



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
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www.waterloowi.us

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

Waterloo Parks Commission

Date: Tuesday, April 28, 2015
Time: 5:00 P.M.
Location: Municipal Building – 136 North Monroe Street

1. Roll Call and Call to Order
2. Approval of Meeting Minutes
February 17, 2015
3. Public Comment
4. Discussion/Decision Items
 - WYSO Report
 - Waterloo Regional Trailhead – WRT
 - WRT Meeting Minutes – 01/22/2015
 - 2014 Financial Deficit
 - Pricing Structure and Rental Agreement for WRT
 - Update of Comprehensive Outdoor Recreation Plan
 - Ordinance 2015 – 03 Reducing the Parks Commission from 7 to 5 members
5. Announcements, Future Agenda Items and Next Meeting Date
6. Adjournment

Lois A.M. Baird
Deputy Clerk/Treasurer

Posted, Emailed & Mailed: 04/24/2015

-Committee Members: Stinnett, Kegler, Vacant-Citizen, Quimby, WYSO, Springer, and Fire Dept. Board of Trustees.
Advisory Members: Gary Yerges, DPW Director

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.

APPROVED 03-18-2015

Waterloo Regional Trailhead Meeting Minutes – 01/22/2015 6:35 pm

1. **Call Meeting to Order** Meeting called to order at 6:35 pm. Chuck Crave, Joni Crave, Dick Jones, Joe Nehmer present. Invited Guest Laura Cotting present. Eric Seidl made a brief appearance to drop off draft proofs of kiosk signage.
Absent: Tom Bergan, Jeff Robbins, Jill Taylor
2. **Approval of 12/10/2014 Meeting Minutes** Moved by C. Crave, seconded by Jones, unanimous with no changes.
3. **The Committee Intentions and Passions for the Trailhead**
Chuck Crave stated greater community involvement with 4-H, more than Dane and Jefferson Co.. Joni Crave said 4-H would be a great way to get more involvement with Dodge County.
Many statements were made regarding acquiring or developing a greater database of potential attendees and/or groups.
4. **Possible educational programs we can offer Youth in February and March**
C. Crave and J. Crave referred to 4H discussion above, reaching out to area Scouts was mentioned.
5. **Possible educational Programs we can offer adults in the Spring**
Dick Jones was thinking of an open house with a focus on the grounds. For instance, the edible plantings could be a feature.
6. **How to set up an on-line reservation and payment system for the Trailhead.**
Trek Corporation has an interest to register for rentals online. Representatives stated Trek employees love having meetings at the WRTF, especially brainstorming sessions, and would rent it a lot more often if it were more convenient to make reservations and payments. Dick Jones will follow up with the City.
7. **Who or whom else to invite to be members of the committee**
A Teacher- Dick Jones will scout out a teacher pertaining to field trips.
A Parks Commission Member (unelected)-Al Kegler will be contacted and invited to join
A Trek Employee-will be recruited as opportunity presents itself
8. **Anything else?**
 - a Let's evaluate our DNR relationship, as well as our Trek relationship.
 - b Laura Cotting stated Friends of the WRT Inc. is an official 501(c)3 with tax id number. The first annual fundraiser calendar was at the publisher. The Courier will print an article about the Friends, including the photo submission contest for next year's calendar and entry criteria. Winning photos will be published in next year's calendar.
 - c Tracy Hamilton of the Lake Mills Cub Scouts contacted us through the WRTF Facebook Page, offered assistance with projects. Dick Jones will follow up.
 - d Laura Cotting will take draft signage proofs with Team's written comments to McKay
 - e Joe Nehmer suggested area business owners with an interest in moving the GHA

APPROVED 03-18-2015

forward make appointments to meet with DNR Secretary Stepp.

9. Adjourn (motion by Jones, seconded by C. Crave, time 8:30)

Current Agreement

WATERLOO REGIONAL TRAILHEAD
760 McKay Way, Waterloo, WI 53594
Warming Room & Back Patio Rental Agreement

Name (First, Last)

Address (Street Name & Number, City, State, Zip)

Daytime Phone Number

Alternate Phone Number or Email

Name of Group (if applicable)

Event Type

Date Requested

Expected Number of People

Rental Times: From: _____ am/pm

To: _____ am/pm

Refundable Deposit	Rental	Rental Fee
\$50.00	Hourly (less than 2 hours)	\$20.00/hour
\$50.00	Hourly (less than 2 hours) non-profit organizations	\$10.00/hour
\$50.00	Half Day (2 to 4 hours)	\$75.00
\$50.00	Full Day (4 hours or more)	\$125.00

Reservation of the facility requires two separate checks, one for the rental fee and one for the refundable deposit. The deposit check will be returned following inspection of the facility after its use. All checks should be made payable to the City of Waterloo, with a note in the memo section referring to the Waterloo Regional Trailhead (WRT). Your reservation is only guaranteed when the fee has been paid in full and the Rental Agreement has been signed by the renter.

Rental Fee Amount: \$ _____ + \$ 50.00 Deposit

Received On: _____ Receipt #: _____

Keys to the Facility:

If your group is issued a key, return the key to the facility comment box in the atrium or the municipal drop box immediately after using the facility. The drop box is located in front of the municipal building at 136 N. Monroe Street.

Policy Acknowledgement:

I agree to abide by the **WATERLOO REGIONAL TRAILHEAD - Facility Use Rules & Procedures.**

Signature: _____ Date: _____

Rental Agreement: WATERLOO REGIONAL TRAILHEAD
760 McKay Way, Waterloo, WI 53594
Warming Room & Back Patio Rental Agreement
Facility Use Rules & Procedures

It is the goal of the City to have the Waterloo Regional Trailhead utilized to the greatest extent possible by all members of its community. Generally, the facility will be rented out on a first-come, first-serve basis. See fee schedule below for applicable fees and deposits, which are payable by check to the City of Waterloo and deliverable to the Clerk/Treasurer's Office at City Hall, 136 N. Monroe Street, Waterloo, WI 53594.

Refundable Deposit	Rental	Rental Fee
\$50.00	Hourly (less than 2 hours)	\$20.00/hour
\$50.00	Hourly (less than 2 hours) non- profit organizations	\$10.00/hour
\$50.00	Half Day (2 to 4 hours)	\$75.00
\$50.00	Full Day (4 hours or more)	\$125.00

****Please note – Fees are subject to change based on current market prices and facility updates.**

1. Contact the Clerk/Treasurer's office (920-478-3025) to ensure the facility is available for the dates and times of your event. Municipal staff will hold the shelter for a maximum of 10 business days; if the shelter rental agreement, rental fee, and applicable deposits are not received within 10 business days, the shelter will be reopened to the public for rental.
2. Deposits must be paid by check, separate from rental fee checks. Checks should be made out to the City of Waterloo, with a note in the memo section referring to the Waterloo Regional Trailhead (WRT). If there are no charges for damaging or cleaning the facility after use, the deposit check will be returned within 5 business days of the reservation.
3. Reservation must be made a minimum of 2 business days before the first day of a reservation.
4. All fees will be retained in full unless the reservation is canceled at least 10 business days in advance of the reservation date. Fees for reservations made less than 10 business days in advance are NOT refundable, except in cases of inclement weather, which will be treated on a case-by-case basis. Reservations are guaranteed only when the fee is paid and the Rental Agreement is signed.
5. Facility reservation hours are from 6:00 a.m. to 10:00 p.m.
6. Time periods must fall within the same calendar day. For example, the event cannot run from 5:00 p.m. on Saturday to 8:00 a.m. on Sunday. It is the renters' responsibility to remove all personal items from the rented facility by the end of the rental day. Failure to remove all items by the end of the day will result in collection of the shelter deposit and other potential charges.
7. The clean-up checklist provided each group for each reserved date must be completed by the authorized representative of the organization using the facility. It is understood that the renter's responsibility to clean and restore the premises must be completed within the specified rental time.
8. If the facility has sustained damages through an organization's use of the facility, or if municipal personnel must clean the facility after such use, all or any portion of the deposit will be retained by the municipality to cover costs. Organizations will be billed for any damages in excess of the deposit. Any remaining deposit funds after dismissing damages or cleaning will be refunded by the City of Waterloo within 60 days.

9. All reservation applications must be signed by an adult at least 18 years of age. An adult, 18 or older, must be in attendance during the entire reservation time and until all participants have left the building.
10. Should a key to the Waterloo Regional Trailhead be issued to an authorized representative, this key must be returned to the municipal drop box located at 136 N. Monroe Street at the end of the rental period. The organization will be responsible for any attendant costs if the key is lost (e.g. changing the locks) while still signed out to that organization.
11. Reservations entitle your group to exclusive use of the facility's warming room and back patio. The general public may use the restrooms. Other facilities such as play areas are for use on a first-come, first-served basis with a one hour time limit if another group or individual is waiting.
12. If there is a conflict with other people regarding the shelter, the Waterloo Police Department should be contacted (920) 478-2343.
13. The use of the facility must be in accordance with local and state law. Consult the Clerk/Treasurer's office at (920) 478-3025 for details. Use of tobacco is prohibited in and around the building. Fire and safety laws must be observed. Firearms are not allowed on the Waterloo Regional Trailhead premises.
14. Any emergency occurring while using the facility must be reported to the City of Waterloo Clerk/Treasurer office (920-478-3025).
15. All dogs must be on a leash.
16. Vehicles are restricted to designated roadways and parking areas.
17. The City of Waterloo reserves the right to review and/or refuse future use of this facility for a group's previous infringement of the rules or policies governing facility use. In the event a dispute arises regarding the use of the facility, the final decision rests with the Clerk/Treasurer and his/her designee.
18. The City of Waterloo reserves the right to cancel a scheduled reservation due to unforeseen circumstances. Notification of such cancellation will be given a minimum of 24 hours in advance. However, should inclement weather force the closing of the Waterloo Regional Trailhead, 24 hours' notice may not be possible. It is recommended that all organizations contact the Waterloo Regional Trailhead at 920-350-5234 or the City of Waterloo at 920-478-3025 if inclement weather threatens.

**Warming Room & Back Patio Rental Agreement
 Waterloo Regional Trailhead
 760 McKay Way, Waterloo, WI 53594**



 Renter (Please Print Legibly)

 Full Address

 Phone Number

 Email

 Name of Group (if applicable)

 Event Type

 Date Requested

 Expected Number of People

Rental Times: From: _____ am/pm to: _____ am/pm

Refundable Deposit	Rental	Rental Fee
\$150.00	Half Day (less than 4 hours)	\$85.00
\$150.00	Full Day (4 hours or more)	\$150.00

Rental Fee Amount: \$ _____ + \$150.00 (Deposit) = _____

Received On: _____ Receipt #: _____

Keys to the Trailhead:

If your group is issued a key, return the key to City Hall during normal business hours or the municipal drop box in front of the City Hall at 136 N. Monroe Street immediately after renting.

Policy Acknowledgement:

I agree to abide by the Waterloo Regional Trailhead - Facility Use Rules & Procedures.

Signature: _____ Date: _____

New Proposed Rental Agreement

- Deposit Increased
- Rental fee structure simplified
- a few rules combined
- phone numbers listed

Warming Room & Back Patio Rental Agreement Facility Use Rules & Procedures

It is the goal of the city to have the Waterloo Regional Trailhead utilized to the greatest extent possible by all members of the community. The facility will be rented out on a first-come, first-serve basis and the instructions for proper rental are below.

1. Visit
<https://www.google.com/calendar/embed?src=vln6dopltbohinc4c9mjqr7svo%40group.calendar.google.com&ctz=America/Chicago> to ensure the facility is available for your event. If you have further questions regarding availability, contact City Hall at the number below. Staff will hold the shelter for 5 business days; if the rental agreement, fee, and deposits are not received within that time span, the trailhead will be reopened to the public for rental.
2. Rental fees and deposits can be paid using 2 separate checks or with cash. Checks should be made out to the City of Waterloo, and note in the memo section referring to the Waterloo Regional Trailhead (WRT). If there are no charges for damaging or cleaning the Trailhead after use, the deposit check will be returned within 5 business days of the reservation.
3. All rental fees will be retained in full unless the reservation is canceled at least 5 business days in advance of the reservation date. Fees for reservations made less than 5 business days in advance are NOT refundable, except in cases of inclement weather, which will be treated on a case-by-case basis. Reservations are guaranteed only when the fee is paid and the Rental Agreement is signed.
4. Reservation hours are from 6:00 a.m. to 10:00 p.m.
5. Time periods must fall within the same calendar day. For example, the event cannot run from 5:00 p.m. on Saturday to 8:00 a.m. on Sunday. It is the renter's responsibility to remove all personal items from the Trailhead by the end of the rental day. Failure to remove all items will result in collection of the shelter deposit and other potential charges.
6. The clean-up checklist provided to each group must be completed by the renter. It is the renter's responsibility to clean and restore the premises back to the condition the renter received it in.
7. If the Trailhead has sustained damage, or if municipal personnel must clean the facility after a rental, any or all of the deposit will be kept to cover costs. Additionally, if the deposit doesn't cover the cost of repairs or cleaning, the renter(s) will be billed the remaining amount. Any remaining deposit funds after damages or cleaning will be refunded by the city within 5 business days.
8. All applications must be signed by an adult at least 18 years of age and the same adult must be in attendance during the entire reservation time, until all participants have left the grounds.
9. If a key is checked out to your group, it must be returned to City Hall located at 136 N. Monroe Street at the end of the rental period. Failure to return the key will result in your deposit not being refunded and the cost of changing the locks billed back to the rental group.
10. Reservations entitle your group exclusive use of the facility's warming room and back patio, however the general public may still use the restrooms during normal building hours. Other facilities such as play areas are for use on a first-come, first-served basis with a one hour time limit if another group or individual is waiting.
11. If there is a conflict with other people regarding the shelter, the Waterloo Police Department should be contacted to resolve the matter.
12. The use of the trailhead must be in accordance with local and state law. Use of tobacco is prohibited in and around the building and alcohol can only be consumed if authorized by the

Clerk/Treasurer's Office or the City Council. Fire and safety laws must be observed and firearms are not allowed on trailhead premises at any time.

13. Any emergency occurring while using the facility must be reported to the Clerk/Treasurer's office or the Police Department.
14. All dogs must be leashed.
15. Vehicles are restricted to roadways and parking areas; **do not drive or park on the grass.**
16. The City of Waterloo reserves the right to review and/or refuse future use of the trailhead to any group based on past rental history. If a dispute arises regarding the use of the trailhead, the final decision rests with the Clerk/Treasurer.
17. The City of Waterloo reserves the right to cancel a scheduled reservation due to unforeseen circumstances. Notification of such cancellation will be given a minimum of 24 hours in advance if possible (especially in the case of weather). Renters should contact the Clerk/Treasurer's Office or the Waterloo Police Department if inclement weather threatens.

Contact Phone Numbers:

Waterloo Clerk/Treasurer's Office: 920.478.3025 (Monday through Friday 8a - 4:30p)
Waterloo Police Department: 920.478.2343 (Monday through Friday 7:30a – 3:30p)
~~Waterloo Regional Trailhead Office: 920.350.5234 (no set office hours)~~

Comprehensive Outdoor Recreation Plan



Waterloo, Wisconsin

Adopted:
DRAFT FOR 2015 CONSIDERATION

Plan Contributors

City Officials

Bob Thompson - Mayor
Matthew J. Ziaja - Alderperson Ward 1
William Springer - Alderperson Ward 2
Tim Thomas – Alderperson Ward 3
Lindsey Reynolds - Alderperson Ward 4-5
Angie Stinnett - Alderperson at Large
Jenifer Quimby - Alderperson at Large
Ron Griffin - Alderperson at Large

Parks Commission

Vacant – Waterloo Fire Department Board of Trustees
Al Kegler - Citizen Representative
William Springer – Citizen Representative
Jenifer Quimby – Waterloo School Board Representative
Angie Stinnett - Council Representative

Ex Officio Members

Gary Yerges – Public Works Director
Vacant – Waterloo Youth Sports Organization
Vacant – Friends of the Waterloo Regional Trailhead

Waterloo School District

Connie Schiestl – District Administrator
Maureen Adams – Elementary School Principal
Shannon Karcher – Intermediate/Middle School Principal/Special- Ed Director
Brad Donner – High School Principal (9-12)
Nancy Schoeneman – High School Art

City Staff

Chris Astrella, WCPC – Clerk/Treasurer
Gary Yerges - Public Works Director

Table of Contents

1. Introduction	4
2. Executive Summary	5
3. Goals and Objectives	6
4. Definitions	7-9
5. Planning Process	10
6. Summary of Past CORP Plan	10
7. Description of the Planning Region	11
8. Outdoor Recreation Natural Resources Inventory	11-12
9. Outdoor Recreation Facility Inventory	12-14
10. Accessibility for Persons with Disabilities	14
11. Outdoor Recreation Needs Assessment	15
12. Recommendations for Outdoor Recreation Provisions	16
13. Action Program	16-17
14. Expansion of Parks Program	18
15. Operation and Maintenance	18
16. Funding Programs	19
17. Summary	19
 Appendix	
Waterloo Map of Park and Green space	23
Park Facility Matrix	24
Connectivity Plan	25
Inventory & Analysis Maps	26-31
Concept Plans	32-39
Garman/Knowlton Master Plan	40-41
Estimate of Probable Costs	42-49
Amenities options	50-52
NRPA Standards	53
WDNR Grant Programs	54-55

INTRODUCTION

Recreational activities have always been an integral part of our outdoor environments and shape the aesthetic quality of a community. Rising median family incomes have changed lifestyles that have lengthened leisure time, allow improved mobility, and demand a greater need for quality environments that improve recreation opportunity.

Now is the time for a community like the City of Waterloo to plan for this increasing recreational need. It may take many years to implement all the desired recreation projects desired by the community. Laying a proper foundation and establishing a strategic implementation strategy will guarantee a high level of environmental quality. A comprehensive planning process will assist in protecting the community's valuable resources from unwise land use practices and ensure long term recreation opportunities for future generations. A planning process that engages and seeks input from the entire community will identify park and outdoor programs that pleases a diverse age group and satisfies a wide array of specialized activities.

This first step in providing quality recreation opportunities is proper planning. Proper planning must take into consideration a number of factors that include location of existing recreation areas, park site planning, distribution of population, new subdivisions, provisions for recreation programs, financing, maintenance and management. When recreation areas and facilities are developed with regard for the needs of the people they are to serve, they will be strategically located and properly designed. Further, as a result of this comprehensive process, implementation cost, maintenance and long term management will be critical factors in the development of the final plan.

This outdoor recreation plan represents a revision and updating of a program to provide quality recreation opportunities for the City of Waterloo.

EXECUTIVE SUMMARY

2014 – 2018 Goals and Objectives

1. **FIREMEN'S PARK:** Funding & implementing a multi-year Firemen's Park Capital Improvement Plan.
2. **WATERLOO REGIONAL TRAILHEAD:** In partnership with local and regional project supporters, establish and fund a five-year plan with non-levy dollars.
 - a. 2014: Fundraise and set up facility, install interactive displays, organize initial programs, plantings & signage (phase 1).
 - b. 2015: Fundraise for recurring expenses, playground & install playground, plantings & signage (phase 2), install interpretive kiosks, additional programming.
 - c. 2016: Complete outdoor amenities, continue programming, and fundraise for recurring expenses & special projects, building regional support.
 - d. 2017 - 2018: Continue facility fundraising & programming.
3. **STAFFING:** Identify sustainable funding to bring additional staff support to park & recreational activities including those currently provided by the Waterloo Youth Sports Organization and others.
4. **PARK MAINTENANCE:** Seek adequate funding for existing parkland maintenance.
5. **NEW PUBLIC SPACES & BIKE ROUTES:** Develop park space and public space along the Maunasha River including 720 West Madison Street and 333 West Madison Street, 203 East Madison Street and establish a Dog Park in Firemen's Park between the Maunasha River pedestrian bridge and the Wastewater Treatment Plant. Also prepare for bike and pedestrian routing opportunities resulting from Jefferson County grant applications for a Waterloo to Watertown bike route.

GOALS AND OBJECTIVES

Through a comprehensive public outreach campaign and active discussions with the City of Waterloo Parks Commission and city staff, a detailed list of goals and objectives were developed for the Comprehensive Outdoor Recreation Plan.

- Provide and maintain active and passive recreational lands to meet current and future recreational needs
- Ensure that parklands are designed to meet the special needs of all residents
- Update the CORP plan to Wis. DNR standards
- Adequately fund parkland maintenance, acquisition and future park facility development and create excitement and awareness for the Waterloo parks
- Promote Waterloo Parks other than Firemen's Park
- Use available resources to further enhance the quality of the City's park system
- Reduce general city maintenance of parklands and green space
- Develop an implementation strategy for parkland improvements and acquisitions
- Bring a more graphic approach to the CORP to increase fundraising abilities
- Develop strong community support and increase user frequency
- Create diversity of use and program for the park system
- Develop a comprehensive park system
- Promote resident support and involvement in the development, improvement, and maintenance of the City's parks and open spaces
- Provide residents with safe and reliable recreation equipment throughout the City park system
- Provide adequate management and staffing to oversee park and open space maintenance Waterloo Comprehensive Outdoor Recreation Plan 2014

Definitions

County, state and federal agencies have quite varied and extensive recreation and resource protection responsibility. Although these recreation elements are used as a guide, community agencies are most often concerned with meeting local daily recreation needs that provide a variety of park settings which serve all age and user groups within the local community. The following selected definitions of types of parks are those considered most appropriate for the City of Waterloo.

Parkland Classifications

Parkland classification is determined by the Wisconsin Statewide Comprehensive Outdoor Recreation Plan (SCORP) standards and by the City of Waterloo. The following are the City of Waterloo's general guidelines for parkland classification.

Mini Parks

Summary: A play lot or playground providing space for parental supervised recreation of toddlers and young children within a neighborhood, or as part of a larger neighborhood or community park and urban center, including retail shopping area.

Size: 0.5 to 2 acres

Amenities: Generally include sand play areas, play apparatus, play equipment and other special child-oriented features.

Neighborhood Park

Summary: A neighborhood park, by size, program, and location, provides space and recreation activities for the immediate neighborhood in which it is located. It is considered an extension of neighborhood residents' "out-of-yard" and outdoor use area.

Size: 1-25 acres

Amenities: Compatible with the neighborhood setting and park site constraints. Generally includes the following facilities, which are determined with public input as to use and activities:

- Parking (10 – 20 vehicles)
- Restrooms
- Tot lot/ children's play
- Family/ group picnic facility
- Informal picnic area with benches and tables
- Unstructured turf grass plays area or practice field
- Sports Facilities: Basketball, volleyball, softball/baseball field, tennis courts, ice skating, or additional features.
- Efforts should be made to allow easy pedestrian access to the park

Community Park

Summary: A community park, by size, program, and location, provides space and recreation activities for a defined service area, the entire city, or significant geographic segment of the city's population.

Size: 5 – 150 acres

Amenities: Compatible with the neighborhood setting and park site constraints. Generally includes the following facilities, which are determined with public input as to use activities:

- Off-street Parking
- Restrooms
- Community recreation center
- Park maintenance and equipment storage
- Tot lot/ children's play
- Family/ group picnic shelters
- Informal picnic area with benches and tables
- Unstructured turf grass play area or practice field
- Sports Facilities may include: Basketball, volleyball, softball/baseball field, tennis courts, ice skating, Jogging trails, concessions, football or additional features.

Special Use Park

Summary: A special use park satisfies a demand for a particular sport, recreational activity, or special event. A special use park may also be a sports park combined with enterprise activities and administered as a community recreation resource.

Size: Determined by size available and program.

Amenities: Special use parks require facility programming that is based on community needs and may include:

- Bandstand/ Amphitheater
- Memorial features
- Water play park
- Festival/swap meet/farmers market
- League/individual sports complex
- Fitness/entertainment center
- Skateboard/in-line hockey park
- Recreation programs and classes
- Youth/community center

School Park

Summary: School park sites complement other community recreation or open lands. The important outcome in the joint-use relationship is that both the school district and park system benefit from shared use of facilities and land area.

Size: Varies, dependent on school. Waterloo Comprehensive Outdoor Recreation Plan 2014

Amenities: Typically used for neighborhood and community recreation services. The functions may include sports, recreation classes, passive recreation activities, and other recreation programs suitable for an elementary or secondary education school.

County Park

Summary: County parks consist of land that is specifically set aside for active and passive recreation uses, and accommodate large gatherings, special events, or individual users. County parks offer a wide variety of compatible outdoor recreation activities, and may provide areas that do not primarily serve a recreational purpose such as protected natural areas, historic areas, and special use areas.

Size: Varies

Amenities: Recreation trails, hiking, picnic areas, Native American Burial Mounds

Nature/Conservation Area

Summary: Nature/conservation areas compliment the park system by providing active and passive recreation in natural environments.

Size: Determined by size of lands available.

Amenities: Generally determined by terrain, topography and vegetation ecosystems, which may include

- Recreational trails (hiking, bicycling, mountain biking, cross-country ski, etc.)
- Picnic areas
- Wildlife observation
- Vegetation studies
- Fishing access

Specialized Recreation Areas

Golf courses, historic sites, and conservancy areas are examples of specialized recreation areas. Most of these have limited active recreation value, are undeveloped for recreation, or are not always available for use by the public. Such areas were not considered in the initial evaluation of recreation needs for Waterloo. However, recent encroachments along the Mauneha River and of the many scenic vistas around the community have increased the need to protect these valuable natural resources. In addition, other changes have occurred that illustrate the need for the protection, enhancement, and perpetuation of such elements that reflect the City's cultural, social, architectural and geological history.

Other Recreation Facilities

Waterloo is fortunate to have numerous non-park recreational facilities. The indoor swimming pool at the high school is available year round for recreational swimming. Tennis courts and a weight room are also available at the high school. The new bike trail/route allows safe travel across the city from east to west.

Planning Process

A three phased planning process was developed to complete the Comprehensive Outdoor Recreation Plan. The first phase focused on understanding the physical assets and constraints of the individual park and green space areas. Site visits, gathering base map information and reviewing past planning documents greatly impacted the design and program for each area. The Waterloo Parks Commission desired a strong voice to come from the school district. An interactive workshop was held that allowed students to draw on base maps and create typical designs for what they desired in a park. Through an active series of meetings with the Waterloo Parks Commission, a public open house, a month long community survey and numerous stakeholder interviews, a program was developed for each existing park and new park locations were identified to accommodate future growth of the city.

Once the first phase of investigation and park programming was completed, design alternatives that incorporated the desire park program were developed for each park area. Design alternatives included concept plans, typical cross sections, and sketches to convey design intent. Accompanying the concept plans were estimates of probable cost, developed to aid in the decision making process. Preliminary recommendations were presented to Parks Commission for review and revisions and the preferred plans were revised and presented at an open house for public comment.

To complete the Comprehensive Outdoor Recreation Plan update, direction coming from the Parks Commission presentation and the Public Presentation meeting were documented and incorporated into this final document. Revisions to individual green space and park area plans and revisions to the estimates of probable cost were completed and incorporated into the final CORP. Research was completed to identify potential funding sources for park improvements. The existing CORP text was revised and updated to reflect the new recommendations. The final Comprehensive Outdoor Recreation Plan was organized to be a more graphic document that is a valuable planning tool for the future development of Waterloo's park system.

SUMMARY OF PAST CORP

The first plan completed by the Department of Natural Resources in 1972, inventoried the supply of recreation areas and evaluated their adequacy. Recommendations for action to eliminate those deficiencies were outlined. The 1972 plan was subsequently updated in 1979, 1988, 1996, 2001 and 2008. Whereas many of these recommendations have since been implemented, the City realizes that several changes have occurred affecting the recreation needs within the community.

This report is not only an update of the first six plans, but also includes some considerations not previously discussed. The plan begins with definitions of types of recreation areas and proceeds to an inventory of Waterloo's current supply of recreation areas and standards for evaluating their adequacy. Comparison of existing park acreage, facilities, and locations with those needed in the community is the basis for identifying deficiencies, which should be corrected. The concluding section consists of recommendations for action to eliminate present deficiencies, it is hoped that this coverage and organization of the plan content will provide a clear framework for community efforts to meet daily outdoor recreation requirements, protect resources and provide a more desirable community environment. Waterloo Comprehensive Outdoor Recreation Plan 2014

Description of the Planning Region

Historic / Social

Waterloo has an interesting heritage and unlike many communities has been able to maintain many of the nineteenth and early twentieth century residential and commercial buildings. These buildings are relatively unaltered and the overall quality of a rural village is well preserved. To date, the City has undertaken only minor historic preservation efforts. The Wisconsin State Historical Society has established a downtown historical district and a copy of the National Register report can be obtained at Waterloo's City. Secondly, due to the hard work of many Waterloo citizens, Waterloo's Carousel has too been inducted into the Wisconsin State Historical Society. Fortunately, a local historical society has been formed and has purchased the old St. Joseph's Church, which has been converted into a museum to display local history. Another effort underway is the continued indexing system designed to trace the history of the community.

Population Projections

From 1972 to 1980, Waterloo experienced a slow but steady increase in residents. Since 1980, the City grew to 2,712 in 1990 and a 3,259 population in 2000. As of October 13, 2011 the City of Waterloo population is 3,334 residents.

Based on current economic trends, it is projected that the population of Waterloo will reach 3,835 by the year 2015. This projection is based on the continued implementation of current zoning and subdivision regulations dictating residential densities.

Population Projections (2008 Waterloo Comprehensive Plan)

Year:	2000	2005	2010	2015	2020	2025	2030
Population:	3,259	3,317	3,576	3,835	4,093	4,352	4,611

Outdoor Recreation/Natural Resources Inventory

The following are descriptions of natural resource areas available to residents of Waterloo for recreation purposes.

Garman Nature Preserve

The Dr. J.S. Garman Nature Preserve is a special place that provides public access to a 40 acre wooded tract within the City of Waterloo. The woodlands extend west and south of the property for a total wooded area of 54.2 acres. The preserve is located on one of the highest hills in northwestern Jefferson County, at over 980 feet in elevation. The northwest hillside is particularly steep with slopes of over 35 percent for short distances.

The Preserve has two unique features making it a special landscape for Jefferson County. The first feature is more than twenty Indian mounds, located along the eastern ridgeline of the drumlin within the Preserve. Indian mounds are protected by the Wisconsin Burial Sites Law. These mounds are a sacred site for Native Americans and may still contain burials. Jefferson County intends to work with the Ho-Chunk Nation to stabilize and preserve the mounds and to create educational opportunities on Native American culture and the Indian mounds. The second feature is the yellow giant hyssop (*Agastache nepetoides*), a plant species on the Wisconsin State Threatened list.

Jefferson County is required by law to protect the yellow giant hyssop and cannot destroy plants through construction or activities in the Preserve. The yellow giant hyssop is a savanna indicator species, meaning it is usually found in areas that once supported a savanna ecosystem. Remnant savanna communities are extremely rare today. Many parts of Jefferson County were covered with savanna or oak openings prior to the mid-1800s.

Mauneshia River

The Mauneshia River is a 33.5-mile-long tributary of the Crawfish River in south-central Wisconsin. The Mauneshia winds through the city and creates many opportunities for urban and natural water recreation within the city limits.

Glacial Heritage Area

The Glacial Heritage Area project is a coordinated series of parks, preserves, wildlife and natural areas, and other conservation lands in Jefferson County that are linked together and to nearby cities and villages with different types of trails. This network or "string and pearls" will provide readily accessible opportunities for residents and visitors to get outdoors and hike, watch wildlife, fish, paddle, hunt, camp, cross country ski, ride horses, and participate in other nature-based activities.

Waterloo DNR Wildlife Area

This impressive natural area is approximately 4000 acres with a diverse range of vegetative habitat types. These habitat types include open water marsh, sedge meadow, fens (including a state natural area), lowland and upland hardwoods, some native prairie, and extensive shrub carr ecosystem. The wildlife area is approximately one mile east of the city of Waterloo, in northwestern Jefferson County and southwestern Dodge County.

Outdoor Recreation Facility Inventory

Below is an inventory of all the outdoor recreation facilities available to the residents of Waterloo.

Firemen's Park

Classification: Community Park

Size: 60 acres

Parking: Off-street

Amenities: Central stadium style adult and youth baseball field, youth baseball and softball fields connections to Mauneshia River, bike path, disc golf, playground, war memorial, private pavilions, storage buildings, restroom buildings, concession buildings, basketball courts, natural play grounds, Historic Carousel, natural parking, oak lawns, yard waste refuses storage, water fountains and walking trails. Waterloo Comprehensive Outdoor Recreation Plan 2014.

Youker Park

Classification: Special Use Park

Size: 5 acres

Parking: On-street/off-street

Amenities: Two story, cottage style youth center with lounge areas lower bathrooms (once used for ice skating warming house), memorial stones, eight car parking, bike path, Mauneshia River access, Mill Pond native planting restoration, and mown native trails.

Veteran's Memorial Park

Classification: Special Use Park

Size: 0.25 acre

Parking: On-street

Amenities: Central downtown gathering space with covered performance stage, refurbished Mauneshia Business Center, war memorial, limestone clad seat wall, water fountain and ornamental plantings.

Morrison Field

Classification: Neighborhood Park

Size: 4.1 acres

Parking: On-street/off-street

Amenities: Soccer fields with goals, on street parking and small parking lot, memorial sign, lawn seating, port potty and open lawn park space.

Indian Hills Nature Area

Classification: Nature/Conservation Area

Size: 11.1 acres

Parking: On-street

Amenities: Slightly restored native wooded area with limited bark walking paths.

Heritage Hills Park

Classification: Neighborhood Park

Size: 2.3 acres

Parking: On-street

Amenities: Open lawn practice fields surrounded by residential development and agricultural fields. Informal baseball backs stops 1 to 2 off street parking spaces.

Waterloo Regional Trailhead

Classification: Neighborhood Park

Size: 2.5 acres

Parking: Off-street

Amenities: Twenty seven car and two Handicap parking and connections to Garman Preserve. Warming Room, Wi-Fi, men's and women's bathrooms, covered deck

Mauneshia River Greenway

Classification: Special Use Park

Parking: On-street

Amenities: A hidden gem of downtown Waterloo is the Mauneshia River walk. Stemming from a UW landscape architecture student thesis project a portion of the north bank of the Mauneshia River, between the two bridges, has been developed into an informal river walk. The area holds a stamped asphalt river walk, benches, ornamental lighting and accent plantings. The area is frequently flooded and has shown wear over the years but is maintained by the public works department. A recent grant awarded to the city for flood mitigation in the south Monroe Street area could be used for improving and expanding the Mauneshia River walk.

Holy Family School

Classification: School Park

Size: 2 acres

Parking: Off-street

Amenities: Asphalt surface games, play structures back stops and large mowed recreation field.

Waterloo Public School Playground

Classification: School Park

Size: 10 acres

Parking: Off-street

Amenities: Structured football stadium with track, lighted tennis courts, exercise/fitness course, open lawn practice fields and large play structures.

Garman Nature Preserve

Classification: County Park

Size: 80 acres

Parking: Off-street

Amenities: Wooded area with invasive species, groomed mulch walking paths, entry sign, interpretive signage, Indian mounds and eight space paved parking lot, restrooms and covered picnic area with tables.

Accessibility for Persons with Disabilities

The City of Waterloo's recreation facilities have limited accessibility to the handicapped, although some improvements have been made at Firemen's Park. Planned improvements to city facilities need to include accessibility criteria to meet the needs of residents, as well as the American's with Disabilities Act (ADA) requirements.

Outdoor Recreational needs Assessment Public Input Assessment

See appendix for detailed survey results

Outdoor Recreation Need Standards

The National Recreation and Park Association (NRPA) have outlined standards for evaluating a community's park system by comparing the developed open space of park and recreation areas to the community's population. The NRPA suggests that as a minimum, a park system be composed of an overall or "core" system of 6.25 to 10 acres per 1,000 population. The park system is further defined by park classifications.

Mini Park	1/4 - 1/2 acre / 1,000 population
Neighborhood Parks	1 -2 acres / 1,000 population
Community Parks	5 - 8 acres / 1,000 population
Core Park System	6.25 – 10 acres / 1,000 population

(See Appendix _____ for a detailed table of the NRPA standards.)

The standards outlined by the NRPA are intended to be used as a planning guide. Each community has different and unique parklands and opportunities. In Waterloo, the "core" parkland system exceeds 10 acres/1,000 populations, primarily due to Fireman's Park 50 acres size. However, one large park does not satisfy all of a community's parkland needs. A well-balanced park system incorporates a variety of park types and sizes to serve the community.

Recommendations for Outdoor Recreation Provision

Park and outdoor recreation facilities are more than the physical aspects that fill up the park and open spaces. Creating awareness, developing programs and activities, coordination between user groups and city staff, budgeting and procuring funding and everyday upkeep of the park and open spaces are crucial behind the scene activities needed to ensure long term use and sustainability of a communities open spaces for future generations. The following are recommended additions for the current park programming and facilities operations.

- Increase community and user group involvement
- Create a "Friends of Waterloo Parks" group to help with annual clean up and program activities
- Work with local animal groups and veterinarian clinics to develop a dog park on the south side of Fireman's Park
- Collaborate with McKay Nursery to investigate the expansion of the existing pedestrian path system through the nursery grounds.
- Invite and encourage local Scout Groups to participate in park activities and operations and identify potential Eagle Scout projects to improve the park and outdoor spaces of Waterloo
- Develop and organize an annual Mauneha River clean up
- Hire a Park and Recreation Director that consolidates the operations, oversight and programming of all Waterloo parks
- Increase teamwork and collaboration among Waterloo committees and agencies (Parks Commission, Fireman's Park board of Trustees, Public Works, WYSO, etc.)
- Develop an annual allocation for park and open space improvements in the Waterloo Capital Improvement Budget
- Create a parkland policy for all new developments
- Increase public awareness of the park system and programs through Identity/Way finding Program
- Continue the investigation of reducing maintenance of smaller city owned out lots by transferring ownership to adjacent property owners or programming green space for active use or plantings of native species

Action Program

Some improvements as recommended in past Recreation Plans have been implemented, particularly those related to Firemen's Park and a south side park. Others are still being considered as future community action. A strategic action plan with desired implementation items, timeline and budget should be developed to prioritize program facilities improvements. Below is a discussion of recommendations made for existing, planned and proposed recreation sites in Waterloo.

Existing Recreation Sites:

Firemen's Park

- Develop master plan and strategic improvement plan
- Development of Dog Park on south side of park Waterloo Comprehensive
- Outdoor Recreation Plan 2014

Heritage Hills Park

- Connection path to Highway 19
- Field reorganization and improvements
- Parking, pavilion and play structure improvements
- Pedestrian path through park

Youker Park

- Mowing of interpretive path
- Improve and expand street parking
- Design and permitting for canoe/Kayak launch
- Design and implement interpretive nodes
- Design and build bridge connection to City Hall

Veteran's Memorial Park

- Improvements to Maunasha Business Center
- Connection to city parking lot
- Fundraising for Phase I and Phase II construction
- Construction documents for Phase I improvements
- Phase I Construction
- Fundraising for Phase II construction
- Construction documents for Phase II improvements
- Phase II construction

Morrison Field

- Morrison Way street and parking improvements
- Bleacher and spectator improvements
- Field improvements
- Restrooms at Morrison Way
- North side pavilion, parking and play structure
- Pedestrian path through park

Indian Hills Nature Area

- Clearing and grubbing of invasive plants
- Connecting paths to internal mulch path
- Path grading and re-mulching improvements
- Design and implement interpretive nodes
- Design and implement park entrance signs

Garman/Knowlton Park

- Waterloo Regional Trailhead
- Design and locate appropriate signage for the Trailhead and Park
- Fundraising for park improvements

Van Holten Property Adjacent to Trek Bikes, Waterloo Vet Clinic and Van Holten Pickles

- Currently an empty piece of property
- Adjacent to Maunasha River, floods periodically
- Future use will be a park, could include a kayak launch

Expansion of Park Program

The neighboring needs analysis suggests that Waterloo should both improve existing park and playgrounds and expand park facilities. Recommendations for neighborhoods that require the greatest amount of additional land for outdoor recreation are as follows:

Maunsha River Greenway

Floodplains, wetlands and ground water are an environmental concern in recreation development. The City should consider either through purchase or through dedication, to acquire a minimum of 50 feet on both sides of the Maunsha River from the East Madison Street Bridge north along the River to the City limits to protect this resource. A recreational trail or river walk would provide enjoyment of this scenic area as well.

Open Space Areas

The City of Waterloo has a responsibility to protect open space and valuable water resources from urban sprawl. The community is fortunate to have wooded hillsides, wetlands, the Maunsha River, and the Youker Park native area. Yet, many scenic resources have been usurped by development or blocked from public view or access.

To correct past errors and provide for an improved community environment, efforts should be made to acquire additional open space. This will insure that these important resources are physically and visually available in the future. Suggestions for action that could accomplish these objectives include:

- Rezoning lands as conservancy districts
- Purchasing of back lots that are adjacent to the mill pond or river
- Using scenic easements and subdivision plat review to protect wooded
- Tracts and wetland from being lost permanently to development

Signage

Signage of the park and recreation sites is one portion of the park program that needs attention. To increase local awareness, all parks should be signed. Names of proposed parks should be descriptive of the natural environment and of the specific site designated. Signs should be constructed of a rustic material and should be uniform in design throughout the city. Directional signs from major highways would also be helpful to visitors to the city.

Operations and Maintenance

Provisions for sufficient land areas and park facilities are important to a community. Even more important, however, is the need to maintain existing areas and park equipment. Waterloo's public works department should establish a regular schedule of park surveillance and inspection. The following items to be considered are:

1. Trash removal
2. Litter
3. Broken play apparatus Waterloo Comprehensive Outdoor Recreation Plan 2014
4. Mowing and trimming
5. Hazards
6. Youker Park Nature area and Maunasha River bank and bottom cleanup
7. Vandalism prevention

Funding Programs

Possible sources of funding available include Wisconsin State Agencies such as the Department of Natural Resources (DNR), Department of Development (DOD), Department of Transportation (DOT), Wisconsin Housing and Economic Development Authority (WHEDA), Wisconsin Conservation Corp. (WCC), State Historical Society and Board of Commissioners of Public Works.

Financing tools are also available at the city level that may be implemented, such as: special tax district, tax incremental financing, special assessments, or special charges and fees.

A list of Outdoor Recreation Grant Programs Administered by the WDNR is included in Appendix

Summary

Communities must recognize that recreation is essential to the welfare and happiness of their citizens. The scope of Waterloo's present recreation program indicates that the city has accepted the responsibility to provide for its citizens recreational needs. The recommendations outlined herein suggest ways to meet these needs and further improve the City's fine recreation program.

The proposed program is ambitious and will require considerable expenditures. However, many improvements and modifications are within the community's financial limitations. Community leaders must establish priorities, and attempts made to reach agreed-upon goals. When the community desires major site improvements, it is suggested that it work closely with the Department of Natural Resources Recreation Grant Programs to secure financial assistance.

The City should update its outdoor recreation plan to accommodate the ever changing community needs and desires. Continuous planning and plan revisions every five years will guarantee Waterloo's ability to meet the outdoor recreation needs of its citizens and help to improve the aesthetic and program standards for the already attractive community.

Appendix

Public Open House Poster

Waterloo Comprehensive Outdoor Recreation Plan 2014

Park Facility Matrix

Waterloo Comprehensive Outdoor Recreation Plan 2014 Waterloo Comprehensive Outdoor Recreation Plan 2014

Waterloo Comprehensive Outdoor Recreation Plan 2014 Waterloo



136 North Monroe Street
Waterloo, Wisconsin 53594
Phone (920) 478-3025
Fax (920) 478-2021

Ordinance #2015-03

An Ordinance Amending Chapter §19 BOARDS, COMMISSIONS and COMMITTEES of the Municipal Code Relating to the membership of the Parks Commission

The Common Council of the City of Waterloo, Wisconsin does hereby ordain as follows:

SECTION 1: CHAPTER §19 BOARDS, COMMISSIONS and COMMITTEES is hereby repealed and recreated as follows:

See accompanying pages.

SECTION 2: This ordinance shall take effect and be in force after its passage and publication in a manner provided for by law. This ordinance was adopted in book form and is available for public inspection at the City Clerk/Treasurer's Office, 136 North Monroe Street, Waterloo Wisconsin [Wis. Statutes 66.0103(2)].

Acted on and adopted at a regular meeting of the Common Council on Xxxxxx xx, 2015

City of Waterloo

Signed: _____
Robert H. Thompson, Mayor

Attest:

Chris M. Astrella, WCPC
Clerk/Treasurer

Date Adopted: xxxxxxxxxxxxxxxx
Date Published: The Courier, xxxxxxxxxxxx

Chapter 19 BOARDS, COMMISSIONS and COMMITTEES

[Amended by Ord. No. 87-7; Ord. No. 97-2; 3-19-2009 by Ord. No. 2009-05]

A.

Membership.

(1)

The Parks Commission shall consist of **five** ~~seven~~ members, all appointed by the Mayor and subject to confirmation by Council, in the following manner:

(a)

The Waterloo School Board **and** the Waterloo Fire Department Board of Trustees, ~~the Waterloo Youth Sports Organization and the Youth Board~~ shall each propose to the Mayor a member to serve on the Parks Commission. The Mayor may then appoint such suggested individual(s), ~~as he or she so elects~~, to the Parks Commission.

(b)

The Mayor shall appoint one Council member to a one-year term and two citizen members, to the remaining positions.

[Amended 5-7-2009 by Ord. No. 2009-06]

(c)

The first appointments of the **four** ~~six~~ non-Council members shall be for the following terms: **one** ~~two~~ for one year, **one** ~~two~~ for two years and two for three years. Thereafter, the terms of non-Council members shall be for three years and until their successors are appointed and qualified. Vacancies shall be filled for the unexpired term by the Mayor, subject to Council confirmation.

[Added 5-7-2009 by Ord. No. 2009-06]

(2)

~~In the event any of the organizations described in Subsection **A(1)(a)**, above should cease to exist for any reason, then following the date of its termination as an organization, the number of citizen members appointed by the Mayor shall correspondingly increase.~~

B.

Ex officio members. The Public Works Director, the **Waterloo Youth Sports Organization and the Friends of the Waterloo Regional Trailhead** ~~Recreation Director and the Youth Director~~ are hereby appointed as ex officio members of the Parks Commission, to serve in advisory roles, without the power to vote. Such ex officio members shall not be counted for purposes of determining a quorum of the Parks Commission.

C.

Powers and duties. The Parks Commission shall administer the operations of City parks in accordance with Chapter **273** of this Code.⁽¹⁾

[1]:

Editor's Note: Former § 19-11, Youth Board, added 10-20-2003 by Ord. No. 2003-5, as amended, and which immediately followed this section, was repealed 5-20-2010 by Ord. No. 2010-04.