



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

PUBLIC NOTICE OF A COMMITTEE MEETING OF THE COMMON COUNCIL OF THE CITY OF WATERLOO

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:

COMMITTEE: FINANCE, INSURANCE & PERSONNEL COMMITTEE
DATE: April 20, 2017
TIME: 6:00 pm
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street

1. CALL TO ORDER AND ROLL CALL
2. MEETING MINUTES APPROVAL: March 16, 2017 & December 15, 2016
3. PUBLIC COMMENT
4. NEW BUSINESS
 - a. In-Person Absentee Voting Hours
 - b. Estimates For Installation Of 2nd Electrical Meter At Maunsha Business Center
 - c. Fire Chief's Request To Increase Waterloo Fire Department Part-Time Pay Rate To \$14 Per Hour
 - d. Purchasing And Payroll Services For The Oak Hill Cemetery Association
 - e. Ehler's & Associates Proposed Expanded Services Agreement
 - f. Directing The Drafting And Distribution Of A Request For Proposal For Assessment Services
 - g. Payroll For March 2017 - \$98,164.14 ***
 - h. General Disbursements – March 17, 2017 Through April 20, 2017 ***
 - i. Treasurer's Report & Budget Reports For January, February & March 2017 ***
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Review Of Clerk/Treasurer's Office Cross-Training – May 2017
 - b. Action Items From 2016 Audit
6. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

*****See Council Packet**

Committee Members: Springer, Quimby and Griffin

Posted, Emailed & Distributed: 03/14/2017

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.

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. Maunasha 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

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

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

Attest:



Mo Hansen
Clerk/Treasurer



Estimate

Date	Project #
4/11/2017	10986

Deliver Value. Provide Experience. Implement Integrity.

(920) 699-5158 * PO Box 268 * Johnson Creek * WI * 53038

Phone # (920)699-5158

E-mail ws@mwelectric.net

Mailing Address
City of Waterloo 136 N. Monroe St. Waterloo, WI 53594
Customer E-mail: cityhall@waterloowi.us

Job Name
117 E. Madison St.

Description	Total
<p>We will provide the labor, material, tools, and supervision to install the following items at 117 E Madison St., Lake Mills, WI:</p> <ol style="list-style-type: none"> 1. Furnish and install a new 200 amp duplex meter service. 2. Furnish and install a 200 amp main breaker panel in the food pantry. 3. Furnish and install grounding to meet local code requirements. <p>Total for all items listed above:</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. Price includes an electrical permit, if not required deduct \$50.00 from this estimate. 2. Add \$450.00 to this estimate to install a 1/2" conduit from the electrical panel to the yard sign. This price is based rough back fill only, final grading to be done by others and is NOT included in this estimate. Also, if we need to hand dig while trenching, due to utilities being in the way, extra charges will apply. <p>If you agree with the price and work that is stated above, please sign, e-mail or mail back to our office!</p>	1,985.00
This proposal is valid for 30 days, negotiable thereafter.	Total \$1,985.00

We thank you for giving us the opportunity to serve you, and should there be any questions, please do not hesitate to contact us.

Customer Signature _____

Buss Electrical Contracting LLC
 W10971 State Highway 19
 Waterloo, WI 53594 US
 (920) 253-6568
 busselectricalcontracting@gmail.com
 busselectricalcontracting.com

Estimate

ADDRESS
City of Waterloo

ESTIMATE #	DATE	
1040	03/26/2017	

Please detach top portion and return with your payment.

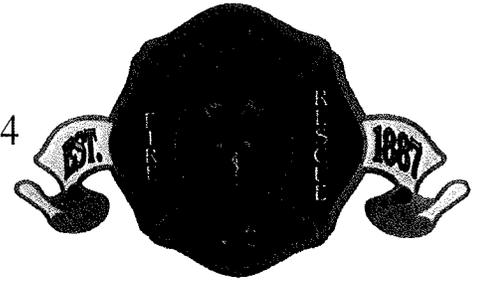
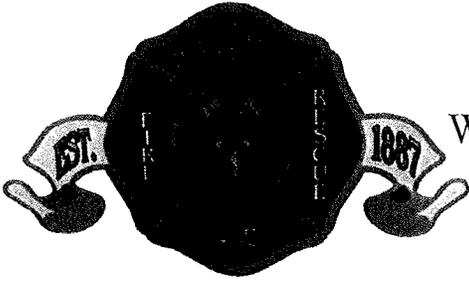
DATE	ACTIVITY	AMOUNT
03/26/2017	Maunasha Business Center Furnish and install 400 amp 1-phase meter socket with (2) 200 amp positions Re-feed existing 200 amp panel Furnish and install new 200 amp 40 circuit main breaker panel Redo existing circuitry to install lower level circuits in one panel and main level circuits in other panel Labor and Material: \$3550.00	
03/26/2017	Furnish and install 120v circuit for road sign (photo-cell on time clock off) trench from building to sign location Labor and Material: \$985.00	

TOTAL

Accepted By

Accepted Date

WATERLOO FIRE & RESCUE
900 INDUSTRIAL LANE
WATERLOO, WISCONSIN 53594



February 26, 2017

To: City Hall
Waterloo, WI

From: Chief Butzine

RE: Herfrank Loyo

Herfrank Loyo will be starting part time employment with the Waterloo Fire Department on March 01, 2017. He will be paid at the rate of \$14.00 per hour. This position is part time and will not accrue more than 1200 hours allowed in a rolling calendar year. This position also does not include benefits. Mr. Loyo has been advised of all of the above.

Chief Vern Butzine
Waterloo Fire Department

A handwritten signature in black ink, appearing to read 'Vern Butzine', written over a horizontal line.

Mo Hansen

From: Mo Hansen <cityhall@waterloowi.us>
Sent: Tuesday, April 04, 2017 1:17 PM
To: City of Waterloo, Mayor; Bob Thompson Traveling (zip53594Mayor@hotmail.com)
Subject: Oak Hill Cemetery Association / services provided
Attachments: 20170404125706.pdf

Mayor Thompson,

On Election Day Jim Beyer, Oak Hill Cemetery Association Treasurer dropped off a 2016 annual report, attached. I'm writing to ask, why we should continue past practices relating to the Oak Hill Cemetery? Do you want this matter considered by the Finance, Insurance & Personnel Committee?

Past, current practices:

- Their part-time employees are logged onto the payroll system as municipal employees, incorporated into the municipal payroll system, and we do their payroll. We are reimbursed at cost for this service.
- Oak Hill Cemetery Association fuel purchases are run through the city books, we pay the invoices and are reimbursed.
- In the past Association equipment was purchased with invoices running through the City with reimbursement. They plan the same for Spring of 2017.

At one time these services were tied to an annual municipal appropriation. Taxpayers gave money to the Association. This hasn't occurred for numerous years. In times past, the money was disbursed as payroll and similar. We've just continued the practice of providing uncompensated services.

If greater focus is warranted for municipal priorities, non-priorities need to come off the list. In my estimation, this is not a priority.

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

| [MUNICIPAL WEBPAGE](#) | [INFO ALERTS SIGN-UP](#) |



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

Oak Hill Cemetery Association

2016 Annual Report

Checking Balance January 1, 2016 ----- \$ 563.06

RECEIPTS:

Grave Openings	\$ 7,895.00	
Grave Sales	\$ 300.00	
Dividend Income	\$ 238.00	
Transfer From Cemetery Account	\$ 9,300.00	
Total Receipts		\$17,733.00

DISBURSEMENTS:

Grave Openings	\$ 4,100.00	
Wages, SSI & Taxes	\$ 7,608.28	
Officer Compensation	\$ 650.00	
Gas, Oil & Equipment Maintenance	\$ 821.94	
Insurance	\$ 387.00	
Grounds & Building Maintenance	\$ 895.43	
Utilities	\$ 330.00	
Purchase Lawn Mower	\$ 2,299.00	
Misc.	\$ 39.00	
Total Disbursements		\$17,130.65

Ending Checkbook Balance as of December 31, 2016----- \$ 1,165.41

CEMETERY FUND

Balance in Fund 1/1/16	\$54,070.34	
Income from Lot Sales	\$ 1,200.00	
Interst Income	\$ 132.79	
Transfer to Operating	(\$ 9,300.00)	
Balance in Cemetery Fund as of 12/31/16-----		<u>\$46,103.13</u>

IMPROVEMENT FUND

Balance in Fund 1/1/16	\$14,663.06	
Interest Income	\$ 33.93	
Balance in Improvement Fund as of 12/31/16--		<u>\$14,696.99</u>

Total Balances of Association as of 12/31/16 ----- \$61,965.53

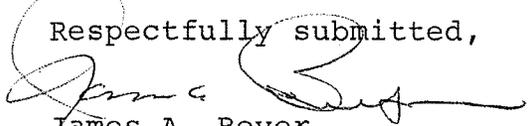
OTHER ASSETS:

BP Stock - 100 Shares @ \$37.38 -----		<u>\$ 3,738.00</u>
---------------------------------------	--	--------------------

Total Balances & Assets of Assn. as of 12/31/16 ----- \$65,703.53

LOT SALES: Margartio Heredia	\$ 500.00	
Robert & Ruth Homan	\$ 500.00	
Hans & Bernice Dunneisen	\$ 500.00	
Total Lot Sales	\$1,500.00	

72,421.46
12/31/15

Respectfully submitted,

James A. Beyer
Treasurer

Mo Hansen

From: Philip L. Cosson <PCosson@ehlers-inc.com>
Sent: Tuesday, April 11, 2017 9:43 AM
To: City Hall (cityhall@waterloowi.us)
Cc: Paula Czaplewski
Subject: TID Reporting Info Piece and Contract
Attachments: TID Reporting Engagement Letter.pdf

Good Morning Mo,

Last month I sent out an informational piece and sample contract regarding the new DOR requirement for an annual TID update. Just as a reminder, the new annual reporting requirements for TIF Districts are now in effect as a result of legislation enacted last year. Initially, the reporting requirement applies to active TIDs that were created *prior to October 1, 2015*. (Base value year of January 1, 2015, or earlier). Newer TIDs become subject to the reporting requirement in the second year following their base value date. For example, a TID with a base value date of January 1, 2016 would first need to file a report in 2018.

I've attached a revised letter setting forth services we can provide in the event you would like assistance in complying with the reporting requirement. While filing of the online DOR report is not something we expect you'll need help with, there is also a requirement to hold an Annual Joint Review Board meeting. The scope of services we've developed is focused on helping you coordinate and develop materials for that meeting. Since the DOR report only requires that data be entered for the prior year, we think it will be important to supplement that report with forward looking cash flow projections for each TID, and other relevant information. This will provide the Joint Review Board with a more complete understanding of each TID's current position and where it is headed financially.

We are in the process of starting to coordinate this work and related meetings, so if you would like to engage Ehlers to provide assistance with your TID reporting, please sign a copy of the letter and return an electronic copy to me. Also, please make sure you specify which tasks you would like assistance with, and for which TIDs. (There are check boxes and blanks for this located just above the acceptance section on the last page). **If you don't wish to engage us in this work, please let me know so that we can remove you from our list for this service.**

I look forward to hearing back from you.

Phil

Philip L. Cosson | Senior Municipal Advisor
O: (262) 796-6161 | M: (262) 617-0395 | ehlers-inc.com



This e-mail and any attachments may contain information which is privileged or confidential. If you are not the intended recipient, note that any disclosure, copying, distribution or use of the contents of this message is prohibited. If you have received this e-mail in error, please destroy it and notify us immediately by return e-mail or at our telephone number, 800-552-1171. Any views or opinions presented in this e-mail are solely those of the author and may not represent the views or opinions of Ehlers Companies. To view our complete disclaimer, please visit <http://www.ehlers-inc.com/terms/#email>



Letter of Engagement (“Letter”) to Retain Ehlers to Provide Assistance with Annual Tax Incremental District Reporting

As a governmental entity (“Client”) with one or more active Tax Incremental Districts (“TIDs”) you are required to prepare and file an annual report with the Wisconsin Department of Revenue not later than July 1. Following filing, the Joint Review Board (“JRB”) must meet for the purpose of reviewing the annual report, and to review the performance and status of each district governed by the JRB.

Client has requested that Ehlers assist Client in complying with its annual TID reporting and JRB meeting requirement under Wisconsin Statutes 66.1105(6m)(c)(intro.) and 66.1105(4m)(f)¹. Ehlers proposes and agrees to provide the following scope of services and for the following fees:

Scope of Service & Fee Compensation

Annual Report Submission

Annual reports must be filed electronically by Client not later than July 1 through the Department of Revenue’s website with copies provided to each overlapping taxing entity. The information needed to complete the report will be found within Client’s financial statements and supporting accounting records.

Scope: If requested, Ehlers will provide input to Client and Client’s auditor with respect to required report entries.

Fee: **No charge for routine questions or review of report entries.** Additional assistance may be subject to hourly charges. Client will be advised prior to incurring fees for this scope item if charges become necessary.

Preparation of Supplemental Information for JRB

Given that the DOR annual report format provides limited information for a single fiscal year, Ehlers recommends preparation of supplemental information that will assist Client in more fully presenting the TID’s current financial position, key activities, and anticipated future performance.

- Scope:**
1. Request from Client information necessary for preparation of summary page and updated TID cash flow.
 2. Prepare supplemental information package to include:
 - a. Cover and summary page.
 - b. Current map of TID boundaries.
 - c. Updated cash flow projection.
 - d. Copy of Annual Report.

¹ Or Wisconsin Statutes 60.85(8)(c)(intro.) and 60.85(4)(d); or Wisconsin Statutes 66.1106(10)(a)(intro.) and 66.1106(e)(3); as applicable.



Fee: \$1,500 flat fee per TID.

Flat fee applicable provided that Ehlers has available an existing cash flow model to update. If a cash flow model must be created, the additional time required for that task may be billed hourly. Client will be advised prior to incurring hourly fees for this scope item if charges become necessary. In the event Ehlers has already prepared an updated cash flow for the current year as part of other work for which it has been compensated, the fee charged may be reduced.

JRB Meeting Coordination

Following submission of the annual report with the Department of Revenue, the JRB must meet for the purpose of reviewing the annual report, and to review the performance and status of each district governed by the JRB.

- Scope:**
1. Obtain from Client preferred meeting dates and times and contact overlapping taxing jurisdictions to confirm availability and attendance.
 2. Prepare required Class 1 meeting notice and transmit to Client's Official Newspaper for publication.
 3. Prepare, and via electronic mail, provide Client and overlapping taxing jurisdictions with:
 - a. Cover letter with meeting details and requirements.
 - b. Agenda.
 - c. Supplemental information package.
 - d. Joint Review Board resolution.

Fee: \$500 flat fee per meeting.

It is recommended that Client hold a single meeting for review of all active TIDs. (Separate meetings may be required in certain cases where more than one county, school district or technical college are involved).

JRB Meeting Attendance

- Scope:** Attend Joint Review Board meeting to review cash flow projections and answer questions. Meeting attendance may be in person, or by conference call, as agreed to by Client. Ehlers can provide a call-in number for meetings to be held telephonically. If phone participation in meetings is permitted by Client's ordinance or policy, this may also be used to facilitate attendance by taxing jurisdiction representatives.

- Fee: \$500 Flat Fee per meeting. In addition, travel time to and from the meeting will be billed hourly, not to exceed \$1,000.**





It is recommended that Client hold a single meeting for review of all active TIDs. (Separate meetings may be required in certain cases where more than one county, school district or technical college are involved).

Fee Example

A Client with three active TIDs for which all services are requested would be charged \$4,500 for preparation of the supplemental reports (\$1,500 per TID), \$500 for JRB meeting coordination and \$500 for JRB meeting attendance for a total of \$5,500. This assumes a single JRB meeting is held, and excludes hourly charges for travel.

Hourly Charges

For any service requested by Client related to the Project that exceeds the Scope of Service defined in this Letter, Client will be charged on an hourly basis. Hourly charges will also apply as identified in the Scope of Services & Fee Compensation section of this Letter. Ehlers will bill Client at our then current hourly rates dependent upon the task/staff required to meet Client request. Prior to charging Client hourly fees, Ehlers will first advise Client of the anticipated charges and receive authorization to proceed. (Does not apply to hourly fees charged for travel if in person JRB meeting attendance is requested).

Payment for Services

Ehlers will invoice Client upon completion of the work. The invoice is due and payable upon receipt by Client.

Future Fee Changes

Prior to any fee adjustments, Client will be notified in writing of the revised fees and their effective date.

TID Eligible Expense

Fees charged by Ehlers for the services outlined in this Letter are a TID eligible expense.

Client Responsibility

For each TID that Ehlers is assisting with, Client agrees to:

- Provide Ehlers with the following information:
 - A copy of the TID Annual Report as filed with the Department of Revenue. (Client must also provide a copy directly to each overlapping taxing jurisdiction).
 - A copy of the prior year's audited financial statements if available.
 - A copy of the prior year's DOR Form PC-202 (Tax Increment Collection Worksheet).
 - A current TID boundary map.
 - Copies of documents related to TID debt or other TID liabilities which Client may have incurred and which Ehlers does not have on file.



- Complete and return a questionnaire which we will provide you inquiring as to other information we may need to prepare an updated cash flow.
- Post the Annual JRB meeting agenda and provide notification as required by statute. (Ehlers will prepare and coordinate publication of the Class I Notice if this service is elected).
- Take and prepare minutes at the Annual JRB meeting.
- Provide any technology required for telephonic meeting participation by Ehlers or other parties if such participation is allowed by Client.
- Pay the following costs, which are not include within our Scope of Services:
 - Services rendered by Client’s engineers, planners, surveyors, appraisers, assessors, attorneys, auditors and others that may be called on by Client to assist with preparing the annual report or related supplemental information.
 - Publication charge for the Notice of Joint Review Board meeting.

Acceptance

Client hereby accepts this Letter and engages Ehlers to provide the services accepted below. This Letter shall be effective as of the date of its acceptance by Client and shall remain in effect for a period of one (1) year. This Letter shall thereafter renew automatically for successive one (1) year periods.

Notwithstanding the foregoing, this Letter may be terminated by either party upon sixty (60) days prior written notice. Client may change their scope of service elections, or modify the list of TIDs for which services are being provided prior to commencement of each annual reporting cycle.

Scope of Service	Election of Services
Preparation of Supplemental Information for JRB	<input type="checkbox"/> Accept This Service <input type="checkbox"/> Decline This Service
JRB Meeting Coordination	<input type="checkbox"/> Accept This Service <input type="checkbox"/> Decline This Service
JRB Meeting Attendance	<input type="checkbox"/> Accept This Service <input type="checkbox"/> Decline This Service

Provide these services for all active TIDs.

OR

Provide these services for the following TIDs only: _____

By: _____

Title: _____

Name: _____

Date: _____



Mo Hansen

From: Mo Hansen <cityhall@waterloowi.us>
Sent: Monday, March 06, 2017 11:12 AM
To: bspringr@charter.net; jeni@highenergydj.com; Ron Griffin (griffinrepair@gmail.com)
Cc: City of Waterloo, Mayor; Bob Thompson Traveling (zip53594Mayor@hotmail.com)
Subject: FW: Associated Appraisal follow on attorney fees

TO: Finance Committee,

Please see email thread below. Mayor Thompson is asking for the Finance Committee to look at putting out an RFP for assessment services.

Mo Hansen

Clerk/Treasurer

City of Waterloo

office: 920.478.3025

CityHall@Waterloowi.us

| [MUNICIPAL WEBPAGE](#) | [INFO ALERTS SIGN-UP](#) |



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

From: Robert Thompson [mailto:zip53594mayor@hotmail.com]
Sent: Monday, March 06, 2017 10:56 AM
To: Mo Hansen <cityhall@waterloowi.us>
Subject: Re: Associated Appraisal follow on attorney fees

Okay. Then the finance committee should look at putting this service out for bid again. It may not be their fault in their eyes, but everything I heard from the attorneys (on both sides) indicated they used the wrong method to determine the proper assessment. As professionals, they should have at least notified us that there might be a potential problem so we could have prepared for it. I am not at all pleased with their service or their response to my request.

Bob

Sent from my iPad

On Mar 6, 2017, at 8:31 AM, Mo Hansen <cityhall@waterloowi.us> wrote:

Bob,

Had the conversation with Mark Brown about your request for Associated Appraisal to pay municipal attorney fees. He replied that Associated is not at fault, and therefore not responsible for municipal attorney fees. He said the assessor arrived at the best number possible using the information available to him at the time from the property owner. He said information requests were made to the property owner.