



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:** July 15, 2014 **TIME:** 5:00 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. 2015-2017 Firemen's Park Operations And Management Agreement (refer to Committee by the City Council)
  - d. Skate Board Facility (Staff follow-up)
  - e. Memorial Display At Veteran's Memorial Park (Springer)
  - f. 720 West Madison Street - Phase 2 Planning (from Public Works & Property Committee)
  - g. Waterloo Regional Trailhead Implementation Team Request For Director's Position – Job Description
6. New Business
  - a. Partnering With The Village Of Marshall For Future Park Administration Services
7. Announcements, Future Agenda Items And Next Meeting Date
  - a. Parks Commission Organizational Calendar
8. Adjournment *Mo Hansen*

Mo Hansen, Clerk/Treasurer

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

Posted, Emailed & Mailed: July 9, 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.



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**RESOLUTION #2014-27**

**2015-2017 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 Board of Trustees President, Chris Abell, has requested that an agreement carrying forward all the terms and conditions of the previous agreement be presented to the Common Council at this time;

**WHEREAS**, the Common Council referred the matter to the Parks Commission and it is recommending the attached amended agreement.

**BE IT RESOLVED**, that the Common Council of the City of Waterloo, Wisconsin formally adopts the presented document titled 2015-2017 Firemen's Park Operations and Management Agreement for operations of Firemen's Park as amended.

**PASSED AND ADOPTED** this 3<sup>rd</sup> day of July 2014

**CITY OF WATERLOO**

Signed: \_\_\_\_\_  
Robert Thompson, Mayor

Attest:

\_\_\_\_\_  
Morton J. Hansen, Clerk/Treasurer

SPONSOR(S) – Firemen's Park Trustee President



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**2015-2017  
FIREMEN'S PARK OPERATIONS AND MANAGEMENT AGREEMENT**

June 17, 2014 Parks Commission Modifications:  
Text added is underlined = Underlined text added by Parks Commission

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 3<sup>rd</sup> day of July, 2014 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 a "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 1<sup>st</sup> day of January, 2015 and ending at midnight on the 31<sup>st</sup> day of December 2017. 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. Additionally the Trustees shall submit to the Council after the end of each calendar year an annual financial 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.

Agreement Termination Clause: Each party may terminate this agreement by providing a 90 day written notice to the other party. A notice under this agreement by either party to the other party shall be sufficiently given or delivered if it is mailed or delivered personally and:

In the case of the City:

City Clerk's Office  
136 North Monroe Street  
Waterloo, WI 53594

In the case of the Trustees:

Chris Abell, Trustee President  
Post Office Box 301  
Reeseville, WI 53579

With a copy to:

Craig Strobel, Trustee Vice President  
300 Riverside Drive  
Waterloo, WI 53594

**IN WITNESS WHEREOF**, the City of Waterloo has caused this agreement to be signed by Robert Thompson, its Mayor 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 3<sup>rd</sup> day of July 2014.

## **CITY OF WATERLOO**

By: \_\_\_\_\_  
Robert Thompson, Mayor

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

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