



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

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**CITY OF WATERLOO COUNCIL AGENDA**  
**COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET**  
**Thursday, January 19, 2017 – 7:00 p.m.**

\*\*\* revised as of 1/16/2017 1:40 PM \*\*\*

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: December 15, 2016 (no meeting 01/05/2017)
3. NOTICE OF PUBLIC HEARING: Parks Commission Public Hearing On Current And Future Park Development At 720 West Madison Street
4. PUBLIC COMMENT/CORRESPONDENCE
  - a. Questions From Cub Scout Pack 76
5. CONSENT AGENDA ITEMS
  - a. Reports Of City Officials And Contract Service Providers
    - i. Parks Coordinator Gabe Haberkorn For December 2016
    - ii. Parks Coordinator's Bonus Pay Calculation, November 1 - December 31, 2016
    - iii. Waterloo Active Fire Department For December 2016
    - iv. Building Inspector - Building, Plumbing, And Electrical Permits For December 2016
    - v. Public Works Director Gary Yerges For December 2016
    - vi. Interim Police Chief Lange For December 2016
    - vii. Library Director Kelli Mountford For December 2016
    - viii. Waterloo Water & Light Commission – January 3, 2017
    - ix. Watertown Humane Society For December 2016
    - x. Mayoral Proclamation Proclaiming January 2017 Fair Housing Month
    - xi. Economic Development Strategic Plan Implementation – December 2016
  - b. Amending Previously Approved Resolution #2016-66 To Increase Category A Water/Sewer Service Charges To Match Category B Charges And Creating Sanitary Dumping Fees
6. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
  - a. Finance, Insurance & Personnel Committee
    - i. Payroll For December 2016 - \$83,792.87
    - ii. General Disbursements – December 16, 2016 Through December 31, 2016
    - iii. General Disbursements – January 1, 2017 Through January 19, 2017
    - iv. Treasurer's Report & Budget Reports For December 2016
  - b. Community Development Authority 2016 Annual Report
  - c. Wisconsin River Rail Transit Commission Report
7. NEW BUSINESS
  - a. Resolution 2017-01 Contract For County Library Services
  - b. Resolution 2017-02 Renewal Of Jefferson County Nutrition Site Contract
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Wisconsin League Of Municipalities Annual Conference And Council Attendance – October 18-20, 2017
  - b. Notice of CATV Regulatory Board Vacancy Due To The Resignation Of Shannon Koele
  - c. Notice Of Waterloo Utility Commission Vacancy Due To The Resignation Of Cliff Butzine

## 9. ADJOURNMENT

*Mo Hansen*

Mo Hansen  
Clerk/Treasurer

Posted and Emailed: 01/16/2017

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

### Meeting Minutes

- Parks Commission – 01/11/2017
- Waterloo EMS – 02/08/2016, 09/12/2016
- Waterloo Fire/EMS – 10/17/2016, 11/14/2016
- Finance, Insurance & Personnel – 10/20/2016, 11/17/2016, 12/15/2016
- Joint Community Development Authority & Community Development Committee – 06/21/2016, 07/19/2016, 08/16/2016, 09/20/2016, 10/18/2016, 11/15/2016,

**CITY OF WATERLOO COMMON COUNCIL**  
**MEETING MINUTES: December 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: Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Absent: Ziaja. Others present: Diane Graff, the Courier; Tammy Krueger with the Watertown Daily Times; Barry Sorenson; Police Officer Thom; WLOO videographers and Clerk/Treasurer Hansen. The Pledge of Allegiance was recited.
2. MEETING MINUTES APPROVAL: December 1, 2016. MOTION: Moved by Quimby, seconded by Griffin to approve the December 1, 2016 meeting minutes as presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT/CORRESPONDENCE. None.
4. CONSENT AGENDA ITEMS. MOTION: Moved by Springer, seconded by Thomas to remove item 4b(ii) from the consent agenda items. VOICE VOTE: Motion carried. SECOND MOTION: Moved by Thomas, seconded by Quimby to approve the consent agenda without item 4b(ii). VOICE VOTE: Motion carried.
  - a. Reports Of City Officials And Contract Service Providers
    - i. Parks Coordinator Gabe Haberkorn For November 2016
    - ii. Parks Coordinator's Bonus Pay Calculation
    - iii. Waterloo Active Fire Department For August, November 2016
    - iv. Building Inspector - Building, Plumbing, And Electrical Permits For November 2016
    - v. Public Works Director Gary Yerges For November 2016
    - vi. Interim Police Chief Lange For November 2016
    - vii. Library Director Kelli Mountford For November 2016
    - viii. Waterloo Water & Light Commission – December 6, 2016
    - ix. Watertown Humane Society For November 2016
  - b. Approval Of Operators Licenses For The Period Ending June 30, 2017
    - i. Krystina M. Bilsky, 7001 Sawmill Road, Madison, WI
    - ii. Angela A. Dorn, 855 E. Lake Street, #66, Lake Mills, WI. DISCUSSION: Thomas said that according to the Interim Police Chief the applicant submitted an incomplete application, was offered an opportunity to complete the application and did not. MOTION: Moved by Thomas, seconded by Springer to deny the license. Motion carried.
5. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
  - a. Finance, Insurance & Personnel Committee
    - i. Payroll For October 2016 - \$62,109.30. MOTION: Moved by Springer, seconded by Quimby to approve payroll in the stated amount. ROLL CALL VOTE. Ayes: Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none, with Ziaja absent. Motion carried.
    - ii. General Disbursements – November 18, 2016 Through December 15, 2016. MOTION: Moved by Springer, seconded by Quimby to approve general disbursements as presented. ROLL CALL VOTE. Ayes: Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none, with Ziaja absent. Motion carried.
    - iii. Treasurer's Report & Budget Reports For November 2016. MOTION: Moved by Springer, seconded by Quimby to approve all reports as presented. ROLL CALL VOTE. Ayes: Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none with Ziaja absent. Motion carried.
  - b. Public Safety & Health Committee
    - i. Ordinance #2016-06 An Ordinance Amending Chapter §140 Building Construction Increasing Penalties, Updating Adopted Code References And Establishing Delegated Municipal Status To Enable State Plan Review To Be Accomplished Locally. DISCUSSION: Thomas said the ordinance change brought the chapter up to date with state law and allowed for SafeBUILT to do state commercial project reviews locally. MOTION: Moved by Thomas, seconded by Griffin to approve the ordinance as presented. ROLL CALL VOTE. Ayes: Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none, with Ziaja absent. Motion carried.
  - c. Public Works & Property Committee
    - i. Ordinance #2016-04 Creating Private Lead Water Service Lateral Replacement Requirements. MOTION: Moved by Thomas, seconded by Griffin to approve the ordinance as presented. ROLL CALL VOTE. Ayes: Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none with Ziaja absent. Motion carried.
    - ii. Resolution #2016-61 Authorizing A Municipally Administered Private Lead Water Service

Removal Program. DISCUSSION: Thomas said he had problems with all four options listed. Thomas suggested a fixed amount for all property owners. Hansen said an option for part grant, part loan allowed for grant dollars to be reused once loans were repaid. He said young children were at greatest risk and options were created to generate the highest possible compliance levels, saying expenses will vary from one property to another. He noted that chemicals are currently injected into the entire public water system to prevent the adverse health risks of lead pipes in a fraction of private pipes from the curb stop valve to the meter. MOTION: Moved by Springer, seconded by Quimby to approve the resolution creating the program as presented. ROLL CALL VOTE. Ayes: Quimby, Springer, Griffin, and Stinnett. Noes: Thomas and Petts, with Ziaja absent. Motion carried.

d. Parks Commission

- i. Resolution #2016-65 Adopting A 2017-2022 Comprehensive Outdoor Recreation Plan. DISCUSSION: Hansen noted that the Parks Commission failed to have a quorum at its recent meeting, so the plan comes to the Council without Parks Commission recommendation. Mayor Thompson questioned the completeness stating he wanted to review the document. Petts said the update had been in the works a long time. Quimby said the Parks Coordinator had redrafted much since being hired. MOTION: Moved by Stinnett, seconded by Quimby to approve the resolution adopting the plan, noting that the Mayor would review. VOICE VOTE: Motion carried.

6. NEW BUSINESS

- a. Resolution #2016-66 Amending The City of Waterloo Fee Schedule. MOTION: Moved by Springer, seconded by Thomas to approve the resolution as presented. VOICE VOTE: Motion carried.
- b. Mayoral Appointment Of Tim Thomas To The Waterloo Utility Commission To Complete An Unexpired Term To Expire In 2018. MOTION: Moved by Springer, seconded by Quimby to confirm the Mayoral appointment of Tim Thomas to the Waterloo Utility Commission to complete an unexpired term to expire in 2018. VOICE VOTE: Motion carried with Thomas abstaining.

7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.

8. ADJOURNMENT. MOTION: Moved by Springer, seconded by Quimby to adjourn. Motion carried unanimously. Approximate time: 7:30 pm.



Attest:  
Mo Hansen  
Clerk/Treasurer



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**CITY OF WATERLOO PARKS COMMISSION  
PUBLIC HEARING**

**COUNCIL CHAMBER OF THE MUNICIPAL BUILDING - 136 N. MONROE STREET  
Wednesday, January 11, 2017 – 5:00 p.m.**

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and news media, that a public hearing will be held to consider the following:

**PUBLIC HEARING – CONSIDERING THE OUTCOME OF A COMMUNITY DEVELOPMENT BLOCK  
GRANT AWARD FOR IMPROVEMENTS AT 720 WEST MADISON STREET (CDBG-DR-IKE #16/07)**

1. Call Public Hearing Meeting To Order
2. Public Comments
3. Adjourn Public Hearing

About this public hearing: The City of Waterloo has partnered with the Wisconsin Department of Administration and the U.S. Department of Housing and Urban Development to fund the removal of concrete and steel obstructions located in the Maunsha River and for embankment repairs to increase the flood fringe capacity at 720 West Madison Street. This work was completed in November of 2016. Citizens are invited to comment on the work.

NOTE: The regularly schedule Parks Commission meeting will begin upon conclusion of this public hearing.  
CALL

Mo Hansen  
Clerk/Treasurer

Posted and Emailed: 12/20/2016

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.



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## **PARKS COORDINATOR REPORT**

October/November/December 2016

### **EVENTS AND HIGHLIGHTS**

- WYSO Halloween Night
  - Youth Event – 300 Children involved throughout the night
  - Adult Event – 100 Adults in attendance

### **ONGOING PROJECTS**

- MAIN ENTRANCE GATE: Project 90% Complete. Top Cement Cap is going to be done in the spring. A rubber top will be fastened so no water or moisture will be in the structure.
- WIENER & KRAUT DAY AND MUSIC FESTIVAL 2017: 2 day event starting with DorothyFest, Softball Tournament and the first band for the weekend.
  - Saturday would include DorothyFest, Softball, regular W&K Day events and 5 bands throughout the day.
    - Cost minimal for bands as we want local bands non-expensive bands
- SPLASH PAD: Have a new plan in place for 720 W. Madison Location (See handouts)
  - Will have a layout ASAP and ready for brochure to be put together for fundraising efforts
- **MLB – BTF GRANT**
  - **UPDATE: Grant finished and submitted. Have been in contact with the Grant Committee and we will here back in February in we are a winning applicant for the grant.**
- 2017 CONCERT SERIES
  - Met with Ale Asylum for next year beer sponsor and will be meeting with One Barrel Brewing
    - Picked One Barrel Brewing to partner with. Working out details.
  - 2017 Dates
    - May 25, June 22, July 13, August 10, August 31
      - Only 5 dates this year
- **WINTERIZATION OF PARKS**
  - **Monday - Loren Schoenwetter, DPW, Waterloo Utilities and D & L Plumbing**
    - **Took about 2.5 hours total time**
- JULY 4<sup>TH</sup> WEEKEND AND CELEBRATION: Softball Tournament June 30-July 2 with Independence Day Celebration to start Monday night with a band and then end with Fireworks on Tuesday
  - Booking 4 bands for Friday and Saturday
  - Fireworks and expansion of display
  - Baseball games to be scheduled
- CORP PACKAGE: See Handout
- WEDDING WIRE: We have joined WeddingWire.com to test out the waters on marketing and selling of rentals at the Pavilion. Cost: \$2500/Year

### **PROJECTS ON HOLD UNTIL 2017**

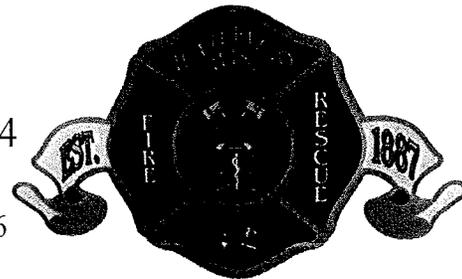
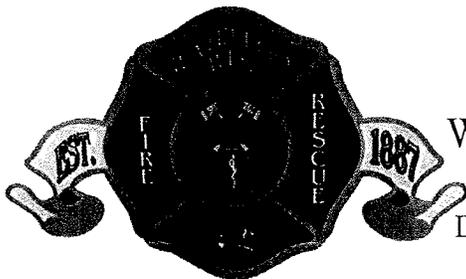
- CO-ED SOFTBALL LEAGUE: This Spring
- DISC GOLF LEAGUE: This Spring along with Trek
  - New course laid out
  - Need to come up with fundraising efforts for Cement tee boxes.
- BASKETBALL COURT: This Spring

### **DONATION CAMPAIGNS**

- See Above – Splash Pad



**WATERLOO FIRE & RESCUE**  
**900 INDUSTRIAL LANE**  
**WATERLOO, WISCONSIN 53594**



Department Activity Report – December 2016  
 Call Report for the month of December

**EMS Calls:**

City of Waterloo	19
Township of Waterloo	2
Township of Portland	1
(2 <sup>nd</sup> out Ambulance) City of Waterloo	2
<b>Total EMS</b>	<b>24</b>

**EMS & Fire Accidents Calls:**

City of Waterloo	0
Mutual Aid for Watertown	1
<b>Total MVA</b>	<b>1</b>

**False Alarms:**

City Of Waterloo	2
Township of Waterloo	1

**Fire Calls:**

City of Waterloo	3
Mutual Aid for Watertown	1
Mutual Aid for Reeseville	1
Mutual Aid for Cambridge	1
Mutual Aid for Jefferson	1
Mutual Aid for Johnson Creek	1

**Hazardous Condition:**

City of Waterloo	2
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**Weather Related Calls:**

Waterloo Fire District	0
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**Good Intent:**

City of Waterloo	0
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**Service Calls:**

City of Waterloo	2
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**Rescue Calls:**

City of Waterloo	0
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<b>Total Fire</b>	<b>11</b>
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<b>December Total</b>	<b>25</b>
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**Up to Date Call Totals**

Fire (Structure, Wild land, Motor Vehicle)	40
Rescue/EMS: ALS 88 BLS 122	Total: 230
Hazardous Conditions (No Fire)	14
Good Intent Calls	0
False Alarm or Call	13
Motor Vehicle Accidents	7
Service Calls	10
Rescue Calls	2
Weather Related Calls	1

<b>Up to Date Total</b>	<b>294</b>
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Up to Date Total Mutual Aid Given	29	Mutual Aid Received	2
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Up to Date Total Automatic Aid Given	1	Automatic Aid Received	0
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Up to Date Total Personnel Response:	1702	(for the month):	157
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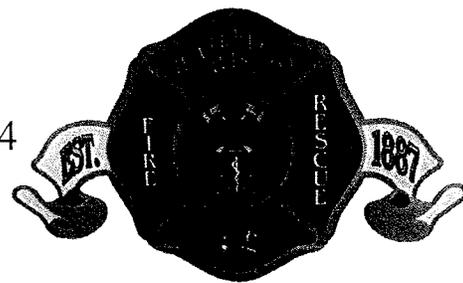
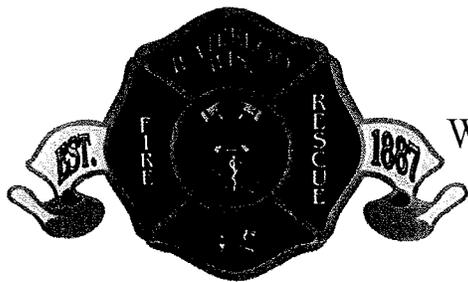
Up to Date Year Response Time (All Incidents)	1927
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(From 1 <sup>st</sup> page to enroute times)	average 5.6 min (for the month)
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Up to Date Minutes Spent Responding	1121
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(Enroute time to on scene time)	average 3.9 min (for the month)
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WATERLOO FIRE & RESCUE  
900 INDUSTRIAL LANE  
WATERLOO, WISCONSIN 53594



Monday January 2<sup>nd</sup>, 2017

On Monday December 12<sup>th</sup>, 2016 we had our monthly EMS training. There were four stations. The first station was child delivery and complication with a delivery. This is not an everyday occurrence. It has been some time since our EMS has delivered a baby, but when it happens our members are ready. The second station was splinting. Our members have multiple ways of splinting and they need to know what is going to be the best for the patient and to reduce the pain as much as we can. The third station was on Med sled and back boards. The Med sled is another tool for our members to get someone out of a difficult spot. When placing a patient on a back board there is a few different ways of doing it, so our members need to work as a team and try to not cause the patient more pain. The fourth station was driver training. Our drivers go out and test their skills. You might think all they have to do is drive, but it is not that easy. Every turn they make if the driver feels it all the people in the back feel it 3x more. The members get scored on this and improvements are made.

On Monday December 19<sup>th</sup>, 2016 we had our monthly Fire training. There were four stations. The first station was hose deployment and advancement. A few of our members have been training on a more efficient way of deploying a hose and advancing it to the fire. Before it took two firefighters about one minute to deploy and advance so there were no kinks in the line. The new way is one firefighter in about 30 seconds, the second firefighter grabs tools now. The second station was on doffing and donning turn out gear and SCBA's (air packs). This is in two parts the first one is getting all their gear on in less than two minutes. The second part is door drills, the firefighter does not mask up until they get to the door, they need to mask up in less than 30 seconds. The third station was on Cascade system. This was a refresher on how to fill our SCBA's off of the truck and from the station and how to fill the system after use. The fourth station was on operation of extrication tools and maintenance. This is just to refresh our members on how all tools are hookup and use and then what needs to be done after use.

Sincerely,

Chief Vern Butzine  
Waterloo Fire Department  
900 Industrial Ln.  
Waterloo WI 53594  
920-478-2535  
[admin@waterloofd.com](mailto:admin@waterloofd.com)



Invoice

Invoice Number: 0027868-IN

Invoice Date: 12/31/16

Terms: Net 30 Days

Due Date: 01/30/17

Salesperson: 0000

Customer Number: 11-WATERL2

Customer P.O.:

CITY OF WATERLOO  
136 N MONROE STREET  
Waterloo, WI 53594-1198

WI Invoicing

Fee Type	Amount Paid	Paid Date	Meritage %	Due to Meritage
<b>Permit # 16WTRC-0077-12-16B</b>	<b>101 MINNETONKA WAY</b>			<b>Accessory Structure</b>
Accessory Structure- Residential	60.00	12/29/16	60.00	36.00
Erosion Control - Addition- Resic	75.00	12/29/16	60.00	45.00
<b>16WTRC-0077-12-16B Subtotal</b>				<b>81.00</b>
<b>Permit # 16WTRC-0078-16-12B</b>	<b>380 ADAM ST</b>			<b>Residential Alteration</b>
Remodel- Residential	85.00	12/08/16	60.00	51.00
<b>16WTRC-0078-16-12B Subtotal</b>				<b>51.00</b>
<b>Permit # 16WTRC-0078-16-12E</b>	<b>380 ADAM ST</b>			<b>Electrical Permit</b>
Electrical- New Building/Additon/	59.30	12/08/16	60.00	35.58
<b>16WTRC-0078-16-12E Subtotal</b>				<b>35.58</b>
<b>Permit # 16WTRC-0079-16-12H</b>	<b>516 INDIAN HILL DR</b>			<b>HVAC Permit</b>
HVAC- Replacement & Misc. lter	55.00	12/08/16	60.00	33.00
<b>16WTRC-0079-16-12H Subtotal</b>				<b>33.00</b>
<b>Permit # 16WTRC-0080-16-12H</b>	<b>336 N. MONROE</b>			<b>HVAC Permit</b>
HVAC- New Building/Additon/All	144.00	12/08/16	60.00	86.40
<b>16WTRC-0080-16-12H Subtotal</b>				<b>86.40</b>
<b>Permit # 16WTRC-0081-16-12E</b>	<b>516 INDIAN HILL TRL</b>			<b>Electrical Permit</b>
Electrical- Replacement & Misc.	50.00	12/15/16	60.00	30.00
<b>16WTRC-0081-16-12E Subtotal</b>				<b>30.00</b>
<b>Permit # 16WTRC-0082-16-12H</b>	<b>230 BOORMAN ST.</b>			<b>HVAC Permit</b>
HVAC- Replacement & Misc. lte	50.00	12/22/16	60.00	30.00
<b>16WTRC-0082-16-12H Subtotal</b>				<b>30.00</b>
<b>Permit # 16WTRC-0083-16-12B</b>	<b>101 MINNETONKA WAY</b>			<b>Residential Alteration</b>
Remodel- Residential	200.00	12/28/16	60.00	120.00
<b>16WTRC-0083-16-12B Subtotal</b>				<b>120.00</b>
<b>Permit # 16WTRC-0083-16-12E</b>	<b>101 MINNETONKA WAY</b>			<b>Electrical Permit</b>
Electrical- New Building/Additon/	50.50	12/17/16	60.00	30.30
<b>16WTRC-0083-16-12E Subtotal</b>				<b>30.30</b>

Continued



CITY OF WATERLOO

Invoice Number: 0027868-IN

Invoice Date: 12/31/16

Page: 2

Fee Type	Amount Paid	Paid Date	Meritage %	Due to Meritage
<b>Permit # 16WTRC-0083-16-12H</b>		<b>101 MINNETONKA WAY</b>		<b>HVAC Permit</b>
HVAC- New Building/Additon/Alt	50.50	12/17/16	60.00	30.30
<b>16WTRC-0083-16-12H Subtotal</b>				<b>30.30</b>
<b>Permit # 16WTRC-0083-16-12P</b>		<b>101 MINNETONKA WAY</b>		<b>Plumbing Permit</b>
Plumbing- New Building/Additior	50.50	12/17/16	60.00	30.30
<b>16WTRC-0083-16-12P Subtotal</b>	=====			<b>30.30</b>
<b>TOTAL</b>				<b>\$929.80</b>

1/9/2017
RECEIPT #32788
\$ 929.80

BUILDING PERMITS	\$ 345.00
RAZING PERMITS	\$ -
ELECTRICAL PERMITS	\$ 159.80
PLUMBING PERMITS	\$ 50.50
HVAC PERMITS	\$ 299.50
OCCUPANCY PERMITS	\$ -
EROSION CONTROL	\$ 75.00
BUILDING PERMIT SEALS	\$ -
REINSPECT FEE	\$ -
<b>TOTALS</b>	<b>\$ 929.80</b>

WI Invoicing

Summary Fee Type		
ItemCode	Description	Amount
/PERMITS	Building Permits	557.88
<b>Total</b>		<b>557.88</b>

Please Remit Payments to:  
W241 S4135 Pine Hollow Ct, Waukesha WI 53189

Net Invoice:	557.88
Freight:	0.00
Sales Tax:	0.00
<b>Invoice Total:</b>	<b>557.88</b>

MACHINERY AND EQUIPMENT

December 2016

544 H ENDLOADER	General Maintenance	Start	End	Total
		2,578	2,613	35
		Fuel Used	GPH	
		53	1.5	
JOHN DEERE TRACTOR	General Maintenance	START	END	TOTAL
		4,244	4,246	2
		FUEL USED	GPH	
		2	1	
WOOD CHIPPER	General Maintenance	START	END	TOTAL
		1,871	1,873	2
		FUEL USED	GPH	
		4	2	
2520 John Deere TRACTOR	Changed all fluids and filters	START	END	TOTAL
		611 / 659	637 / 685	27 / 26
		FUEL USED	TOTAL	
		53	1	
X750 TRACTOR	General Maintenance	START	END	TOTAL
		567	567	0
		FUEL USED	GPH	
		0	0	
2014 FREIGHTLINER TRUCK #7	General Maintenance	START	END	TOTAL
		3,316	3,774	458
		FUEL USED	GPH	
		123	3.7	
2010 INTERNATIONAL TRUCK #1	General Maintenance	START	END	TOTAL
		14,824	15,230	406
		FUEL USED	MPG	
		145	2.8	
2004 FREIGHTLINE TRUCK #2	Changed all fluids and filters	START	END	TOTAL
		36,143	36,784	611
		FUEL USED	MPG	
		168	3.8	
2004 INTERNATIONAL TRUCK #3	General Maintenance	START	END	TOTAL
		1,629	1,640	11
		FUEL USED	GPH	
		18	1.6	

2011 FORD F-550	General Maintenance	START 22,578	END 22,578	TOTAL 0
		FUEL USED 0		MPG 0
2008 INTERNATIONAL TRUCK #5	General Maintenance	START 17,986	END 18,403	TOTAL 417
		FUEL USED 96		MPG 4.3
2005 ELGIN PELICAN STREET SWEEPER	General Maintenance	START 9,546	END 9,546	TOTAL 0
		FUEL USED 0		GPH 0
2017 CHEVEROLET TRUCK #4	Put into service 2017 Silverado	START 0	END 411	TOTAL 411
		FUEL USED 35		GPH 11.7

December 2016

	NO.OF LOADS	NO OF YARDS
NUMBER OF LOADS TAKEN TO THE LANDFILL	0	
NUMBER OF LOADS OF COMPOST MATERIALS COLLECTED	0	0
NUMBER OF LOADS OF WOOD CHIPS COLLECTED CURBSIDE	0	0

Miscellaneous Items

December 2016  
MONTHLY HOURS FOR EACH EMPLOYEE

	GARY	JEFF	CHAD	CHRIS	OT HOURS	TOTAL HOURS
MUNI BLDG	0	0	0	0	0	0
COMM BLDG	0	0	0	0	0	0
POLICE ADMIN	0	0	0	0	0	0
FIRE DEPT	0	0	0	0	0	0
MACH/ EQUIP	36	53.5	61	50	0	200.5
GARAGE / SHED	39	9	9	13	0	70
MEETING / SEM	0	0	0	0	0	0
STREET REP / MAINT	0	0	0	8	0	8
STREET CLEANING	0	0	0	0	0	0
SNOW / ICE	44 37	38 52.5	27 49	27.75 59	136.75	333.75
STORM SEWER	0	6	8	1	0	15
TRAFFIC CONTROL	0	0	0	0	0	0
TREE / BRUSH	0				0	36
	3	8.5	13.5	11		
REFUSE COLLECTION	1	.5	7.5	8	0	17
SANITARY SEWER	0	3	0	0	0	3
ANIMAL CONTROL	0	0	0	0	0	0
	0	0	0	0		
CEMETERY	0	0	0	0	0	0
LIBRARY	0	0	0	0	0	0
FIREMANS PARK	0	0	0	0	0	0
OTHER PARKS	0	1	2	0	0	3

<b>TRAILHEAD</b>	0	0	0	0	0	0
<b>CELB / ENTER</b>	0	2	2	2	0	6
<b>WEED CONTROL</b>	0	0	0	0	0	0
<b>SICK LEAVE</b>	11	0	0	0	0	11
<b>VACATION</b>	27	0	16	0	0	43
<b>HOLIDAY</b>	24	24	24	24	0	96
<b>BEREVEMENT</b>	0	0	0	0	0	0
<b>ON CALL</b>	0	0	0	0	0	0

# WATERLOO POLICE DEPARTMENT

Report For Month Of December 2016

## COMPLAINTS

Family:	5
Off Road Vehicles:	0
Vandalism:	0
Minor Theft - Less Than \$500:	4
Major Theft - More Than \$500:	0
Burglary:	0
Doors Found Open:	12
Animal Case:	3
Late Bar Closing:	0
Alarms:	2
Lous Music/Parties:	1
Tavern Complaints:	0
Prowler Complaints:	0
Battery To Person:	0
Domestic Abuse:	1
Sexual Assault:	0
Runaways:	0
Worthless Checks:	0
All Other Complaints:	43
<b>TOTAL COMPLAINTS</b>	<b>71</b>

## INQUIRIES/CHECKS

Registration Checks:	649
Drivers License Checks:	238
NCIC/CIB/VIN Checks:	0
Check Welfare:	3
<b>TOTAL INQUIRIES/CHECKS</b>	<b>890</b>

## ACCIDENTS

More Than \$1,000:	4
Less Than \$1,000:	1
Pedestrian Accidents:	0
Bicycle Accidents:	0
Victims Injured:	1
Victims Killed:	0
<b>TOTAL ACCIDENTS</b>	<b>5</b>

## ASSISTS

Assist Jefferson County:	4
Assist Dodge County:	1
Assist Dane County:	1
Assist Marshall Police:	3
Assist Fire/Rescue:	29
Assist Other Agencies:	3
Assist Public:	56
Assist With Escort:	1
Assist All Other:	0
<b>TOTAL ASSISTS</b>	<b>98</b>

## MISCELLANEOUS

Investigations/Followups:	42
Traffic Control:	4
Radar Operations:	138
Special Assignment:	1
Speech/Presentations:	0
Serve Papers:	0
Other Miscellaneous:	0
<b>TOTAL MISCELLANEOUS</b>	<b>185</b>

# WATERLOO POLICE DEPARTMENT

Report For Month Of December 2016

## TRAFFIC VIOLATIONS

## MISDEMEANOR/CRIMINAL

### WARNINGS

### ARRESTS

### WARNINGS

### ARRESTS

Speeding:	5	0
Too Fast For Conditions:	0	0
Innattentive Driving:	0	0
Failure To Yield:	1	1
Stop Sign Violation:	0	1
Illegal Passing:	0	0
No Drivers License:	0	0
Illegal Parking:	3	37
Left Of Highway:	0	0
Operate While Intoxicated:	0	1
Unregistered Vehicle:	1	0
Driving Suspended/Revoked:	0	2
Hit And Run:	0	0
Illegal U-Turn:	0	0
Following Too Close:	0	0
Seatbelt Violation:	0	0
Off Road Vehicles:	0	0
Power Display:	0	0
Equipment Violations:	10	0
All Other Traffic:	1	0

Disorderly Conduct:	0	1
Underage Alcohol:	0	1
Warrants:	0	5
Theft:	0	0
Trespassing:	0	0
Breaking & Entering:	0	0
Vandalism:	0	0
All Other Misd/Criminal:	6	1

### WARNINGS

### ARRESTS

TOTALS

27

50

### Hourly Breakdown

Patrol:	550.25
Investigations:	73.75
Radar:	134.25
Court Appearances:	0.00
Office:	188.25
Special Duties:	5.50
Schools/Training:	2.00
On Call:	0.00

TOTAL:

954.00

Monthly Incident Comparison Report

Report Criteria:

Current Month: 12/2016

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
<b>ASSIST</b>						
	Assist Business	0	0	1	0	2
	Assist Citizen	1	0	12	2	11
	Assist Dane County Sheriff	0	1	7	0	4
	Assist Dodge County Sheriff	2	0	21	0	15
	Assist Jefferson County Sheriff	2	2	16	1	12
	Assist Marshall PD	3	1	38	2	28
	Assist Probabtion/Parole	0	0	0	0	2
	Assist Social Services	1	2	10	1	12
	Civil Dispute	0	0	0	0	1
	Custody for Other Department	1	0	1	0	1
	EMS Calls	0	0	0	0	2
	Fire Calls	1	0	5	0	3
	Neighbor Problems	0	0	0	0	2
	Other Mutual Aid Assists	2	0	2	0	8
	Probation/Parole Check Ins	0	0	3	0	1
	<b>Total for ASSIST:</b>	<b>13</b>	<b>6</b>	<b>116</b>	<b>6</b>	<b>104</b>
<b>CRIMINAL</b>						
	Animal Cruelty/Neglect/Trapping	0	0	0	0	1
	Bail Jumping/Escapes	0	0	3	3	3
	Burglary - Non-Residential/Forced	0	0	1	1	1
	Burglary - Residential/Forced	0	0	1	0	2
	Burglary - Residential/No Force	0	0	1	1	2
	Computer Crimes	0	0	0	0	1
	Contempt of Court, Court Violation	0	0	0	0	3
	Criminal Damage To Property/vandalism	0	2	19	1	20
	Disorderly Conduct - All Other	1	0	9	2	11

Monthly Incident Comparison Report

Report Criteria:

Current Month: 12/2016

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
CRIMINAL						
	Disorderly Conduct - Fight, Disturbance	0	1	12	1	9
	Disorderly Conduct - Noise	0	0	1	0	0
	Domestic Disturbance	0	0	14	2	15
	Domestic Offense - Spousal Abuse/Fights	0	0	0	0	1
	Drug Investigations	0	0	4	0	0
	Drug Paraphernalia Possession	0	0	2	1	4
	Drug Possession	0	1	5	0	2
	Forcible Rape	0	0	1	0	0
	Forgery/Counterfeiting	0	0	2	0	2
	Fraud	0	0	6	1	8
	Harass/Intimidate Victim or Witness	0	0	0	0	1
	Harassment - Harassing Telephone Calls	0	0	4	0	6
	Harassment - Stalking	0	0	1	0	0
	Harassment - Threats	0	0	5	2	5
	Interfere with Child Custody	0	0	4	0	3

## Monthly Incident Comparison Report

## Report Criteria:

Current Month: 12/2016

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
CRIMINAL						
	Obstruct/Resist Police Officer	0	0	2	0	2
	Operate Vehicle Without Owner's Consent	0	0	0	0	1
	Other Sex Offenses	0	0	3	0	3
	Probation Hold	0	0	1	0	0
	Suicide - Attempts/Threats	0	0	1	0	0
	Theft - All Other	2	1	14	1	8
	Theft - Bicycles	0	0	1	0	4
	Theft - From Building	0	0	3	1	5
	Theft - From a Motor Vehicle	0	0	4	0	5
	Theft - Motor Vehicle Parts/Accessories	0	0	0	0	1
	Theft - Retail/Shoplifting	1	2	11	0	4
	Trespassing	0	0	6	0	2
	Violation of Court/Restraining Order	0	0	2	0	5
	Worthless Checks - Less Than \$1000	0	0	1	0	2
	<b>Total for CRIMINAL:</b>	<b>4</b>	<b>7</b>	<b>144</b>	<b>17</b>	<b>142</b>
ORDINANCE						
	Abandoned Property/Vehicle Violation	0	0	0	0	1
	Animal Bite	0	0	6	1	6
	Animal Licensing/Shots/Etc.	0	0	1	0	1
	Animal Noise Complaint	0	0	4	0	0
	Animal Running at Large	0	0	4	0	5

Monthly Incident Comparison Report

Report Criteria:

Current Month: 12/2016

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
ORDINANCE						
	Contributing to Delinquency of a Minor	1	0	1	0	0
	Damage/Remove/Deface Sign or Signal	0	0	1	0	0
	Fireworks Violation	0	0	0	0	1
	Illegal Dumping	0	1	1	0	1
	Municipal Code Violation	0	0	3	0	1
	Possession of Tobacco by Minor	0	0	1	0	2
	Truancy	0	0	2	0	5
	Under Age Drinking - Adult (18-21)	0	0	1	0	1
	Under Age Drinking - Minor (Under 18)	0	0	0	0	2
	<b>Total for ORDINANCE:</b>	<b>1</b>	<b>1</b>	<b>25</b>	<b>1</b>	<b>26</b>
Other						
	Investigation/Take Report	0	0	0	0	1
	Other Animal Calls - Dead, Etc.	0	0	3	1	9
	Receive Information	1	3	21	0	29
	<b>Total for Other:</b>	<b>1</b>	<b>3</b>	<b>24</b>	<b>1</b>	<b>39</b>
SERVICE						
	911 Disconnect (Hang-Up)	0	0	0	0	1
	Death Investigation	1	0	2	0	1
	Emergency Commitment/Chapter 51	0	0	1	0	0
	Emergency Detention/Detoxification	0	0	11	2	7
	Found Items/Property	0	1	3	0	7

Monthly Incident Comparison Report

Report Criteria:

Current Month: 12/2016

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
SERVICE						
	Injured/Ill Person	0	0	1	0	0
	Keep the Peace	0	0	1	0	4
	Missing Adult	0	0	0	0	1
	Runaway Juvenile	0	0	1	0	0
	Suspicious Person/Activity, Prowler	1	0	8	0	5
	Uncontrollable Juvenile	0	0	1	0	10
	Warrant Pickup - Other Agency	2	0	8	0	0
	Warrant Pickup - Waterloo	1	0	3	0	0
	Welfare Check	1	0	8	2	8
	<b>Total for SERVICE:</b>	<b>6</b>	<b>1</b>	<b>48</b>	<b>4</b>	<b>44</b>

Monthly Incident Comparison Report

Report Criteria:

Current Month: 12/2016

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
TRAFFIC						
	Disobey Sign/Marker	0	0	1	0	0
	Driver's License Violations (Ex OAS/OAR)	0	0	17	1	19
	Driving Complaint	0	0	1	0	0
	Driving, Meeting, Passing Violation	0	1	1	0	0
	Lane Violations - Left of Center, Etc.	0	0	0	0	3
	OAS/OAR/Other License Violations	2	1	33	3	43
	Operate Motor Vehicle While Intoxicated	0	0	8	0	12
	Other Traffic Violations	0	0	37	6	18
	Parking Violation	0	1	38	2	46
	Registration/Title Violation	0	0	20	3	14
	Seatbelt Violation	0	0	40	0	46
	Speeding Violation	0	1	28	0	16
	Stop Sign/Signal Violation	1	0	9	1	2
	Tow Vehicle	0	0	1	0	2
	Traffic Accident - Hit and Run (Damage)	2	0	7	1	13
	Traffic Accident - Hit and Run (Injury)	0	0	2	0	0
	Traffic Accident - Non-Reportable	1	1	6	1	5
	Traffic Accident - Personal Injury	1	1	5	0	3
	Traffic Accident - Property Damage	3	1	15	0	15
	Vehicle Equipment Violation - Lights	0	0	3	2	5
	Vehicle Equipment Violation - Other	0	0	0	0	1
	Warning - 5 Day Equipment Violation	0	0	5	0	0
	<b>Total for TRAFFIC:</b>	<b>10</b>	<b>7</b>	<b>277</b>	<b>20</b>	<b>263</b>
Undefined						
	Blank Description	0	0	0	0	3
	Found Property	0	0	0	0	1
	Harassment	0	0	0	0	1
	<b>Total for Undefined:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>
<b>Grand Totals:</b>		<b>35</b>	<b>25</b>	<b>634</b>	<b>49</b>	<b>623</b>

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# Waterloo Police Department

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## Major Complaint Log - Formal Reports Required - Case Numbers Assigned

For Dates: 12/01/2016 Thru 12/31/2016

Printed: 01/13/2017

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Date	Complaint	Case Descriptive	Action Taken
12/02/2016	ASSIST JEFFERSON COUNTY SHERIFF DEPARTMENT.	OFFICER REQUEST TO ASSIST WITH RESIDENTIAL ALARM IN JEFFERSON COUNTY.	OFFICER ASSISTED
12/02/2016	THEFT ALL OTHER.	REPORT OF SUBJECT PUTTING GAS IN VEHICLE AND LEAVING GAS STATION WITHOUT PAYING FOR GAS.	INVESTIGATION CONTINUING.
12/02/2016	CONTRIBUTING TO TRUANCY.	REPORT OF JUVENILE MISSING TOO MANY DAYS OF SCHOOL FOR THE SEMESTER.	DUE TO PREVIOUS WARNINGS GIVEN TO PARENT, CITATION ISSUED TO PARENT FOR VIOLATION.
12/03/2016	FAILURE TO STOP AT STOP SIGN.	OFFICER OBSERVED VEHICLE APPROACH A STOP SIGN THAT THEN FAILED TO COME TO A COMPLETE STOP.	SUBJCT ARRESTED.
12/03/2016	ASSIST MARSHALL POLICE DEPARTMENT.	OFFICER REQUESTED TO RUN INTOXIMETER TEST ON ARRESTED SUBJECT FOR MARSHALL POLICE DEPARTMENT.	OFFICER ASSISTED
12/04/2016	ASSIST MARSHALL POLICE DEPARTMENT.	OFFICER REQUESTED TO ASSIST WITH INCIDENT IN VILLAGE OF MARSHALL.	BEFORE ARRIVAL IN MARSHALL, OFFICER ADVISED DEPARTMENT'S ASSISTANCE WAS NO LONGER NEEDED.
12/04/2016	DEATH INVESTIGATION.	REPORT OF SUBJECT FOUND UNRESPONSIVE IN RESIDENCE.	OFFICER MADE CONTACT AT RESIDENCE WITH RESCUE PERSONNEL. MEDICAL EXAMINER'S OFFICE CONTACTED.
12/06/2016	TRAFFIC ACCIDENT.	REPORT OF TWO VEHICLE ACCIDENT ON PORTLAND ROAD.	OFFICER TOOK REPORT. CITATION ISSUED FOR FAILURE TO YIELD RIGHT OF WAY.
12/06/2016	PARKING WHERE PROHIBITED.	SUBJECT WAS ISSUED A PARKING CITATION AND HAS MADE NO ATTEMPT TO PAY FOR CITATION.	PARKING CITATION VOIDED AND STATE CITATION ISSUED FOR VIOLATION.
12/06/2016	PARKING WHERE PROHIBITED.	SUBJECT WAS ISSUED A PARKING CITATION AND HAS MADE NO ATTEMPT TO PAY FOR CITATION.	PARKING CITATION VOIDED AND STATE CITATION ISSUED FOR VIOLATION.
12/06/2016	TRAFFIC ACCIDENT.	REPORT OF VEHICLE ACCIDENT ON PORTLAND ROAD.	OFFICER TOOK INFORMATION. AFTER REVIEW OF ALL INFORMATION, ACCIDENT WAS ONLY ONE VEHICLE AND CITATIONS WERE ISSUED TO DRIVE.

# Major Complaint Log - Formal Reports Required - Case Numbers Assigned

For Dates: 12/01/2016 Thru 12/31/2016

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Date	Complaint	Case Descriptive	Action Taken
12/08/2016	TRAFFIC ACCIDENT	REPORT OF MINOR ACCIDENT IN PARKING LOT.	OFFICER TOOK INFORMATION.
12/09/2016	WARRANT PICKUP-WATERLOO	OFFICER MADE CONTACT AT RESIDENCE DUE TO RESIDENT BEING WANTED ON A WARRANT.	CONTACT MADE WITH SUBJECT WHO WAS ARRESTED AND TRANSPORTED TO JEFFERSON COUNTY JAIL.
12/09/2016	WARRANT PICKUP	OFFICER HAD CONTACT WITH SUBJECT WANTED ON A WARRANT OUT OF LAKE MILLS.	SUBJECT ARRESTED AND TRANSPORTED TO JEFFERSON COUNTY JAIL.
12/10/2016	ASSIST DODGE COUNTY SHERIFF DEPARTMENT.	OFFICER REQUESTED TO ASSIST WITH MINOR ONE VEHICLE ACCIDENT IN DODGE COUNTY.	OFFICER ASSISTED.
12/12/2016	ASSIST JEFFERSON COUNTY SHERIFF DEPARTMENT.	OFFICER REQUESTED TO ASSIST WITH A VEHICLE RUNOFF IN JEFFERSON COUNTY.	OFFICER ASSISTED.
12/12/2016	OTHER MUTUAL AID ASSISTS.	OFFICER REQUESTED TO OBTAIN WRITTEN STATEMENT FROM RESIDENTS IN CITY REGARDING POSSIBLE SCAM COMPLAINT.	OFFICER ASSISTED.
12/13/2016	CUSTODY-PROBATION VIOLATION.	OFFICER REQUESTED TO PICK UP RESIDENT IN CITY FOR VIOLATION OF PROBATION.	OFFICER MADE CONTACT WITH SUBJECT. SUBJECT ARRESTED AND TRANSPORTED TO JEFFERSON COUNTY JAIL.
12/13/2016	OPERATING AFTER SUSPENSION.	OFFICER HAD SUBJECT ON A TRAFFIC STOP. UPON CHECKING DRIVER'S STATUS, OFFICER LEARNED SUBJECT'S LICENSE WAS SUSPENDED.	SUBJECT ARRESTED AND ISSUED CITATION.
12/17/2016	PARKING WHERE PROHIBITED	SUBJECT WAS ISSUED A PARKING CITATION AND HAS MADE NO ATTEMPT TO PAY FOR CITATION.	PARKING CITATION AND STATE CITATION ISSUED FOR VIOLATION.
12/17/2016	PARKING WHERE PROHIBITED	SUBJECT WAS ISSUED A PARKING CITATION AND HAS MADE NO ATTEMPT TO PAY FOR CITATION.	PARKING CITATION AND STATE CITATION ISSUED FOR VIOLATION.
12/18/2016	RECEIVE INFORMATION.	SUBJECT REPORTS EX-WIFE NOT COMING TO RESIDENCE AND PICKING UP CHILDREN AFTER VISITATION.	OFFICER MADE CONTACT WITH SUBJECT. SUBJECT DID PICK UP CHILDREN.
12/18/2016	PARKING WHERE PROHIBITED	SUBJECT WAS ISSUED A PARKING CITATION AND HAS MADE NO ATTEMPT TO PAY FOR CITATION.	PARKING CITATION AND STATE CITATION ISSUED FOR VIOLATION.

# Major Complaint Log - Formal Reports Required - Case Numbers Assigned

For Dates: 12/01/2016 Thru 12/31/2016

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Date	Complaint	Case Descriptive	Action Taken
12/18/2016	PARKING WHERE PROHIBITED	SUBJECT WAS ISSUED A PARKING CITATION AND HAS MADE NO ATTEMPT TO PAY FOR CITATION.	PARKING CITATION AND STATE CITATION ISSUED FOR VIOLATION.
12/18/2016	PARKING WHERE PROHIBITED	SUBJECT WAS ISSUED A PARKING CITATION AND HAS MADE NO ATTEMPT TO PAY FOR CITATION.	PARKING CITATION AND STATE CITATION ISSUED FOR VIOLATION.
12/18/2016	THEFT-RETAIL/SHOPLIFTING	REPORT OF SUBJECT LEAVING BUSINESS WITH ITEM THAT WAS NOT PAID FOR.	INVESTIGATION CONTINUING.
12/19/2016	TRAFFIC ACCIDENT.	REPORT OF TWO VEHICLE ACCIDENT IN PARKING LOT.	OFFICER TOOK INFORMATION.
12/20/2016	ASSIST HUMAN SERVICES.	REPORT OF SUBJECT POSSIBLE TAKING OVERDOSE OF MEDICATION.	OFFICER MADE CONTACT AT RESIDENCE. SUBJECT TRANSPORTED TO HOSPITAL DUE TO THREATS OF SUICIDE.
12/20/2016	ASSIST JEFFERSON COUNTY SHERIFF DEPARTMENT.	OFFICER REQUESTED TO ASSIST WITH A VEHICLE RUNOFF IN JEFFERSON COUNTY.	OFFICER ASSISTED.
12/20/2016	TRAFFIC ACCIDENT.	REPORT OF TWO VEHICLE ACCIDENT ON GREGOR LANE.	OFFICER TOOK INFORMATION.
12/21/2016	THEFT ALL OTHER.	REPORT OF ITEM REMOVED FROM PROPERTY BY UNKNOWN SUBJECTS.	INVESTIGATION CONTINUING.
12/21/2016	DISORDERLY CONDUCT.	REPORT OF STUDENT SWEARING AND YELLING AT TEACHER AND WALKING OUT OF SCHOOL.	OFFICER SPOKE WITH SUBJECT AND SCHOOL STAFF. SUBJECT ARRESTED AND ISSUED CITATION.
12/23/2016	WELFARE CHECK.	REPORT OF POSSIBLE EXTREMELY INTOXICATED SUBJECT WALKING DOWN EAST MADISON STREET.	SUBJECT WAS LOCATED BY OFFICERS. FAMILY MEMBER WAS CONTACTED TO TAKE CUSTODY OF SUBJECT.
12/23/2016	OTHER MUTUAL AID ASSISTS	OFFICER REQUESTED TO ASSIST REEDSBURG OFFICER WITH A VEHICLE IN OUR CITY.	OFFICER ASSISTED.
12/24/2016	TRAFFIC ACCIDENT.	REPORT OF PARKED VEHICLE BEING STRUCK BY ANOTHER VEHICLE THAT HAD LEFT THE SCENE.	OFFICER TOOK REPORT. STRIKING VEHICLE WAS LOCATED. REPORT COMPLETED.

# Major Complaint Log - Formal Reports Required - Case Numbers Assigned

For Dates: 12/01/2016 Thru 12/31/2016

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Date	Complaint	Case Descriptive	Action Taken
12/24/2016	ASSIST MARSHALL POLICE DEPARTMENT.	OFFICER REQUESTED TO ASSIST MARSHALL POLICE DEPARTMENT IN REGARDS TO TRAFFIC ACCIDENT.	OFFICER ASSISTED.
12/24/2016	ASSIST CITIZEN	OFFICER WAS DISPATCHED TO RESIDENCE FOR 911 CALL WITH LANGUAGE BARRIER.	OFFICER MADE CONTACT. OFFICER DETERMINED RESIDENT MAY BE HAVING MEDICAL ISSUES. SUBJECT TRANSPORTED BY EMS.
12/28/2016	CUSTODY-OTHER DEPARTMENT WARRANT.	OFFICER HAD CONTACT WITH SUBJECT ON AN ASSIST COMPLAINT. UPON RUNNING SUBJECT'S INFORMATION, OFFICER LEARNED SUBJECT WAS WANTED ON A WARRANT.	SUBJECT ARRESTED AND TRANSPORTED TO JEFFERSON COUNTY JAIL.
12/30/2016	BAIL JUMPING.	OFFICER HAD CONTACT WITH SUBJECT. OFFICER OBSERVED SUBJECT WAS INTOXICATED WHICH WAS A VIOLATION OF HIS CONDITIONS OF BOND.	SUBJECT ARRESTED AND TRANSPORTED TO JEFFERSON COUNTY JAIL.
12/31/2016	TRAFFIC ACCIDENT.	OFFICER RECEIVED A REPORT OF AN ERRATIC DRIVER. OFFICER LOCATED SUBJECT STUCK OFF THE ROADWAY. UPON OFFICER MAKING CONTACT WITH DRIVER, OFFICER OBSERVED DRIVER WAS INTOXICATED.	SUBJECT ARRESTED AND ISSUED CITATIONS.

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
12/20/2016	12/20/2016	ALL	JEFFERSON CO CIRCUIT CT

Court Date	Name	Ticket	Officer/Court Type
12/20/16	BOYLE,MICHAEL,T	DOB: 05/08/79	CULLEN,NATHANIEL,J
11:00 AM	122 HALL ST 5 WATERTOWN WI, 53094	No: T-D311809-1 Age: 37 Issued: 11/03/16 Inc #: 16-000590	JEFFERSON CO CIRCUIT CT
		<b>Charge</b>	<b>Description</b>
		346.57(5)	Exceeding Speed Zones/Posted Limits
			<b>Fine</b> <b>Collected</b>
			\$0.00 \$0.00
12/20/16	LUBASZ,MATTHEW,D	DOB: 05/18/77	CULLEN,NATHANIEL,J
11:00 AM	129 N MONROE ST 2 WATERLOO WI, 53594	No: T-D311811-3 Age: 39 Issued: 09/06/16 Inc #: 16-000596	JEFFERSON CO CIRCUIT CT
		<b>Charge</b>	<b>Description</b>
		346.53(6)	Parking/Standing where Prohibited
			<b>Fine</b> <b>Collected</b>
			\$25.00 \$0.00
12/20/16	MAY,SCOTT,E	DOB: 02/21/73	WARNER,DAVID,N
11:00 AM	W7941 QUARRY ROAD WATERTOWN WI, 53098	No: T-D311820-5 Age: 43 Issued: 12/03/16 Inc #: 16-000621	JEFFERSON CO CIRCUIT CT
		<b>Charge</b>	<b>Description</b>
		346.46(1)	Fail/Stop at Stop Sign
			<b>Fine</b> <b>Collected</b>
			\$25.00 \$0.00
12/20/16	PETROSELLI,ALICIA,M	DOB: 04/14/85	CULLEN,NATHANIEL,J
11:00 AM	112 1/2 W MADISON ST WATERLOO WI, 53594	No: T-D311810-2 Age: 31 Issued: 08/26/16 Inc #: 16-000595	JEFFERSON CO CIRCUIT CT
		<b>Charge</b>	<b>Description</b>
		346.53(6)	Parking/Standing where Prohibited
			<b>Fine</b> <b>Collected</b>
			\$25.00 \$0.00
12/20/16	PETROSELLI,ALICIA,M	DOB: 04/14/85	THOM,TRACY
11:00 AM	112 1/2 W MADISON ST WATERLOO WI, 53594	No: T-D311816-1 Age: 31 Issued: 11/18/16 Inc #: 16-000602	JEFFERSON CO CIRCUIT CT
		<b>Charge</b>	<b>Description</b>
		343.44(1)(A)	OPERATING WHILE SUSPENDED
			<b>Fine</b> <b>Collected</b>
			\$25.00 \$0.00
12/20/16	PETROSELLI,ALICIA,M	DOB: 04/14/85	BREITENFELDT,NICHOLAS,E
11:00 AM	112 1/2 W MADISON ST WATERLOO WI, 53594	No: T-D311818-3 Age: 31 Issued: 09/16/16 Inc #: 16-000608	JEFFERSON CO CIRCUIT CT
		<b>Charge</b>	<b>Description</b>
		346.53(6)	Parking/Standing where Prohibited
			<b>Fine</b> <b>Collected</b>
			\$25.00 \$0.00
12/20/16	PETROSELLI,ALICIA,M	DOB: 04/14/85	BREITENFELDT,NICHOLAS,E
11:00 AM	112 1/2 W MADISON ST WATERLOO WI, 53594	No: T-D311819-4 Age: 31 Issued: 09/26/16 Inc #: 16-000609	JEFFERSON CO CIRCUIT CT
		<b>Charge</b>	<b>Description</b>
		346.53(6)	Parking/Standing where Prohibited
			<b>Fine</b> <b>Collected</b>
			\$25.00 \$0.00

## Court Calendar Report

## Report Criteria:

Start Date	End Date	Officer	Court Type	
12/20/2016	12/20/2016	ALL	JEFFERSON CO CIRCUIT CT	
Court Date	Name	DOB:	Ticket No:	Officer/Court Type
12/20/16	PETROSELLI,ALICIA,M	04/14/85	T-S186349-2	BREITENFELDT,NICHOLAS,E
11:00 AM	112 1/2 WEST MADISON ST WATERLOO WI, 53594	Age: 31	Issued: 09/27/16 Inc #: 16-000572	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
344.62(2)		\$25.00	\$0.00	
Court Date	Name	DOB:	Ticket No:	Officer/Court Type
12/20/16	PETROSELLI,ALICIA,M	04/14/85	T-S186350-3	BREITENFELDT,NICHOLAS,E
11:00 AM	112 1/2 W MADISON ST WATERLOO WI, 53594	Age: 31	Issued: 09/27/16 Inc #: 16-000572	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
347.06(3)	Unclean/Defective Lights or Reflectors	\$25.00	\$0.00	
Court Date	Name	DOB:	Ticket No:	Officer/Court Type
12/20/16	POWERS,IAN,J	01/23/84	T-D311808-0	CULLEN,NATHANIEL,J
11:00 AM	4297 DAENTL RD DEFOREST WI, 53532	Age: 32	Issued: 11/01/16 Inc #: 16-000589	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
343.44(1)(A)	OPERATING WHILE SUSPENDED	\$45.00	\$0.00	
Court Date	Name	DOB:	Ticket No:	Officer/Court Type
12/20/16	RODERICK,RACHEL,ELIZABETH	05/28/97	T-C016007-5	THOM,TRACY
11:00 AM	536 EDISON ST WATERLOO WI, 53594	Age: 19	Issued: 11/14/16 Inc #: 16-000599	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
346.87	Unsafe Backing of Vehicle	\$35.00	\$0.00	
Court Date	Name	DOB:	Ticket No:	Officer/Court Type
12/20/16	ROTH,WAYNE,E	07/06/76	C-P413333	BREITENFELDT,NICHOLAS,E
11:00 AM	425 BRADFORD DR WATERLOO WI, 53594	Age: 40	Issued: 10/22/16 Inc #: 16-000569	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
*126-4G(3)	DOG RUNNING AT LARGE	\$35.00	\$0.00	
Court Date	Name	DOB:	Ticket No:	Officer/Court Type
12/20/16	SCHOENEMANN,JAMIE,M	03/21/88	T-S186351-4	BREITENFELDT,NICHOLAS,E
11:00 AM	1817 SCHLIMGEN AVE MADISON WI, 53704	Age: 28	Issued: 10/30/16 Inc #: 16-000587	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
346.57(5)	Exceeding Speed Zones/Posted Limits	\$25.00	\$0.00	
Court Date	Name	DOB:	Ticket No:	Officer/Court Type
12/20/16	SCHWEITZER,STEPHEN,L, JR	12/29/80	T-D311817-2	THOM,TRACY
11:00 AM	301 N CHURCH ST B WATERTOWN WI, 53094	Age: 35	Issued: 11/19/16 Inc #: 16-000604	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
346.14(1)	Automobile Following Too Closely	\$45.00	\$0.00	

**Court Calendar Report**

**Report Criteria:**

Start Date	End Date	Officer	Court Type
12/20/2016	12/20/2016	ALL	JEFFERSON CO CIRCUIT CT

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/20/16	SHORT,NICHOLE,M	06/06/93	T-D311804-3	BREITENFELDT,NICHOLAS,E
11:00 AM	593 MILWAUKEE AVE WATERLOO WI, 53594	Age: 23	Issued: 10/27/16 Inc #: 16-000573	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
*343.44(1)	OPER AFT REVOK/SUSP 1ST	\$45.00	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/20/16	SKALITZKY,KRISTA,A	08/03/78	T-S186348-1	BREITENFELDT,NICHOLAS,E
11:00 AM	7341 STATE ROAD 89 COLUMBUS WI, 53925	Age: 38	Issued: 09/26/16 Inc #: 16-000571	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
347.06(3)	Unclean/Defective Lights or Reflectors	\$15.00	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/20/16	ZIEROTH,KATL,M	04/16/85	C-P413399	THOM,TRACY
11:00 AM	W9509 WATERLOO RD WATERLOO WI, 53594	Age: 31	Issued: 10/30/16 Inc #: 16-000586	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
*278-1-947.01	DISORDERLY CONDUCT	\$45.00	\$0.00

**Ticket Count: 17**

**Total Fines: \$490.00**  
**Total Payments: \$0.00**  
**Total Due: \$490.00**

WATERLOO POLICE DEPARTMENT  
PARKING CITATION DECEMBER 2016

Date	Payment	Method	Receipt	Location	Last	First	CitationNumber
12/6/2016	10.00	Cash	011839	Counter	meyer	Jason	014268
12/6/2016	10.00	Cash	011839	Counter	Meyer	Jason	014267
12/6/2016	10.00	Cash	011840	Counter	Evertsheideman	seth	014270
12/7/2016	10.00	Cash	011841	Counter	Bisbee	Donna	014260
12/8/2016	10.00	Check	011842	Mail	Domaszek	Kayla	014269
12/16/2016	10.00	Check	011843	Mail	Lasure	Mitch	014204
12/16/2016	10.00	Check	011844	Mail	Manion	Joseph	014202
12/20/2016	30.00	Cash	011845	Drop Box	Bergan	Thomas	014255
12/22/2016	10.00	Check	011846	Mail	Krantz	Evan	013821

TOTAL DUE            110.00

**WATERLOO POLICE DEPARTMENT  
MONTHLY FLEET MAINTENANCE REPORT**

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01/13/2017  
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**MONTH: December YEAR: 2016**

**2011 Ford Crown Victoria**

Date Serviced	Mileage	Fuel Added	Fuel Costs	Maintenance Items	Maint. Costs
12/01/2016	81,253	7.3	\$14.60		
12/02/2016	81,330	10.1	\$20.80		
12/02/2016	81,386	7.3	\$15.09		
12/03/2016	81,438	7.8	\$16.11		
12/04/2016	81,488	7.6	\$15.62		
12/04/2016	81,534	6.2	\$13.01		
12/05/2016	81,608	8.8	\$18.40		
12/06/2016	81,673	8.8	\$18.46		
12/07/2016	81,759	10.2	\$21.46		
12/08/2016	81,816	7.2	\$15.09		
12/09/2016	81,956	6.3	\$13.30		
12/10/2016	82,009	6.1	\$12.85		
12/11/2016	82,070	7.8	\$16.29		
12/12/2016	82,131	8.1	\$17.00		
12/13/2016	82,187	7.0	\$14.75		
12/15/2016	82,260	7.9	\$16.50		
12/15/2016	82,316	7.2	\$15.01		
12/16/2016	82,378	7.4	\$15.93		
12/20/2016	82,433	7.2	\$15.86		
12/21/2016	82,505	9.0	\$20.35		
12/22/2016	82,568	7.6	\$17.00		
12/23/2016	82,647	8.6	\$19.73		
12/24/2016	82,699	6.5	\$14.85		
12/24/2016	82,744	6.7	\$15.45		
12/25/2016	82,796	7.6	\$17.45		
12/26/2016	82,850	8.5	\$19.53		
12/26/2016	82,907	6.9	\$15.80		
12/27/2016	82,971	8.3	\$19.00		
12/28/2016	83,036	8.0	\$18.45		
12/29/2016	83,113	8.1	\$18.61		
12/29/2016	83,178	7.0	\$16.20		
12/30/2016	83,220	7.0	\$16.00		
12/31/2016	83,286	6.7	\$15.50		

BEGINNING MONTHLY MILEAGE:	83,328.0	MILES
ENDING MONTHLY MILEAGE:		MILES
TOTAL MILES DRIVEN:	-83,328.0	MILES
TOTAL FUEL ADDED:	252.8	GALLONS
TOTAL FUEL COSTS:	\$550.05	
MILES PER GALLON:	□□□□	M.P.G.
TOTAL MAINTENANCE COSTS:		

**WATERLOO POLICE DEPARTMENT  
MONTHLY FLEET MAINTENANCE REPORT**

**MONTH: December YEAR: 2016**

**2014 FORD EDGE UTILITY**

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Date Serviced	Mileage	Fuel Added	Fuel Costs	Maintenance Items	Maint. Costs
12/01/2016	31,302	4.1	\$8.15		
12/07/2016	31,350	5.5	\$11.60		
12/10/2016	31,437	8.0	\$16.82		
12/13/2016	31,498	6.3	\$13.27		
12/14/2016	31,550	4.9	\$10.20		
12/14/2016	31,614	5.5	\$11.45		
12/17/2016	31,676	8.6	\$18.58		
12/17/2016	31,736	6.2	\$13.47		
12/18/2016	31,791	7.1	\$15.43		
12/19/2016	31,862	8.8	\$19.07		
12/20/2016	31,934	0.0	\$0.09		
12/20/2016	31,934	8.9	\$19.60		
12/23/2016	32,010	6.6	\$15.10		
12/30/2016	32,063	6.1	\$14.02		

BEGINNING MONTHLY MILEAGE:	31,280.0	MILES
ENDING MONTHLY MILEAGE:	32,114.0	MILES
TOTAL MILES DRIVEN:	834.0	MILES
TOTAL FUEL ADDED:	86.6	GALLONS
TOTAL FUEL COSTS:	\$186.85	
MILES PER GALLON:	9.6	M.P.G.
TOTAL MAINTENANCE COSTS:		

WATERLOO POLICE DEPARTMENT  
MONTHLY FLEET MAINTENANCE REPORT

MONTH: December YEAR: 2016

2015 FORD SUV

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Date Serviced	Mileage	Fuel Added	Fuel Costs	Maintenance Items	Maint. Costs
12/05/2016	12,812	5.5	\$11.45		
12/08/2016	12,943	8.3	\$17.50		
12/16/2016	13,007	76.0	\$1,635.00		
12/18/2016	13,086	8.1	\$17.51		
12/21/2016	13,199	8.2	\$18.00		

BEGINNING MONTHLY MILEAGE:	12,742.0	MILES
ENDING MONTHLY MILEAGE:	13,199.0	MILES
TOTAL MILES DRIVEN:	457.0	MILES
TOTAL FUEL ADDED:	106.1	GALLONS
TOTAL FUEL COSTS:	\$1,699.46	
MILES PER GALLON:	4.3	M.P.G.
TOTAL MAINTENANCE COSTS:		

Karl Junginger Memorial Library  
 Mayor/Council/Board Report  
 December 2016

**Circulation**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Waterloo residents	1760	2073	2189	2163	2091	3020	2853	2882	2526	2676	2454	1895
Non-residents	1067	1402	1391	1347	1006	1695	1495	1447	1167	1041	1225	1126
Monthly Total	2827	3475	3580	3510	3097	4715	4348	4329	3693	3717	3679	3021
FYTD Total	2827	6302	9882	13392	16489	21204	25,549	29881	33574	37291	40970	43991

**Interlibrary loan**

Items loaned to	753	508	741	629	657	882	698	758	749	692	684	608
Bridges	15	29	60	25	38	27	34	37	34	41	31	33
WISCAT	768	537	801	654	695	909	732	795	783	733	715	641
Monthly Total	768	1305	2106	2760	3378	4287	5019	5814	6597	7330	8045	8686
FYTD Total												
Items received from	591	607	614	514	547	548	539	699	586	438	614	551
Bridges	23	10	18	13	2	11	10	18	25	16	15	9
WISCAT	614	617	632	527	549	559	549	717	611	454	629	560
Monthly Total	614	1231	1863	2390	3181	3740	4289	5006	5617	6071	6700	7260
FYTD Total												

**Additional Circulation Statistics**

**Children's Materials**

Monthly Total	1159	1629	1655	1710	1393	2286	2158	2043	1821	1830	1595	1145
FYTD Total	1159	2788	4443	6153	7546	9832	11990	14033	15854	17684	19279	20424

**DVDs**

Monthly Total	870	1054	1099	1205	981	1399	1243	1380	1019	969	1208	954
FYTD Total	870	1924	3023	4228	5209	6608	7851	9231	10250	11219	12427	13381

**Additional Statistics**

**Public Access  
Computer Use**

**Wi Fi**

Monthly Total	56	62	68	66	60	69	63	73	70	68	85	82
FYTD Total	56	118	186	252	312	381	444	517	587	655	740	822

**Public Internet**

Monthly Total	263	386	413	427	434	503	409	457	445	528	553	382
FYTD Total	263	649	1062	1489	1923	2426	2835	3292	3737	4265	4818	5200

**Total Public Computer Use**

Monthly Total	319	448	481	493	494	572	472	530	515	596	368	464
FYTD Total	319	767	1248	1741	2235	2807	3279	3809	4324	4920	5558	6022

**Programs**

**Adult Programs**

Number of programs												
Monthly Total	7	11	7	6	8	4	5	3	3	9	12	5
FYTD Total	7	18	25	31	39	43	48	51	54	63	75	80
Attendance												
Monthly Total	55	65	65	30	47	21	42	55	15	65	116	38
FYTD Total	55	120	185	215	262	283	325	380	395	460	576	614

**Teen (12-18) Programs**

Number of programs												
Monthly Total	3	3	3	3	9	11	11	3	3	5	3	3
FYTD Total	3	6	9	12	21	32	43	46	49	54	57	60
Attendance (Adult + Teen)												
Monthly Total	15	10	9	32	174	87	58	9	15	40	7	16
FYTD Total	15	25	34	66	240	327	385	394	409	449	456	472

**Children's Programs**

Number of programs												
Monthly Total	16	18	16	14	38	33	30	19	32	20	18	18
FYTD Total	16	34	50	64	102	135	165	184	216	236	254	272
Attendance (Adult + Child)												
Monthly Total	252	334	341	409	773	964	823	366	650	316	332	202
FYTD Total	252	586	927	1336	2109	3073	3896	4262	4912	5228	5560	5762

**Meeting Room Bookings**

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
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Karl Junginger Memorial Library  
 Mayor/Council/Board Report  
 December 2016

Monthly Total	30	33	35	42	36	22	18	23	24	35	39	31
FYTD Total	30	63	98	140	176	198	216	239	263	298	337	368
<b>Holdings</b>												
FYTD Total	28995	29,268	29,644	25,139	30,158	30,436	30,767	31,010	31,404	31,682	26,686	32,140
<b>Number of Registered Borrowers</b>												
Resident	2021	2062	2074	2087	2100	2118	2081	2071	2103	2116	2125	1993
Nonresident	1088	1070	1077	1087	1093	1105	1089	1072	1092	1124	1131	1031
FYTD Total	3109	3132	3151	3174	3193	3223	3170	3143	3195	3240	3256	3024
<b>Overdrive eBooks</b>												
Monthly Total	155	148	134	136	113	151	119	132	171	137	135	128
FYTD Total	155	303	437	573	686	837	956	1088	1259	1396	1531	1659
<b>Audiobook downloads</b>												
Monthly Total	79	73	90	98	92	80	125	88	119	101	136	122
FYTD Total	79	152	242	340	432	512	637	725	844	945	1081	1203
<b>OUTREACH Circulation</b>												
Monthly Total	185	36	58	41	44	72	27	117	128	113	128	91
FYTD Total	185	221	279	320	364	436	463	580	708	821	949	1040

January 3, 2017

The Waterloo Water & Light Commission held their regular meeting on Tuesday, January 3, 2017 at 7:00 pm at the Waterloo Utilities office.

The meeting was called to order by President Cliff Butzine. Present were Commissioners Tom Bergan, Ray Burbach, Tim Thomas, Larry Waldo, and Superintendent Barry Sorenson.

Motion by Bergan, seconded by Waldo, to approve the minutes of the December 6, 2016 meeting. Motion carried.

Motion by Burbach, seconded by Thomas, to approve payment of the December bills as presented. Motion carried.

Discussion on the City owned sewer collection system becoming part of the Utility. Superintendent Sorenson will be attending a Public Works meeting.

Discussion on the new WPPI electric rate structure.

Discussion on allowing limited outside dumping at the WWTP.

President Butzine tendered his resignation from the Commission effective at the February 7, 2017 meeting.

Motion to adjourn by Thomas, seconded by Burbach. Motion carried.

Respectfully submitted,

Tom Bergan  
Secretary

List of Bills

Aquafix Inc	1,676.92	Northern Lake Service	150.80
Associated Trust Co	363.00	North Central Lab	1,022.03
Automatic System Co	708.17	Payroll	37,709.66
Claire Bergan	750.00	Payment Service Network	101.95
Tom Bergan	75.00	Pitney Bowes	300.00
B&M Technical Services	377.90	Portland Sanitary District	5,993.71
Border States	310.55	Petty Cash	98.75
BP Credit Card Center	580.45	Postmaster	500.00
Ray Burbach	75.00	PSC	173.85
Clifford Butzine	50.00	QualityOne Electric	170.00
Charter Communications	80.00	Resco	152.00
Cintas	413.78	David Setz	137.56
City of Waterloo Treasurer	244,000.17	SEERA	1,282.84
Crescent Electric	2,568.00	Betty Thompson	485.86
Columbus Water & Light	242.73	United Liquid Waste Recycling, Inc.	937.50
Farmers & Merchants State Bank	67,549.40	Universal Recycling Technologies	1,012.83
Frontier	542.49	US Cellular	3.80
Fed Ex	31.44	VISA	65.54
GFC Leasing	49.00	Larry Waldo	75.00
Kris Hensler	810.00	Wastewater Training Solutions	160.00
Steve Hegstrom	75.00	Waterloo Chamber of Commerce	1,050.00
Hometown News	32.23	Waterloo Utilities	8,038.25
Jonas Office Products	150.61	Watson Ace Hardware	676.94
K&B Auto	733.25	Wisconsin Rural Water Assn	435.00
Lannoy Foods	30.33	Waterloo Building Center	66.50
Lois Leistico	546.44	Waterloo Yearbook	200.00
LW Allen	633.19	We Energies	323.42
MEUW	1,464.25	Wisconsin Dept. of Revenue	3,442.80
Sue Moe	100.00	Wisconsin State Lab of Hygiene	25.00
NAPA of Waterloo	27.98	WPPI Energy	248,505.24
Neitzel Auto & Hardware	187.93		

Total Disbursements \$638,532.04

Report of Cash

**Checking Account #102-613:**

Balance 11/30/16	\$192,947.30
Transfer	201,646.39
Disbursements	-389,734.93
Interest	5.26
Service Charge	-22.66
Balance 12/31/16	<u>\$4,841.36</u>

**WWTP Account #374-547 (DNR Replacement Fund)**

Balance 11/30/16	\$206,036.55
Deposit	4,600.00
Transfer for Expenses	
Interest	59.98
Balance 12/31/16	<u>\$210,696.53</u>

**Debt Service Account #3015323:**

Balance 11/30/16	\$69,653.43
Deposit	67,359.48
Bond Payment	
Interest	37.31
Balance 12/31/16	<u>\$137,050.22</u>

**Money Market Account #110-832:**

Balance 11/30/16	\$768,783.51
Deposits	456,874.40
Transfer	-248,505.24
Disbursements	-154,600.00
Interest	739.49
Service Charge	-284.21
Balance 12/31/16	<u>\$823,007.95</u>

**Bond Construction Account:**

Electric	1,260,858.74
Water	470,875.45
Balance 12/31/16	<u>\$1,731,734.19</u>

**CD #614470 (Bond Reserve):**

Balance 12/31/16	<u>\$113,562.86</u>
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**CD #613386 (Bond Reserve):**

Balance 12/31/16

\$293,546.77

**WWTP CD #2875 (DNR Replacement Fund):**

Checking Account #102-613:

\$602,316.48

Interest

Balance 12/31/16

\$602,316.48

## Raynelle

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**From:** Tara <manager@watertownhumanesociety.org>  
**Sent:** Monday, January 02, 2017 9:52 AM  
**To:** cityhall@waterloowi.us  
**Subject:** WHS numbers

Numbers for the month of December, 2016 that the Watertown Humane Society took in from the City of Waterloo are as follows:

Feline Stray: 0

Feline Surrender: 0

Canine Stray: 0

Canine Surrender: 0

## **MAYORAL PROCLAMATION**

**WHEREAS**, The Congress of the United States passed the Civil Rights Act of 1968, of which Title VIII declared that the law of the land would now guarantee the rights of equal housing opportunity; and

**WHEREAS**, the City of Waterloo is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all, and today, many realty companies and associations support fair housing laws; and

**WHEREAS**, the Fair Housing groups and the U.S. Department of Housing and Urban Development have, over the years, received thousands of complaints of alleged illegal housing discrimination and found too many that have proved upon investigation to be violations of the fair housing laws; and

**WHEREAS**, equal housing opportunity is a condition of life in our City that can and should be achieved.

**NOW, THEREFORE, I**, Robert H. Thompson, Mayor of the City of Waterloo, Wisconsin, do hereby proclaim the month of January 2017 as

### **FAIR HOUSING MONTH**

in Waterloo and urge all citizens to join in this observance by resolving to fight discrimination in their personal daily lives and by making themselves aware of the Fair Housing Law and the ways in which it applies to our community.

In witness whereof, I have hereunto set my hand and the seal of the City of Waterloo, Wisconsin this 1<sup>st</sup> day of January 2017.



*Robert H. Thompson*  
\_\_\_\_\_  
Mayor Robert H. Thompson

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

**TO:** STAN KAITFORS  
**FROM:** MO HANSEN  
**SUBJECT:** FAIR HOUSING ACTIVITIES  
**DATE:** DECEMBER 27, 2016

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## REPORT ON WATERLOO FAIR HOUSING ACTIVITIES

To demonstrate meaningful efforts to further fair housing in the City of Waterloo the following steps have been taken:

1. A Mayoral proclamation has been distributed to the media.
2. The proclamation along with a Fair Housing Law poster, form ERD-10251-P, have been posted prominently in public venues in the City of Waterloo.
3. A social media communication has been sent to 700+ individuals, businesses and organizations via Facebook.

Attached is source documentation.

The objective of this project was for the local government chief executive to publically endorse the principle of fair housing and the adherence to fair housing law, and to communicate that message directly to those in a position to abide by the law.

City of Waterloo  
**Economic Development Strategic Plan Implementation Tracking**  
 12/15/2016 10:04 AM

**FOCUS: Industrial & Commercial Development**

ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORT	PHASE / YEAR	EXPENSE		PROGRESS REPORT
								NOTES		
IC1	IN-PROGRESS condemnation proceedings	Ready 17 acre industrial site (333 Portland Rd) for reuse	Pursue grants for remediation of blighted site with focus on future industrial reuse and job creation	Site ready with for reuse 1/1/2018	Clerk/Treas	CDA	2016 site research; 2017 remediation; 2018 site marketing	TID #3 plus staff time		Attorney progressing with court warrant to complete site appraisal; real estate agent asking about package deal Community Building & Portland Rd
IC2	APPROVED CONCEPT	Comprehensive vacant property marketing	List available properties on site selector websites (LoopNet, LocatelnWisconsin, etc)	Listings on a minimum of 3 site selector websites as of 1/1/2017	Clerk/Treas	JCEDC	Begin 1/1/2017 quarterly updates thereafter	\$1,000 per year plus staff time		
IC3	APPROVED CONCEPT	Target/Recruit business start-ups in growing sectors	Convene pro bono real estate team to guide assembly of materials tied to specific parcels	One growing sector business located by 6/1/2018;	Clerk/Treas	JCEDC	Convene team by 1/1/2017; one sector outreach each quarter	\$1,000 per year plus staff time		

**FOCUS: Downtown Commercial Activity**

ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORT	PHASE / YEAR	EXPENSE		PROGRESS REPORT
								NOTES		
DO1	IN-PROGRESS program renewed	Draw customers downtown with effective, creative signage.	Continue matching façade grant program	3 municipal façade grants per yr.	Clerk/Treas	CDA, Property owner	2016-2020	\$5,000 per year plus staff time		CT revising application info after Fin. Comm. 2016 program modifications
DO2	APPROVED CONCEPT	Facilitate redevelopment of key downtown locations	work with owners to explore in-fill redevelopment	Building permits for four targeted locations.		CDA, Property owners	One location per calendar year	Waiving all permit fees		Sellnow property approved for residential on 1st floor; other requests likely
DO3	IN-PROGRESS artwork phase in progress	Fill vacant downtown spaces with interim phase of art work in windows	Establish program to recruit downtown tenants, focused on local existing businesses	90% occupancy	CDA	Property owners	2016 Program Development, 2017 Program funding & roll-out	TBD		Sue Moe connecting displays with property owners. One displayer to date
DO4	APPROVED CONCEPT	Recruit a full service downtown restaurant as an anchor draw	Develop 3 concepts for building reuse as restaurants	Market study 2017; one project building permit in 2018	CDA	Property owners	2017-2020	TBD		
DO5	IN-PROGRESS searching for manager champion	Redefine downtown as a family friendly commercial destination	Establish recurring weekly Street Market	2016-2017 identify leadership team/manager; market launch 2017	CDA	Clerk/Treas	2016 ID market champions; 2017 launch market; 2018 build sustainability	2016- 2017: \$6,000		Candidate withdraws re-open search for manager candidates

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ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORT	PHASE / YEAR	EXPENSE	PROGRESS REPORT
								NOTES	
<b>FOCUS: Waterloo Promotion</b>									
ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORT	PHASE / YEAR	EXPENSE	PROGRESS REPORT
PRO1	APPROVED CONCEPT	Coordinated external advertising	Coordinated advertising by local businesses	Measurable retail sales increases linked to ad campaign		JCEDC	2017 test campaign; 2018 follow-up campaign	TBD	
PRO2	APPROVED CONCEPT	Marketing databases & monthly outreach to market area	Build digital market area lists for monthly Waterloo promotional initiatives or opportunities	12 creative digital/social media outreach efforts	Clerk/Treas		2017 test campaign; 2018 follow-up campaign	TBD	Mail Chimp email list needs to be rebuilt and added to. Emails, robo-calls & social media, in part, generates sizable # of early voters for Nov. election

**FOCUS: Community Aesthetics & Infrastructure**

ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORTING	PHASE / YEAR	EXPENSE	PROGRESS REPORT
								NOTES	
AES1	APPROVED CONCEPT	Community wide Spring Clean-up	Promote a coordinated two weekend Spring clean-up period	40 volunteer hrs. for public spaces; less than 5 blight causing properties post event	Clerk/Treas	CDA	First two April weekends	TBD	11/13/16 CT seeking volunteers committee
AES2	APPROVED CONCEPT	Improve downtown aesthetics & pedestrian amenities	Adopt a pot planter program on bridges and Veterans Park	Five additional planters in each of the next 4 yrs.		Clerk/Treas	2017 = 5; 2018=10; 2019 = 15; 2020 20	TBD	
AES3	APPROVED CONCEPT	Implement planned bike connections from local & regional connectivity plans	Fund parks development plans for paths	One path segment each year	Clerk/Treas	CDA	2016 - Riverwalk Dev (W. Madison to Edison).; 2018 - Waterloo / Watertown Phase 1 (Trek to downtown)	TBD	
AES4	APPROVED CONCEPT	Offer free garden space, surplus produce to food pantry	Re-establish seasonal public community garden space	Make available ten garden plots each March	Parks Comm.	Clerk/Treas	2017 - 2020	< \$100	

**FOCUS: Communication & Organizational Capacity**

ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORT	PHASE / YEAR	EXPENSE	PROGRESS REPORT
								NOTES	
ORG1	IN-PROGRESS weekly posts	Engage residents with expanded online presence	Expand social media with focus on new residents	2,000 FB likes by August 2018	Clerk/Treas	Clerk Asst.	2016-2020	\$500 per year	Facebook, LinkedIn, Google+ accounts operational; weekly use; working with FB consultant on streamlining for library

City of Waterloo  
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ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORT	EXPENSE		PROGRESS REPORT
							PHASE / YEAR	NOTES	
ORG2	APPROVED CONCEPT	Make available New Resident Welcome Packet	Annually update digital and printed welcome material	100% of new residents reached by August 2018	Library	Waterloo Water & Light	2017 planning; 2018 implement		9/15/16 Kelli Mountford to lead
ORG3	APPROVED CONCEPT	Maintain community market data for businesses on City website	Quarterly update of information	3000 page views annually	Clerk/Treas		Quarterly	Staff time	11/13/16 Realtors looking have home buyers looking for home sellers
ORG4	APPROVED CONCEPT	Broaden funding sources for economic development capacity	Explore options for community foundations and other private organizations to fund economic development capacity	New support dollars source in 2017, 2018 and 2019	Clerk/Treas	Chamber, CDA, JCEDC	One new funding source each year	New net revenue for specific goal	
ORG5	APPROVED CONCEPT	Increase organizational capacity	Unknown	Unknown	Unknown	Unknown			

**FOCUS: Housing**

ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORT	EXPENSE		PROGRESS REPORT
							PHASE / YEAR	NOTES	
HOU1	IN-PROGRESS planning program launch	Incentivize new home construction	Reconstitute "Find Your Path Here" Program	Development agreement(s) with residential builder/developers	CDA	City	2016: Program planning; 2017: Implement	Waive permits & impact fees for revenue neutral 2017	CT assembling lists of builders, real estate agents for program notification
HOU2	APPROVED CONCEPT	Increase investment in improving existing housing stock focused along state highways	Market existing programs directly to property owners in targeted areas along state highways.	10% annual increase in residential projects per permitting application	CDA	JCEDC, Project Home, USDA	2016 program planning; 2017 Implement with focus on STH 19 construction area.	Marketing material \$1,000 per year and staff time.	

**FOCUS: Fostering Entrepreneurial Opportunity**

ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORT	EXPENSE		PROGRESS REPORT
							PHASE / YEAR	NOTES	
ENT1	APPROVED CONCEPT	Provide easy access to locally based information for those starting, expanding or relocating a business	Create a "Doing Business in Waterloo" information set with charts describing ease of local development	500 page views per year	Clerk/Treas	JCEDC	Roll out second quarter of 2017 with annual updates thereafter	Staff time	
ENT2	APPROVED CONCEPT	Encourage business creation with annual opportunity for pop-up store fronts in empty storefront	Spring pop-up store with graduated rental rents	three pop-up stores each Spring until vacancy rates limit storefront options	CDA	JCEDC	Four quarter 2016 program planning; Spring 2017 pop-up launch	Staff time	

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ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORT	PHASE / YEAR	EXPENSE NOTES	PROGRESS REPORT
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**FOCUS: 2016/2017 Add-On Projects**

ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORT	PHASE / YEAR	EXPENSE NOTES	PROGRESS REPORT
2016A	<b>GRANT AWARD RECEIVED FOR RIPARIAN AREA</b>	Construct 2015 CDA-CDC concept plan for 203 East Madison Street	1. Apply for grants for match. 2. See match in other forms (TIF, donations, etc.) 3. Engage engineering firm for scope of work and bid docs. 4. Install sign	Riparian area completed by May 1, 2016	CDA	Clerk/Treas	Riparian area completed by May 1, 2016	Staff time	Montgomery Associates staff assembling engineering scope of work estimate
2016B	<b>INTERNSHIP WORK IN PROGRESS</b>	Conduct feasibility study for how Waterloo can benefit from Foreign Trad Zone 41	UW-Whitewater grad student conducting study.	Report reviewed by CDA-CDC and	CDA	Clerk/Treas		Staff time +\$1,500 stipend	Intern conducting 100 area business surveys to as aprt of study



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## RESOLUTION #2016-66

### 2017 CITY OF WATERLOO FEE SCHEDULE **as amended 1/19/2017**

**WHEREAS**, Section §100-8, Fee Schedule permits the Council by resolution to amend from time to time the City of Waterloo Fee Schedule;

**NOW, THEREFORE BE IT FURTHER RESOLVED**, by the Common Council of the City of Waterloo that the Common Council adopts a City of Waterloo Fee Schedule as listed below, **with further amendments shown in yellow.**

## CITY OF WATERLOO FEE SCHEDULE

### **GENERAL ADMINISTRATION**

<b><u>Description</u></b>	<b><u>Fee</u></b>
Audio or video – Police Dept. records request	\$3 per CD or tape
Audio or data – Clerk/Treas. Office records request	\$3 per CD or available media
Audio or video – Cable TV Station - Governmental	\$3 per CD or available media
Audio or video – Cable TV Station – Non-Governmental	\$10 per CD or available media
Bicycle registration	\$5 for period bicycle is owned by registrant or family member
Faxing	\$5
Hearing Officer for grievance process	½ of the total expense
Municipal ordinance book	\$145
Municipal parking lot annual permit	\$120
Poll Book Reports	\$15 per order plus \$0.25 per page
Photocopies	\$0.25 per page
Returned check	\$30 per occurrence
Rummage & garage sale	\$10 (if four or more sales occur in one-year)
Special assessment letter	\$25 per lot
Special meeting charge	\$200 per meeting
Winter street parking permit	\$50 (November 15 to April 1)
Website Sponsoring Request- Single webpage	\$36 per year
Website Linking Request – Qualifying provided URL	\$120 per year
Website Sponsoring - Full Service	\$360 per year

### **BUILDING INSPECTION**

#### **Miscellaneous**

<b><u>Description</u></b>	<b><u>Fee</u></b>
Moving of building	\$20 +\$1.50 per 1000 cubic feet

#### **Impact Fees and Connection Charges (issued at time of occupancy)**

<b><u>Description</u></b>	<b><u>Fee</u></b>
Sanitary Sewer Connection	\$853.97 per Equivalent Residential Unit
Impact Fee (updated for 2016 using annual information released Feb 2015)	
Park & Recreation Impact Fee	\$354 per Residential Equivalent Unit
Public Works Impact Fee	\$512 per Residential Equivalent Unit
Sanitary Sewer System Impact Fee	\$827 per Residential Equivalent Unit
Storm Water Impact Fee	\$233 per Residential Equivalent Unit
Water Impact Fee	\$756 per Residential Equivalent Unit
	\$2,682 Total Impact Fee per REU

Tractor-mower with operator	\$75 per hour, 1-hour minimum
Riding lawn mower with operator	\$75 per hour, 1-hour minimum
Truck-snow plow and/or sander with operator	\$85 per hour, 1-hour minimum
Tractor/snow blower/blade with operator	\$75 per hour, 1-hour minimum
Snow shoveling and/or salting	\$95 per hour, 1-hour minimum
Street sweeper with operator	\$95 per hour, 1-hour minimum
Chain saw with operator	\$95 per hour, 1-hour minimum
Vactor sewer cleaning truck with operator	\$150 per hour, 1-hour minimum
Regular Hours Mon – Fri 7:00 a.m. – 3:30 p.m.	
Vactor sewer cleaning truck with operator	\$200 per hour, non-regular hours
Welder with operator	\$95 per hour, 1-hour minimum
Paint marker with operator	\$65 per hour, 1-hour minimum plus material
Public works labor	\$65 per hour, 1-hour minimum
Grave Opening & Closing Services, City Cemetery	
Meitners Land Service, LLC	\$550 per opening & closing + \$25 administration fee
	\$260 per opening & closing for cremation + \$25 administration fee

**WATER AND SEWER**

<u>Description</u>	<u>Fee</u>
Private Well Operation	
Initial	\$450 5 year permit expires June 30, 2014)
Renewal	\$175 5 year permit expires June 30, 2014)
Renewal Late Fee	\$50
Well abandonment	No Fee
Sewer Service Charge Unit Costs (effective January 15, 2013)	
Fixed charge per month	\$10.61
Volume charge per 1,000 gallons	\$6.33
BOD surcharge per pound over 250 mg/l	\$0.52
SS surcharge per pound over 250 mg/l	\$0.36
Nitrogen surcharge per pound over 35 mg/l	\$0.95
Phosphorous surcharge per pound over 7 m/gl	\$13.42
Category A Service Charge	
Fixed monthly charge	<del>\$8.30</del> 10.61
Volume charge per 1,000 gallons	<del>\$6.49</del> 6.33

**WATER AND SEWER**

<u>Description</u>	<u>Fee</u>
Category B Service Charge	
Fixed monthly charge	\$10.61
Volume charge per 1,000 gallons	\$ 6.33
Surcharge:	
- BOD per pound greater than 250 mg/l	\$ 0.52
- Suspended solids greater than 250 mg/l	\$ 0.36
- Nitrogen greater than 35 mg/l	\$ 0.95
- Phosphorous greater than 7 mg/l	\$13.42
Portland Sanitary District Sewer	
Fixed monthly charge	\$8.30
Volume charge per 1,000 gallons	\$6.49
Acceptance of trucked in effluent	
Holding	\$10.00
Septic	\$70.00

Adopted this 15th day of December 2016.

**CITY OF WATERLOO**

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

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Morton J. Hansen, Clerk/Treasurer

SPONSOR(S) – Clerk/Treasurer

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Emp No	Amount
12/03/16	PC	12/08/16	30739	BUTZINE, RAYNELLE M	1001	849.74
12/03/16	PC	12/08/16	30740	BAIRD, LOIS A.M.	1002	1,375.79
12/03/16	PC	12/08/16	30741	HANSEN JR., MORTON J.	1008	1,490.62
12/03/16	PC	12/08/16	30742	BURGOS COLON, JESUS	1043	376.61
12/03/16	PC	12/08/16	30743	BRITZKE, NATHANIEL E	1045	28.53
12/03/16	PC	12/08/16	30744	SCHEER, WILLIAM HENRY	1046	19.02
12/03/16	PC	12/08/16	30745	VALLE GONZALEZ, MIREY.	1048	54.70
12/03/16	PC	12/08/16	30746	GARTNER, FRANCINE A	1101	1,026.03
12/03/16	PC	12/08/16	30747	LANGE, RANDIE R	1104	1,715.39
12/03/16	PC	12/08/16	30748	SORENSEN, DENIS P	1106	167.58
12/03/16	PC	12/08/16	30749	BOLLIG, RANDY P	1113	1,566.33
12/03/16	PC	12/08/16	30750	THOMFORD, SARAH A	1115	1,705.72
12/03/16	PC	12/08/16	30751	BREITENFELDT, NICHOLA	1118	1,771.06
12/03/16	PC	12/08/16	30752	CULLEN, NATHANIEL J	1120	1,381.89
12/03/16	PC	12/08/16	30753	THOM, TRACY S	1121	1,530.09
12/03/16	PC	12/08/16	30754	RUPPRECHT, JOSEPH JAY	1126	1,464.52
12/03/16	PC	12/08/16	30755	WARNER II, DAVID NEIL	1130	182.14
12/03/16	PC	12/08/16	30756	YERGES, GARY A	1203	1,376.46
12/03/16	PC	12/08/16	30757	ROBBINS, JEFFREY K	1204	1,145.64
12/03/16	PC	12/08/16	30758	YERGES, CHAD M	1206	1,093.20
12/03/16	PC	12/08/16	30759	HAUPTLI, CHRISTOPHER I	1207	830.59
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12/03/16	PC	12/08/16	30761	GRENAWALT, BEVERLY A	1260	317.14
12/03/16	PC	12/08/16	30762	BRUECKNER, AMANDA EF	1261	903.10
12/03/16	PC	12/08/16	30763	MOUNTFORD, KELLI ANN	1263	1,379.35
12/03/16	PC	12/08/16	30764	JACOB, PAULA LYNN	1276	882.83
12/03/16	PC	12/08/16	30765	TARNOWSKI, MEGAN MAE	1287	174.74
12/03/16	PC	12/08/16	30766	KOHN, JEAN BAHLS	1288	34.62
12/03/16	PC	12/08/16	30767	VOSTERS, ABIGAIL PATRI	1289	166.57
12/03/16	PC	12/08/16	30768	SPIES, ALYSSA MARIE	1290	116.49
12/03/16	PC	12/08/16	30769	HABERKORN, GABRIEL J	1305	4,630.91
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12/03/16	PC	12/08/16	30773	ZIAJA, MATTHEW JOHN	1431	369.40
12/03/16	PC	12/08/16	30774	REYNOLDS, LINDSAY ANN	1432	69.26
12/03/16	PC	12/08/16	30775	STINNETT, ANGELA WILLE	1433	369.40
12/03/16	PC	12/08/16	30776	GRIFFIN, RONALD THOMA	1434	369.40
12/03/16	PC	12/08/16	30777	THOMAS, TIMOTHY R	1435	369.40
12/03/16	PC	12/08/16	30778	PETTS, JEANETTE MARIE	1436	461.75
12/03/16	PC	12/08/16	30779	CROSBY, ROBERT LESLIE	1512	55.41
12/03/16	PC	12/08/16	30780	BUTZINE, VERN L	1513	55.41
12/03/16	PC	12/08/16	30781	LANNOY, MICHAEL ROGEI	1516	69.26
12/03/16	PC	12/08/16	30782	BUTZINE, JASON V	1706	1,691.74
12/03/16	PC	12/08/16	30783	PETRIE, MATTHEW T	1756	1,376.17
12/03/16	PC	12/08/16	30784	BENISCH, WESLEY L	1800	898.50
12/03/16	PC	12/08/16	30785	BUTZINE, VERN LEROY	1801	307.83
12/03/16	PC	12/08/16	30786	LANGE, TINA MARIE	1809	319.40
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12/03/16	PC	12/08/16	30790	BOEDEFELD, JON HARALI	1823	336.31
12/03/16	PC	12/08/16	30791	SCHMIDT, MARLYS J	1824	323.22
12/03/16	PC	12/08/16	30792	BENISCH, EMILIE K	1825	277.05
12/03/16	PC	12/08/16	30793	BENISCH, WESLEY L	1900	867.82
12/03/16	PC	12/08/16	30794	LANGE, TINA MARIE	1903	191.68

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Emp No	Amount
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12/03/16	PC	12/08/16	30796	OLSON, DUANE C	1918	404.17
12/03/16	PC	12/08/16	30797	STROBEL, CRAIG RANDAL	1933	517.50
12/03/16	PC	12/08/16	30798	JOYCE, LINDA MAY	1934	106.20
12/03/16	PC	12/08/16	30799	KUHLOW, JULIE A	1936	416.34
12/03/16	PC	12/08/16	30800	DORNACKER, KURT R	1941	345.45
12/03/16	PC	12/08/16	30801	BUTZINE, CHAD A	1952	359.68
12/03/16	PC	12/08/16	30802	WEBER, RYAN JON DOUG	1955	500.44
12/03/16	PC	12/08/16	30803	ORCUTT, KURT L	1960	5.54
12/03/16	PC	12/08/16	30804	ABELL, CHRISTOPHER JO	1962	43.88
12/03/16	PC	12/08/16	30805	COTTING, JOHN ERIC	1963	559.33
12/03/16	PC	12/08/16	30806	KNIESEL, RICHARD G	1966	59.10
12/03/16	PC	12/08/16	30807	GRIFFIN, THOMAS R	1969	503.25
12/03/16	PC	12/08/16	30808	WEBER, ANTHONY S	1979	334.31
12/03/16	PC	12/08/16	30809	ZIEROTH, DAVID M	1981	230.39
12/03/16	PC	12/08/16	30810	BOEDEFELD, JON HARALI	1982	399.09
12/03/16	PC	12/08/16	30811	BUTZINE, CHRISTINE ELIZ	1983	5.54
12/03/16	PC	12/08/16	30812	BENISCH, EMILIE K	1990	216.10
12/03/16	PC	12/08/16	30813	HARLEY, JAMES BENJAMI	1999	351.86
12/03/16	PC	12/08/16	30814	SCHMIDT, MARLYS J	2004	214.26
12/03/16	PC	12/08/16	30815	HERING, KENDRA LYNNEL	2006	209.64
12/03/16	PC	12/08/16	30816	HONMYHR, BRENT MICHA	2007	132.98
12/03/16	PC	12/08/16	30817	COLLINS, BILLIE LYNN	2011	530.55
12/03/16	PC	12/08/16	30818	HERING, KEENAN BRADLE	2012	765.97
12/03/16	PC	12/08/16	30819	WEBER, BENJAMIN K	2013	747.66
12/03/16	PC	12/08/16	30820	FRITSCH, RYAN MICHAEL	2015	32.32
12/03/16	PC	12/08/16	30821	WILKE, KORY JAMES	2016	522.05
12/03/16	PC	12/08/16	30822	GRIFFIN, MICHELLE KATH	2017	52.64
12/03/16	PC	12/08/16	30823	CHRISTIANSON, RUSSELL	2022	76.65
12/03/16	PC	12/08/16	30824	WOOLEVER, JACOB THOM	2027	73.88
12/03/16	PC	12/08/16	30825	LAI MILLER, PEGGY PIK	2028	41.56
12/03/16	PC	12/08/16	30826	OLGUIN, MARIBEL REMED	2030	91.42
12/03/16	PC	12/08/16	30827	FUNK, LAWRENCE W	2032	208.71
12/03/16	PC	12/08/16	30828	UMLAND, CHRISTOPHER I	2035	224.69
12/03/16	PC	12/08/16	30829	HERNANDEZ, ALEXANDRO	2036	382.74
12/03/16	PC	12/08/16	30830	PEIRICK, NICHOLAS EDW	2037	79.42
12/03/16	PC	12/08/16	30831	KOPPA, CHRISTINA J	2038	112.54
12/03/16	PC	12/08/16	30832	HENSLER, JORDAN DALE	2039	2.77
12/17/16	PC	12/22/16	30833	WREDBERG, ANDREW DC	2040	.00
12/03/16	PC	12/08/16	30834	THOMAS, NICKOLAS WAY	2041	544.86
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12/03/16	PC	12/08/16	30837	GLASS, RICHARD S	2045	9.23
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12/17/16	PC	12/22/16	30839	BAIRD, LOIS A.M.	1002	1,454.52
12/17/16	PC	12/22/16	30840	HANSEN JR., MORTON J.	1008	1,490.70
12/17/16	PC	12/22/16	30841	BURGOS COLON, JESUS	1043	362.75
12/17/16	PC	12/22/16	30842	BRITZKE, NATHANIEL E	1045	114.15
12/17/16	PC	12/22/16	30843	SCHEER, WILLIAM HENRY	1046	61.83
12/17/16	PC	12/22/16	30844	GARTNER, FRANCINE A	1101	890.12
12/17/16	PC	12/22/16	30845	LANGE, RANDIE R	1104	1,598.21
12/17/16	PC	12/22/16	30846	BOLLIG, RANDY P	1113	1,271.95
12/17/16	PC	12/22/16	30847	THOMFORD, SARAH A	1115	1,471.27
12/17/16	PC	12/22/16	30848	BREITENFELDT, NICHOLA	1118	1,500.42
12/17/16	PC	12/22/16	30849	CULLEN, NATHANIEL J	1120	1,315.99
12/17/16	PC	12/22/16	30850	THOM, TRACY S	1121	1,415.40

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Emp No	Amount
12/17/16	PC	12/22/16	30851	RUPPRECHT, JOSEPH JA\	1126	1,406.97
12/17/16	PC	12/22/16	30852	WARNER II, DAVID NEIL	1130	142.66
12/17/16	PC	12/22/16	30853	YERGES, GARY A	1203	1,946.77
12/17/16	PC	12/22/16	30854	ROBBINS, JEFFREY K	1204	1,569.01
12/17/16	PC	12/22/16	30855	YERGES, CHAD M	1206	1,477.96
12/17/16	PC	12/22/16	30856	HAUPTLI, CHRISTOPHER I	1207	830.61
12/17/16	PC	12/22/16	30857	ZIBELL, JOEL R	1251	1,063.27
12/17/16	PC	12/22/16	30858	GRENAWALT, BEVERLY A	1260	317.14
12/17/16	PC	12/22/16	30859	BRUECKNER, AMANDA EF	1261	909.20
12/17/16	PC	12/22/16	30860	MOUNTFORD, KELLI ANN	1263	1,390.62
12/17/16	PC	12/22/16	30861	JACOB, PAULA LYNN	1276	882.83
12/17/16	PC	12/22/16	30862	TARNOWSKI, MEGAN MAE	1287	141.45
12/17/16	PC	12/22/16	30863	KOHN, JEAN BAHLS	1288	67.07
12/17/16	PC	12/22/16	30864	VOSTERS, ABIGAIL PATRI	1289	203.36
12/17/16	PC	12/22/16	30865	SPIES, ALYSSA MARIE	1290	141.45
12/17/16	PC	12/22/16	30866	HABERKORN, GABRIEL J	1305	826.31
12/17/16	PC	12/22/16	30867	BUTZINE, JASON V	1706	1,451.40
12/17/16	PC	12/22/16	30868	PETRIE, MATTHEW T	1756	1,335.88
12/17/16	PC	12/22/16	30869	WREDBERG, ANDREW DC	2040	89.58
Grand Totals:						83,792.87

**TO:** MAYOR AND CITY COUNCIL  
**FROM:** MO HANSEN ON BEHALF OF THE WATERLOO COMMUNITY DEVELOPMENT AUTHORITY  
**SUBJECT:** 2016 COMMUNITY DEVELOPMENT ANNUAL REPORT -- PURSUANT TO SECTION 35-2(F) OF THE MUNICIPAL CODE  
**DATE:** DECEMBER 14, 2016

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## ***2016 COMMUNITY DEVELOPMENT AUTHORITY ANNUAL REPORT***

### **COMPOSITION & ORGANIZATION:**

Chairperson Matthew Ziaja, Council Term: 2013 – 2017  
Vice Chairperson Michael Hermanson, 2012 - 2016  
Angie Stinnett, Council Term: 2013 – 2017  
Linda Norton, 2013 – 2017  
Lindsay Reynolds, filling unexpired term ending in 2017  
Sue Moe, 2014 – 2018  
Nicole Tuttle, 2015 – 2019

Two Alderpersons – (duration of their council terms of office) and five non-council members – 4-year term

The Community Development Authority (“CDA”), met jointly with the Community Development Committee (a subcommittee of the City Council: Matt Ziaja, Tim Thomas, Jeanette Petts) monthly in the Council Chambers, typically the third Tuesday at 6:00 pm. The Clerk/Treasurer provided staff support.

### **POWERS AND DUTIES:**

As granted by Chapter 35 of the municipal code, the CDA shall have all powers and duties in §§ 66.1333 Wis. Stats. (Operate as a Redevelopment Authority for the purposes of blight elimination and slum clearance). Furthermore, it shall have all powers and duties in §§ 66.1201 Wis. Stats. (Run municipal housing projects; to acquire property by eminent domain; to own, clear and improve property; to invest funds; to execute bonds and take on indebtedness). The CDA also has the powers, duties and functions related to community development as are conferred upon it by the Common Council from time to time.

### **GOALS & OBJECTIVES:**

1. Carried Over From 2015 -- 203 East Madison Street Redevelopment – per approved site drawing.
2. Economic Development Strategic Plan Implementation – collaborating with multiple project partners: prioritization, monthly progress review and project oversight working with Clerk/Treasurer.

### **2016 ACTIVITIES:**

1. Seeking Grants. The joint body directed the Clerk/Treasurer to apply for two DNR grants for 203 East Madison Street. One grant was awarded. A 50% match Municipal Flood Control grant for

\$21,000, focused on the river's edge, was awarded and accepted by the City Council. (The 50% match amount has yet to be determined.)

2. Downtown Store Front Initiative And A Downtown Focus. Outreach to downtown property owners to match vacant store fronts with artists/organizations interested in displays occurred over numerous months. One match led to a display of portraits at 123 North Monroe Street. Members also photographed and reported on existing downtown blighting influences, and promoted a canvass painting event at Stubby's Bowl on July 10<sup>th</sup>.
3. Sponsorship and support for a 1<sup>st</sup> Annual Waterloo Cinco de Mayo Festival at Firemen's Park. This family-friendly event was organized by Gregorio Ayala and Linda Norton. It featured food, music, piñatas and a children's play area.
4. Temporary Fund 600 structural deficit remedy. All CDA revenues and expenses are segregated to Fund 600. The CDA recommended, and City Council allocated, fund balance from the municipal General Fund to bring assets and liabilities into balance for Fund 600 as of January 1, 2016. The structural deficit was the result of operating expenses exceeding revenue for Maunesh Business Center (MBC). Fund 600 has one recurring revenue source to cover recurring expenses, MBC rental fees. In 2016 the Finance, Insurance & Personnel Committee reduced the rental rate for the lone renter, Tucker's Driving Academy. A scenario may be recreated whereby expenses will outpace rental income for operating the MBC. The 2015 year-end fund balance was **-\$28,245.65**. The 2016 year-end fund balance is projected to be: **-\$1,000**. EXHIBIT A: 2016 Fund 600 budget.
5. Maunesh Business Center. In 2016 the City Band and Waterloo/Marshall Food Pantry used this facility at no charge as they have done for many years. Beginning in 2012 Tucker's Driving Academy rented the first floor for training approximately one week a month.
6. Economic Development Strategic Plan -- Consensus Building. In 2016 CDA-CDC members participated in a public workshop and meetings involving the Mayor's Strategic Planning Committee and representatives from the Waterloo Chamber of Commerce with the purpose of arriving at a municipal economic development strategic plan. A project services contract with Vierbicher & Associates was terminated early due to poor performance. Vierbicher & Associates finished a Market Analysis (editing required) and a Tax Incremental Financing Analysis before leaving the project. The Jefferson County Economic Development Consortium's Genevieve Coady assisted until she took a new job in Chicago. A plan is completed. The CDA-CDC has become the de facto body for plan oversight and implementation. This will be a challenge as Fund 600 has no net revenue to devote towards implementation. EXHIBIT B: Economic Development Strategic Implementation summary.
  - a. In-progress concepts from this process include:
    - i. Downtown Street Market Initiative
    - ii. 2017 Find Your Path Here Program (waiving fees for new home construction)
    - iii. Expanded use of social media
    - iv. Readyng 17 acres at 333 Portland Road for reuse/redevelopment
    - v. Downtown store front art initiative
    - vi. Continuation of the Downtown Façade Improvement program

7. Naming CDA-CDC Liaison. Nicole Tuttle volunteered and was appointed to serve as the liaison between the CDA-CDC and the Waterloo Chamber of Commerce.
8. Foreign Trade Zone #41 Feasibility Study. The CDA-CDC gave the go ahead for a UW-Whitewater graduate student to conduct a study to determine the feasibility of Waterloo benefitting from being located within Foreign Trade Zone #41. EXHIBIT C: FTZ Summary Memo, September 15, 2016.
9. Stakeholder Interviews. The Clerk/Treasurer conducted stakeholder interviews reporting back to the group in May. EXHIBIT D: Summary of Stakeholder Interviews, May 12, 2016.
10. Connect Communities Information Resources. CDA-CDC members have access to regular emails directing readers to community development research, ideas and best practices from the Wisconsin Economic Development Corporation's Connect Communities program.
11. Downtown Signage & Community Kiosks. (a) At the request of a CDA member, and after consulting with the Mayor, a changeable letter, back-lighted sign formerly used at the high school was acquired to be erected in front of the Maunasha Business Center. (b) The CDA-CDC recommended and the Council approved the creation of a small project sign for 203 East Madison Street, to be install. (c) The CDA-CDC is considering the creation of "You are here" kiosks with downtown and Firemen's Park identified as likely locations.
12. 2017 Budget. The CDA recommend, the City Council adopted in its entirety, a 2017 budget focused on seeking grants to fund activities.

EXHIBIT A

**CITY OF WATERLOO**  
DETAIL REVENUES WITH COMPARISON TO BUDGET  
FOR THE 11 MONTHS ENDING NOVEMBER 30, 2016

**FUND 600 - COMMUNITY DEVELOP AUTHORITY**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PUBLIC CHARGES FOR SERVICE</u>					
600-46-4674-000 MBC BUILDING RENTAL	.00	1,500.00	6,000.00	( 4,500.00 )	25.00
TOTAL PUBLIC CHARGES FOR SERVICE	.00	1,500.00	6,000.00	( 4,500.00 )	25.00
<u>OTHER FINANCING SOURCES</u>					
600-49-4921-000 TRANSFER FROM GENERAL FUND	.00	32,335.00	32,335.00	.00	100.00
TOTAL OTHER FINANCING SOURCES	.00	32,335.00	32,335.00	.00	100.00
TOTAL FUND REVENUE	.00	33,835.00	38,335.00	( 4,500.00 )	88.26

**CITY OF WATERLOO**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2016

**FUND 600 - COMMUNITY DEVELOP AUTHORITY**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>MAUNESHA BUSINESS CENTER</u>					
600-51-5162-220 MAUNESHA BUSINESS TELEPHONE	.00	342.48	300.00	( 42.48 )	114.16
600-51-5162-221 MAUNESHA BUSINESS ELECTRIC	208.56	2,391.14	2,700.00	308.86	88.56
600-51-5162-222 MAUNESHA BUSINESS HEAT	.00	487.77	1,200.00	712.23	40.65
600-51-5162-223 MAUNESHA BUSINESS WATER/SEWER	45.35	442.70	525.00	82.30	84.32
600-51-5162-290 MAUNESHA BUSINESS CLEAN CONTRA	74.40	744.00	893.00	149.00	83.31
600-51-5162-341 MAUNESHA BUSINESS INTERNET	.00	660.00	821.00	161.00	80.39
600-51-5162-350 MAUNESHA BUSINESS CLEANING SUP	.00	28.99	50.00	21.01	57.98
600-51-5162-351 MAUNESHA BUSINESS REPAIRS/MAIN	.00	924.48	900.00	( 24.48 )	102.72
TOTAL MAUNESHA BUSINESS CENTER	328.31	6,021.56	7,389.00	1,367.44	81.49
<u>PLANNING AND CONSERVATION</u>					
600-56-5630-220 PROJECT CDA PROGRAMS	.00	301.00	200.00	( 101.00 )	150.50
TOTAL PLANNING AND CONSERVATION	.00	301.00	200.00	( 101.00 )	150.50
TOTAL FUND EXPENDITURES	328.31	6,322.56	7,589.00	1,266.44	83.31
NET REVENUES OVER EXPENDITURES	( 328.31 )	27,512.44	30,746.00	( 3,233.56 )	89.48

EXHIBIT B

City of Waterloo  
**Economic Development Strategic Plan**  
 12/14/2016 11:48 AM

**FOCUS: Industrial & Commercial Development**

ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORT	PHASE / YEAR	EXPENSE		PROGRESS REPORT
								NOTES		
IC1	IN-PROGRESS condemnation proceedings	Ready 17 acre industrial site (333 Portland Rd) for reuse	Pursue grants for remediation of blighted site with focus on future industrial reuse and job creation	Site ready with for reuse 1/1/2018	Clerk/Treas	CDA	2016 site research; 2017 remediation; 2018 site marketing	TID #3 plus staff time		10/18/16 Attorney progressing with court warrant to complete site appraisal
IC2	APPROVED CONCEPT	Comprehensive vacant property marketing	List available properties on site selector websites (LoopNet, LocatelnWisconsin, etc)	Listings on a minimum of 3 site selector websites as of 1/1/2017	Clerk/Treas	JCEDC	Begin 1/1/2017 quarterly updates thereafter	\$1,000 per year plus staff time		
IC3	APPROVED CONCEPT	Target/Recruit business start-ups in growing sectors	Convene pro bono real estate team to guide assembly of materials tied to specific parcels	One growing sector business located by 6/1/2018;	Clerk/Treas	JCEDC	Convene team by 1/1/2017; one sector outreach each quarter	\$1,000 per year plus staff time		

**FOCUS: Downtown Commercial Activity**

ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORT	PHASE / YEAR	EXPENSE		PROGRESS REPORT
								NOTES		
DO1	IN-PROGRESS program renewed	Draw customers downtown with effective, creative signage.	Continue matching façade grant program	3 municipal façade grants per yr.	Clerk/Treas	CDA, Property owner	2016-2020	\$5,000 per year plus staff time		
DO2	APPROVED CONCEPT	Facilitate redevelopment of key downtown locations	work with owners to explore in-fill redevelopment	Building permits for four targeted locations.		CDA, Property owners	One location per calendar year	Waiving all permit fees		Sellnow property approved for residential on 1st floor; other requests likely
DO3	IN-PROGRESS artwork phase in progress	Fill vacant downtown spaces with interim phase of art work in windows	Establish program to recruit downtown tenants, focused on local existing businesses	90% occupancy	CDA	Property owners	2016 Program Development, 2017 Program funding & roll-out	TBD		Sue Moe connecting displays with property owners.
DO4	APPROVED CONCEPT	Recruit a full service downtown restaurant as an anchor draw	Develop 3 concepts for building reuse as restaurants	Market study 2017; one project building permit in 2018	CDA	Property owners	2017-2020	TBD		
DO5	IN-PROGRESS searching for manager champion	Redefine downtown as a family friendly commercial destination	Establish recurring weekly Street Market	2016-2017 identify leadership team/manager; market launch 2017	CDA	Clerk/Treas	2016 ID market champions; 2017 launch market; 2018 build sustainability	2016- 2017: \$6,000		Sub-committee recommending agreement with Mary Peschel. Draft agreement before CDA

City of Waterloo  
Economic Development Strategic Plan

12/14/2016 11:48 AM

ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORT	PHASE / YEAR	EXPENSE	PROGRESS REPORT
								NOTES	
<b>FOCUS: Waterloo Promotion</b>									
ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORT	PHASE / YEAR	EXPENSE	PROGRESS REPORT
PRO1	APPROVED CONCEPT	Coordinated external advertising	Coordinated advertising by local businesses	Measurable retail sales increases linked to ad campaign		JCEDC	2017 test campaign; 2018 follow-up campaign	TBD	
PRO2	APPROVED CONCEPT	Marketing databases & monthly outreach to market area	Build digital market area lists for monthly Waterloo promotional initiatives or opportunities	12 creative digital/social media outreach efforts	Clerk/Treas		2017 test campaign; 2018 follow-up campaign	TBD	Mail Chimp email list needs to be rebuilt and added to. Emails, robo-calls & social media, in part, generates twice as many early voters for Nov. elections.

**FOCUS: Community Aesthetics & Infrastructure**

ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORTING	PHASE / YEAR	EXPENSE	PROGRESS REPORT
								NOTES	
AES1	APPROVED CONCEPT	Community wide Spring Clean-up	Promote a coordinated two weekend Spring clean-up period	40 volunteer hrs. for public spaces; less than 5 blight causing properties post event	Clerk/Treas	CDA	First two April weekends	TBD	11/13/16 CT seeking volunteers committee
AES2	APPROVED CONCEPT	Improve downtown aesthetics & pedestrian amenities	Adopt a pot planter program on bridges and Veterans Park	Five additional planters in each of the next 4 yrs.		Clerk/Treas	2017 = 5; 2018=10; 2019 = 15; 2020 20	TBD	
AES3	APPROVED CONCEPT	Implement planned bike connections from local & regional connectivity plans	Fund parks development plans for paths	One path segment each year	Clerk/Treas	CDA	2016 - Riverwalk Dev (W. Madison to Edison).; 2018 - Waterloo / Watertown Phase 1 (Trek to downtown)	TBD	
AES4	APPROVED CONCEPT	Offer free garden space, surplus produce to food pantry	Re-establish seasonal public community garden space	Make available ten garden plots each March	Parks Comm.	Clerk/Treas	2017 - 2020	< \$100	

**FOCUS: Communication & Organizational Capacity**

ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORT	PHASE / YEAR	EXPENSE	PROGRESS REPORT
								NOTES	
ORG1	IN-PROGRESS weekly posts	Engage residents with expanded online presence	Expand social media with focus on new residents	2,000 FB likes by August 2018	Clerk/Treas	Clerk Asst.	2016-2020	\$500 per year	Facebook, LinkedIn, Google+ accounts operational; weekly use

City of Waterloo  
Economic Development Strategic Plan

12/14/2016 11:48 AM

ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORT	EXPENSE		PROGRESS REPORT
							PHASE / YEAR	NOTES	
ORG2	APPROVED CONCEPT	Make available New Resident Welcome Packet	Annually update digital and printed welcome material	100% of new residents reached by August 2018	Library	Waterloo Water & Light	2017 planning; 2018 implement		9/15/16 Kelli Mountford to lead
ORG3	APPROVED CONCEPT	Maintain community market data for businesses on City website	Quarterly update of information	3000 page views annually	Clerk/Treas		Quarterly	Staff time	11/13/16 Realtors looking have home buyers looking for home sellers
ORG4	APPROVED CONCEPT	Broaden funding sources for economic development capacity	Explore options for community foundations and other private organizations to fund economic development capacity	New support dollars source in 2017, 2018 and 2019	Clerk/Treas	Chamber, CDA, JCEDC	One new funding source each year	New net revenue for specific goal	
ORG5	APPROVED CONCEPT	Increase organizational capacity	Unknown	Unknown	Unknown	Unknown			

**FOCUS: Housing**

ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORT	EXPENSE		PROGRESS REPORT
							PHASE / YEAR	NOTES	
HOU1	IN-PROGRESS planning program launch	Incentivize new home construction	Reconstitute "Find Your Path Here" Program	Development agreement(s) with residential builder/developers	CDA	City	2016: Program planning; 2017: Implement	Waive permits & impact fees for revenue neutral 2017	10/6/16 Council approves program; 11/01/16 Valent & DeWitt invited to CDA-CDC
HOU2	APPROVED CONCEPT	Increase investment in improving existing housing stock focused along state highways	Market existing programs directly to property owners in targeted areas along state highways.	10% annual increase in residential projects per permitting application	CDA	JCEDC, Project Home, USDA	2016 program planning; 2017 Implement with focus on STH 19 construction area.	Marketing material \$1,000 per year and staff time.	

**FOCUS: Fostering Entrepreneurial Opportunity**

ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORT	EXPENSE		PROGRESS REPORT
							PHASE / YEAR	NOTES	
ENT1	APPROVED CONCEPT	Provide easy access to locally based information for those starting, expanding or relocating a business	Create a "Doing Business in Waterloo" information set with charts describing ease of local development	500 page views per year	Clerk/Treas	JCEDC	Roll out second quarter of 2017 with annual updates thereafter	Staff time	
ENT2	APPROVED CONCEPT	Encourage business creation with annual opportunity for pop-up store fronts in empty storefront	Spring pop-up store with graduated rental rents	three pop-up stores each Spring until vacancy rates limit storefront options	CDA	JCEDC	Four quarter 2016 program planning; Spring 2017 pop-up launch	Staff time	

City of Waterloo  
**Economic Development Strategic Plan**

12/14/2016 11:48 AM

ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORT	PHASE / YEAR	EXPENSE NOTES	PROGRESS REPORT
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**FOCUS: 2016/2017 Add-On Projects**

ITEM	STATUS	GOAL	ACTION	GOAL METRICS	LEAD	SUPPORT	PHASE / YEAR	EXPENSE NOTES	PROGRESS REPORT
2016A	<b>GRANT AWARD RECEIVED FOR RIPARIAN AREA</b>	Construct 2015 CDA-CDC concept plan for 203 East Madison Street	1. Apply for grants for match. 2. See match in other forms (TIF, donations, etc.) 3. Engage engineering firm for scope of work and bid docs. 4. Install sign	Riparian area completed by May 1, 2016	CDA	Clerk/Treas	Riparian area completed by May 1, 2016	Staff time	
2016B	<b>INTERNSHIP WORK IN PROGRESS</b>	Conduct feasibility study for how Waterloo can benefit from Foreign Trad Zone 41	UW-Whitewater grad student conducting study.	Report reviewed by CDA-CDC and	CDA	Clerk/Treas		Staff time +\$1,500 stipend	

Morton Hansen  
 Clerk/Treasurer Phone: 920.478.3025  
 136 North Monroe Street Fax: 920.478.2021  
 Waterloo, WI 53594  
 Email: [cityhall@waterloowi.us](mailto:cityhall@waterloowi.us)

**TO:** GISELSA HELDER SANCHEZ-LOPEZ COMMUNITY DEVELOPMENT AUTHORITY AND COMMUNITY DEVELOPMENT COMMITTEE  
**FROM:** CLERK/TREASURER MO HANSEN  
**SUBJECT:** FOREIGN TRADE ZONE #41 FEASIBILITY – SCOPE OF WORK  
**DATE:** SEPTEMBER 15, 2016

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## FOREIGN TRADE ZONE #41 FEASIBILITY STUDY – SCOPE OF WORK

I am writing to request approval from the CDA and CDA to authorize a fund 600 expenditure not to exceed \$2,500 for a May/June 2016 Research Internship. The internship work product would be a feasibility study on how Waterloo could benefit from being located within Foreign Trade Zone #41 (FTZ #41).

UW-Whitewater School of Business Graduate Student [Gisela Helder Sanchez-Lopez](#) has expressed interest in this two month research project. UW-Whitewater Vice Chancellor Ramon Ortiz has indicated Gisela would be a good candidate for the project.

- **Q: How would this be funded?** ANS. The expense would be part of the Fund 600 budget. I am anticipating that a transfer from the General Fund to Fund 600 to cover the existing deficit would be increased by the amount of the Intern Stipend to cover this expense.
- **Q: Why should this be a priority?** ANS. (1) This is one way Waterloo can participate in, and its citizens can benefit from international trade. The feasibility study is meant to identify private sector partners in constructing a general purpose duty-free facility or a firm specific duty-free facility. (2) Trek, Sheehy Enterprises, Sussek Machine Company and other export/import companies located in Jefferson, Dane, Dodge and Columbia counties could possibly benefit from a general purpose Waterloo duty-free facility, keeping and growing Wisconsin jobs. (3) Property developed as part of an initiative (most likely a warehousing facility) would increase the property tax base.
- **Q: What Waterloo assets lend themselves to researching potential FTZ #41 activity?**
  - Trek Bicycle is an importer of bike parts and an exporter of finished bikes. Such manufacturers are positioned to benefit from import duty reductions. Some FTZ #41 facilities are specific to a firm, examples being Mercury Marine, Kohler and Case New Holland. Other facilities are general purpose and can service multiple companies. To my knowledge Dane, Jefferson, Dodge and Columbia counties have no such general purpose facility.
  - Sheehy Enterprises already provides non-stop express freight service from the [Port of Long Beach in California](#). It could be hauling cargo ship containers to a duty free destination.
  - Sussek Machine Company has production in Waterloo, China and Mexico. It may benefit from parts shipment duty-free.
  - The City sold Trek 64,000 sq. ft. of warehouse space.
  - We are served by Wisconsin and Southern Railroad. Cargo ship containers can be shipped overland by rail to duty-free FTZ #41 sites.
  - We have bare ground industrial sites available for development.

### INTERNSHIP DETAILS.

1. LEARNING GOALS: (1) Provide intern with exposure to Wisconsin businesses involved in FTZ #41. (2) A focused research objective – identify the feasibility for how Waterloo might benefit from FTZ #41.
2. OVERSIGHT. Clerk/Treasurer’s office with a final report to the Community Development Authority and Community Development Committee (CDA/CDC).
3. INTERNSHIP COMPENSATION. \$14 per hour not to exceed \$2,300, including travel expenses. Letter of recommendation upon favorable CDA review.
4. INTERNSHIP PERIOD. A sixty days beginning April 20 or upon acceptance by Gisela. Written report (PDF) with appendix documenting contacts and outreach made due at the end of Internship Period.
5. INTERNSHIP WORK PRODUCT. Written feasibility study (PDF) containing authors conclusions and a distillation of generalized conclusions from three private sector professionals familiar with FTZ #41. The feasibility study outline would be approved at the projects’ outset and a final draft would reviewed prior to submittal by an academic adviser. The study is to conclude with an appendix documenting contacts and outreach made during the internship.

EXHIBIT D

**City of Waterloo**

Mo Hansen  
Clerk/Treasurer  
136 North Monroe Street  
Waterloo, WI 53594  
Email: [cityhall@waterloowi.us](mailto:cityhall@waterloowi.us)  
Phone: 920.478.3025  
Fax: 920.478.2021

**TO:** CDA/CDC/ECONOMIC DEVELOPMENT STRATEGIC PLAN STEERING COMMITTEE  
**FROM:** CLERK/TREASURER  
**SUBJECT:** ECONOMIC DEVELOPMENT STRATEGIC PLAN – SUMMARY OF STAKEHOLDER INTERVIEWS  
**DATE:** MAY 12, 2016

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## ECONOMIC DEVELOPMENT STRATEGIC PLAN SUMMARY OF STAKEHOLDER INTERVIEWS

Nine stakeholder visits were held concluding May 12, 2016.

### SUMMARY OF FINDINGS

- 1. Workforce issues are a concern. The availability of talented employees is a challenge.** Regardless of the employment type, employers were going to extra lengths to fill staffing needs. Improving community marketing means Waterloo becomes an asset for attracting talent, not a liability.
- 2. Customers first.** Customers have sustained these businesses. A customer first focus was apparent. I translate this to mean our strategies need to wow our “customers.” Set the bar high and exceed expectations. “Customers” expect quality and value or they go elsewhere.
- 3. Nice town, but underperforming.** Individually, businesses reported success. Collectively – underperformance. Retail/service experiences, housing options, schools, community amenities and community aesthetics were singled out. Their successes were due to business innovation and internal improvements, not something tied to Waterloo as a location. “Identify competitive advantages and maximize them.” Most interviewees either had little connection locally or had invested time in community activities with marginal returns.
- 4. Identify a theme and work it over time.** Several themes were mentioned: Peddles and Paddles; a German heritage or Hispanic heritage theme; Connecting Waterloo to the Waterloo Wildlife Area and adjacent outdoor recreation. Feature architectural aspects of the downtown. Events generating vehicle traffic were mentioned by retailers.
- 5. Improve communication and cooperation.** Regular community communication is needed. A promotional awareness campaign highlighting retail businesses -- and directed at employees -- was recommended. A buy local campaign was suggested. Comments were received suggesting long-time residents & long-time businesses have to engage in Waterloo issues in a more positive manner to move Waterloo forward.

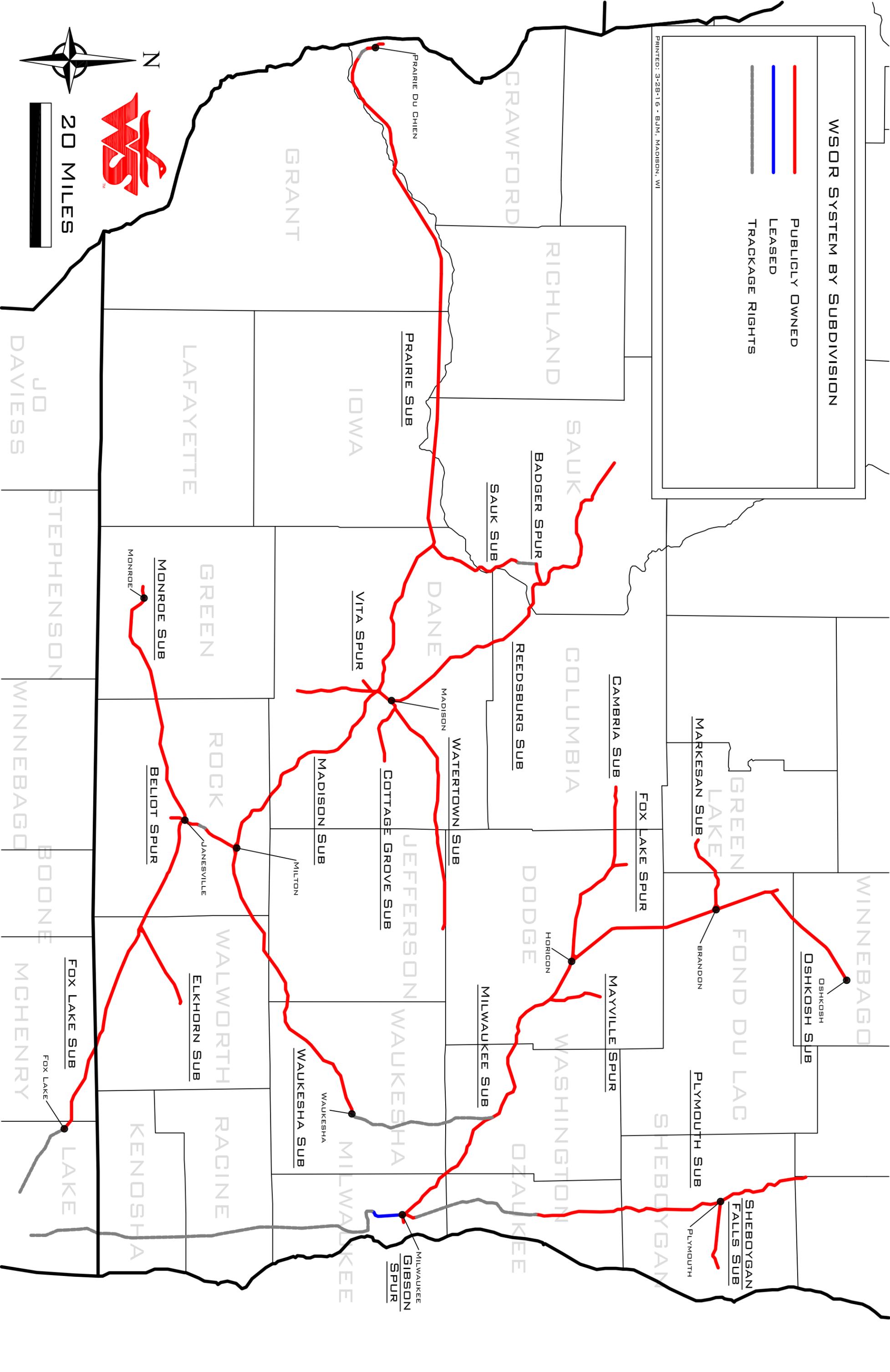
## **LIST OF STAKEHOLDER INTERVIEWS**

- John Sheehy & Jon Tilp, Sheehy Enterprises
- Kurt Popp and Tim Jonas, McKay Nursery
- Chip Kubly, Jim's Cheese
- Mark Joslyn, Trek Bicycle
- Mike Neitzel, Do It Best Hardware
- Adam T. Watson, PalletOne
- Nicki Spoon, Kevin Pickering, Soular Pizza Grill & Chill
- Bill Campbell, Farmer's & Merchant State Bank
- Mike Lannoy, Lannoy's Piggly Wiggly

WSOR SYSTEM BY SUBDIVISION

- PUBLICLY OWNED
- LEASED
- TRACKAGE RIGHTS

PRINTED: 3-28-16 • BLM, MADISON, WI



20 MILES



JO DAVIESS

STEPHENSON

WINNEBAGO

BOONE

MCHENRY

LAKE

## CONTRACT FOR COUNTY LIBRARY SERVICES

This agreement made this 15th day of November, 2016, by and between the County of Jefferson, hereinafter called "County," and **Karl Junginger Memorial Library (Waterloo)** hereinafter called "Municipal Library," witnesseth:

### I. PURPOSE

The Jefferson County Board of Supervisors has, by resolution, stated the intent to provide public library services for the inhabitants of the County and has levied a tax to provide funds for such services. It is the intention of the parties to implement such County-wide public library services through the use of existing municipal libraries.

### II. TERM

The monetary payment and the services hereinafter stated shall be for a term commencing January 1, 2017 and ending December 31, 2017.

### III. MUNICIPAL LIBRARY SERVICES

1. The Municipal Library shall serve all residents of Jefferson County equally.
2. The Municipal Library shall direct the librarian or other representative to attend periodic County meetings with the Jefferson County Library Council to coordinate and improve county library services.
3. The Municipal Library shall furnish such statistical information as may be requested by the County pertaining to the use of said library by persons residing beyond the municipal boundaries.

### IV. MONETARY PAYMENT

In consideration of the Municipal Library services, the County shall pay to the Municipal Library, for the term of this agreement, the total sum of **\$30,704** payable in one sum not later than March 1, 2017.

### V. LOCAL AUTONOMY

The Municipal Library shall in all respects remain an independent legal entity and not an agent or an employee of the County of Jefferson. The governing board or body of the Municipal Library shall retain all of the existing powers and duties related to the operation and maintenance of said Municipal Library.

### VI. LOCAL USE OF FUNDS

It is mutually agreed by the County and the Municipal Library that the funds paid by the County are to cover the additional labor, material, capital outlay, and other expenses reasonably related to the County-wide services as set forth herein, and that the Municipal Library will not use said funds for the purpose of reducing the local tax levy.

COUNTY OF JEFFERSON

By:

-----  
County Administrator

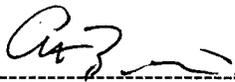
-----  
Date

-----  
County Clerk

-----  
Date

MUNICIPAL LIBRARY

By:

  
-----  
Library Board President

2016-4-16  
-----

Date

-----  
Financial Agent of Library

-----  
Date

-----  
Municipal Representative

-----  
Date

**Note: The 2017 payment is contingent on having a signed contract returned no later than February 1, 2017 to:**

Jefferson County Clerk  
Jefferson County Courthouse  
320 S. Main St.  
Jefferson, WI 53549



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

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**RESOLUTION #2017-02**  
**RENEWAL OF JEFFERSON COUNTY NUTRITION SITE CONTRACT**

**BE IT RESOLVED** that the City of Waterloo Common Council agrees to renew the Jefferson County Nutrition Site Contract to facilitate the delivery of meals to senior citizens and others in need of meal delivery services, with no cost adjustments for the services.

**THEREFORE BE IT RESOLVED** that the City of Waterloo Common Council approves the contract and it directs the Clerk/Treasurer to complete the documents for final execution.

Adopted: January 19, 2017

**City of Waterloo**

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

Attest:

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

SPONSOR(S) – Library Board

FISCAL NOTE – 0% increase for existing services

## JEFFERSON COUNTY HUMAN SERVICES DEPARTMENT

1541 ANNEX ROAD  
JEFFERSON, WI 53549  
phone: 920/674-8150  
FAX: 920/674-6113

E-mail: [CathyS@jeffersoncountywi.gov](mailto:CathyS@jeffersoncountywi.gov)

**To:** Contract Administrator  
**From:** Cathy Swenson, Advanced Accountant  
**Date:** 1/9/2017  
**Re:** **Service Contract for Year 2017**

Enclosed are **contract documents** for 2017. Please follow the instructions from DocuSign to complete the signing of these contracts.

**Please note:** Several additions and changes have been made to the base 2017 contract language. There were too many changes to identify in this letter, so be sure to familiarize yourself with the document. Jefferson County will still be issuing contracts on a **Performance Based Contracting** process and in an attached document to your contract will be specific outcomes that Jefferson County will be monitoring specific to each provider. This will further allow us to meet Federal reporting and documentation requirements for our programs.

Please go to our website at [www.jeffersoncountywi.gov/humanservices/providers](http://www.jeffersoncountywi.gov/humanservices/providers) for any information you might need.

**Medicaid, Medicare and Third-Party Biller Compliance Training:** Providers will be required to complete the annual training found at [www.jeffersoncountywi.gov/humanservices/providers](http://www.jeffersoncountywi.gov/humanservices/providers) Upon completion of the training, the Acknowledgment and Agreement form will need to be printed, signed and mailed to the address indicated on the form.

Contract payments will not be sent to you until we receive all of the contract information in its entirety from you, including copies of license and insurance. Jefferson County is also requiring all providers to notify us if you have been notified by the state with any concerns regarding your audit or any client issues that might arise. Jefferson County is also looking into performing on-site providers audits in 2017 and if you are chosen for this process you will be notified.

The 2017 budget as recommended by the Human Services Board and the County Finance Committee does not allow for overall rate increases. If client needs decrease, the agreed upon rate may be reviewed resulting in a lower rate. If you would like to appeal your contract with the Human Services Board Meeting, you will have an opportunity at their January meeting scheduled on Tuesday, January 10, 2017 at 8:30 am.

**Please note:** The State of Wisconsin is sending notice to Providers with an audit requirement that they must submit those audits to the County within 180 days from the end of the Provider's fiscal year. The State may no longer grant extensions. Failure to comply with provider audit requirements will be considered to be a material breach of contract. Your contract will indicate if you are responsible for submitting an audit.

Please let me know if there are questions. Thank you for your prompt attention.

**enclosures**

# Contract Summary - Year 2017

16-126

Contract #

n/a

Revision #

10645

Vendor #

Employer I.D.

**Provider/Corporate Name:** City of Waterloo  
**Contract Administrator:** Kelli Mountford  
**Provider/Corporate Address:** 136 North Monroe Street  
**City, State, ZIP:** Waterloo, WI 53594-1198  
**Service Location (if different):**

phone: 920 / 473-3344

**Purchaser Name:** Jefferson County Human Services Department  
**Contract Administrator:** Joan Daniel, Admin Services Manager  
**Purchaser Address:** 1541 Annex Road  
**City, State, ZIP:** Jefferson, WI 53549

phone: 920 /674-8147

**Audit Requirement:**Agency-Wide or Program  
Audit REQUIREDRequirement  
WAIVEDEXEMPT  
under \$25,000

*By signatures it is agreed to comply with all material aspects and conditions contained in the Contract, the Contract Summary, and applicable Attachments. It is acknowledged that only services and recipients listed are authorized for payment, according to rates listed, not to exceed the total of any service/recipient. It is also agreed and accepted that the Provider will assure that they are in full compliance with criminal background check, and will submit to the Purchaser a listing of employees with results of the criminal background checks, on at least an annual basis. And it is agreed and accepted that the Provider assures full compliance with training requirements if applicable to the services provided under this contract, will maintain records documenting this, and will submit documents to the Purchaser upon request.*

DocuSigned by:

Kelli Mountford

B63F5D14476D41F...

Provider's Authorized Representative

1/10/2017

date

DocuSigned by:

Kathi Cowley

A5892D7031A94A2...

Purchaser's Authorized Representative

1/9/2017

date

## SERVICES, RATES, AND PARTICIPANTS TO BE SERVED

<b>Service/Program:</b>	Nutrition Site Manager				
<b>Funding Source:</b>	Title III C 1 & C2				
<b>Standard Program:</b>	300				
<b>Target Group:</b>	Elderly				
<b>Recipient(s):</b>	as authorized				
<b>Start Date:</b>	01-Jan-17				
<b>End Date:</b>	31-Dec-17				
<b>Billing Rate:</b>	18.33				
<b>Billing Unit:</b>	Hour				
<b>Number Units:</b>	Up to 520 Hours per year				
<b>Contract Total:</b>	9,532				
<b>Case Manager:</b>	various				
<b>Alt Care Coord:</b>	n/a				
<b>Supervisor:</b>	Olson				

**Special Provisions:**

Services and Recipients must be authorized specifically by Purchaser

This Page Total: \$ 9,532

TOTAL CONTRACT: \$ 9,532

# **PURCHASE OF SERVICES CONTRACT**

for Services Provided in Calendar Year **2017**

## **SECTIONS INCORPORATED WITHIN CONTRACT BASE**

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D.	PAYMENT FOR SERVICES PROVIDED	2
E.	BILLING AND COLLECTION PROCEDURES	2
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R.	CONDITIONS OF THE PARTIES' OBLIGATIONS	4
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## **ALSO INCORPORATED WITH CONTRACTUAL AGREEMENT**

CONTRACT SUMMARY, original or as amended  
 ATTACHMENTS, as applicable under Section S  
 CURRENT LICENSURES and/or CERTIFICATIONS

## Jefferson County Human Services Department

Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981, and the Americans with Disabilities Act (ADA) of 1990, and the Wisconsin Fair Employment Act.

2. No otherwise qualified person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination in any manner on the basis of race, color, national origin, sex, disability, or age. This policy covers eligibility for and access to service delivery, and treatment in all programs and activities.
3. No otherwise qualified person shall be excluded from employment, be denied the benefits of employment, or otherwise be subject to discrimination in employment in any manner or term of employment on the basis of age, race, religion, color, sex, national origin or ancestry, handicap (as defined in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, physical condition, developmental disability (as defined in section 51.05(5) of the Wisconsin Statutes), arrest or conviction record (in keeping with section 111.32 of the Wisconsin Statutes), sexual orientation, marital status, or military participation. All employees are expected to support goals and programmatic activities relating to non-discrimination in employment.
4. The Provider shall post the Equal Opportunity Policy, the name of the Equal Opportunity Coordinator, and the discrimination complaint process in conspicuous places available to applicants and clients of services, applicants for employment, and employees. The complaint process will be in accordance with standards and will be made available in languages as appropriate and formats understandable to applicants, clients, and employees.
5. The Provider agrees that it will employ and/or make available resources for communication with non-English speaking clients when applicable, train staff in human relation techniques and sensitivity to cultural patterns where appropriate, and make arrangements and/or modifications to meet the needs of handicapped persons.
6. The Purchaser will take appropriate steps to ensure compliance to affirmative action and civil rights requirements.

### I. INITIATION OF CONTRACT

1. Contractual relationship between the Provider and the Purchaser will begin as stated on the Contract Summary, upon signature of both parties on the Contract Summary.
2. The original contract for any given calendar year will include the Purchase of Services Contract base, a signed Contract Summary, and applicable attachments. The Provider must attach copies of current licensures and certifications pertaining to services provided under the contract.
3. Most Adult Alternate Care Providers (e.g. CBRF, AFH, RCAC) must submit an "Annual Operating Budget Worksheet" and a "Staffing Worksheet". If required, but not submitted, payments will be withheld until this information is submitted and accepted.

### J. AMENDMENTS TO CONTRACT

1. Amendments to the contract will be executed via amended Contract Summaries, to incorporate items such as the addition of clients authorized for services, rates to bill, service additions, etc. Letters or emails will not be considered sufficient documentation to initiate changes to an existing signed contract. Contract changes must follow contracting guidelines. Signatures by the authorized representatives will signify acceptance of the items added or changed, and will accordingly supersede previously signed Contract Summaries.

### K. RENEGOTIATION OF CONTRACT

1. This contract or any part thereof must be renegotiated if there are significant changes in services provided, federal or state laws, regulations or new requirements, court action, or monies available affecting the substance of this contract.

### L. TERMINATION OF CONTRACT

1. Failure to comply with any material aspect of this contract is considered to be a breach of contract, and may be cause for revision, suspension, or termination of the contract.
2. Revisions of this contract must be agreed to by the Provider and the Purchaser in the form of an amendment to the contract and/or an amended Contract Summary.
3. The Provider must notify the Purchaser whenever unable to provide the quality or quantity of services in accordance with this contract.
4. Unless terminated immediately for breach or as set forth in 5 or 6 below, Purchaser may terminate this contract without further liability upon 30 days written notice to Provider.
5. When a child transitions into the adult system of care, this Jefferson County Human Services Contract will terminate on the day the child becomes disenrolled from the children's waiver program and enrolled into the new adult program (Family Care, Partnership or IRIS).
6. Contracts for crisis stabilization beds terminate automatically on the day the person returns home, leaves placement at the facility or becomes enrolled into Family Care, Partnership or IRIS.
7. When a contract has terminated for reasons other than nonperformance by Provider, including services no longer being provided to authorized eligible recipients, payment may be made to the Provider as agreed between Provider and Purchaser.

### M. RESOLUTION OF DISPUTES

1. Any disputes arising through the course of this contract may be appealed in accordance with the terms and conditions of this contract and/or Chapter 68 of the Wisconsin Statutes.

### N. RECORDS

1. The Provider will maintain such records and financial statements as required by state and federal laws, rules, and regulations, or as prescribed by the Purchaser.

## Jefferson County Human Services Department

**S. ATTACHMENTS TO THE CONTRACT**

1. Attachments to the contract are material components of the contractual agreement.
2. If services provided under the contract include the provision of Adult Alternate Care services (such as C.B.R.F. or Adult Family Care), the contract will include an "Attachment to the Contract for Adult Alternate Care". Services considered to be "Personal Care" will be covered under the "Attachment to the Contract for Personal Care Services". Services considered to be "Independent Living" (aka Supervised Apartments) will be covered under the "Attachment to the Contract for Independent Living Services".
3. If services provided under the contract include the provision of Personal Care for residents of adult alternate care facilities, the contract will include an "Attachment to the Contract for Personal Care Services".
4. If services provided under the contract include the provision of Independent Living services, the contract will include an "Attachment to the Contract for Independent Living Services".
5. If services provided under the contract include the provision of Comprehensive Community Services (CCS), the contract will include an "Attachment to the Contract for CCS Services".
6. If services provided under the contract include Respite Care for individuals living in their own homes, and the respite care services are being provided by an Alternate Care Provider, the contract will include an "Attachment to the Contract for Respite Care Placements".
7. If services provided under the contract include the provision of specialized alternate care to children (Child Caring Institution, Child Group Home, or Treatment Foster Home), the contract will include an "Interagency Agreement" for certain alternate care services to children.

**T. LOBBYING CERTIFICATION**

1. The Provider assures that no federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence officers or employees of any agency, members of Congress, officers or employees of Congress, or employees of members of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence officers or employees of any agency, members of Congress, officers or employees of Congress, or employees of members of Congress in connection with this contract, the Provider shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying".
3. The Provider shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed. Acknowledgment is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**U. H.I.P.A.A. COMPLIANCE**

1. Statement of Intent
  - a. This section of the Contract is intended to address compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law No. 104-191 (HIPAA) and the Health Information Technology for Economic and Clinical Health (HITECH) Act, enacted as part of the American Recovery and Reinvestment Act of 2009 (ARRA), including the HIPAA Privacy Rule, Security Rule, and Breach Notification Rule (references to HIPAA below are intended to incorporate HIPAA, the HITECH Act, the Privacy Rule, the Security Rule, and the Breach Notification Rule).
  - b. HIPAA establishes national standards to protect the privacy of health care information that is defined as "protected health information" (PHI). Additional confidentiality protections for healthcare information are found in other federal laws and state law.
  - c. Purchaser is a HIPAA "covered entity" and this section of the Contract is intended to fulfill Purchaser's obligation to enter into a business associate contract with its HIPAA "business associates." This section covers the HIPAA requirements for a Provider that qualifies as a HIPAA "business associate" of the Purchaser. A Provider that is a HIPAA "covered entity" but that also qualifies as a business associate of the Purchaser is covered by this section. A Provider that is a HIPAA covered entity but not a business associate of Purchaser is not covered by this section but is still directly subject to HIPAA's requirements.
2. HIPAA Regulatory Definitions – Terms used but otherwise not defined will have the meaning as defined in HIPAA.
  - a. Business Associate – A "business associate" as defined under 45 CFR 160.013. A Business Associate generally includes a Provider that, on behalf of Purchaser, creates, receives, maintains, or transmits PHI for a function or activity regulated by HIPAA or that provides services for Purchaser that involve the use or disclosure of PHI.
  - b. Breach Notification Rule – The rule set out at 45 CFR Part 164, Subpart D.
  - c. Designated Record Set (DRS) – A "designated record set" as defined under 45 CFR 164.501. In general, a DRS is a defined group of records containing PHI, maintained by Purchaser (or by a Provider on behalf of Purchaser) that are used to make decisions about Individuals.

## Jefferson County Human Services Department

disclose PHI as described below.

- i. Provider's Own Operations –
  1. Provider may use PHI for its own proper management and administration and to carry out its own legal responsibilities; and
  2. Provider may disclose PHI for its proper management and administration or to carry out its legal responsibilities provided that:
    - a. The disclosure is required by law; or
    - b. Provider obtains reasonable assurance from any person or entity to which Provider will disclose PHI that the person or entity will (i) hold the PHI in confidence and use or further disclose the PHI only for the purpose for which Provider disclosed PHI to the person or entity or as required by law; and (ii) promptly notify Provider of any instance of which the person or entity becomes aware in which the confidentiality of PHI was breached.
  - c. In its performance of the functions, activities, services, and operations described above, Provider will make reasonable efforts to use, disclose, and request only the minimum amount of Purchaser's PHI reasonably necessary to accomplish the intended purpose of the use, disclosure or request, except that Provider will not be obligated to comply with this minimum-necessary limitation if neither Provider nor Purchaser is required to limit its use, disclosure, or request to the minimum necessary. The phrase "minimum necessary" shall be interpreted in accordance with the HITECH Act and its implementing regulations.
6. Notifications by Provider to Purchaser
  - a. Reports - Provider will:
    1. Report to the Purchaser any actual or suspected breach of PHI, any Security Incident, and any use or disclosure of PHI that is in violation of this Contract or HIPAA; and
    2. Report to Purchaser any client complaint related to HIPAA compliance.
  - b. Contents of Reports - Any report to Purchaser shall identify: (i) the nature of the unauthorized use or disclosure or client complaint; (ii) the PHI used or disclosed; (iii) who made the unauthorized use or disclosure; (iv) the identity, if known, of any individual who received PHI due to an unauthorized use or disclosure; (v) what Provider has or shall do to mitigate any effect of the use or disclosure; (vi) what corrective action Provider has taken or shall take to prevent future similar unauthorized use or disclosure of PHI; and (vii) such other information as Purchaser may reasonably request.
7. Term and Termination
  - a. Effective Term - This agreement shall be effective as of the date in the Contract Summary, and shall terminate when all PHI is destroyed in a secure manner, returned to the Purchaser, or if not feasible to return or destroy protections are extended to such information, in accordance with the termination provisions in this section.
  - b. Termination for Cause – If Purchaser becomes aware of a material breach of the terms of this section of the Contract by Provider or Providers agent or subcontractor, Purchaser may:
    - i. Provide an opportunity for Provider to cure the breach or end the violation and terminate this Contract if Provider does not cure or end within a time period set by Purchaser;
    - ii. Immediately terminate the Contract if the Provider has breached a material term and it is concluded by Purchaser that cure is not possible; or
    - iii. If neither termination nor cure is feasible, Purchaser shall report the violation to the Secretary.
  - c. Effect of Termination
    - i. Upon termination of this Contract, except as provided in paragraph 7.c.ii., Provider shall return or destroy all PHI created, received or maintained on behalf of Purchaser. This provision shall apply to PHI that is in the possession of Provider, and subcontractors or agents of Provider. Provider shall retain no copies of the PHI.
    - ii. Provider will notify Purchaser if returning or destroying the PHI in a secure manner is not feasible. If the Purchaser is unable to assist the Provider in returning or destroying, Provider shall extend the protection of this Agreement to the PHI to limit further uses and disclosures to those purposes that make the return or destruction not feasible, for as long as the Provider maintains the PHI. If requested by Purchaser, Provider agrees to certify that all PHI has been returned or properly destroyed or had appropriate protections extended to it.
8. Miscellaneous
  - a. Regulatory References. A reference in this Contract to a section in the Privacy, Security, or Breach Notification Rule means the section as in effect or as amended.
  - b. Amendment. The parties agree to take such action as is necessary to amend this Contract from time-to-time as is necessary for the Purchaser to comply with the requirements of HIPAA.
  - c. Survival. The respective rights and obligations of the Provider shall survive the termination of this Contract.
  - d. Interpretation. Any ambiguity in this Contract shall be resolved to permit the Purchaser to comply with HIPAA.

## 2017 Outcome Measurements Contract Attachment

### City of Waterloo

**As administrators of the Home Delivered Meal Program in Waterloo, provider agrees:**

1. Prepackaged foods shall be held at 140F or above for hot items; at 41F or below for cold items and at 32F or below if frozen.
2. Information about the participant is not disclosed to another entity or individual without the person's or their legal representative's informed consent.
3. Delivery bags are cleaned and sanitized on a daily basis.
4. Accept reservations and cancellations between 10 a.m. and 12 p.m. Monday-Friday and call in participant reservations/cancellations to the Lake Mills Senior Dining Manager between 10 .m. – 12 p.m. daily.
5. Provide accurate information on all reporting forms: Weekly Report Form; Participant Sheet and Rosters. Mail to the office each Friday and/or on last day of each month.
6. Report participant changes to the office for follow up, i.e. permanent cancellations, hospitalizations, moves, etc.
7. Maintain clear communication with delivery volunteers to ensure program compliance.

<sup>DS</sup>  
KM  
\_\_\_\_\_  
Provider Initials

1/10/2017  
\_\_\_\_\_  
Date

**CITY OF WATERLOO PARKS COMMISSION**  
**PUBLIC HEARING: Wednesday, January 11, 2017 – 5:00 p.m.**  
**COUNCIL CHAMBER OF THE MUNICIPAL BUILDING: 136 N. MONROE STREET**

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and news media, that a public hearing will be held to consider the following:

**PUBLIC HEARING – CONSIDERING THE OUTCOME OF A COMMUNITY DEVELOPMENT BLOCK GRANT AWARD FOR IMPROVEMENTS AT 720 WEST MADISON STREET (CDBG-DR-IKE #16/07)**

1. Call Public Hearing Meeting To Order.
2. Public Comments.
3. Adjourn Public Hearing.

About this public hearing: The City of Waterloo has partnered with the Wisconsin Department of Administration and the U.S. Department of Housing and Urban Development to fund the removal of concrete and steel obstructions located in the Maunasha River and for embankment repairs to increase the flood fringe capacity at 720 West Madison Street. This work was completed in November of 2016. Citizens are invited to comment on the work and future public use of 720 West Madison Street in Waterloo Wisconsin.

Mo Hansen  
Clerk/Treasurer  
City of Waterloo

--- LEGAL NOTICE END ---

# EMS Meeting Minutes

## February 8, 2016

Training consisted of: Scenarios: ETOH, Head injuries, Stroke, Anxiety

Called to order at 7:55 p.m.

Roll call taken.

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

No Treasurer's report.

Public Comments: Leave the ambulance the way you want it to be!!!

Euchre tournament – At Waterloo on Feb. 29<sup>th</sup>. Sign up on the board. Cocktails at 6:30 p.m. Start at 7:00 p.m.

### OLD BUSINESS:

- EMS Manager – check schedule – a lot of openings. Matt Petrie requesting coverage for 2/18-19. Full-timers need to use their time off.
- No billing issues.
- Get missed training in. Tina Lange will still be doing training and Payout.
- DC EMS Association – need a new spokesperson to go. Marlys Schmidt will no longer be able to go. Please see Asst. Chief Wes Benisch if interested. Meetings are in Juneau at 7 p.m. These are quarterly. Next is in April.
- Supporter's update – RSMBT – coming up. Sign up on front table. To bowl is on board. Wear WFD shirt when working. Have to work at least 2 shifts to bowl with dept. If you work 4 shifts – bowling will be paid for. Next meeting is March 22<sup>nd</sup>.
- AEMT and EMR refreshers will be coming up.

### NEW BUSINESS:

- Next month's training: WEMSA
- EMR – waiting for an email from state in regards to EMR's running on hot calls. EMR's will need to go into E-licensing to register before. Asst. Chief Benisch will let everyone know when or if this will be in effect.
- Pancake Breakfast – if interested in helping out on committee please see Tina Lange.
- 50 years of EMS service – if interested in helping with event see Chief Butzine.
- EVOC training – sign up on board if interested in going through.
- Upcoming schools and events announced and posted on the board.
- Truck starters: Chief Butzine, Eric Cotting and Kurt Dornacker.
- Door prizes: Kendra Hering and Daffy Duck (Chief).

Meeting adjourned at 9:10 p.m.

## Waterloo EMS meeting minutes

September 12, 2016

Training consisted of CPR, KED, Longboard, C-Spine, jump kit familiarization, radio protocol, and Dr. Foster Q&A.

Called to order: 2031

Roll Call Taken

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

Treasurers report: In process of 2017 budget

Public comments: Breast Cancer awareness shirts. Grey is for Supporters and will be on Facebook to sell.

Old Business:

- EMS schedule-lots of shifts open
- No billing issues
- Missed training needs to be turned in
- DCEMS meeting is on Oct. 24<sup>th</sup> in Juneau. The fair went well.
- Supporters meeting is on September 20<sup>th</sup>.
- Dane Come will start to go live November 1<sup>st</sup>.
- Wards Elite goes live on January 1<sup>st</sup>.
- No other old business

New Business:

- Next month training will be joint Fire and EMS for Search and Rescue on the EMS night and then both meetings will be on the Fire meeting night.
- Appreciation Dinner is November 12<sup>th</sup>
- Fire prevention week is Oct 9-15<sup>th</sup>. Help out if you can. Sign up is on board.
- Homecoming week is Sept 19<sup>th</sup> -24<sup>th</sup>. Parade is on Thursday.
- Upcoming schools: Make sure all garbage gets taken out and supplies are put back after classes. Have not heard anything on TEMS class yet.
- Truck starters: Matt, Michelle, and Dewey.

Door Prizes: JTW and Justin Woldt

Adjourned: 2115

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

## Fire/EMS Meeting Minutes October 17, 2016

Training on October 12<sup>th</sup> consisted of: Search & Rescue of person. Also, communication skills. Called to order at 6:50 p.m.

Roll call taken.

EMS Minutes read and approved by Eric Cotting, 2<sup>nd</sup> by Duane Olson. Fire meeting minutes read and approved by Eric Cotting, 2<sup>nd</sup> by Jon Boedefeld.

Treasurer's report read and approved by Jon Boedefeld, 2<sup>nd</sup> by Eric Cotting.

Public comments: Jason Butzine sent out an email in regards to a new drug on the streets.

Members please make sure to read.

### OLD BUSINESS:

- EMS schedule – a lot of openings. Check EMS Manager.
- Sign in on training log or considered not present.
- Supplemental trainings must be getting done and handed into EMS Training Coordinator Tina Lange.
- Appreciation Dinner update – Saturday November 12<sup>th</sup>. Cocktails at 5:30 p.m., Dinner at 6:30 p.m. Invites have been sent out. RSVP ASAP. Hawaiian theme. Food by Jim Cedarwall. Will be doing Christmas Neighbors again this year.
- One billing issue to take care of.
- Dodge County EMS Assoc. Meeting – Oct. 25<sup>th</sup> in Juneau at 7 p.m. Will need someone to go.
- Supporter's update – 3 more Sealand Trailers will be arriving next week. Will need help for everyone with putting together. Weight equipment will be finalized soon. Will be working on figuring out what the RSMBT proceeds will go towards.
- Recruit committee interviewed and will have one on probation for Driver/ EMT. One more interview needs to be set up for other applicant.
- Hybrid FF class is going well. Entry level/FFI will be over in January. Then starting FFII.
- First Responder/EMR class to possibly be held at Waterloo Fire Station. See Jason Butzine if interested. This should be most firefighters and EMS drivers. This is National Registered not. Cannot be grandfathered if had 1<sup>st</sup> responder before.
- Jacob Woolever will be moving and possibly taking a leave for a period of time.
- EMT-B class possibly being set up at Waterloo Fire Station also for the spring.
- Fire Prevention Week went well. Thank you to all that helped out with the classes. Poster contest is in the hallway for everyone to vote on and be sent to Wisconsin State Firefighters Association Conference.
- DANE COMM will be going in effect November 1<sup>st</sup>. V CALL 10 is the station it use when Mutual Aid. DANE HOSP will be staying the same.

**NEW BUSINESS:**

- Critique of last month's fires: MABAS to Ixonia for Explosion; MA to Marshall cancelled enroute; 1 car MVA at Bishop Cir/Hendrick St.; Road blockage at HWY 89/Industrial Ln.; MA Watertown FD for Barn Fire; Leak from gas stove left on at Herron Ct; Gas Leak at Canal Rd; CO2 Alarm at Harrison St.
- SCBA fit testing – all fire members must have this done by Friday October 21<sup>st</sup> at the station or make other arrangements.
- Station was struck by lightning – effected generator, front room main radio, WIFI is down, computer system is not working properly and electrical in the whole station will need to be checked out.
- Next month's training: Joint Fire/EMS training with other departments for Enbridge table top exercises for scenario coming up in 2017. Training with Enbridge 1<sup>st</sup> Monday at station – Time to be determined. Fire/EMS joint meetings 2<sup>nd</sup> Monday starting at 6 p.m. And there will be nothing 3<sup>rd</sup> Monday due to deer hunting and Thanksgiving week.
- All members please make sure to be cleaning up after you in the station and in the trucks. This is not the full-timers job to keep up after members.
- 3<sup>rd</sup> page out for EMS calls and CO2 alarm calls – members need to start showing up. Need all the help we can get because no one knows what the call might actually be.
- Announcements and schools announced and posted on the board.
- Budget was gone through with the townships present.
- Truck starters: EMS: Billie Collins, Marlys Schmidt and Keenan Hering.  
FIRE: Kendra Hering, Chad Butzine and Eric Cotting.
- Door prizes: Milford 2, Marlys, Linda and Dewey.

Meeting adjourned at 8:10 p.m.

Minutes taken and typed by EMS Training Coordinator Tina Lange

**Fire/EMS Meeting Minutes**  
**November 14, 2016**

Training on November 7<sup>th</sup> consisted of: Enbridge table top exercises with other departments.  
Called to order at 1926

Roll call taken

Joint Fire/EMS minutes were read. Approved by Eric Cotting, 2<sup>nd</sup> by Dave Zieroth.

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

Old Business:

- EMS- WEMSA brochures are on bulletin board if interested in attending. Lots of open shifts so please sign up. Matt and Jason cannot take them all. Marshall is looking at going with Ryan Brothers, so we really need to fill our shifts. Richard Glass is a new driver and doing EMT Basic in Spring.
- EMS Training for December will be multi-victim bags.
- Training Log- Pay is December 8<sup>th</sup> for Fire/EMS. Training is due Dec. 5<sup>th</sup> by 10am.
- Annual party- Went very well and everyone had a good time
- 2017 budget- public hearing will be 11/17 @1830.
- Supporters report- Next meeting is Dec 20<sup>th</sup> @ 18. Will discuss RSMBT (will have gun and a general raffle again). Also, received \$11,000 donation.
- Recruitment-received 2 applications
- Training center- 3 trailers have arrived. Will start working on it and will need help.

New Business:

- Critique fire calls: Herron ct.-Natural gas smell; Skalizky/Kenny Ln-Natural gas smell; N. Monroe-CO detector; High School-Elevator stuck; MA Marshall -Dairyland fire; VFW-Furnace; MA Lake Mills-Grain Bin fire; Road Ave.-Gas smell
- New Dept. Chaplain Heidi Loomis
- Possibly hosting March 2017 FF2 class
- EMS starters: Jake, Christina, Ben, Richard; Fire starters: Craig, Nick T., Brent, and Chris U.
- Keenan stated that we need a new group pick for Fire and EMS for Dodge County
- 1 thank you was read
- Chief Butzine and 1<sup>st</sup> Capt. Butzine will be out of town Nov. 22<sup>nd</sup> to 27<sup>th</sup>.
- Christmas Neighbor shopping will be Dec. 10<sup>th</sup> and delivery is on the 17<sup>th</sup>.
- Holiday parade is December 10<sup>th</sup> @1630
- Please read all messages that get sent out.
- 2<sup>nd</sup> Capt. Strobel stated that Maco compressor is out of service. Also, discussed New SCBA orientation starting 1<sup>st</sup> of the year.
- Pay attention to pagers and I am responding, No city Siren right now.
- Door prizes: Tony, Ryan F., CS, Hoot, and Michelle

Adjourn: 2001

**CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES**  
**October 20, 2016**

1. CALL TO ORDER AND ROLL CALL. The meeting was called to order at 6:30 p.m. Members present: Springer, Quimby & Griffin. Absent: none. Also attending: Mayor Thompson and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: October 6 & October 13. MOTION: Moved by Quimby, seconded by Griffin to table approval. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT
  - a. Waterloo Utilities Employee Request For Dental Insurance Coverage, Lois Leistico. Noted.
4. UNFINISHED BUSINESS 2017 BUDGET
  - a. Review Of Approved 2017 Committee Budget Recommendation. DISCUSSION: Hansen said the committee has recommended a budget to be published in the paper. No action taken.
5. NEW BUSINESS
  - a. Resolution #2016- 54 Creating A 2016-2017 Assistant Clerk/Treasurer Position At An Hourly Rate Of \$21.76. DISCUSSION: Handouts were reviewed. Springer questioned the pay rate of \$21.76. MOTION: Moved by Springer, seconded by Quimby to recommend to Council the resolution striking the reference to the listed pay rate. VOICE VOTE: Motion carried.
  - b. Resolution #2016-55 Invoices To Be Written Off As Non-Collectible. DISCUSSION: Hansen said multiple attempts to collect had been made and that the City had received the maximum available by law from the County MOTION: Moved by Springer, seconded by Quimby to recommend to Council approval of the resolution as presented. VOICE VOTE: Motion carried.
  - c. Payroll For September 2016 - \$98,423.05. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council payroll approval. VOICE VOTE: Motion carried.
  - d. General Disbursements – September 16, 2016 Through October 20, 2016. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council approval of general disbursements. VOICE VOTE: Motion carried.
  - e. Treasurer's Report & Budget Reports For September 2016. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council approval of reports. VOICE VOTE: Motion carried.
  - f. Authorizing A TIF #2 Financing Agreement Between The City of Waterloo And Sharon Burbach, Property Owner At 218 West Madison Street. DISCUSSION: Hansen read from meeting materials describing the agreement. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council approval of the agreement. VOICE VOTE: Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. 2017 Municipal Budget Public Hearing, November 17, 2016 At 7 p.m. Noted.
  - b. 2017 Council Consideration Of Municipal Budget, November 17, 2017. Noted.
7. ADJOURNMENT. MOTION: Moved by Griffin, seconded by Quimby to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:27 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer

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

1. CALL TO ORDER AND ROLL CALL. The meeting was called to order at 6:30 p.m. Members present: Springer, Quimby & Griffin. Absent: none. Also attending: Barry Sorenson, Tim Thomas, Mayor Thompson and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: Previously Unapproved Minutes. MOTION: Moved by Springer, seconded by Quimby to table approval of minutes. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. UNFINISHED BUSINESS 2017 BUDGET
  - a. Resolution #2016-62 Adopting An Annual Budget And Appropriating The Necessary Funds For The Operation Of The City Of Waterloo For The Year 2017. DISCUSSION: Hansen noted an omission in funding election official wages. MOTION: Moved by Springer, seconded by Quimby to recommend Council approval of the resolution with the amendment that \$900 should be moved from General Fund contingency to fund election official wages. VOICE VOTE: Motion carried.
5. NEW BUSINESS
  - a. Payroll For October 2016 - \$62,637.67. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council payroll approval. VOICE VOTE: Motion carried.
  - b. General Disbursements – October 21, 2016 Through November 17, 2016. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council general disbursement approval. VOICE VOTE: Motion carried.
  - c. Treasurer's Report & Budget Reports For October 2016. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council report approval. VOICE VOTE: Motion carried.
  - d. Resolution #2016-63 Changing Two Library Staff Positions From Salary To Hourly And Related Overtime Restrictions In Response To Fair Labor Standards Act Regulations Taking Effect December 1, 2016. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of the resolution. VOICE VOTE: Motion carried.
  - e. Considering An Employee Dental Insurance Benefit, Delta Dental Small Group Options. DISCUSSION: Sorenson said Utility employees were interested in dental coverage as a benefit. Hansen presented three costs from Delta Dental, all of which had no employer premium expense. The consensus of the committee members was that if there was no direct cost to the municipality, that it would be OK to proceed with implementing a dental benefit which was paid in full by the an employee electing the benefit. In reply to a Sorenson question, Quimby suggested that the benefit be further spelled out with approval as necessary following.
  - f. To Discuss Possible Discipline Of A Public Employee. The Finance, Insurance & Personnel Committee convened to closed session per Wis. Stat. 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over the governmental body has jurisdiction or exercises responsibility." Upon completion of the Closed Session the committee reconvened into open session. NOTE: Close session minutes are listed here. DISCUSSION: Springer said the agreement for rehiring Hansen called for Clerk/Treasurer learning payroll and other accounting procedures within a six month time period. It was noted that this has not occurred. Hansen was instructed to complete training so that training of a new hire may take place in an efficient manner. Springer said the committee should follow up on the item in six month's time. MOTION: Moved by Quimby, second by Griffin to end the closed session and reconvene in open session. VOICE VOTE: Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
7. ADJOURNMENT. MOTION: Moved by Griffin, seconded by Quimby to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:54 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer

**CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES**  
**December 15, 2016**

1. CALL TO ORDER AND ROLL CALL. The meeting was called to order at 6:30 p.m. Members present: Springer, Quimby & Griffin. Absent: none. Also attending: Tim Thomas, Mayor Thompson and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: Previously Unapproved Minutes. MOTION: Moved by Griffin, seconded by Quimby to approve the November 17, the October 20 and September 15 meeting minutes. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. NEW BUSINESS
  - a. Payroll For November 2016 - \$62,109.30. MOTION: Moved by Quimby seconded by Griffin to recommend Council payroll approval. Roll Call Vote: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
  - b. General Disbursements – November 18, 2016 Through December 15, 2016. MOTION: Moved by Quimby seconded by Griffin to recommend Council general disbursement approval. Roll Call Vote: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
  - c. Treasurer's Report & Budget Reports For November 2016. MOTION: Moved by Quimby seconded by Griffin to recommend Council report approval. VOICE VOTE: Motion carried.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Review Of Clerk/Treasurer's Office Cross-Training – May 2017
  - b. Quimby asked that Marshall be invited to contribute to support building operations for the Waterloo/Marshall Food Pantry.
6. ADJOURNMENT. MOTION: Moved by Griffin, seconded by Quimby to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:36 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer

**A JOINT MEETING OF THE  
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES: June 21, 2016**

1. ROLL CALL AND CALL TO ORDER. Ziaja called the joint meeting to order at 6:00 p.m. in the Council Chambers of the Municipal Building. CDA Members present: Ziaja, Moe and Reynolds. Absent: Hermanson, Stinnett, Norton, and Tuttle. A quorum was not present. CDC members present: Petts, Thomas and Ziaja. Absent: none. Others present: Alan Coates, Michelle Soter, Bruce Dorn, Diane Graff, Keri Sellnow, Genevieve Coady, Diane Graff, Kelli Mountford and Mary Parsons, Jeni Quimby and Clerk/Treasurer Hansen.

**NOTE: Because the CDA did not have a quorum those attending reviewed matters informally, taking no action.**

2. MEETING MINUTES APPROVAL: All unapproved meeting minutes.
3. CITIZEN INPUT
4. PROJECT UPDATES & REPORTS
  - a. Downtown Sub-Committee
    - i. April Storefront Initiative (also see below)
    - ii. Cinco de Mayo Event – May 28<sup>th</sup>
    - iii. Canvas Painting At Stubby's Bowl, July 10
    - iv. Other Items
  - b. 203 East Madison Street - Reuse Concept, Funding Update
  - c. UW-Whitewater Graduate Student Internship – Foreign Trade Zone #41 Feasibility Study
  - d. Fund 600 - Monthly Financial Review
5. UNFINISHED BUSINESS
  - a. April Storefront Initiative – Next Steps
6. NEW BUSINESS
  - a. Downtown Waterloo Street Market Initiative (referred to CDA by City Council)
  - b. Former School District Sign – Reuse
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Economic Development Strategic Planning process at conclusion of this meeting
  - b. Waterloo Tax Delinquent Property, 201 Van Buren Street
8. ADJOURNMENT

**NOTE: A public meeting of the Mayor's Economic Development Strategic Plan Committee took place immediately following this posted meeting.**

Attest:



Mo Hansen  
Clerk/Treasurer

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

1. ROLL CALL AND CALL TO ORDER. Ziaja called the joint meeting to order at 6:00 p.m. in the Council Chambers of the Municipal Building. CDA Members present: Ziaja, Hermanson, Moe, Norton, Stinnett and Tuttle. Absent: none with one vacancy. CDC members present: Petts and Ziaja. Absent: Thomas. Others present: Maureen Giese and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: Previously unapproved meeting minutes. MOTION: Moved by Stinnett, seconded by Petts to table agenda approvals. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. # Maureen Giese said she was appalled by the sign proposal; said it does not belong at 4-corners; that a sign belongs in the park; that the best way to fight apathy was articles in the newspaper and that the sign purchase was a bad idea.
4. PROJECT UPDATES & REPORTS
  - a. Downtown Sub-Committee
    - i. April Storefront Initiative. Tuttle presented a Columbus example saying a hold harmless document was in the works. Kim Brozinski, Maureen Giese and Kris Marconnect were mentioned as interested displayers.
    - ii. Canvas Painting At Stubby's Bowl, July 10. Moe said the event was well attended.
    - iii. Other Items. None.
  - b. 203 East Madison Street - Reuse Concept
    - i. Funding Update. Hansen said two grants were pending.
    - ii. Sign At Site. Norton and others indicated a preference for a local sign provider. By consensus the group left it to Hansen discretion.
  - c. UW-Whitewater Graduate Student Internship – Foreign Trade Zone #41 Feasibility Study. Hansen said the project would be delayed due to the intern's status as an international student and federal clearances need to proceed.
  - d. Downtown Waterloo Street Market Initiative. Petts presented a job description. Candidate recruitment was discussed.
  - e. Fund 600 - Monthly Financial Review. Stinnett said no guidelines existed for Fund 600 budgeting. She recommended that Hermanson head up 2017 budgeting noting that revenue inflows were minimal.
5. NEW BUSINESS
  - a. Former School District Sign – Reuse. By consensus, the group decamped to the 4-corners intersection to review sign locations. By consensus the group agreed to locate the sign in front of the Mauneshia Business Center west of the driveway adjacent to the bowling center.
  - b. Rental Rates for Tucker's Driving Academy, 117 E. Madison Street. No action taken.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Economic Development Strategic Planning – July 25 @ 6 pm. Noted.
7. ADJOURNMENT. By unanimous consent the meeting adjourned. Approximate time: 7:38 pm.

Attest:



Mo Hansen  
Clerk/Treasurer

**A JOINT MEETING OF THE  
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES: August 16, 2016**

1. ROLL CALL AND CALL TO ORDER. Ziaja called the joint meeting to order at 6:00 p.m. in the Council Chambers of the Municipal Building. CDA Members present: Ziaja, Hermanson, Stinnett and Tuttle. Absent: Norton & Moe. CDC members present: Petts, Thomas and Ziaja. Absent: none. Others present: Diane Graff of the Courier and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: July 19, 2016. MOTION: Moved by Ziaja, seconded by Hermanson to table meeting minutes approvals. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. PROJECT UPDATES & REPORTS
  - a. Downtown Sub-Committee
    - i. April Storefront Initiative. Communications to property owners noted.
  - b. 203 East Madison Street - Reuse Concept
    - i. Funding Update. Hansen reported that two grant notices were pending.
    - ii. Sign At Site. Hansen said he would install a project sign at the site
  - c. UW-Whitewater Graduate Student Internship – Foreign Trade Zone #41 Feasibility Study
  - d. Downtown Waterloo Street Market Initiative
  - e. Fund 600 - Monthly Financial Review. Noted.
5. NEW BUSINESS
  - a. Signage. DISCUSSION: Stinnett said she and Tim Thomas met with Sherry Rehm regarding the removal of her A-frame sign at the corner of Jefferson Street and Madison Street. She forwarded Rehm's comments that Waterloo businesses are not appreciated. She said better communication was needed. Stinnett thought the idea of "You are Here" signs identifying Waterloo locations would be of value, saying the 4-H could build them. MOTION: Moved by Hermanson, seconded by Thomas to table until the next meeting. VOICE VOTE: Motion carried.
  - b. Draft Economic Development Plan, Plan Support. DISCUSSION: The group reviewed handouts. Questions were raised as to whether or not the Chamber should be assigned tasks. Challenges the Chamber faces were discussed.
  - c. 2017 Budget Submittal To Finance, Insurance & Personnel Committee. DISCUSSION: Hermanson said he would review budget needs and forward a budget back to the Clerk/Treasurer.
6. ADJOURNMENT. By unanimous consent the meeting adjourned. Approximate time: 7:38 pm.

Attest:



Mo Hansen  
Clerk/Treasurer

**A JOINT MEETING OF THE  
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES: September 20, 2016**

1. ROLL CALL AND CALL TO ORDER. Ziaja called the joint meeting to order at 6:00 p.m. in the Council Chambers of the Municipal Building. CDA Members present: Ziaja, Hermanson, Stinnett, Tuttle, Moe and Reynolds. Absent: Norton. CDC members present: Petts, Thomas and Ziaja. Absent: none. Others present: Diane Graff of the Courier and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: August 16, 2016. MOTION: Moved by Hermanson, seconded by Thomas to table approval of meeting minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. PROJECT UPDATES & REPORTS
  - a. Downtown Sub-Committee
    - i. April Storefront Initiative. DISCUSSION: Moe said twelve pieces of artwork were being displayed at the Courier office storefront. She said Maureen Giese was having difficulty reaching Nick Sharrow, and a third exhibitor was checking out locations. Tuttle said she has reached out to artist groups she knows regarding display interest. No action taken.
  - b. 203 East Madison Street - Reuse Concept
    - i. Funding Update & Site Sign. DISCUSSION: Hansen said a DNR Steward Fund grant application was turned down and a DNR Municipal Flood Control application was pending with further approvals in the works. He said the grant was a 50% match and would have to be limited to the riparian area along the river banks. In reply to a Petts question, Hansen said a 30" x 30" sign for the site needed to be completed & installed. Tuttle requested crowdfunding to pay for site improvements. No formal take action.
  - c. UW-Whitewater Graduate Student Internship – Foreign Trade Zone #41 Feasibility Study. DISCUSSION: Hansen said Gisela Helder Sanchez-Lopez had started the internship; a UW-Whitewater advisor (Prof. Kashian) was meeting weekly with her; Hansen is checking-in weekly; and a finalized scope of work was in the meeting material. Hansen said the group would review a final work product before intern compensation would be issued. No action taken.
  - d. Downtown Waterloo Street Market Initiative. DISCUSSION: Hansen said no submittals had been received; a letter was sent to 35 downtown stakeholders; Shannon Koele, Kris Paape, a woman selling at the Lake Mills market and others were contacted. Petts suggested at-home moms might be a target group from which to recruit a manager. Tuttle suggested inserts at the library. Moe and others suggested inserts at the grocery store. Thomas mentioned a conversation with Tammy McIntosh and Melanie Degler. Reynolds said Anna Maenner may have food producer contacts. Hansen said he has yet to follow-up with the UW-Extension contact on outreach to other markets. Petts said the subcommittee was going to next meet once a submittal was received. No action taken.
  - e. Fund 600 - Monthly Financial Review. DISCUSSION: Hansen said the rental rates at the Mauneshia Business Center had been reduced, the phone and internet terminated; and contact made with Dave Zastrow at the Food Pantry on reducing equipment energy usage. He said WEDC had ruled out grant funding previously included as part of the 2017 budget submittal totaling \$50,000. No action taken.
5. NEW BUSINESS
  - a. Draft Economic Development Plan, Plan Support Phase. DISCUSSION: Hansen said Kelli Mountford had conveyed prior to W&K Day that the Chamber of Commerce Board was not interested in a Chamber business director hire as called out in the plan. Hansen said the communication was short as the Board was focused on its September event. He said Mountford was stepping down from the Board with the library taking on the event button and welcome packets projects. Petts, Thomas and others noted that no public acknowledgment of a new photography business had occurred. Petts asked that an acknowledgement task be added to the plan and that the business be formally welcomed. Ziaja said the Mayor would be the best person to welcome businesses. Moe said one-on-one personal welcomes would be beneficial. Prior Chamber photos run in the newspaper for similar acknowledgments were remembered. Tuttle said the CDA could do the acknowledgment. The general consensus was to work with all to arrive at a single method for welcoming businesses. Petts suggested naming and sending a CDA-CDC liaison to the Chamber of Commerce meetings. Tuttle volunteered. Tuttle asked if the plan needs further refinement? Thomas noted that many tasks listed had been started. Petts suggested Council plan approval was needed, but rather could be brought in as specific items evolved to an

implementation point requiring Council action. Tuttle and others called for a document useful for tracking progress. Ziaja said he would give monthly CDA-CDC Progress Reports to the Council. Petts said repeatedly reporting would encourage support. Thomas asked if a moratorium on fees to encourage new home construction was something worth considering? Reynolds said using the Find Your Path Here label would help promote the idea. Hansen suggested "Find Your Path Here" and "2017." Waiving both impact fees and building permit fees was discussed. MOTION: Moved by Hermanson seconded by Tuttle to recommend to Council the waiving of impact fees and building permit fees for single family new home construction for at least the 2017 calendar year with an annual performance review. VOICE VOTE: Motion passed unanimously. MOTION: Moved by Petts, second by multiple members to name Nicole Tuttle as the CDA-CDC liaison to the Waterloo Chamber of Commerce. VOICE VOTE: Motion carried.

- b. "You Are Here" Kiosks. DISCUSSION: Stinnett said the 4-H group doesn't have time to produce the kiosks brought to the group's attention on August 16<sup>th</sup> before winter snow cover; a quote from McKay Nursery could be provided, but the question was what is the project budget? Hansen asked if a general request for donated work could be put out to the public? A high school shop class was mentioned as a possible candidate. General interest was mentioned for advertising the opportunity for constructing and donation the kiosks. Stinnett offered to identify plans. Petts said wood specifications could be included in the plans. Stinnett said the 4-H may revisit the project is it is spring of 2017. BY CONSENSUS: The matter was tabled with an update on options for construction of the kiosks to take place at the next meeting.

6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. ## Petts asked for follow-up on a WEDC DCI grant opportunity.

7. ADJOURNMENT. By unanimous consent the meeting adjourned. Approximate time: 7:30 pm.

Attest:



Mo Hansen  
Clerk/Treasurer

**A JOINT MEETING OF THE  
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES: October 18, 2016**

1. ROLL CALL AND CALL TO ORDER. Ziaja called the joint meeting to order at 6:00 p.m. in the Council Chambers of the Municipal Building. CDA Members present: Ziaja, Hermanson, Stinnett, Norton, Tuttle and Reynolds. Absent: Moe. CDC members present: Petts, Thomas and Ziaja. Absent: none. Others present: Diane Graff of the Courier and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: MOTION: Moved by Thomas, seconded by Reynolds to approve the September 20, 2016 meeting minutes as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. PROJECT UPDATES & REPORTS
  - a. Chamber of Commerce Liaison. Tuttle described Chamber meetings as informal with more information expected with Wiener & Kraut Day completed. Linda Norton asked that Cinco de Mayo be mentioned at an upcoming Chamber meeting. Stinnett highlighted the value of welcoming businesses to town.
  - b. Economic Development Strategic Plan -- Project Tracking
    - i. April Storefront Initiative. DISCUSSION: An email from Sue Moe was read on contact made to date.
    - ii. Downtown Waterloo Street Market Initiative. DISCUSSION: Stinnett suggested a manager was needed by January. She suggested the group revisit the proposal. Norton mentioned an evening market. Matt Ziaja said the sub-group (Petts, Sellnow, Moe and Tuttle) could take all the feedback and make changes if necessary.
    - iii. Find Your Path Here 2017. DISCUSSION: The group asked that developers be invited to the next meeting to get their input.
  - c. 203 East Madison Street Reuse Concept – Funding Update, Site Sign & Additional Grants. DISCUSSION: Hansen said one of two grants would be awarded. Saying the Municipal Flood Control award would be a 50% match focused on the riparian area, or river's edge. MOTION: Moved by Hermanson, seconded by Reynolds to recommend to Council acceptance of the Municipal Flood Control grant award. VOICE VOTE: Motion carried.
  - d. UW-Whitewater Graduate Student Internship – Foreign Trade Zone #41 Feasibility Study. Noted.
  - e. Fund 600 - Monthly Financial Review. Noted.
5. UNFINISHED BUSINESS
  - a. "You Are Here" Kiosks. DISCUSSION: Stinnett said plans were online, that a builder was not immediately available, and that she would find plans. No action taken.
6. NEW BUSINESS
  - a. Review Of Webinar On Downtown Economic Development, Tim Thomas. No new information. Ziaja asked that contact info be resent regarding webinars.
  - b. New Business Acknowledgement. DISCUSSION: Thomas suggested that someone should welcome new businesses, noting Portland Road restaurant. Nicole Tuttle said she would take the concept back to the Chamber.
  - c. WEDC DCI Grant Concept – Discussion On Downtown Fiber Optics Development Strategy, Jeanette Petts. DISCUSSION: Hansen reviewed requirements for a WEDC DCI grant, saying a shovel ready project would be required which we don't have at this time. No action taken.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. 2016 Annual Report. Noted.
8. ADJOURNMENT. By unanimous consent the meeting adjourned. Approximate time: 7:22 pm.

Attest:

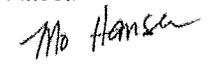


Mo Hansen  
Clerk/Treasurer

**A JOINT MEETING OF THE  
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE  
MEETING MINUTES: November 15, 2016**

1. ROLL CALL AND CALL TO ORDER. Ziaja called the joint meeting to order at 6:00 p.m. in the Council Chambers of the Municipal Building. CDA Members present: Ziaja, Hermanson, Norton, Stinnett, Tuttle, Moe and Reynolds. Absent: none. CDC members present: Petts, Thomas and Ziaja. Absent: none. Others present: Mary Peschel, Diane Graff of the Courier and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: Prior unapproved meeting minutes. MOTION: Moved by Thomas, seconded by Stinnett to table approvals. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. PROJECT UPDATES & REPORTS
  - a. Chamber of Commerce Liaison. Nicole Tuttle said a Chamber meeting was postponed tonight. She said the group is not opposed to new projects. Details to follow after Thanksgiving.
  - b. Economic Development Strategic Plan -- Project Tracking
    - i. April Storefront Initiative. Sue Moe said a lady looking at Battenberg's as a display site declined because it was south facing. Maureen Giese was still trying to connect with Nick Sharrow.
    - ii. Downtown Street Market Initiative. See below.
    - iii. Find Your Path Here 2017. See below.
      1. 2016-2017 Additional Projects
        - a. 203 East Madison Street Reuse Concept – Municipal Flood Control Grant; Site Sign & Additional Grant Applications. Noted.
        - b. UW-Whitewater Graduate Student Internship – Foreign Trade Zone #41 Feasibility Study. Noted.
  - c. Fund 600 - Monthly Financial Review. The reduction of rent for Tucker's Driving Academy was noted. Ideas for greater rental activity were discussed. Ziaja asked that the matter of increased rental activity be a recurring agenda item.
5. UNFINISHED BUSINESS
  - a. "You Are Here" Kiosks. Discussion: Stinnett said the school was not interested; proposing it to the Marshall school, advertising for a builder, seeking donations and purchasing materials were all mentioned. Ziaja asked that it be mentioned on the website. Locations mentioned were by the toilets at Firemen' Park, downtown and 720 W. Madison St.
6. NEW BUSINESS
  - a. Find Your Path Here 2017 - Invited John Dewitt (DeYoung Farms Developer) and Mike & Jean Valent (Treyburn Farms Developers). DISCUSSION: An email from Valent was read. No reply was received from DeWitt. Hansen said the Council had approved the concept; that a focus on home builders and real estate agents would be the focus.
  - b. Downtown Street Market Initiative, Sub-Committee Recommendation
    - i. Awarding A CDA Contract To Mary Peschel. DISCUSSION: Mary Peschel introduced herself; answered questions from Ziaja and others; suggested creating an advisory council and noted that Tammy McIntosh expressed interest. In reply to a Stinnett question Peschel said a Saturday morning event and her contacts would make a difference. MOTION: Moved by Hermanson, seconded by Stinnett to recommend to Council that it enter into a services agreement with Mary Peschel to serve as Street Market Manager for the Downtown Street Market Initiative.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. 2016 Annual Report – Draft at December meeting. Noted.
  - b. New Business Info Sent To Chamber of Commerce. Noted.
    - i. Angela M. Slager, Prairie Girl Quilts, 840 Hiawatha Trail, [www.prairiegirlquilts.com](http://www.prairiegirlquilts.com)
    - ii. Martin Rowe & Debra Ehmann, Art Studio, 422 West Madison Street
8. ADJOURNMENT. By unanimous consent the meeting adjourned. Approximate time: 7:30 pm.

Attest:



Mo Hansen  
Clerk/Treasurer