



136 North Monroe Street  
Waterloo, WI 53594  
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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, DECEMBER 11, 2019  
**Time:** 5:00 P.M.  
**Location:** COUNCIL CHAMBERS, MUNICIPAL BUILDING, 136 N. MONROE ST.

1. ROLL CALL AND CALL TO ORDER
2. MEETING MINUTES APPROVAL: OCTOBER 9, 2019
3. CITIZEN INPUT
4. REPORTS/UPDATES
  - a. Coordinator's Report
  - b. Parks Financial Report
  - c. 2019 Capital Projects
5. INFORMATION
  - a. 2020 Budget Submittal
    - i. Budget
      1. Approved 2020 Budget
    - ii. Capital Projects
      1. Approved for 2020
      2. RFP's
        - a. Sewer Work – December 20, 2019
        - b. Baseball Field Reno – January 3, 2020
        - c. Mason Entrance – January 6, 2020
    - iii. Grant Work
      1. Safe Routes to Parks
        - a. Done – Due December 16, 2019
      2. DNR Grant work
        - a. In Progress – Due May 1, 2020
6. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING
  - a. February 12, 2020 5:00 pm
7. ADJOURNMENT

Gabe Haberkorn

Parks Coordinator

Posted, Emailed & Mailed: 12/06/2019

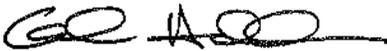
Committee Members: **Stinnett**, Kegler, Setz, Veith and Strobel

Ex-Officio Advisory Members: Chad Yerges, Public Works Director; Katy Powers, 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**  
**October 9, 2019**

1. ROLL CALL AND CALL TO ORDER. Parks Commission Chair Stinnett called the Parks Commission meeting to order at 5:05 pm in the Municipal Building Council Chambers. ROLL CALL: Voting members present: Stinnett, Setz, & Strobel. Absent: Vieth & Kegler. Ex-officio members present: Public Works Director Chad Yerges. Absent: WRT Representative Charles Crave, Friends of Firemen's Park President Jessica Pickel, Parks Coordinator Gabe Haberkorn & WYSO Representative Katy Powers. Others present: Terry Bradshaw.
2. MEETING MINUTES APPROVAL: AUGUST 14, 2019. MOTION: Moved by Setz, seconded by Strobel to approve the meeting minutes with changes. VOICE VOTE: Motion carried
3. CITIZEN INPUT. Maunasha River Alliance member Terry Bradshaw spoke on behalf of the group about the widespread river cleanup happening in and around Waterloo and Firemen's Park.
4. REPORTS/UPDATES
  - a. Coordinator's Report. Stinnett spoke on the Report for the months of September and October. Yerges spoke on behalf of the Sewer work in Firemen's Park.
  - b. Parks Financial Report August 2019 thru September 2019. Setz asked about the possibility of making it easier to read the financial reports going forward.
  - c. 2019 Capital Projects: Yerges spoke about the future Capital Projects for 2020 and possible funding.
5. INFORMATION.
  - a. 2020 Budget Submittal. Stinnett spoke on the 2020 Budget. Discussion
  - b. Capital Projects. Stinnett spoke on 2020 Capital Projects. Discussion
  - c. Parks Department Funding. Stinnett spoke on the budget deficit
  - d. Holiday of Lights. Stinnett gave out information on the start date and registration
6. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING.
  - a. Next Meeting: December 11, 2019 at 5:00 pm
7. ADJOURNMENT. MOTION: Adjourned by consensus. Approximate time: 5:36 pm



Gabe Haberkorn  
Park Coordinator



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## **PARKS COORDINATOR REPORT**

**October 2019 – November 2019**

### **EVENTS AND HIGHLIGHTS**

- HOLIDAY OF LIGHTS
  - Had trouble with electrical system, but up and running now
  - Record turnout for voting to this point

### **ONGOING PROJECTS**

- SAND VOLLEYBALL COURTS
  - Lighting and Electrical in Spring
  - Leveling and resurface in Spring
  - Rock and signage in Spring
- BASEBALL FIELD TILING
  - Tiling completed
    - Seeding to happen in Spring
- PAVILION RENOVATIONS
  - Painting of existing areas

### **FINISHED PROJECTS**

- PAVILION SITTING GARDEN
  - Signage to be installed and dedicated
  - New table tops to be put in place of existing

### **CAROUSEL**

- KIOSK
  - New photos to be added in spring time

### **PROJECTS FOR 2020**

- SEWER WORK ON LOWER SECTION FROM OUTDOOR BATHROOMS
  - RFP out for bid – Due Dec. 20<sup>th</sup>
    - Completion of Project by April 30<sup>th</sup>
- BASEBALL FIELD RENOVATION
  - RFP out for bid – Due Jan. 3<sup>rd</sup>
    - Completion of Project by May 31<sup>st</sup>
- MASON ENTRANCE GATE
  - RFP out for bid – Due Jan. 6<sup>th</sup>
    - Completion of Project by June 30<sup>th</sup>

## **DONATION CAMPAIGNS**

- FRIENDS OF FIREMEN'S PARK
  - 50/50 Raffle Tickets – 1<sup>st</sup> year program
  - Comedy Night – Charlie Berens “Manitowoc Minute” March 7<sup>th</sup>

## **GRANT OPPORTUNITIES**

- 203 EAST MADISON STREET PROJECT
  - Safe Routes to Parks Grant – Riverwalk
    - Due Dec. 16<sup>th</sup>
      - Links downtown at 203 East Madison Street to Youker Park and onto Firemen's Park
  - DNR Grants
    - River conditions and land acquisition for 203 East Madison Street
    - Due May 1<sup>st</sup>

City of Waterloo Parks  
Progress Report  
12/6/2019 10:27 AM

<b>MONTHLY REVENUE (ALL REVENUE SOURCES)</b>													
	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	TOTAL 2019
<b>Current YR Revenue (all sources) [1]</b>	\$2,211	\$69,356	\$6,360	\$6,222	\$16,202	\$4,919	\$21,662	\$30,622	\$16,998	\$5,007	\$7,095	\$0	\$186,654
GOAL: Monthly Rev.	\$2,500	\$62,500	\$3,000	\$8,000	\$15,500	\$18,000	\$35,500	\$50,500	\$25,500	\$15,500	\$3,000	\$1,000	\$240,500
% of Goal	88%	111%	212%	78%	105%	27%	61%	61%	67%	32%	237%	0%	78%
<b>Prior Yr Receipts</b>	\$2,500	\$42,855	\$2,696	\$7,548	\$12,702	\$8,893	\$30,111	\$21,541	\$17,084	\$8,131	\$29,269	\$2,976	\$186,228

<b>SCHEDULED/PLANNED EVENTS (EVENT COUNT)</b>													
	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	TOTAL 2019
WRT					2	2	1						5
FP - Outdoor Event				2	13	18	16	2	1		1		53
FP - Full Pavilion				1					1				2
FP - Upper Pavilion	1	2	3	4	5	5	3	5	3	4	4	2	41
FP - Lower Pavilion	3	5					4		1		1		14
FP - Bingo Hall					3	3	2	1	2				11
FP - Reunion Hall													0
FP - Roundhouse					2	1		1	1				5
FP - Bandstand Other					2	1	1	1	1				6
FP - Concession Bldg.				1		2			1				4
Other Park					2	3	4	3	6	6	1	2	27
<b>Current YR Event-Days Count</b>	<b>4</b>	<b>7</b>	<b>3</b>	<b>8</b>	<b>29</b>	<b>35</b>	<b>31</b>	<b>13</b>	<b>17</b>	<b>10</b>	<b>7</b>	<b>4</b>	<b>168</b>
<b>Prior Yr Event Count</b>	2	5	5	9	20	26	25	13	13	6	4	4	132
<b>Yr/Yr Percent Comparison</b>	<b>200%</b>	<b>140%</b>	<b>60%</b>	<b>89%</b>	<b>145%</b>	<b>135%</b>	<b>124%</b>	<b>100%</b>	<b>131%</b>	<b>167%</b>	<b>175%</b>	-	<b>127%</b>

**NOTES:**

[1] The bulk of budgeted property tax (\$62,750) is recognized in February, 76%

# CITY OF WATERLOO

BALANCE SHEET  
OCTOBER 31, 2019

## 225-SPECIAL REVENUE PARKS

### ASSETS

225-11100	TREASURER'S CASH	( 147,301.97)	
225-11400	PARKS ATM CHECKING ACCOUNT	3,605.88	
225-11800	PETTY CASH	1,000.00	
225-11850	PETTY CASH PARKS ATM	3,940.00	
225-11900	PETTY CASH CAROUSEL	50.00	
		<hr/>	
	TOTAL ASSETS		( 138,706.09)

### LIABILITIES AND EQUITY

#### LIABILITIES

225-24301	SECURITY DEPOSITS	100.00	
		<hr/>	
	TOTAL LIABILITIES		100.00

#### FUND EQUITY

225-32600	FUND BALANCE	( 131,867.84)	
225-32602	FIREMEN'S PARK	( 81.54)	
225-34105	FUND BALANCE SHOE FACTORY	17,280.39	
225-39999	FUND BALANCE-CAROUSEL	28,164.23	
		<hr/>	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	( 52,301.33)	
		<hr/>	
	TOTAL FUND EQUITY		( 138,806.09)
		<hr/>	
	TOTAL LIABILITIES AND EQUITY		( 138,706.09)

**CITY OF WATERLOO**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2019

**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	84,000.00	84,000.00	.00	100.0
TOTAL TAXES	.00	84,000.00	84,000.00	.00	100.0
<u>LICENSES &amp; PERMITS</u>					
225-44-4421-000 DOG PARK LICENSE	.00	350.00	1,100.00	( 750.00)	31.8
TOTAL LICENSES & PERMITS	.00	350.00	1,100.00	( 750.00)	31.8
<u>PUBLIC CHARGES FOR SERVICE</u>					
225-46-4620-000 FACILITY RENTAL TRAILHEAD	.00	1,500.00	3,000.00	( 1,500.00)	50.0
225-46-4622-000 FACILITY RENTAL FIREMEN'S PARK	3,380.00	24,732.80	35,000.00	( 10,267.20)	70.7
225-46-4624-000 FACILITY RENTAL OTHER	400.00	915.00	.00	915.00	.0
225-46-4630-000 PARKS CONCESSIONS	500.00	8,203.00	5,000.00	3,203.00	164.1
225-46-4632-000 PARKS ALCOHOL	374.00	41,782.00	45,000.00	( 3,218.00)	92.9
225-46-4636-000 PARKS ADVERTISING FEE	.00	1,350.00	3,000.00	( 1,650.00)	45.0
225-46-4638-000 PARKS BARTENDERS	192.00	3,248.00	3,500.00	( 252.00)	92.8
225-46-4674-000 CAROUSEL RENTAL	100.00	900.00	500.00	400.00	180.0
TOTAL PUBLIC CHARGES FOR SERVICE	4,946.00	82,630.80	95,000.00	( 12,369.20)	87.0
<u>MISCELLANEOUS REVENUES</u>					
225-48-4800-000 MISC REVENUES	11.25	203.85	200.00	3.85	101.9
225-48-4830-000 SALE OF CITY PROPERTY	.00	217.00	.00	217.00	.0
225-48-4852-000 DONATIONS FIREMEN'S PARK	50.00	1,105.70	.00	1,105.70	.0
225-48-4854-000 DONATIONS CAROUSEL	.00	2,647.63	.00	2,647.63	.0
225-48-4856-000 DONATIONS DOG PARK	.00	24.00	.00	24.00	.0
225-48-4860-000 DONATIONS NOT SPECIFIED	.00	2,630.69	25,000.00	( 22,369.31)	10.5
225-48-4862-000 DONATIONS JULY 4TH	.00	5,750.51	7,500.00	( 1,749.49)	76.7
TOTAL MISCELLANEOUS REVENUES	61.25	12,579.38	32,700.00	( 20,120.62)	38.5
<u>OTHER FINANCING SOURCES</u>					
225-49-4930-000 FUNDS APPLIED TO BUDGET	.00	.00	1,000.00	( 1,000.00)	.0
225-49-4935-000 DESIGNATED FUNDS APPLIED	.00	.00	16,780.00	( 16,780.00)	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	17,780.00	( 17,780.00)	.0
TOTAL FUND REVENUE	5,007.25	179,560.18	230,580.00	( 51,019.82)	77.9

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2019

**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	832.61	3,834.42	1,000.00	( 2,834.42)	383.4
TOTAL LEGISLATIVE SUPPORT	832.61	3,834.42	1,000.00	( 2,834.42)	383.4
<u>MACHINERY &amp; EQUIPMENT</u>					
225-53-5324-340 MACH & EQUIP SUPPLY GROUNDS	82.58	2,815.07	2,000.00	( 815.07)	140.8
225-53-5324-342 MACH & EQUIP GAS & OIL	189.25	1,926.95	1,750.00	( 176.95)	110.1
225-53-5324-354 MACH & EQUIP REP EQUIP GROUN	.00	472.26	1,500.00	1,027.74	31.5
TOTAL MACHINERY & EQUIPMENT	271.83	5,214.28	5,250.00	35.72	99.3
<u>PARKS ADMIN</u>					
225-55-5505-292 PARKS ADMIN MARKETING	.00	3,911.10	2,500.00	( 1,411.10)	156.4
225-55-5505-320 PARKS ADMIN DUES & MEMBERSHIP	.00	160.00	250.00	90.00	64.0
225-55-5505-350 PARKS ADMIN OFFICE SUPPLIES	.00	113.74	125.00	11.26	91.0
225-55-5505-380 PARKS ADMIN COMPUTER MAINT/SUP	.00	157.84	250.00	92.16	63.1
225-55-5505-399 PARKS ADMIN MISC	.00	1,293.00	2,500.00	1,207.00	51.7
TOTAL PARKS ADMIN	.00	5,635.68	5,625.00	( 10.68)	100.2
<u>PARKS - FIREMEN'S PARK</u>					
225-55-5510-211 FIREMEN'S PARK LEGAL FEES	.00	192.50	.00	( 192.50)	.0
225-55-5510-221 FIREMEN'S PARK ELECTRIC	1,633.98	11,230.31	12,500.00	1,269.69	89.8
225-55-5510-222 FIREMEN'S PARK HEAT	84.25	2,595.34	4,500.00	1,904.66	57.7
225-55-5510-223 FIREMEN'S PARK WATER/SEWER	600.78	5,389.90	4,000.00	( 1,389.90)	134.8
225-55-5510-341 FIREMEN'S PARK COMMUNICATION	179.97	1,451.13	1,250.00	( 201.13)	116.1
225-55-5510-350 FIREMEN'S PARK FACILITY SUPPLY	232.56	2,591.85	1,500.00	( 1,091.85)	172.8
225-55-5510-351 FIREMEN'S PARK FACILITY MAINT	3,257.00	13,969.83	10,000.00	( 3,969.83)	139.7
225-55-5510-354 FIREMEN'S PARK ALCOHOL	4,759.82	18,897.88	20,000.00	1,102.12	94.5
225-55-5510-356 FIREMEN'S PARK CONCESSIONS	1,081.64	5,310.14	2,000.00	( 3,310.14)	265.5
225-55-5510-357 FIREMEN'S PARK DOG PARK	.00	53.93	500.00	446.07	10.8
225-55-5510-358 FIREMEN'S PARK JULY 4TH EVENT	.00	13,238.00	12,000.00	( 1,238.00)	110.3
225-55-5510-359 FIREMEN'S PARK ENTERTAINMENT	.00	4,825.00	5,000.00	175.00	96.5
225-55-5510-360 FIREMEN'S PARK CAROUSEL	9.59	904.88	1,000.00	95.12	90.5
TOTAL PARKS - FIREMEN'S PARK	11,839.59	80,650.69	74,250.00	( 6,400.69)	108.6

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2019

**FUND 225 - SPECIAL REVENUE PARKS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>PARKS - TRAILHEAD</u>					
225-55-5520-221 TRAILHEAD-WRT ELECTRIC	171.05	1,662.76	1,250.00	( 412.76)	133.0
225-55-5520-222 TRAILHEAD-WRT HEAT	.00	577.76	1,750.00	1,172.24	33.0
225-55-5520-223 TRAILHEAD-WRT WATER/SEWER	133.48	1,083.12	850.00	( 233.12)	127.4
225-55-5520-240 TRAILHEAD- WRT BLDG MAINT	.00	362.91	250.00	( 112.91)	145.2
225-55-5520-290 TRAILHEAD-WRT CLEAN CONTRACT	.00	3,200.00	2,000.00	( 1,200.00)	160.0
225-55-5520-291 TRAILHEAD-WRT SECURITY CONTR	.00	1,124.20	2,000.00	875.80	56.2
225-55-5520-341 TRAILHEAD-WRT COMMUNICATION	.00	225.00	1,000.00	775.00	22.5
<b>TOTAL PARKS - TRAILHEAD</b>	<b>304.53</b>	<b>8,235.75</b>	<b>9,100.00</b>	<b>864.25</b>	<b>90.5</b>
<u>PARKS WAGES</u>					
225-55-5522-110 PARKS SALARY COORDINATOR	3,726.93	38,946.39	47,500.00	8,553.61	82.0
225-55-5522-124 PARKS SEASONAL GROUNDS	833.34	9,993.96	10,000.00	6.04	99.9
225-55-5522-125 PARKS WAGES PART-TIME	240.00	7,445.00	5,000.00	( 2,445.00)	148.9
225-55-5522-151 PARKS SOC SEC	358.22	4,380.86	4,782.00	401.14	91.6
225-55-5522-152 PARKS RETIREMENT	244.12	2,685.32	3,250.00	564.68	82.6
225-55-5522-153 PARKS HEALTH INS	1,531.47	15,314.70	18,378.00	3,063.30	83.3
225-55-5522-154 PARKS INCOME & LIFE INS	12.54	125.40	100.00	( 25.40)	125.4
<b>TOTAL PARKS WAGES</b>	<b>6,946.62</b>	<b>78,891.63</b>	<b>89,010.00</b>	<b>10,118.37</b>	<b>88.6</b>
<u>PARKS - OTHER</u>					
225-55-5530-221 PARKS OTHER ELECTRIC	12.47	111.35	100.00	( 11.35)	111.4
225-55-5530-223 PARKS OTHER WATER & SEWER	64.77	265.22	300.00	34.78	88.4
225-55-5530-510 PROPERTY INSURANCE	.00	2,906.00	307.00	( 2,599.00)	946.6
225-55-5530-511 WORKER'S COMPENSATION	.00	1,990.00	1,922.00	( 68.00)	103.5
225-55-5530-512 LIABILITY INSURANCE	.00	3,054.00	1,062.00	( 1,992.00)	287.6
<b>TOTAL PARKS - OTHER</b>	<b>77.24</b>	<b>8,326.57</b>	<b>3,691.00</b>	<b>( 4,635.57)</b>	<b>225.6</b>
<u>225-57-5701-800 CAPITAL PROJECTS</u>					
225-57-5701-800 CAPITAL PROJECTS	.00	41,072.49	40,000.00	( 1,072.49)	102.7
<b>TOTAL DEPARTMENT 5701</b>	<b>.00</b>	<b>41,072.49</b>	<b>40,000.00</b>	<b>( 1,072.49)</b>	<b>102.7</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>20,272.42</b>	<b>231,861.51</b>	<b>227,926.00</b>	<b>( 3,935.51)</b>	<b>101.7</b>
<b>NET REVENUE OVER(UNDER) EXPENDITURES</b>	<b>( 15,265.17)</b>	<b>( 52,301.33)</b>	<b>2,654.00</b>		

# CITY OF WATERLOO

BALANCE SHEET  
NOVEMBER 30, 2019

## 225-SPECIAL REVENUE PARKS

### ASSETS

225-11100	TREASURER'S CASH	( 152,160.45)	
225-11400	PARKS ATM CHECKING ACCOUNT	4,299.63	
225-11800	PETTY CASH	1,000.00	
225-11850	PETTY CASH PARKS ATM	3,255.00	
225-11900	PETTY CASH CAROUSEL	50.00	
		<hr/>	
	TOTAL ASSETS		( 143,555.82)

### LIABILITIES AND EQUITY

#### LIABILITIES

225-24301	SECURITY DEPOSITS	100.00	
		<hr/>	
	TOTAL LIABILITIES		100.00

#### FUND EQUITY

225-32600	FUND BALANCE	( 131,867.84)	
225-32602	FIREMEN'S PARK	( 81.54)	
225-34105	FUND BALANCE SHOE FACTORY	17,280.39	
225-39999	FUND BALANCE-CAROUSEL	28,164.23	
		<hr/>	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	( 57,151.06)	
		<hr/>	
	TOTAL FUND EQUITY		( 143,655.82)
		<hr/>	
	TOTAL LIABILITIES AND EQUITY		( 143,555.82)

**CITY OF WATERLOO**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2019

**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	84,000.00	84,000.00	.00	100.0
TOTAL TAXES	.00	84,000.00	84,000.00	.00	100.0
<u>LICENSES &amp; PERMITS</u>					
225-44-4421-000 DOG PARK LICENSE	.00	350.00	1,100.00	( 750.00)	31.8
TOTAL LICENSES & PERMITS	.00	350.00	1,100.00	( 750.00)	31.8
<u>PUBLIC CHARGES FOR SERVICE</u>					
225-46-4620-000 FACILITY RENTAL TRAILHEAD	.00	1,500.00	3,000.00	( 1,500.00)	50.0
225-46-4622-000 FACILITY RENTAL FIREMEN'S PARK	3,700.00	28,432.80	35,000.00	( 6,567.20)	81.2
225-46-4624-000 FACILITY RENTAL OTHER	.00	915.00	.00	915.00	.0
225-46-4630-000 PARKS CONCESSIONS	328.00	8,531.00	5,000.00	3,531.00	170.6
225-46-4632-000 PARKS ALCOHOL	2,434.00	44,216.00	45,000.00	( 784.00)	98.3
225-46-4636-000 PARKS ADVERTISING FEE	.00	1,350.00	3,000.00	( 1,650.00)	45.0
225-46-4638-000 PARKS BARTENDERS	384.00	3,632.00	3,500.00	132.00	103.8
225-46-4674-000 CAROUSEL RENTAL	.00	900.00	500.00	400.00	180.0
TOTAL PUBLIC CHARGES FOR SERVICE	6,846.00	89,476.80	95,000.00	( 5,523.20)	94.2
<u>MISCELLANEOUS REVENUES</u>					
225-48-4800-000 MISC REVENUES	8.75	212.60	200.00	12.60	106.3
225-48-4830-000 SALE OF CITY PROPERTY	.00	217.00	.00	217.00	.0
225-48-4852-000 DONATIONS FIREMEN'S PARK	200.00	1,305.70	.00	1,305.70	.0
225-48-4854-000 DONATIONS CAROUSEL	40.00	2,687.63	.00	2,687.63	.0
225-48-4856-000 DONATIONS DOG PARK	.00	24.00	.00	24.00	.0
225-48-4860-000 DONATIONS NOT SPECIFIED	.00	2,630.69	25,000.00	( 22,369.31)	10.5
225-48-4862-000 DONATIONS JULY 4TH	.00	5,750.51	7,500.00	( 1,749.49)	76.7
TOTAL MISCELLANEOUS REVENUES	248.75	12,828.13	32,700.00	( 19,871.87)	39.2
<u>OTHER FINANCING SOURCES</u>					
225-49-4930-000 FUNDS APPLIED TO BUDGET	.00	.00	1,000.00	( 1,000.00)	.0
225-49-4935-000 DESIGNATED FUNDS APPLIED	.00	.00	16,780.00	( 16,780.00)	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	17,780.00	( 17,780.00)	.0
TOTAL FUND REVENUE	7,094.75	186,654.93	230,580.00	( 43,925.07)	81.0

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2019

**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	247.84	4,082.26	1,000.00	( 3,082.26)	408.2
TOTAL LEGISLATIVE SUPPORT	247.84	4,082.26	1,000.00	( 3,082.26)	408.2
<u>MACHINERY &amp; EQUIPMENT</u>					
225-53-5324-340 MACH & EQUIP SUPPLY GROUNDS	.00	2,815.07	2,000.00	( 815.07)	140.8
225-53-5324-342 MACH & EQUIP GAS & OIL	.00	1,926.95	1,750.00	( 176.95)	110.1
225-53-5324-354 MACH & EQUIP REP EQUIP GROUN	.00	472.26	1,500.00	1,027.74	31.5
TOTAL MACHINERY & EQUIPMENT	.00	5,214.28	5,250.00	35.72	99.3
<u>PARKS ADMIN</u>					
225-55-5505-292 PARKS ADMIN MARKETING	.00	3,911.10	2,500.00	( 1,411.10)	156.4
225-55-5505-320 PARKS ADMIN DUES & MEMBERSHIP	.00	160.00	250.00	90.00	64.0
225-55-5505-350 PARKS ADMIN OFFICE SUPPLIES	.00	113.74	125.00	11.26	91.0
225-55-5505-380 PARKS ADMIN COMPUTER MAINT/SUP	.00	157.84	250.00	92.16	63.1
225-55-5505-399 PARKS ADMIN MISC	.00	1,293.00	2,500.00	1,207.00	51.7
TOTAL PARKS ADMIN	.00	5,635.68	5,625.00	( 10.68)	100.2
<u>PARKS - FIREMEN'S PARK</u>					
225-55-5510-211 FIREMEN'S PARK LEGAL FEES	.00	192.50	.00	( 192.50)	.0
225-55-5510-221 FIREMEN'S PARK ELECTRIC	1,039.90	12,270.21	12,500.00	229.79	98.2
225-55-5510-222 FIREMEN'S PARK HEAT	458.46	3,053.80	4,500.00	1,446.20	67.9
225-55-5510-223 FIREMEN'S PARK WATER/SEWER	488.73	5,878.63	4,000.00	( 1,878.63)	147.0
225-55-5510-341 FIREMEN'S PARK COMMUNICATION	179.97	1,631.10	1,250.00	( 381.10)	130.5
225-55-5510-350 FIREMEN'S PARK FACILITY SUPPLY	50.47	2,642.32	1,500.00	( 1,142.32)	176.2
225-55-5510-351 FIREMEN'S PARK FACILITY MAINT	1,335.26	15,305.09	10,000.00	( 5,305.09)	153.1
225-55-5510-354 FIREMEN'S PARK ALCOHOL	433.78	19,331.66	20,000.00	668.34	96.7
225-55-5510-356 FIREMEN'S PARK CONCESSIONS	379.77	5,689.91	2,000.00	( 3,689.91)	284.5
225-55-5510-357 FIREMEN'S PARK DOG PARK	.00	53.93	500.00	446.07	10.8
225-55-5510-358 FIREMEN'S PARK JULY 4TH EVENT	.00	13,238.00	12,000.00	( 1,238.00)	110.3
225-55-5510-359 FIREMEN'S PARK ENTERTAINMENT	.00	4,825.00	5,000.00	175.00	96.5
225-55-5510-360 FIREMEN'S PARK CAROUSEL	168.00	1,072.88	1,000.00	( 72.88)	107.3
TOTAL PARKS - FIREMEN'S PARK	4,534.34	85,185.03	74,250.00	( 10,935.03)	114.7

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2019

**FUND 225 - SPECIAL REVENUE PARKS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>PARKS - TRAILHEAD</u>					
225-55-5520-221 TRAILHEAD-WRT ELECTRIC	155.48	1,818.24	1,250.00	( 568.24)	145.5
225-55-5520-222 TRAILHEAD-WRT HEAT	.00	577.76	1,750.00	1,172.24	33.0
225-55-5520-223 TRAILHEAD-WRT WATER/SEWER	108.60	1,191.72	850.00	( 341.72)	140.2
225-55-5520-240 TRAILHEAD- WRT BLDG MAINT	48.44	411.35	250.00	( 161.35)	164.5
225-55-5520-290 TRAILHEAD-WRT CLEAN CONTRACT	.00	3,200.00	2,000.00	( 1,200.00)	160.0
225-55-5520-291 TRAILHEAD-WRT SECURITY CONTR	.00	1,124.20	2,000.00	875.80	56.2
225-55-5520-341 TRAILHEAD-WRT COMMUNICATION	.00	225.00	1,000.00	775.00	22.5
225-55-5520-350 TRAILHEAD-WRT CLEANING SUPPLY	14.99	14.99	.00	( 14.99)	.0
<b>TOTAL PARKS - TRAILHEAD</b>	<b>327.51</b>	<b>8,563.26</b>	<b>9,100.00</b>	<b>536.74</b>	<b>94.1</b>
<u>PARKS WAGES</u>					
225-55-5522-110 PARKS SALARY COORDINATOR	3,726.92	42,673.31	47,500.00	4,826.69	89.8
225-55-5522-124 PARKS SEASONAL GROUNDS	432.99	10,426.95	10,000.00	( 426.95)	104.3
225-55-5522-125 PARKS WAGES PART-TIME	525.00	7,970.00	5,000.00	( 2,970.00)	159.4
225-55-5522-151 PARKS SOC SEC	349.39	4,730.25	4,782.00	51.75	98.9
225-55-5522-152 PARKS RETIREMENT	244.12	2,929.44	3,250.00	320.56	90.1
225-55-5522-153 PARKS HEALTH INS	1,531.47	16,846.17	18,378.00	1,531.83	91.7
225-55-5522-154 PARKS INCOME & LIFE INS	12.54	137.94	100.00	( 37.94)	137.9
<b>TOTAL PARKS WAGES</b>	<b>6,822.43</b>	<b>85,714.06</b>	<b>89,010.00</b>	<b>3,295.94</b>	<b>96.3</b>
<u>PARKS - OTHER</u>					
225-55-5530-221 PARKS OTHER ELECTRIC	12.36	123.71	100.00	( 23.71)	123.7
225-55-5530-223 PARKS OTHER WATER & SEWER	.00	265.22	300.00	34.78	88.4
225-55-5530-510 PROPERTY INSURANCE	.00	2,906.00	307.00	( 2,599.00)	946.6
225-55-5530-511 WORKER'S COMPENSATION	.00	1,990.00	1,922.00	( 68.00)	103.5
225-55-5530-512 LIABILITY INSURANCE	.00	3,054.00	1,062.00	( 1,992.00)	287.6
<b>TOTAL PARKS - OTHER</b>	<b>12.36</b>	<b>8,338.93</b>	<b>3,691.00</b>	<b>( 4,647.93)</b>	<b>225.9</b>
<u>225-57-5701-800 CAPITAL PROJECTS</u>					
225-57-5701-800 CAPITAL PROJECTS	.00	41,072.49	40,000.00	( 1,072.49)	102.7
<b>TOTAL DEPARTMENT 5701</b>	<b>.00</b>	<b>41,072.49</b>	<b>40,000.00</b>	<b>( 1,072.49)</b>	<b>102.7</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>11,944.48</b>	<b>243,805.99</b>	<b>227,926.00</b>	<b>( 15,879.99)</b>	<b>107.0</b>
<b>NET REVENUE OVER(UNDER) EXPENDITURES</b>	<b>( 4,849.73)</b>	<b>( 57,151.06)</b>	<b>2,654.00</b>		

BIDDER'S COMPANY NAME: \_\_\_\_\_

# CITY OF WATERLOO REQUEST FOR PROPOSALS

## **Baseball Field Renovation**

for the following park areas:

1. Firemen's Park, Baseball Diamond Area, 500 Park Avenue

Submittal Deadline:  
January 3, 2020, 10:00 A.M.

Prepared By:

Gabe Haberkorn  
Parks Coordinator  
City of Waterloo  
136 North Monroe Street  
Waterloo, WI 53594

v- 920-478-3025  
f- 920-478-2021  
email – [parks@waterloowi.us](mailto:parks@waterloowi.us)  
web – [www.waterloowi.us](http://www.waterloowi.us)

## REQUEST FOR PROPOSAL REQUIREMENTS

The City of Waterloo, Wisconsin ("City") is committed to providing excellent service to the residents and businesses that choose to live and operate within our community. The City invites each firm ("Service Provider") who shares this commitment to excellence to submit a sealed proposal.

The proposal shall include all of the following:

a) Qualifications – A brief description and history of the firm including current size and how many persons are directly involved in the work proposed. Proof of Insurance needs to be provided with the following conditions:

- Worker's Compensation: \$500,000 Each Accident
- Comprehensive General Liability: \$2,000,000
- Comprehensive Automobile Liability: \$1,000,000
- Umbrella Excess Liability: \$2,000,000

b) References – Discuss the firm's prior experience in providing the proposed service in a municipal setting or similar. Provide a list of current clients.

c) Bid Proposal Pricing - Submit bid pricing using the example provided in this document.

**All bidders are encouraged to attend a facility walk through to view the facilities and have questions answered.**

**Thursday, December 12, 2019 at 11 am**

**Tour start, Waterloo Firemen's Park, Park Pavilion, 500 Park Avenue**

## SCOPE OF SERVICES

The Service Provider will provide Sanitary Sewer Replacement at the location listed on the title page. The Service Provider will be responsible for the purchase of all supplies and equipment needed.

### **1. BASEBALL FIELD, 500 PARK AVENUE**

Services shall include:

- Perform Layout work for home plate, pitching mound, bases, baseline etc.
- Sod cut and remove all sod from work area.
- Laser grade entire work area to achieve positive drainage
- Supply, install, laser grade and compact infield mix to all skinned areas
- Construct mound and home plate areas with proper bagged clay where needed
- Supply and install base anchors and plugs
- Topdress all skinned areas including baselines, home plate and pitching areas with proper topdressing material

### **Bid Option**

- Prep and install high quality athletic sod to all grass areas with starter fertilizer

### **Notes**

Any other questions or instruction will be addressed at the facility walkthrough on December 12, 2019 at 11 am.

\*Waterloo Parks and DPW will assist in any manner they can and when available for disposal of removed sod

Location Contact for all work: Parks Coordinator Gabe Haberkorn, 920-478-3025

**PROPOSAL PRICING**

Use the format below as a guide for documenting all proposal pricing.

Bid #	Location(s)	Bid Amount w/o Athletic Sod Replacement	Bid Amount with Athletic Sod Replacement
1	Baseball Field Area		

**SUBMITTAL SIGNATURE**

Provide a proposal that includes all contact information listed below. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 60 days.

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City State Zip
_____ Telephone #	_____ Email

**DISCLAIMERS**

The City reserves the right to seek clarification on any aspect of a proposal and to remove from consideration any proposal that, in the City's sole discretion, has deficiencies. In addition, the City reserves the right to enter into negotiations with one or more respondents. In addition, the City reserves the right to refuse any and all bids.

**CONTACT & SUBMITTAL INFORMATION**

Contact Mo Hansen at 920-478-3025 should you have specific questions regarding the information we are requesting.

Sealed submittals can be delivered on or before the date on the cover page to the Waterloo Park Coordinator's Office, 136 North Monroe Street, Waterloo, Wisconsin 53594.

BIDDER'S COMPANY NAME: \_\_\_\_\_

# CITY OF WATERLOO REQUEST FOR PROPOSALS

## **Mason Gate Entrance**

for the following park areas:

1. Main Entrance, Firemen's Park, 500 Park Avenue

Submittal Deadline:  
January 3, 2020, 11:00 A.M.

Prepared By:

Gabe Haberkorn  
Parks Coordinator  
City of Waterloo  
136 North Monroe Street  
Waterloo, WI 53594

v- 920-478-3025  
f- 920-478-2021  
email – [parks@waterloowi.us](mailto:parks@waterloowi.us)  
web – [www.waterloowi.us](http://www.waterloowi.us)

## REQUEST FOR PROPOSAL REQUIREMENTS

The City of Waterloo, Wisconsin ("City") is committed to providing excellent service to the residents and businesses that choose to live and operate within our community. The City invites each firm ("Service Provider") who shares this commitment to excellence to submit a sealed proposal.

The proposal shall include all of the following:

a) Qualifications – A brief description and history of the firm including current size and how many persons are directly involved in the work proposed. Proof of Insurance needs to be provided with the following conditions:

- Worker's Compensation: \$500,000 Each Accident
- Comprehensive General Liability: \$2,000,000
- Comprehensive Automobile Liability: \$1,000,000
- Umbrella Excess Liability: \$2,000,000

b) References – Discuss the firm's prior experience in providing the proposed service in a municipal setting or similar. Provide a list of current clients.

c) Bid Proposal Pricing - Submit bid pricing using the example provided in this document.

**All bidders are encouraged to attend a facility walk through to view the facilities and have questions answered.  
Friday, December 13, 2019 at 11 am  
Tour start, Waterloo Firemen's Park, Main Entrance, 500 Park Avenue**

## SCOPE OF SERVICES

The Service Provider will provide Sanitary Sewer Replacement at the location listed on the title page. The Service Provider will be responsible for the purchase of all supplies and equipment needed.

### **1. MAIN ENTRANCE, 500 PARK AVENUE**

Services shall include:

- Dismantle and reassemble using existing stone
- Color match grout as close as can be
- Replace cap blocks where needed
- Rebuild core using proper techniques
- Reinstall Rod Iron Gate

### **Bid Option**

- None

### **Notes**

Any other questions or instruction will be addressed at the facility walkthrough on December 13, 2019 at 11 am.

\*Waterloo Parks and DPW will assist in any manner they can and when available for disposal of removed sod

Location Contact for all work: Parks Coordinator Gabe Haberkorn, 920-478-3025

## PROPOSAL PRICING

Use the format below as a guide for documenting all proposal pricing.

Bid #	Location(s)	Tower 1	Tower 2	Tower 3	Tower 4	Arch 1	Arch 2	Ticket House	Bid Total
1	Mason Entrance								

**\*See picture below for different sections\***

**SUBMITTAL SIGNATURE**

Provide a proposal that includes all contact information listed below. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 60 days.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Email

**DISCLAIMERS**

The City reserves the right to seek clarification on any aspect of a proposal and to remove from consideration any proposal that, in the City’s sole discretion, has deficiencies. In addition, the City reserves the right to enter into negotiations with one or more respondents. In addition, the City reserves the right to refuse any and all bids.

**CONTACT & SUBMITTAL INFORMATION**

Contact Mo Hansen at 920-478-3025 should you have specific questions regarding the information we are requesting.

Sealed submittals can be delivered on or before the date on the cover page to the Waterloo Park Coordinator’s Office, 136 North Monroe Street, Waterloo, Wisconsin 53594.





BIDDER'S COMPANY NAME: \_\_\_\_\_

# CITY OF WATERLOO REQUEST FOR PROPOSALS

## **Sanitary Sewer Work**

for the following park areas:

1. Firemen's Park, Baseball Diamond Area, 500 Park Avenue

Submittal Deadline:  
December 20, 2019, 10:00 A.M.

Prepared By:

Gabe Haberkorn  
Parks Coordinator  
City of Waterloo  
136 North Monroe Street  
Waterloo, WI 53594

v- 920-478-3025  
f- 920-478-2021  
email – [parks@waterloowi.us](mailto:parks@waterloowi.us)  
web – [www.waterloowi.us](http://www.waterloowi.us)

## REQUEST FOR PROPOSAL REQUIREMENTS

The City of Waterloo, Wisconsin ("City") is committed to providing excellent service to the residents and businesses that choose to live and operate within our community. The City invites each firm ("Service Provider") who shares this commitment to excellence to submit a sealed proposal.

The proposal shall include all of the following:

a) Qualifications – A brief description and history of the firm including current size and how many persons are directly involved in the work proposed. Proof of Insurance needs to be provided with the following conditions:

- Worker's Compensation: \$500,000 Each Accident
- Comprehensive General Liability: \$2,000,000
- Comprehensive Automobile Liability: \$1,000,000
- Umbrella Excess Liability: \$2,000,000

b) References – Discuss the firm's prior experience in providing the proposed service in a municipal setting or similar. Provide a list of current clients.

c) Bid Proposal Pricing - Submit bid pricing using the example provided in this document.

**All bidders are encouraged to attend a facility walk through to view the facilities and have questions answered.  
Wednesday, December 11, 2019 at 11 am  
Tour start, Waterloo Firemen's Park, Park Pavilion, 500 Park Avenue**

## SCOPE OF SERVICES

The Service Provider will provide Sanitary Sewer Replacement at the location listed on the title page. The Service Provider will be responsible for the purchase of all supplies and equipment needed.

### **1. LOWER PARK AREA, 500 PARK AVENUE**

Services shall include:

- Replacement of approximate 390' of 6" PVC Sanitary Sewer
- Replacement of 2 – 4' precast sanitary manholes with pre-poured flowlines
- Identify pitch and elevation for sewer pipe
- Sewer pipe to be based with granular backfill
- Identify and hook up any and all laterals to the sewer with existing size pipe
- Rip out, rebase and Replace approximate 400'x10'x3" blacktop area.

### **Bid Option**

- None

### **Notes**

Any other questions or instruction will be addressed at the facility walkthrough on December 11, 2019 at 11 am.

\*Digital lateral and sewer reports can be made available upon request, but not to be used as guidelines.

Location Contact for all work: Parks Coordinator Gabe Haberkorn, 920-478-3025

**PROPOSAL PRICING**

Use the format below as a guide for documenting all proposal pricing.

Bid #	Location(s)	Bid Amount w/o Landscape Restoration	
1	Baseball Field Area		

**SUBMITTAL SIGNATURE**

Provide a proposal that includes all contact information listed below. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 60 days.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Email

**DISCLAIMERS**

The City reserves the right to seek clarification on any aspect of a proposal and to remove from consideration any proposal that, in the City’s sole discretion, has deficiencies. In addition, the City reserves the right to enter into negotiations with one or more respondents. In addition, the City reserves the right to refuse any and all bids.

**CONTACT & SUBMITTAL INFORMATION**

Contact Mo Hansen at 920-478-3025 should you have specific questions regarding the information we are requesting.

Sealed submittals can be delivered on or before the date on the cover page to the Waterloo Park Coordinator’s Office, 136 North Monroe Street, Waterloo, Wisconsin 53594.

# Jefferson County Land Information



## Parcels

-  Parcels
-  Municipal Boundaries

## Parcel Lines

-  Property Boundary
-  Old Lot/Meander Lines
-  Rail Right of Ways
-  Road Right of Ways

-  Section Lines
-  Surface Water

-  Map Hooks
-  Tax Parcels

-  Streams and Ditches

## raster.SDE.ORTHOS\_2018

-  Red: Band\_1
-  Green: Band\_2
-  Blue: Band\_3

