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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: TUESDAY, DECEMBER 15, 2015
Time: 5:00 P.M.
Location: MUNICIPAL BUILDING – 136 NORTH MONROE STREET

1. ROLL CALL AND CALL TO ORDER
2. MEETING MINUTES APPROVAL: JULY 21, AUGUST 18, SEPTEMBER 15, SEPTEMBER 23, OCTOBER 20, & NOVEMBER 17, 2015
3. CITIZEN INPUT
4. NEW BUSINESS
 - a. Authorizing Distribution Of A Parks Management Agreement Request For Proposals Document
 - b. Parks Management Policy Revisions – Council Recommendation
 - c. Park Operations Ordinance Revisions – Council Recommendation
5. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING
 - a. Ice Rink At Waterloo Regional Trailhead
 - b. 720 W. Madison St. Park Planning Draft, Kunkel Engineering – March
 - c. Next Meetings
6. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

Posted, Emailed & Mailed: 12/11/2015

-Committee Members: Stinnett, Kegler, Quimby, Springer, Board of Trustees representative (vacant), Ex-Officio Advisory Members: Gary Yerges - Public Works Director, Gabe Haberkorn -Waterloo Youth Sports Organization Representative, Richard Jones and Charles Crave – Waterloo Regional Trailhead Implementation Team.

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 Meeting Minutes
September 15, 2015

1. Roll Call and Call to Order

Springer called the meeting to order at 5 p.m. Roll Call: Present: Quimby, Kegler, Stinnett and Springer. Absent: WFD Board of Trustees Representative. Others present: Dan & Lisa Hirschert.

2. Meeting Minutes Approval: July 21, 2015 and August 20, 2015. Moved by Quimby, seconded by Kegler to table the minutes until such time as they are prepared. Motion Carried.

3. Public Comment

Dan Hirschert spoke in regards to an interest of starting a pollinator project in the City of Waterloo whereby caterpillars and other species would be grown. Dan and Lisa further explained the process in which certain plants would need to be planted to attract the species of migration. They felt it a good idea for Waterloo and educational for children to become a Monarch Way Station. They explained the process of becoming a Way Station. It was suggested that the prairie land process would cut back on DPW mower time. Kegler volunteered to work with the Hirscherts to get the project started. The conversation continued forward discussing the clover property by Giese's property. Lisa Hirschert spoke with Maureen and she stated she did not care about the butterflies and that she liked to watch the geese and ducks. Dan Hirschert said that the goose feces goes into the pond and makes a complete mess which is not good for the environment. The taller the vegetation the less geese there will be in that area.

3. Reports

a. Firemen's Park Trustees Register Reports – 2014 Financial Report

The committee reviewed the 2014 Firemen's Park Trustees Register Reports. There were some items that were discussed in more length. The question of the City selling beer and liquor came up. Quimby asked DPW Yerges what his thoughts were of maintaining the park. Yerges did mention that Public Works would not clean the buildings. Lease agreements were discussed along with other means to make ends meet and eventually make profits for Firemen's Park. It will be a long process and certain people will need to be involved, such as WYSO, Chris Abell, Mayor, Gary Yerges, Home Talent, and anyone involved with the park. Hansen felt that the key would be the marketing person. Dick Jones felt an Event Coordinator was the needed factor both with Firemen's Park and the Waterloo Trailhead. Hansen will poll committee members and others who are involved when the meeting date will be.

b. Waterloo Regional Trailhead Revenue and Expenditures as of 8/31/2015

Hansen explained the handout of Revenue and Expenditures as of 8/31/2015 for the Waterloo Regional Trailhead.

4. Unfinished Business

a. Comprehensive Outdoor Recreation Plan – Drafting Update

Hansen mentioned it was still a working document.

b. 2016 Park Planning and Budget Recommendation

- i. Firemen's Park**
- ii. Waterloo Regional Trailhead**
- iii. All Other Parks**

Stinnet questioned the 90-day notice. Quimby felt that the event coordinator issue should be resolved first. Decisions need to be made prior.

5. New Business

a. 720 West Madison Street Park – Phase 2 Planning

Hansen mentioned the plan was similar. The committee reviewed and discussed the plans that were supplied. Hansen was directed to contact Kunkel Engineering to a first draft.

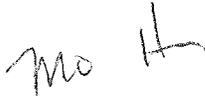
6. Announcements, Future Agenda Items and Next Meeting

Hansen mentioned the Waterloo Regional Trailhead free list needed to be added to the agenda. The Portland 4H would like to be added to that list.
October 20, 2015 next meeting.

7. Adjournment

Moved by Quimby, seconded by Kegler to adjourn. The motion carried unanimously. The meeting adjourned at approximately 6:00 p.m.

Attest:



Morton J. Hansen
Clerk/Treasurer

TO: PARK COMMISSION
FROM: MO HANSEN
SUBJECT: FIREMEN'S PARK AND MUNICIPAL PARK OPERATIONS – OPTIONS OUTLINE
DATE: NOVEMBER 2, 2015

In an attempt to aid this discussion, below is an outline listing decision points and success measures for park operations.

1. ORGANIZATIONAL OPTIONS:

- a. RENEW CURRENT OR MODIFIED AGREEMENT WITH TRUSTEES
- b. GROW A MUNICIPAL PARKS DEPARTMENT
- c. CONTRACT WITH A SERVICE PROVIDER
- d. BUILD VOLUNTEER BASED OPERATIONS

2. PARKS ORGANIZATION/OPERATIONS FLOW CHART:

- a. Crafted from decision above

3. PARKS FUNDRAISING CAMPAIGN:

- a. Recruit Campaign Co-Chairs and Volunteer Committee
- b. Budget
- c. Timeline

4. COMMUNITY RELATIONS/COMMUNICATION PLAN:

- a. Convey organizational decision determined above from item #1
- b. 2016 communication plan
- c. Recurring communication plan

5. MEASURING SUCCESS:

- a. User satisfaction
- b. Recurring private customers
- c. Financial
 - i. Revenues
 - 1. Programming/Event Fees
 - 2. Donations
 - a. Individuals, Corporations and Foundations
 - 3. Municipal Annual Support
 - 4. School District Annual Support
 - 5. Other
 - ii. Expenses
 - 1. Lawn, open space & recreational space grounds keeping
 - 2. Pre/post event facility readiness & clean-up
 - 3. Facility maintenance

- 4. Utilities
- 5. Marketing/communications
- 6. Capital Improvements tied to multi-year fundraising capital campaign
- d. Quantity/quality of recreational programing
- e. Quantity/quality of private events
- f. Quantity/quality of public non-recreational events

Mo Hansen

From: notifications@mail-do1.rschooldtoday.net
Sent: Tuesday, December 01, 2015 9:07 AM
To: cityhall@waterloowi.us
Subject: Facilities Request Approved

Jan. Meeting Schedule Notes

Dear Mo Hansen,
We are pleased to inform you that your request for facilities has been approved.
Please contact our Facilities Department if you have any question about your request.

Comment:
APPROVE

Email-notification about activity request:

Activity Name: Community Economic Development Workshop
Client: City of Waterloo
Requested by: Mo Hansen

5:00 PM oked
by Karen Weihert
12/8/2015

^{05:00}
Date & Time: 01/19/2016 - ~~06:00~~ PM to 08:30 PM
Attendance: 0
Requested Facility: High School - Room 131 HS LMC

^{05:00}
Date & Time: 01/19/2016 - ~~06:00~~ PM to 08:30 PM
Attendance: 0
Requested Facility: High School - Room 135 →

Parks Comm.

^{05:00}
Date & Time: 01/19/2016 - ~~06:00~~ PM to 08:30 PM
Attendance: 0
Requested Facility: High School - Room 136 →

Community Dev. Authority
+
Community Dev. Comm.

^{05:00}
Date & Time: 01/19/2016 - ~~06:00~~ PM to 08:30 PM
Attendance: 0
Requested Facility: High School - Room 138 →

→ Waterloo Chamber of Commerce

Thank you,
Karen Weihert, Administrative Assistant
Waterloo School District
weihertk@waterloo.k12.wi.us
920-478-3633 ext 4503