



136 North Monroe Street  
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[www.waterloowi.us](http://www.waterloowi.us)

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## WATERLOO PARKS COMMISSION – AGENDA

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and news media, that a public meeting will be held to consider the following:

**Date: WEDNESDAY, August 12, 2020**  
**Time: 5:00 P.M.**  
**Location: COUNCIL CHAMBERS, MUNICIPAL BUILDING, 136 N. MONROE ST.**

**Agenda Updated 8/11/2020 1:06 PM**

**1. Join Zoom Meeting**

<https://us02web.zoom.us/j/83925121655?pwd=eE9RL1JSbVMveUtxcURsdHJrNW1BQT09>

Meeting ID: 839 2512 1655

Passcode: 171633

**2. Dial by your location**

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 839 2512 1655

Passcode: 171633

1. ROLL CALL AND CALL TO ORDER
2. MEETING MINUTES APPROVAL: JULY 8, 2020
3. CITIZEN INPUT
4. REPORTS/UPDATES
  - a. Coordinator's Report
  - b. Parks Financial Report
  - c. 2020 Capital Projects
5. NEW BUSINESS
  - a. Eagle Scout Project
    - i. Completion Date
  - b. W&K Day
    - i. Plans for 2020
  - c. Budget Submittal 2020
6. OLD BUSINESS
  - a. Capital Projects
7. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING
  - a. October 14, 2020 5:00 pm
8. ADJOURNMENT

Gabe Haberkorn

Parks Coordinator

Posted, Emailed & Mailed: 02/05/2020 **UPDATED: 8/11/2020 1:05 PM**

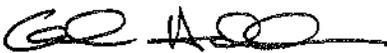
Committee Members: **Stinnett**, Kegler, Setz, Veith and Strobel

Ex-Officio Advisory Members: Chad Yerges, Public Works Director; Otto Degler, Waterloo Youth Sports Organization Representative; Charles Crave – Waterloo Regional Trailhead Implementation Team; Jessica Pickel, Friends of Firemen's Park President.

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

**WATERLOO PARKS COMMISSION – MINUTES**  
**July 8, 2020**

1. ROLL CALL AND CALL TO ORDER. Parks Commission Chair Stinnett called the Parks Commission meeting to order at 5:04 pm in the Municipal Building Council Chambers. ROLL CALL: Voting members present: Stinnett, Kegler, & Vieth. Absent: Setz & Strobel. Ex-officio members present: Parks Coordinator Gabe Haberkorn, Public Works Director Chad Yerges. Absent: WYSO Representative Otto Degler, WRT Representative Charles Crave & Friends of Firemen's Park President Jessica Pickel. Others present: Maureen Giese.
2. MEETING MINUTES APPROVAL: FEBRUARY 12, 2020. MOTION: Moved by Kegler, seconded by Vieth to approve. VOICE VOTE: Motion carried 3-0
3. CITIZEN INPUT. Parks Coordinator Haberkorn spoke on the meeting notes in June to be put in the record. Maureen Giese spoke on the CORP package for parks and needing for update. Giese spoke on the Carousel Kiosk and finishing the project. Giese also talked about the need for volunteers and reaching out for volunteers. Haberkorn addressed the CORP package that it is updated every 5 years.
4. REPORTS/UPDATES:
  - a. **Coordinator's Report:** Park Coordinator Haberkorn spoke about the changing of reading the Coordinator's Report. Haberkorn spoke about the cancellation of most events. Sand Volleyball court is in, just signage needs to be completed. Aluminum Cast Plaques for Volleyball court and front sitting area are on order, but at the casting company until COVID-19 is over. Haberkorn spoke on the closing of the Carousel for the summer with COVID-19. Riverside Park will be complete this fall.
  - b. **Parks Financial Report:** January 2020 thru June 2020. Haberkorn spoke on cancellation and losses for 2020 due to COVID-19. Haberkorn also spoke on the deficit at this point and different revenue not entered.
  - c. **2020 Capital Projects:** Coordinator Haberkorn spoke about the completion of RFP projects of 2020.
5. NEW BUSINESS:
  - a. **Cancellation/Postponements:** Haberkorn spoke on the losses from cancellations and postponements. Couples that have moved their date, is still a loss for the Parks Department. Discussion.
  - b. **Social Media:** Haberkorn spoke on the deletion of a post on Firemen's Park page due to racial undertones. He also discussed the PSA video's and the feedback they have been receiving. Discussion.
  - c. **W&K Day:** Haberkorn spoke that the Parks Department will be taking over Wiener and Kraut day, but funds & billing would be through the Friends of Firemen's Park group. Discussion.
  - d. **Eagle Scout Project:** Haberkorn spoke on the behalf of Andrew Leckel who will be doing an Eagle Scout Project in the park by painting the exterior/interior of the outdoor bathrooms and mulch in playground areas. Discussion. MOTION: Moved by Kegler to approve spending \$328.00 for the project, seconded by Vieth. VOICE VOTE: Motion Carried 3-0.
6. OLD BUSINESS:
  - a. **Capital Projects:** Haberkorn spoke on the budget aspects and completions projects for 2020. Discussion.
  - b. **Purchase of Window Clings:** Haberkorn spoke on the purchase of Window Clings. Discussion.
  - c. **Event Billboard in Firemen's Park:** Tabled
7. INFORMATION:
  - a. **NRPA Survey & Results:** Haberkorn spoke on the study for Waterloo Parks. Discussion
  - b. **Grant Work:** Haberkorn spoke on the completion of grant work for 203 E. Madison Street. Discussion.
  - c. **Financials:** Haberkorn spoke on the budget changes and moving 2 years out. Discussion.
8. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING.
  - a. Next Meeting: August 12, 2020 at 5:00 pm
9. ADJOURNMENT. MOTION: Adjourned by consensus. Approximate time: 6:04 pm



Gabe Haberkorn  
Park Coordinator



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## **PARKS COORDINATOR REPORT**

**February 2020 – June 2020**

### **EVENTS AND HIGHLIGHTS**

- Most events cancelled to date
- Summer Concert Series
  - Great turnout and one of our biggest nights
- July 4<sup>th</sup> – “Windfall”

### **ONGOING PROJECTS**

- SAND VOLLEYBALL COURTS
  - Lighting and Electrical - Done
  - Leveling and resurface - Fall
  - Rock and signage - Fall
- PAVILION & BATHROOM RENOVATIONS
  - Eagle Scouts – Late Summer
  - New Hand Dryers in Outdoor Bathrooms – Installed this week

### **FINISHED PROJECTS**

- BASEBALL FIELD
  - Closed for the summer
- SEWER WORK
  - Complete – Road to be finished in 2-3 weeks
- MASON ENTRANCE
  - Complete

### **CAROUSEL**

- KIOSK
  - Photos – To be added
    - Looking for options being outdoors
- CLOSED – Due to COVID-19 with volunteers and CDC Guidelines for Amusement Rides
  - No open date is set

### **PROJECTS FOR 2020**

- Riverside Park
  - In process of property purchases & grant cycles

### **DONATION CAMPAIGNS**

- FRIENDS OF FIREMEN'S PARK
  - 50/50 Raffle Tickets – 1<sup>st</sup> year program
    - Starting July 20<sup>th</sup>

#### **GRANT OPPORTUNITIES**

- 203 EAST MADISON STREET PROJECT
  - Safe Routes to Parks Grant – Riverwalk
    - Did not receive
  - DNR Grants
    - River conditions and land acquisition for 203 East Madison Street
      - Grant winners – Not known at this time
  - GWHF
    - Possible finishing grant for project

# CITY OF WATERLOO

BALANCE SHEET  
JULY 31, 2020

## 225-SPECIAL REVENUE PARKS

### ASSETS

225-11100	TREASURER'S CASH	( 13,639.67)	
225-11400	PARKS ATM CHECKING ACCOUNT	6,782.13	
225-11800	PETTY CASH	1,000.00	
225-11850	PETTY CASH PARKS ATM	840.00	
225-11900	PETTY CASH CAROUSEL	50.00	
225-15800	DUE FROM AGENCY FUND TAXES	21,489.71	
	TOTAL ASSETS		<u>16,522.17</u>

### LIABILITIES AND EQUITY

#### LIABILITIES

225-26100	DEFERRED REVENUE	21,489.71	
	TOTAL LIABILITIES		21,489.71

#### FUND EQUITY

225-32600	FUND BALANCE	( 193,326.04)	
225-34105	FUND BALANCE SHOE FACTORY	8,280.39	
225-39999	FUND BALANCE-CAROUSEL	30,678.98	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	149,399.13	
	TOTAL FUND EQUITY		<u>( 4,967.54)</u>
	TOTAL LIABILITIES AND EQUITY		<u>16,522.17</u>

**CITY OF WATERLOO**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JULY 31, 2020

**FUND 225 - SPECIAL REVENUE PARKS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER(UNDER)	% OF
<u>TAXES</u>					
225-41-4111-000 LOCAL TAX-GENERAL FUND	.00	62,510.29	84,000.00	( 21,489.71)	74.4
TOTAL TAXES	.00	62,510.29	84,000.00	( 21,489.71)	74.4
<u>INTERGOVERNMENTAL REVENUE</u>					
225-43-4360-000 STATE COMPUTER AID	207,653.00	207,653.00	207,653.00	.00	100.0
TOTAL INTERGOVERNMENTAL REVENUE	207,653.00	207,653.00	207,653.00	.00	100.0
<u>LICENSES &amp; PERMITS</u>					
225-44-4421-000 DOG PARK LICENSE	.00	230.00	650.00	( 420.00)	35.4
TOTAL LICENSES & PERMITS	.00	230.00	650.00	( 420.00)	35.4
<u>PUBLIC CHARGES FOR SERVICE</u>					
225-46-4620-000 FACILITY RENTAL TRAILHEAD	350.00	600.00	3,000.00	( 2,400.00)	20.0
225-46-4622-000 FACILITY RENTAL FIREMEN'S PARK	2,555.00	8,605.00	35,000.00	( 26,395.00)	24.6
225-46-4624-000 FACILITY RENTAL OTHER	.00	100.00	.00	100.00	.0
225-46-4630-000 PARKS CONCESSIONS	.00	254.00	5,000.00	( 4,746.00)	5.1
225-46-4632-000 PARKS ALCOHOL	.00	8,868.00	45,000.00	( 36,132.00)	19.7
225-46-4636-000 PARKS ADVERTISING FEE	200.00	200.00	2,000.00	( 1,800.00)	10.0
225-46-4638-000 PARKS BARTENDERS	.00	1,174.50	3,500.00	( 2,325.50)	33.6
225-46-4674-000 CAROUSEL RENTAL	.00	.00	500.00	( 500.00)	.0
TOTAL PUBLIC CHARGES FOR SERVICE	3,105.00	19,801.50	94,000.00	( 74,198.50)	21.1
<u>MISCELLANEOUS REVENUES</u>					
225-48-4800-000 MISC REVENUES	2.50	53.75	200.00	( 146.25)	26.9
225-48-4852-000 DONATIONS FIREMEN'S PARK	.00	626.50	.00	626.50	.0
225-48-4854-000 DONATIONS CAROUSEL	.00	600.00	.00	600.00	.0
225-48-4862-000 DONATIONS JULY 4TH	.00	.00	7,500.00	( 7,500.00)	.0
TOTAL MISCELLANEOUS REVENUES	2.50	1,280.25	7,700.00	( 6,419.75)	16.6

**CITY OF WATERLOO**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JULY 31, 2020

**FUND 225 - SPECIAL REVENUE PARKS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER(UNDER)	% OF
<u>OTHER FINANCING SOURCES</u>					
225-49-4910-000 LONG TERM DEBT PROCEEDS	.00	67,862.00	.00	67,862.00	.0
225-49-4924-000 TRANSFER FROM CAPITAL PROJECT	.00	.00	25,000.00	( 25,000.00)	.0
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>.00</b>	<b>67,862.00</b>	<b>25,000.00</b>	<b>42,862.00</b>	<b>271.5</b>
<b>TOTAL FUND REVENUE</b>	<b>210,760.50</b>	<b>359,337.04</b>	<b>419,003.00</b>	<b>( 59,665.96)</b>	<b>85.8</b>

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JULY 31, 2020

**FUND 225 - SPECIAL REVENUE PARKS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>					
225-51-5112-390 LEGIS SUPPORT SALES TAX	110.52	809.92	1,500.00	690.08	54.0
TOTAL LEGISLATIVE SUPPORT	110.52	809.92	1,500.00	690.08	54.0
<u>MACHINERY &amp; EQUIPMENT</u>					
225-53-5324-340 MACH & EQUIP SUPPLY GROUNDS	.00	.00	2,000.00	2,000.00	.0
225-53-5324-342 MACH & EQUIP GAS & OIL	198.29	963.51	1,750.00	786.49	55.1
225-53-5324-354 MACH & EQUIP REP EQUIP GROUN	.00	.00	1,500.00	1,500.00	.0
TOTAL MACHINERY & EQUIPMENT	198.29	963.51	5,250.00	4,286.49	18.4
<u>PARKS ADMIN</u>					
225-55-5505-292 PARKS ADMIN MARKETING	.00	3,934.00	4,000.00	66.00	98.4
225-55-5505-320 PARKS ADMIN DUES & MEMBERSHIP	.00	.00	200.00	200.00	.0
225-55-5505-350 PARKS ADMIN OFFICE SUPPLIES	.00	.00	125.00	125.00	.0
225-55-5505-380 PARKS ADMIN COMPUTER MAINT/SUP	.00	.00	250.00	250.00	.0
225-55-5505-399 PARKS ADMIN MISC	.00	1,440.93	2,500.00	1,059.07	57.6
TOTAL PARKS ADMIN	.00	5,374.93	7,075.00	1,700.07	76.0
<u>PARKS - FIREMEN'S PARK</u>					
225-55-5510-221 FIREMEN'S PARK ELECTRIC	967.82	4,545.35	12,500.00	7,954.65	36.4
225-55-5510-222 FIREMEN'S PARK HEAT	.00	1,545.05	4,500.00	2,954.95	34.3
225-55-5510-223 FIREMEN'S PARK WATER/SEWER	957.08	3,618.74	4,000.00	381.26	90.5
225-55-5510-341 FIREMEN'S PARK COMMUNICATION	106.98	1,076.82	1,100.00	23.18	97.9
225-55-5510-350 FIREMEN'S PARK FACILITY SUPPLY	614.21	1,216.32	1,500.00	283.68	81.1
225-55-5510-351 FIREMEN'S PARK FACILITY MAINT	850.69	3,841.03	10,000.00	6,158.97	38.4
225-55-5510-354 FIREMEN'S PARK ALCOHOL	.00	4,593.91	20,000.00	15,406.09	23.0
225-55-5510-356 FIREMEN'S PARK CONCESSIONS	.00	1,535.76	2,000.00	464.24	76.8
225-55-5510-357 FIREMEN'S PARK DOG PARK	.00	52.95	500.00	447.05	10.6
225-55-5510-358 FIREMEN'S PARK JULY 4TH EVENT	.00	.00	12,000.00	12,000.00	.0
225-55-5510-359 FIREMEN'S PARK ENTERTAINMENT	600.00	1,400.00	7,500.00	6,100.00	18.7
225-55-5510-360 FIREMEN'S PARK CAROUSEL	.00	60.97	1,000.00	939.03	6.1
TOTAL PARKS - FIREMEN'S PARK	4,096.78	23,486.90	76,600.00	53,113.10	30.7

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 7 MONTHS ENDING JULY 31, 2020

**FUND 225 - SPECIAL REVENUE PARKS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>PARKS - TRAILHEAD</u>					
225-55-5520-221 TRAILHEAD-WRT ELECTRIC	88.52	998.55	1,250.00	251.45	79.9
225-55-5520-222 TRAILHEAD-WRT HEAT	.00	781.66	1,750.00	968.34	44.7
225-55-5520-223 TRAILHEAD-WRT WATER/SEWER	107.47	651.58	850.00	198.42	76.7
225-55-5520-240 TRAILHEAD- WRT BLDG MAINT	.00	68.68	250.00	181.32	27.5
225-55-5520-290 TRAILHEAD-WRT CLEAN CONTRACT	.00	.00	2,800.00	2,800.00	.0
225-55-5520-291 TRAILHEAD-WRT SECURITY CONTR	.00	1,143.20	1,250.00	106.80	91.5
225-55-5520-341 TRAILHEAD-WRT COMMUNICATION	84.99	254.97	1,000.00	745.03	25.5
<b>TOTAL PARKS - TRAILHEAD</b>	<b>280.98</b>	<b>3,898.64</b>	<b>9,150.00</b>	<b>5,251.36</b>	<b>42.6</b>
<u>PARKS WAGES</u>					
225-55-5522-110 PARKS SALARY COORDINATOR	5,590.38	27,579.18	47,500.00	19,920.82	58.1
225-55-5522-125 PARKS WAGES PART-TIME	110.00	1,086.00	5,000.00	3,914.00	21.7
225-55-5522-151 PARKS SOC SEC	437.37	2,396.35	4,017.00	1,620.65	59.7
225-55-5522-152 PARKS RETIREMENT	377.34	2,012.48	3,250.00	1,237.52	61.9
225-55-5522-153 PARKS HEALTH INS	1,615.28	11,306.96	19,383.36	8,076.40	58.3
225-55-5522-154 PARKS INCOME & LIFE INS	12.54	87.78	100.00	12.22	87.8
<b>TOTAL PARKS WAGES</b>	<b>8,142.91</b>	<b>44,468.75</b>	<b>79,250.36</b>	<b>34,781.61</b>	<b>56.1</b>
<u>PARKS - OTHER</u>					
225-55-5530-221 PARKS OTHER ELECTRIC	12.36	74.16	100.00	25.84	74.2
225-55-5530-223 PARKS OTHER WATER & SEWER	.00	.00	300.00	300.00	.0
225-55-5530-510 PROPERTY INSURANCE	( 371.80)	3,320.15	3,457.00	136.85	96.0
225-55-5530-511 WORKER'S COMPENSATION	( 168.59)	1,505.51	1,763.00	257.49	85.4
225-55-5530-512 LIABILITY INSURANCE	( 291.96)	2,607.09	3,054.00	446.91	85.4
<b>TOTAL PARKS - OTHER</b>	<b>( 819.99)</b>	<b>7,506.91</b>	<b>8,674.00</b>	<b>1,167.09</b>	<b>86.5</b>
<u>225-57-5701-800 CAPITAL PROJECTS</u>					
225-57-5701-800 CAPITAL PROJECTS	.00	123,428.35	145,000.00	21,571.65	85.1
<b>TOTAL DEPARTMENT 5701</b>	<b>.00</b>	<b>123,428.35</b>	<b>145,000.00</b>	<b>21,571.65</b>	<b>85.1</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>12,009.49</b>	<b>209,937.91</b>	<b>332,499.36</b>	<b>122,561.45</b>	<b>63.1</b>
<b>NET REVENUE OVER(UNDER) EXPENDITURES</b>	<b>198,751.01</b>	<b>149,399.13</b>	<b>86,503.64</b>		

City of Waterloo Parks

Progress Report

8/9/2020 11:27 PM

<b>MONTHLY REVENUE (ALL REVENUE SOURCES)</b>													
	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	TOTAL 2020
<b>Current YR Revenue (all sources) [1]</b>	\$6,660	\$63,364	\$7,720	\$220	\$68,472	\$2,141	\$210,760	\$0	\$0	\$0	\$0	\$0	\$359,337
GOAL: Monthly Rev.	\$2,500	\$48,850	\$3,000	\$6,500	\$15,500	\$5,750	\$267,403	\$30,000	\$30,500	\$5,000	\$3,000	\$1,000	\$419,003
% of Goal	266%	130%	257%	3%	442%	37%	79%	0%	0%	0%	0%	0%	86%

<b>Prior Yr Receipts</b>	\$2,211	\$69,356	\$6,360	\$6,222	\$16,202	\$4,919	\$21,662	\$30,622	\$16,998	\$5,007	\$7,095	\$3,972	\$190,626
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<b>SCHEDULED/PLANNED EVENTS (EVENT COUNT)</b>													
	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	TOTAL 2020
WRT	5	4	4	1	1	4	2						21
FP - Outdoor Event					3	3	5	5	1				17
FP - Full Pavilion													0
FP - Upper Pavilion	2		1	4	6	2	4	4	4	4	2	1	34
FP - Lower Pavilion	1	1									1		3
FP - Bingo Hall					1	2	3	3	1				10
FP - Reunion Hall													0
FP - Roundhouse					2	1	2	1					6
FP - Bandstand Other													0
FP - Concession Bldg.					2	1			1				4
Other Park													0
<b>Current YR Event-Days Count</b>	<b>8</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>15</b>	<b>13</b>	<b>16</b>	<b>13</b>	<b>7</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>95</b>
<b>Prior Yr Event Count</b>	4	7	3	8	29	35	31	13	17	10	7	4	168
<b>Yr/Yr Percent Comparison</b>	<b>200%</b>	<b>71%</b>	<b>167%</b>	<b>63%</b>	<b>52%</b>	<b>37%</b>	<b>52%</b>	<b>100%</b>	<b>41%</b>	<b>40%</b>	<b>43%</b>	<b>25%</b>	<b>57%</b>
<b>Canceled Events</b>			<b>3</b>	<b>5</b>	<b>15</b>	<b>9</b>	<b>8</b>	<b>10</b>					

**NOTES:**  
 [1] The bulk of budgeted property tax (\$62,750) is recognized in February & September [2] Computer Aid recognized in July - \$207,653  
 \*\*April - August do not yet include any baseball games played on main diamond or WYSO Events in Park.

Average Losses for each location Event

WRT	\$125	\$150	\$150	\$900	\$150	\$450	\$	1,925
Pavilion		\$4,500	\$3,725	\$3,000	\$8,000	\$4,000	\$	23,225
Park Event			\$2,200	\$3,600	\$2,500		\$	8,300
Other			\$1,200	\$400	\$800		\$	2,400
<b>Total</b>							\$	<b>35,850</b>

[https://waterloowi.sharepoint.com/sites/Fileshares/data/Common/PARKS/2020/PARKS COMMISSION MEETINGS/Progress Reports/ParksProgressReportJan2020](https://waterloowi.sharepoint.com/sites/Fileshares/data/Common/PARKS/2020/PARKS%20COMMISSION%20MEETINGS/Progress%20Reports/ParksProgressReportJan2020)