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

CITY OF WATERLOO COUNCIL AGENDA
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET
Thursday, June 18, 2020 – 7:00 p.m.

participate by remote conference, or in-person in the Council Chambers

Remote Meeting Information

1. Join by Device
Meeting link: https://attccasptrial2.webex.com/attccasptrial2/j.php?MTID=m7684052bdc9d5e53717f774ab5f2ed8a
Meeting number: 146 992 5515
Password: 0618CityCouncil (06182489 from phones)
Host key: 996209

2. Join by Phone
1-844-531-0958 United States of America Toll Free
Access code: 146 992 5515
Password: 0618CityCouncil (06182489 from phones)

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:

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL

2. MEETING MINUTES APPROVAL: May 7, 2020 and June 4, 2020

3. CITIZEN INPUT / PUBLIC COMMENT

4. MEETING SUMMARIES (since last Council meeting)
   a. 6/8 Emergency Medical Services
   b. 6/9 Utility Commission
   c. 6/9 Library Board
   d. 6/15 Waterloo Fire Department
   e. 6/16 Community Development Authority
   f. 6/16 Joint Review Board – Tax Incremental Finance
   g. 6/17 Plan Commission
   h. 6/18 Finance, Insurance & Personnel Committee
   i. 6/18 Cable TV Regulatory Board

5. CONSENT AGENDA ITEMS
   a. May Reports Of City Officials And Contract Service Providers
      i. Parks Coordinator
      ii. Fire & EMS
      iii. Building Inspection - Building, Plumbing & Electrical Permits
      iv. Public Works
      v. Police
      vi. Karl Junginger Memorial Library
      vii. Waterloo Water & Light Commission
      viii. Watertown Humane Society

6. UNFINISHED BUSINESS
   a. Ordinance #2020-04 Revising The Special Assessment Ordinance

7. RECOMMENDATION OF BOARDS, COMMITTEES AND COMMISSIONS
   a. Plan Commission
      i. Certified Survey Map, 200 West Clarkson Road, Marilyn Dempsey
   b. Utility Commission
      i. Resolution #2020-28 Review Of The Annual Wastewater Treatment Plant Compliance Maintenance Report
   c. Finance, Insurance & Personnel Committee
      i. May Financial Statements

1. General Disbursements - $1,601,113.07 ***
2. Payroll - $66,360.31 ***
3. Treasurer's Report & Budget Reports ***

8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

9. ADJOURNMENT

Mo Hansen

Mo Hansen
Clerk/Treasurer

Posted & Emailed: June 16, 2020

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location

CITY OF WATERLOO COMMON COUNCIL
MEETING MINUTES: May 7, 2020

Digital audio files are archived with these written minutes additionally serving as the official record.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Mayor Quimby called the meeting by remote connection to order at 7:06 p.m. Alderpersons present: Schoenwetter, Rhynes, Kuhl, Griffin, Thomas, Stinnett and Petts. Absent: none. Others remotely connected: WLOO videographer; Dawn Gunderson-Schiel with Ehler's & Associates; Mitch Leisses with Kunkel Engineering; Tom Schermerhorn and Jason Daye with Excel Engineering; Bob Topel representing St. Johns Church; Mark Brown with Associated Appraisals and Clerk/Treasurer Hansen. The pledge of allegiance was recited.

2. MEETING MINUTES APPROVAL: April 2 and April 16. MOTION: Moved by Petts, seconded by Rhynes to approve the meeting minutes for April 2 and April 16. VOICE VOTE: Motion carried.

3. COMMUNICATION TO THE CITY COUNCIL AND PUBLISHED/POSTED NOTICES
    a. Notice Of Correction To Adopted Resolution #2020-15. Noted.
    b. Published Notice - Submitted Applications To Sell Intoxicating Liquor, Beer And Wine. Noted.
    c. Notice To Cut or Destroy Noxious Weeds. Noted.

4. CITIZEN INPUT / PUBLIC COMMENT. None.

5. MEETING SUMMARIES (since last Council meeting)
    a. 05-07-2020 Public Works & Property Committee. Petts said the tree policy and sidewalk/snow policy were reviewed with draft ordinance updates expected for the next meeting.
    b. 05-05-2020 Plan Commission. Mayor Quimby said a comprehensive plan update; special assessment changes along with the St. John's Church conditional use permit matter below were acted upon.
    c. 04-30-2020 Cable TV Regulatory Board. Rhynes said HD station capabilities were operational with programming updates taking place. Station Director Jesus Burgos met with Rep. Jagler and Congressman Sensenbrenner to advocate for fiber optics for the cable access stations. He said June 4th was a next meeting date.

6. RECOMMENDATION OF BOARDS, COMMITTEES AND COMMISSIONS
    a. Plan Commission
        i. St. John's Evangelical Lutheran Church Fellowship Hall, Conditional Use Permit Amendment Application. DISCUSSION: Mitch Leisses said there would be an increase in impervious surface. Leisses recommended a storm water analysis as part of any future modification. He referenced items from his Plan Commission report. Leisses said the exterior building materials would replicate existing with much glass surface facing Madison Street. Church representative Bob Topel said Maas Brothers would start when state approval was received. The completion goal is prior to snow fall. MOTION: Moved by Petts, seconded by Kuhl to approve the Conditional Use Permit Amendment as submitted with the Kunkel Engineering report recommendations included. VOICE VOTE: Motion carried.

7. NEW BUSINESS
    a. Resolution #2020-19 Rescinding Resolution #2020-13 And Authorizing An Alternate Financial Institution For Borrowing To Fund Municipal Loans To Property Owners For Lead Service Line Replacements. MOTION: Moved by Kuhl, seconded by Petts to table the resolution until the next meeting. VOICE VOTE: Motion carried.
    b. Resolution #2020-20 Authorizing A Contract Agreement With Associated Appraisal Consultant Inc. For 2020 and 2021 Property Revaluation Services. DISCUSSION: Mark Brown representing Associated Appraisals described two options: (a) a full revaluation of property with interior inspections or (b) a full revaluation with only an exterior inspection. Brown said the revaluation would rely on the existing building permit records. Thomas asked why exterior only would be appropriate? Brown said exterior may fit with the current Covid situation. Brown said entrance/access rates of 60%-70% were common pre-Covid. Brown said work would start in September of 2020 until April or June of 2021. Thomas asked if the project should be put off? Brown said a data mailer for the exterior only option could be added in. He said the base mailer could include an interior reporting form as part of the exterior option. Petts questioned public interest in interior inspections. Kuhl said the new normal may be less interest in people accessing homes. Griffin said he would like to put revaluation work off until next year. Hansen said distortions in property values across the same category of property existing because a full revaluation of

property was last done in 2003. Brown said the purpose is the re-establish equity across all property categories. MOTION: Moved by Thomas, seconded by Petts to approve the resolution selecting the exterior revaluation option - to include a mailer covering interior reporting. Roll Call Vote: Ayes: Schoenwetter, Rhynes, Kuhl, Thomas, Stinnett and Petts. Noes: Griffin. Motion carried.

c. Mayoral Appointments. MOTION: Moved by Petts, seconded by Griffin to approve the two mayoral appointments. VOICE VOTE: Motion carried.
   i. Dave Zastrow - Board Of Review, Filling A Vacancy For An Interim One-Year Period Expiring In April Of 2021.
   ii. Vern Butzine - Utility Commission, Filling An Unexpired Term Ending In October of 2022.

d. Resolution #2020-21 Authorizing The Issuance And Sale Of $920,000 Taxable General Obligation Promissory Notes, Series 2020a. DISCUSSION: Dawn Gunderson-Schiel summarized the sales day reports for each of the three resolutions. Compared to the preliminary estimates, she reported savings of $20,000 for Series A; $57,000 for Series B and $27,000 for Series C. She said Bankers Bank partnered with Farmer's & Merchant Bank. Gunderson said the Series A issuance $5,000 less than the preliminary estimate. MOTION: Moved by Petts, seconded by Schoenwetter to adopt the resolution as presented online in its final form. Roll Call Vote: Ayes: Schoenwetter, Rhynes, Kuhl, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.

e. Resolution #2020-22 Authorizing The Issuance And Sale Of $945,000 Taxable General Obligation Refunding Bonds, Series 2020b. MOTION: Moved by Petts, seconded by Rhynes to adopt the resolution as presented online in its final form. Roll Call Vote: Ayes: Schoenwetter, Rhynes, Kuhl, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.

f. Resolution #2020-23 Authorizing The Issuance And Sale Of $1,650,000 General Obligation Promissory Notes, Series 2020c. NOTE: This sale amount was reduced from $1,700,000 to $1,650,000 as part of issuance savings. MOTION: Moved by Petts, seconded by Kuhl to adopt the resolution as presented online in its final form. Roll Call Vote: Ayes: Schoenwetter, Rhynes, Kuhl, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.

8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.

9. ADJOURNMENT. Moved by Petts, seconded by Griffin to adjourn. Motion carried. Approximate time: 8:00 p.m.

Mo Hansen

Attest:
Mo Hansen, Clerk/Treasurer

CITY OF WATERLOO COMMON COUNCIL
MEETING MINUTES: June 4, 2020

Digital audio files are archived with these written minutes additionally serving as the official record.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Mayor Quimby called the meeting available to participants remotely or in-person to order at 7:06 p.m. Alderpersons present: Schoenwetter, Rhynes, Kuhl, Griffin, Thomas, Stinnett and Petts. Absent: none. Others attending either remotely or in-person: Amanda Herbst; Amber Gerber with the Courier; Police Chief Denis Sorenson; WLOO videographers and Clerk/Treasurer Hansen. The pledge of allegiance was recited.

2. MEETING MINUTES APPROVAL: May 21, 2020. MOTION: Moved by Kuhl, seconded by Schoenwetter to approve the minutes. VOICE VOTE: Motion carried.

3. CITIZEN INPUT / PUBLIC COMMENT. None.

4. MEETING SUMMARIES. Noted
   a. 05/26/20 Plan Commission
   b. 06/04/20 Public Safety & Health Committee
   c. 06/04/20 Public Works & Property Committee

5. UNFINISHED BUSINESS
   a. Resolution #2020-26 Authorizing A 2020 Expenditure And Agreeing To Enter Into A Multi-Year Website Product And Service Agreement Applying General Fund Contingency Dollars. MOTION: Moved by Kuhl, seconded by Rhynes to approve the resolution. ROLL CALL VOTE: Ayes: Schoenwetter, Rhynes, Kuhl, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.
6. RECOMMENDATION OF BOARDS, COMMITTEES AND COMMISSIONS
   a. Plan Commission
      i. Certified Survey Map, 333 Portland Road, Parker Dow Land Acquisition. MOTION: Moved by Thomas, seconded by Petts to approve the map with the condition that the City Engineer signs-off on a final map. ROLL CALL VOTE: Ayes: Schoenwetter, Rhynes, Kuhl, Thomas, Stinnett and Petts. Noes: none with Griffin abstaining. Motion carried.
      ii. Certified Survey Map, 203 East Madison Street, City of Waterloo Land Acquisitions. MOTION: Moved by Petts, seconded by Griffin to approve the map with the condition that the City Engineer signs-off on a final map. ROLL CALL VOTE: Ayes: Schoenwetter, Rhynes, Kuhl, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.
      iii. Ordinance #2020-04 Revising The Special Assessment Ordinance. MOTION: Moved by Schoenwetter, seconded by Petts to table consideration until the next meeting. VOICE VOTE: Motion carried.

7. NEW BUSINESS. MOTION: Moved by Thomas, seconded by Griffin to approve items 7a, 7b & 7c as presented. VOICE VOTE: Motion carried.
   a. Class A & B Beer, Liquor & Cider License Applications For The License Period 7/1/2020 – 6/30/2021
   b. Cigarette License Applications For the License Period 7/1/2020 – 6/30/2021
   c. Annual Mobile Home Park Licenses For The License Period 7/1/2020 – 6/30/2021 (2)
   d. Resolution #2020-27 City of Waterloo Local Roads Improvement Grant and Cleveland Street Pedestrian and Bicycle Facilities. MOTION: Moved by Kuhl, seconded by Schoenwetter to approve the resolution. VOICE VOTE: Motion carried.

8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. # The Mayor called for an end to debris dumping in Firemen's Park. #The Mayor announce the city is providing email accounts for all Alders. #Petts asked the Mayor and City Council to review and accept former President Obama's pledge for officials to: review police use of force policies; engage community members; report findings and reform police community use of force policies. # Schoenwetter asked that the community be further informed of the bulk item pick-up procedure.

9. ADJOURNMENT. Moved by Petts, seconded by others to adjourn. Motion carried. Approximate time: 7:35 p.m.

Mo Hansen

Attest:
Mo Hansen, Clerk/Treasurer

Reports of City Officials and Contract Service Providers

Submittal Note -- as of the posting these meeting materials, no monthly report submitted by:

- [redacted]
- Fire & EMS
- [redacted]

Here are the meeting notes from our June Parks Conference Call. Let me know if you need anything else.

Gabe Haberkorn
City of Waterloo – Parks Coordinator
136 N. Monroe Street
Waterloo, WI 53594

1. Projects in Firemen's Park
    a. Mason Entrance – Finished with budget of $21,360 - $17,360 + Change Order
        1. Change order for $4,000 – finishing entire structure
            1. Under Budget by $8,640
    b. Baseball Field – Came in at $49,585
        1. Over budget by $9,585
    c. Sewer Replacement – Not complete – road to finish
        1. $54,043 for project
            1. Change order of $10,000
                1. $64,043
                1. Under Budget $10,957
    d. Total Under Budget for all projects: $10,012
2. Financials

    a. Computer Aid – We will be receiving, but do not know what and where at this point as it came to a surprise that we would still receive this in 2020 with what has been happening.
    b. Loan Replacement for Computer Aid

        i. Additional funds – repayment – Because of questions regarding Computer Aid, additional funds where sent out to borrow from requests from finance. Those were granted in a tune of $67,000 and the Computer Aid funds. The $67,000 in additional funds borrowed will need a repayment of $7,400 in our budget from tax levy starting next year in the 2021 budget. We have asked finance how to pay this, and they requested that we put in an additional $7,400 from tax levy next year.

    c. Financial Losses/Gains
        1. Approximate losses to date are looking to be in the $15,000-$20,000 range. This has occurred due to lost events and bookings.
            1. Lost bookings – misleading as to this is also not from "no bookings", but individuals transferring their dates to next year and taking dates that another now cannot book.
                1. Total losses could be in the $35,000-$40,000 range
        2. Gains – are from not having events and being able to save money on that end. We may be looking at losses in alcohol/concession sales, but not spending on those as well. We are also saving money on energy costs by not having the building open or spending money on AC or heat.
            1. Total savings could be in the same range of $35,000-$40,000 range
3. Cancellation of July 4th

    1. Fallout – We had both upset individuals and happy individuals
3. Social Media

    1. Facebook

        i. 1st Amendment Rights – upset individuals – racist comments

ii. PSA videos – Lots of compliments, with only 2 complaints in the office. Mayor Quimby has asked that they continue.

5. Summer Concert Series – going along with our next concert on June 18, with some social distancing requirements and monitoring of the area. Sanitizing will be optional at each table and roundhouse.
6. W&K Day – Update – Waterloo Parks is taking over W&K Day events. We will be turning it into a "Taste of Madison" type event with Music in a few spots in town and along with our regular vendors, food vendors everywhere.
7. COVID-19 Updates/Changes
    a. City Guidelines

        i. What is allowed/not allowed – Waterloo Parks is fully open. We have some rules for groups coming into the park to use fields with sanitizing areas after usage.

8. Rental Information
    a. Kitchen Rentals – have picked up. As of July 1st, we will have 3 official renters in the kitchen space.
    b. Pavilion Rentals – Pavilion rentals have slowed, but this is also due to COVID-19 and events transferring to next year and taking up dates.

SAFEbuilt LLC

Invoice

Invoice Number: 0068624-IN
Invoice Date: 05/31/20
Terms: Net 30 Days
Due Date: 06/30/20

Salesperson: 0000
Customer Number: 11-WATERL2
Customer P.O.:

CITY OF WATERLOO
136 N MONROE STREET
Waterloo, WI 53594-1198

WI - Invoicing

Fee Type	Amount Paid	Paid Date	Meritage %	Due to Meritage
Permit # 20WTRC-0060-20-04B		**601 Mohawk Court, Waterloo, WI 53594**		**Deck**
Accessory Structure- Residentia	105.00	05/05/20	60.00	63.00
20WTRC-0060-20-04B Subtotal				**63.00**
Permit # 20WTRC-0061-20-05P		**1095 Goehl Road, Waterloo, WI 53594**		**Plumbing Permit**
Plumbing- Replacement & Misc.	50.00	05/06/20	60.00	30.00
20WTRC-0061-20-05P Subtotal				**30.00**
Permit # 20WTRC-0062-20-05BEPH		**319 Beech Road, Waterloo, WI 53594**		**SINGLE FAMILY DWELLING**
State Seal Fee	41.00	05/07/20	60.00	24.60
Occupancy Permit- Residential	60.00	05/07/20	60.00	36.00
Plumbing- New Building/Additior	271.16	05/07/20	60.00	162.70
Electrical- New Building/Additon,	271.16	05/07/20	60.00	162.70
Residential New Dwelling/Additc	863.52	05/07/20	60.00	518.11
HVAC- New Building/Additon/Alt	271.16	05/07/20	60.00	162.70
20WTRC-0062-20-05BEPH Subtotal				**1,066.81**
Permit # 20WTRC-0063-20-05B		**105 Harrison Street, Waterloo, WI 53594**		**essory Structure (Residenti**
Accessory Structure- Residentia	151.20	05/07/20	60.00	90.72
20WTRC-0063-20-05B Subtotal				**90.72**
Permit # 20WTRC-0064-20-05B		**735 HERRON CT, WATERLOO, WI 53594**		**Fence**
Other Fee- Residential	50.00	05/07/20	60.00	30.00
20WTRC-0064-20-05B Subtotal				**30.00**
Permit # 20WTRC-0065-20-05B		**1239 OAK ST, WATERLOO, WI 53594**		**Fence**
Other Fee- Residential	50.00	05/07/20	60.00	30.00
20WTRC-0065-20-05B Subtotal				**30.00**
Permit # 20WTRC-0066-20-05B		**663 HIAWATHA TR, WATERLOO, WI 53594**		**essory Structure (Residenti**
Accessory Structure- Residentia	60.00	05/07/20	60.00	36.00
20WTRC-0066-20-05B Subtotal				**36.00**
Permit # 20WTRC-0067-20-05E		**323 W POLK ST, WATERLOO, WI 53594**		**Electrical Permit**
Electrical- New Building/Additon,	65.35	05/07/20	60.00	39.21
20WTRC-0067-20-05E Subtotal				**39.21**

Department Approval _____ Date _____
Clerk/Treasurer Approval M.H 6-5-20
Vendor Number 10356
Acct Dist 100-52-5240-290 $ 2095.33
Acct Dist _____ $ _____
Acct Dist _____ $ _____
Contracted Bldg Svcs/05-20

Continued

Fee Type	Amount Paid	Paid Date	Meritage %	Due to Meritage
Permit # 20WTRC-0068-20-05E	**116 E MADISON ST, LAKE MILLS, WI 53551**			**ctrical Permit - Commercial**
Electrical- Replacement & Misc.	55.00	05/07/20	60.00	33.00
20WTRC-0068-20-05E Subtotal				**33.00**
Permit # 20WTRC-0069-20-05B	**345 Pierce Street, Waterloo, WI 53594**			**Fence**
Other Fee- Residential	50.00	05/07/20	60.00	30.00
20WTRC-0069-20-05B Subtotal				**30.00**
Permit # 20WTRC-0070-20-05E	**536 EDISON ST, WATERLOO, WI 53594**			**Electrical Permit**
Electrical- Replacement & Misc.	50.00	05/07/20	60.00	30.00
20WTRC-0070-20-05E Subtotal				**30.00**
Permit # 20WTRC-0070-20-05H	**536 EDISON ST, WATERLOO, WI 53594**			**HVAC Permit**
HVAC- Replacement & Misc. Ite	62.50	05/07/20	60.00	37.50
20WTRC-0070-20-05H Subtotal				**37.50**
Permit # 20WTRC-0071-20-05B	**1035 Goehl Road, Waterloo, WI 53594**			**Fence**
Other Fee- Residential	50.00	05/14/20	60.00	30.00
20WTRC-0071-20-05B Subtotal				**30.00**
Permit # 20WTRC-0072-20-05P	**833 Lum Avenue, Waterloo, WI 53594**			**Plumbing Permit**
Plumbing- Replacement & Misc.	50.00	05/14/20	60.00	30.00
20WTRC-0072-20-05P Subtotal				**30.00**
Permit # 20WTRC-0073-20-05B	**448 West Madison Street, Waterloo, WI 53594**			**Fence**
Other Fee- Residential	50.00	05/14/20	60.00	30.00
20WTRC-0073-20-05B Subtotal				**30.00**
Permit # 20WTRC-0074-20-05BE	**334 Jefferson Street, Waterloo, WI 53594**			**Sidewalk Repair/Replace**
Accessory Structure- Residentia	60.00	05/14/20	60.00	36.00
Electrical- Replacement & Misc.	50.00	05/14/20	60.00	30.00
Remodel- Residential	85.00	05/14/20	60.00	51.00
20WTRC-0074-20-05BE Subtotal				**117.00**
Permit # 20WTRC-0075-20-05B	**332 South Washington Street, Waterloo, WI 53**			**Deck**
Accessory Structure- Residentia	60.00	05/14/20	60.00	36.00
20WTRC-0075-20-05B Subtotal				**36.00**
Permit # 20WTRC-0076-20-05B	**136 Jefferson Street, Waterloo, WI 53594**			**essory Structure (Residenti**
Accessory Structure- Residentia	60.00	05/22/20	60.00	36.00
20WTRC-0076-20-05B Subtotal				**36.00**
Permit # 20WTRC-0077-20-05B	**323 Jefferson Street, Waterloo, WI 53594**			**Fence**
Other Fee- Residential	50.00	05/22/20	60.00	30.00
20WTRC-0077-20-05B Subtotal				**30.00**
Permit # 20WTRC-0078-20-05P	**974 East Madison Street, Waterloo, WI 53594**			**Plumbing Permit**
Plumbing- Replacement & Misc.	50.00	05/28/20	60.00	30.00

Continued

Fee Type	Amount Paid	Paid Date	Meritage %	Due to Meritage
20WTRC-0078-20-05P Subtotal				**30.00**
Permit # 20WTRC-0079-20-05B	**975 Pearl Street, Waterloo, WI 53594**			**essory Structure (Residenti**
Accessory Structure- Residentia	60.00	05/28/20	60.00	36.00
20WTRC-0079-20-05B Subtotal				**36.00**
Permit # 20WTRC-0080-20-05H	**504 Indian Hills Drive, Waterloo, WI 53594**			**HVAC Permit**
HVAC- Replacement & Misc. Ite	105.15	05/28/20	60.00	63.09
20WTRC-0080-20-05H Subtotal				**63.09**
Permit # 20WTRC-0081-20-05E	**504 Indian Hills Drive, Waterloo, WI 53594**			**Electrical Permit**
Electrical- Replacement & Misc.	50.00	05/28/20	60.00	30.00
20WTRC-0081-20-05E Subtotal				**30.00**
Permit # 20WTRC-0082-20-05B	**695 Bluegrass Trail, Waterloo, WI 53594**			**Fence**
Other Fee- Residential	50.00	05/31/20	60.00	30.00
20WTRC-0082-20-05B Subtotal				**30.00**
Permit # 20WTRC-0083-20-05BE	**1193 Heil Street, Waterloo, WI 53594**			**l/Hot Tub (Residential Misc**
Pool Permit	85.00	05/31/20	60.00	51.00
Electrical- Replacement & Misc.	50.00	05/31/20	60.00	30.00
20WTRC-0083-20-05BE Subtotal				**81.00**

WI - Invoicing

Summary ***Fee Type***

ItemCode	Description	Amount
/PERMITS	Building Permits	2,095.33
Total		**2,095.33**

Remit Payment to: SAFEBuilt, LLC
3755 Precision Dr, Suite 140 Loveland, CO 80538

Net Invoice:	2,095.33
Freight:	0.00
Sales Tax:	0.00
Invoice Total:	**2,095.33**

MONTHLY TIME REPORT

MAY

2020		Chad	Jeff	Chris	Travis
JOB DPW					
Police Adm		0	0	0	0
Fire Dept		0	0	2	7
Mach/Equip		12	33.5	24	0
Garage/Shed		24	15.5	4	27
Meeting/Seminars		1	0	0	0
Street Repair/Maintenance		53	31.5	24	21
Street Cleaning		0	0	0	7
Snow & Ice	Reg Hrs	0	0	0	0
	OT Hrs	0	0	0	0
Storm Sewer		6	0	4	1
Traffic Control		7	3.5	0	0
Bridges/Culvers		0	0	0	0
Tree/Brush		10	9	35	31
Refuse Collection		7	17	7	7
Sanitary Sewer		0	0	0	0
Insect Control		0	0	0	0
Animal Control		0	0	0	0
Cemetary		0	0	3	11.5
Library		0	0	0	1.5
Firemans Park		19	22	2	0
Other Parks		2	15	26.5	41
Trail Head		0	0	3	7
Celeb/Enter		0	0	0	0
Weed Control		17	17	12	0
Vac/Holiday/SL		12	8	21.5	8

Machinery and Equipment Maintenance

2020 DPW

MAY

DPW Equipment		Mileage / Hours Start	End	Total	TTl Fuel	GPH
End loader	544	3635	3654	19	48.981	0.39
John Deere Tractor	2555	4570	4594	24	39.646	0.61
Wood Chipper	200XP	2595	2616	21	76.825	0.27
John Deere Lawn Tractor	1025R	0	21	21	99.718	0.56
John Deere	X750	1324	1355	31	99.718	0.56
John Deere	X750-1	1208	1212	4	99.718	0.56
Wacker Roller		395	402	7	0	#DIV/0!
2010 International Truck	#1	21258	21358	100	21.955	4.55
2020 InternationalTruck	#2	2197	2527	330	62.53	5.28
	#3	0	0	0	0	#DIV/0!
2017 Chevrolet Truck	#4	31293	32181	888	109.183	8.13
2018 Frieghtliner Truck	#5	8046	8181	135	34.694	3.89
2006 Elgin Pelican Street Sweeper		9827	9830	3	9.557	0.31
2011 Ford F-550 Truck	#6	35220	35715	495	95.912	5.16
2015 Frieghtliner Truck	#7	10718	10815	97	60.963	1.59
Bobcat	595	401	420	19	0	#DIV/0!

WATERLOO POLICE DEPARTMENT

Report For Month Of May

COMPLAINTS

Family:	1
Off Road Vehicles:	0
Vandalism:	2
Minor Theft - Less Than $500:	0
Major Theft - More Than $500:	0
Burglary:	0
Doors Found Open:	0
Animal Case:	1
Late Bar Closing:	0
Alarms:	3
Lous Music/Parties:	13
Tavern Complaints:	1
Prowler Complaints:	0
Battery To Person:	0
Domestic Abuse:	1
Sexual Assault:	0
Runaways:	1
Worthless Checks:	0
All Other Complaints:	43
TOTAL COMPLAINTS	66

INQUIRIES/CHECKS

Registration Checks:	603
Drivers License Checks:	209
NCIC/CIB/VIN Checks:	1
Check Welfare:	7
TOTAL INQUIRIES/CHECKS	820

ACCIDENTS

More Than $1,000:	2
Less Than $1,000:	2
Pedestrian Accidents:	0
Bicycle Accidents:	0
Victims Injured:	0
Victims Killed:	0
TOTAL ACCIDENTS	4

ASSISTS

Assist Jefferson County:	0
Assist Dodge County:	3
Assist Dane County:	0
Assist Marshall Police:	2
Assist Fire/Rescue:	24
Assist Other Agencies:	6
Assist Public:	54
Assist With Escort:	0
Assist All Other:	3
TOTAL ASSISTS	92

MISCELLANEOUS

Investigations/Followups:	68
Traffic Control:	4
Radar Operations:	57
Special Assignment:	6
Speech/Presentations:	0
Serve Papers:	0
Other Miscellaneous:	6
TOTAL MISCELLANEOUS	141

WATERLOO POLICE DEPARTMENT

Report For Month Of May

TRAFFIC VIOLATIONS

	WARNINGS	ARRESTS
Speeding:	0	1
Too Fast For Conditions:	0	0
Innattentive Driving:	0	0
Failure To Yield:	0	0
Stop Sign Violation:	0	0
Illegal Passing:	0	1
No Drivers License:	0	2
Illegal Parking:	4	5
Left Of Highway:	0	0
Operate While Intoxicated:	0	0
Unregistered Vehicle:	0	0
Driving Suspended/Revoked:	0	0
Hit And Run:	0	0
Illegal U-Turn:	0	0
Following Too Close:	0	0
Seatbelt Violation:	0	0
Off Road Vehicles:	0	0
Power Display:	0	0
Equipment Violations:	1	0
All Other Traffic:	1	12

MISDEMEANOR/CRIMINAL

	WARNINGS	ARRESTS
Disorderly Conduct:	1	0
Underage Alcohol:	0	0
Warrants:	0	0
Theft:	0	0
Trespassing:	0	0
Breaking & Entering:	0	0
Vandalism:	0	0
All Other Misd/Criminal:	8	0

	WARNINGS	ARRESTS
TOTALS	15	21

Hourly Breakdown

Patrol:	611.25
Investigations:	66.00
Radar:	45.00
Court Appearances:	0.00
Office:	238.00
Special Duties:	2.00
Schools/Training:	17.00
On Call:	0.00
TOTAL:	979.25

Monthly Incident Comparison Report

Report Criteria:

Current Month: 5/2020

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
No Category						
	Blank Description	0	0	0	2	3
	Total for No Category:	**0**	**0**	**0**	**2**	**3**
ASSIST						
	Assist Citizen	1	1	7	4	24
	Assist Dane County Sheriff	0	0	2	1	3
	Assist Dodge County Sheriff	1	1	4	1	12
	Assist Jefferson County Sheriff	0	0	0	1	9
	Assist Marshall PD	2	0	5	0	34
	Assist Probabtion/Parole	0	0	4	1	1
	Assist Social Services	2	0	7	1	10
	Assist Watertown PD	0	0	1	0	0
	Assist Wisconsin State Patrol	0	0	0	0	1
	Civil Dispute	0	0	0	1	2
	Custody for Other Department	0	0	1	0	1
	EMS Calls	1	0	1	0	1

Monthly Incident Comparison Report

Report Criteria:

Current Month: 5/2020

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
ASSIST						
	Neighbor Problems	0	1	1	0	0
	Other Mutual Aid Assists	1	0	2	0	2
	Probation/Parole Check Ins	0	0	0	0	1
	Sex Offender Registration	0	0	0	0	1
	Total for ASSIST:	**8**	**3**	**35**	**10**	**102**
CRIMINAL						
	Bail Jumping/Escapes	0	1	1	0	1
	Burglary - Non-Residential/No Force	0	0	0	0	1
	Burglary - Residential/No Force	0	2	3	1	3
	Buy, Receive, Possess Stolen Property	0	0	0	0	1
	Computer Crimes	0	0	1	0	1
	Criminal Damage To Property/vandalism	2	0	6	1	15
	Disorderly Conduct - All Other	1	0	7	1	16
	Disorderly Conduct - Fight, Disturbance	0	0	0	1	10
	Disorderly Conduct - Noise	0	0	0	0	1
	Domestic Disturbance	1	2	10	0	12
	Domestic Offense - Child Abuse/Neglect	0	0	0	0	2
	Domestic Offense - Spousal Abuse/Fights	0	1	1	0	1
	Drug Investigations	1	0	6	2	6
	Drug Paraphernalia Possession	0	0	0	1	6
	Drug Possession	0	0	1	1	4
	Endanger Safety/Reckless Behavior	1	0	1	0	1
	Forcible Rape	0	0	0	0	1
	Forgery/Counterfeiting	0	0	0	0	1
	Fraud	3	0	6	0	7
	Harassment - Harassing Telephone Calls	0	0	2	0	5
	Harassment - Threats	0	0	1	1	2
	Operate Vehicle Without Owner's Consent	0	0	1	0	0
	Other Sex Offenses	1	0	2	0	4
	Probation Hold	0	0	0	0	2
	Probation/Parole Violation	0	0	1	0	1
	Theft - All Other	0	0	2	1	14
	Theft - Bicycles	0	0	0	0	2
	Theft - From Building	0	0	2	0	5
	Theft - From a Motor Vehicle	0	5	5	0	2
	Theft - Retail/Shoplifting	0	0	4	1	9
	Trespassing	0	0	0	1	2
	Violation of Court/Restraining Order	0	0	1	0	1
	Worthless Checks - Less Than $1000	0	0	0	0	2
	Worthless Checks - More Than $1000	0	0	0	0	1

Monthly Incident Comparison Report

Report Criteria:

Current Month: 5/2020

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
CRIMINAL						
	Total for CRIMINAL:	**10**	**11**	**64**	**12**	**142**
ORDINANCE						
	Abandoned Property/Vehicle Violation	0	0	0	0	1
	All-Terrain Vehicle Violation	0	0	1	0	0
	Animal Bite	0	0	1	0	5
	Animal Licensing/Shots/Etc.	0	0	0	1	3
	Animal Noise Complaint	0	0	0	0	2
	Animal Running at Large	0	0	0	0	5
	Contributing to Delinquency of a Minor	0	0	0	1	2
	Loitering	0	1	1	0	0
	Possession of Tobacco by Minor	0	0	0	0	1
	Public Nuisance Violations	1	0	1	0	1
	Truancy	0	0	0	0	2
	Under Age Drinking - Minor (Under 18)	0	0	0	0	1
	Total for ORDINANCE:	**1**	**1**	**4**	**2**	**23**
Other						
	Other Animal Calls - Dead, Etc.	0	0	1	1	3
	Receive Information	1	0	7	0	18
	Total for Other:	**1**	**0**	**8**	**1**	**21**
SERVICE						
	911 Disconnect (Hang-Up)	0	0	1	0	0
	Bond Poster for Other Department	0	0	0	0	1
	Death Investigation	0	0	3	0	3
	Emergency Commitment/Chapter 51	0	0	0	0	4
	Emergency Detention/Detoxification	2	0	3	1	5
	Found Items/Property	0	0	0	0	7
	Keep the Peace	0	0	0	0	2
	Runaway Juvenile	0	0	1	0	2
	Suspicious Person/Activity, Prowler	0	1	3	0	4
	Uncontrollable Juvenile	0	0	1	1	9
	Warrant Pickup - Other Agency	0	0	1	1	10
	Welfare Check	1	0	4	0	10
	Total for SERVICE:	**3**	**1**	**17**	**3**	**57**
TRAFFIC						
	Driver's License Violations (Ex OAS/OAR)	1	0	6	5	33
	Eluding Police Officer	0	0	0	0	0
	Illegal Turns	0	0	1	0	3
	Lane Violations - Left of Center, Etc.	0	0	0	0	1
	Motor Vehicle Insurance Violation	1	0	5	3	24
	OAS/OAR/Other License Violations	1	0	6	4	32
	Operate Motor Vehicle While Intoxicated	0	0	2	0	10

Report Criteria:

Current Month: 5/2020

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
TRAFFIC						
	Other Traffic Violations	0	0	1	0	0
	Parking Violation	0	0	13	5	55
	Power Display/Squeal Tires	0	0	0	0	1
	Registration/Title Violation	0	0	1	1	12
	Right of Way Violation	0	0	0	0	2
	Seatbelt Violation	0	0	0	11	17
	Speeding - School Zone	0	0	1	1	3
	Speeding Violation	1	0	9	3	40
	Stop Sign/Signal Violation	0	0	3	3	23
	Tow Vehicle	0	1	1	0	2
	Traffic Accident - Hit and Run (Damage)	1	2	4	0	9
	Traffic Accident - Non-Reportable	0	0	3	0	5
	Traffic Accident - Personal Injury	0	0	0	0	1
	Traffic Accident - Property Damage	3	3	11	1	18
	Traffic Obstruction/Debris on Highway	0	0	1	0	0
	Vehicle Equipment Violation - Lights	0	0	2	0	11
	Vehicle Equipment Violation - Other	0	0	2	0	2
	Warning - 5 Day Equipment Violation	0	0	0	0	1
	Total for TRAFFIC:	**8**	**6**	**72**	**37**	**305**
	Grand Totals:	**31**	**22**	**200**	**67**	**653**

Activity Log List

Report Criteria:

Start Date	End Date	Title	Officer
05/01/2020	05/31/2020		ALL

Title	Notes	Date	Time	Officer
Damage to property.	Report of someone possibly using spray paint on outside building wall. Officer responded to area and located a subject using spray paint on the wall of building. Subject will be cited for offense.	05/01/2020		
Endangering safety.	Reports of subject with a gun in parking lot. Officers made contact and spoke with subjects in parking lot and in area. One subject arrested and transported to Jefferson County Jail.	05/02/2020		
Traffic accident,	Report of two vehicle accident on Minnetonka Way. Officer took report.	05/07/2020		
Citizen information.	Subject wished to report giving out personal information to a possible scammer. Officer took information and also advised to contact credit bureaus and identitytheft.gov.	05/09/2020		
Assist Marshall.	Officer requested to assist Marshall Police Department with possible altercation at residence. Officer assisted.	05/09/2020		
Fraud.	Subject reports possible fraudulent activity regarding his tax information. Subject advised to make contact with bank, credit bureaus and IRS as well as making a report through the Federal Trade Commission.	05/12/2020		
Traffic accident.	Report of two vehicle accident on Gregor Street. Officer took report. One subject arrested and issued citations.	05/13/2020		
Damage to property.	Report of subject breaking window on residence. Officers made contact at residence. Case status pending.	05/15/2020		
Welfare check.	Officer requested to check status of subject at residence that was involved in a confrontation. Officer located subject outside of residence and returned resident back into their living quarters.	05/16/2020		
Disorderly conduct.	Report of possible altercation at residence. Officer interviewed subjects involved. Report to be forwarded to District Attorney for possible charges.	05/16/2020		
Assist human services.	Report of juvenile taking numerous pills. Officer made contact at residence. Juvenile transported and human services contacted.	05/16/2020		
Disorderly conduct.	Report of possible altercation at residence. Officers made contact and spoke with individuals at residence. Subjects separated for the evening.	05/17/2020		
Fraud	Subject reports loss of $100 from a scam involving a home rental. Investigation continuing.	05/19/2020		
Traffic accident.	Report of vehicle striking parked vehicle in parking lot. Officer took report.	05/21/2020		
Operating while revoked.	Officer observed subject driving a motor vehicle. Officer was aware driver's status revoked. Subject arrested and issued citation.	05/21/2020		
Speeding.	Officer observed subject speeding and verified speed with radar. Subject arrested and issued citation.	05/22/2020		
Fraud	Subject reports helping a friend with cashing a check and has now been notified by the bank that it was a fraudulent check. Investigation continuing.	05/22/2020		
Assist other department.	Officer was requested by Poynette Police Department to make contact with a resident and have resident contact their department. Officer assisted	05/23/2020		
Emergency detox.	Report of intoxicated subject who had just deliberately stabbed self in the left. Officers arrived on scene, interviewed subjects and EMS transported victim. Case status pending.	05/24/2020		
Public nuisances.	Report of a piece of furniture being abandoned in a city park. Investigation continuing.	05/25/2020		
Assist human services.	Report of juvenile attempting suicide. Officer made contact with juvenile at residence. Juvenile transported and human services contacted.	05/25/2020		
Operate without insurance	Officer had subject on a traffic stop. Upon asking driver for proof of insurance, driver advised there was no insurance on the vehicle.	05/26/2020		
Assist citizen.	Report of subject at clinic with a self-inflicted laceration and feeling suicidal. Officer made contact with subject and case worker from group home. Case worker will take care of subject.	05/29/2020		
Assist EMS.	Officers received report of EMS call for subject with no pulse and not breathing. Officers assisted.	05/29/2020		
Other sex offenses.	Report of inappropriate contact between juveniles. Investigation continuing.	05/30/2020		
Assist Marshall	Officer requested to run Intoximeter test on arrested subject for Marshall Police Department. Officer assisted.	05/30/2020		

Activity Log List

Report Criteria:

Start Date	End Date	Title	Officer
05/01/2020	05/31/2020		ALL

Title	Notes	Date	Time	Officer
Operate without license.	Officer had subject on a traffic stop. Upon checking driver's status, officer learned subject did not possess a valid license.	05/31/2020		

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
05/19/2020	05/19/2020	ALL	JEFFERSON CO CIRCUIT CT

Court Date	Name		Ticket	Officer/Court Type
05/19/20 10:45 AM	BESL,MAXIMOS,JAMES DEAN 135 JEFFERSON ST WATERLOO WI, 53594	DOB: 12/23/03 Age: 16	No: C-1F80QT5JN1 Issued: 04/11/20 Inc #: 20-000160	CULLEN,NATHANIEL,J JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
*278-6A	LOITERING	$0.00	$0.00

Court Date	Name		Ticket	Officer/Court Type
05/19/20 11:00 AM	CONNOR,DAMIEN,B 207 EAST HOWARD ST PORTAGE WI, 53901	DOB: 07/15/88 Age: 31	No: T-BC845834-3 Issued: 04/23/20 Inc #: 20-000168	BRICKEY,BENJAMIN,I JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
343.44(1)(A)	OPERATING WHILE SUSPENDED	$0.00	$0.00

Court Date	Name		Ticket	Officer/Court Type
05/19/20 11:00 AM	CONNOR,DAMIEN,B 207 EAST HOWARD ST PORTAGE WI, 53901	DOB: 07/15/88 Age: 31	No: T-BC845835-4 Issued: 04/23/20 Inc #: 20-000168	BRICKEY,BENJAMIN,I JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.68	Hit and Run-Unattended Vehicle	$0.00	$0.00

Court Date	Name		Ticket	Officer/Court Type
05/19/20 11:00 AM	CONNOR,DAMIEN,B 207 EAST HOWARD ST PORTAGE WI, 53901	DOB: 07/15/88 Age: 31	No: T-BC845836-5 Issued: 04/23/20 Inc #: 20-000168	BRICKEY,BENJAMIN,I JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
344.62(1)	OPERATE MOTOR VEHICLE W/O INSURANCE	$200.50	$0.00

Court Date	Name		Ticket	Officer/Court Type
05/19/20 11:00 AM	MACNAUGHTON,ANDREW,J 173 MILL ST WATERLOO WI, 53594	DOB: 12/05/80 Age: 39	No: C-1F80PBQ6R3 Issued: 03/14/20 Inc #: 20-000135	BRICKEY,BENJAMIN,I JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
*278-1-947.01	DISORDERLY CONDUCT	$0.00	$0.00

Court Date	Name		Ticket	Officer/Court Type
05/19/20 11:00 AM	NEWTON,JOSEPH,SANTO, JR 1220 CHESTNUT ST WATERLOO WI, 53594	DOB: 11/22/02 Age: 17	No: C-1F80QT5JN3 Issued: 04/11/20 Inc #: 20-000160	CULLEN,NATHANIEL,J JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
*278-6A	LOITERING	$0.00	$0.00

Court Date	Name		Ticket	Officer/Court Type
05/19/20 11:00 AM	WILKEN,CRAIG,ROBERT 501 1/2 E MADISON ST WATERLOO WI, 53594	DOB: 07/03/75 Age: 44	No: T-BC845137-6 Issued: 04/06/20 Inc #: 20-000152	CULLEN,NATHANIEL,J JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
*346.09(3)	PASS IN NO PASSING ZONE	$0.00	$13.81

Report Criteria:

Start Date	End Date	Officer	Court Type
05/19/2020	05/19/2020	ALL	JEFFERSON CO CIRCUIT CT

Court Date	Name	Ticket	Officer/Court Type

Ticket Count: 7

Total Fines:	**$200.50**
Total Payments:	**$13.81**
Total Due:	**$186.69**

WATERLOO POLICE DEPARTMENT
PARKING CITATIONS MAY, 2020

Date	Payment	Method	Receipt	Location	Last	First	CitationNumber
5/18/2020	20.00	Cash	012637	Counter	Fry	Mitchel	015491
5/26/2020	20.00	Check	012739	Mail	Deegan	Valerie	015494
5/26/2020	20.00	Cash	012738	Drop Box	Peterson	Gregory	015492
5/28/2020	20.00	Check	012740	Mail	Bates	Tammera	015493
TOTAL DUE	80.00						

WATERLOO POLICE DEPARTMENT
MONTHLY FLEET MAINTENANCE REPORT
MONTH: May YEAR: 2020

2015 FORD SUV

Date Serviced	Mileage	Fuel Added	Fuel Costs	Maintenance Items	Maint. Costs
05/01/2020	61,943	5.5	$7.71		
05/02/2020	62,027	8.0	$11.15		
05/03/2020	62,145	8.7	$12.20		
05/03/2020	62,196	5.0	$7.00		
05/04/2020	62,249	4.0	$5.64		
05/04/2020	62,301	4.7	$7.00		
05/05/2020	62,381	7.3	$11.00		
05/06/2020	62,464	8.3	$12.50		
05/07/2020	62,554	8.6	$13.70		
05/08/2020	62,612	6.3	$10.00		
05/09/2020	62,690	7.3	$11.70		
05/10/2020	62,758	5.6	$8.98		
05/11/2020	62,843	7.1	$11.40		
05/12/2020	62,930	8.9	$15.13		
05/12/2020	62,998	5.9	$10.00		
05/13/2020	63,080	8.2	$14.00		
05/14/2020	63,158	7.4	$12.50		
05/15/2020	63,235	7.1	$12.08		
05/17/2020	63,348	10.1	$17.14		
05/18/2020	63,423	7.0	$11.89		
05/18/2020	63,496	5.6	$10.00		
05/19/2020	63,561	7.2	$13.00		
05/21/2020	63,723	11.1	$21.00		
05/22/2020	63,756			OIL CHANGE/TIRE ROTATION/BRAKE PADS AND ROTORS	$816.00
05/22/2020	63,794	7.9	$15.00		
05/23/2020	63,887	8.4	$16.01		
05/24/2020	63,951	5.9	$11.25		
05/25/2020	64,027	7.9	$15.02		
05/26/2020	64,118	7.2	$13.75		
05/27/2020	64,180	5.3	$9.98		
05/27/2020	64,222	4.7	$9.00		
05/28/2020	64,193	6.6	$12.58		
05/29/2020	64,354	7.4	$13.68		
05/29/2020	64,421	7.6	$14.01		
05/30/2020	64,485	7.6	$14.00		
05/31/2020	64,551	6.8	$12.01		

WATERLOO POLICE DEPARTMENT
MONTHLY FLEET MAINTENANCE REPORT
MONTH: May YEAR: 2020
2015 FORD SUV

BEGINNING MONTHLY MILEAGE:	61,929.0	MILES
ENDING MONTHLY MILEAGE:	64,564.0	MILES
TOTAL MILES DRIVEN:	2,635.0	MILES
TOTAL FUEL ADDED:	248.2	GALLONS
TOTAL FUEL COSTS:	$423.01	
MILES PER GALLON:	10.6	M.P.G.
TOTAL MAINTENANCE COSTS:	$816.00	

WATERLOO POLICE DEPARTMENT
MONTHLY FLEET MAINTENANCE REPORT
MONTH: May YEAR: 2020

2017 FORD SUV

Date Serviced	Mileage	Fuel Added	Fuel Costs	Maintenance Items	Maint. Costs
05/01/2020	23,715			OIL CHANGE	$32.50
05/05/2020	23,777	11.5	$17.19		
05/08/2020	23,878	9.8	$15.75		
05/12/2020	24,000	11.1	$18.88		
05/15/2020	24,091	8.7	$14.74		
05/18/2020	24,206	10.5	$18.86		
05/22/2020	24,316	9.9	$18.87		
05/24/2020	24,532	14.1	$26.69		
05/27/2020	24,597	8.1	$15.33		
05/29/2020	24,769	12.1	$22.44		

BEGINNING MONTHLY MILEAGE:	23,714.0	MILES
ENDING MONTHLY MILEAGE:	24,833.0	MILES
TOTAL MILES DRIVEN:	1,119.0	MILES
TOTAL FUEL ADDED:	95.8	GALLONS
TOTAL FUEL COSTS:	$168.75	
MILES PER GALLON:	11.7	M.P.G.
TOTAL MAINTENANCE COSTS:	$32.50	

WATERLOO POLICE DEPARTMENT
MONTHLY FLEET MAINTENANCE REPORT
MONTH: May YEAR: 2020

2020 FORD SUV

Date Serviced	Mileage	Fuel Added	Fuel Costs	Maintenance Items	Maint. Costs
05/06/2020	787	11.1	$16.70		
05/22/2020	1,008	10.6	$20.20		

BEGINNING MONTHLY MILEAGE:	752.0	MILES
ENDING MONTHLY MILEAGE:	1,030.0	MILES
TOTAL MILES DRIVEN:	278.0	MILES
TOTAL FUEL ADDED:	21.7	GALLONS
TOTAL FUEL COSTS:	$36.90	
MILES PER GALLON:	12.8	M.P.G.
TOTAL MAINTENANCE COSTS:		

Karl Junginger Memorial Library
Mayor/Council/Board Report
2020

MONTHLY STATISTICS		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Library Card Holders	**2019**	2853	2873	2779	2648	2547	2466	2353	2280	2292	2331	2335	2344
	2020	2349	2360	2375	2377	2378	0	0	0	0	0	0	0
	% of Change	-17.67%	-17.86%	-14.54%	-10.23%	-6.64%		-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Checkouts (Circulation)	**2019**	3146	3209	3250	3310	3342	4297	4548	4193	3220	3852	3367	3034
	2020	4118	3528	2468	380	1133	0	0	0	0	0	0	0
	% of Change	30.90%	9.94%	-24.06%	-88.52%	-66.10%	-129.82%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
eBook/Audio Checkouts	**2019**	494	488	441	436	435	422	445	495	460	526	469	474
(Circulation)	**2020**	540	459	451	533	541	0	0	0	0	0	0	0
	% of Change	9.31%	-5.94%	2.27%	22.25%	24.37%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Library Visits	**2019**	2396	2110	2786	3029	2556	3230	2867	3069	2628	2560	2312	2081
	2020	2683	2877	0	0	0	0	0	0	0	0	0	0
	% of Change	11.98%	36.35%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Meeting Room Use	**2019**	24	33	40	45	47	30	20	19	20	32	32	37
	2020	45	39	23	0	0	0	0	0	0	0	0	0
	% of Change	87.50%	18.18%	-42.50%	-100.00%	-100.00%	-100.00%	-95.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Public Computer Use	**2019**	314	268	321	308	271	301	282	452	254	236	204	214
	2020	326	272	152	0	0	0	0	0	0	0	0	0
	% of Change	3.82%	1.49%	-52.65%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
WiFi Use	**2019**	331	386	363	383	374	364	300	301	346	335	329	320
	2020	324	318	301	109	115	0	0	0	0	0	0	0
	% of Change	-2.11%	-17.62%	-17.08%	-71.54%	-69.25%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Outreach to local	**2019**	88	76	91	115	81	77	56	65	74	111	45	66
residents -Checkouts	**2020**	179	95	83	6	0	0	0	0	0	0	0	0
NEW WAY 2019	**% of Change**	103.41%	25.00%	-8.79%	-94.78%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Programs													
Adult Number of Programs	**2019**	11	10	10	14	12	11	11	6	5	11	14	9
	2020	16	11	6	2	2	0	0	0	0	0	0	0
	% of Change	45.45%	10.00%	-40.00%	-85.71%	-83.33%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Adult Attendance	**2019**	77	74	56	143	51	231	56	21	68	75	133	52
	2020	147	64	37	18	36	0	0	0	0	0	0	0
	% of Change	90.91%	-13.51%	-33.93%	-87.41%	-29.41%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Teen (12-18)	**2019**	2	4	5	5	15	5	5	3	2	3	2	1
Number of programs	**2020**	2	2	0	0	0	0	0	0	0	0	0	0
	% of Change	0.00%	-50.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Attendance (Adult + Teen)	**2019**	10	4	25	54	279	86	35	28	45	7	12	6
	2020	10	15	0	0	0	0	0	0	0	0	0	0
	% of Change	0.00%	275.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Children's	**2019**	5	14	15	16	28	27	22	11	23	16	14	5
Number of programs	**2020**	6	17	5	9	8	0	0	0	0	0	0	0
	% of Change	20.00%	21.43%	-66.67%	-43.75%	-71.43%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%
Attendance (Adult + Child)	**2019**	32	177	209	349	498	769	386	316	518	268	192	159
	2020	99	229	82	125	157	0	0	0	0	0	0	0
	% of Change	209.38%	29.38%	-60.77%	-64.18%	-68.47%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%	-100.00%

** COVID-19 Began in March 2020 we closed library doors on March 16th

Regular meeting of the Waterloo Water & Light Commission held June 9, 2020

The meeting was called to order by President Tom Bergan at 7:00pm at the Waterloo Utilities office. Present were Commissioners Vern Butzine, Randie Lange, Devin Schumann, Superintendent Barry Sorenson, Lineman Evan Pratt, Office Manager Joy Bisco and Nicole Guld, WPPI. Absent Tim Thomas.

Minutes

It was moved by Lange, seconded by Bergan, to approve the minutes of the May 5, 2020 meeting. Motion carried.

Expenditures

It was moved by Schumann, seconded by Lange, to approve the payment of the May bills as presented. Motion carried.

Citizen Input

None.

Electric Rate Case

Nicole presented the rate case to Commission. Half of the rate increase is due to the increased costs since the last rate case in 2017, the other half is due to the 4.3 million dollar electrical upgrade. It was moved by Lange, seconded by Butzine, to file the rate case with PSC. Motion carried.

CMAR

Sorenson discussed the CMAR. The sewer department scored all A's except for influent, which is the flowing coming into the plant. The plant is over capacity for what it was built for in 1986. We are addressing those issues with the facilities study and planned upgrades. It was moved by Schumann, seconded by Lange, to approve the CMAR report. Motion carried.

MVRS upgrade to FCS

Joy discussed the upgrade to the meter reading hardware and software and the possibility of going to all AMI.

It was moved by Lange, seconded by Butzine, to adjourn. Motion carried.

Respectfully submitted,
Devin Schumann
Acting Secretary

Raynelle Butzine

From: info@whsadopt.org
Sent: Wednesday, June 10, 2020 8:55 AM
To: Raynelle Butzine
Subject: RE: May report

Hi Raynelle,
We took in no cats or dogs from the city of Waterloo in May.
-Amy

From: Raynelle Butzine <rbutzine@waterloowi.us>
Sent: Tuesday, June 9, 2020 3:12 PM
To: info@whsadopt.org
Subject: May report

Could you send us the May report?

Raynelle M Butzine
Administrative Assistant
City of Waterloo, WI
920-478-3025
rbutzine@waterloowi.us

Virus-free. www.avg.com

Chapter 12
Assessments

Plan Commission Recommended Ordinance Revision for 6/4 Council Consideration

[~~HISTORY: Adopted by the Common Council of the City of Waterloo 10-19-1987 by Ord. No. 87-6 as §§ 8.09 and 8.10 of the 1987 Code. Amendments noted where applicable.~~]

---

§ 12-1 **Public improvements.**

A. General application.

(1) The installation of any public improvement shall be an exercise of the police power of the City, as may from time to time be determined by the Council, and the property served shall be assessed pursuant to the provisions of §§ 66.0703 and 66.0701, Wis. Stats.

(2) The total cost of any public improvement to be paid in whole or in part by special assessment shall include the direct and indirect costs reasonably attributable thereto, including but not limited to materials, supplies, labor, equipment, site preparation and restoration, damages occasioned by the public improvement, interest on bonds or notes issued in anticipation of the collection of assessments, and a reasonable charge for engineering, legal and administrative costs.

(3) The total assessment for any public improvement shall be based upon the total cost, as defined in Subsection **A(2)** above, and shall be apportioned among the individual parcels benefited. Such apportionment shall generally be computed on a linear frontage basis unless the Council otherwise determines that extenuating circumstances require a different method of apportionment.

B. Sewer and water mains.

(1) All sewer and water main extensions shall be constructed by the City in accordance with specifications established by the Board of Public Works.

(2) Special assessments for all sewer and water main extensions ~~shall~~ may be levied at 100% of the cost.

(3) Corner lots shall be assessed in accordance with § 66.0703(3), Wis. Stats.

(4) No water mains less than eight inches in diameter and no sanitary sewer mains less than eight inches in diameter shall be installed. When oversized sewer or water mains are installed by the City, the benefitting abutting property owner shall be assessed the eight-inch equivalent cost; the City shall levy a special assessment on an area basis for the remaining oversize cost against all the property benefitting from such oversizing.

C. Streets.

(1) Streets shall be constructed by the City in accordance with specifications established by the Board of Public Works.

(2) Special assessments for all ~~new~~ unimproved streets ~~shall~~ may be levied at 100% of the cost. The cost of maintaining and resurfacing existing streets shall be borne by the City.

D. Curb and gutter.

(1) Curb and gutter shall be constructed in accordance with specifications established by the Board of Public Works.

(2) Special assessments for all ~~new~~ unimproved curb and gutter ~~shall~~ may be levied at 100% of the cost.

(3) The cost of replacement curb and gutter shall be borne by the City, except when such curb and gutter was damaged by the property owner.

E. Sidewalks. **[Amended 3-15-2007 by Ord. No. 2007-06]**

(1) The sidewalk shall be located in such places and at such grades and width as designated by the Council and shall be constructed in accordance with standards and specifications established by the ~~Board of Public Works.~~ Public Works and Property Committee upon the recommendation of the City Engineer.

(2) Special assessments for ~~all~~ ~~new~~ unimproved sidewalks ~~shall~~ may be levied at 100% of the cost. In accordance with § 66.0703(3), Wis. Stats, special assessments involving corner lots and double frontage lots shall have the property owner responsible only for the longer length when two lengths are installed at the same time; or shall have the property owner responsible for only the first length when only a single length is installed as of July 1, 2020 or thereafter~~.~~

(3) ~~Pursuant to § 66.0907, Wis. Stats., the Board of Public Works may order property owners to repair or remove and replace any sidewalk which is unsafe, defective or insufficient. If the property owner shall fail to so repair or remove and replace such sidewalk for a period of 20 days after service of the notice provided in § 66.0907(3)(c), Wis. Stats., the Board of Public Works shall repair or construct such sidewalk and the Clerk-Treasurer shall enter the total cost thereof upon the tax roll as a special tax against said lot or parcel of land.~~

(4) ~~If the cost of repair of any sidewalk in front of any lot or parcel of land does not exceed the sum of $100, the Board of Public Works or the Director of Public Works may immediately repair such sidewalk, without notice or letting the work by contract, and shall charge the cost thereof to the owner of the lot or parcel of land, as provided in § 66.0907, Wis. Stats.~~

(5) Sidewalk Replacement. When, in the opinion of the City Engineer, it becomes necessary to replace defective sidewalk:

(a) Owner Responsible. The sidewalk shall be removed and replaced, without cost to the City, as provided in sec. 66.0907, Wis. Stats., if:

1. The sidewalk was damaged by the owner or occupant of the property or by anyone acting with the permission of the owner or occupant of the property or by anyone acting under a contract with the owner or occupant of the property; or

2. The sidewalk was last constructed without a permit being issued before such construction; or

3. The sidewalk was not constructed by the City and, in the opinion of the City Engineer, the defect was caused by defective construction.

(b) City Responsible. If none of the conditions set forth in (a) apply, then the City shall replace existing sidewalk at its expense.

F. Storm sewer.

(1) Except as provided in Chapter **380**, Subdivision of Land, of this Code, storm sewer shall be constructed by the City in accordance with standards established by the Board of Public Works.

(2) Special assessments for storm sewer ~~shall~~ may be levied at 100% of the cost against the benefitting property on an area basis.

§ 12-2 **Special assessment procedure.**

A. Alternate method selected. As provided in § 66.0701, Wis. Stats., in addition to other methods provided by law, special assessments for any public work or improvement may be levied by alternate methods. The Council hereby elects to levy such special assessments as provided in this section.

B. Preliminary resolution. Whenever the Council shall determine that any public work or improvement shall be financed in whole or in part by special assessments levied under this section, it shall adopt a preliminary resolution setting forth the following:

(1) Its intent to exercise its police powers for the purpose of levying special assessments for the stated municipal purpose.

(2) The limits of the proposed assessment district.

(3) The time, either before or after completion of the work or improvement, when the amount of such assessments shall be determined and levied.

(4) The number of installments in which the special assessments may be paid or that the number of installments shall be determined after the public hearing required by Subsection **D** below and shall be included in the final resolution.

(5) The rate of interest to be charged on the unpaid installments or that the rate of interest will be determined after the public hearing required by Subsection **D** below and shall be included in the final resolution.

(6) The terms on which any of such assessments may be deferred while no use of the improvement is made in connection with the property or that such terms will be determined after the public hearing required by Subsection **D** below and will be included in the final resolution.

(7) The Director of Public Works shall prepare a report as required by Subsection **C** below.

C. Report of Director of Public Works.

(1) Whenever the Council, by preliminary resolution, directs the Director of Public Works to prepare a report, the Director of Public Works shall prepare a report consisting of the following:

(a) Preliminary or final plans and specifications for the public work.

(b) An estimate of the entire cost of the proposed work or improvement, except that when the Council determines by preliminary resolution that the hearing on such assessments shall be held subsequent to the completion of the work or improvement, the report shall contain a statement of the final cost of the work, service or improvement in lieu of an estimate of such costs.

(c) A schedule of the proposed assessments.

(d) A statement that each property against which the assessments are proposed has been inspected and is benefited, setting forth the basis for such benefit.

(2) Upon completion of the report, the Director of Public Works shall file a copy of the report with the Clerk-Treasurer.

D. Incorporation of statutory provisions. The provisions of § 66.0703, Wis. Stats., including those related to notice, hearing and the adoption of a final resolution, shall, to the extent not inconsistent with this section, apply to special assessments levied under this section.

E. Lien. Every special assessment levied under this section shall be a lien against the property assessed from the date of the final resolution of the Council determining the amount of such levy.

Mo Hansen

From: Mo Hansen
Sent: Friday, June 05, 2020 10:06 AM
To: Angie Stinnett; City of Waterloo, Mayor; Eric Rhynes; h20looalder@gmail.com; jasonwtlw1@gmail.com; Jeanette Petts (Jeanette.petts@yahoo.com); Ron Griffin (griffinrepair@gmail.com); thomastr2000@yahoo.com
Cc: Mike Tschanz; Raynelle Butzine; Chad Yerges
Subject: Ordinance #2020-04 Special Assessment / with 1999 policy layered in
Attachments: 20200605092446.pdf; 2019-06-05Chapter12Assessments-CodeRevisionDraftD.pdf

Mayor and City Council,

As requested by the Plan Commission at the time of its Council recommendation, Ordinance #2020-04 has been updated to include text from a policy document approved by the City Council in 1999 relating to assessments for new sidewalk construction on corner lots and double frontage lots. I am attaching here the policy documents along with the ordinance revision. The update is found in 12-1(e)(2) of the ordinance. A companion sidewalk inspection policy document, adopted in 1996, does not relate to Special Assessments. It is also provided here, but is not included in the ordinance as recommended by the Plan Commission.

The ordinance relates to special assessments, a process whereby the City compels property owners to pay for improvements adjacent to the their private property, benefiting their property. Its focus is to narrow the criteria by which property owners are responsible for repair expenses for existing sidewalk.

The attached recommended ordinance will be before the City Council on 6/18.

Mo Hansen | Clerk/Treasurer | City of Waterloo | 920.478.3025

doc 1 of 3

136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021

CITY OF WATERLOO

SIDEWALK REPLACEMENT/REPAIR POLICY FOR CORNER LOTS AND DOUBLE FRONTAGE LOTS

Sidewalk replacement/repair on corner lots and double frontage lots will be assessed in the following manner:

* Not Applicable

Cost for repairs done by the property owner or a contractor hired by the property owner will be the responsibility of the owner (owner pays the entire cost).

Cost for repairs done by a City hired contractor will be split equally between the property owner and the City.

ADOPTED at a regular meeting of the Common Council on June 16, 2003

CITY OF WATERLOO

Signed: Edward W. Klug
Edward W. Klug, Mayor

Attest: Frederick L. Holaus
Frederick L. Holaus, Clerk/Treasurer

* Ordinance 2020-04 calls for repair expense at City expense, except when deemed Owner Responsible by City Engineer

Doc 2 of 3

136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone (414) 478-3025
Fax (414) 478-2021

CITY OF WATERLOO

NEW SIDEWALK PAYMENT POLICY FOR CORNER LOTS AND DOUBLE FRONTAGE LOTS

New sidewalks constructed on corner lots and double frontage lots will be assessed in the following manner:

*

The first side installed will be charged to the property owner (owner's responsibility), and the second side installed at a later date will be the City's responsibility (City pays) regardless of length.

If both sides are installed at the same time (the same construction project), the property owner is responsible for the longer side of sidewalk, and the City pays for the shorter side. On equal length property, the City pays for the one side and the property owner pays for the other side.

Adopted by the Common Council on July 5, 1999.

Daniel Gorder

Daniel Gorder, Mayor

Frederick L. Holaus

Frederick L. Holaus, City Clerk/Treasurer

* Incorporated in Ordinance 2020-04 As requested by Plan Commission

doc 3 of 3

Not address in ordinance relating to the Assessment Process

136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone (414) 478-3025
Fax (414) 478-2021

CITY OF WATERLOO

SIDEWALK POLICY

The City of Waterloo has adapted the following policy in an attempt to install and maintain sidewalks in a reasonably safe condition. Sidewalks may be installed by:

- A hired contractor under the City's sidewalk contract
- A hired contractor (in accordance with City requirements)
- The property owner (in accordance with City requirements)

The City has established an inspection procedure to ensure that all City sidewalks are inspected on a periodic basis. At least 25% of all sidewalks will be inspected on an annual basis, so that all of the city's sidewalks are inspected every 4 years. The inspection follows a rotation system starting with the NE¼, NW¼, SW¼ and SE¼. The cycle is repeated every 4 years.

Hazardous conditions reported to the Department of Public Works will be investigated. The department will determine the repair to be made. Temporary repairs may consist of asphalt. Permanent repairs may be scheduled with current construction projects or into the next seasons projects. Temporary repair will be scheduled for permanent repair accordingly.

The sidewalk inspector will use the following criteria to determine which sections of sidewalk are defective. Criteria is based on evidence of deterioration and potential hazards due to concrete sections being broken, tilted, raised, chipped or displaced through overall use and freeze and thaw action. Additional sections of sidewalk may be replaced if warranted by special circumstances. Sidewalk sections shall be removed and replaced if:

- The sidewalk is raised or dropped more than .5 inch, measured within approximately 1 inch of the adjacent surface.
- The sidewalk contains a crack more than 1 inch wide, measured .5 inch below pavement surface.
- The sidewalk surface has spalled or deteriorated in an area more than 4 inches squared, measured .5 inch below pavement surface, or more than 2 inches square measured 1 inch below pavement surface.
- A corner is missing more then 3 inches square.
- Water ponds on the sidewalk surface.
- 4 or more random cracks in a sidewalk section.
- The sidewalk is a safety hazard for the general pedestrian and disabled user.

Beginning in October of 1996, all developers are required to construct sidewalks in all new subdivisions in accordance with detailed plans and specifications as approved by the City Engineer.

COUNCIL APPROVAL: OCTOBER 7, 1996

City Hall

From: David Riesop <wismapping@charter.net>
Sent: Thursday, June 11, 2020 1:33 PM
To: City Hall
Cc: Cindy Ulsrud
Subject: Dempsey
Attachments: dempsey prelim.pdf

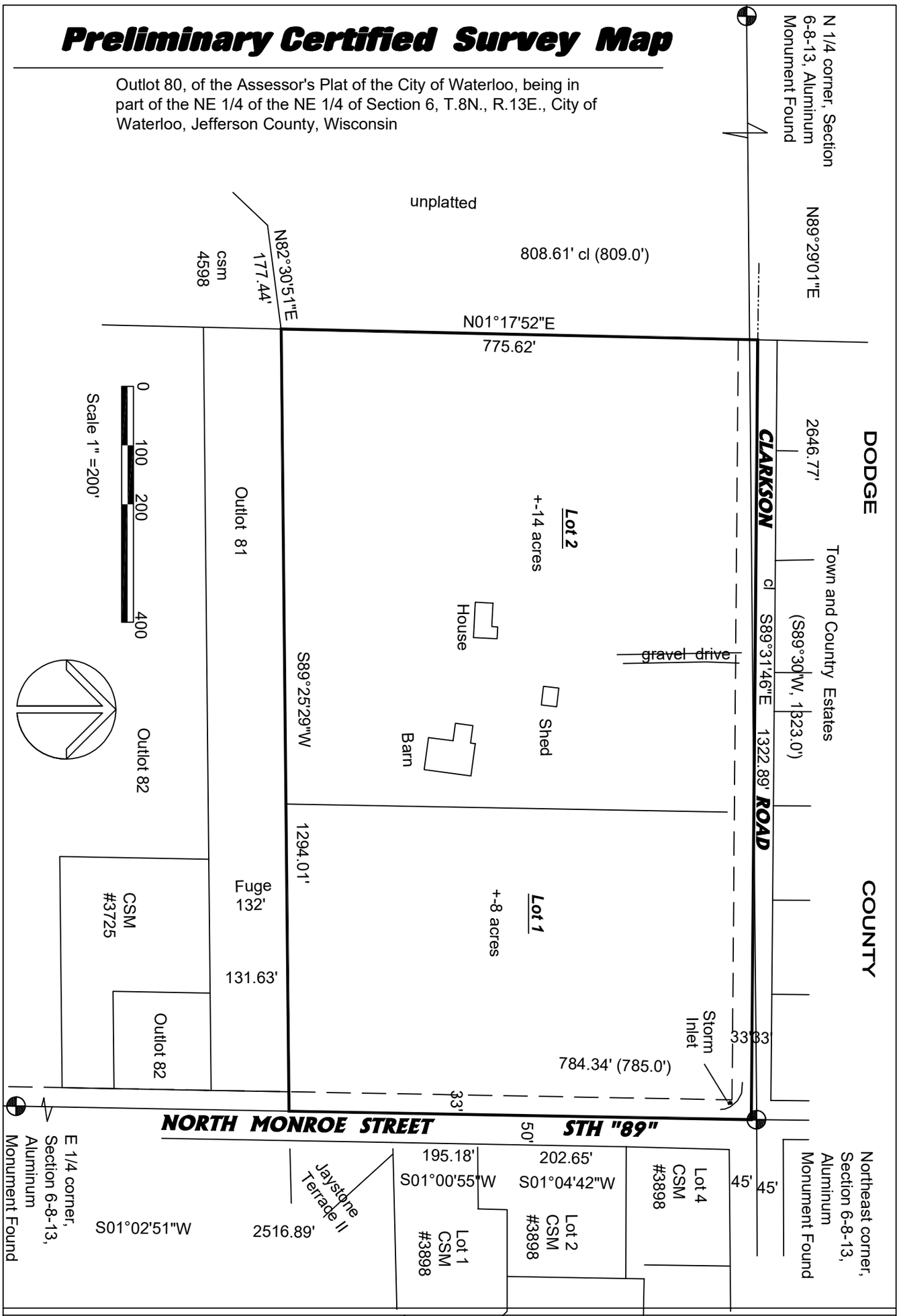
Hi Mo,
Very rough map at this point. I am waiting for some comments from Kunkel regarding the road right of ways.

Thanks

Sent from Mail for Windows 10

Preliminary Certified Survey Map

Outlot 80, of the Assessor's Plat of the City of Waterloo, being in part of the NE 1/4 of the NE 1/4 of Section 6, T.8N., R.13E., City of Waterloo, Jefferson County, Wisconsin



Wisconsin Mapping, LLC

surveying and mapping services

306 West Quarry Street, Deerfield, Wisconsin 53531

(608) 764-5602

Dwg. No. 4568-14 Date 6/09/2020

Sheet 1 of 1

Document No._____

C.S.M. No._____ V._____ P._____

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

RESOLUTION #2020-28

REVIEW OF THE ANNUAL WASTEWATER TREATMENT PLANT COMPLIANCE MAINTENANCE REPORT

The Common Council of the City of Waterloo, Wisconsin does hereby resolve as follows:

WHEREAS, the Waterloo Water & Light Commission and the City of Waterloo Common Council has reviewed the annual Wastewater Treatment Plant Compliance Maintenance Report, which accompanies this resolution;

THEREFORE, BE IT RESOLVED, that the City of Waterloo Common Council informs the Wisconsin Department of Natural Resources that appropriate actions will continue to be taken to maintain and exceed compliance measures.

PASSED AND ADOPTED this ___ day of June 2020.

City of Waterloo

Signed: _____
Jenifer Quimby, Mayor

Attest:

_____
Morton J. Hansen
Clerk/Treasurer

SPONSOR(S) – Utility Superintendent & Utility Commission
FISCAL NOTE – none provided

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020 Reporting For: **2019**

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	0.5324	x	355	x	8.34	=	1,575
February	0.5159	x	391	x	8.34	=	1,683
March	0.6029	x	335	x	8.34	=	1,686
April	0.5543	x	471	x	8.34	=	2,175
May	0.6373	x	443	x	8.34	=	2,355
June	0.5149	x	404	x	8.34	=	1,736
July	0.5113	x	517	x	8.34	=	2,206
August	0.4825	x	480	x	8.34	=	1,933
September	0.5090	x	421	x	8.34	=	1,785
October	0.6286	x	371	x	8.34	=	1,945
November	0.5664	x	414	x	8.34	=	1,957
December	0.5345	x	353	x	8.34	=	1,572

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	.509	x	90	=	0.4581
		x	100	=	.509
Design BOD, lbs/day	1967	x	90	=	1770.3
		x	100	=	1967

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	1	1	0	0
February	1	1	1	0	0
March	1	1	1	0	0
April	1	1	1	1	1
May	1	1	1	1	1
June	1	1	1	0	0
July	1	1	1	1	1
August	1	1	0	1	0
September	1	1	0	1	0
October	1	1	1	1	0
November	1	1	1	1	0
December	1	1	1	0	0
Points per each		2	1	3	2
Exceedances		12	10	7	3
Points		24	10	21	6
Total Number of Points					**61**

61

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020 Reporting For: **2019**

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

● Yes Enter last calibration date (MM/DD/YYYY)

12/5/19

○ No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

● Yes

○ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

● Yes

○ No

If Yes, please explain:

Let a new company know about the ordinance and how to find it on the website.

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks	Holding Tanks	Grease Traps
● Yes	● Yes	○ Yes
○ No	○ No	● No

5.2 Did you receive septage at your faclity? If yes, indicate volume in gallons.

Septic Tanks

● Yes 212980 gallons

○ No

Holding Tanks

● Yes 318600 gallons

○ No

Grease Traps

○ Yes 0 gallons

● No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

D.O. went down when they opened the valve too far, we set a number on fast they unload.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

● Yes

○ No

If yes, describe the situation and your community's response.

We had set up meetings with that company to talk about the issues and how they affect the plant process.

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020 Reporting For: **2019**

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

- ○ Yes
- ● No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

Total Points Generated	61
Score (100 - Total Points Generated)	39
Section Grade	**F**

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020 Reporting For: **2019**

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	24	21.6	1	1	0	0
February	24	21.6	2	1	0	0
March	24	21.6	2	1	0	0
April	24	21.6	3	1	0	0
May	24	21.6	4	1	0	0
June	24	21.6	3	1	0	0
July	12	10.8	4	1	0	0
August	12	10.8	2	1	0	0
September	12	10.8	2	1	0	0
October	12	10.8	2	1	0	0
November	24	21.6	3	1	0	0
December	24	21.6	3	1	0	0
* Equals limit if limit is <= 10						
Months of discharge/yr				12		
Points per each exceedance with 12 months of discharge					7	3
Exceedances					0	0
Points					0	0
Total number of points						**0**

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

Set up meetings with a company to discuss plant issues.

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

● Yes Enter last calibration date (MM/DD/YYYY)

12/5/2019

○ No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

Settling in the basins and fat build up in the sand filters

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

● Yes

○ No

If Yes, please explain:

Chloride limits where over at a pickle company cleaning tanks

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?

- ○ Yes
- ● No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?

- ○ Yes
- ○ No
- ● N/A

Please explain unless not applicable:

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020 Reporting For: **2019**

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	24	21.6	1	1	0	0
February	24	21.6	2	1	0	0
March	24	21.6	3	1	0	0
April	24	21.6	3	1	0	0
May	24	21.6	3	1	0	0
June	24	21.6	4	1	0	0
July	12	10.8	5	1	0	0
August	12	10.8	3	1	0	0
September	12	10.8	2	1	0	0
October	12	10.8	2	1	0	0
November	24	21.6	4	1	0	0
December	24	21.6	3	1	0	0
* Equals limit if limit is <= 10						
Months of Discharge/yr				12		
Points per each exceedance with 12 months of discharge:					**7**	**3**
Exceedances					0	0
Points					0	0
Total Number of Points						**0**

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

None known

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020 Reporting For: **2019**

Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceedance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceedance
January	11		.09133333	0					
February	11		.1125	0					
March	11		.1075	0					
April	11		.06384615	4 0					
May	11		1.49642857	1 0					
June	11		6.451666667	0					
July	7.8		2.177857143	0					
August	7.8		.282307692	0					
September	7.8		.256666667	0					
October	11		.13533333	3 0					
November	11		2.154166667	0					
December	11		1.03384615	4 0					

Points per each exceedance of Monthly average:	10
Exceedances, Monthly:	0
Points:	0
Points per each exceedance of weekly average (when there is no monthly average):	2.5
Exceedances, Weekly:	0
Points:	0
Total Number of Points	**0**

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

None known

0

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020 Reporting For: **2019**

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.494	1	0
February	1	0.924	1	0
March	1	0.965	1	0
April	1	0.609	1	0
May	1	0.659	1	0
June	1	0.800	1	0
July	1	0.846	1	0
August	1	0.741	1	0
September	1	0.681	1	0
October	1	0.689	1	0
November	1	0.528	1	0
December	1	0.404	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				**10**
Exceedances				0
Total Number of Points				**0**

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.
Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

None known

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020 Reporting For: **2019**

Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- ☐ Land applied under your permit
- ☐ Publicly Distributed Exceptional Quality Biosolids
- ☒ Hauled to another permitted facility
- ☐ Landfilled
- ☐ Incinerated
- ☐ Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 005 - CAKE SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75														0	0
Cadmium		39	85														0	0
Copper		1500	4300														0	0
Lead		300	840														0	0
Mercury		17	57														0	0
Molybdenum	60		75													0		0
Nickel	336		420													0		0
Selenium	80		100													0		0
Zinc		2800	7500														0	0

Outfall No. 002 - LIQUID SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75	.0011													0	0
Cadmium		39	85	.00018													0	0
Copper		1500	4300	.0043													0	0
Lead		300	840	.0031													0	0
Mercury		17	57	.21													0	0
Molybdenum	60		75	.00097												0		0
Nickel	336		420	.0039												0		0
Selenium	80		100	.00047												0		0
Zinc		2800	7500	.018													0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- ● 0 (0 Points)
- ○ 1-2 (10 Points)
- ○ > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- ○ Yes

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020 Reporting For: **2019**

○ No (10 points) ○ N/A - Did not exceed limits or no HQ limit applies (0 points) ● N/A - Did not land apply biosolids until limit was met (0 points) 3.1.3 Number of times any of the metals exceeded the ceiling limits = 0 Exceedence Points ● 0 (0 Points) ○ 1 (10 Points) ○ > 1 (15 Points) 3.1.4 Were biosolids land applied which exceeded the ceiling limit? ○ Yes (20 Points) ● No (0 Points) 3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified? NA	**0**
6. Biosolids Storage 6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site? ● >= 180 days (0 Points) ○ 150 - 179 days (10 Points) ○ 120 - 149 days (20 Points) ○ 90 - 119 days (30 Points) ○ < 90 days (40 Points) ○ N/A (0 Points) 6.2 If you checked N/A above, explain why.	**0**
7. Issues 7.1 Describe any outstanding biosolids issues with treatment, use or overall management: None needed	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020 Reporting For: **2019**

Staffing and Preventative Maintenance (All Treatment Plants)

1. Plant Staffing

1.1 Was your wastewater treatment plant adequately staffed last year?

- ● Yes
- ○ No

If No, please explain:

Could use more help/staff for:

1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?

- ● Yes
- ○ No

If No, please explain:

2. Preventative Maintenance

2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?

- ● Yes (Continue with question 2) ☐☐
- ○ No (40 points)☐☐

If No, please explain, then go to question 3:

2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?

- ● Yes
- ○ No (10 points)

2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?

- ● Yes
  - ○ Paper file system
  - ○ Computer system
  - ● Both paper and computer system
- ○ No (10 points)

0

3. O&M Manual

3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?

- ● Yes
- ○ No

4. Overall Maintenance /Repairs

4.1 Rate the overall maintenance of your wastewater plant.

- ○ Excellent
- ● Very good
- ○ Good
- ○ Fair
- ○ Poor

Describe your rating:

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020

Reporting For: **2019**

We have a program on the computer that we follow for the maintenance of our equipment around the plant weekly.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020 Reporting For: **2019**

Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- ● Yes (0 points)
- ○ No (20 points)

Name: MICHAEL W KITELINGER

Certification No: 33696

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	X	NA	NA

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2019; subclass SS is basic level only.)

- ● Yes (0 points)
- ○ No (20 points)

0

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- ☒ One or more additional certified operators on staff
- ☐ An arrangement with another certified operator
- ☐ An arrangement with another community with a certified operator
- ☐ An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- ☐ A consultant to serve as your certified operator
- ☐ None of the above (20 points)

If "None of the above" is selected, please explain:

0

4. Continuing Education Credits

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020 Reporting For: **2019**

4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

OIT and Basic Certification:

- ○ Averaging 6 or more CECs per year.
- ○ Averaging less than 6 CECs per year.

Advanced Certification:

- ● Averaging 8 or more CECs per year.
- ○ Averaging less than 8 CECs per year.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020 Reporting For: **2019**

Financial Management

1. Provider of Financial Information

Name: Joy Bisco

Telephone: 920-478-2260 (XXX) XXX-XXXX

E-Mail Address (optional): jbisco@waterlooutilities.com

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

- ● Yes (0 points) ☐☐
- ○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?

Year: 2019

- ● 0-2 years ago (0 points) ☐☐
- ○ 3 or more years ago (20 points)☐☐
- ○ N/A (private facility)

2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

- ● Yes (0 points)
- ○ No (40 points)

0

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year: 2019

- ● 1-2 years ago (0 points)☐☐
- ○ 3 or more years ago (20 points)☐☐
- ○ N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR		$ 768,066.81
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)		$ 0.00
3.2.3 Adjusted January 1st Beginning Balance		$ 768,066.81
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	$ 46,783.02

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020 Reporting For: **2019**

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) - $ 108,196.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year $ 706,653.83

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Clarifier rebuilt

3.3 What amount should be in your Replacement Fund? $ 895,996.00 **0**

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

○ Yes

● No

If No, please explain.

Using the DNR alternate method in our 2018 sewer rate study with a 3 year funding plan.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

● Yes - If Yes, please provide major project information, if not already listed below.☐☐

○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Mixing station for Phosphorus removal	225000	2020
2	Adams St. project	174000	2021
3	Jefferson St. project sewer replacement.	232000	2022
4	Replacing sandfilters with Disk filtration system Phosphorus Upgrade	1900000	2022
5	Clarifier #1 Rehab	100000	2020

5. Financial Management General Comments

Engineers are currently working on a 20 year facilities plan

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 4

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020 Reporting For: **2019**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	3,838	
February	3,041	
March	2,143	
April	2,186	
May	2,495	
June	2,307	
July	2,901	
August	2,644	
September	3,357	
October	3,355	
November	3,296	
December	3,090	
Total	**34,653**	**0**
Average	**2,888**	**0**

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☐ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- ● No
- ○ Yes

Year:

By Whom:

Describe and Comment:

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/ Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/ Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	70,320	16.50	4,262	48.83	1,440	1,189
February	80,947	14.45	5,602	47.12	1,718	883
March	72,105	18.69	3,858	52.27	1,379	99
April	78,966	16.63	4,748	65.25	1,210	
May	87,179	19.76	4,412	73.01	1,194	
June	73,775	15.45	4,775	52.08	1,417	1
July	83,510	15.85	5,269	68.39	1,221	19
August	71,687	14.96	4,792	59.92	1,196	386
September	77,275	15.27	5,061	53.55	1,443	748
October	61,341	19.49	3,147	60.30	1,017	1,353
November	59,535	16.99	3,504	58.71	1,014	1,766
December	59,118	16.57	3,568	48.73	1,213	1,571
Total	**875,758**	**200.61**		**688.16**		**8,015**
Average	**72,980**	**16.72**	**4,417**	**57.35**	**1,289**	**802**

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- ☒ Aerobic Digestion
- ☐ Anaerobic Digestion
- ☐ Biological Phosphorus Removal
- ☐ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☐ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☒ Influent Pumping
- ☒ Mechanical Sludge Processing
- ☐ Nitrification
- ☒ SCADA System
- ☒ UV Disinfection
- ☒ Variable Speed Drives
- ☐ Other:

7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

None at this time

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

- ● No
- ○ Yes

If Yes, how is the biogas used (Check all that apply):

- ☐ Flared Off
- ☐ Building Heat
- ☐ Process Heat
- ☐ Generate Electricity
- ☐ Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

- ○ No
- ● Yes

☐ Entire facility

Year:

By Whom:

Describe and Comment:

☒ Part of the facility

Year: 2017

By Whom: Cory Nuly

Describe and Comment:

Led lighting

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020

Reporting For: **2019**

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020 Reporting For: **2019**

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ● Yes
- ○ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ● Yes
- ○ No (30 points)
- ○ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

To clean 25%of the collection system

Did you accomplish them?

- ○ Yes
- ● No

If No, explain:

No we had just taken over the collection system this year from DPW and have new help learning the procedure. We will be at 25% in 2020

☒ Organization [NR 210.23 (4) (b)]☐☐

Does this chapter of your CMOM include:

- ☐ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 6/28/2007

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
- ☒ New sewer and building sewer design, construction, installation, testing and inspection
- ☐ Rehabilitated sewer and lift station installation, testing and inspection
- ☐ Sewage flows satellite system and large private users are monitored and controlled, as necessary
- ☒ Fat, oil and grease control
- ☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- ☒ Equipment and replacement part inventories
- ☒ Up-to-date sewer system map

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020 Reporting For: **2019**

☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
☐ A description of routine operation and maintenance activities (see question 2 below)
☐ Capacity assessment program
☐ Basement back assessment and correction
☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)]☐☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
☒ Construction, Inspection, and Testing
☐ Others:

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)]☐☐

Does your emergency response capability include:

☒ Responsible personnel communication procedures
☐ Response order, timing and clean-up
☒ Public notification protocols
☐ Training
☐ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]☐☐

☐ Special Studies Last Year (check only those that apply):

☐ Infiltration/Inflow (I/I) Analysis
☐ Sewer System Evaluation Survey (SSES)
☐ Sewer Evaluation and Capacity Managment Plan (SECAP)
☐ Lift Station Evaluation Report
☐ Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	5	% of system/year
Root removal	0	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	3	% of system/year
Manhole inspections	12	% of system/year
Lift station O&M	4	# per L.S./year
Manhole rehabilitation	5	% of manholes rehabbed
Mainline rehabilitation	3	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020 Reporting For: **2019**

Private sewer I/I removal	0	% of private services
River or water crossings	1	% of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

46.34	Total actual amount of precipitation last year in inches
30.9	Annual average precipitation (for your location)
13.5	Miles of sanitary sewer
4	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
7	Number of basement backup occurrences
7	Number of complaints
.5496	Average daily flow in MGD (if available)
19.755	Peak monthly flow in MGD (if available)
.6372	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.52	Basement backups (number/sewer mile)
0.52	Complaints (number/sewer mile)
35.9	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
1.2	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **				
	Date	Location	Cause	Estimated Volume (MG)
None reported				

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- ○ Yes
- ● No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- ○ Yes

- No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

Depends on rain and snow events

5.4 What is being done to address infiltration/inflow in your collection system?

Replacing sewer lines when street projects are done. Checking manholes for leaks then getting them repaired.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	**A**

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020 Reporting For: **2019**

Grading Summary

WPDES No: 0030881

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	F	0	3	0
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			**37**	**136**
GRADE POINT AVERAGE (GPA) = 3.68				

Notes:
A = Voluntary Range (Response Optional)
B = Voluntary Range (Response Optional)
C = Recommendation Range (Response Required)
D = Action Range (Response Required)
F = Action Range (Response Required)

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: 6/9/2020 Reporting For: **2019**

Resolution or Owner's Statement

Name of Governing Body or Owner: City of Waterloo

Date of Resolution or Action Taken: 6/18/2020

Resolution Number: 2020-28

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = F

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A
(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS
(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)
G.P.A. = 3.68