



**City of
WHITewater**

**City of Whitewater
Parks and Recreation Board Agenda
Tuesday, July 14, 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 June 9, 2015
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Hearing of Citizen Comments:

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

Staff Reports:

Senior Coordinator	Accreditation Review
Parks & Recreation Director	Improvement Project Status Report

Considerations:

C-1	Discussion and possible action related to selection of color for siding and trim at Starin Park Community Building
C-2	Discussion and possible action related to 2015 Waterfowl Hunting Program
C-3	Discussion and possible action related to 2016 Budget <ul style="list-style-type: none"> • Department Goals • 2016-2020 Capital Improvement Plan
C-4	Request for future agenda items
C-5	Adjourn

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

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

Brandon Knedler, Jen Kaina, Nate Jaeger, Kori Oberle and Ken Kidd (5:40), Absent: Rachel Deporter, Sarah Hansberry, and Bruce Parker.

Staff: Matt Amundson, Michelle Dujardin, Deb Weberpal

Guests: Karen Coburn, Ginny Coburn, Beverly Stone, Patrick Singer, and Cameron Clapper

Consent Agenda: Approval of Parks and Recreation Board minutes of May 12, 2015. Expedited approval of recreation program refund request by Dawn Boley, recreation program refund request by Jennifer Kienbaum, facility refund request for Adelaide Atkielski, facility refund request for Jose Solorzano and facility refund request for Nancy Longoria.

No items to be removed from consent agenda.

Jaeger moved to accept the consent agenda. Second by Kaina. Ayes: Jen Kaina, Brandon Knedler, Nate Jaeger and Kori Oberle. Noes: None. Abstain: None. Absent: Rachel Deporter, Sarah Hansberry, Ken Kidd 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: Recreation & Community Events Programmer- After School Program: Dujardin shared the last day of the after school program was today and things went extremely well for the first school year. Dujardin shared a photo book created by Washington and favorite statements from kids at each school. The 2014-2015 school year is currently being evaluated to make changes for the 2015-2016 school year. Registration will open in July for the next school year.

(Kidd arrived at 5:40pm)

Parks & Recreation Director – Youth Soccer: Amundson reported that the Parks & Recreation Department will be taking a step back from the youth soccer club and providing support when needed.

Improvement Project Status Report: Amundson referred to the packet and the improvement project list with updates. Added to the project update was the scheduling of lake harvesting for the week of June 15th.

Considerations:

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

Amundson introduced Karen Coburn and Ginny Coburn to present the Chimney Swift Tower Project. Karen stated now that we are a Bird City Community; there are certain criteria we must uphold. The Chimney Swift numbers are in decline but they are also currently in the area so why not create swift houses, a kiosk, and install a camera for people to view. Karen presented sample swift houses and Cravath Park location of possible house with approximate costs ranging from \$1,000 and above. Ginny Coburn commented that fundraising would take place to help fund this project.

Jaeger moved to direct UFC to work with City Staff and Chuck Nass to design, battle challenges and move forward with the project. Second by Kaina. Ayes: Jen Kaina, Brandon Knedler, Ken Kidd Nate Jaeger and Kori Oberle. Noes: None. Abstain: None. Absent: Rachel Deporter, Sarah Hansberry, and Bruce Parker.

Discussion and possible action on referring park sites to the Urban Forestry Commission for review regarding future planning.

Amundson suggested to the board that the UFC should receive five sites a year to review and make suggestions back to the board on park planning. The recommended sites this year are Skyway Park, Walton Oaks Park, Meadowsweet Park, Starin Park, and the Whitewater Creek Trail.

Karen Coburn asked the board for guidelines when looking at the parks. The board replied by stating to look into each parks specific planning, look beyond the trees and possibly look for points of interest to create. The board suggested adding Minnieska to the list.

Kidd moved to approve the list of parks for the UFC with the addition of Minneska Park. Second by Oberle. Ayes: Jen Kaina, Brandon Knedler, Ken Kidd Nate Jaeger and Kori Oberle. Noes: None. Abstain: None. Absent: Rachel Deporter, Sarah Hansberry, and Bruce Parker.

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

Amundson referred to packet outlining bids. Information was sent to four companies to submit bids with two actually turning bids in. Staff have reviewed the quotes and make a recommendation to award the contract to Riedl & Son Exterior Specialist in the amount not to exceed \$22,306.82 for replacement of siding, gutters and downspouts.

Jaeger moved to accept the estimate and recommend the selection of Riedl & Son Exterior Specialist in the amount not to exceed \$22,306.82. Second by Oberle. Ayes: Jen Kaina, Brandon Knedler, Ken Kidd Nate Jaeger and Kori Oberle. Noes: None. Abstain: None. Absent: Rachel Deporter, Sarah Hansberry, and Bruce Parker.

Discussion and possible action approving design of Armory ramp and stair replacement

Amundson referred to packet material outlining ramp design. The design selected by city staff will allow the food pantry to continue to operate during construction with also the best overall aesthetically pleasing look.

Kidd moved to accept the design by Strand & Associates to go before Council for approval on June 16th and to be sent out for bid. Second by Knedler. Ayes: Jen Kaina, Brandon Knedler, Ken Kidd Nate Jaeger and Kori Oberle. Noes: None. Abstain: None. Absent: Rachel Deporter, Sarah Hansberry, and Bruce Parker.

Discussion and possible action approving design of Cravath Lakefront boat launch

Amundson referred to packet material outlining launch design and changes to the current pier location by Strand & Associates.

Knedler moved to accept the design by Strand & Associates for the Cravath Lakefront boat launch. Second by Jaeger. Ayes: Jen Kaina, Brandon Knedler, Ken Kidd Nate Jaeger and Kori Oberle. Noes: None. Abstain: None. Absent: Rachel Deporter, Sarah Hansberry, and Bruce Parker.

Discussion and possible action approving Seniors in the Park policies

Amundson commented that in preparation for re-accreditation, staff is requesting that the Board approve the policies included in the packet. Weberpal commented that not much has changed in the past five years from the last accreditation, but some wording needs to be changed for extra policy protection. Communication with the City Attorney is taking place to make sure these policies are accurate.

Kidd moved for pending approval of the policies with the final wording approval given by City Attorney. Second by Oberle. Ayes: Jen Kaina, Brandon Knedler, Ken Kidd Nate Jaeger and Kori Oberle. Noes: None. Abstain: None. Absent: Rachel Deporter, Sarah Hansberry, and Bruce Parker.

Discussion and possible action related to Heat and Inclement Weather policy.

Amundson referred to the current heat and inclement weather policy with current concern of the policy not addressing the difference of the heat coming off the turf/synthetic field. Amundson commented that playgrounds, tennis courts, basketball courts and other rubberized surfaces measure a various temperature and we do not have policies to regulate those areas.

Kidd suggested adding hydration stipulations and standard public information to the policy.

The Board and Amundson suggested the following to the current policy:

Heat Index 90-104	Use extreme caution; remove helmets and other equipment if not involved in contact. Shade/rest breaks must be taken every 20-25 minutes. Activity should be modified for less exertion. Participants should consume 4-8 oz of fluid every hour. Consider reducing program length.
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Heat Index 105

All youth parks and recreation programs are canceled. Adult program cancellation will be at the discretion of staff. Tournament cancellation will be handled on a case by case basis and all alternatives to complete the tournament will be explored.

Knedler moved to approve the noted changes to the current heat and inclement weather policy along with the removal of the statement "NOTE: A separate policy will be created for heat related concerns for programs that occur on artificial turf surfaces". Second by Kaina. Ayes: Jen Kaina, Brandon Knedler, Ken Kidd, Nate Jaeger and Kori Oberle. Noes: None. Abstain: None. Absent: Rachel Deporter, Sarah Hansberry, and Bruce Parker.

Request for future agenda items

No future agenda items stated

Adjourn for the Annual Park Tour at 6:43pm

Respectfully submitted,
Michelle Dujardin

DRAFT

Parks & Recreation Capital Project List 2015

Parks

Updated 7/9/15

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; Council awarded bid to RR Walton			Contract approved, scheduled to harvest both lakes twice		develop cost estimate
DNR permit awarded, Tentative Construction Dates 7/20-9/18; Pre-construction meeting scheduled for 7/14			Received 3 Year DNR permit on 6-5-15, contractor started work on 6-16-15. First round of harvesting completed on 6/20.		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	Plan is to develop materials cost and have Community Foundation purchase materials through TFOD fund, construct this fall using volunteer labor	Final committee meeting held on 4/13
Site was seeded by Midwest Prairies the week of June 22; chemical treatment to be completed in coordination with DPW staff	Present plan in August to PRB	Completed, ceremony scheduled for 7/23	Once material cost is developed, will approach donors to support purchase	Awaiting placement of "mock-up" of new sign

Parks & Recreation Capital Project List 2015

Facilities

Armory Ramp & Stairs	Armory Gym Floor \$8,000	Armory Roof	Starin Community Bldg Roof	Starin Community Bldg Siding \$20,000	Starin Community Bldg 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	Riedl & Son 920-222-1147	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. Council approved design and authorized project to go to bid on 6-16-15	Obtained quotes from SFI Floors & Schmidt Flooring with SFI being low cost	Council awarded bid to Pioneer Roofing on 7/7	Council rejected bid and directed staff to solicit quotes	Council awarded low quote to Riedl & Son on 6-16-15	
Bid Opening 7/14, Contract Award 7/21; Construction 8/17-9/30	Tentative scheduled start date is August 2nd	Awaiting pre-construction meeting and schedule		Seniors Advisory Group selected color; work scheduled for September	Project completed