



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, June 2, 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: May 19, 2016
3. PUBLIC COMMENT
4. COMMUNICATIONS TO THE CITY COUNCIL
 - a. Darlene Tucker v. City of Waterloo -- Alleging A Violation Of Due Process Rights
5. CONSENT AGENDA ITEMS
 - a. Approval Of Operator's Licenses for License Period Ending June 30, 2017
 - i. Carl A. Grice, 202 W Main, Marshall
 - ii. Kyle M. Neitzel, 259 Milwaukee Avenue, Waterloo
6. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
 - a. Finance, Insurance & Personnel Committee
 - i. Resolution #2016-21 Authorizing A Temporary Increase In Annual Salary For Interim Police Chief Randie Lange From \$64,018.11 To \$68,192.89 Effective May 9, 2016
 - ii. Resolution #2016-22 Directing Changes To The Employee Handbook Modifying The Waterloo Fire Department Holiday Schedule Policy
 - iii. Resolution #2016-23 Creating A Policy Relating To Tax Roll Delinquencies And The 10% Penalty
 - b. Plan Commission
 - i. Proposed Certified Survey Map, Kwik Trip, 115 Portland Road
 - ii. Application For A Conditional Use Permit, Marjorie Hein Trust, 717 Lum Avenue/208 Henry Street
 - c. Public Safety & Health Committee
 - i. Ordinance #2016-02 Recreating Chapter 288 Of The Waterloo Municipal Code, Retitled: Minimum Housing Code
7. NEW BUSINESS
 - a. Resolution #2016-24 Participating In The Jefferson County Road Aid Program For 2016
 - b. Class A & B Beer, Liquor & Cider License Applications For The License Period From 7/1/2016 – 6/30/2017
 - c. Cigarette License Applications For the License Period From 7/1/2016 – 6/30/2017
 - d. Annual Mobile Home Park Licenses (2)
 - e. Council Confirmation Of The Mayoral Appointment Of Lindsay Reynolds To The Community Development Authority To Fill An Unexpired Term Due To The Resignation Of Laurie Freund
 - f. Economic Development Strategic Plan Follow-up Item: Waterloo Farmer's Market
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Economic Development Strategic Plan Meeting, June 21, 2016 at 6:30 pm

9. ADJOURNMENT



Mo Hansen
Clerk/Treasurer

Posted and Emailed: 05/26/2016

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

- Plan Commission – November 24, 2015
- Joint Community Development Authority & Community Development Committee – May 9, 2016
- CATV Regulatory Board – April 20, 2016

CITY OF WATERLOO COMMON COUNCIL
MEETING MINUTES: May 19, 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 and Stinnett. Absent: Petts. Others present: Diane Graff, the Courier; Tammy Krueger with the Watertown Daily Times; Parks Coordinator Gabe Haberkorn; Utility Superintendent Barry Sorenson; Interim Police Chief Lange, WLOO videographers and Clerk/Treasurer Hansen. The Pledge of Allegiance was recited.
2. MEETING MINUTES APPROVAL: May 5, 2016. . Moved by Quimby, seconded by Stinnett to approve the minutes as presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. CONSENT AGENDA ITEMS. DISCUSSION: Thompson said he was including a mayoral proclamation for National Police Week. MOTION: Moved by Thomas, seconded by Griffin 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 April 2016
 - ii. Waterloo Active Fire Department For April 2016
 - iii. Building Inspector - Building, Plumbing, And Electrical Permits For April 2016
 - iv. Public Works Director Gary Yerges For April 2016
 - v. Interim Police Chief Lange For April 2016
 - vi. Library Director Kelli Mountford For April 2016
 - vii. Waterloo Water & Light Commission – May 3, 2016
 - viii. Watertown Humane Society For April 2016
 - b. Approval Of Operator’s License For License Period Ending June 30, 2017
 - i. Kayleen E. Acheson, 104½ E. Madison Street
 - c. Published And Posted Notices: (1) Class A & B Beer & Intoxicating Liquor License Applications File; (2) Notice To Cut Or Destroy Noxious Weeds; (3) Notice of Open Book, June 29, 2016 and Board of Review, July 14, 2016
 - d. HOME Investment Partnership Program (HOME) Participation Renewal (2017-2019)
5. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
 - a. Finance, Insurance & Personnel Committee.
 - i. Payroll For April 2016 - \$66,811.20. MOTION: Moved by Springer, seconded by Quimby to approve payroll in the stated amount. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas and Stinnett. Noes: None with Petts absent. Motion carried.
 - ii. General Disbursements – April 22, 2016 Through May 19, 2016. MOTION: Moved by Springer, seconded by Quimby to approve general disbursements as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas and Stinnett. Noes: None with Petts absent. Motion carried.
 - iii. Treasurer’s Report & Budget Reports For April 2016. MOTION: Moved by Springer, seconded by Quimby to approve the April reports. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas and Stinnett. Noes: None with Petts absent. Motion carried.
 - iv. Resolution #2016-18 Amending The 2016 Budget – Addressing A Fund 600 Deficit. MOTION: Moved by Quimby, seconded by Springer to approve the resolution as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas and Stinnett. Noes: None with Petts absent. Motion carried.
 - b. Parks Commission
 - i. Amending Firemen’s Parks Facility Rental Rates. DISCUSSION: Haberkorn said increases to private pavilion rental rates would recoup dollars lost due to municipal alcohol sales not occurring at private events MOTION: Moved by Quimby, seconded by Stinnett to approve the resolution as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas and Stinnett. Noes: None with Petts absent. Motion carried.
 - ii. Resolution #2016-19 Amending The 2016 Budget – Addressing A Fund 225 Deficit. DISCUSSION: Hansen said the new chair of the Parks Commission Alder Stinnett had asked for solutions to the fund deficit shown as of December 31, 2015. He said applying the same solution used for resolution #2016-18 – allocating 2015 excess general fund dollars was the solution considered and put forward by the Parks Commission. Mayor Thompson questioned

the action stating it amounted to using tax levy dollars for the project which was previously presented to the Council as not needing tax levy dollars. MOTION: Moved by Stinnett, seconded by Quimby to approve the resolution as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Thomas and Stinnett. Noes: Springer and Griffin with Petts absent. Motion carried.

c. Public Works & Property Committee.

- i. Resolution #2016-20 Adding A \$1 Per Month Charge To The Utility Bill For E-Waste Disposal Services. DISCUSSION: Thompson received confirmation that the continued service would be available only to Water & Light customers. Sorenson said with adoption of the resolution, Waterloo Water & Light would continue to provide drop-off e-waste disposal service at its facility, recycling electric bulbs and ballasts in addition to e-waste. Sorenson suggested negotiating with the Advanced Disposal to lower that company's charges for curbside e-waste pick-up Springer suggested revisiting the matter in six months. MOTION: Moved by Springer, seconded by Quimby to approve the resolution as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas and Stinnett. Noes: None with Petts absent. Motion carried.

6. UNFINISHED BUSINESS

- i. Resolution #2016-15 Amending The 2016 Budget Relating To Parks. MOTION: Moved by Quimby, seconded by Thomas to approve the resolution as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas and Stinnett. Noes: None with Petts absent. Motion carried.

7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. Ziaja noted a May 21st river clean, a May 29th Cinco de Mayo event, a July 10 painting event at Stubby's Bowl and highlighted a new summer concert series in Firemen's Park beginning May 26th.

8. ADJOURNMENT. MOTION: Moved by Quimby, seconded by Springer to adjourn. Motion carried unanimously. Approximate time: 7:19 pm.



Attest:
Mo Hansen
Clerk/Treasurer

HON. JENNIFER L. WESTON

STATE OF WISCONSIN

CIRCUIT COURT

JEFFERSON COUNTY

DARLENE TUCKER
431 S. Jackson Street
Waterloo, WI 53594,

Plaintiff,

v.

CITY OF WATERLOO
136 N. Monroe Street
Waterloo, WI 53594,

Defendant.

Case No.: 16CV179
Code No. 30701 – Declaratory Judgment

FILED

MAY 12 2016

Jefferson County
Circuit Court

SUMMONS

THE STATE OF WISCONSIN, to each person named above as a Defendant:

You are hereby notified that the Plaintiff named above has filed a lawsuit or other legal action against you. The attached Complaint states the nature and basis of the legal action.

Within twenty (20) days of receiving this Summons, you must respond with a written answer, as that term is used in Chapter (Section) 802 of the Wisconsin Statutes, to the Complaint. The court may reject or disregard an answer that does not follow the requirements of the statutes. The answer must be sent or delivered to the court whose address is Clerk of Circuit Court, Jefferson County Courthouse, 311 South Center Avenue, Jefferson, Wisconsin 53549, and to Plaintiff's attorneys, Zimmerman & Steber Legal Group, S.C., 385 Williamstowne, Suite 207, Delafield, Wisconsin 53018. You may have an attorney help or represent you.

If you do not provide an answer within twenty (20) days, the court may grant judgment against you for the award of money or other legal action requested in the Complaint, and you may

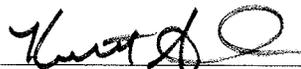
lose your right to object to anything that is or may be incorrect in the Complaint. A judgment may be enforced as provided by law. A judgment awarding money may become a lien against any real estate you own now or in the future, and may also be enforced by garnishment or seizure of the property.

Dated at Delafield, Wisconsin this 10 day of May, 2016.

P.O. ADDRESS:

385 Williamstowne, #207
Delafield, WI 53018
(262) 646-4850
Fax: (262) 646-4849

ZIMMERMAN & STEBER LEGAL GROUP, S.C.
Attorneys for Plaintiff, Darlene Tucker

BY: 
KURT R. ANDERSON
State Bar No.: 01021046

0590\15019\Summons.05-10-16

DARLENE TUCKER,

Plaintiff,

v.

CITY OF WATERLOO,

Defendant.

Case No.: 16CV179
Code No. 30701 – Declaratory Judgment

FILED

MAY 12 2016

Jefferson County
Circuit Court

COMPLAINT

NOW COMES the plaintiff, Darlene Tucker, by her attorneys, Zimmerman & Steber Legal Group, S.C., and as and for a cause of action against the defendant, alleges and shows to the Court as follows:

1. The plaintiff, Darlene Tucker is an adult resident of the City of Waterloo, State of Wisconsin, with a current permanent address at 431 South Jackson Street, Waterloo, Wisconsin 53594.
2. The defendant, City of Waterloo, is an incorporated municipal entity situated primarily within the County of Jefferson, State of Wisconsin, with city offices at 136 North Monroe Street, Waterloo, Wisconsin 53594.
3. On January 29, 2015, the City of Waterloo issued an invoice to Ms. Tucker for snow shoveling allegedly performed by City employees on January 28, 2015. The shoveling was purportedly done due to an alleged violation by Ms. Tucker of City of Waterloo Municipal Code Sec. 324-6.

4. On February 5, 2015, Ms. Tucker sought to have this matter addressed and the invoice dismissed at the Waterloo Common Council meeting. The Waterloo Common Council made no motion to address Ms. Tucker's request.

5. On March 5, 2015, Ms. Tucker, through counsel, wrote to the City of Waterloo Common Council requesting administrative appeal pursuant to Sec. 68.10, Wis. Stats. Prior to this request, Ms. Tucker had not been afforded a hearing in compliance with Sec. 68.11, Wis. Stats. Accordingly, the administrative appeal was properly a request for review of determination pursuant to Sec. 68.08, Wis. Stats.

6. The City of Waterloo has never allowed Ms. Tucker any opportunity for review of the citation issued.

7. In December, 2015, Ms. Tucker received her 2015 property tax bill from the City of Waterloo. The property tax bill included the amount of the original invoice (\$95.00) plus additional late payment charges.

8. On January 4, 2016, the City of Waterloo, through its City Clerk, informed Ms. Tucker, through counsel, that the City of Waterloo would not place this matter on any city agency agenda in order to address the issue.

9. Ms. Tucker brings this action under 42 USC Sec. 1983, which provides in part:

Every person who, under color of any statute, ordinance, regulation, custom or usage, of any state . . . subjects, or causes to be subjected, any citizen of the United States or other person within the jurisdiction thereof to the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, shall be liable to the party injured in an action at law, suit in equity, or other proper proceeding for redress . . .

10. Ms. Tucker alleges that her due process rights under the United States Constitution have been violated by the City of Waterloo.

11. Ms. Tucker further alleges that she has sustained damage, including the value of the subject invoice, any surcharges made upon said invoice, and attorney's fees and costs, as the result of the City of Waterloo's actions in denial of her due process rights.

12. Accordingly, Ms. Tucker requests either a dismissal of the invoice issued to her in the amount of \$95.00 (plus all surcharges) or, in the alternative, a declaration by this Court that her due process rights have been violated and a remand of this matter to the City of Waterloo for further proceedings consistent with this Court's order.

WHEREFORE, the plaintiff, Darlene Tucker, demands judgment against the defendant as follows:

1. A dismissal of all monetary charges made against her by the City of Waterloo arising out of this matter; or
2. A declaration by this Court that her due process rights were violated by the City of Waterloo and a remand of this matter to the City of Waterloo for further proceedings;
3. Actual attorney's fees and costs incurred in prosecuting this matter; and,
4. Whatever further damages the Court may deem just and equitable.

Dated at Delafield, Wisconsin this 10 day of May, 2016.

P.O. ADDRESS:

385 Williamstowne, #207
Delafield, WI 53018
(262) 646-4850
Fax: (262) 646-4849

ZIMMERMAN & STEBER LEGAL GROUP, S.C.
Attorneys for Plaintiff, Darlene Tucker

BY: 
KURT R. ANDERSON
State Bar No.: 01021046

2016-06-02 COUNCIL APPROVAL

2015-2017 OPERATOR'S LICENSES

LAST NAME	FIRST NAME	M	HOUSE	STREET NAME	CITY	VIOLATIONS	NEW/RENE	LICENSE #	EMPLOYER
GRICE	CARL	A	202	W MAIN	MARSHALL	2013-DISORDERLY CONDUCT	NEW	108"OP"2015/2017	LOEDER BP
NEITZEL	KYLE	M	259	MILWAUKEE AVE	WATERLOO	03-2006 DUI	NEW	109"OP"2015/2017	FIREMENS PARK



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RESOLUTION #2016-21

Authorizing A Temporary Increase In Annual Salary For Interim Police Chief Randie Lange From \$64,018.11 To \$68,192.89 Effective May 9, 2016

Whereas, the Finance, Insurance & Personnel Committee, at its May 19, 2016 meeting, recommended to the City Council increasing the salary for Interim Police Chief Randie Lange from the Lieutenant's pay rate to the Chief's pay rate for the duration of his service as Interim Chief.

Now Therefore Be It Resolved, by the Common Council of the City of Waterloo, Wisconsin, that it agrees with the Committee recommendation and authorizes a temporary increase in the annual salary for the Interim Police Chief from \$64,018.11 to \$68,192.89 with an effective date of May 9, 2016 directing the Clerk/Treasurer to implement this wage change.

PASSED AND ADOPTED this _____, 2016.

City of Waterloo

Signed: _____
Robert H. Thompson
Mayor

Attest:

Mo Hansen
City Clerk/Treasurer

FISCAL NOTE: Over the period of time Chief Denis Sorenson is away on military services a net reduction in General Fund expense will occur because Chief Sorenson does not receive municipal pay during his service and the department has one less person on the payroll.

2016 WAGE SCHEDULE FOR THE CITY OF WATERLOO

	EMPLOYEE POSITION	EFFECTIVE 1ST PAY PERIOD 01/01/2016	
	Mayor	\$ 4,000.00	annually - pay quarterly \$1,000.00
	Aldersperson	\$ 1,600.00 \$ 2,000.00	annually - pay quarterly \$400.00 annually - pay quarterly \$500.00 2016 Election - Wards 4 & 5 Aldersperson 2016 Election - Aldersperson at Large 2017 Election - Ward 1 Aldersperson 2017 Election - Aldersperson at Large 2018 Election - Ward 2 Aldersperson 2018 Election - Aldersperson at Large 2019 Election - Ward 3 Aldersperson
	Special Council Meetings	\$ 10.00	per meeting - pay quarterly
	Special Committee Meetings	\$ 10.00	per meeting - pay quarterly
	Plan Commission	\$ 15.00	per meeting - pay semi-annually
	Economic Development Director	\$ 42,000.00	annually or \$20.19/hour or \$1,615.38/26 pay period
3%	Clerk/Treasurer	\$ 55,382.12	annually or \$26.6260/hour or \$2,130.08/26 pay periods
3%	Deputy Clerk/Treasurer	\$ 21.76	per hour
3%	City Hall Clerical Staff	\$ 15.83	per hour
3%	Director of Public Works	\$ 24.69	per hour
3%	Assist Director of Public Works	\$ 19.47	per hour
3%	DPW Worker III	\$ 18.38	per hour
**	DPW Worker I	\$ 16.00	per hour (one year probationary period)
0%	DPW Laborer LTE	\$ 14.00	per hour
****	Parks Seasonal Grounds Keeper	\$ 10.00	per hour
***	Parks Coordinator	\$ 30,000.00	annually or \$14.4231/hour \$1,153.85/26 pay periods
*****	Parks Bartender	\$ 10.00	per hour/paid monthly

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

2016 WAGE SCHEDULE FOR THE CITY OF WATERLOO

	EMPLOYEE POSITION	EFFECTIVE 1ST PAY PERIOD 01/01/2016	
3%	Library Director	\$ 49,378.20	annually or \$23.7395/hour or \$1,899.16/26 pay period
3%	Library Youth Assistant & Librarian	\$ 38,241.84	per hour or \$18.3855/hour or \$1,470.84/pay period
2%	Catalog Librarian	\$ 43,412.82	annually or \$20.8715/hour or \$1,669.72/26 pay period
* 3%	ILL/Nutrition/Library Assistant II	\$ 29,994.00	annually or \$14.4202/hour or \$1,153.62/26 pay period
0%	Library Assistant I	\$ 10.62	per hour
3%	Library Assistant II	\$ 9.37	per hour
2%	Technical Services Assistant II	\$ 10.36	per hour
0%	Student Worker/Page	\$ 9.19	per hour
0%	Student Worker/Page (Probationary)	\$ 9.01	per hour

3%	WLOO Coordinator/Director	\$ 15.45	per hour
3%	WLOO Technical Consultant	\$ 18.54	per hour – pay quarterly
3%	Videographer/Assistant	\$ 10.30	per hour – 1 hour minimum
3%	Video Technician	\$ 10.30	per hour

3%	Chief of Police	\$ 68,192.89	annually or \$32.7850/hour or \$2,622.80/26 pay period
3%	Lieutenant	\$ 64,018.11	annually or \$30.7779/hour or \$2,462.23/26 pay period
	Sergeant	\$ 27.70	per hour
	Sergeant (Probationary)	\$ 27.10	per hour
	Police Officer #1	\$ 26.60	per hour
	Police Officer #2 – (0-6 months)	\$ 23.51	per hour
	Police Officer #2 – (7-12 months)	\$ 24.34	per hour
	Police Officer #2 – (0-12 months) (Hired after 01/01/15)	\$ 23.51	per hour
	Police Officer #2 – (13-24 months) (Hired after 01/01/15)	\$ 24.34	per hour
	Part Time Police Officer #1	\$ 14.25	per hour
3%	Police Department Admin Assist	\$ 17.75	per hour

	Oak Hill Cemetery Maintenance	\$ 10.00	per hour
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3%	Poll Workers	\$ 7.73	per hour
3%	Chief Inspector	\$ 7.73	per hour plus \$10.00 per election

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

2016 WAGE SCHEDULE FOR THE CITY OF WATERLOO

	EMPLOYEE POSITION	EFFECTIVE 1ST PAY PERIOD 01/01/2015	
7.9%	Firefighter/EMT-I	\$ 18.04	per hour
7.9%	Firefighter/EMT-I (1 year probationary period)	\$ 15.56	per hour
	Firefighter/EMT-I (Part-time)	\$ 10.00	per hour

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

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

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



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RESOLUTION #2016-22
Directing Changes To The Employee Handbook Modifying
The Waterloo Fire Department Holiday Schedule Policy

Whereas, the Finance, Insurance & Personnel Committee, at its May 19, 2016 meeting, recommended to the City Council changes to the employee handbook as described in the Fire Chief's letter dated May 16, 2016 modifying the Waterloo Fire Department's holiday schedule policy.

Now Therefore Be It Resolved, by the Common Council of the City of Waterloo, Wisconsin, that it agrees with the Committee recommendation and directs the Clerk/Treasurer to update the handbook as described in Chief Butzine's May 16, 2016 communication.

PASSED AND ADOPTED this _____, 2016.

City of Waterloo

Signed: _____
Robert H. Thompson
Mayor

Attest:

Mo Hansen
City Clerk/Treasurer

FISCAL NOTE: None.



**WATERLOO FIRE DEPARTMENT
900 INDUSTRIAL LANE
WATERLOO, WISCONSIN 53594**



Date: May 16, 2016

To: Finance, Insurance & Personnel Committee

From: Fire Chief Vern Butzine, Waterloo Fire Department

RE: Full-time Firefighter/EMT-I Holiday & Holiday Pay

The Waterloo Fire Department is proposing the following for the Waterloo Fire Department full-time employees:

Eight (8) ten (10) hour days of holiday (the normal work day is 10 hours)

- 1) New Year's Day, 2) Easter Sunday, 3) Memorial Day, 4) 4th of July, 5) Labor Day, 6) Veteran's Day, 7) Thanksgiving Day, 8) Christmas Day.

All full-time Fire Department employees may take an alternate day off for each of the holidays, subject to prior approval of the Fire Chief or Assistant Fire Chief. If the request is granted, such specified day shall be taken off during the calendar year of which the holiday was earned. Exceptions to the time table may be granted by the Fire Chief or Assistant Fire Chief.

If the holiday in question cannot be filled with a volunteer staff member, the full-time employee will be paid for the holiday at straight time for 10 hours along with their regular pay.

Appendix: D Holidays, Holiday Pay & Personal Time Off

7.1 Holidays, Holiday Pay & Personal Time Off

Full-Time Employees:

Clerk/Treasurer's Office and Police Administrative Assistant

Ten total days of holiday

- 1) New Year's Day, 2) Friday before Easter, 3) Memorial Day, 4) 4th of July, 5) Labor Day, 6) Thanksgiving Day, 7) Friday after Thanksgiving, 8) Christmas Eve Day, 9) Christmas Day, 10) ½ day (afternoon) New Year's Eve Day and ½ day personal time off

Full-Time Employees:

Library employees

Ten total days of holiday

- 1) New Year's Day, 2) Friday before Easter, 3) Memorial Day, 4) 4th of July, 5) Labor Day, 6) Thanksgiving Day, 7) Christmas Eve Day, 8) Christmas Day, 9) ½ day (afternoon) New Year's Eve Day and 1 ½ days personal time off

Full-Time Employees:

Department of Public Works

Ten total days of holiday

- 1) New Year's Day, 2) Friday before Easter, 3) Memorial Day, 4) 4th of July, 5) Labor Day, 6) Thanksgiving Day, 7) Friday after Thanksgiving, 8) Christmas Eve Day, 9) Christmas Day, 10) New Year's Eve Day

Finance Meeting

Full-Time Employees: (Common Council Approval January 21, 2016)

Fire Department, Firefighter/EMT-I

Ten total days of holiday

- 1) New Year's Day, 2) Memorial Day, 3) 4th of July, 4) Labor Day, 5) Thanksgiving Day, 6) Christmas Day, 7) 4 days of personal time off

- 1) New Year's Day, 2) Easter Sunday, 3) Memorial Day, 4) 4th of July, 5) Labor Day, 6) Veterans Day, 7) Thanksgiving Day, 8) Christmas Eve, 9) Christmas Day 10) New Year's Eve.

All full-time Fire Department employees may take an alternate day off for each of the holidays earned, subject to prior approval of the Fire Chief or Assistant Fire Chief with notification also given to the Clerk/Treasurer's office. If the request is granted, such specified day shall be taken off during the calendar year of which the holiday was earned. Exceptions to the time table may be granted by the Fire Chief or Assistant Fire Chief.

Full-Time Employees:

Police Department, Chief of Police and Lieutenant

Ten total days of holiday

- 1) New Year's Day, 2) Easter Sunday, 3) Memorial Day, 4) 4th of July, 5) Labor Day, 6) Veterans Day, 7) Thanksgiving Day, 8) Christmas Eve, 9) Christmas Day 10) New Year's Eve.

The Chief of Police and the Lieutenant may take an alternate day off for each of the holidays earned, subject to the approval of the Chief of Police. If the request is granted, such specified day shall be taken off during the calendar year of which the holiday was earned. Exceptions to the time table may be granted by the Chief of Police.

Full-Time Employees:

Waterloo Water & Light Utility

8.5 total days of holiday

- 1) New Year's Day, 2) Memorial Day, 3) 4th of July, 4) Labor Day, 5) Thanksgiving Day, 6) Christmas Eve Day 7) Christmas Day, 8) Birthday, 8.5) ½ day (afternoon) New Year's Eve Day

1 allow officers off at particular times, and shall provide unavailable dates prior to the start of the
2 vacation pick process.

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ARTICLE XVIII – HOLIDAYS

Section 18.01 Paid Holidays

The City shall pay full-time employees for the following holidays: New Year's Day, Easter Sunday, Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve.

Section 18.02 Payment

Full-time employees shall receive eight (8) hours of holiday pay for each of the ten (10) holidays listed above. In addition, employees who work any of the listed holidays shall receive one and one-half (1½) times their regular hourly rate for all hours worked. Employees called in on a holiday shall be paid at two (2) times the regular hourly rate for all hours worked.

Section 18.03 Holiday Time Off

Full-time employees may seek, upon written request, at least seven (7) days in advance of the holiday, to take an alternate day off for each of the holidays earned, subject to the approval of the Chief of Police who shall have sole discretion to grant or deny the request. If the request is granted, such specified day shall be taken off during the calendar year of which the holiday was earned. Exceptions to the time table may be granted by the Chief of Police. An employee may submit a request for time off for either Christmas Eve or Christmas Day. An employee may submit a request for time off for either New Year's Eve or New Year's Day. These days will not be available during initial vacation picks. Exceptions may be granted by the Chief of Police prior to the posting of the December schedule. *e.g. An employee is approved for Christmas Eve off. The employee may request to have Christmas Day off if the Chief approves.*



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

RESOLUTION #2016-23
Creating A Policy Relating To Tax Roll Delinquencies And The 10% Penalty

Whereas, the Finance, Insurance & Personnel Committee, at its May 19, 2016 meeting, recommended to the City Council that the current practice relating to interest and penalty charges garnered from tax roll delinquencies be adopted as formal municipal policy.

Therefore Be It Resolved, by the Common Council of the City of Waterloo, Wisconsin, that it formally adopts as policy the following:

All interest and/or penalty charges received by the City of Waterloo resulting from tax roll delinquencies of any kind -- including past due utility payments -- will remain with the General Fund of the municipality.

PASSED AND ADOPTED this _____, 2016.

City of Waterloo

Signed: _____
Robert H. Thompson
Mayor

Attest:

Mo Hansen
City Clerk/Treasurer

FISCAL NOTE: Codifies current practice; requested by auditors.



CERTIFIED SURVEY MAP DATED: April 25, 2016

Birrenkott Surveying, Inc.

P.O. Box 237
1677 N. Bristol Street
Sun Prairie, Wisconsin 53590
Phone (608) 837-7463
Fax (608) 837-1081

Surveyor's Certificate:
I, Daniel V. Birrenkott, hereby certify that this survey is in full compliance with Chapter 236.34 of Wisconsin Statutes. I also certify that by the direction of the owners listed hereon, I have surveyed and mapped the lands described hereon and that the map is a correct representation of all the exterior boundaries of the land surveyed and the division of that land, in accordance with the information provided.

Daniel V. Birrenkott, Professional Land Surveyor No. S-1531

Description:

All of lots 1 and 2 of Certified Survey Map No. 3126 filed August 16, 1995 in Volume 13 of Certified Survey Maps, page 114, as Document No. 942935, being part of the Southeast 1/4 of the Southwest 1/4 of Section 5, Township 8 North, Range 13 East, City of Waterloo, Jefferson County, Wisconsin.

Owners Certificate:

As owner, I hereby certify that I have caused the lands described on this Certified Survey Map to be surveyed, divided and mapped as represented on this Certified Survey Map. We also certify that this Certified Survey Map is to be submitted to the City of Waterloo for approval.

Kwik Trip Inc.

Authorized Representative Printed Name Date

State of Wisconsin)
Jefferson County) ss Personally came before me this _____ day of _____, 2016,
the above-named, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, Jefferson County, Wisconsin. My Commission Expires

Printed name

Owners Certificate:

As owner I hereby certify that I have caused the lands described on this Certified Survey Map to be surveyed, divided and mapped as represented on this Certified Survey Map. We also certify that this Certified Survey Map is to be submitted to the City of Waterloo for approval.

Badge Wash/Waterloo, LLC

Authorized Representative Printed Name Date

State of Wisconsin)
Jefferson County) ss Personally came before me this _____ day of _____, 2016,
the above-named, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, Jefferson County, Wisconsin. My Commission Expires

Printed name

City of Waterloo Approval Certificate:

Approved for recording per City of Waterloo Plan Commission action of

_____ and City of Waterloo Common Council action of _____, 2016.

Mo Hansen, City of Waterloo, Clerk

Surveyed For:
Kwik Trip Inc.
1626 Oak Street
LaCrosse, WI 54602

Surveyed: TAS
Drawn: TRK
Checked: _____
Approved: DVB
Field book: 347/4-8
Tape/File: J:\2014\CARLSON

Register of Deeds Certificate:

Received for recording this _____ day of _____, 2016

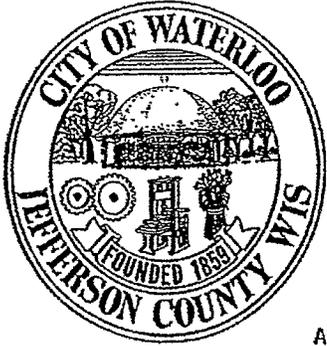
at _____ o'clock _____ m and recorded in Volume _____ of Certified Survey

Maps of Jefferson County on Pages _____.

Document No. _____

Staci M. Hoffman, Register of Deeds

Certified Survey Map No. _____, Volume _____, Page _____



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021

APPLICATION FOR CONDITIONAL USE PERMIT

(Review and Action by City Plan Commission/Common Council)

Number: _____ Date Filed: 5-6-2016 Fee Paid: Waived

Location of Property: 717 Lum Avenue, 208 Henry Street, Waterloo, Wisconsin 53594

Applicant: Mary A. Danielson as Trustee of the Marjorie C. Hein Revocable Trust, dated March 9, 2011

Address: 2224 Michigan Avenue, Sun Prairie, Wisconsin 53590 Telephone: (608) 225-2884

Owner of Property: Mary A. Danielson as Trustee of the Marjorie C. Hein Revocable Trust, dated March 9, 2011

Address: 2224 Michigan Avenue, Sun Prairie, Wisconsin 53590 Telephone: (608) 225-2884

Contractor: n/a

Address: _____ Telephone: _____

Architect or Professional Engineer: n/a

Address: _____ Telephone: _____

Legal Description of Property: Lot 53 of the Plat of Park Hills, City of Waterloo, Jefferson County, Wisconsin.

Land Parcel Size: 0.36 acres Present Use: Two-family dwelling/duplex Zoning District: R-2

Type of Existing Structure (if any): Two-family dwelling/duplex

Proposed Use of the Structure or Site: Two-family dwelling/duplex Number of Employees: 0

TERMS OF MUNICIPAL CODE

Section 385-10(B)(2)

CONDITIONAL USE REQUESTED

Two-family dwelling/duplex

Specify Reason(s) for Application: (for example, insufficient lot area, setback, etc.)

Two-family dwelling/duplex is a conditional use for R-2 zoning districts. Property has been utilized as a two-family dwelling/duplex since 1988.

ATTACH THE FOLLOWING:

1. Adjoining owners, all names and addresses of all abutting and opposite property owners within 200 feet.
2. Site plan showing the area involved, its location, dimensions, elevations, drainage, parking, etc., and location of adjacent structures within 200 feet.

Date: 5-6-2016

Mary A. Danielson
Signature of Applicant

List of Adjoining Owners for Conditional Use Permit Application

1. Edeltraut M. Grossman
202 Henry Street
Waterloo, Wisconsin 53594
2. Lannoy Family Partnership
808 N. Monroe Street
Waterloo, Wisconsin 53594
3. Adolfo Estrada
Francisco Estrada
Maria E. De La Cruz
801 Lum Avenue
Waterloo, Wisconsin 53594
4. Oliver L. Robertson
Karen A. Robertson
722 Lum Avenue
Waterloo, Wisconsin 53594
5. Richard K. Blawusch
Reba H. Blawusch
710 Lum Avenue
Waterloo, Wisconsin 53594
6. Orchard Storage LLC
711 Lum Avenue, Apt. A
Waterloo, Wisconsin 53594



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone: (920) 478-3025
Fax: (920) 478-2021
E-Mail: cityhall@waterloowi.us
Website: www.waterloowi.us

ORDINANCE #2016-02

**AN ORDINANCE RECREATING CHAPTER 288 OF THE MUNICIPAL CODE, TITLED:
MINIMUM HOUSING CODE**

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

SECTION 1: CHAPTER §288 PROPERTY MAINTENANCE is hereby repealed in its entirety and recreated with the title MINIMUM HOUSING CODE as presented in the attached.

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

Acted on and adopted at a regular meeting of the Common Council on the ____ day of ____, 2016.

CITY OF WATERLOO

Signed: _____
Robert H. Thompson, Mayor

Attest:

Mo Hansen, Clerk/Treasurer

Date Adopted: _____

Date Published: The Courier, _____

DRAFTING NOTES:

NEW TEXT – Adapted from the Village of Marshall

~~STRUCK TEXT~~ – deletions as part of Committee review

HIGHLIGHTED TEXT – additions as part of City Attorney review or Committee review

SPONSOR(S) – Public Safety & Health Committee

FISCAL EFFECT – none.

RECREATING CHAPTER 288
DRAFT 5/26/2016 3:33 PM
Minimum Housing Code

288-1	Title
288-2	Intent and Purpose
288-3	Rules and Definitions
288-4	Minimum Standards for Basic Equipment, Lighting, Ventilation, Heating, and Electrical Service
288-5	Safe and Sanitary Maintenance of Property
288-6	Quantity, Location and Use of Space in Residential Buildings Fixing the Responsibility of Owners, Operators, and Occupants
288-7	Inspection
288-8	Designation of Unfit Dwellings and Legal Procedure Therefor
288-9	Enforcement
288-10	Service of Notices, and Orders and Hearings
288-11	Violations and Penalties

SEC. 288-1 TITLE.

This Chapter shall be known as the City Of Waterloo Minimum Housing Code.

SEC. 288-2 INTENT AND PURPOSE.

- (a) This Chapter is adopted for the purpose of preserving and promoting the public health, safety, comfort, convenience, prosperity, and general welfare of the people of the City and environs. This includes, among others, physical, aesthetic, and property values.
- (b) It is recognized that there may now be or may, in the future, be residential buildings, structures, yards or vacant areas, and combinations thereof which are so dilapidated, unsafe, dangerous, unhygienic, overcrowded, inadequately maintained or lacking in basic equipment or facilities, light, ventilation, and heating so as to constitute a menace to the health, safety, and general welfare of the people. The establishment and enforcement of minimum housing and property maintenance standards is necessary to preserve and promote the private and public interest.
- (c) The provisions of this chapter shall apply uniformly to the maintenance of all buildings or structures and areas surrounding the same, irrespective of when or under what condition or conditions such buildings were originally constructed, except as may be otherwise provided by law.

SEC. 288-3 RULES AND DEFINITIONS.

- (a) **Rules.** In the construction of this Chapter, the rules and definitions contained in this Section shall be observed and applied, except when the context clearly indicates otherwise:
 - (1) Words used in the present tense shall include the future.
 - (2) Words used in the singular number shall include the plural number, and the plural the singular.
 - (3) The word "shall" is mandatory and not discretionary.
 - (4) The word "may" is permissive.

- (5) The phrase "used for" shall include the phrases "arranged for," "designed for," "intended for," "maintained for," and "occupied for".
- (b) Definitions. The following definitions shall be applicable in this Chapter:
- (1) Adequate -- "Adequate" shall mean adequate as determined by the Building Inspector under the regulations of this Chapter or adequate as determined by an authority designated by law or this Code of Ordinances. "Adequately" shall mean the same as adequate.
 - (2) Apartment -- "Apartment" means one (1) or more rooms with provisions for living, cooking, sanitary, and sleeping facilities arranged for use by one (1) family.
 - (3) Approved -- "Approved" shall mean approved by the Building Inspector under the regulations of this Chapter or approved by an authority designated by law, this Chapter or this Code of Ordinances.
 - (4) Attractive Appearance -- "Attractive appearance" shall mean an appearance which is in accordance with generally accepted professional practices for new construction within the City and which is not likely to adversely affect the values of abutting or neighborhood properties, or of the principal property.
 - (5) Basement -- "Basement" shall mean a portion of a building located partly or wholly underground and having half or more than half of its clear floor-to ceiling height below the average grade of the adjoining ground.
 - (6) Boarding House -- See "Lodging House" and "Lodging Room."
 - (7) Building -- "Building" means a combination of material to form a construction that is safe and stable and adapted to permanent or continuous occupancy for assembly, business, educational, high hazard, industrial, institutional, mercantile, residential, **animal**, or a storage purpose; the term "building" shall be construed as if followed by the words "or portion thereof." For the purpose of this Chapter, each portion of a building completely separated from other portions by an unpierced fire wall shall be considered as a separate building.
 - (8) Capacity in Persons -- The "capacity in persons" of a building is the maximum number of persons that can occupy such building, as determined by the required floor space per person as established in this Chapter.
 - (9) Compliance Inspection. An inspection performed in conjunction with a lawful order of the City Board or Building Inspector for the purpose of certifying the fulfillment of an official requirement listed in the order.
 - (10) Debris. Broken concrete, bricks, blocks or other mineral matter, bottles, porcelain and other glass or crockery; boxes; lumber (new or used), posts, sticks or other wood, tree branches, brush, yard trimmings, grass clippings and other residues; paper, rags, cardboard, excelsior, rubber, plastic, wire, tin and metal items; and discarded household goods or appliances, junk lawn mowers, tar paper, residues from burning or any similar materials which constitute health, fire or safety hazards or a serious blighting influence up a neighborhood or the City in general.
 - (11) Dwelling -- "Dwelling" is a place of abode, a residence, or a house for use by one (1) or more persons, excluding hotels or motels.
 - (12) Dwelling Unit -- "Dwelling Unit" means one (1) or more rooms with provisions for living, cooking, sanitary, and sleeping facilities arranged for use by one (1) family.
 - (13) Extermination -- "Extermination" shall mean the control or elimination of infestation by eliminating harboring places and removing or making inaccessible materials that may serve as food, and by poisoning, spraying, trapping, fumigation by a licensed fumigator or any other effective elimination procedure.
 - (14) Family -- A "family" is an individual, or two (2) or more persons related by blood, marriage, or legal adoption, living together as a single housekeeping unit in a dwelling unit, including foster children, and not more than two (2) roomers. For the purpose of this Subsection, "children" means natural children, or a ward as determined in a legal guardianship proceeding. Up to two (2) personal attendants who provide services for family members or roomers who, because of advanced age or physical or mental disability, need assistance with activities of daily living, shall be considered part of the

- "family." Such services may include personal care, housekeeping, meal preparation, laundry or companionship.
- (15) Friable Material. Any material applied on ceilings, walls, structural members, piping, duct work, or any other part of a building which when dry may be crumbled, pulverized, or reduced to powder by hand pressure. The term includes non-friable material after such previously non-friable material becomes damaged to the extent that when dry it may be crumbled, pulverized, or reduced to powder by hand pressure.
- (16) Good Working Condition -- "Good working condition" shall mean capable of performing the task for which it was designed and in the manner intended by this Chapter.
- (17) Habitable Space -- "Habitable space" is one (1) or more rooms in a dwelling used primarily for sleeping, living, or dining purposes.
- (18) Impervious to Water -- "Impervious to water" shall mean constructed of concrete, cement block, terrazzo, brick, tile, or other material approved by the Building Inspector, and having tight-fitting joints.
- (19) Infestation -- "Infestation" means the sustained presence of household pests, vermin, or rodents.
- (20) Living Room -- "Living room" shall mean a room used primarily for living, dining, or cooking purposes.
- (21) Lodging House -- "Lodging house" is a dwelling containing lodging rooms that will accommodate five (5) or more persons not members of a family.
- (22) Lodging Room -- "Lodging room" is a portion of a dwelling used primarily for sleeping and living purposes, excluding cooking facilities.
- (23) Mixed Occupancy -- "Mixed occupancy" shall be occupancy of a building in part for residential use and in part for some other use not accessory thereto.
- (24) Occupant -- "Occupant" means one who occupies or has actual possession of usable space.
- (25) Operator -- "Operator" shall mean any person who has charge or control of a building or part thereof in which dwelling units or lodging rooms are located or let.
- (26) Owner -- The term "Owner" shall mean every person, firm, partnership, or any individual member thereof, corporation, business organization of any kind, the state, the county, the City, any sewer district, drainage district, and any other public or quasi-public corporation having vested interest in the property under consideration and shall include the representative, officer, agent, or other person having the ownership, control, custody, or management of any building. "Owner" does not include any person whose legal or equitable interest in the building is a security interest derived solely from the extension of credit to permit construction or remodeling of the dwelling or purchase of the dwelling by a third party.
- (27) Person -- A "person" shall mean and include any individual, firm, corporation, association, or partnership.
- (28) Properly -- "Properly" shall mean as deemed proper by the Building Inspector under the regulations of this Chapter or deemed proper by an authority designated by law or this Chapter.
- (29) Provided -- "Provided" shall mean furnished, supplied, and paid for or under control of the owner.
- (30) Residential Building -- A "residential building" is a building which is arranged, designed, used, or intended to be used for residential occupancy by one (1) or more families or lodgers, and which includes, but is not limited to, single-family dwellings, two family dwellings, multiple family dwellings and lodging houses
- (31) Room. A "room" is a partitioned part of the inside of a building. For the purpose of this definition, partition shall mean something that divides interior space, especially an interior dividing wall. A wall is one of the sides of a room or building connecting floor and ceiling and may also include anything which encloses or separates space. A partition or wall which intrudes into the space by more than one-third (1/3) of the least dimension of an existing room may be regarded as creating an additional separate room. The partitioned space shall be considered as a room if privacy is implied; light and ventilation are affected; or a bedroom through a bedroom, bathroom through a bedroom or bedroom through a bathroom situation is created.

- (32) Rooming House--See "Lodging House" and "Lodging Room."
- (33) Sleeping Room -- A "sleeping room" shall mean a room used for sleeping purposes.
- (34) Structure -- "Structure" is anything constructed or erected, the use of which requires more or less permanent location on the ground, or attached to something having permanent location on the ground.
- (35) Supplied -- "Supplied" shall mean paid for, furnished, or provided by or under control of the owner or operator.

SEC. 288-4 MINIMUM STANDARDS FOR BASIC EQUIPMENT, LIGHTING, VENTILATION, HEATING AND ELECTRICAL SERVICE.

- (a) **Purpose.** The purpose of this Section is to establish minimum standards for basic equipment, lighting, ventilation, and electrical services for all residential buildings and parts thereof and to obtain the public and private benefits accruing from the provision of such services. A suitable environment for safe and healthy living is encouraged by adequate water and sanitary facilities, proper storage, and disposal of garbage, recyclables and other refuse, safe means of egress, provision of light, air, heat, and electrical service.
- (b) **Minimum Standards.** No person shall occupy as owner or let to another for occupancy any space in a residential building for the purpose of living sleeping, cooking, or eating therein which does not comply with the following requirements:
- (1) Basic Plumbing- Requirements. Every dwelling unit shall contain a kitchen sink, a flush water closet, a lavatory basin, and a bathtub or shower, all in good working condition and properly connected to hot and cold water lines and to an approved water and sewer system. The flush water closet, lavatory basin, and bathtub or shower shall be contained within a separate room. Water pressure shall be available at all fixtures as specified in Sec. ILHR 82.40, Wis. Adm. Code.
 - (2) Water Heating Facilities. Every residential building shall have supplied water heating facilities which are properly installed, are maintained in safe and good working condition, are properly connected with the hot water lines required hereunder and are capable of heating water to such a temperature as to permit an adequate amount of water to be drawn at any required kitchen sink, lavatory basin, bathtub, or shower at a temperature of not less than one hundred ten (110) degrees Fahrenheit.
 - (3) Refuse Storage. Each resident in every residential building shall be responsible for supplying such building with garbage, refuse and recyclable materials, storage facilities, the type and location of which is in compliance with City regulations.
 - (4) Egress. Every dwelling unit and lodging room shall have direct access to at least two (2) accessible unobstructed means of egress leading to a safe and open public street, alley, or court connected to a street. Exterior stairways or exit platforms, or a combination thereof, will be permitted as second exits, provided the platform or stairways terminate at a point not more than ten (10) feet above the grade directly below the lowest platform. All stairs shall terminate at grade or a platform. Platforms shall have a minimum area of fourteen (14) square feet with a minimum dimension of three (3) feet. All stairways and platforms shall be protected with handrails and guardrails as specified in Sections ILHR 21.04(2) or ILHR 51.161 and ILHR 51.162, Wis. Adm. Code. Existing variances to the height limitations specified above may be approved by the Board of Appeals, provided the platforms or stairs are maintained in a sound structural condition.
 - (5) Plumbing. Each lodging house shall provide at least one (1) flush water closet, lavatory basin, and bathtub or shower, properly connected to an approved water and sewer system and in good working condition for each seven (7) persons or fraction thereof residing therein, including members of the operator's family wherever they share the use of said facilities, except that the required number of bathtubs or showers may be reduced by the Board of Appeals for lodging houses utilizing gang bathrooms containing multiple bathtubs or showers. All such facilities shall be located on the floor occupied by

persons sharing such facilities or the floor directly above or below and shall be accessible from a common hall or passageway. Every lavatory basin and bathtub or shower shall be supplied with hot water at all times.

(6) Windows and Ventilation.

- a. Every living, sleeping, kitchen or bathroom shall have available natural light and ventilation complying with Sections ILHR 21.05 or ILHR 57.13, Wis. Adm. Code, as dictated by the occupancy of the building. Existing light and ventilation conditions which do not comply with ILHR Codes may remain in use with the granting of a variance by the Board of Appeals.
- b. Exhaust ventilation shall be installed in all toilet rooms, except those having only one (1) fixture [water closet or one (1) urinal] and in which the window area is greater than four (4) square feet and more than two (2) square feet is openable directly to the exterior of the building. The volume of air exhausted shall not be less than two (2) cubic feet per minute per square foot of floor area.
- c. All doors and windows required for ventilation shall be protected with insect screen equivalent to not less than sixteen (16) wire mesh installed to prevent the entrance of flies, mosquitoes and other insects, to be annually installed during May before June 1 and maintained until storm windows are installed in autumn.
- d. All exterior door and windows shall have storm windows or storm doors installed or maintained to prevent excessive drafts and heat loss no earlier than October 15th, but no later than November 15th annually.
- e. Existing habitable rooms without openable windows shall be provided with a mechanical ventilation system producing one (1) air change per hour. All required exhaust vents shall terminate outside the structure.

(7) Electrical. Every dwelling unit and all public and common areas in multiple dwellings shall be supplied with electrical service, outlets, and fixtures which shall be properly installed, shall be maintained in good and safe working conditions, and shall be connected to a source of electric power in a manner prescribed by the Wisconsin Electrical Code. The minimum capacity of such electrical services and the minimum number of outlets and fixtures shall be as listed below. (For the purposes of this Section, "electrical service" shall mean: "The conductors and equipment for delivering electrical energy from the supply system to the wiring system of the premises or the unit served.") The electrical service shall be of sufficient size to handle the load connected to it. The branch circuits shall be protected by S-type or equivalent safety type, tamper-proof fuses, not to exceed the ampacity of the smallest wire size in the circuit:

- a. Every dwelling unit or room shall have electric service capable of providing at least three (3) watts per square foot of total floor area [air conditioners, ranges, space heaters and motor driven equipment one-eighth (1/8) hp, or over excluded.]
- b. Every lavatory, bathroom, kitchen or kitchenette, dining room, laundry room and furnace room shall contain at least one (1) approved ceiling or wall type electric light fixture equipped with sufficient lamps or tubes to provide no less than five (5) foot candles at floor level at the center of the room. Where more than one (1) fixture is used or required, they shall be equally spaced as far as practicable. (A switched outlet may be substituted for the ceiling or wall fixture in the dining room.)
- c. Convenience outlet receptacles shall be provided as follows: (measurements at room perimeter and include doors and door-alcoves)
 1. Living Room: One (1) per seventy-five (75) square feet or major fraction [minimum of two (2).]
 2. Dining Room: One (1) per seventy-five (75) square feet or major fraction [two minimum]
 3. Kitchen: One (1) per eight (8) feet or fraction of countertop and preparation area measured at rear (preparation area includes countertops, sinks, range tops, and all other similar areas at counter height.) Island type work areas require one for each eight (8) feet or less of length. Separate outlets shall be provided for refrigerators.
 4. Dining Areas in Kitchen: One (1) per seventy-five (75) square feet or major fraction.
 5. Bedroom: One (1) per seventy-five (75) square feet or major fraction [minimum of two (2).]

6. Laundry: One (1) when laundry equipment is present.
7. Bathrooms and Lavatories: One (1) [may be part of wall fixture if seventy-two (72.0) inches or less from floor].
8. Other Habitable Rooms: Minimum of two (2).
- d. Fixed appliances exceeding one-eighth (1/8) hp, or three hundred (300) watts rating shall not be connected to general purpose branch circuits. Convenience outlets are to be located to prevent use of extension cords (NED 400-8).
- e. All cords and temporary wiring not in compliance with NEC Article 400-A, and all exposed abandoned wiring, shall be removed immediately upon the direction of the Building Inspector or Fire Inspector.
- f. Switches or equivalent devices for turning on one (1) light in each room or passageway shall be located so as to conveniently control the area to be lighted.
- g. Public halls and stairways in multiple dwellings shall be adequately lighted by natural or electric light at all times so as to provide in all parts thereof at least two and one-half (2-1/2) foot candles of light at the tread or floor level. Halls and stairways in structures containing not more than three (3) dwelling units may be supplied with conveniently located switches, controlling the lighting system, which may be turned on when needed. Other occupancies require full time or automatic time-switched lighting. When dwelling unit doors open to the outside a minimum of two and one-half (2-1/2) foot candles of illumination at the locks are required. Required parking areas for more than three (3) cars shall be lighted to a minimum of one (1) foot candle on all surfaces.
- h. When the service in an existing residential building is changed for any reason, the entire building electrical system shall be brought to the above minimum standards. The minimum replacement electrical service shall be one hundred (100) amps for the first two (2) dwelling units in a building and fifty (50) amps for each additional unit. Where electric heat and air conditioner over twenty (20) amps are added or in place, additional capacity to cover this demand is required. All electrical work shall be done in accordance with the National Electrical Code.

(8) Heating.

- a. All habitable rooms shall be provided with a permanently connected heating system complying with the City ordinances.
- b. The heating system shall be maintained in a safe and efficient condition by a qualified person and a record kept at the premises showing the date of service and by whom. A minimum temperature of sixty-seven (67) degrees Fahrenheit shall be maintained in all habitable rooms when the outdoor temperature is above zero (0) degrees Fahrenheit, absent the wind-chill factor, and a minimum temperature of sixty (60) degrees Fahrenheit shall be maintained in all habitable rooms when the outdoor temperature is zero (0) degrees Fahrenheit or lower, absent the wind chill factor. The outdoor temperature for the City shall be the temperature as reported by the National Oceanic and Atmospheric Administration and the reports thereof shall be admissible in evidence and conclusive as to temperature.
- c. The occupant of a room or an apartment may maintain a lesser temperature than is specified above as long as it does not affect the temperature in other habitable areas of the building.

(9) Lighting.

- a. Illumination shall be provided at all intersections of passageways, at all exits, and at the head, foot, and landings of every stairway in all buildings accommodating transients, three (3) or more apartments, and lodging houses. The illumination shall be provided during a period one (1) hour before sunset to one (1) hour after sunrise.
- b. Every residential building that will accommodate transients, three (3) or more families, or twenty (20) persons shall have lights at the emergency exit doors or other places as may be necessary to direct the occupant to the exit doorways. The lights shall be red and accompanied by a sign bearing the word "EXIT; in plain letters five (5) inches high, or a red illuminated translucent exit sign may be used.

(10) Cooking Areas Restricted. The owner or operator of every

residential building shall not provide, use, or permit to be used and the occupant shall not provide, use, or permit to be used, in any room other than a kitchen, any equipment designed or intended to be used for cooking or preparation of meals.

- (11) Emergency Work Information. Every owner of a multi-family dwelling shall make available to the occupants the names of two (2) or more persons that may be called to arrange for emergency work. The names with the telephone numbers shall be posted in a conspicuous place readily accessible to the occupants. The names with the telephone numbers shall be revised periodically to maintain accurate information at all times.

SEC. 288-5 **SAFE AND SANITARY MAINTENANCE OF PROPERTY.**

- (a) **Purpose.** The purpose of this Section is to recognize the private and public benefits resulting from the safe, sanitary, and attractive maintenance of residential buildings, yards, or vacant areas. Attractive and well-maintained property will enhance the neighborhood and City and provide a suitable environment for increasing physical and monetary values.
- (b) **Maintenance Requirements.** Every owner or operator shall improve and maintain all property under his control to comply with the following minimum requirements:
- (1) Drainage. All courts, yards, or other areas on the premises shall be properly graded to divert water away from the building. Adjacent ground surface shall be sloped away from the structure with a grading of at least one-half (1/2) inch per foot for a minimum of five (5) feet where possible or by other means such as eaves troughs and downspout extensions.
 - (2) Weeds. All exterior property areas shall be kept free from noxious weeds as required by this Code of Ordinances and the Wisconsin Statutes. Where required weed and grass cutting is not performed by the property owner, the Weed Commissioner shall perform said weed cutting and process the charge therefor as a special charge against the benefited property.
 - (3) Debris. All exterior property areas shall be properly maintained in a clean and sanitary condition free from debris, rubbish or garbage, physical hazards, rodent harborage and infestation, and animal feces. All animal feces shall be removed within twenty-four (24) hours.
 - (4) Fences, Walks, Parking Areas. Fences, other minor construction, walks, driveways, parking areas, and similar paved areas shall be properly maintained in a safe, sanitary and substantial condition. Approved walks shall provide convenient all-weather access to buildings.
 - (5) Exterior Surfaces. Exterior surfaces of buildings and structures not inherently resistant to deterioration shall be treated with a protective coating of paint or other suitable preservative which will provide adequate resistance to weathering and maintain an attractive appearance. Any exterior surface treated with paint or other preservative shall be maintained so as to prevent chipping, cracking, or other deterioration of the exterior surface or the surface treatment and to present an attractive appearance. All paint or other preservative shall be applied in a workmanlike fashion.
 - (6) Yard Areas. Yard areas of real estate shall not be permitted to deteriorate or remain in a condition that is not in accord with the following; Yard areas shall be kept in a clean and sanitary condition, free from any accumulation of combustible or noncombustible materials, debris, or refuse. Yards shall not be used to store appliances, furnaces, hot water heaters, water softeners: or building material not used within ten (10) days, or any unsightly bulk items. Landscaping, plantings and other decorative surface treatments, including common species of grass, shall be installed if necessary and maintained to present an attractive appearance in all court and yard areas. Lawns shall be maintained to a height in compliance with City ordinances. Plantings shall be maintained as not to present hazards to adjoining properties or to persons or vehicles traveling on public ways and shall be maintained so as to enhance the appearance and value of the property on which located, and thereby the appearance and value of

the neighborhood and City. The City, after due notice to the property owner, will cause to be cut or trimmed nonconforming areas and place said cost as a special charge due against the property.

(7) General Requirements.

- a. Every interior floor, wall, and ceiling, including door and window assemblies, shall be kept clean and in good repair, and shall be capable of affording privacy. Any hazardous sagging or bulging shall be properly repaired to a level or plumb position. All surfaces shall be free from serious cracking, irregularities, and peeling paint. A waterproof and hard surface shall be provided in spaces subject to moisture. All surface repairs shall be completed to closely match the existing surface color and texture. Floor surfacing shall provide ease of maintenance and durability appropriate for the use of the room.
- b. Every foundation, exterior wall, and floor and roof shall be reasonably weather tight, watertight and rodent proof and shall be kept in proper repair and shall be capable of affording privacy. Any hazardous sagging or bulging shall be properly repaired to a level or plumb position. All chimneys and breaching shall be so constructed and maintained so as to insure that it safely and properly removes the products of combustion from the building.
- c. Every gap allowing the accumulation of dirt or other objectionable matter in bathing, toilet, or food preparation areas shall be tightly sealed with an impervious and cleanable material.

(8) Stairs. Every inside and outside stair, every porch, and every appurtenance thereto shall be so constructed as to be safe to use and capable of supporting the load that normal use may cause to be placed thereon, and shall be kept in proper condition and repair and shall present an attractive appearance. All interior and exterior stairs and steps and every appurtenance thereto shall comply with the requirements specified in Sections ILHR 21.04 or 51.16, 51.161, 51.162 and 51.164, Wis. Adm. Code, as dictated by the type of occupancy in the building.

(9) Plumbing Fixtures. Every plumbing fixture and water and waste pipe shall be properly installed and maintained in good working condition, free from defects, leaks, and obstructions.

(10) Bathrooms. Every water closet compartment floor surface and bathroom floor surface shall be properly constructed and maintained so as to be reasonably impervious to water and so as to permit such floor to be easily kept in a clean and sanitary condition.

(11) Supplied Facilities.

- a. Every supplied facility, piece of equipment, or utility shall be so constructed, installed, and maintained so that it will function in a proper working condition.
- b. The owner of any dwelling or apartment in which a cooking stove and/or refrigerator are furnished for the use of the tenants as part of a rental agreement shall keep such cooking stove and/or refrigerator in good mechanical working condition.
- c. It shall be the responsibility of the tenant to maintain supplied facilities in a clean and sanitary condition when contained within the tenant's dwelling unit.

(12) Equipment Removal Restricted. No owner, operator, or occupant shall cause any service, facility, equipment, or utility which is required under this Chapter to be removed from or shut off from or discontinued for any occupied dwelling, dwelling unit, or lodging room let or occupied by him, except for such temporary interruption as may be necessary while actual repairs are in process, or during temporary emergencies when discontinuance of service is approved by an authorized inspector.

(13) Abandoned Fuel Oil Tanks. Abandoned fuel oil tanks shall be removed from the building.

(14) Removal of Debris.

- a. No person shall dispose of rocks, trees, stumps, waste building material, or other debris from land development, building construction, street grading, or installation of underground utilities upon the surface of any land in the City, except at approved disposal sites.

- b. **No** land owner shall allow an accumulation of rocks, trees, stumps, waste building material or other debris from land development, building construction, street grading, or installation of **underground** utilities upon the surface of his land **for** a period of more than ten (10) days.
- c. All vacant lands within the City shall be leveled off to permit the mowing of weeds as outlined within this Code. This includes the removal of stones, bottles, wires and other debris that will interfere with mowing operations.
- d. All lands in the City shall be kept free of weeds and maintained so there is no detrimental influence to the public health, safety, comfort or general welfare of the immediate neighborhood or community.

SEC. 288-6 QUANTITY, LOCATION, AND USE OF SPACE IN RESIDENTIAL BUILDINGS.

- (a) **Purpose.** The purpose of this Section is to establish minimum standards for the quantity, location, and use of space in residential building units so as to preserve and promote the public interest. A suitable environment for safe, healthy, and desirable living can be enhanced by providing adequate space and privacy for occupants of all residential buildings.
- (b) **Size of Dwellings and Rooms.**
 - (1) Detached Single-Family Dwellings. Every detached single-family dwelling other than a mobile home shall have at least five hundred (500) square feet of floor area on the first floor level.
 - (2) Size of Rooms.
 - a. Apartments. The floor area of an apartment shall provide not less than one hundred fifty (150) square feet of floor area for the first occupant and at least one hundred (100) additional square feet of floor area for each additional occupant.
 - b. Lodging Rooms. The floor area of a lodging room shall provide not less than seventy (70) square feet of floor area for one (1) occupant and fifty (50) square feet for each additional occupant.
 - (3) Excluded Spaces. The space used as a laundry, workshop, furnace room, bathroom, storage room, closets, and common halls shall not be included as part of the space required in Subsections (b)(1) and (2) above.
 - (4) Hallways. Access to all lodging and sleeping rooms shall be from a common hallway and not through bathrooms or other lodging and sleeping rooms.
 - (5) Cellar Space. No cellar space shall be used as a sleeping room.
 - (6) Basement Use as a Sleeping Area. No basement space shall be used for a sleeping room unless:
 - a. The floor and walls are impervious to leakage of underground and surface runoff water and are insulated against dampness.
 - b. The total window area in each room is equal to at least the minimum window area required in this Chapter. The required minimum window area must be located entirely above the grade of the ground adjoining such window area.
 - c. The total of openable window area in each room is equal to at least the minimum as required under this Chapter, except where there is supplied some other device affording adequate ventilation and approved by the Building Inspector.

SEC. 288-7 FIXING THE RESPONSIBILITY OF OWNERS, OPERATORS AND OCCUPANTS.

- (a) **Purpose.** The purpose of this Section is to fix the responsibility of owners, operators, and occupants of residential buildings.
- (b) **Responsibilities.** The responsibility of owners, operators, and occupants of residential buildings is as follows:

- (1) Every owner of a residential building containing two (2) or more dwelling units shall be responsible for maintaining in a clean, proper, and sanitary condition the shared or public areas of the residential building and premises thereof.
- (2) Every occupant of a residential building shall keep in a clean, proper, and sanitary condition that part of the residential building and premises thereof which he occupies and controls, except the operator of every lodging house shall be responsible for the sanitary maintenance of all walls, floors, ceilings, and every other part of the lodging house. Every occupant of a residential building shall dispose of all his refuse, recyclables, and garbage as required by this Code of Ordinances.
- (3) Every owner of a residential building shall be responsible for hanging, installation, and maintenance of all screens and double or storm doors and windows, whenever the same are required under provisions of this Code of Ordinances.
- (4) Every occupant of a dwelling containing a single dwelling unit shall be responsible for the extermination of any insects, rodents, or other pests therein or on the premises and every occupant of a dwelling unit in a residential building shall be responsible for such extermination whenever his dwelling unit is the only one infested. Notwithstanding the foregoing by failure of the owner to maintain a residential building in a reasonable condition, extermination shall be the responsibility of the owner. Whenever infestation exists in two (2) or more of the dwelling units or lodging rooms in any residential building or in the shared or public parts of any residential building, extermination thereof shall be the responsibility of the owner.
- (5) Every occupant of a dwelling unit shall keep all plumbing fixtures therein in a clean and sanitary condition and shall be responsible for the exercise of reasonable care in the proper use and operation thereof.
- (6) The owner or operator shall not occupy or let to another for occupancy any space in a residential building unless it is clean, sanitary, fit for human occupancy, complies with the requirements of this Chapter and compliance inspections/orders thereunder, and the occupancy is limited to the maximum permitted thereby.
- (7) Every owner of a lodging house shall make available to the occupants the names of two (2) or more persons that may be called to arrange for emergency work. The names with the telephone numbers shall be posted in a conspicuous place readily accessible to the occupants. The names with the telephone numbers shall be revised periodically to maintain accurate information at all times.
- (8) The operator of every lodging house shall change supplied linen and towels therein at least once each week and prior to the letting of any room to any occupant. The operator shall be responsible for the maintenance of all supplied bedding in a clean and sanitary condition.

SEC. 288-8 INSPECTION.

The Building Inspector is authorized and empowered to inspect all residential buildings within the City for the purpose of determining whether or not said residential buildings comply with the requirements of this Chapter. If any owner or occupant denies the Building Inspector entry into any residential building or portion thereof, the Building Inspector is authorized to obtain inspection warrants from an appropriate court and then enter and inspect said residential building pursuant to the authority of such warrant. No owner of a residential building may deny the Building Inspector of the right to enter and inspect any portion thereof under the control of a tenant when the tenant has consented to said entry and inspection.

SEC. 288-9 DESIGNATION OF UNFIT DWELLINGS AND LEGAL PROCEDURE THEREFOR.

The designation of dwellings or dwelling units as unfit for human habitation and the procedure for the condemnation and placarding of such unfit dwellings or dwelling units shall be carried out in compliance with the following procedures and guidelines:

- (a) Any dwelling or dwelling unit which shall be found to have any of the following defects shall be condemned as unfit for human habitation and shall be so designated and placarded by the Building Inspector:
 - (1) One which is so damaged, decayed, dilapidated, unsanitary, unsafe, or vermin-infested that it creates a serious hazard to the health, safety, or welfare of the occupants or of the public.
 - (2) One which lacks illumination, ventilation, heating, basic equipment, or sanitation facilities adequate to protect the health, safety, or welfare of the occupants or of the public.
 - (3) One which, because of its general condition or location, is unsanitary or otherwise dangerous to the health, safety, or welfare of the occupants or of the public.
 - (4) One which, because of its general condition, location or appearance, is a blighting influence or causes decreasing physical or monetary value of property in the neighborhood.
- (b) Any dwelling, dwelling unit, building or structure designated and placarded as unfit for human habitation and in need of repair by the Building Inspector shall be vacated within such a reasonable time as is ordered by the Building Inspector.
- (c) No building or structure or part thereof which has been designated and placarded as unfit for human habitation and in need of repairs or razing shall again be used for human habitation until written approval is secured from, and such placard is removed by, the Building Inspector. The Building Inspector shall remove such placard whenever the defect or defects upon which the designation and placarding action were based have been eliminated.
- (d) No person shall deface or remove the placard from any building or structure, or part thereof, which has been condemned as unfit for human habitation and placarded as such.
- (e) Any building or structure or part thereof designated as unfit for human habitation and in need of repairs or razing by the Building Inspector, which in the opinion of the Building Inspector would be unreasonable to repair, shall be razed or removed upon legal written service of the order of Building Inspector in accordance with Section 140-13 of the municipal code. ~~If the owner shall fail or refuse to comply with the order, the Building Inspector shall refer such violation to the City Attorney who will start any legal proceedings necessary to cause such building to be razed or removed as a violation of this Chapter~~
- (f)
 - (1) Any building which has been vacant for more than thirty (30) days for any reason and has been damaged, illegally entered or vandalized shall be secured against entry. This shall include adequately boarding up doors, windows, and other openings in a workmanlike manner so as to prevent illegal entry, vandalism or damage.
 - (2) The building utilities, plumbing, electrical and heating systems in vacant buildings shall be maintained at all times in a safe condition or inactivated so as to prevent the possibility of damage to the structure by the failure of such utilities and so as to prevent hazardous and dangerous conditions.
 - (3) When any building has been damaged by fire or other cause and when hazardous or dangerous conditions exist and when such building cannot be secured by conventional locking or boarding up of windows and doors, such building shall be fenced off so as to prevent access and entry to the structure and the area immediately surrounding the structure within three (3) days of the damage by fire or other cause.

SEC. 288-9 ENFORCEMENT, SERVICE OF NOTICES, ORDERS AND HEARINGS.

- (a)
 - (1) Whenever the Building Inspector determines that there are reasonable grounds to believe that there has been a violation of any provision of this Chapter or of any rule or regulation adopted pursuant thereto, he shall give notice of such alleged violation to the person or persons responsible therefor as hereinafter provided. Such notice shall:
 - a. Be in writing.
 - b. Include a statement of the reasons why it is being issued.

- c. Allow a reasonable time for the performance of any act it requires.
 - d. Be served upon the owner or his agent, or the occupant, as the case may require, provided that such notice shall be deemed to be properly served upon such owner or agent or upon such occupant, if a copy thereof is served upon him personally; or if a copy thereof is sent by registered mail to his last-known address; or if a copy thereof is posted in a conspicuous place in or about the dwelling or dwelling unit affected by the notice; or if he is served with such notice by any other method authorized or required under the laws of this state.
- (2) The above notice may contain an outline of remedial action which, if taken, will effect compliance with the provisions of this Chapter and with rules and regulations adopted pursuant thereto.
- (b) Whenever there has been notice of a violation issued to the owner, the agent of any owner, or the occupant of property which is in violation of this Chapter, no further notice shall be necessary for any reoccurrence of the violation prior to the commencement of any forfeiture action or prior to seeking an injunction in a court of record.
 - (c) Any person affected by any notice which has been issued in connection with the enforcement of any provision of this Chapter or of any rule or regulations adopted pursuant thereto may request and shall be granted a hearing on the matter before the Building Inspector, provided that such person shall file, in the office of the Building Inspector, a written petition requesting such hearing and setting forth a brief statement of the grounds therefor within ten (10) days after the day the notice was served. Upon receipt of such petition, the Building Inspector shall set a time and place for such hearing and shall give the petitioner written notice thereof. At such hearing, the petitioner shall be given an opportunity to be heard and to show why such notice should be modified or withdrawn. The hearing shall be commenced no later than ten (10) days after the day on which the petition was filed. Upon application of the petitioner, the Building Inspector may postpone the date of the hearing for a reasonable time beyond such ten (10) day period, if, in his judgment, the petitioner has submitted a good and sufficient reason for such postponement.
 - (d) Following such hearing, the Building Inspector shall sustain, modify, or withdraw the notice, depending upon his findings as to whether the provisions of this Chapter and of the rules and regulations adopted pursuant thereto have been complied with. If the Building Inspector sustains or modifies such notice, it shall be deemed to be an order. Any notice served pursuant to this Chapter shall automatically become an order if a written petition for a hearing is not filed in the office of the Building Inspector within ten (10) days after such notice is served. Following a hearing in the case of any notice suspending any permit required for this Chapter or by any rule or regulation adopted pursuant thereto, when such notice has been sustained by the Building Inspector, the permit shall be deemed to have been revoked. Any such permit which has been suspended by a notice shall be deemed to be automatically revoked if a petition for hearing is not filed in the office of the Building Inspector within ten (10) days after such notice is served.
 - (e) The proceedings at such hearing, including the findings and decision of the Building Inspector, shall be summarized, reduced to writing, and entered as a matter of public record. Such record shall also include a copy of every notice or order issued in connection with the matter. Any person aggrieved by the decision of the Building Inspector may seek relief there from in any court of competent jurisdiction, as provided by the laws of this state.
 - (f) Whenever the Building Inspector finds that an emergency exists which requires immediate action to protect the public health, safety, or welfare, he may, without notice or hearing, issue an order reciting the existence of such an emergency and requiring that such action be taken as he deems necessary to meet the emergency. Notwithstanding the other provisions of this Chapter, such order shall be effective immediately. Any person to whom such order is directed shall comply therewith immediately, but upon petition to the Building Inspector shall be afforded a hearing as soon as possible. After such hearing, depending upon his findings as to whether the provisions of this Chapter and of the rules and regulations adopted pursuant thereto have been complied with, the Building Inspector shall continue such order in effect, or modify it, or revoke it.

- (g) Determinations of the Building Inspector under this Section may be appealed to the Administrative Review Appeals Board ~~Board of Appeals~~ using the procedures prescribed in ~~Title 13, Chapter I~~ Section 6-5 of this Code of Ordinances.

SEC. 288-11 VIOLATIONS AND PENALTIES

Any person who violates, disobeys, omits, neglects or refuses to comply with or resists the enforcement of any of the provisions of this chapter shall be subject to a penalty as provided in Chapter 1 §1-4 of this Code.



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

RESOLUTION #2016-24

PARTICIPATING IN THE JEFFERSON COUNTY ROAD AID PROGRAM FOR 2016

The *City of Waterloo*, Jefferson County, Wisconsin, hereby petitions the Board of Supervisors of the County of Jefferson as follows:

1. That heretofore, to-wit, on the 2nd day of June, 2016, at a lawful meeting of the governing body of said municipality a resolution was duly adapted to appropriate funds for the improvement of highways in said municipality at a cost estimated as follows:

Local municipality share	<u> \$2,000.00 </u>	(to be paid by June 30)
County of Jefferson share	<u> \$2,000.00 </u>	(to be applied to account in April)
Total improvement costs	<u> \$4,000.00 </u>	

2. That the County of Jefferson share of the appropriation does not exceed the maximum of \$100.00 per mile of local roads in said municipality.

3. That said municipality is willing to abide by the rules set forth in Resolution No. 2005-02 adopted April 19, 2005, and to offer the Jefferson County Highway Department a right of first refusal for the work.

4. According to the resolution, City of Waterloo takes the position of **(must check one)**:

- Will participate in County Road Aid this year.
- Does not wish to participate in County Road Aid this year.

WHEREFORE, said municipality requests that the Board of Supervisors of the County of Jefferson grant this petition for County highway aid in the sum of \$ \$2,000.00 in accordance with the provisions of s.83.14 and s. 83.03(1) of the Wisconsin Statutes and in accordance with the resolutions of said Board of Supervisors heretofore adopted.

Passed and adopted: June 2, 2016

City of Waterloo

Attest:

Signed: _____
Robert H. Thompson
Mayor

Mo Hansen
Clerk/Treasurer

Date: June 2, 2016

To: Common Council Members

From: Interim Police Chief Randie R. Lange

Subject: Class A and B Intoxicating Liquor and Beer License Applications

The following Class A and B Intoxicating Liquor and Beer License applications have been reviewed and are in compliance with the regulations, ordinances and laws of the City of Waterloo Municipal Code.

NAME OF INDIVIDUAL/PARTNERSHIP/LLC AGENT NAME ADDRESS OF APPLICANT TRADE NAME PREMISE LOCATION PREMISE DESCRIPTION	"Class B" Intoxicating Liquor License	Class "B" Beer License	Class "A" Beer License	"Class A" Intoxicating Liquor License	"Class A" Intoxicating Liquor License (Cider Only)	"Class C" Wine License	Cigarette License
Kardenny's, LLC Karen Fredrick, Agent W8178 State Road 16/60, Lowell (The End Zone) 137 N. Monroe Street Main floor	X	X					
Katie Creek, LLC Colin Gorder, Agent 679 Hawthorn Drive, Sun Prairie (The Bridge) 134 E. Madison Street Main floor bar, basement	X	X					
Coaches Alley, LLC Laurie K. Gorder, Agent 204 Anna Street, Apt. 108, Waterloo (Coaches Alley, LLC) 151 N. Monroe Street Bar room & basement	X	X					
Peggy Hansen, LLC Peggy Hansen, Agent 112 Hickory Lane, Waterloo (The MT Bar) 120 E. Madison Street Main floor, basement & deck	X	X					

NAME OF INDIVIDUAL/PARTNERSHIP/LLC AGENT NAME ADDRESS OF APPLICANT TRADE NAME PREMISE LOCATION PREMISE DESCRIPTION	"Class B" Intoxicating Liquor License	Class "B" Beer License	Class "A" Beer License	"Class A" Intoxicating Liquor License	"Class A" Intoxicating Liquor License (Cider Only)	"Class C" Wine License	Cigarette License
Ruthless, LLC Korby James Holzhueter, Agent 59 London Road, Cambridge (Madison Street Pub) 203 W. Madison Street All alcohol beverages and records stored at 203 W. Madison Street, first floor & basement	X	X					
Blinky's Bowl, Inc./DBA Stubby's Bowl Van Stenberg, Agent 1317 Oak Street, Waterloo (Stubby's Bowl) 127 E. Madison Street Up & down bars, 2 coolers & booze storage(basement), office downstairs	X	X					
Veterans of Foreign Wars, Krause/Langer Post 6614 Paul Mattson, Agent 401 Anna Street, Waterloo (VFW Krause Langer Post 6614) Entire building, main floor & basement		X					
Gregorio Ayala, Individual 420 E. Madison Street, Waterloo (Ayala's Market) 112 E. Madison Street 1st floor		X					
Kwik Trip, Inc. Judith A. Bunge, Agent 1323 Colonial Drive, Watertown (Kwik Trip #366) 115 Portland Road One story frame construction with storage in coolers, on sales floor & behind sales counter			X	X			X
Loeder Oil Co., Inc. Daniel Lee Loeder, Agent 4410 Buckley Ridge Cir., Cottage Grove (Loeder BP Waterloo) 300 W. Madison Street Walk in cooler, sales area, backroom			X		X		X

NAME OF INDIVIDUAL/PARTNERSHIP/LLC AGENT NAME ADDRESS OF APPLICANT TRADE NAME PREMISE LOCATION PREMISE DESCRIPTION	"Class B" Intoxicating Liquor License	Class "B" Beer Beer License	Class "A" Beer License	"Class A" Intoxicating Liquor License	"Class A" Intoxicating Liquor License (Cider Only)	"Class C" Wine License	Cigarette License
Dolgencorp, LLC Chris Petitt Engelhardt, Agent 204 Kelvington Drive, Sun Prairie (Dollar General Store #15975) 200 Anna Street 8293 Sq Ft stand alone store			X	X			X
Lannoy Foods, Inc. Michael Roger Lannoy, Agent W12126 Longview Circle, Waterloo (Piggly Wiggly) 810 N. Monroe Street 1 story brick-metal building w/2 nd story office mez.			X	X			X
JC Acquistion, LLC Elizabeth A. Holzhueter, Agent N8767 Jordan Road, Waterloo (Jim's Cheese Pantry & Cafe) 410 Portland Road Patio, retail store, kitchen, office			X	X			
Kevolutionary Ventures, LLC Kevin Pickering, Agent 1320 Chestnut Street, Waterloo (Soular) 1003 N. Monroe Street Inside building, fenced rear yard, front outdoor dining area		X				X	
TOTALS	6	9	5	4	1	1	4

Council Approval: June 2, 2016



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

APPLICATION FOR ANNUAL MOBILE HOME PARK LICENSE

TO THE CLERK OF THE

CITY OF WATERLOO

COUNTY OF JEFFERSON

The undersigned hereby applies for an Annual Mobile Home Park License for the term beginning July 1, 2016 through June 30, 2017.

The applicant agrees to comply with and be bound by all the laws, ordinances, rules, regulations and penalties governing the Mobile Home Park for which this license is applied. His business name and address is:

Greeninghame Condominiums

(Trade Name)

300 Hendricks st

70 2100

(Address)

70

(Number of Parking Spaces)

A receipt is submitted herewith, showing the payment of the sum of \$2.00 for each space in the existing or proposed park, but not less than \$25.00 to the treasurer, in payment of this license.

Dated: May 2016 Signed: _____

Parker W Dow

TO BE COMPLETED BY CLERK

Date Paid: 5-2-16

Receipt Number: 32049 * 140⁰⁰

Date License Granted: _____

License Number Issued: _____

Date License Issued: _____



136 North Monroe Street
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 Phone: (920) 478-3025
 Fax: (920) 478-2021
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APPLICATION FOR ANNUAL MOBILE HOME PARK LICENSE

TO THE CLERK OF THE
 CITY OF WATERLOO
 COUNTY OF JEFFERSON

The undersigned hereby applies for an Annual Mobile Home Park License for the term beginning July 1, 2016 through June 30, 2017.

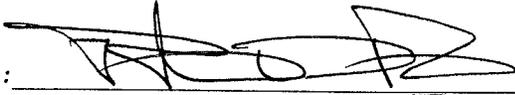
The applicant agrees to comply with and be bound by all the laws, ordinances, rules, regulations and penalties governing the Mobile Home Park for which this license is applied. His business name and address is:

W.I. Park (Trade Name)

300 Hendricks St (Address)

17 (Number of Parking Spaces)

A receipt is submitted herewith, showing the payment of the sum of \$2.00 for each space in the existing or proposed park, but not less than \$25.00 to the treasurer, in payment of this license.

Dated: May 2016 Signed: 
 Parker W Dow

TO BE COMPLETED BY CLERK

Date Paid: 5-2-16 Receipt Number: 32048 \$ 34.00

Date License Granted: _____

License Number Issued: _____

Date License Issued: _____

CITY OF WATERLOO PLAN COMMISSION
MEETING MINUTES: November 24, 2015

1. CALL TO ORDER AND ROLL CALL. Mayor Thompson called the meeting to order at 7 p.m. Commissioners present: Leisses, Crosby, Oelke, Thompson, Lannoy and Reynolds. Absent – Butzine. Others present: Tim Geschke, Hawthorn & Stone and Clerk/Treasurer Hansen.
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES. MOTION: Moved by Reynolds seconded by Oelke to approve meeting minutes for October 27, 2015 as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UNFINISHED BUSINESS
 - a. Certified Survey Map, Commercial Avenue – Larry Waldo. DISCUSSION: Hansen said area dedicated to the City at this time is finalized upon the recording of the certified survey map. MOTION: Moved by Crosby, seconded by Oelke to recommend Council approval of the certified survey map as presented. VOICE VOTE: Motion carried.
 - b. Architectural Design Review – Riverwalk Redevelopment, Assisted Living Facility – 28 units. DISCUSSION. Items 4b & 4c were both taken up at this time. Leisses presented a four page review. Hansen said the Design Review process starts and ends with the Plan Commission. Geschke provided a project outline. The consensus of the body after the City Engineer's review was to require additional parking spots to meet the appropriate number. MOTION: Moved by Leisses, seconded by Reynolds to approve the Architectural Design Review with the condition that all items referenced in the City Engineer's November 23rd memorandum be required; that additional parking spaces be added to meeting the parking requirement; and that the developer is to meet all the requirements of the CLOMAR process. VOICE VOTE: Motion carried.
 - c. Architectural Design Review – Riverwalk Redevelopment, Market Rate Apartment – 16 units. See above.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.
 - a. January 27, 2016 Workshop For Local Land Use Officials – Whitewater. Noted.
 - b. Rezoning Request C-1 To R-2, 141 W. Madison Street, Rachel Archie / On Hold. Noted.
6. ADJOURNMENT. MOTION: Moved by Crosby, seconded by Leisses to adjourn. VOICE VOTE: Motion carried. Approximate time: 7:30 pm.

Mo Hansen

Mo Hansen,
Clerk/Treasurer

**A JOINT MEETING OF THE
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES: May 9, 2016**

1. ROLL CALL AND CALL TO ORDER. Ziaja called the joint meeting to order at 7:00 p.m. in the Police Training Room of the Municipal Building. CDA Members present: Norton, Moe, Ziaja Stinnett, Hermanson and Tuttle. Absent: Freund. CDC Members present: Petts and Ziaja. Absent: Thomas. Others present: Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: April 19, 2016. MOTION: Moved by Ziaja, seconded by Hermanson to table approval of the meeting minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. DOWNTOWN SUBCOMMITTEE REPORT. No action taken as all matters addressed below.
5. UNFINISHED BUSINESS
 - a. April Downtown Store Front Initiative. DISCUSSION: Referencing meeting material Tuttle identified the former Tom's Pizza location as without a sizable storefront. She suggested that 115 was now owned by Scott Hartwig. She asked that calls be made to those yet to respond. Hansen said he would make follow-up calls. No action taken.
6. NEW BUSINESS
 - a. Sponsoring A 2016 Cinco de Mayo Event. DISCUSSION: Norton reported that she was asking for donations for a Cinco de Mayo event slated for May 28 at Firemen's Park. She submitted text to consider for relating to the CDA's involvement. He said the Waterloo Community Foundation (Steve Battenberg) would serve the fiduciary agent for the event. She said she and Gregorio Ayala would cover all expense above funds raised for the event. Stinnett provided a white board list outlining pros/cons for structuring sub-committee operations. Hermanson said the foundation should acknowledge donations in such a way to allow for the donations to easily be identified as tax deductible.

The following motions were adopted unanimously:

Motion #1 The CDA/CDC will support activities/events suggested by the Subcommittee on Developing Community Activities/Events in the form of leadership as needed; organizational support; sharing of resource information; vouching for; moral and psychological support; promotion; and patronization.

Motion #2 The CDA/CDC will support Waterloo's first Cinco de Mayo celebration, to be held on 5/28/16. Organizers will report back to the CDA/CDC on planning updates at the next CDA/CDC meeting on 5/17th. A final report of the event will be presented to the CDA/CDC meeting in June, 2016.

Motion #3 Regarding donated funds from individuals/organizations/businesses toward Waterloo's first Cinco de Mayo celebration on 5/28/16, checks may be made out to Waterloo Community Foundation

7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Next Meeting – 3rd Tuesday Of The Month, May 17, 2016 at 6:30 pm.
8. ADJOURNMENT. By unanimous consent the meeting adjourned. Approximate time: 8:10 pm.

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
April 20, 2016
5:00 p.m.**

1. **Call to Order and Roll Call.** Steve Battenberg called the meeting to order at 5:00 p.m. CATV board members present: Bobbi Foutch-Reynolds, Dale Van Holten, Shannon Koele, CATV Director Jesus Burgos and Mo Hansen Clerk/Treasurer.
2. **Approval of Previously Unapproved Meeting Minutes**
Moved by Bobbi Foutch-Reynolds to approve the minutes from the past meeting with the change in the minutes to include Shannon Koele's suggestion of transferring the CATV Facebook account over to the City of Waterloo Facebook Business account. Seconded by Dale Van Holten. **Voice vote:** Approved.
3. **Citizen Input** None
4. **Director's Report**
Jesus Burgos reported that he only had two videographers and he needed three in order to cover the Waterloo School district sport activities. In the past Jesus Burgos would be that third person but that was making him go over his regular hours. Jesus Burgos added that in order to solve this problem we could use the mini Pro cams, have them mounted in the court at an angle to capture each side of the court and have only one tech on the center cam along with the director switching between cameras. This would allow us to work with two videographers. The price for cameras are from \$200-\$300. We would have to meet with Brad Donner to see if he would allow us to put up some permanent cabling.
5. **Unfinished Business**
 - A. Mo Hansen mentioned that in the last meeting the board wanted a business plan for the Waterloo Regional Trailhead and CATV Station Synergy, but that it all boiled down to is bringing one person in for a test period to generate sales at a heavy emphasis on commission. After a test period we would have to go figure out what our costs would be for production of content. Mo Hansen also mentioned as a next step that we would have to work on the idea of including online along with on air possibilities for creating a rate sheet.
 - B. Jesus Burgos reported on the upgrade from analog to digital. Jesus mentioned that the delay of being able to report sooner was caused by Charter Cable since they are not getting back to him with cost for transferring from analog to digital. Jesus Burgos did have the cost of the equipment we would need from Leightronix such as \$13,000.00 per channel x 2 = \$26,000.00 along with two video modulators at a cost of \$3,000.00 x 2 = \$6,000.00 for a total cost of \$32,000.00. Since the cost for installation from cable was missing the board could not make a final decision until they had the cost included from Charter.
6. **New Business**
 - Charter internet upgrade**
Mo Hansen mentioned that the problem causing the need to upgrade the Charter internet was caused by some old hardware that had to be replaced by Badgerland Computers and Charter. He also mentioned that these costs will not be in the thousands and that it was looking more like \$250.00-\$300.00 to replace the modem and firewall and that the Clerk's office will cover those costs. Mo Hansen also suggested that in the future the board should consider a greater bandwidth for the cable station since we were only going to continue to grow.

7. Future agenda items for meeting on May 25, 2016 at 4:30 pm.

- A. Waterloo Regional Trail Head and CATV Station Synergy
- B. CATV Upgrade from analog to Digital
- C. Directors scheduled work hours

8. Adjournment

Motion: Moved by Laura Cotting, seconded by Shannon Koele to adjourn. **Voice vote:** Motion carried.



Jesus Burgos
WLOO CATV Coordinatpr