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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, JANUARY 19, 2016  
**Time:** 5:00 P.M.  
**Location:** WATERLOO HIGH SCHOOL, 865 N. MONROE STREET -- ROOM 135

1. ROLL CALL AND CALL TO ORDER
2. MEETING MINUTES APPROVAL: JULY 21, AUGUST 18, SEPTEMBER 23, OCTOBER 20, NOVEMBER 17 & DECEMBER 15, 2015
3. CITIZEN INPUT
4. UNFINISHED BUSINESS
  - a. Parks Management Policy Revisions – Council Recommendation
  - b. Park Operations Ordinance Revisions – Council Recommendation
  - c. Ice Rink At Waterloo Regional Trailhead
5. NEW BUSINESS
  - a. Parks Management Services Submittals - Review And Action NOTE: The body may convene into closed session pursuant to 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session
  - b. Permission To Geocache In Parks And Public Areas, Jennifer Tomaloff
  - c. Waterloo Fire Department Board of Trustees Treasurer's Reports – July through December, 2015
6. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING
  - a. 720 W. Madison St. Park Planning Draft, Kunkel Engineering – March
  - b. Completion Of Comprehensive Outdoor Recreation Plan
  - c. Next Meetings
7. ADJOURNMENT

Mo Hansen  
Clerk/Treasurer

Posted, Emailed & Mailed: 01/14/2016

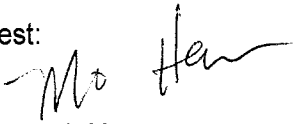
-Committee Members: Stinnett, Kegler, Quimby, Springer, Board of Trustees representative (vacant), Ex-Officio Advisory Members: Gary Yerges - Public Works Director, Gabe Haberkorn - Waterloo Youth Sports Organization Representative, Richard Jones and Charles Crave – Waterloo Regional Trailhead Implementation 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  
December 15, 2015**

1. ROLL CALL AND CALL TO ORDER: Springer called the meeting to order at 5 p.m. Roll Call Voting Members Present: Kegler, Stinnett and Springer. Late – Quimby. Ex-officio Members Present: Public Works Director Gary Yerges, Gabe Haberkorn, WYSO Representative. Others Present: Gerald Bukatz, Jennifer & David Tomaloff and Mo Hansen, Clerk/Treasurer.
2. MEETING MINUTES APPROVAL: JULY 21, AUGUST 18, SEPTEMBER 15, SEPTEMBER 23, OCTOBER 20 & NOVEMBER 17, 2015. Moved by Stinnett, seconded by Kegler to approve the September 15, 2015 minutes only and table the remaining minutes. Motion Carried.
3. CITIZEN INPUT
  - Jennifer Tomaloff seeks permission to Geocache in some parks and public areas, i.e. Morrison Field, Waterloo Regional Trailhead open space, etc. She explained how geocaching works. It will be placed on the next Parks Commission agenda.
4. NEW BUSINESS
  - a. Authorizing Distribution Of A Parks Management Agreement Request For Proposals Document. Discussion: Clerk/Treasurer Hansen reviewed a draft Request for Proposals: Parks Management Services document. Replying to a question, he said the CATV Regulatory Board was not interested in transferring funds to the Parks Commission to fund the Parks Management. Springer asked if anyone has come forward with any ideas for a Friends of Firemen's Park. Hansen replied no. Moved by Quimby, seconded by Stinnett to approve the distribution of the Parks Management Services RFP. Roll Call Vote: Ayes - Springer, Kegler, Stinnett and Quimby. Noes – none. Motion carried.
  - b. Parks Management Policy Revisions – Council Recommendation. Discussion: Hansen said policies need revision prior to the Parks Management Services situation being determined.
  - c. Park Operations Ordinance Revisions – Council Recommendation. Discussion: Hansen said ordinances need revision after policies are adopted.
5. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING
  - a. Ice Rink At Waterloo Regional Trailhead. Springer stated that the weather needs to be much colder to be able to put water down to freeze for an ice rink.
  - b. 720 W. Madison St. Park Planning Draft, Kunkel Engineering – March. The DOT has the concept plan. Springer stated the American Legion was under the impression their organization was to place a monument there. He said he explained to the American Legion that the concept plan was preliminary. He said that they had it staked out at Oak Hill Cemetery for the monument.
  - c. Next Meetings – January 19 at the High School, then at 6:30 the Economic Development Workshop will be held.
    - Other discussion items:  
The Clerk/Treasurer said he met with Chris Abell for approximately 3 hours on December 4<sup>th</sup> and with Mandy and Chris for approximately 3 hours on December 11<sup>th</sup>. Hansen taped both meetings due to the wealth of information and took a lot of pictures. Chris is very cooperative, full of information. Springer asked about winterizing the buildings. Hansen said that Chris was going to finish that process and will be compiling a check list. Springer added two items to the list of agenda items for the January 19<sup>th</sup> meeting – 1) Placing Firemen's Park on the Historical Registry & 2) Move start time to 5:30 p.m.
6. ADJOURNMENT
  - Moved by Quimby, seconded by Stinnett to adjourn. The motion carried unanimously. The meeting adjourned at approximately 5:42 p.m.

Attest:



Morton J. Hansen  
Clerk/Treasurer

**WATERLOO PARKS COMMISSION  
PARKS POLICY  
REVIEW DOCUMENT #1  
December 15, 2015**

**Chapter 273 of the Municipal Code - Parks and Recreation**

See attached.

City of Waterloo, WI  
Tuesday, December 15, 2015

## Chapter 273. Parks and Recreation

[HISTORY: Adopted by the Common Council of the City of Waterloo 10-19-1987 by Ord. No. 87-6 as Ch. 21 of the 1987 Code. Amendments noted where applicable.]

### § 273-1. Park management.

[Amended by Ord. No. 97-3]

- A. The Director of Public Works shall be responsible for the day-to-day operation and maintenance of all City parks, except Firemen's Park, in accordance with policies established by the Parks Commission and the Council.
- B. The Firemen's Park leaseholder shall be responsible for the day-to-day operation and maintenance of Firemen's Park in accordance with policies established by the Parks Commission and the Council.
- C. In addition to its other powers and duties, the Parks Commission shall have oversight of the budget and operation of the Waterloo Youth Center. The Parks Commission shall advise the Common Council on matters related to the operation and funding of the Youth Center.  
[Added 5-20-2010 by Ord. No. 2010-04]
- D. The Parks Commission shall serve an advisory role to the Common Council regarding the City's youth recreational programs.  
[Added 5-20-2010 by Ord. No. 2010-04]

### § 273-2. Definitions.

As used in this chapter, the following terms shall have the meaning indicated:

#### **PARK**

All lands and water heretofore and hereafter acquired by the City for park or recreational purposes, or placed under the jurisdiction of the Parks Commission, and includes, without limitation, parks, greenways, recreational facilities and structures, and privately owned lands, the use of which has been granted or leased to the City for park, recreational or like public purposes.

### § 273-3. Unlawful conduct.

It shall be unlawful for any person to commit any of the following acts in or upon any public park within the City:

- A. Vandalism. To soil, deface, injure, remove, damage, upset or destroy any building, fence, fountain, bench, table, receptacle, fireplace, tree, bush, flower or other object situated, used or kept upon park grounds.

- B. Fires. To build or attempt to build a fire except in the fireplaces or charcoal burners provided in the parks or in charcoal burners brought to the park areas for such purpose. All coals from such charcoal burners brought to the park shall be deposited in fireplaces provided.
- C. Litter. To leave, throw or break any bottle, box, refuse or other object, except in clearly marked refuse receptacles provided for that purpose, or throw, discharge or otherwise place or cause to be placed in the water of any fountain, pond, lake, stream, river or other body of water or on the ice thereof in or adjacent to any park any substance, matter or thing, liquid or solid, which will or may result in the pollution of said waters. Where receptacles for rubbish are not provided, all waste shall be carried away from the park by the person responsible for it.
- D. Moving park equipment. To remove benches, seats, tables or other park equipment from any park or park facility unless prior approval of the Park Director is obtained.
- E. Fireworks. To set off fireworks of any kind, except when a public display permit has been issued by the Mayor pursuant to Chapter **204**, Fireworks, of this Code. No sparklers shall be permitted.
- F. Games, athletics and sports. To engage in any athletic contest, game or activity, except in areas specifically designated for such activity, whereby large areas of public grounds are usurped by the participants to the exclusion and at the peril of injury to others. Specifically, no one shall participate in playing ball, golf, tennis or archery in any City park, except upon ball fields, golf links, tennis courts or archery ranges, respectively, established by the Commission.
- G. Sales. To vend, sell or offer for sale any food, beverage or other commodity or article to the public within any park without a written permit issued by the Commission.
- H. Loud and unnecessary noise. To make any loud, disturbing or unnecessary sounds or noises such as may tend to annoy or disturb another in or about any public street adjacent to any City park or within any City park, or to operate a loudspeaker from any vehicle within any City park except upon written permit issued by the Commission upon such terms and conditions as will ensure that the public peace will not be disturbed.
- I. Rules. To fail, refuse or neglect to obey the regularly posted rules and regulations of the Parks Commission for the use or enjoyment of any facility.
- J. Dogs regulated. To take, have, keep or permit any dog in any park, except on a leash. No dogs shall be permitted in picnic areas. See also Chapter **126**, Animals, § **126-4** of this Code.
- K. Molesting animals. To molest, disturb, chase or throw objects at any animal or bird within any park.
- L. Signs. To paste, glue, tack or otherwise post any sign, placard or advertisement or solicit business of any nature in any park without authorization from the Park Director.
- M. Camping regulated. Except as authorized by the Parks Commission or the Firemen's Park leaseholder for Firemen's Park, to set up tents, shacks or any other temporary shelter for the purpose of overnight camping, nor shall any person leave in the park after closing hours any movable structure or special vehicle to be used or that could be used for such purpose, such as house trailers, camp trailers, camp wagons or similar structures.  
[Amended 9-3-2009 by Ord. No. 2009-14]
- N. Disorderly conduct. To engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which such conduct tends to cause or provoke a disturbance, endangers other persons or property, or interferes with the use of the park by others.

## § 273-4. Hours.

[Amended 2-1-2007 by Ord. No. 2007-02]

All City parks shall be open from 6:00 a.m. to 10:30 p.m., except as permitted by the City Council.

### **§ 273-5. Motor vehicles.**

- A. No person, except park personnel, shall drive or park a motor vehicle in any park, except on such roads or parking lots specifically designated for the use of motor vehicles.
- B. No person shall operate a motor vehicle at a speed in excess of 15 miles per hour or in excess of any other posted speed limit, whichever is less.
- C. No person shall operate a motor vehicle in a reckless or imprudent manner or in any manner which may tend to create a disturbance or endanger the safety of persons using the parks.

### **§ 273-6. Snowmobiles.**

It shall be unlawful for any person to operate a snowmobile in any park, except as provided in Chapter 309, Snowmobiles, § 309-3A of this Code.

### **§ 273-7. Off-the-road vehicles.**

It shall be unlawful for any person to operate any minibike, go-cart, unlicensed motorcycle or other off-the-road vehicle in any park.

### **§ 273-8. Park rules adopted by reference.**

Park rules adopted by the Parks Commission and on file in the office of the Clerk-Treasurer relating to use of park facilities, user fees and concessions are hereby adopted by reference. Any major amendment or addition to said rules shall be submitted to the Council for approval.

### **§ 273-9. Violations and penalties.**

Any person who shall violate any provision of this chapter may be subject to a penalty as provided in Chapter 1, § 1-4 of this Code.

# WATERLOO PARKS COMMISSION

## PARKS POLICY

### REVIEW DOCUMENT #2

### December 15, 2015

#### **Existing Park Policy Adopted by Reference:**

1. "Firemen's Park Operations" 11-18-2004
2. "Waterloo Fire Department Park Rules" 8/5/1991
3. "Waterloo Firemen's Park Policy" date of adoption unknown
4. Waterloo Regional Trailhead "Warming Room & Back Patio Rental Agreement Facility Use Rules and Procedures" revised June 7, 2015
5. Prohibition on serving of alcohol at youth events, adopted but not available to inclusion here



## **FIREMAN'S PARK OPERATIONS**

1. **Applicability:** This section shall apply to the operation of Fireman's Park.
2. **Park rental/use charges:** Except as defined by this ordinance, any organization desiring the use of any City-owned property located within Fireman's Park shall be subject to an agreement negotiated between the party using the facility and the entity operating the park.
3. **Rental Classifications defined:**
  - a) **Normal Rental:** This shall be the standard rental arrangement and shall apply if none of the other rental classifications are applicable.
  - b) **Local Non-Profit Organization Rental:** This shall be the rental arrangement that applies to local non-profit organizations, further defined as follows:
    - i. "Local"-Any organization within the City of Waterloo.
    - ii. "Non-profit"-An organization that is either recognized as tax-exempt under Internal Revenue Code 501(c) and any of its subsections.
  - c) **Recurring Use Rental:** This shall be the rental arrangement available to an entity that uses Fireman's Park, or any portion thereof, on 3 or more separate days during any calendar year.
  - d) **Large Event Rental:** This shall be the rental arrangement that applies to any proposed Park use that meets any of the following criteria:
    - i. More than two (2) buildings will be in use simultaneously by the same organization or entity. Each park area for which a separate rental fee is charged shall be considered a "Building".
    - ii. The event is expected to draw more than 150 persons to the park.
    - iii. The event includes activities for which an admission fee will be charged to spectators.
4. **Normal Rental:**
  - a) Normal rental rates may be charged for the use of any closed Park building except the restrooms, or the reserved and exclusive use of any open building, shelter or athletic field.
  - b) The Normal rental rates shall be determined each year by the entity responsible for the management of the operations of Fireman's Park, and shall be submitted to the City Council at the same time any Operating Agreement is considered or renewed.
  - c) The Normal rental rates shall include the flat rate to be charged for the use of each Park building, and any supplemental charges associated with the sale of concessions including, but not limited to, any percent-of-sales commission agreement.
5. **Local Non-Profit Organization Rental:**
  - a) A local non-profit organization may qualify for this rental arrangement up to one (1) time per calendar year.

- b) Under this rental arrangement, a local non-profit organization may utilize a park building, shelter or athletic field, for which rent would be charged under the Normal Rental Arrangement, at no cost. If for the purpose of generating any income, section (4) (c) shall apply.
- c) Deposit in lieu of rent:
  - i. When reserving a building, shelter or field for its use under this section, a local non-profit organization shall make a deposit in the amount equal to the normal rental, which shall be refunded as specified in this section.
  - ii. Prior to the event for which the building is utilized, the Park Manager or his/her designee shall conduct a building walk-through with a representative of the non-profit organization. During this walk-through, the Park Manager shall provide the Non-profit organization with a written set of cleaning guidelines, and shall explain the guidelines.
  - iii. After the event, the Park Manager and the representative of the non-profit organization will complete a second walk-through of the building. Where deviations from the cleaning guidelines are noted, the Park Manager shall deduct from the cleaning deposit sufficient funds to pay for the incomplete cleaning tasks. The balance of the deposit shall be returned to the non-profit organization.
- d) The Local Non-Profit Organization Rental option **shall not** be available on the following dates:
  - i. The Fourth of July
  - ii. Weiner and Kraut Day
  - iii. During any other functions sponsored and/or endorsed by the entity operating the facility.

**6. Recurring Use Rental:**

- a) A Recurring Use Rental arrangement shall be negotiated on a case-by-case basis between the park user and the entity responsible for the management and operation of Fireman's Park. The agreement shall have the following characteristics:
  - i. The agreement shall be for a term not to exceed one year.
  - ii. The agreement shall be in writing.
  - iii. The agreement shall specify:
    - 1. The name and contact information of the park user.
    - 2. The park buildings, shelters and fields to be reserved.
    - 3. The dates or period of use and the time of use.
    - 4. The flat rate rental fees to be charged, if any.
    - 5. The concession sales arrangements and profit sharing agreement, if any.
    - 6. Any other exchange of goods or services between the Park and the Park user that are incorporated into the agreement.
- b) A copy of all signed Recurring Use Agreements shall be kept on file at City Hall for a period of seven years.

- c) The entity responsible for the management and operation of Fireman's Park shall comply with all Federal and State Laws in the context of the negotiation process, and shall not discriminate against any park user on any unlawful basis.

**7. Large Event Rental:**

- a) The Large Event Rental Arrangement shall be utilized for any event that would qualify as a large event under this section, to the exclusion of any other rental arrangement.
- b) The Large Event Rental Agreement shall be negotiated on a case-by-case basis between the park user and the entity responsible for the management and operations of Fireman's Park. The agreement shall have the following characteristics:
  - i. The agreement shall be for the complete duration of the event.
  - ii. The agreement shall be in writing.
  - iii. The agreement shall specify:
    - 1. The name and contact information of the park user.
    - 2. The park buildings, shelters and fields to be reserved.
    - 3. The dates or period of use and the time of use.
    - 4. The flat rate rental fees to be charged, if any.
    - 5. The concession sales arrangements and profit sharing agreement, if any.
    - 6. Any other exchange of goods or services between the Park and the Park user that are incorporated into the agreement.
    - 7. A description of safety/security services or procedures, if any, that will be required and the name of the entity responsible for providing those services.
    - 8. The amount of any damage deposit required and the conditions associated with the forfeiture or return of that deposit.
    - 9. If the activity is not exempt under Wisconsin Recreational Immunity Law, the amount of any insurance coverage to be carried and the name of the entity responsible for providing that coverage.
- c) A copy of all signed Large Event Rental Agreements shall be kept on file at City Hall for a period of seven years.
- d) The entity responsible for the management and operation of Fireman's Park shall comply with all Federal and State Laws in the context of the negotiation process, and shall not discriminate against any park user on any unlawful basis.

**8. Sale or Distribution of Alcohol on Park Property:**

- a) No alcoholic beverage may be sold or distributed on Park property except as in accordance with this section. A violation of this section may result in the termination of a rental agreement without refund and/or the expulsion of park users from Fireman's Park, in addition to any other civil or criminal liability arising from said behavior.
- b) Licensed Bartender required: Alcoholic beverages shall only be distributed by a licensed bartender.

- c) **Additional Rules When Alcohol is available at an Event:**
- i. The park user shall provide a damage deposit of \$500.00 and shall sign personal guarantee for any damage to park buildings or property over and above the amount of the deposit.
  - ii. The park user shall submit a safety/security plan to the entity responsible for the management and operation of Fireman's Park. This plan must be approved by the Park Manager. Said approval shall not be unreasonably withheld.
  - iii. The park user may waive the requirements in section (i) above by employing one or more bartenders selected from a list approved by the entity responsible for the management and operation of Fireman's Park.
    1. **List of Approved Bartenders:** the entity responsible for the management and operation of Fireman's Park shall maintain a list of approved bartenders with the following characteristics:
      - a. The list will be updated annually and a copy will be kept at City Hall.
      - b. The bartenders shall possess valid bartender's licenses, except as provided by statute.
    2. Under no circumstances shall Park employees work as "Bouncers" or otherwise physically confront or expel any park user. The procedure for handling violent park users shall be to contact law enforcement personnel.
      - a. This section shall not be construed to deprive Park employees of their right to self-defense, or their privilege to use force in defense of others, except that such use of force shall never be a required job duty of any Park employee.
  - iv. **Procedure for Return of Damage Deposit:**
    1. Prior to the event, the Park Manager and the Park User will complete a walk through of the buildings to be rented by the park user, noting any pre-existing damage.
    2. After the event, the Park Manager and Park User will complete a second walk-through of the buildings rented by the park user. Any damage will be noted. The Park Manager shall obtain at least two estimates for the repair of any observed damage. The amount of the average of the 2 estimates shall be deducted from the damage deposit. The balance of the damage deposit, if any, shall be returned to the park user. Normal wear and tear, and damage not reasonably attributable to the park user's event shall not be deducted from the damage deposit.

**9. Appeal Process:**

- a) Any person who disagrees with any decision made or action taken under this section may appeal that decision in the following order:
  - i. Decisions by the Park Manager may be appealed to the entity
  - ii. Decisions by the entity responsible for the management and operation of Fireman's Park may be appealed to the Waterloo Park Commission.

- iii. Decisions of the Waterloo Park Commission may be appealed to the Waterloo City Council.
- iv. Decisions by the Waterloo City Council shall be considered final agency actions and be challenged in a court of law having proper jurisdiction.

**COUNCIL APPROVAL 11-18-2004**



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198  
Phone (414) 478-3025

The following rules were accepted and approved by the Common Council at their regular meeting on August 5, 1991:

#### WATERLOO FIRE DEPARTMENT PARK RULES

- #1 Absolutely No Carry Ins During Park Board Sponsored Events or When Posted.
- #2 No Glass Containers At Anytime.
- #3 No Metal Detectors Allowed in the Park.
- #4 User Fees or Rental Fees Must be Paid Before Use of Any of the Park Facilities.

These Rules were adopted at previous meetings of the Waterloo Fire Department Park Board.

**WATERLOO FIREMEN'S PARK  
POLICY**

1. Price list for all rentals and beverages will be upgraded every year.
2. All music in Firemen's Park must stop at Mid-Night. And everyone out by 1:00 A.M. (Unless it is a Firemen sponsored event.)
3. A treasures report and minutes of meetings will be sent to city hall each month.

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

NOTE  
12/15/2015  
"Free List"  
needs updating.  
M.H.

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=vln6dopltbohihc4c9mjqr7svo%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 PARKS COMMISSION

## PARKS POLICY

### REVIEW DOCUMENT #3

### December 15, 2015

**Example of park policy titles to consider -- in no particular order:**

1. Authority, duties and responsibilities of the Parks Commission.
2. Sales and solicitation - regulated.
3. Hunting, trapping, firearms, fireworks, fires and rubbish – regulated.
4. Animals in parks or on recreation trails – restrictions.
5. Geocaching – permit required.
6. Destruction or removal of property – prohibition.
7. Sale, consumption of alcoholic beverages – regulation.
8. Others as identified and deemed of value.

# CITY OF WATERLOO REQUEST FOR PROPOSALS

## FOR CITY OF WATERLOO PARKS MANAGEMENT SERVICES

**Submittal Deadline:  
JANUARY 18, 2016, 4:00 P.M.**

Prepared By:  
Mo Hansen  
Clerk/Treasurer  
City of Waterloo  
136 North Monroe Street  
Waterloo, WI 53594

voice- 920-478-3025  
email – [cityhall@waterloowi.us](mailto:cityhall@waterloowi.us)  
web – [www.waterloowi.us](http://www.waterloowi.us)

### **PARKS MANAGEMENT SERVICES: SCOPE OF WORK**

The awarded firm, person, or entity will be the Parks Manager for the City of Waterloo and complete in a professional manner all work required under this proposal in accordance with City of Waterloo Municipal Code and Parks Policies adopted by the Waterloo City Council.

The successful submitter will be required to enter into a contract with the City of Waterloo. All documents, written & digital communications, and other records relating to Parks Management shall remain at all times the property of the City.

1. The Parks Manager shall commence work on March 1, 2016 or as mutually agreed.
2. The scope of work shall include work as described in the Job Description approved by the City Council on May 20, 2010 (Exhibit A).
3. Duties are further defined as:
  - a. Manage, market, ensure facility readiness, execute rental arrangements for multiple municipal facility rental spaces including facilities in Firemen's Park, the Waterloo Regional Trailhead and other recreational locations within the City of Waterloo as identified in the Comprehensive Outdoor Recreation Plan.

In summary, the overall Parks Manager duty is to foster and facilitate the safe, enjoyable use of City of Waterloo parks assets ensuring a high level of customer satisfaction.

### **BACKGROUND INFORMATION**

- The City of Waterloo is located in the northwest corner of Jefferson County Wisconsin. Population 3,330.
- Link to municipal webpage: [The Future of Waterloo's Firemen's Park](#)
- Link to: [Comprehensive Outdoor Recreation Plan](#)
- See [www.waterloowi.us](http://www.waterloowi.us) for additional general background

### **ESSENTIAL FUNCTIONS**

The City with possible backing of its intergovernmental partners (County and School District) will provide support services to assist the Parks Manager. This limited support will include:

1. Route general phone and email inquiries to Parks Manager (Clerk/Treas. office).
2. Provide the Parks Manager's contact information to citizens interested in park event information and facility use information (Clerk/Treas. office).
3. Maintain municipal outdoor park grounds – excluding the cleaning of buildings (Public Works Department and/or intergovernmental partners).
  - a. Lawn care for Firemen's Park and all other parks.
  - b. Maintenance and preparation of outdoor athletic fields.
  - c. Disposal of trash and recyclables.
4. Assist with major outdoor electrical lighting and athletic field lighting repairs and updates (Waterloo Utilities).
5. Assist in the creation of a streamlined, systematic approach to event scheduling (Clerk/Treas. office and County).
6. Provide all accounts payable and accounts receivable accounting for Parks Department expenses and revenues producing monthly financial statements (Clerk/Treas. office).

The Parks Manger will be responsible for all other duties, including:

1. Monthly written reports to the Waterloo Parks Commission as part of its regularly scheduled meetings.

2. Prompt, timely and professional follow-up on all rental leads including facility and field rentals.
3. Effective marketing of all facilities.
4. Facility readiness ensuring facilities are clean, comfortable and functional for public and private use.
5. Identify and recommend capital improvements to the Parks Commission to ensure a high level of park-user satisfaction in future years.
6. Recommend park operational changes to the Parks Commission to grow park-user satisfaction.
7. Coordinate and communicate parks use needs with the Public Works Director to ensure that the grounds of all Waterloo parks are cared for in a manner that meets the expectations of those using the parks.
8. Serve as municipal liaison with various less formal friends groups (carousel, dog park, trailhead facility, Firemen's Park, etc.), the school district, the Waterloo Youth Sports Organization and other park-users.
9. Assist in private and public fundraising efforts benefiting the long-term needs of the parks.

**PARK MANAGER EXPECTATIONS (WHAT IS SUCCESS?)**

1. Aggressive marketing of all municipal facilities and grounds. SUCCESS MEASURE: Documenting and reporting all marketing activity to the Parks Commission.
2. Provide safe outdoor recreational and indoor event opportunities by way of marketing assets in a manner that fosters reputable event organizers to hold events in the City of Waterloo. SUCCESS MEASURES: The quantity of executed rental contracts by location and monthly rental revenue generated by location to the Parks Commission.
3. User-satisfaction. SUCCESS MEASURE: An annual year-end survey of the Parks Commission, residents, park renters, friends groups, school district and the Waterloo Youth Sports Organization.
4. Developing intergovernmental partnerships to achieve service and operational efficiencies.
5. Revenues exceeding expenditures such that dollars may, over time, be devoted to park improvements.

**ALTERATIVE SERVICE MODELS TO BE CONSIDERED**

The Parks Commission is not limiting consideration to any one model of operation. Any and all alternate management models will be considered. A lease arrangement, an independent contractor meeting the IRS definition, or a direct hire(s) will all be considered.

**PROPOSAL REQUIREMENT**

1. All submittals must identify the firm or individual name, address, phone and email along with prior experience. The proposals shall also include the names, educational background of the person or persons to be assigned as the City's point of contact for the work to be performed. Provide examples of current or prior park and/or event management services going above and beyond the "call of duty."
2. The proposal shall include the total annual compensation to provide services as requested above for calendar years 2016, 2017 and 2018 beginning no later than March 1, 2016. As stated in above section, your creative compensation suggestions are welcomed. Performance incentives, percent of sales, or similar concepts will be considered.
3. Submitters are advised to carefully inspect the community, the facilities of the City of Waterloo and examine the above referenced specifications for the proposed work and judge for themselves the circumstances affecting the cost of the work and time requirements for its completion.