



Parks and Recreation Board Agenda
Wednesday, October 18, 2017 – 5:30 pm
 Cravath Lake Front 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 September 20, 2017
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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:

Parks & Recreation Director Report	Updates to Include : Lake Drawdown
Senior Program Coordinator	Updates to include: Fall Programs and Events
Aquatic and Fitness Coordinator	Updates to include: Fall Program updates

Considerations:

C-1	Discussion and update on current Aquatic and Fitness Center September Financials Review
C-2	Discussion and possible action on Proposed Parks and Recreation Sponsorship Program
C-3	Discussion and possible action on proposed Adopt- A-Park proposal
C-4	Request for future agenda items
C-5	Adjourn

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information over which they may have decision-making responsibility; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Memo

To: Parks and Recreation Board
From: Eric Boettcher, Parks and Recreation Director
Date: October 13, 2017
Re: October 18th Parks & Recreation Board Meeting

Staff Reports

Reports will be given from Parks and Recreation Director, Senior Program Coordinator and Aquatic and Fitness Coordinator.

C-1 Discussion and update on current Aquatic and Fitness Center July Financials

For the month of August the Aquatic and Fitness Center saw revenues of \$38,690.26 and expenses of \$65,707.31. For the year the current net revenue over expenditures is at a positive balance of \$124,758.08 for the year. This would include the \$99,005.00 in Capital Improvements that has not been spent in 2017.

C-2 Discussion on Parks and Recreation Sponsorship Program

Discussion on the changes made to our sponsorship programs that were discussed at the September meeting. We are looking for feedback and approval of the revised program.

C-3 Discussion and possible action on Adopt-A-Park Program

The Parks and Recreation Department has put together a new Adopt-A-Park Program. This program will allow residents to have more ownership in their neighborhood park by allowing them to partner with our department in the maintenance of certain park. This is a new program we are looking to initiate,

C-4 Request for future agenda items

Thanks!
Eric Boettcher
Parks and Recreation Director

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

Wednesday, September 20, 2017– 5:30 pm

Cravath Lakefront Conference Room
2nd Floor, Whitewater Municipal Building
312 W. Whitewater St. Whitewater, WI 53190

Call to Order and Roll Call

Mike Kilar, Carol McCormick, Ken Kidd, Steve Ryan, Matthew Sylvester-Knudtsen, Bruce Parker, Brandon Knedler, and Jaime Weigel

Absent: Larry Kachel and Jen Kaina.

Staff: Eric Boettcher, Debbie Oas, Brian de la Torriente, and Michelle Dujardin

Guests: None

Consent Agenda:

CA-A Approval of Parks and Recreation Board minutes of August 16, 2017

No items to be removed from consent agenda. McCormick moved to accept the consent agenda.

Second by Kidd. Ayes: Ken Kidd, Carol McCormick, Steve Ryan, Mike Kilar, Matthew Sylvester-Knudtsen, Brandon Knedler, Bruce Parker, and Jaime Weigel.

Noes: None. Abstain: None. Absent: Larry Kachel and Jen Kaina

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

Kachel arrived 5:32pm

Staff Reports:

Parks & Recreation Director: Eric Boettcher

Lakes Management: Cravath & Trippe Lake were harvested for the second time in 2017. The first harvest had a total 260 cubic yards, the second harvest had a total of 600 cubic yards.

DWS: The DWS event took place the weekend of September 17th. There were a total of 695 participants and was a very successful event.

Awards: Michelle Dujardin was awarded the Recreation Professional of the year award and will be presented the award at the WPRA Conference In November.

Kaina arrived 5:40pm

Athletic Program Coordinator – Brian de la Torriente

Flag Football: Numbers have increased with many more games being played at TFOD.

Tournaments: Interest was low for Fall, there will be no Fall Tournaments

Recreation & Community Events Programmer- Michelle Dujardin

After School Program: The After School Program has over 100 kids enrolled between all three Elementary Schools.

Fall Programs: Karate, Dance, and Gymnastics have all started for the Fall season and had a great first couple weeks.

Youth Halloween Party: The annual Youth Halloween Party will take place on Saturday, October 28th at the Downtown Armory 6:00pm-7:30pm

Considerations:

C-1 Discussion on Parks and Recreation Sponsorship Program

Boettcher reported the current Parks and Recreation Sponsorship Program was developed in 2015. The question was asked, do we want to keep the current sponsorship program, bring back old sponsorship items, or create a new sponsorship program?

Discussion included: * Bring back lower sponsorship options for T-Ball & Rookie Ball, * Really push the current tournament sponsorship and approach them early, *Keep traveling team sponsorship the same, and * Create a two tier system for the Master Events Sponsorship.

C-2 Discussion and update on current Aquatic and Fitness Center August Financials Review

Boettcher reported that for the month of August the Aquatic and Fitness Center saw revenues of \$38,690.26 and expenses of \$65,707.31. For the year the current net revenue over expenditures is at a positive balance of \$124,758.08 for the year. This would include the \$99,005.00 in Capital Improvements that has not been spent in 2017.

The board asked if there was a way to conduct price comparisons of other fitness centers to be sure we are in line with other facilities. The board also asked if there were ways to promote the 10pack option and have affordable options to larger families.

Kilar leaves 6:25pm

C-3 Discussion and possible action on proposed 2018 Aquatic and Fitness Center budget

Boettcher presented the 2018 Aquatics & Fitness Center budget and stated we are in a much better situation moving forward.

The board asked and further discussed: * What category does Personal Training fall under? How were revenues projected? Is there a way to expand concessions to maximize current use trends?

Ryan moved to approve the proposed 2018 Aquatic and Fitness Center budget. Second by Parker. Ayes: Ken Kidd, Carol McCormick, Steve Ryan, Matthew Sylvester-Knudtsen, Larry Kachel and Jen Kaina Brandon Knedler, Bruce Parker, and Jaime Weigel.

Noes: None. Abstain: None. Absent: Mike Kilar

C-4 Request for future agenda items

None Stated

C-5 Adjourn

Parker moved to adjourn at 6:50 pm. Second by McCormick. Ayes: Ken Kidd, Carol McCormick, Steve Ryan, Matthew Sylvester-Knudtsen, Larry Kachel and Jen Kaina Brandon Knedler, Bruce Parker, and Jaime Weigel. Noes: None. Abstain: None. Absent: Mike Kilar

Next scheduled meeting: Wednesday, October 18th, 5:30 pm

Respectfully submitted,

Michelle Dujardin

Michelle Dujardin

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2017

AQUATIC CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>AQUATIC CTR-MEMBERSHIPS</u>					
247-41000-55	FAMILY MEMBERSHIP REVENUE	17,019.58	176,742.13	150,000.00 (26,742.13)	117.8
247-41100-55	ADULT MEMBERSHIP REVENUE	.00	.00	30,000.00 30,000.00	.0
247-41200-55	YOUTH MEMBERSHIP REVENUE	.00	.00	30,000.00 30,000.00	.0
247-41300-55	SENIOR MEMBERSHIP REVENUE	.00	.00	30,000.00 30,000.00	.0
247-41350-55	SILVER SNEAKERS MEMBERSHIP	531.00	3,771.00	.00 (3,771.00)	.0
247-41400-55	COUPLE MEMBERSHIP REVENUE	.00	.00	20,000.00 20,000.00	.0
247-41500-55	COLLEGE STUDENT MEMBERSHIPS	436.34	1,169.59	8,324.00 7,154.41	14.1
	TOTAL AQUATIC CTR-MEMBERSHIPS	17,986.92	181,682.72	268,324.00 86,641.28	67.7
<u>AQUATIC CTR-PASSES</u>					
247-42000-55	ADULT DAY PASSES	3,147.56	55,420.42	80,000.00 24,579.58	69.3
247-42100-55	YOUTH DAY PASSES	1,498.67	38,240.88	80,000.00 41,759.12	47.8
247-42300-55	GROUP RATES	.00	17,418.49	5,178.00 (12,240.49)	336.4
	TOTAL AQUATIC CTR-PASSES	4,646.23	111,079.79	165,178.00 54,098.21	67.3
<u>AQUATIC CTR-CLASSES</u>					
247-43000-55	SWIM LESSONS	1,461.66	19,482.02	40,000.00 20,517.98	48.7
247-43200-55	LAND FITNESS CLASSES	216.10	10,494.31	40,000.00 29,505.69	26.2
247-43300-55	WATER CLASSES	185.34	2,606.11	16,846.00 14,239.89	15.5
	TOTAL AQUATIC CTR-CLASSES	1,863.10	32,582.44	96,846.00 64,263.56	33.6
<u>AQUATIC CTR-RENTALS</u>					
247-44000-55	MEETING ROOM RENTALS	.00	1,964.39	1,500.00 (464.39)	131.0
247-44100-55	WHITEWATER SCHOOL DIST RENTAL	.00	.00	20,500.00 20,500.00	.0
247-44200-55	BIRTHDAY PARTIES	1,242.05	16,497.68	8,000.00 (8,497.68)	206.2
	TOTAL AQUATIC CTR-RENTALS	1,242.05	18,462.07	30,000.00 11,537.93	61.5

CITY OF WHITEWATER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2017

AQUATIC CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>AQUATIC CTR-OTHER INCOME</u>						
247-45000-55	LIFE GUARD REIMB WHS	.00	.00	2,000.00	2,000.00	.0
247-45050-55	DONATIONS	982.59	5,982.59	.00 (5,982.59)	.0
247-45100-55	GIFT CERTIFICATES	.00	150.49	1,555.00	1,404.51	9.7
247-45200-55	MASSAGE	.00	.00	5,000.00	5,000.00	.0
247-45300-55	PERSONAL TRAINING REVENUE	.00	.00	2,000.00	2,000.00	.0
247-45400-55	CONCESSIONS STAND	5,128.54	39,110.55	48,000.00	8,889.45	81.5
247-45500-55	PRO-SHOP INCOME	181.61	2,539.62	.00 (2,539.62)	.0
247-45600-55	INTEREST INCOME	.00	387.19	.00 (387.19)	.0
247-45700-55	STATE SALES TAX	50.00	50.00	9,000.00	8,950.00	.6
	TOTAL AQUATIC CTR-OTHER INCOME	6,342.74	48,220.44	67,555.00	19,334.56	71.4
<u>AQUATIC CTR-OTHER FIN SOURCES</u>						
247-49275-55	TRANSFER IN	.00	38,209.63	.00 (38,209.63)	.0
247-49280-55	WUSD CONTRIBUTION	.00	78,000.00	78,000.00	.00	100.0
247-49285-55	WUSD CAPITAL IMPROVE CONT	.00	25,000.00	50,000.00	25,000.00	50.0
247-49290-55	GENERAL FUND TRANSFER	.00	78,000.00	78,000.00	.00	100.0
247-49295-55	GENERAL FUND CAP IMPROVE CONT	.00	50,000.00	50,000.00	.00	100.0
247-49300-55	FUND BALANCE APPLIED	.00	.00	(15,678.00)	(15,678.00)	.0
	TOTAL AQUATIC CTR-OTHER FIN SOURCES	.00	269,209.63	240,322.00	(28,887.63)	112.0
	TOTAL FUND REVENUE	32,081.04	661,237.09	868,225.00	206,987.91	76.2

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2017

AQUATIC CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>WAC-MANAGEMENT</u>					
247-55100-111 SALARIES/PERMANENT	6,520.00	56,244.92	86,424.00	30,179.08	65.1
247-55100-112 WAGES/OVERTIME	.00	462.00	.00	(462.00)	.0
247-55100-113 WAGES/TEMPORARY	.00	1,920.00	.00	(1,920.00)	.0
247-55100-150 MEDICARE TAX/CITY SHARE	91.60	837.92	1,323.00	485.08	63.3
247-55100-151 SOCIAL SECURITY/CITY SHARE	391.68	3,582.98	5,656.00	2,073.02	63.4
247-55100-152 RETIREMENT	429.76	3,791.07	5,877.00	2,085.93	64.5
247-55100-153 HEALTH INSURANCE	1,447.83	13,067.67	25,841.00	12,773.33	50.6
247-55100-155 WORKERS COMPENSATION	114.64	1,083.72	.00	(1,083.72)	.0
247-55100-156 LIFE INSURANCE	3.93	34.69	43.00	8.31	80.7
TOTAL WAC-MANAGEMENT	8,999.44	81,024.97	125,164.00	44,139.03	64.7
<u>WAC-FRONT DESK</u>					
247-55150-112 WAGES/OVERTIME	.00	37.50	.00	(37.50)	.0
247-55150-113 WAGES/TEMPORARY	8,672.75	59,374.32	62,544.00	3,169.68	94.9
247-55150-150 MEDICARE TAX/CITY SHARE	125.75	879.79	907.00	27.21	97.0
247-55150-151 SOCIAL SECURITY/CITY SHARE	537.73	3,761.89	3,878.00	116.11	97.0
247-55150-155 WORKERS COMPENSATION	368.62	2,656.52	2,514.00	(142.52)	105.7
TOTAL WAC-FRONT DESK	9,704.85	66,710.02	69,843.00	3,132.98	95.5
<u>WAC-FITNESS</u>					
247-55200-114 WAGES/PART-TIME/PERMANENT	1,691.75	18,677.11	22,480.00	3,802.89	83.1
247-55200-150 MEDICARE TAX/CITY SHARE	24.54	278.94	326.00	47.06	85.6
247-55200-151 SOCIAL SECURITY/CITY SHARE	104.88	1,192.53	1,394.00	201.47	85.6
247-55200-155 WORKERS COMPENSATION	71.90	843.69	904.00	60.31	93.3
TOTAL WAC-FITNESS	1,893.07	20,992.27	25,104.00	4,111.73	83.6
<u>WAC-AQUATIC</u>					
247-55300-112 WAGES/OVERTIME	.00	478.68	.00	(478.68)	.0
247-55300-114 WAGES/PART-TIME/PERMANENT	14,148.02	144,237.30	221,430.00	77,192.70	65.1
247-55300-150 MEDICARE TAX/CITY SHARE	205.15	2,163.09	2,875.00	711.91	75.2
247-55300-151 SOCIAL SECURITY/CITY SHARE	877.23	9,248.78	12,294.00	3,045.22	75.2
247-55300-155 WORKERS COMPENSATION	604.66	6,537.47	7,971.00	1,433.53	82.0
TOTAL WAC-AQUATIC	15,835.06	162,665.32	244,570.00	81,904.68	66.5

CITY OF WHITEWATER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2017

AQUATIC CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>WAC-ADMIN EXPENSES</u>					
247-55500-225 TELEPHONE	297.44	2,803.02	.00	(2,803.02)	.0
247-55500-246 CLEANING & SUPPLIES	1,313.52	7,048.17	10,000.00	2,951.83	70.5
247-55500-310 OFFICE SUPPLIES	317.00	1,181.11	1,500.00	318.89	78.7
247-55500-340 FITNESS CLASS SUPPLIES	.00	1,333.01	1,000.00	(333.01)	133.3
247-55500-343 POSTAGE	.00	.00	600.00	600.00	.0
247-55500-650 CREDIT CARD PROCESSING FEES	.00	.00	3,000.00	3,000.00	.0
247-55500-652 BANK CHARGES	.00	5.00	.00	(5.00)	.0
247-55500-654 PERMITS & FEES	25.00	718.00	709.00	(9.00)	101.3
247-55500-656 MEMBER KEY TAGS	.00	590.00	600.00	10.00	98.3
247-55500-658 FAMILY PARTNERSHIP PAYOUTS	.00	13.85	2,000.00	1,986.15	.7
TOTAL WAC-ADMIN EXPENSES	1,952.96	13,692.16	19,409.00	5,716.84	70.6
<u>WAC-POOL EXPENSES</u>					
247-55600-340 LIFEGUARD SUPPLIES	.00	266.75	600.00	333.25	44.5
247-55600-342 WSI CLASS EXPENSE	.00	44.81	1,500.00	1,455.19	3.0
247-55600-344 LIFEGUARD CLASS EXPENSE	410.00	780.00	4,000.00	3,220.00	19.5
247-55600-346 GENERAL POOL MAINTENANCE	2,170.00	17,023.50	4,000.00	(13,023.50)	425.6
247-55600-348 POOL EQUIPMENT	628.83	957.83	500.00	(457.83)	191.6
247-55600-350 POOL CHEMICALS	1,500.00	12,268.81	11,000.00	(1,268.81)	111.5
TOTAL WAC-POOL EXPENSES	4,708.83	31,341.70	21,600.00	(9,741.70)	145.1
<u>WAC-UTILITIES/HVAC</u>					
247-55700-221 WATER/SEWER UTILITIES	2,010.93	29,183.89	21,000.00	(8,183.89)	139.0
247-55700-222 ELECTRIC UTILITIES	8,200.81	60,832.42	103,312.00	42,479.58	58.9
247-55700-224 GAS UTILITIES	2,564.25	31,022.05	62,923.00	31,900.95	49.3
247-55700-244 HVAC SUPPLIES	966.83	6,831.83	1,000.00	(5,831.83)	683.2
247-55700-355 REPAIR/MAINT SUPPLIES	591.50	13,774.27	.00	(13,774.27)	.0
TOTAL WAC-UTILITIES/HVAC	14,334.32	141,644.46	188,235.00	46,590.54	75.3
<u>WAC-OTHER EXPENSES</u>					
247-55800-324 MARKETING	.00	1,557.68	30,000.00	28,442.32	5.2
247-55800-340 OPERATING SUPPLIES	963.98	7,997.28	.00	(7,997.28)	.0
247-55800-341 JANITORIAL/CLEANING SUPPLIES	.00	95.13	.00	(95.13)	.0
247-55800-342 CONCESSION SUPPLIES	3,261.96	28,989.17	41,000.00	12,010.83	70.7
247-55800-344 LAND FITNESS SPECIAL EVENTS	.00	296.68	.00	(296.68)	.0
247-55800-346 PRO-SHOP INVENTORY	.00	1,054.51	3,300.00	2,245.49	32.0
247-55800-600 SALES TAX EXPENSE	.00	5,061.59	.00	(5,061.59)	.0
247-55800-810 CAPITAL EQUIPMENT	.00	995.00	.00	(995.00)	.0
247-55800-820 CAPITAL IMPROVEMENTS	.00	1,934.50	100,000.00	98,065.50	1.9
TOTAL WAC-OTHER EXPENSES	4,225.94	47,981.54	174,300.00	126,318.46	27.5

CITY OF WHITEWATER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2017

AQUATIC CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
TOTAL FUND EXPENDITURES	61,654.47	566,052.44	868,225.00	302,172.56	65.2
NET REVENUE OVER EXPENDITURES	(29,573.43)	95,184.65	.00	(95,184.65)	.0

Whitewater Parks & Recreation Sponsorship Packages

\$5,000 – Naming Rights Sponsor (0 Available)

- Field Naming Rights for 5 Years, Signage, Listing on Schedules
- Opportunity to be title sponsor for youth baseball or softball tournament
- Opportunity to have booth at sponsored tournament and sell product or promote business
- Logo on Parks & Recreation Website
- Vinyl banner to be placed at Starin Park (May-September) (choice)
 - Toppers Pizza Field, Kachel's Kids Field, or Starin North Diamond
- Team Sponsor (choice) – will be listed on schedules, jerseys, and receive team plaque
 - Youth Baseball or Youth Softball

\$1,500 – Event Title Sponsor (2 Available)

- Logo on Parks & Recreation Website
- Opportunity to have booth at sponsored event and sell product or promote business
- Title Event Sponsor (choice)
 - All 3 Concerts in the Park or All 3 Family Fun Nights
- Vinyl banner to be placed at event

\$500 – Tournament Sponsor (10 Available)

- Opportunity to be title sponsor for youth baseball or softball tournament
- Opportunity to have booth at sponsored tournament and promote business
- Logo on Parks & Recreation Website

\$400 – Youth Baseball & Softball Team Sponsor

- Logo on Parks & Recreation Website
- Team Sponsor (choice) – will be listed on schedules, jerseys, and receive team plaque
 - Youth Baseball or Youth Softball

\$300 – Outfield Sponsor Banner

- Vinyl banner to be placed at Starin Park (May-September) (choice)
 - Toppers Pizza Field, Kachel's Kids Field, or Starin North Diamond

\$250 – Event Sponsor

- Single Event or Concert
- Logo placed on event banner

\$100 – 8u Baseball, Tee Ball or Rookie Ball Sponsor

- Team Sponsor will be listed on schedules and jerseys

For more information, contact Brian de la Torriente, Athletic Program Coordinator at bdelatorriente@whitewater-wi.gov or 262-473-0119



Youth Sports Sponsorship Opportunities

Who will see my sponsorship?

For the 2017 season, Whitewater Parks and Recreation had a total of 19 teams between our tee ball, rookie ball, baseball and softball programs. There were a total of 227 participants among these teams. From May through July, the City of Whitewater was host to 122 recreational games. In addition, the City was host to eight baseball and softball tournaments during the season. There were a total of 150 registered teams, which is 60 more than the previous season! Teams traveled from as far as Northern Wisconsin and the Northwest Suburbs of Chicago to participate in these tournaments. During their time here, members from these teams were staying in Whitewater hotels, dining at restaurants and shopping at local businesses. Overall this is a great time of year for the Whitewater economy!

Become A Sponsor!

- Allows local businesses to reach visitors to Starin Park
- Provide quality uniforms for participants while providing local business recognition
- Continue to make improvements and upgrades to the existing ball diamonds ensuring that we have a facility that teams want to visit
- Sponsorship opportunities include team uniforms, outfield banners, tournament title sponsor, and field naming rights



When can my sponsorship be seen?

2018 Tournament Dates

- April 27-29 - Play For Trey Baseball
- May 4-6 - Starin Park Showdown Baseball
- May 18-20 - Play For Trey Softball
- June 1-3 - Starin Park Showdown Softball
- June 8-10 - Summer Classic Baseball
- June 22-24 - Summer Classic Softball
- July 6-8 - Whippet Challenge Baseball
- July 27-29 - Whippet Challenge Softball
- August 18 - End of Summer Slam Softball
- September 22 - Whitewater Fall Classic Softball



City of Whitewater

Adopt-a-Park Program

Purpose:

The Adopt-a-Park program was created to give citizens an opportunity to volunteer in our city's parks. Their time spent doing upkeep, cleaning, maintenance, beautification, and preservation of our parks helps to provide a safer, more beautiful park experience for the entire community.

Everyone is welcome and encouraged to participate in the Adopt-a-Park program; individuals, families, churches, business, and civic groups can all do their part to help maintain and improve our parks. This partnership provides valuable communication and feedback between City and Volunteers which results in cleaner, safer, and more user friendly parks in the community.

Benefits:

- **Civic Engagement:** The Adopt-a-Park program fosters civic engagement by providing an opportunity for volunteers to give back to the community. Adopt-a-Park volunteers are able to make noticeable improvements to our city's parks and the results of these improvements are enjoyed by the volunteers, as well as the rest of the community.
- **Safer, more beautiful parks:** Volunteers in the Adopt-a-Park program provide services that go beyond what the City of Whitewater's Parks Department has the time or budget for. While regular maintenance like grass cutting will be done by the Parks Department, Adopt-a-Park volunteers add special touches to the park like mulch, flower beds, and trash removal. An adopted park is a safer park because it is free of waste and other potentially hazardous items. Adopt-a-Park volunteers save our city money while continuing to improve and service the city's parks.
- **Environmental:** The Adopt-a-Park program improves the environment by picking up trash and planting flowers and trees, it also raises awareness of the importance of protecting our natural spaces. As citizens observe the positive changes occurring in their neighborhood parks, they may be less likely to litter and instead show respect and care for the parks available to them.

Expectations of Adopt-a-Park Volunteer Groups

- ❖ Adopt-a-Park groups are expected to sign a two year contract with the City of Whitewater Parks and Recreation Department. During the year, volunteer groups are expected to organize at minimum a spring and fall trash pick-up in their adopted park.
- ❖ Also, once a month volunteers are asked to enter the park and do a thorough walkthrough. The purpose of a walkthrough is to identify damage, vandalism, or other things that need to be addressed by the City of Whitewater Parks and Recreation Department. A form is available for you to report what you found during your walkthrough.
- ❖ Other projects, like planting flowers, adding mulch, maintaining trails, painting, and other maintenance may be completed with approval from the City of Whitewater Parks and Recreation Department.
- ❖ Volunteer groups may do their own fundraising for special projects like picnic tables and play equipment with approval from the City of Whitewater Parks and Recreation Department.
- ❖ Each volunteer group will designate a Group Supervisor to be the contact person for the group. The Group Supervisor will fill out the application form. The Group Supervisor will also ensure each volunteer signs a waiver of liability before any volunteer work is done.
- ❖ The Group Supervisor will inform Eric Boettcher at City Hall of clean-up dates at least one week in advance to ensure supplies like trash bags and tools can be provided, and so trash can be removed in a timely manner post clean-up. Supplies for the program like trash bags, disposable gloves, and safety vests will be kept at the Parks Maintenance building and City Hall.

Guidelines

- ❖ Parks are adopted on a first-come, first-serve basis. A list of all the adoptable parks is available on page 4 of this document. If you would like to request an area to adopt that is not listed, please contact the City of Whitewater.
- ❖ All volunteers under age 18 must be supervised by a responsible adult.
- ❖ The City of Whitewater will create a sign with the group's name on it and it will be placed in their adopted park as a symbol of recognition for their time, effort, and dedication to keeping Whitewater's parks clean and safe. Signs will be placed after groups have completed their 1st year of adoption.

How to Sign Up

- ❖ First, the Group Supervisor needs to complete the application section of the form on the following page. Feel free to add comments about specific areas or projects you and your group are interested in.
- ❖ Next, the City of Whitewater will review the application and match you to a park you are interested in, or a park in need of adoption.
- ❖ Following approval by the Parks and Recreation board, the City of Whitewater will complete the agreement section of the form and the Group Supervisor will be asked to submit liability forms for each volunteer interested in participating. Volunteers under 18 must have their liability form signed by a parent or legal guardian.
- ❖ When the application/agreement for and all liability forms have been turned into the City of Whitewater, a copy of the signed agreement form will be mailed to you, at which time your group has officially adopted the park listed!
- ❖ It is the responsibility of the Group Supervisor to schedule the spring and fall clean-up dates. It is also the responsibility of the Group Supervisor to ensure that each month at least one volunteer enters the park and completes a walkthrough and that the walkthrough form is submitted to the City of Whitewater.
- ❖ Please schedule all volunteer activities at least seven days in advance to allow the Parks Department time to organize dropping off supplies at the worksite, or for a volunteer to pick up supplies at the Parks and Recreation Office.

Safety Guidelines

- ❖ Bring work gloves, closed-toed shoes or boots, and wear light colored clothing and long pants.
- ❖ Bring sunscreen and apply it regularly to prevent sunburn. Hats and sunglasses are also recommended.
- ❖ Beware of bees, poison ivy, poison oak and other irritants. Avoid bites by wearing insect repellent.
- ❖ Do not overexert yourself: take breaks and drink plenty of liquids. Be sure to bring water with you, as not all parks have water available.
- ❖ Work during daylight hours and within the park's posted hours unless permission is given by the City of Whitewater to work off hours.
- ❖ Do not use or bring your own power tools and motor-driven equipment unless you have been preauthorized and trained to do so by the City of Whitewater.
- ❖ Postpone or stop clean-up immediately if rain, lightning or strong winds are present.
- ❖ Leave dead animals on site and report them to the City of Whitewater.
- ❖ Do not pick up materials you suspect might be hazardous, such as needles or drug paraphernalia. Report suspect materials to the City of Whitewater Police Department immediately through their dispatch line:

City of Whitewater List of Adoptable Parks

Name of Park	Address

DRAFT

**Adopt-a-Park
Monthly Walkthrough Report**

Date: _____

Park Name: _____

Group/Individual Name: _____

Inspected By: _____

Phone: _____

Describe any damage, vandalism, or repairs needed to the following areas, or whichever areas apply to the park your group has adopted.

Buildings: _____

Playgrounds: _____

Picnic Areas: _____

Trees, Shrubs, Landscaping: _____

Turf: _____

Other Areas: _____

Describe any other issues you observed at your adopted park:

**Please drop off or mail this walkthrough report to the City of Whitewater
(Attn.: Eric Boettcher) 312 W Whitewater St. Whitewater, WI 53190; or
Email: eboettcher@whitewater-wi.gov**

Adopt-a-Park Program

Whitewater Parks and Recreation
312 W. Whitewater Street
262-473-0122

ADOPT A PARK AGREEMENT

GROUP NAME:	
ASSIGNED PARK:	
CONTACT:	EMAIL:
DAY PHONE:	EVENING PHONE:
ADDRESS:	
CITY/STATE/ZIP:	
Our group agrees to the following: <ol style="list-style-type: none">1. Once a month, complete litter walk through assigned park. This includes the months of April through October.2. The planting and maintaining of flowers near park sign and a once a week maintenance of the flower beds.3. Reporting any problems seen while in the park.	
The City of Whitewater Parks and Recreation agrees to: <ol style="list-style-type: none">1. Provide refuse bags for litter.2. Supply the plans and plant material for flowerbeds.3. The provision of signage at the assigned area recognizing the efforts of your group.4. A sign at the park adopted in recognition of this service to the community.	
Signature of Representative:	Date:
Parks and Recreation Department Representative:	Date: