



**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