



Parks and Recreation Board Agenda
Wednesday, December 21, 2016 – 6:30 pm
 Cravath Lakefront Conference Room
 2nd 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 16, 2016
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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:

City Manager	2017 Park Maintenance Plan, Position Recruitment
Parks & Recreation Community Events Programmer	Park & Recreation Board Members Update, Customer Service Coordinator position update
Athletic Program Coordinator	Ice Rink Update
Aquatics & Fitness Programmer	Massage therapy, membership update, gift certificates, PT Promotion, on demand lifeguard classes

Considerations:

C-1	Discussion and possible action related to restroom building at Starin Park
C-2	Discussion and possible action related to bike corrals at Starin Park
C-3	Presentation related to Aquatic Center financials including <ul style="list-style-type: none"> • November 2016 financial report • Estimated three month revenue projections
C-4	Discussion and possible action related to the formation of subgroups
C-5	Request for future agenda items
C-6	Adjourn

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

Wednesday, November 16, 2016 – 6:30 pm
Cravath Lakefront Conference Room
2nd Floor, Whitewater Municipal Building
312 W. Whitewater St. Whitewater, WI 53190

Call to Order and Roll Call

Bruce Parker, Brandon Knedler, Nate Jaeger, Ken Kidd, Chris Grady, Larry Kachel, Steve Ryan, and Kori Oberle. Absent: Jen Kaina and Rachel Deporter

Staff: Matt Amundson, Michelle Dujardin, Debbi Oas, Brian de la Torriente, Cameron Clapper

Guests: Sheri Stanek

Consent Agenda:

CA-A Approval of Parks and Recreation Board minutes of October 19, 2016

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

Hearing of Citizen Comments:

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

No Comments

Jen Kaina arrived at 6:33pm

Staff Reports:

Parks & Recreation Director

Dredging Feasibility Study: The study was unable to be finished due to delays. Cravath has had samples taken, they will be back in 2017 to complete Trippe

Bike & Pedestrian Wayfinding: This project has been turned over to Chris McDonnel to complete

Staff Transition Plan: Assignments have been delegated to current staff with the release of the job posting to be determined after conversation with management staff.

Considerations:

Discussion and possible action related to demolition of pit toilet building at Starin Park

Amundson referred to the packet and referenced state codes. Amundson stated the facility needs updates but recommended not tearing the structure down.

Kidd stated with renovation it still doesn't bring it up to code and showed concern of usage.

Parker state concerns of tearing it down and the high usage it does receive from shelter rentals and park users.

Amundson stated that Chuck Nass gave a rough estimate of \$5,000 to renovate the facility.

Parker moved to explore the option of both tearing down the facility as well as renovating the facility to a usable standard. Second by Kidd. Ayes: Bruce Parker, Brandon Knedler, Nate Jaeger, Ken Kidd, Chris Grady, Larry Kachel, Steve Ryan, Jen Kaina, and Kori Oberle. Noes: None. Abstain: None. Absent Rachel Deporter

Discussion and possible action related to bike corrals at Starin Park

Amundson stated there have been recent expressed concerns about the aesthetics, loss of green space, location, and how bikes without kick stands are to use the corral. Amundson stated the current concrete was suppose to be decorative stamped concrete, but due to weather on the day installed, that process was not able to happen.

Kidd commented that he would like to see the ability to park bikes within the corral that don't have kick stands.

Kachel questioned why these are not located by the trail head or closer to the ball fields.

Knedler questioned the ability to relocated one corral and cut back the current concrete and place something more eye pleasing in that area.

Knedler moved to bring back price quotes to utilize the current corrals with more bike parking ability, as well as look at relocation of the second corral. All locations must be ADA compliant. Second by Parker.

Ayes: Bruce Parker, Brandon Knedler, Nate Jaeger, Ken Kidd, Chris Grady, Larry Kachel, Steve Ryan, Jen Kaina, and Kori Oberle. Noes: None. Abstain: None. Absent Rachel Deporter

Presentation related to Aquatic Center financials including: October 2016 financial reports & pass holder reports.

Amundson reported that the Aquatic Center saw revenues in October of \$36,362.29 and expenses of \$55,291.66. He also commented that he projected a fund balance of \$9,300 at the conclusion of 2016, however, there are several factors that could influence that in the next few months.

Discussion regarding Parks & Recreation Director vacancy and recruitment

Amundson referred to the packet to review the recruitment brochure provided to city staff. Cameron Clapper addressed the board asking what they felt were the important qualities in the Parks and Recreation Director moving forward.

Grady left meeting at 7:26pm

The board stated multiple qualities they feel are important for this position, which included; aquatic center experience, awareness of our unique parks and archeological importance, passive & active land management, community & population health awareness, diversity of parks, facility & park maintenance knowledge, and work/life balance.

Request for future agenda items

Bike Corrals Solutions, Hill bathrooms in Starin Quotes, City Market Bike Corral, Wayfinding Report, Formation of Aquatic Center Subgroups, Three month estimated aquatic center financial report

Adjourn

Kidd moved to adjourn at 8:02 pm. Second by Knedler. Ayes: Bruce Parker, Brandon Knedler, Nate Jaeger, Ken Kidd, Larry Kachel, Steve Ryan, Jen Kaina, and Kori Oberle. Noes: None. Abstain: None. Absent: Rachel Deporter and Chris Grady.

Next scheduled meeting: Wednesday, December 21

Respectfully submitted,
Michelle Dujardin

DRAFT

Memo

To: Parks and Recreation Board
From: Michelle Dujardin, Parks and Recreation Director
Date: December 15, 2016
Re: December 21st Parks & Recreation Board Meeting

C-1 Discussion and possible action related to the restroom building at Starin Park

Staff have explored the costs associated with tearing down and also restoring the restroom building on the hill. Tearing down the building would currently include: employee labor costs. Chuck Nass spoke to Sta-Lite who stated we could leave the West side wall for support of all the electrical as is, in front of the wall, the pad could be left and tables and a grill could be set up to use the area.

Staff spoke with Chuck Nass who recommended the following if we selected to remodel the building; new stools, new privacy walls, new sinks, new hand towel machines, new urinal, and new steel framed entrance doors that can be locked when the bathrooms close, similar to the system at the community center. Price without the locking system for the doors would be about \$6,000.00, which would be without the labor as streets staff would do the removal and the install of all the new items.





It's my recommendation that we move forward with remodeling and develop a concrete cost. These costs will need to be figured into existing budgets or planned for in future CIP's.

C-2 Discussion and possible action related to bike corrals at Starin Park

Option 1: Staff spoke with Madrax, the bike corral manufacturer, included is the only option they can provide to accommodate 10 more bikes. The costs of the additional pieces are \$1,080.00 for each rack with shipping charges ranging \$150-\$400.





Option 2: Chuck Nass suggested the 9 Single- Strong, Pre-Galvanized Steel Tubing - 111L x 26W x 31" Sided Racks from Hd Supply Solutions.– Cost \$499.00 each



The board has also recommended moving one of the bike racks to another location within Starin Park. Included is an aerial map to discuss possible placement locations.



C-3 Presentation related to Aquatic Center financials including

- **November 2016 financial report**
- **Estimated three month revenue projections**

November saw revenues of \$44,032.94 and expenses of \$56,128.75. The Board has also asked Debbi to prepare an estimated three month revenue projections.

Budgetary Goals (90 days) Whitewater Aquatic and Fitness Center

Revenue Line items

1. Membership
2. Programming: Aquatics & Fitness
3. Passes (daily)
4. Concession
5. Rentals

Membership	NOV actual	DEC	JAN	FEB	
	24,527.87	25,020	25,520	26,027	
Programming	2,552.74	2,603	2,655	2,708	
Passes (daily)	8,302.07	8,468.74	8,638.11	8,811	
Concession	5,853.34	5,970.06	6,089.46	6,211.24	
Rentals	2,798.92	2,855	2,912	2,970	
TOTAL FUND REVENUE	44,032.94	44,916.80	45,814.57	46,727.24	

C-4 Discussion and possible action related to formation of subgroups

It was brought to the Boards attention that there was interest in creating an Aquatic Center Subgroup to focus on specific topics.

Your consideration of these matters is greatly appreciated.

Thanks!

Michelle Dujardin , CPRP

Recreation and Community Events Programmer

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2016

AQUATIC CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>AQUATIC CTR-MEMBERSHIPS</u>					
247-41000-55	FAMILY MEMBERSHIP REVENUE	22,350.40	98,170.74	.00 (98,170.74)	.0
247-41350-55	SILVER SNEAKERS MEMBERSHIP	2,153.50	2,153.50	.00 (2,153.50)	.0
247-41500-55	COLLEGE STUDENT MEMBERSHIPS	23.97	636.04	.00 (636.04)	.0
	TOTAL AQUATIC CTR-MEMBERSHIPS	24,527.87	100,960.28	.00 (100,960.28)	.0
<u>AQUATIC CTR-PASSES</u>					
247-42000-55	ADULT DAY PASSES	3,996.97	20,437.11	.00 (20,437.11)	.0
247-42100-55	YOUTH DAY PASSES	3,303.17	15,890.57	.00 (15,890.57)	.0
247-42300-55	GROUP RATES	1,001.93	2,768.68	.00 (2,768.68)	.0
	TOTAL AQUATIC CTR-PASSES	8,302.07	39,096.36	.00 (39,096.36)	.0
<u>SOURCE 43</u>					
247-43000-55	SWIM LESSONS	1,331.86	13,647.92	.00 (13,647.92)	.0
247-43200-55	LAND FITNESS CLASSES	1,062.55	5,565.77	.00 (5,565.77)	.0
247-43300-55	WATER CLASSES	158.33	2,472.08	.00 (2,472.08)	.0
	TOTAL SOURCE 43	2,552.74	21,685.77	.00 (21,685.77)	.0
<u>AQUATIC CTR-RENTALS</u>					
247-44000-55	MEETING ROOM RENTALS	561.72	1,815.69	.00 (1,815.69)	.0
247-44100-55	WHITEWATER SCHOOL DIST RENTAL	175.00	175.00	.00 (175.00)	.0
247-44200-55	BIRTHDAY PARTIES	2,060.20	6,738.50	.00 (6,738.50)	.0
	TOTAL AQUATIC CTR-RENTALS	2,796.92	8,729.19	.00 (8,729.19)	.0
<u>SOURCE 45</u>					
247-45400-55	CONCESSIONS STAND	5,229.91	19,760.39	.00 (19,760.39)	.0
247-45500-55	PRO-SHOP INCOME	84.29	1,282.37	.00 (1,282.37)	.0
247-45550-55	OVER/SHORT CASH REGISTER	539.14	1,964.97	.00 (1,964.97)	.0
247-45600-55	INTEREST INCOME	.00	19.12	.00 (19.12)	.0
	TOTAL SOURCE 45	5,853.34	23,026.85	.00 (23,026.85)	.0

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2016

AQUATIC CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>SOURCE 49</u>					
247-49275-55 TRANSFER IN	.00	14,112.24	.00	(14,112.24)	.0
247-49280-55 WUSD CONTRIBUTION	.00	78,000.00	.00	(78,000.00)	.0
247-49285-55 WUSD CAPITAL IMPROVE CONT	.00	50,000.00	.00	(50,000.00)	.0
247-49295-55 GENERAL FUND CAP IMPROVE CONT	.00	50,000.00	.00	(50,000.00)	.0
TOTAL SOURCE 49	.00	192,112.24	.00	(192,112.24)	.0
TOTAL FUND REVENUE	44,032.94	385,610.69	.00	(385,610.69)	.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2016

AQUATIC CENTER

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
<u>WAC-MANAGEMENT</u>					
247-55100-111 SALARIES/PERMANENT	6,161.60	38,502.40	.00	(38,502.40)	.0
247-55100-150 MEDICARE TAX/CITY SHARE	92.34	553.24	.00	(553.24)	.0
247-55100-151 SOCIAL SECURITY/CITY SHARE	394.84	2,365.67	.00	(2,365.67)	.0
247-55100-152 RETIREMENT	406.66	2,541.12	.00	(2,541.12)	.0
247-55100-153 HEALTH INSURANCE	1,818.47	12,547.76	.00	(12,547.76)	.0
247-55100-156 LIFE INSURANCE	4.02	26.85	.00	(26.85)	.0
TOTAL WAC-MANAGEMENT	8,877.93	56,537.04	.00	(56,537.04)	.0
<u>WAC-FRONT DESK</u>					
247-55150-113 WAGES/TEMPORARY	5,394.38	18,196.64	.00	(18,196.64)	.0
247-55150-150 MEDICARE TAX/CITY SHARE	78.25	263.75	.00	(263.75)	.0
247-55150-151 SOCIAL SECURITY/CITY SHARE	334.48	1,127.70	.00	(1,127.70)	.0
247-55150-155 WORKERS COMPENSATION	237.36	800.21	.00	(800.21)	.0
TOTAL WAC-FRONT DESK	6,044.47	20,388.30	.00	(20,388.30)	.0
<u>WAC-FITNESS</u>					
247-55200-114 WAGES/PART-TIME/PERMANENT	2,364.00	7,803.50	.00	(7,803.50)	.0
247-55200-150 MEDICARE TAX/CITY SHARE	34.29	113.20	.00	(113.20)	.0
247-55200-151 SOCIAL SECURITY/CITY SHARE	146.58	483.86	.00	(483.86)	.0
247-55200-155 WORKERS COMPENSATION	104.01	343.35	.00	(343.35)	.0
TOTAL WAC-FITNESS	2,648.88	8,743.91	.00	(8,743.91)	.0
<u>WAC-AQUATIC</u>					
247-55300-112 WAGES/OVERTIME	.00	1,912.51	.00	(1,912.51)	.0
247-55300-114 WAGES/PART-TIME/PERMANENT	14,449.73	75,763.56	.00	(75,763.56)	.0
247-55300-150 MEDICARE TAX/CITY SHARE	209.56	1,126.07	.00	(1,126.07)	.0
247-55300-151 SOCIAL SECURITY/CITY SHARE	895.95	4,814.92	.00	(4,814.92)	.0
247-55300-155 WORKERS COMPENSATION	635.28	3,415.13	.00	(3,415.13)	.0
TOTAL WAC-AQUATIC	16,190.52	87,032.19	.00	(87,032.19)	.0
<u>WAC-MAINTENANCE</u>					
247-55400-114 WAGES/PART-TIME/PERMANENT	.00	46.75	.00	(46.75)	.0
247-55400-150 MEDICARE TAX/CITY SHARE	.00	.68	.00	(.68)	.0
247-55400-151 SOCIAL SECURITY/CITY SHARE	.00	2.90	.00	(2.90)	.0
247-55400-155 WORKERS COMPENSATION	.00	2.06	.00	(2.06)	.0
247-55400-250 CONTRACTED SERVICES	32.00	64.00	.00	(64.00)	.0
TOTAL WAC-MAINTENANCE	32.00	116.39	.00	(116.39)	.0

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2016

AQUATIC CENTER

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
WAC-ADMIN EXPENSES					
247-55500-225 TELEPHONE	380.97	1,691.55	.00	(1,691.55)	.0
247-55500-246 CLEANING & SUPPLIES	898.75	5,867.20	.00	(5,867.20)	.0
247-55500-310 OFFICE SUPPLIES	226.72	1,680.32	.00	(1,680.32)	.0
247-55500-320 CHAMBER DUES & EXPENSES	60.00	371.00	.00	(371.00)	.0
247-55500-340 FITNESS CLASS SUPPLIES	173.80	1,222.06	.00	(1,222.06)	.0
247-55500-654 PERMITS & FEES	.00	655.00	.00	(655.00)	.0
247-55500-656 MEMBER KEY TAGS	.00	295.00	.00	(295.00)	.0
TOTAL WAC-ADMIN EXPENSES	1,740.24	11,782.13	.00	(11,782.13)	.0
WAC-POOL EXPENSES					
247-55600-340 LIFEGUARD SUPPLIES	.00	479.63	.00	(479.63)	.0
247-55600-342 WSI CLASS EXPENSE	.00	300.00	.00	(300.00)	.0
247-55600-344 LIFEGUARD CLASS EXPENSE	251.00	608.00	.00	(608.00)	.0
247-55600-346 GENERAL POOL MAINTENANCE	1,540.00	5,526.77	.00	(5,526.77)	.0
247-55600-350 POOL CHEMICALS	.00	4,613.36	.00	(4,613.36)	.0
TOTAL WAC-POOL EXPENSES	1,791.00	11,527.76	.00	(11,527.76)	.0
WAC-UTILITIES/HVAC					
247-55700-221 WATER/SEWER UTILITIES	2,668.18	10,211.99	.00	(10,211.99)	.0
247-55700-222 ELECTRIC UTILITIES	8,023.72	37,421.09	.00	(37,421.09)	.0
247-55700-224 GAS UTILITIES	2,406.68	6,727.76	.00	(6,727.76)	.0
247-55700-244 HVAC SUPPLIES	1,362.78	4,347.94	.00	(4,347.94)	.0
247-55700-355 REPAIR/MAINT SUPPLIES	184.96	800.43	.00	(800.43)	.0
TOTAL WAC-UTILITIES/HVAC	14,646.32	59,509.21	.00	(59,509.21)	.0
WAC-OTHER EXPENSES					
247-55800-324 MARKETING	1,884.19	3,399.18	.00	(3,399.18)	.0
247-55800-342 CONCESSION SUPPLIES	2,212.66	11,239.12	.00	(11,239.12)	.0
247-55800-346 PRO-SHOP INVENTORY	.00	530.03	.00	(530.03)	.0
247-55800-810 CAPITAL EQUIPMENT	665.01	71,011.64	.00	(71,011.64)	.0
247-55800-820 CAPITAL IMPROVEMENTS	5,844.95	15,169.83	.00	(15,169.83)	.0
247-55800-913 GENERAL FUND TRANSFER	60.00	60.00	.00	(60.00)	.0
TOTAL WAC-OTHER EXPENSES	10,666.81	101,409.80	.00	(101,409.80)	.0
TOTAL FUND EXPENDITURES	62,638.17	357,046.73	.00	(357,046.73)	.0
NET REVENUE OVER EXPENDITURES	(18,605.23)	28,563.96	.00	(28,563.96)	.0