



136 North Monroe Street
Waterloo, WI 53594
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www.waterloowi.us

CITY OF WATERLOO COUNCIL AGENDA
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET
Thursday, September 1, 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: August 18, 2016
3. PUBLIC COMMENT
4. CONSENT AGENDA ITEMS
 - a. Approval Of Operator's License For License Period Ending June 30, 2017
 - i. Courtney L. Falk, 250 Tamarack Drive, #8, Lake Mills
 - ii. James D. Forman, 312 Anna Street, Waterloo
 - iii. Nichole J. Marks, 417 Hilcrest Drive, Beaver Dam
 - iv. Danielle M. Petersen, 137 N. Monroe Street, Waterloo
 - b. Resolution 2016-41, Requesting Exemption from County Library Tax
 - c. Resolution 2016-42, Declaring The Necessary Number of Election Official Positions And Directing The Clerk/Treasurer To Fill Vacancies Per 7.30(2)(b) Wis. Stat.
 - d. Approval Of Temporary Sign Permit, Sussek Machine Company
5. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
 - a. Finance, Insurance & Personnel Committee
 - i. Resolution 2016-44 Amending The 2016 Budget, Transferring Within Fund 225 \$1,600 from Security to Seasonal Employees
6. NEW BUSINESS
 - a. Resolution 2016-43 Authorizing A Land Lease Renewal With Meadowbrook Apartment Homes, LLC For Use Of The Unimproved Portion Of 680 Mckay Way As Park Space
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
8. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

Posted and Emailed: 08/29/2016

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.

-Finance, Insurance & Personnel Committee – July 21, 2016

CITY OF WATERLOO COMMON COUNCIL
MEETING MINUTES: August 18 2016

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL. Mayor Thompson called the meeting to order at 7:00 p.m. Alderpersons present: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Absent: none. Others present: Crissy Brey, the Courier; Tammy Krueger with the Watertown Daily Times; Library Director Kelli Mountford; Officer Thomford; WLOO videographers and Clerk/Treasurer Hansen. The Pledge of Allegiance was recited.
2. MEETING MINUTES APPROVAL: August 4, 2016. MOTION: Moved by Quimby, seconded by Griffin to approve the minutes as presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. COMMUNICATIONS TO THE CITY COUNCIL
 - a. Community Conversation Invitation - Karl Junginger Memorial Library Strategic Plan. Mountford said the August 25th, 5:30 pm meeting would include library & community planning element. A light meal would be provided by Soular Pizza & Grill
5. CONSENT AGENDA ITEMS. MOTION: Moved by Springer, seconded by Thomas 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 July/August 2016
 - ii. Waterloo Active Fire Department For July 2016
 - iii. Building Inspector - Building, Plumbing, And Electrical Permits For July 2016
 - iv. Public Works Director Gary Yerges For July 2016
 - v. Interim Police Chief Lange For July 2016
 - vi. Library Director Kelli Mountford For July 2016
 - vii. Waterloo Water & Light Commission – July 19, 2016 and August 2, 2016
 - viii. Watertown Humane Society For July 2016
 - b. Approval Of Operator's License For License Period Ending June 30, 2017
 - i. Ryan Theis, 1585 Eastgate Drive, #2, Watertown
6. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
 - a. Finance, Insurance & Personnel Committee
 - i. Payroll For July 2016 - \$69,349.15. MOTION: Moved by Springer, second by Quimby to approve payroll in the stated amount. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.
 - ii. General Disbursements – July 22, 2016 Through August 18, 2016. MOTION: Moved by Springer, second by Quimby to approve disbursements as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.
 - iii. Treasurer's Report & Budget Reports For July 2016. MOTION: Moved by Springer, second by Griffin to approve the reports as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.
7. NEW BUSINESS
 - a. Resolution #2016-39 Entering Into A Contract Between The City Of Waterloo And Rolling & Barnes LLC For Appraisal Work At 333 Portland Road. MOTION: Moved by Springer, second by Stinnett to approve the resolution as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Thomas, Stinnett and Petts. Noes: none with Griffin abstaining. Motion carried.
 - b. Resolution #2016-40 Awarding A Contract To Visu-Sewer For Sanitary Sewer Slip Lining Improvements For Portions Of Adams Street. MOTION: Moved by Springer, second by Griffin to approve the reports as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS # Springer announced a 2nd budget meeting for September 8th at 5:30 pm covering the Library and Police Department. # Ziaja announced an October 8th 5 pm benefit concerts featuring Big Spoon at Firemen's Park benefiting a cancer patient.

9. ADJOURNMENT. MOTION: Moved by Springer, seconded by multiple person to adjourn. Motion carried unanimously. Approximate time: 7:40 pm.



Attest:

Mo Hansen

Clerk/Treasurer

2016-09-01 COUNCIL APPROVAL 2015-2017 OPERATOR'S LICENSES

LAST NAME	FIRST NAME	MI	HOUSE #	STREET NAME	CITY	VIOLATIONS	NEW/RENE	LICENSE #	EMPLOYER
FALK	COURTNEY	L	250	TAMARACK DR, #8	LAKE MILLS		NEW	117"OP"2015/2017	KWIK TRIP
FORMAN	JAMES	D	312	ANNA ST	WATERLOO		NEW	115"OP"2015/2017	KWIK TRIP
MARKS	NICHOLE	J	417	HILCREST DR	BEAVER DAM	LIST FILED	NEW	116"OP"2015/2017	THE MT BAR
PETERSEN	DANIELLE	M	137	N MONROE ST	WATERLOO		NEW	114"OP"2015/2017	END ZONE

RESOLUTION #2016-41

Resolution Requesting Exemption from County Library Tax

WHEREAS the Jefferson County Board has established a county library service and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes, and

WHEREAS Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city is exempt from the county library tax if it levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county library tax rate in the prior year multiplied by the equalized valuation of the property in the city or village for the current year, and

WHEREAS the City of Waterloo will, in 2017, appropriate and expend an amount in excess of that calculated above,

NOW THEREFORE BE IT RESOLVED that the City of Waterloo hereby requests of the Jefferson County Board of Supervisors that the City of Waterloo be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2).

BE IT FURTHER RESOLVED that copies of this resolution be forwarded by the City Clerk to the following parties:

ADMINISTRATOR
Jefferson County Library Council
Dwight Foster Public Library
209 Merchants Avenue
Fort Atkinson, WI 53538

COUNTY CLERK
311 S. Center Ave, Room 109
Jefferson, WI 53549

Fiscal Note:

Estimated Municipal 2017 Library Appropriation \$ 210,842

Date Passed: _____

Vote: _____

Authorized Signature

Title of Person Signing

Jefferson County Library Exemption Minimum

Prior year rate for Library Levy = (2015 equalized value, 2016 budget)	0.000337902	
	2016	(2017 Budget Year)
	EQUALIZED VALUE	MINIMUM TO
	<hr/>	EXEMPT 2016
Village of Cambridge**	5,596,500	\$ 1,891
Village of Johnson Creek	199,878,700	\$ 67,539
Village of Palmyra	114,566,700	\$ 38,712
City of Fort Atkinson	840,990,500	\$ 284,172
City of Jefferson	458,130,200	\$ 154,803
City of Lake Mills	462,743,400	\$ 156,362
City of Waterloo	199,605,600	\$ 67,447
City of Watertown **	780,729,700	\$ 263,810
City of Whitewater **	51,211,300	\$ 17,304
	<hr/>	
	<u><u>3,113,452,600</u></u>	

** These municipalities have residents in multiple Counties, therefore there are additional aggregate full values that need to be added to their municipal values to determine their needed appropriations.



**Jefferson County
Finance Department**

311 S. Center Ave. Room 109
Jefferson, WI 53549
Telephone (920) 674-7434
Fax (920) 674-7368

Brian L. Lamers, CPA
Finance Director

Cindy Diestelmann
Jayne Hintzmann
Donna Miller
Tamara L. Worzalla, CPA

August 18, 2016

Municipal Libraries in Jefferson County:

This letter is a reminder to all municipal libraries in Jefferson County that your village or city must tax and appropriate a minimum amount to your library fund for 2017 expenditures in order to qualify for an exemption from the Jefferson County library tax. I have enclosed a spreadsheet that lists the **MINIMUM APPROPRIATION** for each of you to qualify for this exemption. *Note that if your municipality is situated in two counties, you must also coordinate this calculation with that other county.*

I have also summarized below how this calculation is made:

From Wisconsin Statutes 43.64

1. Divide the amount of tax levied by the county for public library service in the prior year by the equalized valuation of property in that area of the county that was subject to the county property tax levy for public library services in the prior year.
2. Multiply the amount determined above by the equalized valuation of property in the city, village, town, or school district for the current year.

Your municipal governing body must also pass a resolution annually requesting an exemption from the county library tax. Section 43.64 of the Wisconsin Statutes requires this procedure to avoid double taxation of your municipality for library purposes.

The County Clerk's office calculates the tax assessment in the middle of November. Please have your resolution acted upon and mailed to arrive by November 1st. If not on file when the tax assessment is calculated, your municipality will be taxed as required by Wisconsin Statutes.

An electronic copy of the sample resolution is available if you would like to receive it.

If you have any problems or questions concerning this issue, please feel free to contact me at 920-674-7142.

Sincerely,

Brian Lamers, CPA
Finance Director
Jefferson County



136 North Monroe Street, Waterloo, Wisconsin 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021

RESOLUTION #2016-42
DECLARING THE NECESSARY NUMBER OF ELECTION OFFICIAL POSITIONS AND
DIRECTING THE CLERK/TREASURER TO FILL VACANCIES PER 7.30(2)(b) WIS.
STATS.

WHEREAS, Wisconsin State Statutes §7.30 allows for the Clerk/Treasurer to fill Election Official vacancies.

WHEREAS, due to the expected turnout for the November General Election additional Election Officials positions are warranted to best service the public; and,

WHEREAS, the Clerk/Treasurer has identified the necessary number of Election Official to be 19.

NOW, THEREFORE BE IT RESOLVED, that the City Council declares the necessary number of Election Official positions to be 19 and directs the Clerk/Treasurer to appoint qualified electors to fill the existing vacancies.

PASSED AND ADOPTED this 1st day of September 2016.

Robert H. Thompson, Mayor

Attest:

Morton J. Hansen, Clerk/Treasurer

SPONSOR(S) – Clerk/Treasurer

FISCAL EFFECT – Hourly rate \$7.73. One day increase in labor expense of \$475.



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
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APPLICATION FOR TEMPORARY SIGN/BILLBOARD
 (Review and Action by City Plan Commission/Common Council)

Name and Address of Applicant: Sussek Machine Company
805 Pierce St Waterloo WI 53594

Location of Property on which Sign/Billboard is to be Located: ¹⁾ 213 Portland Road
²⁾ East, STH 89 "Welcome to Waterloo", ³⁾ West STH 19 ⁴⁾ East STH 19

Owner of Property on which Sign/Billboard is to be Located: ¹⁾ Mark Berg
²⁾ Dunneisen Excavating ³⁾ McKay Dursey ⁴⁾ McKay

Zoning District in which Sign/Billboard is to be Located: ¹⁾ R-2 Single Family, ²⁻³⁻⁴⁾ Agricultural

TYPE OF SIGN: Ground _____ Wall _____ Roof _____ Window _____ Special Event
 Advertising _____ Business _____ Industrial _____ Shopping Center _____ Banner
 _____ Industrial Park _____ Billboard _____ Illuminated _____ Non-Illuminated _____ Memorial
 _____ Bulletin Board _____ Real Estate _____ Warning _____ Directional _____ Other

Sign/Billboard Size: Length 8 Height 3 Square Feet 192
4 signs

Submit Sign/Billboard Site Plan and the Following Information:

1. Construction materials and dimensions.
2. Distance from grade to bottom and top of graphic.
3. Distance of Sign/Billboard from public right-of-way.
4. Proposed Sign/Billboard location in relation to property lines.
5. Design calculations for 30# wind load (except flush mounted signs).

I hereby agree to locate, construct and maintain such Sign/Billboard in compliance with the applicable requirements of the Municipal Code of the City of Waterloo.

Date: 8-26-16

[Signature]
 Signature of Applicant

Plan Commission Action _____ Fee Paid _____
 Council Action _____ Receipt # _____
 Permit # _____
 Date Issued _____ Date Paid _____

Fee: 10 sq. ft. or smaller - \$10.00 minimum
 Each additional sq. ft. \$1.00 to a maximum of \$50.00 for a 50 sq. ft. sign or larger.

RESOLUTION #2016-44

AMENDING THE 2016 BUDGET, TRANSFERRING WITHIN FUND 225 \$1,600 FROM SECURITY TO SEASONAL EMPLOYEES

WHEREAS, the City of Waterloo has levied taxes and appropriated monies for expenditures for City operations in 2016, and

WHEREAS, on August 18th, 2016 the Finance, Insurance & Personnel Committee recommended the following amendment.

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Waterloo that the 2016 budget be amended as follows:

AMENDMENT DUE TO TRANSFER WITHIN FUND

		ADJUSTMENT	AMENDED	
FUND 225		2016	2016	
SPECIAL REVENUE PARKS		BUDGET	BUDGET	
EXPENDITURES				
225-55-5510-291	FIREMEN'S PARK SECURITY CONTRACT	1,600.00	-1,600.00	0.00
225-55-5522-124	PARKS SEASONAL GROUNDS	7,600.00	1,600.00	9,200.00
	TOTALS	9,200.00	0.00	9,200.00

ADOPTED at a regular meeting of the Common Council on September 1, 2016.

Robert H. Thompson, Mayor

Morton J. Hansen, City Clerk/Treasurer



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RESOLUTION #2016-43

AUTHORIZING A LAND LEASE RENEWAL WITH MEADOWBROOK APARTMENT HOMES, LLC FOR USE OF THE UNIMPROVED PORTION OF 680 MCKAY WAY AS PARK SPACE

Whereas, Steve Brown Apartments, the management entity for Meadowbrook Apartment Homes LLC, and the City of Waterloo have entered into an agreement to lease land to use as park space adjacent to the Waterloo Regional Trailhead for one dollar, which has expired.

Now Therefore Be It Resolved, by the Common Council of the City of Waterloo, Wisconsin, that it authorizes the Mayor to sign a \$1 lease renewal agreement, with the same terms as the expired agreement for the northern most unimproved portion of 680 McKay Way.

PASSED AND ADOPTED this 1st day of September, 2016.

City of Waterloo

Signed: _____
Robert H. Thompson, Mayor

Attest:

Morton J. Hansen, Clerk/Treasurer

SPONSOR(S) – Clerk/Treasurer
FISCAL EFFECT – none

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

July 21, 2016

1. CALL TO ORDER AND ROLL CALL. The meeting was called to order at 6:30 p.m. Members present: Quimby & Griffin. Absent: Springer. Also attending: Mel Tucker, Library Director Kelli Mountford, Mayor Thompson and Graff, Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: JUNE 16, 2016. MOTION: Moved by Griffin, seconded by Quimby to approve the meeting minutes as listed and presented. VOICE VOTE: Motion carried with Springer absent.
3. PUBLIC COMMENT
4. NEW BUSINESS
 - a. Rental Rates for Tucker's Driving Academy, 117 E. Madison Street. DISCUSSION: Mel Tucker said he uses the facility one week a month at most; that the air conditioning is left on when the City Band uses the room; that most of the energy use is consumed by the food pantry. He said he made a partial payment and suggested a monthly rate change from \$500 to \$125. Griffin inquired about internet use, suggesting it could be removed. He said the hot water heater could be another item that would be turned on/off when needed. He also noted the cost of cleaning and internet. MOTION: Moved by Quimby seconded by Griffin to recommend to Council changing the rent from \$500 per month to \$125 per month. VOICE VOTE: Motion carried with Springer absent. FURTH
 - b. Payroll For June 2016 - \$70,740.68. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of payroll as listed and presented. VOICE VOTE: Motion carried with Springer absent.
 - c. General Disbursements – June 17, 2016 Through July 21, 2016. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of general disbursements as listed and presented. VOICE VOTE: Motion carried with Springer absent.
 - d. Treasurer's Report & Budget Reports For May and June 2016. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of all reports as listed and presented. VOICE VOTE: Motion carried with Springer absent.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. 2017 Budget Deliberations. Noted.
 - b. Donation From The Estate Of Dorothy Ballentine. Noted.
 - c. Quimby and Griffin requested a review of 117 E. Madison Street operating costs for next meeting.
6. ADJOURNMENT. MOTION: Moved by Quimby, seconded by Griffin to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:50 p.m.

Attest:



Mo Hansen
Clerk/Treasurer