

City of Whitewater
Parks and Recreation Board
Minutes
Monday November 5, 2012 - 5:00pm
Cravath Lakefront Room - 2nd Floor, City Municipal Building
312 W. Whitewater St. Whitewater, WI 53190

Call to Order and Roll Call

Nathan Jaeger, Kim Gosh, Bruce Parker, Rachel Deporter, Teri Smith, Brandon Knedler, and Ken Kidd Absent: Jen Kaina.

Staff: Matt Amundson, Michelle Dujardin, Deb Weberpal, Chuck Nass

Guests: Karen Coburn, Tiu Gray-Fow, and James Hartwick

Consent Agenda: Approval of Parks and Recreation Board minutes of October 1, 2012 and receipt and acknowledgement of Urban Forestry Commission minutes of September 4, 2012 and September 25, 2012. Expedited approval of request by WHS Spanish Club to serve concessions at Traveling Basketball games held at the Downtown Armory.

No items to be removed from consent agenda. Kidd moved to accept the consent agenda. Second by Smith. Ayes: Jaeger, Parker, Kidd, Smith, Deporter, Knedler and Gosh. Noes: None. Abstain: None. Absent: Kaina. Motion passed.

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 comments.

Staff Reports:

Parks & Recreation Director

- Janitorial Services RFP: There were a total of four respondents for the RFP. KAS Cleaning has received the contract and will have cost savings for all buildings.
- DNR Lake Management: An open forum meeting was held with 22 residents attending, best attended meeting so far. DNR suggested a harvester and stressed importance of home owners managing shoreline. 50/50 grants are being explored for funding.
- WPRA & NRPA Membership: The department has selected to enroll in the premier membership which allows Parks and Recreation Board Members access to WPRA & NRPA benefits.
- Strive: The department is currently working with Strive to explore a brand new program app that will create easy registration, program locator, parks link, and many more opportunities that allows users to explore what the City of Whitewater has to offer.

Recreation and Community Events Programmer

- Youth Halloween Party: The youth Halloween party was held on Saturday, October 27th. There were approximately 225 kids and families that enjoyed carnival style games, cookie decorating, coffin searches, prize bouncy houses, and much more. Party entry was a donation to the food pantry.

Senior Coordinator

- Global Gala. The event was great with special thanks to the Kehoe family for sharing their talent in Irish Dance.
- Holiday Dinner: The Senior Holiday Dinner will be held on Wednesday, December 12th at the Whitewater Country Club.

Review, approval, and recommendation of Emerald Ash Borer treatment option as forwarded by UFC and ad hoc EAB committee.

Amundson referred to the memo and reviewed the three recommended options.

Emerald Ash Borer (EAB) discussion

Kidd: Is one plan more manageable than another?

Nass: Some trees need to come down as soon as possible due to miss planting and unhealthy trees, but all plans are manageable.

Jaeger: What is the difference between option 1 and option 3?

Nass: Option 3 would be something option 1 will fold into. Option 3 is treating more premier trees. The city staff will select the trees and give the community an option to pay a set fee to have other trees treated.

Amundson: Shadow planting will be used for the trees selected not to be treated

Parker: For homeowners, what trees could they pay for and what's the cost?

Nass: Any tree on the Terrace that is not already on the list to be treated. They would pay 100% of cost

Parker: When does treatment need to start?

Nass: Spring is suggested. 4 inch and smaller trees can come down over the winter.

James Hartwick: Commented on the benefit of trees in home heating/cooling costs, home beautification, and the savings in road repair due to shading.

Kidd: What percentage of the trees will the city crew need help from an outside source taking down?

Nass: There will be less than 4% of trees that city crew will not be able to handle

Gray-Fow: Treatment of trees will allow trees to live a full natural life. Four years from now, chemicals might be improved.

Knedler: Where is the money going to come from?

Kidd: Currently there is only \$5,000 budgeted

Amundson: Stated there is monies for a building repair fund that the City Manager has suggested that if additional funds are needed for EAB Treatment that the Council could direct them from this fund.

Jaeger: The trees selected to be treated, are they treated forever?

Nass: Trees that are selected must be treated indefinitely.

(DePorter left meeting 6:04pm)

Coburn: The more trees that are selected for treatment will give the town a larger canopy cover

Knedler: At what point do you cut down the non treated tree next to the shadow tree?

Nass: When it takes away the sunlight from the non treated tree.

Hartwick: Stated his neighborhood is willing to possibly sponsor a tree and are mapping trees that might be affected in his neighborhood.

Knedler moved to recommend the adoption of option three (Hybrid Option) with the amendments that; citizens may contract with the city at a set cost to treat terrace trees on their property not currently listed on the treatment list, Ash trees selected to have shadow trees planted alongside of them will be treated at the discretion of the City Forester (ISA Certified Arborist), and legacy trees will be treated. Seconded by Gosh. Ayes: Jaeger, Parker, Kidd, Gosh and Knedler. Noes: Smith. Abstain: None. Absent: Kaina and DePorter. Motion passed

Approval of recreation program weather policy

Dujardin presented the weather policy draft. The board directed the department to add indoor facility guidelines and turf vs. grass guidelines. Final version will be brought back to the board for approval.

Discussion and direction regarding transient merchants in parks and policy development

Amundson referred to memo asking the board for guidance in allowing transient merchants in parks and facilities.

Smith questioned the specific parks in question and licensing requirements. Parker questioned the size of the merchant trucks and where they would be parked.

Amundson stated he will be working with the City Attorney and will bring policy back with more definite answers.

Update on 2013 Parks & Recreation Budget

- **Approval of 2013 seasonal staff wages**
- **Approval of customer service plan for 2013**

Amundson referred to the memo in regards to seasonal staff wages. In the budget presentation to the Council a couple of items were brought up in regards to seasonal wages, including a need to increase adult softball umpire wages and that seasonal wages be un-frozen to reward returning staff with step increases. Changes include raising starting wage of seasonal labor, step increase of \$.50 per hour and combining youth and adult sport officials as pay per game and not an hourly wage.

Amundson referred to the memo in regards to the customer service plan. With the change in clerical support the following items were suggested for changes in registration and reservations.

The phone system & website would be reconfigured with the following including a staff directory:

- For information on weather related program cancellations, call 473-0520, Press 6 & 3
- To register for programs, reserve a park shelter, or park facility visit us online at www.whitewater-wi.gov
- For questions or concerns on programs for older adults and Seniors In The Park, contact Senior Coordinator Deb Weberpal
- For questions or concerns on recreation programs, special events, and holding a special event in the City, contact Recreation Programmer Michelle Dujardin
- For questions or concerns on forestry or tree related concerns, contact City Forester, Chuck Nass
- For questions or concerns regarding youth and adult sports, contact "New Recreation Coordinator"
- For questions or concerns regarding city facilities, park maintenance, or park development, contact Parks & Recreation Director Matt Amundson

How to register for programs & banner reservations:

Online: Anytime from home or kiosk available at Municipal Building 2nd floor

Mail/Fax: Will be processed once per week, best way to guarantee placement is online

In Person/Phone: Thursdays from 3:00-6:00 pm or 1st Saturday of the Month from 8-11 am

How to reserve shelters & facilities:

Online: Anytime from home or kiosk available at Municipal Building 2nd floor

In Person/Phone: Thursdays from 3:00-6:00 pm or 1st Saturday of the Month from 8-11 am

Smith moved to approve the 2013 seasonal staff wages and customer service plan for 2013. Second by Jaeger. Ayes: Jaeger, Parker, Kidd, Smith, Knedler and Gosh. Noes: None. Abstain: None. Absent: Kaina and Deporter. Motion passed.

Request for future agenda items

Future concessions possibly opening up to all service groups.

Adjourn

Motion to adjourn at 7:30 pm. Affirmed by voice vote.

Respectfully submitted,

Michelle Dujardin

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