



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

**PUBLIC NOTICE OF A COMMITTEE MEETING OF THE  
PARKS COMMISSION OF THE CITY OF WATERLOO**

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and to the news media, that the following meeting will be held:

**WATERLOO PARKS COMMISSION**

**DATE: TUESDAY, SEPTEMBER 14, 2010 TIME: 6:30 P.M.**  
**LOCATION: WATERLOO MUNICIPAL BUILDING, 136 NORTH MONROE STREET**

To consider the following:

1. Roll Call And Call To Order
2. Approval Of August 10, 2010 Meeting Minutes
3. Citizen Input
4. Youth Center Director Report (Silha)
5. Unfinished Business
  - a. Dog Park Budget & Concept Layout (Seidl)
  - b. Parks Commission By-Laws – Tabled From Previous Meeting (Quimby)
  - c. Glacial Heritage Area Implementation Team – Update (standing item)
  - d. 2011 Budget Considerations (Seidl)
6. New Business
  - a. Southside Park Planning & Comprehensive Outdoor Recreation Plan (Design Studio etc.)
  - b. Acceptance Of A DNR Stewardship Grant For The Development Of A Garman/Knowlton Trailhead Facility (referred to the Park Commission from the City Council)
7. Future Agenda Items, Announcements And Next Meeting Date
8. Adjourn

Mo Hansen  
Clerk/Treasurer

**Parks Commissioners:**  
Notify the Clerk/Treasurer's Office (478-3025) if you are unable to attend the meeting.

Posted, Emailed & Mailed: September 9, 2010

- Committee Members: Seidl, Schultz, Kniesel, Quimby, Strobel, Springer and Cotting. Advisory Member: Yerges

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 - Rev.1 07/13/10**

**DATE: TUESDAY, JUNE 22, 2010 TIME: 6:30 P.M.**

**LOCATION: MUNICIPAL BUILDING, 136 NORTH MONROE STREET**

**1. Roll Call And Call To Order – *Seidl called the meeting to order at 7:00pm, present: Seidl, Springer, Quimby, Strobel, Mo Hansen, Laura Cotting and Ami Bauer. Absent: Schultz, Kniesel, Yerges.***

**2. Approval Of May 4, 2010 Meeting Minutes – *motion by Strobel seconded by Seidl with Springer abstaining, motion carried.***

**3. Miscellaneous Communications - *none***

**4. Citizen Input - *none***

**5. Unfinished Business**

**a. Dog Park Budget & Concept Layout (Seidl) – *Seidl handout budget preliminary numbers and layout, wants to send to council for approval. Budget does not include labor. Need letter from the Trustees to the City designating the area as a dog park, then forward to the Plan Commission authorizing the use of the land and to council for final approval. Funding is still an issue, Bauer is interested in helping with fund raising. Quimby noted that there was a comment sent to the city stating that they did not want the dog park to be funded by the taxes dog license fee and Quimby stated that the park commission was not seeking tax payer dollars. Motion by Quimby seconded by Seidl to request the Trustees to send the letter and forward to the plan commission and to council as discussed, and to direct Mo to add this item to the Plan Commission agenda.***

**b. Approval Of A Draft Request For Proposal For Park Planning Services – Southside Park Development & Comprehensive Outdoor Recreation Plan (Seidl) – *Seidl has additional comments to be added to the document which will be given to Mo to add to the draft for the next meeting. Motion by Quimby second by Strobel to have Mo add to the draft for final approval before sending to council, motion carried.***

**c. Parks Commission By-Laws – Tabled From Previous Meeting (Quimby) – *Motion by Quimby second by Strobel to table until further notice, motion carried.***

**6. New Business**

**a. Glacial Heritage Area Implementation – Waterloo/Parks Commission Participation – *Mo mention that some members of the CDA (Cole and Cotting) would like to see the GHA have a permanent home in the parks commission. Springer wants to be sure that the city is not putting any money into supporting projects outside of the city. Mo has been appointed as an advisory group member. He wants to be sure that the city stays involved in the project and have this as a standing item on our agenda. Mo also stated that we should have Waterloo representations on the subgroups. He will add the PC to the distribution list. Motion by Quimby second by Spring to the have the GHA added as a standing item on our agenda with updates by Mo, motion carried.***

**b. Hiring A Youth Center Directory – Recommendation Of Chair And Clerk/Treasurer. [NOTE: The commission will convene to closed session to be briefed on this item. The statutory exception for the closed session is Wis. Statute 19.85(1)(c) “Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility” Upon conclusion of the closed session the committee will reconvene in open session.] - *Did not go into closed session. Seidl recommended hiring Silha and Mo stated the background checks have all cleared.***

*Motion by Quimby seconded by Strobel to approve the hiring of Silha and Quimby volunteered to assist in any training, motion carried.*

**7. Future Agenda Items, Announcements And Next Meeting Date**

**a. 2011 Budget Considerations – Seidl noted Youker Park: new prairie, grants for way finding signage, paths, property accusation for a south side park**

**b. Ice Skating Opportunity – Seidl wants to see if we can get the ice skate park in yet this year, Springer noted that the wiring and the poses for lighting are still there but the old “Santa house” (which was the shed) has been moved to the Morrison soccer field, need a sand or white shale rock base. Need to discuss with Yerges at next meeting.**

*Strobel noted vandalism at the park.*

*Next meeting Tuesday July 6<sup>th</sup> instead of the regular time of July 13<sup>th</sup>.*

**8. Adjourn – motion to adjourn and carried (note: did not have the motion or time noted).**

## Agenda (Preliminary)

### Meeting Objectives

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- Input and feedback for Park Commission
- Define project process and schedule

### The Agenda

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- Process
  - Overview of etc. process
  - Comments/Questions/Feedback
  
- Public Involvement Strategies
  - Levels of involvement.
  - How to get community involved?
  - How to get youths involved?
  - (Open houses, meetings, businesses, online survey, schools, youth center, etc.)
  
- Schedule
  - Park Commission Meetings, Open Houses
  - Tour of Parks: Park Commission and etc.
  
- Existing CORP Plan
  - Likes & Dis-likes of current plan.
  - Eight (8) sites in current plan.
  - Additional sites to be included?
  
- Southside Park
  - Park Locations
  - Park amenities and features?
  
- Tour of Parks



**TO:** PARKS COMMISSIONERS  
**FROM:** MO HANSEN  
**SUBJECT:** A PHASING RECOMMENDATION TO FACILITATE ACCEPTANCE OF THE GARMAN NATURE PRESERVE / KNOWLTON PARK TRAILHEAD FACILITY  
**DATE:** SEPTEMBER 9, 2010

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## PHASING RECOMMENDATION

The purpose of this memo is to make a phasing recommendation to bring about the municipal acceptance of an aid award from the DNR for park development at the Knowlton Soccer Field. At its September 2, 2010 meeting, the Council referred the matter of acceptance of this DNR Stewardship Fund award to the Parks Commission.

To qualify for DNR funding up to \$375,000, the City of Waterloo must assemble funds to match the \$375,000. To date Jefferson County has committed to contribute \$25,000 towards the local match.

I am proposing that the Parks Commission forward to the Council a recommendation for phasing the project in the manner listed below. The project items and estimates are taken from form 8700-014 of the DNR application.

<b><u>PHASE 1 (calendar year 2011)</u></b>	<b><u>ESTIMATE</u></b>
Fox Lane Improvements	\$62,500
Trailhead building	\$250,000
Trailhead plaza	\$24,000
Water service	\$3,600
Sanitary service	\$3,600
Pedestrian/Bike entry plaza	\$13,500
Subtotal	\$357,200

<b><u>PHASE 2 (calendar year 2012)</u></b>	<b><u>ESTIMATE</u></b>
Demolition	\$2,000
Information kiosk	\$5,000
Garman Preserve drop off	\$5,500
Asphalt path	\$23,040
Parking improvements	\$302,400
Interpretive path & signs	\$12,300
Wetland improvements	\$6,999
Native plantings & landscaping	\$36,000
Subtotal	\$393,239

Grand Total \$750,439

**Match Requirements:** 2011 - \$178,600 and 2012 - \$196,620

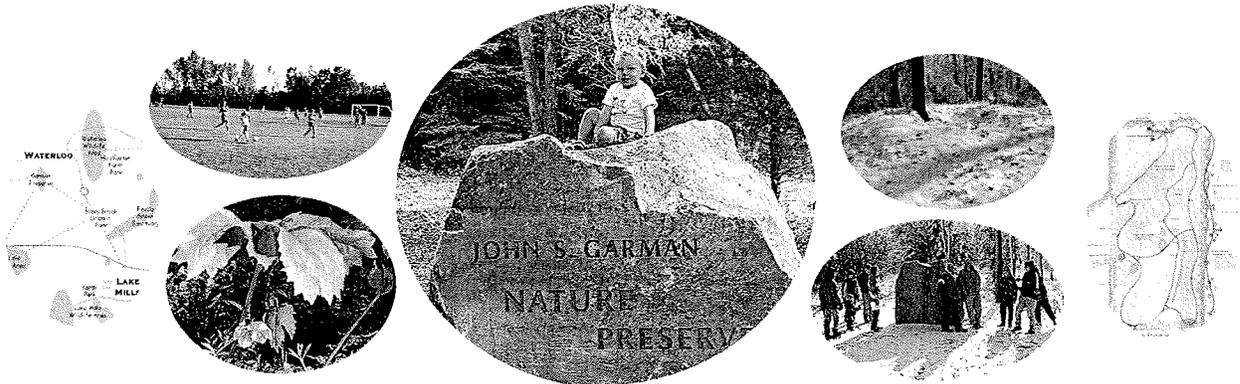
# The Garman Nature Preserve/ Knowlton Park Trailhead Facility



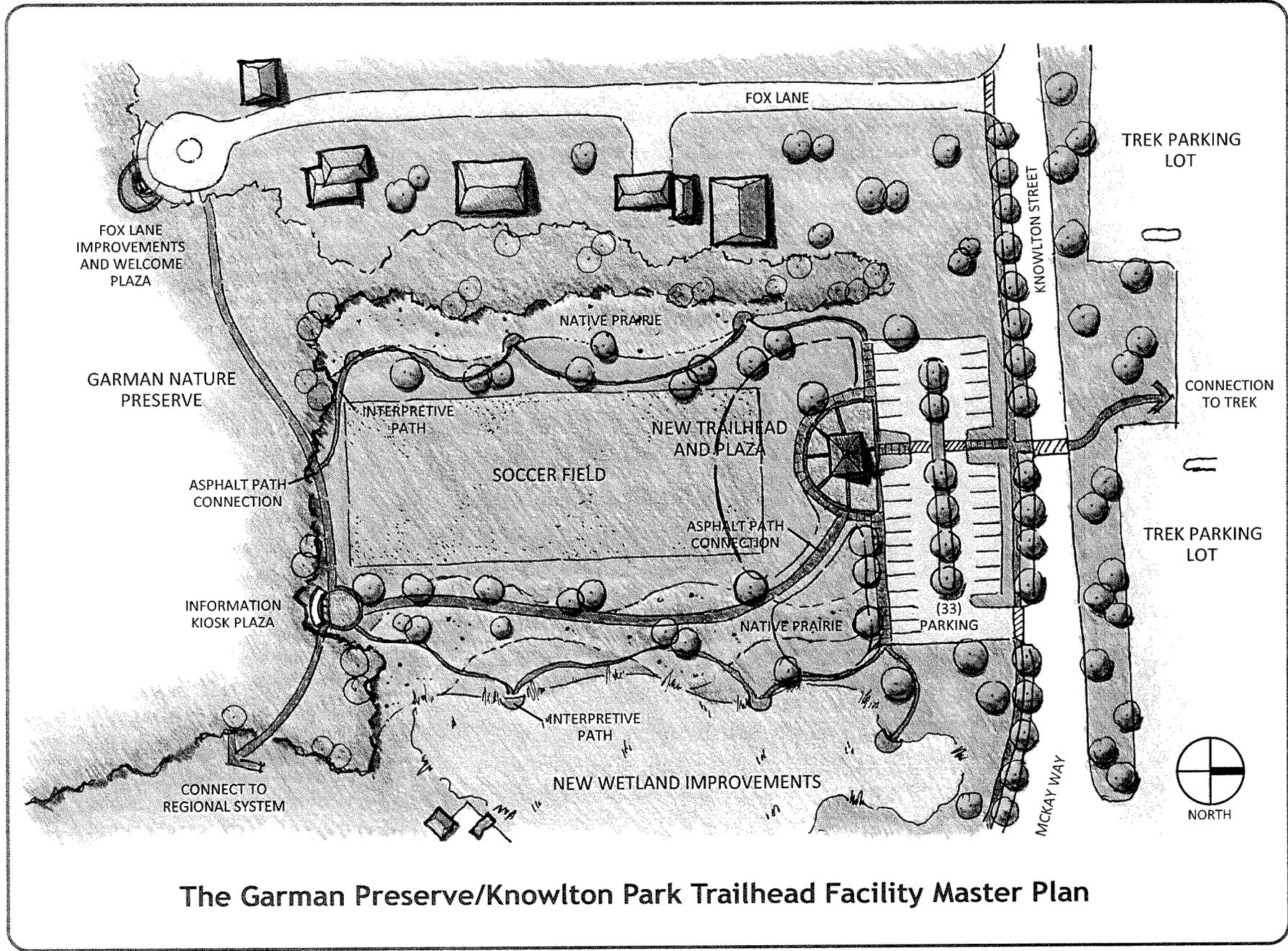
## A Stewardship Grant Proposal



co-created by City of Waterloo Alders Laura Cotting and Garret Perry  
and submitted in May 2009, updated and resubmitted May 2010



Selected Text, Images, and Graphics from The Dr. J.S. Garman Nature Preserve Master Plan, created for the County of Jefferson by LanDesign by Margaret Burlingham LLC, are used with permission.



The Garman Preserve/Knowlton Park Trailhead Facility Master Plan

State of Wisconsin  
 Department of Natural Resources  
 Box 7921  
 Madison, Wisconsin 53707

RECREATION GRANT PROJECT COST ESTIMATE WORKSHEET  
 Form 8700-014 Rev. 01/2004

For use with Grant Application Form 8700-191

Sheet of 1 of 2		Project Applicant: City of Waterloo	Prepared By: Garret Perry and Laura Cotting			LEAVE BLANK - DNR USE ONLY								
County Jefferson		Project Name: Garman Nature Preserve / Knowlton Park Trailhead Facility <b>PHASE 1-5</b>			Project Number									
DEVELOPMENT PROJECT ITEMS <i>List by individual item or break down by Use Areas (See Item List On Back Of This Form)</i>					Indicate Contract (C) Force Acct. (F) Donated(D)	Quantity and Unit of Measure	Component Costs	Estimated Total Item Cost	INFORMATION PROGRESS					
									Insp. Date - Bill No.					
					Percent Completed									
Demolition	C	1	LS	\$2000.00	\$2,000.00									
Fox Lane improvements	C	500	LF	\$125.00	\$62,500.00									
Information kiosk	C	1	EA	\$5,000.00	\$5,000.00									
Garman Preserve turn around drop off	C	1	LS	\$5,500.00	\$5,500.00									
Asphalt path	C	5760	SF	\$4.00	\$23,040.00									
Pedestrian/ Bike entry plaza	C	900	SF	\$15.00	\$13,500.00									
Trailhead building	C	1	LS	\$250,000.00	\$250,000.00									
Water service	C	120	LF	\$30.00	\$3,600.00									
Sanitary service	C	120	LF	\$10.00	\$3,600.00									
Trailhead plaza	C	2000	SF	\$12.00	\$24,000.00									
Parking improvements	C	14,400	SF	\$21.00	\$302,400.00									
Interpretive path and signs	C	4100	LF	\$3.00	\$12,300.00									
Wetland improvements	C	2333	SY	\$3.00	\$6,999.00									
Native plantings and Landscaping	C	1	LS	\$36,000.00	\$36,000.00									
		0		TOTAL	\$750,439.00	TOTAL								

NOTE: For acquisition projects, complete the information on the reverse side of this form.

05/11/2009 MON 8:37 FAX

007/008