



136 North Monroe Street
Waterloo, WI 53594
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www.waterloowi.us

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 4th and with Mandy and Chris for approximately 3 hours on December 11th. 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 19th 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
web – 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 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.

TERM OF ENGAGEMENT

This proposal is for a term beginning as soon as March 1, 2016 and expiring December 31, 2018. The contract will have an automatic renewal provision for 2019-2021, unless sixty (60) days written notice is given by the City.

KEY DATES

Request for proposal issued:	December 15, 2015
Opportunity to schedule site walk through:	December 15, 2015 – January 15, 2016
Due date for proposal:	January 18, 2016, 4:00 PM
Selected contractor/firm notified no later than:	February 18, 2016

EVALUATION CRITERIA

1. Demonstration of successful experience in providing same or comparable services.
2. Experience in park operations, facility management or event planning and execution.
3. Cost of services.
4. Evidence of positive customer interactions and determination to pursue success.
5. The proposal addresses services required.

RIGHT TO REJECT PROPOSALS

By responding to this RFP a respondent accepts the process outlined in this RFP and fully acknowledges that the final determination of the City is binding and without appeal.

The City of Waterloo reserves the right to reject any or all proposals, without prejudice and/or waive any irregularities if deemed in the best interest of the City. In addition, the City reserves the right to reissue all or part of this Request for Proposal and/or not award any contract at its discretion and without penalty.

The City of Waterloo reserves the right to accept the proposal considered to be most advantageous to the City regardless of whether or not the terms are the lowest cost.

All respondents accept the preceding terms and procedures in submitting a proposal.



EXHIBIT A

136 North Monroe Street, Waterloo, Wisconsin 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021

RESOLUTION #2010-23

CREATING THE POSITION OF CITY OF WATERLOO PARKS AND RECREATION COORDINATOR

WHEREAS, the City of Waterloo intends to provide park and recreation services in an efficient and effective manner, and;

WHEREAS, the Parks Commission had identified a need for an additional municipal staff position to meet the needs of the community with the understanding that funding for a position may not be immediately available, and;

WHEREAS, the Parks Commission at its regularly scheduled May 4th, 2010 meeting voted to recommend the creation of a Parks and Recreation Coordinator position for the City of Waterloo with the position based upon the three page job description created by the Parks Commission titled: City of Waterloo Job Description: Parks and Recreation Coordinator.

BE IT RESOLVED, that the Common Council of the City of Waterloo, Wisconsin formally adopts the recommendation of the Parks Commission and creates the position of Parks and Recreation Coordinator.

PASSED AND ADOPTED this 20th day of May 2010.

CITY OF WATERLOO

Signed: Robert H. Thompson
Robert H. Thompson, Mayor

Attest:

Morton J. Hansen
Morton J. Hansen, Clerk/Treasurer

SPONSOR(S): Parks Commission
FISCAL NOTE: Pay classification not determined at this time.

City of Waterloo

Job Description

Parks and

Recreation Coordinator

City of Waterloo, 136 North Monroe Street, Waterloo, WI 53594
PH: 920-478-3025

(April 13, 2010)

PURPOSE OF THE POSITION

The Parks and Recreation Coordinator is responsible for promoting, creating, and managing parks and open spaces, recreation activities and facilities, and assisting with urban forestry, for the City of Waterloo in order to provide clean and safe opportunities for sport and recreation and promote a healthy lifestyle for all community residents.

SCOPE

- 1) The Parks and Recreation Coordinator reports to the City Clerk/Treasurer under the direction of the Parks Commission. The City of Waterloo Comprehensive Plan, adopted in 2008, shall also be utilized in guiding short-range and long-range growth and development.
- 2) It is expected that the Coordinator will work closely with community organizations such as the WYSO, Board of Trustees, Waterloo School District both public and parochial, and city employees on the coordination of activities. An open line of communication between all is important to the success of all programs.
- 3) A positive quality of life, along with wellness and health benefits, can be obtained by residents through the offering of cultural, sport, and recreational programs in our community. It is expected that a variety of programs will be offered and available to all our community members.
- 4) The Coordinator will:
 - a. Work within the guidelines of the annual Memorandum of Understanding created for, but not limited to, the WYSO, Board of Trustees, and the Waterloo School District both public and parochial.
 - b. Manage recreation facilities and the city Youth/Recreation Center. Will organize, facilitate, and manage sport, recreation, and leisure programs in the community.
 - c. Will monitor the care and maintenance of any equipment and related facilities in the community, including assisting the Department of Public Works is Urban Forestry.
 - d. Provide a variety of recreational activities of a physical and or/cultural nature in order to promote health, fitness, and well being within the city.
 - e. Shall be responsible for applying for applicable grants and identifying needs for the community, including assisting in maintaining the Outdoor Recreation Plan for the city.

RESPONSIBILITIES

1. Ensure recreation facilities are maintained in order to ensure a safe, clean and appropriate environment for recreation activities.
2. Assist with planning and developing sport and recreation programs in order to ensure that activities and events are made available for all community members.
3. Implement recreation programs to ensure that residents have access to sport, recreation and leisure activities.
4. Administer recreation programs to ensure that programs are delivered within guidelines and budgets.
5. Promote recreation and sport programs in order to ensure that residents are aware of available opportunities and activities
6. Assist with funding and grant acquisitions for all existing and future parks, open space, and recreation facilities.
7. Perform other related duties as required

Mo Hansen

From: Mo Hansen <cityhall@waterloowi.us>
Sent: Thursday, December 17, 2015 11:31 AM
To: Bob Thompson Traveling; 'Angie Stinnett'; bspringr@charter.net; 'City of Waterloo, Mayor'; jeni@highenergydj.com; 'Lindsay Reynolds '; 'Ron Griffin'; thomastr2000@yahoo.com; 'Waterloo Clerk/Treas Office'; 'Ziaja, Matt'
Subject: Recommendation for a 2016-2018 Firemen's Park Fundraising Campaign & learning from Columbus
Attachments: 20151217101047.pdf

Mayor Thompson and Members of the City Council,

I am writing to recommend the appointment of a 2016-2018 Firemen's Park Fundraising Campaign Committee. Please see the attached organizational chart, which was presented to the Parks Commission several months ago. It calls for raising private donations to fund park activities. I am sending out many notices about the Parks Management Services RFP, and I've added a bit to Greg Duckert's below.

WHY A 2016-2018 FIREMEN'S PARK FUNDRAISING CAMPAIGN?

- We know no funds exist for July 4th fireworks.
- We know revenue is needed to operate a successful park.
- Our immediate past history demonstrates that we can be successful.
(Example #1) A focused group of individuals raised over \$800,000 from tax levy non-levy sources for the Waterloo Regional Trailhead.
(Example #2) Local Waterloo dollars pitched in nearly \$40,000 to relocate the Carousel. [Total relocation cost – well over \$300,000.].
(Example #3) Dog enthusiasts have raised dollars around a specific community amenity – a dog park.
(Example #4) Private citizens come together for numerous events – most recently the Christmas Parade – to effectively raise private donations.
- A two-year window affords time to get a clear picture of parks operational opportunities and needs.

By attending meetings and speaking out on the topic of Firemen's Park, Gary Duckert, Sharon Burbach, Tim Kopplin and numerous others at the public hearings on Firemen's Parks have demonstrated the energy and interest reproduce what Example #1-#4 above produced.

I am recommending the formal appointment of a carefully chosen leadership committee. Relying on spontaneous self-organized fundraising won't work for a project of this scope and scale.

CAMPAIGN OBJECTIVES?

Being able to market positive future-focused fundraising opportunities is important. Asking for \$\$ for tangible items such as July 4th fireworks, or 50% of the Parks Management 2016-2018 compensation will be more successful than vague, general requests. People will want to know the plan, see success and invest in success. They won't invest in patches.

WHAT IS COLUMBUS DOING?

- To date they have raised \$314,000 from local private sources as part of a private fundraising campaign to improve bathrooms and install an elevator in the Columbus pavilion. The building is listed on the state historic registry.
- Monday I meet with Columbus staff to learn how they have successfully maintained and rented their facilities.
- Additionally, they have three successful Historic Preservation District.

Mo Hansen
Clerk/Treasurer
City of Waterloo
office: 920.478.3025
CityHall@Waterloowi.us

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136 North Monroe Street • Waterloo, WI 53594-1198 • Fax: 920.478.2021

From: Mo Hansen [mailto:cityhall@waterloowi.us]
Sent: Thursday, December 17, 2015 10:02 AM
To: Greg Duckert (duckertwoodprod@charter.net) <duckertwoodprod@charter.net>
Subject: City of Waterloo seeking Parks Management Proposals

FYI Gary,

I'm am recommending to the Mayor and the City Council that a Firemen's Park Fundraising Campaign seeking private donations begin. Are you interested in being one of the Campaign Chairs? When the Carousel was moved, about \$40,000 was raised from individuals and organizations for the \$300,000 relocation effort.

The Parks Commission has finalize nothing, we are just in a transition phrase, but several items that may be fundraising needs are:

- July 4th fireworks, \$5,000 to \$10,000 annually.
- July 4th entertainment, \$5,000 and up annually.
- Home Talent Sponsorship. \$1,000-\$2,000 annually.
- A Building Fund for improvements of existing buildings.

A Firemen's Park Fundraising Campaign would be supported by, but separate from Park Management Services. Below is from a notice I am sending around to generate proposals for recurring services.

City of Waterloo is accepting Parks Management Services proposals for a unique and important community endeavor. All proposals will be considered by the Waterloo Parks Commission. Please review the links below for details, and share this email with others.

Links:

1. [Parks Management Services, Request for Proposals Detail](#)
2. [Explore Waterloo's Parks](#)
3. [About Firemen's Park](#)

Thank you.

Mo Hansen
Clerk/Treasurer
City of Waterloo
office: 920.478.3025
CityHall@Waterloowi.us

Register Report-Park Board #xxxxxx2402 - Last month
 12/1/2015 through 12/31/2015

1/10/2016

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 11/30/2015								8,430.81
12/6/2015	Checking	22009	Christopher A...	Reimburse...	Park Maint - S...			-40.00
12/7/2015	Checking	DEP	Deposit	Luna 08/13/2...	Rent-Upper P...			250.00
12/7/2015	Checking	DEP	Deposit	Redeposit st...	Pop Machine			99.00
12/7/2015	Checking	DEP	Deposit	Redeposit st...	Cash Control			800.00
12/7/2015	Checking	DEP	Deposit	Stephanie 1...	Beer, Soda, Li...			1,102.75
12/7/2015	Checking	DEP	Deposit	Stephanie 1...	Bartenders			140.00
12/7/2015	Checking	DEP	Deposit	Stephanie 1...	Rent-Upper P...			200.00
12/7/2015	Checking	DEP	Deposit	Stephanie 1...	Restock fee			20.00
12/7/2015	Checking	DEP	Deposit	Redeposit st...	Cash Control			800.00
12/7/2015	Checking	DEP	Deposit	Cyclecross 1...	Beer & Soda			94.50
12/7/2015	Checking	DEP	Deposit	Anonymous	Donation			44.00
12/8/2015	Checking	EFT	We Energies	10/20/15-11/...	Utilities:Gas &...			-104.79
12/20/2015	Checking	22010	Dunneisen Ex...	Delivery 44.4...	Park Maint. - ...			-444.00
12/20/2015	Checking	22011	US Cellular	Acct #21759...	Park Admin			-78.81
12/20/2015	Checking	22012	Piggly Wiggly	Batteries	Park Maint - S...			-6.32
12/20/2015	Checking	22013	ADT Security ...	January 2015	Park Maint. - ...			-46.99
12/20/2015	Checking	22014	Frontier	#920-478-20...	Utilities		c	-67.36
12/20/2015	Checking	22015	Frank Liquor ...	Invoice #329...	Liquor Expense			-103.92
12/20/2015	Checking	22016	City Of Waterl...	Invoices #01...	Wages & Ins.			-2,126.97
12/20/2015	Checking	22017	City Of Waterl...	Invoices #01...	Wages & Ins.			-893.06
12/20/2015	Checking	EFT	Kwik Trip	Invoice #162...	Park Maint - F...			-144.48
12/21/2015	Checking	DEP	Deposit	Seven-Up B...	Returns refun...			770.50
12/21/2015	Checking	DEP	Deposit	Firemen Din...	Beer, Soda, Li...			722.51
12/28/2015	Checking	EFT	Waterloo Utilit...	10/20/15-11/...	Utilities			-20.24
12/28/2015	Checking	EFT	Waterloo Utilit...	10/20/15-11/...	Utilities			-747.48
12/31/2015	Checking	Voids	Neitzel Auto P...	#21977 chec...	Park Maint - S...			21.98
12/1/2015 - 12/31/2015								240.82
BALANCE 12/31/2015								8,671.63
TOTAL INFLOWS								5,065.24
TOTAL OUTFLOWS								-4,824.42
NET TOTAL								240.82

Register Report-Park Board #xxxxxx5309 - Last month

12/1/2015 through 12/31/2015

1/10/2016

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 11/30/2015								10,602.28
12/31/2015	SWIB Saving...	DEP	Interest	12/31/2015	Interest Inc			1.26
12/1/2015 - 12/31/2015								1.26
BALANCE 12/31/2015								10,603.54
TOTAL INFLOWS								1.26
TOTAL OUTFLOWS								0.00
NET TOTAL								1.26

Register Report-Park Board #xxxxxx2402 - Last month:2

11/1/2015 through 11/30/2015

12/20/2015

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 10/31/2015								11,358.00
11/3/2015	Checking	21994	River City Dist...Invoices #26...	Beer & Soda ...				-798.25
11/3/2015	Checking	21995	Neitzel Auto P...Trans B3060...	Park Maint - S...				-51.00
11/3/2015	Checking	21996	Oft Schweitze... Invoices #41...	Beer & Soda ...				-731.25
11/4/2015	Checking	DEP	Deposit	Reeder 10/2...	Rent-Upper P...			250.00
11/4/2015	Checking	DEP	Deposit	Reeder 10/2...	Beer, Soda, Li...			1,598.00
11/4/2015	Checking	DEP	Deposit	Reeder 10/2...	Bartenders			350.00
11/4/2015	Checking	DEP	Deposit	Ouguin 10/3...	Rent-Upper P...			400.00
11/4/2015	Checking	DEP	Deposit	Olguin 10/31...	Bartenders			220.00
11/4/2015	Checking	DEP	Deposit	Olguin 10/31...	Beer, Soda, Li...			1,618.25
11/4/2015	Checking	DEP	Deposit	Olguin 10/31...	Security deposit			300.00
11/4/2015	Checking	DEP	Deposit	Reeder 10/2...	Restock fee			20.00
11/9/2015	Checking	EFT	We Energies	0921/15-10/...	Utilities:Gas &...			-12.79
11/16/2015	Checking	EFT	Waterloo Utilit...	09/15/15-10/...	Utilities:Gas &...			-29.21
11/16/2015	Checking	EFT	Waterloo Utilit...	09/15/15-10/...	Utilities:Gas &...			-1,094.52
11/20/2015	Checking	21997	River City Dist...Invoices #26...	Beer & Soda ...				-121.00
11/20/2015	Checking	21998	Phillips Distrib...Invoice #114...	Liquor Expense				-81.00
11/20/2015	Checking	21999	General Beve... Invoice #100...	Liquor Expense				-110.94
11/20/2015	Checking	22000	Seven Up Bot... Invoice #268...	Beer & Soda ...				-150.00
11/20/2015	Checking	22001	Insight FS	Acct #3430804	Park Maint - F...			-277.11
11/20/2015	Checking	22002	Frontier	920-478-208...	Utilities			-67.36
11/20/2015	Checking	22003	Mid-State Equ...Invoice #P29...	Park Maint-Eq...				-456.61
11/20/2015	Checking	22004	Alaskan Ice C... Ice	Beer & Soda ...				-33.00
11/20/2015	Checking	22005	Jim's Tap Cle... November 2...	Park Maint-Eq...				-40.00
11/20/2015	Checking	22006	ADT Security ... December 2...	Park Maint. - ...				-46.99
11/20/2015	Checking	22007	US Cellular	Acct #21759...	Park Admin			-77.68
11/20/2015	Checking	22008	City Of Waterl... Invoices #01...	Wages & Ins.				-3,538.92
11/20/2015	Checking	EFT	Kwik Trip	Invoice #158...	Park Maint - F...			-34.57
11/1/2015 - 11/30/2015								-2,987.05
BALANCE 11/30/2015								8,370.95
TOTAL INFLOWS								4,756.25
TOTAL OUTFLOWS								-7,743.30
NET TOTAL								-2,987.05

Register Report-Park Board #xxxxxx5309 - Last month
11/1/2015 through 11/30/2015

12/20/2015

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 10/31/2015								10,601.02
11/30/2015	SWIB Saving...	DEP	Interest	11/30/2015	Interest Inc			1.26
11/1/2015 - 11/30/2015								1.26
BALANCE 11/30/2015								10,602.28
TOTAL INFLOWS								1.26
TOTAL OUTFLOWS								0.00
NET TOTAL								1.26

Register Report-Park Board #xxxxxx2402 - Last month:2
 11/1/2015 through 11/30/2015

12/20/2015

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 10/31/2015								11,358.00
11/3/2015	Checking	21994	River City Dist...Invoices #26...	Beer & Soda ...				-795.25
11/3/2015	Checking	21995	Neitzel Auto P...Trans B3060...	Park Maint - S...				-51.00
11/3/2015	Checking	21996	Ott Schweitze... Invoices #41...	Beer & Soda ...				-731.25
11/4/2015	Checking	DEP	Deposit	Reeder 10/2...	Rent-Upper P...			250.00
11/4/2015	Checking	DEP	Deposit	Reeder 10/2...	Beer, Soda, Li...			1,598.00
11/4/2015	Checking	DEP	Deposit	Reeder 10/2...	Bartenders			350.00
11/4/2015	Checking	DEP	Deposit	Ouguin 10/3...	Rent-Upper P...			400.00
11/4/2015	Checking	DEP	Deposit	Olguin 10/31...	Bartenders			220.00
11/4/2015	Checking	DEP	Deposit	Olguin 10/31...	Beer, Soda, Li...			1,618.25
11/4/2015	Checking	DEP	Deposit	Olguin 10/31...	Security deposit			300.00
11/4/2015	Checking	DEP	Deposit	Reeder 10/2...	Restock fee			20.00
11/9/2015	Checking	EFT	We Energies	0921/15-10/...	Utilities:Gas &...			-12.79
11/16/2015	Checking	EFT	Waterloo Utilit...	09/15/15-10/...	Utilities:Gas &...			-20.24
11/16/2015	Checking	EFT	Waterloo Utilit...	09/15/15-10/...	Utilities:Gas &...			-1,094.53
11/20/2015	Checking	21997	River City Dist...Invoices #26...	Beer & Soda ...				-121.00
11/20/2015	Checking	21998	Phillips Distrib... Invoice #114...	Liquor Expense				-81.00
11/20/2015	Checking	21999	General Beve... Invoice #100...	Liquor Expense				-110.90
11/20/2015	Checking	22000	Seven Up Bot... Invoice #268...	Beer & Soda ...				-150.00
11/20/2015	Checking	22001	Insight FS	Acct #3430804	Park Maint - F...			-277.10
11/20/2015	Checking	22002	Frontier	920-478-208...	Utilities			-67.36
11/20/2015	Checking	22003	Mid-State Equ... Invoice #P29...	Park Maint-Eq...				-456.61
11/20/2015	Checking	22004	Alaskan Ice C... Ice	Beer & Soda ...				-33.00
11/20/2015	Checking	22005	Jim's Tap Cle... November 2...	Park Maint-Eq...				-40.00
11/20/2015	Checking	22006	ADT Security ... December 2...	Park Maint. - ...				-46.99
11/20/2015	Checking	22007	US Cellular	Acct #21759...	Park Admin			-77.68
11/20/2015	Checking	22008	City Of Waterl... Invoices #01...	Wages & Ins.				-3,538.92
11/20/2015	Checking	EFT	Kwik Trip	Invoice #158...	Park Maint - F...			-34.57
11/1/2015 - 11/30/2015								-2,987.05

BALANCE 11/30/2015 **8,370.95**

TOTAL INFLOWS **4,756.25**

TOTAL OUTFLOWS **-7,743.30**

NET TOTAL **-2,987.05**

Register Report-Park Board #xxxxxx5309 - Last month
 11/1/2015 through 11/30/2015

12/20/2015

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 10/31/2015								10,601.02
11/30/2015	SWIB Saving...	DEP	Interest	11/30/2015	Interest Inc			1.26
11/1/2015 - 11/30/2015								1.26
BALANCE 11/30/2015								10,602.28
TOTAL INFLOWS								1.26
TOTAL OUTFLOWS								0.00
NET TOTAL								1.26

Register Report-Park Board #xxxxxx5309
 10/1/2015 through 10/30/2015

12/20/2015

Date	Account	Num	Description	Memo	Category	Tag	Cir	Amount
BALANCE 9/30/2015								10,599.80
10/30/2015	SWIB Saving...	DEP	Interest	10/30/2015	Interest Inc			1.22
10/1/2015 - 10/30/2015								1.22
BALANCE 10/30/2015								10,601.02
TOTAL INFLOWS								1.22
TOTAL OUTFLOWS								0.00
NET TOTAL								1.22

Register Report-Park Board #xxxxxx2402 - Oct 2015:5

10/1/2015 through 10/31/2015

12/20/2015

Page 1

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 9/30/2015								10,919.55
10/4/2015	Checking	21977	Neitzel Auto P... Trans B3060... Park Maint - S...					-21.95
10/9/2015	Checking	Deb Card	Menards Antifreeze, etc. Park Maint - B...					-55.46
10/10/2015	Checking	DEP	Deposit Olguin 10/03... Beer, Soda, Li...					2,028.00
10/11/2015	Checking	21978	Country Road... Deposit from... Refunds					-109.00
10/11/2015	Checking	21979	Frontier FS Gas Deliveries Park Maint - F...					-277.89
10/11/2015	Checking	21980	Ott Schweitze... Invoice #407... Beer & Soda ...					-340.75
10/11/2015	Checking	21981	Badger Liquor... Invoice #328... Liquor Expense					-362.00
10/11/2015	Checking	21982	River City Dist... Invoice #259... Beer & Soda ...					-530.20
10/11/2015	Checking	21983	General Beve... Invoice #100... Liquor Expense					-131.06
10/11/2015	Checking	21984	Phillips Distrib... Invoice #113... Liquor Expense					-100.00
10/12/2015	Checking	EFT	We Energies 08/20/2015-... Utilities:Gas &...					-11.09
10/12/2015	Checking	DEP	Deposit Lorbecke 09/... Rent- Bingo					75.00
10/15/2015	Checking	EFT	Waterloo Utilit... 08/14/2015-... Utilities:Gas &...					-1,375.54
10/15/2015	Checking	EFT	Waterloo Utilit... 08/14/2015-... Utilities:Gas &...					-50.06
10/22/2015	Checking	DEP	Deposit Fitzgerald W... Beer & Soda					901.00
10/22/2015	Checking	DEP	Deposit Fitzgerald W... Tournament F...					925.00
10/22/2015	Checking	DEP	Deposit Fitzgerald W... Other Inc					122.40
10/22/2015	Checking	DEP	Deposit M Clover Beer, Soda, Li...					120.00
10/22/2015	Checking	DEP	Deposit Statz 09/17/... Rent - Pavilion					400.00
10/22/2015	Checking	DEP	Deposit Statz 09/17/... Rental Deposits					100.00
10/22/2015	Checking	DEP	Deposit Schrader 10/... Beer, Soda, Li...					1,072.50
10/22/2015	Checking	DEP	Deposit Schrader 10/... Rent-Upper P...					250.00
10/22/2015	Checking	DEP	Deposit Schrader 10/... Bartenders					170.00
10/22/2015	Checking	DEP	Deposit Schrader 10/... Restock fee					20.00
10/22/2015	Checking	DEP	Deposit Pop Machines Beer & Soda					114.57
10/22/2015	Checking	21985	Seven Up Bot... Invoice #471... Beer & Soda ...					-77.00
10/22/2015	Checking	21986	Adt Security S... November 2... Park Maint. - ...					-46.69
10/22/2015	Checking	21987	US Cellular Acct #21759... Park Admin					-78.81
10/22/2015	Checking	21988	Jim's Tap Cle... October 2015 Park Maint-Eq...					-40.00
10/22/2015	Checking	21989	Alaskan Ice C... Ice Beer & Soda ...					-55.00
10/22/2015	Checking	21990	Ott Schweitze... Invoice #408... Beer & Soda ...					-359.50
10/22/2015	Checking	21991	River City Dist... Invoice #261... Beer & Soda ...					-211.50
10/22/2015	Checking	21992	Kessenich's Ltd Invoice #122... Park Maint - S...					-261.95
10/22/2015	Checking	21993	Seven Up Bot... Invoice #264... Beer & Soda ...					-150.00
10/22/2015	Checking	EFT	Wisconsin De... Jul-Sep 201... Tax					-1,125.24
10/26/2015	Checking	EFT	Frontier 920-478-208... Utilities					-59.86

Register Report-Park Board #xxxxxx2402 - Oct 2015:5

10/1/2015 through 10/31/2015

12/20/2015

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
10/1/2015 - 10/31/2015								438.45
BALANCE 10/31/2015								11,358.00
TOTAL INFLOWS								6,298.47
TOTAL OUTFLOWS								-5,860.02
NET TOTAL								438.45

Register Report-Park Board #xxxxxx5309 - Sep 2015

9/1/2015 through 9/30/2015

12/6/2015

Page 1

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 8/31/2015								10,598.67
9/30/2015	SWIB Saving...	DEP	Interest	09/30/2015	Interest Inc			1.13
9/1/2015 - 9/30/2015								1.13
BALANCE 9/30/2015								10,599.80
TOTAL INFLOWS								1.13
TOTAL OUTFLOWS								0.00
NET TOTAL								1.13



Register Report-Park Board #xxxxxx2402 - Sep 2015:3

9/1/2015 through 9/30/2015

12/20/2015

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 8/31/2015								20,296.43
9/5/2015	Checking	Deb Card	Menards	Cleaning ma...	Park Maint - S...			-89.89
9/9/2015	Checking	21955	River City Dist...	Invoice #255...	Beer & Soda ...			-417.20
9/9/2015	Checking	21956	Ott Schweitze...	Invoice #403...	Beer & Soda ...			-317.10
9/9/2015	Checking	21957	Frontier	920-478-208...	Utilities			-59.97
9/9/2015	Checking	21958	Environmental...	Toilets April ...	Park Maint-Eq...			-100.00
9/9/2015	Checking	21959	Environmental...	Toilets	July 4th Exp			-100.00
9/9/2015	Checking	21960	Seven Up Bot...	Invoice #251...	Beer & Soda ...			-153.00
9/9/2015	Checking	21961	Neitzel Auto P...	Trans B3046...	Park Maint - S...			-150.11
9/9/2015	Checking	21962	Deppe's Awar...	Pickle eating...	July 4th Exp			-139.50
9/9/2015	Checking	21963	Mid-State Equ...	Invoice #P28...	Park Maint-Eq...			-421.65
9/9/2015	Checking	EFT	We Energies	07/21/2015-...	Utilities:Gas &...			-13.06
9/15/2015	Checking	EFT	Waterloo Utilit...	07/15/2015-...	Utilities:Gas &...			-20.15
9/15/2015	Checking	EFT	Waterloo Utilit...	07/15/2015-...	Utilities:Gas &...			-1,277.09
9/20/2015	Checking	EFT	Kwik Trip	Invoice #148...	Park Maint - F...			-47.92
9/20/2015	Checking	21964	Wisconsin Wi...	Lewis Statio...	Liquor Expense			-90.00
9/20/2015	Checking	21965	Piggly Wiggly	HTL food	Groceries			-10.32
9/20/2015	Checking	21966	US Cellular	Acct #21759...	Park Admin			-78.37
9/20/2015	Checking	21967	General Party...	Childrens ga...	July 4th Exp			-545.00
9/20/2015	Checking	21968	Jim's Tap Cle...	September 2...	Park Maint-Eq...			-40.00
9/20/2015	Checking	21969	Gene Timm	Winterization	Baseball Field			-50.00
9/20/2015	Checking	21970	Adt Security S...	October 2015	Park Maint. - ...			-46.99
9/20/2015	Checking	21971	Wirtz Beverage	Invoice #103...	Liquor Expense			-720.00
9/20/2015	Checking	21972	City Of Waterl...	Invoices #01...	Wages & Ins.			-3,750.01
9/20/2015	Checking	21973	City Of Waterl...	Invoices #01...	Wages & Ins.			-2,402.02
9/20/2015	Checking	21974	American Legi...	10% of uppe...	July 4th Exp			-131.00
9/20/2015	Checking	21975	Waterloo Ame...	40% of net f...	July 4th Exp			799.21
9/20/2015	Checking	DEP	Deposit	Waterloo bill ...	Beer & Soda			165.00
9/21/2015	Checking	DEP	Deposit	Olguin 10/03...	Rent-Upper P...			250.00
9/21/2015	Checking	ATM	Deposit	Hamacher 0...	Rent- Bingo			150.00
9/29/2015	Checking	21976	GEneral Beve...	Invoice #100...	Liquor Expense			-46.80
9/29/2015	Checking	ATM	Deposit	Weihert 08/0...	Rent- Bingo			150.00
9/29/2015	Checking	DEP	Deposit	Miller 10/15/...	Rent-Upper P...			250.00
9/29/2015	Checking	DEP	Deposit	DU Banquet ...	Beer, Soda, Li...			885.50
9/1/2015 - 9/30/2015								-5,376.86
BALANCE 9/30/2015								10,919.55

Register Report-Park Board #xxxxxx2402 - Sep 2015:3

9/1/2015 through 9/30/2015

12/20/2015

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
					TOTAL INFLOWS			1,850.50
					TOTAL OUTFLOWS			-11,227.38
					NET TOTAL			-9,376.88

Register Report-Park Board #xxxxxx2402 - Aug 2015
8/1/2015 through 8/31/2015

10/4/2015

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 7/31/2015								23,023.98
8/10/2015	Checking	21934	Mid-State Equ...	Invoice #P28...	Park Maint-Eq...			-41.24
8/10/2015	Checking	21935	Frontier	920-478-208...	Utilities			-59.82
8/10/2015	Checking	21936	Hometown Ne...	Thank you ad	July 4th Exp			-49.28
8/10/2015	Checking	21937	Piggly Wiggly	Groceries	July 4th Exp			-1,684.46
8/10/2015	Checking	21938	Sentry Floral ...	Flowers Mar...	Misc			-24.99
8/10/2015	Checking	21939	John's Fire Pr...	Gas Valve	Park Maint-Eq...			-278.30
8/10/2015	Checking	21940	Neitzel Auto P...	Trans A9744...	Park Maint - S...			-193.22
8/10/2015	Checking	21941	Alaskan Ice C...	Ice	Beer & Soda ...			-110.00
8/10/2015	Checking	21942	Pepsi	Invoices #91...	Beer & Soda ...			-207.72
8/10/2015	Checking	21943	City Of Waterl...	Invoices #01...	Wages & Ins.			-4,246.91
8/10/2015	Checking	EFT	We Energies	06/23/15-07/...	Utilities:Gas &...			-15.00
8/10/2015	Checking	21944	Badger Sporti...	HTL equipm...	Baseball Exp			-458.93
8/11/2015	Checking	DEP	Deposit	50-50	Baseball Raffl...			2,055.50
8/11/2015	Checking	DEP	Deposit	HTL proceeds	July 4th Inc.			259.00
8/11/2015	Checking	DEP	Deposit	Games - dart...	Other Inc			11.75
8/11/2015	Checking	DEP	Deposit	HTL 08/02/1...	Beer & Soda			850.00
8/11/2015	Checking	DEP	Deposit	Butler 08/08/...	Beer, Soda, Li...			184.50
8/11/2015	Checking	DEP	Deposit	Butler 08/08/...	Bartenders			70.00
8/11/2015	Checking	DEP	Deposit	Butler 08/08/...	Rent-Upper P...			250.00
8/11/2015	Checking	Deb Card	Menards					-55.75
8/17/2015	Checking	EFT	Waterloo Utilit...	07/01/15-07/...	Utilities:Gas &...			-1,916.00
8/17/2015	Checking	EFT	Waterloo Utilit...	07/01/15-07/...	Utilities:Gas &...			-20.51
8/20/2015	Checking	EFT	Kwik Trip	Invoice #143...	Park Maint - F...			-49.20
8/24/2015	Checking	21945	Jim's Tap Cle...	August 2015	Park Maint-Eq...			-70.00
8/24/2015	Checking	21946	Ott Schweitze...	Invoice #400...	Beer & Soda ...			-230.20
8/24/2015	Checking	21947	River City Dist...	Invoice #250...	Beer & Soda ...			-842.65
8/24/2015	Checking	21948	Seven Up Bot...	Invoice #259...	Beer & Soda ...			-332.50
8/24/2015	Checking	Voids	Lewis Station ...	Invoice #130	Beer & Soda ...			-190.00
8/24/2015	Checking	21950	Adt Security S...	September 2...	Park Maint. - ...			-46.99
8/24/2015	Checking	21951	US Cellular	Acct #21759...	Park Admin			-78.87
8/24/2015	Checking	21952	Frontier FS	Gas Deliveries	Park Maint - F...			-557.85
8/24/2015	Checking	21953	Kramer Printing	Park Rental ...	Park Admin			-238.00
8/24/2015	Checking	21954	Airport Repair	Mower repairs	Park Maint-Eq...			-448.43
8/25/2015	Checking	DEP	Deposit	Kehl 07/23/16	Rent-Upper P...			250.00
8/25/2015	Checking	DEP	Deposit	Country Rds ...	Rent-Beer Ga...			100.00
8/25/2015	Checking	DEP	Deposit	Lorbecke 09/...	Rent- Bingo			75.00

Register Report-Park Board #xxxxxx2402 - Aug 2015
 8/1/2015 through 8/31/2015

10/4/2015

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
8/25/2015	Checking	DEP	Deposit	St Johns 2016 Baseball Dia...				90.00
8/25/2015	Checking	DEP	Deposit	Fitzgerald sa...July 4th Inc.				1,633.70
8/25/2015	Checking	DEP	Deposit	Fitzgerald To...July 4th Inc.				1,000.00
8/25/2015	Checking	DEP	Deposit	Fitzgerald el... July 4th Inc.				181.50
8/25/2015	Checking	DEP	Deposit	Castillo 08/1... Rent-Upper P...				250.00
8/25/2015	Checking	DEP	Deposit	Castillo 08/1... Beer, Soda, Li...				1,324.25
8/25/2015	Checking	DEP	Deposit	Frasier 08/2... Rent-Beer Ga...				100.00
8/25/2015	Checking	DEP	Deposit	Frasier 08/2... Baseball Dia...				170.00
8/25/2015	Checking	DEP	Deposit	Frasier 08/2... Beer, Soda, Li...				675.00
8/1/2015 - 8/31/2015								-2,817.55
BALANCE 8/31/2015								20,206.43
TOTAL INFLOWS								9,530.20
TOTAL OUTFLOWS								-12,347.75
NET TOTAL								-2,817.55

Register Report-Park Board #xxxxxx5309 - Aug 2015

8/1/2015 through 8/31/2015

10/4/2015

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 7/31/2015								10,597.50
8/31/2015	SWIB Saving...	ATM	Interest	08/31/2015	Interest Inc			1.17
8/1/2015 - 8/31/2015								1.17
BALANCE 8/31/2015								10,598.67
TOTAL INFLOWS								1.17
TOTAL OUTFLOWS								0.00
NET TOTAL								1.17

Register Report-Park Board #xxxxxx2402 - Jul 2015

7/1/2015 through 7/31/2015

10/4/2015

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 6/30/2015								17,140.51
7/4/2015	Checking	21891	Wisconsin Ho...	Contract July...	July 4th Exp			-1,800.00
7/4/2015	Checking	21892	Wayne G. Pet...	Remainder 2...	July 4th Exp			-450.00
7/4/2015	Checking	21893	Wally Frey	Grilling	July 4th Exp			-200.00
7/4/2015	Checking	21894	Scott Hartwig	Band	July 4th Exp			-400.00
7/4/2015	Checking	21895	Diamond And ...	Bankd Contr...	July 4th Exp			-1,200.00
7/4/2015	Checking	DEP	Deposit	Tip Jar donat...	July 4th Inc.			374.57
7/4/2015	Checking	DEP	Deposit	Lower Paviio...	July 4th Inc.			3,922.45
7/4/2015	Checking	DEP	Deposit	Bike Raffle	July 4th Inc.			355.00
7/4/2015	Checking	DEP	Deposit	Redeposit st...	July 4th Inc.			9,000.00
7/4/2015	Checking	DEP	Deposit	Inflatibles 1/...	July 4th Inc.			120.00
7/4/2015	Checking	DEP	Deposit	Reimburse ic...	July 4th Inc.			35.00
7/4/2015	Checking	DEP	Deposit	Wrist Bands	July 4th Inc.			308.00
7/4/2015	Checking	DEP	Deposit	Food	July 4th Inc.			3,986.25
7/4/2015	Checking	DEP	Deposit	Upper Raffle	July 4th Inc.			1,310.00
7/4/2015	Checking	DEP	Deposit	Lower Raffle	July 4th Inc.			673.00
7/4/2015	Checking	DEP	Deposit	Gun Raffle	July 4th Inc.			1,010.00
7/4/2015	Checking	DEP	Deposit	Round House	July 4th Inc.			1,749.25
7/4/2015	Checking	DEP	Deposit	Games	July 4th Inc.			82.00
7/4/2015	Checking	DEP	Deposit	Horse pull 5...	July 4th Inc.			210.00
7/4/2015	Checking	DEP	Deposit	Horse Pull	July 4th Inc.			1,207.50
7/4/2015	Checking	DEP	Euchre	Euchre	July 4th Inc.			89.00
7/6/2015	Checking	21896	Gary Duckert	Raffle prize -...	July 4th Raffel...			-500.00
7/6/2015	Checking	21897	Mike Lannoy	Raffle prize -...	July 4th Raffel...			-250.00
7/6/2015	Checking	21898	Tim Lannoy	Raffle prize -...	July 4th Raffel...			-250.00
7/6/2015	Checking	21899	Pam Davison	Raffle prize -...	July 4th Raffel...			-100.00
7/6/2015	Checking	21900	Lawrence Killi...	Raffle prize -...	July 4th Raffel...			-50.00
7/6/2015	Checking	21901	Todd Dorn	Raffle prize -...	July 4th Raffel...			-50.00
7/6/2015	Checking	21902	Tony Weber	Raffle prize -...	July 4th Exp			-50.00
7/6/2015	Checking	21903	Doris Welhoefer	Raffle prize -...	July 4th Raffel...			-50.00
7/6/2015	Checking	21904	Mid-State Equ...	Invoice #P27...	Park Maint-Eq...			-59.06
7/6/2015	Checking	21905	Neitzel Auto P...	Trans A9668...	Park Maint - S...			-462.49
7/6/2015	Checking	21906	Watertown Da...	Bridal sectio...	Ads			-153.21
7/6/2015	Checking	21907	City Of Waterl...	Invoices #01...	Wages & Ins.			-3,078.68
7/6/2015	Checking	21908	City Of Waterl...	Stump remo...	Park Maint. - ...			-588.00
7/7/2015	Checking	DEP	Deposit	Maureen Gie...	Donation			4,000.00
7/7/2015	Checking	DEP	Deposit	Sussek mac...	Ball Diamond ...			400.00

Register Report-Park Board #xxxxxx2402 - Jul 2015

7/1/2015 through 7/31/2015

10/4/2015

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
7/7/2015	Checking	DEP	Deposit	Columbus F... Ball Diamond ...				150.00
7/11/2015	Checking	DEP	Deposit	Mankowski 0...Beer, Soda, Li...				450.50
7/11/2015	Checking	DEP	Deposit	Mankowski 0...Bartenders				150.00
7/11/2015	Checking	DEP	Deposit	Mankowski 0...Restock fee				20.00
7/11/2015	Checking	DEP	Deposit	Garcia 06/28...Rent-Beer Ga...				150.00
7/11/2015	Checking	21909	Eric And Wan... 06/27/2015 e...Refunds					-17.50
7/11/2015	Checking	21910	Frank Beer Di... Invoice #218... July 4th Exp					-505.50
7/11/2015	Checking	21911	Pepsi Invoice #916... July 4th Exp					-560.00
7/11/2015	Checking	21912	General Beve... Invoice #195... Beer & Soda ...					-144.00
7/11/2015	Checking	21913	Frontier 920-478-208... Utilities					-59.89
7/11/2015	Checking	21914	Alpine Tents Tent for Hors...July 4th Exp					-150.00
7/11/2015	Checking	21915	Alaskan Ice C... Ice July 4th Exp					-147.00
7/11/2015	Checking	21916	The Flower Box Memorial - M...Park Admin					-30.00
7/11/2015	Checking	21917	Seven Up Bot... Invoice #255... July 4th Exp					-323.00
7/11/2015	Checking	21918	Ott Schweitze... Invoice #393... Beer & Soda ...					-324.20
7/11/2015	Checking	21919	River City Dist...Invoice #242... Beer & Soda ...					-441.60
7/11/2015	Checking	21920	Kessenich's Ltd Popcorn, ba... July 4th Exp					-849.74
7/11/2015	Checking	21921	Spielbauer Fir... Remainder 0... July 4th Exp					-5,000.00
7/13/2015	Checking	EFT	We Energies 05/21/15-06/... Utilities:Gas &...					-15.04
7/13/2015	Checking	EFT	Kwik Trip Water/gas July 4th Exp					-440.02
7/15/2015	Checking	EFT	Waterloo Utilit...05/14/15-06/... Utilities:Gas &...					-21.12
7/15/2015	Checking	TXFR	Waterloo Utilit...05/14/15-07/... Utilities:Gas &...					-2,651.14
7/20/2015	Checking	21922	Ott Schweitze... Beer invento... July 4th Exp					-1,224.90
7/20/2015	Checking	21923	River City Dist...Beer July 4th Exp					-761.55
7/20/2015	Checking	21924	Tom's Guns Guns for 201...July 4th Raffel...					-1,193.00
7/20/2015	Checking	21925	Jim's Tap Cle... July 2015 Park Maint-Eq...					-70.00
7/20/2015	Checking	21926	Adt Security S...August 2015 Park Maint. - ...					-46.99
7/20/2015	Checking	21927	Ascap music lic.07/... July 4th Exp					-50.00
7/20/2015	Checking	21928	US Cellular Acct #21759... Park Admin					-143.64
7/20/2015	Checking	21929	Frontier FS Gas Deliveries Park Maint - F...					-269.74
7/20/2015	Checking	21930	Piggly Wiggly HTL food Groceries					-119.95
7/21/2015	Checking	DEP	Deposit	Herrera 08/0... Rent-Beer Ga...				150.00
7/21/2015	Checking	DEP	Deposit	Van Holtens ...Rent-Beer Ga...				150.00
7/21/2015	Checking	DEP	Deposit	Van Holtens ...Baseball Dia...				25.00
7/21/2015	Checking	DEP	Deposit	Ball tournam... July 4th Inc.				100.00
7/21/2015	Checking	DEP	Deposit	HTL 07/9/15 ...Beer & Soda				722.25
7/24/2015	Checking	DEP	Deposit	Pop machine Beer & Soda				737.94
7/27/2015	Checking	DEP	Deposit	Country Roa... Rent-Beer Ga...				150.00

Register Report-Park Board #xxxxxx2402 - Jul 2015

7/1/2015 through 7/31/2015

10/4/2015

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
7/27/2015	Checking	DEP	Deposit	HTL 07/23/1...	Beer & Soda			539.50
7/31/2015	Checking	21931	Alaskan Ice C...	Ice	Beer & Soda ...			-82.50
7/31/2015	Checking	21932	Jim Marty	Use of wago...	July 4th Exp			-100.00
7/31/2015	Checking	21933	Friends Of W...	Sound syste...	July 4th Exp			-75.00
7/31/2015	Checking	EFT	Wisconsin De...	Apr-Jun 201...	Tax			-345.28
7/1/2015 - 7/31/2015								5,873.47
BALANCE 7/31/2015								23,013.98
TOTAL INFLOWS								32,327.21
TOTAL OUTFLOWS								-26,453.74
NET TOTAL								5,873.47

Register Report-Park Board #xxxxxx5309 - Jul 2015

7/1/2015 through 7/31/2015

10/4/2015

Page 1

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 6/30/2015								10,596.24
7/31/2015	SWIB Saving...	DEP	Interest	07/31/2015	Interest Inc			1.26
7/1/2015 - 7/31/2015								1.26
BALANCE 7/31/2015								10,597.50
TOTAL INFLOWS								1.26
TOTAL OUTFLOWS								0.00
NET TOTAL								1.26

TO: PARK COMMISSION
FROM: CLERK/TREASURER
SUBJECT: 720 WEST MADISON STREET: CONSIDERING PHASE 2 PLANNING STEPS
DATE: JULY 15, 2014

720 WEST MADISON STREET: CONSIDERING PHASE 2 PLANNING

The purpose of this memo is to provide a starting point for the Park Commission to consider planning steps for 720 West Madison Street.

BACKGROUND:

Why does the City own this site? It is the flood plain, was not a viable redevelopment location and non-tax levy funding was available to acquire it with the condition that it serve as parkland not adversely affecting the floodplain area. This 1.7 acre site was purchased and the buildings razed using 2008 flood remediation dollars provided by the state and federal governments. The former pickle factor was a dilapidated and blighted.

What has taken place at part of Phase 1? Acquisition, building removal along with soil and groundwater monitoring.

At the time of demolition a 1,000-gallon underground diesel fuel tank was discovered and removed. Follow-up soil and groundwater monitoring was carried out using state PECFA funds (for petroleum compounds) and funds from City of Waterloo Tax Incremental District No. 1 (for non-petroleum chemical compounds). At this time, a municipal consultant is moving towards a two part closure request with the Department of Natural Resources covering: (1) petroleum; and (2) non-petroleum identified chemicals. In 2014 a small amount of soil will be removed from the site as a final remediation action. McKay Nursery in coordination with the Public Works Department has seeded the area with a low-maintenance mixture of grasses and flowering plants as an interim step in maintaining the parcel.

CONSIDERATIONS:

1. Concepts & Discussions to Date
 - a. McKay Nursery site rendering (2012)
 - b. Alderperson Springer's concept idea: 4- corners veterans memorial updated and relocated to site
 - c. Commissioner John Joyce concept idea: Incorporate vehicle drive through into memorial concept
 - d. The May 2014 UW-Milwaukee Report identified use of the area as part of Kayak Park.
2. Goals and Objectives (from 2011 Comprehensive Outdoor Recreation Plan, 4 of the 15 listed goals)
 - a. Ensure that parklands are designed to meet the special needs of all residents.
 - b. Adequately fund parkland maintenance.
 - c. Reduce general city maintenance of parkland and green space.
 - d. Promote resident support and involvement in the development, improvement and maintenance of the City's parks and open spaces.
3. Identifying the Uses For This Special Use Park. Special use parks satisfy a demand for a particular sport, recreational activity or special event. They commonly require facility programming that is based on community needs and may include:
 - a. Bandstand/Amphitheater
 - b. Memorial features

- c. Water play park
 - d. Festival/swap meet/farmers market
 - e. Skateboard/in-line hockey park
 - f. Recreation programs and classes
4. Process (from 2011 Comprehensive Outdoor Recreation Plan)
- a. Understand the assets and constraints of the site.
 - b. Developing design alternatives.
 - c. Encourage public participation followed by a final Park Commission recommendation to the City Council
5. Funding
- a. A budget should be forwarded to, and adopted by, the Council as part of the annual Capital Improvement Plan.
 - b. Sources: tax levy, private donations, state and federal grants.
 - c. A capital budget should include estimates for future non-capital recurring operational and maintenance expenses.
6. Timeline Considerations
- a. The Wisconsin DOT is in the midst of planning for the 2018 reconstruction of STH 19 with a 60% design completion date scheduled for December 1, 2014. They are interested in park concept planning as it relates to the road reconstruction. As required by DOT, sidewalk along the roadway is included in the plan. I have a request to Matt Lamb at DOT for the degree of design flexibility we have in terms of sidewalk placement.