



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: June 17, 2014 **TIME: 7:00 P.M.**
LOCATION: Municipal Building – 136 North Monroe Street

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)
 - c. Dog Park (Dog Park Committee Representative or Clerk/Treasurer)
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. Skate Board Facility – Pricing (Springer)
 - d. Memorial Display At Veteran's Memorial Park (Springer)
 - e. 720 West Madison Street - Phase 2 Planning (from Public Works & Property Committee)
 - f. Waterloo Regional Trailhead Implementation Team Request For Director's Position – Job Description
6. New Business
 - a. Approving A Revised Waterloo Regional Trailhead Warming Room & Back Patio Rental Agreement
 - b. 2015-2017 Firemen's Park Operations And Management Agreement (refer to Committee by the City Council)
 - c. Authorizing The Dog Park Committee To Proceed With Fencing
7. Announcements, Future Agenda Items And Next Meeting Date
 - a. 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: June 11, 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 Hall

From: Angie Stinnett [angie.stinnett@yahoo.com]
Sent: Friday, April 25, 2014 5:14 PM
To: cityhall@waterloowi.us
Subject: Fwd: Draft Revisions for Trailhead Rental Agreement
Attachments: WRT Rental Agreement-Revisions.docx

Mo,
Could I get this added to the Parks Commission agenda for discussion please?

Sent from my U.S. Cellular® Smartphone

----- Original message -----

From: Laura Cotting
Date: 04/23/2014 6:23 PM (GMT-06:00)
To: angie.stinnett@yahoo.com
Subject: Draft Revisions for Trailhead Rental Agreement

Angie,

Attached is a draft revised copy of the Trailhead rental agreement. My suggested revisions are highlighted in yellow. They are intended to address feedback by facility visitors who found the wording confusing. They are also intended to add the MRA to the "free list". The MRA did not exist when the Rental Agreement was finalized, so some might think it's fair to add it to that list now. Since the Dept. of Public Works oversees all Parks except Firemens Park, you might consider putting revisions on the Public Works and Property Agenda. If all goes smoothly the MRA could be on the "free list" by its next meeting!

Laura Cotting
Volunteer Naturalist
Waterloo Regional Trailhead
(920) 350-5234
www.facebook.com/WaterlooTrailheadFacility
760 McKay Way
Waterloo, WI 53594

WATERLOO REGIONAL TRAILHEAD
760 McKay Way, Waterloo, WI 53594
Warming Room & Back Patio Rental Agreement

 Name (First, Last) _____
 Address (Street Name & Number, City, State, Zip)

 Daytime Phone Number _____
 Alternate Phone Number

 Name of Group (if applicable) _____
 Event Type

 Date Requested _____
 Expected Number of People

Rental Times: From _____ am/pm To _____ am/pm

Refundable Deposit	Rental	Rental Fee
\$50.00	Hourly (1-2 hours) – for profit organizations	\$20.00/hour
\$50.00	Hourly (1-2 hours) – non- profit organizations	\$10.00/hour
\$50.00	Half Day (2- 4 hours)	\$75.00
\$50.00	Full Day (4 hours or more)	\$125.00

Reservation of the facility requires two separate checks, one for the rental fee and one for the refundable deposit. The deposit check will be returned following inspection of the facility after its use. All checks should be made payable to the City of Waterloo, with a note in the memo section referring to the Waterloo Regional Trailhead (WRT). Your reservation is only guaranteed when the fee has been paid in full and the Rental Agreement has been signed by the renter.

Rental Fee Amount: \$ _____ + \$ 50.00 deposit

Received On: _____

Keys to the Facility:

If your group is issued a key, return the key to the municipal drop box immediately after using the facility. The drop box is located in front of the municipal building at 136 N. Monroe Street.

Policy Acknowledgement:

I agree to abide by the rules and regulations for facility use of the Waterloo Regional Trailhead.

Signature: _____ Date: _____

DRAFT Rental Agreement: WATERLOO REGIONAL TRAILHEAD
760 McKay Way, Waterloo, WI 53594
Facility Use & Procedures – Adopted _____

It is the goal of the city to have the Waterloo Regional Trailhead utilized to the greatest extent possible by all members of its community. Generally, the facility will be rented out on a first-come, first-serve basis. See fee schedule below for applicable fees and deposits, which are payable by check to the City of Waterloo and deliverable to the Clerk/Treasurer’s Office at City Hall, 136 N. Monroe Street, Waterloo, WI 53594.

Refundable Deposit	Rental	Rental Fee
\$50.00	Hourly (less than 4 hours) – for profit organizations	\$20.00/hour (1-2 hours)
\$50.00	Hourly (less than 4 hours) – non-profit organizations	\$10.00/hour (1-2 hours)
\$50.00	Half Day (up to 4 hours)	\$75.00 (2-4 hours)
\$50.00	Full Day (4 hours or more)	\$125.00

**Please note - All prices are subject to change based on current market prices and facility updates.

1. Contact the Waterloo Regional Trailhead (920-350-5234) to ensure the facility is available for the dates and times of your event. **Park staff will hold the shelter for a maximum of 10 business days;** if the shelter rental agreement, rental fee, and applicable deposits are not received within 10 business days, the shelter will be reopened to the public for rental.
2. Deposits must be paid by check, separate from rental fee checks. Checks should be made out to the City of Waterloo, with a note in the memo section referring to the Waterloo Regional Trailhead (WRT). If there are no charges for damaging or cleaning the facility after use, the deposit check will be returned to the organization within 5 business days of the reservation.
3. Reservation must be made a minimum of 2 business days before the first day of a reservation.
4. All fees will be retained in full **unless the reservation is canceled at least 10 business days in advance of the reservation date.** Fees for reservations made less than 10 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.
5. **Park reservation hours are from 6:00 a.m. to 10:00 p.m.**
6. 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 renters’ responsibility to remove all personal items from the rented facility by the end of the rental day. Failure to remove all items by the end of the day will result in collection of the shelter deposit and other potential charges.
7. The clean-up checklist provided each group for each reserved date must be completed by the authorized representative of the organization using the facility. It is understood that the renter's responsibility to clean and restore the premises must be completed within the specified rental time.
8. If the facility has sustained damages through an organization’s use of the facility, or if municipal personnel must clean the facility after such use, all or any portion of the deposit will be retained by the municipality to cover costs. Organizations will be billed for any damages in excess of the

- deposit. Any remaining deposit funds after dismissing damages or cleaning will be refunded by the City of Waterloo within 60 days.
9. All reservation applications must be signed by an adult at least 18 years of age. An adult, 18 or older, must be in attendance during the entire reservation time and until all participants have left the building.
 10. Should a key to the Waterloo Regional Trailhead be issued to an authorized representative, this key must be returned to the municipal drop box located at 136 N. Monroe Street at the end of the rental period. The organization will be responsible for any attendant costs if the key is lost (e.g. changing the locks) while still signed out to that organization.
 11. Reservations entitle your group to exclusive use of the facility's warming room and back patio. The general public may use the restrooms. 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.
 12. If there is a conflict with other people regarding the shelter, the Waterloo Police Department should be contacted (920) 478-2343.
 13. Use of tobacco is prohibited in and around the building. Fire and safety laws must be observed. Any emergency occurring within the group while using the facility must be reported to the City of Waterloo Clerk/Treasurer office (920-478-3025).
 14. Firearms are not allowed on the Waterloo Regional Trailhead premises.
 15. The use of the facility must be in accordance with local and state law. Consult the Clerk/Treasurer's office at (920) 478-3025 for details.
 16. All dogs must be on a leash.
 17. Vehicles are restricted to designated roadways and parking areas.
 18. The following organizations shall have use of the facility free of charge: the Glacial Heritage Area, Friends of the Glacial Heritage Area, **Mauneshia River Alliance**, and Madison Audubon Society. However, in the event that another party should wish to use the facility, revenue-generating events for the facility shall take priority. This contingency will take precedence over the policy to rent the facility on a first-come, first-serve basis.
 19. The City of Waterloo reserves the right to review and/or refuse future use of this facility for a group's previous infringement of the rules or policies governing facility use. In the event a dispute arises regarding the use of the facility, the final decision rests with the Clerk/Treasurer and his/her designee.
 20. 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. However, should inclement weather force the closing of the Waterloo Regional Trailhead, 24 hours' notice may not be possible. It is recommended that all organizations contact the Waterloo Regional Trailhead at 920-350-5234 or the City of Waterloo at 920-478-3025 if inclement weather threatens.

21. Who can use the facility for free and when?

- a. **Private Individuals:** No charge during regular hours of operation, or when attending an event that that no admission charge.
- b. **Organizations on the "free list" in item 18.**
- c. **Organizations or Individuals invited by the City of Waterloo.**
- d. **Organizations holding an Event that is free and open to the public, with City approval.**
- e. **Organizations using the facility during normal hours, if their event does not prevent others from using the facility for different purposes.**

EXAMPLE: The PTO holds a bake sale on part of the patio.

EXAMPLE: The Chamber of Commerce holds a "Meet and Greet".

EXAMPLE: Employees have an informal discussion in part of the Warming Room.



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RESOLUTION #2012-38

2012-2014 FIREMEN'S PARK OPERATIONS AND MANAGEMENT AGREEMENT

WHEREAS, the City of Waterloo intends to provide park services at Firemen's Park in an efficient and effective manner, and;

WHEREAS, the Waterloo Fire Department Trustees have made available an agreement document titled 2012-2014 Firemen's Park Operations and Management Agreement;

BE IT RESOLVED, that the Common Council of the City of Waterloo, Wisconsin formally adopts the presented document titled 2012-2014 Firemen's Park Operations and Management Agreement for operations of Firemen's Park.

PASSED AND ADOPTED this 20th day of September 2012.

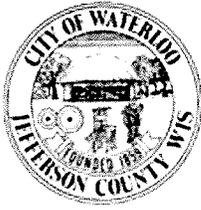
CITY OF WATERLOO

Signed: _____
Jenifer Quimby, Council President

Attest:

Morton J. Hansen, Clerk/Treasurer

SPONSOR(S) – Clerk/Treasurer & Firemen's Park Trustees



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**2012-2014
FIREMEN'S PARK OPERATIONS AND MANAGEMENT AGREEMENT**

Pursuant to a resolution of the City Council of the City of Waterloo, Jefferson County, Wisconsin passed at a regular meeting of said board, held on the 20th day of September, 2012 this indenture is made in duplicate by and between the City of Waterloo, Jefferson County, Wisconsin, a municipal corporation, hereinafter referred to as "City", and the Waterloo Fire Department – Board of Trustees, a voluntary association, hereinafter referred to as "Trustees".

WITNESSETH: In consideration of the covenants and the conditions hereinafter mentioned, the City hereby gives and grants the operation and management of a certain tract of real estate situated in the said City of Waterloo, known as Firemen's Park, to the said Trustees for the period, commencing on the 1st day of January, 2012 and ending at midnight on the 31st day of December 2014. The said Trustees shall operate and manage the same for the benefit of the public.

Operation and management shall include, but is not limited to, authority over all grounds and buildings located within Firemen's Park, responsible for ensuring that daily maintenance is carried out, renting and scheduling of all facilities, ensuring that the property doesn't fall into a state of disrepair and if major repairs are need that they are reported to the City in a timely fashion.

The Trustees shall have and receive, for the use of improvements or maintenance of Firemen's Park, all revenues which are derived from the operation and management of said Firemen's Park during the term of this indenture, and in compliance with the covenants and conditions hereof.

The City shall appropriate sums as designated in the annually approved municipal budget for the use of the Trustees, which are to be used for park management, operations and capital expenditures.

Park operation and management costs shall include, but not limited to, such items as: salaries and wages, social security taxes, lawn mower gas and oil, lawn mower repairs, trailer, leaf blower, and mulching equipment repairs, repair of the equipment, supplies for lawn care, and paint and labor.

The Trustees shall, during the term of this indenture, present to and file with the City Clerk/Treasurer a monthly written report of their operation and management showing the gross receipts, and disbursements and balance on hand for the period covered by the report. The Trustees shall also present to the City Clerk/Treasurer and keep current a written set of park operation policies and procedures. The Trustees will bring the written set of park operation policies and procedures before the Council at the time of each renewal of this agreement for review by the Council.

IN WITNESS WHEREOF, the City of Waterloo has caused this agreement to be signed by Jenifer Quimby, its Council President and Morton J. Hansen, its Clerk/Treasurer, and the Trustees of the Waterloo Fire Department. Trustees have caused this agreement to be signed by Chris Abell, its President, Craig Strobel, its Vice President and Karen Thompson, its Treasurer, at Waterloo, Wisconsin this 20th day of September 2012.

CITY OF WATERLOO

By: _____
Jenifer Quimby, Council President

By: _____
Morton J. Hansen, Clerk/Treasurer

WATERLOO FIRE DEPARTMENT – BOARD OF TRUSTEES

By: _____
Chris Abell, President

By: _____
Craig Strobel, Vice President

By: _____
Karen Thompson, Treasurer