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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

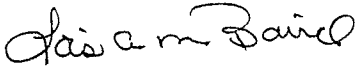
Motion: Moved by Stinnett, seconded by Kegler to cancel the December 16, 2014 meeting. Voice Vote: All yes. Motion carried.

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 Maunasha 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