



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

CITY OF WATERLOO COUNCIL AGENDA
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET
Thursday, January 7, 2016 – 7:00 p.m.

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

PUBLIC HEARING – CONSIDERING A COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION FOR IMPROVEMENTS AT 720 WEST MADISON STREET

1. Call Public Hearing Meeting To Order
2. Public Comments On The Proposed Grant Application
3. Adjourn Public Hearing

REGULARLY SCHEDULED MEETING

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL
2. MEETING MINUTES APPROVAL: December 17, 2015
3. PUBLIC COMMENT
4. CONSENT AGENDA ITEMS
 - a. Approval Of Operator's License For License Period Ending June 30, 2017
 - i. Brandi L. Schaefer, 1210 Oak Street, Waterloo
 - ii. 2016 City of Waterloo Wage Schedule (informational only)
5. UNFINISHED BUSINESS
 - a. Resolution #2015-34 Authorizing Submission Of A CDBG IKE Supplemental Grant Application
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
7. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

Posted and Emailed: 01/05/2016

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.

- Plan Commission – October 27, 2015
- CATV Regulatory Board – December 2, 2015
- Parks Commission – December 15, 2015
- Finance, Insurance & Personnel Committee – December 17, 2015

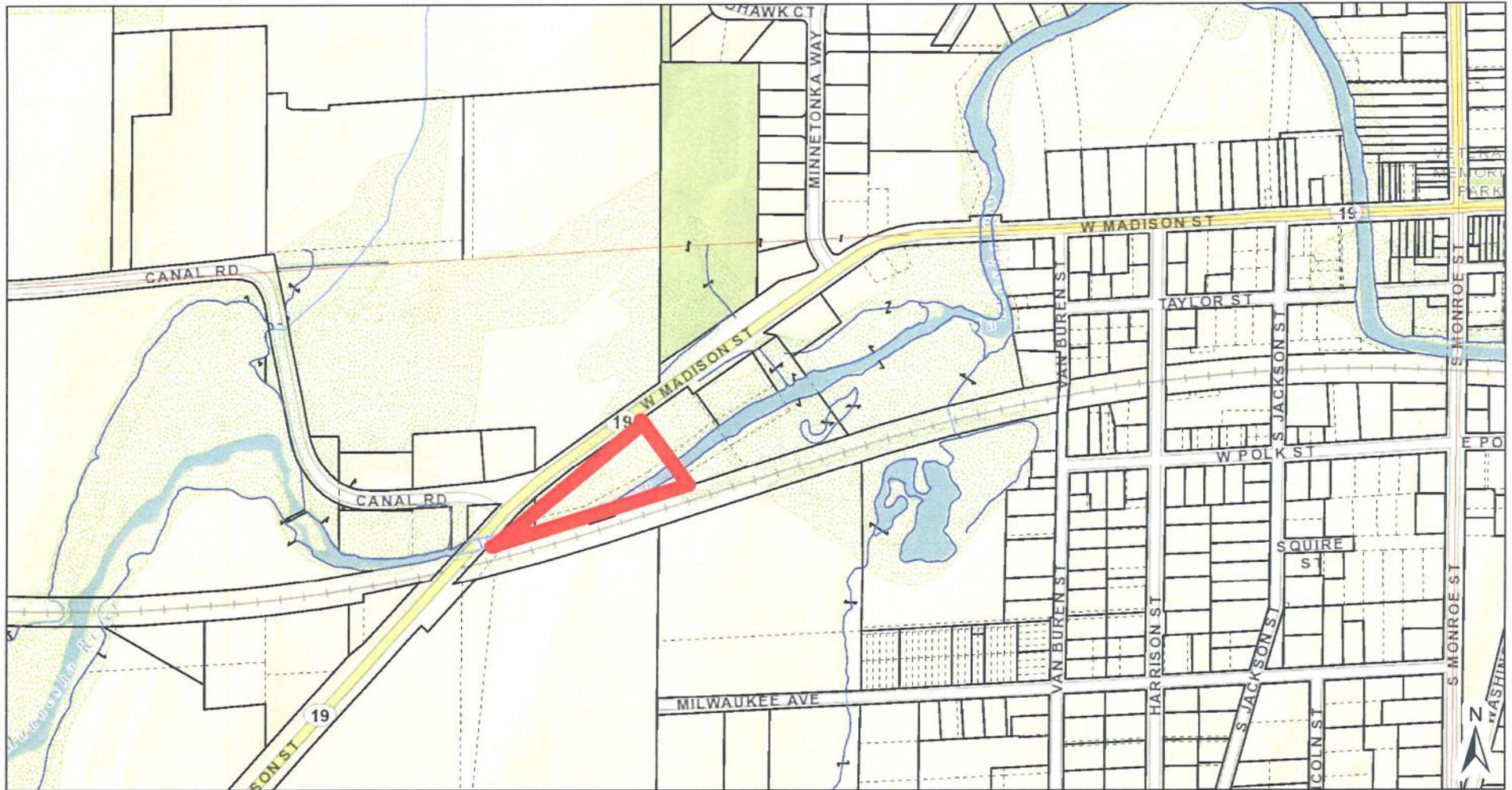
COMMUNITY DEVELOPMENT BLOCK GRANT
Emergency Assistance Program

City of Waterloo Ike Supplemental Application



Find Your Path Here

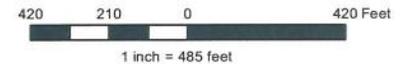
Waterloo Community Map - proposed activity location marked



- | | | |
|---|--|---|
|  Override 1 |  Rail Right of Ways |  Map Hooks |
|  Municipal Boundaries |  Road Right of Ways |  Tax Parcels |
|  Property Boundary |  Section Lines |  Streams and Ditches |
|  Old Lot/Meander Lines |  Surface Water |  Environmental Corridors |

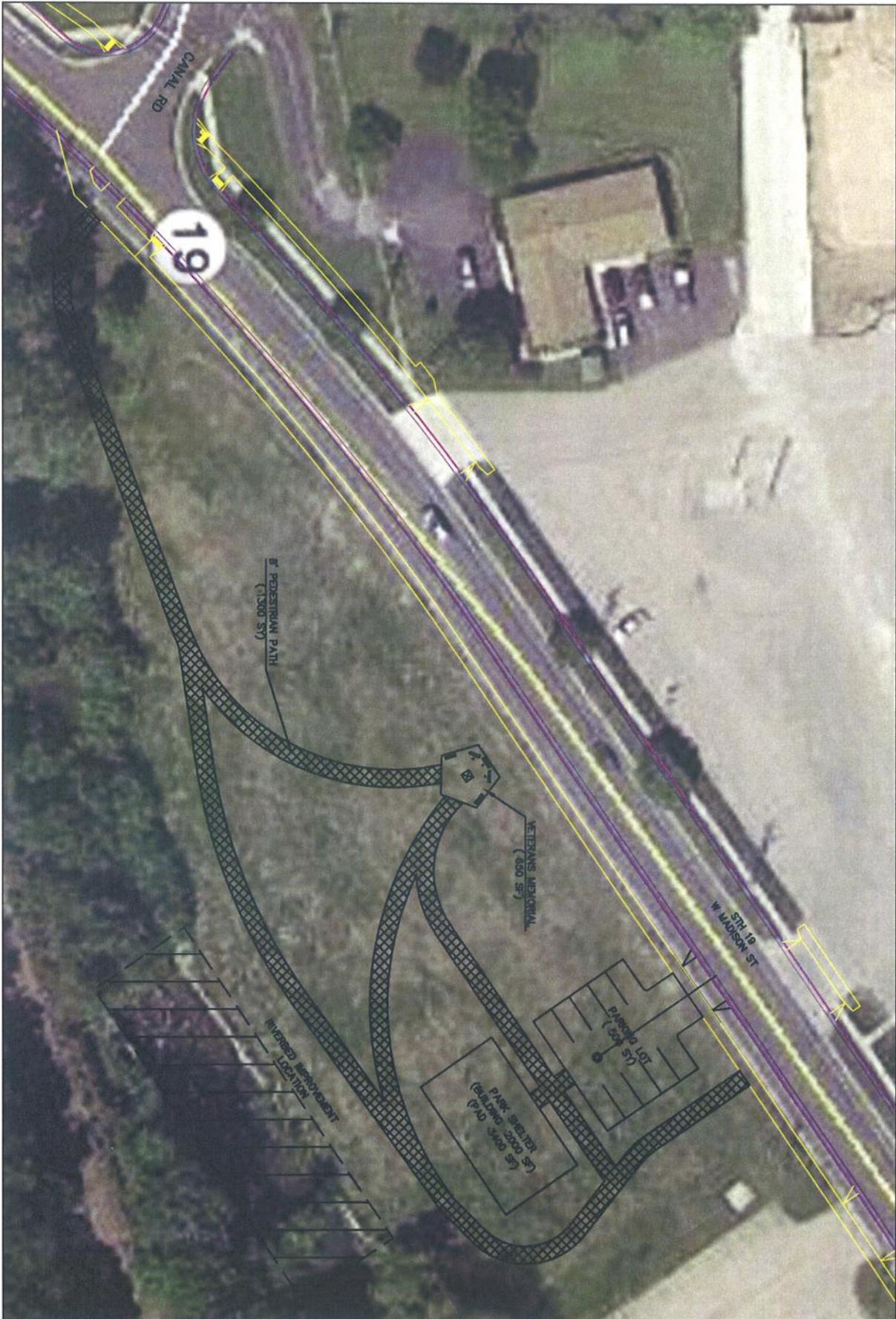
 Jefferson County Geographic Information System

DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. Jefferson County makes no warranty whatsoever concerning this information.



Printed on: December 21, 2015

Author: Mo Hansen





KÜHNEL

 CONSTRUCTION

 Group

 3077 Federal Street

 Waterloo, WI 53186

 Tel: (608) 785-8477

 Fax: (608) 785-8468

CITY OF WATERLOO, WISCONSIN

 720 W. MADISON STREET

 PARK IMPROVEMENTS

SCALE : 1" = 40'
 DATE: NOVEMBER 11, 2015
 DRAWN BY : JMB
 APPROVED BY : ML

PRELIMINARY
CONCEPT DRAWING



APPLICATION FOR CDBG-EAP HOUSING FUNDS

Applicant Name: City of Waterloo

County: Jefferson

FEIN #: 39-6006400

DUNS #: 005838982

E-mail: CityHall@WaterlooWi.us

Date of Disaster: June 5 & July 25, 2008 – Presidential Distaster Declaration: August 14, 2009

Mailing Address:

<u>136 N. Monroe Street</u>	<u>Waterloo, WI</u>	<u>53594</u>	<u>920-478-3025</u>
Street/Box	City/Village	Zip	Phone

Physical Location, if different from above:

<u>Same as above</u>			
Street/Box	City/Village	Zip	Phone

Contact Person:

<u>Mo Hansen</u>	<u>Clerk/Treasurer</u>
Name	Title

Address:

<u>Same as above</u>			
Street/Box	City/Village	Zip	Phone

E-mail: CityHall@WaterlooWi.us

Total Amount Requested: \$107,375

Application Prepared By: Mo Hansen

Indicate the type of application you are submitting by checking the appropriate box:

Individual

By Municipal government in cooperation with DNR and WisDOT

Chief Elected Official:

<u>Robert Thompson, Mayor</u>	<u><i>Robert Thompson</i></u>	<u>12/21/15</u>
Name	Signature	Date

Address, if different:

<u>Same as above</u>			
Street/Box	City/Village	Zip	Phone

I. Capacity

Who will be responsible for program administration? (check all that apply)

A. Applicant staff – Mo Hansen, Clerk/Treasurer

Consultant staff

Other (specify) _____

B. Identify the personnel and the percentage of time that will be involved with carrying out the program activities.

Name: Mo Hansen _____

Title: Clerk\Treasurer _____

Current/ongoing duties: Clerk\Treasurer _____

Estimated percent of time to be devoted to CDBG-EAP program activities:

10% or as needed to meet all grant administrative requirements

C. Discuss the experience of the above-named (if known) program administrator.

The Clerk\Treasurer is the lead municipal grant administrator. He has successfully administered grants from Wisconsin DOT, Wisconsin DNR, US Department of Commerce, Economic Development Administration, Wisconsin Economic Development Corporation, US Federal Emergency Management Administration and others.

D. The administrative records for the CDBG-EAP program will be kept at:

136 North Monroe Street, Waterloo, WI 53594
(Address)

II. CDBG-EAP Budget – See below and attached from municipal engineering firm, Kunkel Engineering.

Program Budget – Same as CDBG-EAP Budget

In the space below, list the funds being requested for each program activity (e.g., housing rehabilitation, demolition, and administration).

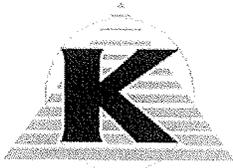
CDBG-EAP dollars may be used for the administration of your proposed program. **You may request up to 10% of your CDBG-EAP project budget for administrative funds.** To calculate your administrative budget, multiply your project budget by 10%. Your administrative budget plus your project budget may not be greater than \$500,000. For example, a project request of \$450,000 would be permitted to request \$45,000 in administrative funds, for a total grant request of \$495,000. The Division of Housing reserves the right to adjust your administrative budget based on DOH experience and cost comparisons.

<u>PROGRAM COMPONENT ACTIVITIES</u>	<u>CDBG-EAP \$ Amount</u>
1.Public Infrastructure	\$107,375
2.Mitigation	\$0
3.Acquisition/Demolition	\$0
SUBTOTAL	\$107,375
4. Administration	\$0
TOTAL CDBG-EAP BUDGET	\$107,375

III. Program Needs and Activities

Respond briefly but thoroughly to each of the following sections. Include maps and photographs whenever possible to illustrate and document your claims.

- A. Describe and document the damages caused by the disaster. Your discussion should include, at a minimum, the nature of the disaster, when it occurred, where it occurred, and the extent of the damages. The Community was flooded in 2008. The subject site was flooded and aid was granted to demolish a former pickle factory structure
- B. Describe the activities to be funded by CDBG-EAP funds. Please review Eligible Activities on Page 6-7 and call for assistance if you have any doubt about eligibility. Removal of all large steel and concrete piers projecting up from the center of the Maunasha River which remain the prior demolition project funded by CDBG-EAP. Embankment repairs at same location to increase the flood fringe capacity and to restore the riparian area to a naturalized amenity.
- C. CDBG-EAP rules require that CDBG-EAP funds may be awarded only if the applicant is unable to finance the activity on their own and where other funding sources are insufficient to address the needs created by the disaster. Describe the availability of applicant resources as well as other funding sources to be used to address this disaster, and why CDBG-EAP funds are needed. Simply stated: levy limits. Our net new construction figure (the main value in the state levy limit formula) has been 0.24% and 0.26% for the last two years. This means that even with 0% wage increase and services reductions, health insurance costs consume all available levy increase. Necessary municipal street repairs outstrip our limited capital budget. Because of the danger of the piers sticking up in the water, we have a real funding need. But funding new park development ranks below Police, Fire and EMS services. And it ranks lower than the Public Works Department providing water and sewer.
- D. Include a timetable which outlines over what period the proposed activities will be accomplished. Project completion November 30, 2016, contingent upon a timely grant award.



**720 West Madison Street Park Improvements
City of Waterloo, Wisconsin**

PRELIMINARY ESTIMATE OF CONSTRUCTION COSTS

November 11, 2015

Project Scope

1. Removal of concrete pillars and river bed, located in the Maunasha River, and northern concrete abutment wall, adjacent to the Maunasha River, which are remnants of the 2008 flooding and subsequent building demolitions at 720 West Madison Street.
2. Construction of an asphalt pedestrian and bike path from Canal Road, meandering along the river front and connecting into West Madison Street sidewalk.
3. Construction of an asphalt parking lot utilizing the existing northern most driveway opening.
4. Construction of a concrete pad and park shelter.
5. Construction of a concrete pad and installation of flag poles for the relocation of the Veterans Memorial from the intersection of East Madison Street and North Monroe Street.

Maunasha Riverbed Improvements*					
Quantity	Unit	Description	Unit Cost	Subtotal	Total Cost
13	EA	Remove Concrete Pillars	\$ 2,250.00	\$29,250.00	
100	CY	Remove Concrete Abutment Wall and Pillars	\$ 135.00	\$13,500.00	
75	CY	Remove Concrete River Bed	\$ 245.00	\$18,375.00	
1	LS	Unclassified Excavation		\$12,500.00	
1	LS	Embankment Repairs		\$15,000.00	
300	SY	Install Type RR Geotextile Fabric	\$ 7.50	\$2,250.00	
300	SY	Install 18-Inches Heavy Rip Rap	\$ 55.00	\$16,500.00	
					\$107,375.00

* Southern concrete abutment wall to remain due to active rail line proximity.

* Coordination with adjacent CP Rail line and Wis DNR is required to obtain approvals or permits, as required for all phases of construction activities.

* Permit fees are not included in preliminary cost estimate.

*** Pedestrian Path Construction ***

Quantity	Unit	Description	Unit Cost	Subtotal	Total Cost
1	LS	Unclassified Excavation		\$5,500.00	
1300	SY	Install 8-Inch Crushed Aggregate Base Course	\$ 5.50	\$7,150.00	
1300	SY	Install 3-Inch Asphalt Pedestrian Path	\$ 17.00	\$22,100.00	
650	SY	Topsoil and Seeding	\$ 8.00	\$5,200.00	
				* \$	\$ 39,950.00

* FUTURE PHASE

CITY OF WATERLOO COMMON COUNCIL
MEETING MINUTES: December 17, 2015

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL. Mayor Thompson called the meeting to order at 7:00 p.m. Alderpersons present: Ziaja, Quimby, Springer, Griffin, Stinnett and Reynolds. Absent Thomas. Others present: Diane Graff, the Courier; Tammy Krueger with the Watertown Daily Times; Police Chief Denis Sorenson; Library Director Kelli Mountford, Public Works Director Gary Yerges, WLOO videographers and Clerk/Treasurer Hansen. The Pledge of Allegiance was recited.
2. MEETING MINUTES APPROVAL: DECEMBER 3, 2015. MOTION: Moved by Quimby, seconded by Ziaja to approve the December 3, 2015 meeting minutes as presented. VOICE VOTE: Motion
3. PUBLIC COMMENT. None.
4. CONSENT AGENDA ITEMS. MOTION: Moved by Springer, seconded by Stinnett to approve the consent agenda items as presented. VOICE VOTE: Motion carried.
 - a. Reports Of City Officials And Contract Service Providers
 - i. Waterloo Active Fire Department For October & November 2015
 - ii. Building Inspector - Building, Plumbing, And Electrical Permits For November 2015
 - iii. Public Works Director Gary Yerges For November 2015
 - iv. Police Chief Denis Sorenson For November 2015
 - v. Library Director Kelli Mountford For November 2015
 - vi. Waterloo Water & Light Commission – December 1, 2015
 - vii. Watertown Humane Society For November 2015
 - b. Resolution #2015- 37 Renewal Of Jefferson County Nutrition Site Contract
5. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
 - a. Finance, Insurance & Personnel Committee
 - i. Payroll For November 2015 - \$64,244.94. Motion. MOTION: Moved by Springer, seconded by Quimby to approve payroll in the stated amount. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Stinnett and Reynolds. Noes: none, with Thomas absent. Motion carried.
 - ii. General Disbursements – November 20, 2015 Through December 17, 2015. MOTION: Moved by Springer, seconded by Quimby to approve general disbursements in the stated amount. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Stinnett and Reynolds. Noes: none, with Thomas absent. Motion carried.
 - iii. Treasurer's Report & Budget Reports For October and November 2015. MOTION: Moved by Springer, seconded by Quimby to table approval of the reports until such time as they are available. VOICE VOTE: Motion carried.
6. UNFINISHED BUSINESS
 - a. Resolution #2015-34 City Of Waterloo Citizen Participation & Fair Housing Action Plan As Part Of The State Of Wisconsin Community Development Block Grant IKE Supplemental Funding Request. MOTION: Moved by Quimby, seconded by Griffin to table the item until January 7th. VOICE VOTE: Motion carried.
7. NEW BUSINESS
 - a. Resolution #2015-35 Appointment Of Election Officials. MOTION: Moved by Griffin, seconded by Quimby to approve the resolution as presented. VOICE VOTE: Motion carried.
 - b. Resolution #2015-39 Amending Resolution #2015-31 Granting A \$1 Per Day Increase To D & D Cleaning LLC For Cleaning Of The Karl Junginger Memorial Library, Said Agreement Expiring December 31, 2017. MOTION: Moved by Ziaja, seconded by Quimby to approve the resolution as presented. DISCUSSION: The Mayor indicated that the resolution was due to an

error in the Clerk/Treasurer's office. Hansen said the increase was only for the service at the library and had been presented by the Library Director as part of the budget process. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Stinnett and Reynolds. Noes: none, with Thomas absent. Motion carried.

- c. Resolution #2015-38 Increasing The Salaries For Future City Council Members. MOTION: Moved by Springer, seconded by Quimby to adopt the resolution as presented. DISCUSSION: Thompson clarified that an elected official cannot vote to increase his/her compensation so therefore increases approved as part of the 2016 budget would be applied only to new terms of office, meaning two aldermanic positions would receive the increase in April of 2016 after those two current terms expire. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, and Reynolds. Noes: Stinnett, with Thomas absent. Motion carried.
- d. Resolution #2015-36 2016 Insurance Provider Changes Based Upon Clerk/Treasurer's Recommendations. MOTION: Moved by Springer, seconded by Quimby to approve the resolution as presented. DISCUSSION: Springer said the Finance, Insurance & Personnel Committee had reviewed the Clerk/Treasurer's recommendation; that an estimated \$1,000 in savings would be generated and that the Committee reviewed communications related to the insurance quotes. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Stinnett and Reynolds. Noes: none, with Thomas absent. Motion carried.

8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

- a. Community Development Block Grant IKE Supplemental Funding Request – Citizen Participation Public Hearing And Related Resolution 2015-34, January 7, 2016. Noted.

9. ADJOURNMENT. MOTION: Moved by Springer, seconded by Griffin to adjourn. VOICE VOTE: Motion carried. Approximate time was 7:11 pm.

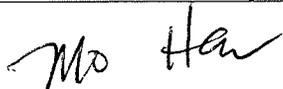
Attest: 

Mo Hansen
Clerk/Treasurer

LAST NAME	FIRST NAME	MI	HOUSE #	STREET NAME	CITY	VIOLATIONS	NEW/RENE	LICENSE #	EMPLOYER
SCHAEFER	BRANDI	L	1210	OAK ST	WATERLOO		NEW	093"OP"2015/2017	THE MT BAR

2016 WAGE SCHEDULE FOR THE CITY OF WATERLOO

	EMPLOYEE POSITION	EFFECTIVE 1ST PAY PERIOD 01/01/2016	
	Mayor	\$ 4,000.00	annually - pay quarterly \$1,000.00
	Aldersperson	\$ 1,600.00 \$ 2,000.00	annually - pay quarterly \$400.00 annually - pay quarterly \$500.00 2016 Election - Wards 4 & 5 Aldersperson 2016 Election - Aldersperson at Large 2017 Election - Ward 1 Aldersperson 2017 Election - Aldersperson at Large 2018 Election - Ward 2 Aldersperson 2018 Election - Aldersperson at Large 2019 Election - Ward 3 Aldersperson
	Special Council Meetings	\$ 10.00	per meeting - pay quarterly
	Special Committee Meetings	\$ 10.00	per meeting - pay quarterly
	Plan Commission	\$ 15.00	per meeting - pay semi-annually
	Economic Development Director	\$ 42,000.00	annually or \$20.19/hour or \$1,615.38/26 pay period
3%	Clerk/Treasurer	\$ 55,382.12	annually or \$26.6260/hour or \$2,130.08/26 pay periods
3%	Deputy Clerk/Treasurer	\$ 21.76	per hour
3%	City Hall Clerical Staff	\$ 15.83	per hour
3%	Director of Public Works	\$ 24.69	per hour
3%	Assist Director of Public Works	\$ 19.47	per hour
3%	DPW Worker III	\$ 18.38	per hour
0%	DPW Laborer LTE	\$ 14.00	per hour
3%	Library Director	\$ 49,378.20	annually or \$23.7395/hour or \$1,899.16/26 pay period
3%	Library Youth Assistant & Librarian	\$ 38,241.84	per hour or \$18.3855/hour or \$1,470.84/pay period
2%	Catalog Librarian	\$ 43,412.82	annually or \$20.8715/hour or \$1,669.72/26 pay period
3%	ILL/Nutrition/Library Assistant II	\$ 14.42	per hour
0%	Library Assistant I	\$ 10.62	per hour
3%	Library Assistant II	\$ 9.37	per hour
2%	Technical Services Assistant II	\$ 10.36	per hour
0%	Student Worker/Page	\$ 9.19	per hour
0%	Student Worker/Page (Probationary)	\$ 9.01	per hour



Approved by: Morton J. Hansen, City Clerk/Treasurer

2016 WAGE SCHEDULE FOR THE CITY OF WATERLOO

	EMPLOYEE POSITION	EFFECTIVE 1ST PAY PERIOD 01/01/2016	
3%	WLOO Coordinator/Director	\$ 15.45	per hour
3%	WLOO Technical Consultant	\$ 18.54	per hour – pay quarterly
3%	Videographer/Assistant	\$ 10.30	per hour – 1 hour minimum
3%	Video Technician	\$ 10.30	per hour
3%	Chief of Police	\$ 68,192.89	annually or \$32.7850/hour or \$2,622.80/26 pay period
3%	Lieutenant	\$ 64,018.11	annually or \$30.7779/hour or \$2,462.23/26 pay period
	Sergeant	\$ 27.70	per hour
	Sergeant (Probationary)	\$ 27.10	per hour
	Police Officer #1	\$ 26.60	per hour
	Police Officer #2 – (0-6 months)	\$ 23.51	per hour
	Police Officer #2 – (7-12 months)	\$ 24.34	per hour
	Police Officer #2 – (0-12 months) (Hired after 01/01/15)	\$ 23.51	per hour
	Police Officer #2 – (13-24 months) (Hired after 01/01/15)	\$ 24.34	per hour
	Part Time Police Officer #1	\$ 14.25	per hour
3%	Police Department Admin Assist	\$ 17.75	per hour
	Oak Hill Cemetery Maintenance	\$ 10.00	per hour
3%	Poll Workers	\$ 7.73	per hour
3%	Chief Inspector	\$ 7.73	per hour plus \$10.00 per election
7.9%	Firefighter/EMT-I	\$ 18.04	per hour
7.9%	Firefighter/EMT-I (1 year probationary period)	\$ 15.56	per hour
	Firefighter/EMT-I (Part-time)	\$ 10.00	per hour

Morton Hansen

Approved by: Morton J. Hansen, City Clerk/Treasurer

2016 WAGE SCHEDULE FOR THE CITY OF WATERLOO

EMPLOYEE POSITION	EFFECTIVE 1 ST PAY PERIOD 01/01/2015	
Fire Chief	\$ 4,000.00	per year – pay monthly - \$333.33/mo
Asst. Fire Chief	\$ 2,000.00	per year – pay June & December
1 st Captain	\$ 900.00	per year – pay June & December
2 nd Captain	\$ 900.00	per year – pay June & December
1 st Lieutenant	\$ 750.00	per year – pay June & December
2 nd Lieutenant	\$ 750.00	per year – pay June & December
Treasurer	\$ 700.00	per year – pay June & December
EMS Coordinator	\$ 800.00	per year – pay June & December
Asst. EMS Coordinator	\$ 600.00	per year – pay June & December
Secretary	\$ 700.00	per year – pay June & December

Fire Training	\$ 10.00	per session – pay annually
Fire Supplemental Training	\$ 3.00	per session – pay annually
Fire Call	\$ 15.00	per fire call – pay annually
Fire Station	\$ 1.00	per fire call – pay annually
EMS Full Shift Driver	\$ 20.00	per shift – pay monthly
EMS Partial 1 st Shift Driver	\$ 2.00	per shift – pay monthly
EMS Partial 2 nd Shift Driver	\$ 3.33	per hour – pay monthly
EMS Partial 3 rd Shift Driver	\$ 2.50	per hour – pay monthly
EMS Full 1 st Shift EMT	\$ 30.00	per shift – pay monthly
EMS Partial 1 st Shift EMT	\$ 3.00	per hour – pay monthly
EMS Full 2 nd or 3 rd Shift EMT	\$ 26.00	per shift – pay monthly
EMS Partial 2 nd Shift EMT	\$ 4.33	per hour – pay monthly
EMS Partial 3 rd Shift EMT	\$ 3.25	per hour – pay monthly
EMS Station EMT	\$ 1.00	per EMS call – pay monthly
EMS Training EMT	\$ 10.00	per session – pay monthly
EMS Supplemental Training	\$ 3.00	per session – pay monthly
EMS Call	\$ 15.00	per EMS call – pay monthly
Training Session	\$ 40.00	per day - all day training
Training Session	\$ 20.00	per day - ½ day training

Morton Hansen

Approved by: Morton J. Hansen, City Clerk/Treasurer

RESOLUTION #2015-34
AUTHORIZING SUBMISSION OF A
CDBG IKE SUPPLEMENTAL GRANT APPLICATION

WHEREAS, Federal monies are available under the Wisconsin State Administered Community Development Block Grant – Emergency Assistance housing program, administered by the State of Wisconsin, Department, Division of Housing, for eligible purposes; and,

WHEREAS, after public hearing and due consideration a recommendation has come to the City Council that an application be submitted to the State of Wisconsin for the following project components:

- (A) Removal of large steel and concrete piers projecting up from the center of the Maunasha River.
- (B) Embankment repairs to increase the flood fringe capacity and to restore the riparian area to a naturalized amenity.

WHEREAS, it is necessary for the City Council to approve the preparation and filing of the application for the City to receive funds and the City Council has reviewed the need for the proposed project and the benefits gains therefrom;

NOW, THEREFORE BE IT RESOLVED, that the City Council does approve and authorized the Clerk/Treasurer to prepare and file an emergency application for funds under this program in accordance with the resolution; and

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Mayor or Clerk/Treasurer are hereby authorized to sign all necessary documents on behalf of the City.

PASSED AND ADOPTED this ____ day of _____.

Robert H. Thompson, Mayor

Attest:

Morton J. Hansen, Clerk/Treasurer

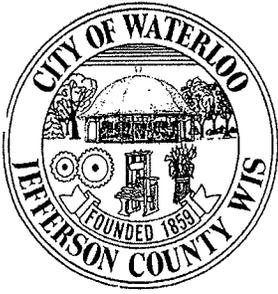
SPONSOR(S) – Mayor
FISCAL NOTE – No match required for these federal monies.

CITY OF WATERLOO PLAN COMMISSION
MEETING MINUTES: October 27, 2015

1. CALL TO ORDER AND ROLL CALL. Commissioner Crosby called the meeting to order at 7 p.m. in the Mayor's absence. Commissioners present: Leisses, Crosby, Oelke, and Reynolds. Absent – Thompson, Lannoy and Butzine. Others present: Tim Geschke, Hawthorn & Stone and Clerk/Treasurer Hansen.
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES. MOTION: Moved by Oelke, seconded by Reynolds to approve meeting minutes for September 29, 2015; September 22, 2015 and August 25, 2015 as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UNFINISHED BUSINESS
 - a. Certified Survey Map, Commercial Avenue – Larry Waldo. MOTION: Moved by Oelke, seconded by Leisses to table consideration until the November meeting. VOICE VOTE: Motion carried.
5. NEW BUSINESS
 - a. Certified Survey Map, Riverwalk. DISCUSSION: Leisses said he had done a preliminary review of the map as presented. He said easements could be addressed at a later time. He said all easements are to be described. MOTION: Moved by Leisses, seconded by Reynolds to recommend Council approval noting that all easements are to be described. ROLL CALL VOTE: Ayes: Leisses, Oelke, Crosby and Reynolds. Noes: none with Thompson, Butzine and Lannoy absent. Motion carried.
 - b. Architectural Design Review – Riverwalk Redevelopment, Assisted Living Facility – 28 units. DISCUSSION: The Plan Commission took up items 5b and 5c together. An informational question and answer period was held with Tim Geschke speaking for Hawthorn and Stone. He said dual licensure was being sought from the state; he reviewed all plans; he described an exercise area; he noted that the first floor of the market-rate apartment unit was likely to be reserved for spouses of those in the assisted living facility. Leisses indicated that more time was needed to review plans. Hansen indicated that files were online, but some were having trouble viewing online files. He said printed plan sets would be available for public viewing in the Council Chambers until the next meeting. MOTION: Moved by Crosby, seconded by Oelke table items 5b and 5c until the November meeting. VOICE VOTE: Motion carried.
 - c. Architectural Design Review – Riverwalk Redevelopment, Market Rate Apartment – 16 units. See above.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
7. ADJOURNMENT. MOTION: Moved by Reynolds, seconded by Oelke to adjourn. VOICE VOTE: Motion carried. Approximate time: 7:55 pm.



Mo Hansen,
Clerk/Treasurer



136 N. MONROE STREET, WATERLOO, WI 53594
PHONE (920) 478-3025
EMAIL cityhall@waterloowi.us
FAX (920) 478-2021

**CATV REGULATORY BOARD
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING
136 N. MONROE STREET
December 2, 2015
4:30 p.m.**

1. Call to Order and Roll Call.

Steve Battenberg called the meeting to order at 4:30 p.m. CATV board members present: Steve Battenberg, Laura Cotting, Bobbi Foutch-Reynolds. Others present: CATV Director Jesus Burgos and City Clerk/Treasurer Mo Hansen.

2. Approval of Previously Unapproved Meeting Minutes

Motion: Moved by Bobbi Foutch-Reynolds to approve meeting minutes held on August 19, 2015, seconded by Steve Battenberg. Voice Vote: Approved with Laura Cotting abstaining since she was not present at the meeting.

3. Citizen Input: None

4. Directors Report

Jesus Burgos informed the board of the stations 991 and 992 being off the air from September 16th through October 12th because a lightning storm. The failure was caused by a lightning strike. The APC backup batteries were out of date and did not protect the Leightronix server. The server was sent back to Leightronix for repair. Since charter changed their format from analog to digital it was not possible to put up a back up slide from the computer system. The server was repaired, batteries were replaced and a new backup system has been purchased for future problems if any. Jesus Burgos also informed the board of a new news program called Democracy Now. Duration of one hour was being downloaded daily free of charge to be aired on channel 992 daily at 4 pm.

5. Unfinished Business

Web site upgrade was touched on by the City Clerk/Treasurer Mo Hansen. He mentioned that the website was paid out and that Raynelle Butzine, Jesus Burgos and Mo Hansen were getting together on Mondays to go over certain tasks that have been very helpful in the area of learning how to navigate the new website.

6. New Business

Mo Hansen presented the Waterloo Regional Trailhead and CATV Station Synergy to the board with the idea of having the board review and possibly endorse the concept of trying to marry the mission of CATV and the Trailhead with the idea of rebranding one of the stations into being a county wide station with an outdoor recreational focus, targeting Jefferson County along with the online ability to reach the Metro area. The main purpose would be to generate revenue county-wide with the idea of bringing the revenue source back to CATV and the Trailhead Facility. After further discussion the board felt that they were not prepared to go forward with the idea without taking a closer look at the proposal and decide to reschedule the discussion and add it to future agendas.

7. Future agenda items and announcements

Waterloo Regional Trailhead and CATV Station Synergy to be discussed on January 13, 2016 at 4:30 pm.

8. Adjournment

Motion: Moved by Laura Cotting, seconded by Bobbi Foutch-Reynolds to adjourn. **Voice vote:** Motion carried.


Jesus Burgos
WLOO Coordinator/Director

**Waterloo Parks Commission Meeting Minutes
December 15, 2015**

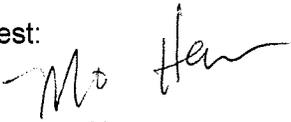
1. ROLL CALL AND CALL TO ORDER: Springer called the meeting to order at 5 p.m. Roll Call Voting Members Present: Kegler, Stinnett and Springer. Late – Quimby. Ex-officio Members Present: Public Works Director Gary Yerges, Gabe Haberkorn, WYSO Representative. Others Present: Gerald Bukatz, Jennifer & David Tomaloff and Mo Hansen, Clerk/Treasurer.
2. MEETING MINUTES APPROVAL: JULY 21, AUGUST 18, SEPTEMBER 15, SEPTEMBER 23, OCTOBER 20 & NOVEMBER 17, 2015. Moved by Stinnett, seconded by Kegler to approve the September 15, 2015 minutes only and table the remaining minutes. Motion Carried.
3. CITIZEN INPUT

Jennifer Tomaloff seeks permission to Geocache in some parks and public areas, i.e. Morrison Field, Waterloo Regional Trailhead open space, etc. She explained how geocaching works. It will be placed on the next Parks Commission agenda.
4. NEW BUSINESS
 - a. Authorizing Distribution Of A Parks Management Agreement Request For Proposals Document. Discussion: Clerk/Treasurer Hansen reviewed a draft Request for Proposals: Parks Management Services document. Replying to a question, he said the CATV Regulatory Board was not interested in transferring funds to the Parks Commission to fund the Parks Management. Springer asked if anyone has come forward with any ideas for a Friends of Firemen's Park. Hansen replied no. Moved by Quimby, seconded by Stinnett to approve the distribution of the Parks Management Services RFP. Roll Call Vote: Ayes - Springer, Kegler, Stinnett and Quimby. Noes – none. Motion carried.
 - b. Parks Management Policy Revisions – Council Recommendation. Discussion: Hansen said policies need revision prior to the Parks Management Services situation being determined.
 - c. Park Operations Ordinance Revisions – Council Recommendation. Discussion: Hansen said ordinances need revision after policies are adopted.
5. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING
 - a. Ice Rink At Waterloo Regional Trailhead. Springer stated that the weather needs to be much colder to be able to put water down to freeze for an ice rink.
 - b. 720 W. Madison St. Park Planning Draft, Kunkel Engineering – March. The DOT has the concept plan. Springer stated the American Legion was under the impression their organization was to place a monument there. He said he explained to the American Legion that the concept plan was preliminary. He said that they had it staked out at Oak Hill Cemetery for the monument.
 - c. Next Meetings – January 19 at the High School, then at 6:30 the Economic Development Workshop will be held.

Other discussion items:
The Clerk/Treasurer said he met with Chris Abell for approximately 3 hours on December 4th and with Mandy and Chris for approximately 3 hours on December 11th. Hansen taped both meetings due to the wealth of information and took a lot of pictures. Chris is very cooperative, full of information. Springer asked about winterizing the buildings. Hansen said that Chris was going to finish that process and will be compiling a check list. Springer added two items to the list of agenda items for the January 19th meeting – 1) Placing Firemen's Park on the Historical Registry & 2) Move start time to 5:30 p.m.
6. ADJOURNMENT

Moved by Quimby, seconded by Stinnett to adjourn. The motion carried unanimously. The meeting adjourned at approximately 5:42 p.m.

Attest:

A handwritten signature in black ink, appearing to read "M. Hansen". The signature is written in a cursive style with a large initial "M" and a long, sweeping tail.

Morton J. Hansen
Clerk/Treasurer

**CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
DECEMBER 17, 2015**

1. CALL TO ORDER AND ROLL CALL. Chair Springer called the meeting to order at 6:05 p.m. Committee members present: Springer and Griffin with Quimby arriving at 6:10 p.m. Absent: none. Others attending: Mayor Thompson, Police Chief Sorenson and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: MOTION: Moved by Springer, seconded by Griffin to table meeting minutes approval. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. UNFINISHED BUSINESS.
 - a. Gary Yerges, Public Works Director, Request For An Additional Full-Time Position – Tabled From A Prior Meeting. DISCUSSION: Hansen said Jefferson County Parks Director Joe Nehmer was interested in partnering with the City to provide low-cost lawn maintenance services for the City. He said Nehmer hires a large number of three-month and five-month seasonal employees; has efficient equipment and may be able to provide a competitive quote for services. Springer said Tom Holzhueter had expressed interest in future seasonal work on the athletic fields. Springer said no decision should be made until complete information is available. Mayor Thompson questioned Brian Schleif's light duty work. No action taken.
5. NEW BUSINESS
 - a. Payroll For November 2015 - \$64,244.94. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of general disbursements for the period listed and as presented. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
 - b. General Disbursements – November 20, 2015 Through December 17, 2015. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of general disbursements for the period listed and as presented. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
 - c. Treasurer's Report & Budget Reports For October & November 2015 MOTION: Moved by Quimby, seconded by Griffin to table report approval. VOICE VOTE: Motion carried.
 - d. Resolution 2015-37 2016 Nutrition Site Contract. DISCUSSION: Hansen said the contract amount was the same as the prior year and that the full cost was paid by the County. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of the resolution. VOICE VOTE: Motion carried.
 - e. Resolution 2015-36 2016 Insurance Provider Changes Based Upon Clerk/Treasurer's Recommendations. DISCUSSION: Hansen reviewed all handouts and noted a revised comparison chart after EMC sent new figures. The Committee reviewed a John Gibson email and other information including the Clerk/Treasurer's memo on the topic. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council adoption of the resolution as presented. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. ## TIF review; ## List of service providers to review (focus on trash collection); ## Assessment review.
7. ADJOURNMENT. MOTION: Moved by Quimby, seconded by Griffin to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:40 p.m.

Attest:



Mo Hansen
Clerk/Treasurer