



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

CITY OF WATERLOO COUNCIL AGENDA
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET
Thursday, April 6, 2017 – 7:00 p.m.
***** Revised 4/4/2017 11:07 AM *****

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: March 16, 2017
3. PUBLIC COMMENT
4. CONSENT AGENDA ITEMS
 - a. Notice of Published Notices – Public Test Of Voting Equipment, April 4th
 - b. Resolution #2017-08 Updating The Farmers And Merchants State Bank Corporate Authorization Resolution For the Waterloo Water And Light Commission
 - c. Mayor's 2017 Arbor Day Proclamation
5. REPORTS OF COMMITTEES, COMMISSIONS AND BOARD
 - a. Plan Commission
 - i. Ordinance #2017- 03 An Ordinance To Rezone 1212 Main Street, City Of Waterloo, Jefferson County, Wisconsin From C-2 Highway Commercial District To R-2, Single Family Residential District
 - ii. Resolution #2017-12 Granting A Conditional Use Permit To Katherine Zwieg (On Behalf Of Chatty Properties LLC), 1212 Main Street, City Of Waterloo, Jefferson County To Allow For Two Dwelling Units In A R-2, Single Family Residential District
6. UNFINISHED BUSINESS
 - a. Ordinance #2017-02 An Ordinance Amending Section 350-13 Of The Municipal Code Off-Road Vehicles – Authorizing The Use Of All Terrain Vehicles And Utility Terrain Vehicles On Clarkson Road And Main Street
 - b. Claim For Excessive Assessment For Monroe Street Apartments LLC, Parcel Number 290-0813-0644-026. [NOTE: The Council may convene to closed session per Wis. Stat. 19.85(1)(g) “conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation which it is or is likely to become involved.”] Upon completion of the closed session the body will reconvene into open session.
7. NEW BUSINESS
 - a. Resolution #2017-09 Declaring Outlot 1 Of Certified Survey Map 4845-25-134 (Parcel 29008130511013) A Buildable Parcel Within A Residential District For Purposes Of Condition Set Forth On The Map And Recorded Restrictive Covenants
 - b. Resolution #2017-10 Council Confirmation Of The Mayoral Appointment Of Chad Yerges As Interim Public Works Director
 - c. Resolution #2017-11 Authorizing The Hiring Of Michael J. Kawula As Assistant Deputy Clerk/Treasurer [NOTE: The Council may convene to closed session per Wis. Stat. 19.85(1)(c) “Considering employment, promotion, compensation or performance data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”] Upon completion of the closed session the body will reconvene into open session

8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

- a. Public Hearing - Considering A Special Assessment For 2017 Sidewalk Installation – Only Held If Waivers Are Not Received.

9. ADJOURNMENT



Mo Hansen
Clerk/Treasurer

REVISED: Posted and Emailed: 04/04/2017

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:

- Joint Community Development Authority & Community Development Committee – February 21, 2017 & March 21, 2017
- Finance, Insurance & Personnel Committee – February 16, 2017 & March 16, 2017
- Public Safety & Health Committee – March 16, 2017
- Public Works & Property Committee – February 2, 2017 & March 2, 2017

CITY OF WATERLOO COMMON COUNCIL
MEETING MINUTES: March 16, 2017

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL. Council President Springer called the meeting to order at 7:00 p.m. in the Mayor's absence. Alderpersons present: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Absent: none. Others present: Tammy Krueger, Watertown Daily Times; Diane Graff, the Courier; Interim Police Chief Lange; WLOO videographers and Clerk/Treasurer Hansen. The Pledge of Allegiance was recited.
2. MEETING MINUTES APPROVAL: March 2, 2017. MOTION: Moved by Stinnett, seconded by Quimby to approve the minutes as listed and presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. PUBLIC NOTICE: Voting By Absentee Ballot For April 4, 2017 Spring Election. Noted.
5. CONSENT AGENDA ITEMS. MOTION: Moved by Thomas, seconded by Griffin to approve the consent agenda. VOICE VOTE: Motion carried.
 - a. Reports Of City Officials And Contract Service Providers
 - i. Parks Coordinator Gabe Haberkorn For February 2017
 - ii. Waterloo Active Fire Department For February 2017
 - iii. Building Inspector - Building, Plumbing, And Electrical Permits For February 2017
 - iv. Public Works Director Gary Yerges For February 2017
 - v. Interim Police Chief Lange For February 2017
 - vi. Library Director Kelli Mountford For February 2017
 - vii. Waterloo Water & Light Commission – March 7, 2017
 - viii. Watertown Humane Society For February 2017
 - b. Approval Of An Operator's License For The Period Ending June 30, 2017 - Ashley Uselman, 294 North Monroe Street
6. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
 - a. Finance, Insurance & Personnel Committee
 - i. Payroll For February 2017 - \$62,028.60. MOTION: Moved by Quimby, seconded by Ziaja to approve payroll in the stated amount. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.
 - ii. General Disbursements – February 17, 2017 Through March 16, 2017. MOTION: Moved by Quimby, seconded by Petts to approve disbursements as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.
 - iii. Treasurer's Report & Budget Reports For January & February 2017. MOTION: Moved by Quimby, seconded by Thomas to table report approval. VOICE VOTE: Motion carried.
 - iv. Resolution #2017-07 Authorizing The Use Of \$11,896.50 In General Fund Unassigned Fund Balance To Fund A Department of Public Works Safety Training Program Provided By Municipal Electric Utilities Of Wisconsin As Part Of An Existing Waterloo Utilities Agreement With Municipal Electric Utilities Of Wisconsin. DISCUSSION: Springer said a complaint was filed about a Public Works Department employee going into a confined space. He said the resulting review showed the Public Works Department was not current in it's safety training with some training last taken in late 90's or 80's. He said the Utility Superintendent was making available training under an existing Waterloo Utilities contract. Quimby said the lack of training had gone on too long. Petts asked if training would cover all necessary areas. Springer said it would make the Public Works Department compliant with safety requirements. He said it could be made available to other departments with additional funding. MOTION: Moved by Stinnett, seconded by Quimby to approve the resolution as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.
 - a. Public Safety & Health Committee
 - i. Authorizing The Hiring Of A Part-time Police Officer. DISCUSSION: Thomas said the committee recommended authorizing the hiring of Gregory Worzalla. He said Worzalla had 18 years of service with the Watertown Police Department. He said the Police Department had four part-time positions authorized and Worzalla would be the lone part-time officer. He said Worzalla had a bachelor's degree in criminal justice and other relevant training. He said a background

check was done and recommendations were very positive. MOTION: Moved by Thomas, seconded by Stinnett to authorize the hiring of Gregory Worzalla as a part-time officer contingent upon the passing of a physical and a drug test. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.

- ii. Ordinance #2017-01 Amending Ordinance §223-5 H Operator's License, Permitting The City Clerk-Treasurer To Issue A Provisional Operator's License To A Person Licensed In Another Municipality. DISCUSSION: Thomas said the ordinance would bring the city in line with state law. Hansen said the Mr. Loeder with the BP convenience store asked for the change making it easier for an employee licensed in another community to get a provisional license in Waterloo. MOTION: Moved by Thomas, seconded by Griffin to approve the ordinance as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.
- iii. Ordinance #2017-02 Authorizing The Use Of All Terrain Vehicles (ATVs) On Clarkson Road And Main Street. DISCUSSION: Thomas said the ordinance needed further revisions. In reply to a Ziaja question, Thomas said the ordinance would allow ATVs and UTVs on Clarkson Road and Main Street which are shared with the Town of Portland, which has authorized ATV and UTV use in the Town of Portland. MOTION: Moved by Thomas, seconded by Stinnett to table the ordinance. VOICE VOTE: Motion carried.
- iv. Approving A Special Event Application, MACC Fund, Trek100 Bike Ride – June 3, 2017. DISCUSSION: Thomas said the Committee unanimously recommended approval of the application for this recurring event which has had no past difficulties. In response to the Griffin question, Thomas said the route would be the same as the 2016 route proceeding from Knowlton, north on Washington, east on Madison and north on Monroe. Quimby said it was the same weekend as graduation. MOTION: Moved by Thomas, seconded by Petts to approve the application. VOICE VOTE: Motion carried.

7. NEW BUSINESS

- a. Approval Of An Operator's License For The Period Ending June 30, 2017 - Tara Strassburg, N6795 County Rd A Lake Mills. DISCUSSION: Springer said the applicant had not presented a training certificate. Hansen indicated that a license valid within the last two years from the Town of Lake Mills was presented. MOTION: Moved by Thomas, seconded by Griffin to approve the operator's license. VOICE VOTE: Motion carried.

8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

- a. Authorizing a USDA and a Wisconsin Department of Administration grant applications. Noted.
- b. Public Hearing On 2017 Sidewalk Improvements (only if a complete set of waivers are not received). Noted.

9. ADJOURNMENT. MOTION: Moved by Thomas, seconded by Quimby to adjourn. Motion carried unanimously. Approximate time: 7:15 pm.



Attest:
Mo Hansen
Clerk/Treasurer

PUBLIC NOTICE TO THE WISCONSIN RESIDENTS OF THE
VILLAGE OF MARSHALL (DANE CO.) - TOWN OF MEDINA (DANE CO.)
CITY OF WATERLOO (JEFFERSON CO.) - TOWN OF PORTLAND (DODGE CO.)
TOWN OF YORK (DANE CO.) - TOWN OF WATERLOO (JEFFERSON CO.)
OF
PUBLIC TESTS OF VOTING EQUIPMENT

Notice is hereby given that public test of the 'mark sense electronic voting equipment' and the "handicap accessible voting machines" to be used at the **APRIL 4, 2017, SPRING ELECTION** will be held at the times and locations for each municipality as listed in this notice. The public is invited to attend and observe these tests per Wisconsin Statutes 5.84.

Monday, March 27, 2017

- **4:30 PM** – Town of Waterloo-Town Hall, N8193 Hwy 89, Waterloo

Tuesday March 28, 2017

- **1:00 PM** - Village of Marshall-Municipal Building, 130 S. Pardee Street, Marshall

Thursday, March 30, 2017

- **9:00 AM** - Town of York- Town Hall, Hwy. 73, York Center, Marshall
- **9:00 AM** – Town of Portland- Town Hall, W11720 Taylor Street, Waterloo
- **1:00 PM** – City of Waterloo- City Hall, 136 N. Monroe Street, Waterloo

Saturday, April 1, 2017

- **9:00 AM** – Town of Medina- Town Hall, 634 State Rd 19, Marshall

Published by the authority of the Clerks for the:
Village of Marshall, City of Waterloo, and Towns of Medina, Portland, Waterloo and York.

Posted (4) March 17, 2017 at 1:30 p.m.
Published: Thursday, March 23, 2017 - The Courier



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

RESOLUTION #2017-08

UPDATING THE FARMERS AND MERCHANTS STATE BANK CORPORATE AUTHORIZATION RESOLUTION FOR THE WATERLOO WATER AND LIGHT COMMISSION

WHEREAS, Thomas G. Bergan was nominated and approved as President of the Waterloo Water and Light Commission, effective February 7, 2017 and;

WHEREAS, Timothy R. Thomas was nominated and approved as Secretary of the Waterloo Water and Light Commission, effective February 7, 2017 and;

WHEREAS, the Farmers & Merchants State Bank Corporate Authorization Resolution has been updated to list the newly elected Officers along with the current Clerk/Treasurer and the current Utility Superintendent and;

WHEREAS, the Farmers and Merchants State Bank Corporate Authorization Resolution lists the following powers granted by name and title;

- To open any deposit or share account(s) in the name of the Waterloo Utilities
- To endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with Farmers and Merchants State Bank
- To enter into a written lease for the purpose of renting a Safe Deposit Box with Farmers and Merchants State Bank

THEREFORE BE IT RESOLVED, that the City Council authorizes an update of the Corporate Authorization Resolution with Farmers and Merchants State Bank for the Waterloo Water and Light Commission to include Thomas G. Bergan as President and Timothy R. Thomas as Secretary.

Passed and adopted this 6th day of April 2017.

CITY OF WATERLOO

Robert H. Thompson, Mayor

Attest:

Morton J. Hansen, Clerk/Treasurer

SPONSOR(S) – Clerk/Treasurer
FISCAL NOTE – None

CORPORATE AUTHORIZATION RESOLUTION

FARMERS & MERCHANTS STATE BANK

By: CITY OF WATERLOO
WATER & LIGHT COMMISSION

210 WEST MADISON ST
WATERLOO, WI 53594

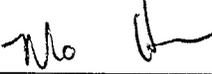
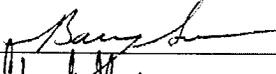
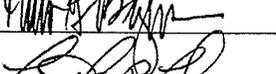
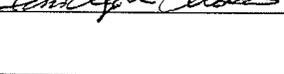
575 COMMERCIAL AVE
WATERLOO, WI 53594

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, TIMOTHY R. THOMAS, certify that I am Secretary (clerk) of the above named corporation organized under the laws of WISCONSIN, Federal Employer I.D. Number 39-6006401, engaged in business under the trade name of CITY OF WATERLOO WATER & LIGHT COMMISSION, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on FEBRUARY 7, 2017 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

AGENTS Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. <u>MORTON JAMES HANSEN JR CITY CLERK/TREASURER</u>	X 	X _____
B. <u>BARRY L. SORENSON UTILITY SUPERINTENDENT</u>	X 	X _____
C. <u>THOMAS G. BERGAN COMMISSION PRESIDENT</u>	X 	X _____
D. <u>TIMOTHY R. THOMAS COMMISSION SECRETARY</u>	X 	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

POWERS GRANTED (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
<u>N/A</u>	(1) Exercise all of the powers listed in this resolution.	<u>N/A</u>
<u>A,B,C,D</u>	(2) Open any deposit or share account(s) in the name of the Corporation.	<u>ONE</u>
<u>A,B,C,D</u>	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	<u>ONE</u>
<u>N/A</u>	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	<u>N/A</u>
<u>N/A</u>	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	<u>N/A</u>
<u>B,C</u>	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	<u>ONE</u>
<u>SEE ATTACHED</u>	(7) Other <u>FACSIMILE SIGNATURES USED FOR MORTON J. HANSEN JR, THOMAS G. BERGAN, TIMOTHY R. THOMAS</u>	<u>SEE ATTACHED</u>

LIMITATIONS ON POWERS The following are the Corporation's express limitations on the powers granted under this resolution.

ARBOR DAY PROCLAMATION

WHEREAS, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of Business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal, and

WHEREAS, the City of Waterloo has been recognized as a Tree City USA by The National Arbor Day Foundation and desires to continue its tree-planting practices

NOW, THEREFORE, I, Robert H. Thompson, Mayor of the City of Waterloo, do hereby proclaim April 28, 2017 as

"ARBOR DAY"

in the City of Waterloo, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

In witness whereof I have hereunto
set my hand and caused this seal
to be affixed.

Mayor Robert H. Thompson

Morton J. Hansen, Clerk/Treasurer

Dated: April 21, 2016



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

ORDINANCE #2016-03

AN ORDINANCE TO REZONE 1212 MAIN STREET, CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN FROM C-2 HIGHWAY COMMERCIAL DISTRICT TO R-2, SINGLE FAMILY RESIDENTIAL DISTRICT

Following a public hearing held on February 28, 2017 and upon the recommendation of the Plan Commission, the Common Council of the City of Waterloo does hereby ordain as follows:

The following parcel of land is hereby rezoned from existing C-1 Highway Commercial District to R-2, Single Family Residential in accordance with provisions of Chapter §385 of the Zoning Code of the City of Waterloo:

Tax Parcel: #290-0813-0511-003
Lot Description: OUT LOT 69, ASR PLT
Also known as: 1212 Main Street, Waterloo

This ordinance shall be in full force and effect from and after its passage and publication.

Adopted at a regular meeting of the Common Council on April 6, 2017.

CITY OF WATERLOO

Signed: _____
Robert H. Thompson, Mayor

Attest:

Morton J. Hansen, City Clerk/Treasurer

Date Adopted: _____

Date Published: The Courier, _____

Paul
285 09
2/6/2016
Receipt
#32848

February 1, 2011

To Whom

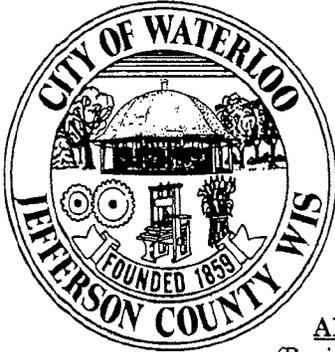
I'm Looking To Change The
Property At 1212 MAIN St. Portland
From Commercial To R-2 Single
Family Residential District. For the
Lower Level.

UP STAIRS IS AN APARTMENT THAT
WAS THERE.

MAKING THE BUILDING A 2-FAMILY
Dwellings

THANK YOU -

Handwritten signature



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021
cityhall@waterloowis.com

2/6/2017
Receipt
#32848
/6

APPLICATION FOR CONDITIONAL USE PERMIT
(Review and Action by City Plan Commission/Common Council)

Number: 2017-01 Date Filed: 2-1-17 Fee Paid: 285.00

Location of Property: 1212 Main St. Waterloo, WI 53594 (Pontland)

Applicant: Katherine L. Zwick

Address: 1113 Lum Ave. Waterloo, WI Telephone: 920-285-4715

Owner of Property: Katherine L. Zwick

Address: _____ Telephone: _____

Contractor: _____

Address: _____ Telephone: _____

Architect or Professional Engineer: SAME AS ABOVE

Address: _____ Telephone: _____

Legal Description of Property: OUTLOT 69 ASP P14

Tax Parcel #
*290-0813-0511-003

Land Parcel Size: .284 acreage Present Use: Northwest Zoning District: C-2

Type of Existing Structure (if any): 1 1/2 Story Building

Proposed Use of the Structure or Site: Residential Number of Employees: _____

Terms of Municipal Code

Conditional Use Requested

385-10 R-2 Single Family Residential
District

Two-Family Dwelling

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

TO CHANGE ZONING

ATTACH THE FOLLOWING:

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

Date: 2-1 20 17

Signature of Applicant

Property Records

November 15, 2002

Tax # 0511-003

Property Address
1212 Main St

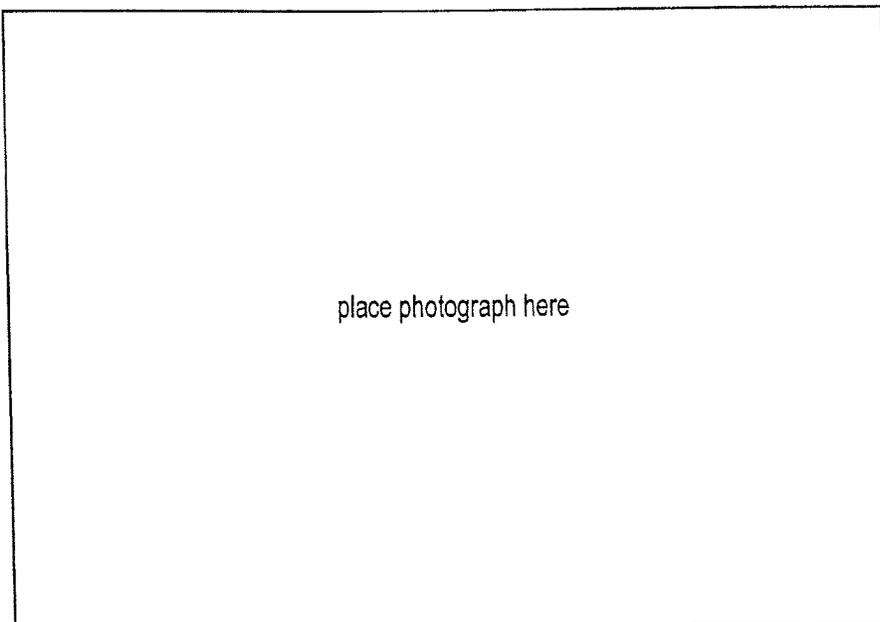
Legal Description
OUT LOT 69, ASR PLT

Neighborhood
Misc Commercial

Traffic / Water / Sanitary
Medium / City water / Sewer

Summary of Assessment

Land	\$16,900
Improvements	\$100,700
Total assessment	\$117,600



Land							
Class	Unit Measure	Width	Depth	Acres	% Inf	Description	\$ Value
Commercial	Front foot	132	170		-50%	Size/Shape of Lot	\$16,900

Total land value: \$16,900

Primary Residence							
Entrance	Estimated	Basement		960 SF	Fireplace stacks		
Year built	1927	Rec room		SF	Fireplace openings		
Story height	1.5 story	FBLA		SF	Metal fireplaces		
Style	Old style	First floor		1508 SF	Basement garage		
Use	Commercial	Second floor		720 SF	Other feature 1		
Exterior wall	Alum/vinyl	Finished attic		SF	Other feature 2		
Roof type	Asphalt shingles	Unfinished attic		SF	Grade factor	D	
Basement type	Partial	Unfinished area		SF	Condition	Average	
Heat type	Basic	Patio		133 SF	% complete	100%	
Fuel type	Gas	Open porch		SF			
System type	Hot water	Screen porch		SF			
Bedrooms	0	Enclosed porch		SF			
Family rooms	0	Wood deck		SF			
Full baths	1	Attached garage		SF			
Half baths	2	Masonry adjustment		SF			
Total rooms	0						
Total residence value:						\$99,500	
Total square footage:						2228	
\$ per square foot:						\$44.66	

Other Building Improvements			
Type	Width	Depth	\$ Value

Total OBI value:

Summary of Last Sale	
Date	
Price	
Time adjusted price	

- (c) Rear yard: minimum 30 feet.
- (d) Building height: maximum 35 feet.
- (4) Accessory buildings.
 - (a) Front yard: minimum 30 feet.
 - (b) Side yards: minimum five feet.
 - (c) Rear yard: minimum five feet.
 - (d) Building height: maximum 15 feet. Accessory buildings shall not exceed 15 feet in height as measured to the roof peak except in those cases where the existing home and at least two of the abutting property homes are two stories in height or more. In those cases the accessory building can be up to 25 feet in height. The maximum area in those cases shall be the "footprint" of the building, not the total floor area.
 - (e) Garage: maximum 864 square feet.
 - (f) Garden shed: maximum 144 square feet. [Amended 11-5-2009 by Ord. No. 2009-17]
- (5) Floor area:
 - (a) One bedroom: minimum 1,200 square feet.
 - (b) Two bedrooms: minimum 1,300 square feet.
 - (c) Three bedrooms: minimum 1,500 square feet.
 - (d) Four bedrooms: minimum 1,700 square feet.
- (6) Off-street parking: minimum two spaces per unit, both of which shall be in a garage. (See also § 385-23 of this chapter.)

§ 385-10. R-2 Single-Family Residential District.

The R-2 District is intended to provide a quiet, pleasant and relatively spacious living area for single-family, two-family and multifamily dwellings protected from traffic hazards and intrusion. Further, it is intended that two-family and multifamily dwellings be dispersed throughout the district on a conditional use basis.

A. Permitted uses.

- (1) Uses permitted in the R-1 District.
- (2) Boardinghouses, up to four paying guests or boarders, including bed-and-breakfast establishments.

B. Conditional uses.

- (1) Conditional uses permitted in the R-1 District. **[Amended 3-15-2007 by Ord. No. 2007-05]**
 - (2) Two-family dwellings.
 - (3) Multifamily dwellings.
 - (4) Funeral homes.
 - (5) Public hospitals and rest homes.
 - (6) Private clubs, fraternities and lodges, except those whose chief activity is customarily carried on as a business.
 - (7) Additional garages or accessory building exceeding 144 square feet. **[Added by Ord. No. 95-11; amended 11-5-2009 by Ord. No. 2009-17]**
 - (8) Zero lot line or common wall construction single-family dwelling. **[Added by Ord. No. 2-01]**
- C. Lot, yard and building requirements. See also § 385-3 of this chapter.
- (1) Single-family dwellings. Same as for R-1 District.
 - (2) Two-family dwellings.
 - (a) Lot frontage: minimum 100 feet.
 - (b) Lot area: minimum 12,000 square feet.
 - (c) Principal building:
 - [1] Front yard: minimum 30 feet.
 - [2] Side yards: minimum 15 feet.
 - [3] Rear yard: minimum 40 feet.
 - [4] Building height: maximum 35 feet.
 - (d) Accessory building:
 - [1] Front yard: minimum 30 feet.
 - [2] Side yards: minimum five feet.
 - [3] Rear yard: minimum five feet.
 - [4] Building height: maximum 15 feet. Accessory buildings shall not exceed 15 feet in height as measured to the roof peak except in those cases where the existing home and at least two of the abutting property homes are two stories in height or more. In those cases the accessory building can be up to 25 feet in height. The maximum area in those cases shall be the "footprint" of the building, not the total floor area.

- [5] Floor area per dwelling unit: minimum 900 square feet.
 - [6] Off-street parking: minimum two spaces per unit. (See also § 385-23 of this chapter.)
- (3) Multifamily dwellings.
- (a) Lot frontage: minimum 100 feet.
 - (b) Lot area: minimum 12,000 square feet.
 - (c) Principal building:
 - [1] Front yard: minimum 30 feet.
 - [2] Side yards: minimum 15 feet.
 - [3] Rear yard: minimum 40 feet.
 - [4] Building height: maximum 35 feet.
 - (d) Accessory building:
 - [1] Front yard: minimum 25 feet.
 - [2] Side yards: minimum five feet.
 - [3] Rear yard: minimum five feet.
 - [4] Building height: maximum 15 feet. Accessory buildings shall not exceed 15 feet in height as measured to the roof peak except in those cases where the existing home and at least two of the abutting property homes are two stories in height or more. In those cases the accessory building can be up to 25 feet in height. The maximum area in those cases shall be the "footprint" of the building, not the total floor area.
 - (e) Number of stories: maximum two.
 - (f) Lot area per dwelling unit: minimum 3,600 square feet.
 - (g) Floor area per dwelling unit:
 - [1] One-bedroom unit: minimum 600 square feet.
 - [2] Two-bedroom unit: minimum 800 square feet.
 - [3] Three-bedroom unit: minimum 1,000 square feet.
 - (h) Off-street parking: 1 1/2 spaces per unit. See also § 385-23 of this chapter.
- (4) Zero lot line or common wall single-family units. **[Added by Ord. No. 2-01]**
- (a) Lot frontage: minimum 50 feet each unit.
 - (b) Lot area: minimum 6,000 square feet each unit.



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

RESOLUTION #2017-12

GRANTING A CONDITIONAL USE PERMIT TO KATHERINE ZWIEG (ON BEHALF OF CHATTY PROPERTIES LLC), 1212 MAIN STREET, CITY OF WATERLOO, JEFFERSON COUNTY TO ALLOW FOR TWO DWELLING UNITS IN A R-2, SINGLE FAMILY RESIDENTIAL DISTRICT

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

WHEREAS, following a public hearing held on February 28, 2017 and upon the recommendation of the Plan Commission, the Common Council of the City of Waterloo does hereby resolve as follows:

BE IT THEREFORE RESOLVED by the Waterloo City Council that it grants a conditional use permits as recommended by the Plan Commission to allow for two dwelling units at 1212 Main Street.

Tax Parcel: #290-0813-0511-003
Lot Description: OUT LOT 69, ASR PLT
Also known as: 1212 Main Street, Waterloo

PASSED AND ADOPTED this ____ day of April, 2017.

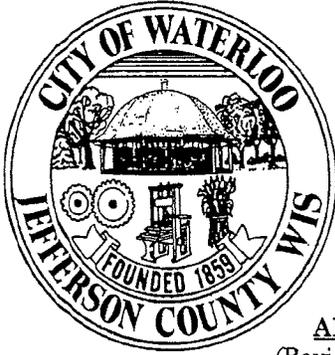
City of Waterloo

Signed: _____
Robert H. Thompson
Mayor

Attest:

Morton J. Hansen
City Clerk/Treasurer

FISCAL NOTE: none.



ALSO SEE PRECEEDING ORDINANCE FOR ADDITIONAL DOCUMENTATION.

136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021
cityhall@waterloowis.com

2/6/2017
Receipt
#32848
/6

APPLICATION FOR CONDITIONAL USE PERMIT
(Review and Action by City Plan Commission/Common Council)

Number: 2017-01 Date Filed: 2-1-17 Fee Paid: 28500

Location of Property: 1212 Main St. Waterloo, WI 53594 (Pontland)

Applicant: Katherine L. Zwick

Address: 1113 Lum Ave. Waterloo, WI Telephone: 920-285-4775

Owner of Property: Katherine L. Zwick

Address: _____ Telephone: _____

Contractor: _____

Address: _____ Telephone: _____

Architect or Professional Engineer: SAME AS ABOVE

Address: _____ Telephone: _____

Legal Description of Property: Outlot 69 ASP P14
Tax Parcel #
*290-0813-0511-003

Land Parcel Size: .284 acreage Present Use: Northwest Zoning District: C-2

Type of Existing Structure (if any): 1 1/2 Story Building

Proposed Use of the Structure or Site: Residential Number of Employees: _____

<u>Terms of Municipal Code</u>	<u>Conditional Use Requested</u>
<u>385-10 R-2 Single Family Residential District</u>	<u>Two-Family Dwelling</u>

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

ATTACH THE FOLLOWING:

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

Date: 2-1 20 17

Signature of Applicant [Handwritten Signature]



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

ORDINANCE #2017- 02

AN ORDINANCE AMENDING SECTION 350-13 OF THE MUNICIPAL CODE OFF-ROAD VEHICLES - AUTHORIZING THE USE OF ALL TERRAIN VEHICLES AND UTILITY TERRAIN VEHICLES ON CLARKSON ROAD AND MAIN STREET

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

SECTION 1: Ordinance §350-13 Off Road Vehicles is hereby amended as follows:

- A. Defined. Off road vehicles shall include, but not be limited to, minibikes, all-terrain vehicles, and utility terrain vehicles.
- B. Regulated. No person shall operate an off-road vehicle on any City Street, alley, park, or parking lot: on any public lands or parking lots held open to the public; or on any land zoned residential within the City except as provided below:

1. ALL-TERRAIN VEHICLES/UTILITY TERRAIN VEHICLES (ATV/UTV)

a. **State Laws Adopted.** The statutory provision in Wis. Stat. Chapters 23.33 and 340 to 348, establishing definitions and regulations with respect to ATV's and UTV's, and Wis. Admin. Code, Chapter NR 64 are hereby adopted and by reference made a part of this chapter as if fully set forth herein. Unless otherwise provided in this chapter, any act required to be performed or prohibited by any statute incorporated herein is hereby required or prohibited by this ordinance. Any future amendments, revisions or modifications of the statutes incorporated herein are made a part of this chapter in order to secure uniform statewide regulation of ATV's and UTV's.

b. **Designation of All-Terrain and Utility Terrain Vehicle Routes.** Pursuant to State Law S. 23.33(11) The following roads are designated as all-terrain and utility terrain vehicle routes:

1. Clarkson Road
2. Main Street

c. **Conditions of Operation:** In addition to the provisions in Wis. Stat. Chapters 23.33 and 340 to 348, the following conditions apply:"

1. Operators shall abide by all traffic laws unless further restricted by this ordinance.
2. No ATV/UTV shall be operated at a speed greater than the speed limit applicable to automobiles.

3. ATV/UTV's shall have functioning headlights, tail-lights, and brake lights.
4. ATV's/UTV's shall be operated single file.
5. ATV/UTV's shall be operated on the extreme right hand side of the road unless making a left hand turn. Operation on the gravel shoulders, grassy in-slope, ditches, or other right-of-way is prohibited, unless yielding right of way.
6. ATV/UTV's shall meet all applicable Federal noise and air pollution standards.

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

Acted on and adopted at a regular meeting of the Common Council on _____, 2017.

City of Waterloo

Signed _____
Robert H. Thompson, Mayor

Attest:

Morton J. Hansen
City Clerk/Treasurer

Date Adopted: _____, 2017

Date Published: The Courier, _____



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

RESOLUTION #2017-09

Declaring Outlot 1 Of Certified Survey Map 4845-25-134 (Parcel 29008130511013) A Buildable Parcel Within A Residential District For Purposes Of Condition Set Forth On The Map And Recorded Restrictive Covenants

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

WHEREAS, the owner of parcel 29008130511013 located on Portland Road contemplates building a single family dwelling on the parcel, and;

WHEREAS, the City of Waterloo sees to promote the construction of single family homes, and;

WHEREAS, on December 1, 2005 a declaration of restrictive covenants was recorded at the Register of Deeds office indicating that the parcel in question, Outlot 1, would be considered and "outlot" until the City consents in writing to an alternative designation, and;

WHEREAS, Mitch Leisses representing the municipal engineering firm, Kunkel Engineering does not object to a change in designation from outlot to lot, and;

WHEREAS, upon favorable action on this resolution, an amendment to the recorded certified survey map would be presented reflecting a change in designation from outlot to lot, and;

WHEREAS, with the passage of the resolution, the current and future property owners are on notice, that a change in designation from outlot to lot in no way waive or minimizes the need for the property owner to abide by all County regulations related to the issuance of a well permit or a septic permit.

BE IT THEREFORE RESOLVED by the Waterloo City Council that it hereby, in writing changes the designation of parcel 29008130511013 from outlot to lot and for purposes of the restrictive covenants deems it buildable.

PASSED AND ADOPTED this ____ day of April, 2017.

City of Waterloo

Signed: _____
Robert H. Thompson
Mayor

Attest:

Morton J. Hansen
City Clerk/Treasurer

FISCAL NOTE: none.

SUBJECT LOT IN RED
ALSO SEE OPERATIVE TEXT IN RED
FURTHER BELOW.

1185423

Vol. 25 P. 134

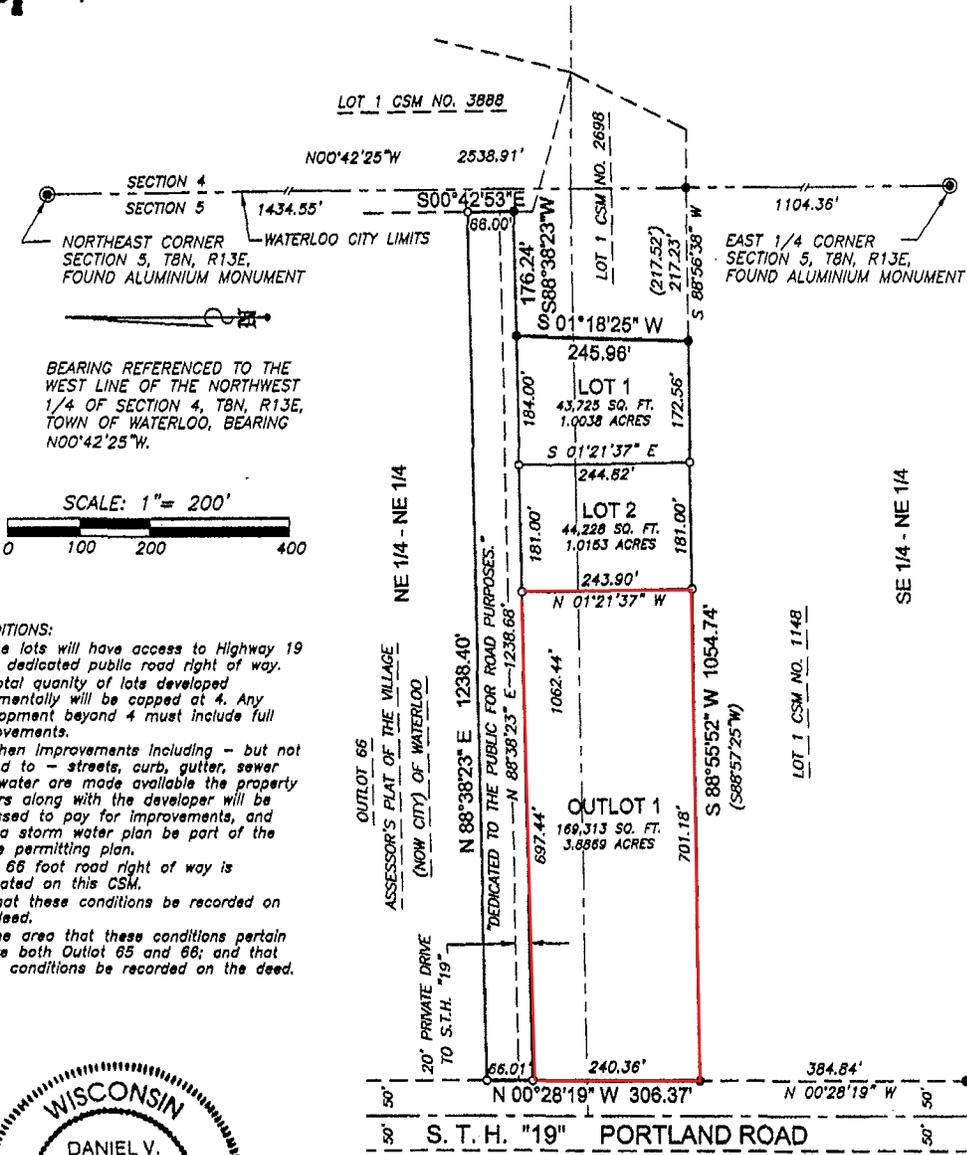


**BIRRENKOTT
SURVEYING, INC.**

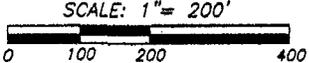
P.O. Box 237
1677 N. Bristol Street
Sun Prairie, WI. 53590
Phone (608) 837-7463
Fax (608) 837-1081

CERTIFIED SURVEY MAP

PART OF OUTLOT 66, ASSESSOR'S PLAT OF THE VILLAGE
(NOW CITY) OF WATERLOO, LOCATED IN THE NORTHEAST 1/4
OF THE NORTHEAST 1/4 AND THE THE SOUTHEAST 1/4 OF
THE NORTHEAST 1/4 OF SECTION 5, T8N, R13E, CITY OF
WATERLOO, JEFFERSON COUNTY, WISCONSIN



BEARING REFERENCED TO THE
WEST LINE OF THE NORTHWEST
1/4 OF SECTION 4, T8N, R13E,
TOWN OF WATERLOO, BEARING
 $N00^{\circ}42'25''W$.



- CONDITIONS:**
- 1) The lots will have access to Highway 19 by a dedicated public road right of way.
 - 2) Total quantity of lots developed incrementally will be capped at 4. Any development beyond 4 must include full improvements.
 - 3) When improvements including - but not limited to - streets, curb, gutter, sewer and water are made available the property owners along with the developer will be assessed to pay for improvements, and that a storm water plan be part of the future permitting plan.
 - 4) A 66 foot road right of way is dedicated on this CSM.
 - 5) That these conditions be recorded on the deed.
 - 6) The area that these conditions pertain to are both Outlot 65 and 66; and that these conditions be recorded on the deed.



- LEGEND:**
- = IRON STAKE FOUND
 - = IRON PIPE SET
1" X 24", MIN. WT. OF
1.13# / LIN. FT.
 - ⊙ = ALUMINUM MONUMENT FOUND

COMP. FILE U: 1999\990665
SHEET 1 OF 2
OFFICE MAP NO. 050469CS

DOCUMENT NO. **11854**
CERTIFIED SURVEY MAP NO. **4845**
VOLUME **25** PAGE **134**

1185423

Vol. 25 P. 135

CERTIFIED SURVEY MAP

DATED: JULY 19, 2005



**BIRRENKOTT
SURVEYING, INC.**

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

Surveyor's Certificate:

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

[Signature]
Daniel V. Birrenkott, Registered Land Surveyor No. S-1531

Description:

Part of Outlot 66, Assessor's plat of the Village (now city) of Waterloo, located in the Northeast 1/4 of the Northeast 1/4 and the Southeast 1/4 of the Northeast 1/4 of Section 5, T8N, R13E, C17Y of Waterloo, Jefferson County, Wisconsin, described as follows:

Commencing at the East 1/4 corner of said Section 5; Thence N00°42'25"W along the East line of said Northeast 1/4, 1104.36 feet to the Northeast corner of Certified Survey Map No. 1148 and the South line of Certified Survey Map No. 2698; Thence S88°56'38"W along said South line, 217.23 feet (recorded as 217.52 feet) to the Southwest corner of said Certified Survey Map No. 2698 and the point of beginning; Thence S88°55'52"W (recorded as S88°57'25"W) along the North line of Certified Survey Map No. 1148, 1054.74 to the Northwest corner of Certified Survey Map No. 1148 and the East right of way line of S. T. H. "19"; Thence N00°28'19"W along said right of way line, 306.37 feet; Thence N88°38'23"E, 1238.40 feet to the West line of Certified Survey Map No. 3888; Thence S00°42'53"E along said West line, 66.00 feet to the North line of Certified Survey Map No. 2698; Thence S88°38'23"W along said North line, 176.24 feet to the Northwest corner of Certified Survey Map No. 2698; Thence S01°18'25"W along said West line, 245.96 feet to the point of beginning.

Owners Certificate:

As owners, we hereby certify that we have caused the lands described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as shown on this Certified Survey Map. We also certify that this Certified Survey Map is required to be submitted to the CITY OF WATERLOO COMMON COUNCIL for approval.

[Signature]
Robert Beyer

[Signature]
Arlene Beyer

State of Wisconsin)

Dane County) ss Personally came before me this 22nd day of September, 2005, the above-named owners, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

[Signature]
Notary Public, Dane County, Wisconsin.
My Commission Expires 10.31.07

City of Waterloo Approval Certificate:
Approved for recording per City of Waterloo Common Council action of July 26, 2005, 2005.

[Signature]
Morton Hansen, City/Tres.
City of Waterloo



Notes:

Utility Easement: No poles or buried cables are to be placed on any lot line or corner. The disturbance of a survey stake by anyone is in violation of Section 236.32 of Wisconsin Statutes.
Wetlands if present have not been delineated.
This survey is subject to any and all easements and agreements both recorded and unrecorded.

Surveyed For :

Robert & Arlene Beyer
1020 Portland Road
Waterloo, Wis. 53594
920-478-2013

Surveyed: B.R.J.
Drawn: R.L.M.
Checked: D.V.B.
Approved: D.V.B.
Field book: 273/20-21
Tape/File: U:990665

Register of Deeds Certificate:

Received for recording this 4th day of October, 2005
at 8:50 o'clock Am and recorded in Volume 25 of Certified Survey Maps
of Jefferson County on Pages 134 & 135.

Document No. 1185423
Certified Survey Map No. 4845, Volume 25, Page 135

Sheet 2 of 2
Office Map No.: 050469

[Signature]
Larry D. Eckert, Register of Deeds



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

ORDINANCE #2005-03

AN ORDINANCE TO REZONE A PART OF OUTLOT 66 ASSESSOR'S PLAT,
CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN
FROM
A, AGRICULTURAL DISTRICT
TO
R-1 SINGLE FAMILY RESIDENTIAL DISTRICT
PORTLAND ROAD

Following a public hearing held July 27, 2004 and upon the recommendation of the Plan Commission, the Common Council of the City of Waterloo does hereby ordain as follows:

The following parcel of land is hereby rezoned from existing A-Agricultural District to R-1 Single Family Residential District in accordance with provisions of Chapter 17.26 of the Zoning Ordinance of the City of Waterloo:

Part of Outlot 66, Assessor's plat of the Village (now City) of Waterloo, located in the Northeast 1/4 of the Northeast 1/4 and the Southeast 1/4 of the Northeast 1/4 of Section 5, T8N, R13E, City of Waterloo, Jefferson County, Wisconsin, described as follows:

Recorded Certified Survey Map Document No. 1185423
C.S.M. No. 4845 V. 25 P. 134
Also known as Portland Road

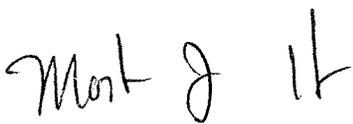
Recognizing and approving the attributes and conditions of the Certified Survey map listed above, this ordinance shall be in full force and effect from and after its passage and publication.

CITY OF WATERLOO


Edward W. Klug, Mayor

Adopted and Approved: October 6, 2005
Publish: The Courier, November 3, 2005

Attest:


Morton J. Hansen, Jr.
City Clerk/Treasurer

1189329

DECLARATION OF
RESTRICTIVE COVENANTS

000002

8.00

RECEIVED FOR RECORD
at 8:00 o'clock A M

DEC 01 2005

[Signature]
Register of Deeds
Jefferson County, WI

Return To:

Attorney Timothy D. Fenner
Axley Brynerson, LLP
Post Office Box 1767
Madison, WI 53701-1767

290-0813-0511-000

Tax Parcel Number (PIN)

This is NOT Homestead Property

Instrument made this 13th day of October 2005, by
Trust - Robert Beyer & Arlene Beyer ("Owners") and the City of Waterloo, a municipal
corporation located in Jefferson County, Wisconsin (the "City").

WHEREAS, the Owners are the fee simple owners of Lots One (1), Two (2) and Three
(3), of Certified Survey Map Number 1185423 recorded in Volume 25 of Certified
Survey Maps, at Page 134, as Document Number 1185423 (herein the "CSM");

WHEREAS, the CSM was required to be submitted to the City for review and approval
prior to its recordation;

WHEREAS, the City has approved the CSM subject to certain terms and conditions; and

WHEREAS, Owners and City desire to satisfy the conditions so imposed.

NOW THEREFORE, for and consideration of the mutual covenants contained herein, as
well as of the good and valuable consideration which is acknowledged herein, it is hereby agreed
as follows:

1. Recitals. The Recitals are true and hereby incorporated by reference.
2. Conditions. The City does hereby give its approval to the CSM, subject to the following conditions:

(a) No lots located within the CSM shall have direct access to State Highway 19. Instead, all access will be by means of the dedicated road shown on the face of the CSM.

(b) There shall be no further subdivision of any of the lots comprising the CSM, without the prior written consent of the City; and in no circumstances, shall the area subject to the CSM be subdivided into more than four (4) lots in total.

3. Dedication. The Owner shall dedicate to the City, in fee simple, the sixty-six (66) foot road right-of-way as shown on the CSM.

4. Outlot. Lot three (3) of the CSM shall be designated as an "outlot" until the City consents in writing to an alternative designation.

5. Successors. Any person or persons acquiring any ownership interest in any of the lots described in the CSM, shall be bound by the terms and provisions of this Declaration of Restrictive Covenants as if named as one of the owners herein.

6. Public Improvements. At the request of the Owners, the City has deferred the time within which the Owners would otherwise have to install public improvements serving the lots in the CSM, which public improvements consist of, but are not limited to, streets, curb, gutter, storm sewer, sanitary sewer, and water. Notwithstanding such deferment, the Owners may proceed to develop Lots 1 and 2 of the CSM by constructing single-family residences thereon, in accordance with applicable provisions of the City's building code in effect from time to time. In such event, such structures may be served by septic systems and private wells. Notwithstanding the foregoing, however, all of the aforesaid of public improvements shall be installed by the Owners, or their successors and assigns, upon the earlier of (i) the written request of the owner(s) of a majority of the lots comprising the CSM; or (ii) the date on which the City's sanitary sewer and water facilities are located in streets or rights-of-way immediately abutting any one or more of the lots of the CSM; or (iii) any further land division of the area comprising the CSM, which division results in the creation of a total of five (5) or more lots comprising the subject area in the CSM. In any of the foregoing events, the public improvements shall be installed by direction of the City, at the expense of the Owner or their successors or assigns. In the event the Owner or their successors or assigns should fail to commence such construction and installation upon demand therefore by the City, or otherwise provide to the City reasonable assurances that such construction will occur within thirty (30) days after such demand, then in any such events, the City may do such construction. In this event, the City may then specially assess the cost of all of the foregoing public improvements against all of the lots located within the CSM, in accordance with the provisions of § 66.0703, Stats., as amended from time to time; and in this event, the Owners, their successors and assigns do hereby waive notice and hearing pursuant to the provisions of § 66.0703(7)(d), Wis. Stats. and do hereby consent to such special assessments.

APPROVAL

The foregoing Declaration of Restrictive Covenants is hereby approved by the City.

CITY OF WATERLOO

Date: 10-13-2005

By: *Mo Hansen*

Name: Mo Hansen

Title: Clerk-Treasurer

STATE OF WISCONSIN)
) ss.
COUNTY OF JEFFERSON)

Personally came before me this 13th day of October, 2005, the above-named Mo Hansen, Clerk-Treasurer of the City of Waterloo, to me known to be the person who executed the foregoing instrument by its authority and acknowledged the same.

Lori Ann Bawel
Notary Public, State of Wisconsin
My Commission: 3-11-2007

This Instrument Was Drafted By:

Attorney Timothy D. Fenner
Axley Brynson, LLP
Post Office Box 1767
Madison, WI 53701-1767

Mo Hansen

From: Mo Hansen <cityhall@waterloowi.us>
Sent: Thursday, March 30, 2017 9:29 AM
To: 'CFavia@mge.com'
Subject: RE: FW: Portland Road property, Waterloo

Chris,

1. We will add this to the Council agenda, as you request.
2. Time/location: Thursday, April 4, 2017 at 7 pm at Municipal Building Council Chambers, 136 North Monroe Street.

Mo Hansen
Clerk/Treasurer
City of Waterloo
office: 920.478.3025
CityHall@Waterloowi.us

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

-----Original Message-----

From: CFavia@mge.com [mailto:CFavia@mge.com]
Sent: Thursday, March 30, 2017 9:18 AM
To: Mo Hansen <cityhall@waterloowi.us>
Cc: krista.favia@ge.com; CFavia@mge.com
Subject: Re: <E> FW: Portland Road property, Waterloo

Good morning Mo,

Yes, please continue with the city council meeting on Thursday. Could you tell me the time and location of the meeting?

Thanks for all your communication,
Chris Favia

Christopher R. Favia
Commercial Account Manager
Madison Gas & Electric Co.
Office: 608-252-7178
Cell: 608-712-1608
Fax: 608-252-4734

From: Mo Hansen <cityhall@waterloowi.us>
To: Chris Favia <cfavia@mge.com>
Cc: <mleisses@kunkelengineering.com>

Date: 03/28/2017 05:10 PM
Subject:<E> FW: Portland Road property, Waterloo

Chris,
COPY TO: Greg Wilke

Please accept this email as my reply to your 3/27 & 3/28 phone calls regarding Outlot 1, part of Certified Survey Map 1185423 (vol. 25 p. 134), attached.

Please see my yellow highlights on the existing recorded restrictive covenant. It is my understanding that you have purchased, or are closed to purchasing, Outlot 1 with an interest in building a single family dwelling. Further, the parcel has 240 ft. of frontage and is 3.889 acres meeting minimum lot requirements for the R-1 zoning district in which it is located.

With an affirmative reply to this email, a resolution will go before the City Council at its regularly scheduled April 6th meeting affirming that the City of Waterloo now consents in writing that this outlot shall have a buildable designation. This resolution serves as the municipal action creating a record that the outlot created in 2005 complies with restrictions imposed under 236 Wis. Stats, as it relates to municipal requirements. The relevant section of the statutes is listed below.

For your reference. 236.13(6) Wis Stats. "An outlot may not be used as a building site unless it is in compliance with restrictions imposed by or under this section with respect to building sites. An outlot may be conveyed regardless of whether it may be used as a building site."

IMPORTANT NOTE: Council consideration on the matter of the Outlot being buildable is separate from any and all requirements that may be applied by the Jefferson County relating to the permitting of a well or septic system. Well and septic permitting is the jurisdiction of Jefferson County. The issuance of these permits (suitable water and sewer service), in turn, is a prerequisite for the issuance of a building permit issued by the City of Waterloo Building Inspector for the construction of a house.

Mo Hansen
Clerk/Treasurer
City of Waterloo
office: 920.478.3025
CityHall@Waterloowi.us

| MUNICIPAL WEBPAGE | INFO ALERTS SIGN-UP |
(Embedded image moved to file: pic11980.gif) e943ecc8-5be2-4768-a17e-1b829b908afe(Embedded image moved to file: pic29482.gif)linkedin7b24d431-b33f-4266-8e00-6ec431907477

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

From: Lois [mailto:cityhall@waterloowi.us]
Sent: Monday, March 27, 2017 1:44 PM
To: cfavia@mge.com; Mitch Leisses <mleisses@kunkelengineering.com>
Cc: cityhall <cityhall@waterloowi.us>
Subject: Portland Road property, Waterloo

Chris:

Attached is the information you requested regarding the property located off Portland Road in the City of Waterloo.

The engineer for the City is Mitch Leissess, his information is listed below:

Mitchell Leissess, Project Manager
Kunkel Engineering Group, LLC
Beaver Dam, WI 53916
(920) 210-6330 Cell
mleissess@kunkelengineering.com<mailto:mleissess@kunkelengineering.com>

Thanks

Anything else we can do for you please let us know.

Lois A.M. Baird
Deputy Clerk/Treasurer
City of Waterloo
136 N Monroe Street
Waterloo, WI 53594
Phone: 920-478-3025
Fax: 920-478-2021
Web: www.waterloowi.us
E-mail: cityhall@waterloowi.us

[attachment "20170327133146.pdf" deleted by Christopher R Favia/MSN/MGE] [attachment "20170327133104.pdf" deleted by Christopher R Favia/MSN/MGE]



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

RESOLUTION #2017-10
Council Confirmation Of The Mayoral Appointment Of Chad Yerges
As Interim Public Works Director

WHEREAS, Public Works Director Gary Yerges has announced his retirement effective June 5, 2017 with his last non-vacation day in the workplace being April 12th, and;

WHEREAS, the Mayor Thompson on April 3, 2017 appointed Chad Yerges as Interim Public Works Director at his current rate of pay to ensure department continuity until such time as a Director is announced.

THEREFORE, BE IT RESOLVED, that the City of Waterloo Common Council confirms the Mayoral appointment of Chad Yerges as Interim Public Works Director at his current rate of pay until such time as a Director is appointed and confirmed.

PASSED AND ADOPTED this ____ day of April 2017.

CITY OF WATERLOO

Signed: _____
Robert H. Thompson, Mayor

Attest:

Morton J. Hansen, Clerk/Treasurer

SPONSOR(S) – Mayor Thompson
FISCAL NOTE –None.

GARY YERGES

1301 Oak St. Waterloo Wi. 53594
920-988-3021
Email

March 16, 2017

Mayor and Council Members

This letter is official notification to you and the City of Waterloo that I will be retiring on June 5, 2017.

I am excited about my pending retirement but wanted to take this opportunity to thank you for all the opportunities that I have experienced working at the public works department for the past 30 years.

I have enjoyed my employment with the city of waterloo and will miss my co-workers when my retirement date comes.

Again, thank you for the last 30 years, Thank you MO, Lois and Raynelle for helping me through tuff times

Thank you mayor and council members" past and present" for giving me the opportunity to work for this department. And a special thanks to my co-workers Jeff Robbins, Chad Yerges and Chris Hauptli, without their help, knowledge and willingness to work long thankless hours, I couldn't have done it. "THANKS"

Sincerely

Gary Yerges





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

RESOLUTION #2017-11
Authorizing The Hiring Of Michael J. Kawula As Assistant Deputy Clerk/Treasurer

WHEREAS, as part of the 2017 approved budget the position of Assistant Deputy Clerk/Treasurer was created to allow for a the hiring of staff to ensure a smooth transition with the pending retirement of Deputy Clerk/Treasurer Lois Baird, and;

WHEREAS, the Finance, Insurance & Personnel Committee reviewed and directed the posting of the position in 2016, and;

WHEREAS, the Clerk/Treasurer conducted multiple candidate interviews, and in direct consultation with the Mayor extended an offer to Michael J. Kawula which has been accepted, and;

WHEREAS, Michael J. Kawula is a certified public accountant having previously served since 1998 as Manager of Finance & Administration with Kaukauna Utilities.

THEREFORE, BE IT RESOLVED, that the City of Waterloo Common Council authorizes the hiring of Michael J. Kawula for the position of Assistant Deputy Clerk/Treasurer affirming the terms and conditions of employment as presented on this night, noting that a formal start date is to occur after Council action.

BE IT FURTHER RESOLVED, that the City Council welcomes Mike Kawula.

PASSED AND ADOPTED this ____ day of April 2017.

CITY OF WATERLOO

Signed: _____
Robert H. Thompson, Mayor

Attest:

Morton J. Hansen, Clerk/Treasurer

SPONSOR(S) – Mayor Thompson and Clerk/Treasurer
FISCAL NOTE –None.



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

March 31, 2017

Michael Kawula
121 Parkway Drive
Combined Locks, WI 54113-1265

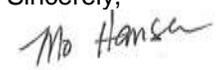
RE: CITY OF WATERLOO REVISED EMPLOYMENT OFFER – REVISION #2

Mike,

I am confident accepting this position is a solid career decision for you and your family. Most importantly, in the intervening days since your submittal, I've been able to learn how we can best structure this position to ensure a win-win. This is our final offer. Please respond no later than Monday, April 3 at noon. I am attempting to accommodate you as best possible while also respecting the wishes of Lois Baird. Please see the start date & April work day provision I've added. All else is the same as the prior offer.

- **Start date & required April Waterloo work days:** With an upcoming position transition in mind, I am modifying the offer to identify April 6 as a hire date and start date. Here also are listed the Waterloo work days for the coming month: April 6; April 10-13; April 18-21; and April 24-27.
- **Title of position:** Assistant Deputy Clerk/Treasurer, with transition to Deputy Clerk/Treasurer on or about June 15, 2017
- **Start date:** No later than fourteen days after acceptance.
- **Salary rate:** \$53,000/annually with an initial wage adjustment being considered no sooner than part of the 2019 budget.
- **Employment status:** The position is an exempt position for purposes of the Fair Labor Standards Act. The position is an at-will position. A probationary period of employment shall exist from the date of hire to one-year after an appointment as Deputy Clerk/Treasurer
- **Benefits:** You are eligible for all benefits afforded employees of the Clerk/Treasurer's office [as spelled out in the City of Waterloo Employee Handbook](#).
 - This offer includes the option of selecting an Outagamie County plan offered through the Wisconsin Retirement System with the employee responsible for the difference compared to Jefferson County's lowest cost plan.
 - This offer includes starting with 80 hours of vacation with an increment of 8 hours of vacation for each year worked. No vacation shall be used in the first four months of employment.
- **Work location:** The workweek is to consist of -- on average -- three consecutive days physically at the municipal office. The remainder of the workweek would be completed by remotely accessing the office. The consecutive days would be determined by the Clerk/Treasurer. Completion of work duties are of primary importance. It is understood that during the training period coordination of schedules will be necessary, and will mean additional days in Waterloo.
- **Who the position will report to:** The direct report is the Clerk/Treasurer. We offer a team approach. You will have latitude to institute concepts and procedures that enhance your work day and make this career opportunity rewarding and fulfilling.
- **Original job description is attached to this by reference** (found on municipal website)

Sincerely,

A handwritten signature in black ink that reads "Mo Hansen". The signature is written in a cursive, slightly slanted style.

Mo Hansen
Clerk/Treasurer

March 1, 2017

Mr. Mo Hansen
Clerk/Treasurer
City of Waterloo
136 North Monroe Street
Waterloo, WI 53594

Dear Mr. Hansen:

I recently learned of your job posting for the Assistant Clerk/Treasurer position through the Wisconsin Municipal Clerks Association. This position, as I understand it, will be trained by the current Deputy Clerk/Treasurer with the eventual move to the Deputy's vacated position, subject to the Mayor's and City Council's approval. I began my accounting career working as a public accountant responsible for auditing communities in the Madison and Appleton areas. This included providing additional accounting services, allowing me to work directly with government personnel on a variety of financial projects. Having worked for a larger municipal electric and water utility for the last nineteen years, I recently resigned my position. While I learned a lot from this positive work experience, my career goal and personal interest is to no longer work for an electric utility. Instead, my preference is to return to my initial career and work directly for a well-supported municipality where I see my work experiences and dedication doing the most good. Upon reviewing the job posting, I was extremely excited about having the possible opportunity to be directly trained by the departing Deputy Clerk/Treasurer. With this training and your oversight, I would greatly appreciate the opportunity to contribute my education and experiences toward your Assistant Clerk/Treasurer position.

Here is a brief review of my background:

1. **Governmental Accounting:** Having concentrated my accounting career in governmental accounting, I have been presented with many opportunities to work with various government entities. These opportunities required me to work closely with government personnel as well as with state agencies, such as the Public Service Commission of Wisconsin (PSCW) and the Wisconsin Department of Revenue (WDOR).
2. **General Operations:** My experience includes research and development of accounting policies and procedures in compliance with Generally Accepted Accounting Principles (GAAP). This includes the preparation of monthly financial statements, annual budgets, and working with outside auditors as part of the annual and special audits. I have also worked closely with the non-accounting departments within an organization, establishing sound business relationships.
3. **Computer Software:** Through my work experiences, I have been exposed to a variety of software and accounting applications, including Caselle's utility billing and accounting systems and the Microsoft Office Suite. I have extensive use of Microsoft Excel, including pivot tables, data tables, functions, and charts.

The posted position is very appealing to me, and I believe the skills I have acquired would be readily transferrable to the City of Waterloo. My resume, references, and salary requirements are attached for your review. I look forward to meeting with you to discuss this challenging opportunity further.

Sincerely,



Michael J. Kawula, CPA

Michael J. Kawula, CPA

121 Parkway Drive
Combined Locks, WI 54113

Cell: (920) 540-9992
Email: makawula@aol.com

Objective Desire a challenging and rewarding position with a well-established organization that will enable me to use my strong accounting experience, organizational skills, and ability to work well with people.

Summary Competent, dedicated, and results-driven accountant with demonstrated success in financial management. Skilled in effective leadership with focus on organizational goals and team building. Proven ability to control costs and provide staff leadership. Areas of expertise include: financial reporting, budget preparation, cost controls, accounting procedures, strategic planning, utility rate analysis, regulatory compliance, accounting software research and implementation, risk assessment, and employee relations.

Professional Experience **KAUKAUNA UTILITIES, Kaukauna, WI** **03/1998 – 01/2017**
Manager of Finance & Administration

- Managed daily accounting operations and staff including customer service and accounting supervisors.
- Ensured fiscal stability by developing fiscal plans and rate analysis.
- Promoted effective accounting and customer service operations by helping to manage information technology and communication systems.
- Provided effective financial operations by establishing and administering accounting and customer service policies and procedures.
- Maintained internal controls by establishing and reviewing accounting procedures and controls.
- Maintained and initiated all financial and insurance contracts and policies.
- Responsible for all financial and regulatory reporting, including presentation at monthly utility commission meetings.

OUTAGAMIE COUNTY DHHS, Appleton, WI **07/1995 – 03/1998**
Accounting Systems Supervisor

- Supervised and directed the activities of the fiscal unit staff.
- Responsible for reviewing and automating existing procedures and reporting systems to ensure effectiveness and efficiency.
- Performed monthly and annual accounting functions.
- Assisted managers with budgetary decisions, providing and analyzing data, recommending methods, and adjusting projections.

SCHUMAKER, ROMENESKO & ASSOCIATES (now Baker Tilly), Appleton, WI **11/1992 – 07/1995**
Senior (Audit Team)

- Specialized in municipal government and municipal utilities (electric, water, sewer).
- Supervised and performed financial statement audits as part of a team.
- Supervised and performed accounting services.

REILLY, PENNER & BENTON, Madison, WI **01/1991 – 11/1992**
Staff Accountant

- Specialized in municipal government and municipal utilities (electric, water, sewer).
- Performed financial statement audits as part of a team.
- Performed accounting services.

Education **UNIVERSITY OF WISCONSIN – MADISON, Madison, WI**
Bachelor of Business Administration, Accounting

- Graduated December 1990, GPA 3.5/4.0
- Graduated with distinction
- Beta Alpha Psi Professional Honorary Accounting Fraternity
- Phi Eta Sigma Freshman Honorary Society
- Dean's Honor List (2 Semesters)

Michael J. Kawula, CPA (page 2 of 2)

Credentials

- Certified Public Accountant (CPA)
- Chartered Global Management Accountant (CGMA)
- Certified Business Manager (CBM)

Affiliations

- Member, American Institute of Certified Public Accountants (AICPA)
- Member, Wisconsin Institute of Certified Public Accountants (WICPA)
- Previous member, WPPI Energy, Inc. Rates and Distribution Services Advisory Group
- Previous member, Municipal Electric Utilities of Wisconsin (MEUW) Financial Oversight Committee

Computer Skills

- Microsoft Office Suite
- Crystal Reports
- Cognos
- Solomon Accounting System
- Harris Utility Billing System
- Caselle Accounting and Utility Billing System
- Workhorse Accounting and Utility Billing System

Extracurriculars

- Youth Soccer – girls and/or boys coach since 2003
- Enjoy soccer, football, basketball, tennis, and baseball



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

ASSISTANT CLERK/TREASURER (Accounting/Bookkeeping Focus) JOB POSTING/DESCRIPTION

The City of Waterloo, Wisconsin (pop. 3,371) located in Jefferson County is accepting applications for the position of Assistant Clerk/Treasurer. Preferred candidates will have municipal government experience and/or a degree in accounting, finance or closely related field. Strong accounting, organizational, communication and computer skills are required.

The selected candidate will train under the tutelage of the current Deputy Clerk/Treasurer, who is nearing retirement. Upon the Deputy position becoming vacant, after appointment by the Mayor and City Council confirmation, the Assistant will assume the position of Deputy Clerk/Treasurer.

Your Opportunity

If your friends describe you as being “uber organized” and having an eagle’s eye for detail -- WE WANT YOU! We are seeking a career-oriented finance professional to join our team.

This role promises a variety of work duties, a great team culture, the stability of a well-run municipality, and consistent hours of 8:00 a.m. to 4:30 p.m. Monday-Friday (*no evening meetings*). Waterloo offers the Wisconsin Retirement System’s highly acclaimed Retirement and Health Insurance programs, as well!

Your Impact

Your role is vital to maintaining Waterloo’s strong financial health. You will be expected to own assigned processes and have the ability to drive process improvements to build efficiencies as needed. You will have the opportunity to engage in many aspects of municipal government with a core objective of providing quality services in a cost effective manner.

What You Will Be Doing

- General Ledger
- Accounts Receivable
- Accounts Payable
- Payroll
- Checking & Savings Accounts
- Financial Reconciliations
- Annual Audit
- Cross-training and performing shared duties in a three person Clerk/Treasurer’s Office

You’re Good At

- Being highly organized
- Managing multiple projects at once
- Problem-solving
- Process improvement and process documentation

Necessary Qualities

- Self-motivated
- Positive attitude
- High degree of integrity

Required or Preferred

- Associates Degree, or greater, from an accredited institution with coursework in accounting required
- Previous experience in governmental accounting/auditing preferred
- Overall MS Office suite experience required
- Required experience in MS Excel that includes data analysis and is comfortable building/using formulas
- Must be a bondable individual

Great Benefits

- Employer Retirement Contribution
- Health Insurance
- Life Insurance
- Income Continuation
- Flexible Benefit Plans-Health Care and Dependent Day Care Accounts
- Vacation
- Sick Leave
- Paid Holidays

Compensation

Negotiable, depending upon qualifications

Environmental Adaptability

The City of Waterloo is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Your Next Step

Submit a cover letter highlighting relevant experience, a resume, three professional references and salary requirements to:

Mo Hansen
Clerk/Treasurer
City of Waterloo
136 North Monroe Street
Waterloo, WI 53594

This position is open until filled.

**A JOINT MEETING OF THE
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES: February 21, 2017**

1. ROLL CALL AND CALL TO ORDER. The joint meeting was called to order at 6:00 p.m. in the Council Chambers of the Municipal Building. CDA Members present: Hermanson, Stinnett, Norton, Tuttle and Moe. Absent: Ziaja & Reynolds. CDC members present: Petts and Thomas. Absent: Ziaja. Others present: Diane Graff, Michelle Weihert and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: January 17, 2017. MOTION: Moved by Thomas, seconded by Petts to approve the meeting minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
 - a. Chamber of Commerce Liaison. DISCUSSION: Tuttle said kiosks were discussed and the Chamber board was ready to cooperate; confusion existing by what was meant. Tuttle said they were considering doing welcome gifts but took no final action. Thomas said it was unbelievable that it was talking so long to decide to welcome a new business. He asked if the CDA-CDC could do something. Further discussion took place on an interim plan to welcome known new businesses. MOTION: Moved by Stinnett, seconded by Tuttle to authorize the purchase of five welcome to Waterloo plants, each not to exceed \$25 for presentation to the business new business owners. VOICE VOTE: Motion carried.
 - b. Fund 600 - Monthly Financial Review. DISCUSSION: Hansen noted limited January activity. No action.
 - c. 2016 Grant Tracking Report. DISCUSSION: A handout was reviewed. No action.
 - d. Renting Maunasha Business Center. DISCUSSION: Hansen said the Parks Coordinator would take responsibility for renting the Maunasha Business Center at 117 East Madison Street
5. ECONOMIC DEVELOPMENT PLAN IMPLEMENTATION TRACKING (includes 2016 project initiatives)
 - a. Status Updates. Noted.
 - b. Clerk/Treasurer's "Next 28 Days Checklist." A review of a meeting handout occurred.
6. UNFINISHED BUSINESS
 - a. "You Are Here" Kiosks. DISCUSSION: Stinnett asked for time to visit with the High School wood working department. No action taken.
 - b. Street Market Initiative, Recruiting Manager Candidates. DISCUSSION: Michelle Weihert introduced herself as a market manager candidate; described her experience with Kelly Sullivan working on similar events held in Waterloo; said she was available Tuesdays and Wednesdays for a summer street market; further described the type of market she envisioned; and said advertising was key. Stinnett said Wednesdays would compete with Lake Mills. Hermanson suggested a Chamber booth. Weihert added saying no direct sales but a producer only market. Linda Norton liked the juried market concept Weihert described. Responding to a Petts question Weihert said she did not have a sellers permit and hadn't organized a market with food. Subcommittee members were interested in meeting further with Michelle Weihert. MOTION: Moved by Stinnett, seconded by Norton to table the matter to the next meeting. Voice Vote: Motion carried.
7. NEW BUSINESS
 - a. Considering A Council Recommendation To Authorize Submittal Of A Wisconsin Department Of Administration READI Grant Application With The Northwest Regional Planning Commission Serving As The Community Development Organization Partner. DISCUSSION: Hansen described grant concepts for items 7a & 7b saying the Council authorization was needed. MOTION: Moved by Stinnett, seconded by Norton to recommend to Council that both a READI grant and a USDA grant be submitted. VOICE VOTE: Motion carried.
 - b. Considering A Council Recommendation Authorizing The Submittal Of A USDA Rural Business Development Grant. See above.
 - c. Annual Election of Community Development Officers (Chair & Vice-Chair). DISCUSSION: Stinnett said Ziaja likely would not be interested in serving further as chair. Nominations for first chair and then vice-chair were accepted. By unanimous acclamation Michael Hermanson was elected chair and Angie Stinnett elected vice-chair.
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.

- a. Petts shared student interest from Ms. Kopp's eighth grade class and the Waterloo Petition Fair. She handed out an event flyer.
- b. Next Meeting: March 21, 2017 at 6 p.m. Noted.

9. ADJOURNMENT. MOTION: By consensus the body adjourned. Approximate time: 7:29 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

**A JOINT MEETING OF THE
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES: March 21, 2017**

1. ROLL CALL AND CALL TO ORDER. CDA Vice-Chair Angie Stinnett called the joint meeting to order at 6:00 p.m. in the Municipal Building Council Chambers. CDA members present: Stinnett, Norton, Tuttle, Moe & Reynolds. Absent: Ziaja & Hermanson. CDC members present: Petts & Thomas. Absent: Ziaja. Others present: Diane Graff and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: February 21, 2017. MOTION: Moved by Thomas, seconded by Petts to approve the meeting minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
 - a. Chamber of Commerce Liaison. DISCUSSION: Stinnett said she spoke with Chamber of Commerce Board Member Michelle Soter about plants the CDA-CDC presented to new businesses. She said Soter was displeased with the action, indicating it should be a Chamber function. Stinnett shared with Soter the CDA-CDC's interest in welcoming businesses if it was not being done by others. Stinnett said Soter asked for Chamber inclusion in future plant presentations and asked to be informed of new Waterloo businesses. Moe and Reynolds said those recently welcomed were very happy to be welcomed. Reynolds asked why this task wouldn't be a routine action of any chamber of commerce. It was noted that a chamber of commerce may have by-laws encouraging such. Liaison Tuttle said she missed the last Chamber meeting because of a one-day advanced meeting notice.
 - b. Fund 600 - Monthly Financial Review. DISCUSSION: Hansen said Maunasha Business Center center, Tucker's Driving Academy, had paid rent in full, but had relocated to suburban Milwaukee.
 - c. 2016 Grant Tracking Report. DISCUSSION: The report was reviewed. Petts & Stinnett appreciated the one-page summary.
 - d. Renting Maunasha Business Center. DISCUSSION: Hansen shared the Parks Coordinator's comments that the facility might work for birthday parties and the like. Stinnett said the facility should be offered for business development. Hansen said the City Band practices some summer evenings and stores band items on site. Hansen said he would discuss business related building options with Haberkorn.
5. ECONOMIC DEVELOPMENT PLAN IMPLEMENTATION TRACKING
 - a. Clerk/Treasurer's "Next 27 Days Checklist." DISCUSSION: Hansen read through his 3/21 handout. Petts said as a bird dog participant she was looking for direction on how to help.
6. UNFINISHED BUSINESS
 - a. "You Are Here" Kiosks, Follow-up Information After Following High School Outreach. DISCUSSION: Stinnett said school staff has not replied about constructing kiosks yet. Petts & Stinnett talked about inviting a local business to construct kiosks in exchange for public recognition. Hansen said a simple RFP would be posted to the municipal website.
 - b. Street Market Initiative, Recruiting A Market Manager. DISCUSSION: Petts briefed attendees on the subcommittee's decision to forego Michelle Weihert's offer to launch a Tuesday or Wednesday market. Petts said the subcommittee had deferred the launch of a Saturday market until 2018. Stinnett said more than one person may need to serve as project champion. Attendees listed potential groups from which to recruit including the Parent Teacher's Organization. Hansen listed Kris Paape, Tammy McIntosh, Melanie Degler and Phil Herron's daughter as those expressing some interest previously. Petts said a list of market vendors was available. Moe (or Tuttle?) said workforce development staff could help. Hansen said an ad was going in Hometown News Group newspapers. He said a summary letter would be posted to the website for use by all to further recruit.
7. NEW BUSINESS
 - a. 203 East Madison Street, Review Of Shoreline Concepts. DISCUSSION: Hansen said feedback on presented shoreline options for river's edge habitat would be routed back to Kunkel Engineering Group (KEG). Thomas asked for the lot dimensions. (post meeting answer: 132 ft). The page 2 option from the KEG handout was preferred. Tuttle said including parts of each across the parcel may be appropriate.
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.
 - a. Next Meeting: April 18, 2017 at 6 p.m. Noted.

9. ADJOURNMENT. MOTION: Moved by Thomas, seconded by Petts to adjourn. VOICE VOTE: Motion carried.
Approximate time: 7:15 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
February 16, 2017

1. CALL TO ORDER AND ROLL CALL. Alderperson Springer called to order at 6:30 p.m. Members present: Springer, Quimby & Griffin. Absent: none. Also attending: Mayor Thompson, Alderperson Thomas, Interim Police Chief Lange, Utility Superintendent Sorenson and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: 10/6/16; 10/13/16; 1/19/17 & 2/2/17. MOTION: Moved by Quimby, seconded by Griffin to approve minutes as listed. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. PROJECT UPDATES
 - a. Hiring An Assistant Clerk/Treasurer. Hansen said postings and other actions were taken to generate qualified applicants.
 - b. Maunsha Business Center, Lowering Operating Expenses. Hansen reported that Waterloo-Marshall Food Pantry head Dave Zastrow agreed with the concept of installing a second meter covering the lower level of the building thus lowering the municipal building operation costs.
5. NEW BUSINESS
 - a. Payroll For January 2017 - \$68,442.10
 - b. General Disbursements – January 20, 2017 Through February 16, 2017. MOTION: Moved by Quimby, seconded by Griffin to recommend Council disbursement approval. VOICE VOTE: Motion carried.
 - c. Treasurer's Report & Budget Reports For January 2017. MOTION: Moved by Quimby, seconded by Griffin to table action until reports are prepared. VOICE VOTE: Motion carried.
 - d. 2016 Real Estate And Personal Property Taxes As Of 1/31/2017 (informational only). Noted
 - e. Funding A Department of Public Works Safety Training Program Provided By Municipal Electric Utilities of Wisconsin As Part Of An Existing Waterloo Utilities Services Agreement.
DISCUSSION: Sorenson proposed adding the Department of Public Works (DPW) staff to an existing Waterloo Utilities contract with Municipal Electric Utilities of Wisconsin to begin a process of bringing the DPW into compliance with current worker safety standards. He further proposed splitting the cost 50-50 between the Utility and the General Fund saying much work was needed to bring DPW into compliance. It was noted that a letter from the state identifying DPW safety deficiencies may be in the works. The proposal was described as a pro-active step to address deficiencies. Springer asked about General Fund balances. Hansen said the audit was yet to be completed, but the amount was positive. Hansen said spending unassigned fund balance reduces available dollars for future road construction work. Quimby asked if other departments need training. Griffin said the Fire Department was in compliance. Hansen said future cost splits should be by head count rather than 50% of total contract costs. Springer said safety training was not mandatory for office staff. MOTION: Moved by Springer, seconded by Quimby to recommend to Council a budget amendment to allocate 2017 unassigned fund balance to pay for 50% of the 2017 MEUW contract costs. VOICE VOTE: Motion carried.
 - f. Authorizing A TIF #2 Financing Agreement Between The City Of Waterloo And Tina Roth, Property Owner at 100 East Madison Street. DISCUSSION: Hansen said the proposal was the same as provided to the property owner at 118 West Madison Street except the term was shortened and the project amount was less. He said approval fostered private downtown investment. MOTION: Moved by Springer, seconded by Quimby to recommend to Council that it authorize the agreement. VOICE VOTE: Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Review Of Clerk/Treasurer's Office Cross-Training – May 2017. Noted.
7. ADJOURNMENT. MOTION: Moved by Griffin, seconded by Quimby to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:50 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
March 16, 2017

1. CALL TO ORDER AND ROLL CALL. Alderperson Springer called to order at 6:00 p.m. Members present: Springer, Quimby & Griffin. Absent: none. Also attending: Tim Thomas and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: February 16, 2017. MOTION: Moved by Griffin, seconded by Quimby to approve the minutes as presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. PROJECT UPDATES
 - a. Hiring An Assistant Clerk/Treasurer. DISCUSSION: Hansen provided an update saying Mike Kawula was contemplating an offer which the Mayor had reviewed. Hansen said he would extend an offer to the 2nd prospective candidate if Kawula declined the offer.
 - b. Maunsha Business Center, Lowering Operating Expenses. DISCUSSION: Hansen said Tucker's Driving Academy was recruited by the Milwaukee Mayor's office and has moved to suburban Milwaukee and is no longer leasing the space. He said Tucker owes rent. He said a 2nd meter has yet to be installed for the lower level.
 - c. 2017 Audit Update. DISCUSSION: Hansen said the Baker Tilly audit report may be delayed due to the death of lead auditor Jeni Steiner. Springer asked that the audit review take place at the Council level and not at the Committee separately.
5. NEW BUSINESS
 - a. Payroll For February 2017 - \$62,028.60. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approve payroll in the stated amount. VOICE VOTE: Motion carried.
 - b. General Disbursements – February 17, 2017 Through March 16, 2017. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approve disbursements in the stated amount. VOICE VOTE: Motion carried.
 - c. Treasurer's Report & Budget Reports For January & February 2017. MOTION: Moved by Quimby, seconded by Griffin to table report approval until such time as they are done. VOICE VOTE: Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Review Of Clerk/Treasurer's Office Cross-Training – May 2017
 - b. Making Public A Request For Proposals For Assessment Services
 - c. Identifying Funding For Additional Salt Purchases
7. ADJOURNMENT. MOTION: Moved by Griffin, seconded by Quimby to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:15 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

PUBLIC SAFETY AND HEALTH COMMITTEE MEETING MINUTES
March 16, 2017

1. **Call to Order:**
The Public Safety Committee meeting was called to order by Alderperson Thomas at 6:30PM
2. **Roll Call:**
Committee members present – Alderperson Thomas, Griffin, Petts, Alderperson Springer and Interim Chief Lange
3. **Approval of Public Safety Committee Minutes of March 2, 2017.** Motion by Alderperson Petts, second by Griffin, motion carried.
4. **Public Comment:** Alderperson Springer expressed concerns of angled parking on Porter St. by KJM Library. Crosswalks close by, many children present and traffic is bad, backing out into traffic would only make things more hazardous. Thomas, Griffin and Petts agree.

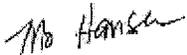
Thomas explained that he will be rewriting the Ordinance for ATV/UTV Route use within City.
5. **Unfinished Business:** (None)
6. **New Business:** a. Discussion and Action on Applicant for Part-Time Police Officer Position. Interim Chief Lange presented information on Part-Time Applicant Gregory S. Worzalla. Motion by Griffin, second by Petts to recommend to City Council for hiring of Gregory S. Worzalla as Part-time Police Officer, motion carried.

b. Permission to Sell 2011 Squad. Thomas explained the process used by Police Department to dispose of squads (Auction). Motion by Griffin, second by Petts giving Interim Chief Lange permission to sell the 2011 squad, motion carried.
7. **Future Agenda Items and announcements:** (None)
8. **Adjourn :** Motion to Adjourn by Petts, Second by Griffin, motion carried.

Attest to: 
03-17-2017

CITY OF WATERLOO PUBLIC WORKS & PROPERTY COMMITTEE
MEETING MINUTES: February 2, 2017

1. CALL TO ORDER AND ROLL CALL. Committee Chair Springer called the meeting to order at 6:00 p.m. Committee members present: Ziaja, Springer and Stinnett. Absent: none. Others attending: Mayor Thompson; Public Works Director Gary Yerges and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES: December 1, 2016. MOTION: Moved by Ziaja, seconded by Stinnett to approve the minutes as presented noting no meeting was held in January. VOICE VOTE: Motion carried.
3. PUBLIC COMMENTS. None.
4. NEW BUSINESS
 - a. Sanitary Sewer Collection System Cleaning. DISCUSSION: The need for cleaning the sanitary sewer system was noted. Yerges outline a concept of training up Utility staff and being reimbursed by the Sanitary Utility Fund for cleaning the system in exchange for a sum of money to be used to hire seasonal employees to mow lawns. Hansen was directed to draft a one page document to continue the discussion between the Committee and the Utility Commission.
 - b. Future Of Monarch Butterfly, From Alderperson Quimby. DISCUSSION: Stinnett said the Parks Commission would take up the matter. No action taken.
 - c. DPW Four-day Work Week. DISCUSSION: 2016 complaints of early DPW vehicle noise were noted. The Committee looked at a variety of options and heard from the Director. Springer recommended no noise between 6 – 7 a.m. MOTION: Moved by Stinnett, seconded by Ziaja to permit the continuation of the four ten-hour shifts during the summertime at the discretion of the Director. VOICE VOTE: Motion carried unanimously.
 - d. Waterloo Chamber Of Commerce Activity With Downtown Planter Pits (informational only). Noted. DISCUSSION: It was noted that Yerges had given an OK for the Chamber to plant in pits, with the condition that material be removed in fall for ease of snow removal. No action taken.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Sale Of Mosquito Fogger, Generator And Orange Sanitary Sewer Hose. Noted.
6. ADJOURNMENT. MOTION: Moved by Stinnett, seconded by Ziaja to adjourn. The time was approximately 6:50 pm. Motion carried.


Attest:
Mo Hansen, Clerk/Treasurer

CITY OF WATERLOO PUBLIC WORKS & PROPERTY COMMITTEE
OPEN SESSION MINUTES - MEETING MINUTES: March 2, 2017

1. CALL TO ORDER AND ROLL CALL. Committee Chair Springer called the meeting to order at 6:30 p.m. Committee members present: Ziaja, Springer and Stinnett. Absent: none. Others attending: Mayor Thompson; Public Works Director Gary Yerges; Assistant Director Jeff Robbins; Chad Yerges and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES: February 2, 2017 (January 5, 2017 – cancelled). MOTION: Moved by Ziaja, seconded by Stinnett to table meeting minute approval. VOICE VOTE: Motion carried.
3. PUBLIC COMMENTS. None.
4. UNFINISHED BUSINESS
 - a. Sanitary Sewer Collection System Cleaning. DISCUSSION: Hansen presented a handout with notes on initial Utility Commission reaction to a draft understanding. He said Alderperson and newly appointed Utility Commission Tim Thomas could play a vital role in the process. No action taken.
5. NEW BUSINESS
 - a. To Discuss The Status of Public Works Department Staffing. MOTION: Moved by Stinnett, seconded by Ziaja to convene in closed session per Wis. Stat. 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." VOICE VOTE: Motion carried, Upon completion of the closed session the committee reconvened into open session.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Sale Of Mosquito Fogger, Generator And Orange Sanitary Sewer Hose. Noted.
 - b. Updating the 2016 Road Construction Capital Plan (attached for future reference). Noted.
7. ADJOURNMENT. MOTION: Moved by Stinnett, seconded by Ziaja to adjourn. The time was approximately 6:50 pm. Motion carried.



Attest:
Mo Hansen
Clerk/Treasurer