

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Emp No	Amount
05/09/15	PC	05/14/15	28715	BEUTIN, KEITH JAMES	2014	73.88
05/09/15	PC	05/14/15	28716	FRITSCH, RYAN MICHAEL	2015	75.73
05/09/15	PC	05/14/15	28717	GRIFFIN, MICHELLE KATH	2017	107.13
05/09/15	PC	05/14/15	28718	CHRISTIANSON, RUSSELL	2022	104.66
05/09/15	PC	05/14/15	28719	BUECHNER, SHERRY L	2026	54.78
05/09/15	PC	05/14/15	28720	WOOLEVER, JACOB THOM	2027	266.26
05/09/15	PC	05/14/15	28721	LAI MILLER, PEGGY PIK	2028	9.23
05/09/15	PC	05/14/15	28722	OLGUIN, MARIBEL REMED	2030	253.03
05/23/15	PC	05/28/15	28723	BUTZINE, RAYNELLE M	1001	363.38
05/23/15	PC	05/28/15	28724	BAIRD, LOIS A.M.	1002	1,286.67
05/23/15	PC	05/28/15	28725	ASTRELLA, CHRISTOPHEF	1009	1,539.21
05/23/15	PC	05/28/15	28726	BURGOS COLON, JESUS	1043	328.92
05/23/15	PC	05/28/15	28727	BRITZKE, NATHANIEL E	1045	166.23
05/23/15	PC	05/28/15	28728	SCHEER, WILLIAM HENRY	1046	55.41
05/23/15	PC	05/28/15	28729	COTTING, KIRAN INDRANI	1047	18.47
05/23/15	PC	05/28/15	28730	GARTNER, FRANCINE A	1101	895.35
05/23/15	PC	05/28/15	28731	LANGE, RANDIE R	1104	1,495.75
05/23/15	PC	05/28/15	28732	SORENSEN, DENIS P	1106	1,602.60
05/23/15	PC	05/28/15	28733	BOLLIG, RANDY P	1113	1,281.52
05/23/15	PC	05/28/15	28734	THOMFORD, SARAH A	1115	1,526.44
05/23/15	PC	05/28/15	28735	BREITENFELDT, NICHOLA	1118	1,381.12
05/23/15	PC	05/28/15	28736	CULLEN, NATHANIEL J	1120	1,339.41
05/23/15	PC	05/28/15	28737	THOM, TRACY S	1121	1,594.05
05/23/15	PC	05/28/15	28738	RUPPRECHT, JOSEPH JA	1126	1,406.93
05/23/15	PC	05/28/15	28739	VIRCHOW, KYLE J	1144	105.28
05/23/15	PC	05/28/15	28740	YERGES, GARY A	1203	359.33
05/23/15	PC	05/28/15	28741	ROBBINS, JEFFREY K	1204	1,069.43
05/23/15	PC	05/28/15	28742	YERGES, CHAD M	1206	1,043.36
05/23/15	PC	05/28/15	28743	ZIBELL, JOEL R	1251	1,060.52
05/23/15	PC	05/28/15	28744	GRENAWALT, BEVERLY A	1260	351.46
05/23/15	PC	05/28/15	28745	BRUECKNER, AMANDA EF	1261	879.61
05/23/15	PC	05/28/15	28746	MOUNTFORD, KELLI ANN	1263	1,364.76
05/23/15	PC	05/28/15	28747	PARSONS, MARY MARGAF	1277	798.96
05/23/15	PC	05/28/15	28748	DATKA, AMBER ELIZABETI	1281	152.76
05/23/15	PC	05/28/15	28749	TARNOWSKI, JEFFREY MI	1283	93.35
05/23/15	PC	05/28/15	28750	KENT, HEATHER EILEAN	1284	222.70
05/23/15	PC	05/28/15	28751	HENNING, LYLE THOMAS	1332	385.53
05/23/15	PC	05/28/15	28752	MELCHIOR, CODY JAMES	1347	193.93
05/23/15	PC	05/28/15	28753	HOLZHUETER, THOMAS	1349	381.08
05/23/15	PC	05/28/15	28754	BUKATZ, GERALD C. H.	1351	329.01
05/23/15	PC	05/28/15	28755	NEUPERT, DALE EDWARD	1606	272.43
05/23/15	PC	05/28/15	28756	SCHOENWETTER, LOREN	1607	272.43
05/23/15	PC	05/28/15	28757	BUTZINE, JASON V	1706	1,379.30
05/23/15	PC	05/28/15	28758	PETRIE, MATTHEW T	1756	1,274.26

Grand Totals:

60,202.26



Request for Proposals: Economic Development Strategic Planning Services

Prepared By: City of Waterloo
136 N. Monroe Street
Waterloo, Wisconsin

Date: June 18, 2015

Request for Proposals:
Consulting Services
to Perform Economic Development
Strategic Planning Services

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Section A - Overview

1. Summary and General Information

The City of Waterloo, Wisconsin is seeking a qualified person or firm to contract for consulting services to a set of economic development strategies for the community in the form of a strategic implementation plan. The strategies will address the goals, objectives and benchmarks that measure City's progress. The strategies will also help the City direct its efforts and resources toward a clearly defined vision for its future. The final report and strategic implementation plan must provide directed, phased approaches to the various strategies with 1,5 and 10 year horizons.

In the year 2030, the City of Waterloo will continue to be a vibrant live-work community. Having embraced its history, the City will continue to thrive on its ability to maintain a safe, small-town atmosphere, enriched by the lives of hard-working families and business entrepreneurs. Settled among the farmlands, woodlands, rivers and drumlins of Jefferson County, Waterloo will pride itself on its natural amenities. The health of the City will be measured by the cleanliness of the air, the water and the land. Parks, schools and regional open spaces will be interconnected with the City's neighborhoods and downtown.

Development in Waterloo will be strategically planned so as to draw the most benefit from the resources and character of the natural landscape. The downtown will be lively and attractive, local businesses will grow and prosper, and children will be active in a wide variety of school and community sponsored recreational programs.

Currently Waterloo has four TIF Districts, with one of them supporting the other three. TIF District #1 is generating revenue, and that revenue is going to TIF's 2, 3 and 4 to support them financially. What the city would like is four healthy revenue generating TIF Districts to further support growth opportunities for Waterloo. Waterloo is a great city to live in with a proud history and strong work ethic. We'd like to provide our residents with a few more reasons to love their city and it is our hope that strengthening our TIF Districts would help us accomplish that.

2. Scope of Services

The successful Proposer will be expected to:

- Utilize the JCEDC's profile of the City of Waterloo's existing demographic and socioeconomic data, labor force characteristics and other key economic indicators.
- Review the City's Comprehensive Plan as it relates to economic development and recommend improvements in scope as it aids economic growth.

- Review policies, procedures, incentives, and codes that affect economic development and growth, and recommend policy, process or procedural changes.
- Utilize the JCEDC's retail market "leakage" analysis for Waterloo's commercial profile.
- Assess the current health of all TIF Districts.
- Identify and describe economic development potential and ways to grow and diversify the local economy.
- Develop and initiate a public involvement program that engages the community in this process. Electronic surveys, community open houses, social media, info booth at local events and other forms of community outreach could be used to achieve this objective. Additionally, provide summaries to Waterloo Community Development Authority (CDA) and Council with analyses of all public input.
- Identify means by which consultant will work with City staff, elected officials and key community members to identify and prioritize economic development goals and objectives and proposed activities and programs.
- Develop a comprehensive list of properties, both public and private, available for commercial and industrial development (can work in partnership with the JCEDC) for properties not listed through MLS.
- Develop a profile of commercial and industrial growth within the city's land use map.
- Develop a set of specific economic development strategies with an accompanying implementable action plan for further development in the 2nd TIF district. Special focus will be made on the downtown district and the business park district.
- Develop a set of innovative city-wide economic development strategies and programs with an accompanying implementable action plan. These strategies may include addressing indirect barriers to economic growth (i.e. housing issues). Narrative is to be included describing how these strategies will empower growth within all TIF districts.
- Recommend innovative incentive programs (both for direct and indirect economic development) that will promote growth within Waterloo.
- Establish planning parameters for setting a future growth policy for industry and workforce for the Waterloo City Council.
- Establish performance measurements, benchmarks or milestones that measure

- the City's progress throughout the Economic Development Strategic Planning Process.
- Recommend organizational and programmatic measures for the CDA to take for downtown revitalization.
- Identify, analyze and define roles/responsibilities in existing and potential partnerships with other entities both internal and external (such as other City departments, Waterloo Community Development Authority, Chamber of Commerce, JCEDC, etc.)

At a minimum, provide the following deliverables:

- An Economic Development Strategic Plan Executive Summary. In addition to the written document, a presentation to stakeholders.
- A brochure describing the Economic Development Strategic Planning process for distribution to the public.
- Develop an Economic Development Strategic Action Plan with goals and objectives. Establish implementation steps and timelines.
- Complete final report to be formally presented to all Stakeholders.

3. RFP Process

The RFP process consists of three phases: a) Proposals, b) Selection of Contractor, and c) Execution of Required Legal Documents. Deadlines and other important dates are as follows:

Availability of RFP: 06/22/2015
 Proposal due date: 07/20/2015
 Anticipated Interview Dates: 08/06/2015
 Anticipated award date: 08/10/2015

a. Proposals

Applicants must submit their Proposals in accordance with the instructions in Section C.

- i. An application must include all information requested in the RFP and demonstrate that the Applicant possesses relevant experience.

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- ii. An Applicant's submission of qualifications will be considered as permission for Waterloo to make inquiries concerning the Applicant's prior performance as staff deems necessary.

b. Selection of Contractor

An evaluation panel ("Panel") will be assembled to review applications. The Panel may, at its discretion, notify an Applicant that additional information or clarification is necessary. The selection process may involve interviews, contacts with references, and review of other information.

An Applicant may be rejected at any time if adverse findings are made with regard to the Applicant or any of its principals or related entities.

Waterloo further reserves the right, in its sole discretion, to reject at any time any or all applications, to withdraw the RFP, to negotiate with one or more Applicants, and/or to terminate negotiations without cause.

c. Execution of Required Legal Documents

Upon selection of the Contractor, Waterloo and the Contractor will negotiate a Contractor Agreement. The terms of the Agreement, after execution, shall govern the relationship between Waterloo and the Contractor. In the event of any variance between the terms of this RFP and the Agreement, the terms of the Agreement will govern.

4. Inquiries

Requests for clarifications and/or questions related to this RFP must be submitted in writing, via electronic mail, and received no later than 07/15/2015 – 5pm CST. Questions received after that time will not receive a response. No interpretations of the RFP will be made orally. All interpretations will be issued by electronic mail to all parties who receive a copy of the RFP. All inquiries shall be addressed to:

Waterloo Clerk/Treasurer's Office
136 N. Monroe Street
Waterloo, WI 53594

Section B – Standard Terms and Conditions

1. Contractor's Agreement

If deemed the most responsive firm to this RFP, the contractor shall enter into an agreement with Waterloo. The contractor, as well as any of its subcontractors or affiliates providing goods or performing work or services under the contract, shall meet the mandatory compliance requirements of the State of Wisconsin as set forth by

law.

The Scope of Services shall conclude no later than 6 months after effective date. The agreement may be terminated at an earlier date upon 60 days written notice by either party. The agreement may be extended upon mutual agreement of the parties for a No Cost Time Extension.

2. Insurance

Provide current documentation regarding your firm's professional liability insurance.

3. Compensation

Contractor shall be paid via check within 30 days receipt of invoice.

4. Compliance - Laws

The Contractor and any subcontractor or affiliate must comply with all local, state and federal laws, rules and regulations applicable to any contract for the subject project and to any goods delivered, services rendered, or work performed in accordance with the same.

5. Causes for Rejection

Submittals pursuant to this Request for Statements of Qualifications may be rejected for any or all of the following reasons:

- a. Applicant is not authorized to do business in the State of Wisconsin;
- b. Submission is not responsive to the requirements set forth in this Request for Proposals document;
- c. Submission contains false or misleading statements; or
- d. Any other parameter that Waterloo deems appropriate cause for rejection.

6. Waterloo reserves the right to:

- a. Reject any and all proposals received in response to this request;
- b. Negotiate the fees contained in any proposal;
- c. Waive or modify any irregularities in proposals received;
- d. Award contracts for consulting services in any manner necessary to serve the best interest of Waterloo and the state of Wisconsin, without obligation to accept a proposal based upon the lowest fee schedule; and
- e. Request additional information or clarification as determined necessary or request some or all firms responding to make oral presentations.

Section C – Instructions for Preparation and Submission of Proposals

1. Form and Content of Submission Documents

Contractors shall submit their Proposals in a sealed package with the following information clearly marked on the outside: name, address, and telephone number of the Applicant; and the title, "Economic Development Strategic Planning Services."

Each submission must consist of one bound original and three copies of the Applicant's qualifications, including all documentation requested as described below. Each copy should be submitted in a three ring binder and clearly labeled with the name of the Applicant on the cover. Applicants are also encouraged to submit a computer disk that includes all submission items.

The following submission items are required:

- a. Cover Letter** - The first page of the proposal shall be a cover letter identifying the overall project as the "Economic Development Strategic Planning Services."

If the proposal is submitted by a corporation (joint venture, associated firms, etc.), the cover letter shall be signed by a corporate officer authorized to do so. If made by an individual, that individual shall sign the cover letter. One or more of the partners shall sign if the Applicant is a company or partnership.

- b. Qualifications Statement**

Each Applicant shall submit a statement of qualifications that demonstrates the Applicant's ability to perform the work proposed. The statement should be cognizant of the Evaluation Criteria in Subsection 2 and include the following:

Assessment Team Description

The qualifications statement shall identify a lead firm, project manager, and members of the assessment team, including addresses, telephone numbers, fax numbers, and e-mail addresses for each. Resumes for key personnel and an explanation of their anticipated roles as members of the assessment team for the subject project shall be included.

Relevant Experiences

Describe your firm's knowledge of and past experience with Waterloo. The statement shall also describe the Applicant's capabilities in performing the type of work that will be required by this RFP, including the Applicant's experience, capabilities and resources to perform the following:

- Innovative economic development strategies
- Economic development action plans
- OTHER

The Applicant shall provide a description of at least three relevant projects demonstrating experience with the services requested. Include the project name, a short description (i.e. location, size, current and prior land uses, environmental investigations conducted etc.), the member's role in the assessment process, entity for which the project was performed, and a contact name and telephone number. Any experience with "inclusive public processes" such as stakeholder involvement and/or visioning, should

be noted.

Equal Employment Policy

Please describe your firm's equal employment opportunity, and affirmative action policy.

Conflict of Interest

Disclose any material assignments, relationships or other employment that your firm or any employee of your firm has with any financial advisory firms, investment banks or law firms, governmental entities, institutional or private mortgage lenders, builders, developers or general contractors, or other persons or entities that may create a conflict of interest or the appearance of a conflict of interest in serving as a Consultant to Waterloo. Discuss any measures that are either in place at your firm or would be taken to identify, disclose and resolve any possible conflicts of interest.

c. Technical Proposal

The Applicant will provide a description of how he intends to perform the services under each task with a timeline, costs per section, etc.

d. Fee Structure

Provide the hourly rates or range of rates of the individual engineers or professional services identified above. If your firm has discounted rates for quasi-government agencies, those rates should be identified. Please indicate how long these rates would be effective.

- a. Identify any fee structures, other than hourly rates, that would be acceptable to your firm. Discuss the benefit to Waterloo of such arrangements and any limitations thereon.
- b. Provide the rate or range of rates at which ancillary services would be billed, if any, including:
 - i. licensed professionals, technical, administrative/assistants (hourly rate)
 - ii. word processing (hourly rate)
 - iii. copying (per page)
 - iv. any other services for which you routinely bill
- c. Provide, in tabular form, information on the employee composition of your firm indicating the total number of employees and the total number and percentages of minorities and women employed and their titles.

e. Forms and Certifications

All forms and certifications cited in the text of this RFP, most of which are provided in the appendices of this document, shall be completed and provided by the Applicant(s) as part of the submission package.

f. References

Please provide as references, a minimum of three clients for whom your firm has

performed similar and substantial services. Please include the name of the person to contact and his or her phone number. Your inclusion of this information will constitute permission for Waterloo to contact the references provided as it determines necessary.

2. Evaluation Criteria

The following table shall be used to evaluate all proposals submitted as part of this RFP:

Evaluation Criteria	Maximum Point Value
Knowledge of rural economic development in the State of Wisconsin	10
Knowledge about Waterloo	5
Experience with economic development strategic planning and action plans	15
Experience innovative economic development strategies	15
References and track record (including interview process)	20
Experience with interdisciplinary, team-oriented projects	5
Demonstrated ability to complete assigned tasks on time and within budget	10
Competitive fee structure	20
Maximum Points	100

3. Time and Place for Submitting Responses

Applicants shall submit the complete submission package no later than 07/20/2015, no later than 5pm CST, to:

Attn: Waterloo Clerk/Treasurer's Office
136 N. Monroe Street
Waterloo, WI 53594

Or Email to: cityhall@waterloowi.us

Submissions will **NOT** be accepted after the above-specified date and time. A submission may be withdrawn prior to the time of receipt of proposals specified herein. Faxed or electronic (e-mail) responses will not be considered. Proposals received after the submission deadline date and time may result in Waterloo's rejection of the proposal.

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2015-2017 OPERATOR'S LICENSES

LAST NAME	FIRST NAME	MI	HOUSE #	STREET NAME	CITY	VIOLATIONS	NEW/RENEW	LICENSE #	EMPLOYER
ABELL	CHRISTOPHER	J	208	RUBY ST	REESEVILLE	2011-2012 AFTER HOURS	RENEW		FIREMEN'S PARK
ARIANS	DAVID	J	218	MINNETONKA WAY	WATERLOO	1999-DIS CONDUCT	RENEW		NONE
AYALA	GREGORIO		420	E MADISON ST	WATERLOO	2002-OWI	RENEW		AYALA'S MARKET
BAGNESKI	WILLIAM	A	316	S WASHINGTON ST	WATERLOO	1991,2011-OWI	RENEW		STUBBY'S BOWL
BERNDT	JASON	E	237	EDISON ST	WATERLOO	09-SELL TO MINORS	RENEW		MADISON STREET PUB
BIRD	JULIE	A	690	BLUEGRASS TR	WATERLOO		RENEW		NONE
BLEECKER	ROBERT	W	314	FARGO ST	LAKE MILLS		RENEW		LOEDER BP
BRAUN	SAMANTHA	JO	237	BALSAM CT	MARSHALL		RENEW		STUBBY'S BOWL
BREESE	MARIE	A	W9511	VEITH RD	WATERLOO		RENEW		KWIK TRIP
BURBACH	KELSEY	R	226	PARKVIEW LN	MARSHALL		RENEW		MADISON STREET PUB
BUSS	STEVEN	S	N852	LAKEVIEW DR	REESEVILLE		NEW		KWIK TRIP
CLOVER	AMANDA	A	N7682	NEWVILLE RD	WATERLOO		RENEW		FIREMEN'S PARK
DEGLER	MELANIE	S	223	S WASHINGTON ST	WATERLOO	99 & 06- SPEEDING, 2000- OPEN INTOX & UNDERAGE DRINK	RENEW		THE MT BAR

6/15/2015

LAST NAME	FIRST NAME MI	HOUSE #	STREET NAME	CITY	VIOLATIONS	NEW/RENEW	LICENSE #	EMPLOYER
ELSING	CATHERINE A	348	VAN BUREN ST	WATERLOO		RENEW		JIM'S CHEESE PANTRY
FLORES	BRITTANY R	432 1/2	HARRISON ST	WATERLOO	2012-OWI	RENEW		THE BRIDGE
FREDRICK	DENNIS H	W8178	ST RD 16/60	LOWELL		RENEW		THE END ZONE
FRENCH	CHRISTINE H	290	TAMARACK DR., #6	LAKE MILLS		RENEW		LOEDER BP
FREY	LAURA L	W9267	TOWN HALL RD	WATERLOO		RENEW		STUBBY'S BOWL
GINGLES	SARA L	7538	ST HWY 89	COLUMBUS		RENEW		PIGGLY WIGGLY
GRIEPENTROG	COREY S	156	JEFFERSON ST	WATERLOO		RENEW		KWIK TRIP
GRUNEWALD	BRITTANY L	469	E MADISON ST	WATERLOO		RENEW		THE BRIDGE
HAAG	NICOLE T	611	CRAWFORD DR, APT 4	CAMBRIDGE		RENEW		MADISON STREET PUB
HABERMAN	AMANDA M	523	KNOWLTON ST	WATERLOO	MULTIPLE	RENEW		NONE
HABERMAN	MICHAEL J	523	KNOWLTON ST	WATERLOO		RENEW		SOULAR PIZZA
HENSLER	JUNE J	106	LAKESWOOD TERR, #2	MARSHALL		RENEW		JIM'S CHEESE PANTRY
HERNANDEZ	ABIGAIL H	556	KNOWLTON ST, APT 2	WATERLOO	2014- DESTRUCTION OF PROPERTY	RENEW		KWIK TRIP
HOLZHUETER	MICHELLE L	59	LONDON RD	CAMBRIDGE		RENEW		MADISON STREET PUB
JACOBSON	NATALYA I	233	W GRANT ST, APT 1	LAKE MILLS	2012-OWI	RENEW		LOEDER BP

6/15/2015

LAST NAME	FIRST NAME MI	HOUSE #	STREET NAME	CITY	VIOLATIONS	NEW/RENEW	LICENSE #	EMPLOYER
JILES	STACEY	L	546 1/2	N MONROE ST	WATERLOO		RENEW	PIGGLY WIGGLY
JOYCE	JOHN	J	N7682	NEWVILLE RD	WATERLOO		RENEW	FIREMEN'S PARK
JURSS	DEAN	A	120	E MADISON ST	WATERLOO		RENEW	THE MT BAR
KORTE	DANIEL	J	116 1/2	N WILSON AVE	JEFFERSON		RENEW	LOEDER BP
KRAUSE	BRANDI	M	435	PIERCE ST	WATERLOO		RENEW	THE BRIDGE
KREGER	BETH	A	N109 1/2	COLUMBUS ST	WATERLOO		RENEW	STUBBY'S BOWL
KUHL	AMBER	L	N9690	PESCHEL RD	WATERLOO		RENEW	KWIK TRIP
LANNOY	BONNIE	J	W12126	LONGVIEW CIR	WATERLOO		RENEW	PIGGLY WIGGLY
LANNOY	PAMELA	J	W12126	LONGVIEW CIR	WATERLOO		RENEW	PIGGLY WIGGLY
LANNOY	TIMOTHY	M	104	AUTUMN LA	MARSHALL	2001-OWI	RENEW	PIGGLY WIGGLY
LAUERSDORF	CAROL	A	150	HENDRICKS ST	WATERLOO		RENEW	KWIK TRIP
LAWSON	BROOKE	E	335	ADAMS ST	WATERLOO		RENEW	THE BRIDGE
LEISTICO	SARAH	J	336	VAN BUREN ST	WATERLOO		RENEW	THE BRIDGE
MATTSON	PAUL	M	401	ANNA ST	WATERLOO		RENEW	VFW POST 6614
MORALES	VANESSA	M	208	N WARREN ST	WATERTOWN		RENEW	KWIK TRIP
MUNDT	BRIAN	C	163	N MONROE ST, APT 1	WATERLOO	1990-OWI	RENEW	STUBBY'S BOWL
PORTER	MARIAN	K	1071	HWY T	MARSHALL		RENEW	COACHES ALLEY
PRATT	MARK	A	319	ANNA ST	WATERLOO	1990-DIS CONDUCT	RENEW	VFW POST 6614

6/15/2015

LAST NAME	FIRST NAME MI	HOUSE #	STREET NAME	CITY	VIOLATIONS	NEW/RENEW	LICENSE #	EMPLOYER	
RADLOFF	CHRISTINE	M	681	MCKAY WAY, APT F	WATERLOO			RENEW	KWIK TRIP
RALBOVSKY	TINA	J	W8792	WELL RD	REESEVILLE			RENEW	PIGGLY WIGGLY
REIMER	ANNE	M	134	E MADISON ST, #5	WATERLOO			RENEW	THE MT BAR
ROTHENBACH- BESL	CARRIE	M	135	JEFFERSON ST	WATERLOO			RENEW	STUBBY'S BOWL
SCHOEMANN	NANCY	L	400	RIVERSIDE DR	WATERLOO			RENEW	PIGGLY WIGGLY
SCHROUD	MATTHEW	T	252	MULLER RD	COLUMBUS			RENEW	STUBBY'S BOWL
SCHULTZ	BEVERLY	A	W11730	TAYLOR ST	WATERLOO			RENEW	LOEDER BP
SCHULTZ	DOREEN	D	N2483	HWY T	WATERLOO			RENEW	KWIK TRIP
SCHULTZ	KIMBERLY	M	307	ANNA ST	WATERLOO			RENEW	PIGGLY WIGGLY
SCHWARTZ	MACKENNA	M	730	BLUEGRASS TR	WATERLOO			NEW	THE BRIDGE
SCHWEITZER	KATHRYN	K	W8102	PROVIMI RD	WATERTOWN			RENEW	KWIK TRIP
SMITH	SHERRI	L	810	HIAWATHA TR	WATERLOO			RENEW	VFW POST 6614
SOLDNER	GLENN	C	261	GOEHL RD	WATERLOO			RENEW	VFW POST 6614
STENBERG	CYNTHIA		1317	OAK ST	WATERLOO			RENEW	STUBBY'S BOWL
STENBERG	KEVIN	D	134	E MADISON ST, APT 3	WATERLOO			RENEW	STUBBY'S BOWL
STENBERG	THEODORE	J	466	E MADISON ST	WATERLOO	OBSTRUCT OFFICER		RENEW	STUBBY'S BOWL
STROBEL	CRAIG	R	300	RIVERSIDE DR	WATERLOO			RENEW	FIREMEN'S PARK

6/15/2015

LAST NAME	FIRST NAME MI	HOUSE #	STREET NAME	CITY	VIOLATIONS	NEW/RENEW	LICENSE #	EMPLOYER
SWANCIGER	BONNIE	L	425 CLEVELAND ST	WATERLOO		NEW		SOULAR PIZZA
THOMAS	WANDA	A	434 JACKSON ST	WATERLOO		RENEW		JIM'S CHEESE PANTRY
THOMPSON	KAREN	M	209 BEECH RD	WATERLOO		RENEW		FIREMEN'S PARK
THOMPSON	ROBERT	H	209 BEECH RD	WATERLOO		RENEW		NONE
TRAVNICK	SANDRA	L	593 MILWAUKEE AVE	WATERLOO		RENEW		LOEDERS BP
WILSON	AMBER	M	1230 COMMONWEALTH DR	FORT ATKINSON		RENEW		KWIK TRIP
WINGATE	WHITNEY	J	205 PORTER ST	MARSHALL		RENEW		THE BRIDGE
YERGES	JACQUELINE	R	1301 OAK ST	WATERLOO		RENEW		KWIK TRIP
YERGES	NANCY	A	1223 CHESTNUT ST	WATERLOO		RENEW		LOEDER BP
ZINK	RILEY	J	W11007 HUBBLETON RD	WATERLOO		RENEW		KWIK TRIP
ZUBKE	JEANNINE	L	207 NORMA DR	WATERTOWN		RENEW		KWIK TRIP

6/15/2015

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: Town Village City of Waterloo County of Jefferson

The undersigned duly authorized officer(s)/members/managers of Dolgencorp, LLC
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Dollar General Store # 15975

located at 200 Anna Street, Waterloo, WI 53594
(trade name)

appoints Troy Becker
(name of appointed agent)

N7558 TURTLE TRAIL, PARDEEVILLE WI 53954
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

All applicable Dollar General Stores; see attached list.

Is applicant agent subject to completion of the responsible beverage server training course? Yes No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? _____

Place of residence last year N7558 Turtle Tr. Pardeeville, Wis. 53954

For: Dolgencorp LLC
(name of corporation/organization/limited liability company)

By: *Lawrence J. [Signature]*
(signature of Officer/Member/Manager)

And: *RTRB [Signature]*
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Troy Becker, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[Signature] 4-2-15
(signature of agent) (date)
N7558 TURTLE TRAIL, PARDEEVILLE WI 53954
(home address of agent)

**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
(Clerk cannot sign on behalf of Municipal Official)**

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 4-12-15 by *[Signature]* Title Chief
(date) (signature of proper local official) (town chair, village president, police chief)

15975

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning July 1 2015 ending June 30 2016

Applicant's WI Seller's Permit No.: <u>45600020884505</u> FEIN Number: <u>61-0852764</u>	
LICENSE REQUESTED	
TYPE	FEE
<input checked="" type="checkbox"/> Class A beer	\$ 500.00
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$ 500.00
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ 10.00
TOTAL FEE	\$ 1010.00

TO THE GOVERNING BODY of the: Town of Village of City of Waterloo
County of Jefferson Aldermanic Dist. No. n/a (if required by ordinance)

1. The named INDIVIDUAL PARTNERSHIP LIMITED LIABILITY COMPANY CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Dolgencorp, LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>Larry Gatta</u>	<u>see attached</u>	
Vice President/Member	<u>Robert R. Stephenson</u>	<u>"</u>	<u>"</u>
Secretary/Member			
Treasurer/Member	<u>R.</u>		
Agent	<u>Imy Becker, N7558 Turtle Trail, Pardeeville, WI 53954</u>		
Directors/Managers			

3. Trade Name Dollar General Store 15975 Business Phone Number TBD
 4. Address of Premises 200 Anna Street Post Office & Zip Code Waterloo, 53594

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? Yes No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? Yes No
8. (a) Corporate/limited liability company applicants only: Insert state _____ and date _____ of registration.
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? Yes No
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? Yes No
 (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)
9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 8298 SQ Ft. Stand Alone Store
10. Legal description (omit if street address is given above): _____
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
 (b) If yes, under what name was license issued? _____
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] Yes No
13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776] Yes No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant, and signers of a corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 22nd day of May 2015
Kathy L Schultzy (Clerk/Notary Public)
Larry Gatta (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)
Robert R. Stephenson (Officer of Corporation/Member/Manager of Limited Liability Company/Partner)
_____ (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>5/27/2015</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Application for Cigarette and Tobacco Products Retail License

MUNICIPAL USE ONLY

Submit to municipal clerk.

License Number
Period Covered 7-1-15 to 6-30-16
Date of Issuance

Applicant's Wisconsin 15-digit Sales Tax Account Number 456-0000208845-05

← This must be issued in the same Legal Name of the licensee below.

Legal Name (corporation, limited liability company, partnership or sole proprietorship) Dolgencorp, LLC			Federal Employer Identification No. (FEIN) 61-0852764	
Trade or Business Name (if different than Legal Name) Dollar General Store #15975			Telephone Number (615) 855-4000	
Business Address (License Location) 200 Anna Street		Business Located In <input checked="" type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town		Business Telephone ()
City Waterloo	State WI	ZIP Code 53594	of: <u>Waterloo</u> County Jefferson	
Mailing Address (if different than Business Address) Attn:Tax Licensing, 100 Mission RDG		City Goodlettsville	State TN	ZIP Code 37072

Organization (check one)

- Sole Proprietor Wisconsin Corporation – Enter date incorporated: _____
- Partnership Out-of-State Corporation – Are you registered to do business in Wisconsin? YES NO
- Other (describe) Out-of-State Limited Liability Company registered to do business in Wisconsin

- YES NO 1. Does the applicant understand that they must purchase cigarettes only from distributors or jobbers who hold a permit with the Wisconsin Department of Revenue?
- YES NO 2. Does the applicant understand that they must obtain a Tobacco Products Distributor permit if purchasing untaxed tobacco products from an out-of-state company? (Tobacco Products Distributor permit is available from the Wisconsin Department of Revenue at 608-261-6435. See application form CTP-129, revenue.wi.gov/forms/excise/ctp-129.pdf.)
- YES NO 3. Does the applicant understand that they cannot purchase/exchange cigarettes or tobacco products from another retailer, including transferring existing stock to a new owner?
- YES NO 4. Does the applicant understand that they must provide employees with tobacco sales training approved by the Wisconsin Department of Health Services? (SmokeCheck.org)
- YES NO 5. Does the applicant understand that they may not sell, give or otherwise provide cigarettes/tobacco products and nicotine products to minors (including electronic cigarettes containing nicotine)?
- YES NO 6. Does the applicant understand that they may not sell single cigarettes?
- YES NO 7. Does the applicant understand that cigarette and tobacco products invoices must be kept on the licensed premises for two years from the date of the invoice and be available for inspection by the Wisconsin Department of Revenue/law enforcement and that failure to comply can result in criminal penalties, including loss of cigarettes/tobacco products?
- YES NO 8. Does the applicant understand that only cigarettes and roll-your-own (RYO) tobacco products listed on the Wisconsin Department of Justice's website labeled "Directory of Certified Tobacco Manufacturers and Brands" at www.doj.state.wi.us/dls/tobacco/index.html may be sold in Wisconsin?

Cigarettes / Tobacco will be sold over counter through vending machine both

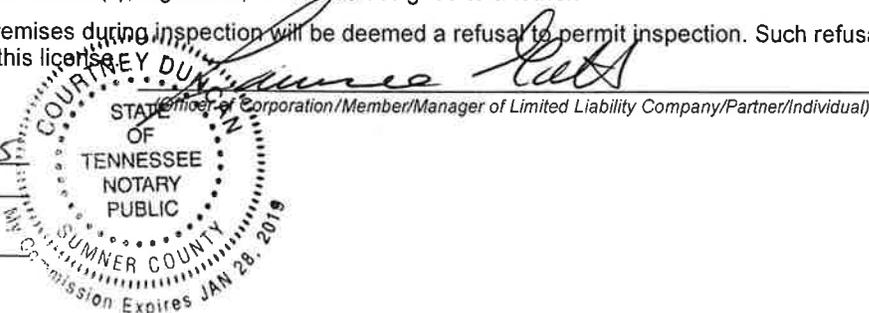
READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the applicant. Applicant agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another.

Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 4 day of May, 20 15
Candy Dumas
(Clerk / Notary Public)

My commission expires 1/28/19





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

ORDINANCE #2015-04

AN ORDINANCE AMENDING SECTION §350-7 OF THE MUNICIPAL CODE TO PROHIBIT PARKING OF VEHICLES ON THE EAST SIDE OF LEXINGTON WAY, SOUTH FROM ITS INTERSECTION WITH DERBY LANE, 422 FEET TO 436 FEET

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

SECTION 1: CHAPTER §350-7 Parking restrictions of the City of Waterloo Code of Ordinances is hereby amended to provide as follows:

Create §350-7 B (15)

- (15) On the east side of Lexington Way, south from its intersection with Derby Lane, 422 feet to 436 feet.

SECTION 2: This ordinance shall take effect and be in force after its passage and publication in a manner provided for by law.

Acted on and adopted at a regular meeting of the Common Council on June 18, 2015.

CITY OF WATERLOO

Signed: _____
Robert H. Thompson, Mayor

Attest:

Lois A.M. Baird, Interim Clerk/Treasurer

Date Adopted: June 18, 2015

Date Published: The Courier, June 25, 2015

{Note: all text is new} = New Text
~~STRIKETHROUGH~~ = Deleted Text
SPONSOR(S) – Public Safety & Health Committee

Administrative Review Board Meeting Minutes from May 21, 2015

Mayor Thompson called the meeting to order at 5:30pm and all board members were present. Clerk/Treasurer Chris Astrella, Police Chief Denis Sorenson, Bill Springer, Wendy Springer, Maureen Giese, Pete Breunig, Dana Breunig, Jason Meyer, Kerri Meyer and Diane Graff were also in attendance.

2. Summary of how Review Board will take place: Clerk/Treasurer Astrella gave a detailed description of how the meeting would take place. A couple of questions were answered and once completed he turned the meeting over to Mayor Thompson as the Chairperson. It was noted there would not be an opportunity for the public to comment at this meeting, only those with direct involvement with the incident. Additionally, it was noted that everything was being recorded and will be saved forever (similar to Board of Review).

3. Administrative Staff Summary of Action: Chief Sorenson gave his summary of the action he took, walked the board through the reports and described the evidence presented to the board. The board also asked him a few clarification questions.

4. Aggrieved Party Summary: Both Jason and Kerri Meyer testified on their behalf and presented evidence as to why they felt Chief Sorenson was incorrect in his action. The board asked some questions regarding the colors and sexes of their dogs, but also some questions to clarify information.

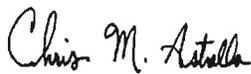
5. Administrative Staff reply to Aggrieved Party Summary: Chief Sorenson gave more information on two main topics: The reports his officers gave, and the meetings he had with the Meyers before he sent his determinations out. Beyond that, he had nothing more to add.

6. Witnesses called forth by the Administrative Review Board: Eric Leckel, whose dog Phoebe was attacked by the Meyer's two dogs, presented his account and various bills that he paid for the care of his dog. He was directed by the Mayor to address the Board, and not the Meyers, but was disappointed they had not approached him after the incident to apologize or offer any kind words. Bill Springer also testified since his dog, Mr. Stinky, was attacked, and he was bitten too. He provided the board with approximately 15 pictures of his dog and described his best recollection of what happened on the night of the attack.

7. Summary and Closing: Clerk/Treasurer Astrella gave a summary of what transpired this evening and informed everyone that everything would be saved forever, including the recording of this meeting. He also let the Meyers know they would receive a letter within 20 days of the hearing, with the Administrative Review Board's decision. He asked if there were any questions and there were none.

8. Adjournment: The Mayor adjourned the meeting at 6:20pm

Minutes written and submitted by



Chris Astrella, WCPC
Clerk/Treasurer

Administrative Review Board Meeting Minutes from May 26, 2015

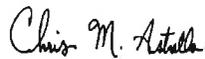
Mayor Thompson called the meeting to order at 3:00pm with Quimby in attendance. Board Member Butzine was not reachable by phone and Clerk/Treasurer Chris Astrella was also in attendance.

2. Review all materials and evidence presented from Administrative Review Board Hearing on May 21, 2015: The Mayor informed the Board that he had reviewed all the materials over the weekend and did not find any evidence presented to make him disagree with Chief Sorenson's decision. Alder Quimby concurred and stated, while the Meyer's had a different opinion that Chief Sorenson, they did not provide any evidence proving that his determination was wrong.

3. Determination (if any) by the board as to whether Chief Sorenson's decision stands: Thompson made a motion to sustain Chief Sorenson's determination that the two dogs owned by the Meyers are deemed vicious. It was seconded by Quimby and passed 2-0.

4. Adjournment: Quimby moved to adjourn; it was seconded by Thompson and passed unanimously. The meeting was adjourned at 3:20pm

Minutes written and submitted by



Chris Astrella, WCPC
Clerk/Treasurer

Board of Review Minutes from June 1, 2015

- 1. Call to Order:** The Board of Review was called to order at 4:05 by Robert Crosby.
- 2. Roll Call:** All board of review members were present except Linda Norton and Kay Radloff.
- 3. Select a 2015 Board of Review Chairperson:** Zastrow made a motion to nominate Robert Crosby as Chair. It was seconded by Sellnow and passed 3-0.

At 4:08pm Kay Radloff entered and joined the Board of Review.

- 4. Select a 2015 Board of Review Vice-Chairperson:** Zastrow made a motion to nominate Kay Radloff as the Vice Chair. It was seconded by Sellnow and passed 4-0.

5. Verify that a member has met the mandatory training requirements specified in section 70.46 (4) Wis. Statutes: Both Zastrow and Crosby attended training in 2015 and Clerk/Treasurer Astrella attended training this year. The information was sent to the Department of Revenue and the Board has enough members that have met the requirement for 2015.

In addition, Clerk/Treasurer Astrella officially swore in Zastrow as a member of the Board of Review to serve his five year appointment.

- 6. Approval of minutes from June 5, 2014:** Zastrow made a motion to approve the minutes as presented. It was seconded by Sellnow and passed 4-0.

7. Receive the assessment roll and sworn statements from the Clerk: Assessor Ross Borgwardt presented the official tax roll to Clerk/Treasurer Chris Astrella. Borgwardt and the Clerk/Treasurer signed it.

Without objection, Chair Crosby moved numbers 9 and 10 on the agenda up since there was one case to be heard by the board.

9. Verify with the assessor that open book changes have been included in the assessment roll: Assessor Borgwardt confirmed changes made as a result of Open Book or any conversations he had with property owners were changed in green, and the pages were flagged with sticky notes. Changes made as a result of Board of Review (if any) would be noted in red.

10. Written Objections to be heard: The first case heard was by Rediscovered LLC, Jay Lang agent. Both Mr. Lang and the assessor, Ross Borgwardt were sworn in. After the property description was read by the Clerk, it was noted that the assessor has dropped the value of this property by \$365,700 in response to some new information Mr. Lang had brought to his attention. Mr. Lang was requesting the taxable value of the property to be dropped an additional \$76,900 to \$900,000.

As a part of his testimony, Mr. Lang provided an excel spreadsheet of improvements made, bills paid, and the lease he signed with Trek Bikes. There were no receipts or copies of bills presented to accompany this material. In the opinion of the assessor this should not have been a part of the testimony. In his opinion the assessment was too high, but he was unable to provide any comparable sales because the building is a unique property. Mr. Lang gave his testimony and did not call any witnesses to testify on his behalf. He also responded to some questions from the Board of Review.

Assessor Borgwardt presented his case, and affirmed that it was not possible to use an arm's length transaction because the city of Waterloo was the previous owner of the property and the purchase price was \$10.00. Both of these facts prevented him from use of the previous sale as arm's length. Additionally, Ross informed the Board that he would be unable to pull any comparable sales from outside the city because that would invalidate the sales. The ways he came up with a value for the assessment was the income generated by the building and the cost of the building.

Ross presented a three page summary of the property for the board to review. He also talked about how he arrived at his assessment number, and also explained that only one-third of the building was currently rented out, further diminishing the value. Ross then took questions from Jay Lang (none) and the Board of Review.

Jay Lang did not have any further evidence to share.

Ross Borgwardt presented further evidence to his case, in the form of replacement costs of the building. He presented the Calculator Method of replacement value for office buildings from Marshall and Swift. Ross responded a few questions from the Board of Review.

Jay Lang gave a summary of why he felt the assessment should be lowered, and felt it was not appropriate to take the numbers provided by Marshall and Swift because they are a national average, and the building is unique as is Waterloo.

Ross declined to give any further testimony. Testimony was closed.

Zastrow expressed that he believed the request to drop the assessment was valid. Radloff concurred. Mr. Lang began to speak during deliberations but was cut off by Clerk/Treasurer Astrella because testimony was closed.

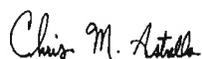
Zastrow moved to lower the assessment from \$976,900 to \$900,000 and it was seconded by Radloff. Clerk/Treasurer Astrella asked the motion to be clarified, and asked what the values of the land and improvements would be. It was determined the land value should not change, but the building value, or improvements would be reduced. Zastrow agreed to add that to his motion and Radloff agreed to add it to her second. Chair Crosby restated the motion with the new values assigned: land would be valued at \$130,600 and improvements would be valued at \$769,400. The motion passed 4-0.

This was the only case heard by the Board of Review. It was stated in the recording there were no more cases to be heard.

8. Examine the roll and correct errors in description or computation, and add omitted or eliminate double assessed property: The Board of Review checked the roll and did not find any errors or additional changes to make.

11. Adjournment: Sellnow moved to adjourn and it was seconded by Radloff. The motion passed unanimously and Board of Review was adjourned at 7:05pm.

Minutes written and submitted by



Chris Astrella, WCPC
Clerk/Treasurer

CDA/CDC Meeting Minutes from April 20, 2015

Chair Strasser called the meeting to order at 6:00pm and all members of the CDA/CDC were present except for Thurnbauer. Clerk/Treasurer Chris Astrella, Diane Graff from The Courier, were also in attendance.

2. Approval of meeting minutes February 16, 2015: Hermanson moved approval of the minutes; it was seconded by Norton and passed unanimously.

3. Public Comment: There was no Public Comment

4. Discussion/Decision Items; Consideration to convene in closed session per state statute 19.85 (e) regarding deliberating, negotiating, purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Norton moved to convene in closed session, it was seconded by Hermanson. Roll Call vote: Strasser, aye; Hermanson, aye; Stinnett, aye; Ziaja, aye; Freund, aye; Norton, aye. The meeting moved into closed session at 6:16pm

Reconvene to Open Session: Hermanson moved to reconvene to open session, it was seconded by Norton and passed unanimously. The meeting reconvened to open session at 6:32pm.

Disposition of old Waterloo Youth Center Building: Clerk/Treasurer Astrella gave a presentation of pictures he took of the building. Overall the building is still in good shape, the heat has been left at 55 degrees and there is still running water. Some ideas were talked about.

203 East Madison Street – Concept Planning with McKay Nursery: Eric Seidl from McKay Nursery was unable to make the meeting, but C/T Astrella was able to give an overview based on the input from the last meeting. Eric gave color copies of the new concept plan and they were distributed for all members to see. Stinnett moved to approve the concept drawing from McKay, seconded by Hermanson and passed unanimously. The committee also directed C/T Astrella to obtain mapping/information regarding the property owners directly adjacent to 203 East Madison Street. The information will be at the next CDA/C meeting.

Former Springer Property Update: Chair Strasser gave the background regarding this agenda item for C/T Astrella. The property was supposed to be turned into a Laundromat, but nothing has been done with it since last summer. Strasser will get the contact information to Astrella after the meeting and an update will happen at the May meeting.

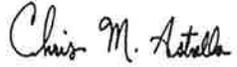
Find Your Path Here 2.0: It was determined there is no funding for a FYPH 2.0 campaign, but Chair Strasser brought up a couple of programs through Jefferson County and the JCEDC that would be great for Waterloo residents. These programs include low or no interest loans and would benefit current and future residents the same. The next big event in Waterloo is July 4th, and members of the committee (Strasser, Thomas, Norton) volunteered to help get this off the ground and have some type of booth or display to talk about the program. It was also brought up to have something in Marshall, Sun Prairie, or other communities at their festivals. No action was taken at this time, but an update will occur at the May meeting.

Encouraging a Thriving Future for Waterloo: Chair Strasser updated the committee on Waterloo's application for the Connect Communities program that was applied for. We will have a final decision in mid-May, but at this point everything looks as though we'll be accepted into the program.

5. Future Agenda Items and Announcements: The next meeting will take place on May 18th at 6pm in the Council Chambers. Future Agenda Items will include: 203 East Madison Street and Disposition of the old Youth Center.

6. Adjournment: Norton moved to adjourn, it was seconded by Ziaja, and passed unanimously. The meeting was adjourned at 7:25pm

Minutes written and submitted by

A handwritten signature in cursive script that reads "Chris M. Astrella".

Chris Astrella, WCPC
Clerk/Treasurer

CDA/CDC Meeting Minutes from May 18, 2015

Chair Strasser called the meeting to order at 6:00pm and all members of the CDA/CDC were present except for Ziaja, Reynolds and Thurnbauer. Clerk/Treasurer Chris Astrella, Diane Graff from The Courier, were also in attendance.

2. Approval of meeting minutes April 20, 2015: Hermanson moved approval of the minutes; it was seconded by Norton and passed unanimously. It was noted by Stinnett that Thurnbauer is no longer a member of the CDA and should not be included on the agenda posting.

3. Public Comment: There was no Public Comment

4. Discussion/Decision Items; Consideration to convene in closed session per state statute 19.85 (e) regarding deliberating, negotiating, purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Norton moved to convene in closed session, it was seconded by Hermanson. Roll Call vote: Strasser, aye; Hermanson, aye; Stinnett, aye; Freund, aye; Thomas, aye; Norton, aye. The meeting moved into closed session at 6:15pm

Reconvene to Open Session: Hermanson moved to reconvene to open session, it was seconded by Norton and passed unanimously. The meeting reconvened to open session at 6:50pm.

Waterloo Youth Center Building/Former Knapton Property at 203 East Madison Street land information: Clerk/Treasurer Astrella gave a multimedia presentation to the CDA/C regarding the owners that reside along the Maunasha River. The map he provided (via Jefferson County) showed where the approximate property lines lied, and who owned the properties. This information will be forwarded to Mitch at Kunkel Engineering so that a concept can be drawn up to how and where a proposed path would go and what the costs for it would be.

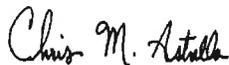
Former Springer Property Update: Clerk/Treasurer Astrella informed the CDA/C that he located the owners of the building, but was unable to locate a phone number for the owners. However, they have an address in Cambridge where the tax bill is mailed to, and it's possible we could send a letter and contact them through the mail. The committee directed Clerk/Treasurer Astrella to draft a letter to send but bring it back at the next meeting so they can see it before it gets mailed.

Encouraging a Thriving Future for Waterloo: Chair Strasser updated the committee on Waterloo's application for the Connect Communities program that was applied for. We will have a final decision in mid-May, but at this point everything looks as though we'll be accepted into the program.

5. Future Agenda Items and Announcements: The next meeting will take place on June 15th at 6pm in the Council Chambers. No additional agenda items were presented for future meetings.

6. Adjournment: Stinnett moved to adjourn, it was seconded by Norton, and passed unanimously. The meeting was adjourned at 7:35pm

Minutes written and submitted by



Chris Astrella, WCPC
Clerk/Treasurer

Finance, Insurance, and Personnel Meeting Minutes from April 16, 2015

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

2. Public Comment: There was no public comment.

3. Approval of Meeting Minutes from February 19, 2015: Griffin moved approval of the minutes; seconded by Springer. The motion passed 2-0.

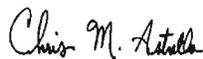
4. Discussion/Action Items:

- a. *Payroll for February 2015 \$60,083.53:* Springer moved for approval the monthly payroll for February in the amount stated. It was seconded by Griffin and passed 2-0.
- b. *Payroll for March 2015 - \$60,919.46:* Springer moved for approval the monthly payroll for March in the amount stated. It was seconded by Griffin and passed 2-0.
- c. *Vouchers from February 20 through March 19, 2015:* Springer moved approval of the vouchers and it was seconded by Griffin. The motion passed 2-0.
- d. *Vouchers from March 20 through April 16, 2015:* Springer moved approval of the vouchers and it was seconded by Griffin. The motion passed 2-0.
- e. *Special Assessment terms and Invoice for Eric Gangstad at 675 Fox lane: Included in the packet, and confirmed by Mr. Gangstad, previous Clerk/Treasurer Mo Hansen had offered terms of 10 years at 6% to pay off the special assessment. These terms were acceptable to Mr. Gangstad.* Springer moved approval of the special assessment with a 10 year time frame to pay off at 6% interest. It was seconded by Griffin and passed 2-0.

6. Future Agenda Items: None were presented.

7. Adjournment: Griffin moved to adjourn; it was seconded by Springer and passed unanimously. The meeting was adjourned at 6:45pm

Minutes written and submitted by



Chris Astrella, WCPC
Clerk/Treasurer

Finance, Insurance and Personnel Meeting Minutes from May 21, 2015

Chair Springer called the meeting to order at 6:30pm with Griffin and Quimby in attendance. Maureen Giese and Clerk/Treasurer Chris Astrella were also in attendance.

2. Public Comment: There was no public comment.

3. Approval of Meeting Minutes from April 16, 2015: Griffin moved approval of the minutes; seconded by Springer. The motion passed 3-0.

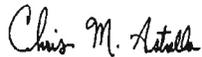
4. Discussion/Action Items:

- a. Payroll for April 2015 - \$87,095.85: Quimby moved for approval of the monthly payroll for April in the amount stated. It was seconded by Griffin and passed 3-0.
- b. Vouchers from April 17 through May 21, 2015: Quimby moved approval of the vouchers and it was seconded by Griffin. The motion passed 3-0.
- c. Signs for Waterloo Antiques Mall: Springer moved to table this until the next meeting and Quimby seconded. The motion passed 3-0.
- d. Treasurer Reports and Budget Reports for December 2014 and January through April 2015: Quimby moved approval of the reports as presented and it was seconded by Griffin. The motion passed 3-0.

6. Future Agenda Items: Chair Springer would like to have two invoices from Hurley Computers on next month's agenda

7. Adjournment: Quimby moved to adjourn; it was seconded by Griffin and passed unanimously. The meeting was adjourned at 6:49pm

Minutes written and submitted by



Chris Astrella, WCPC
Clerk/Treasurer

Finance, Insurance, and Personnel Meeting Minutes from May 22, 2015

Chair Springer called the meeting to order at 3:00pm with Quimby and Griffin in attendance. Mayor Bob Thompson, and Diane Graff also were in attendance.

2. Public Comment: There was no public comment.

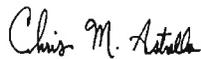
3. Discussion/Action Items:

- a. *Process to fill the Clerk/Treasurer Position:* It was noted that on May 21, Clerk/Treasurer Chris Astrella gave his resignation to the Mayor and announced to the Council he was resigning and that his last day was going to be June 5. The committee decided to contact the two next candidates in the interview process and see if they would be interested to interview again for the Clerk/Treasurer position. If they are not interested, then the hiring process will have to start over again. Springer made a motion for unanimous consent to have Deputy Clerk/Treasurer Baird contact the next two candidates in the hiring process. It was seconded by Griffin and passed unanimously.

The Mayor then read the resignation from the Clerk/Treasurer and it was determined to grant an exit interview to the Clerk/Treasurer, but not with the City Attorney due to the cost.

4. Adjournment: Griffin moved to adjourn; it was seconded by Springer and passed unanimously. The meeting was adjourned at 3:19pm

Minutes written and submitted by



Chris Astrella, WCPC
Clerk/Treasurer

Karl Junginger Memorial Library
Board of Trustees Meeting
May 19, 2015

1. Call to Order/Roll Call
*Meeting called to order at 5:17: Deb Battenberg, Lee Fiedorowicz, Art Biermeier, Lindsay Reynolds, Kelli Mountford, Mike Strasser. Absent: Connie Schiestl, Ellen Sullivan.
Also in attendance: Tammy Parks and Kate Blumenthal (SVA Plumb Trust), Amanda Brueckne and Mary Parsons.*
2. Approval of agenda - *no changes were made*
3. Reading and Approval of open minutes from February 10, 2015
Fiedorowicz moved to approve February minutes with the addition of "Reynolds seconded" under New Business (C). Reynolds seconded the motion; motion passed unanimously with Strasser abstaining.
4. Correspondence, Appearance, Public Comments
SVA Plumb Trust – Tammy Parks, Senior Vice President & Kate Blumenthal, Trust Compliance Officer- introduced themselves and answered questions
5. Amanda Brueckner, Assistant Director and Youth Services Librarian – SRP – *Informational – Summer program is a Hero theme; Brueckner has performers lined up; signups begin in June*
6. Mary Parsons, ILL and Adult Services Librarian – SRP – *Informational – adult/young adult summer reading program. Mary outlined the adult program, which is similar to previous years.*
7. *Additional correspondence:*
 - Hutchinson (Randolph) certified letter that they are leaving MWFLS*
 - Mike Strasser is resigning his board position. He will stay on until he is replaced.*
 - Vaneesa Cook will be leaving for a new job.*
8. Director's Report
9. Unfinished Business
 - A. *Drapes and blinds for Community Room – Informational – Mountford found these items at JCPenney's*
 - B. *Waterloo City Council and the MWFLS change to Waukesha vote – Informational - tentative go live date December 8*
 - C. *Circulation Policy Rated R videos – Action-*
 - Mountford stated that most area libraries do not have any restrictions on movies. Our current policy goes against our mission statement.*
 - Fiedorowicz moved to change Policy 410 by deleting "except for access to R rated films. Patrons under the age of 17 will not be allowed to check out R rated films." Reynolds seconded. Motion passed unanimously.*
 - D. *Roof – Action –*

-Mountford reported that a pitched roof would be \$33,000; the flat roof estimate is \$14,250. She is waiting for more estimates. No action was taken; it will be placed on next month's agenda.

E. Sign – Action - Mountford present estimates on signs. No action taken.

10. New Business

A. Election of Officers to KJM Library board – Action -

Since we are waiting on a new superintendent, and Mike's replacement, Battenberg moved to table to next month. Fiedorowicz seconded.

B. Alcohol Policy – Action-

Mountford suggested changing the policy so that the library could have events such as a brewing class, or serve at an adult murder mystery meeting. If we are serving it but not charging, our insurance will cover us. An additional license may be needed.

Fiedorowicz moved to add in 515 Community Use Policy "alcohol is not permitted; except, alcohol will be allowed during specifically approved library functions", and to leave tobacco out entirely since it is not allowed anyway. Strasser seconded; motion passed unanimously.

C. Scholarship application – Action –

Heather Kent applied for a scholarship for her summer class (up to 2 scholarships of up to \$2000 per year; \$4650 is left in the scholarship account). Battenberg moved to award Heather \$2000 towards her summer tuition. Strasser seconded. Motion passed unanimously.

11. Future agenda items

12. Date, place, and time of next meeting in the library conference room

June 9, 5:15

13. Adjournment

Strasser moved to adjourn at 7:01. Fiedorowicz seconded. Motion passed unanimously.

PUBLIC SAFETY AND HEALTH COMMITTEE MEETING MINUTES
April 2, 2015

1. **Call to Order**
The Public Safety Committee meeting was called to order by Alderperson Griffin at 6:40PM
2. **Roll Call**
Committee members present – Alderperson Griffin, Thomas, and Chief Sorenson, and Citizen Judy Hayden-Gardenier
3. **Approval of Public Safety Committee Minutes of March 5th 2015.**
Motion by Thomas to approve Public Safety Minutes of March 5, 2015, second by Griffin, motion carried.
4. **Citizen Input: None**
5. **Unfinished Business, None**
6. **New Business:** Application for Special Event or Entertainment License. Waterloo United Methodist Church, No More Malaria Walk – April 25, 2015. Motion by Thomas to approve Waterloo United Methodist Church Special Event Lic. April 25, 2015 – No More Malaria Walk. Pending proof of insurance for event, Second by Griffin, motion carried.
7. Future Agenda Items and announcements (None)
8. **Adjourn: Motion to Adjourn by Alderperson Griffin, Second by Thomas, motion carried.**

Attest: *Chief Dennis P. Sorenson*

Public Works and Property Meeting Minutes from May 7, 2015

1. Call to Order and Roll Call: Chair Springer called the meeting to order at 6:30 pm. All Committee members were present. Public Works Director Yerges, Utility Superintendent Weihert, Utility Crew Forman Sorenson and Clerk/Treasurer Astrella were also in attendance.

2. Approval of Meeting Minutes from April 2, 2015: Stinnett moved approval of the minutes and it was seconded by Springer. The motion passed 3-0.

3. Public Comment: There was no public comment

4. Discussion/Decision Items:

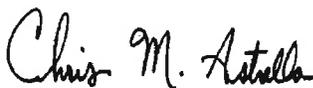
- **Piggly Wiggly 810 N. Monroe Street Transfer Private Sanitary Sewer to Public Sanitary Sewer:** Utility Superintendent Gene Weihert gave an update from the Waterloo Utility Board. They did not approve of taking the private water main for Piggly Wiggly. After some limited discussion, Alder Springer moved to close the issue, but it died for lack of a second. Alder Springer stated he saw this as a dead issue and believed there was no action to be taken by the city. The Committee took no action taken.
- **Road Aid from Jefferson County Highway for 2016:** C/T Astrella gave a brief overview of the road aid "match" from Jefferson County. Springer moved approval and it was seconded by Stinnett. The motion passed 3-0 and will appear on the next City Council meeting.
- **Engineer's Report for Anna Street Sidewalk Improvements:** The report determined that some driveways were concrete, and therefore not assessable meaning the city would have to come up with around \$9,000 for this sidewalk project to proceed. Springer moved to table this until budget time and it was seconded by Ziaja. The motion passed 3-0.
- **Snow Removal on bike path through Fireman's Park:** C/T Astrella informed the committee that at the most recent Public Safety Committee meeting, a resident brought up that this path was not cleared in the winter. The Public Safety Committee referred it to the Public Works Committee for further consideration. Springer notified the committee that there are signs posted along the path that it is not cleared during the winter and that the Public Works Department would not start clearing it.

5. Future Agenda Items:

- It was noted that Public Works Summer Hours have begun.

6. Adjournment: Stinnett moved to adjourn, it was seconded by Ziaja and passed unanimously. The meeting was adjourned at 6:48pm

Minutes written and submitted by



Chris M. Astrella, WCPC
Clerk/Treasurer