

# APPROVED 1-22-15

## Waterloo Regional Trailhead Meeting Minutes – 12/10/2014 6:00 pm

### 1. Call to Order

Meeting called to order at 6:10 pm. Tom Bergan, Laura Cotting, Chuck Crave, Joni Crave, Dick Jones and Joe Nehmer present. Robbins, Seidl, Taylor absent.

### 2. Approval of 10-30-2014 minutes

Minutes approved as presented.

### 3. Financial Report

Cotting summarized a 10-31-14 meeting with Acting Clerk Treasurer Lois Baird regarding Trailhead finances, provided copies of a spreadsheet and e-mail correspondence on the subject and answered questions..

Main Points::

- 1) All matching stewardship funds have not been received from the DNR. Two checks have been paid so far, there is the possibility of a 3rd check.
- 2) The DNR does not consider the project “Closed Out” yet, as invoices and receipts are still being received. Close Out is being held till “next year” (no date). The 3rd check will be received when the project is closed out.
- 3) Outstanding Donations and Expenses not yet reported to the DNR were discussed and itemized. Outstanding Donations: Waterloo Utilities (lighting), M. Laufenberg (\$5K), Friends of Chris Thiel (\$5K), F&M (\$2K), Flagpole (donated by City), Jefferson County Bike Club (\$800). Outstanding Expenses: Gottschalk Invoice for excavation, several Fox Lane payments. Team members were urged to review the final list with Lois Baird and document any additional items. NOTE: Time spent on installing items for the facility is an allowable in-kind donation. DPW will be logging time spent.
- 4) The 2015 budget was submitted by Baird and approved by the City Council. For the budget, Baird simply presented the 2014 utility costs, excluding programming expenditures and wages.

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5) No one knows what the final balance in Fund 225 is, because the transactions are still in flux, however Baird said it is “likely” one year of utility bills is covered.

### 4. **Project Coordinator Resignation**

a. Recommendation for replacement:

Cotting affirmed her intent to resign as coordinator and recommended Dick Jones and Chuck Crave be the new Project Coordinators. Cotting met with both prior to this meeting to discuss. The Team unanimously endorsed Cotting’s recommendation.

b. Role of new Project Coordinator(s)

Jones and Crave will co-coordinate the project going forward. New tasks and how they will be shared will be discussed initially at a meeting of those two with Cotting this Friday, and fleshed out at subsequent meetings of the Implementation Team.

### 5. **Facility Report**

a. **Outstanding Building Warranty Issues**

Outstanding issues, such as the missing scupper and the untreated posts for the pavilion were reviewed. No new progress to report.

b. **Bike Stands**

The Jefferson County Bike Club will purchase \$800 worth of bike stands from Two Rivers Outdoor Company. The stands will be installed by Waterloo DPW. They will be of two types. One type is a movable rectangular stand with slots for bikes. Its first location will be in the niche in front of the building (where vending machines will go). The other is a fixed stand that can secure two bikes. Five of these will be mounted by the Waterloo DPW under the “bike trellis” in front.

c. **Signage**

McKay Nursery will be creating and installing signage on the kiosks this Spring.

d. **Bench and plaque for the front**

Eric Seidl not present, status of project unknown.

e. **Volunteer staffing**

Cotting has been and will continue spending several hours a week at the facility doing basic maintenance and monitoring tasks, and reporting issues to the DPW.

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**f. Snow Removal**

Gary Yerges purchased a snowblower with front brushes and uses it to remove snow around the Trailhead plaza as needed. There has been no damage to the pavers or pavement from it.

**6. Announcements**

**a. Friends of the Waterloo Regional Trailhead**

Cotting announced the formation and incorporation of “Friends of the Waterloo Regional Trailhead Inc.” a 501(c)3 non-profit organization whose mission is fundraising for the outstanding capital items for the facility: the playground and the education stations. The FWRT’s first fundraising project is a calendar series called “Scenes from the Glacial Heritage Area” featuring photographs submitted by the public. The first calendar of the series, the 2015 calendar, is called “The Garman Nature Preserve Through the Seasons” featuring photographs of the Garman Preserve by Del Severson. It will be available for \$10 suggested donation. Donations are tax deductible.

**b. Friends of the Glacial Heritage Area Winter Event at the Trailhead**

‘GHA Bird Event, Saturday, January 24 at Waterloo Regional Trailhead Facility. Matt Reetz, Executive Director of Madison Audubon, will give a presentation about the effect of climate change on birds. We’ll have treats and go for a winter hike/ snowshoe on the trail behind the Trailhead into Garman Nature Preserve.

**7. ADJOURN Motion Crave second Jones, carried unanimously. 8:30 pm.**