



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

CITY OF WATERLOO COUNCIL AGENDA
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET
Thursday, April 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:

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL
2. MEETING MINUTES APPROVAL: MARCH 17, 2016
3. PUBLIC COMMENT
4. CONSENT AGENDA ITEMS
 - a. Approval Of Operator's Licenses for License Period Ending June 30, 2017
 - i. Suzan R. Uttech, 362 East Madison Street
5. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
 - a. Parks Commission
 - i. Resolution #2016-09 Adoption Of Parks Policies [tabled on 3/17/2016]
 - b. Public Safety & Health Committee
 - i. Approval Of A Special Event License, MACC Fund Trek 100 Ride For Hope, June 11, 2016
 - c. Finance, Insurance & Personnel Committee
 - i. Resolution #2016-10 Entering Into An Agreement With SAFEBUILT Wisconsin LLC To Provide Commercial Plan Building Review Services
6. NEW BUSINESS
 - a. Baker Tilly Virchow Krause, LLP, 2014 Financial Statement Highlights
 - b. 2015 Audit - Including Independent Audit Report And Management Letter
 - c. 2015 Audit TID 1-2-3-4
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. 2016 Budget Amendment Relating To Parks And Other Matters
 - b. 2016-2020 Street/Utility Improvement Plan
8. ADJOURNMENT

Mo Hansen

Mo Hansen
Clerk/Treasurer

Posted and Emailed: 04/04/2016

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-Karl Junginger Memorial Library Board

- Parks Trustees Register Report acct. xxx2402, xxx5309 - Jan. & Feb. 2016
- Finance, Insurance, Personnel Committee – 10/1/2015, corrected
- Joint Community Development Authority & Community Development Committee – 2/16/2016, corrected
- Joint Community Development Authority & Community Development Committee – 3/14/2016 and 11/16/2015
- Finance, Insurance, Personnel Committee – 3/17/2016
- CATV Regulatory Board – 1/13/2016

CITY OF WATERLOO COMMON COUNCIL
MEETING MINUTES: March 17, 2016

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, Thomas, Stinnett and Reynolds. Absent: None. Others present: Diane Graff, the Courier; Tammy Krueger with the Watertown Daily Times; Police Lieutenant Lange, Parks Coordinator Haberkorn, Chris Joseph; WLOO videographers, Andrew Lewandowski; Asher Lewandowski; Maureen Giese and Clerk/Treasurer Hansen. The Pledge of Allegiance was recited.
2. MEETING MINUTES APPROVAL: MARCH 3, 2016. MOTION: Moved by Springer, seconded by Griffin to approve the minutes as presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. Jills Court resident and property owner Chris Joseph said roadway maintenance work on sloped Jills Court involving laying down crumbled blacktop and oil was ineffective and provided no cost savings to taxpayers in the long-run. He referenced from personal experience a motor cycle incident and bicycle incident in other communities on similar road surfaces. He distributed pictures of the crumbled blacktop on the lawn, curb and washing off of the roadway.
4. CONSENT AGENDA ITEMS. MOTION: Moved by Quimby, 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 February 2016
 - ii. Building Inspector - Building, Plumbing, And Electrical Permits For February 2016
 - iii. Public Works Director Gary Yerges For February 2016
 - iv. Police Chief Denis Sorenson For February 2016
 - v. Library Director Kelli Mountford For February 2016
 - vi. Waterloo Water & Light Commission – March 8, 2016
 - vii. Watertown Humane Society For February 2016
 - b. Approval Of Operator’s License For License Period Ending June 30, 2017
 - i. Carole Berndt, 428 Farnham Street #5, Marshall
 - ii. Robert Bittner, W10998 State Road 16-60, Columbus
 - iii. April Haines, 118 Vermont Street, Beaver Dam
5. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
 - a. Finance, Insurance & Personnel Committee.
 - i. Payroll For February 2016 - \$61,626.49. MOTION: Moved by Springer, seconded Quimby to approve payroll in the stated amount. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Reynolds. Noes: None.
 - ii. General Disbursements - February 19, 2016 Through March 17, 2016. MOTION: Moved by Springer, seconded by Quimby to approve general disbursements as listed and presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Reynolds. Noes: None.
 - iii. Treasurer’s Report & Budget Reports For January & February 2016. MOTION: Moved by Springer, seconded by Quimby to table approval until such time as the reports are completed. VOICE VOTE: Motion carried
 - b. Parks Commission
 - i. Ordinance #2016-01 Amending Chapters 19 & 273 Related To Waterloo Parks. DISCUSSION: In response to a Thomas question asking why Section 273-8 relating to off road vehicles being prohibited would now include “except as authorized by the Parks Coordinator”, Hansen replied that tractor pulls could be a potential future event. MOTION: Moved by Quimby, seconded by Griffin to approve the ordinance. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Stinnett and Reynolds. Noes: Thomas.
 - ii. Resolution #2016-09 Adoption Of Parks Policies. DISCUSSION: Stinnett said the resolution was available but not the policy itself. Hansen apologized for the omission. MOTION: Moved by Thomas, seconded by Reynolds to table consideration of the resolution until the next meeting. VOICE VOTE: Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

- a. 2016 Budget Amendment Relating To Parks And Other Modifications. Noted.
- b. Approval Of A Special Event License, MACC Fund Trek 100 Ride For Hope, June 11, 2016. Noted.
- c. Stinnett invited all to an Easter Egg Hunt hosted by the Chamber of Commerce – March 26th at 10 am.
- d. All were invited to a Firemen's Park Clean-up Day – March 19th.

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



Attest:

Mo Hansen

Clerk/Treasurer

2016-04-07 COUNCIL APPROVAL

2015-2017 OPERATOR'S LICENSES

LAST NAME	FIRST NAME	MI	HOUSE #	STREET NAME	CITY	VIOLATIONS	NEW/RENE	LICENSE #	EMPLOYER
UTTECH	SUZAN	R	362	E MADISON ST	WATERLOO		NEW	104"OP"2015/2017	KWIK TRIP



136 North Monroe Street
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**RESOLUTION #2016-09
ADOPTION OF PARKS POLICIES**

Whereas, the Parks Commission recommends the attached parks policies to further efforts to bring valued parks services to the citizens of Waterloo.

Now Therefore Be It Resolved, by the Common Council of the City of Waterloo, Wisconsin, that it agrees with the Parks Commission recommendation directs the Clerk/Treasurer and Parks Coordinator to fully implement the policies as presented on this night. With the exception of previously adopted Waterloo Regional Trailhead policy, this policy supersedes all previously adopted parks policy.

PASSED AND ADOPTED this _____, 2016.

City of Waterloo

Signed: _____
Robert H. Thompson
Mayor

Attest:

Morton J. Hansen
City Clerk/Treasurer

WATERLOO PARKS POLICY
ADOPTED: _____

DEFINITIONS.

“Non-profit” – Any organization recognized as tax exempt by the Internal Revenue Code or identified as a bona fide organization under 125-26(6) Wis. Stat. – meaning clubs, county or local fair associations or agricultural societies, churches, lodges, or societies that have been in existence for at least 6 months before the date of the application.

“Resident” – Any person, organization or business living, residing or operating within the City of Waterloo 6 months prior to the issuance of a park use contract.

PARK USE, RESERVATION AND RENTAL POLICY.

1. Park hours are 6:00 AM to 10:30 PM, or as allowed by Parks Coordinator. The park must be vacated when closed. A reservation does not guarantee absolute privacy to any group.
2. The use terms and conditions for the use of a Waterloo parks facility shall be fully listed on Park Use Contracts for each park. Said contracts will be updated by staff from time to time and approved by the City Council with the recommendation of the Parks Commission. The contract receipt is proof of a reservation.
3. The City Council shall established rental rates and shall delegate other sales related pricing decisions such as concessions, advertising, etc. to the Parks Coordinator with oversight from the Parks Commission.
4. The event holder signing the contract is responsible for clean-up, facility damage and lost or stolen municipal property. Glass containers are NOT allowed in the parks. In order to receive all or a portion of a rental deposit, the event holder must complete clean-up tasks as listed on a Facility Check-Out form provided to the satisfaction of the Park Coordinator.
5. Cancellations, refunds or transfers: No refunds will be issued. Written cancellation must be submitted to the Parks Coordinator. An event date may be changed or transferred to another available date
6. Chairs and tables as available on a limited basis. Damage will result in loss of deposit.

CONSUMPTION, SALE OR DISTRIBUTION OF ALCOHOL ON PARK PROPERTY.

1. The consumption, sale or distribution of alcohol on park property is prohibited in Waterloo parks and other public places unless the person has an appropriate license or contract with the City.
2. The City of Waterloo may sell fermented malt beverages at non-youth, public events solely at its discretion under Wis. Stats. 125.06.
3. The consumption of alcohol is permitted for invitation only private events. The holder of a private event is responsible for the purchase and serving of alcohol and must fully notify the City of its specific intent as part of the contractual agreement with the City. The City may require, as a contract condition, that licensed Operators serve the alcohol. The City may require, as a condition of the contract, the hiring of Police Department approved event security.

SMOKING.

1. No person shall smoke or hold a lighted cigarette, cigar or pipe in any structure within any park, or in any other area in any park where youth events are held or where notices prohibiting smoking are posted pursuant to an order of the Parks Commission.

WEAPONS.

1. No firearms or weapons are permitted in Waterloo parks. Violators are considered trespassers and subject to forfeiture or arrest.

FOOD.

1. The preparation, availability, sale and consumption of food shall be in accordance with Jefferson County Ordinance 2001-26 titled Environmental Sanitation and the Wisconsin Statutes chapter 254.
2. For the well-being of public health and safety, the Parks Coordinator in consultation with the Parks Commission shall establish written procedures for the use of Waterloo Parks so as to allow for -- and ensure -- the safe preparation and consumption of food in Waterloo Parks.

POLICY ADOPTED BY REFERENCE.

1. This policy adopts by reference existing policy for the Waterloo Regional Trailhead as adopted by the Parks Commission as of January 1, 2016. With this one noted exception, this statement supersedes all previous municipal parks policies.

WATERLOO FIREMEN'S PARK

FEE SCHEDULE - #1 2016

BUILDINGS & GROUNDS FEES

<u>Alcohol Served Events</u>	<u>RESIDENT PRIVATE</u>	<u>NON-RESIDENT PRIVATE</u>	<u>RESIDENT PUBLIC</u>	<u>NON-RESIDENT PUBLIC</u>
ENTIRE PARK	SEE PARKS COORDINATOR FOR SPECIAL EVENTS			
ENTIRE PAVILION	\$750	\$850	\$600	\$700
UPPER PAVILION	\$500	\$600	\$400	\$500
LOWER PAVILION	\$400	\$500	\$300	\$400
BINGO HALL	\$200	\$300	\$150	\$200
REUNION HALL	\$150	\$250	\$125	\$175
WATERLOO REGIONAL TRAILHEAD	\$200	\$300	\$150	\$200
BASEBALL DIAMOND (billed every 3 hours)	\$85	\$85	\$85	\$85
HAMBURGER/CONCESSION STAND	\$50	\$50	\$50	\$50
SOFTBALL DIAMOND (billed every 3 hours)	\$50	\$50	\$50	\$50
BANDSTAND/OPEN SHELTERS	\$25	\$25	\$25	\$25
TOURNAMENT FEE	\$100	\$100	\$100	\$100

<u>Non Alcohol Events</u>	<u>RESIDENT PRIVATE</u>	<u>NON-RESIDENT PRIVATE</u>
ENTIRE PARK	SEE PARKS COORDINATOR FOR SPECIAL EVENTS	
ENTIRE PAVILION	\$700	\$800
UPPER PAVILION	\$450	\$550
LOWER PAVILION	\$350	\$450
BINGO HALL	\$175	\$275
REUNION HALL	\$150	\$250
WATERLOO REGIONAL TRAILHEAD	\$175	\$275
BASEBALL DIAMOND (billed every 3 hours)	\$85	\$85
HAMBURGER/CONCESSION STAND	\$50	\$50
SOFTBALL DIAMOND (billed every 3 hours)	\$50	\$50
BANDSTAND/OPEN SHELTERS	\$25	\$25
TOURNAMENT FEE	\$100	\$100

All Charitable Non-Profits will receive a 50% discount on building rentals with proof of exempt status.

<u>Miscellaneous Fees</u>				
BASEBALL FIELD LIGHTS (per Hour)	\$25	OUTDOOR CHAIRS	\$50	Additional charges may be applied for any use of city resources
PARK LABORER	\$12	OUTDOOR CHAIRS W/SETUP	\$100	
BARTENDER (per hour/each)	\$10	PREP OF BASEBALL FIELD (each time)	\$25	

WATERLOO FIREMEN'S PARK USE CONTRACT

Today's Date: _____
Receipt# _____

500 Park Ave, Waterloo, WI 53594 – 920-478-3025 – parks@waterloowi.us

Event Type: _____ Date of Event: _____ # of Guests: _____

Arrival Time: _____ Dinner Time: _____ Ending Time: _____ (All persons must be out by 1am)

Client Name: _____ Address: _____

City: _____ State: _____ Email: _____ Phone #s: 1) _____ 2) _____

Primary Contact: _____ Secondary Contact: _____

Building/Grounds being reserved:

Pavilion – Whole: _____ Upper: _____ Lower: _____ Bingo Hall: _____ Beer Garden: _____ Bandstand/shelter: _____

Main Ball Diamond: _____ Softball Diamond: _____ Upper Diamond: _____ T-ball Diamond: _____

Other Facility Not Listed: _____

*** A deposit equal to 50% of total rental fees must be on file in the event of damages or additional charges incurred by the client or client's party. *** Failure to secure building(s) after rental will result in security deposit being withheld.**

*** Specific requirements of beer & liquor shall be set forth in a separate document no later than 2 months prior to the event date.**

Building Rental Fee: \$_____ This amount is for the facility only, other charges may still apply key deposit, etc.)

Amount of Deposit: \$_____ A minimum of half the building rental fee is due at signing of contract. ***100% of the deposit is non-refundable***

Key Deposit: \$_____ There is a \$100 key deposit (per key) due for all keys handed out

Other Fees: \$_____ Description: _____

Balance Due: \$_____ Amount to be paid 2 weeks **PRIOR** to date of event.

Payment Type: _____ Amount Paid: _____ Check #: _____ Name on Check: _____

Other Info: _____ Additional Comments: _____

Park Use Policies:

- There are no refunds of any kind. A \$50.00 fee will be charged on all checks returned insufficient.
- A Wisconsin sales & use tax of 5.5% will be applied on all rentals, beverages & services.
- Deposit(s) will be returned after 15 days if areas are left in reasonable condition and keys to building(s) have been returned.
- All bands/music must stop playing at 12:00 am (Midnight). The bar will stop serving at 12:00 am. Everyone will be out by 1:00 am.
- Facility may be made available the day before the rental for set up.
- Only painters tape may be used to attach items to the walls or doors. Nothing is to be hung from the ceiling. No rice, birdseed or confetti is allowed.
- No open flame is allowed with the exception of food warming devices.
- No one under the age of 21 may consume alcohol. If minors are found consuming alcohol the event can be terminated immediately w/full payment due.
- Client will be responsible for damages inside or outside of the rented area, any broken or stolen items or any extensive cleaning.
- No animals or pets are permitted in the buildings with the exception of service animals. The client assumes all responsibility for such animals & actions.
- Waterloo Firemen's Park shall not be held liable for any injuries which might be sustained by any member of the party during the gathering.
- The Park is not responsible for damage or loss of any merchandise, articles of clothing or personal belongings prior to, during, or after an event.
- The Park reserves the right to require any renter to pay for a security team for an event. The Park must approve of the security team prior to the event.
- The renter is responsible for providing a license caterer, food service or person for cooking/transporting/etc. of all foods for events. Waterloo Firemen's Park will not be held liable for any food related illness or incidents.
- Waterloo Parks shall be released from its obligations hereunder for events beyond its control: acts of god or similar.
- A reservation is not considered complete until this signed agreement with security deposit and at least 1/2 of the building rent has been submitted.
- By signing below the Client agrees to the terms and conditions set forth in this contract.

Authorized Park Representative Signature/Date

Clients Signature/Date

Please mail signed contract and deposit to: City of Waterloo - Parks, 136 N. Monroe Street, Waterloo, WI 53594

Name of facility
SECURITY CONTRACT STATEMENT
Required In Order To Receive Rental Deposit

EVENT NAME: _____

PERSON COMPLETING THIS FORM NAME: _____

PHONE NUMBER: _____ ALTERNATE PHONE NUMBER: _____

SECURITY COMPANY: _____ PHONE NUMBER: _____

CONTACT NAME: _____ ALTERNATE PHONE NUMBER: _____

ADDRESS: _____ CITY: _____ STATE: _____

STATE LICENSE/CERTIFICATION NUMBER: _____

_____ ATTACHED COPY OF SECURITY CONTRACT/AGREEMENT

_____ SECURITY COMPANY PROOF OF INSURANCE

Waterloo Police Chief Signature/Date

Clients Signature/Date

Please deliver Contract Statement with copy of Security Agreement to: City of Waterloo – Parks, 136 N. Monroe Street, Waterloo, WI 53594

Name of facility
FOOD CONTRACT STATEMENT
Required In Order To Receive Rental Deposit

EVENT NAME: _____

PERSON COMPLETING THIS FORM NAME: _____

PHONE NUMBER: _____ ALTERNATE PHONE NUMBER: _____

PUBLIC EVENT

FOOD SERVICE PROVIDER: _____ PHONE NUMBER: _____

CONTACT NAME: _____ ALTERNATE PHONE NUMBER: _____

ADDRESS: _____ CITY: _____ STATE: _____

STATE LICENSE/CERTIFICATION NUMBER: _____

_____ ATTACHED COPY OF FOOD SERVICE CONTRACT/AGREEMENT

PRIVATE EVENT

FOOD PROVIDER: _____ PHONE NUMBER: _____

CONTACT NAME: _____ ALTERNATE PHONE NUMBER: _____

ADDRESS: _____ CITY: _____ STATE: _____

Parks Coordinator Signature/Date

Clients Signature/Date

Please deliver Contract Statement with copy of Security Agreement to: City of Waterloo – Parks, 136 N. Monroe Street, Waterloo, WI 53594

Name of facility

**EVENT ALCOHOL CONTRACT STATEMENT
Required In Order To Receive Rental Deposit**

Event Name: _____ Event Date: _____

Event Organizer/Person Completing This Form Name: _____

Address: _____

Email: _____

Phone Number: _____

As fully described in detail below, I hereby state that alcohol will be served at this invitation only private event. I understand that I must abide by all municipal and state laws. I understand that I am responsible for the consumption of alcohol by event attendees, and underage drinking is prohibited. I further state that I am legally liable for any and all damages to the facility and other public and private property in park during this event. I understand that failure to abide by the law will result in legal enforcement to the fullest extent of the law.

Name: _____ Date: _____

EXPECTED ATTENDANCE: _____

EXPECTED NUMBER OF ATTENDEES 21 YEARS OF AGE OR YOUNGER: _____

PRODUCT SERVED:

___ Non-alcoholic beverages. Describe in detail: _____

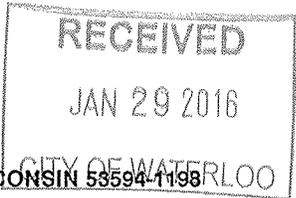
___ Beer, wine coolers or other fermented malt beverages: Describe in detail: _____

___ Wine: Describe in detail: _____

___ Liquor: Describe in detail: _____

The City of Waterloo reserves the right to require Licensed Operator's to serve at any private event and it reserves the right to require Event Security to be present during any private event.

Police Department Notes:
Parks Coordinator Notes:



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
 Phone (920) 478-3025
 Fax (920) 478-2021
 cityhall@waterloowis.com

APPLICATION FOR SPECIAL EVENT or ENTERTAINMENT LICENSE

Any Special Event or Entertainment Event sponsor requesting municipal approvals, services, assistance, and/or other support from the City of Waterloo for a special or entertainment event on public or private property must provide the following information.

Submittal of application does not constitute approval. All applications must be reviewed.

NAME OF SPONSOR (Applicant): MACC Fund - Midwest Athletic Against Childhood Cancer, Inc.

STATUS: (circle one) unincorporated incorporated individual other _____

CONTACT NAME: Colleen O. Moran

PHONE NUMBER: 414.955.5834 DAYTIME 414.839.7695 EVENING 414.955.6170 FAX

EMAIL ADDRESS: cebmoran@maccfund.org

NAME OF EVENT: Trek 100 - Ride for Hope

TYPE OF EVENT: (circle one) Festival Race Parade Tag Caravan Day Rally Other bike ride March

PURPOSE OF EVENT: to raise money for pediatric cancer research

DATE OF EVENT: June 11, 2016

EVENT HOURS: 6am-6pm SET UP HOURS 4-6am BREAKDOWN 5-7pm

DESCRIPTION OF EVENT: 100, 50, 36 or 19 mile bike ride - begins @ 7:30am

SITE/ADDRESS FOR EVENT (list if multiple locations) Trek Bicycle - 801 W. Madison St. Waterloo WI 53594

PROJECTED ATTENDANCE: 2200 PAST ATTENDANCE: 2200

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 350

RAIN POLICY: We ride rain or shine unless there is lightning

DATE APPLICATION MADE 1/18/16

Pursuant to Section 12.06 Waterloo Municipal Code
 Application for Special Event or Entertainment License

HOLD HARMLESS CLAUSE:

The special event or entertainment sponsor hereby agrees to indemnify and hold harmless the City of Waterloo, Wisconsin, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor's operation of the event, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Waterloo acting within the scope of their employment.

Further, the event sponsor agrees to indemnify the City of Waterloo and any of its agents, public officers, officials or employees and authorized volunteers for any attorneys fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor's use of public property or operation of the event as set forth in the application for special permit.

INSURANCE REQUIREMENTS:

Proof of insurance is required of all Special or Entertainment Event Sponsors before the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a Certificate of Insurance with your completed application by, _____ 20__ to the **City Clerk's Office 136 N. Monroe Street, Waterloo, WI. 53594.** Insurance coverage shall be from companies and in amounts acceptable to the City of Waterloo. Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.

PERMITTED USE OF PUBLIC PROPERTY:

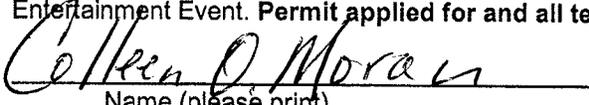
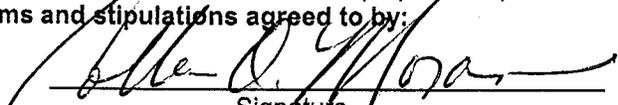
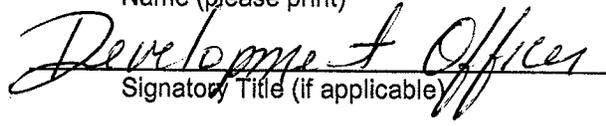
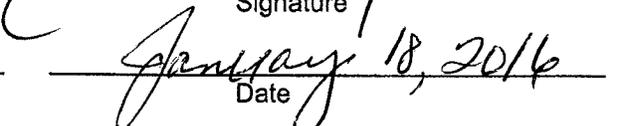
Whereas the Special or Entertainment Event Sponsor agrees to use the public property at _____ in Waterloo, Wisconsin, known as, for staging of, the City of Waterloo does hereby agree to permit for use, at no cost, these premises for the date(s) of _____ through _____ 20___. Sponsor does hereby agree to conduct only that business/activity which is described in the Special Event Permit Application, and agrees to all municipal requirements. Sponsor further agrees that within thirty (30) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen portions of the subject property including, but not limited to landscaping, street or buildings and/or pavement.

LIABILITY WAIVER:

The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Waterloo, its agents, public officers, officials or employees and authorized volunteers from said sponsored event or activity, except for acts caused by the willful and wanton misconduct by employees of the City of Waterloo acting within the scope of their employment.

AUTHORIZED SIGNATURES:

I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulations outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a Special Event in the City of Waterloo, as outlined herein. I/we understand that our lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed Special or Entertainment Event. **Permit applied for and all terms and stipulations agreed to by:**

	
Name (please print)	Signature
	
Signature Title (if applicable)	Date

Pursuant to Section 12.06 Waterloo Municipal Code
Application for Special Event or Entertainment License

THIS APPLICATION, WITH A DETAILED SITE PLAN ATTACHED, AND ANY OTHER APPLICABLE DOCUMENTS AS OUTLINED HEREIN, MUST BE REMITTED TO THE CLERK'S OFFICE NO LATER THAN NINETY DAYS (90) PRIOR TO THE OPENING DAY OF THE EVENT. Application received late or incomplete may be denied. Direct mail to the **City Clerk, City of Waterloo, 136 N. Monroe Street, Waterloo, WI. 53594.** A copy of the application will then be forwarded to the appropriate committees and or Departments for consideration of approval, denial, and scheduling.

Date application received: 11/29/2016 Received by: Mail

Clerk's Office to complete the section below:

Cc:	<u>Approval date or permit number</u>
<input type="checkbox"/> Animal Control	<input type="checkbox"/> Public Works
<input checked="" type="checkbox"/> Fire Department	<input type="checkbox"/> Utilities
<input type="checkbox"/> Building & Permits	<input type="checkbox"/> Public Health Inspector
<input checked="" type="checkbox"/> Police Department	
<input checked="" type="checkbox"/> City Clerk	
<input type="checkbox"/> Public Property Use	
<input type="checkbox"/> Building Inspector	
<input checked="" type="checkbox"/> Certificate of Insurance	
<input checked="" type="checkbox"/> Fire Department	
<input type="checkbox"/> Council Approval	

Fee for Profit Events = \$50.00 per event.

Fee is **WAIVED** for events held or sponsored by educational, charitable, nonprofit, or religious organizations when the proceeds are devoted to the purposes of such organization.

Fee Paid: _____ Date Paid: _____
Received by: _____

Pursuant to Section 12.06 Waterloo Municipal Code
Application for Special Event or Entertainment License

Form created: 03/11/2004

Attachment 1

CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

1. The City of Waterloo requires submission of a Certificate of Insurance along with the Special or Entertainment Events Application prior to review by the City's Government Operations Committee.
2. The Certificate of Insurance must include the following **minimum** limits of insurance coverage required for special events on City property:
\$300,000 Injury or death of one person; \$1,000,000 for any one accident; \$50,000 for Property Damage.
3. The City of Waterloo must be named on the Certificate of Insurance as **primary, non-contributory additional insured** under the general liability policy for the event.
4. The Certificate of Insurance must include the name of the special event, and the date, time and location of the event.
5. The City of Waterloo reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.
6. **No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.**

Any questions regarding these insurance requirements should be directed to the City Clerk's Office at (920) 478-3025

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: Trek 100 Bike Ride

DATE (S) OF EVENT: 6/11/16 HOURS: 7:30-6 pm.

LOCATION/PROPERTY: Trek Bicycles 801 W. Madison St. Waterloo, WI 53594

SAFETY PROCEDURES:

1) Will you be providing private on-site security? YES **NO**

If yes, list security company name. _____

Where will security be needed? _____

What times will security be needed? _____

Will WPD officers be required? **YES** NO

Municipal estimation of cost: _____ WPD Personnel @ \$ _____ /hour = \$ _____

2) What are your plans for medical assistance? Kettle Moraine Ambulance Service on route

Would have Waterloo F.D. again to help w/ start by line on 6-11-16
Municipal estimation of cost: _____ WFD equipment/personnel @ _____ \$ hours = \$ _____

3) Will there be fireworks at your event? YES **NO**

Date of fireworks _____ Time of Fireworks _____

Name/Address of company supplying fireworks _____

Fire Marshall must be contacted for approval and consultation.

SET UP / CLEAN UP PROCEDURES:

1) Name of person in charge of set up: Colleen O. Moran phone # 414-839-7695

2) What time will set up begin: 4 am.

3) Name of clean up contact person: same Cell Phone# same

4) Estimated time for clean up after event: 5-7 pm.

FEES AND PROCEEDS:

1) Will admission be charged for this event? **YES** NO

If yes, how much: Adult \$45 Seniors _____ Students _____

Children 5 & under _____ Families _____

2) If a participant fee is charged, please indicate the amount: Booth: _____

Concessionaire: _____

3) Will alcoholic beverage(s) be sold?

YES

NO

If yes, what beverage and at what cost? _____

4) What does the Sponsor intend to do with any revenue over and above the expenditures?

Support pediatric cancer research @ MCHW + UW-Madison

(If this is a first year event, please provide a budget. If it is a repeat event, provide last year's financials.)

ENTERTAINMENT AND PROMOTIONS:

2) List names of performers and entertainment groups:

DJ-Exciting Events + UW Marching Band at State Line

2) Describe other entertainment / activities planned for your event: _____

3) How will your event be promoted? Television Radio Newspapers Posters Flyers

other _____

PUBLIC PROPERTIES PROCEDURES:

If you are requesting city services, please complete the following area:

1) Will you need barricades? YES

NO

Purpose of barricades: _____

Location of placement: _____ Amount needed _____

Date barricades needed _____ Time of placement _____

Name of company providing service if other than City _____

2) Will you require electrical service(s)

YES

NO

Entertainment: number of amps _____ = _____ lines @ \$20 Cost\$ _____

Equipment being used: _____

Location _____ Entainer name _____

Entertainment: number of amps _____ = _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: _____ Entainer name _____

Waterloo, WI

Concessions: _____ amps= _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: _____

Concessions: _____ amps= _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: _____

Name of company providing service if other than City: _____

3) Will you need fencing installed? YES NO

Purpose of fencing: _____

Location: _____ Amount: _____

Date needed _____ Time needed _____

Estimated costs: _____ locations @ \$100. = \$ _____ Total costs

4) Will parking considerations be needed YES NO

Type(s) _____
Location: _____ Amount _____
Date: _____ Time: _____
Map Enclosed - same as past several years

5) Will picnic tables be needed? YES NO

Location _____ Amount _____

Date needed: _____ Time needed _____

Estimated cost(s) _____ Picnic tables @ \$5.00 per table = \$ _____

6) Is a street sweeper needed? YES NO

Location _____ Date _____ Time _____

Estimated cost(s) _____ hours @ _____ = \$ _____ total cost

Name of company providing service, if not City: _____

7) Will you need additional trash bins? YES NO

If yes how many requested? Cardboard trash bins _____ Barrels _____

Where do you want them placed? _____

Name of disposal company if other than the City: _____

Where will dumpster be place: _____

8) Will water connection be needed?

YES

NO

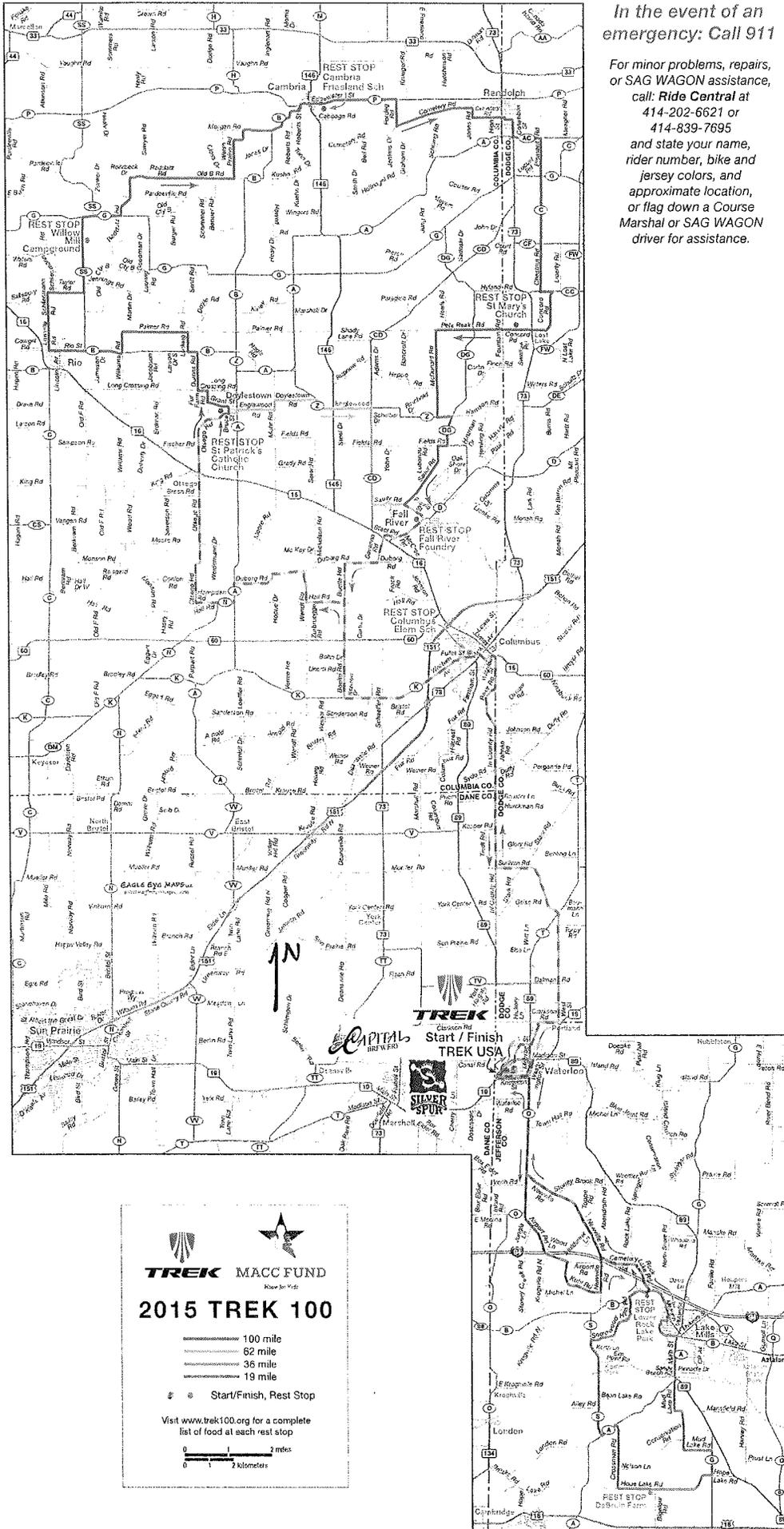
Location _____ Amount _____

Date _____ Time _____

Estimated costs: _____ connection(s) @ \$20.00 = \$ _____ Total water costs

In the event of an emergency: Call 911

For minor problems, repairs, or SAG WAGON assistance, call: **Ride Central** at 414-202-6621 or 414-839-7695 and state your name, rider number, bike and jersey colors, and approximate location, or flag down a Course Marshal or SAG WAGON driver for assistance.





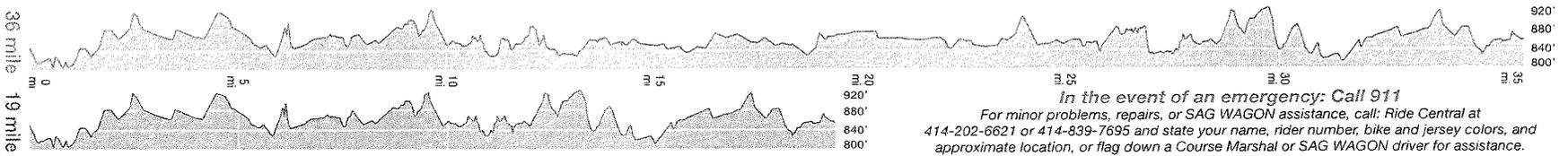
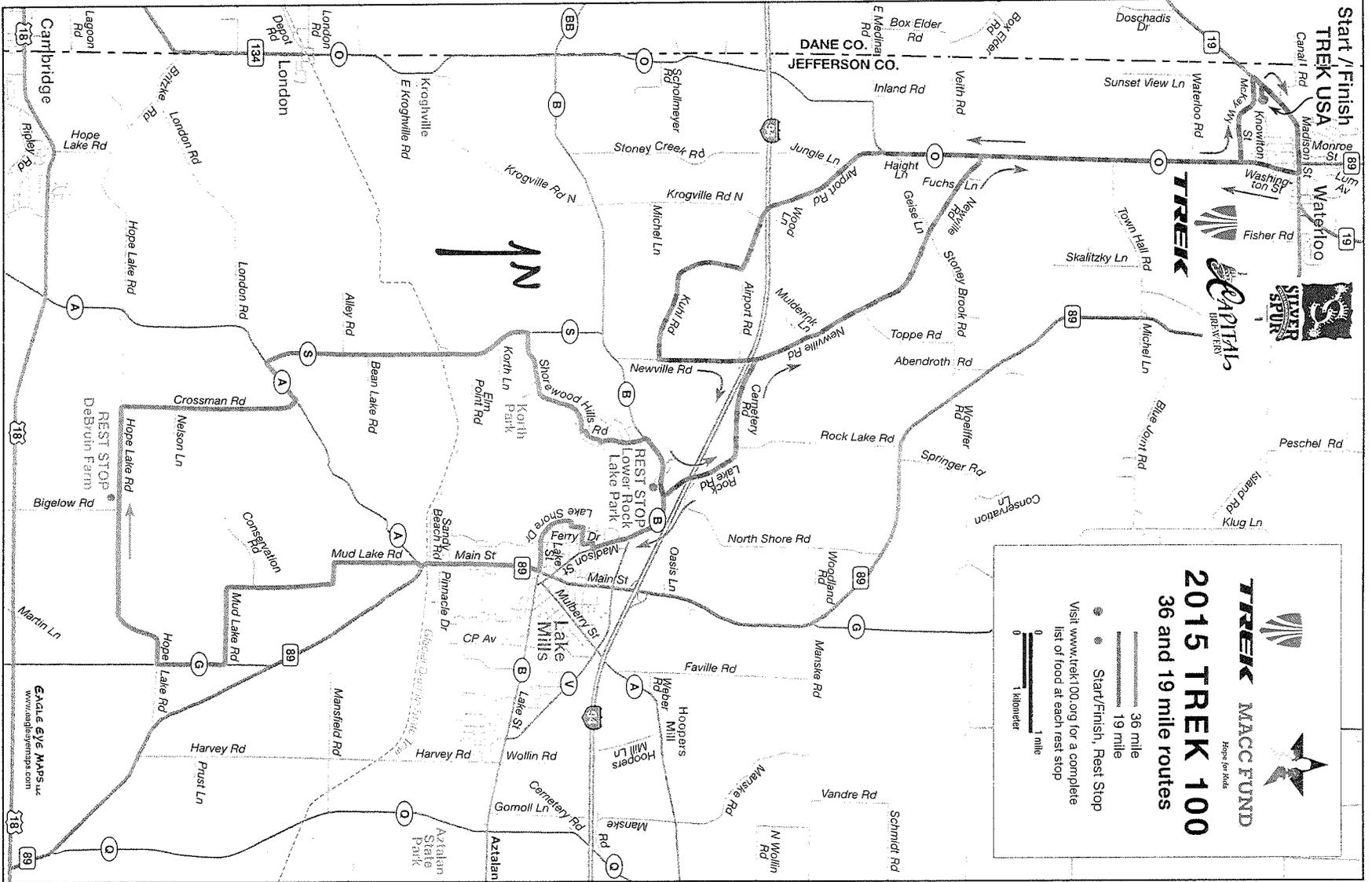

TREK MACC FUND
Have Fun Ride!
2015 TREK 100

——— 100 mile
 ——— 62 mile
 ——— 36 mile
 ——— 19 mile

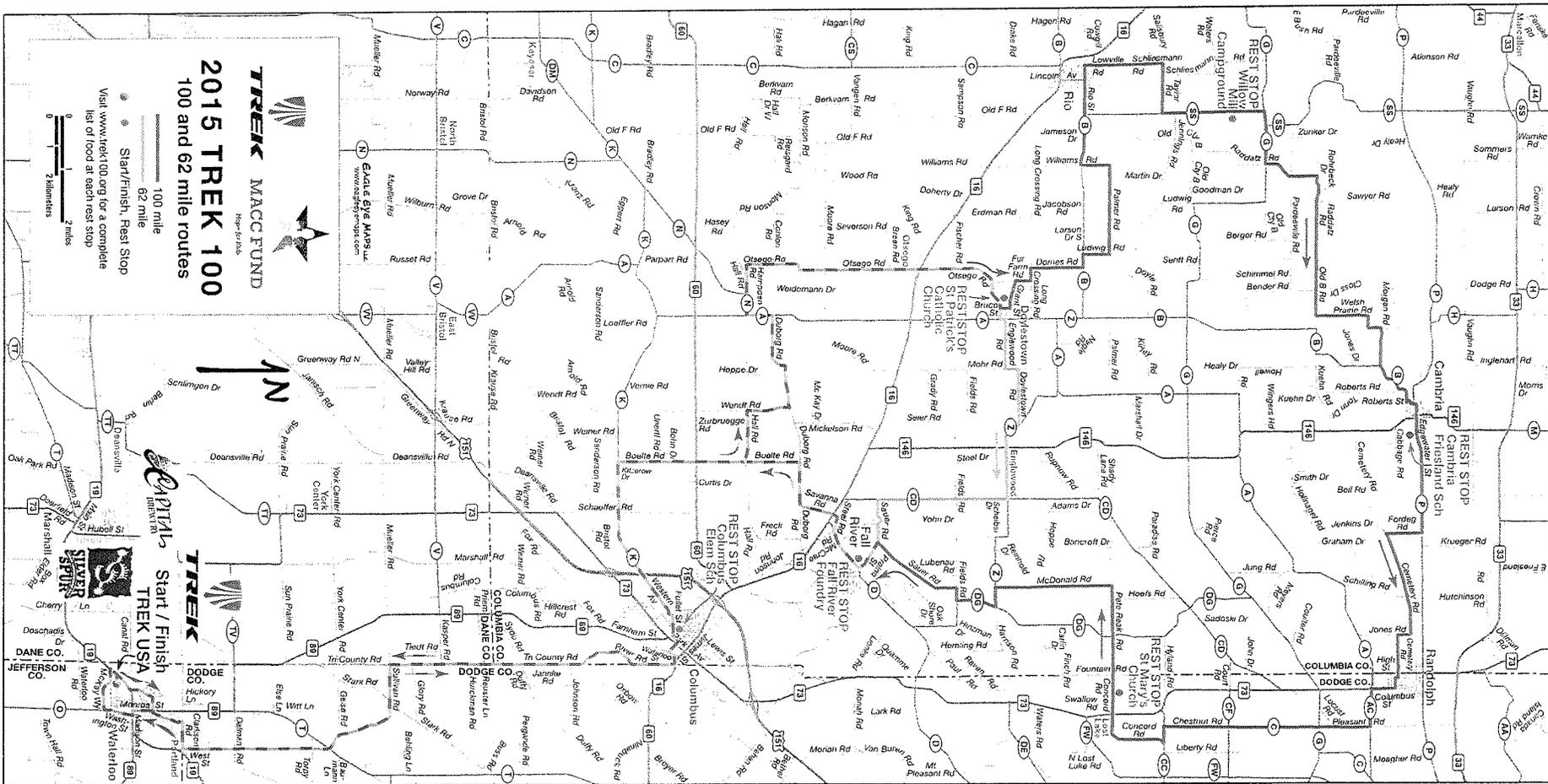
* * Start/Finish, Rest Stop

Visit www.trek100.org for a complete list of food at each rest stop

0 2 miles
 0 2 kilometers



In the event of an emergency: Call 911
For minor problems, repairs, or SAG WAGON assistance, call: Ride Central at 414-202-6621 or 414-839-7695 and state your name, rider number, bike and jersey colors, and approximate location, or flag down a Course Marshal or SAG WAGON driver for assistance.



In the event of an emergency: Call 911
 For minor problems, repairs, or SAG WAGON assistance, call: Ride Central at 414-202-6621 or 414-839-7695 and state your name, rider number, bike and jersey colors, and approximate location, or flag down a Course Marshal or SAG WAGON driver for assistance.

100 mile route

#	Go	onto Road/Street	Leg	Total
Start at Trek Bikes, Waterloo				
1	R	WI 19	0.4	0.4
2	L	Minnetonka Wy	0.4	0.8
3	R	Porter St	0.3	1.1
4	L	Lum St	0.6	1.7
5	R	Clarkson Rd	0.6	2.3
6	L	West St / Cty I	2.8	5.1
7	S	Sullivan Rd	2.4	7.5
8	R	Tri-County Rd / River Rd	5.6	13.1
9	L	James St, Columbus	0.1	13.2
10	S	Manning St	0.1	13.3
11	L	Waterloo St	0.1	13.4
12	R	School St	0.3	13.7
13	L	Dickason St	0.2	13.9
14	R	Fuller St	0.1	14.0
15	Rest Stop	Columbus Elementary School	0.0	14.0
16	R	Fuller St	0.3	14.3
17	L	Dix St / Cty K	0.1	14.4
18	R	Hamilton St / Western Av / Cty K	3.2	17.6
19	R	Boelte Rd	2.4	20.0
20	L	Hall Rd	1.0	21.0
21	R	Wendt Rd	0.8	21.8
22	L	DuBorg Rd	2.0	23.8
23	L	Cty A	0.5	24.3
24	R	Cty N / Hall Rd	0.5	24.8
25	S	Hall Rd / Hampden Rd	0.6	25.4
26	R	Ostego Rd	3.4	28.8
27	S	Ostego Rd	2.0	30.8
28	Rest Stop	St Patrick's Catholic Church, Doylestown	0.0	30.8
29	L	Bruce St / Railroad St	0.1	30.9
30	L	Metcalf St	0.1	31.0
31	L	Grant St	0.6	31.6
32	R	Fur Farm Rd	0.3	31.9
33	L	Long Crossing Rd	0.2	32.1
34	R	Domes Rd	1.0	33.1
35	L	Cty B	0.2	33.3
36	R	Ludwig Rd	0.5	33.8
37	L	Palmer Rd	1.7	35.5
38	L	Williams Rd	0.5	36.0
39	R	Cty B	1.0	37.0
40	S	Cty B / Rio St, Rio	0.9	37.9
41	R	Lowville Rd / Schliesmann Rd	1.6	39.5
42	S	Taylor Rd	1.0	40.5
43	L	Cty SS (not marked)	1.2	41.7
44	Rest Stop	Willow Mill Campground	0.0	41.7
45	R	Cty SS	0.7	42.4
46	R	Cty G	1.0	43.4
47	L	Raddatz Rd	2.3	45.7
48	S	Old Cty B	1.5	47.2
49	L	Welsh Prairie Rd	1.5	48.7
50	R	Morgan Rd	0.7	49.4
51	L	Cty B	1.0	50.4
52	L	Mary St, Cambria	0.1	50.5
53	S	Edgewater St	0.5	51.0
54	S	Edgewater St / Cty P	0.3	51.3
55	Rest Stop	Cambria Friesland School	0.0	51.3
56	R	Edgewater St / Cty P	2.0	53.3
57	R	Fordeg Rd	0.7	54.0
58	L	Cemetery Rd	2.0	56.0
59	R	Jones Rd	0.2	56.2
60	L	Cemetery Rd	0.9	57.1
61	S	Stroud St, Randolph	0.4	57.5
62	R	Williams St	0.1	57.6
63	L	Stark St	0.1	57.7
64	R	Columbus St	0.4	58.1
65	L	Cty AC	0.8	58.9
66	R	Pleasant Rd	1.0	59.9
67	S	Cty C	1.7	61.6
68	S	Chestnut Rd	1.2	62.8
69	L	Cty CC	0.3	63.1
70	R	Concord Rd	1.8	64.9
71	Rest Stop	St Mary's Church	0.0	64.9
72	L	Concord Rd	1.6	66.5
73	S	Pete Reak Rd	1.0	67.5
74	L	McDonald Rd	1.6	69.1
75	L	Cty Z	0.4	69.5
76	R	Cty DG	0.7	70.2
77	R	Fields Rd	0.3	70.5
78	L	Sauer Rd	1.8	72.3
79	L	Prairie Rd	0.6	72.9
80	R	Main St, Fall River	0.8	73.7
81	Rest Stop	Fall River Foundry	0.0	73.7
82	R	Main St	0.1	73.8
83	R	Steel Rd	0.4	74.2
84	S	Savanna Rd	0.7	74.9
85	R	DuBorg Rd	0.8	75.7
86	L	Boelte Rd	3.5	79.2
87	L	Cty K / Western Av / Hamilton St	3.2	82.4
88	L	Cty K / Dix St, Columbus	0.1	82.5
89	R	Cty K / Fuller St	0.3	82.8
90	Rest Stop	Columbus Elementary School	0.0	82.8
91	L	Dickason St	0.2	83.0
92	R	School St	0.3	83.3
93	L	Waterloo St	0.1	83.4

100 mile route continued

#	Go	onto Road/Street	Leg	Total
94	R	Manning St	0.1	83.5
95	S	James St	0.1	83.6
96	R	River Rd / Tri-County Rd	5.6	89.2
97	L	Sullivan Rd	2.4	91.6
98	S	Cty I / West St	2.8	94.4
99	R	Clarkson Rd	0.6	95.0
100	L	Lum St, Waterloo	0.6	95.6
101	R	Porter St	0.1	95.7
102	L	Monroe St	0.3	96.0
103	L	Madison St	0.1	96.1
104	R	Cty O	0.4	96.5
105	R	Knowlton St	0.6	97.1
106	R	WI 19	0.1	97.2

Finish Line at Trek Bikes!

62 mile route

#	Go	onto Road/Street	Leg	Total
Start at Trek Bikes, Waterloo				
1	R	Hwy 19	0.4	0.4
2	L	Minnetonka Wy	0.4	0.8
3	R	Porter St	0.3	1.1
4	L	Lum St	0.6	1.7
5	R	Clarkson Rd	0.6	2.3
6	L	West St / Cty I	2.8	5.1
7	S	Sullivan Rd	2.4	7.5
8	R	Tri-County Rd / River Rd	5.6	13.1
9	L	James St, Columbus	0.1	13.2
10	S	Manning St	0.1	13.3
11	L	Waterloo St	0.1	13.4
12	R	School St	0.3	13.7
13	L	Dickason St	0.2	13.9
14	R	Fuller St	0.1	14.0
15	Rest Stop	Columbus Elementary School	0.0	14.0
16	R	Fuller St	0.3	14.3
17	L	Dix St / Cty K	0.1	14.4
18	R	Hamilton St / Western Av / Cty K	3.2	17.6
19	R	Boelte Rd	2.4	20.0
20	L	Hall Rd	1.0	21.0
21	R	Wendt Rd	0.8	21.8
22	L	DuBorg Rd	2.0	23.8
23	L	Cty A	0.5	24.3
24	R	Cty N / Hall Rd	0.5	24.8
25	S	Hall Rd / Hampden Rd	0.6	25.4
26	R	Ostego Rd	3.4	28.8
27	S	Ostego Rd	2.0	30.8
28	Rest Stop	St Patrick's Catholic Church, Doylestown	0.0	30.8
29	L	Lincoln St	0.2	31
30	L	Cty A	0.1	31.1
31	R	Englewood Rd	1.0	32.1
32	L	Mohr Rd	0.2	32.3
33	R	Doylestown Rd	1.1	33.4
34	R	Cty Z	1.5	34.9
35	R	Cty CD	2.5	37.4
36	L	Sauer Rd	0.9	38.3
37	R	Prairie Rd	0.6	38.9
44	R	Main St	0.8	39.7
45	Rest Stop	Fall River Foundry	0.0	39.7
46	R	Main St	0.1	39.8
47	R	Steel Rd	0.3	40.1
48	L	Old Hwy 16	0.1	40.2
49	S	Savanna Rd	0.7	40.9
50	R	DuBorg Rd	0.8	41.7
51	L	Boelte Rd	3.5	45.2
52	L	Cty K / Western Av / Hamilton St	3.2	48.4
53	L	Cty K / Dix St, Columbus	0.1	48.5
54	R	Cty K / Fuller St	0.3	48.8
55	Rest Stop	Columbus Elementary School	0.0	48.8
56	L	Dickason St	0.2	49.0
57	R	School St	0.3	49.3
58	L	Waterloo St	0.1	49.4
59	R	Manning St	0.1	49.5
60	S	James St	0.1	49.6
61	R	River Rd / Tri-County Rd	5.6	55.2
62	L	Sullivan Rd	2.4	57.6
63	S	Cty I / West St	2.8	60.4
64	R	Clarkson Rd	0.6	61.0
65	L	Lum St, Waterloo	0.6	61.6
66	R	Porter St	0.1	61.7
67	L	Monroe St	0.3	62.0
68	L	Madison St	0.1	62.1
69	R	Cty O	0.4	62.5
70	R	Knowlton St	0.6	63.1
71	R	Hwy 19	0.1	63.2

Finish Line at Trek Bikes!

In the event of an emergency: Call 911

For minor problems, repairs, or SAG WAGON assistance, call: Ride Central at 414-202-6621 or 414-839-7695 and state your name, rider number, bike and jersey colors, and approximate location, or flag down a Course Marshal or SAG WAGON driver for assistance.

Mo Hansen

From: Colleen O'Neil Moran <ceomoran@maccfund.org>
Sent: Saturday, April 02, 2016 7:53 PM
To: cityhall@waterloowi.us
Subject: Trek 100 start/finish line on McKay St.
Attachments: UNTITLED.pptx

Hi Mo – Trek Bicycles is continuing to grow by leaps and bounds and they will begin construction soon in what is currently their middle parking lot. This will affect the layout and design of the Trek 100. We are hoping to move the start/finish line to McKay Street and are writing to inquire about the possibility of closing McKay St. from Hwy 19 to Knowlton St. for the entire day on Saturday, June 11th.

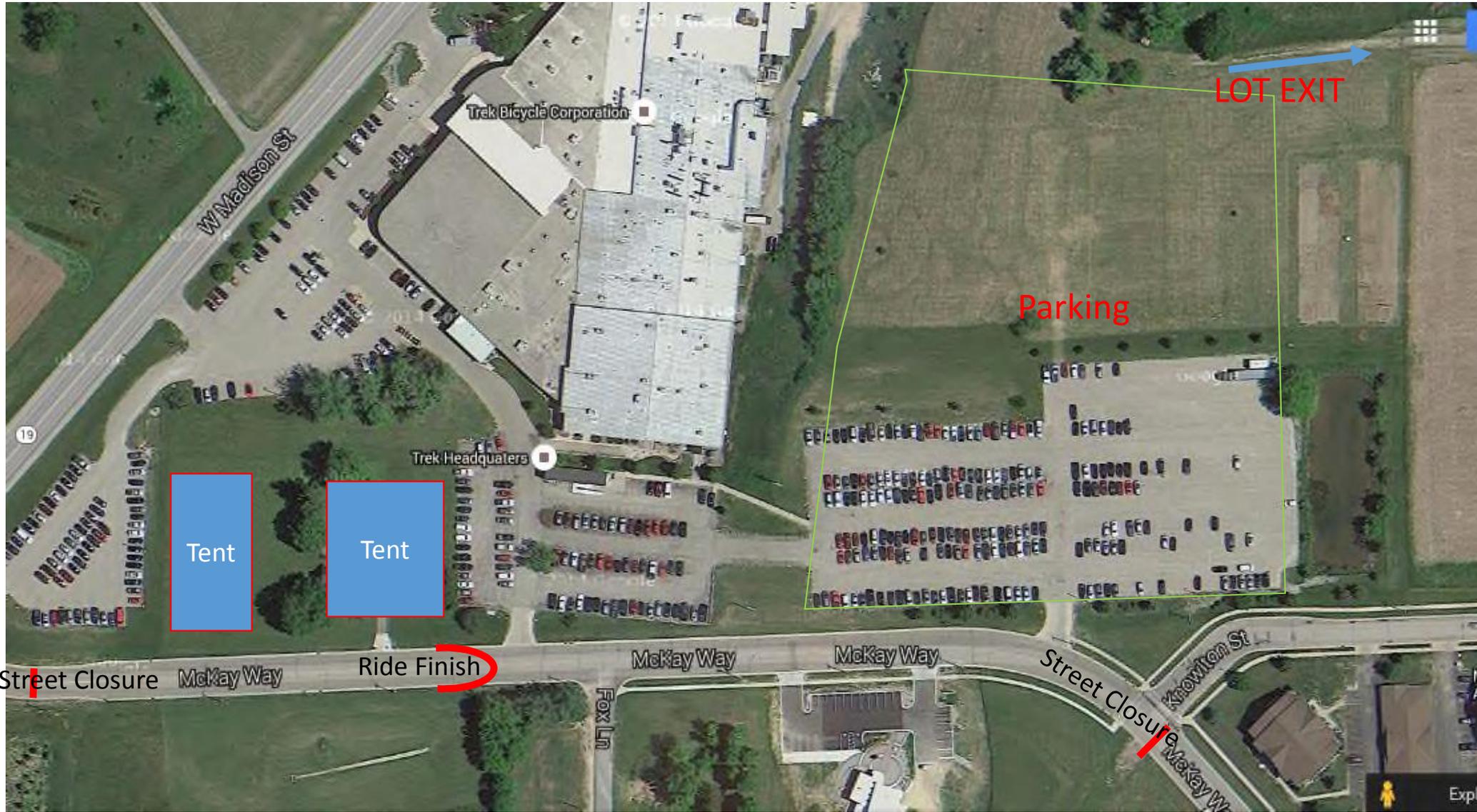
We, of course, are more than happy to accommodate the residents of Fox Lane to make sure they can get in and out of their homes throughout the day.

Looking forward to discussing the many components of the Trek 100 with you! Colleen

Disclaimer

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Tent

Tent

Ride Finish

Parking

LOT EXIT

19

W Madison St

Trek Bicycle Corporation

Trek Headquarters

McKay Way

McKay Way

Street Closure

Knowlton St

Expl



136 North Monroe Street
Waterloo, WI 53594-1198
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

**RESOLUTION #2016-10
ENTERING INTO AN AGREEMENT WITH SAFEBUILT WISCONSIN LLC
TO PROVIDE COMMERCIAL PLAN BUILDING REVIEW SERVICES**

Whereas, the Finance, Insurance & Personnel Committee, at its March 17, 2016 meeting, unanimously recommended that the City Council agree to enter into an agreement as presented on this night, and;

Whereas, the agreement would be allow for those seeking state approval for Waterloo commercial construction projects to apply for, and receive, a state approval from SAFEBUILT Wisconsin LLC in a timely manner via the firm that currently provides local building permit services in Waterloo.

Now Therefore Be It Resolved, by the Common Council of the City of Waterloo, Wisconsin, that it agrees with the Finance, Insurance & Personnel Committee recommendation directs the Clerk/Treasurer to fully implement the agreement with the understanding that SAFEBUILT Wisconsin LLC may forward future revisions to the municipal code to further streamline the permitting process.

PASSED AND ADOPTED this _____, 2016.

City of Waterloo

Signed: _____
Robert H. Thompson
Mayor

Attest:

Morton J. Hansen
City Clerk/Treasurer

FISCAL NOTE: Fees previously going to the state will come to the City of Waterloo resulting in a minor increase in revenue for the General Fund.



**AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT**

Amendment to the Professional Services Agreement effective September 19, 2014 between the City of Waterloo, Wisconsin, (Municipality) and Independent Inspections, Ltd., whom as of May 12, 2015 has been acquired by SAFEbuilt Wisconsin, LLC (Consultant). The Municipality and the Consultant shall be jointly referred to as the "Parties".

Agreement Amendment Effective Date: This Amendment shall be effective on the latest date on which the Amendment is fully executed by both parties.

Agreement is hereby amended as follows:

Commercial Building Plan Review Services

Upon State of Wisconsin approval of Delegated Municipality or Certified Municipality Authority:

1. Consultant will provide State certified inspectors/plan reviewers to perform Commercial Building and HVAC plan reviews for all size buildings using the attached Commercial Plan Review Fee Schedule
2. Commercial Plan Review Fee Schedule shall be adopted by the Municipality by ordinance
3. Consultant will be responsible for fees due to the State each month for completed reviews as follows:
 - Projects greater than 50,000 cubic feet
 - Addition/Alteration greater than 100,000 cubic feet
4. Plan Review Fee will be split with the Municipality
 - 85% to Consultant / 15% Retained by Municipality

If State of Wisconsin denies the Municipalities application to obtain Delegated or Certified Municipality Authority:

1. Consultant will provide services as authorized under the current Professional Service Agreement
2. Both Parties will consider this Amendment null and void

The original Agreement, amendments and terms shall remain in effect.

IN WITNESS HEREOF, the undersigned have caused this Amendment to be executed in their respective names on the dates hereinafter enumerated.

City of Waterloo, Wisconsin

SAFEbuilt Wisconsin, LLC

Signature

Signature

Name: _____

Name: _____

Title: _____

Title: _____

Date: ____/____/____

Date: ____/____/____

COMMERCIAL PLAN REVIEW FEE SCHEDULE

1. New construction, additions, alterations and parking lots fees are computed per this table (SPS 302.31)
2. New construction and additions are calculated based on total gross floor area of the structure
3. A separate plan review fee is charged for each type of plan review

Area (Square Feet)	Building Plans	HVAC Plans
Less than 2,500	\$ 250*	\$ 150*
2,500 - 5,000	\$ 300	\$ 200
5,001 - 10,000	\$ 500	\$ 300
10,001 - 20,000	\$ 700	\$ 400
20,001 - 30,000	\$ 1,100	\$ 500
30,001 - 40,000	\$ 1,400	\$ 800
40,001 - 50,000	\$ 1,900	\$ 1,100
50,001 - 75,000	\$ 2,600	\$ 1,400
75,001 - 100,000	\$ 3,300	\$ 2,000
100,001 - 200,000	\$ 5,400	\$ 2,600
200,001 - 300,000	\$ 9,500	\$ 6,100
300,001 - 400,000	\$ 14,000	\$ 8,800
400,001 - 500,000	\$ 16,700	\$ 10,800
Over 500,000	\$ 18,000	\$ 12,100

- Note:
1. A Plan Entry Fee of \$100.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees.
 2. This fee shall be waived for construction areas less than 2,500 square feet.
 3. *If deemed by the reviewer as a minor plan review or waive fee – minimum fee of \$60.00

Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.
Structural Plans and other Component Submittals	When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, the review fee is \$250.00 per plan with an additional \$100.00 plan entry fee per each plan set.
Accessory Buildings	The plan review fee for accessory buildings less than 500 square feet shall be \$125.00 with the plan entry fee waived.
Early Start	The plan review fee for permission to start construction shall be \$75.00 for all structures less than 2,500 sf. All other structures shall be \$150.00. The square footage shall be computed as the first floor of the building or structure.
Transmission Towers	The total fee for review of transmission tower plans shall be \$350.00 (with an additional \$100.00 plan entry fee) and shall include the review of plans for buildings accessory to the tower that are submitted with the tower plans.
Plan Examination Extensions	The fee for the extension of an approved plan review shall be 50% of the original plan review fee, not to exceed \$3,000.00.
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. All other reviews shall be \$150.00.
Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed, as well as the \$100.00 plan entry fee, for a total of \$350.00. (Per DSPS 302.31(1) (d)(6.)
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.

FOR NEW BUSINESS AGENDA ITEMS 6a – 6c

PLEASE SEE 2ND ADDITIONAL LINK ON AGENDA
PAGE FOR 2015 AUDIT INFORMATION.
PRINTED MATERIAL ALSO AVAILABLE.

Register Report-Park Board #xxxxxx2402 - Jan 2016

1/1/2016 through 1/31/2016

3/29/2016

Page 1

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 12/31/2015								8,671.63
1/4/2016	Checking	DEP	Deposit	Flores 07/30/2...Rent-Lower Pa...				250.00
1/10/2016	Checking	22018	Frontier	920-478-2088... Utilities				-127.41
1/10/2016	Checking	22019	Neitzel Auto Pa...B313082	Park Maint - Su...				-20.00
1/10/2016	Checking	22020	Mid-State Equi...	Invoice #P297...Park Maint-Equip				-61.74
1/11/2016	Checking	EFT	We Energies	11/18/15-12/2... Utilities:Gas & ...				-101.10
1/11/2016	Checking	DEP	Deposit	Frank Liquor	Returns refunded			60.20
1/11/2016	Checking	DEP	Deposit	Generator/tools	Equipment Sales			350.00
1/24/2016	Checking	22021	ADT Security S...	Februrary 2016	Park Maint. - S...			-16.00
1/24/2016	Checking	22022	US Cellular	Acct #217597...	Park Admin			-75.01
1/24/2016	Checking	22023	City Of Waterloo	Invoices #002...	Wages & Ins.			-338.28
1/25/2016	Checking	DEP	Deposit	Ott Schweitzer	Returns refunded			757.60
1/25/2016	Checking	DEP	Deposit	LAPT cycling	Donation			500.00
1/25/2016	Checking	EFT	Wisconsin Dep...	Oct-Dec 2015...	Tax			-102.90
1/27/2016	Checking	Deb Card	Glenn's Market	Board membe...	Meals & Entertn			-150.71
1/28/2016	Checking	EFT	Waterloo Utilities	11/30/15-12/3...	Utilities			-336.40
1/28/2016	Checking	EFT	Waterloo Utilities	11/30/15-12/3...	Utilities			-28.60
1/30/2016	Checking	Deb Card	Piggly Wiggly	Board membe...	Meals & Entertn			-134.62
1/1/2016 - 1/31/2016								-495.17
BALANCE 1/31/2016								8,172.46
TOTAL INFLOWS								1,917.80
TOTAL OUTFLOWS								-2,018.97
NET TOTAL								-499.17

Register Report-Park Board #xxxxxx5309 - Jan 2016

1/1/2016 through 1/31/2016

3/29/2016

Page 1

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 12/31/2015								10,603.54
1/29/2016	SWIB Saving...	DEP	Interest	01/29/2016	Interest Inc			1.60
1/1/2016 - 1/31/2016								1.60
BALANCE 1/31/2016								10,605.14
TOTAL INFLOWS								1.60
TOTAL OUTFLOWS								0.00
NET TOTAL								1.60

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2/1/2016 through 2/29/2016

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Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 1/31/2016								8,172.46
2/4/2016	Checking	EFT	Norton	Anti-virus sub...	Park Admin			-52.74
2/15/2016	Checking	22024	Stubby's Bowl	Board membe...	Meals & Entertrn			-420.75
2/15/2016	Checking	22025	Watertown Sidi...	Repair elbow ...	Park Maint - Bl...			-400.00
2/15/2016	Checking	22026	Piggly Wiggly	Board membe...	Meals & Entertrn			-177.00
2/15/2016	Checking	22027	Frontier	920-478-2088...	Utilities			-55.89
2/15/2016	Checking	22028	City Of Waterloo	Invoices #005...	Unemployment...			-327.00
2/15/2016	Checking	22029	City Of Waterloo	Invoices #004...	Wages & Ins.			-376.75
2/15/2016	Checking	EFT	We Energies	12/22/15-01/2...	Utilities:Gas & ...			-11.22
2/16/2016	Checking	DEP	Deposit	River City	Returns refunded			698.75
2/18/2016	Checking	Deb Card	Wal-Mart	Office close a...	Park Admin			-45.55
2/23/2016	Checking	22030	US Cellular	Acct #217597...	Park Admin			-19.00
2/23/2016	Checking	22031	ADT Security S...	March 2016	Park Maint. - S...			-43.86
2/29/2016	Checking	EFT	Waterloo Utilities	01/29/16-02/1...	Utilities			-310.81
2/29/2016	Checking	EFT	Waterloo Utilities	01/29/16-02/1...	Utilities			-34.45
2/1/2016 - 2/29/2016								-1,550.15
BALANCE 2/29/2016								6,492.30
TOTAL INFLOWS								698.75
TOTAL OUTFLOWS								-1,578.81
NET TOTAL								-1,000.15

Register Report-Park Board #xxxxxx5309 - Feb 2016

2/1/2016 through 2/29/2016

3/29/2016

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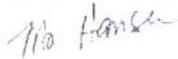
Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
BALANCE 1/31/2016								10,605.14
2/29/2016	SWIB Saving...	DEP	Interest	02/29/2016	Interest Inc			2.89
2/1/2016 - 2/29/2016								2.89
BALANCE 2/29/2016								10,608.03
TOTAL INFLOWS								2.89
TOTAL OUTFLOWS								0.00
NET TOTAL								2.89

**CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
OCTOBER 1, 2015**

*** corrected 3/21/2016 ***

1. Call to Order and Roll Call. Chair Springer called the meeting to order at 5:00 p.m. Committee members present: Griffin, Quimby and Springer. Absent: None Griffin. Others attending: Chief Butzine, Assistant Chief Benisch, Eric Cotting and Public Works Director Gary Yerges.
2. Approval Of Previously Unapproved Meeting Minutes. MOTION: Moved by Springer, seconded by Quimby to table the meeting minutes until such time as they are prepared. VOICE VOTE: Motion carried.
3. Public Comment. None.
4. Unfinished Business
 - a. 2016 Budget Consideration. After lengthy discussion a motion was made. Moved by Quimby, seconded by Griffin to approve the Fire Department budget with the said money transfers and up to 3% increase as shown in the yellow column of the spreadsheet. ROLL CALL VOTE: Ayes – Quimby, Griffin and Springer. Noes – none. Motion Carried.
After the motion the committee discussed the issue of possibly increasing the percentage of the Townships. No action taken. Clerk/Treasurer Hansen informed the committee that Yerges struck the land purchase which makes the capital figure better and a portion of the Clerk/Treasurer wages would be taken from TIF.
5. Future Agenda Items and Announcements
 - a. Committee Annual Calendar. Noted.
 - b. Future Meetings. The next meeting was set for October 6, 2015 at 5:00 p.m.
6. Adjournment. MOTION: Moved by Quimby, seconded by Griffin to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:05 p.m.

Attest:



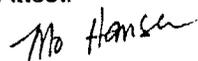
Mo Hansen
Clerk/Treasurer

**A JOINT MEETING OF THE
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES: February 16, 2016
*** corrected 3/22/2016 *****

1. ROLL CALL AND CALL TO ORDER. Ziaja called the joint meeting to order at 6:00 p.m. in the Municipal Building Police Training Room. CDA Members present: Ziaja, Stinnett, Freund, Norton, Hermanson, Moe and Tuttle. Absent: none. CDC Members present: Thomas and Ziaja. Absent: Reynolds and Hermanson. Others present: Keri Sellnow, Sharon Burbach, Genevieve Borich of the Jefferson County Economic Development Consortium, Shaun Wilson of Vierbicher & Associates and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: NOVEMBER 16, 2015 & JANUARY 19, 2016. MOTION: Moved by Thomas, seconded by Ziaja to approve 1/19/2016 minutes and to table approval for 11/16/2015. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. # Sharon Burbach asked the CDA-CDC to research and answer her questions about the owner at 120 West Madison Street being awarded a grant for improvements. Where proper inspections done? Where improvements done prior to the deadline? Hansen said he would reply.
4. PROJECT UPDATES AND FINANCIAL REPORTS
 - a. 203 East Madison Street - Reuse Concept, Funding Update. DISCUSSION: Hansen said a grant application was being drafted. No action taken.
 - b. Connect Communities Program – Identifying Worthy Activities & Best Practices. DISCUSSION: Hansen said he would ask WEDC to assist with Connect Communities access for Thomas.
 - c. Fund 600 - Monthly Financial Review. DISCUSSION: Meeting materials were presented in the packet. Ziaja asked Hansen to forward the question of why the CDA has responsibility for 117 East Madison Street to the Finance, Insurance & Personnel Committee.
5. UNFINISHED BUSINESS
 - a. Project Consensus & Identifying Project Partners: Continued Review Of Strengths, Weaknesses, Opportunities and Threats. DISCUSSION: Tuttle described the mapping of sites and photos as a jumping off point for action. A review of the photos occurred. Tuttle indicated that some buildings had no addresses. Some had weathered plywood. Various properties were for sale. Moe raised questions about picture #5 and the Gauthier estate. A broad discussion related to directions to be taken and downtown sites occurred. No action taken.
 - i. Nicole Tuttle Downtown Research
 1. Vacancy List
 2. Numbered Highlighted Map
 3. Pictures
 - ii. Interaction With Invited Guests: Shaun Wilson; Vierbicher and Genevieve Coady; Jefferson County Economic Development Consortium. DISCUSSION: Shaun Wilson reviewed a draft of a Waterloo Trade Area Retail Market Gap Analysis, summarizing that Waterloo's stronger retail sectors were grocery stores, gasoline stations and drinking places (alcoholic beverages). He said other retail sectors showed leakages of dollars to other communities. He said a sit down family restaurant was repeatedly mentioned. He posed the strategic proposition that the bigger challenge is housing – people have jobs, there is income but more roof tops are needed. Genevieve Coady said the process is critical to identify opportunities, saying even events and community functions can have a strong impact on economics. Wilson added that there is a lack of high end housing. Moe stressed the need for a family sit down restaurant. Norton said properties are not well kept. It was determined that a next step was to finish the Market Analysis and focusing on "low hanging fruit." Burbach commented that a prior prioritization process was being ignored.
 - b. 2015 CDA Report To The City Council. No action taken.
6. NEW BUSINESS. No action taken.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. By consensus the next meeting was set for third Tuesday of March at 6:30 pm

8. ADJOURNMENT. MOTION: Moved by Thomas, seconded by Freund to adjourn. VOICE VOTE: Motion carried.
Approximate time was 7:33 pm.

Attest:



Mo Hansen
Clerk/Treasurer

**A JOINT MEETING OF THE
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES: March 14, 2016**

1. ROLL CALL AND CALL TO ORDER. Ziaja called the joint meeting to order at 6:30 p.m. in the Municipal Building Council Chambers. CDA Members present: Ziaja, Stinnett, Freund, Norton, Hermanson Moe and Tuttle. Absent: none. CDC Members present: Reynolds, Thomas and Ziaja. Absent: none. Also Invited – Members of the Economic Development Strategic Plan Steering Committee. Those present: Keri Sellnow, Erin Ziaja and Alan Coates. Absent: Bruce Dorn and Jeni Quimby. Others present: Genevieve Borich of the Jefferson County Economic Development Consortium, Gary Becker and Colin Punt both with Vierbicher & Associates and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: NOVEMBER 16, 2015 and FEBRUARY 16, 2016. MOTION: Moved by Hermanson, seconded by Laurie Freund to approve both minutes listed with the correction that Hermanson was not present in February. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. In reply to an inquiry about answers to Sharon Burbach's 2/16/2016 questions Hansen said answers were provided promptly after the meeting. He said the reply would be presented at the next meeting.
4. PROJECT UPDATES AND FINANCIAL REPORTS
 - a. 203 East Madison Street - Reuse Concept, Funding Update. DISCUSSION: Hansen said funding requests were being drafted. No action taken.
 - b. Fund 600 - Monthly Financial Review. DISCUSSION: Documents reviewed, fund balance deficit noted, Hansen said the Finance, Insurance & Personnel Committee would take up the CDA's request to answer the question why the CDA is responsible for the Maunessa Business Center. No action taken.
5. UNFINISHED BUSINESS
 - a. Strategic Planning Process
 - i. Vierbicher Market Analysis. DISCUSSION: Colin Punt spoke for a strategic plan that prioritized adding roof tops. He described the distribution of housing value as: very few high-end homes, a few more low-end homes, with a greater than typical amount bunched in the middle. He said a Market Analysis would be two weeks away. Punt said national trends show fewer square feet of commercial space for a typical business activity, and it is now tougher to absorb vacant commercial real estate. Referencing the trade area (defined more broadly than the municipal boundaries) he said roof tops equals more people; a need is a continued growth of attractive jobs and a range of housing options. Erin Ziaja said Sun Prairie and west Madison are booming such that people can't afford the housing. Linda Norton noted Waterloo negatives on Google searches. Genevieve Coady said housing developments that haven't built out calls for changing the housing dynamic by looking at different types of housing types. It was noted, 24 housing units came online 12/31/2015. The low number of single-family housing starts relative to surrounding communities was noted. Sellnow said a high number of existing homes were for sale. Coates questioned whether commercial space trends are voluntary or due to cost.

Gary Becker provided outlined themes from the questionnaire; identified quality of life attraction factors; identified business attraction factors; and presented a list of strategies to start a discussion, referencing handouts distributed at the meeting. He identified survey answers clustered around the themes of Programming, Communications and Underutilized Assets. Norton spoke for one-stop permitting. Reynolds said the state plays a role in ease of permitting. Coady said an inventory of available space with funding for catalytic projects was a need. Becker read from an ideas list. Some ideas include an annual report, a volunteer coordinator, outreach to lone eagles and numerous others on the written list. Becker spoke of WHEDA housing credits and allowing varied use spaces (housing and workspace). No action taken.
 - ii. Project Idea Review (Building On Nicole Tuttle's Downtown Research). Moe distributed a list of downtown ideas. Tuttle, reviewing info from February, said some structures didn't have building numbers. Norton spoke for creation of a subcommittee on the downtown. Erin Ziaja referenced the Easter Egg Hunt, seeking activities to add to the 3/26/2016 event. Discussion about Saturday (3/12/2016) street traffic due to a day-long pool tournament took place. Sellnow and Thomas spoke to the pros and cons of allowing chairs & tables in the public right-of-way. Stinnett said a many downtown list ideas came in from Facebook. MOTION: Moved by Stinnett, seconded by

Tuttle to form a sub-group to work on the downtown list and to communicate and coordinate with volunteers. VOICE VOTE: Motion carried. NOTE: By a show of hands the following volunteered for the sub-group: Sue Moe, Nicole Tuttle, Angie Stinnett, Matt Ziaja, Erin Ziaja, Linda Norton.

iii. Next Steps. DISCUSSION: Gary Becker said information was presented and at the next meeting more consideration could take place.

b. 2015 CDA Report To The City Council. Because page #2 was not in the packet no action taken.

6. NEW BUSINESS

a. UW-Whitewater Graduate Student Internship Opportunity – Foreign Trade Zone #41. DISCUSSION: Hansen described the opportunity to have a UW-Whitewater student research Waterloo specific possibilities relating to Foreign Trade Zone #41. MOTION: By consensus the body encourage Hansen to further pursue the opportunity.

7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

a. Next Meeting – Third Tuesday Of The Month, April 19, 2016 at 6:30 pm. Noted.

8. ADJOURNMENT. MOTION: Moved by Hermanson, seconded by others to adjourn. VOICE VOTE: Motion carried. Approximate time was 8:30 pm.

Attest:



Mo Hansen
Clerk/Treasurer

**A JOINT MEETING OF THE
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY
AND
WATERLOO COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES: November 16, 2015**

1. ROLL CALL AND CALL TO ORDER. Ziaja called the joint meeting to order at 7:00 p.m. in the Municipal Building Police Training Room. CDA Members present: Ziaja, Stinnett, Freund, Norton, Hermanson, Tuttle and Moe. Absent: none. CDC Members present: Reynolds and Ziaja. Absent: Thomas. Others present: and Clerk/Treasurer Mo Hansen.
2. MEETING MINUTES APPROVAL: OCTOBER 19, 2015. MOTION: Moved by Freund, seconded by Hermanson approve the October 19, 2015 minutes as presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. CDA – MONTHLY FINANCIAL REVIEW & 2016 BUDGET UPDATE. Printed meeting material was reviewed. No action taken.
5. PROJECT UPDATES
 - a. 203 East Madison Street – Reuse Concept, Funding Update. DISCUSSION: Hansen provided meeting material outlining what would be required for a DNR Urban River Grant. In review Ziaja & Freund reviewed connectivity from 203 East Madison St to Youker Park. Ziaja reported no neighbor support regarding granting easements. Ziaja said he would keep in touch with Emma Stewart and encourage others to contact Tom Bergan. Hansen identified May 1 as an application deadline. No action taken.
 - b. Economic Development Strategic Planning Process – Steering Committee Kick-off, November 23, 2015. Noted.
 - c. Connect Communities Program – Identifying Investment Worthy Activities & Best Practices. DISCUSSION: Hansen reviewed the program opportunity. No action taken.
6. NEW BUSINESS
 - a. Capacity Building, Identifying Local Project Partners And Developing Project Consensus
 - b. 2015 CDA Report To The City Council. DISCUSSION: The body reviewed downtown properties of concern. No action taken.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
8. ADJOURNMENT. MOTION. Moved by Hermanson, seconded by Freund to adjourn. VOICE VOTE: Motion carried. Approximate time was 7:30 pm.

Attest:



Mo Hansen, Clerk/Treasurer

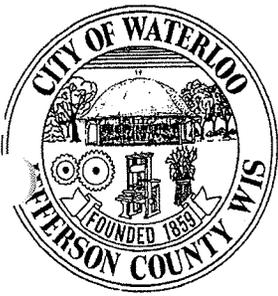
CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
March 17, 2016

1. CALL TO ORDER AND ROLL CALL. Committee Chair Springer called the meeting to order at 6:00 p.m. Committee members present: Springer, Quimby and Griffin. Absent: none. Others attending: Mayor Thompson and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: March 3, 2016. MOTION: Moved by Quimby, seconded by Griffin to approve the meeting minutes as listed and presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. UNFINISHED BUSINESS
 - a. Tax Incremental Finance Review
 - i. A Proposal To Close Tax Incremental District #1. DISCUSSION: Meeting materials were reviewed. Mayor Thompson advised to not rush into a decision to close Tax Incremental District #1. Various scenarios were discussed. It was noted that Computer Aid would be divided up back to the taxing jurisdictions in a scenario where TID #1 is closed. Quimby expressed an interest in getting tax increment back to the School District and the municipal general fund. Springer express an interest to keep it open for another year. No action taken.
 - ii. Districts 1-4 Financial & Project Overview. DISCUSSION: Hansen reviewed the balance sheets from each of the districts. No action
 - b. A Proposal For SAFE BUILT Wisconsin LLC To Provide Commercial Plan Building Review Services. DISCUSSION: The proposal was reviewed a second time. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council approval of the proposal. VOICE VOTE: Motion carried.
 - c. Multi-year Budgeting: 2016 – 2020
 - i. Capital Improvement Plan Review 2016-2020. DISCUSSION: Hansen said the Utility Commission and the Public Works and Property Committee had reviewed the list with no changes. Thompson advised that the Committee make a decision to allow engineering and further planning work to commence. Quimby said the Public Works Director was getting an estimate for road maintenance repairs to a portion of Edison Street. Hansen said if a grant is not awarded for roadway improvements to Canal Road, Yerges was prepared to use maintenance dollars for a mill and overlay. Griffin questioned whether or not a mill and overlay was sufficient. Quimby and Springer noted Porter as being in need of attention before 2020. MOTION: Moved by Quimby, seconded by Springer to move work on Porter to 2017. VOICE VOTE: Motion carried.
5. NEW BUSINESS
 - a. Payroll For February 2016 - \$61,626.49. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of payroll in the stated amount. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
 - b. General Disbursements – February 19, 2016 Through March 17, 2016. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of general disbursements as presented. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
 - c. Treasurer's Report & Budget Reports For January & February 2016. MOTION: Moved by Quimby, seconded by Springer to table action until such time as they are prepared. VOICE VOTE: Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Public Works Director Request For An Additional Full-Time Position. MOTION: Moved by Quimby, seconded by Griffin to table this item until a future meeting. VOICE VOTE: Motion carried.
7. ADJOURNMENT. MOTION: Moved by Quimby, seconded by Griffin to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:45 p.m.

Attest:



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
JANUARY 13, 2016
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, Bobbi Foutch-Reynolds, Dale Van Holten and Shannon Koele. Others present: CATV Director Jesus Burgos and City Clerk Mo Hansen.
2. **Approval of Previously Unapproved Meeting Minutes**
Motion: Moved by Bobbi Foutch-Reynolds to approve the December 2, 2015 meeting minutes. Seconded by Steve Battenberg. **Voice Vote:** Approved.
3. **Citizen Input.** None
4. **Directors Report**
Jesus Burgos reported on the the upgrade of the Cable station from analog to HD. He mentioned that we already had an SDI signal and that charter would not charge for cabling but they still needed to come to the station to check the rest of the equipment such as modulators. The cost still remained at \$13,000 and that amount could change. Jesus also reported on the program "Democracy Now" that has been running normally Monday through Friday at 4:00 pm and that it was taking at least two hours in order to download and transfer to the Leightronix format. This procedure was taking close to two hours of work since we had to spend 15-20 minutes on downloading, 15-20 minutes to transfer to the Leightronix format and 15-20 minutes to upload to Leightronix so that it could go on air. With the combination of downloading, uploading and working with logmein, it was slowing down the computers. Jesus mentioned that he was going to train the technicians on how to transfer the program so that they could come in and transfer the program here at the station. Shannon Koele mentioned that the Facebook page was not a business page and Jesus Burgos explained that he already created a business page and deleted the other pages but they continued to come back. Jesus also mentioned that he would continue working on making sure the pages would not continue to come back so the business page would be able to work as our one and only Facebook page.
5. **Unfinished Business**
Waterloo Regional Trailhead and CATV Station Synergy
Mo Hansen presented to the board the idea of rebranding one of the two CATV stations into a county wide outdoor recreational channel, with the idea of marketing the station county wide. Another area that it covers, according to Mo Hansen, is building on the mission of the Regional Trailhead as well as the other existing county park facilities. After a long discussion, the board felt that they needed to see a business plan that could clarify the rebranding of one of the stations. **Motion:** Bobbi Foutch-Reynolds moved to assign Mo Hansen and Jesus Burgos to work on a business plan for the rebranding of one of the CATV stations. Seconded by Shannon Koele. **Voice vote:** Approved.
6. **New Business. NONE**
7. **Future agenda items and announcements.** New meeting was set for March 16, 2016 at 4:30 PM.
8. **Adjournment. Motion:** Moved by Bobbi Foutch-Reynolds, seconded by Dale Van Holten. **Voice vote:** Motion carried.


Jesus Burgos
WLOO Coordinator/Director