

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

**Wednesday, December 21st, 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, Chris Grady, Larry Kachel, Steve Ryan, and Kori Oberle.

Absent: Jen Kaina and Ken Kidd

Staff: Michelle Dujardin, Debbi Oas, Brian de la Torriente, Cameron Clapper and Chuck Nass

Guests:

**Consent Agenda:**

CA-A Approval of Parks and Recreation Board minutes of November 16, 2016

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

**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:**

City Manager

The Parks and Recreation Director Position was officially posted on Wednesday, December 21<sup>st</sup>. The candidate to fill this position will have a hand in parks maintenance. Park maintenance will still be overlooked by Chuck Nass. There will be a development of an annual work calendar with an instructions check list. Alison Stoll will be in contact with the Public Works and Park Maintenance staff with work orders. There will be a weekly or bi-weekly meeting.

Parks and Recreation Community Events Programmer

Rachel DePorter has resigned as a member of the Parks and Recreation Board. There is an opening for a new board member. Jenna Stine officially put in her two weeks as Customer Service Coordinator for the Aquatic and Fitness Center. Her last day will be December 22, 2016. Kayla Martin will be the Interim for this position on a 60 day trial. She will be signing up to do CVMIC training.

#### Athletic Program Coordinator

The ice rink was put back at Big Brick Park for the season. It was determined that the lights on the baseball fields at Starin Park would not be able to turn properly to provide sufficient light for the ice rink to be at Starin Park. Options can be looked at to see if there is a way to provide a source of revenue at the ice rink in the future, such as banners, programs or concessions.

#### Aquatics and Fitness Programmer

Aquatics and Fitness Center is currently selling gift cards, offering person training and massage therapy. Half price admission for kids is being offered during the holiday break. Right now the Aquatic and Fitness Center has just fewer than 1500 memberships. They will be offering on demand life guard training for those who would like to renew or recertify.

Nate Jaeger wanted to thank Debbi and the Aquatic and Fitness Center for hosting an open house for School District employees.

### **Considerations:**

#### **Discussion and possible action related to restroom building at Starin Park**

Dujardin commented that the option of removing the building and the electric would be a concern. The building structure is in good shape. The inside of the building would just need some work. Dujardin commented that the renovations inside the building would be about \$6,000 on the high end.

Nass commented that the electric in the building would have to stay if decided to tear down the building. A wall would be erected and a grill could be put in that area. Nass commented that the building structure is in good shape and just needs a little maintenance. New stalls, floors and steel frame doors with timer locks would need to be installed. Cement pads would be poured up to sidewalk area.

Parker questioned if restrooms need to be ADA compliant.

Clapper responded that other restrooms in the park are ADA so there is no need for these restrooms to be ADA compliant.

Parker motioned for Park and Recreation Department to work with Chuck Nass to complete restroom renovation in 2017. Second by Oberle. Ayes: Kori Oberle, Steve Ryan, Larry Kachel, Chris Grady, Bruce Parker, Brandon Knedler, Nate Jaeger, and Jen Kaina. Noes: None. Abstain: None. Absent: Ken Kidd

#### **Discussion and Possible action related to bike corrals at Starin Park**

Dujardin commented that the arms intended to be attached on the original bike corrals can no longer be added because it needed to be done at the time of purchase. Dujardin commented that Madrax, the company where the bike corrals were purchased, offered one option to accommodate 10 bikes. Each unit would cost roughly \$1,000 and shipping would range from \$150-\$400. Option two would be a pre-galvanized steel tubing rack from Hd Supply Solutions at \$499 per unit.

Nass commented his opinion would be to use option two. Nass commented that we could take one of the corrals and place it down on path down by Treyton's Field of Dreams. Present the idea to the Urban Forestry Committee to plant shrubs and trees to replace one of the bike corrals.

Nass left meeting at 7:38pm

Kachel commented that the Kilar family be asked their thoughts on moving a bike corral down by Treyton's Field.

Parker commented that the location of the current bike corrals is not good by the traffic. They should be moved south of current location.

Knedler commented that bike corrals could be taken out and replaced with trees, benches, flag pole, etc.

Knedler moved for staff to come up with other ideas for the bike corrals. Second by Parker. Ayes: Jen Kaina, Nate Jaeger, Brandon Knedler, Bruce Parker, Chris Grady, Larry Kachel, Steve Ryan, and Kori Oberle. Noes: None. Abstain: None. Absent Ken Kidd

#### **Presentation related to Aquatic and Fitness Center financials including**

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

Oas presented November financial report. Oas commented to expect a monthly 2% increase in revenue. Oas commented December-February should see an increase because of the season. Summer shouldn't be as bad as one would think because of the programs being offered. Oas stated there is an increase in number of participants in programs.

Grady asked if a sign could be added for the Aquatic and Fitness Center out on Walworth Ave by the High School.

Jaeger asked if the board can receive some old reports from Paula for internal use only

#### **Discussion and possible action related to formation of subgroups**

Dujardin opened up discussion for the need of a subgroup to assist the Aquatic and Fitness Center.

Kachel addressed the concern of recently losing Park and Recreation Director and Customer Service Coordinator for the Aquatic and Fitness Center. Kachel questioned if the board could provide help in marketing for Corporate Sponsorships.

Jaeger asked what the board could do to help in promoting the Aquatic and Fitness Center

Clapper suggested the board could act as ambassadors with assisting in marketing help for the Aquatic and Fitness Center.

Kachel motioned for the board to form a marketing group to help promote the Aquatic and Fitness Center. Second by Chris Grady. Ayes: Jen Kaina, Nate Jaeger, Brandon Knedler, Bruce Parker, Chris Grady, Larry Kachel, Steve Ryan, and Kori Oberle. Noes: None. Abstain: None. Absent Ken Kidd

Request for future agenda items:

New placement of bike corrals and what to do with open space, possible commission position for selling corporate sponsorships for Aquatic and Fitness Center.

**Adjourn**

Knedler moved to adjourn at 8:50 pm. Second by Grady. Ayes: Bruce Parker, Brandon Knedler, Nate Jaeger, Larry Kachel, Steve Ryan, Jen Kaina, Kori Oberle, and Chris Grady. Noes: None. Abstain: None. Absent: Ken Kidd

**Next scheduled meeting: Wednesday, January 18**

Respectfully submitted,  
Brian de la Torriente