



136 North Monroe Street  
Waterloo, WI 53594  
Phone: (920) 478-3025  
Fax: (920) 478-2021  
[www.waterloowi.us](http://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