



Parks & Recreation Board Meeting

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

Wednesday, March 20, 2024 - 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.**

Topic: Parks and Recreation Board Meeting

Time: Mar 20, 2024 05:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82751359324?pwd=cmFPMzY5RGdCMWxWeS9zTkduUmVFUT09>

Meeting ID: 827 5135 9324

Passcode: 449183

Dial by your location

• +1 312 626 6799 US (Chicago)

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.

AGENDA

CALL TO ORDER

ROLL CALL

Members: Steve Ryan (Chair), Brienne Brown, Kathleen Fleming, Dan Fuller, Stephanie Hicks, Mike Kilar, Megan Mathews, Ben Prather, Deb Weberpal, Vacant Alternate

Staff: Kevin Boehm (Director), Michelle Dujardin (Assistant Director, Recreation & Events), Hunter Karnitz (WAFC), Jennifer French (Adult Programs), Vacant (Athletic Programs)

APPROVAL OF AGENDA

A board 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 board to be implemented. The agenda shall be approved at each meeting even if no changes are being made at that meeting.

1. Meeting Minutes from February 21, 2024

HEARING OF CITIZEN COMMENTS

No formal Board 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 Board 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.

2. Director's Report
3. WAFC Report
4. Program Updates

CONSIDERATIONS / DISCUSSIONS / REPORTS

5. Lakes Advisory Committee Update
6. Discussion and possible action regarding replacement of air sock in lap pool area of WAFC.
7. Discussion and possible action regarding repainting lockers in all WAFC locker rooms.
8. Discussion and possible action on floor coating in WAFC locker rooms
9. Discussion and possible action regarding Recreation Program Fee Policy update.
10. WAFC Operational, Policy and Procedure Manual Draft Review

FUTURE AGENDA ITEMS

11. Additional evening classes at the WAFC.

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, February 21, 2024 – 5:30 pm
Cravath Lakefront Room
312 W. Whitewater Street
Whitewater, WI 53190
Hybrid Meeting**

1. Call to Order and Roll Call

Present: Stephanie Hicks, Mike Kilar, Megan Matthews, Steve Ryan, and Deb Weberpal.
Absent: Ben Prather, Dan Fuller, Kathleen Flemming, and Brienne Brown
Staff: Michelle Dujardin, Jennifer French, Kevin Boehm, Brad Marquardt
Guest: None

2. Approval of Minutes from January 17, 2024

Motioned by Hicks. Seconded by Kilar. Ayes Stephanie Hicks, Mike Kilar, Megan Matthews, Steve Ryan, and Deb Weberpal: Absent: Ben Prather, Dan Fuller, Kathleen Flemming, and Brienne Brown

3. Hearing of Citizen Comments

No Comments

4. Staff Reports

a. Director's Report

i. Kevin Boehm

1. Kevin working with Midwest Prairie on progress report for Effigy Mounds and Walton Oaks
2. City Hall is receiving quotes to being rekeyed
3. Parks & Recreation is receiving new registration software, May 8th is date for going live
4. Parks & Recreation has launched a new website
5. Hunter officially accepted the WAFC Position
6. Receiving Pricing on HVAC and boilers at WAFC
7. Receiving pricing on rehab of lockers at WAFC
8. Attended an auction and won three stair steppers for WAFC
9. WAFC released corporate memberships and Fit Bit February

b. Event Programs and Lakes Update

- i. Kevin Boehm
 - 1. March 9th is a day at the pool! It includes Polar Plunge, Chili Cook Off, Open Swim, and Cardboard Boat Races

c. Senior Programs

- i. Kevin Boehm
 - 1. The annual Hawaiian Party was held at WAFC with huge success and happy party goers

5. Considerations/Discussions/Reports

a. Discussion and possible action regarding renaming East Gate Park

- i. Kevin Boehm presented a letter from Russ Walton with Brad Marquardt attending for questions.

Motioned by Hicks to endorse East Gate Park to be renamed to Walton East Gate park in appreciation of the generous contribution for four park properties within the City of Whitewater. Park Board recommends the cost of the new sign be responsibility of the Walton Family. Seconded by Matthews. Ayes Stephanie Hicks, Mike Kilar, Megan Matthews, Steve Ryan, and Deb Weberpal: Absent: Ben Prather, Dan Fuller, Kathleen Flemming, and Brienne Brown

6. Considerations/Discussions/Reports

a. Discussion and possible action regarding long term rental of Starin Park Building to Immanuel Aglican Church

i. Boehm stated After discussion with staff, it is our opinion that since Rev. Notstad is now affiliated with UW-W, his organization meets our Group 2 requirements outlined in the facility rental and reservation policy entitling his organization to a 50% discount on fees. It is recommended that Rev. Notstad be required to provide the necessary security deposit. It is highly recommended that Rev. Notstad carry additional liability insurance listing the City of Whitewater as additionally insured for an amount not less than \$250,000. Additionally, Rev. Notstad will be required to reserve the facility using our online recreation software either by himself or a designee of his choice. Staff will assist with the initial reservation, however, subsequent reservations would be his responsibility. All fees and deposit must be paid prior to the reservation being considered valid as outlined in the Facility Rental and Reservation Policy. All reservations are considered first come, first served and space cannot be held without payment.

Motioned by Hicks to not entertain rental and encourage to rental following our current rental policy. Seconded by Kilar. Ayes Stephanie Hicks, Mike Kilar, Megan Matthews, Steve Ryan, and Deb Weberpal: Absent: Ben Prather, Dan Fuller, Kathleen Flemming, and Brienne Brown

7. Considerations/Discussions/Reports

a. Discussion and possible action regarding Recreation Sunshine Fund policy update

- i. Kevin presented policy document with changes. Kevin also stated there is currently \$498.00 in the account.

Motioned by Weberpal to approve policy with changes. Seconded by Hicks. Ayes Stephanie Hicks, Mike Kilar, Megan Matthews, Steve Ryan, and Deb Weberpal: Absent: Ben Prather, Dan Fuller, Kathleen Flemming, and Brienne Brown

8. Future Agenda Items

- a. Additional evening classes at the WAFC

9. Adjournment

Motioned by Steve Ryan at 6:24pm, followed by a unanimous votes. Ayes Stephanie Hicks, Mike Kilar, Megan Matthews, Steve Ryan, and Deb Weberpal: Absent: Ben Prather, Dan Fuller, Kathleen Flemming, and Brienne Brown

Respectfully Submitted,

Michelle Dujardin

Michelle Dujardin



Park Board Agenda Item

Meeting Date:	March 20, 2024
Agenda Item:	Air Sock replacement in lap pool area of WAFC
Staff Contact (name, email, phone):	Kevin Boehm, kboehm@whitewater-wi.gov , 262-473-0122

BACKGROUND

(Enter the who, what when, where, why)

The air sock in the lap pool is an integral component of the air handling system for the pool facility. The current air sock is original and has exceeded its expected life span and the component cannot be repaired much longer. A replacement is needed. Staff contacted the following vendors for quotes: ADC Tubes, Hatcher and Associates, Glacier Group, King Bag and Manufacturing and Vyron Corporation. We received 2 quotes back: Vyron Corporation in the amount of \$17,850 and Hatcher and Associates for \$12,655.00.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

\$12,655.00 from WAFC capital equipment budget

STAFF RECOMMENDATION

I recommend purchasing the product from Hatcher and Associates for \$12,655.00. This product is a direct replacement of the current air sock and doesn't need new hardware or hanging system.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. Vyron Corporation.pdf
2. Hatchell and Associates



Hatchell & Associates, Inc
414 W Fullerton Ave
Elmhurst, IL 60126-1403

**QUOTATION
REVISED**

Item 6.

Phone: (630)833-3838
Email: bids@hatchell.com

TO: ALL BIDDERS

PROJECT #: Family Aquatic Center

LOCATION: Whitewater - Wisconsin

ESTIMATOR: ,

BID DATE: 3/1/2024

PLAN DATE: 12/8/2000

ADDENDUM:

PROJECT: 31626

PROPOSAL: 16360

REVISION: 1

ENGINEER: OOT

AIR DISTRIBUTION CONCEPTS

<u>Qty</u>	<u>Model</u>
1	LOT

Description

FABRIC DUCT WORK
ANTIMICROBIAL POLYESTER: (GRAY, BLACK,
WHITE, DK GREEN, MED BLUE, TAN, RED,)

- (306) 36" DIAMETER AIR DIFFUSER
- (6) 36" DIAMETER 90 DEGREE ELBOW
- (102) WHITE PLASTIC GLIDERS
- (1) INTERNAL END CAP
- (306) SPECIAL AIR JET PUNCH
- (15) 6"-36" DIAMETER ZIPPER CONNECTION

HARDWARE:

- (2) 36"-48" WORM GEAR BAND

TOTAL NET DELIVERED

\$12,655.00

Sincerely,

Kevin Hatchell

Terms and Conditions

- ***This Quotation EXCLUDES all applicable taxes and retention, unless otherwise noted***
- ***This Quotation EXCLUDES Attic Stock and Spare Parts, unless otherwise noted***
- ***Seismic Certification Equipment Supports/Restraints are excluded from our proposal unless otherwise noted***
- ***This Quotation is based on the materials as shown above***
- ***This Quotation is valid for 30 (thirty) days from above date***
- ***Terms and Conditions are subject to change without prior notice***
- ***Prices are subject to Hatchell & Associates, Inc. terms and conditions located @ <https://www.hatchell.com>***

From: [Dan Buckingham](#)
To: [Kevin Boehm](#)
Subject: Fwd: Whitewater aquatic
Date: Friday, March 1, 2024 11:01:07 AM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.png](#)

Sent from my U.S.Cellular® Smartphone
 Get [Outlook for Android](#)

From: Bowerman, Tom <TBowerman@vyron.com>
Sent: Monday, February 26, 2024 4:28:02 PM
To: Dan Buckingham <DBuckingham@whitewater-wi.gov>
Subject: RE: Whitewater aquatic

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dan,

It was nice meeting you last week and I appreciate again the opportunity. There are a few items to note:

1. With this being a Pool, the DuctSox factory is telling me that the hardware you have on site (that I took pictures of) does not appear to be pool grade. Knowing that you wish to use the existing hanging hardware, please note that if any issues occurred due to hardware breaking and tearing the DuctSox, the DuctSox product would not be covered under warranty.
 - So our \$17,850 proposal *includes* all new Track & Pool Grade hardware.
 - And based on the pictures, it is very possible that your current track is not compatible with the DuctSox gliders and you may not be able to install the DuctSox product.
 - While I realize that you may want to save some money with the existing hardware, I feel that it is worth paying more upfront for a new pool grade hardware hanging system to save yourself some time and effort down the road.
2. Regarding the listed 36" diameter (from the plans you showed me), if we do not use Internal Hoops for internal fabric support, we would have to use a 2 Row attachment, because a 1 row attachment at 36" could see warranty completely voided.
 - We would also need CFM (perhaps from the AHU's serving the space) to confirm that our inlet velocities are within the 1400 fpm range. If the CFM you provide requires an increase in diameter, we might need to requoteing.

Regards,

 Tom Bowerman
Sales Engineer Vyron Corporation
 5315 Wall Street, Madison, WI 53718
 m: (608) 572-4896
tbowerman@vyron.com | [website](#) | [line card](#) | [customer portal](#)



From: Troy Hendrickson <Troy.Hendrickson@bassettmechanical.com>
Sent: Tuesday, February 20, 2024 10:54 AM
To: Bowerman, Tom <TBowerman@vyron.com>; dbuckingham@whitewater-wi.gov
Subject: Whitewater aquatic

Good morning, Tom,

Dan Buckingham, 1-920-723-2317, at the City of Whitewater is looking for a vender to supply duct sock for his aquatic center. He will purchase and install. I am just introducing the 2 of you.

I have attached some pictures of what he has and the blueprint says they are 36" but does not give lengths.

Thank you,

Troy Hendrickson, HVAC Sales Representative
 Bassett Mechanical | Cell: 608-640-0126

The preceding email message and any attachments may be confidential or contain proprietary information and should be read or used only by the intended recipient. This message should not be transmitted to, or received by, any unauthorized person. If you have received this message in error, please inform us promptly by reply email, then delete this message and destroy any printed copies of this message. Thank you

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Park Board Agenda Item

Meeting Date:	March 20, 2024
Agenda Item:	Locker re-Painting at WAFC
Staff Contact (name, email, phone):	Kevin Boehm, kboehm@whitewater-wi.gov , 262-473-0122

BACKGROUND

(Enter the who, what when, where, why)

The lockers in all 3 locker rooms at the WAFC need painting and metal repair. 6 Vendors were solicited for pricing, 3 returned quotes. D.K's Electrostatic Painting submitted the low bid of \$8,865 without a site visit. American Office Services had a bid of \$12,991.00 and Superior Electrostatic Painting, INC. submitted a bid of \$15,075.00.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

N/A

FINANCIAL IMPACT

(If none, state N/A)

\$15,075.00 from WAFC capital equipment budget

STAFF RECOMMENDATION

I recommend hiring Superior Electrostatic Painting, INC. While they are the highest bidder, their bid also included removing the lower 8" of all 10 of the door frames in the locker rooms and welding in new and painting all of the door frames and doors. This is a task no other bidder was able to perform and will save money in the future as almost every door frame has rust and several are rusted completely through and will require replacing.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. D.K's Electrostatic Painting.pdf
2. American Office Services.pdf
3. Superior Electrostatic Painting, INC.pdf

Prepared For

Whitewater Aquatic Center Attn: Kevin Boehm

SUPERIOR ELECTROSTATIC PAINTING, INC.

6202 Fitzgerald Rd
Rockford, IL 61102
Phone: (815) 543-9388
Email: asuperior815@gmail.com
Fax: (815) 963-6757
Web: a1superior.com

Estimate # 84
Date 02/24/2024

Description	Total
Lockers (full size painted inside and out) Men's Locker Room	\$1,125.00
Lockers (1/2 size painted inside and out)	\$3,120.00
Lockers (full size painted inside and out) Womens Locker Room	\$1,050.00
Lockers (1/2 size painted inside and out)	\$3,280.00
Lockers (X Large 24x72x18 painted inside and out) Family Locker Room	\$1,500.00
Door Frames (Repair and paint)	\$5,000.00
Subtotal	\$15,075.00
Total	\$15,075.00

Notes:

RE: Door Frames This would include cutting bottom 8 inches of frame out and replacing with new. Then paint whole frame.

Whitewater Aquatic Center Attn: Kevin Boehm

From: [Dave Kroening](#)
To: [Kevin Boehm](#); [Dave Kroening](#)
Subject: Quote
Date: Friday, February 23, 2024 9:35:46 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Kevin,

Thank you for the opportunity to bid on this job.

City of Whitewater:

29 full size lockers will be spot sanded, cleaned, spot primed, & painted [interior & exterior] @ \$ 85.00 per locker	\$ 2465.00
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160 half size lockers will be spot sanded, cleaned, spot primed, & painted [interior & exterior] @ \$ 40.00 per locker	\$ 6400.00
--	------------

Total Cost:	\$ 8865.00
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Lockers would need to be emptied and unlocked.

Please call Dave with any questions. His cell phone number is 414-588-8220.

Thank You,
 Lisa Kroening

~~~~~  
*We Thank you for choosing D.K.'s Electrostatic Painting !*  
*Phone us today - (262) 695-9154*

About us:

**D.K.'S Electrostatic Painting LLC** will provide you with the high-quality results you're looking for at reduced costs. In addition to our high quality workmanship, you can be assured that we will be on time and the projects will be finished in a timely manner. We've been using our advanced electrostatic painting process for over 37 years. Thank you.

Please Visit our Web Site for more information:

[www.dkselectrostaticpainting.com](http://www.dkselectrostaticpainting.com)

[www.linkedin.com/pub/dave-kroening/65/5a2/365/](http://www.linkedin.com/pub/dave-kroening/65/5a2/365/)

**American Office Services, Inc.**

Item 7.

30257 Clemens Rd Ste C  
Westlake, OH 44145  
(440)899-6888  
scott@americanofficeservices.com

### Proposal

|                              |                              |           |   |            |            |
|------------------------------|------------------------------|-----------|---|------------|------------|
| ADDRESS                      | SHIP TO                      | SHIP VIA  | * | PROPOSAL   | 2023-2058  |
| Dan Buckingham               | Dan Buckingham               | TRACKING# | * | DATE       | 09/08/2023 |
| Whitewater Aquatic & Fitness | Whitewater Aquatic & Fitness |           |   | EXPIRATION | 03/31/2024 |
| Center                       | Center                       |           |   | DATE       |            |
| 580 S Elizabeth St           | 580 S Elizabeth St           |           |   |            |            |
| Whitewater, WI 53190         | Whitewater, WI 53190         |           |   |            |            |
| P.O. NUMBER                  | SALES REP                    |           |   |            |            |
| *                            | VM-MS                        |           |   |            |            |

| DESCRIPTION                                                                                                                                    | QTY | RATE   | AMOUNT   |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------|----------|
| All necessary labor and materials associated with the on-site electrostatic painting, on all interior and exterior surfaces, of the following: |     |        |          |
| FAMILY LOCKER ROOM                                                                                                                             |     |        |          |
| (15) single tier 24 x 18 x 72 lockers                                                                                                          | 15  | 145.00 | 2,175.00 |
| MENS AND WOMENS LOCKER ROOM                                                                                                                    |     |        |          |
| (162) double tier locker openings                                                                                                              | 162 | 45.00  | 7,290.00 |
| (39) single tier 12 x 15 x 72 lockers                                                                                                          | 39  | 89.00  | 3,471.00 |
| (1) Spray out panel for color approval.                                                                                                        | 1   | 55.00  | 55.00    |

- Pricing is based on painting the quantity and size of lockers as listed in the scope of work above.
- Any additional lockers will be invoiced at a rate commensurate with the pricing of this estimate.
- Any variation in locker size or style will require a revised estimate.

\*\* Note that this quote is for painting only; we have reached out to our parts department for availability of replacement durable plastic locker bottoms, which we recommend for rusted surfaces. We will send an updated quote including those as soon as possible.

GALLERY: <https://www.americanofficeservices.com/gallery>

SOCIAL MEDIA: <https://www.facebook.com/AmericanOfficeServices/>

#### ELECTROSTATIC REFINISHING SPECIFICATIONS FOR LOCKERS

1. Surfaces to be electrostatically refinished shall be lightly sanded using a suitable abrasive, if needed.
2. All exterior surface mount handles, locks, knobs, or any surface not to be refinished will be masked, utilizing masking tape, ensuring that no paint will be



applied to these surfaces. Interior coat hooks will be painted, not masked.

3. Sufficient area around the lockers will be masked off prior to painting. This will ensure protection of floors, walls, and any other adjoining areas from inadvertent over-spray.

4. Either a high-performance, two-component epoxy paint or a single component low VOC enamel (Sumter Coatings or Sherwin Williams Industrial Enamel), specifically formulated for electrostatic painting shall be utilized. Paint finish will be semi-gloss, as recommended by the paint manufacturer.

5. For color choices see Sumter Coatings Electrostatic Color Card [http://www.sumtercoatings.com/assets/pdfs/color-cards/Nu\\_Charge\\_It\\_Color\\_Card\\_2013.pdf](http://www.sumtercoatings.com/assets/pdfs/color-cards/Nu_Charge_It_Color_Card_2013.pdf). AOS can also match any color not on the color chart.

6. Following the paint manufacturer's recommended surface preparation, all lockers shall be electrostatically refinished on all interior and exterior locker surfaces, including door edges, with one of the two paint types referenced above.

7. Paint applied shall be smooth, non-textured, and 2 mils in thickness.

8. Application of paint shall be through the Ransburg Number 2 Process Hand-Gun from Ransburg Electrostatic Equipment Company. This process significantly reduces any mist or over spray on anything other than the substrate being refinished. Suitable ground-to-building connection shall be secured to ensure proper wrap of coating material so that the corners and undersides or otherwise inaccessible areas are covered.

9. Lockers that have been previously repainted, either by electrostatic process, brush, rolled or other methods not listed, are not guaranteed. Please note, this does not apply to projects where the lockers are the original factory finish. Following completion and acceptance, AOS will issue our standard one-year warranty statement which will start at the time of acceptance.

10. Metallic colors are not available.

11. Pricing structure is based on electrostatically painting the lockers in a neutral-based color from the Sumter Coatings NuCharge It Electrostatic Coatings color chart. Premium colors (shades of white, purple, yellow, orange, red, and burgundy ) are subject to an additional charge of \$5 per locker (if painting exteriors only). Additional amount for painting both interior and exterior. Premium color fees may be competitively discounted or waived on certain projects.

12. A lab fee charge of \$115 for any color needing to be matched by Sumter Coatings. Spray out samples are \$55 each; the cost of one spray out is included in the quote.

13. Proposal is based on a single color unless otherwise specified in the quote. Additional colors are subject to a \$195 materials fee per color.

14. Our crews must have access to the project site seven days a week for consecutive days until completion of the project. This must include weekends and possibly overnight hours.

15. Shop drawings will not be supplied.

16. American Office Services, Inc. is a Lead-Safe EPA Certified Firm. Our Certificate NAT-25896-1 can be viewed at <https://americanofficeservices.com/lead-safe-certified>

17. This Proposal is subject to AOSs standard contractual agreement, which will

incorporate this Proposal by reference. The standard contract will be provided to you upon agreement to financial terms between the parties. AOS will not be bound by the terms of this Proposal until AOS standard contract is executed by AOS and you.

**\*\*A 4% TRANSACTION FEE WILL BE ADDED TO ALL PAYMENTS MADE BY CREDIT CARD.**

PROJECT REQUIREMENTS

A. If, after a project has commenced, the client decides to cancel or withdraw from the project, or reduces any aspect of the scope of the project, a materials fee will be assessed by AOS for expenses incurred to fulfill the original project scope.

B. If painting is interrupted or suspended by the client after painting or any prep work has commenced, a daily fee will be assessed by AOS for extended time on the job site.

|          |                    |
|----------|--------------------|
| SUBTOTAL | 12,991.00          |
| TAX      | 0.00               |
| TOTAL    | <b>\$12,991.00</b> |

Accepted By

Accepted Date

|                                                          |                                                                                             |                                                                                                 |
|----------------------------------------------------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>CITY OF WHITEWATER POLICY</b>                         |                                                                                             | <b>TITLE: RECREATION PROGRAM FEE POLICY</b>                                                     |
| <b>POLICY SOURCE:</b><br>Parks and Recreation Department | Parks and Recreation Board<br>Approval Date: November 5, 2007<br>Revised: February 20, 2024 | <b>TEXT NAME:</b><br>G:\Park & Rec\General Information\Policy\<br>Recreation Program Fee Policy |

### **I. Purpose**

It is the purpose of this policy to provide guidelines necessary to charge a reasonable fee to participants of recreation programs.

### **II. Policy**

It is the policy of the City of Whitewater to open participation in Parks and Recreation Department sports and instructional programs to anyone and charge fees to participants of those programs to meet cost recovery guidelines outlined in this policy. The fees charged to participants of recreation programs shall be established by the Parks and Recreation Department to meet the guidelines provided in this policy.

### **III. Definitions**

1. *Youth* – age 17 and under
2. *Adult* – age 18-54
3. *Senior/Older Adults* – age 55 and older
4. **Special needs** – individuals of all ages who require special accommodations due to physical and/or mental disabilities.
5. *Sports Team* – Compilation of individuals who participate as a group in a designated sport, i.e., basketball, soccer, baseball, flag football, etc.
6. *Administrative costs* – General cost of administering programs such as clerical staff, legal counsel, administrative overhead, payroll and finance functions, capital improvements, etc.
7. *Operating costs* – Costs directly related to the operation of a program. These costs include direct program staff, supplies and services.
8. *Resident* - Any person who lives within the limits of the Whitewater Unified School District.
9. *Non-resident* - Any person who lives outside of the limits of the Whitewater Unified School District.

### **IV. Cost Recovery**

1. Youth instructional and sports programs, as a whole, shall recover 110% of the operating costs of those programs.
2. Adult instructional and sports programs, as a whole, will recover 110% of the operating costs of those programs.
3. Senior programs, as a whole, shall recover 110% of the operating costs of those programs.
4. Drop-In and Special Event programs, as a whole, shall recover 45-55% of the operating costs of those programs thru fees or sponsorships/donations.

5. Contractual program fees will be set-up to recover the administrative costs of the City and adequately reimburse the contractual provider.
6. Programs operated jointly with another municipal department will not charge a non-resident fee to participants from that community.

## **V. Fees**

1. User fees will be charged through team entry fees, individual fees, and/or user fees.
2. All youth and adult program participants requesting to register after the deadline will be accepted if available spots remain in the program and a late processing fee of \$10.00 is paid. Exception: All adult sports teams requesting to register after the deadline will be accepted if the team meets the league criteria and a late processing fee of \$25.00 is paid.
3. All program fees will be established based on the cost recovery guidelines and will be reported out to the Parks and Recreation Board on a quarterly basis.
4. Participants having financial difficulties may apply for fee assistance as outlined in the Recreation Sunshine Fund Program (Financial Assistance Program).
5. All non-residents as defined in Article III will be charged an additional 25% fee on top of the resident rate of participating in a program.

## **VI. Falsification of Information**

The registrant will be removed from all registered programs and all fees will be forfeited if the registrant falsified information on a registration form.

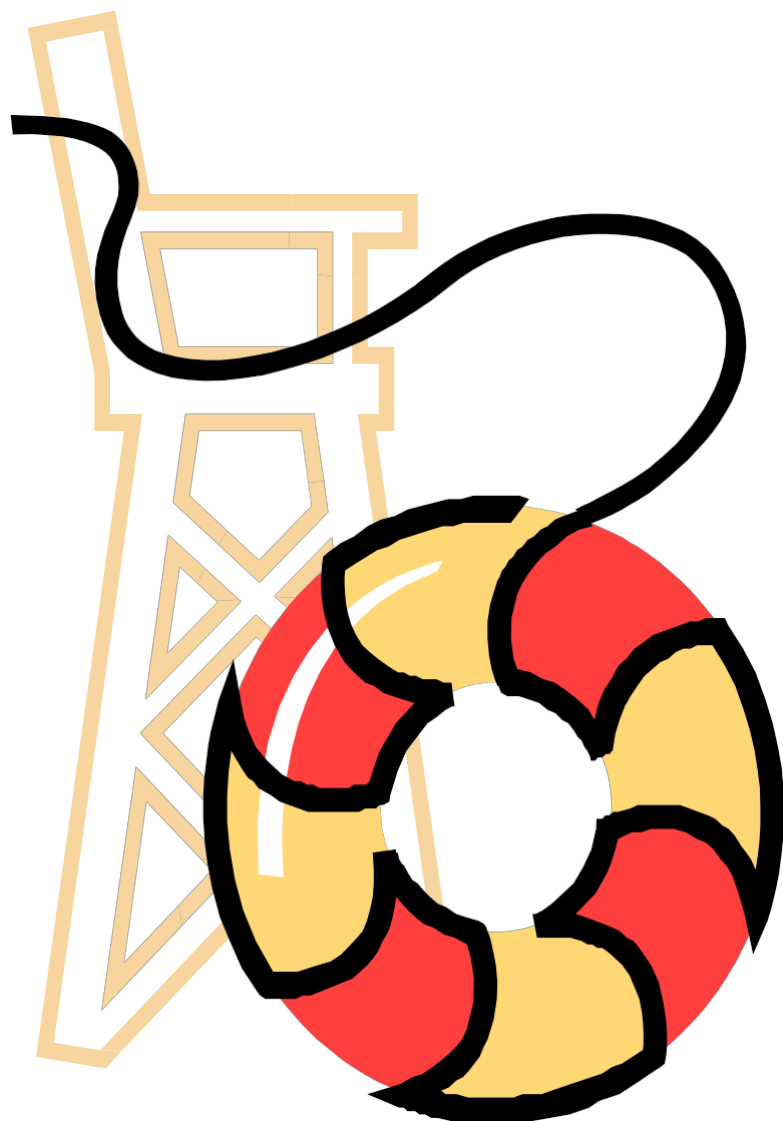
## **VII. Refunds**

1. A full refund will be credited/issued to the participant for any program cancelled by the Parks and Recreation Department.
2. A full refund will be credited/issued to the participant if a program time, date, or location is changed by the Parks and Recreation Department and the participant is unable to attend because of the change.
3. A team fee will be refunded until the deadline for the team registration. After the deadline, the team fee will be refunded only if there is another team willing to fill that spot in the league. Refunds will not be granted for any reason after the playing schedules are created by the Parks and Recreation Department.
4. All refund requests not identified in Items 1-3, must be approved by the Parks and Recreation Board through a written request. The board will review the request at its next scheduled meeting after the department receives the refund request.
5. All refund requests, if applicable, will be issued by check or EFT to bank or card used.
6. Late fees paid by either teams or individuals will not be refunded.
7. Refunds of \$5.00 or less will not be processed, but will be credited to the family account.

## **VIII. Review of Policy**

1. This policy will be reviewed annually by the Parks and Recreation Board and any changes or revisions will be forwarded to the City Council for final review.

# Whitewater Aquatics & Fitness Center



## Operational, Policy and Procedure Manual

Updated March 2024

Whitewater Aquatic and Fitness Center  
580 S. Elizabeth St, Whitewater, WI 53190  
262-473-4900

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# Introduction

The Whitewater Aquatic & Fitness Center is one of the services provided by the City of Whitewater. This Department includes the Fitness Center and the Aquatic Center. Some of the programs offered by the Aquatic Center are swimming lessons, water aerobics, American Red Cross Courses, recreational swims, special events and much more. The Aquatic Center features both a leisure pool and lap pool. The Leisure Pool features a lazy river, water slide, whirlpool, and play structure. The Lap Pool features 8 lanes and a ramp for easy accessibility.

The Director of our Parks Department is at the top of our chain of command. He is immediately responsible to the City Manager.

**Job Positions and summaries are below:**

***Parks Director***  
***Athletic Program Coordinator***  
***Aquatics Manager***  
***Head Lifeguard***  
***Aquatic and Fitness Programmer\****  
***Customer Service Coordinator\****  
***Staff Lead (Person in charge)***  
***Head Lifeguard***  
***Front Desk Lead***  
***Front Desk/Concession Staff***  
***Attendants***  
***Group Fitness Instructors (Aquatic & Land based)***  
***Personal Trainers***  
***Fitness Attendants***  
***Lifeguard***  
***Swim Lesson Instructor (WSI)***  
***Swim Lesson teaching aide (non-WSI)***

***\*Job descriptions with City of Whitewater***

## **Head Lifeguard/ Staff lead**

In addition to all Lifeguard responsibilities, the primary responsibility of the Staff lead is to oversee the facility operations in the absence of the Aquatic/Fitness Programmer and Customer Service Coordinator. Specific responsibilities include: walking through the facility every 30 minutes, reporting any maintenance needs to area supervisor and documenting appropriately, completing tasks on nightly checklist (work with aquatic & other dept staff), completing any necessary chemical testing, maintain facility cleanliness and checking in filter room for issues. The head guards may also be expected to teach swim lessons as needed, fill in for absent guards, give guards breaks for meals/restroom. Staff lead may assist front desk personnel as needed, offer tours and information, other duties as assigned.

Certifications: Head guards: Must have current certifications in Lifeguarding and CPR-Pro & AED, WSI certification preferred.

Water Park lifeguard certification required before start of first shift.