

136 North Monroe Street  
Waterloo, WI 53594-1198  
Phone: (920) 478-3025  
Fax: (920) 478-221  
www.waterloowi.us

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

**Committee:** Finance, Insurance & Personnel Committee  
**Date:** April 16, 2015  
**Time:** 6:30 p.m.  
**Location:** Council Chambers of the Municipal Building  
136 N. Monroe Street

to consider the following:

1. Call to Order and Roll Call
2. Public Comment

*Under "Public Comment" the public can comment on any topic not on the agenda, but The Wisconsin Open Meetings Law does not allow for any discussion or action to be taken on issues not listed on the agenda. The City Council is not able to respond to questions or have discussion during this time.*

3. Approval of Meeting Minutes
  - a. February 19, 2015
4. Discussion/Decision Items
  - a. Payroll for February 2015 - \$60,083.53 \*\*\*
  - b. Payroll for March 2015 - \$60,919.46 \*\*\*
  - c. Vouchers from February 20, 2015 through March 19, 2015
  - d. Vouchers from March 20, 2015 through April 16, 2015
  - e. Special Assessment terms and Invoice for Eric Gangstad at 675 Fox Lane
5. Future Agenda Items and Announcements
6. Adjournment

Chris Astrella  
Clerk/Treasurer

\*\*\* See Council Packet

Committee Members: Springer, Quimby and Griffin

Posted, Emailed & Distributed: April 14, 2015

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.

## Finance, Insurance, and Personnel Meeting Minutes from February 19, 2015

Chair Springer called the meeting to order at 6:00pm with Quimby and Griffin in attendance. Mayor Bob Thompson, and Clerk/Treasurer Chris Astrella were also in attendance.

**2. Public Comment:** There was no citizen comment.

**3. Approval of Meeting Minutes from January 15, 2015:** Quimby moved to approve the minutes and it was seconded by Griffin. The motion passed 3-0.

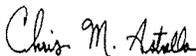
**4a. Discussion/Action Items:**

- a. *Payroll for January 2015 \$63,607.14:* Quimby made a motion to approve the monthly payroll for January in the amount stated. It was seconded by Griffin and passed 3-0.
- b. *Vouchers from January 16 through February 19, 2015:* Quimby moved to approve the vouchers and it was seconded by Griffin. The motion passed 3-0.
- c. *Treasurer's and Budget Reports for November and December 2014:* Quimby moved to accept and approve the Treasurer's reports for November and December 2014 and it was seconded by Griffin. The motion passed 3-0.
- d. *Resolution #2015-03, a resolution to amend the 2014 Budget:* Quimby moved to approve the resolution and it was seconded by Griffin. It passed 3-0.
- e. *Resolution #2015-04, a resolution approving the 2014 Fiscal Year Assignments:* C/T Astrella explained to the committee approving this resolution assigns any carry over funds to what is outlined on the spreadsheet. Quimby moved to approve the resolution and it was seconded by Griffin. It passed 3-0.
- f. *Resolution #2015-05, a resolution entering into a service agreement with the Watertown Humane Society:* C/T Astrella explained we received a contract from the WHS and it did not include an increase. He also let the WHS know that if they were going to have an increase next year, the city should be notified by Labor Day so we can budget for it. Quimby moved to approve the contract and it was seconded by Griffin. It passed 3-0.

**6. Future Agenda Items:** None were presented.

**7. Adjournment:** Quimby moved to adjourn; it was seconded by Griffin and passed unanimously. The meeting was adjourned at 6:39pm

Minutes written and submitted by



Chris Astrella, WCPC  
Clerk/Treasurer



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198  
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Website: www.waterloowi.us

## INVOICE #0018-2014

TO: ERIC GANGSTAD  
675 FOX LANE  
WATERLOO, WI 53594

JAN 22, 2014    2013 FOX LANE IMPROVEMENTS  
PARCEL #290-0813-0724-012  
673 FOX LANE

CONSTRUCTION & ENGINEERING FEES LESS DNR STEWARDSHIP GRANT  
FIVE PARCEL COST SHARE

OWNER'S SHARE PER PARCEL.....	\$2,663.00
	=====
TOTAL AMOUNT DUE THE CITY OF WATERLOO.....	\$2,663.00

PLEASE MAKE ALL PAYMENTS PAYABLE TO CITY OF WATERLOO TREASURER

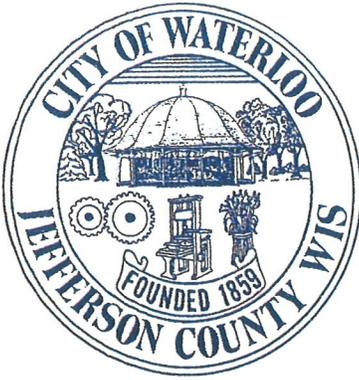
**PAYABLE WITHIN TEN DAYS**

LOIS A. M. BAIRD  
DEPUTY CLERK/TREASURER

608-577-4417

DETAILED COST ALLOCATION ATTACHED

*Subdivider  
Reimbursement Fee*  
400-46-4632-000



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## INVOICE #0019-2014

**TO: ERIC GANGSTAD  
675 FOX LANE  
WATERLOO, WI 53594**

JAN 22, 2014    **2013 FOX LANE IMPROVEMENTS**  
PARCEL #290-0813-0724-006  
675 FOX LANE

**CONSTRUCTION & ENGINEERING FEES LESS DNR STEWARDSHIP GRANT  
FIVE PARCEL COST SHARE**

OWNER'S SHARE PER PARCEL.....\$2,663.00

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PLEASE MAKE ALL PAYMENTS PAYABLE TO CITY OF WATERLOO TREASURER

**PAYABLE WITHIN TEN DAYS**

*Subdivider Reimburse  
Fee*

LOIS A. M. BAIRD  
DEPUTY CLERK/TREASURER

608-577-4417

**DETAILED COST ALLOCATION ATTACHED**

*400-46-4632-000*

## Lois

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**From:** Lois <cityhall@waterloowi.us>  
**Sent:** Wednesday, April 01, 2015 8:52 AM  
**To:** 'ERIC GANGSTAD'  
**Subject:** RE: Waterloo Garman/Knowlton Trailhead Facility / available PM today for quick call

Eric, thanks for the copy of the e-mail

Are you in agreement then to go with a 10 year payback with an interest rate of 6% on the unpaid balance

With the interest accruing on the unpaid balance effective May 1, 2015

This will give you 30 days to make a payment with no interest

Please let me know your thoughts, I will have to present this to the Finance Committee for their approval

Thank You

Lois A.M. Baird  
Deputy Clerk/Treasurer  
City of Waterloo  
136 N Monroe Street  
Waterloo, WI 53594  
Phone: 920-478-3025  
Fax: 920-478-2021  
Web: [www.waterloowi.us](http://www.waterloowi.us)  
E-mail: [cityhall@waterloowi.us](mailto:cityhall@waterloowi.us)

**From:** ERIC GANGSTAD [<mailto:ejgangstad@yahoo.com>]  
**Sent:** Monday, March 30, 2015 7:19 PM  
**To:** [cityhall@waterloowi.us](mailto:cityhall@waterloowi.us)  
**Subject:** Fw: Waterloo Garman/Knowlton Trailhead Facility / available PM today for quick call

Lois,

Please see the email below from Mo regarding the 10yr term.

Thank you,

Eric Gangstad

On Tuesday, February 19, 2013 6:11 PM, City Hall <[cityhall@waterloowi.us](mailto:cityhall@waterloowi.us)> wrote:

Rachel, Ed and Eric:

Please inform Norma of the following:

1. Below is the answer on the sanitary sewer question. The answer is that it is not eligible for matching funds. Because the County is on the end of the Lane, the roadway expenses are eligible.
2. I will follow up with Mitch on the alternative of going with a private contractor. In order to make this option more palatable, I am now stating in writing that we will go out ten-years on the payback of the

roadway portion of the project, doubling the previous five. The intent of doing this is to minimize your up-front costs in order to make the option of a privately installed sanitary sewer more affordable.

Please note we would not assist with the financing of a privately installed sanitary sewer project. But you have full and complete access to the engineering work already completed for use in this endeavor.

Eric Ganstad's Monday question on this topic was reasonable and should have been answered by me at an earlier time, I apologize. I hope that the availability of the engineer design information and ten-year financing for the street portion of this municipal project aids you in making an overall decision.

Mo Hansen  
Clerk/Treasurer  
City of Waterloo  
136 North Monroe Street  
Waterloo, WI 53594-1198

voice - 920-478-3025 / fax - 920-478-2021

website - <http://www.waterloowi.us>

email - [cityhall@waterloowi.us](mailto:cityhall@waterloowi.us)

Please consider the environment before printing this email.

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**From:** Hessler, Lavane J - DNR [<mailto:Lavane.Hessler@wisconsin.gov>]  
**Sent:** Tuesday, February 19, 2013 5:24 PM  
**To:** City Hall; Rothenmaier, Mary L - DNR  
**Cc:** [mleisses@kunkelengineering.com](mailto:mleisses@kunkelengineering.com)  
**Subject:** RE: Waterloo Garman/Knowlton Trailhead Facility / available PM today for quick call

Hi,

At this time we don't have any additional funds available. You will need to come in with an application in May requesting additional fund. You may want to look at the Recreational Trail Act funds for building some of the trail facilities since any funds you would receive Stewardship would have to go to Joint Finance for approval.

The only portion of the sanitary sewer link eligible would the lateral hook up to the facility. Also be very careful with how you use the funding on the road improvements. It must be the portion that serves the park. If it serves residences and other components that portion won't be eligible.

Lavane Hessler  
Stewardship & LWCF Grant Manager  
Bureau of Community Financial Assistance  
Wisconsin Department of Natural Resources  
(☎) phone: (608) 267-0497 or (715) 839-3709  
(☎) fax: (608) 267-0496 or (715) 839-6076  
(✉) e-mail: [lavane.hessler@wisconsin.gov](mailto:lavane.hessler@wisconsin.gov)

Learn more about DNR grants and loans by going to <http://dnr.wi.gov> and entering the keywords "grants and loans"

flickr: <http://www.flickr.com/people/widnr/>

twitter: <http://www.twitter.com/WDNR>

facebook: <http://www.facebook.com/WIDNR>

youtube: <http://www.youtube.com/WIDNRTV>

*"Take a moment to enjoy Wisconsin's outdoors."*

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**From:** City Hall [<mailto:cityhall@waterloowi.us>]

**Sent:** Tuesday, February 19, 2013 12:39 PM

**To:** Rothenmaier, Mary L - DNR; Hessler, Lavane J - DNR

**Cc:** [mleisses@kunkelengineering.com](mailto:mleisses@kunkelengineering.com)

**Subject:** Waterloo Garman/Knowlton Trailhead Facility / available PM today for quick call

Mary & Lavane:

Are either of you available today for quick questions? We opened bids and I have two questions

1. Our bids came in higher than we anticipated. We are currently working to fill an \$110,000 funding gap through a combination of building modifications and revenue enhancement. Are additional DNR funds available? We have match dollars raised. After looking to some value engineering to cut project costs, we would seek \$40,000 additional dollars.

2. The Fox Lane Improvements contain work to connect three residents to sanitary sewer, along with storm water improvements and roadway improvements. The sanitary sewer work means three failing septic systems would be closed.

Is the sanitary sewer piece an eligible match expense? It is integral to the overall Fox Lane improvements, and sanitary sewer is run to the new facility also.

Mo Hansen  
Clerk/Treasurer  
City of Waterloo  
136 North Monroe Street  
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## Special Charges To Fox Lane Residents For Services Provide As Part Of The Trailhead Facility Project

- Five Year Installment Plan With Interest (6%)
- Payment Schedule Provided By City – No Annual Invoice
- First Payment Due November 1, 2013
- If Property Sold The Special Charge Stays With The Property
- If Payment Not Made Charge Is Added To Property Tax Bill
- An Estimated Payment Schedule Can Be Calculated Once A Contract Is Awarded
- A Final Payment Schedule Can Will Be Generated Once The Work Is Completed

Waterloo City Hall

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**From:** ERIC GANGSTAD [ejgangstad@yahoo.com]  
**Sent:** Tuesday, October 28, 2014 11:08 AM  
**To:** Waterloo City Hall  
**Subject:** Invoices 0018 & 0019

Lois,

Thank you for mailing me copies of these invoices. I am wondering what I need to do to receive the 10yr terms that were offered by the city and agreed upon for this cost. I do not understand why these say payable in 10 days. Also, I am unclear why the date of 1/22/14 is on here. The work was only just completed about 5 weeks ago so this makes no sense.

I want to take care of this as soon as possible, thanks again.

Eric Gangstad

Sent from Yahoo! Mail on Android