



**City of
WHITewater**

**City of Whitewater
Parks and Recreation Board Agenda
Tuesday, December 8th, 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 November 10, 2015
CA-B	Receipt and acknowledgement of Urban Forestry Commission minutes of October 27, 2015

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	Fitness Equipment Progress & Chili Cook-off
Parks & Recreation Director	2015 Improvement Projects

Considerations:

C-1	Discussion and possible action related to Minneiska & Trippe Lake park improvements
C-2	Discussion and possible action related to Park Development Fees
C-3	Discussion and possible action related to anti-bullying recreation program policy
C-4	Discussion and direction related to department staffing
C-5	Request for future agenda items
C-6	Adjourn

Memo

To: Parks and Recreation Board
From: Matt Amundson, Parks and Recreation Director
Date: December 3, 2015
Re: December 8th Parks & Recreation Board Meeting

C-1 Discussion and possible action related to Minneiska & Trippe Lake park improvements

I've included the survey results in the support material; survey was distributed via the Parks & Recreation newsletter, a targeted email to those in the Rec Desk system living in the Trippe neighborhood, and on the Parks & Recreation website and Facebook site.

C-2 Discussion and possible action related to Park Development Fees

I have included calculations in the support material for both the parkland development fee and the parkland acquisition fee for your review and discussion. Additionally, the following communities have provided feedback on their rates:

West Bend	\$1,979 per unit	last updated in 2002
Jefferson	\$500 per unit	last updated in 2008
Wauaukee	\$1,787 (single unit) / \$1,216 (multi-family)	updated annually

C-3 Discussion and possible action related to anti-bullying recreation program policy

I have included a draft policy for your review and consideration. The draft policy follows much of the Whitewater Unified School District policy on this issue and has been revised to fit recreation programming.

C-4 Discussion and direction related to department staffing

I would like to involve the Board in a discussion related to staffing. As you are aware the Recreation Program Coordinator position is vacant for the 2nd time since it was added in the fall of 2014 for the start of the 2015 Budget year.

Your consideration of these matters is greatly appreciated.

Thanks!

Matt Amundson,
Parks & Recreation Director

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

Tuesday, November 10, 2015 - 5:30 pm

Community Room – 1st Floor, Whitewater Municipal Building
312 W. Whitewater St. Whitewater, WI 53190

Call to Order and Roll Call

Rachel Deporter, Bruce Parker, Ken Kidd, Kori Oberle, Nate Jaeger, and Brandon Knedler (Arrived 6:06pm)

Absent: Jen Kaina

Staff: Matt Amundson, Michelle Dujardin

Consent Agenda:

Approval of Parks and Recreation Board minutes of October 19, 2015

No items to be removed from consent agenda. Parker moved to accept the consent agenda. Second by Oberle. Ayes: Rachel Deporter, Nate Jaeger, Bruce Parker, Ken Kidd, and Kori Oberle. Noes: None.

Abstain: None. Absent: Jen Kaina and Brandon Knedler

Hearing of Citizen Comments:

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

No Citizen Comments

Staff Reports:

Recreation and Community Events Programmer –

UW-W Partnership with After School Program: The Afterschool program is in its second year of working with Recreation class 320 to provide an opportunity for students to complete their final project by working with the after school children. This partnership has been very successful and appreciated by both the recreation students and elementary students.

Halloween Party: The Youth Halloween Party was held Saturday, October 31st in conjunction with UWW Homecoming and Whitewater City Trick or Treat. Despite the cold rainy weather, the party had great attendance.

Fall Dance Recital: The End of Season Fall Dance Recital will be held at the Hamilton Room in the UC on Saturday, November 14th. Over 70 dancers will take the stage and show off their moves. Winter classes will begin in February.

Brochure: The Winter/Spring Brochure is receiving the final touches and will be online shortly with printed versions to follow.

Parks & Recreation Director - Improvement Project Status Report

Introduction of Recreation Program Coordinator Sara Rollins: Due to personal situations Sara is no longer with the department. Discussions about future plans will take place at December meeting.

WPRA Conference: The annual state conference took place the first week of November with many great sessions. Two of the most memorable sessions were; Work to life balance and Effective ways to use social media.

Considerations:

Discussion and possible action related to Minneiska & Trippe Lake Park Improvements

Amundson stated there is currently \$30,000 allocated for a playground in Minneiska Park for 2018.

Amundson pointed out the close proximity of Trippe Lake Park to the Waters Edge neighborhood and questioned the need for another playground when the funds could be used to update and incorporate ADA components into Trippe Lake Park.

Parker commented that families were told when purchasing their homes by the builder that a playground would be in their neighborhood as part of the subdivision and was concerned these families were still looking to see that playground.

Kidd commented that it's more of a strategic decision to put more money into upgrades instead of increasing maintenance cost of an additional park. Kidd questioned how many parks we manage short and long term

The Board discussed and directed Amundson to create a survey for the Waters Edge residents and bring back findings to the December meeting.

(Knedler arrives at 6:06pm)

Discussion and possible action related to Park Development Fees

Amundson commented that Park Fees haven't changed because the 5 year plan has yet to be updated. Amundson has contacted other communities and is awaiting feedback to move forward with this item.

Request for future agenda items

Recreation Coordinator Position, Developer Park Fees, and Program Participation Policy

Adjourn

Knedler moved to adjourn at 6:20. Second by Parker. Ayes: Rachel Deporter, Nate Jaeger, Bruce Parker, Ken Kidd, Brandon Knedler, and Kori Oberle. Noes: None. Abstain: None. Absent: Jen Kaina

Next scheduled meeting: Tuesday, December 8th, 5:30 pm

Respectfully submitted,

Michelle Dujardin

UFC Oct. 27 2015 Minutes:

Call to Order: 4:30 P.M.

Roll Call: Present: Teri Smith, Andy Beckman, Karen Coburn, Brandon Knedler, Karen McCulloch, Jerry Schoen, Sherry Stanek, Bev Stone

Absent: Anne Zarinnia

McCulloch explained her absences due to having a booth at the City Market. She added that she very much wants to be part of the UFC activities and in the future will plan for help at the booth and pledged 2 hours of outside time contribution to the Commission projects. The membership stated it's appreciation for all her past work and was pleased that she was able to stay on.

Smith moved to **approve the Agenda**, McCulloch second, unanimous approval.
Stone moved to **approve minutes**, McCulloch seconded, unanimous approval

Staff Report: Beckman said staff is getting ready to order trees for next spring. The UFC needs to prepare plan for Clay St. Nature Park for Nass and Amundson to approve. Knedler would like Coburn to approach city on burying power lines in order to be able to plant larger trees. Would the cost be assessed to homeowners. The SE Quadrant will be planted next year. Coburn would like the UFC members to look at the area and see where needed trees might be planted. A list will be compiled for the November meeting. Coburn would also like the list of the trees to be ordered by Nass. The UFC will be working with consultants to design what will be planted in the Clay St. Nature Park. Forming a citizen ad hoc committee would be helpful and involve the community. Knedler will talk to Matt Amundson, the director of Parks and Recreation about a hummingbird/butterfly garden. Coburn said there is a lovely spot for a picnic table. The dock may be replaced because it is unsteady.

Bird City/ Bird Talk: Schoen gave a talk to Paul Major's wildlife class at the high school. He came back another day to assist the students in setting up 2 bluebird houses that were decorated by students at the Main St. festival. Starin Park is being considered for another placement.

Seed Library: Coburn gathered seeds from some native plantings at the Coburn Co. warehouse. She gave them for processing to Richard Ehrenberg. He places them in packets to be refrigerated at the library for people to check out.

Chair Report: Coburn informed committee that Neighborhood Services Director, Chris Munz-Pritchard would like UFC to review landscape plans for proposed developments to include more native species and to eliminate invasives where possible and to generally educate about the reasons for doing this.

Coburn presented the Summit Dental landscaping draft for consideration by the UFC. The goal is to recommend native planting as much as possible. There were a few suggestions from members. Smith commented that the Bradford Pear tree would be smelly and suggested the Pin Cherry or Black Cherry. Also, she recommended the Turk's Cap over the Pardon Me Daisy and a Coreopsis over the Shasta Daisy. Knedler wondered about planting trees by the retention pond. Coburn commented that she understood that the city would be managing the pond area. There was a motion by Knedler that the smaller landscape study group would finalize the landscape plan, Stone seconded, and it was unanimously approved.

Tree City/Tree Talk: The Champion Tree Program was discussed. Zarinnia found this Wisconsin program after concerns about saving the trees at the former Olsen Funeral Home at Main and Prince Streets. Possible project for next year? Stanek would like to involve UW students concerned with this issue in project. McCulloch shared concern about wildlife and birds who use these old trees as their habitat. UFC needs to focus on educating citizens and developers about these concerns. Coburn passed out Fitchburg Survey. Stone moved to go forward with Champion Tree program, McCulloch seconded; unanimous approval. McCulloch moved that we review Fitchburg survey, Smith seconded, unanimous approval.

Website: No report. Zarinnia absent

Plan Board: We need to find out how lot coverage is calculated.

Park Board: Clay St. Nature Area will be planted in spring. Recommendations are needed for other parks too. UFC has toured Minieska and Skyway so far.

Effigy Mounds: Midwest Prairie has completed contract for 2015. Landmarks reported that some mowing has happened over ends of mounds. They aren't clearly delineated. Signage will be put in place on stones demarcating mounds. Lidar Imaging will be taking place and signage is in progress and will be completed with UFC and Scott Weberpal.

Knedler moved to adjourn, Smith seconded; unanimous approval.

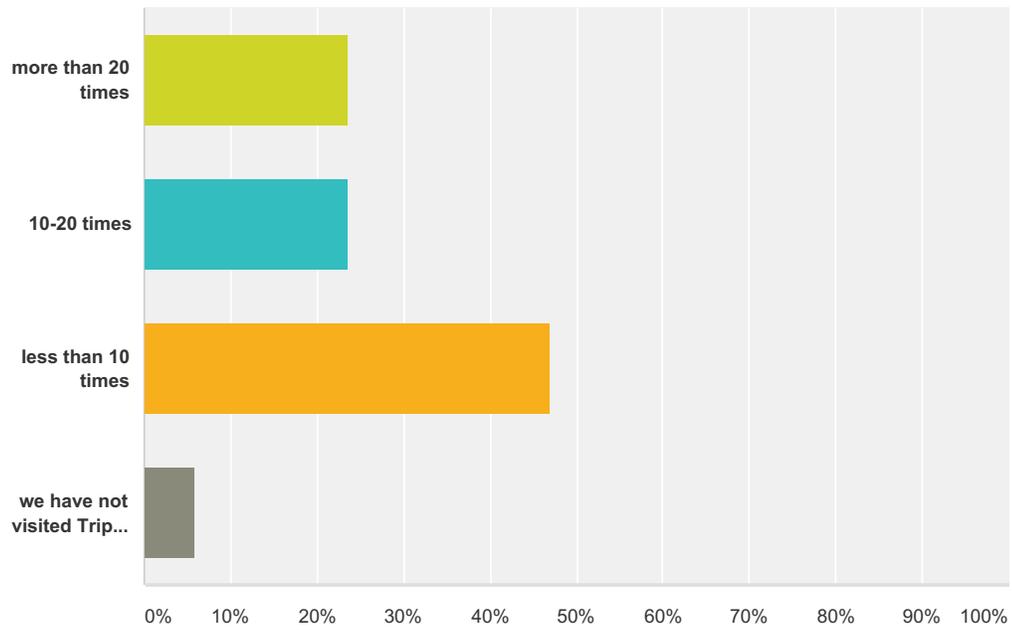
Next Meeting: November 26, 2015

Respectfully submitted,

Karen Coburn and
Sherry Stanek, secretary

Q1 In the past year, how often has your family visited Trippe Lake park?

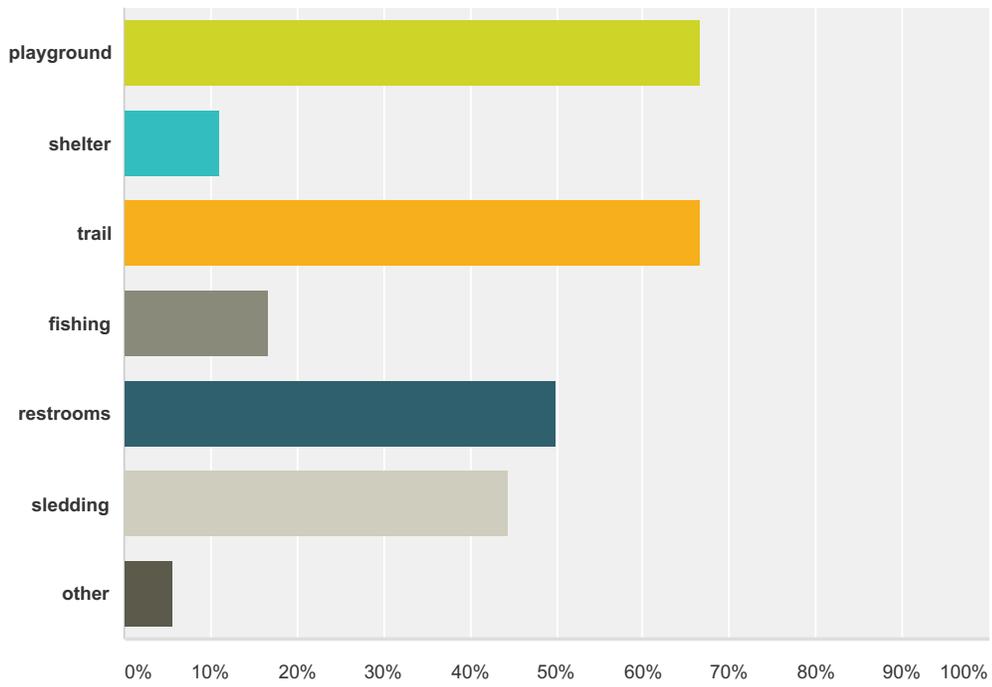
Answered: 17 Skipped: 1



Answer Choices	Responses
more than 20 times	23.53% 4
10-20 times	23.53% 4
less than 10 times	47.06% 8
we have not visited Trippe Lake park	5.88% 1
Total	17

Q2 What park features did your family use at Trippe Lake park?

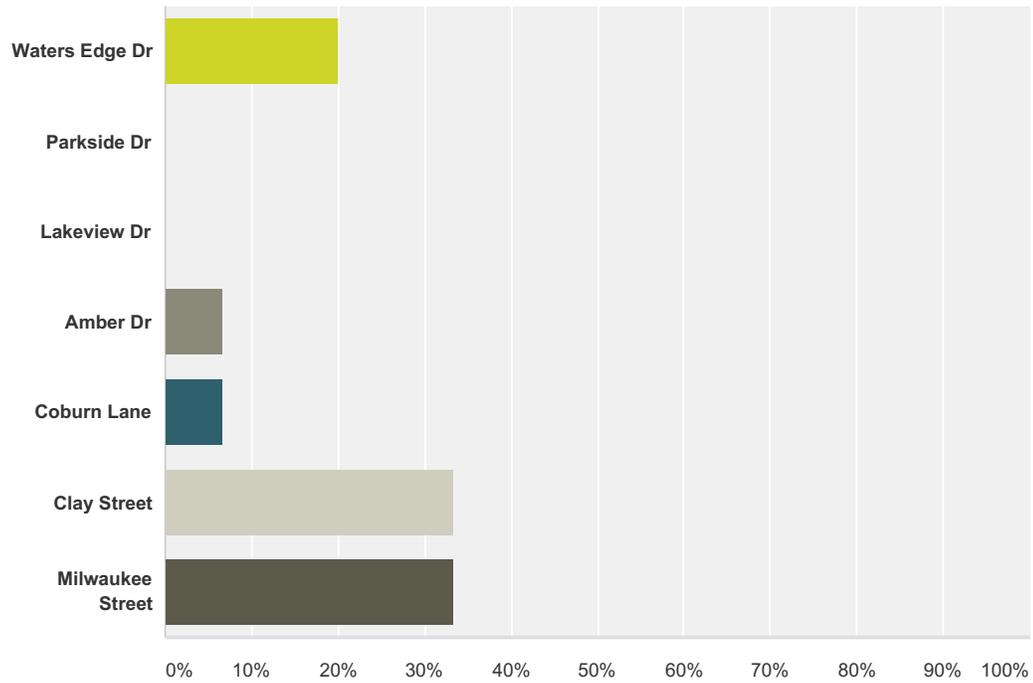
Answered: 18 Skipped: 0



Answer Choices	Responses
playground	66.67% 12
shelter	11.11% 2
trail	66.67% 12
fishing	16.67% 3
restrooms	50.00% 9
sledding	44.44% 8
other	5.56% 1
Total Respondents: 18	

Q3 What street is closest to where you live?

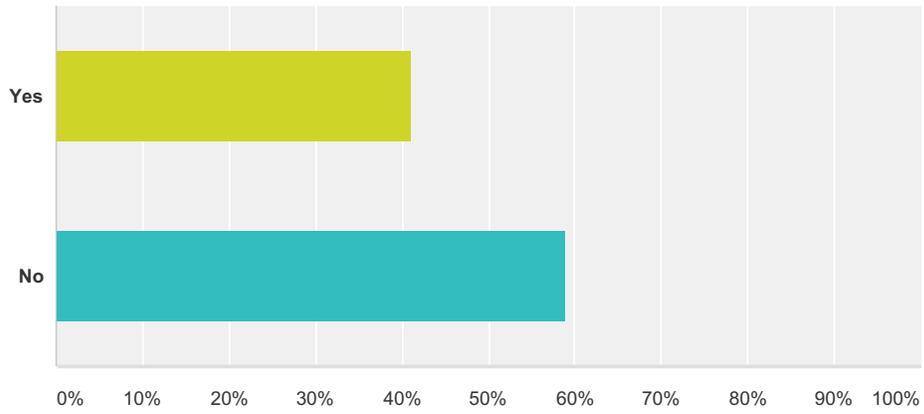
Answered: 15 Skipped: 3



Answer Choices	Responses
Waters Edge Dr	20.00% 3
Parkside Dr	0.00% 0
Lakeview Dr	0.00% 0
Amber Dr	6.67% 1
Coburn Lane	6.67% 1
Clay Street	33.33% 5
Milwaukee Street	33.33% 5
Total	15

Q4 Are you aware of the recently developed Minneiska Park in Waters Edge South?

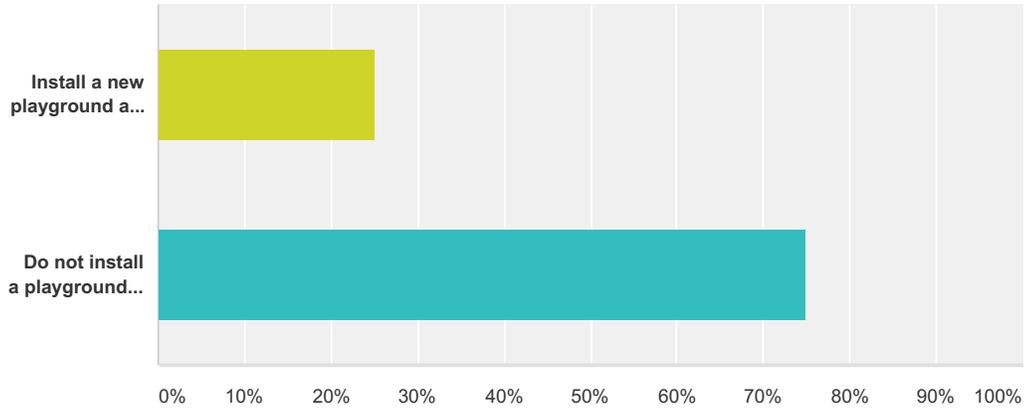
Answered: 17 Skipped: 1



Answer Choices	Responses
Yes	41.18% 7
No	58.82% 10
Total	17

Q5 Trippe Lake Park is less than a half mile away from Minneiska Park, please choose one of the following

Answered: 16 Skipped: 2



Answer Choices	Responses
Install a new playground at Minneiska Park	25.00% 4
Do not install a playground at Minneiska Park but use funds to improve the playground at Trippe Lake Park	75.00% 12
Total	16

#	Other (please specify)	Date
1	clean up the lake!	12/2/2015 10:58 AM

Q6 What improvements or suggestions do you have for either park location?

Answered: 7 Skipped: 11

#	Responses	Date
1	Parking on the top of the sledding hill needs to be addresses; however, this may not be the forum. When people do use the park area for sledding, Coburn Lane becomes congested, as people do not park down below by the lake and walk up.	12/3/2015 2:43 PM
2	Clean up the lake for swimming.	12/2/2015 2:54 PM
3	Make the lake useable	12/2/2015 10:58 AM
4	It would be nice if there were a place to have a nice skating rink and warming house for regular ice skating, why do the hockey players get the rink.	12/2/2015 9:36 AM
5	Clean out a swimming area at Trippe Lake Park.	12/2/2015 9:05 AM
6	Geese and weed control	12/1/2015 10:28 PM
7	Keeping the shelter cleaner and less garbage around on the ground	12/1/2015 6:15 PM

2015-2019 5 Year Parks CIP

	2015	2016	2017	2018	2019	
Moraine View						
Dog Park Relocation/Additon					\$10,000.00	
Shelter/Restroom/Concession Bldg		\$100,000.00				
Playground					\$40,000.00	
Starin Park						
Outdoor Fitness Equipment		\$20,000.00				
Cravath						
Fencing		\$25,000.00				
Ampitheatre			\$250,000.00			
Trippe Lake						
Fishing Pier	\$5,000.00					
Parking Lot				\$75,000.00		
Effigy Mounds Preserve						
Signage	\$15,000.00					
Kiosk				\$10,000.00		
East Gate Park						
EWF Playground Conversion	\$5,000.00					
Minneiska Park						
Playground				\$30,000.00		
Skyway Park						
EWF Playground Conversion	\$5,000.00					
Park Shelter					\$7,500.00	
Big Brick Park					\$10,000.00	
Park Shelter						
Cravath						
Boat Launch	\$57,500.00					
	<u>\$87,500.00</u>	<u>\$145,000.00</u>	<u>\$250,000.00</u>	<u>\$115,000.00</u>	<u>\$67,500.00</u>	\$665,000.00

2011-2015: 68 residential units constructed

\$9,779.41

Moraine View Shelter & Playground & Minneiska Playground @ 25%

\$42,500.00

Development Fee Per Unit **\$625.00**

NRPA Park Acreage Standard	Population	14,500	16,000	20,000	25,000
6.25 acres per 1000		90.6	100	125	156.25
10.5 acres per 1000		152.3	168	210	262.5

Whitewater currently has 157.3 developed acres of park land

Whitewater additionally has 63.2 undeveloped acres of park land (Whitewater Creek & Ward)

Whitewater Effigy Mounds Preserve not included in figures

For Whitewater to maintain the maximum of 10.5 acres per 1000 people and grow to a population of 25,000 it would need to acquire 42 acres of parkland. A goal would be to acquire the parkland in 50 years.

190.5 acres sold for \$1,910,000 \$10,026.25 per acre cost (Walworth County parkland purchase)

42 acres x \$10,026.25 \$421,102.36

\$421,102.36 / 680 units **\$619.27** Parkland Acquisition Fee

2016-2020 5 Year Parks CIP

	2016	2017	2018	2019	2020	
Moraine View						
Dog Park Relocation/Additon				\$10,000.00		
Shelter/Restroom/Concession Bldg						
Playground				\$40,000.00		
Starin Park						
Outdoor Fitness Equipment	\$20,000.00					
Wayfinding & Trash/Recycle	removed					
Splash Pad			removed	\$350,000.00		
Cravath						
Fencing	\$25,000.00					
Ampitheatre		removed	\$200,000.00			
Trippe Lake						
Fishing Pier						
Parking Lot			\$75,000.00			
Effigy Mounds Preserve						
Signage						
Kiosk			\$10,000.00			
East Gate Park						
EWF Playground Conversion						
Minneiska Park						
Playground			\$30,000.00			
Skyway Park						
EWF Playground Conversion						
Park Shelter						
Big Brick Park						
Park Shelter						
Walworth Ave						
Dog Exercise Area	removed					
	<u>\$45,000.00</u>	<u>\$0.00</u>	<u>\$315,000.00</u>	<u>\$400,000.00</u>	<u>\$0.00</u>	<u>\$760,000.00</u>

2011-2015: 68 residential units constructed \$11,176.47

Moraine View Shelter, Minneiska Playground, & Starin Splash Pad @ 25% \$105,000.00

Development Fee Per Unit **\$1,544.12**

CITY OF WHITEWATER POLICY		TITLE: Anti-Bullying Recreation Program Policy
POLICY SOURCE: Parks and Recreation Department	Parks and Recreation Board Approval Date:	TEXT NAME: G:\Park & Rec\General Information\Policy

Policy Statement

Bullying is prohibited at all city parks and/or city facilities. This policy applies not only to participants who directly engage in an act of bullying but also to participants who, by their indirect behavior, condone or support another participant’s act of bullying. No city employee, volunteer, contractor, shall permit, condone, or tolerate bullying.

Definition

Bullying is deliberate or intentional behavior using words or actions intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

A person who engages in bullying or tolerates bullying will be subject to discipline in accordance with city policies and procedures. The city may take into account the following factors:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for participant who engaged in an act of bullying may range from behavioral interventions up to and including immediate removal from the program or facility. Immediate removal from program activity is warranted if the participant physically attempts to cause injury to him/her or others, or leaves the designated program area with the intent to run away or hide from staff. The city will act to investigate all complaints of bullying and will take appropriate action against any participant, city staff, volunteer, contractor who is found to have violated this policy.

Reporting Procedure

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of bullying will report the alleged acts to the Parks & Recreation staff person managing the program. Any seasonal recreation staff members who observe or become aware of acts of bullying are required to report these acts to the Parks & Recreation staff person managing the program.

The Parks & Recreation staff person managing the program is the person responsible for receiving reports of bullying. Any person may report bullying directly to the Park and Recreation Director or City Manager.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

Those engaging in retaliatory behavior against individuals making reports will be subject to disciplinary action.

Procedure for Investigating Reports of Bullying

When a complaint or report of bullying is received, the City will begin an investigation. The investigation will include interviews with the individual(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Upon completion of the investigation, the city will take appropriate action on a case by case basis. City staff will notify the parent(s) or guardian(s) of participants involved in a bullying incident and action taken based on a confirmed report.

Training and Education

The Parks & Recreation Department will provide information and training to employees and volunteers regarding this policy.