



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

---

**CITY OF WATERLOO COUNCIL AGENDA**  
**COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET**  
**Thursday, October 6, 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: September 15, 2016
3. PUBLIC COMMENT
4. PUBLISHED NOTICES
  - a. Voting By Absentee Ballot For November 8, 2016 General Election
5. CONSENT AGENDA ITEMS
  - a. Approval Of Operator's License For License Period Ending June 30, 2017
    - i. Windy S. Dix, N1749 Cty Road T, Waterloo
6. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
  - a. Finance, Insurance & Personnel Committee
    - i. Resolution #2016-51 Allocating \$2,000 From The 2016 General Fund Contingency Line Item To Support Waterloo Area Historical Society Steeple Clock Tower Repairs At Its East Polk Street Museum
  - b. Community Development Authority
    - i. Resolution #2016-52 Waiving All 2017 Municipal Impact Fees And Building Fees, And Directing The Creation And Implementation Of Promotional Efforts In Support Of The Construction Of Waterloo Single Family Dwellings – Find Your Path Here, 2017
  - c. Public Works & Property Committee
    - i. Resolution #2016-53 Rejecting 2016 Sidewalk Bids And Scheduling A February 2017 Re-bid
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
8. ADJOURNMENT

Mo Hansen  
Clerk/Treasurer

Posted and Emailed: 09/30/2016

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.

- Waterloo Fire & EMS – various 2016
- Finance, Insurance & Personnel – September 8, 2016
- Karl Junginger Memorial Library Board – August 17, 2016
- Parks Commission – August 10, 2016
- Public Works & Property – August 4, 2016

**CITY OF WATERLOO COMMON COUNCIL**  
**MEETING MINUTES: September 15, 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 Petts. Absent: Stinnett. Others present: Dawn Gunderson with Ehlers & Associates; Joy Bisco with Waterloo Utilities; Agnes Yanke; Joyce Soldner; Diane Graff, the Courier; Tammy Krueger with the Watertown Daily Times; Parks Director Gabe Haberkorn; Interim Police Chief Lange; WLOO videographers and Clerk/Treasurer Hansen. The Pledge of Allegiance was recited.
2. MEETING MINUTES APPROVAL: September 1, 2016. MOTION: Moved by Springer, seconded by Griffin to approve the minutes as presented noting a Quimby correction. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. Joyce Soldner spoke in favor of a pharmacy locating in Waterloo.
4. COMMUNICATIONS TO THE CITY COUNCIL. Noted.
  - a. Citizen Complaint, Stan Peschl, 533 Park Avenue
  - b. Published Public Notices, Advertisements For Bids: (a) Anna Street Sidewalk Improvements; (b) 2016 Pavement Micro Surfacing Program; (c) 2016 Pavement Resurfacing Program
5. CONSENT AGENDA ITEMS. MOTION: Moved by Quimby, seconded by Thomas to approve the consent agenda items as presented. VOICE VOTE: Motion carried.
  - a. Reports Of City Officials And Contract Service Providers
    - i. Parks Coordinator Gabe Haberkorn For August 2016
    - ii. Waterloo Active Fire Department For August 2016
    - iii. Building Inspector - Building, Plumbing, And Electrical Permits For August 2016
    - iv. Public Works Director Gary Yerges For August 2016
    - v. Interim Police Chief Lange For August 2016
    - vi. Library Director Kelli Mountford For August 2016
    - vii. Waterloo Water & Light Commission – September 6, 2016
    - viii. Watertown Humane Society For August 2016
  - b. Approval Of Operator’s License For License Period Ending June 30, 2017
    - i. Trevor Brannon, 104 ½ East Madison Street Apt. A, Waterloo
6. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
  - a. Finance, Insurance & Personnel Committee
    - i. Payroll For August 2016 - \$64,723.78. MOTION: Moved by Springer, seconded by Quimby to approve payroll in the stated amount. ROLL CALL VOTE: Motion carried unanimously.
    - ii. General Disbursements – August 19, 2016 Through September 15, 2016. . MOTION: Moved by Springer, seconded by Quimby to approve general disbursements as presented. ROLL CALL VOTE: Motion carried unanimously.
    - iii. Treasurer’s Report & Budget Reports For August 2016. MOTION: Moved by Springer, seconded by Quimby to the reports as presented. ROLL CALL VOTE: Motion carried unanimously.
    - iv. Resolution #2016-45 Revising The Waterloo Façade & Tenant Improvement Matching Grant Programs. MOTION: Moved by Springer, seconded by Quimby to approve the resolution as presented. ROLL CALL VOTE: Motion carried unanimously.
  - b. Water & Light Commission
    - i. Resolution #2016-46 Approving A 3% Sanitary Sewer Rate Increase. DISCUSSION: Ziaja called for more information comparing rates across communities. Joy Bisco said a portion of the increase was for removing phosphorus from the effluent. MOTION: Moved by Springer, seconded by Thomas to approve the resolution as presented. ROLL CALL VOTE: Ayes: Quimby, Springer, Griffin, Thomas and Petts. Noes: Ziaja with Stinnett absent. Motion carried.
    - ii. Resolution #2016-47 Providing For The Sale Of \$1,325,000 Combined Utility Revenue Bonds Series 2016A. DISCUSSION: Dawn Gunderson reviewed a pre-sale report. MOTION: Moved by Springer, seconded by Thomas to approve the resolution as presented. ROLL CALL VOTE: Motion carried unanimously.
7. NEW BUSINESS

- a. Resolution #2016-48 Entering Into A Revised State/Municipal Agreement For State Let Highway Project 3050-02-02/20/40/72/73 (2017 STH 19 Road Construction). MOTION: Moved by Quimby, seconded by Thomas to approve the resolution as presented. ROLL CALL VOTE: Motion carried unanimously.
  - b. Resolution #2016-49 Approving A Quit Claim Deed To Hawthorne & Stone Inc. Relating To 2017 STH 19 Road Construction. MOTION: Moved by Thomas, seconded by Quimby to approve the resolution as presented. ROLL CALL VOTE: Motion carried unanimously.
  - c. Resolution #2016-50 Delegating Authority To The Mayor To Award A 2016 Pavement Resurfacing Program Contract, And 2016 Pavement Micro Surfacing Program. MOTION: Moved by Springer, seconded by Quimby to approve the resolution as presented. ROLL CALL VOTE: Motion carried unanimously.
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
9. ADJOURNMENT. MOTION: Moved by Springer, seconded by Quimby to adjourn. Motion carried unanimously. Approximate time: 7:45 pm.



Attest:  
Mo Hansen  
Clerk/Treasurer

**OFFICIAL NOTICE  
VOTING BY ABSENTEE BALLOT  
FOR NOVEMBER 8, 2016  
GENERAL ELECTION**

**VILLAGE OF MARSHALL (DANE CO.) WI. - TOWN OF MEDINA (DANE CO.) WI.-  
CITY OF WATERLOO (JEFFERSON CO.) WI. - TOWN OF PORTLAND (DODGE CO.) WI. -  
TOWN OF WATERLOO (JEFFERSON CO.) WI. - TOWN OF YORK (DANE CO.) WI.**

Any qualified elector who is unable or unwilling to appear at the polling place on Election Day may request to vote an absentee ballot. A qualified elector is any U.S. citizen, who will be 18 years of age or older on Election Day, who has resided in the ward or municipality where he or she wishes to vote for at least 10 consecutive days before the election. The elector must also be registered in order to receive an absentee ballot. Proof of identification must be provided before an absentee ballot may be issued.

**You must make a request for an absentee ballot in writing.**

Contact your municipal clerk and request that an application for an absentee ballot be sent to you for the primary or election or both. You may also submit a written request in the form of a letter. Your written request must list your voting address within the municipality where you wish to vote, the address where the absentee ballot should be sent, if different, and your signature. You may make application for an absentee ballot by mail, email or in person.

**Making application to receive an absentee ballot by mail**

**The deadline for making application to receive an absentee ballot by mail is:  
5 pm on the fifth day before the election, THURSDAY, NOVEMBER 3, 2016.**

**Note:** Special absentee voting application provisions apply to electors who are indefinitely confined to home or a care facility, in the military, hospitalized, or serving as a sequestered juror. If this applies to you, contact the municipal clerk regarding deadlines for requesting and submitting an absentee ballot.

**Voting an absentee ballot in person**

You may also request and vote an absentee ballot in the clerk's office or other specified location during the days and hours specified for casting an absentee ballot in person.

**The first day to vote an absentee ballot in the clerk's office was:  
MONDAY, OCTOBER 3, 2016**

**The last day to vote an absentee ballot in the clerk's office:  
FRIDAY, NOVEMBER 4, 2016 5:00 P.M.**

No in-person absentee voting may occur on the day before the election.

**Village of Marshall** - Lindsey Reno, Clerk  
130 S. Pardee St., Box 45  
Marshall, WI. 53559-0045  
Phone # (608) 655-4017 ext. 202  
Mon-Thurs: 8:00 a.m. - 4:30 p.m.; Fri: 8:00 a.m.-1:00 p.m.  
Friday, August 5, 2016 8:00 a.m. – 5:00 p.m.

**Town of Medina** - Patrick LeMahieu, Clerk  
5347 Missouri Road  
Marshall, WI. 53559  
Phone # (608) 886-8691  
Available by Appointment

**Town of Portland** – Nancy Thompson  
N120 Hickory Lane  
Waterloo, WI. 53594  
Phone # (920) 478-3724  
Available by Appointment

**Town of York** – Nicole Bronkhorst, Clerk  
398 Sun Prairie Rd  
Waterloo, WI. 53594  
Phone # (608) 516-0828  
Available by Appointment, Mon-Fri: 8:00 a.m. – 5:00 p.m.

**Town of Waterloo**- Cindy Schroeder  
N7874 Hwy 89  
Waterloo, WI. 53594  
Phone # (920) 648-3230  
Available by Appointment

**City of Waterloo** – Morton Hansen  
136 North Monroe Street  
Waterloo, WI. 53594  
Phone # (920) 478-3025  
September 22 to October 21: 8:00 a.m. – 4:30 p.m. (MONDAY – FRIDAY)  
October 24 to October 28: 8:00 a.m. – 7:00 p.m. (MONDAY – FRIDAY)  
October 29: 8:00 a.m. – 1:00 p.m. (SATURDAY)  
October 31 to November 4: 8:00 a.m. – 7:00 p.m. (MONDAY – FRIDAY)  
November 5: 8:00 a.m. – 1:00 p.m. (SATURDAY)

The municipal clerk will deliver voted ballots returned on or before Election Day to the proper polling place or counting location before the polls close on November 8, 2016. Any ballots received after the polls close will not be counted.

---

# 2016-10-06 COUNCIL APPROVAL 2015-2017 OPERATOR'S LICENSES

LAST NAME	FIRST NAME	MI	HOUSE #	STREET NAME	CITY	VIOLATIONS	NEW/RENEW	LICENSE #	EMPLOYER
DIX	WINDY	S	N1749	CTY ROAD T	WATERLOO		NEW	119"OP"2015/2017	LOEDER BP



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

---

**RESOLUTION #2016-51**  
**Directing \$2,000 From The 2016 General Fund Contingency Line Item**  
**To Support Waterloo Area Historical Society Steeple Clock Tower Repairs**  
**At Its East Polk Street Museum**

**Whereas**, the City of Waterloo thanks the Waterloo Area Historical Society for its long-standing and enduring commitment to Waterloo's history, enriching the lives of residents and society at-large, and;

**Whereas**, the Waterloo Area Historical Society has diligently cared for its museum located on East Polk Street (the former Catholic Church) making available for public viewing exhibits and historic articles and artifacts of all size, type and kind in a one-of-a-kind museum featuring the life and times of Waterloo, and;

**Whereas**, the need for steeple repairs have been identified by way of observation by the use of drone fly overs, leading the Society to embark on a fund raising campaign dedicated to the to repair the tall steeple on East Polk Street.

**Therefore Be It Resolved**, by the Common Council of the City of Waterloo, Wisconsin, that it hereby allocates \$2,000 from General Fund Contingency Line Item (100-51-5190-900) to be paid out to the Society for the purpose of assisting with steeple repairs.

**PASSED AND ADOPTED** this 6<sup>th</sup> day of October, 2016.

**City of Waterloo**

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

Attest:

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

SPONSOR(S) – Finance, Insurance & Personnel Committee  
FISCAL EFFECT – \$9,000 budgeted for 2016 contingency expenses. \$7,000 remains after this disbursement.



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

---

**RESOLUTION #2016-52**  
**Waiving All 2017 Municipal Impact Fees And Building Fees,**  
**And Directing The Creation And Implementation Of Promotional Efforts In Support Of The**  
**Construction Of Waterloo Single Family Dwellings - Find Your Path Here, 2017**

**Whereas**, the Community Development Authority and the Community Development Committee at its regularly scheduled joint September meeting voting unanimously to recommend to Council advancing promotional efforts to interest those seeking new single-family dwellings to build in Waterloo, and:

**Whereas**, the Community Development Authority in prior years, carried out oversight for Waterloo promotional efforts, and:

**Whereas**, the construction of new single-family homes will complement new multi-family residential development -- current and future -- along with complementing the existing housing stock generally, and:

**Whereas**, incentivizing building in our community can be accomplished by lowering the overall cost of building within the City of Waterloo by waiving impact fees and all other municipal building fees.

**Therefore Be It Resolved**, by the Common Council of the City of Waterloo, Wisconsin, that it hereby waives all 2017 municipal impact fees and building fees and directs the creation and implementation of promotional efforts in support of the construction of single family dwellings hereby naming this initiative: FIND YOUR PATH HERE 2017. It further directs the Clerk/Treasurer to invite the participation of private sector entities to further incentivize and to further promote this initiative.

**PASSED AND ADOPTED** this 6<sup>th</sup> day of October, 2016.

**City of Waterloo**

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

Attest:

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

SPONSOR(S) – Community Development Authority and Community Development Committee

FISCAL EFFECT – 2017 loss of revenue could potentially range from \$0 to \$15,000, depending upon how many new home are, or are not, built. Charges for each new home are estimated at \$3,800 per new home. Each new home would generate an estimated \$17,500 in new municipal property tax revenue over a five year period.



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

---

**RESOLUTION #2016-53**  
**Rejecting 2016 Sidewalk Bids And Scheduling A February 2017 Re-bid**

**Whereas**, September bids for 2016 sidewalk improvements planned for Anna Street and for existing sidewalk adjacent to one parcel on the south side of the community, came in greater than budgeted due to Clerk/Treasurer project implementation delays and due to fall bidding.

**Therefore Be It Resolved**, by the Common Council of the City of Waterloo, Wisconsin, that it hereby rejects all 2016 sidewalk bids and directs municipal staff to re-bid this work in February of 2017.

**PASSED AND ADOPTED** this 6<sup>th</sup> day of October, 2016.

**City of Waterloo**

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

Attest:

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

SPONSOR(S) – Clerk/Treasurer

FISCAL EFFECT – A re-bid may result in lower project costs to those being considered for a special assessment to pay for the improvements, and to taxpayers as a whole – a segment of this work must be a municipal cost and cannot be a special assessment.

## Mo Hansen

---

**From:** Mo Hansen <cityhall@waterloowi.us>  
**Sent:** Tuesday, September 27, 2016 12:55 PM  
**To:** City of Waterloo, Mayor; Bob Thompson Traveling (zip53594Mayor@hotmail.com)  
**Cc:** 'dpw@waterloowi.us'  
**Subject:** 2016 Sidewalk Work / Anna Street and Misc

Mayor Thompson & City Council,

Bids for 2016 sidewalk work have come in higher than budgeted and higher than estimated by Kunkel Engineering. This is likely a result of my delay in getting the project to the bid stage prior to Fall weather. Because much of this work involves special assessments to property owners, plowing ahead in 2016 would unnecessarily burden the property owners involved.

I am recommending rejecting the lowest responsible bid, and rebidding in February.

*Mo Hansen*

Clerk/Treasurer  
City of Waterloo  
office: 920.478.3025  
[CityHall@Waterloowi.us](mailto:CityHall@Waterloowi.us)

*Follow Waterloo on Facebook >*

| **WEB** | **INFO ALERTS SIGN-UP** |

---

136 North Monroe Street • Waterloo, WI 53594-1198 • Fax: 920.478.2021

**City of Waterloo, Wisconsin**  
**COST ESTIMATE**  
**Anna Street Sidewalk Improvements**  
**Miscellaneous Sidewalk Improvements**

September 26, 2016

**Anna Street Quantities**  
 Monroe Street to Lum Avenue, Southside Only

Install new 4 inch concrete sidewalk.

<b>Quantity</b>	<b>Unit</b>	<b>Item</b>	<b>Unit Cost</b>	<b>Item Cost</b>
1	LS	Unclassified Excavation	\$6,062.00	\$6,062.00
2484	SF	PCC Sidewalk, 4"	\$6.10	\$15,152.40
583	SF	PCC Sidewalk, 6"	\$6.74	\$3,929.42
2	EA	Detectable Warning Field	\$275.00	\$550.00
5	TN	Hot Mix Asphalt Pavement, 4 LT 58-28 S	\$250.00	\$1,250.00
250	LF	Latex Pavement Marking, 6"	\$1.80	\$450.00
350	SY	Topsoil and Seeding	\$15.85	\$5,547.50
1	LS	Erosion and Sediment Control	\$700.00	\$700.00
1	LS	Traffic Control and Access	\$775.00	\$775.00
		Engineering and Inspection		\$5,506.61
<b>Total Construction Cost</b>				<b>\$39,922.93</b>

**Miscellaneous Sidewalk Quantities**

Jackson Street

Install new 4 inch concrete sidewalk.

<b>Quantity</b>	<b>Unit</b>	<b>Item</b>	<b>Unit Cost</b>	<b>Item Cost</b>
1	LS	Unclassified Excavation		\$100.00
35	SF	PCC Sidewalk, 4"	\$6.10	\$213.50
1	LS	Traffic Control and Access	\$25.00	\$25.00
1	LS	Erosion and Sediment Control	\$50.00	\$50.00
		Engineering and Inspection		\$62.16
<b>Total Estimated Cost</b>				<b>\$450.66</b>



**BID TABULATION**  
**City of Waterloo**  
**Anna Street and Misc Sidewalk Improvements**  
**9/23/16 10:00am**

Item No.	Base Bid	Quantity	Unit	Rennhack Construction		Forward Contractors	
				Unit Price	Total	Unit Price	Total
1	Unclassified Excavation	1	LS	\$ 6,162.00	\$ 6,162.00	\$ 19,900.00	\$ 19,900.00
2	PCC Sidewalk, 4"	2,600	SF	\$ 6.10	\$ 15,860.00	\$ 4.60	\$ 11,960.00
3	PCC Sidewalk, 6"	600	SF	\$ 6.74	\$ 4,044.00	\$ 6.60	\$ 3,960.00
4	Detectable Warning Field	2	EA	\$ 275.00	\$ 550.00	\$ 400.00	\$ 800.00
5	Hot Mix Asphalt Pavement, 4 LT 58-28 S	5	TN	\$ 250.00	\$ 1,250.00	\$ 370.00	\$ 1,850.00
6	Latex Pavement Marking, 6"	250	LF	\$ 1.80	\$ 450.00	\$ 10.00	\$ 2,500.00
7	Topsoil and Seeding	350	SY	\$ 15.85	\$ 5,547.50	\$ 14.20	\$ 4,970.00
8	Erosion and Sediment Control	1	LS	\$ 750.00	\$ 750.00	\$ 1,000.00	\$ 1,000.00
9	Traffic Control and Access	1	LS	\$ 800.00	\$ 800.00	\$ 3,000.00	\$ 3,000.00

<b>Total Base Bid:</b>	<b>\$ 35,413.50</b>	<b>Total Base Bid:</b>	<b>\$ 49,940.00</b>
------------------------	---------------------	------------------------	---------------------

## EMS meeting minutes

April 11, 2016

Training was Julie's WEMSA presentation excited delirium, Linda's WEMSA presentation on unexpected outcomes, and a review of crew duties when back from a call in regards to cleaning and restocking the ambulance.

Call to order

Roll Call sign up passed around

Minutes of previous meeting were read. Approved by Craig, seconded by Dave.

A Treasurers report was read. Approved by Dave, seconded by Eric.

No public comments

Old Business:

- Ems Schedule is not full. The fulltime staff is covering a lot of shifts that members should be filling. It will affect the budget if we don't get more participation from the members; even covering a part of a shift will help.
- No billing issues
- Any missed training should be turned in to Tina. Please stay current on your training and don't wait until the end of the year to catch up. We may not be using Target Solutions much longer due to the cost. Also Jason reminded members that if they wanted help on any particular procedure or piece of equipment to come down, the fulltime staff is always willing to help out.
- Dodge County EMS meeting is the 25<sup>th</sup>, in Juneau, at 7:00pm. We would like a member to represent us. Jake thought he may be able to go.
- Supporters had a meeting on March 22<sup>nd</sup>. The upcoming Pancake Breakfast was discussed. Next meeting of the Supporters is June 21<sup>st</sup>.
- The Pancake breakfast is scheduled for May 15<sup>th</sup>. Sign up is on the board-please use a pencil. There will be clean up opportunities for members who are unable to take shifts at the breakfast. This is a major fundraiser and participation is expected. If you are unable to help you need to talk to Jason or Marlys.
- No other old business

New Business:

- Training for next month will be Chief's WEMSA presentation on Unified command.
- There will be a new ELITE program for WARDS coming soon. Wes will be going to training and will report back to us about the new features.
- There was a reminder to clean up after runs and leave ambulance in proper response condition. This is a team effort.
- I Am Responding has had some recent updates. There is now a map and you may be able to see on your phone. Possibly, in the future, we will be getting a larger monitor out in bay to see the map feature more easily.

- Wes has talked with Chuck at the state and was told that the refreshers are not going away as previously announced. State audits showed that people were not entirely truthful in reporting education hours. There may be the possibility of an entirely online refresher, but we will continue to have them here. Also, don't forget to print your new license and put a copy in Wes's box.
- Operational Plan has been updated and is in. An EMR driver and an AEMT can make a legal crew.
- Chief reminded members that we do have a Chaplin, who has gone through a counseling program, and is available to our members. Her cards will be here soon with contact information.
- Jason reminded members to use the I Am Responding- "Available" when the first ambulance goes out so that the crew has an idea of availability if there is a second call. If they don't know they will be calling mutual aid right away. They will try and let you know when they are back.
- Also reminded to wear your pager and not rely on I Am Responding on your phone as that message may come much later than the page.
- Upcoming school opportunity with the Watertown Fire Department on May 10<sup>th</sup> on Rescue Task Force Training. If interested contact Watertown Chief Biefeld.
- No Thank-you's were received.
- New member Justin Woldt introduced himself
- Truck starters for next month are Wes, Julie, and Dave
- Door prizes-Craig and Ben
- Motion to adjourn by Eric, Seconded by Dave.

Waterloo Fire Meeting Minutes  
April 18, 2016

Training consisted of grass fire burn and extrication

Call to order: 2118

Roll Call Taken

Minutes read. Approved by Dave, 2<sup>nd</sup> by Eric with 1 correction made.

Treasurers report read. Approved by Eric, 2<sup>nd</sup> by Dave

No public comments

Old Business:

- EMS schedule-Lot of open shifts, please sign up if able to help out
- Training log- Written excuses needed for missed Fire & EMS meetings
- Fire Inspections-Need to be done together the 1<sup>st</sup> couple of times, Coordinate with Jason and Matt on what needs to be done.
- Pancake Breakfast-May 15<sup>th</sup>, Can help out if able to collect donations. The sign up is on the board. Saturday will need help with clean up and cracking eggs. See Jason or Marlys if unable to help that weekend and they can find something else that needs to be done. We really want as many people as possible due to it being 50yrs of EMS service. Courier hopefully will be doing an article. Next EMS meeting wear Polo shirts for pictures.
- Supporters report-RSMBT made \$11,700. Thank you to everyone that helped. Will be purchasing EMS equipment, finishing work out area, and a flag stand. Next meeting June 21<sup>st</sup> at 6pm.
- Recruitment-new EMT Justin and Jessica, Interview next Monday for EMT
- No other old business

New Business:

- Fire critique-Fire by river off of Hendricks St.; Watertown mutual aid for garage/house(silver st); Silo Fire
- Fire and Iron cycle (burn camp ride) stop at station July 9<sup>th</sup>, We can sell water, soda, and baked goods. Will need traffic control and help at the station. Friday night we will need help to clean up. 3 different shift times for them stopping.
- Car 1 is done; Car 2 is going to GenCom on May 2<sup>nd</sup> to get lights/siren.
- Pastor Jan is our Chaplain for the Fire dept. You may talk to her about anything and it will be confidential.
- May 7<sup>th</sup> hose testing at 7am. If unable to make it talk to Jason or Matt to help with other stuff.
- Our sympathies to Julie Kuhlow and Chris Umland for the passing of their mothers.
- Keenan brought up Dodge county meeting is tomorrow night in Beaver Dam. The Jefferson County meeting is here on April 20<sup>th</sup>. Will need help with food. Everyone needs to get their pictures taken. June 11<sup>th</sup> Kilbourn Fire has their 125<sup>th</sup>. Lake Mills parade June 25<sup>th</sup>. Marshall parade June 26<sup>th</sup>.
- Truck starters-Chad Butzine, Keenan Hering, Tom Griffin, Chris Umland.
- Door prizes-Kendra and Larry
- Meeting adjourned

## EMS Meeting Minutes

May 9<sup>th</sup>, 2016

Training consisted of Chief Butzine WEMSA video on Unified Command

Call to order: 2015

Roll Call Taken

Minutes were read. Motion to approve by Dave, seconded by Chief Butzine, motion carried

No treasurer's report

No public comments

### Old Business:

- Ems scheduling: 15 crew shift, 9 Basic, and 20 Driver shift opens for the month.
- No Billing issues
- Missed trainings need to be turned into Tina asap. Next month emails will go out for missed trainings.
- DCEMS meeting-unknown if anyone went. It is very important that we get someone to go.
- Supporters' meeting is June 21<sup>st</sup>.
- Pancake breakfast/50 years-Sign up is on the board need to use pencil. Egg cracking and station cleaning will be done on Saturday. Breakfast is May 15<sup>th</sup> 8am-1pm.
- Please wash your personal vehicles in the side parking lot as this is getting our apron dirty.
- Asst. Chief Benisch went to new elite program for Wards training. This will go live the 1<sup>st</sup> of the year. Will be putting on computer so people can play around on it prior to going live. It is supposed to be more user friendly. Will go over it next month. Doesn't use Microsoft silver and it is supposed to be laid out better.
- Clean up on Saturday please help if able too
- No other old business

### New Business

- Training for next month will be elite training
- License renewals need a copy in Asst. Chief Benisch's box.
- New Changes at the state. Any new drivers will need to sign up online instead of emailing. Chuck took a new position. No advanced EMT at state level. Things might take longer to get done.
- Jason is taking vacation in June, Matt is in August. Will need help filling these openings.
- Trek 100 is June 11<sup>th</sup>. Will need to be here at 645am.
- Susan G Komen walk is June 4<sup>th</sup> if anyone wants to join Team TButz or make a donation.
- Up-coming schools are on board.
- No Thank you's were received
- Truck starters for next month are Jake, Ben, and Christina
- Door prizes: Linda and Keith

Adjourned: 2032

Waterloo Fire Meeting Minutes  
May 16, 2016

Training consisted of hose testing and cross-lay

Call to order: 2030

Roll Call Taken

Minutes read. Approved by Eric, 2<sup>nd</sup> by Craig

No treasurer's report

No Public comments

Old Business:

- Ems Schedule-still lots of openings
- Training log-need to be turned in. Emails will go out at end of month for missed training
- Fire Inspections-going well. Have had a few complaints
- Pancake breakfast-about 600 people served. Only issue was unsure of presale vs. day of ticket sales. The skillet for eggs went well. \$900 more made on the raffle than last year. Heard lots of good things. Jeff from Columbus fire would like our help with their breakfast on Oct. 2<sup>nd</sup>.
- Supporter's report-Date changed to June 28<sup>th</sup> due to officers being gone.
- Recruitment- One Emt recruit ended up getting a full time job and will not be joining now. Had interview tonight for a driver and possible EMT later.
- Car 2 is done

New Business:

- Fire critique- Mutual aid Watertown for grass fire; Canceled tanker for mutual aid to Deerfield; Mutual Aid Lake Mills for structure fire; Lift assist for Rescue 9 on Jungle Ln; MVA @ T & 89; Mutual aid tender to Marshall; Car vs. Pedestrian @ 4 corners; Mutual aid Lake Mills structure fire; Shed Fire on Grove St.
- Hose testing- went well and we were able to finish at training tonight. Looking to get hose tester that was seen at FDIC.
- Possible future house burn out in the country
- Mutual aid fire calls- We need to make sure that we are helping as they also help us. If you need to get back for work or something we can find a way.
- Training center containers- Jason is looking in to what we need to finish
- Everyone needs to do truck starting. This is a must. Probationary members will have it count against them if not done. We need to make sure everything works and that we know where everything is on the trucks.
- Capt. Strobel is taking all Sheeba gloves out of service tonight.
- Truck starters- Craig, Billie, Dewey, and Andrew
- Door prizes-Jon B, Keenan H.
- Adjourned: 2054

# EMS Meeting Minutes

## June 13, 2016

Training consisted of: Elite program update and Dr. Foster speaking on C-Spine (Protocol: Routine Trauma Care).

Called to order at 1935

Roll call taken.

Minutes read and approved by Craig Strobel, 2<sup>nd</sup> by David Zieroth.

No Treasurer's report.

Public Comments: TREK 100 went well.

### OLD BUSINESS:

- EMS scheduling needs a lot of help. Jason Butzine will be on vacation soon and Matt Petrie will be in August.
- No billing issues.
- Letters will be going out to member missing training. Supplemental training must be handed into Tina Lange ASAP.
- DCEMSA – Need a member to go to next meeting. This is at Juneau Community Center on June 17<sup>th</sup>. Assignments for Dodge County Fair will be assigned at the meeting.
- Jefferson County Fair needs 3 members to go down to booth with a truck.
- Supporter's meeting will be June 28<sup>th</sup> at 6 p.m. Will have final numbers for the Pancake Breakfast.
- EMT-Refreshers are due by end of the month. If not done member cannot run on EMS until done plus a late fee. BLS CPR needs to be updates as well.

### NEW BUSINESS:

- Next month's training: Overdoses and Heat emergencies.
- Chief and Capt. Butzine and Asst. Chief Benisch will be gone for Chief's Convention from June 23-26<sup>th</sup>. If needed call mutual aid if necessary.
- Reminder we need face sheets from hospitals. Ask Watertown Hospital to fax.
- Other Reminders: Patient's privacy page must be signed. Ambulance need to be swept and mopped after calls. Fill in incident log sheet with times. Run reports need to be done within 24 hours of call.
- Capt. Strobel stated with gas cards members need to be putting in 70 + Members ID#.
- \$2,700 went towards brakes for R9. Drivers need to be a little bit easier.
- Chief stated people need to be respectful on use of laundry room and other people's things. This is an extra privilege. If there are issues between members, take it outside of the building. If needed chief will get involved. We are a team and need to work as one.
- Announcements and events are posted on the board.
- Welcomed new member Jarrett Jaegin as driver.
- Truck starters: Maribel Olquin, Ryan Fritsch, Jarret Jeargin and Marlys Schmidt.
- Door Prizes: Christine Koppa and Russ Christianson.

Meeting adjourned 2005

Minutes taken by Sec. Emilie Benisch, typed by Tina Lange

# Fire Meeting Minutes

## June 20, 2016

Training consisted of: SCBA mask timing drills and Extrication tool precision drill.

Called to order at 8:37 p.m.

Roll call

Minutes read and approved by Eric Cotting, 2<sup>nd</sup> by Kurt Dornacker.

No treasurer's update. Members account did have the \$10,000 from state beneficiary into the correct account.

No public comments.

OLD BUSINESS:

- EMS Schedule – a lot of openings. Jason Butzine is still on vacation. Chief and Asst. Chief thanked members that have been stepping up to help out with extra shifts.
- Training log and supplements – reminder to be signing in. Emails of missed training will be going out at the end of June.
- TREK 100 – Chief Butzine thanked everyone that helped that day.
- County wide fire - Chief Butzine is on the committee for this. Looking at one fire chief for area. Also dictating on the equipment and funding. Still in the process and nothing is set up at all. Would be called in districts.
- Supporter's meeting – June 28<sup>th</sup> at 6 p.m. Please make sure to make it to have a voice.
- Recruitment committee update – bought on a probationary member for EMS Driver.

NEW BUSINESS:

- Critique of fires: Weather – tree fall on house; HWY O/Airport Rd. – burn pile; 4 corners downtown – gas spill.
- Fire-N-Iron ride – July 9<sup>th</sup>. Will be stopping at station for lunch. We will be selling water, soda and baked goods. Will need volunteers for traffic control.
- Jefferson County Fair – July - will need 2-3 members to take truck to for booth. Wear Class A uniforms. Saturday only.
- Light & Sirens – Tuesday July 12<sup>th</sup> from 6-8P. Watertown Riverside Park. Class A uniform.
- Upcoming Parades – reminder trucks come straight back after parade. Marshall and Lake Mills weekend of June 25-26, Columbus and Watertown on July 4<sup>th</sup>.
- Voted on Probationary member Chris Umland. 12 yes, 4 no. Chris is brought on as permanent member. Congrats.
- Chief and Captain Butzine and Asst. Chief Benisch will be out of town for State Chief's Convention June 22-25<sup>th</sup>. If need call mutual aid. Other Officers and/or Senior take IC.
- Will need assistance in park for fireworks and crowd control Sunday July 3<sup>rd</sup>.
- Truck starters: Kurt Dornacker, Kory Wilke and Ryan Weber.
- Door Prizes: Eric Cotting and C2.

Meeting adjourned at 9:03 p.m.

## EMS Meeting Minutes

July 11, 2016

Training consisted of: Heat emergencies, overdose, and PEDs bicycle with splinting.

Called to order: 1946

Roll Call Taken

Minutes read and approved with 1 correction 1<sup>st</sup> by Dave Z. and 2<sup>nd</sup> by Craig S.

Treasurer's report read and approved 1<sup>st</sup> by Dave Z. and 2<sup>nd</sup> by Jon B.

Public Comments: Discussed having a Facebook page for Fire and Ems separate from Supporters. It was decided to keep it all together.

Old Business:

- Ems schedule looks pretty good so far. Please check for openings.
- Billing issues: Amber is no longer with 3 rivers. Will need to talk to Brad. Currently no issues
- Missed training: Letters went out; see Tina L. for any discrepancies. Some people will be contacted by officers about not participating. Target solutions is still available for missed training for this year due to the contract. Jason and Matt can also help with extra training.
- DCEMS meeting: No one went to June meeting. Asst. Chief Benisch will get ahold of them to see what shift we area assigned to for the fair.
- Supporters: Made \$277 from the motorcycle ride by selling soda, water, and desserts
- EMS run: Report sheets and Wards need to be filled out as soon as possible after a call.
- No other old business

New Business:

- Next month training: Anaphylaxis and football scenarios. If you have any other suggestions contact Training Coordinator T. Lange or Asst. Chief Benisch
- Dodge County Fair is August 17<sup>th</sup>-21<sup>st</sup>. Shift will hopefully be Sunday afternoon and will need 4 people. Dodge County fire tournament is July 31<sup>st</sup> @ Juneau. See Keenan if interested in starting a team for water barrel fights.
- Dane com will try to start in November. Will need to make sure it is working before doing anything.
- WEMSA cards were handed out. Fire cards are also available.
- Chief Butzine thanked everyone for helping fill shifts for Jason's vacation.
- It was discussed on trying to get a TEMS (Tactical EMS) class set up.
- Upcoming schools on the board.
- 1 Thank you was read
- Truck Starters: Linda Joyce, Emilie Benisch, and Dave Zieroth
- Door Prizes: TBUTZ, Marlys

Adjourned @ 2015

## Fire Meeting Minutes July 18, 2016

Training consisted of ladder advancement, rural water pumping, and hydrant hookups.

Called to order at 2134

Roll Call Taken

Minutes read and approved 1<sup>st</sup> by Eric C. and 2<sup>nd</sup> by Keenan H.

No treasurer's report

No public comments

Old Business:

- Ems schedule-Not too bad, there are some openings
- Training log-Need to fill them out and hand them in to Tina
- Fire and Iron ride went well. Made \$277 for selling soda, water, and desserts
- Chief Butzine thanked Duane O. and Chris U. for going to Jefferson county fair along with anyone else that went.
- Lights and Sirens went well. 14, 4 and the ATV's went.
- Pancake breakfast made close to \$7,000. Next meeting will be Sept. 20<sup>th</sup>, 2016.
- No recruitment update this month.
- Chief Butzine, Asst. Chief Benisch, and 1<sup>st</sup> Captain Butzine went to chiefs. Governor spoke the 1<sup>st</sup> day and talked about recruitment for volunteer system. Little was said about districting. Chief Butzine has not heard anything from the county.

New Business:

- Fire Critiques: Hellenbrand's Barrel fire, Garage fire from lighting in Watertown.
- It was brought up at officer's meeting to add extra fire training. Jason and Matt will be doing EMS extra training on Sundays. Took a vote and it was decided that it would be a good idea and majority said weekends were best. Speak to Jason or Matt if needing to do trainings at certain days/times.
- Anytime you do any extra training make sure to keep track of it as this will go in your file.
- Truck starting-Make sure this is getting done. If something is wrong let someone know. Will be talking to the starters if something is wrong or not done. If airpack is below 45 fill it. Capt. Strobel will be keeping track if this is being done.
- 2017 budget- working on it. Mayor wants 5 % cut in all Depts.
- New membership board. Please get picture taken.
- A notice was sent out that if Marshall has a structure fire we will be sending both tankers due to their water tower being down.
- Keenan H. stated that he is going to the Dodge County meeting at Brownville and leaving at 1745. Contact him if interested in going.
- Truck starters-Jon B., James H, Larry
- Door prizes- Nick Thomas, TButz

Meeting adjourned @ 2154

EMS meeting minutes  
August 8, 2016

Training consisted of Anaphylaxis, airway scenarios, vital signs, and concussions.

Call to order: 2010

Roll Call Taken

Minutes read and approved 1<sup>st</sup> by Dave and 2<sup>nd</sup> by Craig

Treasurer's report: Currently working on budgeting and on track as of now.

No Publics comments

Old Business:

- Ems schedule has lots of openings this week and next. Matt is on vacation. Please help.
- No billing issues
- Missed trainings need to be done on time. Jason and Matt are doing trainings on Sundays.
- DCEMS next meeting is the last Monday in October. If someone can go it will be greatly appreciated so we know what is going on.
- Supporters meeting will be on September 20<sup>th</sup> at 6pm. We will be talking about the bowling tournament.
- Dodge County fair we will need 4 people to go on August 21<sup>st</sup> from 4-7pm to work. Sign up is on the board and Marlys has the tickets.
- Dane Com is starting in November. Kurt is talking with Dane County.
- No other old business

New Business:

- Training next month will be related to football/ helmets and more
- WARDS ELITE will be going live the 1<sup>st</sup> of the year. You have until then to practice and learn it.
- WYSO football is starting and Jason will be getting the schedule and will send out a text. 3 games to cover. Anyone with suspected concussion we take their helmet away per policy and give it to the coach at the end of the game and they are then responsible for making sure the player gets cleared before playing again.
- Weiner and Kraut is September 10<sup>th</sup> and will be downtown. On duty crew will be down there handing out stuff and doing recruitment.
- Columbus will be doing an Active shooter drill on Oct. 24<sup>th</sup> at 1230. There will be 10-12 patients to transfer to Columbus Hospital. Email is on the table if wanting to participate.
- Asst. Chief Benisch put in request for TEMS (Tactical EMS Training) class. Russ stated that WCTC has it for \$158/person.
- Christina K. stated St. Mary's is starting EMS timeout so everyone is present and listening when report is being given.
- Reeseville corn Roast is Saturday August 13<sup>th</sup>. Sweet corn is free.
- Upcoming schools on the board
- 1 thank you from Little bears was read
- Truck Starters: Jason, Peggy, and Craig
- Door Prizes: Jim Sharp, Milford C2

Adjourn: 2030

Fire Meeting Minutes  
August 15, 2016

Training: RIT

Call to order at 2035

Roll Call Taken

Minutes read and approved 1<sup>st</sup> by Dave, 2<sup>nd</sup> by Craig

No treasurer's report

Public Comments: Tina talked about doing Breast Cancer Awareness shirts for October. Blue shirts would be "duty" shirts. Supporters will be buying 1 shirt for each member. Extra shirts will be \$12. Will be selling grey "Supporter's" shirts for probably \$20 and all proceeds will go to the Relay for Life to support all cancers. All money will need to be paid ahead of time.

Old Business:

- EMS schedule-Lots of open shifts. Matt and Jon B. will be on vacation. Also lots of people will be gone this weekend and part of next week. Please help if you can.
- Training log-Need written excuses for missed Fire and EMS meetings
- Extra trainings-There has been a few people. 5 came on Saturday for fire and 3 on Sunday for EMS.
- Dodge County Fair- Sunday August 21<sup>st</sup> 4-7pm. Need 4 people EMS or 1<sup>st</sup> responder.
- Supporter's-Next meeting is September 20<sup>th</sup> at 6pm. Will be talking about RSMBT
- Recruitment-1 potential firefighter. Need to call.
- No other old business

New Business:

- Fire critiques-lightning on Clarkson rd; Smoke alarm on Airport rd; Barn Fire mutual aid to Marshall; CO2 alarm at Bethesda; CO2 alarm on Portland rd; Structure fire mutual aid Marshall-Canceled; Wire fire on Stoney brook and Schlueter rd; smell of gas from motorcycle on N Monroe; Structure fire mutual aid to Marshall for light switch smoking; light sparking on Hickory
- Appreciation party is November 12<sup>th</sup>; Jim will be catering, Pavilion is booked, Luau theme, and looking into same DJ from last year. Will need committee for the rest such as Drinks, desserts, etc.
- Truck starting-Some people did it. Make sure this is being done
- 2017 Budget meeting-Thursday August 18<sup>th</sup> at 5pm.
- Chief Butzine will be on vacation August 26<sup>th</sup>-Sept.5<sup>th</sup>
- Marshall's water tower is still down. We will be sending both tenders if they have a structure fire. Extra members come down even if they call for just the tender in case we get called for more. Also if Watertown calls for just a chief first the next level is more from us so doesn't hurt to come down just in case.
- Burn camp is Thursday August 18<sup>th</sup>. Starts at 730am if anyone wants to go. Get a hold of Duane O.
- Craig stated to make sure you are filling out the SCBA track sheet. It proves that we are doing it.
- Truck Starters-Vern, Jason, Alex, and Linda
- Door Prizes-Eric and Ben

Adjourn: 2113

**CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES**  
**September 8, 2016**

1. CALL TO ORDER AND ROLL CALL. The meeting was called to order at 5:30 p.m. Members present: Quimby & Griffin. Absent: Springer. Also attending: Alder Tim Thomas, Interim Police Chief Randie Lange, Library Director Kelli Mountford, Mayor Thompson and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: AUGUST 18, 2016. Moved by Griffin, seconded by Quimby to approve the meeting minutes as listed and presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. UNFINISHED BUSINESS - 2017 BUDGET DELIBERATIONS
  - a. General Fund (100) – Police Department. DISCUSSION: Thompson noted that retirement expense increased 10%. Lange said the rate set by the Wisconsin Retirement System has increased. Lange confirmed wages included a contract increase of 1.5%. Griffin, reflecting on prior year actuals questioned the amount of fuel budgeted. Thompson said given the volatility of fuel prices, he would be included to not adjust the figure. Mayor Thompson asked if training was taking place. Lange replied that training was taking place and that he would like more, but scheduling limited the opportunity. No action taken. NOTE: At this time the Committee also reviewed the Emergency Government submittal. It was noted that replacement batteries would be purchased for sirens at Firemen's Park. No action taken.
  - b. General Fund (100) – Karl Junginger Memorial Library. DISCUSSION: Mountford presented two spreadsheets. She noted municipal support is reduced 5%. She said increased material circulation from Dodge County library patrons meant Dodge County aid will increase. She said Junginger Foundation revenue for operation (\$43,935 in 2017) is committed only through 2018. Griffin asked about electricity expense. Mountford replied that lighting may not be high efficiency, noting a high cost to retrofit. Griffin asked if energy programs enabling efficiency would be available. Hansen said yes, and said street lighting is another recurring bill. No action taken.
  - c. 2017 Budget Overview #2. DISCUSSION: Hansen asked what those attending want to accomplish with the 2017 budget? Mayor Thompson listed continuing to pay down debt and principle and moving forward on economic development, referencing the Hawthorne & Stone project and 333 Portland Road. Griffin and Quimby indicated interest in a Historical Society donation for building improvements. Thompson said increased levy amounts may allow for a one-time donation. No action taken. Hansen confirmed that the letter was the only specific request for money (NOTE: Oak Hill Cemetery did submit an annual report in early 2016 and Jim Beyer has a standing request for municipal support for the association).
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Maunasha Business Center Follow-ups. Noted.
    - i. Phone/Internet Disconnected
    - ii. Request For A Village Of Marshall Contribution To Fund Operating Expenses
  - b. Next Meeting. By consensus the next budget meeting was set for September 15, 2016 at 5:30pm. Thompson asked that Parks be a focus.
  - c. Quimby asked about completion of 2016 sidewalks improvements. Hansen replied that the project was on his desk and that it was moving along.
6. ADJOURNMENT. MOTION: Moved by Griffin, seconded by Quimby to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:15 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer

Karl Junginger Memorial Library  
Board of Trustees Meeting  
August 17, 2016

- I. Call to Order/Roll Call  
*Meeting called to order at 5:17PM. Present: Deb Battenberg, Art Biermeier, Kelli Mountford, Brian Henning, Jeanette Petts, Kristen Klein, Ellen Sullivan  
Absent: Lee Fiedorowicz*
- II. Approval of agenda  
*Henning made a motion to approve the agenda. Sullivan seconded. Motion passed unanimously.*
- III. Approval of open minutes from July 12, 2016  
*Henning made a motion to approve the minutes. Petts seconded. Motion passed unanimously; Sullivan abstained.*
- IV. Correspondence, Appearance, Public Comments  
*none*
- V. Director's Report  
*Mountford reported on:*
  - A new Browsing/Lucky Day collection – Some books will stay in our library only; designed for popular and new books so that our patrons have a chance to read them without being loaned out to patrons from other libraries. Mountford is hoping this will increase our circulation. Mountford also stated that a goal for 2017 is to increase the number of community members putting holds on books (instead of just browsing)*
  - Building- gutters are being done Watertown Siding for \$500.*
  - The old projector has died; while this has been replaced, Mountford is looking into a better system for 2017.*
  - There is a new full time student worker*
  - The summer reading program was a great success*

Unfinished Business

- A. Financial report – Action  
*Battenberg made a motion to approve the agenda. Henning seconded. Motion passed unanimously.*
- B. Strategic Planning – Informational  
*Mountford had the meeting focusing on the Hispanic/ESL population with WILS. Next meetings focus on the business and community.*
- C. Salary Review– Action  
*Mountford presented a compilation of salaries for Directors, Youth Service/Assistant Librarians, and Adult Service Librarians from communities with similar populations. KJM tends to be on the lower side in all these categories. Battenberg made a motion to approve the review of; Klein seconded. Motion passed unanimously.*

- D. Policy 506 Equipment – *Action*  
*Battenberg made a motion to approve the updated policy 506 with a typo fix. Henning seconded. Motion passed unanimously.*
- E. Outdoor Sign – *Action*  
*Sullivan moved not to move forward with changes to the library sign. Petts seconded. Motion passed unopposed.*
- F. Budget 2017 – *Informational*  
*Mountford has completed her budget; will be attending City Council Budget meeting; will have the budget next month to approve.*

VI. New Business

The Library Board will convene to Closed Session on the matter per State Statute 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility.” The committee will reconvene in open session upon conclusion of the closed session.

*Battenberg moved to convene in Closed Session. Sullivan seconded. Motion passed unanimously.*

A. Library Director Job evaluation – *Action*

*Sullivan moved to reconvene in open session. Henning seconded. Motion passed unanimously.*

B. Employee’s evaluations and raises - *Informational*

*Mountford reported that all employees not under probation will receive a raise of some sort.*

VII. Future agenda items

*Budget, Strategic planning, Karl Junginger Trust plans for the future*

VIII. Date, place, and time of next meeting in the library conference room

*Wednesday, September 14, 2016 at 5:15 PM.*

IX. Adjournment

*Henning moved to adjourn the meeting at 6:32PM. Klein seconded. Motion passed unanimously.*

Respectfully Submitted, Deb Battenberg, Secretary

**WATERLOO PARKS COMMISSION – MINUTES**  
**August 10, 2016**

1. **ROLL CALL AND CALL TO ORDER.** Stinnett called the meeting to order at 5:00 pm in the Municipal Building Council Chambers. **ROLL CALL:** Voting members present, Stinnett, Kegler, Strobel and Quimby. Absent: Kopplin. Ex-officio members present: Koele and Yerges. Absent: Crave and Jones. Others present: Maureen Giese for 15 minutes, Diane Graff of the Courier, Parks Coordinator Gabe Haberkorn and Clerk/Treasurer Hansen.
2. **MEETING MINUTES APPROVAL:** July 13, 2016. **MOTION:** Moved by Quimby, seconded by Kegler to table approval of the minutes. **VOICE VOTE:** Motion carried.
3. **CITIZEN INPUT.** Maureen Giese said Carousel books were available for \$10; postcards were available for sale. She offered July 4<sup>th</sup> suggestions: say thank you to donors, volunteers and participants; list raffle winners in the paper, include churches as vendors, encourage the band leader to invited people to stand and be recognized; include a master of ceremony person; invite Kids from Wisconsin and Kids from Waterloo. She said the Waterloo Parks Community Survey should be printed on paper.
4. **REPORTS/UPDATES**
  - a. Coordinator's Report. **DISCUSSION:** Haberkorn added to his written report by saying a Fall Clean-up was scheduled.
  - b. Waterloo Regional Trailhead. **DISCUSSION:** Haberkorn said pictures from a scheduled wedding at the WRT would be used for marketing.
  - c. Friends of Firemen's Park. **DISCUSSION:** Haberkorn said Erin Ziaja was planning a benefit at the park.
  - d. Dog Park. **DISCUSSION:** Haberkorn said the Phase 2 estimate from Kunkel Engineering was \$45,000.
  - e. Waterloo Youth Sports Organization. **DISCUSSION:** Shannon Koele said the WYSO Deppe Tournament was less successful than in the past; a 2017 tournament would be timed for improved attendance; flag football league activity was occurring; and MailChimp was used to increase a contact list from 100 to 207. She was very interested in using Morrison Field for flag football and youth baseball. She highlighted a planned October 28<sup>th</sup> and 29<sup>th</sup> WYSO Halloween fundraising event.
  - f. Parks Financial Report – July. Written reports presented.
  - g. 2016 Waterloo Community Survey. **DISCUSSION:** It was noted that the survey would be public throughout August. All were encouraged to participate.
  - h. 2016 Capital Project Status Tracking. **DISCUSSION:** Hansen read the capital projects report relaying notes on park and open space projects. It was noted that the pedestrian path would be installed in 2016.
5. **UNFINISHED BUSINESS**
  - a. 720 West Madison Street Phase 4. **DISCUSSION:** Haberkorn described a reworked concept plan consisting of a splash pad, restrooms, a canoe/kayak put-in and possibly ice skating.
  - b. Comprehensive Outdoor Recreation Plan (waiting on survey results). No action.
  - c. Uses For Lesser Known Parks (waiting on survey results). No action.
    - i. Ideas list
    - ii. Naming contest (paths & other unidentified public spaces)
6. **NEW BUSINESS**
  - a. Hours for Seasonal Employees. **DISCUSSION:** Haberkorn said roughly \$1,000 remained for each seasonal worker. Yerges recommended more hours. The matter was addressed under 6b.
  - b. 2017 Budget Submittal To Finance, Insurance & Personnel Committee. **DISCUSSION:** Haberkorn presented two budgets for review and submittal to the Finance, Insurance & Personnel Committee. One showing his salary as a base salary, a bonus component and an overtime component. The 2<sup>nd</sup> showing a base salary increase from \$30,000 to \$47,500 base with no bonus or overtime. **MOTION:** Moved by Strobel, seconded by Kegler to direct the Coordinator to submit both plans to the Finance, Insurance & Personnel Committee. **VOICE VOTE.** Motion carried. **MOTION:** Moved by Strobel, seconded by Kegler to recommend to the Finance, Insurance & Personnel Committee a 2016 budget amendment shifting \$1,600 in expense from the 225-55-5510-291 "Firemen's Park Security Contract" to 225-55-5522-124 "Parks Seasonal Grounds." **VOICE VOTE.** Motion carried.
7. **ANNOUNCEMENTS, FUTURE AGENDA ITEMS AND NEXT MEETING**
  - a. September 14, 2016 at 5 pm. Noted.

8. ADJOURNMENT. MOTION: Moved by Quimby, seconded by Strobel to adjourn. Approximate time: 6:10 pm

*Mo Hansen*

Mo Hansen  
Clerk/Treasurer

**CITY OF WATERLOO PUBLIC WORKS & PROPERTY COMMITTEE**  
**MEETING MINUTES: August 4, 2016**

1. CALL TO ORDER AND ROLL CALL. Committee Chair Springer called the meeting to order at 6:00 p.m. Committee members present: Springer, Ziaja and Stinnett. Absent: none. Others attending: Mayor Thompson, Deputy Public Works Director Jeff Robbins Maureen Giese, Anita J. Martin of the Courier and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES: July 7, 2016. MOTION: Moved by Stinnett, seconded by Ziaja to approve the meeting minutes as presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. FUNDING UPDATES
  - a. DNR Stewardship Grant Application For 203 East Madison Street. DISCUSSION: Hansen said the application was still pending.
  - b. DNR Grant Funding To Remove Lead Water Services To Waterloo Properties. DISCUSSION: Hansen said the application was still pending.
5. PROJECT UPDATES
  - a. 2016 Capital Projects Status Tracking. DISCUSSION: Hansen and Leisses provided a verbal reviewed of projects.
  - b. 2017 West Porter Street Construction And Design. DISCUSSION: Leisses said plan would be done soon, parking modifications would be minimal.
6. UNFINISHED BUSINESS
  - a. Town Of Portland Reply - Written Township Agreements For Roadway Maintenance And Snow Removal. DISCUSSION: Hansen said Wally Schoenherr was unable to attend. Springer said the City should just go with what it had. Stinnett said two parties need to be part of an agreement. MOTION: Moved by Springer, seconded by Ziaja to plow the Towns section and bill if needed. VOICE VOTE: Motion carried.
  - b. Public Right-Of-Way Stormwater Management, 464 Jefferson Street. DISCUSSION: Leisses said graded adjacent to the asphalt could be changed to alleviate the problem. Hansen discourage Leisses from engineering a solution for the private property owners. Leisses said he would only provide information and let them take actions. Preliminary plans were to be forwarded at the next meeting. MOTION: No action taken.
7. NEW BUSINESS
  - a. Consideration Of A Municipal Lead Water Service Removal Program. DISCUSSION: Hansen said he would provide a written draft program, and that the Water Utility was identifying the number of water lead services. No action taken.
  - b. Sale of the following items. DISCUSSION: Springer said items should be offered for sale using the League of Municipalities or other means. No action taken.
    - i. Mosquito Fogger
    - ii. Generator
    - iii. Orange Sanitary Hose
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
9. ADJOURNMENT. MOTION: Moved by Stinnett, seconded by Springer to adjourn. The time was approximately 6:45 pm. Motion carried.



Attest:

Mo Hansen, Clerk/Treasurer