



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, May 4, 2017 – 7:00 p.m.

*** revised 5/2/2017 3:29 PM ***

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

**PUBLIC HEARING – A PROPOSED SPECIAL ASSESSMENT FOR THE INSTALLATION OF SIDEWALK
ADJACENT TO 212 ANNA STREET**

1. CALL PUBLIC HEARING TO ORDER
2. PUBLIC COMMENT
3. ADJOURN PUBLIC HEARING

REGULARLY SCHEDULED MEETING

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL
2. MEETING MINUTES APPROVAL: April 20, 2017
3. PUBLIC COMMENT
4. PUBLISHED/POSTED NOTICES (a) Public Hearing 2017 Sidewalk Special Assessment; (b) Annual Weed Notice; (c) Operator Licenses Due June 7th; (d) Notice Of Applications To Serve Intoxicating Liquor And/Or Beer, June 1 Council Consideration
5. CONSENT AGENDA ITEMS
 - a. Resolution #2017-16 Updating The Farmers And Merchants State Bank Corporate Authorization Resolution And Other Similar Municipal Accounts
 - b. Resolution #2017-22 Authorizing Execution Of The Department Of Natural Resources Principal Forgiven Financial Assistance Agreement
6. REPORTS OF COMMITTEES, COMMISSIONS AND BOARD
 - a. Public Works & Property Committee
 - i. Resolution #2017-17 Authorizing A \$7,000 Purchase Of Road Salt To Ensure A 2017 Supply
 - b. Public Safety & Health Committee
 - i. Highway 19 Alternate Business Access Route
 - c. Finance, Insurance & Personnel Committee
 - i. Resolution #2017-18 Retaining Ehlers To Provide Assistance With Annual Tax Incremental District Reporting
 - ii. Resolution #2017-19 Authorizing The Installation Of A Second Electric Meter At 117 East Madison Street
 - iii. Resolution #2017-20 Amending The Municipal Wage Schedule To Set The Waterloo Fire Department Part-Time Employee Pay To \$14 Per Hour
 - d. Plan Commission
 - i. Granting A Conditional Use To Dale Kraus, 391 Van Buren Street, To Allow The Construction Of An Additional 40' x 60' Accessory Building [Note: Plan Commission action scheduled for 5/3/17]
7. NEW BUSINESS
 - a. Resolution #2017-21 Preliminary Resolution Declaring Intent To Levy Special Assessment Under Municipal Police Powers Pursuant To §66.0703, Stats.
 - b. 333 Portland Road, Considering Matters Relating To Pending Property Condemnation [NOTE: The Council may convene to closed session per Wis. Stat. 19.85(1)(e) "Deliberating or negotiating the

purchase of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.”] Upon completion of the closed session the body will reconvene into open session.

8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

9. ADJOURNMENT



Mo Hansen
Clerk/Treasurer

REVISED Posted and Emailed: 05/02/2017

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:

- CATV Regulatory Board – October 18, 2016
- Plan Commission Public Hearing and Meeting – February 28, 2017
- Public Works & Property – April 6, 2017

**CITY OF WATERLOO COMMON COUNCIL
MEETING MINUTES: April 20, 2017**

***** ANNUAL ORGANIZATIONAL MEETING *****

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL. Mayor Thompson called the meeting to order at 7:00 p.m. Alderpersons present: Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Absent: Ziaja. Others present: Fire Chief Vern Butzine; Assistant Fire Chief Wes Benisch; Carla Gogin and Jodi Dobson, Baker Tilly; Mike Kawula; Diane Graff, the Courier; Interim Police Chief Lange; WLOO videographers; Chad Yerges; Jeff Robbins; Travis Schaller and Clerk/Treasurer Hansen. The pledge of allegiance was recited.
2. ORGANIZATIONAL MATTERS
 - a. Resolution 2017-13 Appointing The Official Newspaper, Depositories And Auditors. MOTION: Moved by Quimby, seconded by Stinnett to approve the resolution. VOICE VOTE: Motion carried.
 - b. Election of Council President As Specified In Chapter 30-1 (F) Of The Waterloo Code. Mayor Thompson called for nominations. Quimby nominated Bill Springer, seconded by Griffin. The Mayor closed nominations. Springer was unanimously reelected Council President.
 - c. Resolution 2017-14 Council Confirmation Of Mayoral Appointments Including Council Standing Committees. MOTION: Moved by Springer, seconded by Quimby to approve the resolution as presented. VOICE VOTE: Motion carried.
 - d. Resolution 2017-15 Confirmation Of Waterloo Fire Department Appointments. MOTION: Moved by Quimby, seconded by Griffin to approve the resolution as presented. VOICE VOTE: Motion carried.
3. ORGANIZATIONAL MEETING ADJOURNMENT. The Mayor adjourned the organizational meeting at 7:05 pm. and called to order the regularly scheduled meeting.

***** REGULARLY SCHEDULED CITY COUNCIL BUSINESS *****

1. MEETING MINUTES APPROVAL: April 6, 2017, Open & Closed Session. MOTION: Moved by Thomas, seconded by Springer to approve the minutes as presented. VOICE VOTE: Motion carried.
2. CITIZEN INPUT / PUBLIC COMMENT. None.
3. PUBLISHED NOTICES. Noted.
 - a. Open Book, April 24th & Board Of Review, May 17th At 2:00 p.m.
 - b. Notice Of A Plan Commission Public Hearing On The Matter Of A Conditional Use Application Received From Dale Krause, 391 Van Buren Street To Construct An Additional 40' x 60' Accessory Building
4. CONSENT AGENDA ITEMS. MOTION: Moved by Thomas, seconded by Quimby to approve the consent agenda items. VOICE VOTE: Motion carried.
 - a. Reports Of City Officials And Contract Service Providers
 - i. Parks Coordinator Gabe Haberkorn For March 2017
 - ii. Waterloo Active Fire Department For March 2017
 - iii. Building Inspector - Building, Plumbing, And Electrical Permits For March 2017
 - iv. Interim Public Works Director Chad Yerges For March 2017
 - v. Interim Police Chief Lange For March 2017
 - vi. Library Director Kelli Mountford For March 2017
 - vii. Waterloo Water & Light Commission – April 4, 2017
 - viii. Watertown Humane Society For March 2017
5. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
 - a. Finance, Insurance & Personnel Committee
 - i. Payroll For March 2017 - \$98,164.14. MOTION: Moved by Springer, seconded by Quimby to approve the payroll in the stated amount. ROLL CALL VOTE: Ayes: Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none with Ziaja absent. Motion carried.
 - ii. General Disbursements – March 17, 2017 Through April 20, 2017. MOTION: Moved by Springer, seconded by Quimby to approve general disbursements as presented. ROLL CALL VOTE: Ayes: Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none with Ziaja absent. Motion carried.
 - iii. Treasurer's Report & Budget Reports For January, February & March 2017. MOTION: Moved

- by Springer, seconded by Quimby to approve all reports as listed. VOICE VOTE: Motion carried.
- b. Public Safety & Health Committee
 - i. Temporary Moratorium On Time Limits In Public Parking Lots During Road Construction. MOTION: Moved by Thomas, seconded by Petts to establish a moratorium as the agenda states. VOICE VOTE: Motion carried.
 - c. Public Works & Property Committee
 - i. Authorizing The Hiring Of Travis Schaller As A Public Works Department Worker 1 Employee Effective May 1, 2017 With Pay, Benefits & Probation Period As Specified In The Employee Handbook. MOTION: Moved by Springer, seconded by Quimby authorize the hire as the agenda states. ROLL CALL VOTE: Ayes: Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none with Ziaja absent. Motion carried.
 - d. Parks Commission
 - i. Authorizing An Increase In The Waterloo Regional Trailhead Four-Hour Rental Rate From \$85 To \$100. MOTION: Moved by Stinnett, seconded by Quimby increase the rental rate as the agenda states. ROLL CALL VOTE: Ayes: Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none with Ziaja absent. Motion carried.
 - e. Community Development Authority & Community Development Committee
 - i. Recommending The Drafting & Distribution Of A Request For Proposal For A Municipal Funded Hotel Feasibility Study. MOTION: Moved by Stinnett, seconded by Quimby to direct the Clerk/Treasurer to draft and distribute a request for proposals for a municipally funded hotel feasibility study. ROLL CALL VOTE: Ayes: Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none with Ziaja absent. Motion carried.
 - ii. Recommending A Riparian Phase Of Construction At 203 East Madison As Proposed By Kunkel Engineering Using Private Donations Or Tax Incremental District #2 Funds As A Local Match For The Previously Awarded Municipal Flood Control Grant. DISCUSSION: Hansen said because TID #2 has a deficit, he recommended designating General Fund balance dollars to serve as the local match. MOTION: Moved by Stinnett, seconded by Quimby authorized a riparian phase of construction at 203 East Madison Street allocating General Fund dollars as matching dollars, understanding that private contributions are also being sought for the match. ROLL CALL VOTE: Ayes: Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none with Ziaja absent. Motion carried.
6. NEW BUSINESS
- a. Review of 2016 Audit Materials, Baker Tilly Presentation. Carla Gogin and Jodi Dobson reviewed audit materials in the meeting packet. No action taken.
 - b. Authorizing The Sale Of Surplus Property As Part Of A Public Bidding Process – Dismantled Pedestrian Bridge Materials Formerly Located At 575 West Madison Street. DISCUSSION: Hansen said a high bid of \$1,100 for materials was received from Duane Klein. MOTION: Moved by Springer, seconded by Quimby to authorize the sale of the dismantled pedestrian bridge to Duane Klein for \$1,100.
7. 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. Noted.
8. ADJOURNMENT. MOTION: Moved by Springer, seconded by multiple to adjourn. Motion carried unanimously. Approximate time: 7:41 p.m.

Mo Hansen

Attest:
Mo Hansen
Clerk/Treasurer

NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS FOR PUBLIC IMPROVEMENTS IN WATERLOO, WISCONSIN.

PLEASE TAKE NOTICE that the governing body of Waterloo, Wisconsin has declared its intention to exercise its police power in accordance with §66.0703, Wis. Stats., to levy special assessments upon property within the following described assessment district for benefits conferred upon the property by the installation of sidewalk.

The Assessment District: All property adjacent to the public right of way at 212 Anna Street. [NOTE: Other property owners on Anna Street, Milwaukee Avenue and Jackson Street have agreed to waive all assessment notice and hearing requirements, and consent to sidewalk work adjacent to their property being done.]

A report showing proposed plans and specifications, estimated costs and proposed assessment is on file in the municipal clerk's office in the Waterloo Municipal Building and may be inspected from 8:00 am to 4:30 pm Monday-Friday.

You are further notified that the governing body of Waterloo, Wisconsin will hear interested persons, or their agents or attorneys, concerning this proposed special assessment at 7 pm on May 4, 2017 at the Waterloo Municipal Building, 136 North Monroe Street in Waterloo. All objections will be considered at this hearing and thereafter the amount of assessment will be finally determined.



Morton Hansen
City of Waterloo Clerk/Treasurer

Pub: The Courier: April 27, 2017

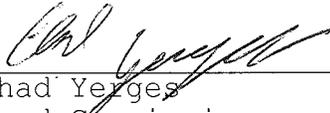


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CITY OF WATERLOO

NOTICE TO CUT OR DESTROY NOXIOUS WEEDS

NOTICE IS HEREBY GIVEN to each and every person who owns, occupies or controls land in the City of Waterloo, Jefferson County, Wisconsin, to cut or destroy all canada thistle, leafy spurge and field bindweed, (creeping jenny) and in addition all other rank growth of vegetation, all weeds, grasses and plants over 12 inches in height on all lands owned, occupied or controlled by you in said City, at such time and in such manner as shall effectively prevent them from bearing seed, or spreading to adjoining property, as required by Section 66.0407 of the Wisconsin Statutes.



Chad Yerges
Weed Commissioner
City of Waterloo

POSTED: MAY 1, 2017



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OFFICIAL PUBLICATION

**CITY OF WATERLOO
JEFFERSON COUNTY, WISCONSIN
OPERATOR LICENSE APPLICATIONS ARE DUE JUNE 7, 2017**

All current issued operator licenses expire June 30, 2017. Operator license applications for the license period beginning July 1, 2017 and ending June 30, 2019 are due no later than Thursday, June 7, 2017. Operator license applications can be found on the City of Waterloo's website at www.waterloowi.us or at the City Clerk/Treasurer's Office, 136 N Monroe Street, Waterloo. Our office hours are 8:00 a.m. to 4:30 p.m., Monday thru Friday.

Morton Hansen
Clerk/Treasurer

Pub: The Courier, May 11, 2017



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OFFICIAL PUBLICATION

CITY OF WATERLOO, JEFFERSON COUNTY, WI

Published by authority of the Common Council of the City of Waterloo, Jefferson County, Wisconsin pursuant to Section 125.04(3)(g) of the Wisconsin State Statutes.

Notice is hereby given that the following individuals, partnerships, corporations or limited liability companies have made application to sell intoxicating liquor and/or beer for the license period beginning July 1, 2017 and ending June 30, 2018. The granting of said licenses are now pending and will be acted upon at the June 1, 2017 regular scheduled Council Meeting.

"CLASS B" INTOXICATING LIQUOR AND CLASS "B" BEER

NAME AND ADDRESS OF APPLICANT	LOCATION OF PREMISE
Kardenny's, LLC Karen Fredrick, Agent W8178 State Road 16/60, Lowell (The End Zone)	137 N. Monroe Street
Katie Creek, LLC Colin Gorder, Agent 679 Hawthorn Drive, Sun Prairie (The Bridge)	134 E. Madison Street
Coaches Alley, LLC Laurie Kaye Gorder, Agent 204 Anna Street, Apt. 108, Waterloo (Coaches Alley, LLC)	151 N. Monroe Street
Peggy Hansen, LLC Peggy Hansen, Agent 112 Hickory Lane, Waterloo (The MT Bar)	120 E. Madison Street
Ruthless, LLC Korby James Holzhueter, Agent 59 London Road, Cambridge (Madison Street Pub)	203 W. Madison Street
Blinky's Bowl, Inc./DBA Stubby's Bowl Van Stenberg, Agent 1317 Oak Street, Waterloo (Stubby's Bowl)	127 E. Madison Street

CLASS "B" BEER ONLY

NAME AND ADDRESS OF APPLICANT	LOCATION OF PREMISE
Veterans of Foreign Wars, Krause/Langer Post 6614 Paul Mattson, Agent 401 Anna Street, Waterloo (VFW Krause Langer Post 6614)	115 S Monroe Street
Gregorio Ayala, Individual 420 E. Madison Street, Waterloo (Ayala's Market)	112 E. Madison Street

CLASS "A" BEER AND "CLASS A" INTOXICATING LIQUOR (CIDER ONLY)

NAME AND ADDRESS OF APPLICANT	LOCATION OF PREMISE
Loeder Oil Co., Inc Daniel Lee Loeder, Agent 4410 Buckley Ridge Circle, Cottage Grove (Loeder BP Waterloo)	300 W. Madison Street

"CLASS A" INTOXICATING LIQUOR AND CLASS "A" BEER

NAME AND ADDRESS OF APPLICANT	LOCATION OF PREMISE
Lannoy Foods, Inc. Michael Roger Lannoy, Agent W12126 Longview Circle, Waterloo (Piggly Wiggly)	810 N. Monroe Street
JC Acquisition, LLC Elizabeth A. Holzhueter, Agent N8767 Jordan Road, Waterloo (Jim's Cheese Pantry & Café)	410 Portland Road
Kwik Trip, Inc. Judith A. Bunge, Agent 1323 Colonial Drive, Watertown (Kwik Trip #366)	115 Portland Road
Dolgencorp, LLC Chris Engelhardt 3189 W 3 rd Avenue, Oxford (Dollar General Store #15975)	200 Anna Street



Morton J. Hansen
Clerk/Treasurer

Dated: May 4, 2017

PUB: The Courier: May 11, 2017



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RESOLUTION #2017-16

UPDATING THE FARMERS AND MERCHANTS STATE BANK CORPORATE AUTHORIZATION RESOLUTION AND OTHER SIMILAR MUNICIPAL ACCOUNTS

WHEREAS, Michael Kawula was hired to serve as Assistant Deputy Clerk/Treasurer and is training with Deputy Clerk/Treasurer Lois Baird until her last day in the office, May 12, and;

WHEREAS, the Farmers & Merchants State Bank Corporate Authorization Resolution, the Avestar Credit Union Authorization Resolution and all other similar agreements are to be updated to list the newly hired employee.

THEREFORE BE IT RESOLVED, that the City Council authorizes an update of the Corporate Authorization Resolution for Farmers and Merchant State Bank, Avestar Credit Union and all other similar signature authorization agreements so that they include Michael Kawula as an authorized signer on accounts and as it might related to associated financial services and Certificates of Deposit, effective May 12, 2017.

Passed and adopted this 4th day of May 2017.

CITY OF WATERLOO

Robert H. Thompson, Mayor

Attest:

Morton J. Hansen, Clerk/Treasurer

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



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
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RESOLUTION #2017-22
**Authorizing Execution Of The Department Of Natural Resources Principal Forgiven
Financial Assistance Agreement**

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

WHEREAS, the City of Waterloo (the "Municipality") wishes to undertake a project to replace private lead service lines at residences, pre k -12 schools and licensed day care centers, identified as DNR No. 4962-02 (the "Project"); and

WHEREAS, the Municipality has applied to the Safe Drinking Water Loan Program (the "SDWLP") for financial assistance in the form of a loan made by the SDWLP to the Municipality of which all the principal will be forgiven at the time that loan disbursements are made to the Municipality, pursuant to the DNR Financial Assistance Agreement; and

WHEREAS, the SDWLP has determined that it can provide a loan with principal forgiveness in an amount up to \$333,000 that it has identified as being eligible for SDWLP funding;

NOW, THEREFORE, the City Mayor and City Clerk-Treasurer are authorized by and on behalf of the Municipality to execute the Principal Forgiven Financial Assistance Agreement that contains the terms and conditions of the SDWLP award for the Project. The Principal Forgiven Financial Assistance Agreement is incorporated herein by this reference.

PASSED AND ADOPTED this 4th day of May, 2017.

City of Waterloo

Signed: _____
Robert H. Thompson
Mayor

Attest:

Morton J. Hansen
City Clerk/Treasurer

FISCAL NOTE: inflow of \$330,000 from state to exclusively fund replacement of private lead service lines within the City.



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**RESOLUTION #2017-17
AUTHORIZING A \$7,000 PURCHASE OF ROAD SALT TO ENSURE A 2017 SUPPLY**

WHEREAS, the Public Works & Property Committee recommends the purchase of \$7,000 worth of road salt to ensure a 2017 supply using funds from other budgeted DPW line items to pay for the additional expense.

THEREFORE BE IT RESOLVED, that the City Council authorizes the recommended purchase and directs the appropriate budget amendment to be drafted and presented later in this calendar year.

Passed and adopted this 6th day of May 2017.

CITY OF WATERLOO

Robert H. Thompson, Mayor

Attest:

Morton J. Hansen, Clerk/Treasurer

SPONSOR(S) – Clerk/Treasurer

FISCAL NOTE – Net zero, change within DPW budget and capital budget as needed.



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**RESOLUTION #2017-18
RETAINING EHLERS TO PROVIDE ASSISTANCE WITH ANNUAL TAX INCREMENTAL
DISTRICT REPORTING**

WHEREAS, the Finance, Personnel & Insurance Committee recommends retaining Ehlers to provide select assistance with annual Joint Review Board meetings as outlined in the attached.

THEREFORE BE IT RESOLVED that the City Council authorizes retaining Ehlers to attend Joint Review Board meetings as specified in the attached and directs the Clerk/Treasurer to enter into a letter of engagement for said service.

Passed and adopted this 4th day of May 2017.

CITY OF WATERLOO

Robert H. Thompson, Mayor

Attest:

Morton J. Hansen, Clerk/Treasurer

SPONSOR(S) – Clerk/Treasurer

FISCAL NOTE – An additional \$1,000 annually fee expensed equally to four districts.



January 30, 2017

Client Contact
Client Name
Client Address
Client City, WI xxxxx

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

As a governmental entity 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.

To assist our clients with meeting these requirements, Ehlers has developed a scope of services which is detailed in Appendix A to this letter. The Appendix also sets forth the compensation and specifics related to these services.

If you would like Ehlers to provide some or all of these services, please sign this Letter in the appropriate signature block found on the last page and return a copy to us for our records. If you do not wish to engage our services, no action is required.

Please contact me if you have questions or would like to discuss our proposed engagement further.

Sincerely,

EHLERS

Municipal Advisor



Appendix A

Scope of Service & Fee Compensation

Client has requested that Ehlers assist Client with 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:

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.

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.

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.

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: \$1,000 Flat Fee per meeting plus hourly charge for travel time 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 \$1,000 for JRB meeting attendance for a total of \$6,000. 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.
 - 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 checked="" type="checkbox"/> Decline This Service
JRB Meeting Coordination	<input type="checkbox"/> Accept This Service <input checked="" type="checkbox"/> Decline This Service
JRB Meeting Attendance	<input checked="" 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: _____





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**RESOLUTION #2017-19
AUTHORIZING THE INSTALLATION OF A SECOND ELECTRIC METER AT 117 EAST
MADISON STREET**

WHEREAS, the Finance, Personnel & Insurance Committee seeks to lower municipal operating expense at 117 East Madison Street, the Mauneshia Business Center, by dividing electrical charges by floor at 117 East Madison Street with the Waterloo-Marshall Food Pantry agreeing to pay for electricity it uses on the lower level, and;

WHEREAS, two bids were sought and received from qualified electrical firms to install a second meter with Midwest Electric supplying the low bid of \$1,985.

THEREFORE BE IT RESOLVED that the City Council authorizes the installation of a second electric meter by Midwest Electric to obtain long-term facility operations savings at this location and directs the Clerk/Treasurer to take all necessary steps to have the work completed.

Passed and adopted this 4th day of May 2017.

CITY OF WATERLOO

Robert H. Thompson, Mayor

Attest:

Morton J. Hansen, Clerk/Treasurer

SPONSOR(S) – Clerk/Treasurer

FISCAL NOTE – This is an Fund 600 (CDA) expense



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 _____



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

**RESOLUTION #2017-20
AMENDING THE MUNICIPAL WAGE SCHEDULE TO SET THE WATERLOO FIRE
DEPARTMENT PART-TIME EMPLOYEE PAY RATE TO \$14 PER HOUR**

WHEREAS, the Finance, Personnel & Insurance Committee at the request of the Fire Chief is recommending increasing the hourly wage rate of part-time employees from \$10 to \$14 per hour in order to recruit qualified candidates.

THEREFORE BE IT RESOLVED that the City Council agrees with the Committee and amends the municipal wage schedule increase the rate of pay for part-time Waterloo Fire Department employees to \$14 per hour effective, with the hiring of

Passed and adopted this 4th day of May 2017.

CITY OF WATERLOO

Robert H. Thompson, Mayor

Attest:

Morton J. Hansen, Clerk/Treasurer

SPONSOR(S) – Finance, Insurance & Personnel Committee
FISCAL NOTE – This is a fund 225 expense



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

**NOTICE OF PUBLIC HEARING FOR CONDITIONAL USE PERMIT UNDER PROVISIONS
OF CHAPTER §385-10(B)(7) AND §385-21 OF THE ZONING CODE OF THE CITY OF
WATERLOO, JEFFERSON COUNTY, WISCONSIN**

Please take notice that the Plan Commission of the City of Waterloo, Jefferson County, Wisconsin, acting under provisions of Chapter §385-10(B)(7) and §385-21 of the Zoning Code of the City of Waterloo, shall hold a public hearing on the matter of an application for a conditional use permit received from Dale Kraus, owner of the property located at 391 Van Buren Street, Waterloo.

The applicant is requesting a conditional use permit to allow the construction of an additional 40' x 60' (2,400 sq. ft.) and 21' height accessory building. A conditional use permit is required for an additional garage or accessory building exceeding 864 square feet and 15 feet in height in a residential district.

The property is described as follows:

Tax Parcels: (1)#290-0813-0712-012 and (2)#290-0813-0712-019

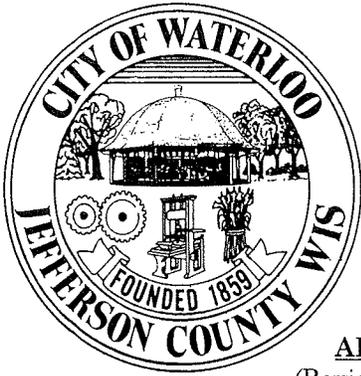
Legal Description: (1)OUT LOT 118, EX BEG AT SE/C OUT LOT 119, W90FT, S36FT, W75FT, S89.36FT, E165FT N TO POB. EX BEG SE/C OUT LOT 120 W165FT, S15FT, E165FT, N15, 5.66 acres, Jefferson County, Wisconsin and (2)S1/2 OUT LOT 122, ASR PLT ALSO PRT OF N1/2 VAC ROW 742-242. SUBJ TO 5FT UTILITY & DRIVEWAY ESMT FOR OL118 IN 742-305, .288 acres, Jefferson County, Wisconsin
Also known as 391 Van Buren Street

Be further notified that the Plan Commission will hear all persons interested or their agents or attorneys concerning this conditional use permit application at a public hearing. The public hearing will be held at **7:00 p.m. on Tuesday, April 25, 2017 in the Council Chamber of the Municipal Building, 136 N. Monroe Street, Waterloo.**

Subsequent to the public hearing, the Plan Commission shall recommend approval, denial, or conditional approval of the conditional use permit to the Common Council. The City Council will act on the Plan Commission's recommendation at its regularly scheduled meeting on Thursday, May 4, 2017.

Morton J. Hansen
City Clerk/Treasurer

Pub: The Courier: April 20, 2017



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

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

Number: _____ Date Filed: 4/11/2017 Fee Paid: 285⁰⁰ Pd 4/11/17
#33003

Location of Property: 391 Van Buren St, Waterloo

Applicant: Dale A. Kraus

Address: 391 Van Buren St, Waterloo Telephone: 920-342-3883

Owner of Property: Dale A. Kraus

Address: 391 Van Buren St, Waterloo Telephone: _____

Contractor: To be determined

Address: _____ Telephone: _____

Architect or Professional Engineer: _____

Address: _____ Telephone: _____

Legal Description of Property: S1/2 OutLot 122, ASR PLT-ALSO PART OF N1/2 Vacated Alley lying directly Southerly and adjoining

Land Parcel Size: .288/5.79 acres Present Use: Vacant Zoning District: R-2

Type of Existing Structure (if any): None

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

Terms of Municipal Code

Conditional Use Requested

Maximum accessory building height 15 ft + 864 sq ft

Requesting 21 ft height + 2400 sq ft

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

More storage space is required for such a large + complex property. The .28 acre lot for the proposed structure will be combined with a 5.8 acre lot with home.

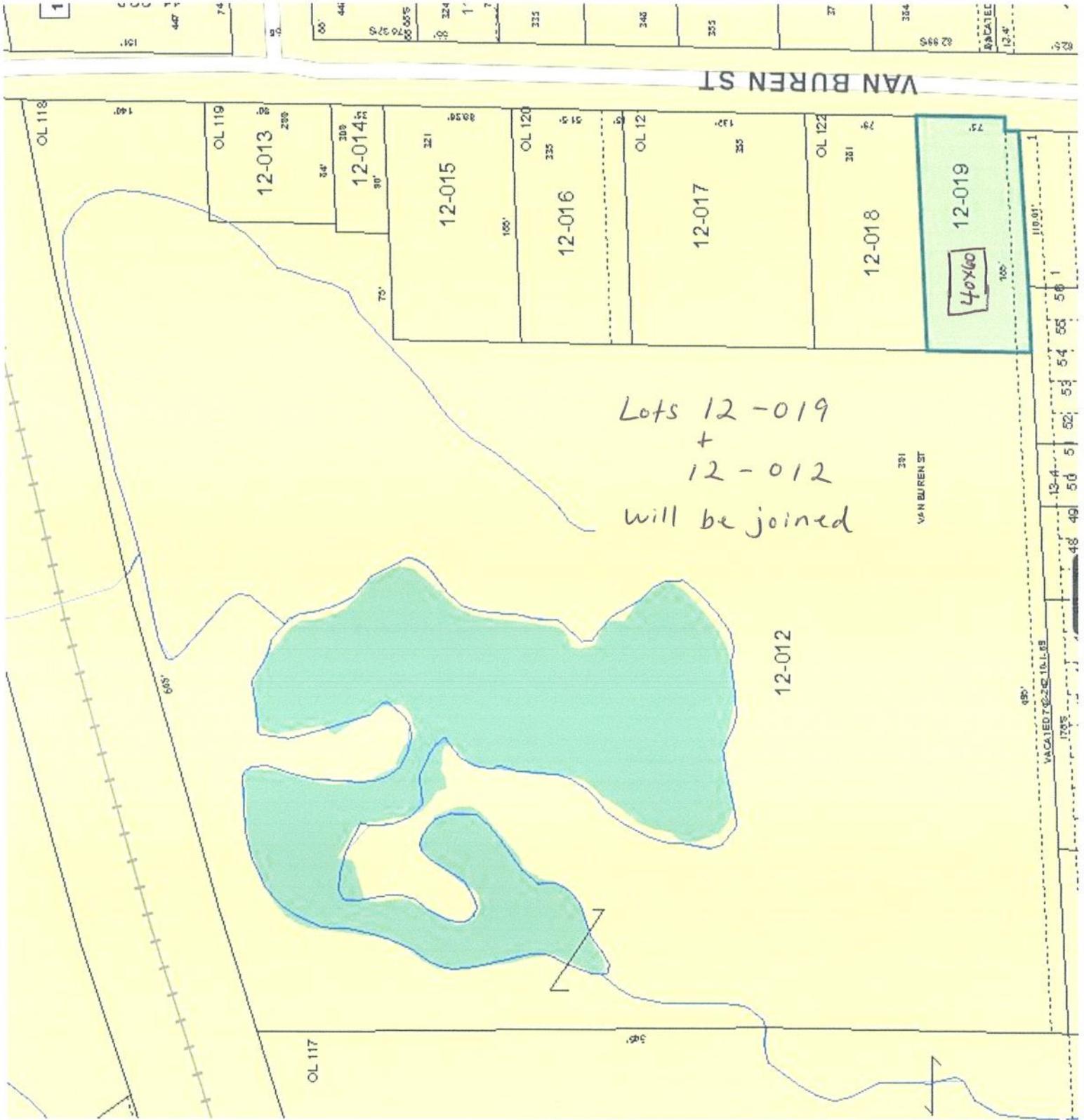
ATTACH THE FOLLOWING:

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: April 10th 2017

Dale A Kraus
Signature of Applicant





Lots 12-019
+
12-012
will be joined

40x60

391
VAN BUREN ST

VAN BUREN ST

1785
VACATED 12-25-18-18

119.00'

100'

119.00'

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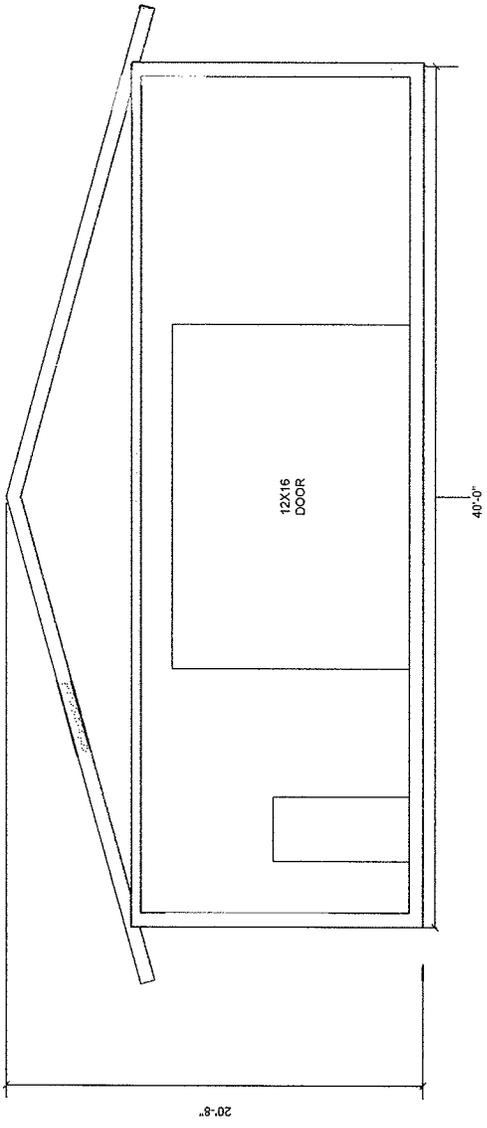
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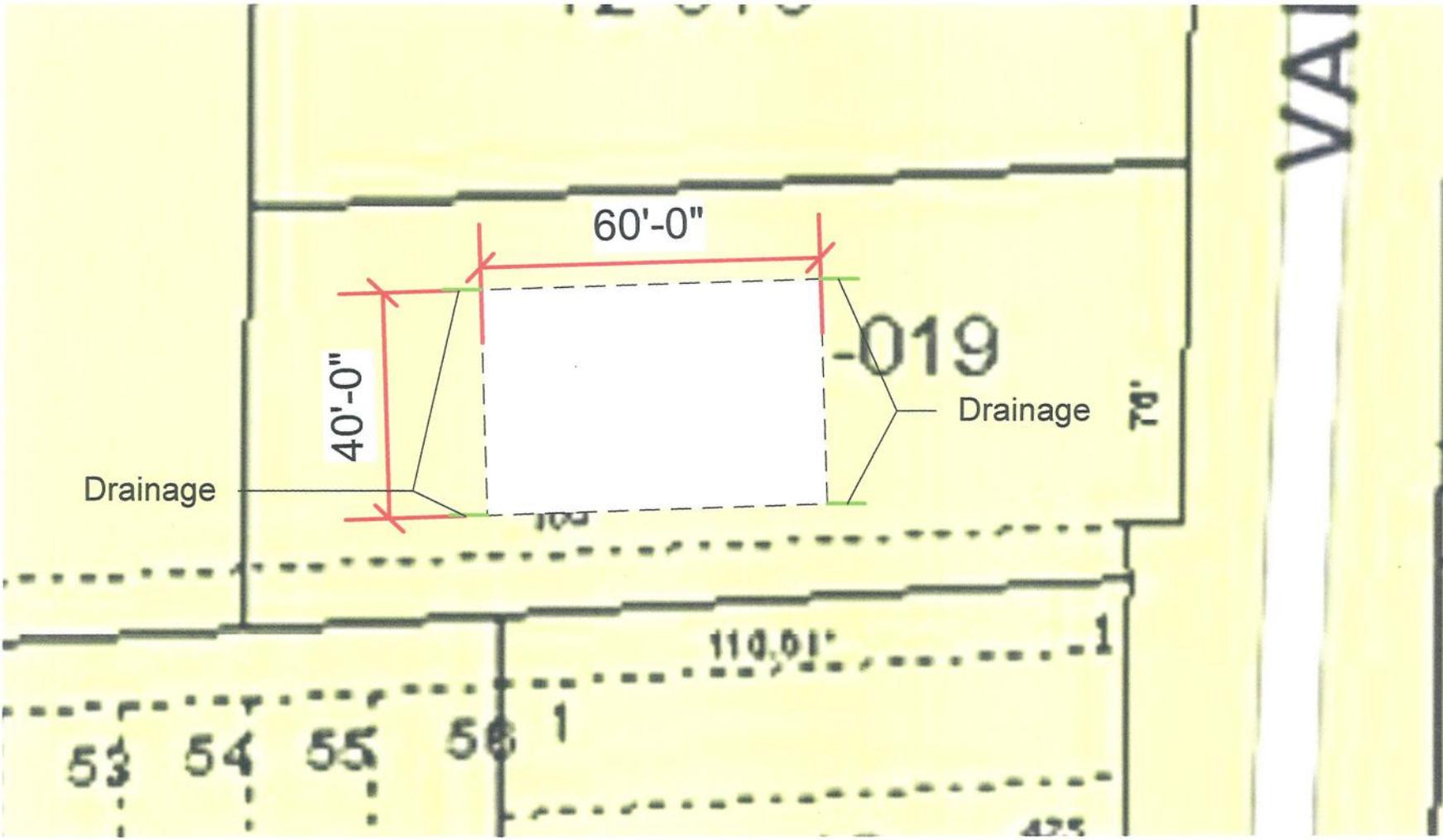
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136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone: (920) 478-3025
Fax: (920) 478-2021
E-Mail: cityhall@waterloowi.us
Website: www.waterloowi.us

RESOLUTION #2017-21
PRELIMINARY RESOLUTION DECLARING INTENT TO LEVY SPECIAL ASSESSMENT
UNDER MUNICIPAL POLICE POWERS PURSUANT TO §66.0703, STATS.

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

1. The governing body hereby declares its intention to exercise its police powers under § 66.0703, Stats., to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by reason of the following public works and improvements: installation and improvements to sidewalk.
2. The property to be assessed lies within the following described assessment district: Public Right Of Way adjacent to 212 Anna Street.
3. Sidewalk is to be installed and an accurate account of the expenses incurred in front of all lots in the district shall be maintained. The total amount assessed against the properties in the described assessment district shall not exceed 100% of the cost of the improvements.
4. The governing body determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the municipality and its inhabitants. The City Engineer has prepared report which consists of plans and specifications for the improvements; and an estimate of the entire cost and a schedule of assessment.
5. Having the report completed, the body held a public hearing on May 4, 2017 at 7 pm. with notice published as a Class 1 notice and a copy delivered to every interested party at least ten days before the hearing.

PASSED AND ADOPTED this 4th day of May, 2017.

City of Waterloo

Signed: _____
Robert H. Thompson
Mayor

Attest:

Morton J. Hansen
City Clerk/Treasurer

FISCAL NOTE: none.

City of Waterloo
 Budget Breakdown
 Anna Street Sidewalk

2/14/17

Quantity	Unit	Item	Unit Cost	Item Cost	Municipal Expense (due to corner lot w/ existing sidewalk)				Municipal Expense (due to corner lot w/ existing sidewalk)			
					851 Lum Ave	212 Anna St	206 Anna St	204 Anna Street	200 Anna St	Jackson Street	Total	Total
1	LS	Unclassified Excavation, Anna St	\$1,000.00	\$1,000.00	\$229.33	\$140.30	\$140.30	\$240.46	\$236.88	\$12.72	\$1,000.00	
2,520	SF	PCC Sidewalk, 4" Depth	\$4.50	\$11,340.00	\$2,600.63	\$1,591.03	\$1,591.03	\$2,726.83	\$2,686.26	\$144.23	\$11,340.00	
2	EA	Detectable Warning Field	\$300.00	\$600.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$600.00	
400	SF	PCC Driveway Apron, 6" Depth	\$4.88	\$1,952.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5	TN	HMA Driveway Patching	\$180.00	\$900.00	\$206.40	\$126.27	\$126.27	\$216.41	\$213.20	\$11.45	\$900.00	
1	EA	Crosswalk Marking	\$400.00	\$400.00	\$100.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$400.00	
200	SY	Topsoil, Seed, & Mulch	\$5.00	\$1,000.00	\$229.33	\$140.30	\$140.30	\$240.46	\$236.88	\$12.72	\$1,000.00	
1	LS	Erosion & Sediment Control Anna St	\$200.00	\$200.00	\$45.87	\$28.06	\$28.06	\$48.09	\$47.38	\$2.54	\$200.00	
1	LS	Traffic Control & Access, Anna St	\$2,500.00	\$2,500.00	\$573.33	\$350.76	\$350.76	\$601.15	\$592.21	\$31.80	\$2,500.00	
				\$19,892.00	\$4,284.89	\$2,376.72	\$2,376.72	\$4,073.41	\$4,612.81	\$215.45	\$17,940.00	
		Less Driveway Apron 6" Depth	-\$1,952.00	\$17,940.00								
					4 inch sidewalk SF	4 inch sidewalk SF	4 inch sidewalk SF	4 inch sidewalk SF	4 inch sidewalk SF	4 inch sidewalk SF	4 inch sidewalk SF	4 inch sidewalk SF
				577	353	353	605	596	32	2516		
				6 in sidewalk SF	6 in sidewalk SF	6 in sidewalk SF	6 in sidewalk SF	6 in sidewalk SF	6 in sidewalk SF	6 in sidewalk SF	6 in sidewalk SF	6 in sidewalk SF
				n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
				4 inch % of total	4 inch % of total	4 inch % of total	4 inch % of total	4 inch % of total	4 inch % of total	4 inch % of total	4 inch % of total	4 inch % of total
				22.9%	14.0%	14.0%	24.0%	23.7%	1.3%	100.0%		

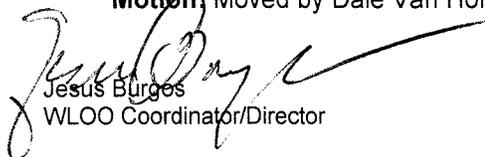
A special assessment charge of \$2,376.72 may be paid in eight annual installments at 1% interest. That equates to a charge of approximately \$297 per year.



136 N. MONROE STREET, WATERLOO, WI 53594
PHONE (920) 478-3025
EMAIL cityhall@waterloowi.us
FAX (920) 478-2021

**CATV REGULATORY BOARD
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING
136 N. MONROE STREET
OCTOBER 18, 2016
5:00 p.m.**

1. **Call to Order and Roll Call.** Steven Battenberg called the meeting to order at 5:00 p.m. CATV board members present: Steven Battenberg, Shannon Koele and Dale Van Holten. Others present: CATV Director Jesus Burgos and Waterloo City Clerk Mo Hansen.
2. **Approval of Previously Unapproved Meeting Minutes.** **Motion:** Moved by Dale Van Holten to approve the minutes. Seconded by Shannon Koele. Voice vote: approved.
3. **Citizen Input**
Mo Hansen informed the board that Shannon Koele was attending her last meeting since she put in her resignation and was not interested in renewing for the board. Mo mentioned if any of the board members had anyone in mind to replace Shannon Koele's position, the Mayor was always open to suggestions.
4. **Directors Report**
Jesus Burgos reported that we were still having problems with channel 991 since the problem was coming from Charter Cable's system. According to Jesus Burgos the problem had to do with a part that Charter Cable had to purchase and there was nothing he could do until the problem was solved on the Charter Cable side. Jesus Burgos also mentioned that this was causing problems with channel 991 since both channels were combined through the same server. Steve Battenberg asked how long has it been like this and Jesus Burgos informed him that it was already over a month. Jesus Burgos also reported on a meeting that he had with the Principal of the Waterloo School District about the collaboration of CATV and the Waterloo School District. Jesus mentioned that the meeting went very well. The principal said during the meeting that he was going to present the collaboration ideas to the district administrator Brian Henning and would get back to him with a follow-up.
5. **Unfinished Business.**
Directors work hours
Jesus Burgos presented the amount of hours he had already worked and it showed that he was going to go over his normal hours. Steven Battenberg made a calculation and figured out that by the end of the year Jesus Burgos was going to be about 140 hours over and according to Mo Hansen those hours added up to \$1,300. Steven Battenberg also mentioned that Jesus Burgos had to try to cut down his hours by at least 5-6 hours per week. Jesus Burgos replied that he would do his best to make that happen. Mo Hansen suggested that a motion be made to transfer funds from the fund balance to cover any extra hours that Jesus may go over by. **Motion:** Moved by Dale Van Holten to transfer from the fund Balance \$1,300 in order to cover the extra hours. Seconded by Shannon Koele. **Roll call vote:** approved.
6. **New Business: NONE**
7. **Adjournment**
Motion: Moved by Dale Van Holten, seconded by Shannon Koele. **Voice vote:** Motion carried.


Jesus Burgos
WLOO Coordinator/Director

WATERLOO PLAN COMMISSION – MINUTES

February 28, 2017

PUBLIC HEARING

1. CALL TO ORDER -- LAND USE REZONING AND CONDITIONAL USE PERMIT – KATHERINE ZWIEG - PROPERTY LOCATED AT 1212 MAIN STREET. Mayor Thompson called the public hearing to order at 7:00 p.m. Plan Commissioners Attending: Leisses, Springer, Crosby, Thompson, Butzine, and Lannoy. Absent: Reynolds. Others attending: Diane Graff with the Courier, Katherine Zweig, Jean Pantely and Clerk/Treasurer Hansen.
2. The applicant, Katherine Zwieg, owner of the property located at 1212 Main Street, is requesting a change in land use from C-2 Highway Commercial District to R-2, Single Family Residential District and a conditional use permit to allow a two-family dwelling in the R-2 Single Family Residential District.
 - a. DISCUSSION: The applicant said suitable entries & exits would be provided. The applicant and Jean Pantely described where doors are to serve as exits. It was stated that drawn plans would have to be submitted to the Building Inspector. The Mayor said he was not opposed to rezoning if it was contingent upon suitable submitted drawings. Lannoy questioned if suitable square footage was available. No other citizen spoke on the issue.
3. ADJOURN PUBLIC HEARING. Thompson adjourned the public hearing at approximately at 7:05 pm.

PLAN COMMISSION REGULARLY SCHEDULED MEETING

1. CALL TO ORDER AND ROLL CALL. Thompson called the regular meeting of the Plan Commission to order at approximately 7:06 p.m. Plan Commissioners Attending: Leisses, Springer, Crosby, Thompson, Butzine, and Lannoy. Absent: Reynolds. Others attending: Katherine Zweig, Jean Pantely and Clerk/Treasurer Hansen.
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES – October 25, 2016 (November 22, 2016, December 27, 2016 and January 24, 2017 no meetings). MOTION: Moved by Leisses, seconded by Lannoy to approve the October 25, 2016 minutes as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. COMMUNICATIONS FROM CLERK/TREASURER (informational only). Noted.
 - a. 115 North Monroe Street, Site Inspection.
 - b. 1015 Lexington Avenue, Contemplated Lot Consolidation
5. NEW BUSINESS
 - a. Katherine Zwieg, owner of the property located at 1212 Main Street Land Use Rezoning from C-2 Highway Commercial District to R-2 Single Family Residential District Conditional Use Permit Request to Allow a Two-Family Dwelling in the R-2 Single Family Residential District. DISCUSSION: Springer said the motion should be approved conditioned upon work being completed by August 31, 2017. Lannoy said the Building Inspector should be involved in determining proper exits. MOTION: Moved by Crosby, seconded by Butzine to recommend rezoning and conditional use approval to the Council with the conditions that the project be completed in six months and a plans be presented to the Building Inspector meeting the requirements for exits. VOICE VOTE: Motion carried.
 - b. Uniform And Effective Enforcement Of The Zoning Code. MOTION: Moved by Springer, seconded by Crosby to table the item. VOICE VOTE: Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
7. ADJOURNMENT. MOTION: Moved by Springer, seconded Butzine to adjourn. Approximate time: 7:30 pm.



Mo Hansen
Clerk/Treasurer

CITY OF WATERLOO PUBLIC WORKS & PROPERTY COMMITTEE
MEETING MINUTES: April 6, 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 regular and closed session and March 2, 2017. MOTION: Moved by Ziaja, seconded by Stinnett to approve the minutes as listed and presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENTS. None.
4. UNFINISHED BUSINESS
 - a. Sanitary Sewer Collection System Cleaning. DISCUSSION: Thompson and Springer commented that the Utility Commission should move forward in order to get to a final written understanding. No action taken.
5. NEW BUSINESS
 - a. Approval For Salt Purchase For Early Fill. MOTION: Moved by Springer, seconded by Stinnett to recommend to Council the purchased of \$7,000 worth of road salt to ensure a supply for 2017 taking it from other DPW line items. VOICE VOTE: Motion carried.
 - b. Updating the 2016 Road Construction Capital Plan. DISCUSSION: The consensus was to proceed with Mill Street & Cleveland according to the adopted plan.
 - c. Recommendation To Hire Travis James Schaller To Fill A Vacant DPW Worker I Position. MOTION: Moved by Ziaja, seconded by Stinnett to recommend to Council the hiring of Travis Schaller to fill a DPW Worker I vacancy created due to the Mayor's appointment of Chad Yerges as Interim Public Works Director. VOICE VOTE: Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
7. ADJOURNMENT. MOTION: Moved by Ziaja, seconded by Stinnett to adjourn. The time was approximately 6:48 pm. Motion carried.



Attest:
Mo Hansen
Clerk/Treasurer