



Parks & Recreation Board Meeting

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

Wednesday, August 21, 2024 - 5:30 PM

AGENDA

CALL TO ORDER

ROLL CALL

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

Staff: Kevin Boehm (Director), Michelle Dujardin (Assistant Director, Recreation & Events), Hunter Karnitz (WAFC Manager), Jennifer Jackson (Adult Programs), Ethan Cesarz (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.

CONSENT AGENDA

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

1. Minutes from June 19, 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.

PARK TOUR

The purpose of this park tour is for the board members to directly observe and assess the current conditions of our city parks. This tour will enable the board to gather firsthand information that is crucial for developing informed budgets, strategic plans, and long-term goals for the city park system.

Park Sites

Cravath Lakefront Park

Trippe Lake Park

Minneiska Park

Clay Street Nature Park

Walton East Gate Park

Brewery Hill/Skatepark

Moraine View Park

Whitewater Bark Park

Whitewater Creek Nature Area

Starin Park

Skyway Park

Whitewater Effigy Mounds Preserve

Optimist Turtle Mound Park

FUTURE AGENDA ITEMS

2. Discussion about park tour **SEPTEMBER**
3. Update Special Event Application **Q4**
4. Whitewater Creek Nature Preserve Planning **Q4**
5. Skate Park Update/Planning **Q4**

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, June 9th, 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, Megan Matthews, Steve Ryan, Brienne Brown, and Deb Weberpal. Absent: Mike Kilar and Justin Crandall.
 Staff: Kevin Boehm, Michelle Dujardin, Jennifer Jackson (virtual), and Hunter Karnitz.
 Guest: Neil Hicks, Jill Gerber, Janie Wiegel

2. Election of Chairperson

- a. Steve Ryan nominated by Deb Weberpal. Steve Ryan accept the nomination. Ayes: Flemming, Fuller, Hicks, Matthews, Ryan, Brown, Weberpal. Absent: Kilar, Crandall.

3. Election of Vice Chairperson

- a. Stephanie Hicks nominated herself to fulfill the position. Ayes: Flemming, Fuller, Hicks, Matthews, Ryan, Brown, Weberpal. Absent: Kilar, Crandall.

4. Approval of the Meeting's Agenda

- a. Motioned by Brown. Seconded by Matthews. Voice vote for a unanimous "Aye"

5. Approval of Minutes from April 17th, 2024

Motioned by Ryan. Seconded by Hicks. Ayes: Flemming, Fuller, Hicks, Matthews, Ryan, Brown, Weberpal. Absent: Kilar, Crandall.

6. Hearing of Citizen Comments

- a. Neal Hicks brought to the attention of a few needed repairs or upgrades to the current fields in Starin Park. Pitching rubber on Treyton's needs replacing, dugout fences are being kicked outward by players on the bench and should be weighted down, and the manhole cover in the outfield should have some more padding covering it. He also discussed the need for coaches to have access to field lights and scoreboard controllers. Hicks asked for umpires to more consistent and noted that the team jerseys were a little late and maybe next year order pants as well so all kids are fully matching. He mentioned the Parks and Recreation Cancellation Hotline hasn't been updated since 2019 and he would like to see some involvement from youth sports teams in City Parades.
- b. Janie Wiegel from the Friends of the Effigy Mounds Committee commented on wanting representation from all sides such as the Ho Chunk Nation, Parks and Recreation,

Landmark Committee, etc. She also discussed the maintenance has been up and down as far as upkeep to the Mounds. She also mentioned about the possible creation of an Ad Hock Planning Committee, which will be brought up at the July Parks Board Meeting.

7. Staff Updates

a. Director's Report

i. Kevin Boehm

1. Make a Difference Day was a success. There were volunteers at my different buildings/locations around the City.
2. Storytelling Festival had 200 participants.
3. Dylan Hake is our new Facility Maintenance staff, replacing the position open after Dwight Slocum's retirement in April.
4. Arbor Day at the Arboretum sold 250 trees.

b. WAFC Report

i. Kevin Boehm and Hunter Karnitz

1. Lifeguard Inservices are back on track and completing 4 hours per month of continued training.
2. Hunter and Morgan Radaj (Head Lifeguard) as finalizing the new Employee Handbook: Policies and Procedures.
3. Birthday Parties are going strong.
4. Based on estimates from Quarter 1, the WAFC should be in the black by about \$70,000, according the numbers ran by Kevin Boehm.
5. Lockers and front pillars were repainted.
6. The shut down cleaning week will be the week of July 22nd. Locker room floors will be redone as well that week.

c. Senior Programs

i. Kevin Boehm

1. Discover Whitewater, Associated Bank, Fairfield Inn, and other businesses have completed the required training to earn the Purple Angel Designation, which is to better serve the community for those with Dementia.

d. Event Programs and Lakes Update

i. Michelle Dujardin

1. The areas that were dredged last fall are looking good.
2. The Cravath Park property and Clay St Park are approved for dredging in these areas.
3. The Whitewater Parks and Recreation website has a link for "Lakes" that will have information, pictures, and maps for people to get more information.
4. Summer Camp started this week. Kids are excited to be in camp and are utilizing the Aquatic Center pool for two days per week.

5. There will be bins around community buildings taking donations for school supply drive to help out those who cannot afford to get all the necessary school supplies.
6. Concerts in the Park will be starting soon in July.

e. Sports Programs

- i. Kevin Boehm
 1. Teeball & Rookie Ball started two weeks ago.
 2. Parks and Rec is offering a Summer Tennis Program with Whitewater Tennis Legend Reese Brantmeier.

8. Considerations/Discussions/Reports

a. Nominate Park and Recreation Board Member to serve on Urban Forestry Commission

- i. Steve Ryan asked on the possibility of moving the meeting time so that Kathleen Flemming could make it. The current time doesn't work with her work schedule.

b. Discussion on Bicycle and Pedestrian plan and creating list of potential members

- i. Brienne Brown mentioned the name Earl Young as someone who would be a good member. Kathleen Flemming brought up the idea of including a Tourism Committee member.

c. Discussion and possible action on Walworth County Arc's request for waiver of fees to use Treyton's Field and Concession area on Aug. 11th, 2024

- i. Motion to allow Walworth County Arc a waiver of fees to use Treyton's Field and Concession area was motioned by Hicks. Seconded by Brown. Ayes: Flemming, Fuller, Hicks, Matthews, Ryan, Brown, Weberpal. Absent: Kilar, Crandall.

d. Discussion about Christmas at Cravath

- i. Kevin Boehm discussed the plan to have a large Christmas light display through the Cravath Park property. The plan is to have a path travel down towards the lake then back up towards the street. Lights will be turned on, on Black Friday!

e. New Registration software demonstration

- i. Kevin Boehm demonstrated the new recreation software, CivicRec and how it works with the updated Parks and Rec website. He demonstrated how easy it is now to register for programs such as After School and Summer Camps, as well as reservations.

f. Report on signing of WAFC contract between City and WWUSD

- i. Kevin Boehm discussed that the contract has been signed. He has not quite finished reading it as he was on vacation last week and just received it on Sunday afternoon.

g. Discussion and possible action regarding Facility Rental and Reservation Policy updates

- i. Kevin Boehm discussed the creation of a "Group 2" for certain club sports that use the City's fields/facilities. Most of these groups have been using the City's fields/facilities for no cost to them.

- ii. There was a motion to increase the amount of insurance covered from the outside groups from \$100,000 to \$500,000. Motion was called by Hicks. Seconded by Flemming. Ayes: Flemming, Fuller, Hicks, Matthews, Ryan, Brown, Weberpal. Absent: Kilar, Crandall.

9. Future Agenda Items

- a. Dog Park improvements **July/August**
- b. Effigy Mounds Preserve updates and creation of Ad Hock Planning Committee **July**
- c. Update Special Event Application **July**
- d. Whitewater Creek Nature Preserve planning **August/September**
- e. Skate Park update/planning **August/September**

10. Adjournment

- a. Adjournment at 6:55pm

Respectfully Submitted,

Hunter Karnitz

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