



136 North Monroe Street, Waterloo, Wisconsin 53594-1198  
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**RESOLUTION #2012-40**

**Adopting A Municipal Purchasing Policy Exempting The Library And Waterloo Utilities**

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

**WHEREAS**, the Finance, Insurance & Personnel Committee crafted a purchase policy crafted existing policies from Sun Prairie, Baraboo and Reed City Michigan to replace a minimalist existing policy for the City of Waterloo; and,

**WHEREAS**, at the Committee recommends the policy as presented on this night to be applicable to all municipal departments with the exception of the Library and Waterloo Utilities.

**THEREFORE, BE IT RESOLVED**, the City of Waterloo Common Council hereby adopts the policy as recommended by the Committee and directs its implementation.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2020.

**City of Waterloo**

Signed: \_\_\_\_\_  
Jenifer Quimby, Mayor

Attest:

\_\_\_\_\_  
Morton Hansen, Clerk/Treasurer

SPONSOR(S) – Finance, Insurance & Personnel Committee  
FISCAL EFFECT – none.

<b>CITY OF WATERLOO</b>	<b>TITLE: PURCHASING POLICY</b>	
TARGET AUDIENCE: City Departments; City Employees; and other component units funded by City taxpayers or ratepayers, either in whole or in part; Community Development Authority; Vendors – except the Library and Waterloo Utilities	POLICY SOURCE: Finance Committee	
DATE APPROVED BY	DATE AMENDED BY COUNCIL:	

**SECTION I  
POLICY OBJECTIVES**

- 1.1 Objectives. The objectives of the City's Purchasing Policy are:
1. To ensure that materials, equipment and services are purchased at the lowest prices consistent with quality and performance.
  2. To provide adequate controls over City expenditures and financial commitments with proper documentation.
  3. To obtain quality goods required by City departments and to ensure that these goods are at the place needed at the time needed.
  4. To provide a standardized system of purchasing for use by all City departments.

**SECTION II  
COMPETITIVE BIDDING AND PURCHASING REQUIREMENTS**

- 2.1 Policy. It is the policy of the City of Waterloo to procure needed materials, equipment and services at the lowest cost consistent with quality and performance. Therefore, City purchases will be made only after price quotations have been obtained or attempted to have been obtained from different suppliers through either formal or informal means, if required pursuant to this Policy.
- 2.2 Purchasing Requirements. The process of making purchases varies depending on the total cost of the purchases.

Budgeted Cost	Authority Required	Purchasing Process	Competitive Requirement
Less than \$2,500	Department Director or designee	Submit Invoice	Documented periodic quotes or 2 informal quotes received verbally or by examining published prices
Over \$2,500 and less than \$25,000	Finance Committee	Submit Invoice	Unless required by State Statute, it shall be the Department Heads discretion on the method of obtaining bids and proposals. Options include invitations to bid and proposals by mail, email, publication in the official newspaper, telephone contacts or verbal requests. Purchases shall attempt to obtain bids or proposals from at least three vendors to ensure that comparison pricing is demonstrated.
Over \$25,000	City Council	Submit Invoice	Sealed bid opened publicly in response to city provided specs.

The staggering of purchases or dividing purchase to intentionally evade this policy is strictly prohibited.

Purchases under \$2,500. (1) Department Head, or designee, approval. (2) At least two informal (verbal) price quotations obtained prior to purchase; and (3) for items regularly purchases or by multiple departments, departments are encouraged to explore cooperative purchasing or purchasing in bulk.

Purchases of at least \$2,500 and under \$25,000. (1) Finance Committee approval. (2) Three written quotes.

Purchases greater than \$25,000. (1) Finance Committee approval. (2) Department Head or designee responsible for conducting public bid or RFP process with at least three bids. (3) Public construction projects with an estimated cost greater than \$25,000 must be let by contract to the lowest responsible bidder as required by Wisconsin State Statutes 62.15(1). Also, per statute 62.15 the City Council may by three-fourths vote provide an ordinance that any class of public construction project may be done directly by the city without submitting the project for bids.

2.3 Exceptions. The only exceptions to this Policy are:

1. Sole-source purchases (i.e., when only one known supplier is available): includes diagnostic vehicle repairs and warranty work that needs to be done by service providers equipped and trained for repairs on the make and model of equipment being repaired.
2. Emergency purchases and repairs covered by insurance proceeds.
3. Items purchased by State contract.
4. Purchases paid with grant funds which require specific purchasing procedures.
5. Professional services where the Mayor has waived bidding requirements.
6. Other justifications as identified by a Department Head and approved by the Mayor.
7. For purchases below \$1,000, the bidding/proposal process is waived although the purchaser is expected to compare prices for routine purchases and supplies. The intent is to look for quality and price over convenience, wherever practical.

2.4 Competitive Bidding Process. To assist Department Heads in the bidding process, templates are available from the Clerk/Treasurer for soliciting bids. Templates are also available for RFIs, RFPs and RFQs:

- *Request for Bid (RFB):* Commonly used when deliverables are commodities for which there are clear specifications and when price will be the primary determining factor.
- *Request for Information (RFI):* Commonly used to develop lists of qualified sellers and gain more input for resource availability.
- *Request for Proposal (RFP):* Commonly used when deliverables are not well-defined or when other selection criteria will be used in addition to price.
- *Request for Quotation (RFQ):* Commonly used when deliverables are commodities for which there are clear specifications and when price will be the primary determining factor. Unlike an RFB, this solicited price quote is used for comparison purposes and is not a formal bid for work.

2.5.1 Tie Bids. If two or more bids are in the same amount or unit price, quality, service and other factors deemed relevant being equal, the contract shall be awarded to a bidder whose principal place of business is located within the City limits, if any. If there is not a City of Waterloo bidder, the Department Head should award the contract to one of the tie bidders by cutting a deck of playing cards, with the highest card being awarded the bid.

2.5.2 Rejection of Bids. Department Heads have the authority to reject bids or parts of bids, or all bids, where the public interest will be served. In all cases, the Department Head has the authority to re-advertise and re-bid any proposed purchase or to reject all bids and to negotiate a purchase directly with any supplier if this procedure is deemed most advantageous to the City.

2.5.3 Bidders in Default to the City. A Department Head should not accept the bid of any supplier who is in default or delinquent in the payment of taxes, licenses, forfeitures, or any other moneys whatsoever due the City.

2.5.4 Selecting Bid. In addition to price, Department Heads may consider the following factors in selecting the acceptable bid:

1. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
4. The quality of performance of previous contracts or services by the bidder.
5. The previous and existing compliance by the bidder with laws and ordinance relating to the contract or service.
6. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
7. The quality, availability and adaptability of the supplies or contractual services to the particular use required.
8. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.
9. The number and scope of conditions attached to the bid.

### **SECTION III CENTRAL PURCHASING**

3.1 Policy. Many of the items purchased by the City are commonly used by all or several departments. By consolidating the needs of all departments, the City can take advantage of price discounts for large quantity orders of these items. Annual orders are encouraged. Department Heads and all purchasers are strongly encouraged to work together to coordinate purchases of common items between departments.

### **SECTION IV PURCHASE RELATED CHARGES AND ALLOWANCES**

4.1 Shipping and Freight. It is the policy of the City to avoid paying shipping charges whenever possible. If the City is to pay shipping charges, it may be billed at the time of invoicing. Purchasers, when obtaining price quotations, should inquire into applicable freight charges. Any charges to be paid by the City will be regarded as part of the price quotation when selecting the successful bidder and noted on the purchase requisition. Unless otherwise stated in the RFP/RFQ, all formal bids and proposals shall include freight and delivery charges, if any.

4.2 Sales Tax Exemption. The City is exempt from paying city, county and state sales tax. Purchasers have the responsibility to inform vendors of tax exempt status. Tax exempt forms are available

in the City Clerk/Treasurer's office. Invoices received by the City that include sales tax will be amended by reducing the amount of sales tax prior to payment.

- 4.3 Vendor Discounts. It is the policy of the City to take advantage of all available vendor discounts where possible.

## **SECTION V** **COOPERATIVE PURCHASING**

- 5.1 Policy. Cooperative purchasing between the City and the State of Wisconsin or between the City and other local governments can result in significant savings on the purchase price of many items. The Clerk/Treasurer shall have the authority to analyze the desirability of cooperative purchasing arrangements and to make recommendations to the Mayor. The City Council encourages cooperative purchasing but maintains the right to reject any or all such agreements. It is the policy of the City to enter into cooperative purchasing agreements when:
1. Substantial savings will result.
  2. Quality, availability, or service will not be sacrificed.
  3. The City will be separately billed for its purchases.
  4. Ordered items will be delivered directly to the City (unless otherwise agreed to).

## **SECTION VI** **CHARGE CARDS**

- 6.1 Department Use of Card. The following departments have employees that have been selected to receive credit charge cards in their name on behalf of the City: (1) Public Works Department; (2) Police Department; (3) Fire Department; (4) Parks Department and (5) Clerk/Treasurer's office.
- 6.2 Cardholder Responsibilities.
- Ensure that credit card is used in compliance with City Purchasing Policies.
  - Only authorized municipal employees may use a municipal credit card.
  - A municipal card may be used only for the purchase of goods and services for official business of the City of Waterloo.
  - The employee using the credit card must submit receipts and documentation detailing the goods and services purchased, cost, purchase date and the official business explanation thereof.
  - Above said receipts and documentation must be submitted to the Clerk/Treasurer's Office in a timely manner to reconcile against the monthly credit card statement.
  - The employee issued a card is responsible for its protection and custody and shall immediately notify the Clerk/Treasurer's office if the card is lost or stolen.
  - Card users must notify vendors and merchants that the card transaction should be exempt from state Sales Tax (IRS Tax Identification #39-6006400).
  - The card may not be used for cash advances, personal use or any other type of purchase not permitted under the City Purchasing Policy.
  - Employees must immediately surrender the card upon termination of employment. The City reserves the right to withhold final payroll checks and payouts of accrued leave time until the card is surrendered.
- 6.2.1 Examples of when the charge card MAY be used:
1. Lodging (*registering in advance and paying upon departure*).

2. Some transportation: Flights, car rentals, trains, inter-city buses (*see below for exceptions when card cannot be used in this category*).
3. Registration fees for conferences and seminars.
4. Costs associated with business-related training.
5. Online purchases for items such as government or business-related literature.
6. Meal costs (*including the standard 15% tip*).
  - a. Costs must follow the standards established in the City's Employee Handbook.
  - b. Group meetings where the City is paying (must receive prior approval of the Mayor whose approval means that it is appropriate for the City to pay the expense).
  - c. The City will allow tips up to 15% of the bill to be applied to the charge card. If a tip is made that is in excess of 15%, the overage should be left by the employee in cash and will not be recoverable from the City as a valid expense.
  - d. Employees do not need to obtain tax exemption for individual meals or groups up to three (3) people. Groups over three should try to obtain the tax exempt status. (See Tax Exemption section of this policy below.)

6.2.2 Examples of when the charge card MAY NOT be used:

1. Taxi fares, intra-city bus lines.
2. Tips, except when it is part of an approved meal cost.
3. Personal purchases of any kind.
4. Cash advances.

6.3 Employee Access to Credit Card. Department Heads are responsible for determining the individual(s) in their organization who will have a charge card. Employees may not make purchases without the prior knowledge of the Department Head. Approved employees will be required to sign an agreement that:

1. Acknowledges that they understand the purpose of the use of credit cards. Certifies that they have read and understand the City's Purchasing Policy,
2. Confirms that improper use of the card may result in disciplinary action up to and including termination of employment; and
3. Guarantees return of the card to the Department Head for reasons such as, but not limited to:
  - a. Change in duties,
  - b. Retirement,
  - c. Termination of employment,
  - d. Improper use, or
  - e. Any other sound reason determined by the Department Head or Mayor.

6.4 Tax Exemption. Purchases made on credit cards are still eligible for tax exemption. The City, as a government office, is exempt from paying tax on purchases. Those who will be issued cards will be given the tax exemption number. Certificates are available by contacting the Clerk/Treasurer's Office. The Purchaser is responsible to provide the vendor proof of the City's tax exempt status at the time the charge is incurred.

6.5 Automatic Payroll Deduction. If a meal (plus tip) purchase exceeds that which is allowed by the City's Travel Guidelines/Expense Reimbursement Policy, located in the Employee Handbook, or if an unauthorized charge occurs, or if a good faith attempt to receive a tax exemption is not made, the employee must immediately reimburse the difference between what is allowed and the dollar amount being charged to the Finance Department. If the employee does not submit

the difference to the Clerk/Treasurer's Office, that lack of action acts as the employee's permission for an automatic payroll deduction for the unauthorized charges or the amount in excess of what is allowed to be taken from the employees next payroll check.

6.6 Documentation. It will be necessary for the following rules to be followed:

1. Employees who use a City charge card shall, as soon as possible after making a purchase, submit supporting documentation to the Department Head. Supporting documentation may include:
  - a. The vendor's detailed sales receipt,
  - b. Itineraries,
  - c. Rental agreements,
  - d. Completed registration flyers,
  - e. Renewal notification letters,
  - f. Order confirmations.
2. Documentation must include the name of the vendor providing the goods or services, the date (and time for meal reimbursements), the employee(s) involved, the goods and services received, the amount, and the business purpose.
3. All sales documentation needs to be clearly marked as a charge card purchase with the department/card number indicated and the name of the employee who made the purchase.
4. Department Heads will approve the purchase that was made by placing an account code and signing the submitted documentation as they would with any other request for payment. Include the purchase order number on the invoice (if applicable).
5. The charge card statement will be mailed directly to the Clerk/Treasurer's office. All sales slips should be in the Accounts Payable Department by the time the statement gets here. Accounts Payable will match up the slips to the statement. Statements will only be distributed when information is missing.
6. Upon leaving employment, or when an employee no longer needs to have the charge card, the Department Head will be responsible for retrieving it. The Clerk/Treasurer or his/her designee will maintain a list of employees to whom cards have been issued. Department Heads therefore must inform the Clerk/Treasurer's office when it is necessary to either reassign a card or to remove the employee's name from the list of those who are holding a City charge card.

6.7. Loss of Privilege. If an employee exhibits non-compliance with these procedures, discipline for non-compliance may occur, up to an including the loss of privilege to use the charge card or termination. A Department Head has the right to establish additional restrictions on City charge card use within his/her respective department

## **SECTION VII**

### **FLEET FUEL CHARGE CARDS**

7.1. Department Use of Fleet Fuel Charge Cards. All fuel for City owned vehicles and equipment will be purchased using a fleet Fuel card. The following departments have been issued a fleet card for City owned vehicle or equipment: (1) Fire Department; (2) Police Department; (3) Public Works Department.

7.2 Department Head Responsibilities. The respective Department Head will be responsible for reporting and managing authorized users for their department to the Clerk/Treasurer.

- 7.3. Employee's Use of Fleet Charge Card. The Department Heads are responsible for determining the individual(s) in their organization who will have a fleet charge card. All purchases can and will be tracked by the department, vehicle and user.

The Department Head has the right to establish additional restrictions on City fleet charge card use within his/her respective department.

Fleet Charge Card using employees will be required to sign an agreement that:

1. Acknowledges that they understand the purpose of the program.
  2. Certifies that they have read and understand this Fleet Charge Card Policy Section of the City's Purchasing Policy.
  3. Confirms that improper use of the card may result in disciplinary action up to and including termination of employment; and
  4. Guarantees return of the card to the Clerk/Treasurer for reasons such as, but not limited to:
    - a. Change in duties,
    - b. Retirement,
    - c. Termination of employment,
    - d. Improper use, or
    - e. Any other sound reason determined by the Department Head or Mayor.
- 7.4 Automatic Payroll Deduction. If an unauthorized charge occurs, the employee must immediately reimburse the dollar amount being charged to the Clerk/Treasurer's office. If the employee does not submit payment, that lack of action acts as the employee's permission for an automatic payroll deduction for the unauthorized charges or the amount in excess of what is allowed to be taken from the employees next payroll check.
- 7.5 Documentation - It will be necessary for the following rules to be followed:
1. Employees who use a City fleet charge card shall, as soon as possible after making a purchase, submit supporting documentation to the Department Head. Supporting documentation may include:
    - a. The vendor's detailed sales receipt.
    - b. Documentation must include the name of the vendor providing the goods, the employee(s) involved, vehicle or equipment the fuel is for, the amount, and the date.
  2. Sales documentation needs to be clearly marked as a charge card purchase with the department/card number indicated and the name of the employee who made the purchase.
  3. Department Heads or designee will promptly place the approved charges in the Accounts Payable basket in the Clerk/Treasurer's office.
  4. Upon leaving employment or there is no longer a need for an individual to have a fleet charge card, the Department Head will be responsible for retrieving the card. The Clerk/Treasurer or designee will maintain a list of employees to whom cards have been issued. Department Heads therefore must inform the Clerk/Treasurer's office when it is necessary to either reassign a card or to remove the employee's name from the list of those who are holding a fleet charge card.

- 7.6 Loss of Privilege. If an employee exhibits non-compliance with these procedures, discipline for non-compliance may occur, up to and including the loss of privilege to use the charge card or

termination. A Department Head has the right to establish additional restrictions on City charge card use within his/her respective department.

**SECTION VIII**  
**SALE OF SURPLUS PROPERTY**

- 8.1. Tangible Property. City property is declared “surplus” when it is no longer necessary, practical or economical to be retained by the City. Department Heads are responsible for identifying surplus furniture, equipment, supplies, etc., in their departments. The Mayor or designee is responsible for the sale or disposal of all surplus property. The Mayor or designee shall determine the best method for sale or disposal of the surplus property. Such methods shall include internet postings on well-known sites such as eBay or Craigslist, public bid, public auction or private sale.
- 8.2. Police Unclaimed Property. In accordance with Wisconsin State Law, the Waterloo Police Department sells at public auction all lost, abandoned, unclaimed, forfeited or stolen property remaining in the possession of the Police Department for a period of six months without a lawful claimant, except that unclaimed bicycles may be auctioned after a three-month waiting period. The Police use the services of a public internet auction site.
- 8.3. Real Estate. Whenever City owned property is proposed for sale, there should be an internal review conducted by the Mayor and Department Head to determine whether the City may need the parcel in the future and for what purpose. The Mayor will then prepare a report for Plan Commission for review. The Plan Commission will consider the land sale request, along with the Mayor’s Report on the property, and then prepare a recommendation based on zoning or land use of the property. The Plan Commission recommendation will then be submitted to the Finance Committee who shall consider whether an appraisal is necessary, how the property may be disposed of, and then forwards a recommendation on to the City Council for final action. The Mayor is responsible for carrying out the Council’s actions for disposition of the property. Property may be disposed of by public auction, sealed bids, or by a mutual sales agreement.

**SECTION IX**  
**PURCHASING PARAMETERS**

- 9.1. Unbudgeted or Under-Budgeted Purchases. The Common Council, by way of a recommendation from the City’s Finance/Personnel Committee, must approve all non-budgeted purchases prior to purchasing. The Department Head must still comply with competitive bidding requirements and forward a completed purchase order with copies of bids or quotes received to the City Clerk/Treasurer.
- 9.2. Purchase Orders.
1. A Purchase Order may be issued by a Department Head for internal departmental tracking.
  2. The Clerk/Treasurer’s Office will review the invoices awaiting payment for accuracy, discounts available, erroneous sales tax charges and may make changes if errors are found.
  3. All financial obligations, after administrative review, shall be submitted to the Council for approval at the regular meetings of the Council. The Mayor is authorized to deviate from this point when it is in the best interests of the City to take advantage of discounts offered by suppliers or contractors, which if not pursued, would result in additional costs to the

municipality. Said payments shall be listed for Council approval also, but the checks may be released early if the in the best interest of the City.

**SECTION X**  
**PROCEDURES FOR CONTRACTED SERVICES AND OTHER CONTRACTED PURCHASES**

- 10.1 **Contracts Defined.** For purposes of this policy, “contracts” are defined as any document:
1. Requiring signature of statutory officers of the City.
  2. Expressly waiving liability of the vendor.
  3. Expressing a scope of service to be performed by the vendor.
  4. Placing conditions (other than payment) upon the City.
  5. Contracts also include lease agreements and memorandum of understandings (MOU’s).
- 10.2 **Competitive Bidding.** Department Heads must follow all competitive bidding requirements for procuring contracted services or purchases. However, a purchase order is not needed in these instances.
- 10.3 **Signatories.** The signatories for the City are the City Clerk/Treasurer, Deputy Clerk/Treasurer and Mayor, each of whom are authorized to execute the contracts without additional Council action; two of the three persons must sign each contract. Department Heads do not have legal standing to enter into contracts on behalf of the City unless expressly authorized to do so by the City Council.

The Mayor shall have authority to sign contracts to purchase vehicles or equipment without an additional signatory provided they are included in the annual budget and meet the guidelines of the purchasing policy.

- 10.4 **Contract Review.** All contracts must be reviewed by the City Attorney as to form prior to the execution of the contract. Department Heads should submit contracts to the City Attorney as soon as possible for timely review – ideally at least one business week prior to the execution date. All questions about whether a document is a contract should be directed to the City Attorney prior to execution of the document.

**SECTION XI**  
**EMERGENCY PURCHASES**

- 11.1 **Policy.** Emergency purchasing procedures should only be used when normal purchasing channels are not feasible. Emergency purchases may be made:
1. When there is a need for immediate delivery of items.
  2. To prevent delays in work or construction schedules.
  3. When there is an immediate threat to employees, public health or safety, or
  4. To meet emergencies rising from unforeseen causes.
  5. When there is an emergency declaration.
- 11.2 **Emergency Purchases over \$1,000.** For emergency purchases over \$1,000, the Department Head shall take the following steps:
1. Notify the Mayor of the emergency and receive a waiver of the provisions of the purchasing policy.

2. Complete a purchase requisition after the fact and document emergency status in the “Notes” section.

**SECTION XII**  
**GRANTS AS A REVENUE SOURCE**

- 12.1 **Policy.** Prior approval from the Finance/Personnel Committee is required when the grant requires a City matching contribution. Approval must be granted prior to the submission of the grant application. City matching contributions are defined to include any monetary contribution, change in service or staffing.

**SECTION XIII**  
**DONATION POLICY**

- 13.1 **Policy.** The purpose of this policy is to establish a formal process for acceptance and documentation of donations made to the City and to ensure compliance with applicable laws and accounting procedures. This policy supersedes other departmental policies regarding these issues. This policy provides guidance when individuals, community groups, and businesses wish to make donations to the City. This policy also establishes the standards for City employees and City officials regarding the acceptance of gifts and fundraising activities during the performance of City business.
- 13.2 **Types of Donations.** Donations may be offered in the form of cash, real or personal property. Designated donations are those donations that the donor specifies for a City department, location, or purpose. Undesignated donations are those donations that are given to the City for an unspecified use. Designated donations may only be accepted when they have a purpose consistent with the City’s goals and objectives and are in the best interest of the City of Waterloo.
- 13.3 **Acceptance of Donations.** Based on the value of the donation offered as outlined below, appropriate City staff shall review every donation and determine if the benefits to be derived warrant acceptance of the donation. The following points list the threshold amounts for donation acceptance.
  1. Offers of donations of cash or items valued at \$5,000 or below shall be considered for acceptance by the Department Head.
  2. Offers of donations of cash or items valued more than \$5,000 and up to \$50,000 shall be considered for acceptance by the Mayor. All donations over \$10,000 shall be reported to the City Council as informational.
  3. Offers of donations of cash or items valued more than \$50,000 shall be considered for acceptance by the City Council. Donations valued at more than \$50,000 require acceptance through a written agreement consistent with these guidelines and approved by the City Council.
- 13.4 **Acceptance of Designated Donations.** Prior to acceptance of designated donations, appropriate City staff will review the conditions of any designated donation and determine if the benefits to be derived warrant acceptance of the donation. Criteria for the evaluation include but are not limited to:
  1. Consideration of an immediate or initial expenditure required to accept the donation.

2. The potential and extent of the City's obligation to maintain, match, or supplement the donation; and
3. The need for the property, including where and what type of property it is.

13.5 Fundraising. Solicitation of voluntary contributions shall not violate the Code of Ethics for local officials under Wisconsin Statutes and City of Waterloo Code of Ordinances. In addition, no solicitation shall state or imply that a donation will influence or affect how the party is treated by City officer and employees.

1. All fundraising and solicitation efforts shall be consistent with the missions, goals, and mandates of the City. Solicitation for business, commercial, or personal reasons by City employees not directly related to City operations is prohibited. All donated funds or property become public property upon acceptance and shall be used or expended for public purposes.
2. All significant fundraising and solicitation efforts, as reasonably defined by the Mayor, which support City programs and projects shall be authorized by the City Council after prior review and recommendation by the appropriate oversight Committee, Commission or Board. Council authorization may include continuing authorization or authorization for a one-time only project.

13.6 Accounting. Following donation acceptance, the Department shall obtain written approval of Clerk/Treasurer or delegate regarding procedures to account for the donation. Said approval shall include proper accounting protocols for fundraising revenues and expenditures to be coordinated through the office of the Clerk/Treasurer. No Department shall be allowed to maintain a checking or savings account for fundraising activities that is separate from the City accounting system. The Clerk/Treasurer shall also be responsible for ensuring donated property is properly insured upon acceptance of said property.

13.7 Status of Donated Property. All donated property given to the City of Waterloo becomes the property of the City to oversee, maintain, and manage and may be used in the complete discretion of the City, unless the parameters of the donation specifically require otherwise. The City will decide when changes shall be made to any facility or materials, with no guarantee of donated items being retained. If personal property becomes obsolete, the City will attempt, if possible, to find another use for the property. The City is not required to maintain the property beyond its useful life. The City does not guarantee future funding for repair, maintenance, use or replacement of donated items.

13.8 Library Donations. All donations to the library are governed by the Library Board and its adopted policies.



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**RESOLUTION #2012-41**  
**Establishing And Funding A Blight Remediation Policy**

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

**WHEREAS**, the Community Development Authority (CDA) is charged with fighting blight in our community; and,

**WHEREAS**, at its 9/15/2020 meeting the CDA made a recommendation as submitted to the City Council on this night for the purpose of establishing and funding blight remediation efforts.

**THEREFORE, BE IT RESOLVED**, the City of Waterloo Common Council hereby adopts the policy as recommended by the Community Development Authority presented on this night, and it further directs the Finance, Insurance & Personnel Committee to include this policy initiative as part of its 2021 budget recommendation.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2020.

**City of Waterloo**

Signed: \_\_\_\_\_  
Jenifer Quimby, Mayor

Attest:

\_\_\_\_\_  
Morton Hansen, Clerk/Treasurer

SPONSOR(S) – Community Development Authority

FISCAL EFFECT – prioritizes a General Fund expenditure for Non-compliance Officer services.



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**TO:** MAYOR QUIMBY, COMMUNITY DEVELOPMENT AUTHORITY AND CITY COUNCIL

**FROM:** CLERK/TREASURER

**SUBJECT:** MAYOR'S REQUESTED DRAFT OF BLIGHT POLICY

**DATE:** SEPTEMBER 10, 2020

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## **Mayor's Requested Blight Policy Recommendation -- Draft**

Following up on the Mayor's August 31<sup>st</sup> request for a draft blight policy for consideration, I am forwarding this memo along with the attached email replying to Alder Petts, dated September 4, 2020.

The email covers a lot of territory including what is already in the municipal code and state law, along with pertinent definitions.

Like the City of Waterloo, the Village of Marshall has the company SAFEbuilt under contract for building inspection services. Marshall Village Administrator Judy Weter indicated the Village also contracts with SAFEbuilt for non-compliance issues. My conversation with Administrator Weter is the basis for this straight-forward policy recommendation.

### BLIGHT POLICY RECOMMENDATION - DRAFT

1. HIRE NON-COMPLIANCE OFFICER SERVICES. Beginning with the 2021 budget, levy taxes and budget expenditures in the amount of \$12,000 to bring SAFEbuilt under contract for blight and zoning non-compliance matters. Essentially this means purchasing \$12,000 of Non-Compliance Officer services.
  - a. Fund this new contract service activity in the General Fund.
  - b. Applying Marshall information, the anticipated hourly rate would be \$100/hour. The anticipated work time is 120 hours annually, an average of 10 hours per month.
2. COMMUNITY DEVELOPMENT AUTHORITY AS ENTITY TRACKING/MONITORING SERVICES PROVIDED. Have the City Council delegate the monthly review of the Non-Compliance Officer services to the Community Development Authority.



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

---

**NOTICE OF PUBLIC HEARING FOR CONDITIONAL USE PERMIT UNDER PROVISIONS  
OF CHAPTER §385-10 B(2) AND §385-10 B(3) OF THE ZONING CODE OF THE  
CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN**

Please take notice that the Plan Commission of the City of Waterloo, Jefferson County, Wisconsin, acting under provisions of Chapter §385-10 B (2) and §385-10 B (3) of the Zoning Code of the City of Waterloo, shall hold a public hearing on the matter of an application for a conditional use permit received from Newark Home Builders, the owner of the vacant parcels in the DeYoung Farm Subdivision under consideration.

The applicant is requesting a conditional use permit to allow the construction of multi-unit dwellings on each parcel described below. A conditional use permit is required for a dwelling unit number greater than one in this residential district.

The affected properties are described as follows:

- LOTS 1 THROUGH 6; DEYOUNG FARM SUBDIVISION
- LOTS 32 THROUGH 39; DEYOUNG FARM SUBDIVISION
- LOT 41 DEYOUNG FARM SUBDIVISION

Be further notified that the Plan Commission will hear all persons interested or their agents or attorneys concerning the conditional use permit application at a public hearing. The public hearing will be held at 7:00 p.m. on Wednesday, September 16, 2020 in the Council Chamber of the Municipal Building, 136 N. Monroe Street, Waterloo.

Subsequent to the public hearing, the Plan Commission shall recommend approval, denial, or conditional approval of the conditional use permit to the Common Council. The City Council will act on the Plan Commission's recommendation at its regular scheduled meeting on Thursday, September 17, 2020.

*M. Hansen*

Morton J. Hansen  
City Clerk/Treasurer

Pub: The Courier: September 3, 2020 & September 10, 2020

# DEYOUNG FARM

LOCATED IN OUTLOT 169 AND 170 OF THE ASSESSOR'S PLAT OF THE VILLAGE OF WATERLOO, AND PART OF THE NORTHEAST QUARTER AND THE SOUTHWEST QUARTER OF SECTION 7, ALL OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 7, PART OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 7, AND PART OF THE NORTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 7, ALL IN TOWNSHIP 8 NORTH, RANGE 13 EAST, CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN.

SCALE 1 ONE INCH = ONE HUNDRED FEET  
 TOTAL PLAT AREA = 3,046,182 SQ. FT.  
 (69.5514 ACRES)

**LEGEND**

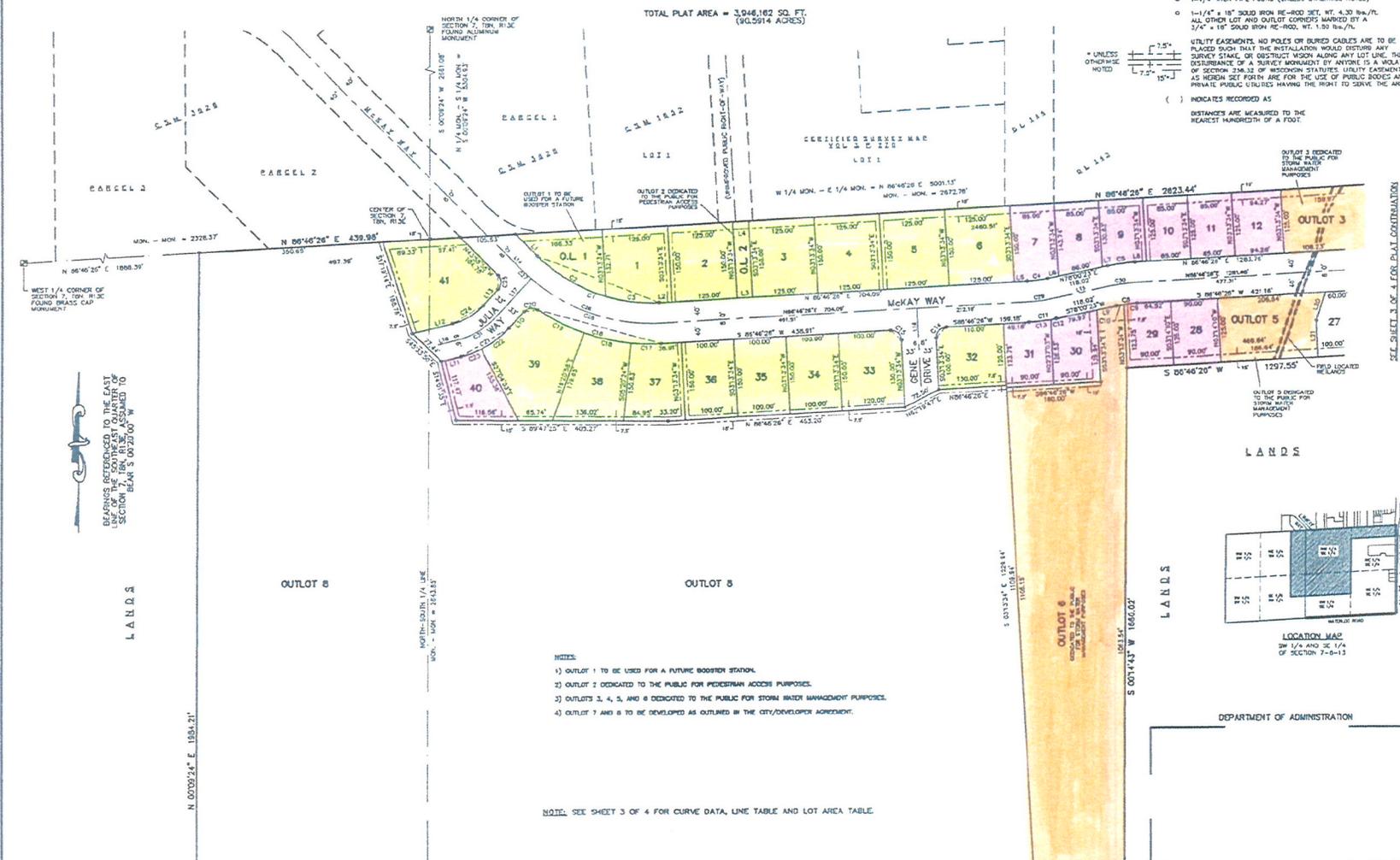
- 1-1/4" IRON PIPE FOUND (UNLESS OTHERWISE NOTED)
- 1-1/4" x 18" SOLID IRON RE-ROD SET, WT. 4.30 lbs./ft.
- 3/4" x 18" SOLID IRON RE-ROD, WT. 1.90 lbs./ft.

UNLESS OTHERWISE NOTED

UTILITY EASEMENTS, NO POLES OR BURIED CABLES ARE TO BE PLACED SUCH THAT THE INSTALLATION WOULD OBSTRUCT ANY SURVEY STAKE OR OBSTRUCT WAGON ALONG ANY LOT LINE. THE DISTURBANCE OF A SURVEY MONUMENT BY ANYONE IS A VIOLATION OF SECTION 236.12 OF WISCONSIN STATUTES. UTILITY EASEMENTS AS HEREIN SET FORTH ARE FOR THE USE OF PUBLIC BODIES AND PRIVATE PUBLIC UTILITIES HAVING THE RIGHT TO SERVE THE AREA.

( ) INDICATES RECORDED AS

DISTANCES ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT.



- NOTES:**
- 1) OUTLOT 1 TO BE USED FOR A FUTURE BOOSTER STATION.
  - 2) OUTLOT 2 DEDICATED TO THE PUBLIC FOR PEDESTRIAN ACCESS PURPOSES.
  - 3) OUTLOTS 3, 4, 5, AND 6 DEDICATED TO THE PUBLIC FOR STORM WATER MANAGEMENT PURPOSES.
  - 4) OUTLOT 7 AND 8 TO BE DEVELOPED AS OUTLINED IN THE CITY/DEVELOPER AGREEMENT.

NOTE: SEE SHEET 3 OF 4 FOR CURVE DATA, LINE TABLE AND LOT AREA TABLE.

SEE SHEET 2 OF 4 FOR PLAT CONTINUATION

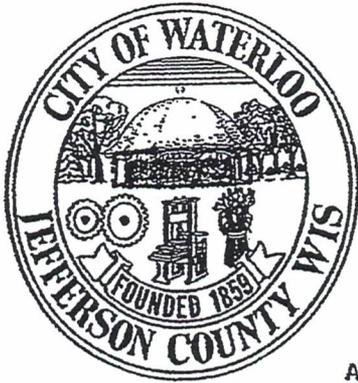
projects\HUS03\dwg\111505-Flnd\_Plat\PHASE1\Revised\plot-HUS03-1-phasel-revised.dwg

HUS03  
 SHEET 1 OF 4

R-1 SINGLE FAMILY

R-2 SINGLE FAMILY

CON CONSERVANCY



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

APPLICATION FOR CONDITIONAL USE PERMIT

(Review and Action by City Plan Commission/Common Council)

Number: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Location of Property: 635 MCKAY WAY

Applicant: PETRY TRUST NO. 1989

Address: P.O. BOX 80 BELLEVILLE WI 53508 Telephone: 608-289-7874

Owner of Property: SAME AS APPLICANT

Address: '' Telephone: ''

Contractor: NEWARK HOMEBUILDERS LLC

Address: P.O. BOX 80 BELLEVILLE WI 53508 Telephone: 608-289-7874

Architect or Professional Engineer: N/A

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Legal Description of Property: LOT 2 DEYOUNG FARM

Land Parcel Size: 125x150 Present Use: VACANT LOT Zoning District: R-2

Type of Existing Structure (if any): NONE

Proposed Use of the Structure or Site: 4-FAMILY DWELLING Number of Employees: N/A

TERMS OF MUNICIPAL CODE

385-10 R-2 ZONING DISTRICT  
PERMITS TWO-FAMILY OR  
MULTI-FAMILY DWELLINGS

CONDITIONAL USE REQUESTED

MULTI-FAMILY DWELLING

Specify Reason(s) for Application: (for example, insufficient lot area, setback, etc.)  
R-2 ZONING DISTRICTS PERMITS TWO-FAMILY OR MULTI-FAMILY  
DWELLING VIA A CONDITIONAL USE PERMIT.

ATTACH THE FOLLOWING:

Site plan showing the area involved, its location, dimensions, elevations, drainage, parking, etc., and location of adjacent structures within 200 feet.

Date: 9/9/2020

Mike Haegle  
Signature of Applicant

**CITY OF WATERLOO  
PLAN COMMISSION APPLICATION  
ARCHITECTURAL DESIGN REVIEW**

Date 9/9/2020

The following information must be submitted one week prior to any Plan Commission meeting for staff review and agenda placement. The Plan Commission meets the 4th Tuesday of each month at 7:00 PM in the Council Chambers of City Hall, 136 North Monroe Street, Waterloo, WI 53594. In addition to this form, required fee, and three (3) sets of plans, the attached Checklist is required to be submitted two weeks in advance.

Project Address 635 MCKAY WAY

Applicant Name PETRY TRUST NO. 1989 Phone 608-289-7874

Address P.O. BOX 80 BELLEVILLE WI 53508

Owner Name SAME AS APPLICANT Phone "

Address "

Describe Project 4-FAMILY DWELLING

Zoning R2 Conforming Use MULTI-FAMILY DWELLING

Date Received \_\_\_\_\_ Hearing Date \_\_\_\_\_

Fee \_\_\_\_\_ Received By \_\_\_\_\_

Mike Hagele  
APPLICANT SIGNATURE

PLAN REQUIREMENTS LIST FOR ALL REVIEWS AND COMMENTS:

Three (3) sets of plans, with all information as listed on the Checklist

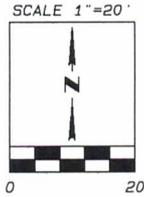
If applicable:

- Sign
- Timetable
- Pictures

# LOT LAYOUT PLAN

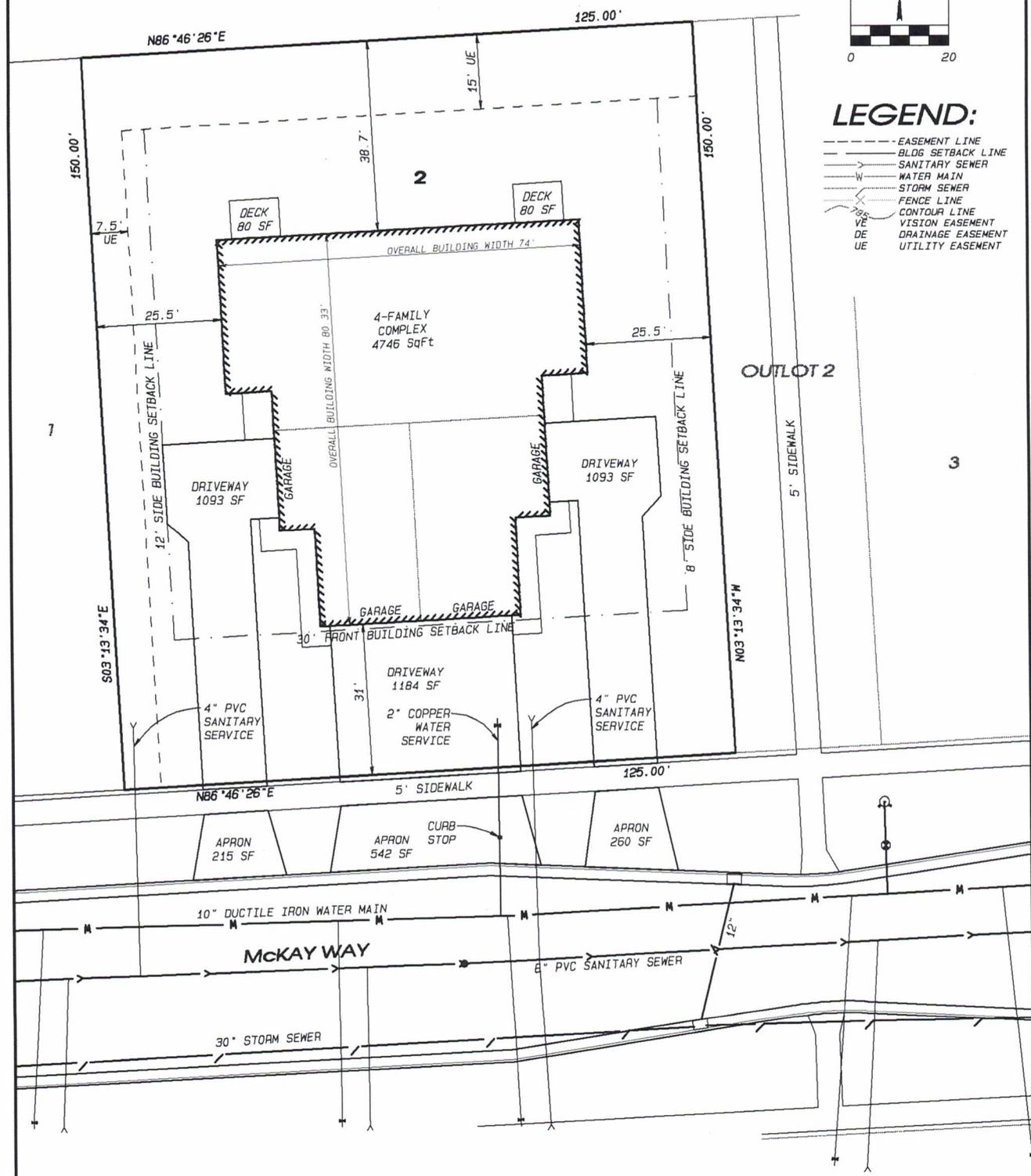
LOT 2 OF DEYOUNG FARM, LOCATED IN OUTLOT 169 AND 170 OF THE ASSESSOR'S PLAT OF THE VILLAGE OF WATERLOO, AND PART OF THE NE 1/4 AND THE SE 1/4 OF THE SW 1/4 OF SECTION 7, ALL OF THE NW 1/4 OF THE SE 1/4 OF SECTION 7, PART OF THE SW 1/4 OF THE SE 1/4 OF SECTION 7, AND PART OF THE NE 1/4 OF THE SE 1/4 OF SECTION 7, ALL IN T.8N., R.13E OF THE 4TH PM., CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN.

Member  
 To Obtain Location of  
 Participants Underground  
 Facilities Before You  
 Dig in Wisconsin  
**CALL DIGGERS  
 HOTLINE**  
 1-800-242-8511  
 Wis Statute 182.0175 (1974)  
 Requires Min. 3 Work Days  
 Notice Before You Excavate



## LEGEND:

- EASEMENT LINE
- BLDG SETBACK LINE
- SANITARY SEWER
- WATER MAIN
- STORM SEWER
- FENCE LINE
- CONTOUR LINE
- VE VISION EASEMENT
- DE DRAINAGE EASEMENT
- UE UTILITY EASEMENT



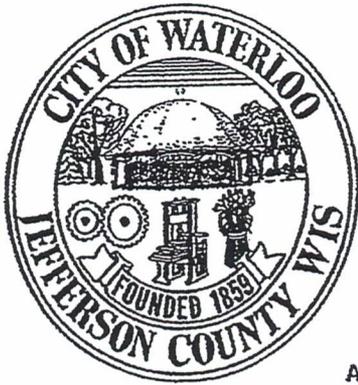
NOTES:  
 THE BEARINGS AND DISTANCES SHOWN ARE TAKEN FROM PLAT DATA. A PLAT OF SURVEY WAS NOT PERFORMED.  
 STREET, CURB, WALK, AND UTILITY LOCATIONS, AND THEIR GRADES SHOWN ARE TAKEN FROM STREET CONSTRUCTION PLANS. CONTRACTOR MUST FIELD VERIFY LOCATIONS.

**Combs & Associates**

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- CIVIL ENGINEERING

109 N. Milwaukee St.  
 Janesville, WI 53548  
 www.combsurvey.com

tel: 608 752-0575  
 fax: 608 752-0534



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198  
Phone (920) 478-3025  
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APPLICATION FOR CONDITIONAL USE PERMIT

(Review and Action by City Plan Commission/Common Council)

Number: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Location of Property: 615 McKAY WAY

Applicant: PETRY TRUST NO. 1989

Address: P.O. BOX 80 BELLEVILLE WI 53508 Telephone: 608-289-7874

Owner of Property: SAME AS APPLICANT

Address: 11 Telephone: 11

Contractor: NEWARK HOMEBUILDERS LLC

Address: P.O. BOX 80 BELLEVILLE WI 53508 Telephone: 608-289-7874

Architect or Professional Engineer: N/A

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Legal Description of Property: LOT 3 DEYOUNG FARM

Land Parcel Size: 125x150 Present Use: VACANT LOT Zoning District: R-2

Type of Existing Structure (if any): NONE

Proposed Use of the Structure or Site: 4-FAMILY DWELLING Number of Employees: N/A

TERMS OF MUNICIPAL CODE

385-10 R-2 ZONING DISTRICT  
PERMITS TWO-FAMILY OR  
MULTI-FAMILY DWELLINGS

CONDITIONAL USE REQUESTED

MULTI-FAMILY DWELLING

Specify Reason(s) for Application: (for example, insufficient lot area, setback, etc.)  
R-2 ZONING DISTRICTS PERMITS TWO-FAMILY OR MULTI-FAMILY  
DWELLING VIA A CONDITIONAL USE PERMIT.

ATTACH THE FOLLOWING:

Site plan showing the area involved, its location, dimensions, elevations, drainage, parking, etc., and location of adjacent structures within 200 feet.

Date: 9/9/2020

Mike Haegle

Signature of Applicant

**CITY OF WATERLOO  
PLAN COMMISSION APPLICATION  
ARCHITECTURAL DESIGN REVIEW**

Date 9/9/2020

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Project Address 615 MCKAY WAY

Applicant Name PETRY TRUST NO. 1989 Phone 608-289-7874

Address P.O. BOX 80 BELLEVILLE WI 53508

Owner Name SAME AS APPLICANT Phone "

Address "

Describe Project 4-FAMILY DWELLING

Zoning R-2 Conforming Use MULTI-FAMILY DWELLING

Date Received \_\_\_\_\_ Hearing Date \_\_\_\_\_

Fee \_\_\_\_\_ Received By \_\_\_\_\_

Mike Haegle  
APPLICANT SIGNATURE

PLAN REQUIREMENTS LIST FOR ALL REVIEWS AND COMMENTS:

Three (3) sets of plans, with all information as listed on the Checklist

If applicable:

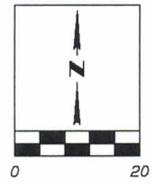
- Sign
- Timetable
- Pictures

# LOT LAYOUT PLAN

LOT 3 OF DEYOUNG FARM, LOCATED IN OUTLOT 169 AND 170 OF THE ASSESSOR'S PLAT OF THE VILLAGE OF WATERLOO, AND PART OF THE NE 1/4 AND THE SE 1/4 OF THE SW 1/4 OF SECTION 7, ALL OF THE NW 1/4 OF THE SE 1/4 OF SECTION 7, PART OF THE SW 1/4 OF THE SE 1/4 OF SECTION 7, AND PART OF THE NE 1/4 OF THE SE 1/4 OF SECTION 7, ALL IN T.8N., R.13E OF THE 4TH PM., CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN.

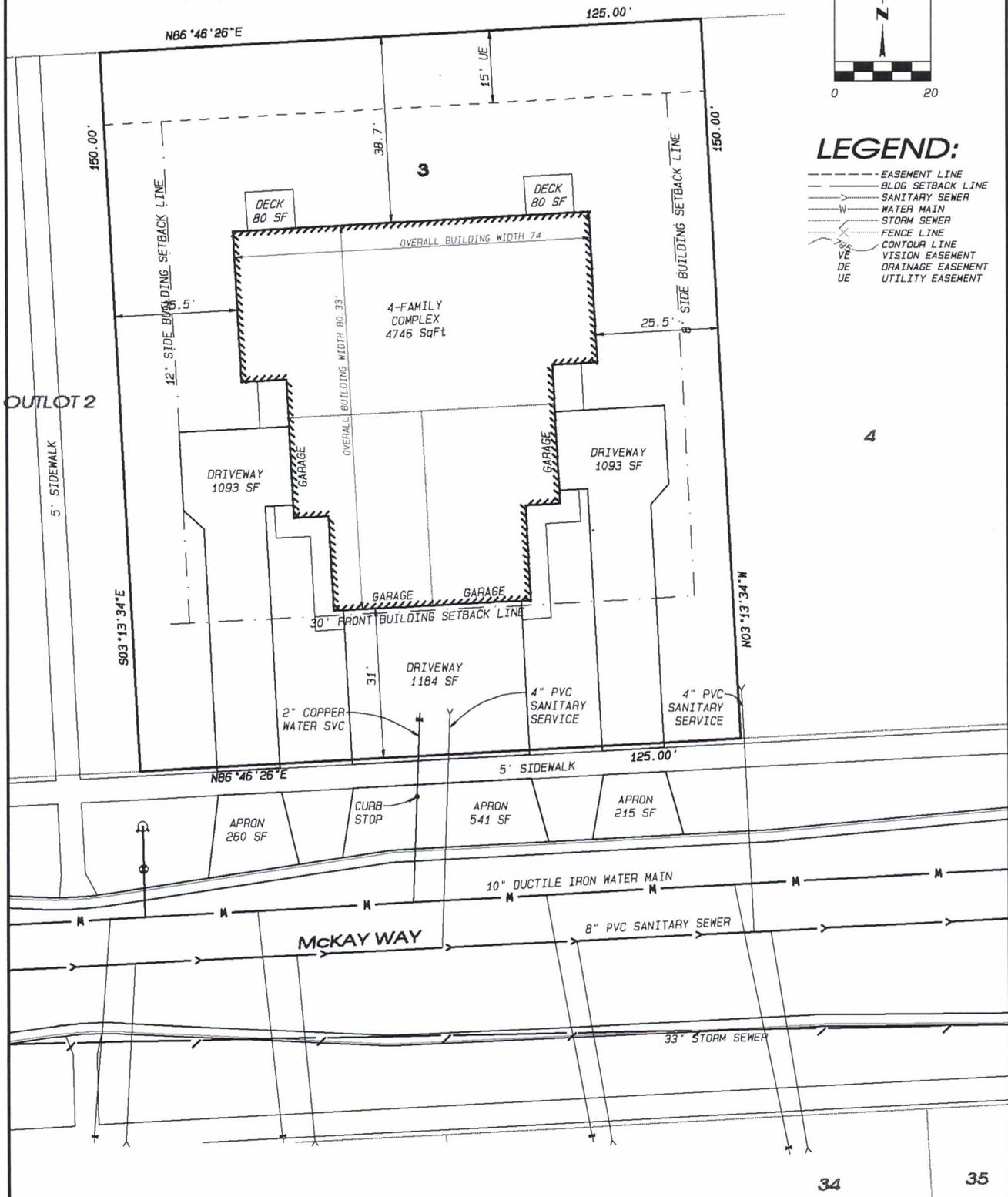

  
 To Obtain Location of Participants Underground Facilities Before You Dig in Wisconsin  
**CALL DIGGERS HOTLINE**  
 1-800-242-8511  
 Wis Statute 182.0175 (1974)  
 Requires Min. 3 Work Days Notice Before You Excavate

SCALE 1"=20'



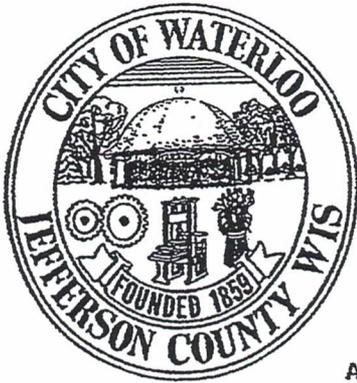
## LEGEND:

- EASEMENT LINE
- - - BLDG SETBACK LINE
- - - SANITARY SEWER
- - - WATER MAIN
- - - STORM SEWER
- - - FENCE LINE
- - - CONTOUR LINE
- - - VISION EASEMENT
- - - DRAINAGE EASEMENT
- - - UTILITY EASEMENT



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

APPLICATION FOR CONDITIONAL USE PERMIT

(Review and Action by City Plan Commission/Common Council)

Number: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Location of Property: 605 MCKAY WAY

Applicant: PETRY TRUST NO. 1989

Address: P.O. BOX 80 BELLEVILLE WI 53508 Telephone: 608-289-7874

Owner of Property: SAME AS APPLICANT

Address: 11 Telephone: 11

Contractor: NEWARK HOMEBUILDERS LLC

Address: P.O. BOX 80 BELLEVILLE WI 53508 Telephone: 608-289-7874

Architect or Professional Engineer: N/A

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Legal Description of Property: LOT 4 DEYOUNG FARM

Land Parcel Size: 125X150 Present Use: VACANT LOT Zoning District: R-2

Type of Existing Structure (if any): NONE

Proposed Use of the Structure or Site: 4-FAMILY DWELLING Number of Employees: N/A

TERMS OF MUNICIPAL CODE

385-10 R-2 ZONING DISTRICT  
PERMITS TWO-FAMILY OR  
MULTI-FAMILY DWELLINGS

CONDITIONAL USE REQUESTED

MULTI-FAMILY DWELLING

Specify Reason(s) for Application: (for example, insufficient lot area, setback, etc.)  
R-2 ZONING DISTRICTS PERMITS TWO-FAMILY OR MULTI-FAMILY  
DWELLING VIA A CONDITIONAL USE PERMIT.

ATTACH THE FOLLOWING:

Site plan showing the area involved, its location, dimensions, elevations, drainage, parking, etc., and location of adjacent structures within 200 feet.

Date: 9/9/2020

Mike Haegle

Signature of Applicant

**CITY OF WATERLOO  
PLAN COMMISSION APPLICATION  
ARCHITECTURAL DESIGN REVIEW**

Date 9/9/2020

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Project Address 605 MCKAY WAY  
Applicant Name PETRY TRUST NO. 1989 Phone 608-289-7874  
Address P.O. BOX 80 BELLEVILLE WI 53508  
Owner Name SAME AS APPLICANT Phone "  
Address "  
Describe Project 4-FAMILY DWELLING

Zoning R-2 Conforming Use MULTI-FAMILY DWELLING  
Date Received \_\_\_\_\_ Hearing Date \_\_\_\_\_  
Fee \_\_\_\_\_ Received By \_\_\_\_\_

Mike Hoegel  
APPLICANT SIGNATURE

PLAN REQUIREMENTS LIST FOR ALL REVIEWS AND COMMENTS:

Three (3) sets of plans, with all information as listed on the Checklist

If applicable:

- Sign
- Timetable
- Pictures

# LOT LAYOUT PLAN

LOT 4 OF DEYOUNG FARM, LOCATED IN OUTLOT 169 AND 170 OF THE ASSESSOR'S PLAT OF THE VILLAGE OF WATERLOO, AND PART OF THE NE 1/4 AND THE SE 1/4 OF THE SW 1/4 OF SECTION 7, ALL OF THE NW 1/4 OF THE SE 1/4 OF SECTION 7, PART OF THE SW 1/4 OF THE SE 1/4 OF SECTION 7, AND PART OF THE NE 1/4 OF THE SE 1/4 OF SECTION 7, ALL IN T.8N., R.13E OF THE 4TH PM., CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN.

Member  
Excav System International

To Obtain Location of Participants Underground Facilities Before You Dig in Wisconsin

CALL DIGGERS HOTLINE  
1-800-242-8511

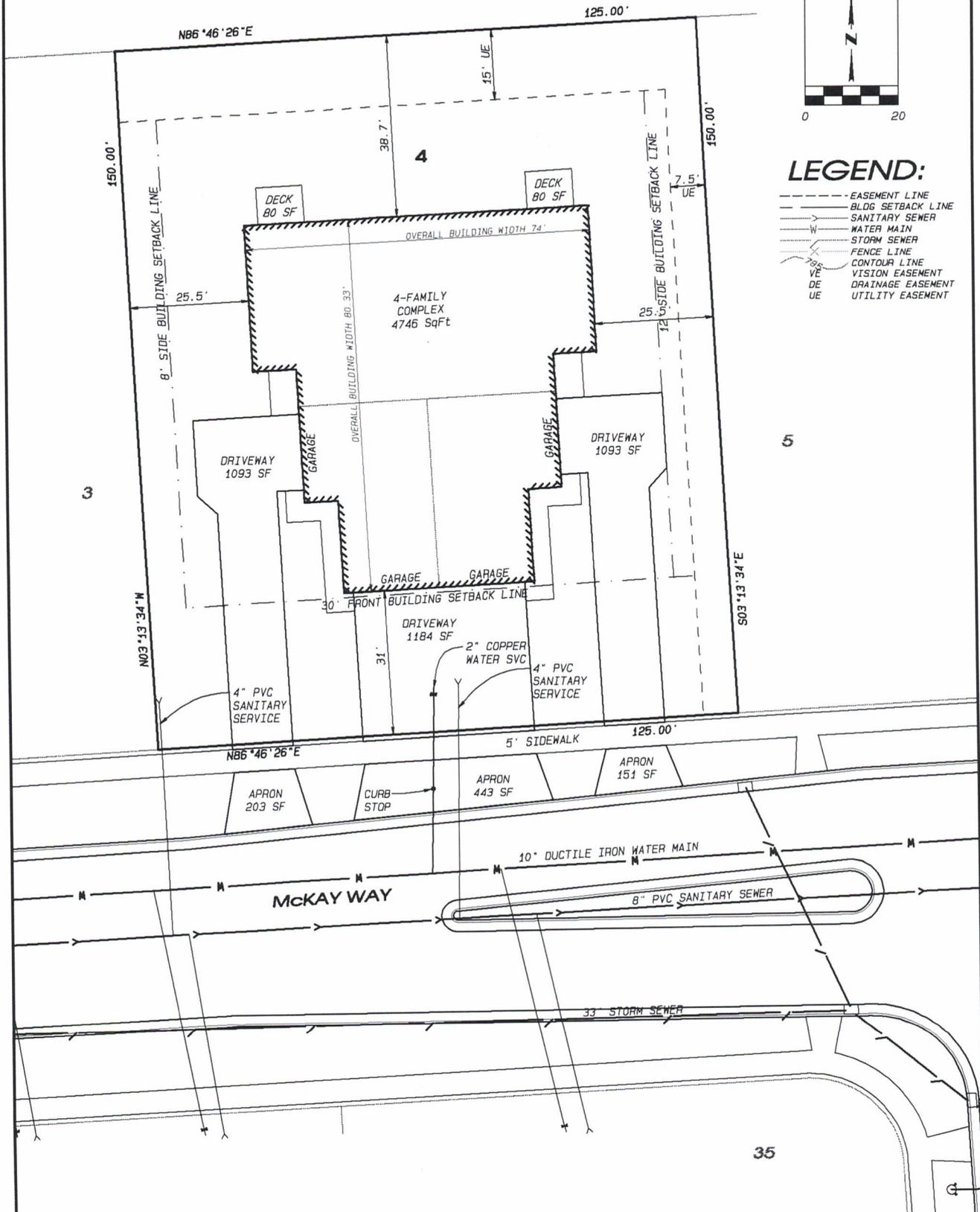
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Requires Min. 3 Work Days  
Notice Before You Excavate

SCALE 1"=20'



## LEGEND:

- EASEMENT LINE
- - - BLDG SETBACK LINE
- - - SANITARY SEWER
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- - - UTILITY EASEMENT



**NOTES:**

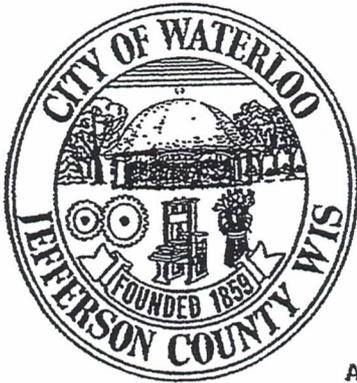
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STREET, CURB, WALK, AND UTILITY LOCATIONS, AND THEIR GRADES SHOWN ARE TAKEN FROM STREET CONSTRUCTION PLANS. CONTRACTOR MUST FIELD VERIFY LOCATIONS.

**Combs & Associates**

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Phone (920) 478-3025  
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APPLICATION FOR CONDITIONAL USE PERMIT

(Review and Action by City Plan Commission/Common Council)

Number: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Location of Property: 555 MCKAY WAY

Applicant: PETRY TRUST NO. 1989

Address: P.O. BOX 80 BELLEVILLE WI 53508 Telephone: 608-289-7874

Owner of Property: SAME AS APPLICANT

Address: 11 Telephone: 11

Contractor: NEWARK HOMEBUILDERS LLC

Address: P.O. BOX 80 BELLEVILLE WI 53508 Telephone: 608-289-7874

Architect or Professional Engineer: N/A

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Legal Description of Property: LOT 5 DEYOUNG FARM

Land Parcel Size: 125X150 Present Use: VACANT LOT Zoning District: R-2

Type of Existing Structure (if any): NONE

Proposed Use of the Structure or Site: 4-FAMILY DWELLING Number of Employees: N/A

TERMS OF MUNICIPAL CODE

385-10 R-2 ZONING DISTRICT  
PERMITS TWO-FAMILY OR  
MULTI-FAMILY DWELLINGS

CONDITIONAL USE REQUESTED

MULTI-FAMILY DWELLING

Specify Reason(s) for Application: (for example, insufficient lot area, setback, etc.)  
R-2 ZONING DISTRICTS PERMITS TWO-FAMILY OR MULTI-FAMILY  
DWELLING VIA A CONDITIONAL USE PERMIT.

ATTACH THE FOLLOWING:

Site plan showing the area involved, its location, dimensions, elevations, drainage, parking, etc., and location of adjacent structures within 200 feet.

Date: 9/9/2020

Mike Haegle

Signature of Applicant

**CITY OF WATERLOO  
PLAN COMMISSION APPLICATION  
ARCHITECTURAL DESIGN REVIEW**

Date 9/9/2020

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Project Address 555 MCKAY WAY

Applicant Name PETRY TRUST NO. 1989 Phone 608-289-7874

Address P.O. BOX 80 BELLEVILLE WI 53508

Owner Name SAME AS APPLICANT Phone "

Address "

Describe Project 4-FAMILY DWELLING

Zoning R-2 Conforming Use MULTI-FAMILY DWELLING

Date Received \_\_\_\_\_ Hearing Date \_\_\_\_\_

Fee \_\_\_\_\_ Received By \_\_\_\_\_

Mike Hoegede  
APPLICANT SIGNATURE

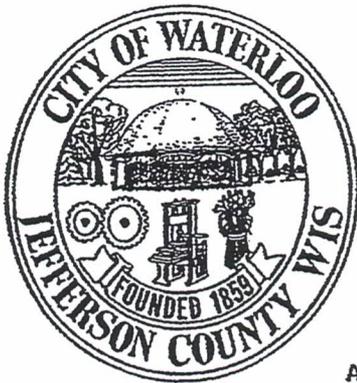
PLAN REQUIREMENTS LIST FOR ALL REVIEWS AND COMMENTS:

Three (3) sets of plans, with all information as listed on the Checklist

If applicable:

- Sign
- Timetable
- Pictures





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

APPLICATION FOR CONDITIONAL USE PERMIT

(Review and Action by City Plan Commission/Common Council)

Number: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Location of Property: 535 MCKAY WAY

Applicant: PETRY TRUST NO. 1989

Address: P.O. BOX 80 BELLEVILLE WI 53508 Telephone: 608-289-7874

Owner of Property: SAME AS APPLICANT

Address: 11 Telephone: 11

Contractor: NEWARK HOMEBUILDERS LLC

Address: P.O. BOX 80 BELLEVILLE WI 53508 Telephone: 608-289-7874

Architect or Professional Engineer: N/A

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Legal Description of Property: LOT 6 DEYOUNG FARM

Land Parcel Size: 125x150 Present Use: VACANT LOT Zoning District: R-2

Type of Existing Structure (if any): NONE

Proposed Use of the Structure or Site: 4-FAMILY DWELLING Number of Employees: N/A

TERMS OF MUNICIPAL CODE

385-10 R-2 ZONING DISTRICT  
PERMITS TWO-FAMILY OR  
MULTI-FAMILY DWELLINGS

CONDITIONAL USE REQUESTED

MULTI-FAMILY DWELLING

Specify Reason(s) for Application: (for example, insufficient lot area, setback, etc.)  
R-2 ZONING DISTRICTS PERMITS TWO-FAMILY OR MULTI-FAMILY  
DWELLING VIA A CONDITIONAL USE PERMIT.

ATTACH THE FOLLOWING:

Site plan showing the area involved, its location, dimensions, elevations, drainage, parking, etc., and location of adjacent structures within 200 feet.

Date: 9/9/2020

Mike Haegle

Signature of Applicant

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PLAN COMMISSION APPLICATION  
ARCHITECTURAL DESIGN REVIEW**

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Project Address 535 MCKAY WAY

Applicant Name PETRY TRUST NO. 1989 Phone 608-289-7874

Address P.O. BOX 80 BELLEVILLE WI 53508

Owner Name SAME AS APPLICANT Phone "

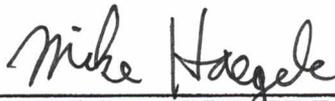
Address "

Describe Project 4-FAMILY DWELLING

Zoning R-2 Conforming Use MULTI-FAMILY DWELLING

Date Received \_\_\_\_\_ Hearing Date \_\_\_\_\_

Fee \_\_\_\_\_ Received By \_\_\_\_\_

  
\_\_\_\_\_  
APPLICANT SIGNATURE

PLAN REQUIREMENTS LIST FOR ALL REVIEWS AND COMMENTS:

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- Pictures

# LOT LAYOUT PLAN

LOT 6 OF DEYOUNG FARM, LOCATED IN OUTLOT 169 AND 170 OF THE ASSESSOR'S PLAT OF THE VILLAGE OF WATERLOO, AND PART OF THE NE 1/4 AND THE SE 1/4 OF THE SW 1/4 OF SECTION 7, ALL OF THE NW 1/4 OF THE SE 1/4 OF SECTION 7, PART OF THE SW 1/4 OF THE SE 1/4 OF SECTION 7, AND PART OF THE NE 1/4 OF THE SE 1/4 OF SECTION 7, ALL IN T.8N., R.13E OF THE 4TH PM., CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN.

Member of National Society of Professional Surveyors

To Obtain Location of Participants Underground Facilities Before You Dig in Wisconsin

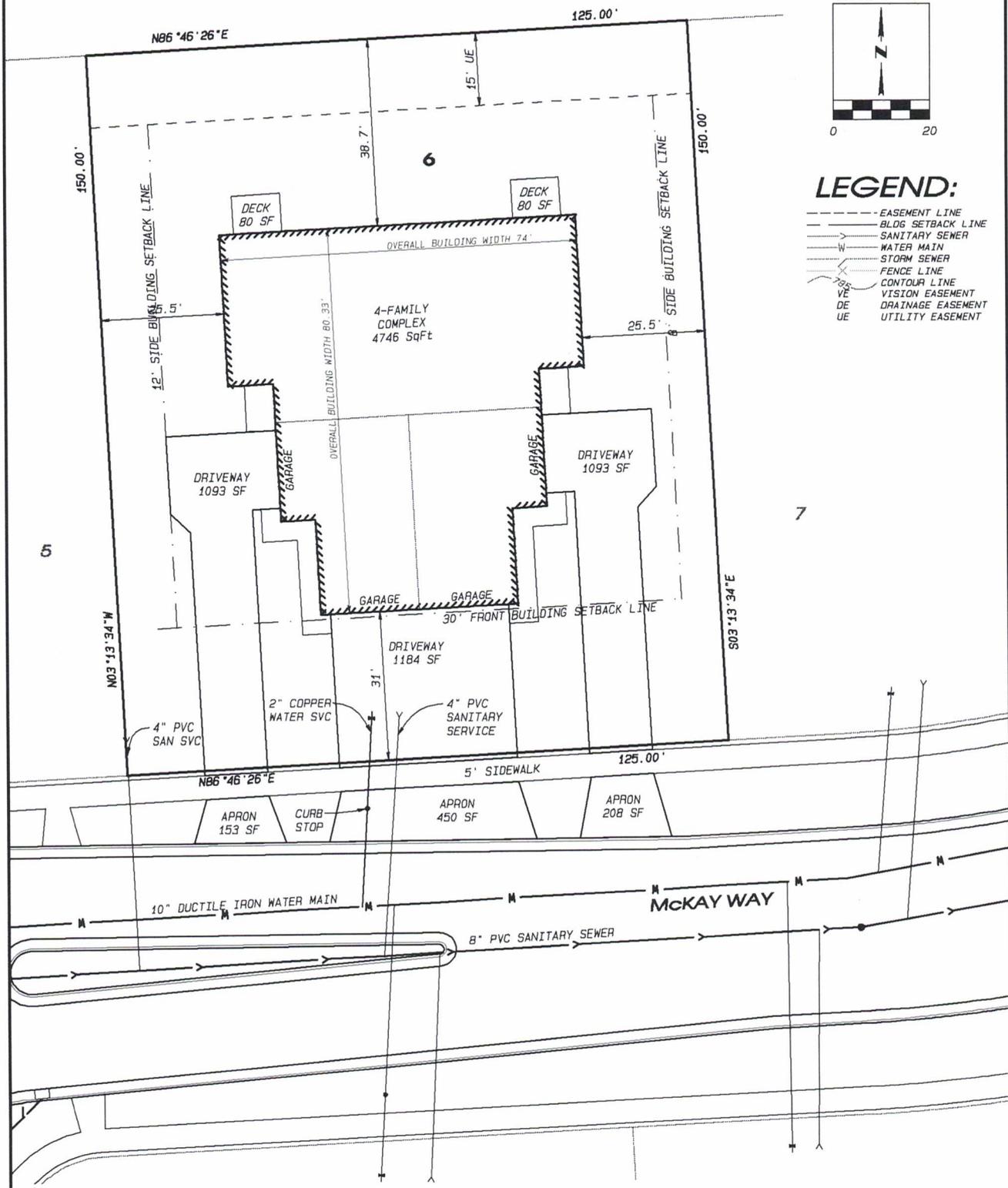
CALL DIGGERS HOTLINE  
1-800-242-8511

Wis Statute 182.0175 (1974)  
Requires Min. 3 Work Days  
Notice Before You Excavate



## LEGEND:

- - - - - EASEMENT LINE
- BLDG SETBACK LINE
- SANITARY SEWER
- WATER MAIN
- STORM SEWER
- FENCE LINE
- CONTOUR LINE
- VISION EASEMENT
- DRAINAGE EASEMENT
- UTILITY EASEMENT



NOTES:  
THE BEARINGS AND DISTANCES SHOWN ARE TAKEN FROM PLAT DATA. A PLAT OF SURVEY WAS NOT PERFORMED.  
STREET, CURB, WALK, AND UTILITY LOCATIONS, AND THEIR GRADES SHOWN ARE TAKEN FROM STREET CONSTRUCTION PLANS. CONTRACTOR MUST FIELD VERIFY LOCATIONS.

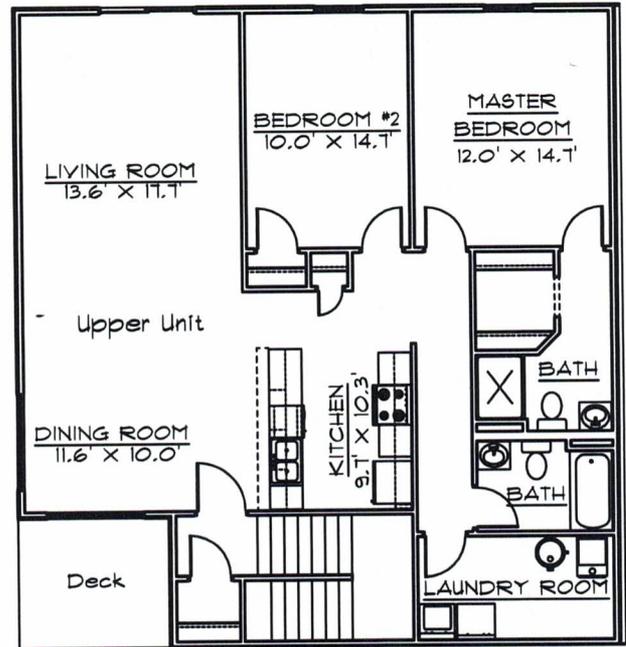
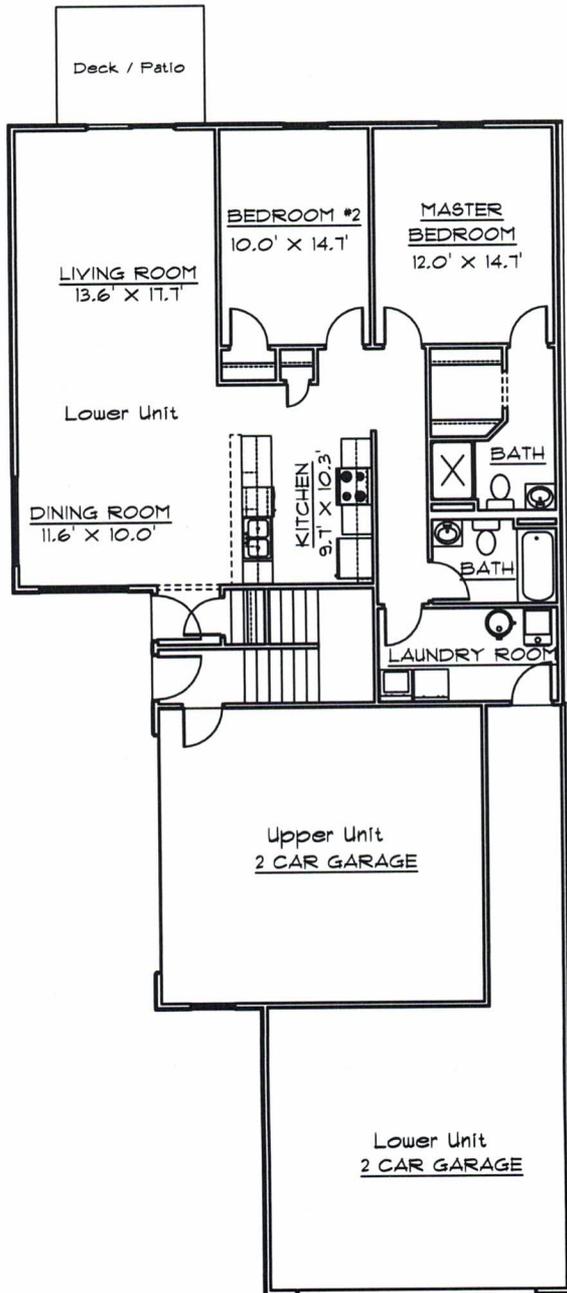
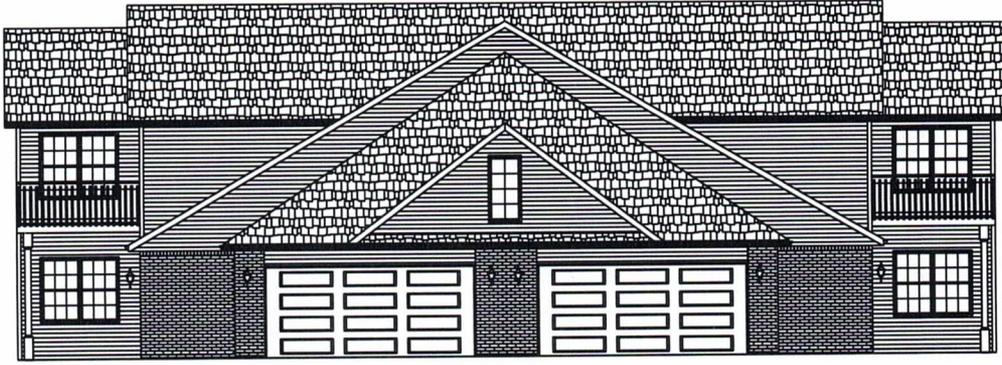
**Combs & Associates**

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

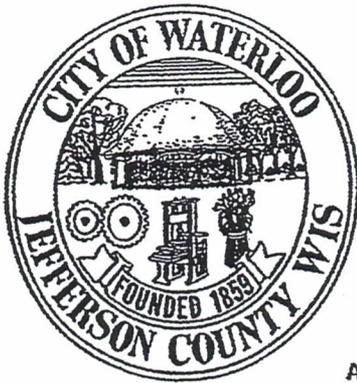
109 N. Milwaukee St.  
Janesville, WI 53548  
www.combsurvey.com

tel: 608 752-0575  
fax: 608 752-0534

# 4 - FAMILY DWELLING PLAN + ELEVATION



Upper Unit Layout



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

APPLICATION FOR CONDITIONAL USE PERMIT

(Review and Action by City Plan Commission/Common Council)

Number: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Location of Property: 540 McKAY WAY

Applicant: PETRY TRUST NO. 1989

Address: P.O. BOX 80 BELLEVILLE WI 53508 Telephone: 608-289-7874

Owner of Property: SAME AS APPLICANT

Address: '' Telephone: ''

Contractor: NEWARK HOMEBUILDERS LLC

Address: P.O. BOX 80 BELLEVILLE WI 53508 Telephone: 608-289-7874

Architect or Professional Engineer: N/A

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Legal Description of Property: LOT 32 DEYOUNG FARM

Land Parcel Size: 120 x 130 Present Use: VACANT LOT Zoning District: R-2

Type of Existing Structure (if any): NONE

Proposed Use of the Structure or Site: TWO-FAMILY DWELLING Number of Employees: N/A

TERMS OF MUNICIPAL CODE

385-10 R-2 ZONING DISTRICT  
PERMITS TWO-FAMILY OR  
MULTI-FAMILY DWELLINGS

CONDITIONAL USE REQUESTED

TWO-FAMILY DWELLING

Specify Reason(s) for Application: (for example, insufficient lot area, setback, etc.)  
R-2 ZONING DISTRICTS PERMITS TWO-FAMILY OR MULTI-FAMILY  
DWELLING VIA A CONDITIONAL USE PERMIT.

ATTACH THE FOLLOWING:

Site plan showing the area involved, its location, dimensions, elevations, drainage parking, etc., and location of adjacent structures within 200 feet.

Date: 9/9/2020

Mike Haegle  
Signature of Applicant

**CITY OF WATERLOO  
PLAN COMMISSION APPLICATION  
ARCHITECTURAL DESIGN REVIEW**

Date 9/9/2020

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Project Address 540 MCKAY WAY  
Applicant Name PETRY TRUST NO. 1989 Phone 608-289-7874  
Address P.O. BOX 80 BELLEVILLE WI 53508  
Owner Name SAME AS APPLICANT Phone "  
Address "  
Describe Project TWO-FAMILY DWELLING

Zoning R-2 Conforming Use TWO-FAMILY DWELLING  
Date Received \_\_\_\_\_ Hearing Date \_\_\_\_\_  
Fee \_\_\_\_\_ Received By \_\_\_\_\_

*Mike Hoyle*

\_\_\_\_\_  
APPLICANT SIGNATURE

PLAN REQUIREMENTS LIST FOR ALL REVIEWS AND COMMENTS:

Three (3) sets of plans, with all information as listed on the Checklist

If applicable:

- Sign
- Timetable
- Pictures



To Obtain Location of  
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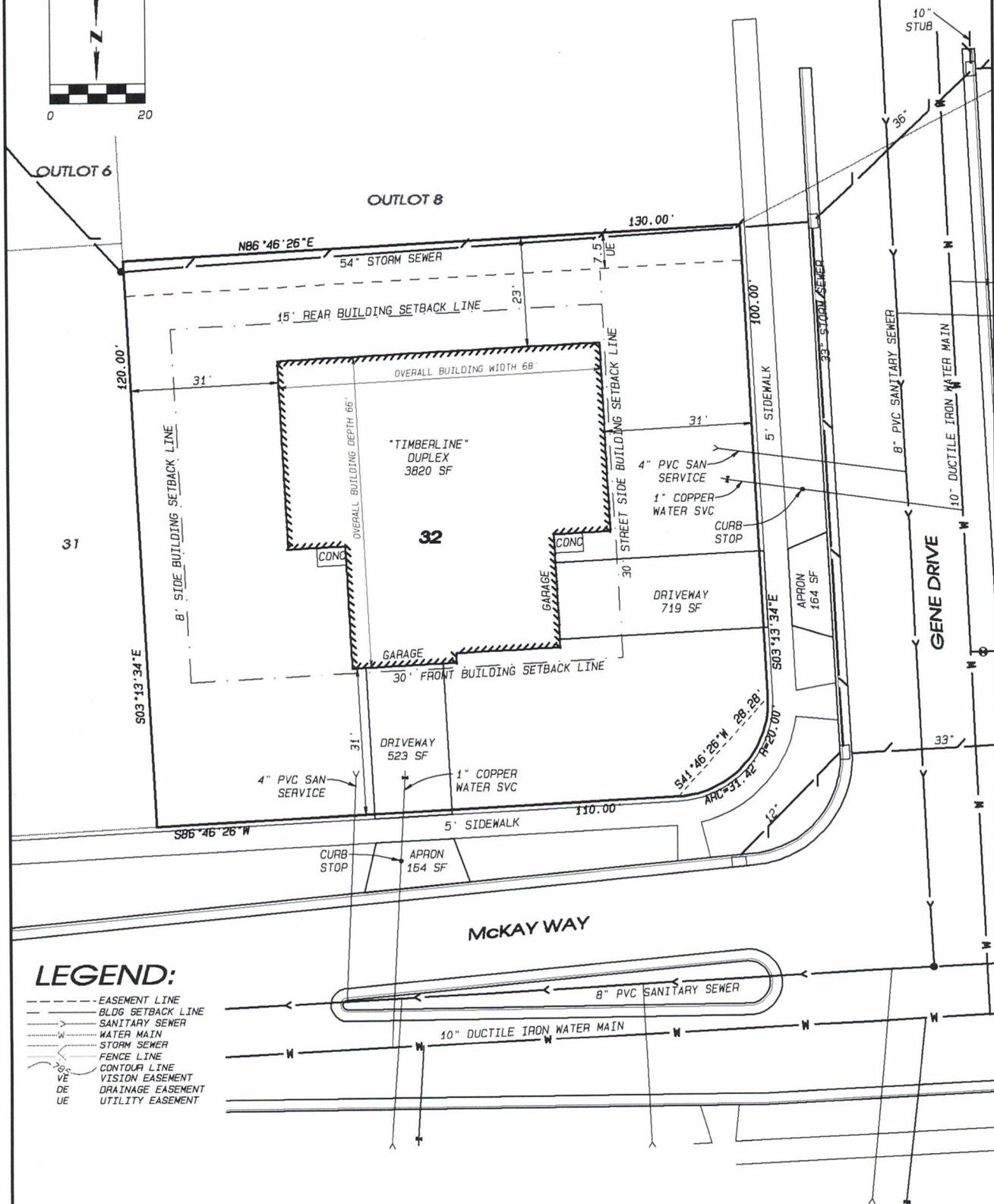
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HOTLINE  
1-800-242-8511

Wis Statute 182.0175 (1974)  
Requires Min. 3 Work Days  
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# LOT LAYOUT PLAN

LOT 32 OF DEYOUNG FARM, LOCATED IN OUTLOT 169 AND 170 OF THE ASSESSOR'S  
PLAT OF THE VILLAGE OF WATERLOO, AND PART OF THE NE 1/4 AND THE SE 1/4 OF  
THE SW 1/4 OF SECTION 7, ALL OF THE NW 1/4 OF THE SE 1/4 OF SECTION 7, PART  
OF THE SW 1/4 OF THE SE 1/4 OF SECTION 7, AND PART OF THE NE 1/4 OF THE  
SE 1/4 OF SECTION 7, ALL IN T.8N., R.13E OF THE 4TH PM., CITY OF WATERLOO,  
JEFFERSON COUNTY, WISCONSIN.

SCALE 1"=20'



## LEGEND:

- EASEMENT LINE
- - - BLDG SETBACK LINE
- - - SANITARY SEWER
- WATER MAIN
- STORM SEWER
- FENCE LINE
- CONTOUR LINE
- VE VISION EASEMENT
- DE DRAINAGE EASEMENT
- UE UTILITY EASEMENT

### NOTES:

THE BEARINGS AND DISTANCES SHOWN ARE TAKEN FROM PLAT DATA. A PLAT OF SURVEY WAS NOT PERFORMED.

STREET, CURB, WALK, AND UTILITY LOCATIONS, AND THEIR GRADES SHOWN ARE TAKEN FROM STREET CONSTRUCTION PLANS. CONTRACTOR MUST FIELD VERIFY LOCATIONS.



- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING



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

APPLICATION FOR CONDITIONAL USE PERMIT

(Review and Action by City Plan Commission/Common Council)

Number: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Location of Property: 600 McKAY WAY

Applicant: PETRY TRUST NO. 1989

Address: P.O. BOX 80 BELLEVILLE WI 53508 Telephone: 608-289-7874

Owner of Property: SAME AS APPLICANT

Address: 11 Telephone: 11

Contractor: NEWARK HOMEBUILDERS LLC

Address: P.O. BOX 80 BELLEVILLE WI 53508 Telephone: 608-289-7874

Architect or Professional Engineer: N/A

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Legal Description of Property: LOT 33 DEYOUNG FARM

Land Parcel Size: 120X150 Present Use: VACANT LOT Zoning District: R-2

Type of Existing Structure (if any): NONE

Proposed Use of the Structure or Site: TWO-FAMILY DWELLING Number of Employees: N/A

TERMS OF MUNICIPAL CODE

385-10 R-2 ZONING DISTRICT  
PERMITS TWO-FAMILY OR  
MULTI-FAMILY DWELLINGS

CONDITIONAL USE REQUESTED

TWO-FAMILY DWELLING

Specify Reason(s) for Application: (for example, insufficient lot area, setback, etc.)  
R-2 ZONING DISTRICTS PERMITS TWO-FAMILY OR MULTI-FAMILY  
DWELLING VIA A CONDITIONAL USE PERMIT.

ATTACH THE FOLLOWING:

Site plan showing the area involved, its location, dimensions, elevations, drainage, parking, etc., and location of adjacent structures within 200 feet.

Date: 9/9/2020

Mike Haegeler

Signature of Applicant

**CITY OF WATERLOO  
PLAN COMMISSION APPLICATION  
ARCHITECTURAL DESIGN REVIEW**

Date 9/9/2020

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Project Address 600 MCKAY WAY  
Applicant Name PETRY TRUST NO. 1989 Phone 608-289-7874  
Address P.O. BOX 80 BELLEVILLE WI 53508  
Owner Name SAME AS APPLICANT Phone "  
Address "  
Describe Project TWO-FAMILY DWELLING

Zoning R-2 Conforming Use TWO-FAMILY DWELLING  
Date Received \_\_\_\_\_ Hearing Date \_\_\_\_\_  
Fee \_\_\_\_\_ Received By \_\_\_\_\_

Mike Hagele  
APPLICANT SIGNATURE

PLAN REQUIREMENTS LIST FOR ALL REVIEWS AND COMMENTS:

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If applicable:

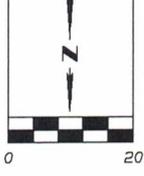
- Sign
- Timetable
- Pictures

Member  
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 To Obtain Location of  
 Participants Underground  
 Facilities Before You  
 Dig in Wisconsin  
**CALL DIGGERS  
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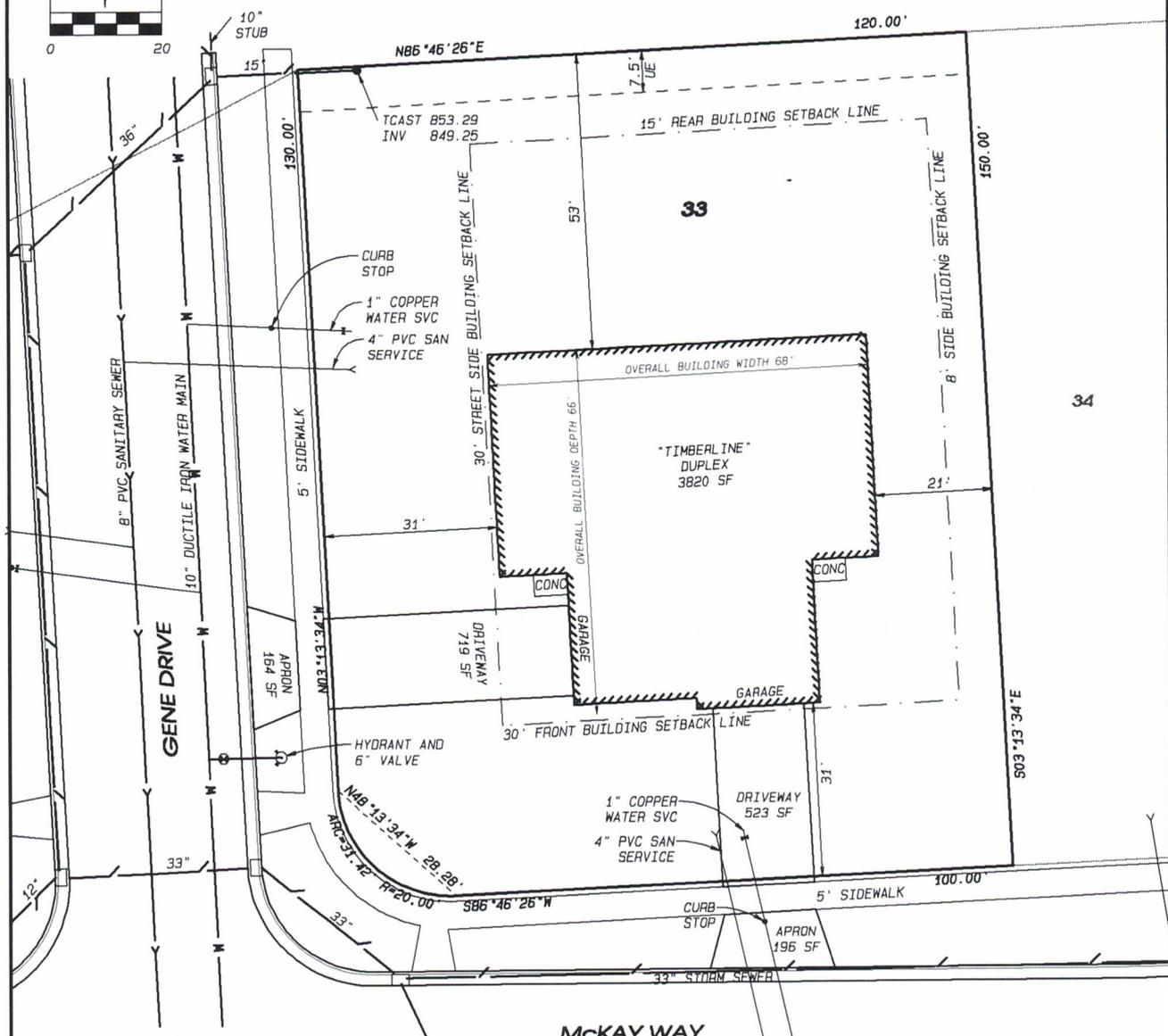
# LOT LAYOUT PLAN

LOT 33 OF DEYOUNG FARM, LOCATED IN OUTLOT 169 AND 170 OF THE ASSESSOR'S PLAT OF THE VILLAGE OF WATERLOO, AND PART OF THE NE 1/4 AND THE SE 1/4 OF THE SW 1/4 OF SECTION 7, ALL OF THE NW 1/4 OF THE SE 1/4 OF SECTION 7, PART OF THE SW 1/4 OF THE SE 1/4 OF SECTION 7, AND PART OF THE NE 1/4 OF THE SE 1/4 OF SECTION 7, ALL IN T.8N., R.13E OF THE 4TH PM., CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN.

SCALE 1"=20'



OUTLOT 8



## LEGEND:

- EASEMENT LINE
- - - - - BLDG SETBACK LINE
- - - - - SANITARY SEWER
- - - - - WATER MAIN
- - - - - STORM SEWER
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### NOTES:

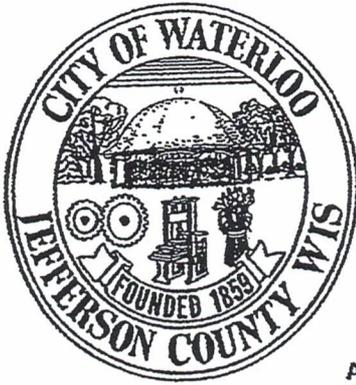
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 Janesville, WI 53548  
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tel: 608 752-0575  
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136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198  
Phone (920) 478-3025  
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APPLICATION FOR CONDITIONAL USE PERMIT

(Review and Action by City Plan Commission/Common Council)

Number: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Location of Property: 610 MCKAY WAY

Applicant: PETRY TRUST NO. 1989

Address: P.O. BOX 80 BELLEVILLE WI 53508 Telephone: 608-289-7874

Owner of Property: SAME AS APPLICANT

Address: 11 Telephone: 11

Contractor: NEWARK HOMEBUILDERS LLC

Address: P.O. BOX 80 BELLEVILLE WI 53508 Telephone: 608-289-7874

Architect or Professional Engineer: N/A

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Legal Description of Property: LOT 34 DEYOUNG FARM

Land Parcel Size: 100 X 150 Present Use: VACANT LOT Zoning District: R-2

Type of Existing Structure (if any): NONE

Proposed Use of the Structure or Site: TWO-FAMILY DWELLING Number of Employees: N/A

TERMS OF MUNICIPAL CODE

385-10 R-2 ZONING DISTRICT  
PERMITS TWO-FAMILY OR  
MULTI-FAMILY DWELLINGS

CONDITIONAL USE REQUESTED

TWO-FAMILY DWELLING

Specify Reason(s) for Application: (for example, insufficient lot area, setback, etc.)  
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ATTACH THE FOLLOWING:

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Date: 9/9/2020

Mike Haegle  
Signature of Applicant

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Project Address MCKAY WAY

Applicant Name PETRY TRUST NO. 1989 Phone 608-289-7874

Address P.O. BOX 80 BELLEVILLE WI 53508

Owner Name SAME AS APPLICANT Phone "

Address "

Describe Project TWO-FAMILY DWELLING

Zoning R-2 Conforming Use TWO-FAMILY DWELLING

Date Received \_\_\_\_\_ Hearing Date \_\_\_\_\_

Fee \_\_\_\_\_ Received By \_\_\_\_\_

  
\_\_\_\_\_  
APPLICANT SIGNATURE

PLAN REQUIREMENTS LIST FOR ALL REVIEWS AND COMMENTS:

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If applicable:

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- Timetable
- Pictures

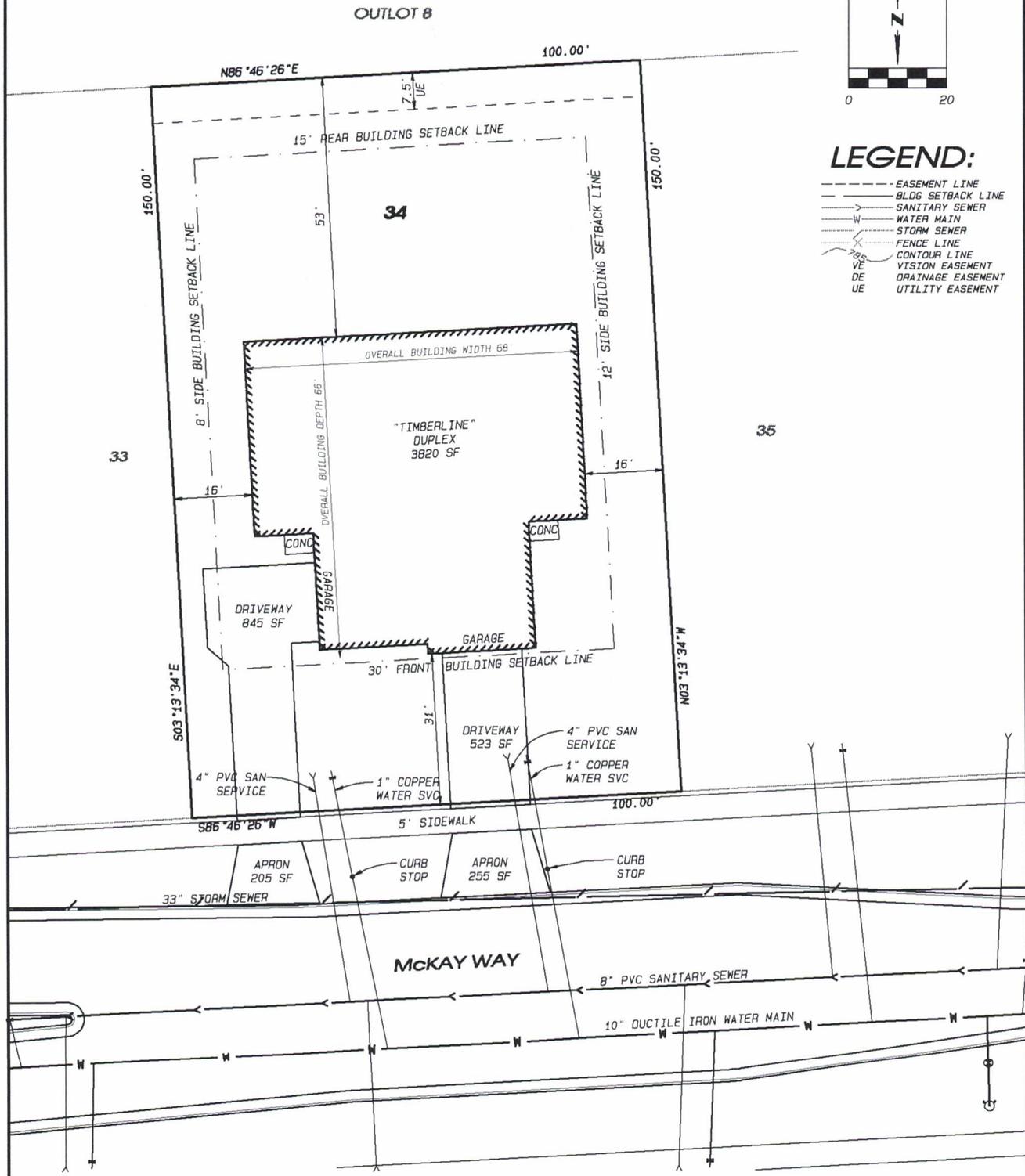
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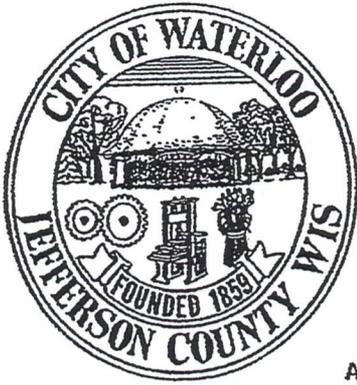
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136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198  
Phone (920) 478-3025  
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APPLICATION FOR CONDITIONAL USE PERMIT

(Review and Action by City Plan Commission/Common Council)

Number: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Location of Property: 620 McKAY WAY

Applicant: PETRY TRUST NO. 1989

Address: P.O. BOX 80 BELLEVILLE WI 53508 Telephone: 608-289-7874

Owner of Property: SAME AS APPLICANT

Address: '' Telephone: ''

Contractor: NEWARK HOMEBUILDERS LLC

Address: P.O. BOX 80 BELLEVILLE WI 53508 Telephone: 608-289-7874

Architect or Professional Engineer: N/A

Address: — Telephone: —

Legal Description of Property: LOT 35 DEYOUNG FARM

Land Parcel Size: 100X150 Present Use: VACANT LOT Zoning District: R-2

Type of Existing Structure (if any): NONE

Proposed Use of the Structure or Site: TWO-FAMILY DWELLING Number of Employees: N/A

TERMS OF MUNICIPAL CODE

385-10 R-2 ZONING DISTRICT  
PERMITS TWO-FAMILY OR  
MULTI-FAMILY DWELLINGS

CONDITIONAL USE REQUESTED

TWO-FAMILY DWELLING

Specify Reason(s) for Application: (for example, insufficient lot area, setback, etc.)  
R-2 ZONING DISTRICTS PERMITS TWO-FAMILY OR MULTI-FAMILY  
DWELLING VIA A CONDITIONAL USE PERMIT.

ATTACH THE FOLLOWING:

Site plan showing the area involved, its location, dimensions, elevations, drainage, parking, etc., and location of adjacent structures within 200 feet.

Date: 9/9/2020

Mike Haegle  
Signature of Applicant

**CITY OF WATERLOO  
PLAN COMMISSION APPLICATION  
ARCHITECTURAL DESIGN REVIEW**

Date 9/9/2020

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Project Address McKAY WAY

Applicant Name PETRY TRUST NO. 1989 Phone 608-289-7874

Address P.O. BOX 80 BELLEVILLE WI 53508

Owner Name SAME AS APPLICANT Phone "

Address "

Describe Project TWO-FAMILY DWELLING

Zoning R-2 Conforming Use TWO-FAMILY DWELLING

Date Received \_\_\_\_\_ Hearing Date \_\_\_\_\_

Fee \_\_\_\_\_ Received By \_\_\_\_\_

Mike Hagele  
APPLICANT SIGNATURE

PLAN REQUIREMENTS LIST FOR ALL REVIEWS AND COMMENTS:

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If applicable:

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- Timetable
- Pictures

# LOT LAYOUT PLAN

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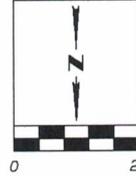
Member  
One Day System International

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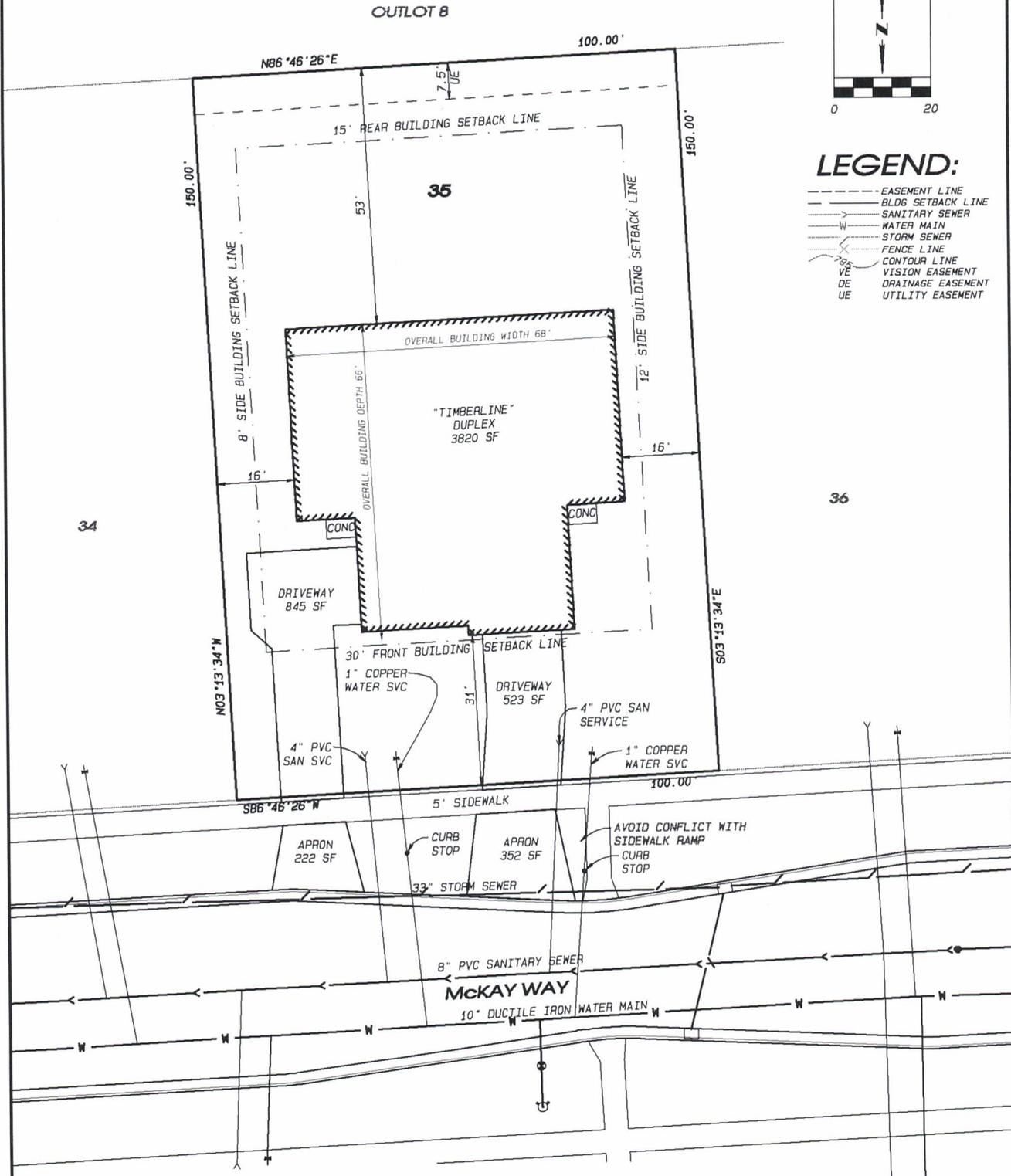
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Notice Before You Excavate

SCALE 1"=20'



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- SANITARY SEWER
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**NOTES:**

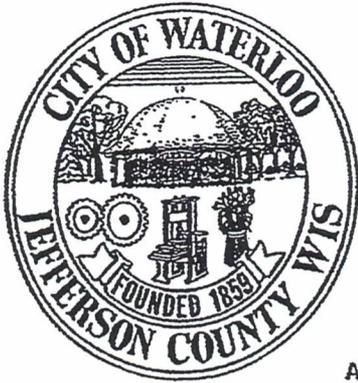
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APPLICATION FOR CONDITIONAL USE PERMIT

(Review and Action by City Plan Commission/Common Council)

Number: \_\_\_\_\_ Date Filed: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Location of Property: 630 McKAY WAY

Applicant: PETRY TRUST NO. 1989

Address: P.O. BOX 80 BELLEVILLE WI 53508 Telephone: 608-289-7874

Owner of Property: SAME AS APPLICANT

Address: 11 Telephone: 11

Contractor: NEWARK HOMEBUILDERS LLC

Address: P.O. BOX 80 BELLEVILLE WI 53508 Telephone: 608-289-7874

Architect or Professional Engineer: N/A

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Legal Description of Property: LOT 36 DEYOUNG FARM

Land Parcel Size: 100 X 150 Present Use: VACANT LOT Zoning District: R-2

Type of Existing Structure (if any): NONE

Proposed Use of the Structure or Site: TWO-FAMILY DWELLING Number of Employees: N/A

TERMS OF MUNICIPAL CODE

385-10 R-2 ZONING DISTRICT  
PERMITS TWO-FAMILY OR  
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CONDITIONAL USE REQUESTED

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Date: 9/9/2020

Mike Haegle  
Signature of Applicant

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Project Address 630 MCKAY WAY

Applicant Name PETRY TRUST NO. 1989 Phone 608-289-7874

Address P.O. BOX 80 BELLEVILLE WI 53508

Owner Name SAME AS APPLICANT Phone "

Address "

Describe Project TWO-FAMILY DWELLING

Zoning R-2 Conforming Use TWO-FAMILY DWELLING

Date Received \_\_\_\_\_ Hearing Date \_\_\_\_\_

Fee \_\_\_\_\_ Received By \_\_\_\_\_

APPLICANT SIGNATURE

PLAN REQUIREMENTS LIST FOR ALL REVIEWS AND COMMENTS:

Three (3) sets of plans, with all information as listed on the Checklist

If applicable:

- Sign
- Timetable
- Pictures

# LOT LAYOUT PLAN

LOT 36 OF DEYOUNG FARM, LOCATED IN OUTLOT 169 AND 170 OF THE ASSESSOR'S PLAT OF THE VILLAGE OF WATERLOO, AND PART OF THE NE 1/4 AND THE SE 1/4 OF THE SW 1/4 OF SECTION 7, ALL OF THE NW 1/4 OF THE SE 1/4 OF SECTION 7, PART OF THE SW 1/4 OF THE SE 1/4 OF SECTION 7, AND PART OF THE NE 1/4 OF THE SE 1/4 OF SECTION 7, ALL IN T.8N., R.13E OF THE 4TH PM., CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN.

Member  
One Call System International

To Obtain Location of  
Participants Underground  
Facilities Before You  
Dig in Wisconsin

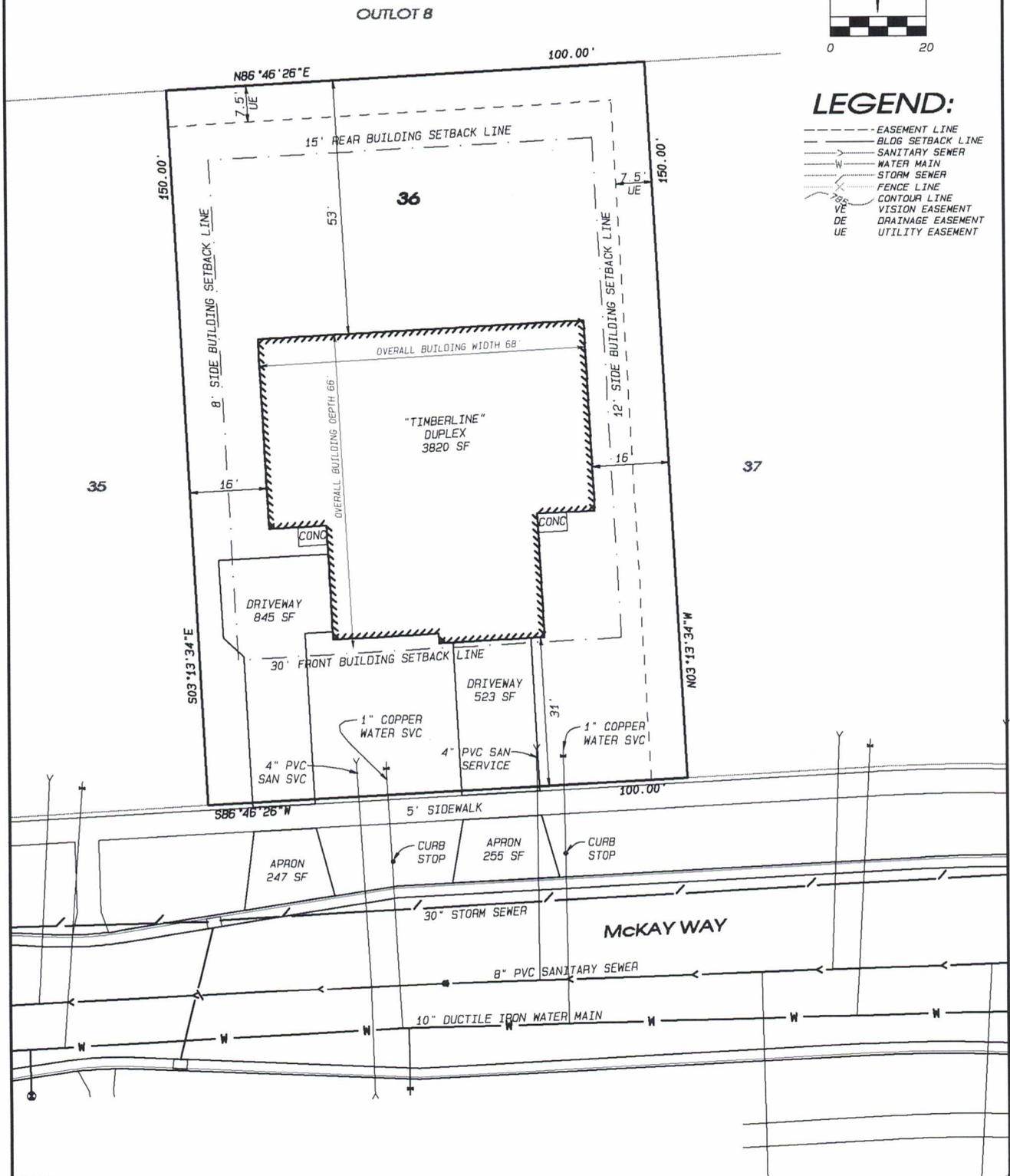
CALL DIGGERS  
HOTLINE  
1-800-242-8511

Wis Statute 182.0175 (1974)  
Requires Min. 3 Work Days  
Notice Before You Excavate



## LEGEND:

- - - - - EASEMENT LINE
- - - - - BLDG SETBACK LINE
- - - - - SANITARY SEWER
- - - - - WATER MAIN
- - - - - STORM SEWER
- - - - - FENCE LINE
- - - - - CONTOUR LINE
- VE VISION EASEMENT
- DE DRAINAGE EASEMENT
- UE UTILITY EASEMENT



NOTES:  
THE BEARINGS AND DISTANCES SHOWN ARE TAKEN FROM PLAT DATA. A PLAT OF SURVEY WAS NOT PERFORMED.  
STREET, CURB, WALK, AND UTILITY LOCATIONS, AND THEIR GRADES SHOWN ARE TAKEN FROM STREET CONSTRUCTION PLANS. CONTRACTOR MUST FIELD VERIFY LOCATIONS.

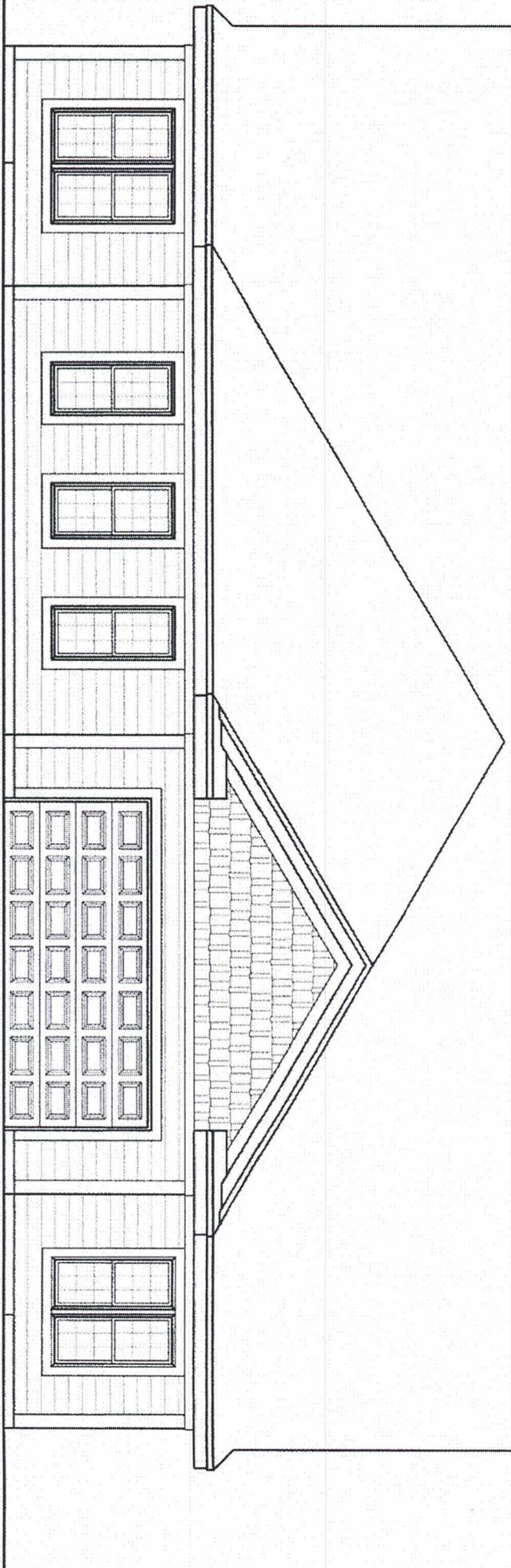
**Combs & Associates**

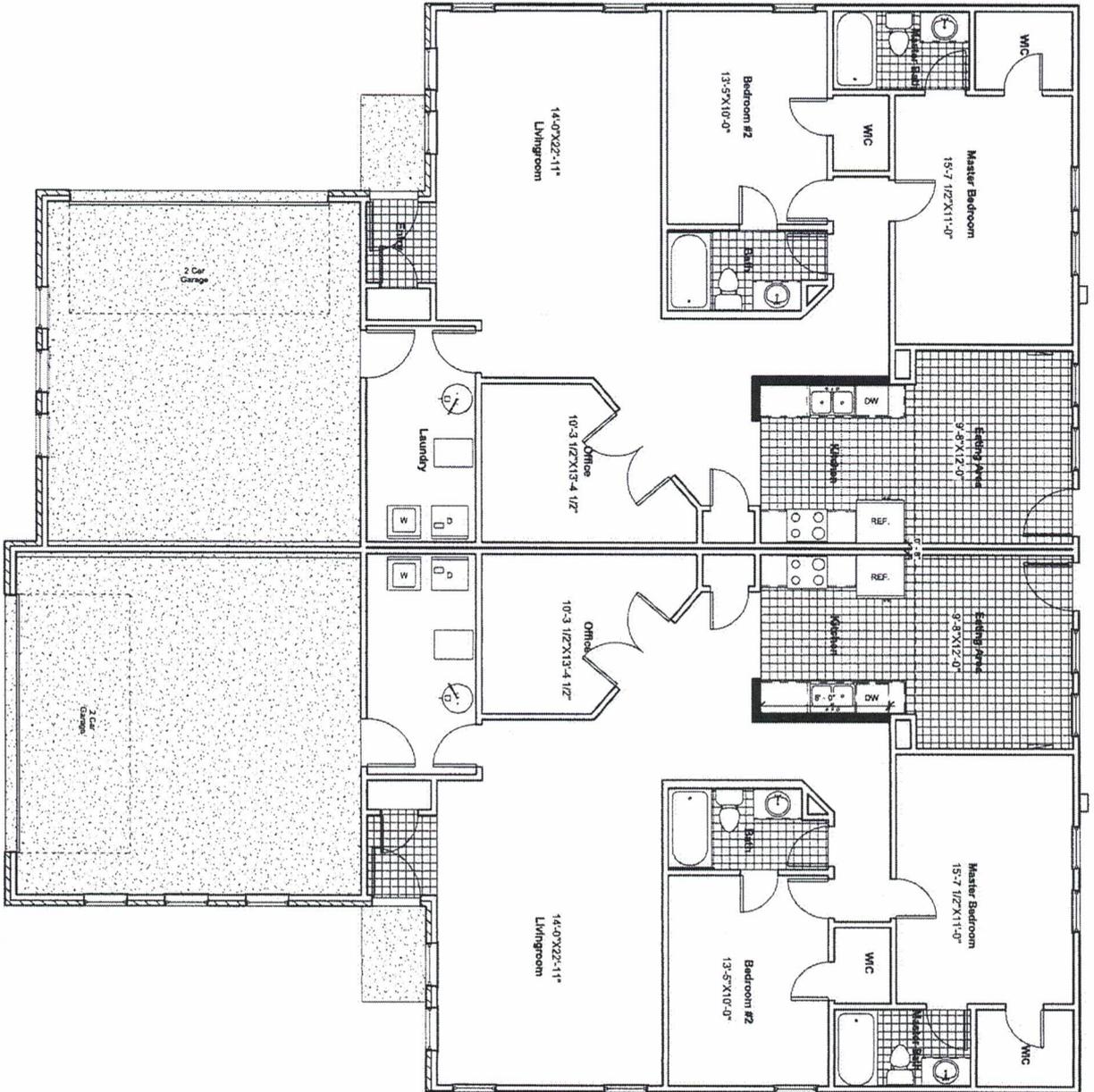
- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 W. Milwaukee St.  
Janesville, WI 53548  
www.combsurvey.com

tel: 608 752-0575  
fax: 608 752-0534

DUPLEX





DUPLEX



136 North Monroe Street, Waterloo, Wisconsin 53594-1198  
Phone (920) 478-3025  
Fax (920) 478-2021

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**RESOLUTION #2012-42**  
**Authorizing The Submittal Of A DNR Lead Service Replacement Grant Application**

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

**WHEREAS**, lead is a common metal. Although originally used in many consumer products and water pipes, lead is now known to be harmful to human health if ingested or inhaled. It can be found in lead-based paint, air, soil, household dust, food, some types of pottery and drinking water. When people come in contact with lead, it may enter their bodies and accumulate over time, resulting in irreversible damage to the brain, nervous system, red blood cells and kidneys.

**WHEREAS**, removing lead water service lines from the overall municipal water system is one way to minimize the potential for lead to get into drinking water. Its presence in the body can lead to toxic effects, regardless of age, gender, or exposure pathway; and,

**WHEREAS**,

- lead poisoning is a completely preventable disease;
- no safe blood lead level threshold for children has been identified by the Environmental Protection Agency;
- blood lead levels once considered safe are now demonstrated to be hazardous;
- the Centers for Disease Control has identified primary prevention of lead exposure as the most important and significant strategy to protect children and adults from lead exposures; and,

**WHEREAS**, Waterloo Utilities found elevated levels of lead in drinking water in some homes or buildings, leading to all being encouraged take steps necessary to rid the water system of lead contaminants.

**THEREFORE, BE IT RESOLVED**, the City of Waterloo Common Council hereby authorizes the submittal of a municipal grant application to the Wisconsin Department of Natural Resources for newly available state/federal dollars to aid private property owners with expenses relating to the removal of lead water services.

**BE IT FURTHER RESOLVED**, that the grant should seek funding to aid 106 private lead services, a quantity submitted by Waterloo Utilities to the Public Service Commission as part of its most recent Schedule-29 submittal

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2020.

**City of Waterloo**

Signed: \_\_\_\_\_  
Jenifer Quimby, Mayor

Attest:

\_\_\_\_\_  
Morton Hansen, Clerk/Treasurer

SPONSOR(S) – Mayor, Clerk/Treasurer

FISCAL EFFECT – If awarded, a re-launch of the prior grant program would be considered by the City Council at a later date. A grant award would be for twelve months, beginning 1/1/2021.



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**ORDINANCE 2019-09**

Parking Restriction, West Side Of 865 North Monroe Street (K-12 School)  
[Presented in Red-Line Format For Council Consideration]

The City Council of the City of Waterloo, Jefferson County, Wisconsin do ordain as follows:

**SECTION I:** Section 350-7B(16) Parking Restrictions is hereby created as follows:

**§ 350-7B(16) Parking Restrictions.**

(B) Parking on certain streets regulated. Pursuant to § 349.13, Wis. Stats., the authority to regulate the stopping, standing and parking of vehicles is delegated to the Chief of Police, subject to control of the Council. The Chief, with the cooperation of the Director of Public Works, is hereby authorized to designate and sign streets, or portions thereof, where the stopping, standing or parking of vehicles is prohibited at all times or during certain designated hour.

**(16) [Parking Prohibited] On the west side of North Monroe Street 40 feet north of Anna Street and 172 ft south of Henry Street.**

**SECTION II:** This ordinance shall take effect and be in force from and after its passage and posting as provided by law.

**BY ORDER OF THE CITY COUNCIL OF THE CITY OF  
WATERLOO**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_

Date Adopted: \_\_\_\_\_

Date Published: \_\_\_\_\_



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**WINTER ON-STREET PARKING PERMIT APPLICATION – Municipal Code 350-7(G)**

Chapter 350: VEHICLES AND TRAFFIC

**§ 350-7. Parking restrictions.**

G. Winter parking regulations. No person shall park in any City street or public parking lot in the City between the hours of 1:00 a.m. and 6:00 a.m. from November 15 to April 1, except by permit as set forth in Subsection E or as hereinafter set forth:

- (1) Overnight parking on City streets may be allowed by permit only. The permit fee shall be as stated in the City of Waterloo Fee Schedule for each winter season from November 15 to April 1. Editor's Note: The Fee Schedule is on file at the office of the City Clerk-Treasurer.
- (2) Permits for winter on-street parking shall be issued only on the basis of unusual need for vehicles owned by City residents residing on property which does not have a driveway, lacks sufficient space to provide for off-street parking and does not have a reasonable alternative for overnight parking.
- (3) Permit applications are to be obtained, completed and paid for at the office of the Clerk-Treasurer. Applications shall be submitted to the Council for review and granting or denial.
- (4) The permit shall be displayed as required on the permit whenever a vehicle is parked on the City street overnight from November 15 to April 1. Failure to display the permit, as required, shall result in vehicle parking violations and subject the vehicle to being towed at the expense of the operator/owner.

APPLICATION DATE: 9/9/2020 NAME: RANDIE LANGE

ADDRESS: 406 E. MADISON ST.

PHONE: 920-988-7314

OWN OR RENT? RENT

IF RENTER FURNISH NAME, ADDRESS & PHONE NUMBER OF LANDLORD:

VERN & RAYWELLE BUTZWE 920-988-3640  
 (NAME) (PHONE)

SAME  
 (ADDRESS)

BRIEFLY EXPLAIN NEED FOR PERMIT: LACK OF PARKING  
(REQUEST FIRST STALL ON JEFFERSON ST. - CLOSEST TO E. MADISON ST.)

VEHICLE DESCRIPTION: MAKE: GMC / CHEVY MODEL: SIERRA / SILVERADO

COLOR: RED / BLUE YEAR: 1999 / 2016 LICENSE#: LN7647 / LW8123

(OFFICE USE ONLY)

PERMIT # \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_  
 FEES PAID: 50.00 DATE: 9/9/2020 RECEIPT NUMBER 35315