



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

**CITY OF WATERLOO COUNCIL AGENDA**  
**COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET**  
**Thursday, October 1, 2020 – 7:00 p.m.** (participate remotely or in-person)

**Agenda Revised -- 9/29/2020 10:50 AM**

Remote Meeting Information

Join Zoom Meeting: <https://us02web.zoom.us/j/83190703540?pwd=R1RNRGhjajR4cHM3aElzSnBtbmZTd09>  
Meeting ID: 831 9070 3540  
Passcode: 991715

Dial by your location

+1 301 715 8592 US (Germantown)  
+1 312 626 6799 US (Chicago)

Meeting ID: 831 9070 3540  
Passcode: 991715

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: September 17, 2020
3. CITIZEN INPUT / PUBLIC COMMENT
4. NOTICE OF PUBLISHED NOTICES
  - a. Public Tests Of Voting Equipment, October 29, 2020 At 1:00 PM
  - b. Voting By Absentee Ballot For The November 3, 2020 General Election
5. MEETING SUMMARIES (since last Council meeting)
  - a. [10-01 Public Works & Property Committee](#)  
[10-01 Public Safety & Health Committee](#)  
[09-29 Finance Insurance & Personnel Committee](#)  
[09-22 Plan Commission](#)  
[09-22 Finance, Insurance & Personnel Committee](#)  
[09-21 Waterloo Fire Dept](#)
6. UNFINISHED BUSINESS
  - a. Ordinance #2020-06 Amending Municipal Code Chapters 332 Trees and 317 Solid Waste As They Relate To The Disposal Of Wood And Trees
7. NEW BUSINESS
  - a. Resolution #2020-43 Establishing A 2021 Municipal Vehicle Registration Fee Per Ordinance #2019-08
  - b. Resolution #2020-44 Providing A Targeted Co-brokerage Incentive Linked To The October 28, 2020 Auction Of 575 West Madison Street
  - c. Resolution #2020-45 Appointing Raynelle Butzine As A Deputy Clerk For Election Administration Purposes And Recognizing Municipal Efforts To Conduct Well-Administered Elections
  - d. **Resolution 2020-46 Offering A Vision Benefit To Municipal And Utility Employees**
8. RECOMMENDATION OF BOARDS, COMMITTEES AND COMMISSIONS
  - a. Public Works
    - i. Hiring of Ryan Rostad As A Public Works Department Employee With The Start Date Of October 12<sup>th</sup>

9. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

## 10. ADJOURNMENT



Mo Hansen  
Clerk/Treasurer

Posted & Emailed: September 26, 2020 -- Revised 9/29/2020 10:52 AM

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: September 17, 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. Council President Thomas called the meeting to order at 7:00 p.m. in the Mayor's absence. Alderpersons present: Rhynes, Schoenwetter, Kuhl, Griffin, Thomas and Petts. Absent: Stinnett. Others attending either remotely or in-person: Mark Herbst, Amber Gerber, Police Chief Denis Sorenson, Utility Superintendent Barry Sorenson, Chris Hauptli; Public Works Director Chad Yerges, WLOO videographers and Clerk/Treasurer Hansen. The pledge of allegiance was recited.
2. MEETING MINUTES APPROVAL: September 3, 2020 And Prior Closed Sessions. MOTION: Moved by
3. CITIZEN INPUT / PUBLIC COMMENT
  - a. Abigail Lowery, State Assembly Candidate – 37<sup>th</sup> District. Lowery introduced herself and outlined her positions on a variety of issues.
4. PUBLISH NOTICES – Notice Of Public Hearing For Conditional Use Application To Allow For Multi-Unit, Newark Home Builders Lots 1-16; 32-39 and 41, DeYoung Farms Subdivision. Noted.
5. MEETING SUMMARIES. Noted.
  - a. [2020-09-17 Finance, Insurance & Personnel Committee](#)
  - b. [2020-09-16 Plan Commission Public Hearing & Meeting](#)
  - c. [2020-09-15 Community Development Authority](#)
  - d. [2020-09-13 Emergency Medical Services](#)
  - e. [2020-09-10 Finance, Insurance & Personnel Committee](#)
  - f. [2020-09-09 CATV Regulatory Board](#)
6. CONSENT AGENDA ITEMS. MOTION: Moved by Petts, seconded by Griffin to accept the consent agenda items. VOICE VOTE: Motion carried.
  - a. August Reports Of City Officials And Contract Service Providers
    - i. Parks
    - ii. Fire & EMS
    - iii. Building Inspection - Building, Plumbing & Electrical Permits
    - iv. Public Works
    - v. Police
    - vi. Library Board
    - vii. Water & Light Utility Commission
    - viii. Watertown Humane Society
7. UNFINISHED BUSINESS
  - a. Ordinance #2020-06 Amending Municipal Code Chapters 332 Trees and 317 Solid Waste As They Relate To The Disposal Of Wood And Trees. MOTION: Moved by Petts, seconded by Schoenwetter to table consideration until a later time. VOICE VOTE: Motion carried.
  - b. Resolution #2020-37 Authorizing Tax Incremental Finance Matters Including: Pay-off Of TID #2 Debt; Hiring A TID #3 Intern And Creating Municipal Priorities. MOTION: Moved by Petts, seconded by Kuhl to approve the resolution as presented. VOICE VOTE: Motion carried with Griffin abstaining. Motion carried.
8. RECOMMENDATION OF BOARDS, COMMITTEES AND COMMISSIONS
  - a. Mayor's Police Contract Negotiating Committee (Mayor, Thomas, Kuhl, Police Chief and Clerk/Treas.)
    - i. Resolution #2020-39 Approving A 2021-2023 Police Contract With Law Enforcement Employee Relations Division Of The Wisconsin Professional Police Association. MOTION: Moved by Kuhl, seconded by Griffin to approve the resolution as presented with the noted changes. VOICE VOTE: Motion carried.
  - b. Finance, Insurance & Personnel Committee
    - i. August Financial Statements
      1. General Disbursements, \$2,014,975.78. MOTION: Moved by Kuhl, seconded by Schoenwetter to approve the disbursement in the stated amount. ROLL CALL VOTE: Ayes: Schoenwetter, Rhynes, Kuhl, Griffin, Thomas and Petts. Motion carried.



**PUBLIC NOTICE TO THE WISCONSIN RESIDENTS OF THE**  
**VILLAGE OF MARSHALL (DANE CO.) – TOWN OF MEDINA (DANE CO.)**  
**CITY OF WATERLOO (JEFFERSON CO.) – TOWN OF PORTLAND (DODGE CO.)**  
**TOWN OF YORK (DANE CO.) – TOWN OF WATERLOO (JEFFERSON CO.)**  
**OF**  
**PUBLIC TESTS OF VOTING EQUIPMENT**

Notice is hereby given that public test of the “mark sense electronic voting equipment” and the “handicap accessible voting machines” to be used at the **NOVEMBER 3, 2020, GENERAL ELECTION** will be held at the times and locations for each municipality as listed in this notice. The public is invited to attend and observe these tests per Wisconsin Statutes 5.84.

**Tuesday, October 27, 2020**

- 9:00 AM – Town of Portland – Town Hall, W11270 Taylor Street, Waterloo
- 9:00 AM – Town of York – Town Hall, 796 York Center Road, Marshall
- 4:30 PM – Town of Waterloo – Town Hall, N8193 Hwy 89, Waterloo

**Thursday, October 29, 2020**

- 1:00 PM – City of Waterloo – Municipal Building, 136 N. Monroe Street, Waterloo
- 1:00 PM – Village of Marshall – Municipal Building, 130 S. Pardee Street, Marshall
- 1:00 PM – Town of Medina – Town Hall, 634 State Hwy 19, Marshall

Published by the authority of the Clerks for the:  
Village of Marshall, City of Waterloo and Towns of Medina, Portland, Waterloo and York.

Posted (4) October 22, 2020

Published: Thursday, October 22, 2020 – The Courier

## LOCATION AND HOURS OF POLLING PLACE

At the **General Election** to be held on **Tuesday, November 3, 2020**, in the Village of Marshall, Towns of Medina, Portland, Waterloo and York the following polling place locations will be used for the wards indicated:

<u>Location</u>	<u>Wards</u>
<b>Village of Marshall</b> – Municipal Building – 130 S. Pardee St., Marshall	1 thru 5
<b>Town of Medina</b> – Town Hall – 634 Highway 19, Marshall	1 & 2
<b>Town of York</b> – Town Hall – 796 York Center Road, Marshall	1
<b>Town of Portland</b> – Town Hall – W11720 Taylor St., Waterloo	1 & 2
<b>Town of Waterloo</b> – Town Hall – N8193 Hwy 89, Waterloo	1
<b>City of Waterloo</b> – Municipal Building – 136 N. Monroe St., Waterloo	1 thru 5

### **ALL POLLING PLACES WILL OPEN AT 7:00 A.M. AND WILL CLOSE AT 8:00 P.M.**

If you have any questions concerning your polling place, contact the municipal clerk.

**Village of Marshall** – Lindsey Johnson, Clerk  
130 S. Pardee St., Box 45  
Marshall, WI 53559-0045  
Phone # (608) 655 4017 ext 202  
Monday-Thursday: 8:00 a.m. – 4:30 p.m.  
Friday: 8:00 a.m. – 1:00 p.m.  
Friday prior to election 8:00 a.m. to 1:00 p.m. (1:00 to 5:00 p.m. by appointment)

**Town of Medina** – Tammy Jordan, Clerk  
634 State Hwy 19  
Marshall, WI 53559  
Phone # (608) 219-3556  
Available by Appointment Monday – Thursday: 8:00 a.m.-4:00 p.m., Friday: 8:00 a.m.-12:00 p.m.

**Town of Portland** – Nancy Thompson, Clerk  
N120 Hickory Lane  
Waterloo, WI 53594  
Phone # (920) 478-3724  
Available by Appointment

**Town of York** – Nicole Bronkhorst, Clerk  
796 York Center Road  
Marshall, WI 53559  
Phone # (608) 516-0828  
Available by Appointment, Monday-Friday: 8:00 a.m.-5:00 p.m.

**Town of Waterloo** – Cindy Schroeder, Clerk  
N7874 Hwy 89  
Waterloo, WI 53594  
Phone # (920) 648-3230  
Available by Appointment

**City of Waterloo** – Morton Hansen, Clerk  
136 N. Monroe Street  
Waterloo, WI 53594  
Phone # (920) 478-3025  
Available: Monday-Friday: 8:00 a.m.-4:30 p.m.

**All polling places are accessible to elderly and disabled voters.**

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**Notice of Meeting of the Local Board of Canvassers**

At the close of voting on Election Day, pursuant to the provisions of Wis. Stat. § 19.84, the Election Inspectors at each polling place will convene as the Local Canvassing Board for the purpose of conducting the local canvass pursuant to Wis. Stat. § 7.51. This meeting will be open to the public pursuant to Wis. Stat. §§ 19.81-89.

Posted (3) October 22, 2020  
Published: Thursday, October 22, 2020

**OFFICIAL NOTICE  
VOTING BY ABSENTEE BALLOT  
FOR NOVEMBER 3, 2020  
GENERAL ELECTION**

**VILLAGE OF MARSHALL (DANE CO.) WI. - TOWN OF MEDINA (DANE CO.) WI.-  
CITY OF WATERLOO (JEFFERSON CO.) WI. - TOWN OF PORTLAND (DODGE CO.) WI. -  
TOWN OF WATERLOO (JEFFERSON CO.) WI. - TOWN OF YORK (DANE CO.) WI.**

Any qualified elector who is unable or unwilling to appear at the polling place on Election Day may submit a request to vote an absentee ballot to their municipal clerk. A qualified elector is any U.S. citizen, who will be 18 years of age or older on Election Day, who has resided in the ward or municipality where he or she wishes to vote for at least 28 consecutive days before the election. The elector must also be registered in order to receive an absentee ballot. Proof of identification must be provided before an absentee ballot may be issued.

**You must make a request for an absentee ballot in writing or online at [MyVote.wi.gov](https://MyVote.wi.gov).**

Contact your municipal clerk and request that an application for an absentee ballot be sent to you for the primary or election or both. You may also submit a written request in the form of a letter or you may apply for an absentee online at [MyVote.wi.gov](https://MyVote.wi.gov). Your written request must list your voting address within the municipality where you wish to vote, the address where the absentee ballot should be sent, if different, and your signature. You may make application to your municipal clerk for an absentee ballot in person, by mail, by fax, by email or at [MyVote.wi.gov](https://MyVote.wi.gov).

**Making application to receive an absentee ballot by mail**

**The deadline for making application to receive an absentee ballot by mail is:  
5 pm on the fifth day before the election, THURSDAY, OCTOBER 29, 2020**

**Note:** Special absentee voting application provisions apply to electors who are indefinitely confined to home or a care facility, in the military, hospitalized, or serving as a sequestered juror. If this applies to you, contact the municipal clerk regarding deadlines for requesting and submitting an absentee ballot.

**Voting an absentee ballot in person**

You may also request and vote an absentee ballot in the clerk's office or other specified location during the days and hours specified for casting an absentee ballot in person.

**The first day to vote an absentee ballot in the clerk's office is: WHEN AVAILABLE**

See the list below for available times to vote in-person in your municipality, including the last day to vote in-person. No in-person absentee voting may occur on the day before the election.

**Village of Marshall - Lindsey Johnson**

130 S. Pardee St., Box 45  
Marshall, WI 53559-0045  
Phone # (608) 655-4017 ext. 202  
Mon-Thurs: 8:00 a.m. - 4:30 p.m.; Fri: 8:00 a.m.-1:00 p.m.  
Last Day: Friday, August 7, 2020 - 8:00 a.m. - 5:00 p.m.

**Town of Medina – Tammy Jordan**

634 State Hwy 19, PO Box 37  
Marshall, WI 53559  
Phone # (608) 219-3556  
Available by Appointment

**Town of Portland - Nancy Thompson**

W11720 Taylor Street

Waterloo, WI 53594

Phone # (920) 478-3724

Available by Appointment - through 5:00 p.m. on the Sunday preceding each election

**Town of York**— Nicole Bronkhorst

398 Sun Prairie Rd

Waterloo, WI 53594

Phone # (608) 516-0828

Available by Appointment - Mon-Fri: 8:00 a.m. - 5:00 p.m.

**Town of Waterloo**- Cindy Schroeder

N8193 State Road 89

Waterloo, WI 53594

Phone # (920) 648-3230

Available by Appointment

**City of Waterloo** - Mo Hansen

136 North Monroe St

Waterloo, WI 53594

Phone # (920) 478-3025

Monday-Friday 8:00 a.m. - 6:00 p.m. and Saturdays 9:00 a.m. – 12:00 noon

The municipal clerk will deliver voted ballots returned on or before Election Day to the proper polling place or counting location before the polls close on November 3, 2020. Any ballots received after the polls close **will not be counted**.

Corrected 10-01-2020

Published: The Courier 10-01-2020

Type E-REV 2018-07

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136 North Monroe Street, Waterloo, Wisconsin 53594-1198  
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**RESOLUTION #2020-43**  
**Establishing A 2021 Municipal Vehicle Registration Fee Status**  
**Per Adopted Ordinance #2019-08**

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

**WHEREAS**, Ordinance 2019-08 directs the City Council to annually establish a Municipal Vehicle Registration fee status for the coming calendar year, and;

**WHEREAS**, the Clerk/Treasurer's office has presented a revenue summary as part of this recurring resolution.

**THEREFORE BE IT RESOLVED**, by the City of Waterloo Common Council that it sets the 2020 fee status as follows:

- Maintain a \$15 annual registration fee.
- Modify the existing fee: \_\_\_\_\_
- Rescind this fee.

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

**City of Waterloo**

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

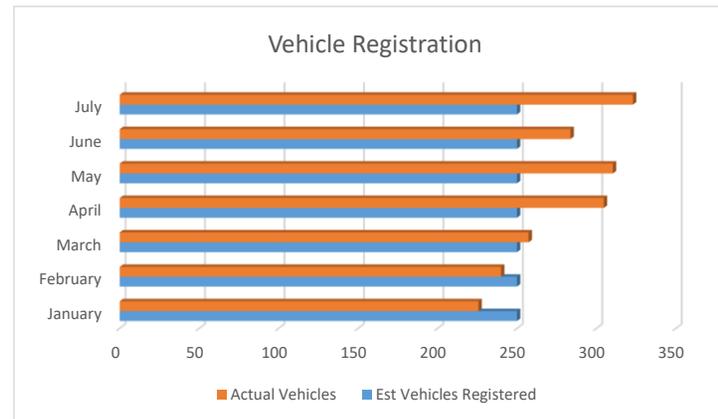
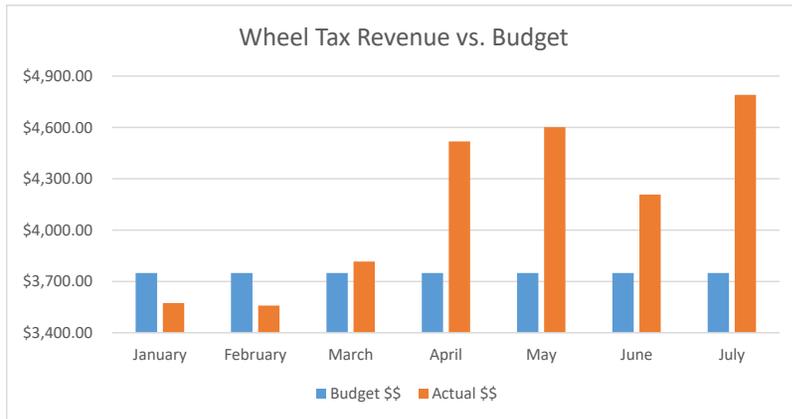
Attest:

\_\_\_\_\_  
Mo Hansen, Clerk/Treasurer

SPONSOR(S) – Clerk/Treasurer  
FISCAL EFFECT – 2021 projected annual revenue is \$49,000. By state law the amount devoted to road improvement as is a revenue line item in the Capital Fund.

City of Waterloo  
Municipal Vehicle Registration  
Fee Receipts  
9/29/2020

	January	February	March	April	May	June	July	August	September	October	November	December	Totals
<b>Budget \$\$</b>	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	\$ 45,000.00
<b>Actual \$\$</b>	\$ 3,574.00	\$ 3,559.00	\$ 3,816.00	\$ 4,518.00	\$ 4,602.00	\$ 4,207.00	\$ 4,790.00	\$ 4,797.76	\$ 4,827.55				\$ 38,691.31
<b>Est Vehicles Registered</b>	250	250	250	250	250	250	250	250	250	250	250	250	3,000
<b>Actual Vehicles</b>	226	240	257	305	310	284	323	324	326	0	0	0	2,594
<b>Budget \$ +/-</b>	\$ (176.00)	\$ (191.00)	\$ 66.00	\$ 768.00	\$ 852.00	\$ 457.00	\$ 1,040.00	\$ 1,047.76	\$ 1,077.55	\$ (3,750.00)	\$ (3,750.00)	\$ (3,750.00)	\$ (6,308.69)
<b>Vehicles +/-</b>	(24)	(10)	7	55	60	34	73	74	76	(250)	(250)	(250)	(406)





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**RESOLUTION #2020-44**  
**Providing A Targeted Co-brokerage Incentive Linked To**  
**The October 28, 2020 Auction Of 575 West Madison Street**

**Whereas**, the City of Waterloo seeks to attract new businesses and employment opportunities, and;

**Whereas**, 575 West Madison Street is up for auction on October 28, 2020 with bidders currently conducting due diligence property research, and;

**Whereas**, as it has done in the Treyburn Farms residential development projects, the City has an opportunity to incentivize and encourage real estate brokers to successfully bring clients to our community for the benefit of Waterloo's greater good.

**Therefore, Be It Resolved**, by the Common Council of the City of Waterloo, Wisconsin, that it hereby authorizes the Mayor and Clerk/Treasurer to enter into a co-brokerage agreement with Investment Advisory and/or its associates (the auction house) for the purpose of generating quality bidders as follows:

- Offer a municipal 1.5% co-brokerage incentive, with the auction house also offering a 1% incentive.
- Funded using Tax Incremental Finance #2 fund balance.

**PASSED AND ADOPTED** this \_\_\_\_\_, 2020.

**City of Waterloo**  
Signed:

\_\_\_\_\_  
Mayor Jenifer Quimby

Attest:

\_\_\_\_\_  
Mo Hansen, Clerk/Treasurer

## Mo Hansen

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**From:** Miller, Josh <Josh.Miller@freg.com>  
**Sent:** Monday, September 28, 2020 11:07 AM  
**To:** Mo Hansen  
**Subject:** RE: 575 West Madison Street / follow-up on co-brokerage concept

Mo,

After discussing with our team, comments are below:

1. Excited to see the city considering to offer up 1.5% fee
2. The below proposed payout is too complicated in comparison to our standard process. Since we are asking a lot of our Buyers, we keep things simple (communication/documentation/expectations/etc)
3. Since it is an auction, we cannot list pricing or have a contingency on pricing.
4. We would be willing to market a 1% finder's fee from our side, if the City of Waterloo is willing to offer 1.5% finder's fee with no contingencies.

I look forward to hearing your feedback.

Thanks,

Josh Miller  
Vice President, Investment Advisory Services



34975 West Twelve Mile Road Farmington Hills, Michigan 48331  
P 248-848-4146 | F 248-848-4141 |  
[Josh.Miller@freg.com](mailto:Josh.Miller@freg.com) | [www.friedmanrealestate.com](http://www.friedmanrealestate.com)



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**From:** Mo Hansen <mhansen@waterloowi.us>  
**Sent:** Friday, September 25, 2020 5:33 PM  
**To:** Miller, Josh <Josh.Miller@freg.com>  
**Subject:** 575 West Madison Street / follow-up on co-brokerage concept

Josh,  
Below criteria I put out to a receptive Mayor about municipal co-brokerage sweetener. How soon could we know RE: **highlighted?**

- Similar to what we did with Treyburn with a sweetener to an agent bringing a buyer to the table, I propose the City authorize an expenditure of 1.5% of the sale price (cap at \$15,000) as a co-broker incentive to the winning bidder – only if all the following conditions are met:
  - **The auction house agrees on or before October 8<sup>th</sup> to also puts in 1%, meaning the co-broker commission would be roughly 2.5%** -- enough to get brokers who otherwise don't have a reason to lift a finger to go to work for their clients.

- The winning bid is greater than \$1,075,000 or greater. [This amount gets us out from underneath a loan guarantee call].
- The winning bidder certifies that the facility will serve as the primary work place for a minimum of 15 employees within nine months of closing.
- The winning bidder is not among those I've already route to the auction house: Trek, EVCO Plastics or Rock Auto

Mo Hansen | Clerk/Treasurer | [City of Waterloo](#) | 920.478.3025



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**RESOLUTION #2020-45**  
**Appointing Raynelle Butzine As A Deputy Clerk For Election Administration Purposes**  
**And Recognizing Municipal Efforts To Conduct Well-Administered Elections**

**Whereas**, the City of Waterloo seeks to conduct well-administered elections, and;

**Whereas**, Raynelle Butzine is a valued employee, having started her municipal duties in 1987, and;

**Whereas**, Raynelle Butzine has the highest Wisconsin Election Commission certification available to municipal employees, and is an indispensable team member in the Clerk/Treasurer's office, and;

**Whereas**, the Clerk/Treasurer's office seeks to conduct well-administered elections, with an additional Deputy adding greater office efficiency and flexibility.

**Therefore, Be It Resolved**, by the Common Council of the City of Waterloo, Wisconsin, that it hereby appoints Raynelle Butzine as a Deputy Clerk for election administration purposes and thanks her for her work on the past and current elections.

**PASSED AND ADOPTED** this \_\_\_\_\_, 2020.

**City of Waterloo**  
Signed:

\_\_\_\_\_  
Mayor Jenifer Quimby

Attest:

\_\_\_\_\_  
Mo Hansen, Clerk/Treasurer

