



136 North Monroe Street
Waterloo, Wisconsin 53594
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www.waterloowi.us

City of Waterloo Council Agenda
Council Chamber of the Municipal Building – 136 N. Monroe Street
Thursday May 7, 2015
Immediately following the Council Organizational Meeting

1. Call to Order, Roll Call, Meeting Sign-In

2. Pledge of Allegiance

3. Approval of Minutes

- Minutes from City Council Meeting of April 16, 2015

4. 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.

5. Committees, Commissions & Board Recommendations/Reports

- Parks Commission
 - Rental Agreement for Waterloo Regional Trailhead
 - Status and Deficit Update for the Waterloo Regional Trailhead in 2014

6. Discussion/Decision Items

- Proclamation to designate the week of May 17-23, 2015 as Emergency Medical Services Week
- Operator's License for Heather Ann Yohn, expiring June 30, 2015
- Change of Agent for JC Acquisition, LLC (Jim's Cheese), 410 Portland Road
- Ordinance 2015-03 Reducing the size of the Parks Commission from 7 to 5 members
- Resolution 2015-10 Withdrawing the KJML from the Mid Wisconsin Federated Library System and Joining the Waukesha County Federated Library System
- Economic Development RFP
- Clerk/Treasurer's Report
 - Public Participation Policy
- Convene into closed session pursuant to 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- Reconvene into open session

7. Future Agenda Items, Communications to the Council and Announcements

- Open Book and Board of Review Notice (OB May 11 and BoR June 1)
- Official Publication of Beer and Liquor Licenses Applied for in Waterloo
- Official Publication of "Class A" Intoxicating Liquor License Applied for in Waterloo for Kwik Trip, Inc.
- Waterloo Intermediate/Middle School – Character Shuffle, Friday, May 8, 2015
- Communication from Hutchinson Memorial Library Board

8. Adjournment

Chris M. Astrella

Chris Astrella, WCPC
City Clerk/Treasurer

Posted and Emailed: May 5, 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.

Waterloo City Council Meeting Minutes from April 16, 2015

Mayor Thompson called the meeting to order at 7pm and all council members were in attendance except Quimby and Ziaja. Clerk/Treasurer Chris Astrella, Police Chief Denis Sorenson, Diane Graff, Tammy Krueger, Nancy Yerges, Penny Yerges and Maureen Giese were also in attendance. The Pledge of Allegiance was recited.

3. Approval of meeting minutes from April 2, 2015: Thomas moved to approve the minutes; it was seconded by Griffin and passed 5-0.

4. Public Comment: There was no Public Comment.

5. Consent Agenda: Stinnett moved approval of the consent agenda, it was seconded by Springer and passed 5-0. The Consent Agenda Items are listed below:

- Library Reports from February and March
- Library Board Minutes from February 10 and March 10, 2015
- Water and Light Meeting Minutes from March 3 and April 7, 2015
- CATV Meeting Minutes from January 20 and March 25, 2015
- Waterloo Regional Trailhead Meeting Minutes from January 22, 2015
- Public Safety and Health Meeting Minutes from March 5, 2015
- Park Trustee Board check registers for February 2015
- Waterloo Fire Department Report

6. Committees, Commissions and Boards:

- Finance, Insurance, and Personnel
 - Payroll
 - Springer moved approval of payroll for February 2015 in the amount of \$60,083.53. It was seconded by Thomas and passed 5-0.
 - Springer moved approval of payroll for March 2015 in the amount \$60,919.46. It was seconded by Thomas and passed 5-0.
 - Vouchers
 - Springer moved approval of the vouchers from February 20 through March 19, 2015. It was seconded by Griffin and passed 5-0.
 - Springer moved approval of the vouchers from March 20 through April 16, 2015. It was seconded by Griffin and passed 5-0.

7. Discussion/Decision Items; Clerk/Treasurer's Report:

Arbor Day Proclamation: The proclamation was included in with the council's packet and no action was taken. It was signed by the mayor and would be signed by the Clerk/Treasurer at his earliest convenience.

KJML withdrawal from Mid-Wisconsin Federated Library System and partnering with the Waukesha County Federated Library System: Alder Reynolds gave a background on where this was coming from and why it was important to make the change in Library Systems. Library Director Kelli Mountford was on hand to give more information and answer a few questions. This update was for informational purposes only, a formal resolution will appear at the next council meeting.

Economic Development RFP: C/T Astrella informed the Council that the Mayor has been asking for an Economic Development RFP for a couple of months, and that something will be on the agenda at the next Council meeting.

Clerk/Treasurer's Report:

Website: The new website is up and running however is still a work in progress. It is easy to use and looks great, but is hard for city staff to update. We're working with Greenleaf Media on more training and attempting to make it easier for the website. If anyone finds a mistake, outdated information, or has suggestions please share those with me.

Rendezvous: This issue came up in the last week or so. Last year, the requirement to provide a Certificate, as well as the Special Event Permit were waived by the Clerk/Treasurer. In order to proceed according to city policy, our insurance company and me, required them to provide a Certificate. We received the personal insurance from Penny Yerges, and were informed that the cost (somewhere between \$600 and \$1000) was prohibitive for them. C/T Astrella also shared that if the city were to sponsor this event it would fall under city insurance and we would only be liable up to \$50,000 if something were to happen. Springer suggested the council allow the Rendezvous to proceed this year, partially because the dates were so close; but suggested fundraising for next year due to the cost of the Certificate of Insurance. Springer made a motion to allow the Rendezvous to operate under the city's insurance. It was seconded by Stinnett and passed 5-0.

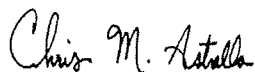
Convene in closed session pursuant to Wisconsin State Statutes 19.84(1)(f) to consider financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where paragraph (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations: Reynolds made a motion to move into closed session and it was seconded by Griffin. The motion passed 4-1 with Thomas voting against. The city council entered closed session at 7:25pm

Reconvene into open session: Springer moved to return to open session and it was seconded by Thomas. The motion passed 5-0 and the city council returned to open session at 7:45pm

8. Future Agenda Items, Communications to the Council and Announcements: C/T asked for summer hours to appear on the next Council Agenda and The Waterloo Rendezvous will take place May 8-10 at the Trailhead.

9. Adjournment: Springer moved to adjourn the meeting; it was seconded by Griffin and passed unanimously. The meeting was adjourned at 7:49pm

Minutes written and submitted by



Chris Astrella, WCPC
Clerk/Treasurer

Current Agreement

WATERLOO REGIONAL TRAILHEAD
760 McKay Way, Waterloo, WI 53594
Warming Room & Back Patio Rental Agreement

_____ Name (First, Last)	_____ Address (Street Name & Number, City, State, Zip)
_____ Daytime Phone Number	_____ Alternate Phone Number or Email
_____ Name of Group (if applicable)	_____ Event Type
_____ Date Requested	_____ Expected Number of People
Rental Times: From: _____ am/pm	To: _____ am/pm

Refundable Deposit	Rental	Rental Fee
\$50.00	Hourly (less than 2 hours)	\$20.00/hour
\$50.00	Hourly (less than 2 hours) non- profit organizations	\$10.00/hour
\$50.00	Half Day (2 to 4 hours)	\$75.00
\$50.00	Full Day (4 hours or more)	\$125.00

Reservation of the facility requires two separate checks, one for the rental fee and one for the refundable deposit. The deposit check will be returned following inspection of the facility after its use. All checks should be made payable to the City of Waterloo, with a note in the memo section referring to the Waterloo Regional Trailhead (WRT). Your reservation is only guaranteed when the fee has been paid in full and the Rental Agreement has been signed by the renter.

Rental Fee Amount: \$ _____ + \$ 50.00 Deposit

Received On: _____ Receipt #: _____

Keys to the Facility:

If your group is issued a key, return the key to the facility comment box in the atrium or the municipal drop box immediately after using the facility. The drop box is located in front of the municipal building at 136 N. Monroe Street.

Policy Acknowledgement:

I agree to abide by the **WATERLOO REGIONAL TRAILHEAD - Facility Use Rules & Procedures.**

Signature: _____ Date: _____

Rental Agreement: WATERLOO REGIONAL TRAILHEAD
760 McKay Way, Waterloo, WI 53594
Warming Room & Back Patio Rental Agreement
Facility Use Rules & Procedures

It is the goal of the City to have the Waterloo Regional Trailhead utilized to the greatest extent possible by all members of its community. Generally, the facility will be rented out on a first-come, first-serve basis. See fee schedule below for applicable fees and deposits, which are payable by check to the City of Waterloo and deliverable to the Clerk/Treasurer's Office at City Hall, 136 N. Monroe Street, Waterloo, WI 53594.

Refundable Deposit	Rental	Rental Fee
\$50.00	Hourly (less than 2 hours)	\$20.00/hour
\$50.00	Hourly (less than 2 hours) non- profit organizations	\$10.00/hour
\$50.00	Half Day (2 to 4 hours)	\$75.00
\$50.00	Full Day (4 hours or more)	\$125.00

**Please note – Fees are subject to change based on current market prices and facility updates.

1. Contact the Clerk/Treasurer's office (920-478-3025) to ensure the facility is available for the dates and times of your event. Municipal staff will hold the shelter for a maximum of 10 business days; if the shelter rental agreement, rental fee, and applicable deposits are not received within 10 business days, the shelter will be reopened to the public for rental.
2. Deposits must be paid by check, separate from rental fee checks. Checks should be made out to the City of Waterloo, with a note in the memo section referring to the Waterloo Regional Trailhead (WRT). If there are no charges for damaging or cleaning the facility after use, the deposit check will be returned within 5 business days of the reservation.
3. Reservation must be made a minimum of 2 business days before the first day of a reservation.
4. All fees will be retained in full unless the reservation is canceled at least 10 business days in advance of the reservation date. Fees for reservations made less than 10 business days in advance are NOT refundable, except in cases of inclement weather, which will be treated on a case-by-case basis. Reservations are guaranteed only when the fee is paid and the Rental Agreement is signed.
5. Facility reservation hours are from 6:00 a.m. to 10:00 p.m.
6. Time periods must fall within the same calendar day. For example, the event cannot run from 5:00 p.m. on Saturday to 8:00 a.m. on Sunday. It is the renters' responsibility to remove all personal items from the rented facility by the end of the rental day. Failure to remove all items by the end of the day will result in collection of the shelter deposit and other potential charges.
7. The clean-up checklist provided each group for each reserved date must be completed by the authorized representative of the organization using the facility. It is understood that the renter's responsibility to clean and restore the premises must be completed within the specified rental time.
8. If the facility has sustained damages through an organization's use of the facility, or if municipal personnel must clean the facility after such use, all or any portion of the deposit will be retained by the municipality to cover costs. Organizations will be billed for any damages in excess of the deposit. Any remaining deposit funds after dismissing damages or cleaning will be refunded by the City of Waterloo within 60 days.

9. All reservation applications must be signed by an adult at least 18 years of age. An adult, 18 or older, must be in attendance during the entire reservation time and until all participants have left the building.
10. Should a key to the Waterloo Regional Trailhead be issued to an authorized representative, this key must be returned to the municipal drop box located at 136 N. Monroe Street at the end of the rental period. The organization will be responsible for any attendant costs if the key is lost (e.g. changing the locks) while still signed out to that organization.
11. Reservations entitle your group to exclusive use of the facility's warming room and back patio. The general public may use the restrooms. Other facilities such as play areas are for use on a first-come, first-served basis with a one hour time limit if another group or individual is waiting.
12. If there is a conflict with other people regarding the shelter, the Waterloo Police Department should be contacted (920) 478-2343.
13. The use of the facility must be in accordance with local and state law. Consult the Clerk/Treasurer's office at (920) 478-3025 for details. Use of tobacco is prohibited in and around the building. Fire and safety laws must be observed. Firearms are not allowed on the Waterloo Regional Trailhead premises.
14. Any emergency occurring while using the facility must be reported to the City of Waterloo Clerk/Treasurer office (920-478-3025).
15. All dogs must be on a leash.
16. Vehicles are restricted to designated roadways and parking areas.
17. The City of Waterloo reserves the right to review and/or refuse future use of this facility for a group's previous infringement of the rules or policies governing facility use. In the event a dispute arises regarding the use of the facility, the final decision rests with the Clerk/Treasurer and his/her designee.
18. The City of Waterloo reserves the right to cancel a scheduled reservation due to unforeseen circumstances. Notification of such cancellation will be given a minimum of 24 hours in advance. However, should inclement weather force the closing of the Waterloo Regional Trailhead, 24 hours' notice may not be possible. It is recommended that all organizations contact the Waterloo Regional Trailhead at 920-350-5234 or the City of Waterloo at 920-478-3025 if inclement weather threatens.

Warming Room & Back Patio Rental Agreement
Waterloo Regional Trailhead
760 McKay Way, Waterloo, WI 53594



 Renter (Please Print Legibly)

 Full Address

 Phone Number

 Email

 Name of Group (if applicable)

 Event Type

 Date Requested

 Expected Number of People

Rental Times: From: _____ am/pm to: _____ am/pm

Refundable Deposit	Rental	Rental Fee
\$50.00	Non-Profit	\$0.00
\$50.00	Half Day (less than 4 hours)	\$85.00
\$50.00	Full Day (4 hours or more)	\$150.00

Rental Fee Amount: \$ _____ + \$150.00 (Deposit) = _____

Received On: _____ Receipt #: _____

Keys to the Trailhead:

If your group is issued a key, return the key to City Hall during normal business hours or the municipal drop box in front of the City Hall at 136 N. Monroe Street immediately after renting.

Policy Acknowledgement:

I agree to abide by the Waterloo Regional Trailhead - Facility Use Rules & Procedures.

Signature: _____ Date: _____

Warming Room & Back Patio Rental Agreement Facility Use Rules & Procedures

It is the goal of the city to have the Waterloo Regional Trailhead utilized to the greatest extent possible by all members of the community. The facility will be rented out on a first-come, first-serve basis and the instructions for proper rental are below.

1. Visit <https://www.google.com/calendar/embed?src=vln6dopltboh4c9mjqr7svo%40group.calendar.google.com&ctz=America/Chicago> to ensure the facility is available for your event. If you have further questions regarding availability, contact City Hall at the number below. Staff will hold the shelter for 5 business days; if the rental agreement, fee, and deposits are not received within that time span, the trailhead will be reopened to the public for rental.
2. Rental fees and deposits can be paid using 2 separate checks or with cash. Checks should be made out to the City of Waterloo, and note in the memo section referring to the Waterloo Regional Trailhead (WRT). If there are no charges for damaging or cleaning the Trailhead after use, the deposit check will be returned within 5 business days of the reservation.
3. All rental fees will be retained in full unless the reservation is canceled at least 5 business days in advance of the reservation date. Fees for reservations made less than 5 business days in advance are NOT refundable, except in cases of inclement weather, which will be treated on a case-by-case basis. Reservations are guaranteed only when the fee is paid and the Rental Agreement is signed.
4. Reservation hours are from 6:00 a.m. to 10:00 p.m.
5. Time periods must fall within the same calendar day. For example, the event cannot run from 5:00 p.m. on Saturday to 8:00 a.m. on Sunday. It is the renter's responsibility to remove all personal items from the Trailhead by the end of the rental day. Failure to remove all items will result in collection of the shelter deposit and other potential charges.
6. The clean-up checklist provided to each group must be completed by the renter. It is the renter's responsibility to clean and restore the premises back to the condition the renter received it in.
7. If the Trailhead has sustained damage, or if municipal personnel must clean the facility after a rental, any or all of the deposit will be kept to cover costs. Additionally, if the deposit doesn't cover the cost of repairs or cleaning, the renter(s) will be billed the remaining amount. Any remaining deposit funds after damages or cleaning will be refunded by the city within 5 business days.
8. All applications must be signed by an adult at least 18 years of age and the same adult must be in attendance during the entire reservation time, until all participants have left the grounds.
9. If a key is checked out to your group, it must be returned to City Hall located at 136 N. Monroe Street at the end of the rental period. Failure to return the key will result in your deposit not being refunded and the cost of changing the locks billed back to the rental group.
10. Reservations entitle your group exclusive use of the facility's warming room and back patio, however the general public may still use the restrooms during normal building hours. Other facilities such as play areas are for use on a first-come, first-served basis with a one hour time limit if another group or individual is waiting.
11. If there is a conflict with other people regarding the shelter, the Waterloo Police Department should be contacted to resolve the matter.
12. The use of the trailhead must be in accordance with local and state law. Use of tobacco is prohibited in and around the building and alcohol can only be consumed if authorized by the

Clerk/Treasurer's Office or the City Council. Fire and safety laws must be observed and firearms are not allowed on trailhead premises at any time.

13. Any emergency occurring while using the facility must be reported to the Clerk/Treasurer's office or the Police Department.
14. All dogs must be leashed.
15. Vehicles are restricted to roadways and parking areas; **do not drive or park on the grass.**
16. The City of Waterloo reserves the right to review and/or refuse future use of the trailhead to any group based on past rental history. If a dispute arises regarding the use of the trailhead, the final decision rests with the Clerk/Treasurer.
17. The City of Waterloo reserves the right to cancel a scheduled reservation due to unforeseen circumstances. Notification of such cancellation will be given a minimum of 24 hours in advance if possible (especially in the case of weather). Renters should contact the Clerk/Treasurer's Office or the Waterloo Police Department if inclement weather threatens.

Contact Phone Numbers:

Waterloo Clerk/Treasurer's Office: 920.478.3025 (Monday through Friday 8a - 4:30p)
Waterloo Police Department: 920.478.2343 (Monday through Friday 7:30a – 3:30p)

CITY OF WATERLOO

BALANCE SHEET
DECEMBER 31, 2014

FUND 225 - SPECIAL REVENUE TRAILHEAD-WRT

ASSETS

225-11100	TREASURER'S CASH	(53,034.61)	
225-13100	ACCOUNTS RECEIVABLE	.00	
225-13101	ACCOUNTS RECEIVABLE PRIOR YEAR	.00	
		<hr/>	
	TOTAL ASSETS		(53,034.61)

LIABILITIES AND EQUITY

LIABILITIES

225-21100	VOUCHERS PAYABLE	29.00	
		<hr/>	
	TOTAL LIABILITIES		29.00

FUND EQUITY

225-32600	FUND BALANCE	.00	
	REVENUE OVER EXPENDITURES - YTD	(53,063.61)	
		<hr/>	
	TOTAL FUND EQUITY		(53,063.61)
			<hr/>
	TOTAL LIABILITIES AND EQUITY		(53,034.61)