



Parks and Recreation Board Meeting

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

Wednesday, May 21, 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.**

Topic: Park Board

Time: May 21, 2025 05:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88307562402?pwd=Er49L1HWStfYB96uK4bCSrVZVJy6SF.1>

Meeting ID: 883 0756 2402

Passcode: 283446

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

1. Kevin Boehm, Director of Parks, will call the meeting to order acting as City Staff.

ROLL CALL

Members: Steve Ryan, Stephanie Hicks, Neil Hicks, 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)

2. Election of Commission Chairperson and Vice Chairperson
3. Selection of representative to Urban Forestry Commission

APPROVAL OF AGENDA

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CONSENT AGENDA

- [4.](#) Park Board Meeting Minutes from March 19, 2025
- [5.](#) Park Board Meeting Minutes from April 16, 2025
- [6.](#) Urban Forestry Commission Minutes from January 27, 2025
- [7.](#) Park Board Meeting Minutes from February 24, 2025
- [8.](#) Park Board Meeting Minutes from March 24 , 2025
- [9.](#) Park Board Meeting Minutes from October 28, 2024

HEARING OF CITIZEN COMMENTS

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REPORTS

10. Directors Report

CONSIDERATIONS/DISCUSSIONS

11. Update on tree planting at the Whitewater Bark Park.
12. Consideration of changing June meeting date.
13. Continuation of Parks and Open Space Plan work. Determining department core values and discussion on section 6 or working plan.

FUTURE AGENDA ITEMS

14. Update Special Event Application
15. Whitewater Creek Nature Preserve Planning
16. Skatepark Update/Planning

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, March 19 , 2025 – 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, Deb Weberpal
 Staff: Kevin Boehm, Megan Groen, Jennifer Jackson, Ethan Cesarz
 Guest: Neil Hicks

2. Approval of the Meeting's Agenda

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

3. Approval of Consent Agenda

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

4. Hearing of Citizen's Comments

- a. Neil Hicks discussed preparing Starin Park for the upcoming season.
 - i. April 12th Cleanup preparing for Play for Trey Tournament.
 - ii. Planning to have the Jr. Whippets involved.
 - iii. New mulch for the park.
 - iv. Check on scoreboards, concessions, bathrooms.
 - v. New dirt for Kachel's Field.
 - vi. Grass should be cut a couple days before events.
 - vii. Treyton's Field needs to be brushed, and fences looked at.
 - viii. Shrubs need to be trimmed.
- b. Kevin mentioned that there is discussion for creating park maintenance position.

5. Reports

a. Directors Report

- i. City Guide is now out and it is in Spanish for the first time.
- ii. WAFC will be hosting an Aquatic Easter Egg Hunt on April 12th.
- iii. Special Olympics Polar Plunge was held at the WAFC.
 - 1. We will most likely take over this event next year.
- iv. Cardboard boat race was held after the Polar Plunge.
- v. Michelle has ongoing lakes information meetings.

6. Considerations / Discussions / Reports

a. Discussion and possible action on agreement with Whitewater Youth Soccer Club for the use of Moraine View Park

- i. Kevin went to last WYSC board meeting to discuss.
- ii. Kevin: This takes the handshake agreement away and puts in on paper.
- iii. We've agreed to remove ourselves from soccer, they will run club and recreation soccer.
- iv. Mike asked if we will take care of registrations. Kevin stated that we will not.
- v. Comment: Has there been maintenance issues for the field
- vi. Kevin: We will work with them to make improvements. We will be aerating the field. We still mow the field.

b. Approval of Whitewater Youth Soccer Club for the use of Moraine View Park

- i. Motioned by Hicks. Seconded by Weberpal. Ayes: Flemming, Fuller, Hicks, Kilar, Weberpal. Absent: Crandal, Ryan

c. Discussion and possible action to recommend award of contract to Lepak Wall and Ceiling for construction of 2 offices at the Whitewater Municipal Building for \$12,900

- i. Kevin stated that we need more office space at City Hall.
- ii. This will come from contingency fund.
- iii. Stephanie asked if Lepak would include electrical.
- iv. Kevin said that they will include electrical, but they will not be painting.

d. Approval to recommend award of contract to Lepak Wall and Ceiling

- i. Motioned by Flemming, Seconded by Weberpal. Ayes: Flemming, Fuller, Hicks, Kilar, Weberpal. Absent: Crandal, Ryan

e. Discussion and possible approval of WAFC Family Membership Policy

- i. Kevin looked at other facilities and how they defined what families were for their policies.
- ii. Steve sent a message that he would like families to provide a 10-40.
- iii. Mike asked if WAFC staff could ask families for proof and if we can question it.
- iv. Kevin stated that family plans have notes for discretion, and we require those aged 18+ to present ID.
- v. Megan is monitoring if members are allowing non-members into the facility.
- vi. Kathleen asked about those that live in different cities but are apart of a local family using a membership.
- vii. Kevin stated that employees are empowered to make that choice.

f. Approval of WAFC Family Membership Policy

- i. Motioned by Weberpal, Seconded by Flemming. Ayes: Flemming, Fuller, Hicks, Kilar, Weberpal. Absent: Crandal, Ryan

g. Discussion on Park and Open Space Plan goals and objectives

- i. Kevin asked how the group would like to proceed with planning.
- ii. Deb asked if we should have one large goal, or several goals.
- iii. Stephanie asked if we should have different meetings where we break up smaller chunks.

- iv. Dev mentioned that it would be nice for staff to bring in ideas and work together.
- v. Stephanie noted that it is important to have enough people present for these discussions.
- vi. Group discussed the relationship with other groups that are running similar programs, such as the school district.
- vii. Kevin stated we are utilizing survey monkey to learn what people are interested in.
- viii. Stephanie said that there should be meeting with staff to discuss goals and objectives.

7. Future Agenda Items

- a. Update Special Event Application 2025 Q1
 - i. Kevin mentioned that this is to change verbiage on the City of Whitewater's involvement with these events, costs, and donations.
- b. Whitewater Creek Nature Preserve Planning 2025 Q1
 - i. Kevin mentioned the possible fall/winter cutting of trees/brush, and that the property across could tie into the other trails
- c. Skate Park Update/Planning 2025 Q1
 - i. Mike asked if there is a way to monitor the Skate Park's use.
 - ii. Kevin mentioned the possibility of looking elsewhere for updates, and possibility of a splash pad.

8. Adjournment

- a. Adjournment at 6:33 pm

Respectfully Submitted,

Ethan Cesarz

Ethan Cesarz



Parks and Recreation Board Minutes
Wednesday, April 16 , 2025 – 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, Neil Hicks, Dan Fuller, Steve Ryan, Deb Weberpal, and Kathleen Flemming.

Absent: Mike Kilar, and Justin Crandal

Staff: Kevin Boehm, Michelle Dujardin, Megan Groen, Jennifer Jackson, and Ethan Cesarz

Guest: David Stone

2. Approval of Agenda

- a. Motioned by Neil Hicks. Seconded by Stephanie Hicks. Ayes: Neil Hicks, Steve Ryan, Deb Weberpal, Dan Fuller, Kathleen Flemming, and Stephanie Hicks. Absent: Mike Kilar and Justin Crandal

3. Hearing of Citizen Comments

- a. No Citizen Comments

4. Staff Updates

a. Director's Report

i. Kevin Boehm

1. Megan introduced the new Whitewater Aquatic & Fitness Center Logo
2. April 12- over 50 kids attended the Easter Egg Hunt at WAFC
3. Summer Camp registration opens May 1st

ii. Michelle Dujardin

1. Christmas At Cravath is going to be more exciting with real reindeer on December 18th.
2. Megan & Michelle hosted a table at the UWW Wellness Fair with great attendance
3. New Walking In Whitewater is released and turned out great
4. Concert In The Park lineup was released
5. Lakes Resolution goes to City Council on May 6th

5. Considerations/Discussions/Reports

- a. Discussion and possible action to approve SEWRPC Aquatic Plant Management Plan for Cravath and Trippe Lakes

- i. Dujardin introduced plan.

Motioned by Steve Ryan to approve the SEWRPC Aquatic Plant Management Plan for Cravath and Trippe Lakes to move forward for City Council approval. Seconded by Kathleen Flemming. Ayes: Neil Hicks, Steve Ryan, Deb Weberpal, Dan Fuller, Kathleen Flemming, and Stephanie Hicks. Absent: Mike Kilar and Justin Crandal.

- b. Conversation Starter examples for creating a Mission and Vision Statement and Core Values

- i. Boehm introduced examples and current Mission Statement. Board discussion took place.

Motioned by Deb Weberpal to create the mission statement as; The mission of City of Whitewater Parks and Recreation Department is to provide exceptional services that enhance the quality of life for all who live, work, and play in Whitewater. Seconded by Stephanie Hicks. Ayes: Neil Hicks, Steve Ryan, Deb Weberpal, Dan Fuller, Kathleen Flemming, and Stephanie Hicks. Absent: Mike Kilar and Justin Crandal.

Motioned by Stephanie Hicks to create the vision statement as; Whitewater will be a city where nature, recreation, and well-being, and deeply-woven into daily life-making our parks essential destinations for welcoming spaces, dynamic programs, and exceptional services with a strong sense of community pride. Seconded by Kathleen Flemming. Ayes: Neil Hicks, Steve Ryan, Deb Weberpal, Dan Fuller, Kathleen Flemming, and Stephanie Hicks. Absent: Mike Kilar and Justin Crandal.

- ii. Board gave direction to work with created mission and vision statement to bring back core value examples.

- c. Discussion on Park and Open Space Plan

- i. Boehm introduced copy of past open space plan. Board gave direction to approach the plan in phases and work as a team at future meetings for each section.

6. Future Agenda Items

- a. Core Values 2025 Q1
- b. Election of Chair & Vice Chair 2025Q1
- c. Update Special Event Application 2025 Q1
- d. Whitewater Creek Nature Preserve Planning 2025 Q1
- e. Skate Park Update/Planning 2025 Q1

7. Adjournment

- a. Adjournment at 6: 25 pm

Respectfully Submitted,

Michelle Dujardin

Michelle Dujardin



Monday, January 27, 2025 - 5:30 PM

MINUTES

CALL TO ORDER

Meeting called to order by Board Member McCormick at 5:32 p.m.

Board Member Brown arrived via zoom at 5:35 p.m.

ROLL CALL

PRESENT

Council Representative Brienne Brown

Board Member Joshua Kapfer

Board Member Kerry Katovich

Board Member Carol McCormick

Board Member Bill Chandler

ABSENT

Board Member Sherry Stanek

Chairperson Nicholas Alt

STAFF

Andrew Beckman, Arborist

Kevin Boehm, Director of Park and Recreation

APPROVAL OF AGENDA

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Motion made by Board Member Katovich, Seconded by Board Member Chandler.

Voting Yea: Board Member Kapfer, Board Member Katovich, Board Member McCormick, Board Member Chandler

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. Approval of October 10, 2024 Minutes

Motion made by Board Member Kapfer, Seconded by Board Member Katovich.
Voting Yea: Board Member Kapfer, Board Member Katovich, Board Member McCormick,
Board Member Chandler
Voting Abstaining: Council Representative Brown

HEARING OF CITIZEN COMMENTS

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None

TREASURER'S REPORT

2. Treasurer's Report

Motion to table matter till next meeting.

Motion made by Board Member Kapfer, Seconded by Board Member Chandler.

Voting Yea: Board Member Kapfer, Board Member Katovich, Board Member McCormick,
Board Member Chandler

Voting Abstaining: Council Representative Brown

3. Discussion and possible action on segregated funds between City and Urban Forestry Commisison.

Matter was tabled

Motion made by Board Member Chandler, Seconded by Board Member Katovich.

Voting Yea: Council Representative Brown, Board Member Kapfer, Board Member Katovich, Board Member McCormick, Board Member Chandler

STAFF REPORT

None

TREE CITY

4. Discussion on how is funding going to be secured on a continual basis for the future?

This matter was tabled

Motion made by Board Member Chandler, Seconded by Board Member Katovich.
Voting Yea: Council Representative Brown, Board Member Kapfer, Board Member Katovich, Board Member McCormick, Board Member Chandler

5. Discussion and possible action regarding 2025 Tree Sale

A. Amount to spend on trees

B. Making sure order contains more of what people are requesting

This matter was tabled

Motion made by Board Member Chandler, Seconded by Board Member Katovich.
Voting Yea: Council Representative Brown, Board Member Kapfer, Board Member Katovich, Board Member McCormick, Board Member Chandler

6. Discussion and revision of current Landscaping Guidelines policy.

McCormick explained that this was brought to Plan Commission and she was put to task by other members of the commission for a red line version of the changes. The question is related to the point system. Are we going to continue with the policy and red line it, which means to go page by page and make changes or do we do away with it.

Beckman stated that if you get away from the points systems you would have to replace it.

McCormick stated that the point system felt archaic.

Beckman explained that with the point system if a development leaves certain size trees they get points for those. If plant certain type trees you get points for those. The developer has to come up with a landscape plan with the minimum amount of points that are required. They can have more.

McCormick asked about who does the points. Beckman explained that when the landscapers are together the development plan they are keeping a running total of the points. Most will do the bare minimum and some will do more. The idea is to get them to have enough points in that they have diverse landscape. This is why we updated the trees and plants.

Boehm stated that there is nowhere in the guidelines is there a description of what the point system is or how many points you need.

Brown asked if this was something that Board Member Stanek would now but she was not at the meeting.

McCormick stated that the policy was adopted in 2005, revised in 2006 and revised in 2010 which is 14 years.

Beckman stated that it is very dated.

McCormick asked who decided the point system. Beckman stated who could tell you who it has been here a long time.

Katovich pointed out that on page 7 of the packet or page 2 of the policy under paved areas it says one large deciduous tree and additional landscaping should be planted for each 1,500 square feet of paved area but there are no points listed there.

Katovich mentioned that even on page 9 of packet or page 4 of policy that an additional 200 points of landscaping should be planted for each 5,000 square feet of total site area.

Chandler stated that a point system is very efficient at looking at things objectively.

Beckman stated that we need to figure out the end game.

Boehm asked Beckman if where the species are currently listed, is this where the new lists would be going into.

Beckman confirmed that would be the case.

McCormick asked is there a threshold that developers have to reach. Recommended we showed reach out to another city how they do theirs.

McCormick stated this is a work in process.

FUTURE AGENDA ITEMS

-Moving Kerry Katovich to a full position

-One of the landlords order stickers from the purple martin society and they will be added to the poles with contact information for those houses.

-Territorial Oak joint meeting with Landmarks Commission

NEXT MEETING DATE FEBRUARY 25, 2025

ADJOURNMENT

Meeting adjournment at 6:05 p.m.



Monday, February 24, 2025 - 5:30 PM

CALL TO ORDER

Meeting called at 5:32 p.m.

ROLL CALL

PRESENT

Board Member Sherry Stanek
Chairperson Nicholas Alt
Board Member Joshua Kapfer
Board Member Kerry Katovich
Board Member Carol McCormick
Board Member Bill Chandler

ABSENT

Council Representative Brienne Brown

STAFF

Andrew Beckman, Arborist

LANDMARKS MEMBER

Pat Blackmer

APPROVAL OF AGENDA

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Motion made by Board Member McCormick, Seconded by Board Member Kapfer.

Voting Yea: Board Member Stanek, Chairperson Alt, Board Member Kapfer, Board Member Katovich, Board Member McCormick, Board Member Chandler

CONSENT AGENDA

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HEARING OF CITIZEN COMMENTS

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TREASURER'S REPORT

1. Treasurer's Report.

Sherry provided a back ground that prior to the current board Urban Forestry received a donation of \$800.00 from Peter Underwood and his wife to be put towards educational programs on bees, trees and birds.

At that time Chuck Nass who was the arborist at that time recommended that the Urban Forestry Commission get a regular checking account and provided the City Tax ID to open the account so we were not paying fees.

Recently, Karen Dieter who is the comptroller of the city recently inform Kevin Boehm, Park and Recs Direction that since the checking account has a City Tax ID number that it needs to be available to be audited and viewed by the City.

We viewed this as petty cash which is not ok with the City.

We have two choses. We can either closed the current checking account with the City Tax ID and turn the money over to the City for Deposit into Fund 245 which is were Urban Forestry and Parks money is kept. This would allow the City to front us money for the tree sale and other projects.

Or we closed the current account and open a new account not associated with the City's Tax ID. The City will issue us a check for that they hold in for us in the 245 Account which is currently \$1,311.76. They would no longer front us funds for trees for the tree sale or other projects. We would be on our own.

We have never been a separate entity or a 501 3c. We don't have money coming in. We are an advisory committee to the city.

Kapner asked what Alt is most worried about with the money.

2. Discussion and possible action on segregated funds between the City and Urban Forestry Commission.

Matter was discussed in the Treasurer's Report.

Tabled to next meeting.

STAFF REPORT

Beckman stated that the structure pruning of the smaller trees is continuing.

CONSIDERATIONS / DISCUSSIONS / REPORTS

3. Discussion and possible action related to the Territorial Oak.

Beckman stated that entire tree wood is at shop. We have two slabs available. The tree was actually two trees.

Stanek stated one of the cookies is to go to the Historical Society. The other is for the arboretum.

Beckman stated that they still need to be treated.

Walworth County Historically wanted a slab

Blackmer asked about the stump.

Beckman stated that he is waiting for direction.

Stanek stated that she would like stump to stay. The center of the tree had a lot of rot.

Blackmer stated that it is not entirely Urban Forestry choice. Landmarks also has to weigh in on what will happen.

Chandler asked about whether the sign was easily stolen.

Beckman explained that is about 3 to 4 foot high monument that is permanent it was just removed during removal of the tree so it would not be damaged.

Beckman would like to look at lowering it.

Chandler made a motion that the marker be place back next to the Territorial Oak Stump. where it was previously located.

Motion made by Board Member Chandler, Seconded by Board Member McCormick.

Voting Yea: Board Member Stanek, Chairperson Alt, Board Member Kapfer, Board Member Katovich, Board Member McCormick, Board Member Chandler.

Blackmer asked about the stump.

Stanek made a motion that the stump remain until Urban Forestry and Landmarks can have further discussion. Second was made by Kapfer.

Motion made by Board Member Stanek, Seconded by Board Member Kapfer.

Voting Yea: Board Member Stanek, Chairperson Alt, Board Member Kapfer, Board Member Katovich, Board Member McCormick, Board Member Chandler

4. Discussion and possible action on making alternate a permanent member of commission.
No action taken.

5. Discussion and possible approval of Landscape plan for Martin Bower located at 411 N Newcomb Street.

Beckman stated that the only the only thing change with this site is the southeast corner, they are adding a dumpster enclosure with 6 arborvitaes. The piece to the north east is already an impervious surface. They are making loading docks so no change to impervious surface.

Motion by Stanek to approve the dumpster pad and the six arborvitaes.

Motion made by Board Member Stanek, Seconded by Board Member McCormick.
Voting Yea: Board Member Stanek, Chairperson Alt, Board Member Kapfer, Board Member Katovich, Board Member McCormick, Board Member Chandler.

6. Discussion and possible approval of the landscape plan for contractor shops to be located at Greenway Court.

Beckman stated that he had issues with the species with of freeman maple which is a broad description. Beckman recommended 4 freeman maples, two celebration maples and two sienna glen maples.

Alt suggested 3 Shoei mountain ash 3 black tupelo 3 yellowwood.

Beckman stated that he created a more diversified list.

Stanek made a motion to approve the landscape plans with changes that the city forester is recommending.

Motion made by Board Member Stanek, Seconded by Board Member McCormick.
Voting Yea: Board Member Stanek, Chairperson Alt, Board Member Kapfer, Board Member Katovich, Board Member McCormick, Board Member Chandler

7. Discussion and possible action regarding landscaping guidelines.

McCormick explained that this came from Plan Commission with questions regarding updating and the point system. Due to having no information it was recommended it come back to this commission.

Beckman stated that he had the deer in the headlights look at the last meeting since no where in the landscaping guidelines policy does it explain the points system. At some point it was getting revised, however that person left and it never got passed on for completion. We are one of the few communities that actually has our landscape guidelines on our website. Beckman stated there is not much wrong with our landscape guidelines once you put the point system in it.

Alt stated that the old plants and species listed no longer works, however we can add points to the new plant species.

Motion by Chandler to have Beckman, arborist update the new plant list and add the points to each plant and add to the policy with a new revised date.

Motion made by Board Member Chandler, Seconded by Board Member Stanek.
Voting Yea: Board Member Stanek, Chairperson Alt, Board Member Kapfer, Board Member Katovich, Board Member McCormick, Board Member Chandler

TREE CITY

8. Discussion on how is funding going to be secured on a continual basis for the future?

Matter Tabled

9. Discussion and possible action regarding 2025 Tree Sale

A. Amount to spend on trees.

B. Making sure order contains more of what people are requesting.

Matter Tabled

FUTURE AGENDA ITEMS

-Website updates for Tree Sale

-Advertising for Tree Sale

NEXT MEETING DATE MARCH 24, 2025**ADJOURNMENT**

Meeting was adjourned at 6:47 p.m.

Motion made by Board Member McCormick, Seconded by Board Member Kapfer.

Voting Yea: Board Member Stanek, Chairperson Alt, Board Member Kapfer, Board Member Katovich,
Board Member McCormick, Board Member Chandler



Urban Forestry Commission Item 8.

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

Monday, March 24, 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 click the link below to join the webinar:

Topic: Urban Forestry Commission

Time: Mar 24, 2025 05:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86740339960?pwd=Vq2Y4CsbTA4vMOaVliqno7Tz0JxQWx.1>

Meeting ID: 867 4033 9960

Passcode: 110869

One tap mobile

+13126266799,,86740339960#,,,,*110869# US (Chicago)

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AGENDA

CALL TO ORDER

Meeting called to order by Chairperson Alt at 5:32

ROLL CALL

PRESENT

Chairperson Nick Alt

Board Member Kerry Katovich Arrived at 5:35

Board Member Joshua Kapfer Arrived at 5:35

Board Member Sherry Stanek

Board Member Bill Chandler

Board Member Carol McCormick

ABSENT

Council Representative Brienne Brown

OTHERS PRESENT

City Forester Andrew Beckman

City Staff Kevin Boehm
Citizen David Stone

APPROVAL OF AGENDA

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Motion made by Board Member Stanek, Seconded by Board Member McCormick.

Voting Yea: Board Member Kapfer, Board Member Katovich, Board Member McCormick, Board Member Chandler, Chairperson Alt, Board Member Stanek.

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 of January 27, 2025.
2. Minutes of February 24, 2025.

Motion made by Board Member McCormick, Seconded by Board Member Stanek.

Voting Yea: Board Member Kapfer, Board Member Katovich, Board Member McCormick, Board Member Chandler, Chairperson Alt, Board Member Stanek.

HEARING OF CITIZEN COMMENTS

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None

TREASURER'S REPORT

3. Treasurer's Report

Treasurer Stanek reported a balance of 905.25

4. Update on segregating funds between City and Urban Forestry Commission.

Chairperson Alt gave a report stating the commission has to absolutely has to close the existing bank account because it has the city EIN number associated to it. Options are to open a new account not associated with the city. Or to deposit the funds with the City Finance Department into fund 245. The funds will be available for the commission to use.

STAFF REPORT

Beckman provided a staff report stating crews are trimming trees and some removals. Staff will be performing stump grindings as weather allows. Staff have been doing GIS tree inventory.

CONSIDERATIONS / DISCUSSIONS / REPORTS

5. Discussion and possible action to make Kerry Katovich a permanent member of the commission.

Motion made by Chairperson Alt, Seconded by Board Member Chandler.

Voting Yea: Board Member Kapfer, Board Member McCormick, Board Member Chandler, Chairperson Alt, Board Member Stanek.

Abstain: Board Member Katovich

6. Discussion and possible approval of updated Landscape plan for Martin Bower located at 411 N Newcomb Street.

Motion made by Board Member Stanek to recommend to the Planning Commission approve plan with the addition of a screen around the generator per the planning guidelines, Seconded by Board Member McCormick.

Voting Yea: Board Member Kapfer, Board Member Katovich, Board Member McCormick, Board Member Chandler, Chairperson Alt, Board Member Stanek.

7. Discussion and possible action on retaining the stump and replacing all signage at the Territorial Oak until a time when rot or hazard dictates removal of the stump.

Motion made by Board Member Stanek to leave the stump until the current forester deems the stump unsafe and directs city staff to re-install the signage that was removed from the tree and immediate area, Seconded by Board Member McCormick.

Voting Yea: Board Member Kapfer, Board Member Katovich, Board Member McCormick, Board Member Chandler, Chairperson Alt, Board Member Stanek.

8. Discussion and possible approval of final revision of the City of Whitewater, Landscape Design Guidelines and Standards.

Motion made by Board Member Stanek, Seconded by Board Member Chandler.

Voting Yea: Board Member Kapfer, Board Member Katovich, Board Member McCormick, Board Member Chandler, Chairperson Alt, Board Member Stanek.

Motion made by Chairperson Alt to amend the original motion to ensure that White Oak is added to the approved list, seconded by Board Member Katovich.

Voting Yea: Board Member Kapfer, Board Member Katovich, Board Member McCormick, Board Member Chandler, Chairperson Alt, Board Member Stanek.

TREE CITY

9. Discussion on how is funding going to be secured on a continual basis for the future?

Motion made by Board Member Stanek to table the item and add the item as a future agenda item with no date set, Seconded by Board Member McCormick.

Voting Yea: Board Member Kapfer, Board Member Katovich, Board Member McCormick, Board Member Chandler, Chairperson Alt, Board Member Stanek.

10. Discussion and possible action regarding 2025 Tree Sale

A. Amount to spend on trees.

B. Making sure order contains more of what people are requesting.

Chairperson Alt stated that this item is already complete.

11. Discussion on website updates for 2025 Tree Sale

Chairperson Alt stated that this item is already done.

12. Discussion on advertising for Tree Sale

Board Member Stanek gave an update on signage, banners and 4x4 signs, and bookmarks. Boehm stated that he will get permission from Code Enforcement to install the signage at the city entrances.

13. Discussion on payment of Arboretum website domain.

Boehm presented an issue with billing for the domain name and he needs access to the receipt to ensure proper payment.

BIRD CITY

Board Member Chandler gave an update on the Purple Martin houses and gave a written report that is attached.

FUTURE AGENDA ITEMS

- Bird Fair **STANEK**
- Setting a date for a volunteer work day at the Arboretum. Picking up sticks, remove straps and stakes, light pruning, and installation of mulch. **ALT**
- Discussion on how funding is going to be secured on a continual basis for the future.

ADJOURNMENT

Moved by Board Member McCormick, Seconded by Stanek to Adjourn.

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.



Urban Forestry Commission Meeting
Monday, October 10, 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: Bill Chandler, Josh Kapfer, Kerry Katovich, Sherry Stanek, Carol McCormick, Brienne Brown

Absent: Ryan Tevis, Nick Alt

Staff: Brian Neumeister, Kevin Boehm

Guests: None

Meeting called to order at 4:30 by Chandler

2. Approval of Agenda

Motioned for approval by Brown. Seconded by McCormick. Ayes: Chandler, Kapfer, Katovich, Stanek, McCormick, Brown. Nays: None

3. Approval of Minutes from March 25, 2024

Motioned for approval by Brown. Seconded by Stanek. Ayes: Chandler, Kapfer, Katovich, Stanek, McCormick. Nays: None

4. Hearing of Citizen Comments

No Comments

5. Election of New Treasurer

Motioned by McCormick to appoint Stanek as treasurer. Seconded by Brown. Ayes: Kapfer, Katovich, McCormick, Brown, Chandler. Nays: None.

6. Treasurers Report

a. Treasurers report. No report was given. Stanek will provide a report at the next meeting after reviewing the account information provided to her at this meeting.

b. Discussion and possible action on segregated funds between City and Urban Forestry Commission. Discussion was had on how the city would like the banking to be done. If it is going to be linked to the City as it currently is, it will have to be subject to annual auditing. It can be overseen by the city, the money cannot be spent without the approval of the commission and would only be spent on items that fall under the

purview of the commission. Trees, Purple Martin, Starin Park Arboretum, etc. It was unanimously decided to table to the next meeting after Stanek has had time to interact with the City Finance Department to gather more information.

7. Staff Report

1. Update on spring 2025 Tree Order. Neumeister provided the purchase order to the commission for the trees that were ordered for the city spring tree planting in 2025. Streets and Parks staff have been working on tree removals and pruning throughout the city.

8. Considerations/Discussions/Reports

- a. **Discussion and recommendations to Finance Committee on the Proposed Framework for Improving Public Participation.** Boehm gave a brief overview of the proposals from the Finance Committees recommendations on public participation at council, committee and commission meetings. Discussion was had that this commission has no opinion either way on the recommendations brought forward.
- b. **Discussion regarding small shrubs for landscape guidelines.** Discussion was had on why this list is important, no decision was made.

9. Tree City

- a. **How is funding going to be secured on a continual basis for the future?** Motioned to be tabled until Alt is present by McCormick, Seconded by Chandler. Ayes: Chandler, Kapfer, Stanek, Katovich, McCormick, Brown. Nays: None.
- b. **Discussion and possible action regarding amount to spend on 2025 Tree Sale.** Motioned to table until Alt is present by Stanek. Seconded by Katovich. Ayes: McCormick, Brown, Stanek, Katovich, Kapfer, Chandler. Nays: None

10. Bird City

- a. **Update on Purple Martin House solicitation.** Discussion was held and it was decided to wait until the need increases.

11. Future Agenda Items

- a. None

12. Adjournment

- a. Motioned by McCormick to adjourn at 5:11 PM. Seconded by Brown. Ayes: Chandler, Brown, Kapfer, Katovich, Staneck. Nays: None

Respectfully Submitted,

Kevin Boehm

Kevin Boehm