



Parks and Recreation Board Meeting

Cravath Lakefront room 2nd floor 312 West
Whitewater Str, Whitewater, WI, 53190 *In Person
and Virtual

Wednesday, February 19, 2025 - 5:30 PM

Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.
Citizen participation is welcome during topic discussion periods.

Please note that although every effort will be made to provide for virtual participation, unforeseen technical difficulties may prevent this, in which case the meeting may still proceed as long as there is a quorum. Should you wish to make a comment in this situation, you are welcome to call this number: (262) 473-0108.

1. Topic: Parks and Recreation Board
Time: Feb 19, 2025 05:30 PM Central Time (US and Canada)
Join Zoom Meeting
<https://us02web.zoom.us/j/83205611800?pwd=a48Tfde38tV6gazadhhO2cbgueskTh8.1>

Meeting ID: 832 0561 1800
Passcode: 690300

One tap mobile
+13126266799,,83205611800#,,,,*690300# US (Chicago)

AGENDA

CALL TO ORDER

ROLL CALL

Members: Steve Ryan (Chair) Stephanie Hicks (Vice-Chair), Brienne Brown, Kathleen Fleming, Dan Fuller, Mike Kilar, Justin Crandall, Deb Weberparl, UWW Vacant, Alternate Vacant.

Staff: Kevin Boehm (Director), Michelle Dujardin (Assistant Director), Megan Groen (WAFC Manager), Jennifer Jackson (Adult Programs), Ethan Cesarz (Athletic/Youth Programs)

APPROVAL OF AGENDA

A committee member can choose to remove an item from the agenda or rearrange its order; however, introducing new items to the agenda is not allowed. Any proposed changes require a motion, a second, and approval from the Committee to be implemented. The agenda shall be approved at each meeting even if no changes are being made at that meeting.

CONSENT AGENDA

Items on the Consent Agenda will be approved together unless any committee member requests that an item be removed for individual consideration.

- [2.](#) Park Board Meeting Minutes from November 20, 2024

HEARING OF CITIZEN COMMENTS

No formal Committee action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Committee discusses that particular item.

To make a comment during this period, or during any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial *6 to unmute your phone and dial *9 to raise your hand.

REPORTS

3. Introduction of Megan Groen, WAFC Manager
4. Director of Parks Update
5. Lakes Advisory Committee Update

CONSIDERATIONS / DISCUSSIONS

- [6.](#) Discussion and possible action on potential agreement with Whitewater Youth Soccer Club for the use of Moraine View Park.
- [7.](#) Discussion and Possible action approving WAFC Family Membership Policy
- [8.](#) Discussion and possible action on WAFC Corporate Membership Policy
9. Update on recent approvals by City Council impacting parks.

FUTURE AGENDA ITEMS

10. Update Special Event Application 2025 Q1
11. Whitewater Creek Nature Preserve Planning 2025 Q1
12. Skate Park Update/Planning 2025 Q1
13. Update Park and Open Space Plan from 2013

ADJOURNMENT

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

Anyone requiring special arrangements is asked to call the Office of the

City Manager / City Clerk (262-473-0102) at least 72 hours prior to the meeting.



**Parks and Recreation Board Minutes
Wednesday, November 20th, 2024 – 5:30 pm
Cravath Lakefront Room
312 W. Whitewater Street
Whitewater, WI 53190
Hybrid Meeting**

1. Call to Order and Roll Call

Present: Kathleen Flemming, Dan Fuller, Stephanie Hicks, Mike Kilar, Steve Ryan, Deb Weberpal, and Justin Crandal. Late Arrivals: Brienne Brown. Absent: None
Staff: Kevin Boehm and Michelle Dujardin
Guest: Neil Hicks and Mary Beth Byme

2. Approval of the Meeting’s Agenda

a. Motioned by Weberpal. Seconded by Hicks. Ayes: Flemming, Fuller, Hicks, Kilar, Ryan, Weberpal and Crandal. Absent: Brown

3. Approval of Consent Agenda: Parks Board Meeting August 21, 2024, Urban Forestry Meeting Minutes July 22, 2024; August 26, 2024; September 23, 2024.

Motioned by Hicks. Seconded by Kilar. Ayes Flemming, Fuller, Hicks, Kilar, Ryan, Weberpal and Crandal. Absent: Brown

Arrival of Brienne Brown

4. Hearing of Citizen Comments

a. No Citizen Comments

5. Staff Updates

a. Director’s Report

i. Kevin Boehm

1. Kevin’s Office has now moved to Aquatic Center
2. Hiring of lifeguards has continued and we could always use more
3. A new program of a guessing jar is currently taking place.
4. Little dribblers basketball program is going great.

b. Event Programs and Lakes Update

i. Michelle

1. Letters to Santa are being taken at events and also at the location of big mailbox at City Hall
2. Christmas At Cravath is taking shape with lights and events

6. Considerations/Discussions/Reports

a. Discussion and possible action on amending Whitewater Municipal Code 19.12 Subsection 19.12.010 to add exemption for dogs on a leash while in the Whitewater Bark Park.

- i. The Common Council of the City of Whitewater, Walworth and Jefferson Counties, Wisconsin, do ordain as follows: SECTION 1. Whitewater Municipal Code Chapter 19.12 Subsection 19.12.010 is hereby amended to read as follows: 19.12.010 – Unlawful. It is unlawful for any person, firm, or organization to permit his, their, or its dog, horse, or any other pet or any dog, horse, or any other pet which he, they, or it has in its custody or control to be in the Whitewater Effigy Mounds Preserve or on the Municipal Building property at any time. Pets shall be allowed in other city parks if the pet is on a leash, which shall mean connected to a leash held by a person at all times. Horses shall not be allowed on any multipurpose trail. **Dogs are exempt from leash requirements while enclosed inside the fenced area of the Whitewater Bark Park but must remain under the handler's control.**

Motioned by Weberpal to accept amendment to the ordinance as written. Seconded by Kilar. Ayes Flemming, Fuller, Hicks, Kilar, Ryan, Weberpal, Brown and Crandal. Absent: None

b. Discussion and Possible Action on Capital Campaign implementation for WAFC upgrades.

Motioned by Weberpal to accept the proposal from the Sweeney Group with recommendation to the Finance Committee. Seconded by Ryan. Ayes Flemming, Fuller, Hicks, Kilar, Ryan, Weberpal, Brown and Crandal. Absent: None

c. Discussion and Possible action on recommendation to contract Southport Engineered Systems to make upgrades to the HVAC system at the WAFC in the amount of \$276,100 for work to be completed in 2025.

- i. Kevin talked about the need to fix the critical failures.

Motioned by Ryan to accept the contract with Southport Engineered Services with recommendation to the Finance Committee. Seconded by Fuller. Ayes Flemming, Fuller, Hicks, Kilar, Ryan, Weberpal, Brown and Crandal. Absent: None

d. Discussion on updating Park and Open Space Plan from 2013, Strategic Plan from 2015

- i. Kevin asked for guidance on where to go with plans and where to focus
 1. Brown suggested importance on Bicycle & Pedestrian Plan, biking ability, walk ability, adult spaces such as Japanese/Nature areas. Breaking into smaller groups and add others such as Chamber, Tourism, UWW, Whitewater School District, and apply for grants.
 2. Stephanie Hicks suggested looking at outdated park equipment, rough shape parks, what quality of life looks like, creating priority list, accessibility to all, and what are we missing?
 3. Ryan suggested focusing on maintenance of parks, having dedicated staff and ask the community.
 4. Neil Hicks suggested mural parking lot turned into a sitting area with picnic tables and solar power stations.

Topic will be brought back to future meetings

7. Future Agenda Items

- a. Update Special Event Application 2025 Q1
- b. Whitewater Creek Nature Preserve Planning 2025 Q1
- c. Skate Park Update/Planning 2025 Q1

8. Adjournment

- a. Adjournment at 6: 31 pm

Respectfully Submitted,

Michelle Dujardin

Michelle Dujardin

Group 2 No Charge

Sports organizations that are providing a recreation program or activity that the Parks Department does not or cannot otherwise provide will be given use of the facility for that program at no charge if the following conditions are met.

- While the organization may choose to provide a club level program, they must also provide a recreation level program. A recreation level program is any program provided to promote and develop interest in a particular activity. The program must be instructional and/or recreational or competitive in nature and open to the entire community to participate.
- All participants must be able to participate. If participants are not allowed the opportunity to participate in the activity, the activity is not recreation in nature and therefore exempt from waiver of fees.
- A written 3 Year agreement between the organization and the city will be presented to and approved by the Parks and Recreation Advisory Board prior to authorized use of any facility for reduced rate. This agreement must include:
 - Schedule of facility use. General dates of use are acceptable, specific game information is not necessary. Example: April 15- June 31, September 21-October 15.
 - Phone, email, and mail contacts for the responsible persons of the organization.
 - Description of how the program meets the definition of a recreation program as listed above.
 - Fee schedule
 - Itemized specific needs from the City.
 - Description on criteria for reduced fee structure for low income community members to allow all to participate regardless of economic status.
- Insurance must be provided in the amount of \$500,000 with the City of Whitewater listed as additionally insured.
- The organization will be formed, financed, developed, governed and administered wholly by the organization.
- The city will be responsible for the overall maintenance of the facility. The organization will be responsible for providing all necessary maintenance required to provide the program. These items may include but are not limited to line painting, chalking, nets, specialized equipment, etc. If the organization requires the City to provide any of these items or labor, the organization will reimburse the City fully.

**THREE-YEAR FACILITY USE AGREEMENT
BETWEEN
THE CITY OF WHITEWATER
AND
WHITEWATER YOUTH SOCCER CLUB**

This Agreement is made and entered into this ___ day of _____, 2025, by and between the City of Whitewater, hereinafter referred to as "City," and the Whitewater Youth Soccer Club, hereinafter referred to as "Organization." The City and Organization shall collectively be referred to as "Parties."

WHEREAS, the City owns and operates recreational facilities for the benefit of the community; and

WHEREAS, the Organization provides a recreational soccer program for the community that the City does not or cannot otherwise provide; and

WHEREAS, the Parties desire to establish the terms and conditions for the Organization's use of City facilities at no charge in accordance with Group 2 Facility Use Policies, as outlined in the City of Whitewater Facility Rental and Reservation Policy; and

WHEREAS, the City of Whitewater Parks and Recreation Department will discontinue its Start Smart Soccer program to avoid competing with the Organization's recreational soccer program.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

1. Term of Agreement

This Agreement shall commence on _____, 2025, and shall remain in effect for a period of three (3) years, terminating on _____, 2028, unless earlier terminated in accordance with the provisions herein.

2. Recreation Program Requirement

The Organization agrees to provide a recreational level soccer program in addition to any club-level programs it may offer. The recreational program shall:

- Promote and develop interest in the sport of soccer.
- Be instructional, recreational, or competitive in nature.
- Be open to the entire community without restriction on participation.
- Include a description of how the Organization meets these criteria.

3. Non-Discrimination in Participation

All participants shall be provided an opportunity to participate in the Organization's recreational soccer program. No participant shall be denied access based on race, gender, ability, or any other discriminatory factor.

4. Facility Use Schedule

The Organization is authorized to use the City’s recreational facility, Moraine View Park, located at 1201 Innovation Dr, Whitewater, WI 53190, as follows:

- General dates of use: April 15 – June 31, September 21 – October 15.
- A schedule of facility use, including field availability, planned events, and general usage plans, shall be provided by the Organization.

5. Contact Information

The Organization shall provide the following contact information for responsible persons within the Organization:

- Name: _____
- Phone: _____
- Email: _____
- Mailing Address: _____

6. Fee Schedule

The Organization shall provide a fee schedule detailing participant costs and any financial assistance or sliding scale fees available for low-income participants.

7. Responsibilities of the City

- The City shall be responsible for the overall maintenance of the facility, including mowing, trash removal, and general upkeep.

8. Responsibilities of the Organization

- The Organization shall provide all necessary maintenance required to operate its programs, including but not limited to:
 - Line painting
 - Chalking
 - Nets
 - Specialized equipment
- If the Organization requires the City to provide any of the above items or labor, the Organization shall reimburse the City fully.
- Any improvements to the facility must be approved by the Park and Recreation Board prior to commencement of work.

9. Financial Accessibility for Low-Income Participants

The Organization shall establish a reduced fee structure or scholarship program to allow participation regardless of economic status.

10. Insurance Requirement

The Organization shall provide proof of liability insurance in the amount of \$500,000, naming the City of Whitewater as an additional insured. Proof of insurance shall be submitted annually before the commencement of program activities.

11. Independent Operation

The Organization shall be formed, financed, developed, governed, and administered wholly by the Organization and shall not be considered an agent or employee of the City.

12. Termination of Agreement

Either Party may terminate this Agreement with thirty (30) days' written notice to the other Party. In the event of a breach of any provision, the City may terminate this Agreement immediately.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first written above.

CITY OF WHITEWATER

By: _____
Title: _____
Date: _____

WHITEWATER YOUTH SOCCER CLUB

By: _____
Title: _____
Date: _____

CITY OF WHITEWATER POLICY		TITLE: WAFC Family Membership Policy
POLICY SOURCE: Parks and Recreation Department	Parks and Recreation Board Approval Date: 2/19/2025	TEXT NAME: G:\Park & Rec\General Information\Policy\WAFC Family Membership Policy

I. PURPOSE

The purpose of this policy is to establish standard procedures and guidelines for defining and verifying family memberships at the Whitewater Aquatic & Fitness Center (WAFC) to ensure consistency, fairness, and proper eligibility verification.

II. AUTHORIZATION

The administration and enforcement of this policy shall be the function of the Whitewater Parks and Recreation Department. WAFC staff will ensure compliance with the membership guidelines outlined below.

All membership applications and changes must adhere to the requirements stated in this policy. Any disputes regarding membership eligibility or verification shall be handled by WAFC management.

III. DEFINITION OF FAMILY MEMBERSHIP

A **Family Membership** is available for groups of individuals residing in the same household. The following membership structures apply:

- Up to four (4) adults living in the same household.
- Any adult(s) and their dependents under the age of 26 living in the same household, with a maximum of 10 total members per membership.

IV. DEFINITION OF HOUSEHOLD

A **Household** is defined as a group of individuals who reside at the same residence.

- All household members over the age of 18 must provide proof of residency to be included in the membership.
- Acceptable proof of residency includes a piece of mail (utility bill, lease agreement, or official document) displaying the individual’s name and the same address as the account holder.

V. MEMBERSHIP REGISTRATION & VERIFICATION

To ensure the accuracy of membership information, the following procedures apply:

A. Adding Household Members

Individuals over the age of 16 must be present to be added to an account.

Proof of residency is required for members 18 and older.

B. Membership Photos & Cards

A photo must be taken for each household member when they are added to the account.

Membership cards will not be issued to anyone who is not physically present at the counter at the time of registration.

VI. MEMBERSHIP CHANGES & UPDATES

Any additions to the household must follow the verification process outlined above.

Members must notify WAFC staff of any address changes or household composition changes to maintain accurate records.

VII. ENFORCEMENT & COMPLIANCE

WAFC management reserves the right to request additional proof of residency if concerns arise regarding membership eligibility.

Any misrepresentation of household information may result in the revocation of membership privileges without a refund.

VIII. APPROVAL & REVIEW

This policy is subject to review and modification by the City of Whitewater Parks and Recreation Board to ensure alignment with operational needs and community standards.

CITY OF WHITEWATER POLICY		TITLE: WAFC CORPORATE PRICING
POLICY SOURCE: Parks and Recreation Department	Parks and Recreation Board Approval Date: 2/19/2025	TEXT NAME: G:\Park & Rec\General Information\Policy\ Recreation Program Fee Policy

I. Purpose

The Corporate Membership Pricing Package at Whitewater Aquatic and Fitness Center (WAFC) is designed to foster employee wellness and collaboration by offering corporate entities the opportunity to provide fitness benefits to their employees. This policy outlines the terms and conditions of the Corporate Membership Pricing Package, including payment methods, and billing procedures.

II. Corporate Membership Rate Corporations opting for the Corporate Membership Pricing Package will benefit from a discounted rate for their employees. WAFC offers a reduced rate and will also contribute an additional amount to ensure a comprehensive and cost-effective wellness solution for corporate partners. The corporation will be responsible for a fixed contribution per employee.

III. Payment Methods

Corporations may select from the following payment methods for employee memberships under the Corporate Membership Pricing Package.

1. **Payroll Deductions:** Corporations may arrange for membership payments via employee payroll deductions. Employees opting for this method will have their membership fees deducted directly from their payroll. Corporations must promptly notify WAFC of employee enrollments and terminations to ensure accurate billing and prevent unauthorized use of memberships.
2. **In-Person Electronic Funds Transfers:** Employees may make Electronic Funds Transfers (EFT) in person at WAFC at the discounted rate, either paid in full or through monthly installments with an additional fee. Monthly payments can also be opted for and will include an additional monthly fee.

IV. Billing Procedures

1. **Payroll Deductions:** WAFC will invoice Corporations for employee cost of membership and corporation share monthly.
2. **In-Person Electronic Funds Transfers:** WAFC directly collects membership payments from individual members, corporations will be invoiced for their agreed-upon portion of the membership fees.

V. Reporting and Documentation

WAFC will provide corporations with detailed reports outlining the usage, participation, and financial details of the Corporate Membership Pricing Package

VI. Membership Management

WAFC will collaborate with corporations to manage employee memberships effectively, ensuring accurate billing and seamless access for employees.

VII. Membership Benefits

Corporate members will have full access to all standard WAFC amenities, including 24/7 fitness center access and unlimited participation in scheduled group fitness classes.

VIII. Termination and Modification

WAFC reserves the right to modify or terminate the Corporate Membership Pricing Package with reasonable notice. Corporations can also request modifications to their membership agreement by contacting the WAFC Manager.

IX. Compliance

All corporate memberships are subject to WAFC's general terms and conditions, rules, and regulations. Corporations and their employees are expected to comply with the facility's policies to ensure a safe and enjoyable experience for all members.

X. 2025 Rates

Employees may add access to aquatic facilities for an additional \$10.00 per month, applicable to all membership types.

Membership Type	Corporate Membership Rate	Company Match	Employee Rate
Senior 55+	\$21.00	\$10.00	\$11.00
Adult 18-55	\$25.00	\$10.00	\$15.00
Family*	\$31.00	\$10.00	\$21.00

***Family is limited to 4 adults and those under the age of 26 residing in the same residence. Same household proof residency will be required to all members 18 and older.**