



**Parks and Recreation Board Minutes**  
**Wednesday, March 20, 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, Brienne Brown, Steve Ryan, and Deb Weberpal. Absent: Ben Prather and Megan Matthews  
Staff: Michelle Dujardin, Jennifer Jackson, Kevin Boehm  
Guest: Jerome Convers

**2. Approval of Minutes from January 17, 2024**

Motioned by Weberpal. Seconded by Kilar. Ayes Kathleen Flemming, Dan Fuller, Stephanie Hicks, Mike Kilar, Brienne Brown, Steve Ryan, and Deb Weberpal: Absent: Ben Prather, Megan Matthews

**Hearing of Citizen Comments**

Jerome Convers: Would like the Park and Recreation department to look at the kiosk at Cravath Park. It is warping and leaking and the flyers get wet.

**3. Staff Reports**

**a. Director's Report**

i. Kevin Boehm

1. Dwight Slocum is retiring April 5<sup>th</sup>.
2. Ethan Cesarz will be our New Athletic Program Coordinator and will be starting April 8<sup>th</sup>
3. We are working on getting a new park and recreation software up and going. We will be going to CIVICREC recreation management.
4. Working to get pricing to repair boiler controls and larger of the two air handlers at the WAFC. We have gotten one quote back as of right now.
5. We will be looking into Axiom Energy on a potential alternative to heat our water.
6. WAFC promotion every month to get memberships increase.
7. April 7<sup>th</sup> the WAFC is hosting an Easter egg hunt

**b. Event Programs and Lakes Update**

i. Michelle

1. Day at the pool: Plunge numbers were down, but the athletes loved it. Open swim had people waiting for the doors to open. Bahama Bob played for the first 2 hours of the event. 3 memberships came of open swim. Cardboard boat races were super fun!
2. Stevie was a wedding dress themed for February. It only took 2 days for Stevie to be found.
3. Lakes update: Lake advisory committee created. Working with the DNR to figure out how to get the most out of our permits. Will be monitoring bogs. Continue working on dredging, stocking fish, lakes conference in a few weeks.

**c. Senior Programs**

i. Jennifer Jackson

1. April Seniors in the Park will be hosting two types of dementia training one is for anyone who would like to know more and the other is for businesses.
2. Chili Cook off had 10 participants and raised a total of \$490.

**4. Considerations/Discussions/Reports**

**a. Discussion and possible action regarding replacement of air sock in lap pool area of WAFC**

- i. Kevin Boehm presented the lap pool needs a new air sock. Asked for 5 quotes and received 2 back. Asking for approval to go to city council with the proposals.

Motioned by Weberpal to approve the direct replacement quote for \$12,655, seconded by

Brown. Ayes: Kathleen Flemming, Dan Fuller, Mike Kilar, Brienne Brown, Steve Ryan and Deb

Weberpal. Abstain: Stephanie Hicks. Absent Ben Prather and Megan Matthews.

**5. Considerations/Discussions/Reports**

**a. Discussion and possible action regarding repainting lockers in all WAFC locker rooms**

- i. Boehm presented that we are looking for someone to electrostatically repaint lockers. 6 vendors came in to quote the job. They will repair lockers and fix rust. Lowest \$8,865 without coming out. The other two quotes were \$12,991 and \$15,075. Requested to go with the high bid as they will also remove the bottom 8 inches of the door frames weld new metal on and repaint them as well, along with repainting the lockers. This will be a longer lasting repair.

Motioned by Ryan to approve the bid for \$15,075. Seconded by Flemming. Ayes Kathleen Flemming, Dan Fuller, Mike Kilar, Brienne Brown, Steve Ryan, and Deb Weberpal. Absent: Ben Prather and Megan Matthews. Abstain: Stephanie Hicks

**6. Considerations/Discussions/Reports**

**a. Discussion and possible action regarding floor coating in WAFC locker rooms**

- i. Kevin presented to have the flooring in the locker rooms redone. Tiles have separated from the floor they are stained and there is little to no grout left. Flooring is also slippery. Reached out to four vendors and got 2 back. Their bids came in at \$35,938 and \$59,881.03. Boehm recommends going with the \$35,938, this price does not include removal of the tiles. A local company will remove the tiles for \$3,000.

Motioned by Fuller to accept the bid of \$35,938. Seconded by Kilar. Ayes Kathleen Flemming, Dan Fuller, Mike Kilar, Brienne Brown, Steve Ryan, and Deb Weberpal: Absent: Ben Prather and Megan Matthews Abstain: Stephanie Hicks

## **7. Considerations/Discussions/Reports**

### **a. Discussion and possible action regarding Recreation Program Fee Policy update**

- i. Kevin presented that the fee policy has been in place since 2007. Updated the refund policy to our process of refunding. Looking for a word that works better than special needs.
  - 1. Flemming asked if Boehm was up to suggestions for a different word
  - 2. Brown offered the idea of special considerations
  - 3. Kilar felt that special considerations is a good inclusive word

Motioned by Ryan to approve policy with changes. Seconded by Hicks Ayes Kathleen Flemming, Dan Fuller, Stephanie Hicks, Mike Kilar, Brienne Brown, Steve Ryan, and Deb Weberpal: Absent: Ben Prather, Megan Matthews

## **8. Considerations/Discussions/Reports**

### **a. WAFC Operational, Policy and Procedure Manual Draft Review**

- i. Ryan mentioned that Kevin has put together a policy and procedure plan for the WAFC. If there are any questions on it to reach out to Kevin.
  - 1. Weberpal asked who in the building are CPR and First Aid Certified
  - 2. Boehm all of our life guards are.

## **9. Future Agenda Items**

- a. **Fix soccer fields**
- b. **Possibility to have Rachel come in to present to the board about the dog park and her business.**
- c. **Is there a schedule for playground maintenance or as we need it?**
- d. **Whitewater Creek park maintained/ what is the future of that park**

## **10. Adjournment**

Motioned by Steve Ryan at 6:45pm, followed by a unanimous vote. Ayes Kathleen Flemming, Dan Fuller, Stephanie Hicks, Mike Kilar, Brienne Brown, Steve Ryan, and Deb Weberpal.

Respectfully Submitted,

*Jennifer Jackson*  
Jennifer Jackson