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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: Tuesday, January 20, 2015 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 Meeting Minutes
November 18, 2014
3. Citizen Input
4. Updates, Reports and Informational Items
 - Waterloo Regional Trailhead - Volunteer Coordinator Update (recurring item)
 - 2014 Meeting Minutes
 - Cotting Resignation as WRT Volunteer Project Coordinator
 - Trailhead Responsibilities
 - Trailhead Complaints
 - Dog Park (Dog Park Committee Representative)
 - Donation Report
5. Unfinished Business
 - Firemen's Park Repairs, Improvements – Update From Kunkel/Trustees March Meeting (Joyce)
 - Partnering with the Village of Marshall for Future Park Administration Services
 - Parks Commission Project Prioritization
6. New Business
 - Update of Comprehensive Outdoor Recreation Plan
7. Announcements, Future Agenda Items and Next Meeting Date
 - Parks Commission Organizational Calendar
8. Adjournment

Chris Astrella
City Clerk/Treasurer

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

Posted, Emailed & Mailed: 01/12/2015

-Committee Members: Stinnett, Kegler, Quimby, Springer, Board of Trustees representative and two vacancies. Advisory Members: Gary 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.

MINUTES
WATERLOO PARKS COMMISSION
MUNICIPAL BUILDING – COUNCIL CHAMBERS, 136 NORTH MONROE STREET
NOVEMBER 18, 2014
5:00 P.M.

1. Roll Call and Call to Order

Parks Commission Chairperson Springer called the meeting to order at 5:00 p.m. Members present: Stinnett, Kegler, Quimby, and Springer. Absent: Joyce with two vacancies. Others present: Gary Yerges, Maureen Giese and Interim Clerk/Treasurer Baird.

2. Approval of Meeting Minutes

September 16, 2014

Motion: Moved by Stinnett, seconded by Kegler to approve the meeting minutes of September 16, 2014. Voice Vote: All yes. Motion carried.

3. Citizen Input

None

4. Updates, Reports and Informational Items

a. Waterloo Regional Trailhead - Volunteer Coordinator Update (recurring item)

Discussion: Baird submitted a copy of the 2015 budget for the Waterloo Regional Trailhead, listing utility expenses only. The Board requested meeting minutes of the Implementation Team.

b. Dog Park (Dog Park Committee Representative)

Discussion: Baird reported that \$1,035.00 in Dog Park donations has been received since the insert in the Utility bill seeking donations was sent out. Plus \$1,000 was transferred from the Skate Park fund to the dog park by the Trustees of the WFD.

5. Unfinished Business

a. Firemen's Park Repairs, Improvements – Update from Kunkel/Trustees March Meeting (Joyce)

Discussion: No update.

b. Partnering with the Village of Marshall for Future Park Administration Services

Discussion: Quimby reported she talked with Sue Peck of the Village of Marshall and they are still in the process of hiring a Park Administrator and she would keep us informed. Springer said the cost would need to be identified since there is no budget for such a position. Said monies could possibly be taken from the Cable Fund. Quimby stated the Firemen's Park fund should be reviewed also since their wages would be involved.

6. New Business

None

7. Announcements, Future Agenda Items and Next Meeting Date

a. Parks Commission Project Prioritization & Update of Comprehensive Outdoor Recreation Plan (Quimby/Clerk-Treasurer)

Giese questioned the status of the 2011 Comprehensive Outdoor Recreation Plan. Quimby replied that the plan is in the process of being updated.

Giese questioned the engineering report that was completed in regards to the condition of the Firemen's Park and the improvements that need to be done in excess of \$1,000,000, it was stated no monies are available, what is being done? Something should be done, if you can transfer monies from impact fees to the Trailhead, there is money available. The park is an asset to the City.

Springer reported the Trustees of the Park Board were checking into listing the park as a historic monument and they could not discuss it. Springer said improvements to the park have been identified upwards of \$1,000,000. By being part of a historic group grants are available for improvements. Springer said if the park is going to be run as a business then they need to show proof of their earnings.

Kegler felt the Trustees who run the park should be the people to take charge of the situation and run the park to make money. The trustees need to show they are interested and take charge to get things done.

Springer stated the Trustees are under contract and they need to answer to the City.

It was the consensus of the committee that if members do not participate, they should be replaced to have representation.

Stinnett said the WYSO does intend to have a representative in attendance.

b. Parks Commission Organizational Calendar

No changes

Motion: Moved by Stinnett, seconded by Kegler to cancel the December 16, 2014 meeting. Voice Vote: All yes. Motion carried.

The next meeting will be scheduled for January 20, 2015 at 5:00 p.m.

8. Adjournment

Motion: Moved by Quimby, seconded by Stinnett to adjourn. Voice vote: All yes. Motion carried.

Attest



Lois A.M. Baird
Interim Clerk/Treasurer

Waterloo Regional Trailhead
Meeting Notes – 01/13/2014 6:30 pm

1. Review WRT presentation (Elyse)
2. Finalize WRT rental agreement (Elyse)
3. Events programming (Elyse)
 - a. Suggestions for events
 - b. Fundraising ideas
4. Other items

Attendance: Tom Bergan, Laura Cotting, Dick Jones, Jill Taylor, Matt Weber, Elyse Eastman

WRT Presentation: reviewed & edits suggested, will keep to 30 min, start setting up times to present to businesses & community

Rental Agreement:

- Edits from Dec. 23rd meeting changed
- A few new minor changes suggested & will be changed before passing off to Mo this week for approval by City Council

Events programming: (see attachment)

- Upcoming planned events: GHA Winter Fair (Feb. 8th)
- List of brainstormed events presented
- Committee will review & send suggestions

Other items:

- Purchasing fireplace, kitchenette, & display case (Laura) – discussion of placing items at highest priority due to agreement by DNR Stewardship grant; Parks Commission authorized RFPs to be written for both projects at their November meeting & Eric Seidl volunteered to write both RFPs; fireplace specs were sent to him by architect Bob Feller
- Update from Eric Seidl that he will look into cabinetry at cabinetry shop in Sun Prairie
- Update on mounting large painting in Warming Room – McKay will set up scaffolding, city will transport; goal to have it mounted by Feb 8 for GHA Winter Fair

Next meeting scheduled for Monday, February 10 @ 6:30 pm.

End meeting notes.

Waterloo Regional Trailhead
Meeting Notes – 02/10/2014 6:30 pm

Attendance: Laura Cotting, Tom Bergan, Elyse Eastman, Dick Jones, Mo Hansen, Matt Weber

1. Winter Fair (Elyse) – successful event, see Facebook page for photos
2. Elyse's Relocation to Madison:
 - Laura, Mo, Eric, & Gary Funk gave approval
 - No agreement was met to change Elyse's compensation plan, so Elyse has decided to continue living in Waterloo
 - Committee will consider changing the internship for next year, providing an alternative to living in Waterloo but still providing higher incentive for living in Waterloo over living elsewhere
3. Quarterly Review of internship:
 - Elyse requested more collaboration between project collaborators (Laura, Mo, Eric, & Gary Funk), need for prioritization, clearer sense of leadership, & single plan of direction
 - Request for conference call/quarterly review put out, no response
 - Madison Audubon Society is a very important, useful partnership. Would like to see stronger support from their end.
 - Decision to delegate Eric & Tom as main support for internship. Elyse will also reach out to Gary/MAS for more support. Laura will work mainly through Eric & Tom for updates.
4. Budget Review (Mo) – see attached documents for details
5. Phase 1 wrap-up (Laura):
 - Cabinets & sink – Eric has gotten donation for cabinets at half price (\$600)
 - Faux fireplace – Eric working on getting cost down to half price
 - Community bulletin board – ordered & waiting for delivery
 - Plaques:
 - i. In memory of Christopher Thiel – Request to have Jill & friends design, approximately \$100-\$200
 - ii. Building Dedication plaque – Laura working on design, approximately \$500
 - Touch screen for atrium & screens (education stations) in Warming Room – Mo in process of getting cost estimates from state vendors, should have estimates by the end of the week
6. Quick update of program matrix (Elyse) – updated matrix on Google Drive
 - Elyse will highlight events that are already scheduled
 - Create a system to have people sign up for/suggest possible leaders for events
 - Reach out to Marshall School District for support

7. WEBB Grant application update (Elyse):
 - Application deadline this Friday, Feb. 14, 2014
 - Final draft posted for committee's review & feedback
8. Fundraising update (Mo & Laura):
 - Donation box made by someone at McKay, will be mounted in atrium
 - Mo & Laura have scheduled meeting with Junginger Foundation at end of February, will ask for grant to cover annual recurring building costs or intern costs
 - Laura will approach Waterloo American Legion Auxilliary for donation
 - Laura will apply for Watertown Regional Hospital grant to cover cost of digital screens
 - Eric applied for tourism grant
 - Laura & Mo have list of 3rd tier granting organizations to pursue further
 - Elyse & Eric have compiled list of department stores that have small grant programs
 - JEM Grant – for covering cost of marketing materials for grand opening event, will be discussed at future meetings
9. Additional supplies for building:
 - Flags – approximated to go through 3 per year; Joe Nehmer has agreed to help with cost of GHA flags; Greg Matthews of GHA has agreed to cover cost of a GHA banner for Trailhead
 - Small stepladder
 - Garden hose – can request DPW to store theirs here
 - Coffee Maker – Keurig = NO, unsustainable; City Hall has a coffee maker that can be placed in the WRT instead
 - Others – broom, garbage cans
10. September bike event – Grand Opening tentatively scheduled for September 27th, will feature a 10/30/50 mile bike event; planning will be discussed in-depth at future meetings
11. Cross promotion – call for committee members to find businesses for cross promotion
12. Volunteer recruitment: (recurring item)
 - Volunteers needed to: lead programs, help with large events
 - Request for Elyse to put together volunteer sign-up

Next meeting scheduled for Monday, March 10 @ 6:30 pm.

End meeting notes.

Waterloo Regional Trailhead
Meeting Notes – 03/10/2014 6:30 pm

1. Staff Update (Elyse)
2. Project Coordinator Update (Elyse)
3. Funding Strategies for 2014
4. Plaques (Laura & Jill)
5. September Cycling Event (Eric)

Attendance: Laura Cotting, Dick Jones, Tara Scott, Eric Seidl, Jill Taylor, Elyse Eastman

Staff Updates:

- Outreach log compiled, concerns about success of outreach efforts
 - For next event, flyers will be posted around Marshall, press releases for Courier & Watertown Daily Times, will look into paid advertising through Facebook
- Community Business Expo, March 29th
 - Will join Chamber of Commerce, look into buying expo booth or partnering with McKay
 - Brochure mockup passed around for committee to look at
- WRT now on Dept. of Tourism website (<http://www.travelwisconsin.com/local-parks/waterloo-regional-trailhead-234610>)
- Other logs & info uploaded to Google Drive recently, committee should look at them
- WEBB grant submitted, will find out early April if funded

Project Coordinator Update:

- WRT budget & rental agreement formally approved in February
- Mo will be purchasing Adobe Creative Cloud for the City of Waterloo, Elyse will have access as well
- Maureen Giese (active community member) has been urging City to consider donating WRT to Jefferson County
 - Junginger Foundation denied request to fund building operating costs; denied request to fund annual fellowship for staff intern
 - Need to strengthen partnerships beyond Waterloo boundaries
 - Dick/Laura will invite Joe Nehmer (Jefferson County Parks) to join committee
- Bids came in for cost of digital signage/education stations ~\$33,000
 - Will try to recruit different groups/businesses to sponsor each station
 - WI Tourism awards just announced → WRT nominated for award; winner was public facility with interactive kiosks

Fundraising Strategies:

- Laura will ask Francine/Land Trust Alliance for suggestions on fundraising outreach
- Herb Kohl Foundation – another potential donor
- JEM Grant – due April 1st, committee must decide how big Grand Opening will be & whether JEM will be utilized for funding
- List compiled awhile back of potential granting bodies – time to go back and look into lower tiers
- Laura writing grants to Watertown Hospital & Fort Health Care to fund one education station each
- Laura will approach American Legion Auxiliary to fund either building operating costs or benches

- Tara will look into web-based fundraising sites
 - Website & fundraising strategy must be simple, straightforward, offer incentive/"reward"
 - Elyse will set up site once Tara compiles list of recommendations
 - When City of Waterloo website redone, hope to have link on front page for donating to WRT

Plaques (Laura & Jill):

- Budget includes \$500 for building dedication plaque & \$100 for Christopher Thiel memorial plaque
- Laura will work on design for building dedication plaque, asking for suggestions on who to include (committee members, project designers & engineers, etc.)
- Laura will send mockup to committee for review
- Jill & Friends of C Thiel will work on design for memorial plaque
- Representative from Depe's Awards will look at building tomorrow to get info for mockups
- Will purchase a 3rd plaque for donors, will be something that names can be easily added

September Cycling Event (Eric):

- Need stuffers by Trek 100 in June
 - Include wi-fi password somewhere in stuffer material
 - Elyse will put materials together
 - Elyse will look into magnets for Trek 100 stuffers & Business Expo
- Need separate meeting for planning of event

Next meeting scheduled for Monday, March 24 @ 6:30 pm.

End meeting notes.

Waterloo Regional Trailhead
Meeting Agenda – 04/14/2014 6:30 pm

Team Members Present: Tom Bergan, Laura Cotting, Joni Crave, Mo Hansen, Dick Jones, Eric Seidl, Jill Taylor

Meeting began 6:35 pm.

1. WRT Status Update (Laura, Mo)

- a. **Intern Resignation:** Elyse Eastman's March 20th resignation was discussed. Ms. Eastman stated in her resignation e-mail that aspects of the job were too stressful. Discussion centered around next steps to take regarding staffing the facility. Mo Hansen discussed legal issues and shared the City Attorney's opinion that Laura Cotting could not legally fill the intern position. Laura Cotting stated she was overqualified for it and reminded the group she stated publicly in October 2013 that the intern position was not appropriate for the project during this stage. By consensus, it was decided the Trailhead project was not ready for an internship position because operations were still in the development phase, therefore beyond an intern's skill set. **Motion Mo Hansen second Eric Seidl** Recommend to the Parks Commission and City Council a new position be created. The new position would be entitled "WRT Director" and emphasize supervisory and lead roles in Phase 2 of the Trailhead Project. The new position would replace, not be in addition to, the intern position. Qualifications would include a graduate degree in a relevant field and experience. **Motion carried unanimously** Team members reaffirmed their endorsement of Laura Cotting to fill this position, should it be created. Cotting recommended the position be advertised and applicants interviewed per standard hiring practices.
- b. **Current Staffing of the Trailhead** Laura Cotting provided a log of hours and description of time spent. She has been staffing the facility as a volunteer since the Intern resigned, total of 80 hours to date. She stated she would end the volunteer commitment Monday May 5th. Joni Crave has been staffing the facility Sunday afternoons. Cotting stated that no one on the City Council had expressed concern regarding staffing the facility or was aware of the volunteers staffing it now. Both Cotting and Crave stated that although many citizens still seemed unaware the facility was open, there has been a steady stream of visitors and rental inquiries. This growing interest gives an added sense of urgency to staffing the facility.
- c. **Steve Grabow meeting with stakeholders April 23.** **Motion Eric Seidl Second Jill Taylor** Schedule a stakeholder meeting with Steve Grabow (UWEX), invite the Mayor, Parks Commission, Chamber of Commerce (Chuck Crave), Friends of the GHA (Clare Carlson), GHA Implementation Team Coordinator (Greg Matthews), Jeff McFarlane (Trek HR dept.), Jefferson Co. Parks and Rec. (Joe Nehmer) and other stakeholders/donors. The purpose is to clearly define the process for hiring the Director, the chain of command for the position, and which body would be considered the employer. Another purpose of the meeting is reaffirming Phase 2 objectives. **Motion carried unanimously**
- d. **Phase 2-** there was discussion regarding Phase 2 of the Trailhead project. Phase 1 was getting the facility built. Phase 2 objectives emphasize attracting tourists to the facility, promoting Waterloo and its businesses to the tourists, promoting the GHA to the tourists, marketing the facility as a quality rental option for meetings and small private gatherings, and serving the local residents. Phase 2 is more difficult to explain because it has several components and is more abstract than Phase 1. It seems that Waterloo decision making bodies and residents are unclear about Phase 2.
- e. **DNR Grant Closeout** Mo Hansen provided copies of a spreadsheet of the current financial status of trailhead funds. In sum, the facility is over \$23K to the good (Net Cash as of 2/03/2014 is \$28,300.79 assuming 100% DNR reimbursement). However, the DNR hasn't paid the grant money yet, but we have spent it. Those costs are being "floated" by City funds until the DNR disburses the money, which will occur after the Grant Closeout meeting. Hansen reported that the last meeting was positive and

he expects no surprises. He expects about 20 hours of administrative work on his part are needed to prepare for closeout.

- f. **Operating Costs** Mo Hansen provided figures for operating costs so far, by month. Heating \$225, communication \$100, Water/sewer \$75, cleaning \$45.

2. Staff Report (Laura) (skipped)

3. Unfinished Business

- a. **Interior Items (Cabinet/sink, Faux Fireplace, Plaques)**

Cotting reported The current policy of not charging rent because the amenities described in the rental agreement haven't been installed has cost money. 3 meetings of the Maunsha River Alliance (2 hours each, total \$60), one scheduled meeting of the Trek Wheel Team April 17th (5 hours \$125).

By consensus it was decided to finish the cabinets by asking Tom Hotmar (Waterloo Bldg. Supply) to install sink, countertop, splash guard, and overhead shelf.

By consensus it was decided to purchase picnic tables, waste receptacles (inside and outside) (and the "Kovacs Bench"?) ASAP because they are necessary for the facility to function.

By consensus it was decided to fundraise for the Faux Fireplace in the Fall. Cotting pointed out that we need to know what it would cost, because the cost would drive the fundraising strategy. This means the **City Engineer needs to be authorized to assist with the plans etc so we know how much money to raise.**

- b. September Biking Event (skipped)

Meeting adjourned at 8 pm.

Minutes by Laura Cotting 4/15/2014 *revised 04/17/2014 (revisions in yellow)*

Waterloo Regional Trailhead
Meeting Agenda – 05/12/2014 6:30 pm

minutes

1. Call to Order: Mo Hansen, Joni Crave, Dick Jones, Tom Bergan, Laura Cotting present
2. **Action Item: Proposed amendments to Rental Agreement** (suggested changes highlighted in yellow) WRT Rental Agreement-Revisions.docx
Motion by Jones 2nd by Crave to recommend the following revisions to the Waterloo Parks Commission: Strike Item 21, add Mauneha River Alliance to the free of charge list, amend rental spreadsheet as noted. carried unanimously
3. **Action Item: Recommendation re Controversy Regarding Site Excavation Work**
summary: Recommendation that Mayor Thompson, City Engineer Mitch Leisses, and McKay representatives meet and work this out, as resolving this disagreement is out of the purview of the Implementation Team, and approval of spending not more than \$7K of remaining Trailhead funds on this project:
Motion by Jones, second by Bergan carried unanimously
4. **Action Item: Wrap Up on 6 Outstanding items needed for Trailhead Bldg.**

Motion by Hansen second by Bergan to approve purchase of all 6 items, noting that there would be about \$978 remaining. Carried unanimously.

5. **Fundraising Discussion** centered around applying for grants. No action taken.
6. **Informational: Announcements**
 - a. Proposed Tar Sands Pipeline
 - b. Brief Report re Stakeholders Meeting May 8th

Adjourned

Waterloo Regional Trailhead
Meeting Agenda – 07/22/2014 6:30 pm

1. Call to Order
2. Approval of 5-12-2014 minutes
3. Follow-up on Outstanding items needed for Trailhead Bldg. (informational)
 - a. Interior Trash Cans expenditure denied by Mayor Thompson with recommendation by Clerk-Treasurer
 - b. GHA Flags and Commemorative Plaque: Deppe's estimates order will be ready for pick-up July 25.
 - c. picnic tables : 4 picked up by Gary Yerges and Jeff Robbins from Marshall
 - d. Ornamental bench for front plaza, "in limbo" Bike Racks Trek spokespeople said Trek could get us a 50% discount from Saris
 - e. Bike Racks "in limbo"
4. Discussion Points regarding future direction of project:

Stakeholder Meetings

Fundraise through 501c(3) organizations ?

Dissolve Implementation Team ?

Volunteer Crews

Advocacy for waukesha to Waterloo Bike Trail

County Assistance in Marketing Trailhead Rentals

Waterloo Regional Trailhead

Meeting Minutes – 08/18/2014 6:30 pm

1. Call to Order

Meeting called to order at 6:38 pm. Cotting, Crave, Hansen, Jones, Robbins, Taylor, and Weber present. Invited Guests Steve Battenberg and Chuck Crave present.

2. Approval of 7-22-2014 minutes

Motion Taylor, second Jones to approve minutes as presented, motion carried unanimously.

3. Introducing Chris Doyle, the New manager of Faville Grove Sanctuary

Chris did not attend.

4. Attorney Steve Battenberg spoke to the Team regarding 501(c)3 formation. Main points:

501(c)3 is an IRS designation for a tax exempt charity. The Waterloo Community Foundation is a project based 501(c)3: for "one stop" projects such as a limited term fundraiser event. The WCF is not intended for ongoing expenses such as operating costs. It would not be a good fit as a fundraising organization for the WRT.

Battenberg asked the Team what goals remained for the 3 phase WRT implementation plan. After some discussion, he made the following comments:

The IRS has simplified and accelerated the 501(c)3 application approval process. The project goals stated by the Team are eligible for 501(C)3 corporation, and sound like a "Friends of" group. He suggested the "Friends of the WRT" be formed soon, while there was still group momentum.

5. Update on Staffing facility

Joe Nehmer (co-coordinator of the Glacial Heritage Area Implementation Team) likes the idea of a partnership arrangement in which the GHA Coordinator (LTE, halftime, salary paid by Forestry & Wildlife) would have their office at the WRT. The WRT would have a knowledgeable person on the premises and the ability to have the warming room open to the public more often, the GHA Coordinator could be closer to GHA events and meeting sites.

6. Update on outstanding items

a) Furnishings (bike racks, bench for plaza, installing plaque, flagpole, parking lot lights, painting garbage cans, installing coat pegs in family bathroom, warming room shelf)

The Team chose the plaque location : to the left of the front door, centered on the wall at eye height. DPW will mount plaque, wall pegs, and warming room shelf as time permits. DPW needs McKay to drill hole and pour cement for flagpole. Parking lot lights still not connected to power, will be an additional cost. Waterloo HS shop class instructor will be asked if class can make bench and plaque for it (for a small sum). Joe Nehmer will ask Jefferson County Bike Club for a donation for the bike racks. Lake Mills Pack 136 will paint garbage cans on August 30th with Cotting's assistance.

b) Building Issues (scupper needs redo-ing, low water pressure in all sinks, etc.)

Issues discussed, Hansen is keeping a running log of all issues to share with Kunkel Engineering while the building is still under warranty.

7. Budget

Hansen presented the expenditures to date. Discussion centered around estimation of annual operating costs. This year operating costs were approximately \$14,000, however this included one-time expenses, such as watering the transplanted trees and other plantings, and heavy electric usage by contractors while the facility was under construction. Robbins suggested a more

realistic monthly cost estimate would be \$725/month (including cell phone and internet). This cost would be met by six all day rentals (\$125 each) a month.

Hansen had not finished Stewardship grant closeout, and did not know what funds remained of the grants and donations made for Phase 1.

8. Proposed Fundraising Event some time in Sept-October

Hansen stated that Experience Works employee Alice Kvaldheim, currently working at Waterloo City hall, was interested in helping with a fundraiser.

Motion Hansen, second Crave to adjourn, carried unanimously at 8:46 pm.

**Waterloo Regional Trailhead
Meeting Agenda – 09/08/2014 6:30 pm**

1. Call to Order

Laura Cotting, Joni Crave, Mo Hansen and Joe Nehmer were present. Due to the absence of so many members of the rest of the team, we decided to discuss matters on the agenda without any formal votes. Mo Hansen announced his resignation from the WRT Implementation Team, and his resignation as Waterloo Clerk/Treasurer.

2. Approval of 8-18-2014 minutes

3. The Hensler Archeological Group (Informational)

4. Update on outstanding items

5. Forming 501(c)(3) "Friends of WRT" corporation

6. Proposed Fundraising Event some time in Sept-October

**Waterloo Regional Trailhead
Meeting Minutes – 10/30/2014 7:00 pm**

1. Call to Order

Meeting called to order about 7 pm. (clock not working). All but Tom Bergan and Tara Scott present. Chuck Crave and Chris Doyle here as invited guests.

2. Approval of 8-18-2014 minutes and no-quorum notice 9-08-2014

Motion Crave, 2nd Jones to approve as presented. Approved unanimously.

3. The Hensler Archeological Group (Informational)

The "Hensler Dig" is moving into a more active phase. Footage will be taken shortly of the dig and artifacts. The local public access station, WLOO CATV, is in a dialogue with the archeologists regarding filming and producing an episode or perhaps a series about the dig. The films would be available at the WRT some day.

4. Update on outstanding items

The Lake Mills Cub Scouts did a great job painting the trash cans. Cotting will paint in the lettering as time permits.

The Jefferson County Bike Club pledged \$800 toward bike racks.

The Trek Cyclocross Event reserved the WRT and its parking lot for disabled cyclists.

"Mac" Chopin, Waterloo School Tech Ed teacher, agreed to have his advanced metalworking class create a commemorative plaque for the bench to be placed in front of the WRT. He said Myles Kovacs was one of his best and most interested Tech Ed students.

Other Updates:

1) Eric Seidl said **5 Stihl bike racks** planned for under the trellis, we discussed and agreed including **a mobile bike rack** to go in the vending machine alcove.

2) **DPW punch list** was reviewed- items to be installed are the dedication plaque, the shelf for above the warming room counter, the hanging peg board for the "Changing Room" (Family bathroom). Jeff Robbins said the DPW would probably not have time to install these items till Spring.

3) **Snow Removal** It was noted that snow removal arrangements needed to be made. By consensus, the Team agreed to recommend the following to the City: either purchase the right piece of equipment so DPW can remove snow, or put the work out to bid locally. Cotting volunteered to bring the matter up during her upcoming meeting with Acting Clerk-Treasurer Lois Baird.

4) **Warranty Items** Building warranty items were reviewed. Eric Seidl noted the scupper, the duct taped pipe in the Office, and unstained support posts for the picnic area still not addressed. Cotting stated Mitch Leisses of Kunkel Engineering has been made aware of the warranty items repeatedly during the year. Many, such as the automatic doors, have already been addressed. Concern was expressed by several members that the remaining items would not.

5) **Budget** The budget was discussed. (Grants + Donations) - Expenses = ????. No one knows, except the number is positive. Cotting noted the current plan was to submit 2014 expenses less those for the intern as the 2015 budget. Cotting is meeting with Acting Clerk-Treasurer Lois Baird to go over project finances and the proposed budget submittal and will report back to the Team.

6) **Facility Maintenance** Cotting reported the poor condition of the facility when she opened it for the meeting. The orange tree in the warming room was nearly dead from lack of watering, the heat was turned off, warming room garbage had not been emptied and was overflowing, the cigarette butt receptacle in front was taken apart and butts piled up, warming room tables were not wiped, and the alarm system apparently had a "fault" earlier that hadn't been noticed. She said she would go over the roles of City personnel for facility maintenance during her meeting with Lois Baird. Cotting volunteered to check the facility over every Sunday afternoon.

5. **Future of the WRT Implementation Team**

There was lengthy discussion regarding next steps forward. Cotting suggested forming a 501(c)(3) "Friends of WRT" corporation per Attorney Battenberg's information at the 8-18-14 WRT meeting. Seidl said if the way forward was for the Team to become a 501(c)3 it shouldn't be until January at the earliest. Nehmer expressed concern that all partners in the project be included going forward, which the current arrangement facilitates and a 501(c)3 would not. Crave said dissolving the Team and forming a 501(c)3 would be divisive and

counterproductive. The conclusion was the WRT Implementation Team plays an important unifying role for the project and for the GHA, and therefore should not be dissolved. Cotting noted that grant and donation opportunities for the City seemed to be played out and that a private 501(c)3 would have more fundraising options. The discussion moved toward the utility of having two groups, the Team and the non-profit. Cotting expressed a strong interest in forming the "Friends of the Waterloo Regional Trailhead Inc." and in resigning as the WRT Volunteer Coordinator. By consensus, it was agreed to take this matter up at the next meeting.

In addition, It was proposed that a joint meeting of the Parks Commission and the WRT Team be scheduled.

Chuck Crave accepted Cotting's invitation to join the Implementation Team.

6. Final Announcements

Chris Doyle, new resident manager of Faville Grove, mentioned seed collecting at the preserve. He said Faville is partly funded by grants, which placed restrictions on which and how much of their seed could be donated to the WRT.

7. Adjourn Motion Crave, second Jones. Adjourned approx. 9:00

Waterloo City Hall

From: Laura Cotting [cottingel@gmail.com]
Sent: Monday, December 22, 2014 9:56 AM
To: Waterloo City Hall, Mayor
Cc: <tbergan@mckaynursery.com>; Charles Crave; Joni Crave; Richard and Claire Jones; Jeff Robbins; Seidl, Eric; Jill Taylor; Waterloo City Hall
Subject: Resignation as Waterloo Regional Trailhead Volunteer Project Coordinator

Hi Bob,

I am resigning as Waterloo Regional Trailhead Volunteer Project Coordinator effective immediately.

Although I am still vested in the success of this project, I need to direct my energies into other pursuits. It has been a very interesting and productive experience, and I thank you for the appointment.

The Coordinator position is still necessary, as there are the next two phases (playground and education stations) to complete as well as staying in sync with the Glacial Heritage Area Implementation Team.

Toward that end, Dick Jones and Charles Crave graciously agreed to step up and fill the position as a partnership if you will have them. The Waterloo Regional Trailhead Implementation Team cast an affirmative vote in support of this change in leadership at their December 10 meeting. I met with Dick and Chuck late last week to pass along copies of all the documents the DNR has regarding the project, answer questions, and to bring them up to speed on pending collaborative projects.

Hopefully these actions meet with your approval and have your support.

Sincerely,

Laura Cotting

**2014
DOG PARK DONATIONS**

<u>DATE</u>	<u>NAME</u>	<u>AMOUNT</u>	<u>RECEIPT #</u>
		<u>RECEIVED</u>	
7/22/2014	Waterloo Fire Dept - Board of Trustees	\$ 1,000.00	
7/23/2014	Watertown All Breed Community	\$10.00	30564
8/18/2014	Farmers & Merchants State Bank	\$ 250.00	30625
11/2/2014	Robert & Paula Doud	\$ 25.00	
11/2/2014	Susan Gerger	\$ 25.00	
11/4/2014	Duane & Kristen Klein	\$ 50.00	
11/6/2014	Waterloo Veterinary Clinic, S.C.	\$ 250.00	
11/7/2014	Matt & Amy Schwarz	\$ 25.00	
11/11/2014	JT & JD Investments - W	\$ 150.00	
11/13/2014	Columbus Family Dental, Inc.	\$ 50.00	
11/18/2014	Tina Thiakos	\$ 25.00	
11/18/2014	Patricia Golden	\$ 100.00	30796
11/18/2014	Lannoy Foods, Inc.	\$ 100.00	30797
11/20/2014	Napa Parts of Columbus, Inc.	\$ 50.00	
11/21/2014	Timothy & Sandra Grover	\$ 50.00	
12/8/2014	Christopher & Elizabeth Fugate	\$ 100.00	
12/9/2014	Jeffrey & M. Jeanne Otteson	\$ 10.00	
12/10/2014	Carla Breber	\$ 20.00	
	GRAND TOTAL	\$ 2,290.00	

Comprehensive Outdoor Recreation Plan

Waterloo, Wisconsin

Adopted:
DRAFT FOR 2014 CONSIDERATION

1-20-2015

Plan Contributors

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City Staff

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INTRODUCTION

Recreational activities have always been an integral part of our outdoor environments and shape the aesthetic quality of a community. Rising median family incomes have changed lifestyles that have lengthened leisure time, allow improved mobility, and demand a greater need for quality environments that improve recreation opportunity.

Now is the time for a community like the City of Waterloo to plan for this increasing recreational need. It may take many years to implement all the desired recreation projects desired by the community. Laying a proper foundation and establishing a strategic implementation strategy will guarantee a high level of environmental quality. A comprehensive planning process will assist in protecting the community's valuable resources from unwise land use practices and ensure long term recreation opportunities for future generations. A planning process that engages and seeks input from the entire community will identify park and outdoor programs that pleases a diverse age group and satisfies a wide array of specialized activities.

This first step in providing quality recreation opportunities is proper planning. Proper planning must take into consideration a number of factors that include location of existing recreation areas, park site planning, distribution of population, new subdivisions, provisions for recreation programs, financing, maintenance and management. When recreation areas and facilities are developed with regard for the needs of the people they are to serve, they will be strategically located and properly designed. Further, as a result of this comprehensive process, implementation cost, maintenance and long term management will be critical factors in the development of the final plan.

This outdoor recreation plan represents a revision and updating of a program to provide quality recreation opportunities for the City of Waterloo.

EXECUTIVE SUMMARY
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, and 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 Maunasha 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 Maunasha 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.

GOALS AND OBJECTIVES

Through a comprehensive public outreach campaign and active discussions with the City of Waterloo Parks Commission and city staff, a detailed list of goals and objectives were developed for the Comprehensive Outdoor Recreation Plan.

- Provide and maintain active and passive recreational lands to meet current and future recreational needs
- Ensure that parklands are designed to meet the special needs of all residents
- Update the CORP plan to Wis. DNR standards
- Adequately fund parkland maintenance, acquisition and future park facility development and create excitement and awareness for the Waterloo parks
- Promote Waterloo Parks other than Firemen's Park
- Use available resources to further enhance the quality of the City's park system
- Reduce general city maintenance of parklands and green space
- Develop an implementation strategy for parkland improvements and acquisitions
- Bring a more graphic approach to the CORP to increase fundraising abilities
- Develop strong community support and increase user frequency
- Create diversity of use and program for the park system
- Develop a comprehensive park system
- Promote resident support and involvement in the development, improvement, and maintenance of the City's parks and open spaces
- Provide residents with safe and reliable recreation equipment throughout the City park system
- Provide adequate management and staffing to oversee park and open space maintenance Waterloo Comprehensive Outdoor Recreation Plan 2014

DEFINITIONS

County, state and federal agencies have quite varied and extensive recreation and resource protection responsibility. Although these recreation elements are used as a guide, community agencies are most often concerned with meeting local daily recreation needs that provide a variety of park settings which serve all age and user groups within the local community. The following selected definitions of types of parks are those considered most appropriate for the City of Waterloo.

PARKLAND CLASSIFICATIONS

Parkland classification is determined by the Wisconsin Statewide Comprehensive Outdoor Recreation Plan (SCORP) standards and by the City of Waterloo. The following are the City of Waterloo's general guidelines for parkland classification.

Mini Parks

Summary: A play lot or playground providing space for parental supervised recreation of toddlers and young children within a neighborhood, or as part of a larger neighborhood or community park and urban center, including retail shopping area.

Size: 0.5 to 2 acres

Amenities: Generally include sand play areas, play apparatus, play equipment and other special child-oriented features.

Neighborhood Park

Summary: A neighborhood park, by size, program, and location, provides space and recreation activities for the immediate neighborhood in which it is located. It is considered an extension of neighborhood residents' "out-of-yard" and outdoor use area.

Size: 1-25 acres

Amenities: Compatible with the neighborhood setting and park site constraints. Generally includes the following facilities, which are determined with public input as to use and activities:

- Parking (10 – 20 vehicles)
- Restrooms
- Tot lot/ children's play
- Family/ group picnic facility
- Informal picnic area with benches and tables
- Unstructured turf grass plays area or practice field
- Sports Facilities: Basketball, volleyball, softball/baseball field, tennis courts, ice skating, or additional features.
- Efforts should be made to allow easy pedestrian access to the park

Community Park

Summary: A community park, by size, program, and location, provides space and recreation activities for a defined service area, the entire city, or significant geographic segment of the city's population.

Size: 5 – 150 acres

Amenities: Compatible with the neighborhood setting and park site constraints. Generally includes the following facilities, which are determined with public input as to use activities:

- Off-street Parking
- Restrooms
- Community recreation center
- Park maintenance and equipment storage
- Tot lot/ children's play
- Family/ group picnic shelters
- Informal picnic area with benches and tables
- Unstructured turf grass play area or practice field
- Sports Facilities may include: Basketball, volleyball, softball/baseball field, tennis courts, ice skating, Jogging trails, concessions, football or additional features.

Special Use Park

Summary: A special use park satisfies a demand for a particular sport, recreational activity, or special event. A special use park may also be a sports park combined with enterprise activities and administered as a community recreation resource.

Size: Determined by size available and program.

Amenities: Special use parks require facility programming that is based on community needs and may include:

- Bandstand/ Amphitheater
- Memorial features
- Water play park
- Festival/swap meet/farmers market
- League/individual sports complex
- Fitness/entertainment center
- Skateboard/in-line hockey park
- Recreation programs and classes
- Youth/community center

School Park

Summary: School park sites complement other community recreation or open lands. The important outcome in the joint-use relationship is that both the school district and park system benefit from shared use of facilities and land area.

Size: Varies, dependent on school. Waterloo Comprehensive Outdoor Recreation Plan 2014

Amenities: Typically used for neighborhood and community recreation services. The functions may include sports, recreation classes, passive recreation activities, and other recreation programs suitable for an elementary or secondary education school.

County Park

Summary: County parks consist of land that is specifically set aside for active and passive recreation uses, and accommodate large gatherings, special events, or individual users. County parks offer a wide variety of compatible outdoor recreation activities, and may provide areas that do not primarily serve a recreational purpose such as protected natural areas, historic areas, and special use areas.

Size: Varies

Amenities: Recreation trails, hiking, picnic areas, Native American Burial Mounds

Nature/Conservation Area

Summary: Nature/conservation areas compliment the park system by providing active and passive recreation in natural environments.

Size: Determined by size of lands available.

Amenities: Generally determined by terrain, topography and vegetation ecosystems, which may include?

- Recreational trails (hiking, bicycling, mountain biking, cross-country ski, etc.)
- Picnic areas
- Wildlife observation
- Vegetation studies
- Fishing access

Specialized Recreation Areas

Golf courses, historic sites, and conservancy areas are examples of specialized recreation areas. Most of these have limited active recreation value, are undeveloped for recreation, or are not always available for use by the public. Such areas were not considered in the initial evaluation of recreation needs for Waterloo. However, recent encroachments along the Mauneha River and of the many scenic vistas around the community have increased the need to protect these valuable natural resources. In addition, other changes have occurred that illustrate the need for the protection, enhancement, and perpetuation of such elements that reflect the City's cultural, social, architectural and geological history.

Other Recreation Facilities

Waterloo is fortunate to have numerous non-park recreational facilities. The indoor swimming pool at the high school is available year round for recreational swimming. Summertime swimming lessons partially subsidized by local municipalities are available. Tennis courts and a weight room are also available at the high school. The new bike trail/route allows safe traverse of the city from east to west.

PLANNING PROCESS

A three phased planning process was developed to complete the Comprehensive Outdoor Recreation Plan. The first phase focused on understanding the physical assets and constraints of the individual park and green space areas. Site visits, gathering base map information and reviewing past planning documents greatly impacted the design and program for each area. The Waterloo Parks Commission desired a strong voice to come from the school district. An interactive workshop was held that allowed students to draw on base maps and create typical designs for what they desired in a park. Through an active series of meetings with the Waterloo Parks Commission, a public open house, a month long community survey and numerous stakeholder interviews, a program was developed for each existing park and new park locations were identified to accommodate future growth of the city.

Once the first phase of investigation and park programming was completed, design alternatives that incorporated the desire park program were developed for each park area. Design alternatives included concept plans, typical cross sections, and sketches to convey design intent. Accompanying the concept plans were estimates of probable cost, developed to aid in the decision making process. Preliminary recommendations were presented to Parks Commission for review and revisions and the preferred plans were revised and presented at an open house for public comment.

To complete the Comprehensive Outdoor Recreation Plan update, direction coming from the Parks Commission presentation and the Public Presentation meeting were documented and incorporated into this final document. Revisions to individual green space and park area plans and revisions to the estimates of probable cost were completed and incorporated into the final CORP. Research was completed to identify potential funding sources for park improvements. The existing CORP text was revised and updated to reflect the new recommendations. The final Comprehensive Outdoor Recreation Plan was organized to be a more graphic document that is a valuable planning tool for the future development of Waterloo's park system.

SUMMARY OF PAST CORP

The first plan completed by the Department of Natural Resources in 1972, inventoried the supply of recreation areas and evaluated their adequacy. Recommendations for action to eliminate those deficiencies were outlined. The 1972 plan was subsequently updated in 1979, 1988, 1996, 2001 and 2008. Whereas many of these recommendations have since been implemented, the City realizes that several changes have occurred affecting the recreation needs within the community.

This report is not only an update of the first six plans, but also includes some considerations not previously discussed. The plan begins with definitions of types of recreation areas and proceeds to an inventory of Waterloo's current supply of recreation areas and standards for evaluating their adequacy. Comparison of existing park acreage, facilities, and locations with those needed in the community is the basis for identifying deficiencies, which should be corrected. The concluding section consists of recommendations for action to eliminate present deficiencies, it is hoped that this coverage and organization of the plan content will provide a clear framework for community efforts to meet daily outdoor recreation requirements, protect resources and provide a more desirable community environment. Waterloo Comprehensive Outdoor Recreation Plan 2014

DESCRIPTION OF THE PLANNING REGION

Historic / Social

Waterloo has an interesting heritage and unlike many communities has been able to maintain many of the nineteenth and early twentieth century residential and commercial buildings. These buildings are relatively unaltered and the overall quality of a rural village is well preserved. To date, the City has undertaken only minor historic preservation efforts. The Wisconsin State Historical Society has established a downtown historical district and a copy of the National Register report can be obtained at Waterloo's City. Secondly, due to the hard work of many Waterloo citizens, Waterloo's Carousel has too been inducted into the Wisconsin State Historical Society. Fortunately, a local historical society has been formed and has purchased the old St. Joseph's Church, which has been converted into a museum to display local history. Another effort underway is the continued indexing system designed to trace the history of the community.

Population Projections

From 1972 to 1980, Waterloo experienced a slow but steady increase in residents. Since 1980, the City grew to 2,712 in 1990 and a 3,259 population in 2000. As of October 13, 2011 the City of Waterloo population is 3,334 residents.

Based on current economic trends, it is projected that the population of Waterloo will reach 3,835 by the year 2015. This projection is based on the continued implementation of current zoning and subdivision regulations dictating residential densities.

Population Projections (2008 Waterloo Comprehensive Plan)

Year	2000	2005	2010	2015	2020	2025	2030
Population	3,259	3,317	3,576	3,835	4,093	4,352	4,611

OUTDOOR RECREATION / NATURAL RESOURCES INVENTORY

The following are the description of natural resource areas available to the residents of Waterloo for recreation purposes.

Garman Nature Preserve

The Dr. J.S. Garman Nature Preserve is a special place that provides public access to a 40 acre wooded tract within the City of Waterloo. The woodlands extend to the west and south of the property for a total wooded area of 54.2 acres. The preserve is located on one of the highest hills in northwestern Jefferson County, at over 980 feet in elevation. The northwest hillside is particularly steep with slopes of over 35 percent for short distances.

The Preserve has two very unique features which make it a special landscape for Jefferson County. The first feature is more than twenty Indian mounds, located along the eastern ridgeline of the drumlin within the Preserve. Indian mounds are protected by the Wisconsin Burial Sites Law. These mounds are a sacred site for Native Americans and may still contain burials. Jefferson County intends to work with the Ho-Chunk Nation to stabilize and preserve the mounds and to create educational opportunities on Native American culture and the Indian mounds. The second feature is the yellow giant hyssop (*Agastache nepetoïdes*), a plant species on the Wisconsin State Threatened list.

Jefferson County is required by law to protect the yellow giant hyssop and cannot destroy plants through construction or activities in the Preserve. The yellow giant hyssop is a savanna indicator species, meaning it is usually found in areas that once supported a savanna ecosystem. Remnant savanna communities are extremely rare today. Many parts of Jefferson County were covered with savanna or oak openings prior to the mid 1800s.

Mauneshia River

The Mauneshia River is a 33.5-mile-long tributary of the Crawfish River in south-central Wisconsin. The Mauneshia winds through the city and creates many opportunities for urban and natural water recreation within the city limits.

Glacial Heritage Area

The Glacial Heritage Area project is a coordinated series of parks, preserves, wildlife and natural areas, and other conservation lands in Jefferson County that are linked together and to nearby cities and villages with different types of trails. This network or “string and pearls” will provide readily accessible opportunities for residents and visitors to get outdoors to hike, watch wildlife, fish, paddle, hunt, camp, cross country ski, ride horses, and participate in other nature-based activities.

Waterloo DNR Wildlife Area

This impressive natural area is approximately 4000 acres with a diverse range of vegetative habitat types. These habitat types include open water marsh, sedge meadow, fens (including a state natural area), lowland and upland hardwoods, some native prairie, and extensive shrub carr ecosystem. The wildlife area is approximately one mile east of the city of Waterloo, in northwestern Jefferson County and southwestern Dodge County.

OUTDOOR RECREATION FACILITY INVENTORY

Below is an inventory of all the outdoor recreation facilities available to the residents of Waterloo.

Firemen's Park

Classification: Community Park

Size: 60 acres

Parking: Off-street

Amenities: Central stadium style adult and youth baseball field, youth baseball and softball fields connections to Mauneshia River, bike path, disc golf, playground, war memorial, private pavilions, storage buildings, restroom buildings concession buildings, basketball courts, natural play grounds, Historic Carousel, natural parking, oak lawns, yard waste refuses storage, water fountains and walking trails Waterloo Comprehensive Outdoor Recreation Plan 2014.

Youker Park

Classification: Special Use Park

Size: 5 acres

Parking: On-street/off-street

Amenities: Two story, cottage style youth center with lounge areas lower bathrooms (once used for ice skating warming house), memorial stones, 8 car parking, bike path, Maunsha River access, Mill Pond native planting restoration, and mown native trails.

Veteran's Memorial Park

Classification: Special Use Park

Size: 0.25 acre

Parking: On-street

Amenities: Central downtown gathering space with covered performance stage, refurbished Maunsha Business Center, war memorial, limestone clad seat wall, water fountain and ornamental plantings.

Morrison Field

Classification: Neighborhood Park

Size: 4.1 acres

Parking: On-street/off-street

Amenities: Soccer fields with goals, on street parking and small parking lot, memorial sign, lawn seating, port potty and open lawn park space.

Indian Hills Nature Area

Classification: Nature/Conservation Area

Size: 11.1 acres

Parking: On-street

Amenities: Slightly restored native wooded area with limited bark walling paths.

Heritage Hills Park

Classification: Neighborhood Park

Size: 2.3 acres

Parking: On-street

Amenities: Open lawn practice fields surrounded by residential development and agricultural fields. Informal baseball backs stops 1 to 2 off street parking spaces.

Waterloo Regional Trailhead

Classification: Neighborhood Park

Size: 2.5 acres

Parking: Off-street

Amenities: Gravel parking lot, small storage shed, portable soccer goals and connections to Garman Preserve.

Mauneshia River Greenway

Classification: Special Use Park

Parking: On-street

Amenities: A little hidden gem of downtown Waterloo is the Mauneshia River walk. Stemming from a UW landscape architecture student thesis project, a portion of the north bank of the Mauneshia River, between the two bridges, has been developed into an informal river walk. The area holds a stamped asphalt river walk, benches, ornamental lighting and accent plantings. The area is frequently flooded and has shown some wear over the years. The area is currently maintained by the public works department. A recent grant awarded to the city for flood mitigation in the south Monroe Street area could be used for improving and expanding the Mauneshia River walk.

Holy Family School

Classification: School Park

Size: 2 acres

Parking: Off-street

Amenities: Asphalt surface games, play structures back stops and large mown recreation field.

Waterloo Public School Playground

Classification: School Park

Size: 10 acres

Parking: Off-street

Amenities: Structured football stadium with track, lighted tennis courts, exercise/fitness course, and open lawn practice fields large play structures.

Garman Nature Preserve

Classification: County Park

Size: 80 acres

Parking: Off-street

Amenities: Wooded area with invasive species, groomed mulch walking paths, entry sign, interpretive signage, Indian mounds and eight car paved parking lot.

ACCESSIBILITY FOR PERSONS WITH DISABILITIES

The City of Waterloo's recreation facilities have limited accessibility to the handicapped, although some improvements have been made at Firemen's Park. Planned improvements to city facilities need to include accessibility criteria to meet the needs of residents, as well as the American's with Disabilities Act (ADA) requirements. Waterloo Comprehensive Outdoor Recreation Plan 2014

OUTDOOR RECREATIONAL NEEDS ASSESSMENT PUBLIC INPUT ASSESSMENT

See appendix for detailed survey results

OUTDOOR RECREATION NEED STANDARDS

The National Recreation and Park Association (NRPA) have outlined standards for evaluating a community's park system by comparing the developed open space of park and recreation areas to the community's population. The NRPA suggests that as a minimum, a park system be composed of an overall or "core" system of 6.25 to 10 acres per 1,000 population. The park system is further defined by park classifications.

Mini Park	1/4 - 1/2 acre / 1,000 population
Neighborhood Parks	1 -2 acres / 1,000 population
Community Parks	5 - 8 acres / 1,000 population
Core Park System	6.25 – 10 acres / 1,000 population

(See Appendix _____ for a detailed table of the NRPA standards.)

The standards outlined by the NRPA are intended to be used as a planning guide. Each community has different and unique parklands and opportunities. In Waterloo, the "core" parkland system exceeds 10 acres/1,000 populations, primarily due to Fireman's Park 50 acres size. However, one large park does not satisfy all of a community's parkland needs. A well-balanced park system incorporates a variety of park types and sizes to serve the community.

RECOMMENDATIONS FOR OUTDOOR RECREATION PROVISION

Park and outdoor recreation facilities are more than the physical aspects that fill up the park and open spaces. Creating awareness, developing programs and activities, coordination between user groups and city staff, budgeting and procuring funding and everyday upkeep of the park and open spaces are crucial behind the scene activities needed to ensure long term use and sustainability of a communities open spaces for future generations. The following are recommended additions for the current park programming and facilities operations.

- Increase community and user group involvement
- Create a "Friends of Waterloo Parks" group to help with annual clean up a program activities
- Develop and organize an annual "Weed and Feed" event that harvests edible invasive species and are prepared for a community banquet by guest chefs

- Work with local animal groups and veterinarian clinics to develop a dog park on the south side of Fireman's Park
- Collaborate with McKay Nursery to investigate the expansion of the existing pedestrian path system through the nursery grounds.
- Invite and encourage local Scout Groups to participate in park activities and operations and Identify potential Eagle Scout projects to improve the park and outdoor spaces of Waterloo
- Develop and organize an annual Mauneha River clean up
- Hire a Park and Recreation Director that consolidates the operations, over site and programming of all Waterloo parks
- Increase teamwork and collaboration among Waterloo committees and agencies (Parks Commission, Fireman's Park board of Trustees, Public Works, WYSO, etc.)
- Develop an annual allocation for park and open space improvements in the Waterloo Capital Improvement Budget
- Create a parkland policy for all new developments
- Increase public awareness of the park system and programs through Identity/Way finding Program
- Explore partnerships with other communities (Marshall) to share resources and programs
- Continue the investigation of reducing maintenance of smaller city owned out lots by transferring ownership to adjacent property owners or programming green space for active use or plantings of native species

ACTION PROGRAM

Some improvements as recommended in past Recreation Plans have been implemented, particularly those related to Firemen's Park. Others are still being considered as future community action. A strategic action plan with desired implementation items, timeline and budgets should be developed to prioritize program facilities improvements. Following is a discussion of recommendations made for existing, planned, and proposed recreation sites in Waterloo.

Existing Recreation Sites:

Firemen's Park

Develop master plan and strategic improvement plan
 Development of Dog Park on south side of park Waterloo Comprehensive
 Outdoor Recreation Plan 2014

Youker Park

Mowing of interpretive path
Improve and expand street parking
Design and permitting for canoe/Kayak launch
Design and installation of ice skating rink
Design and implement interpretive nodes
Design and build bridge connection to City Hall

Veteran's Memorial Park

Improvements to Mauneshia Business Center
Connection to city parking lot
Fundraising for Phase I and Phase II construction
Construction documents for Phase I Improvements
Phase I Construction
Fundraising for Phase II construction
Construction documents for Phase II improvements
Phase II construction

Morrison Field

Morrison Way street and parking Improvements
Bleacher and spectator improvements
Field improvements
Restrooms at Morrison Way
North side pavilion, parking and play structure
Pedestrian path through park

Indian Hills Nature Area

Clearing and grubbing of invasive plants
Connecting paths to internal mulch path
Path grading and re-mulching improvements
Design and implement interpretive nodes
Design and implement park entrance signs

Heritage Hills Park

Connection path to Highway 19
Field reorganization and improvements
Parking, pavilion and play structure improvements
Pedestrian path through park

Garman/Knowlton Park

Fundraising for park improvements
Construction documents for park improvements

Welcome Center and parking lot improvements

Path interpretive nodes and welcome plaza improvements

Landscape improvements

EXPANSION OF PARK PROGRAM

The neighboring needs analysis suggests that Waterloo should both improve existing park and playgrounds and expand park facilities.

Recommendations for neighborhoods that require the greatest amount of additional land for outdoor recreation are as follows:

Mauneshia River Greenway

Floodplains, wetlands and ground water are an environmental concern in recreation development. The City should consider either through purchase or through dedication, to acquire a minimum of 50 feet on both sides of the Mauneshia River from the East Madison Street Bridge north along the River to the City limits to protect this resource. A recreational trail or river walk would provide enjoyment of this scenic area as well.

OPEN SPACE AREAS

The City of Waterloo has a responsibility to protect open space and valuable water resources from urban sprawl. The community is fortunate to have wooded hillsides, wetlands, the Mauneshia River, and the Youker Park native area. Yet, many scenic resources have been usurped by development or blocked from public view or access.

To correct past errors and provide for an improved community environment, efforts should be made to acquire additional open space. This will insure that these important resources are physically and visually available in the future.

Suggestions for action that could accomplish these objectives include:

Rezoning lands as conservancy districts

Purchasing of back lots that are adjacent to the mill pond or river

Using scenic easements and subdivision plat review to protect wooded tracts and wetland from being lost permanently to development

SIGNING

Signing of the park and recreation sites in Waterloo is one portion of the park program that needs attention. To increase local awareness, all parks should be signed. Names of proposed parks should be descriptive of the natural environment and of the specific site designated. Signs should be constructed of a rustic material and should be uniform in design throughout the city. Directional signs from major highways would also be helpful to visitors to the city.

OPERATIONS AND MAINTENANCE

Provisions for sufficient land areas and park facilities are important to a community. Even more important, however, is the need to maintain existing areas and park apparatus. Waterloo's public works department should establish a regular schedule of park surveillance and inspection. The following items to be considered are:

1. Trash removal
2. Litter
3. Broken play apparatus Waterloo Comprehensive Outdoor Recreation Plan 2014

4. Mowing and trimming
5. Hazards
6. Youker Park Nature area and Maunsha River bank and bottom Cleanup
7. Vandalism prevention

FUNDING PROGRAMS

Possible sources of funding available include Wisconsin State Agencies such as the Department of Natural Resources (DNR), Department of Development (DOD), Department of Transportation (DOT), Wisconsin Housing and Economic Development Authority (WHEDA), Wisconsin Conservation Corp. (WCC), State Historical Society and Board of Commissioners of Public Works.

Financing tools are also available at the city level that may be implemented, such as: special tax district, tax incremental financing, special assessments, or special charges and fees.

A list of Outdoor Recreation Grant Programs Administered by the WDNR is included in Appendix

SUMMARY

Communities must recognize that recreation is essential to the welfare and happiness of their citizens. The scope of Waterloo's present recreation program indicates that the city has accepted the responsibility to provide for its citizens recreational needs. The recommendations outlined herein suggest ways to meet these needs and further improve the City's fine recreation program.

The proposed program is ambitious and will require considerable expenditures. However, many improvements and modifications are within the community's financial limitations. Community leaders must establish priorities, and attempts made to reach agreed-upon goals. When the community desires major site improvements, it is suggested that it work closely with the Department of Natural Resources Recreation Grant Programs to secure financial assistance.

The City should update its outdoor recreation plan to accommodate the ever changing community needs and desires. Continuous planning and plan revisions every five years will guarantee Waterloo's ability to meet the outdoor recreation needs of its citizens and help to improve the aesthetic and program standards for the already attractive community.

APPENDIX

PUBLIC OPEN HOUSE POSTER

Waterloo Comprehensive Outdoor Recreation Plan 2014

PARK FACILITY MATIRIX

Waterloo Comprehensive Outdoor Recreation Plan 2014 Waterloo Comprehensive Outdoor Recreation Plan 2014

Waterloo Comprehensive Outdoor Recreation Plan 2014 Waterloo