



## Parks & Recreation Board Meeting- Cancelled

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

**Wednesday, May 15, 2024 - 5:30 PM**

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

<https://us02web.zoom.us/j/82237035777?pwd=dUNLRUhRR3QvMXpHUmU5RFVreUhmUT09>

Meeting ID: 822 3703 577

Passcode: 874133

Dial by your location:

1 312 626 6799

**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

**Meeting cancelled due to lack of Quorum.**

**CALL TO ORDER**

**ROLL CALL**

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

Staff: Kevin Boehm (Director), Michelle Dujardin (Assistant Director, Recreation & Events), Hunter Karnitz (WAFC), Jennifer French (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.*

**APPROVAL OF MINUTES**

1. Minutes from April 17, 2024.
2. Urban Forestry Commission minutes from March 25, 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****CONSIDERATIONS / DISCUSSIONS / REPORTS**

3. Demonstration of new recreation software, CivicRec.
4. Update on Downtown Flowers.
5. Nominate Park and Recreation Board member to serve on Urban Forestry Commission.
6. Discussion and possible action regarding Facility Rental and Reservation Policy updates.

**FUTURE AGENDA ITEMS**

7. Look into adding more evening classes at the WAFC.
8. Bicycle/Pedestrian Plan
9. Dog Park Improvements
10. Update Special Event Application

**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, April 17th, 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. Late Arrivals: Megan Matthews and Brienne Brown. Absent: Ben Prather.  
 Staff: Michelle Dujardin, Jennifer Jackson, Kevin Boehm, Hunter Karnitz, and Ethan Cesarz  
 Guest: Neil Hicks

**2. Approval of the Meeting's Agenda**

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

**3. Approval of Minutes from March 20, 2024**

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

**4. Hearing of Citizen Comments**

- a. No Citizen Comments

**5. Staff Updates**

**a. Director's Report**

i. Kevin Boehm

1. Dwight Slocum's last day was April 5<sup>th</sup>. The City staff supported him by wearing bright orange shirts.
2. Ethan Cesarz, Athletic Program Coordinator, started last week.
3. April 29<sup>th</sup> will be Dylan's first day. Dylan will be replacing Dwight on the Maintenance staff.

**b. WAFC Report**

i. Kevin Boehm and Hunter Karnitz

1. The new recreation software, Civic+ is in set up and training mode. Mid-May is anticipated launch timeframe.
2. The WAFC Easter Egg Hunt on April 7<sup>th</sup> had 74 kids participate.

3. There are new lane lines in the lap pool and three new Stairmasters for the fitness center. The Stairmasters were on auction from a closed gym in Racine, WI.
4. The WAFC hosted a Food Pantry donation month to as a monthly promo. All who donated a food item received 50% their day pass rates.

**c. Senior Programs**

- i. Jennifer Jackson
  1. There was a Fiesta Day for Senior Appreciate Day.

**d. Event Programs and Lakes Update**

- i. Michelle
  1. Michelle and Kevin attend a Lakes Convention in Steven's Point.
  2. DNR has given us the "Green Light" to continue dredging.
  3. Bur Oak Trail will be redone before the end of June at Prairie Village.
  4. Trash at the Nature Preserve was addressed. Kevin wants to look into getting a small parking lot and dumpster put in to help avoid people doing donuts in their vehicles and leaving trash behind.

**e. Sports Programs**

- i. Ethan
  1. Brought up the Youth Sports Policy. It needs some verbiage cleanup.

**6. Considerations/Discussions/Reports**

**a. Discussion regarding pathway projects scheduled for 2024**

- i. Bur Oak Trail will be redone before the end of June at Prairie Village.
- ii. Trash at the Nature Preserve was addressed. Kevin wants to see about getting a small parking lot and dumpster put in to help stop people from doing donuts in their vehicles and littering.

**b. Discussion and possible action regarding Youth Sports Policy update**

- i. There was some verbiage that needed to be cleaned up. The motion for approval of this was voted on after the Banner Policy. Steve Ryan mentioned that voting should take place after Banner was voted on. Motioned by Ryan. Seconded by Kilar. Ayes: Flemming, Fuller, Hicks, Kilar, Matthews, Ryan, Brown, Weberpal. Absent: Prather.

**c. Discussion and possible action regarding Banner Policy update**

- i. Kevin talked about the changes in the policy to make it simpler for the Streets Department staff so they do not have to keep going up and down to fix or rehang broken banners. If someone provides a cheap banner that breaks, it's their own fault.
- ii. The update included that Approved Groups will get the same rate discrepancy as they do for rentals. Price for such groups also was changed and increased to \$100, \$50, and \$75. A Motion to approve the update and new rates was motioned by Flemming. Seconded by Weberpal. Ayes: Flemming, Fuller, Hicks, Kilar, Matthews, Ryan, Brown, Weberpal. Absent: Prather.

**d. Discussion and possible action on Waiver & Release of Liability**

- i. Kevin discussed the Waiver of Liability form that will be a required form signed when participating in all Parks and Recreation activities. Approval of the form was motioned by Brown. Seconded by Weberpal. Ayes: Flemming, Fuller, Hicks, Kilar, Matthews, Ryan, Brown, Weberpal. Absent: Prather.

**e. Discussion on Parkland Dedication Ordinance and Fees.**

- i. Kevin discussed what our current policy is and how it should maybe be updated since it was from 2002. We should look to have it be updated with numbers from the 2023 Bureau of Labor Statistics.
- ii. The Park Board agreed to look into the average cost of land nowadays and determine how much land is a “good amount”.
- iii. The term “Sub-Division” will also be changed to the term “Development” to cover everything and close the loop-hole if the developer tries to say they aren’t building a “sub-division”.

**7. Future Agenda Items**

- a. Looking into adding some more evening classes at the WAFC
- b. Soccer Field Maintenance
  - i. Kevin mentioned the Streets Department would like an aerator.
- c. Playground Maintenance
  - i. Kevin is working with Brian Neumeister with the playground mulch.
- d. Dog Park Presentation
  - i. The Girl Scouts raised money for the Dog Park and would like to do a little presentation to Park Board
- e. Bicycle/Pedestrian Plan
  - i. Kevin mentioned planning a subcommittee or have Park Board up on information.
- f. Flowers and Plants Downtown
- g. The manhole cover in Treyton’s Field of Dreams outfield will be removed next year

**8. Adjournment**

- a. Adjournment at 6:15pm

Respectfully Submitted,

*Hunter Karnitz*  
Hunter Karnitz



**Urban Forestry Commission Meeting  
Monday, March 25, 2024 – 4:30 PM  
Cravath Lakefront Room  
312 W. Whitewater Street  
Whitewater, WI 53190  
Hybrid Meeting**

**Meeting Minutes**

**1. Call to Order and Roll Call**

Present: Sherry Stanek, Bill Chandler, Rose Mary Leaver, Brienne Brown

Absent: Ryan Tevis, Nick Alt

Staff: Brian Neumeister, Kevin Boehm

Guests: Kristy Martin, Theresa Stegemann

Meeting called to order at 4:34 by Stanek

**2. Approval of Minutes from September 20, 2023**

Motioned by Brienne Brown. Seconded by Rose Mary Leaver. Ayes: Stanek, Chandler, Brown, Leaver. Nays: None Absent: Tevis, Alt

**3. Hearing of Citizen Comments**

No Comments

**4. Staff Report**

Brian Neumeister gave an update on city staff's tree trimming and stump grinding activities. Staff has received a quote on GIS equipment and is waiting on a quote for tree inventory services.

**5. Tree City**

1. Tree sale dates and hours are as follows:

a. April 26 11am -6pm

b. April 27 8am – 4pm

c. April 28 12pm-4pm

2. Stanek will update the dates on the yard signs and get those out.

3. Stanek will draft an article for the Banner and submit for publication.

4. Stanek asked Boehm to secure \$150 in small bills as petty cash for tree sale change.
5. Nick Alt has a guarantor to purchase remaining trees left over from tree sale.
6. Brad Marquart may be able to use some trees for the landscaping at the water barn facility at Starin.
7. Stanek mentioned that there currently is 1 open space on the committee and soon to be a 2<sup>nd</sup> with Patrick Taylor moving to California.
8. Stanek shared that Jim Neis will be creating the flyer for the tree sale.
9. Boehm stated the banner can go above main street on April 22<sup>nd</sup> and come down on the 29<sup>th</sup>.
10. Brian will look for the Arboretum at Starin Park banner to install prior to the tree sale.
11. Stanek said the purpose of the tree sale is to get native trees into the community.

#### **6. Future Agenda Items**

- a. Determine if the group wishes to participate in the City Market.
- b. Determine if the group wishes to participate in International Children's Day.
- c. Discussion on the use of the oak trees at the Library.
- d. Birds

#### **7. Adjournment**

- a. Motioned by Brienne Brown to adjourn at 5:12 PM. Seconded by Bill Chandler. Ayes: Stanek, Chandler, Brown, Leaver. Nays: None Absent: Tevis, Alt

Respectfully Submitted,

*Kevin Boehm*

Kevin Boehm



<b>CITY OF WHITEWATER POLICY</b>		<b>TITLE: Facility Rental &amp; Reservation Policy</b>
<b>POLICY SOURCE:</b> Parks and Recreation Department	Parks and Recreation Board Approval Date: 11/10/08 Most Recently Revised: 1/20/20	<b>TEXT NAME:</b> G:\Park & Rec\Policy\ Facility Rental & Reservation Policy

**I. PURPOSE**

The Whitewater Parks and Recreation Department schedules, maintains, rents, and reserves indoor facilities, park shelters, and outdoor athletic facilities to the general Whitewater community and surrounding area. These facilities, which include the Downtown Armory, Starin Community Building, Cravath Lakefront Community Center, ball diamonds, soccer fields and tennis courts, are located in City parks and also on city property. The Parks and Recreation Department will schedule these facilities for its own programs, the Whitewater Unified School District, the University of Wisconsin-Whitewater and other private and not-for-profit groups and organizations. These other groups and organizations include, but are not limited to: Traveling Basketball, Traveling Baseball/Softball, and the Whitewater Soccer Club. The following policies and procedures have been developed to facilitate the scheduling of athletic facilities by all organizations.

**II. SCHEDULING PRIORITIES**

The Whitewater Parks and Recreation Department will determine capacity limits for all facilities consistent with established and accepted standards to maintain facilities for continued use. These capacities will be utilized when scheduling activities and may impact the availability of facilities for reservations.

The Whitewater Parks and Recreation Department schedules and reserves facilities according to the following priorities:

1. All Whitewater Parks and Recreation programs (games, scheduled practices, matches, camps, and instructional programs) will be the first programs scheduled at facilities that are managed/maintained by the Parks and Recreation Department.
2. Whitewater Unified School District programs/athletic events will be the second programs scheduled at facilities managed/maintained by the City.
3. Private and/or not-for-profit groups and organizations which reserved facilities managed/maintained by the City will have their programs and events scheduled after all Parks and Recreation and School District programs have been scheduled.

**III. GROUP CLASSIFICATIONS**

**Group 1 No Charge**

Partner Organizations will not be charged a facility rental fee for their facility usage provided that their facility use is for the purposes of holding an organization meeting, practice, game, etc. Partner organizations provide a charitable good to the Whitewater community.

Exception: Any event serving alcohol will be required to pay 100 % of rental fee.

**Partner List:**

**Tax Funded Organizations:**

- City of Whitewater
- Whitewater Unified School District
- Chamber of Commerce
- Downtown Whitewater
- Whitewater Tourism Council
- Whitewater Arts Alliance
- Whitewater Historical Society

**Local Community Program Providers:**

- National Multiple Sclerosis Society
- Special Olympics
- Relay for Life (ACS)
- 4<sup>th</sup> of July Committee
- Local Registered Political Parties
- Walworth County Health Services
- Whitewater 4H / Boy Scouts / Girl Scouts
- Alcoholics Anonymous
- AWANA
- Versiti Blood Center of Wisconsin
- American Red Cross Blood Drive

**Local Civic/Charitable Groups:**

- Kiwanis Club (Breakfast/Noon/Circle K)
- League of Women Voters
- Knights of Columbus
- Optimists
- Lions Club

Note: To be added or considered as a partner organization, please submit a letter of request to the Parks & Recreation Director. Decisions will be based on charitable contribution to the community and/or services provided to youth in our local community.

**Group 2 50% of Listed Fee**

Religious Organizations,  
University of Wisconsin-Whitewater Recognized Organizations, Groups, Schools, Athletic Events not serving food or beverages that are free to the public

**Group 3 Listed Fee**

Any non-partner event. Any partner event serving food and/or alcohol, or charging admission.

All Group 3 Reservations will not receive a key for the facility. A rental attendant will meet them at the facility and open the building, explain regulations, and answer questions. -

**Long Term Rental Discount**

Rental Groups interested in special rates based on continuous use must enter request 10 days prior to the month they are requesting use to the Parks and Recreation Director, who shall present an agreement to the Parks and Recreation Board for their approval at the next scheduled monthly meeting.

**IV. FEES & CHARGES**

The facilities listed below must be rented a minimum of four (4) hours. Online reservations will be posted in four (4), eight (8), and sixteen (16) hour blocks. Requests outside of these blocks should be addressed with Parks and Recreation staff. A \$200 damage deposit is required for these facilities. **A \$350.00 Damage deposit required for Armory Gym**

Building Rentals	Capacity	Hourly Resident Fee	Hourly Non-Resident Fee
Cravath Lakefront Community Center	100	\$44.50	\$55.00

Starin Park Community Building	100	\$33.00	\$41.50
Armory Gym & Kitchen	300	\$33.00	\$41.50
Armory Dance Studio	25	\$33.00	\$41.50

The facilities listed below are rented for an entire day, from 6am – 11pm. No damage deposit is required for park shelter reservations.

<b>Picnic Shelter Rentals</b>	<b>Capacity</b>	<b>Daily Resident Fee</b>	<b>Daily Non-Resident Fee</b>
Cravath Lake Picnic Shelter	100	\$66.00	\$82.50
Trippe Lake Shelter (beach)	40	\$76.50	\$96.00
Trippe Lake Picnic Shelter	75	\$55.00	\$68.00
Starin Park Upper Shelter	100	\$55.00	\$68.00
Starin Park Lower Shelter	100	\$55.00	\$55.00
Frawley Family Amphitheater		\$113.50	\$144.50

<b>Athletic Facilities</b>	<b>Per Hour Resident Fee</b>	<b>Per Hour Non-Resident Fee</b>
FCCU Diamond, Southern Lakes Diamond, Kachel Diamond	\$20.00	25.00
Starin Treyton's Field of Dreams	\$50.00	\$75.00
Starin Ball Diamond Complex (All 4 fields)	\$100.00	\$125.00
Moraine View Soccer Field	\$20.00	\$25.00
Moraine View Fields (All 7)	\$100.00	\$125.00
Any City Park (not listed above)	\$53.00	\$66.25

## V. RULES & REGULATIONS

- Full payment is required at the time of the reservation.
- Groups 1 & 2 must pick-up keys during normal business hours.
- The Whitewater Parks and Recreation Department reserves the right to deny programs and/or special events which conflict with existing programs, use facilities for an event the facilities were not intended, or cause undue hardship on the facility and/or surrounding area. The availability of facilities for Class 1 may be limited based on requests and other rentals.
- All groups must reserve the building for times needed including set-up and clean-up. In most cases, the contracted cleaning company will arrive at your scheduled completion time.
- All requests for facility rental refunds must be submitted in writing to the Parks and Recreation Board.
- Damage Deposits:
  - A \$200 damage deposit is required for all Groups 2 and 3 reservations when reserving the Starin Community Building, or Cravath Lakefront Center.
  - Downtown Armory (Armory Gym \$350.00).
  - No deposits are required for picnic shelters or partner agencies listed in Group 1.
  - The deposit can be paid on-line at the time of reservation or by cash/check no later than 14 days prior to the rental. The deposit is processed at the time of payment and will be returned via method of payment of deposit no later than 2 weeks following the rental. Failure to pay the deposit 14 days in advance of the rental will result in the cancellation of the reservation.
- All facility reservations must be made and completed in full a minimum of 10 days prior to the event. The Parks and Recreation Director can waive the 10-day minimum for special circumstances.
- For Groups 1 & 2, remember to check the site when you arrive! If there are any damages/problems please call 262-458-2721 immediately and leave a detailed message. The exact time of your call and your concerns will be documented.
- Separate permits are required for renters that are serving alcohol, using amplified sound systems (outdoor rentals only), or anyone selling merchandise or booth space. These permits can be obtained from the City Clerk's office.
- All park regulations shall be observed. Municipal Buildings open at 7:00 am and close by 11:00 pm unless approved by the City Clerk at the time the contract is signed. Parks are open at 6:00 am and close at 12:00 am (midnight). The renter will forfeit \$100 of the damage deposit if they are in violation of the park curfew ordinance.
- ~~Facility is not considered reserved until all payments and deposits have been received. Photo ID is required with completed facility request form AND payment of damage deposit. Person who appears on rental agreement is responsible for all damages and any costs above damage deposit.~~
- For Groups 1 & 2, you will be notified by email of code that will unlock the doors at least 1 day prior to your event. If your reservation will need physical keys, you will be notified as such. Keys are not distributed on weekend days. You must stop by City Hall before your event, Monday – Friday during normal business hours.

- Consumption of alcohol is by permit only and in compliance with applicable ordinances and regulations. Permits/requests to have alcohol in a city facility should be submitted with payment at least 2 weeks prior to the event date. Only the applicant may request an alcohol permit, and photo ID is required with the application. Applications can be obtained from the City Clerk's office. Failure to obtain the proper permits the renter will forfeit \$200 of the damage deposit.
- Applicant shall be liable for any loss, damage or injury sustained by virtue of the activity conducted. Damages fees are charged at actual cost of replacement or repair. Building maintenance will be charged at actual rates. Carpet cleaning will result in a \$300 charge and any floor refinishing or resurfacing will range in cost from \$300-\$550.
- Handicapped accessible entrance doors are not allowed or able to be propped open. Please do not try and force the doors to stay open. Any damage done to the doors by keeping them open will be assessed to your damage deposit.
- No smoking is allowed in the City of Whitewater Buildings. Failure to comply the renter will forfeit \$200 of the damage deposit.
- Decorations are not to be attached in any way to the suspended ceiling at the Community Building. An eye-bolt is available in the ceiling of the West Room for hanging decorations. In all City facilities renters should avoid placing tape on the walls. No crepe paper is allowed in any rental facility.
- Please keep our facilities clean. It is the renter's responsibility to: bring your own dishtowels/cloths, wipe down tables and chairs and restore to the original locations, wipe down counters, appliances, and other surfaces, vacuum/clean floors and walls of any spills, clean any garbage from around the outside of the facility that your group may have caused, take all garbage with you after your event. Failure to remove garbage from the site is a \$100 charge against the damage deposit. Dumpsters are available outside of all indoor rental facilities. Outdoor facility users, please use garbage cans at facility, if garbage is more than the cans allow, please ensure your trash is bagged and placed neatly near existing garbage cans.
- Tent structures must be approved by the Parks and Recreation Director at time of facility request and comply with Diggers Hotline, Building Code and Fire Code requirements. No approval will be given and installation denied if compliance is not met.