



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

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: February 19, 2013

TIME: 6:30 P.M.

LOCATION: Junginger Memorial Library, 625 North Monroe Street (room location to be assigned)

To consider the following:

1. Roll Call And Call To Order
2. Approval Of The Past Unapproved Meeting Minutes
3. Citizen Input
4. Garman/Knowlton Trailhead Facility Volunteer Coordinator Update (recurring item) *Informational*
5. Unfinished Business
 - a. Garman/Knowlton Trailhead Facility, Recommendation To Council – City Engineer’s Bid Tabulation And Bid Review
 - b. Youth Center Director Position
 - c. Dog Park
6. New Business
7. Future Agenda Items, Announcements And Next Meeting Date
8. Adjourn

Mo Hansen
Clerk/Treasurer

Parks Commissioners: Please notify the Clerk/Treasurer’s office (478-3025) if you are unable to attend.

Posted, Emailed & Mailed: February 12, 2013

- Committee Members: Seidl, Schultz, Quimby, Strobel, Springer, Cotting and Lang

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.

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JOB POSITION ANNOUNCEMENT
CITY OF WATERLOO
YOUTH CENTER DIRECTOR
Part-time

Application Deadline: {date #1}

Salary: \$12.00 per hour

The City of Waterloo is seeking an experienced candidate qualified to carry out a range of responsibilities as the Youth Center Director for the City of Waterloo. The Director will supervise the Youth Center and maintain a safe and healthy environment for children and parents participating in Youth Center activities. The Youth Center is located at 257 Mill Street. Alternatively, the position may also supervise program specific youth activities at the Junginger Memorial Library located at 625 North Monroe Street.

A high school diploma or equivalent is required for this part-time temporary position. The position calls for ten to twenty hours of work per week with some Saturday hours. Applicants must be 18 years of age or older. Application and position description may be obtained at www.waterloowi.us or from the Clerk/Treasurer's office. Completed applications are to be returned to the Clerk/Treasurer's office, 136 North Monroe Street, Waterloo, WI 53594. The City of Waterloo is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities.

Publish: The Courier {date #2}
 {date #3}

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CITY OF WATERLOO YOUTH CENTER DIRECTOR

QUALIFICATIONS:

1. High School Diploma required
2. 18 years of age or older
3. Ability to work independently
4. Ability to work cooperatively with others and good public relations skills
5. Knowledge or experience working with recreational or educational programs and community leadership
6. Knowledge or experience with budget management and purchasing
7. Knowledge or experience with a variety of computer applications

RESPONSIBILITIES:

1. Supervision of the Youth Center or alternate location during the hours of operation
2. Establish and maintain effective working relationships with the City of Waterloo, the Waterloo Parks Commission, parents, children and the public
3. Establish a safe environment for all participants that are in compliance with city policy
4. General cleaning duties of the center
5. Other such duties as assigned by the Parks Commission

REPORTS TO: Waterloo Parks Commission on a monthly basis

TERMS OF EMPLOYMENT:

\$12.00 per hour. 2013 budgeted wages are set at \$3,000. Wages, hours and working conditions to be established by the City of Waterloo

EVALUATION:

Performance of the Waterloo Youth Center Director shall be evaluated in accordance with the City of Waterloo policy by the Parks Commission

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2013

FUND 100 - GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PARKS</u>					
100-55-5520-221 PARKS ELECTRIC	.00	.00	150.00	150.00	.00
100-55-5520-223 PARKS WATER/SEWER FIREMEN	.00	.00	3,800.00	3,800.00	.00
100-55-5520-224 PARKS OTHER WATER & SEWER	.00	.00	250.00	250.00	.00
100-55-5520-290 PARKS ANNUAL APPROPRIATION	.00	.00	40,000.00	40,000.00	.00
100-55-5520-351 PARKS REP & MAINT	.00	.00	500.00	500.00	.00
TOTAL PARKS	.00	.00	44,700.00	44,700.00	.00
<u>YOUTH CENTER</u>					
100-55-5542-110 YOUTH CENTER WAGES	.00	.00	3,000.00	3,000.00	.00
100-55-5542-151 YOUTH CENTER SOC SEC	.00	.00	225.00	225.00	.00
100-55-5542-392 YOUTH CENTER PROGRAMS	.00	.00	1,000.00	1,000.00	.00
TOTAL YOUTH CENTER	.00	.00	4,225.00	4,225.00	.00
<u>WEED CONTROL</u>					
100-56-5621-399 WEED CONTROL MISC	.00	.00	800.00	800.00	.00
TOTAL WEED CONTROL	.00	.00	800.00	800.00	.00
<u>PLANNING AND CONSERVATION</u>					
100-56-5630-110 PLAN COMMISSION WAGES	.00	.00	800.00	800.00	.00
100-56-5630-151 PLAN COMMISSION SOC SEC	.00	.00	62.00	62.00	.00
100-56-5630-211 ECONOMIC DEVELOPMENT COUNTY	.00	.00	3,860.00	3,860.00	.00
100-56-5630-320 MAPS & PLAT BOOKS PRINTING	.00	.00	500.00	500.00	.00
TOTAL PLANNING AND CONSERVATION	.00	.00	5,222.00	5,222.00	.00
TOTAL FUND EXPENDITURES	.00	.00	2,653,878.00	2,653,878.00	.00
NET REVENUES OVER EXPENDITURES	.00	.00	.00	.00	.00

Youth Center Director -- Application Review

Board Member: _____

1. SCORE EACH ON A SCALE OF 0-10 BASED ON THE EVIDENCE THEY PRESENT.
2. RANK THE CANDIDATES
3. SELECT THOSE TO INTERVIEW

APPLICANTS	EDUCATION REQUIREMENTS	EXPERIENCE REQUIREMENTS	INTERPERSONAL SKILL MATCH	RANK

TO: PARKS COMMISSION
FROM: MO HANSEN
SUBJECT: HIRING A YOUTH CENTER DIRECTOR – RECOMMENDATION
DATE: JUNE 17, 2010

YOUTH CENTER HIRING RECOMMENDATION

After completing a review of applications and an interview process, Parks Commission Chair Eric Seidl and I are recommending that the position be offered to Kristie Silha.

Because the position is budgeted and funded, approval of the recommendation by the Parks Commission and the acceptance of the job offer by the candidate means an individual could start as soon as tomorrow.

Eleven candidates applied for the position. Alderperson Jeni Quimby, Eric Seidl and I reviewed all applications and determined those to be interviewed by conference call.

Four candidates were interviewed. Eric Seidl and I conducted the interviews on Friday, June 11, 2010.

From my past experience interviewing candidates for this position, the candidates were quite strong.

Silha was very well prepared, offering multiple ideas for operating the Center and for coordinating with the School District. She shared a variety of volunteer experiences working with youth.

Upon completing the process, I am confident hiring Kristie Silha will result in continuity and growth for Youth Center programming.