

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

Tuesday, February 11, 2014 - 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, Sarah Hansberry, Jen Kaina, and Bruce Parker Nate Jaeger (5:35), Ken Kidd (5:33).

Absent: Rachel Deporter, Kim Gosh

Staff: Matt Amundson, Deb Weberpal

Guests: Kaylea Kau, P/R Intern; Richard Helmick

Consent Agenda:

Approval of Parks and Recreation Board minutes of January 14, 2014

Parker moved to accept the consent agenda. Second by Kaina. Ayes: Brandon Knedler, Sarah

Hansberry, Jen Kaina, and Bruce Parker Nate Jaeger, Ken Kidd. Noes: None. Abstain: None. Absent:

Rachel Deporter, Kim Gosh. 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 citizen comments.

Staff Reports:

Senior Coordinator: Deb Weberpal

- Chili Cook-off – Signups were slow this year. I currently have 7 participants. Seniors will be 8th if needed.
- Valentine’s Day Luncheon Friday – 56 signed up with a Patsy Cline tribute artist entertaining.
- Volunteer Safety Training – Go over what to do in emergency, new way to enter volunteer hours, review portions of the volunteer manual.
- Schedules Plus-Log in system is working well. Most seniors have adjusted. Training this month on how to register from home. Still some problems to tweak. Financials on it by July. People will be able to pay online and use credit cards.
- Senior receptionist: Patti Grosskreutz has been hired for 8 hours weekly. Funds are coming out of the fundraising account.

Parks & Recreation Director: Matt Amundson

- Introduce Student Intern, Kaylea Kau-UWW student, who reports to Michelle Dujardin
- Bicycle Advocacy Group met on Jan 30 with 27 attendees, diversity –UWW students & faculty, community, and there was good discussion. Overview of master plan, upcoming projects, UW-W student, Richard Guidry, volunteered to get group off the ground
- Stormwater –Received grants for the James street detention basin and the Whitewater Creek Stabilization project, There will be a public meeting February 20 at 6 pm at the Cravath Lakefront Center. Neighbors have been invited, Strand will be on hand to give overview of project and to answer questions.

Considerations:

Presentation of 2013 Fall Recreation Program Financial Report & 2013 End of Year Report Amundson referred to the packet and explained that an offering is a class and that the report is for direct expenses only. Does not include facility fees or staff costs (Amundson, Dujardin, Schultz, Weberpal). Knedler questioned 102% recovery at year end. The goal is ultimately set by the Council in the adoption of the overall department budget. Some programs can handle an increase in cost. The department is working toward covering overhead but also considering the impact to participants. In the future the Board will review the recreation program fee policy as it relates to cost recovery. A yearend report was required by the City Manager of all departments. Amundson reviewed this document with the Board. Amundson discussed how some Parks & Recreation departments run the “recreation side” as enterprise funds.

Update regarding 4th of July Camping and review of draft agreement

Amundson referred to the packet. July 4 committee is reviewing, next park and rec board, goes to city attorney. Provides upper shelter for the group. Includes city and 4th committee share costs of electrical improvements. Parker questioned blocking the lower shelter. Will look at after this years use. Group wants a long term commitment and 4th committee wants commitment for electrical improvement costs. Could also waive camping agreement that needs to be applied for annually. When fine tuned will bring back to the board.

Discussion and possible action on facility rental & reservation policy

Amundson showed the parks.org site and how it works to rent facilities and varied costs for different user groups. Set-up so people have to reserve blocks of time. Those wanting to reserve other blocks will have to come in to reserve and will not be able to do it online. Changes in the policy is going to a per hour fee with a minimum reservation of 4 hours. Assists in consistency, there has been decline in revenue and number of reservations. Hourly rate will be a slight decrease in fee. Rest of policy is same except the damage deposit. Can write a \$500 check which will be cashed or provide a credit card. We hold the number and charge the card after the rental. Renter is notified prior to charge. Problem is how to hold a credit card number securely. How can we manage efficiently moving forward? Parker suggested holding a check and only depositing if there is damage. Amundson will poll other communities and report back at a future meeting. Kidd moved to approve the policy as presented with the damage deposit to be reviewed at the next meeting. Second by Kaina. Ayes: Brandon Knedler, Sarah Hansberry, Jen Kaina, and Bruce Parker Nate Jaeger, Ken Kidd. Noes: None. Abstain: None. Absent: Rachel Deporter, Kim Gosh. Motion passed.

Discussion and work session related to the Park & Open Space Plan / Parks & Recreation Strategic Plan

Discussed the Effigy Mounds Preserve, Flat Iron Park, Main Street Shoppes Courtyard, Meadowsweet Park. Amundson is keeping notes of changes and will take all notes to Scott Weberpal who will update all of the maps when complete.

Request for future agenda items

There were no requests for future agenda items.

Adjourn

Motion by Kaina to adjourn at 7:35 pm . Second by Jaeger. Affirmed by voice vote.

Next scheduled meeting: Tuesday, March 11, 5:30 pm

Respectfully submitted,

A handwritten signature in black ink, reading "Debra Weberpal", is written over a light gray rectangular background.

Debra Weberpal