



Parks and Recreation Board Meeting

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

Wednesday, September 17, 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 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: Park and Recreation Board
Time: Sep 17, 2025 05:30 PM Central Time (US and Canada)
Join Zoom Meeting
<https://us02web.zoom.us/j/81248207137?pwd=jkZ8tNaJCmpzbCH8prnE1KWaqAjGMS.1>

Meeting ID: 812 4820 7137
Passcode: 388004

One tap mobile
+19292056099,,81248207137#,,,,*388004# US (New York)
+13017158592,,81248207137#,,,,*388004# US (Washington DC)

Join instructions
https://us02web.zoom.us/join/81248207137?signature=9NG7kLNJdAmZV6b4Al3_d571tq8jAftkA6U1_jCXORQ

AGENDA

CALL TO ORDER

ROLL CALL

Members: Steve Ryan, Stephanie Hicks, Neil Hicks, Kathleen Fleming, Dan Fuller, Mike Kilar, Mike Dowden, Deb Weberparl, UWW Vacant, Alternate Vacant.

Staff: Kevin Boehm (Director), Michelle Dujardin (Assistant Director), Vacant (WAFC Manager), Jennifer Jackson (Adult Program Coordinator), Michael Maas (Youth Program Coordinator)

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.

2. Park and Recreation Board Minutes from August 20, 2025

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.

REPORTS

3. Director's Report

CONSIDERATIONS / DISCUSSIONS / REPORTS

4. Annual Review of Recreational Program Fee Policy
5. Continuation of Parks and Open Space Plan work. Incorporating survey results, site visits, and staff recommendations into individual site recommendations.

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, August 20, 2025 – 5:30 pm
Cravath Lakefront Room
312 W. Whitewater Street
Whitewater, WI 53190
Hybrid Meeting

1. Call to Order and Roll Call

Present: Dan Fuller, Neil Hicks, Stephanie Hicks, Mike Kilar, Steve Ryan, Deb Weberpal.
Absent: Kathleen Flemming and Whitewater School District Vacant Seat
Staff: Kevin Boehm, Jennifer Jackson, and Megan Groen
Guest: David Stone

2. Approval of Agenda

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

3. Hearing of Citizen Comments

- a. No Citizen Comments

4. Staff Updates

a. Director's Report

i. Kevin Boehm

1. Michael Maas was welcomed to the team as the new Youth Program Coordinator
2. WAFC had the annual Shut Down. Facility received a facelift in many areas to include paint and resurfacing
3. Flag Foot Ball registration is open
4. Summer Camp has one more week and it's gearing up to be the best ever

ii. Michelle Dujardin

1. Messy Fest in the park was back after over 10 years of being on hold. It was a huge success and will be back in Summer 2026
2. Lillian (Michelle's Dog) visited our Respite Program to provide an opportunity to learn about dogs during their topic dogs days of summer.

5. Considerations/Discussions/Reports

- a. Continuation of Parks and Open Space Plan work. Incorporating survey results, site visits, and staff recommendations into individual site recommendations.
 - i. Kevin stated a change not noted yet was all shelters will receive new and bigger charcoal grills
 - 1. **Mike Kilar:** Can we square off the top of Trippe Lake Sledding Hill parking for better and safer parking?
 - 2. **Mike Kilar:** Why don't we have more basketball hoops in our parks?
 - 3. **Kevin Boehm:** Moraine View Park- Restrooms need to be labeled a high priority
 - 4. **Park Board:** Skate Park improvements, putting camera up to see actual use, creating survey to see need and wants
 - 5. **Neil Hicks:** Water Tower sign assigned to Landmarks
 - 6. **Neil Hicks:** Sad Shape Timbers located on the third base line of Southern Lakes Field
 - 7. **Neil Hicks:** The possible moving of the War Memorial at Starin
 - 8. **Neil Hicks:** Possibility of upgrading to LED Lights at Starin
 - 9. **Neil Hicks:** Replacement of Playground Equipment at Skyway
 - 10. **David Stone:** Possible Splash Pad
 - 11. **Kevin Boehm:** Next Month talk about Big Brick Park & Ice Rink

6. Future Agenda Items

- a. **Neil Hicks: Baker Building Update**

7. Adjournment

- a. Adjournment at 6:35 pm

Respectfully Submitted,

Michelle Dujardin

Michelle Dujardin

CITY OF WHITEWATER POLICY		TITLE: RECREATION PROGRAM FEE POLICY
POLICY SOURCE: Parks and Recreation Department	Parks and Recreation Board Approval Date: November 5, 2007 Revised: November 7, 2011	TEXT NAME: G:\Park & Rec\General Information\Policy\ Recreation Program Fee Policy

I. Purpose

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

II. Policy

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

III. Definitions

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

IV. Cost Recovery

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

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

V. Fees

1. User fees will be charged through team entry fees, individual fees, and/or user fees.
2. All youth and adult program participants requesting to register after the deadline will be accepted if available spots remain in the program and a late processing fee of \$10.00 is paid. Exception: All adult sports teams requesting to register after the deadline will be accepted if the team meets the league criteria and a late processing fee of \$25.00 is paid.
3. All program fees will be established based on the cost recovery guidelines and will be reported out to the Parks and Recreation Board on a quarterly basis.
4. Participants having financial difficulties may apply for fee assistance as outlined in the Recreation Sunshine Fund Program (Financial Assistance Program).
5. All fee adjustments noted in this policy will become effective for programs offered in the 2008 Winter/Spring Program Brochure.
6. All non-residents as defined in Article III will be charged an additional 25% fee on top of the resident rate of participating in a program.

VI. Falsification of Information

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

VII. Refunds

1. A full refund will be credited/issued to the participant for any program cancelled by the Parks and Recreation Department.
2. A full refund will be credited/issued to the participant if a program time, date, or location is changed by the Parks and Recreation Department and the participant is unable to attend because of the change.
3. A team fee will be refunded until the deadline for the team registration. After the deadline, the team fee will be refunded only if there is another team willing to fill that spot in the league. Refunds will not be granted for any reason after the playing schedules are created by the Parks and Recreation Department.
4. All refund requests not identified in Items 1-3, must be approved by the Parks and Recreation Board through a written request. The board will review the request at its next scheduled meeting after the department receives the refund request.
5. All refund requests, if applicable, will be credited to the family account in the registration software program. Requests for a cash refund will be subject to a \$10.00 processing fee for each participant and program unless the program was cancelled by the department.
6. Late fees paid by either teams or individuals will not be refunded.
7. Refunds of \$5.00 or less will not be processed, but will be credited to the family account.

VIII. Review of Policy

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