



136 North Monroe Street
Waterloo, Wisconsin 53594-1198
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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: April 15, 2014 TIME: 5:00 P.M.

LOCATION: Waterloo Regional Trailhead 760 McKay Way

To consider the following:

1. Roll Call And Call To Order
2. Approval Of The Past Unapproved Meeting Minutes
3. Citizen Input
4. Updates, Reports And Informational Items
 - a. Waterloo Regional Trailhead - Volunteer Coordinator Update (recurring item, Implementation Team Representative)
 - b. Youker Park Landscaping Improvements (recurring item, Kegler)
5. Unfinished Business
 - a. Parks Commission Project Prioritization & Update Of Comprehensive Outdoor Recreation Plan (Quimby/Clerk-Treasurer)
 - b. Firemen's Park Repairs, Improvements – Update From Kunkel/Trustees March Meeting (Joyce)
 - c. Dog Park – Planning Outline (Clerk/Treasurer)
 - d. Skate Board Facility – Pricing (Springer)
 - e. Memorial Display At Veteran's Memorial Park (Springer)
 - f. 720 West Madison Street - Phase 2 Planning (from Public Works & Property Committee)
 - g. Recreation Director Position Continued Discussion – Finance Committee's Request For A Waterloo Youth Sports Organization/Firemen's Park Trustees Submittal Relating To Use Of Municipal Dollars Estimated At \$4,500 Annually To Fund A Non-Municipal Position.
6. New Business
 - a. Waterloo Regional Trailhead Implementation Team Recommendations from April 14, 2014 meeting.
7. Announcements, Future Agenda Items And Next Meeting Date
 - a. Carousel Volunteers Seeking Remedy To Winter Storm Water Flowing Into Building
 - b. Parks Commission Organizational Calendar
8. Adjournment

Mo Hansen, Clerk/Treasurer

Parks Commissioners: Notify the Clerk/Treasurer's office (478-3025) if unable to attend.

Posted, Emailed & Mailed: April 14, 2014

-Committee Members: Stinnett, Kegler, Quimby, Springer, Joyce with two vacancies. Advisory Members: Yerges with the Youth Director and the Recreation Director positions vacant

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.

CITY OF WATERLOO
 DETAIL REVENUES /EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING APRIL 30, 2014

FUND 225 - MISCELLANEOUS REVENUES

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT	VARIANCE	BUDGET
<u>REVENUES</u>						
<u>MISCELLANEOUS REVENUES</u>						
225-48-4820-000	FACILITY RENTAL	.00	.00	500.00	(500.00)	.00
225-48-4850-000	DONATIONS - PUBLIC	.00	.00	74,500.00	(74,500.00)	.00
TOTAL MISCELLANEOUS REVENUES		.00	.00	75,000.00	(75,000.00)	.00
TOTAL FUND REVENUE		.00	.00	75,000.00	(75,000.00)	.00
<u>EXPENDITURES</u>						
<u>PARKS</u>						
225-55-5520-221	TRAILHEAD-WRT ELECTRIC	.00	1,174.37	2,100.00	925.63	55.92
225-55-5520-222	TRAILHEAD-WRT HEAT	.00	675.44	900.00	224.56	75.05
225-55-5520-223	TRAILHEAD-WRT WATER/SEWER	.00	70.92	900.00	829.08	7.88
225-55-5520-240	TRAILHEAD- WRT BLDG MAINT	.00	5.87	1,250.00	1,244.13	.47
225-55-5520-290	TRAILHEAD-WRT CLEAN CONTRACT	.00	90.00	540.00	450.00	16.67
225-55-5520-291	TRAILHEAD-WRT SECURITY CONTR	.00	778.20	900.00	121.80	86.47
225-55-5520-294	TRAILHEAD-WRT INTERN HOUSING	.00	2,160.00	12,000.00	9,840.00	18.00
225-55-5520-296	TRAILHEAD-WRT INTERN STIPEND	.00	2,303.63	16,500.00	14,196.37	13.96
225-55-5520-310	TRAILHEAD-WRT OFFICE SUPPLIE	.00	408.99	200.00	(208.99)	204.50
225-55-5520-330	TRAILHEAD-WRT MILEAGE	.00	.00	200.00	200.00	.00
225-55-5520-341	TRAILHEAD-WRT COMMUNICATION	.00	749.25	3,360.00	2,610.75	22.30
225-55-5520-350	TRAILHEAD-WRT CLEANING SUPPLY	.00	278.50	.00	(278.50)	.00
225-55-5520-390	TRAILHEAD-WRT PROGRAMS	.00	20.00	4,000.00	3,980.00	.50
225-55-5520-810	TRAILHEAD-WRT OUTLAY	.00	639.00	2,240.00	1,601.00	28.53
TOTAL PARKS		.00	9,354.17	45,090.00	35,735.83	20.75
TOTAL FUND EXPENDITURES		.00	9,354.17	45,090.00	35,735.83	20.75
NET REVENUES OVER EXPENDITURES		.00	(9,354.17)	29,910.00	(39,264.17)	(31.27)

CITY OF WATERLOO

BALANCE SHEET

APRIL 30, 2014

FUND 225 - SPECIAL REVENUE TRAILHEAD-WRT

ASSETS

225-11100	TREASURER'S CASH	(9,354.17)
225-13100	ACCOUNTS RECEIVABLE		.00	
225-13101	ACCOUNTS RECEIVABLE PRIOR YEAR		.00	
	TOTAL ASSETS		(<u>9,354.17</u>)

LIABILITIES AND EQUITY

LIABILITIES

225-21100	VOUCHERS PAYABLE		.00	
	TOTAL LIABILITIES			.00

FUND EQUITY

225-32600	FUND BALANCE		.00	
	REVENUE OVER EXPENDITURES - YTD	(9,354.17)
	TOTAL FUND EQUITY		(<u>9,354.17</u>)
	TOTAL LIABILITIES AND EQUITY		(<u>9,354.17</u>)

WATERLOO REGIONAL TRAILHEAD
REV./EXP. SUMMATION

PROJECT DATE RANGE 01/01/2010 to 02/03/2014

CASH REVENUES

DATE	DESCRIPTION	AMOUNT	OUTSTANDING	
			PLEGDED	IN-HAND
12/11/12	DNR TRAILHEAD PAY#1	\$ 201,319.22	\$ -	\$ 201,319.22
12/31/12	DNR TRAILHEAD DUE	\$ 201,319.23	\$ 201,319.23	\$ -
03/30/12	CHAMBER OF COMMERCE	\$ 2,500.00	\$ -	\$ 2,500.00
05/29/12	F&M BANK (ANNUAL)	\$ 2,000.00	\$ -	\$ 2,000.00
05/31/12	DANE COUNTY BICYCLE	\$ 2,500.00	\$ -	\$ 2,500.00
10/18/12	JEFFERSON COUNTY	\$ 25,000.00	\$ -	\$ 25,000.00
12/31/12	LOEDER BP	\$ 6,500.00	\$ -	\$ 6,500.00
12/31/12	TREK	\$ 250,000.00	\$ -	\$ 250,000.00
12/31/12	INDIVIDUAL	\$ 50.00	\$ -	\$ 50.00
04/26/13	CASEY RUFENER	\$ 50.00	\$ -	\$ 50.00
04/26/13	MERTENS	\$ 50.00	\$ -	\$ 50.00
04/26/13	KELLER	\$ 35.00	\$ -	\$ 35.00
04/26/13	FRIENDS OF THIEL	\$ 20.00	\$ -	\$ 20.00
04/26/13	RADLOFF	\$ 20.00	\$ -	\$ 20.00
10/30/13	CHAMBER OF COMMERCE	\$ 4,000.00	\$ -	\$ 4,000.00
10/30/13	WATERLOO 2000	\$ 500.00	\$ -	\$ 500.00
10/30/13	F&M BANK (ANNUAL)	\$ 2,000.00	\$ -	\$ 2,000.00
02/03/14	F&M BANK (PLEGDED)	\$ 6,000.00	\$ 6,000.00	\$ -
10/30/13	MADISON AUDUBON	\$ 200.00	\$ -	\$ 200.00
10/30/13	AVESTAR	\$ 5,000.00	\$ -	\$ 5,000.00
10/30/13	LOO. COMM. FOUNDATION	\$ 12,930.00	\$ -	\$ 12,930.00
12/31/11	TRANSFER FROM FUND 410	\$ 25,000.00	\$ -	\$ 25,000.00
01/01/11	TAX LEVY ALLOCATION	\$ 25,000.00	\$ -	\$ 25,000.00
03/21/12	TRANSFER FROM IMPACT FEES	\$ 11,926.00		\$ 11,926.00
10/30/13	LOO. COMM. FOUNDATION	\$ 12,930.00		\$ 12,930.00
02/03/14	FOX LANE RESIDENTS (INVOICES)	\$ 13,315.00	\$ 13,315.00	\$ -
10/09/13	ADD-ON DNR STEWARDSHIP	\$ 52,000.00	\$ 52,000.00	\$ -
07/31/13	DNR REC. TRAILS GRANT	\$ 45,000.00	\$ 45,000.00	\$ -
<u>SUBTOTAL CASH REVENUE</u>		\$ 907,164.45	\$ 317,634.23	\$ 589,530.22

IN-KIND REVENUES

DATE	DESCRIPTION	AMOUNT
04/01/14	JUNGINGER FOUNDATION	\$ 150,000.00
<u>SUBTOTAL IN-KIND REVENUES</u>		\$ 150,000.00
GRAND TOTAL REVENUE		\$ 1,057,164.45

TO: PARKS COMMISSIONERS
FROM: CLERK/TREASURER
SUBJECT: DRAFT OUTLINE – CITY OF WATERLOO COMPREHENSIVE OUTDOOR RECREATION PLAN, EXECUTIVE SUMMARY
DATE: APRIL 14, 2014

Draft Outline
City of Waterloo Comprehensive Outdoor Recreation Plan
Executive Summary

The purpose of this memo is to combine the Park Prioritization process with the update of the Comprehensive Outdoor Recreation Plan in order to bring current municipal priorities relating to park and outdoor recreation.

This allows the Parks Commission to identify and recommend a clear set of priorities for the period 6/1/2014 to 12/31/2018.

2014 – 2018 Goals and Objectives

1. **FIREMEN'S PARK:** Funding & implementing a multi-year Firemen's Park Capital Improvement Plan.
2. **WATERLOO REGIONAL TRAILHEAD:** In partnership with local and regional project supporters, establish and fund a five-year plan with non-levy dollars.
 - a. 2014: Fundraise and set up facility, install interactive displays, organize initial programs, plantings & signage (phase 1).
 - b. 2015: Fundraise for recurring expenses, playground & install playground, plantings & signage (phase 2), install interpretive kiosks, additional programming.
 - c. 2016: Complete outdoor amenities, continue programming, fundraise for recurring expenses & special projects, building regional support.
 - d. 2017 - 2018: Continue facility fundraising & programming.
3. **STAFFING:** Identify sustainable funding to bring additional staff support to current park & recreational activities including those currently provided by the Waterloo Youth Sports Organization and others.
4. **PARK MAINTENANCE:** Seek adequate funding for existing parkland maintenance.
5. **NEW PUBLIC SPACES & BIKE ROUTES:** Develop park space and public space along the Mauneshia River including 720 West Madison Street and 333 West Madison Street, 203 East Madison Street and establish a Dog Park in Firemen's Park between the Mauneshia River pedestrian bridge and the Wastewater Treatment Plant. Also prepare for bike and pedestrian routing opportunities resulting from Jefferson County grant applications for a Waterloo to Watertown bike route.

TO: PARK COMMISSION
FROM: CLERK/TREASURER
SUBJECT: DOG PARK PLANNING
DATE: APRIL 14, 2014

DOG PARK PLANNING

The purpose of this memo is to provide a mechanism for the Park Commission to move forward with an action plan for a Dog Park located in Firemen's Park immediately west of the Waste Treatment plant and east of the Mauneshia River pedestrian bridge.

Recommending Council adoption of a project planning outline such as outlined below, and affirmative Council action approving the outline will establish objectives and benchmarks for the Parks Commission, staff, project volunteers and the citizenry.

PROJECT ASSUMPTIONS AND OUTLINE

1. Mayoral appointment of Dog Park Committee
 - a. The Parks Commission and interested citizens are to forward the names of five or more willing appointees to the Mayor on or before May 14, 2014 to serve as volunteer project organizers. Only after the appointment of this temporary committee is the project to proceed.
2. Funding
 - a. No direct tax-levy dollars will be allocated for the project capital improvements.
 - b. Donations and grants will provide the majority of revenue for project capital improvements.
 - c. The Parks Commission will forward a five-year dog license surcharge recommendation to the Council in 2014 for its consideration. Revenue generated from any surcharge or similar fee is to be dedicated the funding of capital improvements and recurring future operating expense.
3. Dog Park Committee is to:
 - a. Identify a committee chair.
 - b. Recommend a revenue and expenditure budget to the City Council.
 - c. Present project drawings to the Parks Commission for approval.
 - d. Establish a project timeline in which revenues are in-hand prior to making authorized expenditures.
 - e. Provide a monthly progress report to the Parks Commission.

DRAFT
Waterloo Parks Commission
Annual Calendar Year 2014

JANUARY -monitor Progress Measures
FEBRUARY - notify Mayor of reappointment interest - review and realign Progress Measures as needed
MARCH - notify Mayor of reappointment interest
APRIL - Mayoral appointments - review and realign Progress Measures from Comprehensive Outdoor Recreation Plan and its Executive Summary
MAY - Commission selects Chair - review and realign Progress Measures from Comprehensive Outdoor Recreation Plan and its Executive Summary - update annual calendar
JUNE - future year budget planning and requests
JULY - future year budget planning and requests
AUGUST - future year budget submittal
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER