Candidates are cautioned to honor the wishes of participants who do not want to converse or be photographed. Candidates are welcome to leave political literature.

Candidates who want to produce a political videotape or film (at other than scheduled forums) or hold a political rally in the Starin Park Community Building must make arrangements to rent suitable space.

The Senior Center does not endorse candidates for public office and seeks to remain non-partisan in its program. However, the Senior Center advocates for older adults and provides information on the status of legislation impacting their lives and encourages older adult participants to be active in the legislative process.

SENIOR FORUM GUIDELINES

This meeting is a forum for adults 55+ in the community to give input on activities and services or issues concerning older adults. This group is advisory to the staff. Active participants in Seniors in the Park programs and residents of the Whitewater School District may participate in the Senior Meetings held monthly at the Starin Park Community Building.

The agenda for the meeting is posted 24 hours prior to the meeting on the city web site and on the bulletin board at the Community Building.

Minutes of the meeting are posted on the city website and a synopsis will be in the monthly newsletter, as space permits.

A secretary and an alternate will be appointed to take minutes for one year. The minutes will be given to the Senior Coordinator for proofing and posting.

The Senior Forum will decide how money raised at fundraisers, is to be spent. Two thirds of the group must vote in favor for a motion to pass. To be eligible to vote, a person must have attended at least 4 of the previous 12 meetings and meet the residential and age requirements. Monies deposited to the fundraising account by the Senior Coordinator from programming, are not part of the fundraising monies of which the seniors vote on.

Approved: January 3, 2008
Reviewed and approved March 2014

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.

City Internet policy

These policies also apply to users at the senior center. (Edited to policies which apply.)

Scope- This policy establishes appropriate use of City Internet access.

Policy-

1. Each City employee using the City's Internet access shall identify themselves honestly, accurately, and completely when corresponding or participating in online activities.
2. Employees have no right of ownership or expectation of personal privacy as to their City Internet usage. The City reserves the right to inspect any and all network traffic internet usage. The City reserves the right, without notice, to limit or restrict any employee's Internet usage.
3. Offensive content may not be accessed, displayed, archived, stored, distributed, edited, or recorded using City network, printing, or computing resources. Offensive content
4. 33

5. includes, but is not limited to, pornography, sexual comments or images, profanity, racial slurs, gender-specific comments, or any content that can reasonably offend someone on the basis of sex, race, color, religion, national origin, age, sexual orientation, gender identity, mental or physical disability, veteran status or any protected status of an individual or that individual's relatives or associates. Any content that may be interpreted as libelous, defamatory or slanderous is prohibited.
6. City Internet access shall not be used to ... gamble, run a business, conduct political campaigns, for personal gain, or to take part in any prohibited or illegal activity.
7. Any software or download via the Internet may be used only in ways that are consistent with their licenses or copyrights, and only after review and approval by the City's Chief Information Officer.
8. No employee may use the City's Internet facilities to deliberately propagate any virus, worm, Trojan horse, trap-door, or back-door program code or knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user.
9. Internet access from the City's networks is "filtered" using a third-party product/service. Access shall be limited or blocked based upon categories or protocols defined by the vendor of the product/service and the Chief Information Officer.
10. Connecting to third-party instant messaging services (e.g., AIM, ICQ, MSN Messenger, Yahoo, etc.), is prohibited.

Hardware and Software

Scope- Expedite the procurement process for City standard IT equipment. Any standard IT commodity purchase must be approved by the Chief Information Officer. The City is working to reduce the total cost of ownership of City information technology assets.

Policy-

1. Department heads will work with their staff and the CIO to establish appropriate technology implementation and they will consult with the CIO to ensure the equipment is compatible with the City's existing infrastructure.
2. The CIO will approve all IT purchases without exception to ensure compatibility with current IT resources. This process anchors City information technology procurement standards and also promotes cost savings for the City.
3. Installation of hardware and software by persons other than the CIO without prior authorization is prohibited. Employees shall use only hardware and software provided or approved by the City. Any suspected misuse of software shall be reported to the CIO.
4. All hardware and software inventories will be maintained by the CIO. If a user/department receives hardware or software directly, it will be given to the CIO immediately to be placed into inventory.

Seniors in the Park Behavior Policy

Purpose

Seniors in the Park has established this Behavior Policy to ensure that Senior Center facilities and programs are safe, welcoming and provide equitable access to activities, and services for all Senior Center users, defined to be individuals who are 50 years of age or better.

Appropriate Senior Center conduct includes activities such as volunteering, program participation, travel, accessing senior adult services, attending special planned activities, and accessing Senior Center materials or computers and other similar conduct normally associated with a public Senior Center.

Overview and Definitions

No individual may engage in inappropriate conduct on the premises of STarin Park Community Building (SPCB) or when using any other city facilities for senior center purposes, or when participating in Senior Center programs. Premises include, but are not limited to, the SPCB or any other city facility being used for senior center purposes.

Persons shall be engaged in normal activities associated with the use of a public Senior Center while in the building. Persons not engaged in scheduled Senior Center activities, programs, or services may be asked to leave the building. (Not sure about this statement)

The primary service population of Seniors in the Park is people over 50 years of age.

Others may be involved in approved, senior center sponsored intergenerational programs.

Younger people are also encouraged to participate as volunteers or in organized classes, programs and travel opportunities that have no age requirements.

Inappropriate conduct includes any individual or group activity which is unreasonably disturbing to other individuals lawfully using Senior Center facilities and/or premises or is otherwise inconsistent with activities, programs, and services normally associated with a public senior center. When possible, staff will first educate individuals about the applicable policies before taking stronger measures to enforce those policies.

Inappropriate Behavior, shall include, without limitation by enumeration, the following conduct or behaviors

- Participants shall cooperate with City staff, Seniors in the Park staff, Walworth County staff, volunteers, other participants, presenters, and instructors.
- Participants shall not use abusive, vulgar, demeaning, threatening, intimidating or like language or actions, nor shall they use unreasonably loud discourse or offensive shouting.
- Engaging in excessive or disruptive conversations, talking loudly, using personal electronic equipment at such a volume or making ongoing noise that is unreasonably disturbing to other Senior Center users.
- Participants shall not steal or intentionally cause damage to property of the any city of Whitewater facility or other participants.
- Possessing, selling, distributing, consuming or being under the influence of any alcoholic beverage or controlled substance.
- Participants shall follow all rules of Seniors in the Park including the prohibition against smoking or use of other tobacco products.
- Entering or remaining upon Senior Center premises with a bodily hygiene so offensive that it constitutes a nuisance to others.

- Selling, soliciting, surveying, distributing written materials, panhandling or canvassing for any political, charitable or religious purposes inside a Senior Center building, doorway or vestibule without prior authorization of the Senior Center Coordinator or designee.
- Participants shall not intentionally interrupt or interfere with activities or programs.
- Participants shall not conduct themselves contrary to any criminal Wisconsin statute nor shall they act contrary to any City of Whitewater or Walworth County ordinance.
- Refusing to follow the reasonable directions of Senior Center staff to include, failing to take shelter in an emergency, as directed by staff.
- Possessing, selling, distributing, displaying or using any dangerous weapon as that term is defined in Wis. Stats. sec. 939.22(10) upon any City of Whitewater premises or using or threatening the use of any other object in such a manner that it may be considered a weapon.
- Engaging in any physically intimidating or assaultive behavior. Making any threats of violence or unlawful activities. The Senior Center has a policy of zero tolerance for threats and acts of violence. Any person engaging in such behaviors will be immediately ejected from the Senior Center.
- Using Senior Center materials, furniture, equipment or facilities in any manner inconsistent with the customary use thereof or the theft or intentional damaging of Senior Center materials, furniture, equipment or facilities.
- Interfering with the safe and free passage of Senior Center staff or patrons on the premises, including but not limited to the placement of objects in hallways, aisles, flooring or elsewhere in a manner that impedes the free passage of such persons about the Senior Center.
- Bringing any animal into the Senior Center except service animals or those for presentations or programs.
- Violating the Senior Center's rules for acceptable use of the internet and Senior Center public computer. A user accepts these rules before accessing the Internet through a Senior Center computer. Copies of these rules will be made available by staff upon request.
- Engaging in any other activities that are inconsistent with those activities normally associated with the use of public Senior Center facilities that include participation in programs, activities, and services designed for individuals over the age of 50 years.

Procedures for Seniors in the Park Staff, Volunteer and Participants for Violations of Code of Conduct:

Concerns about inappropriate behavior should be channeled to the Senior Coordinator or any Parks and Recreation staff person, if the Coordinator is unavailable. The Coordinator (or designee) shall take action consistent with this policy statement including notification to the Parks and Recreation Director and the City of Whitewater.

Staff Response to Infractions

Violation of these rules is misconduct that can result in expulsion from the Senior Center and forfeiture of Senior Center privileges. Minor violations of these rules will first result in Senior Center staff attempting to educate or warn individuals about the policies before enforcing such policies. If an individual continues to violate these policies, staff may order the individual to leave for the day. However, any conduct that threatens the life or safety of

any person or that is damaging to Senior Center property, equipment or facilities may result in immediate expulsion from the Senior Center premises. Senior Center staff is authorized to contact the Whitewater Police Department to respond to such situations. Repeat misconduct or severe offenses (even if a single isolated event) may result in individuals being banned from the Senior Center from a week to a year. Staff will follow the established procedures below. Staff will call the police for severe or illegal behavior or when an individual refuses to leave when told by staff to do so.

Banning Procedure

After staff determines that a person has engaged in severe or repeat documented misconduct and staff has determined that the individual involved should be banned:

1. Staff will issue, or cause to be issued, a written ban letter to the individual involved notifying the individual that he or she is banned from the Seniors in the Park facilities. The letter shall indicate the reasons for the ban and the time period of the ban.
2. Staff will email all Senior Center staff with a description of the underlying behavior, the name and description of the banned individual when a banning is executed; so that all staff are informed as soon as possible. Staff will also forward a copy of the ban letter and incident report to the Parks and Recreation Director who will officially inform all staff involved about the reasons for the ban and the length of the ban. After consultation, if the Parks and Recreation Director agrees with the reasons for the ban and the length of the ban, then the Senior Coordinator shall take no further action. If, after consultation with staff, the Parks and Recreation Director deems it appropriate to rescind or modify the terms of the ban, the Director shall notify the banned individual in writing, all staff, in writing, about the decision to rescind or modify the ban and specify the reasons for the rescission or modification. The Director shall also notify the banned individual of the process for appealing the ban.
3. The Parks and Recreation Director will review and may reconsider the decision to ban an individual upon written request of the individual and may shorten or terminate the banning period if information submitted by the individual warrants such modification. Parks and Recreation Director may consult with the City Attorney's Office before issuing the response to the banned individual. Until such time as staff banning letter has been reviewed and/or modified by the Director or reversed on appeal by the Park Board, the individual may not enter or use the Senior Center.

Banning Letter

TO:

On _____ at approximately _____ you were observed at the _____ Senior Center/activity. At that time you were:

_____ INTOXICATED

_____ LOUD AND DISTURBING

_____ IN THE SENIOR CENTER DESPITE BEING

PREVIOUSLY BANNED UNTIL _____

_____ OTHER CONDUCT (As set forth below)

COMMENTS:

Because of the behavior listed above, and/or other history of inappropriate behavioral conduct at Seniors in the Park, you are banned until the date listed below. If you enter the Starin Park Community Building or other city facilities with Seniors in the Park programs or activities, before the return date listed below, police will be called and you will subject to being arrested for trespassing under Whitewater City Ordinance _____

You may file a written request to Park and Recreation Director, 312 W Whitewater St, PO Box 178, Whitewater, WI 53190, to reconsider this ban. Your written request shall set forth your reasons for reconsideration of the ban. **THE LENGTH OF THIS BAN SHALL REMAIN AS STATED IN THIS DOCUMENT UNLESS THE DIRECTOR ISSUES A WRITTEN DETERMINATION ALTERING THE TERMS OF THIS DOCUMENT.**

BANNED FROM SENIOR CENTER _____
RETURN DATE _____ Staff initials: _____

Appeal Procedure

1. Notice of Appeal. The Director's written determination may be appealed to the Park Board, if the individual aggrieved files a written notice of appeal within 10 days after he/she receives the determination. Such notice shall be filed with: both the Senior Center Coordinator and the Parks and Recreation Director, c/o City of Whitewater; PO Box 178, 312 W Whitewater St. Whitewater WI 53190. The Park Board shall hold a hearing within 30 days after the notice has been filed. The appellant shall be notified at least 10 days before the hearing.
2. Hearing: At the hearing, the appellant may be represented by counsel, may present evidence, and may call and examine witnesses and cross-examine witnesses of the other party. The Chairperson of the Park Board shall conduct the hearing and shall follow the Rules of Evidence provided in the Wisconsin Statutes, 227.45, for administrative proceedings. The staff shall record all of the proceedings on tape.
3. Decision. Within 30 days of the completion of the hearing, the Board shall issue a written decision stating the reasons therefore. The Board shall have the power to affirm or reverse the written determination or to remand it to the Director or designee with instructions for reconsideration. The decision, except for remand, shall be a final determination for the purposes of judicial review.

Non-compliance with Ban - Trespassing

If a banned individual enters the Starin Park Community Building or other city facility where senior programming is taking place before the return date listed in the ban letter, police will be called and individual may be arrested for trespassing under Whitewater City Ordinance _____.

Approved:

VOLUNTEER AND STAFF GUIDELINES FOR INAPPROPRIATE BEHAVIOR

All incidents will be documented in writing or sent by email 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. In the absence of the Senior Coordinator, the Senior Aide or volunteer should contact the Parks and Recreation Director or the Police.

EMERGENCY LOCATIONS

Starin Park Community Building

First Aid Kit: Labeled Kitchen cupboard at the

Fire Extinguishers:

- Next to main entrance
- Next to the drinking fountain in the main room
- By the north exit in the West Room

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.
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 SIP premises, during a SIP sponsored trip or if the incident occurred while on work-related activities. Report an accident to the Senior Coordinator as soon as possible, if Senior Coordinator is not in the facility at the time of the accident contact the P/R Director or other Parks and Recreation Staff.

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 occurrence to the P/R Director and/or other reporting agencies as required.

VOLUNTEER EMERGENCY PROCEDURES

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

Consider all persons as potentially infective. Use appropriate barrier precautions routinely.

First Aid Kits – Starin Park Community Building:

Basic Kit:	Located in the marked kitchen cupboard
Spill Response Kit:	Gloves are in the cupboard near the first aid kit. Bleach is In the storage cage.

Emergencies Involving Blood

1. Immediately put on gloves or put a barrier between you and the person's blood until help arrives.
2. Encourage persons with minor cuts and scratches to care for their own injuries by washing with soap and water, and applying a Band-Aid themselves.
3. If blood spills on the floor, countertop, etc . . . the spill must be cleaned with bleach following proper clean-up procedures and that all contaminated material must be disposed of according to Bloodborne Pathogen guidelines. Contact the Maintenance Department or Parks and Recreation Staff immediately for spills and keep people away from the area.

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 at the Starin Park Community Building

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 Aid 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. If possible, request someone to 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 or the Downtown Armory 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.

Accident/Incident Report

The volunteer in charge must complete an Incident Report. This volunteer must contact a staff member to fill out and review the report within 24 hours of the incident. A staff person must sign the report and will send to the appropriate agency. Reports are located in the Reception handbook at the Reception Desk in the Starin Park Communist Building and in the Pickleball bin at the Downtown Armory.

TORNADO PROCEDURE

Policy:

The staff/volunteer will monitor weather conditions with the internet or radio. Participants will be informed of changes in the weather.

Tornado Watch:

1. 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.

Tornado Warning

1. A Tornado Warning is declared when a funnel cloud has been sighted.
2. When a tornado warning is issued the staff will inform all participants and volunteers and move them to the Starin Park Community Building indoor or outdoor bathrooms or the Armory

basement. Participants may leave the building, but should be cautioned of the unsafe weather and be advised to remain in the building.

3. Staff will bring a flashlight and radio into the shelter.
4. People can leave the shelter when the all clear is sounded.

FIRE SAFETY POLICY AND DRILLS

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 inservices given. Inservice records shall include dates, times, topics and attendance.

Fire Evacuation Procedures – Starin Park Community Building

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 proceed to 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.

Fire Evacuation Procedures – Downtown Armory

1. Call 911. Give the type location and size of fire.
2. Evacuate. Everyone should help one another during the evacuation. Volunteer in charge should take the daily attendance sheet.
3. Close all doors behind you during the evacuation. This will help slow the spread of fire and smoke, allowing time for the evacuation.
4. Stairwell doors are to be kept closed at all times. They are fire doors.
5. Walk calmly to the outdoor meeting area.

Those evacuating through the front entrance room should meet across North Street in the parking lot. Take care when crossing the road.

Those evacuating out the north gym entrance entrance should proceed to the city parking/Ketterhagen lot. Make your way across North St, when safe.

Those evacuating out the east or west stairwell entrances should make their way across North St.

Do not leave the Outdoor Meeting Areas until you have checked in with the volunteer with the attendance sheet 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.

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 which shows the date of the payment, the name and address of the payer, amount received, reason for the payment, whether the payment was made in cash or by check, and signed by the person receiving the money. The participant receives a copy of the receipt. The payment is rung up on and placed in the cash register and recorded in SchedulesPlus. Receipt of monies can also be printed from SchedulesPlus.

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

Deposits

Deposits are made by the Senior Coordinator or a designated volunteer. Deposits are made monthly or sooner if cash on hand reaches \$300. Receipts are reconciled and recorded. Itemized deposits are provided to the city and duplicate records are kept at Seniors in the Park.

Cash Register

Money taken in is removed to safe daily. Fifty dollars is kept in the register for starter money.

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 bank 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 organization.

Purchasing

The Senior Coordinator is issued a City of Whitewater credit card with a limit of \$3000. Purchases that can be made without prior Department Head approval include purchases of general supplies, fundraising supplies and payment for advertising, senior trips, staff conferences, and lodging. Large purchase procedures are listed in the City of Whitewater Procurement Policy.

Contracting

The Senior Coordinator contracts with travel companies for trips, instructors and presenters/entertainers. All other contracts are negotiated and signed by the Parks and Recreation Director or City Manager.

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.

CITY OF WHITEWATER POLICY		TITLE: SPONSORSHIP POLICY
POLICY SOURCE: Parks and Recreation Department	Parks and Recreation Board Approval Date: January 7, 2008 Revision Date: April 6, 2009	TEXT NAME: G:\Park & Rec\Policy\ Sponsorship Policy

- I. Purpose
 The Whitewater Parks and Recreation Department believes that through mutually beneficial partnerships that the overall quality of life in the community can be enhanced, community relationships can be strengthened, and efficiencies in time and resources can be achieved.

- II. Policy
 The Whitewater Parks and Recreation Department believes that collaboration with corporate America in the design and delivery of sponsorship programs will provide an enhanced and more relevant experience for all participants. We believe that partnerships may include, but not be limited to the following sponsorships:

- | | |
|---|--|
| Athletic Fields
Park Development
Playgrounds
Athletic Equipment
Sports Teams | Special Events
Park Benches
First Aid Kits & Supplies
T-Shirts
Recreation Sunshine Fund |
|---|--|

The Organization and all of its members may enter into partnership with business, industry and individuals. The partnership shall:

1. Meet identified recreational or sports needs;
2. Be mutually beneficial; and
3. Avoid Commercialization

The sponsoring company should:

1. Not engage the Organization in what would appear to be either side of a contentious political, moral or social issue.
2. Demonstrate practices that represent those of concerned citizen, e.g., safety and health procedures, and environmental issues and equity.

III. Definitions

1. Sponsorship

Cash, products or services in-exchange for acknowledgment with the context of this policy.

IV. Sponsorships

1. Conditions of Sponsorship

Prior to entering into any sponsorship agreement, the participating program, area, or staff shall clearly determine the sponsor's expectations.

The following information shall be collected in order to determine a potential sponsor's eligibility:

- (A) The nature and product or service of the sponsor.
- (B) Information about the sponsor's history.
- (C) Reason for sponsor's interest in the Organization.
- (D) The activity, event, facility, or item, which the sponsor wishes to create a sponsorship agreement.
- (E) Representatives of the firm with whom the organization and staff will work, including any outside advertising or communications agency.
- (F) Advertising Expectations

2. Terms of Sponsorship Agreement

The following details shall be documented prior to establishing a sponsorship agreement:

- (A) The duration of the agreement.
- (B) The roles, responsibilities and rights of the sponsor.
- (C) The outcome of the sponsorship.

3. Approval of Sponsorship

Whitewater Parks and Recreation Department agreements with sponsors shall be made by the staff of the Whitewater Parks and Recreation Department with final approval from the City Manager.

Any item permanently attached to a City Park or City Park Property must receive approval from the Parks and Recreation Board.

CITY OF WHITEWATER POLICY		TITLE: Heat and Inclement Weather Policy
POLICY SOURCE: Parks and Recreation Department	Parks and Recreation Board Approval Date: 1/7/2013	TEXT NAME: G:\Park & Rec\General Information\Policy\ Heat and Inclement Weather Policy

I. Purpose

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

II. General Statement

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

III. Actions

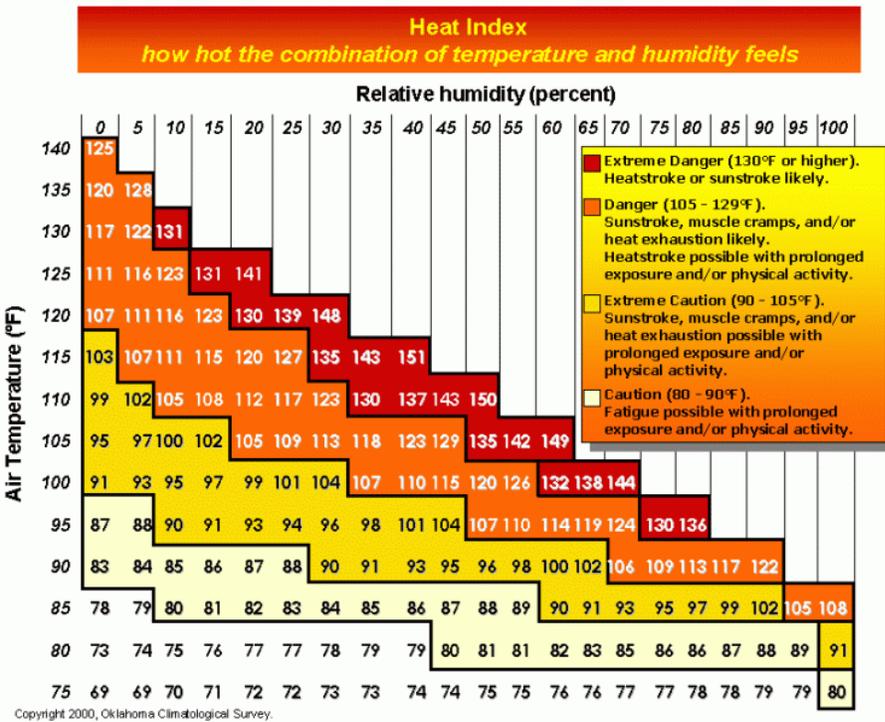
The following policy is hereby established regarding the occurrence of severe weather and extreme heat during Whitewater Parks & Recreation activities:

- A. **THUNDER & LIGHTNING:** Effectively immediately, once lightning is observed or thunder is heard during outdoor recreation activities, all athletic fields must be cleared for a period of 20 minutes. If lightning is observed (or thunder heard) again, the 20 minute period of cleared fields starts over.
- B. **SNOW:** When schools are closed or close early due to inclement weather, all recreation and parks activities for that day are cancelled. For weekend activities, if the City declares a snow emergency after 6 pm Friday or anytime Saturday, all Saturday activities are cancelled. If a snow emergency is in effect after 6 pm Saturday or anytime Sunday, all Sunday activities are cancelled. This includes activities that occur at school sites or City sites.
- C. **WIND:** When a high wind warning is issued by the National Weather Service (NWS), outdoor activities shall not operate within close proximity of trees, power lines and other potential hazards. THE NWS defines high wind warnings as sustained wind speeds of 40 mph or greater for 1 hour or longer or 58 mph or greater for any duration of time.
- D. **HEAT:** Approximately 120 minutes prior to the start of the activity, temperature and heat index reading should be taken at the UW-W Weather page located at <http://www.uww.edu/cls/geography-geology/weather>.

Programs that utilize volunteer coaches will provide heat related education materials to all coaches. The following are guidelines for coaches, program leaders and volunteers to follow with regards to Department sponsored activities for youth, including practices:

- Heat Index 80-89 Use caution; monitor participants carefully for necessary action. Encourage additional fluid intake.
- Heat Index 90-104 Use extreme caution; remove helmets and other equipment if not involved in contact. Fluid/shade/rest breaks must be taken every 20-25 minutes. Activity should be modified for less exertion. Consider reducing program length.
- Heat Index 105 **All outdoor programs are canceled.** The National Weather Service office will issue a heat advisory when the heat index (combination of temperature and relative humidity) is 105 degrees or more. Indoor events in non-air conditioned buildings are also canceled.

IV. Guidelines



V. Review of Policy

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

NOTE: A separate policy will be created for heat related concerns for programs that occur on artificial turf surfaces.

Nathan Karraker

From: dawnboley@charter.net
Sent: Wednesday, April 22, 2015 3:28 PM
To: Nathan Karraker
Subject: 14U Softball

Follow Up Flag: Follow up
Flag Status: Flagged

hi Nate,

I just left you a voice mail..this email is a follow up.

My daughter has decided she doesn't want to play softball this summer.

Can I please get a refund of the \$70 fee I paid?

Thanks

Dawn Boley

262-949-0115

Nathan Karraker

From: Ryan and Jen Kienbaum [kienbaum25@yahoo.com]
Sent: Tuesday, June 02, 2015 3:22 PM
To: Nathan Karraker
Subject: Follow up

Nathan,

As a follow up to our conversation this morning, can you please confirm the amount of the credit we will be receiving for Cody Kienbaum for Start Smart Soccer?

Thank you,
Jennifer Kienbaum
262-903-4566

On Thu, 5/28/15, Nathan Karraker <NKarraker@whitewater-wi.gov> wrote:

Subject: Start Smart Soccer
To: "Nathan Karraker" <NKarraker@whitewater-wi.gov>
Date: Thursday, May 28, 2015, 8:13 AM

Good Morning,

Thank you for signing your son/daughter up for Start Smart Soccer. I would like to give you a few details regarding the program and a little bit of what to expect. Start Smart Soccer will focus on skill development in the following areas; trapping, dribbling, passing, and being a goalie. If you chose to select the program with no supplies, please be sure to bring a soccer ball and shin guards to each class. If you chose to select the program with supplies, each participant will receive a participant kit that includes two different size soccer balls, a set of youth shin guards, and 4 soccer cones to keep. On the first day of class please arrive a few minutes early to get checked in and pick up equipment if needed.

Session Dates:

June 2 - June 30 (Tuesday)(5 Weeks)

Class Times:

5:15p-6p

Class Location -

Moraine View Park (In the event of inclement weather the class will be moved to the Downtown Armory.) *Start Smart Soccer is a parent child class so please be ready to jump in a participate along side your little one. *

Please feel free to contact me with any questions or concerns.

Thanks,

Nate
Karraker
Recreation Program Coordinator
City of

Matt Amundson

From: Jose Solorzano [josesolorzanojr@gmail.com]
Sent: Sunday, May 10, 2015 7:18 PM
To: Matt Amundson
Subject: Reservation Cancellation 7/25/15

Good evening Matt,

I am emailing you to cancel a reservation and request a refund in full (\$720.00). The reservation is for Saturday, July 25, 2015 (12pm-11pm) which is for a wedding reception. It is my understanding that these requests have to be brought up to the Parks Board. I'm informed that there will be a board meeting held on Tuesday of this week (5/12/15). I am hopeful that this request can be submitted on that day. This request is being provided with more than two months in advance. I am canceling because I will no longer be holding a wedding reception. Would you be so kind to respond to my voicemail (left on 5/7/15) and confirm receipt of this e-mail--serving as a request to cancel? You can reach me at 262-510-6510. Thank you for your help.

Kindest regards,
Jose Solorzano

I am canceling my reservation due
to having a different reservation already
with Jefferson county and don't need
this reservation

Branden Longeneis