



Parks & Recreation Board Meeting

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

Wednesday, February 21, 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.

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 Meeting
Time: Feb 21, 2024 05:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84598753795?pwd=YnRGcW92N3hQY21Hek1aYjhlaUZTd09>

Meeting ID: 845 9875 3795

Passcode: 931339

Dial by your location

- +1 312 626 6799 US (Chicago)
-

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 reach meeting even if no changes are being made at that meeting.

APPROVAL OF MINUTES

2. Minutes from January 17, 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.

STAFF UPDATES

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

CONSIDERATIONS / DISCUSSIONS / REPORTS

6. Discussion and possible action regarding renaming East Gate Park.
7. Discussion and possible action regarding long term rental of Starin Park Building to Immanuel Anglican Church.
8. Discussion and possible action regarding Recreation Sunshine Fund policy update.

FUTURE AGENDA ITEMS

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, January 17, 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, Megan Matthews, Steve Ryan, Deb Weberpal. Absent: Ben Prather and Brienne Brown
Staff: Michelle Dujardin, Jennifer French, Hunter Karnitz, Kevin Boehm, Brad Marquardt
Guest: Lisa Dawsey-Smith

2. Approval of Agenda

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

3. Approval of Minutes from November 15, 2023

Minutes were amended under action item Discussion and possible action regarding Starin Park Underground Detention Basin to read: Steve Ryan called for a “Reluctant Approval” motion of the “Least of All Evils” for the underwater detention basin: based on Figure 1407.088 of the Agenda.

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

4. Hearing of Citizen Comments

No Comments

5. Staff Reports

a. Director’s Report

i. Kevin Boehm

1. Kevin stated he has achieved AFO Certification
2. The Grant for UFC is in the completion stage
3. Facilities Maintenance Staff Dwight Slocum announced retirement taking place on Friday, April 5th.

4. WAFC Manager position has been accepted by Hunter Karnitz, hiring for new Sports Coordinator will take place as soon as possible.
5. WAFC Updates: State inspection items have been corrected, birthday parties are starting back up, monthly programs are increasing, and set hours for facility set to take place in March.

b. Event Programs and Lakes Update

- i. Michelle Dujardin
 1. Christmas Parade and the pallet tree program recap with great success
 2. Stevie search is going amazing and has been found in record time, despite being hidden very well
 3. Dance program is starting back up.

c. Senior Programs

- i. Jennifer French
 1. Chili Cook off on March 9th has three people signed up, the event can take 10
 2. Programs that have had great success: Friendsgiving potluck, Santa Cruise and Toast at Noon New Years.

6. Considerations/Discussions/Reports

a. Discussion and possible action regarding appointment of Vice Chair

- i. Position was left empty

7. Considerations/Discussions/Reports

a. Discussion and possible action regarding renaming East Gate Park

- i. Park Board suggests the policy is not cut and dry, would like more information. Item deferred to future meeting.

8. Considerations/Discussions/Reports

a. Discussion and possible action regarding facility rental and reservation policy update

- i. Kevin presented policy document with changes. Kevin also stated a deposit form needs to be created and rental is not secure until payment is made.

Motioned by Weberpal to approve policy with changes. Seconded by Flemming. Ayes: Flemming, Fuller, Hicks, Kilar, Matthews, Ryan, and Weberpal. Absent: Prather and Brown

9. Future Agenda Items

- a. J-Hawks use of the Aquatic Center
- b. WAFC rental use structure
- c. To update one policy per meeting

10. Adjournment

- a. Motioned by Steve Ryan at 6:20pm, followed by a unanimous Aye from all board members: Flemming, Fuller, Hicks, Kilar, Matthews, Ryan, and Weberpal. Absent: Prather and Brown

Respectfully Submitted,

Michelle Dujardin

Michelle Dujardin

CITY OF WHITEWATER POLICY		TITLE: Park Naming Policy
POLICY SOURCE: Parks and Recreation Department	Parks and Recreation Board Approval Date: January 4, 2007 Revised: December 7, 20009	TEXT NAME: G:\Park & Rec\General Information\Policy\ Park Naming Policy

I. PURPOSE

The purpose of the policy is to establish standard procedures and guidelines for the naming of public parklands and facilities owned and/or operated by the City of Whitewater and under the jurisdiction of the Parks and Recreation Department.

This policy may not be consistent with existing names of city areas and facilities. No suggestion is made or intended that existing names be changed. This policy is a basis for future decisions.

II. AUTHORIZATION

The naming of sites shall be the function of the Parks and Recreation Board, **with final approval coming from the Common Council of the City of Whitewater**. Through the Board, diversity, balance and creativity will be sought during adoption of names.

All requests for the proposed naming of a facility must go through the Parks and Recreation Board, **with only approved recommendations forwarded to the Common Council**.

III. Objectives

- A. Provide name identification for individual parks, park area or park facility.
- B. Provide criteria for citizen input into the process of naming parks, park areas or facilities.
- C. Insure that the naming of parks, park areas, or park facilities is controlled **by the City of Whitewater Common Council** through the Parks and Recreation Board with advice from Parks and Recreation and DPW staff.

IV. Qualifying Names

Names submitted for consideration should provide some form of individual identity in relation to the following:

- A. The geographic location of the facility. This includes descriptive names.
- B. An outstanding feature of the facility.
- C. An adjoining subdivision, street, school or natural feature.
- D. A commonly recognized historical event, group, organization or individual (living or deceased).

- E. An individual or organization that contributed significantly to the acquisition or development of the facility to be named. This can include either a deed or substantial monetary contribution, or contribution toward acquisition and/or development of the park or facility (typically not less than 50 percent of the value of the property or improvements).
- F. Outstanding accomplishments by an individual for the good of the community. Quality of the contribution should be considered along with the length of service by the individual - this to be fully substantiated by person making recommendation.
- G. An individual who provided an exceptional service in the interest of the park system as a whole. Typically, while serving in a public office, public officials should not be considered as a candidate for naming.
- H. Any naming of a facility to recognize a sponsor or donation should meet the requirements of the Sponsorship Policy as adopted by the Parks & Recreation Board.

V. Naming Process – Existing Un-named Facilities

- A. Working in cooperation with the Parks and Recreation Department, individuals, groups and organizations interested in proposing a name for an existing un-named park area or facility must do so in writing. This proposal shall be presented to the Director of Parks and Recreation for consideration by the Parks and Recreation Board.
- B. A written description of qualifications for the name being considered must be submitted at this time. This should include location of the facility, any outstanding features of the site, detailed biographical information on an individual being recommended for a name and a narrative explaining the justification of the naming of the facility.
- C. The Parks and Recreation Board will seek input on a name request at the regular monthly meeting and will allow 30 days following their meeting for public comment.
- D. A notice of naming a facility will be published in the Whitewater Register and posted on the city website and local cable access to offer a chance for citizen comment.
- E. The Parks and Recreation Board will act on each request made, and if approved, **will forward to the Common Council for approval** following the 30 days for public comment.
- F. Only approvals of a proposed name for a facility will be forwarded to the Common Council.

VI. Naming Process – New Facilities

**** A temporary name will be designated by Parks and Recreation staff for identification during the “waiting period” of acquisition and/or development of the park area or facility and the formal naming process.**

- A. Working in cooperation with the Parks and Recreation Department, individuals, groups and organizations interested in proposing a name for a new un-named park area or facility must do so in writing. This proposal shall be presented to the Director of Parks and Recreation for consideration by the Parks and Recreation Board.
- B. A written description of qualifications for the name being considered must be submitted at this time. This should include location of the facility, any outstanding features of the site, detailed biographical information on an individual being recommended for a name and a narrative explaining the justification of the naming of the facility.
- C. The Parks and Recreation Board will seek input on a name request at the regular monthly meeting and will allow 30 days following their meeting for public comment.

- D. A notice of naming a facility will be published in the Whitewater Register and posted on the city website and local cable access to offer a chance for citizen comment.
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- F. Only approvals of a proposed name for a facility will be forwarded to the Common Council.

This policy will still allow naming of the park contests to be held through various means that have prior approval of the Parks and Recreation Board. The renaming of parks and facilities will be strongly discouraged. Critical examination will be conducted to insure that renaming the park will not diminish the original justification for the name or the prior contributors. Renaming will follow the same procedures as naming the park.

- A. Only parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming. Parks that have been named by deed restriction shall not be considered for renaming.
- B. Parks and facilities named after individuals shall never be changed unless it is found that because of the individual's character the continued use of their name would not be in the best interest of the community.

VII. Signs, Plaques and Markers

The Director of Parks and Recreation, or designee, *must coordinate placement* of any signs, plaques or markers. They must be designed to blend with and complement the existing Parks and Recreation Department signs, plaques and markers. The signs, plaques or markers must comply with existing municipal codes and have *the approval of the Director of Neighborhood Services and/or the Plan and Architectural Review Commission*.



Park & Recreation Agenda Item

Meeting Date:	December 20, 2023
Agenda Item:	Renaming East Gate Park
Staff Contact (name, email, phone):	Brad Marquardt, bmarguardt@whitewater-wi.gov , 262-473-0139

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

City staff received a request from Russ Walton to rename East Gate Park to Walton’s East Gate Park. East Gate Park is located on the south side of Jakes Way east of Moraine View Parkway. It is located in the Pine Bluff Subdivision that Russ built. Russ is also looking at a new subdivision development located just to the west of the Pine Bluff Subdivision.

Russ’s past investment in the Pine Bluff Subdivision from 2000 – 2006 was \$68,701 for park land dedication and park improvement fees, besides the dedicated land for the East Gate Park, and \$1,014,094 for infrastructure costs. To put that into 2023 dollars, the investment would be \$110,789 and \$1,621,574 respectively. Infrastructure costs on the new subdivision are estimated at \$1,957,000.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
(Dates, committees, action taken)

N/A

FINANCIAL IMPACT
(If none, state N/A)

There would be a minimal cost to replace the existing sign with a new one.

STAFF RECOMMENDATION

Staff’s recommendation is to approve the name change.

ATTACHMENT(S) INCLUDED
(If none, state N/A)

1. East Gate Park Location Map



East Gate Park

WALWORTH COUNTY, WISCONSIN

0 70 140 280 420 560 700
Feet

1:3,600

Grid North
Geodetic North

Author:
Map Produced on: 12/12/2023
Wisconsin State Plane Coordinate System, South Zone
Horizontal Datum: NAD83-2011

**Walworth County Information Technology Department
Land Information Division**
1800 County Trunk NN
Elkhorn, Wisconsin 53121-1001

DISCLAIMER: THE INFORMATION PROVIDED ON THIS MAP HAS BEEN PRODUCED AND PROCESSED FROM SOURCES BELIEVED TO BE RELIABLE. NO WARRANTY, EXPRESSED OR IMPLIED, IS MADE REGARDING ACCURACY, ADEQUACY, COMPLETENESS, LEGALITY, RELIABILITY OR USEFULNESS OF THIS INFORMATION. THE INFORMATION CONTAINED HEREIN WILL NOT BE ACCEPTED AS AN OFFICIAL DOCUMENT.

RR WALTON & COMPANY LTD

1005 W. Main Street, Ste C
Whitewater, WI 53190

Phone: 262-473-8646 Fax: 262-473-8360

January 25, 2024

Brad Marquardt PE
Public Works Director
City of Whitewater
312 W Whitewater St
Whitewater WI 53190

RE: East Gate Park

Dear Brad,

As we discussed, I would like to ask that the East Gate Park be re-named to Walton East Gate Park. I worked hard to develop the subdivision and asked at the time of development to have the park named after our family.

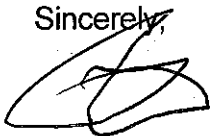
The Walton Family has donated 4 parks in the City of Whitewater, of which only one has the Walton name attached to it.

I am proud of the work and the contributions the Walton family has made in and for the City of Whitewater. I feel having the Walton name in the name of the park honors my family and the hard work and dedication they have made to developing the City of Whitewater.


I am unable to attend the meeting on February 21, however, my brother Ross Walton will be in attendance to represent the Walton Family.

Thank you for your consideration in the re-naming of the East Gate Park.

Sincerely,



Russell R. Walton

	<h2>Park Board Agenda Item</h2>
<p>Meeting Date:</p>	<p>February 21, 2024</p>
<p>Agenda Item:</p>	<p>Starin Park Rental Request</p>
<p>Staff Contact (name, email, phone):</p>	<p>Kevin Boehm, kboehm@whitewater-wi.gov (262)473-0122</p>

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

Rev. Jens Notstad of Immanuel Anglican Church has reached out for a long-term agreement to rent Starin Park Community Building for the purpose of hosting a church worship and fellowship service. Rev. Notstad’s church is affiliated with the UW Campus as the Immanuel Student Fellowship faith based group.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
(Dates, committees, action taken)

FINANCIAL IMPACT
(If none, state N/A)

STAFF RECOMMENDATION

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 that \$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.

ATTACHMENT(S) INCLUDED
(If none, state N/A)

CITY OF WHITEWATER POLICY		TITLE: RECREATION SUNSHINE FUND (Financial Assistance Program)	Item 8.
POLICY SOURCE: Parks and Recreation Department	Parks and Recreation Board Approval Date: November 5, 2007 Revision Date February 15, 2024	TEXT NAME: G:\Park & Rec\Policy\ Recreation Sunshine Fund	

I. Purpose

The Whitewater Parks and Recreation Department believes in providing services and programs to all who wish to participate, regardless of financial status.

II. Eligibility

Applicants must live within the Whitewater Unified School District and live at or below the current United States Department of Health & Human Services Poverty Guidelines for the 48 Contiguous States and the District of Columbia.

Persons in the family refers to a group of persons who live in the same dwelling and are related to each other by blood, marriage, adoption or a foster relationship.

Approved applicants will need to pay half of the program cost. The maximum funding per individual is \$50.00 per year. The maximum funding per household is \$150.00 per year. Eligibility will be determined on a case-by-case basis. Applicants will be notified by mail or phone of their funding status. The application will be processed within two weeks. All financial aid forms will be kept confidential.

III. Verification

A current driver’s license, utility bill, apartment lease or tax bill may verify residency of the applicant. A child’s residency is determined by the address that is registered where they attend school. Applicants may be asked to provide IRS Form 1040 for verification of persons in the family and income.

IV. Application

Residents may apply by completing a request form signed by an adult member of the household. All requests are confidential. Applicants need to submit a request form for each request. Applications will not be accepted for program registrations that have previously been processed.

Applications can be dropped off in person or mailed to the Parks and Recreation Department at 312 W. Whitewater St., Whitewater, WI 53190.

Hardship cases will be reviewed and should be explained in writing on the request form. Hardship referrals may be accepted from the applicant, applicant’s clergy, school staff or other social service agencies.

Applications will be reviewed by the Parks and Recreation Director or designee.

All applications must allow two weeks (prior to program registration deadline) for processing.

V. Approval

The approval will be based on the availability of funds in the Recreation Sunshine Fund.



SUNSHINE PROGRAM

[Financial Assistance Program]

Item 8.

The Whitewater Parks and Recreation Department believes in providing services and programs to all who wish to participate, regardless of financial status. Applicants must live within limits of the WUSD. **Approved applicants will need to pay half of the program cost.** The maximum funding per individual is \$50.00 per year. The maximum funding per household is \$150.00 per year. Eligibility will be determined on a case-by-case basis. Applicants will be notified by mail or phone of their funding status. The application will be processed within two weeks. All financial aid forms will be kept confidential. Approval will be based on the availability of funds.

Guardian's LAST Name _____ FIRST Name _____

Street _____ City _____ Zip _____

Phone _____ [H] _____ [C] _____ [W]

PROGRAM REQUESTS - See Activity Guide

NAME	M/F	BIRTH DATE	AGE	GRADE Winter/Spring	CLASS #	ACTIVITY	FEE
TOTAL FEES							

EMPLOYMENT

Are you currently employed? _____
 Employer: _____
 Address: _____
 Occupation: _____

Is your spouse / partner currently employed? _____
 Employer: _____
 Address: _____
 Occupation: _____

MONTHLY HOUSEHOLD INCOME: [Include all sources of income, e.g. child support, food stamps, SSI, etc.] _____

CHILDREN: [Number of children living in the household.] _____

ADULTS: [Number of adults living in the household.] _____

MUST CHECK THE FOLLOWING:

I agree to pay ½ the cost of the requested programs, in CASH.

The information I have provided on this form is correct. If requested, I agree to provide IRS-Form 1040 to verify financial aid. I have read and understand the liability information.

Applicant's Signature [Must be 18 or older.] _____ Date _____

FOR OFFICE USE ONLY:			
Activity approved:		Staff approval:	Date:
Amount to be paid by the participant:		Comments:	
Amount granted by the Department:		Date participant is notified:	By:

2024 Poverty Guidelines for the 48 Contiguous States and the District of Columbia

Persons in family	Poverty guideline
1.....	\$15,060
2.....	\$20,440
3.....	\$25,820
4.....	\$31,200
5.....	\$36,580
6.....	\$41,960
7.....	\$47,340
8.....	\$52,720

For families with more than 8 persons, add \$5,380 for each additional person.

Information provided by the United States Department of Health & Human Services
<http://www.hhs.gov/>