



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

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**CITY OF WATERLOO COUNCIL AGENDA**  
**COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET**  
**Thursday, May 5, 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: April 21, 2016
3. PUBLIC COMMENT
4. CONSENT AGENDA ITEMS
  - a. Approval Of Operator's Licenses for License Period Ending June 30, 2017
    - i. Jordan T. Newby, 532 E. Madison Street, Waterloo
    - ii. Resolution #2016-16 Seeking Outdoor Recreation Aids
5. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
  - a. Finance, Insurance & Personnel Committee
    - i. Resolution #2016-17 Authorizing The Pay-off Of BCPL Loans 02005064.01 & 02010068.02 In The Amount Of \$80,444.71
6. NEW BUSINESS
  - a. Reports Of Excessive Speed On Porter Street
  - b. Resolution #2016-15 Amending The 2016 Municipal Budget
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Mayoral Appointment of Lt. Randie Lange As Interim Chief Of Police During The Absence Of Chief Sorenson Due To Military Duty
  - b. Comprehensive Outdoor Recreation Plan Update
  - c. Amending The 2016 Budget Eliminating A Fund 600 Deficit
  - d. Amending The 2016 Budget Eliminating A Fund 225 Carryover Deficit
  - e. Economic Development Strategic Planning Meeting – May 17 At 6:30 pm
8. ADJOURNMENT

Mo Hansen  
Clerk/Treasurer

Posted and Emailed: 05/03/2016

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

- Finance, Insurance, Personnel Committee – 04/21/2016
- Joint Community Development Authority & Community Development Committee – 04/19/2016
- Parks Commission – 03/09/2016 and 04/13/2016
- Public Safety & Health Committee – 04/07/2016

**CITY OF WATERLOO COMMON COUNCIL**  
**MEETING MINUTES: April 21, 2016**

**\*\*\* ANNUAL ORGANIZATIONAL MEETING \*\*\***

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 Petts. Absent: None. Others present: Diane Graff, the Courier; Tammy Krueger with the Watertown Daily Times; Police Chief Sorenson, Parks Coordinator Haberkorn, Library Director Mountford, Genevieve Coady of the Jefferson County Economic Development Consortium, WLOO videographers and Clerk/Treasurer Hansen. The Pledge of Allegiance was recited.
2. ORGANIZATIONAL MATTERS
  - a. Resolution 2016-11 Appointing the Official Newspaper, Depositories and Auditors. MOTION: Moved by Springer, seconded by Quimby to approve the resolution as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: None. Motion carried.
  - b. Election of Council President as Specified in Chapter 30-1 (F) of the Waterloo Code. Quimby nominated Springer with a second from Thomas. No other nominations were made. Springer called a unanimous vote. By unanimous consent Springer was elected Council President.
  - c. Resolution 2016-12 Council Confirmation of Mayoral Appointments. MOTION: Moved by Quimby, seconded by Griffin to approve the resolution as presented. VOICE VOTE: Motion carried.
  - d. Resolution 2016-13 Council Confirmation of Mayoral Appointments to Council Standing Committees. MOTION: Moved by Quimby, seconded by Stinnett to approve the resolution as presented. VOICE VOTE: Motion carried.
  - e. Resolution 2016-14 Confirmation of Waterloo Fire Department Appointments. MOTION: Moved by Thomas, seconded by Griffin to approve the resolution as presented. VOICE VOTE: Motion carried.
3. ORGANIZATIONAL MEETING ADJOURNMENT. The Mayor adjourned the annual organizational meeting at 7:09 pm.

**\*\*\* REGULAR COUNCIL MEETING \*\*\***

1. CALL TO ORDER. Mayor Thompson called the regular meeting to order at approximately 7:10 pm.
2. MEETING MINUTES APPROVAL: April 7, 2016. MOTION: Moved by Springer, seconded by Quimby to approve the minutes as presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT
  - a. April 6<sup>th</sup> Letter From Former Resident. Noted.
4. CONSENT AGENDA ITEMS. MOTION: Moved by Stinnett, seconded by Quimby to approve the consent agenda items. VOICE VOTE: Motion carried.
  - a. Reports Of City Officials And Contract Service Providers
    - i. Parks Coordinator Gabe Haberkorn For March 2016
    - ii. Waterloo Active Fire Department For February & March 2016
    - iii. Building Inspector - Building, Plumbing, And Electrical Permits For March 2016
    - iv. Public Works Director Gary Yerges For March 2016
    - v. Police Chief Denis Sorenson For March 2016
    - vi. Library Director Kelli Mountford For March 2016
    - vii. Waterloo Water & Light Commission – April 5, 2016
    - viii. Watertown Humane Society For March 2016
  - b. Approval Of Operator's License For License Period Ending June 30, 2017
    - i. Gabe Haberkorn, 559 North Monroe St
  - c. Mayoral Arbor Day Proclamation, April 29, 2016
5. PRESENTATION
  - a. Update On Jefferson County Economic Development Activities, Executive Director Genevieve Coady. DISCUSSION: Coady presented information summarized in a handout. No questions were asked.
6. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
  - a. Finance, Insurance & Personnel Committee

- i. Payroll For March 2016 - \$101,782.77. MOTION: Moved by Springer, seconded by Quimby to approve payroll in the stated amount. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: None. Motion carried.
- ii. General Disbursements – March 18, 2016 Through April 21, 2016. MOTION: Moved by Springer, seconded by Quimby to approve general disbursements in the stated amount. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: None. Motion carried.
- iii. Treasurer's Report & Budget Reports For January, February & March 2016. MOTION: Moved by Springer, seconded by Quimby to all reports as listed. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: None. Motion carried.
- iv. Insurance Claim, Mark Herrin, 1053 Jills Court. MOTION: Moved by Springer, seconded by Quimby to deny the claim based upon the insurance carrier's recommendation. VOICE VOTE. Motion carried.
- b. Parks Commission
  - i. Resolution #2016-09 Adoption Of Parks Policies – Revised By Parks Commission (4/13). DISCUSSION: Stinnett reviewed changes put in place by additional Parks Commission review. Carrying in alcohol was reviewed. MOTION: Moved by Springer, seconded by Quimby to approve the resolution as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: None. Motion carried.
- c. Community Development Authority
  - i. 2015 Annual Report. Noted.
- d. Public Works & Property Committee
  - i. 2016-2020 Street And Utility Capital Improvement Plan. MOTION: Moved by Springer, seconded by Stinnett to approve the plan as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: None. Motion carried.

7. NEW BUSINESS

- a. Review Of Draft 2016 Budget Amendment Relating To Parks. DISCUSSION: Hansen presented a detailed outline saying a final budget amendment would be done in May. No action taken.

8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

- a. Final Draft 2016 Budget Amendment Relating To Parks. Noted.
- b. Jeanette Petts was welcomed as the new Council member.

- 9. ADJOURNMENT. MOTION: Moved by Springer, seconded by Quimby to adjourn. VOICE VOTE: Motion carried. Approximate time was 7:35 pm.



Attest:  
Mo Hansen  
Clerk/Treasurer

LAST NAME	FIRST NAME	MI	HOUSE #	STREET NAME	CITY	VIOLATIONS	NEW/RENEW	LICENSE #	EMPLOYER
NEWBY	JORDAN	T	532	E MADISON ST	WATERLOO		NEW	106"OP"2015/20	NONE



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## RESOLUTION #2016-16

### SEEKING OUTDOOR RECREATION AIDS

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

**WHEREAS**, the City of Waterloo is interested in developing lands for public outdoor recreation purposes at the East Madison Street Trailhead located at 203 East Madison Street as described in the application, and;

**WHEREAS**, financial aid is required to carry out the project;

**THEREFORE, BE IT RESOLVED**, that the City of Waterloo has a sum earmarked from Tax Incremental District No. 2 to complete the project and hereby authorizes the Clerk/Treasurer to act on behalf of the City of Waterloo to:

- Submit an application to the DNR for any financial assistance available.
- Submit reimbursement claims along with necessary supporting documentation within six months of project completion.
- Submit signed documents and to take necessary action to undertake, direct and completed the approved project.

**THEREFORE, BE IT FURTHER RESOLVED**, that the City of Waterloo will comply with state or federal rules; and will obtain DNR approval in writing before any changes are made to the project site.

**Passed and adopted:** \_\_\_\_\_ 2016

**City of Waterloo**

Signed: \_\_\_\_\_  
Robert H. Thompson, Mayor

Attest:

\_\_\_\_\_  
Morton J. Hansen  
City Clerk/Treasurer

SPONSOR(S) – Community Development Authority

FISCAL NOTE – Multiple DNR programs are being applied for through a competitive scoring process. 50% match grant funding is being sought for a project approved by the CDA at a cost of \$39,600

**NOTICE:** Use of this form is required by the Department for any application filed pursuant to ss. NR 50.06, NR 50.21, and NR 51, Subchapters XI-XV, Wis. Adm. Code. The Department will not consider your application unless you complete and submit this application form. Personal identifiable information will only be used in conjunction with the programs listed above. If you have any questions contact your local community service specialist. Personally identifiable information provided on this form will be used for program administration and will be available to requesters as required under Wisconsin's Open Records Law [ss. 19.31 - 19.39, Wis. Stats.].

For DNR Use Only			
Eligible For:			
<input type="checkbox"/> ACQUISITION & DEVELOPMENT OF LOCAL PARKS	<input type="checkbox"/> ACQUISITION OF DEVELOPMENT RIGHTS		
<input type="checkbox"/> URBAN RIVERS	<input type="checkbox"/> URBAN GREEN SPACE		
<input type="checkbox"/> LAND AND WATER CONSERVATION FUND	<input type="checkbox"/> RECREATIONAL TRAILS ACT		
Applicant CITY OF WATERLOO		Individual Authorized to Act on Behalf of Applicant: MO HANSEN	
Street or PO Box 136 NORTH MONROE STREET		Title CLERK/TREAS.	
City, State, Zip Code WATERLOO, WI 53594		Telephone Number: ( ) 920-478-3025	Fax Number: ( ) 920-478-2021
County JEFFERSON	Current Population 3,333 - YR. 2016	Year	E-Mail Address CITYHALL@WATERLOOWI.US
<b>Mail Check to (If different from applicant):</b>			
Name: SAME AS ABOVE		Address:	
Organization:		City	State      Zip

**REQUIREMENT:** Is this project part of an adopted comprehensive outdoor recreation plan that has been approved by the DNR?  Yes  No

**INSTRUCTIONS:**

- Complete Sections 1 and 2 and the appropriate project rating sections - 3, 4 or 5.
- Submit an electronic version (cd, flash drive) of application and applicable materials with hard copy.
- Answer all questions in provided space. Attach additional pages if needed.

**SECTION 1: PROJECT INFORMATION**

Project Title: Waterloo - East Madison Street Trailhead (Phase 2)						<b>Financial Summary</b>											
						<b>Total Project Costs (from Worksheet, Form 8700-014)</b> \$ 39,600.00			<b>Grant Request (up to 50%)</b> \$ 19,800.00								
Project Type: (Check one) <input type="checkbox"/> Maintenance (RTA only)						<b>Sponsor Match Sources:</b> Sponsor Funds: Cash \$ 19800 _____ Force Account Labor _____ Force Account Equipment _____ Force Account Materials _____ Donations (Non-Governmental) Land \$ _____ Cash _____ Labor _____ Materials _____ Equipment _____ Other Government's Contributions \$ _____ _____ _____											
<input checked="" type="checkbox"/> Development <input type="checkbox"/> Renovation <input type="checkbox"/> Land Acquisition <input type="checkbox"/> Easement																	
Project Location																	
Township	Range	Section	1/4	1/4	County												
8N	13E	5	SW	SW	JEFFERSON												
GPS Coordinates: Lat. 43.184066096156755 Long.-88.98909455529065																	
Congressional/Legislative District Numbers																	
WI Senate	WI Assembly	US Congress															
13	37	05															
D-U-N-S # 005838982												<b>Total Sponsor Match:</b>			<b>\$ 19,800</b>		





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**RESOLUTION #2016-17**

**AUTHORIZING THE PAY-OFF OF BCPL LOANS 02005064.01 AND 02010068.02**

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

**WHEREAS**, the 2015 General Fund contained revenues greater than expenses resulting in an increase in General Fund unassigned and uncommitted dollars, and;

**WHEREAS**, Mayor Thompson and the Finance, Insurance and Personnel Committee each have expressed an interest in paying off existing loans to reduce future payments of principle and interest.

**THEREFORE, BE IT RESOLVED** that the Common Council of the City of Waterloo hereby authorizes an expenditure of \$80,444.71 directing the use of 2015 General Fund unassigned and uncommitted dollars for the purpose of paying off loans Board of Commissioners of Public Lands Loans 02005064.01 and 02010068.02.

**Passed and adopted:** \_\_\_\_\_ 2016

**City of Waterloo**

Signed: \_\_\_\_\_  
Robert H. Thompson, Mayor

Attest:

\_\_\_\_\_  
Morton J. Hansen  
City Clerk/Treasurer

SPONSOR(S) – Finance, Insurance & Personnel Committee and Mayor

FISCAL NOTE – Eliminates future interest payments on two loans.



Douglas La Follette, *Secretary of State*  
Matt Adamczyk, *State Treasurer*  
Brad D. Schimel, *Attorney General*

101 E. Wilson Street  
2nd Floor  
PO Box 8943  
Madison, WI 53708-8943

608 266-1370 INFORMATION  
608 266-0034 LOANS  
608 267-2787 FAX  
bcpl.wisconsin.gov

Jonathan Barry, *Executive Secretary*

April 25, 2016

MORTON HANSEN, CLERK/ TREASURER  
CITY OF WATERLOO  
136 N MONROE ST  
WATERLOO WI 53594

Re: Additional Payment of a Trust Fund Loan

This letter is written to acknowledge that CITY OF WATERLOO wishes to make an additional payment on a Trust Fund loan. Your payment is calculated for June 06, 2016. It will be applied against the remaining principal outstanding as follows:

FUND	LOAN #	PREPAYMENT AMOUNT	PRINCIPAL PAYMENT	INTEREST PAYMENT	LOAN BALANCE
744	02005064.01	19,452.22	19,222.73	229.49	0.00
744	02010068.02	60,992.49	60,374.68	617.81	0.00
		Sub Totals:	79,597.41	847.30	

TOTAL PRINCIPAL AND INTEREST DUE: \$80,444.71

A prepayment made after this date will result in additional accrued interest on the principal outstanding due to the delay. You may choose to make your prepayment using one of the methods found in the instructions below. It is imperative that you explicitly follow the instructions in order to ensure that your prepayment is applied properly.

**Prepayment Instructions**

**1. By check** Please send your check made payable to the "Board of Commissioners of Public Lands" and mail it to PO Box 8943, Madison, WI 53708-8943. A check received before the due date will be held and deposited at that time. Overnight delivery should be sent to 101 E. Wilson, 2nd floor, Madison, WI 53703.

**2. By wire** Be sure to include your customer name on the transfer.

US Bank  
777 East Wisconsin Avenue  
Milwaukee, WI 53202

ABA 0750 0002 2  
Treasurer, State of Wisconsin  
Trust Fund Loan Program  
**Account 258920 115**

We are happy that we could help you with your financial needs and hope that we can serve you in the future. Please call me at (608) 266-3788 if you have any questions.

Sincerely,

Denise Nechvatal  
Accountant

## Mo Hansen

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**From:** Angie Stinnett <angie.stinnett@yahoo.com>  
**Sent:** Monday, April 25, 2016 8:31 AM  
**To:** Mo Hansen; dpw@waterloowi.us; dpsorenson@waterloowi.us; Randie Lange  
**Subject:** Re: Porter Street

over 60 mph that close to a school and on a street that MANY school kids cross-- absolutely unacceptable! I hope we'll be discussing these calming measures at our next meeting?

Angie

---

**From:** Mo Hansen <cityhall@waterloowi.us>  
**To:** dpw@waterloowi.us; dpsorenson@waterloowi.us; Randie Lange <rrlange@waterloowi.us>  
**Sent:** Monday, April 25, 2016 7:55 AM  
**Subject:** FW: Porter Street

FYI Gary & PD,  
-Mo

**From:** Duane and Kristen Klein [mailto:kleinsfour1989@gmail.com]  
**Sent:** Sunday, April 24, 2016 9:03 AM  
**To:** Waterloo City Hall <cityhall@waterloowi.us>  
**Subject:** Porter Street

Hi, Mo.

I guess that a poor road is not, after all, sufficient for slowing speeders. A short while ago a man driving a gray sedan blew by our house going well over 60 miles per hour down the wrong side of the street (to avoid the worst of the pot holes). Unbelievable.

I hope the powers that be will seriously consider what you called "traffic calming measures" for Porter Street.

Sincerely,

Kristen Klein

**CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES**  
**April 21, 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 17, 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. MOTION: By consensus the committee determined no action was warranted. Quimby and Springer placed the matter on the February 2017 meeting agenda.
5. NEW BUSINESS
  - a. Payroll For February 2016 - \$101,782.77. 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 – March 18, 2016 Through April 21, 2016. DISBURSEMENTS: Griffin questioned a Snap Fitness check for \$50. Hansen said he would check on its purpose and report back to Griffin. 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 & March 2016. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of the January, February and March reports. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
  - d. Insurance Claim, Mark Herrin, 1053 Jills Court. MOTION: Moved Springer, seconded by Quimby to recommend Council denial of the claim based upon the insurance provider's recommendation. VOICE VOTE: Motion carried.
  - e. Operating Fund 600 Under The Community Development Authority. DISCUSSION: Hansen said CDA member past & present took issue with operating expenses for the Mauneshia Business Center being the responsibility of the CDA. He said an existing deficit was the result of unfunded accumulating operating expenses such as utilities over several years. He said the CDA is focused on grant applications and doesn't have a recurring revenue source. Mayor Thompson suggested formally transferring the building asset to the CDA so it has that asset on its books to potentially benefit the CDA in the future. Quimby asked if a completed 203 East Madison Street would be a City asset or a CDA asset? Springer said the Mauneshia Business Center (MBC) and the adjacent Veterans Memorial Park could be labeled as a Parks Department space and new Parks Coordinator Gabe Haberkorn could market/rent the MBC. Mayor Thompson thought the CDA could hire Haberkorn to market it. Hansen said transferring it all from 600 to the General Fund (where it was prior to the 2010 remodeling) would adversely affect the General Fund because state mandated tax levy limits and state aid are tied to General Fund revenues and expenditures. MOTION: Moved by Springer, seconded by Quimby to direct the Clerk/Treasurer to prepare a budget amendment for Council consideration transferring funds from the General Fund to Fund 600 to eliminate its negative fund balance. VOICE VOTE: Motion carried.
  - f. Allocating \$80,000 In 2015 Generated General Fund Balance To Pay-off Two BCPL Loans. DISCUSSION: Meeting materials were reviewed. Hansen said one loan was for 2004 unfunded pension liabilities. A second for 2009/2010 road construction. MOTION: Moved by Springer, seconded by Quimby to recommend to Council allocating approximately \$80,000 to payoff BCPL loans 02005064.01 and 02010068.02. VOICE VOTE: Motion carried.
  - g. Establishing A Written Policy Regarding Delinquent Utility Penalties On The Tax Roll Remaining With The General Fund. DISCUSSION: Hansen said a written policy would document current practice. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council the establishment of a written policy regarding delinquent utility penalties on the tax roll remaining with the General Fund. VOICE VOTE: Motion carried.

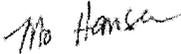
h. Review Of Clerk/Treasurer's Initiative To Redefine Clerical Staff Position. DISCUSSION: Hansen said to prepare for the Deputy Clerk/Treasurer's retirement, he intended to redefine the Administrative Assistant position so the position would become an apprentice Deputy Clerk Treasurer training under the current Deputy Clerk/Treasurer. He said he would present the opportunity first to Raynelle Butzine and then, if necessary, open it up to qualified candidates. He said the position description would be weighted heavily towards accounting, computer skills & office management. Springer said Lois Baird would be 62 in June.

6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

- a. Public Works Director Request For An Additional Full-Time Position (tabled until future meeting).  
Noted.
- b. Multi-year budgeting – Operating Expenses. Noted.

7. ADJOURNMENT. MOTION: Moved by Quimby, seconded by Griffin to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:35 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer

**A JOINT MEETING OF THE  
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES: April 19, 2016**

1. ROLL CALL AND CALL TO ORDER. Hermanson called the joint meeting to order at 6:30 p.m. in the Municipal Building Council Chambers in Ziaja's absence. CDA Members present: Stinnett, Hermanson Moe and Tuttle. Absent: Freund, M. Ziaja and Norton. CDC Members present: Thomas. Absent: M. Ziaja and Petts [NOTE: No quorum present]. Also Invited – Members of the Economic Development Strategic Plan Steering Committee. Those present: Angie Stinnett, Bruce Dorn and Alan Coates. Absent: Errin Ziaja, Keri Sellnow and Jeni Quimby. Others present: Sharon Burbach, Colin Punt with Vierbicher & Associates and Clerk/Treasurer Hansen.
2. CDA MEETING MINUTES APPROVAL: MARCH 14, 2016. DISCUSSION: Sharon Burbach questioned the Clerk/Treasurer's reply in the March 14 minutes to her questions. MOTION: Moved by Thomas, seconded by Tuttle to approve the meeting minutes as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. (See Sharon Burbach comments above.)
4. PROJECT UPDATES AND FINANCIAL REPORT
  - a. Downtown Sub-Committee Update. Hansen read a Linda Norton email outlining a May 28<sup>th</sup> Cinco de Mayo event at Firemen's Park. Tuttle said ideas for storefront art existed on the Connect Communities Pinterest page. By consensus it was determined that a letter be set out by 4/22 to downtown property owners seeking permission to use storefronts for art, civic displays or similar. Tuttle said she would provide examples of waivers and letters used in Columbus. Dorn encouraged actions to increase curb appeal.
  - b. 2016 Capital Project Status Tracking Report. Hansen presented the list of capital projects. No action.
  - c. 203 East Madison Street - Reuse Concept, Funding Update. Hansen said a draft grant application was in the works and would be submitted by a May deadline to DNR staff.
  - d. Fund 600 - Monthly Financial Review. Hansen reviewed meeting materials saying a remedy for to the fund balance was needed. He said the Finance Committee would be taking up the question of why Fund 600 is a CDA responsibility.
5. UNFINISHED BUSINESS
  - a. Strategic Planning Process
    - i. Prioritization/Ranking Within General Category
      1. Tourism & Marketing Strategy. DISCUSSION: A broad discussion took place on prioritization of tourism and marketing strategies. No votes were taken, but by consensus (a) Bike to Work Week and (b) Promoting family-friendly events rose to the top of the list.
      2. Community Development Planning Strategy. DISCUSSION: A broad discussion took place on Community Development Planning Strategies. No votes were taken, but by consensus (a) Bike Route development and (b) Recurring events rose to the top.
      3. Economic Strategy. Hansen asked that the body take up the Economic Strategy section at its next meeting.
    - ii. Stakeholder Meetings, Update. Hansen said stakeholder meetings would be concluded by May 17<sup>th</sup> with a generalized report on May 17<sup>th</sup>.
  - b. Reviewing And Forwarding The 2015 CDA Annual Report To The City Council. Hansen said the report was on the upcoming Council agenda. The report was forwarded to the Council with no vote or recommendation.
  - c. UW-Whitewater Graduate Student Internship – Foreign Trade Zone #41 Feasibility Study. Due to departures, no CDA quorum was present. This matter was generally supported by those remaining, but no quorum was present.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Next Meeting – 3rd Tuesday Of The Month, May 17, 2016 at 6:30 pm. Noted.
7. ADJOURNMENT. MOTION: With no quorum for either the CDA or CDC the meeting adjourned. Time: 8:50 pm.

Attest:



Mo Hansen  
Clerk/Treasurer

**WATERLOO PARKS COMMISSION – MINUTES**  
**March 9, 2016**

1. ROLL CALL AND CALL TO ORDER. Stinnett called the meeting to order at 5:00 pm in the Municipal Building Council Chambers. ROLL CALL: Voting members present, Springer, Quimby, Stinnett, Kegler. Ex-officio members present: Yerges, Crave and Haberkorn. Absent: Kegler and Jones with one vacancy. Others present: Maureen Giese, Sharon Burbach and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: FEBRUARY 17, 2016. MOTION: Moved by Quimby, seconded by Stinnett to approve the minutes as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. Maureen Giese raised a concern that the Comprehensive Outdoor Recreation Plan was not on the agenda. Noted.
4. ELECTION OF PARKS COMMISSION CHAIR. Quimby nominated Angie Stinnett as Chair, Strobel seconded. By unanimous consent, Angie Stinnett was elected Parks Commission Chair.
5. REPORTS/UPDATES
  - a. January/February Parks Financial Report. Note.
  - b. Coordinator Report. Haberkorn provided a verbal report. No action taken.
    - i. Facilities
    - ii. Grounds - Seasonal employees hired: Mike Haberman and Tom Holzhueter
    - iii. Community Programming
  - c. 720 West Madison Street Phase 3. No action taken.
6. UNFINISHED BUSINESS
  - a. Park Operations Ordinance Revisions, Recommendation To City Council. DISCUSSION: The Commission reviewed the ordinance change document forwarded by Hansen. MOTION: Moved by Quimby, seconded by Strobel to recommend to Council approval of the ordinance change document with the modification of making Public Works Director's title a non-voting advisor. VOICE VOTE: Motion carried.
  - b. Parks Management Policy Revisions, Recommendation To City Council. DISCUSSION: The Commission reviewed the policy document forwarded by Hansen. MOTION: Moved by Quimby, seconded by Strobel to recommend to Council approval of the Policy document with the modifications of adding a section regarding food. VOICE VOTE: Motion carried.
  - c. Adopting 2016 Parks Performance Measures, Recommendation To City Council. MOTION: By consensus the item was tabled.
  - d. Comprehensive Outdoor Recreation Plan, Update Remains In Drafting. MOTION: By consensus the item was tabled.
  - e. 720 West Madison Street Phase 4 (usage for full park). MOTION: By consensus the item was tabled.
7. NEW BUSINESS
8. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING
  - a. Parks Pick-up Day, March 19, 2016. Noted.
9. ADJOURNMENT. MOTION: Moved by Quimby, seconded by Strobel to adjourn. Approximate time: 6:49 pm.



Mo Hansen  
Clerk/Treasurer

**WATERLOO PARKS COMMISSION – MINUTES**  
**April 13, 2016**

1. ROLL CALL AND CALL TO ORDER. Stinnett called the meeting to order at 5:00 pm in the Municipal Building Council Chambers. ROLL CALL: Voting members present, Stinnett, Kegler and Strobel. Absent: Quimby and one vacancy. Ex-officio members present: Yerges, and Koele. Absent: Crave and Jones. Others present: Alder Matt Ziaja, Diane Graff of the Courier, Parks Coordinator Gabe Haberkorn and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL. March 9, 2016. MOTION: Moved by Kegler, seconded by Strobel to approve the minutes as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. REPORTS/UPDATES
  - a. January/February Parks Financial Report. Hansen gave a verbal report saying a comprehensive budget amendment was being drafted for Council consideration.
  - b. Coordinator's Report. Haberkorn highlight items from his written report. Koele suggested a "buy a brick promotion" to fund masonry improvements.
  - c. 2016 Capital Project Status Tracking. Hansen referred to a meeting material document to summarize projects. In reply to Kegler he said the city does own the bridge to be razed; bridge supports are being undercut by the river and repairs were costly.
    - i. Raze Pedestrian Bridge, 575 West Madison Street
    - ii. Construct Pedestrian Path, 333 West Madison Street
    - iii. Firemen's Park Basketball Court Improvements
    - iv. 720 West Madison Street Phase 3 (removal of concrete piers)
5. UNFINISHED BUSINESS
  - a. Parks Management Policy Revisions [referred by City Council 4/7/2016]. DISCUSSION: Stinnett led a review of Council concerns with the draft. By consensus the body agreed to modify the policy as follows and to recommend it to Council for adoption:
    - i. Refund policy of 100% 90 days for greater from event date; 50% refund 30 to 90 days from event date.
    - ii. Ban e-cigarettes.
    - iii. Incorporate the three definitions offered by the Clerk/Treasurer into the policy.
    - iv. Note that Firemen's Park signs are to be updated.
    - v. Maintain the policy regarding no carry-ins of alcohol.
    - vi. Add "...except as allowed by state law" to the section on weapons.
  - b. Adopting 2016 Parks Performance Measures, Recommendation To City Council. MOTION: By consensus the body approved the performance measures as presented.
  - c. 720 West Madison Street Phase 4 (usage for full park). DISCUSSION: Haberkorn described a playground, shelter, basketball court and a kayak put-in for the site. Ziaja questions the location of the current river put-in sign. Koele made the case for focusing on existing parks and existing needs rather than creating additional active park space saying utilize what's existing. Kegler said connecting the dots of paths and trails should be a priority. The Commission did not vote on the Haberkorn revisions.
6. ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING
  - a. WSO Report opportunity is to be placed on the agenda,
  - b. Comprehensive Outdoor Recreation Plan, Update Remains In Drafting. Noted as delayed
  - c. Haberkorn noted Erin Ziaja, Gary Duckert and Glen Soldner were engaged in Firemen's Park activities.
7. ADJOURNMENT. MOTION: Moved by Kegler, seconded by Strobel to adjourn. Approximate time: 6:35 pm.

  
Mo Hansen  
Clerk/Treasurer

**PUBLIC SAFETY AND HEALTH COMMITTEE MEETING MINUTES**  
**April 7, 2016**

1. **Call to Order:**  
The Public Safety Committee meeting was called to order by Alderperson Reynolds at 6:30PM
2. **Roll Call:**  
Committee members present – Alderperson Reynolds, Griffin, Thomas, and Lt. Lange & Chris Butschke.
3. **Approval of Public Safety Committee Minutes of February 4, 2016 & March 3, 2016 (no quorum).**  
Motion by Alderperson Thomas, second by Griffin, motion carried.
4. **Public Comment:** Dylan Mott requested to amend 261-6 of the municipal code. No Action Taken
5. **Unfinished Business:** (None)
6. **New Business:**
  - a. Midwest Athletes Against Childhood Cancer Inc. (MACC Fund), Trek 100 – Ride for Hope, June 11, 2016. Recommendation to approve the application by Thomas, 2<sup>nd</sup> by Griffin. Motion Carried.
  - b. Mold and Other Housing Issues – Clerk/Treasurer’s Request for a Minimum Housing Standard. Recommendation by Thomas to refer to Clerk/Treasurer to rewrite Building Codes and Property Maintenance with assistance of Chris Butschke and Alderman Thomas, 2<sup>nd</sup> by Reynolds. Motion Carried
7. Future Agenda Items and announcements ( None )
8. **Adjourn :** Motion to Adjourn by Griffin, Second by Thomas, motion carried.

ATTEST: *AT. Gerald R. Savage*