



136 North Monroe Street  
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[www.waterloowi.us](http://www.waterloowi.us)

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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, JUNE 4, 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: APRIL 2, 2025
3. CITIZEN INPUT (3 MINUTE MAX)
4. REPORTS/UPDATES
  - a. Coordinator's Report
  - b. Parks Financial Report
  - c. 2025 Capital Projects
5. NEW BUSINESS
  - a. Reunion Hall Plans (Information Only)
6. OLD BUSINESS
  - a. Parks Department Job Descriptions
    - i. Park Coordinator position
    - ii. Part-Time Employee positions
7. INFORMATION
  - a. Summer Concert – June 12, June 26, July 10, & July 24
  - b. Maunasha River Rats Home Opener – June 5
  - c. Culpepper & Merriweather Circus – June 27
  - d. Davies Open Golf Outing – July 25
  - e. July 4 Celebration – July 4th
8. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING
  - a. August 6, 2025, at 6:00 pm
9. ADJOURNMENT

Gabe Haberkorn

Parks Coordinator

Posted, Emailed & Mailed: 06/03/2025

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

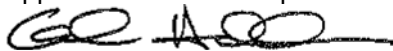
Ex-Officio Advisory Members: Chad Yerges, Public Works Director; Otto Degler, Waterloo Youth Sports Organization Representative; Jessica Pickel, Friends of Firemen's Park President

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**

**April 2, 2025**

1. ROLL CALL AND CALL TO ORDER. Parks Coordinator Haberkorn called the Parks Commission meeting to order at 5:03 pm in the Municipal Building Council Chambers. ROLL CALL: Voting members present: Setz, Vieth, & Weihert. Absent: Quamme & Kegler. Ex-officio members present: Parks Coordinator Gabe Haberkorn. Absent: DPW Director Chad Yerges, Friends of Firemen's Park President Jessica Pickel & WYSO Representative Otto Degler. Others present: Carol Zimbric & Maureen Giese.
2. MEETING MINUTES APPROVAL: FEBRUARY 5, 2025. MOTION: Moved by Vieth to approve the meeting minutes, seconded by Setz. VOICE VOTE: Motion Carried 3-0.
3. CITIZEN INPUT: NONE.
4. REPORTS/UPDATES:
  - a. Coordinator's Report: Haberkorn spoke on the schedule for Parks Events in January and February with no events planned. Haberkorn stated that Lee Columbus and a friend are looking at the popcorn machine inside the carousel. Haberkorn mentioned the upcoming volunteer opportunities with the upcoming Spring Clean. Discussion.
  - b. Parks Financial Report: Haberkorn spoke on the status of the Parks Department budget and that most of Tax Levy has been received for 2025 already with \$4,000 left remaining.
  - c. 2025 Capital Projects: Haberkorn stated that the Parks Department will have two Capital Projects completed and that there is a possibility of adding the partial parking lot in front of the Concession Stand area to the Hendricks Street project. Discussion.
5. UNFINISHED BUSINESS:
  - a. 2025 Events Policy: Haberkorn presented the results from the Community Survey for the future of fireworks and July 4. Maureen Giese had questions on the usage of the word Tax Levy in the Community Survey and Revenue from rentals. Haberkorn spoke on the difference between Tax Levy and Revenue from rentals. Haberkorn informed Maureen Giese that Revenue from rentals etc., goes towards the funding of the Parks Department Budget. Maureen Giese announced that she would donate \$5,000 to go towards the fireworks on July 4<sup>th</sup>. The Parks Commission discussed going out for donations for the rest of the \$5,000 or possibly using the Friends of Firemen's Park group to help pay for the fireworks. Discussion.
6. NEW BUSINESS:
  - a. Parks Department Job Descriptions: Haberkorn spoke on the recent Job Descriptions that have been put together for the Parks Coordinator Position and for the Park Seasonal Employees. Discussion. MOTION: Moved by Vieth to recommend the Job Descriptions to Finance/Personnel Committee, seconded by Setz. VOICE VOTE: Motion Carried 3-0
  - b. Part-Time Employee Positions: Haberkorn spoke on the difference between the different job descriptions for Park Worker 2/3 and Park Worker 4. Discussion. MOTION: Moved by Vieth to recommend the Job Descriptions to Finance/Personnel Committee, seconded by Setz. VOICE VOTE: Motion Carried 3-0
7. INFORMATION:
  - a. Spring Clean-up – April 12, 2025
  - b. Easter Egg Hunt – April 19, 2025
8. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND THE NEXT MEETING.
  - a. Next Meeting: June 4, 2025, at 6:00 pm
9. ADJOURNMENT. MOTION: Moved by Setz to adjourn, seconded by Weihert. VOICE VOTE: Motion Carried 3-0  
Approximate time: 6:00 pm



Gabe Haberkorn  
Park Coordinator



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## **PARKS COORDINATOR REPORT**

**April – May 2025**

### **EVENTS AND HIGHLIGHTS**

- Easter Egg Hunt
  - 101 participants
- Spring Clean
  - 10 volunteers came to help rake leaves and such
- Fireworks Survey – Results are in April Parks Commission Packet
  - Keeping fireworks on July 4 each year pending donations for fireworks up to \$10,000

### **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**

- DCL Baseball – Maunsha River Rats Home Opener – June 5
- Outdoor Concerts – June 12, June 26, July 10, July 24
- July 4<sup>th</sup> Celebration
- Culpepper & Merriweather Circus – June 27
- Davies Open Golf Outing – July 25

### **DONATION CAMPAIGNS**

- None

### **GRANT OPPORTUNITIES**

- RESEARCH BEGINNING
  - Dog Park Grant

- TAPS Grant

# CITY OF WATERLOO

BALANCE SHEET

MARCH 31, 2025

## 225-SPECIAL REVENUE PARKS

### ASSETS

225-11100	TREASURER'S CASH	17,788.61	
225-11400	PARKS ATM CHECKING ACCOUNT	4,003.13	
225-11800	PETTY CASH	1,000.00	
225-11850	PETTY CASH PARKS ATM	4,200.25	
225-11900	PETTY CASH CAROUSEL	50.00	
225-15800	DUE FROM AGENCY FUND TAXES	3,432.02	
	TOTAL ASSETS		30,474.01

### LIABILITIES AND EQUITY

#### LIABILITIES

225-26100	DEFERRED REVENUE	3,432.02	
	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	57,520.44	
	TOTAL FUND EQUITY		27,041.99
	TOTAL LIABILITIES AND EQUITY		30,474.01

**CITY OF WATERLOO**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING MARCH 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	118,615.00	122,047.00	( 3,432.00)	97.2
	TOTAL TAXES	.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 &amp; PERMITS</u>					
225-44-4421-000	DOG PARK LICENSE	180.00	510.00	580.00	( 70.00)	87.9
	TOTAL LICENSES & PERMITS	180.00	510.00	580.00	( 70.00)	87.9
	<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	375.00	2,133.25	5,275.00	( 3,141.75)	40.4
225-46-4622-000	FACILITY RENTAL FIREMEN'S PARK	5,803.05	12,383.05	52,250.00	( 39,866.95)	23.7
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	6,178.05	16,236.30	110,775.00	( 94,538.70)	14.7
	<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 3 MONTHS ENDING MARCH 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	<u>6,358.05</u>	<u>135,362.55</u>	<u>351,838.27</u>	<u>( 216,475.72)</u>	<u>38.5</u>

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING MARCH 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	.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 &amp; EQUIPMENT</u>					
225-53-5324-340	MACH & EQUIP SUPPLY GROUNDS	.00	753.04	1,000.00	246.96	75.3
225-53-5324-342	MACH & EQUIP GAS & OIL	.00	31.03	4,000.00	3,968.97	.8
225-53-5324-354	MACH & EQUIP REP EQUIP GROUN	230.04	298.19	1,000.00	701.81	29.8
	TOTAL MACHINERY & EQUIPMENT	230.04	1,082.26	6,000.00	4,917.74	18.0
	<u>PARKS ADMIN</u>					
225-55-5505-292	PARKS ADMIN MARKETING	.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	.00	65.08	100.00	34.92	65.1
225-55-5505-380	PARKS ADMIN COMPUTER MAINT/SUP	308.00	493.53	6,450.00	5,956.47	7.7
225-55-5505-399	PARKS ADMIN MISC	447.66	679.66	2,500.00	1,820.34	27.2
	TOTAL PARKS ADMIN	755.66	2,423.27	19,250.00	16,826.73	12.6
	<u>PARKS - FIREMEN'S PARK</u>					
225-55-5510-221	FIREMEN'S PARK ELECTRIC	953.46	1,888.35	15,000.00	13,111.65	12.6
225-55-5510-222	FIREMEN'S PARK HEAT	699.22	2,113.37	4,750.00	2,636.63	44.5
225-55-5510-223	FIREMEN'S PARK WATER/SEWER	645.59	1,325.12	12,750.00	11,424.88	10.4
225-55-5510-341	FIREMEN'S PARK COMMUNICATION	154.09	428.17	1,550.00	1,121.83	27.6
225-55-5510-350	FIREMEN'S PARK FACILITY SUPPLY	.00	487.00	4,000.00	3,513.00	12.2
225-55-5510-351	FIREMEN'S PARK FACILITY MAINT	1,034.74	6,272.99	15,000.00	8,727.01	41.8
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	3,487.10	13,847.55	94,385.00	80,537.45	14.7



**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 3 MONTHS ENDING MARCH 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	149.97	312.37	2,500.00	2,187.63	12.5
225-55-5520-222	TRAILHEAD-WRT HEAT	287.40	926.78	1,500.00	573.22	61.8
225-55-5520-223	TRAILHEAD-WRT WATER/SEWER	165.71	343.57	2,450.00	2,106.43	14.0
225-55-5520-240	TRAILHEAD- WRT BLDG MAINT	.00	285.73	8,500.00	8,214.27	3.4
225-55-5520-290	TRAILHEAD-WRT CLEAN CONTRACT	130.00	425.96	1,560.00	1,134.04	27.3
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	100.00	279.98	1,175.00	895.02	23.8
225-55-5520-350	TRAILHEAD-WRT CLEANING SUPPLY	.00	.00	250.00	250.00	.0
225-55-5520-353	PARK VEHICLE REPAIR-MAINT	38.00	618.00	1,500.00	882.00	41.2
	TOTAL PARKS - TRAILHEAD	871.08	4,450.59	20,685.00	16,234.41	21.5
	<u>PARKS WAGES</u>					
225-55-5522-110	PARKS SALARY COORDINATOR	4,033.62	10,689.06	52,457.00	41,767.94	20.4
225-55-5522-112	PARKS LONGEVITY	.00	.00	156.00	156.00	.0
225-55-5522-125	PARKS WAGES PART-TIME	.00	535.50	5,100.00	4,564.50	10.5
225-55-5522-151	PARKS SOC SEC	389.22	1,226.59	5,351.07	4,124.48	22.9
225-55-5522-152	PARKS RETIREMENT	280.34	841.02	3,645.76	2,804.74	23.1
225-55-5522-153	PARKS HEALTH INS	1,097.64	2,908.75	14,269.44	11,360.69	20.4
225-55-5522-154	PARKS INCOME & LIFE INS	19.58	58.74	509.00	450.26	11.5
	TOTAL PARKS WAGES	5,820.40	16,259.66	81,488.27	65,228.61	20.0
	<u>PARKS - OTHER</u>					
225-55-5530-221	PARKS OTHER ELECTRIC	16.48	32.96	150.00	117.04	22.0
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	32.96	9,185.00	9,152.04	.4
	<u>CAPITAL PROJECT</u>					
225-57-5701-800	CAPITAL PROJECTS	8,314.00	38,362.50	105,000.00	66,637.50	36.5
	TOTAL CAPITAL PROJECT	8,314.00	38,362.50	105,000.00	66,637.50	36.5
	<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 3 MONTHS ENDING MARCH 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	<u>19,494.76</u>	<u>77,842.11</u>	<u>351,838.27</u>	<u>273,996.16</u>	<u>22.1</u>
NET REVENUE OVER(UNDER) EXPENDITURES	<u>( 13,136.71)</u>	<u>57,520.44</u>	<u>.00</u>		

# CITY OF WATERLOO

BALANCE SHEET  
APRIL 30, 2025

## 225-SPECIAL REVENUE PARKS

### ASSETS

225-11100	TREASURER'S CASH	(	4,012.76)	
225-11400	PARKS ATM CHECKING ACCOUNT		4,024.38	
225-11800	PETTY CASH		1,000.00	
225-11850	PETTY CASH PARKS ATM		4,180.25	
225-11900	PETTY CASH CAROUSEL		50.00	
225-15800	DUE FROM AGENCY FUND TAXES		3,432.02	
TOTAL ASSETS				8,673.89

### LIABILITIES AND EQUITY

#### LIABILITIES

225-26100	DEFERRED REVENUE		3,432.02	
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			35,720.32	
TOTAL FUND EQUITY				5,241.87
TOTAL LIABILITIES AND EQUITY				8,673.89

**CITY OF WATERLOO**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 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	118,615.00	122,047.00	( 3,432.00)	97.2
	TOTAL TAXES	.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 &amp; PERMITS</u>					
225-44-4421-000	DOG PARK LICENSE	100.00	610.00	580.00	30.00	105.2
	TOTAL LICENSES & PERMITS	100.00	610.00	580.00	30.00	105.2
	<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	905.52	3,038.77	5,275.00	( 2,236.23)	57.6
225-46-4622-000	FACILITY RENTAL FIREMEN'S PARK	4,156.25	16,539.30	52,250.00	( 35,710.70)	31.7
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	47.00	547.00	9,000.00	( 8,453.00)	6.1
225-46-4632-000	PARKS ALCOHOL	502.00	1,422.00	36,000.00	( 34,578.00)	4.0
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	5,610.77	21,847.07	110,775.00	( 88,927.93)	19.7
	<u>MISCELLANEOUS REVENUES</u>					
225-48-4800-000	MISC REVENUES	1.25	2.50	1,000.00	( 997.50)	.3
225-48-4854-000	DONATIONS CAROUSEL	100.00	100.00	.00	100.00	.0
225-48-4862-000	DONATIONS JULY 4TH	5,500.00	5,500.00	.00	5,500.00	.0
	TOTAL MISCELLANEOUS REVENUES	5,601.25	5,602.50	1,000.00	4,602.50	560.3

**CITY OF WATERLOO**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2025  
**FUND 225 - SPECIAL REVENUE PARKS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	OVER(UNDER)	% OF
<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
 TOTAL FUND REVENUE	 11,312.02	 146,674.57	 351,838.27	 ( 205,163.70)	 41.7

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 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 &amp; EQUIPMENT</u>					
225-53-5324-340	MACH & EQUIP SUPPLY GROUNDS	.00	753.04	1,000.00	246.96	75.3
225-53-5324-342	MACH & EQUIP GAS & OIL	.00	31.03	4,000.00	3,968.97	.8
225-53-5324-354	MACH & EQUIP REP EQUIP GROUN	.00	298.19	1,000.00	701.81	29.8
	TOTAL MACHINERY & EQUIPMENT	.00	1,082.26	6,000.00	4,917.74	18.0
	<u>PARKS ADMIN</u>					
225-55-5505-292	PARKS ADMIN MARKETING	3,747.00	4,932.00	10,000.00	5,068.00	49.3
225-55-5505-320	PARKS ADMIN DUES & MEMBERSHIP	.00	.00	200.00	200.00	.0
225-55-5505-350	PARKS ADMIN OFFICE SUPPLIES	.00	65.08	100.00	34.92	65.1
225-55-5505-380	PARKS ADMIN COMPUTER MAINT/SUP	601.00	1,094.53	6,450.00	5,355.47	17.0
225-55-5505-399	PARKS ADMIN MISC	191.00	870.66	2,500.00	1,629.34	34.8
	TOTAL PARKS ADMIN	4,539.00	6,962.27	19,250.00	12,287.73	36.2
	<u>PARKS - FIREMEN'S PARK</u>					
225-55-5510-221	FIREMEN'S PARK ELECTRIC	1,161.62	3,049.97	15,000.00	11,950.03	20.3
225-55-5510-222	FIREMEN'S PARK HEAT	428.21	2,541.58	4,750.00	2,208.42	53.5
225-55-5510-223	FIREMEN'S PARK WATER/SEWER	634.94	1,960.06	12,750.00	10,789.94	15.4
225-55-5510-341	FIREMEN'S PARK COMMUNICATION	188.19	616.36	1,550.00	933.64	39.8
225-55-5510-350	FIREMEN'S PARK FACILITY SUPPLY	552.63	1,039.63	4,000.00	2,960.37	26.0
225-55-5510-351	FIREMEN'S PARK FACILITY MAINT	362.79	6,635.78	15,000.00	8,364.22	44.2
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	3,328.38	17,175.93	94,385.00	77,209.07	18.2

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 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	141.33	453.70	2,500.00	2,046.30	18.2
225-55-5520-222	TRAILHEAD-WRT HEAT	182.33	1,109.11	1,500.00	390.89	73.9
225-55-5520-223	TRAILHEAD-WRT WATER/SEWER	173.58	517.15	2,450.00	1,932.85	21.1
225-55-5520-240	TRAILHEAD- WRT BLDG MAINT	50.97	336.70	8,500.00	8,163.30	4.0
225-55-5520-290	TRAILHEAD-WRT CLEAN CONTRACT	130.00	555.96	1,560.00	1,004.04	35.6
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	100.00	379.98	1,175.00	795.02	32.3
225-55-5520-350	TRAILHEAD-WRT CLEANING SUPPLY	.00	.00	250.00	250.00	.0
225-55-5520-353	PARK VEHICLE REPAIR-MAINT	.00	618.00	1,500.00	882.00	41.2
	TOTAL PARKS - TRAILHEAD	778.21	5,228.80	20,685.00	15,456.20	25.3
	<u>PARKS WAGES</u>					
225-55-5522-110	PARKS SALARY COORDINATOR	4,033.61	14,722.67	52,457.00	37,734.33	28.1
225-55-5522-112	PARKS LONGEVITY	.00	.00	156.00	156.00	.0
225-55-5522-125	PARKS WAGES PART-TIME	205.00	740.50	5,100.00	4,359.50	14.5
225-55-5522-151	PARKS SOC SEC	404.90	1,631.49	5,351.07	3,719.58	30.5
225-55-5522-152	PARKS RETIREMENT	280.34	1,121.36	3,645.76	2,524.40	30.8
225-55-5522-153	PARKS HEALTH INS	1,097.64	4,006.39	14,269.44	10,263.05	28.1
225-55-5522-154	PARKS INCOME & LIFE INS	19.58	78.32	509.00	430.68	15.4
	TOTAL PARKS WAGES	6,041.07	22,300.73	81,488.27	59,187.54	27.4
	<u>PARKS - OTHER</u>					
225-55-5530-221	PARKS OTHER ELECTRIC	16.48	49.44	150.00	100.56	33.0
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	49.44	9,185.00	9,135.56	.5
	<u>CAPITAL PROJECT</u>					
225-57-5701-800	CAPITAL PROJECTS	8,314.00	46,676.50	105,000.00	58,323.50	44.5
	TOTAL CAPITAL PROJECT	8,314.00	46,676.50	105,000.00	58,323.50	44.5
	<u>DEBT SERVICE FUND</u>					
225-59-5929-001	TRANSFER TO DEBT SERVICE	10,095.00	10,095.00	10,095.00	.00	100.0
	TOTAL DEBT SERVICE FUND	10,095.00	10,095.00	10,095.00	.00	100.0

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2025  
**FUND 225 - SPECIAL REVENUE PARKS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNDER(OVER)	% OF
TOTAL FUND EXPENDITURES	33,112.14	110,954.25	351,838.27	240,884.02	31.5
NET REVENUE OVER(UNDER) EXPENDITURES	( 21,800.12)	35,720.32	.00		



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	Scoreboard Upgrades	\$	36,000.00	New Scoreboards for Fields A & B. Numbers are not working properly and scoreboards are obsolete.		2023
		\$	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
2027 - B	Bingo Hall Bathrooms	\$	80,000.00	New Outdoor Bathrooms at Bingo Hall Location		Campaign

		\$	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

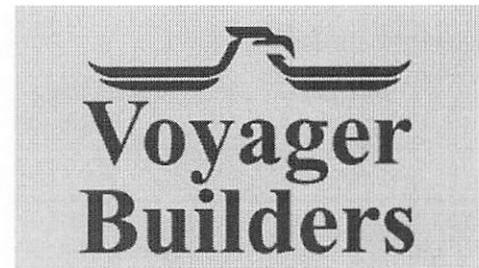
Stadium Concrete Steps & Seating	\$	850,000.00	Cracking and needed replacement steps. This would remove and replace all steps and ADA compliance
Field Lighting	\$	526,000.00	New lighting on all fields. Creates a more economical and energy efficient lighting systems for fields
Field A & Coach Pitch Renovations	\$	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	

Voyager Builders  
 1500 W. Main Street  
 Sun Prairie, WI 53590  
 +1 6084442742  
 kennan@voyagerbuilders.com



## Estimate

### ADDRESS

Chad Yerges  
 City of Waterloo---Reunion Hall  
 211 Hendricks St.  
 Waterloo, WI 53594

ESTIMATE # 12663

DATE 05/29/2025

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	The following is a COST PROJECTION RANGE ONLY FOR labor and materials to complete the following project for the City of Waterloo's Reunion Hall:			
Sales	FOR ALL PROJECTS		3,000.00	3,000.00
	>Provide materials and labor to complete the work described in this estimate			
	>Provide dumpster services			
	>Provide construction insurance			
	>Provide quality assurance and construction supervision throughout project			
	>Provide all municipal permitting and coordinate all inspections			
	>Provide interim and final cleaning services			
1	REUNION HALL DEMOLITION	1	279,153.00	279,153.00
	>Remove and dispose of existing roof and all framing			
	>Remove and dispose of all existing post in the interior			
	>Remove existing countertops on front bar and back area and retain the front bar to be reinstalled			
	>Remove and dispose of all doors and windows			
	>Remove of all Electrical wiring in building			
	>Remove and dispose of all walls all exterior walls			
	NOTE : NO CONCRETE REMOVAL / NO LOWER LEVEL WORK ~ REMOVALS TO INCLUDE EVERYTHING FROM ROOFTOP TO TOP OF FOUNDATION WALL AND NO REMOVALS TO ADJACENT BUILDING			
	NEW REUNION HALL			
	>Provide material and install 2 x 4 x 9' stud walls 16" on enter with treated bottom plate, double top plate and 7/16" OSB exterior wall sheathing. Install building wrap on the entire exterior of new structure, with double four vinyl siding			

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
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- >Provide material and install 4/12 engineered truss roof system with 1/2" OSB roof sheathing and 2 x 6 sub fascia 24" eve overhang and 12" gable overhang
- >Provide material and install one 3/0 steel insulated service door and 8 vinyl slider windows as per specifications
- >Provide material and wrap with metal window and door rough openings, other than the 3/0 steel insulated service door and 8 vinyl slider windows that are being install

#### NEW STANDING SEAM METAL ROOF / SOFFIT & FASCIA / GUTTERS AND DOWNSPOUTS

- >Provide material and install Grace Select Ice/water barrier, 2 rows, 6ft up from the eave
- >Provide material and install thicker "Double Bubble" heat reflecting, synthetic metal roofing underlayment over the roof deck, to include over the ice/water barrier
- >Provide material and install perimeter metal around the outside of the roof deck
- >Provide material and install 26ga, 16-inch wide, 1 1/2 inch rib, standing seam, textured, w/hidden fastener, metal roofing system; to include all perimeter trim and ridge metal
- >Provide material and install ice/snow stop running the length of the building, on both sides, 18/24 inches up from the eaves
- >Provide material and install new aluminum fascia/soffit. Color to be determined
- >Provide material and install 6" gutters with 3 x 4" downspouts. Color to be determined

#### FLOORING

- > Grind and prep floor for hermetic flake coating for overlay on existing poured concrete floor on interior. Approximately 2,100 sq. ft. Color to be determined.
- >Provide material and install epoxy mortar for low areas and crack repair
- >Provide material and install approximately 210 lineal feet of cove base.

#### FINISHING

- >Provide material and install texture acoustic ceiling throughout new structure
- >Provide material and install new lighting in the interior
- >Provide materials and install new wood jambs and casing on all doors and windows that are new
- >Provide materials and install a run of 24' of new cabinets and new granite countertops
- >Provide materials and install a run of 5' of new cabinets and new granite countertops, for behind new 24' line of cabinets and tops

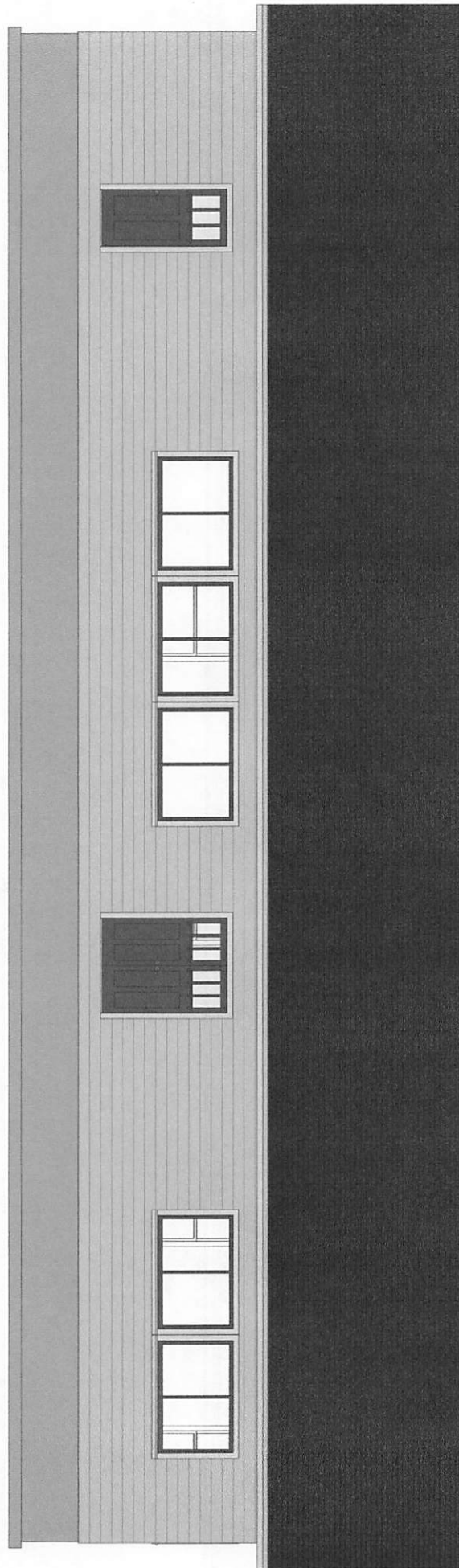
#### OPTION FOR HERMETIC FLAKE FLOORING INSTALLATION IN MAIN PAVILLION

- > Grind and prep floor for hermetic flake coating for overlay on existing poured concrete floor on interior. Approximately 3,100 sq. ft. Color to be determined.
- >Provide material and install cove base around entire

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	perimeter and #13 6x6 posts existing >Also includes repair of existing flake floors in public bathrooms (spot repair areas where stalls were moved) ADD AN ADDITIONAL \$29,301 TO QUOTE			
	ALLOWANCES: ~Cabinets and countertops @ \$15,000 for labor and materials ~Electric and lighting @ \$8,000 for labor and materials ~Plumbing @ \$2,500 for labor and materials ~Heating and cooling @ \$20,000 for labor and materials ~Insulation @ \$10,000 for labor and materials ~Interior wall paneling @ \$3,000 for materials only ~Acoustic ceiling @ \$10,000 for labor and materials			
1	***NOTE*** ~ All tree removal deemed necessary by Voyager Builders to complete project to be performed by the City of Waterloo Parks Department ~ All landscape repairs to be performed by the City of Waterloo Parks Department	1	0.00	0.00
TOTAL				<b>\$282,153.00</b>

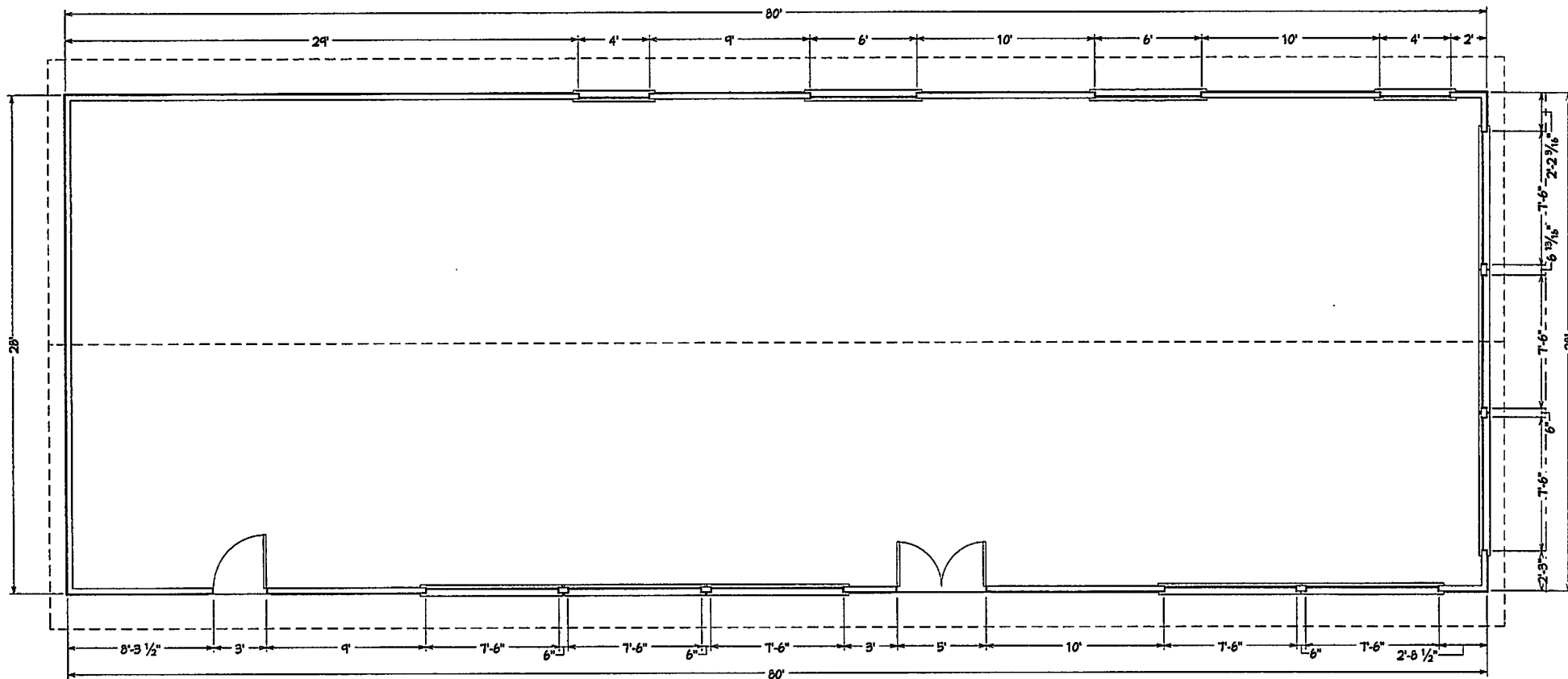
Accepted By

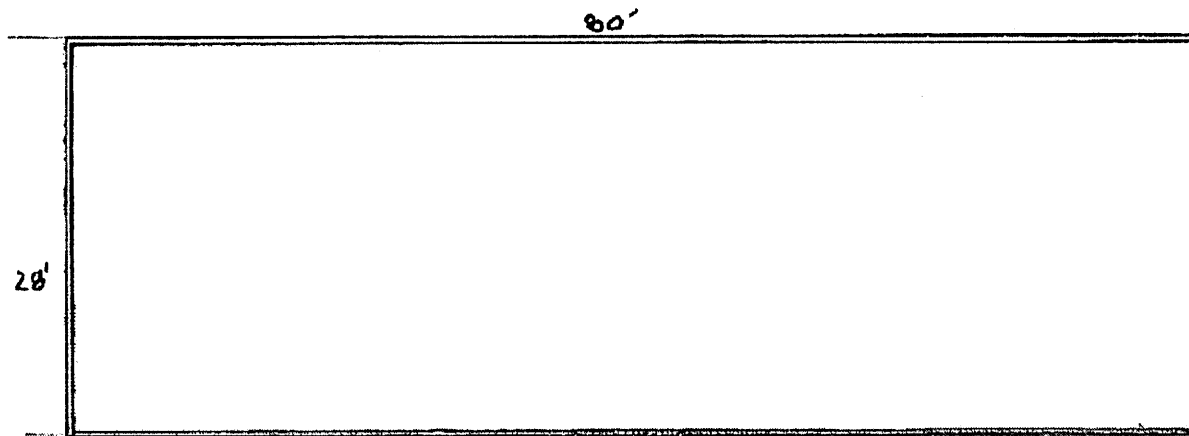
Accepted Date



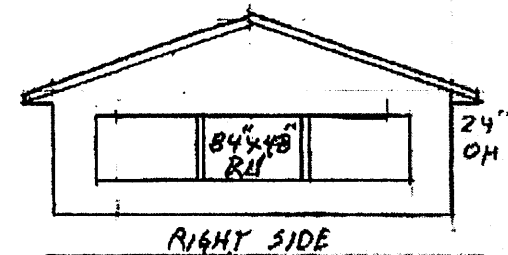
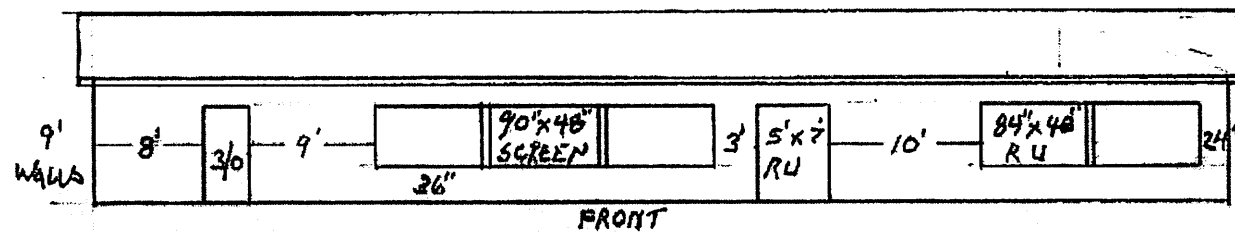
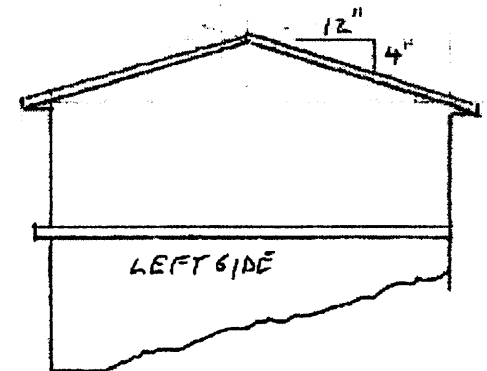
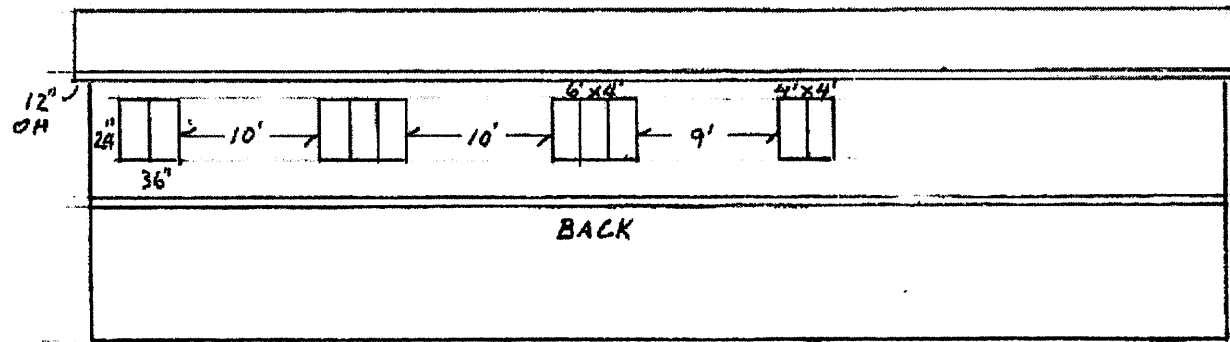








CONCESSION BLDG.  
 FIREMANS PARK  
 WATERLOO  
 28' x 80'  
 SCALE 3/32 = 1'  
 4.18.25  
 TWL



## **Parks Coordinator Position Description**

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

### **GENERAL PURPOSE**

The Parks Coordinator serves as a key liaison between the City of Waterloo and various public and private organizations. This position is responsible for planning, implementing, and managing recreational programs and events that address the social, educational, and wellness needs of the community. The Parks Coordinator also oversees park maintenance operations and supervises staff, ensuring the proper upkeep of all municipal park facilities and grounds.

### **SUPERVISION RECEIVED**

Reports to the Mayor of the City of Waterloo.

### **SUPERVISION EXERCISED**

Directly supervises Parks Department employees, seasonal staff, volunteers, and event bartenders.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversee day-to-day operations and long-term planning for the Parks Department.
- Coordinate a variety of recreational programs and services during weekdays, evenings, and weekends.
- Manage maintenance and repair projects for all park facilities and properties.
- Prepare and manage the department's annual budget; monitor expenditures to ensure cost-effective operations.
- Maintain equipment inventories and coordinate equipment replacement as needed.
- Keep accurate records and generate monthly and special reports.
- Recruit, train, supervise, and evaluate department staff, volunteers, and seasonal workers.
- Plan and execute large-scale city events, including managing fundraising efforts.
- Manage department purchasing and procure supplies for both administrative and program needs.
- Develop and distribute marketing materials including newsletters, flyers, and brochures.
- Promote department programs and special events through the city website and social media.
- Maintain current and accurate online calendars for all municipal parks.
- Foster community engagement by coordinating with local businesses and organizations.
- Manage contracts and facility usage with Waterloo Youth Sports, Waterloo School District, and other partners.
- Work with the Department of Public Works on facility and park maintenance coordination.
- Attend Parks Commission meetings, city council meetings, and other relevant gatherings.
- Stay current through training and maintain all required certifications.
- Assist with updating the Park Open Space Plan.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong organizational and multitasking skills, especially during emergencies or high-demand situations.
- Knowledge of park maintenance practices, equipment, and safety procedures.
- Proven leadership skills with the ability to evaluate and guide staff.
- Excellent communication and interpersonal skills to build positive relationships with coworkers and the public.

- Ability to support and assist Public Works as needed.
- Willingness to work in adverse weather and flexible hours as required.
- Capable of developing and achieving departmental goals and streamlining operations.
- Experience in preparing administrative and financial reports.
- Ability to analyze issues, develop solutions, and implement improvements.
- Competency in interpreting and applying local, state, and federal regulations.
- Skilled in bid and proposal processes.
- Commitment to safety compliance and staff training per OSHA and DSPS standards.
- Proficiency with Microsoft Office and standard software tools.

**SPECIAL REQUIREMENTS**

Must remain compliant with current Wisconsin laws regarding alcohol and raffle sales.

**TOOLS AND EQUIPMENT USED**

Heavy and light equipment for park maintenance; standard office tools including phones, radios, and computers.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed 50% in an office setting and 50% outdoors in park environments. Exposure to extreme weather conditions is expected.

Physical demands include the ability to sit or stand for long periods, occasionally lift and move moderate weight, and perform tasks that require bending, twisting, and reaching. Must be able to operate vehicles and equipment safely.

**DISCLAIMER**

This description outlines the representative duties of the position and does not include every task that may be assigned. The City of Waterloo reserves the right to change job duties as needed.

**ACKNOWLEDGMENT**

I acknowledge that I have reviewed the job description for the Parks Coordinator position and understand the responsibilities and expectations outlined.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# SUMMER CONCERT SERIES

Sponsored by:  
**WATERLOO PARKS**  
**JUNE 12, 2025**

A WONDERFUL FAMILY  
EVENT AT FIREMEN'S PARK



**6:00 PM**  
**JASON THOMAS**  
**BAND**

**WATERLOO**  
**FIREMENS PARK**

**FP BANDSTAND**

**500 Park Avenue**

**Waterloo, WI 53594**

**CONCESSIONS**  
**BY WATERLOO**

**2026**

**POST PROM**

**FOR MORE INFORMATION, CONTACT GABE AT (920) 478-3025**