



136 North Monroe Street
Waterloo, WI 53594
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WATERLOO PARKS COMMISSION – AGENDA

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and news media, that a public meeting will be held to consider the following:

Date: WEDNESDAY, APRIL 2, 2025
Time: 5:00 P.M.
Location: COUNCIL CHAMBERS, MUNICIPAL BUILDING, 136 N. MONROE ST.

1. ROLL CALL AND CALL TO ORDER
2. MEETING MINUTES APPROVAL: FEBRUARY 5, 2025
3. CITIZEN INPUT (3 MINUTE MAX)
4. REPORTS/UPDATES
 - a. Coordinator's Report
 - b. Parks Financial Report
 - c. 2025 Capital Projects
5. UNFINISHED BUSINESS
 - a. 2025 Events Policy
 - i. Future of Park Sponsored Events – Community Survey Results
6. NEW BUSINESS
 - a. Parks Department Job Descriptions
 - i. Park Coordinator position
 - ii. Part-Time Employee positions
7. INFORMATION
 - a. Spring Clean – April 12, 2025
 - b. Easter Egg Hunt – April 19, 2025
8. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING
 - a. June 4, 2025, at 5:00 pm
9. ADJOURNMENT

Gabe Haberkorn

Parks Coordinator

Posted, Emailed & Mailed: 03/20/2025

Committee Members: Weihert, Kegler, Setz, Vieth and Quamme

Ex-Officio Advisory Members: Chad Yerges, Public Works Director; Otto Degler, Waterloo Youth Sports Organization Representative; Jessica Pickel, Friends of Firemen's Park President

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend 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.

WATERLOO PARKS COMMISSION – MINUTES

February 5, 2024

1. ROLL CALL AND CALL TO ORDER. Parks Coordinator Haberkorn called the Parks Commission meeting to order at 5:00 pm in the Municipal Building Council Chambers. ROLL CALL: Voting members present: Vieth, Crave, Kegler, & Weihert. Absent: Setz. Ex-officio members present: Parks Coordinator Gabe Haberkorn, DPW Director Chad Yerges. Absent: Friends of Firemen's Park President Jessica Pickel & WYSO Representative Otto Degler. Others present: None.
2. MEETING MINUTES APPROVAL: DECEMBER 4, 2024. Haberkorn stated that the letter submitted by Maureen Giese at the December 4, 2024, meeting is in the official Parks Commission packet. MOTION: Moved by Vieth to approve the meeting minutes, seconded by Quamme. VOICE VOTE: Motion Carried 4-0.
3. CITIZEN INPUT: NONE.
4. REPORTS/UPDATES:
 - a. Coordinator's Report: Haberkorn said that it has been a quiet beginning. Haberkorn stated that the Holiday event was attended well throughout the day and that during the Parade comments were made that downtown wasn't well attended, but Haberkorn stated that Firemen's Park was packed. Haberkorn spoke on the possible change of date for the Spring Clean.
 - b. Parks Financial Report: Haberkorn talked about his discussions with the Auditors for the end of the year report. Haberkorn talked about the rectifying of the Tax Levy Dollar Amount. Auditors from Baker Tilly did discuss that some Cities or Municipalities do it, but some do not. Being that our budget is set alone by the General Fund, the Auditors felt it should be rectified throughout the year. Haberkorn stated that the rental portion of the Parks Department has had a strong start. Discussion.
 - c. 2025 Capital Projects: Haberkorn spoke on the "Outcome" line on the Capital Projects report. Haberkorn stated that they will be voting on the bids for the Floor Project and the Pavilion Doors will be put in after the floor is complete.
5. OLD BUSINESS:
 - a. 2025 Events Policy: Haberkorn spoke on the survey presented to the Parks Commission that it is not an official survey. Haberkorn stated that if the Parks Commission want to go out for an official survey, that it can certainly be done. Haberkorn spoke on different ways to do a community survey to make sure all residents receive the survey. Discussion. MOTION: Moved by Weihert to defer the 2025 Events Policy until the next meeting seeking further information, seconded by Vieth. Motion Carried 4-0
6. NEW BUSINESS:
 - a. Pavilion Floor: Haberkorn spoke on the bid opening and the two companies presenting bids. Haberkorn stated the differences between the two bids is that Elite is a full sand and finish, and Precision is a 2/3 sand and finish and 1/3 take out and replace. Haberkorn discussed the time frame compared to rentals and that the project would not affect any rentals or Park Departments Events. Discussion. MOTION: Moved by Weihert to approve the bid from Elite Hardwood Flooring in the amount of \$30,048.50 and not to exceed \$32,000, seconded by Vieth. VOICE VOTE: Motion Carried 4-0
 - b. Camera – Firemen's Park Pavilion: Haberkorn discussed the Matthews Auction LLC wanting to donate funds to cover half of the cost for a new camera system in Firemen's Park if the City of Waterloo would match that donation. Haberkorn stated that both funds would then cover the entire cost. Haberkorn discussed the areas of Firemen's Park that the cameras would cover including inside the Pavilion and Bingo Hall. Weihert asked if the system could be expanded to cover more area in the future. Kegler asked the quality of the video. Vieth asked about why this is an important discussion topic at this time. Haberkorn stated that the video will be of HD quality and that the time frame is because of the rentals at the Pavilion for auctions and the donation they are presenting. Discussion. MOTION: Moved by Kegler to recommend to Finance the bid from Pyramid Telephone & Security in the amount of \$16,628.00, seconded by Quamme. VOICE VOTE: Motion Carried 4-0
 - c. Waterloo Regional Trailhead: Haberkorn handed out a report from The Garland Company, who is a roofing specialist and consulting firm. Haberkorn stated that the report is on the condition of the Waterloo Regional Trailhead. Haberkorn pointed out in the report that future projects will have to be done to the roof as it is currently in bad condition. Discussion.
7. INFORMATION:
 - a. Spring Clean-up – April 26, 2025
 - b. Easter Egg Hunt – April 19, 2025
8. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING.
 - a. Next Meeting: April 2, 2025, at 5:00 pm
9. ADJOURNMENT. MOTION: Moved by Weihert to adjourn, seconded by Kegler. VOICE VOTE: Motion Carried 4-0

Approximate time: 5:57 pm



Gabe Haberkorn
Park Coordinator



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PARKS COORDINATOR REPORT

February – March 2025

EVENTS AND HIGHLIGHTS

- NONE

ONGOING PROJECTS

- None

FINISHED PROJECTS

- UPPER PAVILION FLOORS
- UPPER PAVILION DOORS

CAROUSEL

- CAROUSEL WORKS (OHIO)
 - Repairs are completed
 - 2 Crank shafts are in Ohio to be refabricated
 - Lee Columbus and a friend are looking at the Popcorn Machine to repair it.

PROJECTS FOR 2025

- Bathroom Countertops (all bathrooms)

UPCOMING EVENTS

- Spring Clean – April 12
- Easter Egg Hunt – April 19

DONATION CAMPAIGNS

- None

GRANT OPPORTUNITIES

- RESEARCH BEGINNING
 - Dog Park Grant
 - TAPS Grant

CITY OF WATERLOO

BALANCE SHEET
JANUARY 31, 2025

225-SPECIAL REVENUE PARKS

ASSETS

225-11100	TREASURER'S CASH	(48,878.62)	
225-11400	PARKS ATM CHECKING ACCOUNT	8,003.13	
225-11800	PETTY CASH	1,000.00	
225-11850	PETTY CASH PARKS ATM	200.25	
225-11900	PETTY CASH CAROUSEL	50.00	
225-15800	DUE FROM AGENCY FUND TAXES	122,047.02	
	TOTAL ASSETS		<u>82,421.78</u>

LIABILITIES AND EQUITY

LIABILITIES

225-21100	VOUCHERS PAYABLE	34.10	
225-26100	DEFERRED REVENUE	122,047.02	
	TOTAL LIABILITIES		122,081.12

FUND EQUITY

225-32600	FUND BALANCE	(71,259.43)	
225-32625	PARK EQUIPMENT CARRYOVER	10,102.00	
225-39999	FUND BALANCE-CAROUSEL	30,678.98	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	(9,180.89)	
	TOTAL FUND EQUITY		<u>(39,659.34)</u>
	TOTAL LIABILITIES AND EQUITY		<u>82,421.78</u>

CITY OF WATERLOO
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2025

FUND 225 - SPECIAL REVENUE PARKS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER(UNDER)	% OF
<u>TAXES</u>					
225-41-4111-000 LOCAL TAX-GENERAL FUND	.00	.00	122,047.00	(122,047.00)	.0
TOTAL TAXES	.00	.00	122,047.00	(122,047.00)	.0
<u>INTERGOVERNMENTAL REVENUE</u>					
225-43-4360-000 STATE COMPUTER AID	.00	.00	105,000.00	(105,000.00)	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	105,000.00	(105,000.00)	.0
<u>LICENSES & PERMITS</u>					
225-44-4421-000 DOG PARK LICENSE	170.00	170.00	580.00	(410.00)	29.3
TOTAL LICENSES & PERMITS	170.00	170.00	580.00	(410.00)	29.3
<u>PUBLIC CHARGES FOR SERVICE</u>					
225-46-4611-000 CAROUSEL RIDE FEES	60.00	60.00	.00	60.00	.0
225-46-4620-000 FACILITY RENTAL TRAILHEAD	700.00	700.00	5,275.00	(4,575.00)	13.3
225-46-4622-000 FACILITY RENTAL FIREMEN'S PARK	4,430.00	4,430.00	52,250.00	(47,820.00)	8.5
225-46-4623-000 ENTERTAINMENT/TOURNAMENT/LEAGU	.00	.00	250.00	(250.00)	.0
225-46-4624-000 FACILITY RENTAL OTHER	.00	.00	3,500.00	(3,500.00)	.0
225-46-4630-000 PARKS CONCESSIONS	500.00	500.00	9,000.00	(8,500.00)	5.6
225-46-4632-000 PARKS ALCOHOL	920.00	920.00	36,000.00	(35,080.00)	2.6
225-46-4636-000 PARKS ADVERTISING FEE	.00	.00	1,500.00	(1,500.00)	.0
225-46-4638-000 PARKS BARTENDERS	240.00	240.00	2,500.00	(2,260.00)	9.6
225-46-4674-000 CAROUSEL RENTAL	.00	.00	500.00	(500.00)	.0
TOTAL PUBLIC CHARGES FOR SERVICE	6,850.00	6,850.00	110,775.00	(103,925.00)	6.2
<u>MISCELLANEOUS REVENUES</u>					
225-48-4800-000 MISC REVENUES	1.25	1.25	1,000.00	(998.75)	.1
TOTAL MISCELLANEOUS REVENUES	1.25	1.25	1,000.00	(998.75)	.1
<u>OTHER FINANCING SOURCES</u>					
225-49-4930-000 FUNDS APPLIED TO BUDGET	.00	.00	12,436.27	(12,436.27)	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	12,436.27	(12,436.27)	.0

CITY OF WATERLOO

DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JANUARY 31, 2025

FUND 225 - SPECIAL REVENUE PARKS

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>OVER(UNDER)</u>	<u>% OF</u>
TOTAL FUND REVENUE	7,021.25	7,021.25	351,838.27	(344,817.02)	2.0

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2025

FUND 225 - SPECIAL REVENUE PARKS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>						
225-51-5112-390	LEGIS SUPPORT SALES TAX	1,383.32	1,383.32	5,750.00	4,366.68	24.1
	TOTAL LEGISLATIVE SUPPORT	1,383.32	1,383.32	5,750.00	4,366.68	24.1
<u>MACHINERY & EQUIPMENT</u>						
225-53-5324-340	MACH & EQUIP SUPPLY GROUNDS	699.00	699.00	1,000.00	301.00	69.9
225-53-5324-342	MACH & EQUIP GAS & OIL	.00	.00	4,000.00	4,000.00	.0
225-53-5324-354	MACH & EQUIP REP EQUIP GROUN	.00	.00	1,000.00	1,000.00	.0
	TOTAL MACHINERY & EQUIPMENT	699.00	699.00	6,000.00	5,301.00	11.7
<u>PARKS ADMIN</u>						
225-55-5505-292	PARKS ADMIN MARKETING	.00	.00	10,000.00	10,000.00	.0
225-55-5505-320	PARKS ADMIN DUES & MEMBERSHIP	.00	.00	200.00	200.00	.0
225-55-5505-350	PARKS ADMIN OFFICE SUPPLIES	.00	.00	100.00	100.00	.0
225-55-5505-380	PARKS ADMIN COMPUTER MAINT/SUP	.00	.00	6,450.00	6,450.00	.0
225-55-5505-399	PARKS ADMIN MISC	.00	.00	2,500.00	2,500.00	.0
	TOTAL PARKS ADMIN	.00	.00	19,250.00	19,250.00	.0
<u>PARKS - FIREMEN'S PARK</u>						
225-55-5510-221	FIREMEN'S PARK ELECTRIC	.00	.00	15,000.00	15,000.00	.0
225-55-5510-222	FIREMEN'S PARK HEAT	678.35	678.35	4,750.00	4,071.65	14.3
225-55-5510-223	FIREMEN'S PARK WATER/SEWER	.00	.00	12,750.00	12,750.00	.0
225-55-5510-341	FIREMEN'S PARK COMMUNICATION	154.09	154.09	1,550.00	1,395.91	9.9
225-55-5510-350	FIREMEN'S PARK FACILITY SUPPLY	447.02	447.02	4,000.00	3,552.98	11.2
225-55-5510-351	FIREMEN'S PARK FACILITY MAINT	5,061.22	5,061.22	15,000.00	9,938.78	33.7
225-55-5510-354	FIREMEN'S PARK ALCOHOL	1,244.55	1,244.55	15,000.00	13,755.45	8.3
225-55-5510-356	FIREMEN'S PARK CONCESSIONS	88.00	88.00	4,000.00	3,912.00	2.2
225-55-5510-357	FIREMEN'S PARK DOG PARK	.00	.00	500.00	500.00	.0
225-55-5510-358	FIREMEN'S PARK EVENTS	.00	.00	13,000.00	13,000.00	.0
225-55-5510-359	FIREMEN'S PARK ENTERTAINMENT	.00	.00	7,500.00	7,500.00	.0
225-55-5510-360	FIREMEN'S PARK CAROUSEL	.00	.00	1,000.00	1,000.00	.0
225-55-5510-521	CYBER INSURANCE	.00	.00	335.00	335.00	.0
	TOTAL PARKS - FIREMEN'S PARK	7,673.23	7,673.23	94,385.00	86,711.77	8.1

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2025

FUND 225 - SPECIAL REVENUE PARKS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>PARKS - TRAILHEAD</u>					
225-55-5520-221 TRAILHEAD-WRT ELECTRIC	.00	.00	2,500.00	2,500.00	.0
225-55-5520-222 TRAILHEAD-WRT HEAT	313.82	313.82	1,500.00	1,186.18	20.9
225-55-5520-223 TRAILHEAD-WRT WATER/SEWER	.00	.00	2,450.00	2,450.00	.0
225-55-5520-240 TRAILHEAD- WRT BLDG MAINT	.00	.00	8,500.00	8,500.00	.0
225-55-5520-290 TRAILHEAD-WRT CLEAN CONTRACT	130.00	130.00	1,560.00	1,430.00	8.3
225-55-5520-291 TRAILHEAD-WRT SECURITY CONTR	1,258.20	1,258.20	1,250.00	(8.20)	100.7
225-55-5520-341 TRAILHEAD-WRT COMMUNICATION	89.99	89.99	1,175.00	1,085.01	7.7
225-55-5520-350 TRAILHEAD-WRT CLEANING SUPPLY	.00	.00	250.00	250.00	.0
225-55-5520-353 PARK VEHICLE REPAIR-MAINT	504.00	504.00	1,500.00	996.00	33.6
TOTAL PARKS - TRAILHEAD	2,296.01	2,296.01	20,685.00	18,388.99	11.1
<u>PARKS WAGES</u>					
225-55-5522-110 PARKS SALARY COORDINATOR	2,621.84	2,621.84	52,457.00	49,835.16	5.0
225-55-5522-112 PARKS LONGEVITY	.00	.00	156.00	156.00	.0
225-55-5522-125 PARKS WAGES PART-TIME	100.50	100.50	5,100.00	4,999.50	2.0
225-55-5522-151 PARKS SOC SEC	414.85	414.85	5,351.07	4,936.22	7.8
225-55-5522-152 PARKS RETIREMENT	280.34	280.34	3,645.76	3,365.42	7.7
225-55-5522-153 PARKS HEALTH INS	713.47	713.47	14,269.44	13,555.97	5.0
225-55-5522-154 PARKS INCOME & LIFE INS	19.58	19.58	509.00	489.42	3.9
TOTAL PARKS WAGES	4,150.58	4,150.58	81,488.27	77,337.69	5.1
<u>PARKS - OTHER</u>					
225-55-5530-221 PARKS OTHER ELECTRIC	.00	.00	150.00	150.00	.0
225-55-5530-510 PROPERTY INSURANCE	.00	.00	5,805.00	5,805.00	.0
225-55-5530-512 LIABILITY INSURANCE	.00	.00	3,230.00	3,230.00	.0
TOTAL PARKS - OTHER	.00	.00	9,185.00	9,185.00	.0
<u>CAPITAL PROJECT</u>					
225-57-5701-800 CAPITAL PROJECTS	.00	.00	105,000.00	105,000.00	.0
TOTAL CAPITAL PROJECT	.00	.00	105,000.00	105,000.00	.0
<u>DEBT SERVICE FUND</u>					
225-59-5929-001 TRANSFER TO DEBT SERVICE	.00	.00	10,095.00	10,095.00	.0
TOTAL DEBT SERVICE FUND	.00	.00	10,095.00	10,095.00	.0

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 1 MONTHS ENDING JANUARY 31, 2025

FUND 225 - SPECIAL REVENUE PARKS

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNDER(OVER)</u>	<u>% OF</u>
TOTAL FUND EXPENDITURES	16,202.14	16,202.14	351,838.27	335,636.13	4.6
NET REVENUE OVER(UNDER) EXPENDITURES	(9,180.89)	(9,180.89)	.00		

CITY OF WATERLOO

BALANCE SHEET
FEBRUARY 28, 2025

225-SPECIAL REVENUE PARKS

ASSETS

225-11100	TREASURER'S CASH	30,925.32	
225-11400	PARKS ATM CHECKING ACCOUNT	8,003.13	
225-11800	PETTY CASH	1,000.00	
225-11850	PETTY CASH PARKS ATM	200.25	
225-11900	PETTY CASH CAROUSEL	50.00	
225-15800	DUE FROM AGENCY FUND TAXES	3,432.02	
		<hr/>	
	TOTAL ASSETS		43,610.72

LIABILITIES AND EQUITY

LIABILITIES

225-26100	DEFERRED REVENUE	3,432.02	
		<hr/>	
	TOTAL LIABILITIES		3,432.02

FUND EQUITY

225-32600	FUND BALANCE	(71,259.43)	
225-32625	PARK EQUIPMENT CARRYOVER	10,102.00	
225-39999	FUND BALANCE-CAROUSEL	30,678.98	
	REVENUE OVER(UNDER) EXPENDITURES - YTD	70,657.15	
		<hr/>	
	TOTAL FUND EQUITY		40,178.70
			<hr/>
	TOTAL LIABILITIES AND EQUITY		43,610.72

CITY OF WATERLOO
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

FUND 225 - SPECIAL REVENUE PARKS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER(UNDER)	% OF
<u>TAXES</u>					
225-41-4111-000 LOCAL TAX-GENERAL FUND	118,615.00	118,615.00	122,047.00	(3,432.00)	97.2
TOTAL TAXES	118,615.00	118,615.00	122,047.00	(3,432.00)	97.2
<u>INTERGOVERNMENTAL REVENUE</u>					
225-43-4360-000 STATE COMPUTER AID	.00	.00	105,000.00	(105,000.00)	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	105,000.00	(105,000.00)	.0
<u>LICENSES & PERMITS</u>					
225-44-4421-000 DOG PARK LICENSE	160.00	330.00	580.00	(250.00)	56.9
TOTAL LICENSES & PERMITS	160.00	330.00	580.00	(250.00)	56.9
<u>PUBLIC CHARGES FOR SERVICE</u>					
225-46-4611-000 CAROUSEL RIDE FEES	.00	60.00	.00	60.00	.0
225-46-4620-000 FACILITY RENTAL TRAILHEAD	1,058.25	1,758.25	5,275.00	(3,516.75)	33.3
225-46-4622-000 FACILITY RENTAL FIREMEN'S PARK	2,150.00	6,580.00	52,250.00	(45,670.00)	12.6
225-46-4623-000 ENTERTAINMENT/TOURNAMENT/LEAGU	.00	.00	250.00	(250.00)	.0
225-46-4624-000 FACILITY RENTAL OTHER	.00	.00	3,500.00	(3,500.00)	.0
225-46-4630-000 PARKS CONCESSIONS	.00	500.00	9,000.00	(8,500.00)	5.6
225-46-4632-000 PARKS ALCOHOL	.00	920.00	36,000.00	(35,080.00)	2.6
225-46-4636-000 PARKS ADVERTISING FEE	.00	.00	1,500.00	(1,500.00)	.0
225-46-4638-000 PARKS BARTENDERS	.00	240.00	2,500.00	(2,260.00)	9.6
225-46-4674-000 CAROUSEL RENTAL	.00	.00	500.00	(500.00)	.0
TOTAL PUBLIC CHARGES FOR SERVICE	3,208.25	10,058.25	110,775.00	(100,716.75)	9.1
<u>MISCELLANEOUS REVENUES</u>					
225-48-4800-000 MISC REVENUES	.00	1.25	1,000.00	(998.75)	.1
TOTAL MISCELLANEOUS REVENUES	.00	1.25	1,000.00	(998.75)	.1
<u>OTHER FINANCING SOURCES</u>					
225-49-4930-000 FUNDS APPLIED TO BUDGET	.00	.00	12,436.27	(12,436.27)	.0
TOTAL OTHER FINANCING SOURCES	.00	.00	12,436.27	(12,436.27)	.0

CITY OF WATERLOO

DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

FUND 225 - SPECIAL REVENUE PARKS

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>OVER(UNDER)</u>	<u>% OF</u>
TOTAL FUND REVENUE	121,983.25	129,004.50	351,838.27	(222,833.77)	36.7

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

FUND 225 - SPECIAL REVENUE PARKS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>LEGISLATIVE SUPPORT</u>						
225-51-5112-390	LEGIS SUPPORT SALES TAX	.00	1,383.32	5,750.00	4,366.68	24.1
	TOTAL LEGISLATIVE SUPPORT	.00	1,383.32	5,750.00	4,366.68	24.1
<u>MACHINERY & EQUIPMENT</u>						
225-53-5324-340	MACH & EQUIP SUPPLY GROUNDS	54.04	753.04	1,000.00	246.96	75.3
225-53-5324-342	MACH & EQUIP GAS & OIL	31.03	31.03	4,000.00	3,968.97	.8
225-53-5324-354	MACH & EQUIP REP EQUIP GROUN	68.15	68.15	1,000.00	931.85	6.8
	TOTAL MACHINERY & EQUIPMENT	153.22	852.22	6,000.00	5,147.78	14.2
<u>PARKS ADMIN</u>						
225-55-5505-292	PARKS ADMIN MARKETING	1,185.00	1,185.00	10,000.00	8,815.00	11.9
225-55-5505-320	PARKS ADMIN DUES & MEMBERSHIP	.00	.00	200.00	200.00	.0
225-55-5505-350	PARKS ADMIN OFFICE SUPPLIES	65.08	65.08	100.00	34.92	65.1
225-55-5505-380	PARKS ADMIN COMPUTER MAINT/SUP	185.53	185.53	6,450.00	6,264.47	2.9
225-55-5505-399	PARKS ADMIN MISC	232.00	232.00	2,500.00	2,268.00	9.3
	TOTAL PARKS ADMIN	1,667.61	1,667.61	19,250.00	17,582.39	8.7
<u>PARKS - FIREMEN'S PARK</u>						
225-55-5510-221	FIREMEN'S PARK ELECTRIC	934.89	934.89	15,000.00	14,065.11	6.2
225-55-5510-222	FIREMEN'S PARK HEAT	735.80	1,414.15	4,750.00	3,335.85	29.8
225-55-5510-223	FIREMEN'S PARK WATER/SEWER	679.53	679.53	12,750.00	12,070.47	5.3
225-55-5510-341	FIREMEN'S PARK COMMUNICATION	119.99	274.08	1,550.00	1,275.92	17.7
225-55-5510-350	FIREMEN'S PARK FACILITY SUPPLY	39.98	487.00	4,000.00	3,513.00	12.2
225-55-5510-351	FIREMEN'S PARK FACILITY MAINT	177.03	5,238.25	15,000.00	9,761.75	34.9
225-55-5510-354	FIREMEN'S PARK ALCOHOL	.00	1,244.55	15,000.00	13,755.45	8.3
225-55-5510-356	FIREMEN'S PARK CONCESSIONS	.00	88.00	4,000.00	3,912.00	2.2
225-55-5510-357	FIREMEN'S PARK DOG PARK	.00	.00	500.00	500.00	.0
225-55-5510-358	FIREMEN'S PARK EVENTS	.00	.00	13,000.00	13,000.00	.0
225-55-5510-359	FIREMEN'S PARK ENTERTAINMENT	.00	.00	7,500.00	7,500.00	.0
225-55-5510-360	FIREMEN'S PARK CAROUSEL	.00	.00	1,000.00	1,000.00	.0
225-55-5510-521	CYBER INSURANCE	.00	.00	335.00	335.00	.0
	TOTAL PARKS - FIREMEN'S PARK	2,687.22	10,360.45	94,385.00	84,024.55	11.0

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

FUND 225 - SPECIAL REVENUE PARKS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
<u>PARKS - TRAILHEAD</u>					
225-55-5520-221 TRAILHEAD-WRT ELECTRIC	162.40	162.40	2,500.00	2,337.60	6.5
225-55-5520-222 TRAILHEAD-WRT HEAT	325.56	639.38	1,500.00	860.62	42.6
225-55-5520-223 TRAILHEAD-WRT WATER/SEWER	177.86	177.86	2,450.00	2,272.14	7.3
225-55-5520-240 TRAILHEAD- WRT BLDG MAINT	285.73	285.73	8,500.00	8,214.27	3.4
225-55-5520-290 TRAILHEAD-WRT CLEAN CONTRACT	165.96	295.96	1,560.00	1,264.04	19.0
225-55-5520-291 TRAILHEAD-WRT SECURITY CONTR	.00	1,258.20	1,250.00	(8.20)	100.7
225-55-5520-341 TRAILHEAD-WRT COMMUNICATION	89.99	179.98	1,175.00	995.02	15.3
225-55-5520-350 TRAILHEAD-WRT CLEANING SUPPLY	.00	.00	250.00	250.00	.0
225-55-5520-353 PARK VEHICLE REPAIR-MAINT	76.00	580.00	1,500.00	920.00	38.7
TOTAL PARKS - TRAILHEAD	1,283.50	3,579.51	20,685.00	17,105.49	17.3
<u>PARKS WAGES</u>					
225-55-5522-110 PARKS SALARY COORDINATOR	4,033.60	6,655.44	52,457.00	45,801.56	12.7
225-55-5522-112 PARKS LONGEVITY	.00	.00	156.00	156.00	.0
225-55-5522-125 PARKS WAGES PART-TIME	435.00	535.50	5,100.00	4,564.50	10.5
225-55-5522-151 PARKS SOC SEC	422.52	837.37	5,351.07	4,513.70	15.7
225-55-5522-152 PARKS RETIREMENT	280.34	560.68	3,645.76	3,085.08	15.4
225-55-5522-153 PARKS HEALTH INS	1,097.64	1,811.11	14,269.44	12,458.33	12.7
225-55-5522-154 PARKS INCOME & LIFE INS	19.58	39.16	509.00	469.84	7.7
TOTAL PARKS WAGES	6,288.68	10,439.26	81,488.27	71,049.01	12.8
<u>PARKS - OTHER</u>					
225-55-5530-221 PARKS OTHER ELECTRIC	16.48	16.48	150.00	133.52	11.0
225-55-5530-510 PROPERTY INSURANCE	.00	.00	5,805.00	5,805.00	.0
225-55-5530-512 LIABILITY INSURANCE	.00	.00	3,230.00	3,230.00	.0
TOTAL PARKS - OTHER	16.48	16.48	9,185.00	9,168.52	.2
<u>CAPITAL PROJECT</u>					
225-57-5701-800 CAPITAL PROJECTS	30,048.50	30,048.50	105,000.00	74,951.50	28.6
TOTAL CAPITAL PROJECT	30,048.50	30,048.50	105,000.00	74,951.50	28.6
<u>DEBT SERVICE FUND</u>					
225-59-5929-001 TRANSFER TO DEBT SERVICE	.00	.00	10,095.00	10,095.00	.0
TOTAL DEBT SERVICE FUND	.00	.00	10,095.00	10,095.00	.0

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2025

FUND 225 - SPECIAL REVENUE PARKS

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNDER(OVER)</u>	<u>% OF</u>
TOTAL FUND EXPENDITURES	42,145.21	58,347.35	351,838.27	293,490.92	16.6
NET REVENUE OVER(UNDER) EXPENDITURES	<u>79,838.04</u>	<u>70,657.15</u>	<u>.00</u>		

Waterloo Firemen's Park - Capital Project Priority List

Update on April 2, 2025

Rank	Project	Cost	Notes	Outcome
2020	Sewer Work	\$ 75,000.00	An absolute must to stop flow of ground water into lift station and to finish the project	2020
2020	Mason Entrance	\$ 30,000.00	Brick is falling from areas not updated. This is creating a safety hazard and this would also finish the project	2020
2020	Roundhouse Residing	\$ 10,000.00	New wood siding	2020
2020	Baseball Field Reno	\$ 40,000.00	Over 10 years past due and would coincide with tiling system placement so field would only be torn up once	2020
		\$ 155,000.00		
2021	Bathroom Reno	\$ 25,000.00	Includes: Automatic flushers in all toilets and urinals, hand dryers, new stalls, sink installs and updating paint schemes	
2021	Roundhouse Concrete	\$ 5,000.00	Concrete Pad and Sidewalk around Roundhouse to finish off the project	2021
2021	Lift Station Work	\$ 25,000.00	Lift Station work to bring up to standards for Waterloo Utilities	2021
2021	Playground Equipment	\$ 100,000.00	Playground Equipment for both Firemen's Park & WRT	Paid for in 2021/Completed Spring 2022 2021
		\$ 155,000.00		
2022	Lower Parking Lot	\$ -	\$ 45,000.00 Paving area in front of concession stand to Carousel and Road. Area is dangerous with no real parking restrictions.	2026
2022	Mauneshia River Trail	\$ -	\$ 213,000.00 River Trail to extend from Riverside Park thru Youker Park connecting Downtown Waterloo and Firemen's Park	Cancelled
2022	Kitchen Renovation	\$ -	\$ 40,000.00 Renovation of Pavilion Kitchen	2029
2022	Disc Golf Course Update	\$ -	\$ 15,000.00 Includes: Baskets and Concrete Pads for entire Course and expanding course to 18 holes.	2026
2022	AC Update (Pavilion)	\$ 15,000.00	Update AC for more efficient air flow	Installation & Payment 2023
2022	Air Condition Update (WRT)	\$ 15,000.00	Updates Air units and coils to bring more efficient air flow	Installation & Payment 2023
2022	Bathroom Reno	\$ 25,000.00	Includes Flooring & Lighting in both outdoor and indoor bathrooms	2022
2022	Playground Equipment	\$ 7,500.00	Playground Equipment for both Firemen's Park & WRT	2022
2022	Fence Renovation (partial)	\$ 60,000.00	Includes: Field B backstop that is falling over & outfield fence, Field C - Entire Field, Baseball Diamond Backstop netting	
		\$ 122,500.00	\$ 313,000.00	
2023	Banquet Chairs and Tables	\$ 30,000.00	Includes: Banquet Chairs, Folding Metal Chairs, Circular Banquet Tables and Carts	2023
2023	Lower Pavilion Reno	\$ 40,000.00	Includes: Bar area, trophy case, flooring and painting	2023
2023	Gator A	\$ 15,000.00	New Gator for Public Works and Parks (Gators now are 2008 & 2011)	2023
2023	Dog Park Fence Renovation	\$ -	\$ 33,000.00 New Dog Park and Dog Park Immenities with possible move	Complete 2023
2023	Scoreboard Upgrades	\$ 36,000.00	New Scoreboards for Fields A & B. Numbers are not working properly and scoreboards are obsolete.	
		\$ 121,000.00	\$ 33,000.00	
2024 - 1A	Reunion Hall/Shelter Reno	\$ 50,000.00	Tearing down Reunion Hall & replacing with outdoor shelter	Cancelled for more information 2024
2024 - 2A	Upper Pavilion Doors	\$ 25,000.00	Upper Pavilion new doors for the outdoor entrances	Paid for in 2024/Install Spring 2025 2025
2024 - B	Electrical Update (Pavilion)	\$ 25,000.00	Update and bring to code all electrical	
2024 - C	Dugout/Press Box	\$ 55,000.00	New Dugouts on Fields B, C and Baseball Diamond (Press Box).	
		\$ 155,000.00		
	Total Cost of Previous Years:	\$ 708,500.00	\$ 346,000.00	
2025	Lower Pavilion Floor	\$ 55,000.00	Tear out and replace Lower Pavilion Flooring (Asbestos in flooring)	
2025	Upper Pavilion Floor	\$ 30,000.00	Sand, stain, and seal existing flooring	Completed
2025	Bathroom Countertops	\$ 20,000.00	Replace indoor and outdoor bathroom countertops	
2025	Firemen's Park Camera's	\$ 16,500.00	New security cameras installed in Firemen's Park	In Progress
		\$ 121,500.00		
2026 - A	Basketball/Pickleball Court	\$ 125,000.00	Putting in new basketball courts and Pickleball courts to replace old courts	Move Out
2026 - B	Disc Golf Course Update	\$ 25,000.00	Includes: Baskets and Concrete Pads for entire Course and expanding course to 18 holes.	
		\$ 150,000.00		Carry-Over
2027	Lower Parking Lot	\$ 100,000.00	Lower Parking Lot Paving (Concession Stand Area)	Donation Campaign
2027 - B	Bingo Hall Bathrooms	\$ 80,000.00	New Outdoor Bathrooms at Bingo Hall Location	

		\$	180,000.00	
2028 - A	New Siding (Pavilion)	\$	125,000.00	New Siding on Pavilion
		\$	125,000.00	
2029	Kitchen Renovation	\$	60,000.00	Renovate Kitchen Space
2029 - B	Gator B	\$	20,000.00	Purchase of new Gator to replace old
		\$	80,000.00	
2030 - A	Lower Bathrooms Reno	\$	100,000.00	Updating and remodeling Lower Bathrooms. Adding Showers for camping area
2030 - B	Kitchen Renovation	\$	45,000.00	Renovation of Pavilion Kitchen
		\$	145,000.00	
	Total Cost Priority 2	\$	801,500.00	

PROJECTS NEEDING ATTENTION WITH LARGE FUNDING

3	Stadium Concrete Steps & Seating	\$	850,000.00	Cracking and needed replacement steps. This would remove and replace all steps and ADA compliance
3	Field Lighting	\$	526,000.00	New lighting on all fields. Creates a more economical and energy efficient lighting systems for fields
3	Field A & Coach Pitch Renovations	\$	355,585.00	Excavation of entire area with new fencing, new dugouts, and Top Dressing
3	Field B Renovation	\$	50,000.00	New field with new Top Dressing
3	Field C Renovation	\$	75,000.00	New field with Top Dressing - Note more expensive with electrical work, and scoreboard
3	Firemen's Park Parking Lot	\$	750,000.00	Creating a new parking lot: Eliminates erosion and parking confusion
3	Veteran's Park Reno	\$	40,000.00	Mason work on Veterans Monument and painting of bandstand
		\$	2,646,585.00	

Total of all Projects \$ **3,448,085.00**

Ongoing Projects and Future Years Out

2025	Lower Pavilion Floor	\$	55,000.00	Tear out and replace Lower Pavilion Flooring (Asbestos is flooring)
2025	Upper Pavilion Floor	\$	30,000.00	Sand, stain, and seal existing flooring
2025	Firemen's Park Camera's	\$	16,500.00	New security cameras installed in Firemen's Park
2025	Bathroom Countertops	\$	20,000.00	Replace indoor and outdoor bathroom countertops
		\$	121,500.00	
2026 - A	Basketball/Pickleball Court Reno	\$	125,000.00	Putting in new basketball courts and Pickleball courts to replace old courts
2026 - B	Disc Golf Course Update	\$	25,000.00	Includes: Baskets and Concrete Pads for entire Course and expanding course to 18 holes.
		\$	150,000.00	
2027	Lower Parking Lot	\$	100,000.00	Lower Parking Lot Paving (Concession Stand Area)
2027 - B	Bingo Hall Bathrooms	\$	80,000.00	New Outdoor Bathrooms at Bingo Hall Location
		\$	180,000.00	
2028 - A	New Siding (Pavilion)	\$	125,000.00	New Siding on Pavilion
		\$	125,000.00	
2029	Kitchen Renovation	\$	60,000.00	Renovate Kitchen Space
2029 - B	Gator B	\$	20,000.00	Purchase of new Gator to replace old
		\$	80,000.00	
2030 - A	Lower Bathrooms Reno	\$	100,000.00	Updating and remodeling Lower Bathrooms. Adding Showers for camping area
2030 - B	Kitchen Renovation	\$	45,000.00	Renovation of Pavilion Kitchen
		\$	145,000.00	
	Future Years Out	\$	801,500.00	

PROJECTS NEEDING ATTENTION WITH LARGE FUNDING

	Stadium Concrete Steps & Seating	\$	850,000.00	Cracking and needed replacement steps. This would remove and replace all steps and ADA compliance
	Field Lighting	\$	526,000.00	New lighting on all fields. Creates a more economical and energy efficient lighting systems for fields
	Field A & Coach Pitch Renovations	\$	355,585.00	Excavation of entire area with new fencing, new dugouts, and Top Dressing
	Field B Renovation	\$	50,000.00	New field with new Top Dressing
	Field C Renovation	\$	75,000.00	New field with Top Dressing - Note more expensive with electrical work, and scoreboard
	Firemen's Park Parking Lot	\$	750,000.00	Creating a new parking lot: Eliminates erosion and parking confusion
	Veteran's Park Reno	\$	40,000.00	Mason work on Veterans Monument and painting of bandstand
		\$	2,646,585.00	

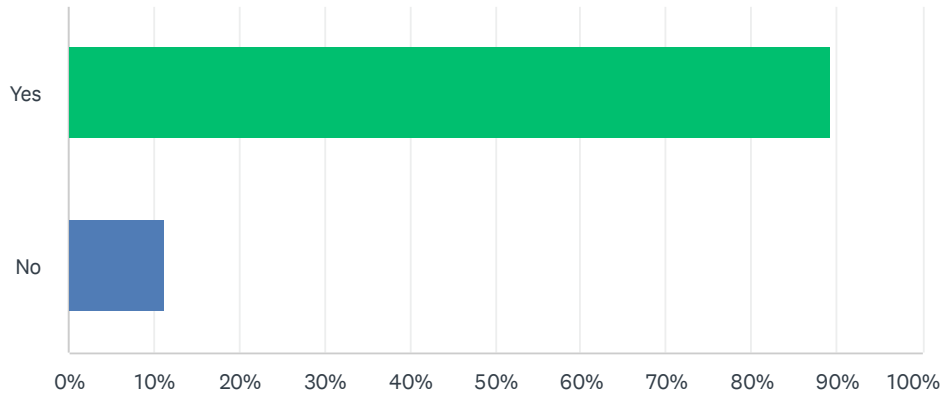
Total of all Projects \$ 3,448,085.00

2025	Upper Pavilion Walls/Closet	\$	13,000.00	Replacing Lapboard in Upper Pavilion that was painted at one point in time
2025	Firemen's Park Camera System	\$	16,000.00	Replacing and adding additional security cameras in Firemen's Park
No Date	Upper Pavilion Ceiling	\$	40,000.00	Replacing Ceiling that has become warped with drywall
No Date	Lower Pavilion Ceiling	\$	62,400.00	Replacing Drop ceiling that has discolored and become dilapidated
No Date	Lower Pavilion Serving Counter	\$	35,000.00	Replacing counter top that is warped and falling
No Date	Lower Pavilion Reno - Finish	\$	35,000.00	Finish LP renovation behind the bar area.
No Date	Field A - 3rd Base Fence	\$	10,000.00	Replacing existing fence on Field A 3rd baseline
No Date	Sidewalk Replacement	\$	15,000.00	Replacing Sidewalk leading from pavilion to roundhouse area
No Date	New Coolers	\$	10,000.00	New Coolers for Pavilion and Roundhouse
No Date	Carousel Roof	\$	90,000.00	Replacing current Carousel Roof

No Date	Carousel Painting	\$	35,000.00	Painting interior of Carousel Dome
No Date	Carousel Outdoor Lighting	\$	6,000.00	Replacing old lighting around the outside of the Carousel
No Date	Carousel Fence	\$	21,000.00	Replacing and painting of white split rail fence around carousel and upper playground area.
No Date	Carousel Maintenance	\$	28,800.00	Future plans to fix the rest of the Crankshafts and grasshopper feet on Carousel
No Date	Painting Outer Buildings	\$	15,000.00	Painting of exteriors on Bank Building and Lower Shed
No Date	Outer Buildings Siding	\$	40,000.00	New Siding on outer buildings including the Concession Stand and Upper Shed
No Date	Roadway Project			Replacing the existing road with new roadway with curb and gutter.
No Date	WRT Roof Replacement	\$	75,000.00	Replacing existing roof that is leaking at certain points
No Date	WRT Concrete/Brick Replacement	\$	35,000.00	Replacing existing Concrete/Brick on Front Entrance and Walking path
		\$	582,200.00	

Q1 Are you a tax paying citizen of Waterloo, WI?

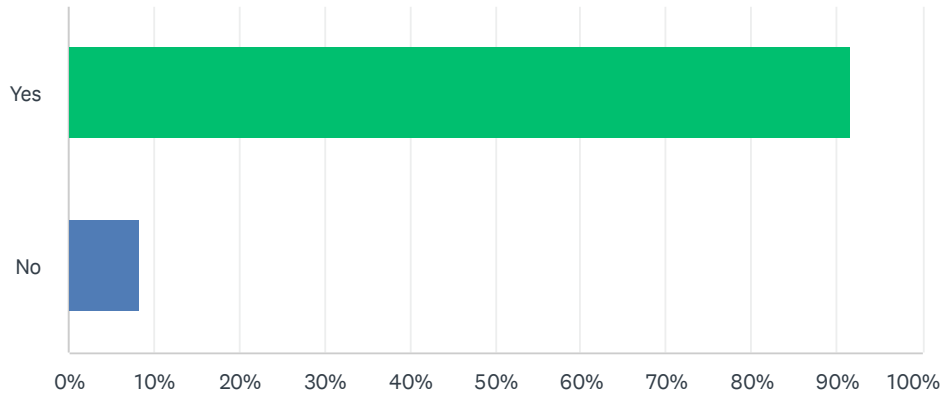
Answered: 291 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	89.35%	260
No	11.34%	33
Total Respondents: 291		

Q2 Should the City of Waterloo Parks Department host large events such as July 4th and Wiener & Kraut Day?

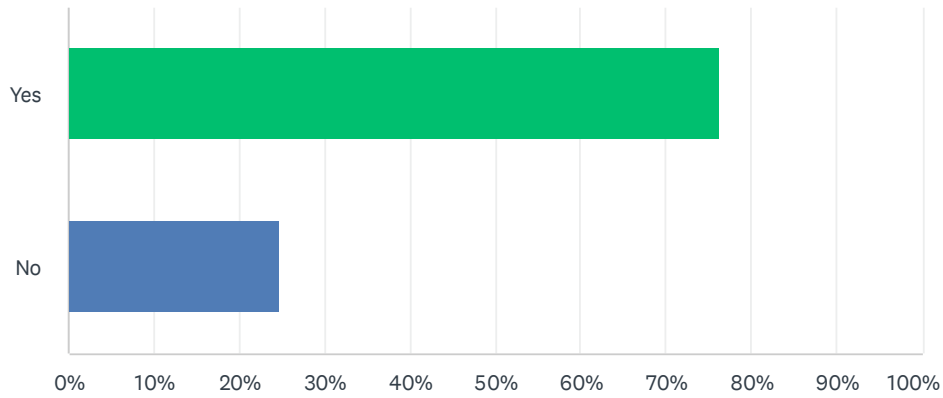
Answered: 291 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	91.75% 267
No	8.25% 24
Total Respondents: 291	

Q3 Should the City of Waterloo Parks Department be paying for a Fireworks display at any event whether that be through Tax Levy or Donations?

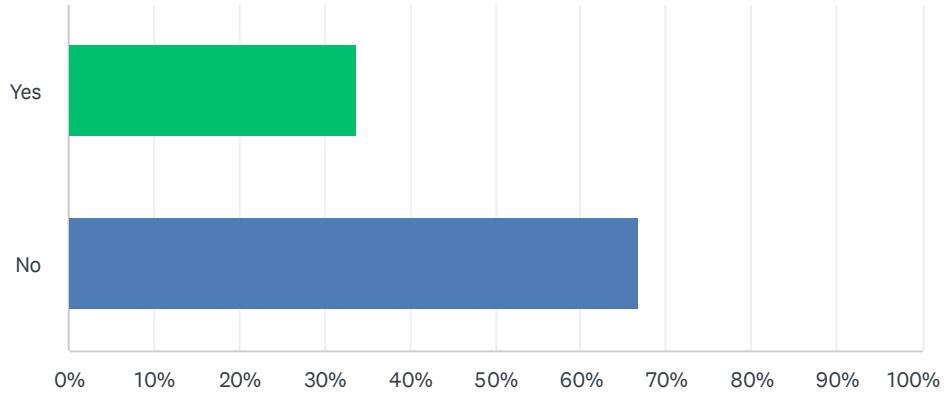
Answered: 291 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	76.29% 222
No	24.74% 72
Total Respondents: 291	

Q4 Should the City of Waterloo Parks Department use Tax Levy to pay for Fireworks?

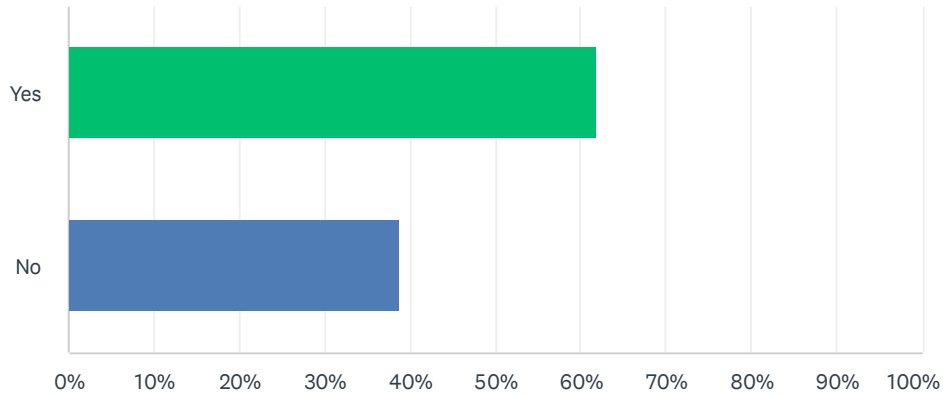
Answered: 291 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	33.68% 98
No	66.67% 194
Total Respondents: 291	

Q5 Should the City of Waterloo Parks Department leave July 4th and Wiener and Kraut Day as they are?

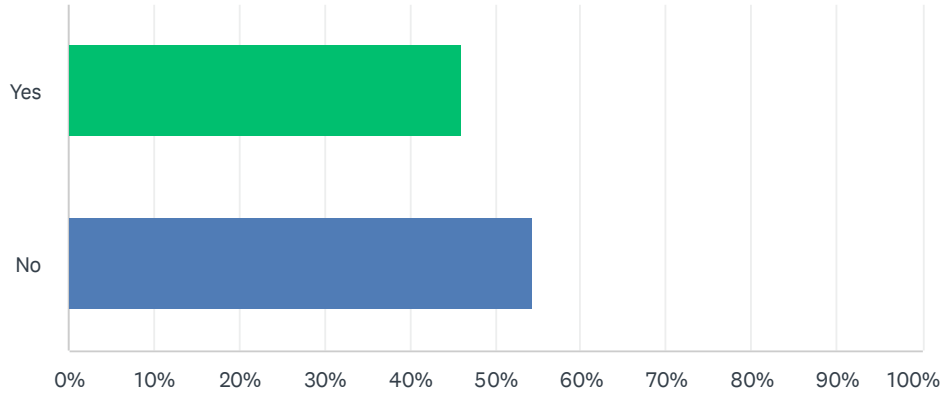
Answered: 291 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	61.86% 180
No	38.83% 113
Total Respondents: 291	

Q6 Should the City of Waterloo Parks Department move Fireworks to Wiener and Kraut Day?

Answered: 291 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	46.05% 134
No	54.30% 158
Total Respondents: 291	

In-Person Community Surveys

1. Are you a tax paying citizen of Waterloo, WI?

YES: 11 NO: 0

2. Should the City of Waterloo Parks Department host large events such as July 4 & WK Day?

YES: 10 NO: 1

3. Should the City of Waterloo Parks Department pay for Fireworks display at any event?

YES: 6 NO: 5

4. Should the City of Waterloo Parks Department us Tax Levy to pay for Fireworks?

YES: 3 NO: 8

5. Should the City of Waterloo Parks Department leave July 4th and W&K Day as they are?

YES: 7 NO: 4

6. Should the City of Waterloo Parks Department move Fireworks to W&K Day?

YES: 6 NO: 5

Parks Coordinator Position Description

Class Title: Parks Coordinator
Department: Parks Department
Location: 136 N. Monroe Street
Updated: March 2025

GENERAL PURPOSE

Manages, plans, and implements activities and programs which serve the social, educational, wellness and service needs of citizens in Waterloo, WI. The Coordinator promotes and maintains working relationships with local agencies to render assistance to and promote for citizens. This position plans, assigns, supervises, reviews, and evaluates work for the Park Department employees.

SUPERVISION RECEIVED

Works under supervision of the Mayor of the City of Waterloo.

SUPERVISION EXERCISED

Directly supervises Seasonal Employees, Event Bartenders, and Park Department employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages the Parks Department offering multiple programs and services for citizens during weekdays, evenings, and weekends, and provides facilities available for community activities.
2. Develop a recommended budget for the Parks Department and administer the budget after approval, including monitoring and approving expenditures.
3. Maintains accurate records and files and prepares monthly and special reports.
4. Plans, assigns, train, supervise, and review the work of staff and volunteers.
5. Creates and implements large City events.
6. The Park Coordinator administers office and program purchases for the Park Department.
7. Administers Park Department newsletters, fliers, and brochures to market and promote the department. Provides updates for Parks on the website and social media websites.
8. Coordinates, facilitates, and encourages participation in Park programs and events.
9. The Park Coordinator works with Waterloo Business Association, Friends of Firemen's Park, and other organizations and businesses in Waterloo to promote Park and community events.
10. The Park Coordinator implements fundraising efforts to sponsor community events.
11. Compiles equipment inventory and replaces equipment as needed.
12. Advertise programming and special events for the department.
13. Works closely with the Waterloo Youth Sports Organization, Waterloo School District, and other organizations and maintains yearly contracts with organizations and collects field use fees.
14. Works closely with Public Works regarding park and facility maintenance and on all department rental facilities.
15. Attends bi-monthly Parks Commission meetings, department head meetings, and other meetings as requested and appropriate to the position.
16. The Park Coordinator represents the department and the City of Waterloo in contact with a variety of public and private groups and individuals.
17. Attends educational offerings, such as conferences and workshops and maintains all certifications.
18. Maintains Park facility calendars and website.
19. Assists the updating and maintenance of the Park Open Space Plan.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Highly responsible professional ability to manage multiple tasks simultaneously and to provide constant oversight of department activities and emergency response (such as snow removal and storm damage).
- Considerable knowledge of the practices, procedures, materials, and equipment utilized in the repair and maintenance of park facilities.
- Ability to direct and evaluate the work of staff and to train and/or correct deficiencies.
- Ability to establish and maintain effective and positive working relationships and communicate effectively with other city employees, the city council, and the public.
- Oversee and participate in the management of the Parks Department,
- Provide aid to the Public Works Department where needed.
- Oversee, direct, and coordinate staff including seasonal and custodial employees.
- Select, supervise, train, and evaluate staff.
- Able to work in emergencies in all types of weather conditions at any hour of day or night.
- Participate in the development and administration of long- and short-term departmental goals, objectives, and procedures.
- Prepare and administer budgets.
- Oversee preparation of clear and concise administrative and financial reports.
- Demonstrate tact and diplomacy with the public.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Demonstrate continuous effort to improve operations and streamline work processes.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work. Work cooperatively and jointly to provide quality customer service.
- Originate, process, and complete specifications for bids and requests for proposals for work functions pertinent to the department.
- Ensure compliance with city and department safety rules and regulations including training per Federal (OSHA) and State (DSPS) regulations.
- Working knowledge of computers and Microsoft Programs.

SPECIAL REQUIREMENTS

Maintain and keep up to date with current State of Wisconsin laws and regulations when pertaining to Alcohol and Raffle sales.

TOOLS AND EQUIPMENT USED

Heavy machinery for necessary work on park space and facilities, phone system, personal computer including word processing and spreadsheet software, copy machine, postage machine, fax machine, calculator.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Exposure to extreme hot or cold temperatures.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive and movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

DISCLAIMER

The duties listed above are intended only to serve as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer. Management has the right to add or change these duties of the position at any time.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Parks Coordinator position, and I certify that I can perform these functions.

Employee Signature

Date

Department of Public Works Director Position Description

Class Title: DPW Director
Department: Department of Public Works
Location: 211 Hendricks Street
Updated: March 2025

GENERAL PURPOSE

Perform a variety of supervisory duties as a hands-on, in the field supervisor managing the Department of Public Works operations. Perform skilled and semi-skilled work for the operation and maintenance of streets, public right-of-way and municipal properties.

SUPERVISION RECEIVED

Work under the direction of the Mayor of the City of Waterloo.

SUPERVISION EXERCISED

Provide direct supervision to Public Works staff; assigns, directs, and evaluates their performance. Make effective recommendations regarding salary increases, promotions, hiring and termination.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinate and direct work activities and schedule Public Works staff to maintain streets, storm water infrastructure, department equipment, non-parks municipal grounds, forestry and to assist the Parks Director with maintenance of municipal parks as requested and achievable -- given other Public Work Department responsibilities. In-field activities including, but not limited to:

1. Street repair and maintenance including traffic signage & striping
2. Street cleaning
3. Snow and ice control
4. Collection & disposal of tree and brush material
5. Storm sewer maintenance & repair
6. Weed control
7. Minor building maintenance not including electrical or plumbing
8. Turf management
9. Municipal cemetery maintenance
10. Special event traffic control barricades
11. Maintain holiday decorations
12. Assist Police Dept. with stray animals & wildlife

Select, train, motivate and evaluate Public Works personnel; provide and coordinate staff training; work with employees to correct deficiencies; implement discipline and terminations procedures. Meet with staff to identify and resolve problems.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Provide staff assistance to the mayor on operational studies and investigations; recommend modifications to programs, policies and procedures.

Work in partnership with the City Engineer to review all public project development plans to ensure adequate infrastructure including street curb cuts, drainage facilities and stormwater management.

Produce required regulatory reports and ensured compliance with regulatory requirements, laws, codes and enforcement actions. Inspect City facilities to ensure ADA and safety compliance.

Attend various community and intergovernmental meetings as City representatives to obtain/share information, explain policies and goals, and gain cooperation and support.

Assure all work is carried out within budget; monitor revenues and expenditures to ensure sound fiscal control and maximum cost-efficiency; prepare annual department budget requests.

Create and adhere to a department vehicle maintenance schedule.

Perform related duties as required.

REQUIRED KNOWLEDGE SKILLS & ABILITIES

- Highly responsible professional ability to manage multiple tasks simultaneously and to provide constant oversight of department activities and emergency response (such as snow removal and storm damage).
- Considerable knowledge of the practices, procedures, materials, and equipment utilized in the repair and maintenance of public facilities.
- Ability to direct and evaluate the work of staff and to train and/or correct deficiencies including cross training within department's job classifications.
- Ability to establish and maintain effective and positive working relationships and communicate effectively with other city employees, the city council, and the public.
- Oversee and participate in the management of the Public Works Department,
- Provide assistance to the Parks Department where needed.
- Oversee, direct, and coordinate staff including seasonal and custodial employees.
- Select, supervise, train, and evaluate staff.
- Able to work in emergencies in all types of weather conditions at any hour of day or night.
- Participate in the development and administration of long- and short-term departmental goals, objectives, and procedures.
- Prepare and administer budgets.
- Demonstrate tact and diplomacy with the public.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Demonstrate continuous effort to improve operations and streamline work processes.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work. Work cooperatively and jointly to provide quality customer service.
- Originate, process, and complete specifications for bids and requests for proposals for work functions pertinent to the department.
- Ensure compliance with city and department safety rules and regulations including training per Federal (OSHA) and State (DSPS) regulations.

SPECIAL REQUIREMENTS

You must possess a Class A Commercial Driver's License or the ability to acquire one within 6 months after hire.

TOOLS & EQUIPMENT USED

Heavy machinery for necessary work, phone system, personal computer including word processing and spreadsheet software, copy machine, postage machine, fax machine, calculator.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting or outdoor area. Exposure to extreme hot or cold temperatures.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive and movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

DISCLAIMER

The duties listed above are intended only to serve as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer. Management has the right to add or change these duties of the position at any time.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Public Works Director position, and I certify that I can perform these functions.

Employee Signature

Date



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us



JOB DESCRIPTION: SEASONAL PARK LABORER

JOB TITLE: Park Worker 2

Job Time Frame: 7 AM – 11 AM, Monday through Friday, mid-April through mid-October

Time Frame can be change due to weather and other related items with approval from Supervisor

DEPARTMENT: Department of Public Work & Waterloo Parks Department

ORGANIZATIONAL RELATIONSHIPS:

1. Report to: Direct Supervisor - DPW Director and/or Secondary Supervisor - Parks Coordinator
2. Other: Has contact with other City of Waterloo Employees and General Public

JOB SUMMARY:

General job function is to perform maintenance operations, including operating machinery and performing maintenance tasks efficiently and effectively. To help maintain Waterloo Parks for the City of Waterloo. Must arrive at work on time and maintain a regular and reliable level of attendance. Laborer may work unattended as needed or may act as a lead worker in charge of other seasonal employees as directed.

PRIMARY DUTIES:

- Performs maintenance of City Park facilities, such as manual mowing, digging, filling, clearing brush and debris, seeding, fertilizing, etc.
- Field Assignment may include ball field maintenance and field striping.
- Ability to work alone maintaining and policing all activities at the park facilities.
- Ability to perform mowing operations with wide area, zero turn rotary, or push mowing equipment.
- Ability to distribute infield materials mechanically or manually on baseball infields & playing surface.
- Participates in the operation of heavy and/or light equipment, push mowers, edger, field maintenance equipment, paint striping machines, topdressing applicators, etc.
- Participates in performing proper preventative maintenance on equipment and machinery.
- Performs maintenance in a safe manner and attends scheduled safety meetings.
- Must maintain a regular and reliable level of attendance.

OTHER DUTIES:

1. **MACHINERY & EQUIPMENT:** Be able to operate and maintain all city equipment. Maintenance includes checking all fluids and filters. Also perform maintenance away from the shop area.
2. **REFUSE COLLECTION:** Pick up grass and leaves, garden debris, lumber, primarily hand work with heavy lifting. 50 pounds or more on occasion.
3. **TREE AND BRUSH:** To confidently trim or remove trees from the ground or an elevated position from the public lands. Use of the power pruner and chain saws and can maintain the chains and do field repairs on equipment.
4. **BASEBALL/SOFTBALL FIELD:** Daily grooming & maintenance of baseball and softball fields using equipment for specified fields such as Gators, groomers, proper drags, field rakes, and nail drags. The proper lining of infields for specific sports along with foul lines and out of play lines.



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-
5. BATHROOM FACILITIES: Open and close outdoor bathroom facilities with daily inspection of facilities. Reporting any needs or concerns to the Parks Coordinator. Weekend rotation for opening of outdoor bathroom facilities.
 6. GARBAGE: Daily garbage pickup and removal. Includes outdoor bathroom facilities, dog park and all Firemen's Park grounds.
 7. OUTFIELD PORTABLE FENCE: Setup and take down of portable outfield fence in Spring and Fall. Set up and take down portable fence as needed during the season for and not limited to inclement weather or special events.
 8. WEED CONTROL: Spraying herbicides, using pump sprayer on fence lines and ball diamonds.
 9. BUILDING MAINTENANCE AND CLEANING: Perform minor repairs to Waterloo Park buildings as needed. Such as and not limited to painting, window washing, power washing, water sealing, and sweeping.
 10. OTHER DUTIES BUT NOT LIMITED TO:
 - a. General building maintenance (exterior and interior)
 - b. Tree and shrub trimming
 - c. Lawn mowing and string trimming
 - d. Set up barricades for special events
 - e. Hanging of decorations for different events or holidays
 - f. Perform other duties as required

REQUIREMENTS AND FUNCTIONS:

11. EDUCATION REQUIRED: High School diploma or equivalent.
12. EXPERIENCE REQUIRED: Ability to operate equipment and mechanical ability.
13. QUALIFICATIONS: Ability to work with minimal supervision and must have an effective relationship with fellow employees and public.
14. ESSENTIAL FUNCTION: Ability to lift 50-80 pounds, lift brush and branches into Gators, must be able to work in hot or cold weather and wear proper clothing. Occasionally exposed to high levels of noise, dust, fumes, and chemicals. Ability to drive a garden tractor with a mower, string trimmer, leaf blower, and operate a push mower.

I acknowledge that I have read and understand the above job description and duties in its entirety and can perform all the stated requirements.

Employee Signature

Date

Employee (Print Name)

Phone #

DPW Director Signature

Parks Coordinator Signature



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JOB DESCRIPTION: SEASONAL PARK LABORER

JOB TITLE: Park Worker 4

Job Time Frame: 7 AM – 1 PM, Monday through Friday, mid-May through mid-September

Time Frame can be change due to weather and other related items with approval from Supervisor

DEPARTMENT: Department of Public Work & Waterloo Parks Department

ORGANIZATIONAL RELATIONSHIPS:

1. Report to: Direct Supervisor - Parks Coordinator and/or Secondary Supervisor - DPW Director
2. Other: Has contact with other City of Waterloo Employees and General Public

JOB SUMMARY:

General job function is to perform maintenance operations, including operating machinery and performing maintenance tasks efficiently and effectively. To help maintain Waterloo Parks for the City of Waterloo. Must arrive at work on time and maintain a regular and reliable level of attendance. Laborer may work unattended as needed or may act as a lead worker in charge of other seasonal employees as directed.

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Employee Signature

Date

Employee (Print Name)

Phone #

DPW Director Signature

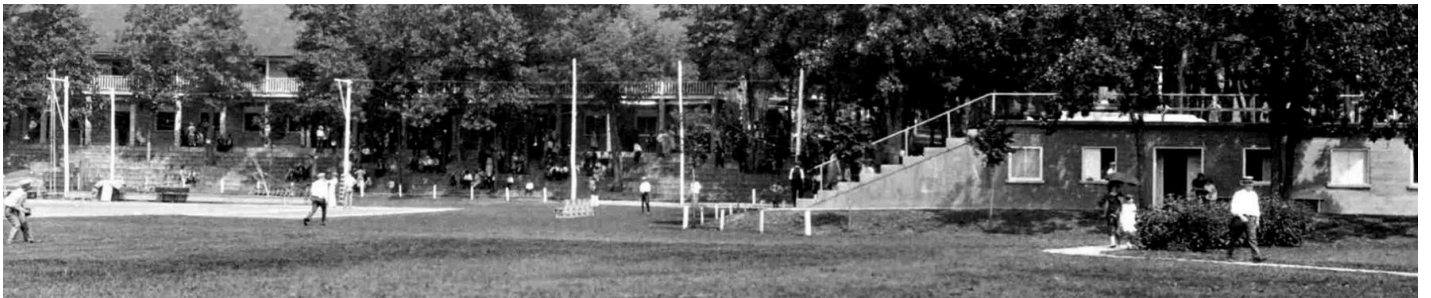
Parks Coordinator Signature

FIREMEN'S PARK

SPRING CLEAN

APRIL 12, 2025 - FIREMEN'S PARK PAVILION

8 AM - NOON *** RAIN OR SHINE



IF INTERESTED IN HELPING THE WATERLOO PARKS DEPARTMENT
PLEASE CONTACT THEM AT:



City of Waterloo - Waterloo Parks Department
136 N. Monroe Street - Waterloo, WI 53594

Parks Coordinator Gabe Haberkorn - (920) 478-3025 or parks@waterloowi.us



WATERLOO PARKS DEPARTMENT



Easter Egg Hunt



APRIL 19, 2025

10 AM - EASTER BUNNY MEET & GREET

10:30 AM - EASTER EGG HUNT

WATERLOO FIREMEN'S PARK PAVILION



Any questions, please contact the Waterloo Parks Department
at (920) 478-3025 ext. 3 or email at parksewaterloowi.us