



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
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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: WEDNESDAY, April 13, 2016
Time: 5:00 P.M.
Location: COUNCIL CHAMBERS, MUNICIPAL BUILDING, 136 N. MONROE ST.

1. ROLL CALL AND CALL TO ORDER
2. MEETING MINUTES APPROVAL: March 9, 2016
3. CITIZEN INPUT
4. REPORTS/UPDATES
 - a. January/February Parks Financial Report
 - b. Coordinator's Report
 - c. 2016 Capital Project Status Tracking
 - i. Raze Pedestrian Bridge, 575 West Madison Street
 - ii. Construct Pedestrian Path, 333 West Madison Street
 - iii. Firemen's Park Basketball Court Improvements
 - iv. 720 West Madison Street Phase 3 (removal of concrete piers)
5. UNFINISHED BUSINESS
 - a. Parks Management Policy Revisions [referred by City Council 4/7/2016]
 - b. Adopting 2016 Parks Performance Measures, Recommendation To City Council
 - c. 720 West Madison Street Phase 4 (usage for full park)
6. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING
 - a. Comprehensive Outdoor Recreation Plan, Update Remains In Drafting
 - b. 720 West Madison Street Phase 4 (usage for full park)
7. ADJOURNMENT

Mo Hansen

Clerk/Treasurer

Posted, Emailed & Mailed: 04/08/2016

Committee Members: Stinnett; Kegler; Quimby; Tim Kopplin (appointed 4/8/2016, not confirmed); Craig Strobel, Board of Trustees representative; Ex-Officio Advisory Members: Gary Yerges, Public Works Director, (vacant) 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 – MINUTES
March 9, 2016

1. ROLL CALL AND CALL TO ORDER. Stinnett called the meeting to order at 5:00 pm in the Municipal Building Council Chambers. ROLL CALL: Voting members present, Springer, Quimby, Stinnett, Kegler. Ex-officio members present: Yerges, Crave and Haberkorn. Absent: Kegler and Jones with one vacancy. Others present: Maureen Giese, Sharon Burbach and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: FEBRUARY 17, 2016. MOTION: Moved by Quimby, seconded by Stinnett to approve the minutes as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. Maureen Giese raised a concern that the Comprehensive Outdoor Recreation Plan was not on the agenda. Noted.
4. ELECTION OF PARKS COMMISSION CHAIR. Quimby nominated Angie Stinnett as Chair, Strobel seconded. By unanimous consent, Angie Stinnett was elected Parks Commission Chair.
5. REPORTS/UPDATES
 - a. January/February Parks Financial Report. Note.
 - b. Coordinator Report. Haberkorn provided a verbal report. No action taken.
 - i. Facilities
 - ii. Grounds - Seasonal employees hired: Mike Haberman and Tom Holzhueter
 - iii. Community Programming
 - c. 720 West Madison Street Phase 3. No action taken.
6. UNFINISHED BUSINESS
 - a. Park Operations Ordinance Revisions, Recommendation To City Council. DISCUSSION: The Commission reviewed the ordinance change document forwarded by Hansen. MOTION: Moved by Quimby, seconded by Strobel to recommend to Council approval of the ordinance change document with the modification of making Public Works Director's title a non-voting advisor. VOICE VOTE: Motion carried.
 - b. Parks Management Policy Revisions, Recommendation To City Council. DISCUSSION: The Commission reviewed the policy document forwarded by Hansen. MOTION: Moved by Quimby, seconded by Strobel to recommend to Council approval of the Policy document with the modifications of adding a section regarding food. VOICE VOTE: Motion carried.
 - c. Adopting 2016 Parks Performance Measures, Recommendation To City Council. MOTION: By consensus the item was tabled.
 - d. Comprehensive Outdoor Recreation Plan, Update Remains In Drafting. MOTION: By consensus the item was tabled.
 - e. 720 West Madison Street Phase 4 (usage for full park). MOTION: By consensus the item was tabled.
7. NEW BUSINESS
8. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING
 - a. Parks Pick-up Day, March 19, 2016. Noted.
9. ADJOURNMENT. MOTION: Moved by Quimby, seconded by Strobel to adjourn. Approximate time: 6:49 pm.



Mo Hansen
Clerk/Treasurer

CITY OF WATERLOO
2016 Capital Project Status Tracking
(Sorted By Oversight Entity)

PROJECT	TYPE	LEAD	OVERSIGHT	PROJ STATUS	2016 BUDGET	2016 ACTUAL	BUDGET STATUS	NOTES
CATV OUTLAY	EQUIP	Burgos	CableBD	Collecting Estimates			2016	analog-to-digital equip
CAPITAL PROJ - LIBRARY	PURCHASE	Mounford	LibBoard	Not Started	10,000		2016	Furniture & equip
575 W MADISON PED BRIDGE REMOVE	RAZE	KUNKEL	ParksComm	Not Started	75,000		2016	est. only
INSTALL 333 W MADISON PATH OUTLOT #1	CONSTRUCT	KUNKEL	ParksComm	Engineering Started	150,000		2016	est. only ; use impact fees for new and Idle Site industrial grant
PARKS - BASKETBALL CT	CONSTRUCT	KUNKEL	ParksComm	Concept	15,000		??	est. only; contingent up donation amt.
720 WEST MADISON ST	PHASE 3, RIVER BED SAFETY	Hansen	ParksComm	Engineering @ 10%				Need DNR Permit
SQUAD CAR PURCHASE	PURCHASE	Sorenson	PubSafety	Not Started	36,000	0	2016	
SPEC FUND SQUAD	RESERVE EXPENSE	Sorenson	PubSafety	Not Started	30,500			
FD CAPITAL OUTLAY	?	Butzine	PubSafety	Not Started	20,000	0	2016	??
CAPITAL PROJ - STREET CONST	ROAD RESURFACE	Yerges	PubWorks	Not Started	157,089	0	2016	slag seal:Milw, Canal, Lum, Anna, Lexington, Bradford - waiting on Canal Rd grant determination
STREET TREES	PURCHASE	Yerges	PubWorks	Not Started	2,000	0	2016	
SIDEWALKS	INSTALL NEW	KUNKEL	PubWorks	Engineer's Estimated Completed	11,000	0	TRANSF TO TID #4	use impact fees for new
SIDEWALKS - SPEC ASSESS	INSTALL NEW	KUNKEL	PubWorks	Engineer's Estimated Completed	50,000	0	2016	Special Assessment process to be completed
PLASMA CUTTER	PURCHASE	Yerges	PubWorks	Not Started	3,000	0	2016	
POWER WASHER	PURCHASE	Yerges	PubWorks	Closed	8,073	8,073	2016	
HD PICK-UP TRUCK	PURCHASE	Yerges	PubWorks	Not Started	33,927	0	2016	
STH 19 IMPROVE	ENG	KUNKEL	PubWorks	Engineering Near 90%	15,000	0	TRANSF TO TID #2	Engineering expense in 2016
SLIP LINING	REPAIR	Yerges	PubWorks	Not Started	28,515		2016	Adams Street confirm w/ GY
MUNI BLDG PHONES	PURCHASE	Hansen	PubWorks	Not Started	0		NEED TO ADD	est. \$5,000 from savings
MUNI BLDG ROOF	REPAIR	Hansen	PubWorks	Estimate In-Hand	0		NEED TO ADD	est. \$750 from savings
333 PORTLAND RD	CONDEMN PROPERTY	Hansen	PubWorks	Executing Warrant for Inspect			NEED TO ADD	TID #3
DPW COLD STORAGE	CONSTRUCTION	Yerges	PubWorks	5% complete			2016	Contract signed, work scheduled
CANAL RD	ROAD RESURFACE	Yerges	PubWorks	Waiting Grant Award			2016	A "go" if 50% match grant awarded

TOTAL

645,104

CITY OF WATERLOO COMMON COUNCIL
MEETING MINUTES: April 7, 2016

REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS

a. Parks Commission

- i. Resolution #2016-09 Adoption Of Parks Policies. DISCUSSION: - Thomas called for modification of the refund policy. A variety of options were discussed. Springer suggested a policy similar to Monona Terrace in Madison. Quimby suggested refunding dollars 90 days out or greater from the event date. Thomas called for banning e-cigarettes. Haberkorn clarified the difference between a private and public event. Thompson and Thomas called for a definition of a private event. Thomas questioned the rental rates for alcohol and non-alcohol events. Thompson asked if signs should be changed or modified regarding the carrying in of alcohol. Reynolds and Springer said prohibiting weapons was in conflict with state law. Springer said text reading, "no firearms or weapons are permitted in Waterloo Parks except as permitted by state statutes" should be added. Thomas asked if the carrying in of alcohol for a private, non-scheduled event, such as picnic, would be permissible. Hansen said no. Springer said a no carry-in parks was a past policy also. Haberkorn said wording could be added to accommodate picnics. Thompson said a can of worms exists regarding carry-ins. Ziaja offered language to address the Mayor's examples. Stinnett questioned the need to address private picnics with alcohol. In reply to the Mayor's request, Haberkorn said beer would be available at baseball games. Reynolds offered language to address the carry-in concern. Thomas said he was fine passing the alcohol language as-is, but said it should be looked at. Griffin asked about disc golf and drinking a beer. Hansen said an event premise could be defined as broadly or narrowly as required. Springer said a licensed premises cannot have carry-ins. Mayor Thompson asked for details as to when a private party would be required to have a licensed bartenders. Haberkorn replied quinceañera and other large events. Thompson suggested the reasoning needed attention. Moved by Ziaja, seconded by Griffin to refer the matter to the Parks Commission for further consideration. VOICE VOTE: Motion carried.



Attest:
Mo Hansen
Clerk/Treasurer



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**RESOLUTION #2016-09
ADOPTION OF PARKS POLICIES**

Whereas, the Parks Commission recommends the attached parks policies to further efforts to bring valued parks services to the citizens of Waterloo.

Now Therefore Be It Resolved, by the Common Council of the City of Waterloo, Wisconsin, that it agrees with the Parks Commission recommendation directs the Clerk/Treasurer and Parks Coordinator to fully implement the policies as presented on this night. With the exception of previously adopted Waterloo Regional Trailhead policy, this policy supersedes all previously adopted parks policy.

PASSED AND ADOPTED this _____, 2016.

City of Waterloo

Signed: _____
Robert H. Thompson
Mayor

Attest:

Morton J. Hansen
City Clerk/Treasurer

WATERLOO PARKS POLICY
ADOPTED: _____

DEFINITIONS.

“Non-profit” – Any organization recognized as tax exempt by the Internal Revenue Code or identified as a bona fide organization under 125-26(6) Wis. Stat. – meaning clubs, county or local fair associations or agricultural societies, churches, lodges, or societies that have been in existence for at least 6 months before the date of the application.

“Resident” – Any person, organization or business living, residing or operating within the City of Waterloo 6 months prior to the issuance of a park use contract.

PARK USE, RESERVATION AND RENTAL POLICY.

1. Park hours are 6:00 AM to 10:30 PM, or as allowed by Parks Coordinator. The park must be vacated when closed. A reservation does not guarantee absolute privacy to any group.
2. The use terms and conditions for the use of a Waterloo parks facility shall be fully listed on Park Use Contracts for each park. Said contracts will be updated by staff from time to time and approved by the City Council with the recommendation of the Parks Commission. The contract receipt is proof of a reservation.
3. The City Council shall established rental rates and shall delegate other sales related pricing decisions such as concessions, advertising, etc. to the Parks Coordinator with oversight from the Parks Commission.
4. The event holder signing the contract is responsible for clean-up, facility damage and lost or stolen municipal property. Glass containers are NOT allowed in the parks. In order to receive all or a portion of a rental deposit, the event holder must complete clean-up tasks as listed on a Facility Check-Out form provided to the satisfaction of the Park Coordinator.
5. Cancellations, refunds or transfers: No refunds will be issued. Written cancellation must be submitted to the Parks Coordinator. An event date may be changed or transferred to another available date
6. Chairs and tables as available on a limited basis. Damage will result in loss of deposit.

CONSUMPTION, SALE OR DISTRIBUTION OF ALCOHOL ON PARK PROPERTY.

1. The consumption, sale or distribution of alcohol on park property is prohibited in Waterloo parks and other public places unless the person has an appropriate license or contract with the City.
2. The City of Waterloo may sell fermented malt beverages at non-youth, public events solely at its discretion under Wis. Stats. 125.06.
3. The consumption of alcohol is permitted for invitation only private events. The holder of a private event is responsible for the purchase and serving of alcohol and must fully notify the City of its specific intent as part of the contractual agreement with the City. The City may require, as a contract condition, that licensed Operators serve the alcohol. The City may require, as a condition of the contract, the hiring of Police Department approved event security.

SMOKING.

1. No person shall smoke or hold a lighted cigarette, cigar or pipe in any structure within any park, or in any other area in any park where youth events are held or where notices prohibiting smoking are posted pursuant to an order of the Parks Commission.

WEAPONS.

1. No firearms or weapons are permitted in Waterloo parks. Violators are considered trespassers and subject to forfeiture or arrest.

FOOD.

1. The preparation, availability, sale and consumption of food shall be in accordance with Jefferson County Ordinance 2001-26 titled Environmental Sanitation and the Wisconsin Statutes chapter 254.
2. For the well-being of public health and safety, the Parks Coordinator in consultation with the Parks Commission shall establish written procedures for the use of Waterloo Parks so as to allow for -- and ensure -- the safe preparation and consumption of food in Waterloo Parks.

POLICY ADOPTED BY REFERENCE.

1. This policy adopts by reference existing policy for the Waterloo Regional Trailhead as adopted by the Parks Commission as of January 1, 2016. With this one noted exception, this statement supersedes all previous municipal parks policies.

WATERLOO FIREMEN'S PARK USE CONTRACT

Today's Date: _____
Receipt# _____

500 Park Ave, Waterloo, WI 53594 – 920-478-3025 – parks@waterloowi.us

Event Type: _____ Date of Event: _____ # of Guests: _____

Arrival Time: _____ Dinner Time: _____ Ending Time: _____ (All persons must be out by 1am)

Client Name: _____ Address: _____

City: _____ State: _____ Email: _____ Phone #s: 1) _____ 2) _____

Primary Contact: _____ Secondary Contact: _____

Building/Grounds being reserved:

Pavilion – Whole: _____ Upper: _____ Lower: _____ Bingo Hall: _____ Beer Garden: _____ Bandstand/shelter: _____

Main Ball Diamond: _____ Softball Diamond: _____ Upper Diamond: _____ T-ball Diamond: _____

Other Facility Not Listed: _____

*** A deposit equal to 50% of total rental fees must be on file in the event of damages or additional charges incurred by the client or client's party. *** Failure to secure building(s) after rental will result in security deposit being withheld.**

*** Specific requirements of beer & liquor shall be set forth in a separate document no later than 2 months prior to the event date.**

Building Rental Fee: \$_____ This amount is for the facility only, other charges may still apply key deposit, etc.)

Amount of Deposit: \$_____ A minimum of half the building rental fee is due at signing of contract. ***100% of the deposit is non-refundable***

Key Deposit: \$_____ There is a \$100 key deposit (per key) due for all keys handed out

Other Fees: \$_____ Description: _____

Balance Due: \$_____ Amount to be paid 2 weeks **PRIOR** to date of event.

Payment Type: _____ Amount Paid: _____ Check #: _____ Name on Check: _____

Other Info: _____ Additional Comments: _____

Park Use Policies:

- There are no refunds of any kind. A \$50.00 fee will be charged on all checks returned insufficient.
- A Wisconsin sales & use tax of 5.5% will be applied on all rentals, beverages & services.
- Deposit(s) will be returned after 15 days if areas are left in reasonable condition and keys to building(s) have been returned.
- All bands/music must stop playing at 12:00 am (Midnight). The bar will stop serving at 12:00 am. Everyone will be out by 1:00 am.
- Facility may be made available the day before the rental for set up.
- Only painters tape may be used to attach items to the walls or doors. Nothing is to be hung from the ceiling. No rice, birdseed or confetti is allowed.
- No open flame is allowed with the exception of food warming devices.
- No one under the age of 21 may consume alcohol. If minors are found consuming alcohol the event can be terminated immediately w/full payment due.
- Client will be responsible for damages inside or outside of the rented area, any broken or stolen items or any extensive cleaning.
- No animals or pets are permitted in the buildings with the exception of service animals. The client assumes all responsibility for such animals & actions.
- Waterloo Firemen's Park shall not be held liable for any injuries which might be sustained by any member of the party during the gathering.
- The Park is not responsible for damage or loss of any merchandise, articles of clothing or personal belongings prior to, during, or after an event.
- The Park reserves the right to require any renter to pay for a security team for an event. The Park must approve of the security team prior to the event.
- The renter is responsible for providing a license caterer, food service or person for cooking/transporting/etc. of all foods for events. Waterloo Firemen's Park will not be held liable for any food related illness or incidents.
- Waterloo Parks shall be released from its obligations hereunder for events beyond its control: acts of god or similar.
- A reservation is not considered complete until this signed agreement with security deposit and at least 1/2 of the building rent has been submitted.
- By signing below the Client agrees to the terms and conditions set forth in this contract.

Authorized Park Representative Signature/Date

Clients Signature/Date

Please mail signed contract and deposit to: City of Waterloo - Parks, 136 N. Monroe Street, Waterloo, WI 53594

WATERLOO FIREMEN'S PARK

FEE SCHEDULE - #1 2016

BUILDINGS & GROUNDS FEES

<u>Alcohol Served Events</u>	<u>RESIDENT PRIVATE</u>	<u>NON-RESIDENT PRIVATE</u>	<u>RESIDENT PUBLIC</u>	<u>NON-RESIDENT PUBLIC</u>
ENTIRE PARK	SEE PARKS COORDINATOR FOR SPECIAL EVENTS			
ENTIRE PAVILION	\$750	\$850	\$600	\$700
UPPER PAVILION	\$500	\$600	\$400	\$500
LOWER PAVILION	\$400	\$500	\$300	\$400
BINGO HALL	\$200	\$300	\$150	\$200
REUNION HALL	\$150	\$250	\$125	\$175
WATERLOO REGIONAL TRAILHEAD	\$200	\$300	\$150	\$200
BASEBALL DIAMOND (billed every 3 hours)	\$85	\$85	\$85	\$85
HAMBURGER/CONCESSION STAND	\$50	\$50	\$50	\$50
SOFTBALL DIAMOND (billed every 3 hours)	\$50	\$50	\$50	\$50
BANDSTAND/OPEN SHELTERS	\$25	\$25	\$25	\$25
TOURNAMENT FEE	\$100	\$100	\$100	\$100

<u>Non Alcohol Events</u>	<u>RESIDENT PRIVATE</u>	<u>NON-RESIDENT PRIVATE</u>
ENTIRE PARK	SEE PARKS COORDINATOR FOR SPECIAL EVENTS	
ENTIRE PAVILION	\$700	\$800
UPPER PAVILION	\$450	\$550
LOWER PAVILION	\$350	\$450
BINGO HALL	\$175	\$275
REUNION HALL	\$150	\$250
WATERLOO REGIONAL TRAILHEAD	\$175	\$275
BASEBALL DIAMOND (billed every 3 hours)	\$85	\$85
HAMBURGER/CONCESSION STAND	\$50	\$50
SOFTBALL DIAMOND (billed every 3 hours)	\$50	\$50
BANDSTAND/OPEN SHELTERS	\$25	\$25
TOURNAMENT FEE	\$100	\$100

All Charitable Non-Profits will receive a 50% discount on building rentals with proof of exempt status.

<u>Miscellaneous Fees</u>				
BASEBALL FIELD LIGHTS (per Hour)	\$25	OUTDOOR CHAIRS	\$50	Additional charges may be applied for any use of city resources
PARK LABORER	\$12	OUTDOOR CHAIRS W/SETUP	\$100	
BARTENDER (per hour/each)	\$10	PREP OF BASEBALL FIELD (each time)	\$25	

Name of facility
FOOD CONTRACT STATEMENT
Required In Order To Receive Rental Deposit

EVENT NAME: _____

PERSON COMPLETING THIS FORM NAME: _____

PHONE NUMBER: _____ ALTERNATE PHONE NUMBER: _____

PUBLIC EVENT

FOOD SERVICE PROVIDER: _____ PHONE NUMBER: _____

CONTACT NAME: _____ ALTERNATE PHONE NUMBER: _____

ADDRESS: _____ CITY: _____ STATE: _____

STATE LICENSE/CERTIFICATION NUMBER: _____

_____ ATTACHED COPY OF FOOD SERVICE CONTRACT/AGREEMENT

PRIVATE EVENT

FOOD PROVIDER: _____ PHONE NUMBER: _____

CONTACT NAME: _____ ALTERNATE PHONE NUMBER: _____

ADDRESS: _____ CITY: _____ STATE: _____

Parks Coordinator Signature/Date

Clients Signature/Date

Please deliver Contract Statement with copy of Security Agreement to: City of Waterloo – Parks, 136 N. Monroe Street, Waterloo, WI 53594

Name of facility
SECURITY CONTRACT STATEMENT
Required In Order To Receive Rental Deposit

EVENT NAME: _____

PERSON COMPLETING THIS FORM NAME: _____

PHONE NUMBER: _____ ALTERNATE PHONE NUMBER: _____

SECURITY COMPANY: _____ PHONE NUMBER: _____

CONTACT NAME: _____ ALTERNATE PHONE NUMBER: _____

ADDRESS: _____ CITY: _____ STATE: _____

STATE LICENSE/CERTIFICATION NUMBER: _____

_____ ATTACHED COPY OF SECURITY CONTRACT/AGREEMENT

_____ SECURITY COMPANY PROOF OF INSURANCE

Waterloo Police Chief Signature/Date

Clients Signature/Date

Please deliver Contract Statement with copy of Security Agreement to: City of Waterloo – Parks, 136 N. Monroe Street, Waterloo, WI 53594

Name of facility

**EVENT ALCOHOL CONTRACT STATEMENT
Required In Order To Receive Rental Deposit**

Event Name: _____ Event Date: _____

Event Organizer/Person Completing This Form Name: _____

Address: _____

Email: _____

Phone Number: _____

As fully described in detail below, I hereby state that alcohol will be served at this invitation only private event. I understand that I must abide by all municipal and state laws. I understand that I am responsible for the consumption of alcohol by event attendees, and underage drinking is prohibited. I further state that I am legally liable for any and all damages to the facility and other public and private property in park during this event. I understand that failure to abide by the law will result in legal enforcement to the fullest extent of the law.

Name: _____ Date: _____

EXPECTED ATTENDANCE: _____

EXPECTED NUMBER OF ATTENDEES 21 YEARS OF AGE OR YOUNGER: _____

PRODUCT SERVED:

___ Non-alcoholic beverages. Describe in detail: _____

___ Beer, wine coolers or other fermented malt beverages: Describe in detail: _____

___ Wine: Describe in detail: _____

___ Liquor: Describe in detail: _____

The City of Waterloo reserves the right to require Licensed Operator's to serve at any private event and it reserves the right to require Event Security to be present during any private event.

Police Department Notes:
Parks Coordinator Notes:

Name of facility
CLEAN UP CHECK LIST
Required In Order To Receive Rental Deposit

EVENT NAME: _____

PERSON COMPLETING THIS FORM NAME: _____

PHONE NUMBER: _____ ALTERNATE PHONE NUMBER: _____

CHECK LIST

- _____ Spot clean and pick-up all bathrooms
 - _____ Stack clean tables and chairs in an orderly manner. Place all chairs to original location
 - _____ Sweep floor and spot mop if necessary, including restrooms
 - _____ Dispose of all trash in receptacle bin (**describe location**)
 - _____ Clean kitchen counters and prep tables
 - _____ Wipe stove and make sure it is **turned off**
 - _____ Make sure ALL doors are securely closed
 - _____ Turn off all lights
 - _____ Lock main entry door; make sure ALL doors are securely closed
 - _____ Return keys in manner described here: _____
-

SIGNATURE: I am confirming here that all the applicable check list items have been completed.

COMMENTS: _____

RATE YOUR EVENT EXPERIENCE BELOW:

Great **Terrible**
10 9 8 7 6 5 4 3 2 1 0

WOULD YOU RECOMMEND WATERLOO PARKS TO A FRIEND?

YES

NO



**720 West Madison Street Park Improvements
City of Waterloo, Wisconsin**

PRELIMINARY ESTIMATE OF CONSTRUCTION COSTS

November 11, 2015

Project Scope

1. Removal of concrete pillars and river bed, located in the Maunsha River, and northern concrete abutment wall, adjacent to the Maunsha River, which are remnants of the 2008 flooding and subsequent building demolitions at 720 West Madison Street.
2. Construction of an asphalt pedestrian and bike path from Canal Road, meandering along the river front and connecting into West Madison Street sidewalk.
3. Construction of an asphalt parking lot utilizing the existing northern most driveway opening.
4. Construction of a concrete pad and park shelter.
5. Construction of a concrete pad and installation of flag poles for the relocation of the Veterans Memorial from the intersection of East Madison Street and North Monroe Street.

Maunsha Riverbed Improvements*					
Quantity	Unit	Description	Unit Cost	Subtotal	Total Cost
13	EA	Remove Concrete Pillars	\$ 2,250.00	\$29,250.00	
100	CY	Remove Concrete Abutment Wall and Pillars	\$ 135.00	\$13,500.00	
75	CY	Remove Concrete River Bed	\$ 245.00	\$18,375.00	
1	LS	Unclassified Excavation		\$12,500.00	
1	LS	Embankment Repairs		\$15,000.00	
300	SY	Install Type RR Geotextile Fabric	\$ 7.50	\$2,250.00	
300	SY	Install 18-Inches Heavy Rip Rap	\$ 55.00	\$16,500.00	
					\$107,375.00

* Southern concrete abutment wall to remain due to active rail line proximity.

* Coordination with adjacent CP Rail line and Wis DNR is required to obtain approvals or permits, as required for all phases of construction activities.

* Permit fees are not included in preliminary cost estimate.

Pedestrian Path Construction

Quantity	Unit	Description	Unit Cost	Subtotal	Total Cost
1	LS	Unclassified Excavation		\$5,500.00	
1300	SY	Install 8-Inch Crushed Aggregate Base Course	\$ 5.50	\$7,150.00	
1300	SY	Install 3-Inch Asphalt Pedestrian Path	\$ 17.00	\$22,100.00	
650	SY	Topsoil and Seeding	\$ 8.00	\$5,200.00	
					\$ 39,950.00

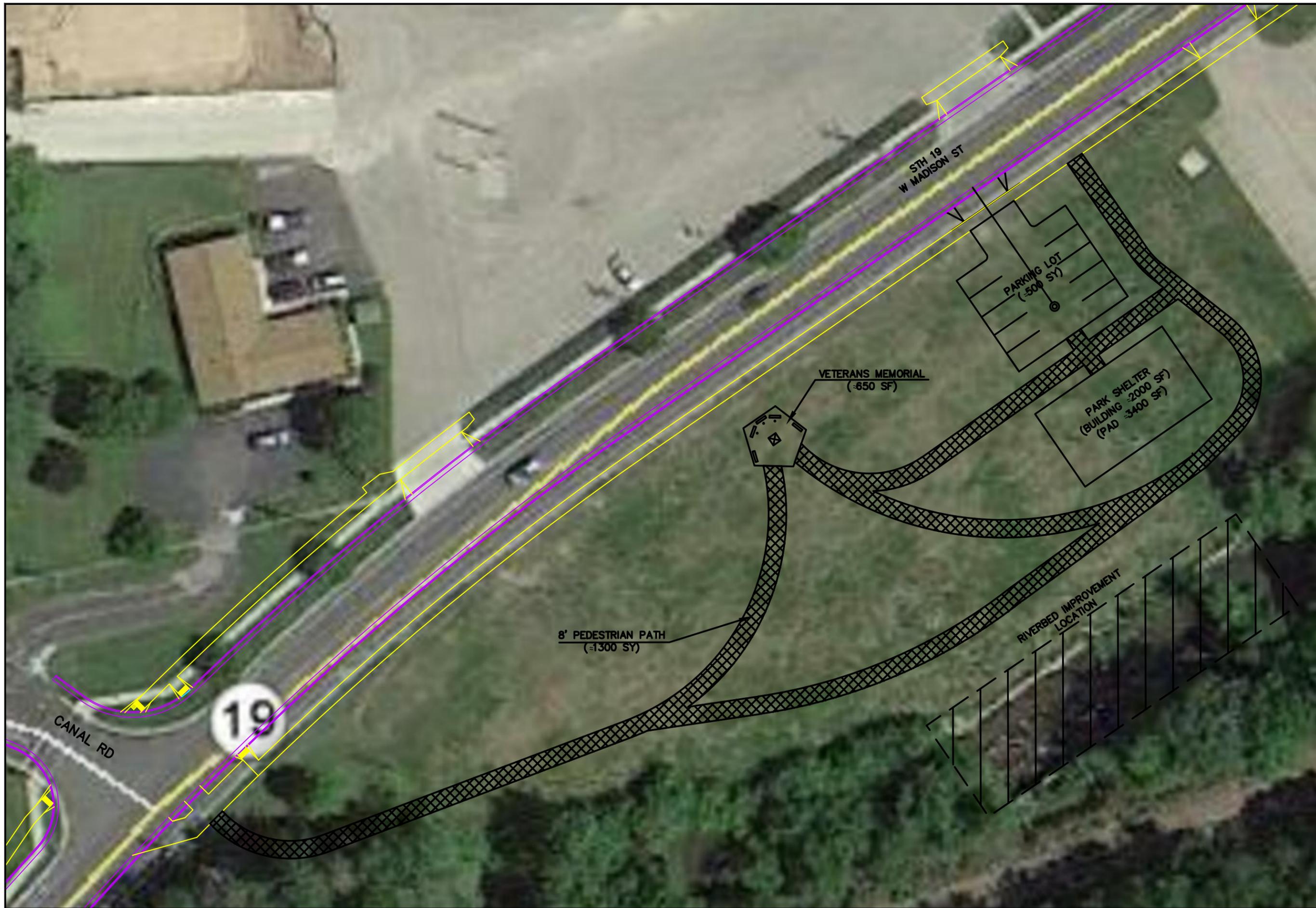


**720 West Madison Street Park Improvements
City of Waterloo, Wisconsin**

PRELIMINARY ESTIMATE OF CONSTRUCTION COSTS

November 11, 2015

Parking Lot Construction					
Quantity	Unit	Description	Unit Cost	Subtotal	Total Cost
1	EA	Install Storm Manhole with Open Grate	\$ 2,500.00	\$2,500.00	
75	LF	Install 12-Inch RCP Storm Main	\$ 65.00	\$4,875.00	
1	EA	Connect to Existing Storm Sewer Main	\$ 500.00	\$500.00	
1	LS	Unclassified Excavation		\$3,000.00	
500	SY	Site Grading	\$ 12.50	\$6,250.00	
500	SY	Install 12-Inch Crushed Aggregate Base Course	\$ 8.00	\$4,000.00	
30	SY	Install 5-Inch Crushed Aggregate Base Course	\$ 4.50	\$135.00	
265	SF	Install 6-Inch Concrete Drive Approach	\$ 10.00	\$2,650.00	
500	SY	Install 3.5-Inch Asphalt Parking Lot	\$ 25.00	\$12,500.00	
200	LF	Install 4-Inch White Pavement Markings	\$ 0.50	\$100.00	
100	SY	Topsoil and Seeding	\$ 15.00	\$1,500.00	
					\$ 38,010.00
Park Shelter Construction					
Quantity	Unit	Description	Unit Cost	Subtotal	Total Cost
1	LS	Unclassified Excavation		\$3,500.00	
400	SY	Site Grading	\$ 12.50	\$5,000.00	
400	SY	Install 8-Inch Crushed Aggregate Base Course	\$ 8.00	\$3,200.00	
3400	SF	Install 4-Inch Concrete Pad	\$5.50	\$18,700.00	
1	LS	Construct Open Air Park Shelter		\$30,000.00	
1	LS	Lighting and Electrical Service		\$8,000.00	
100	SY	Topsoil and Seeding	\$ 15.00	\$1,500.00	
					\$ 69,900.00
Veterans Memorial Construction					
Quantity	Unit	Description	Unit Cost	Subtotal	Total Cost
1	LS	Unclassified Excavation		\$2,000.00	
100	SY	Site Grading	\$ 15.00	\$1,500.00	
100	SY	Install 8-Inch Crushed Aggregate Base Course	\$ 10.00	\$1,000.00	
650	SF	Install 4-Inch Concrete Pad with Stamped Pattern	\$ 12.00	\$7,800.00	
1	LS	Relocation of Monument	\$ 3,500.00	\$3,500.00	
3	EA	Flag Poles	\$ 3,250.00	\$9,750.00	
2	EA	Granite Benches	\$ 4,200.00	\$8,400.00	
3	EA	Granite Monuments	\$ 9,000.00	\$27,000.00	
1	LS	Backlighting and Electrical Service		\$6,000.00	
					\$ 66,950.00
Total Estimated Construction Cost					\$ 322,185.00



**PRELIMINARY
CONCEPT DRAWING**

SCALE : 1" = 40'
 DATE: NOVEMBER 11, 2015
 DRAWN BY : JMB
 APPROVED BY : ML

CITY OF WATERLOO, WISCONSIN
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