



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 18, 2017 – 7:00 p.m.
***** Revised 5/17/2017 5:06 PM *****

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

1. MEETING MINUTES APPROVAL: May 4, 2017
2. CITIZEN INPUT / PUBLIC COMMENT
3. CONSENT AGENDA ITEMS
 - a. Reports Of City Officials And Contract Service Providers
 - i. Parks Coordinator Gabe Haberkorn For April 2017
 - ii. Waterloo Active Fire Department For March and April 2017
 - iii. Building Inspector - Building, Plumbing, And Electrical Permits For April 2017
 - iv. Interim Public Works Director Chad Yerges For April 2017
 - v. Interim Police Chief Lange For April 2017
 - vi. Library Director Kelli Mountford For April 2017
 - vii. Waterloo Water & Light Commission – May 2, 2017
 - viii. Watertown Humane Society For April 2017
 - b. **Sussek Machine Company, Temporary Sign Permit, 3 Signs Adjacent To Welcome To Waterloo Signs**
4. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
 - a. Finance, Insurance & Personnel Committee
 - i. Payroll For April 2017 - \$68,328.52
 - ii. General Disbursements – April 21, 2017 Through May 18, 2017
 - iii. Treasurer's Report & Budget Reports For April 2017
 - b. Public Works & Property Committee
 - i. Authorizing A Sanitary Sewer Conveyance System Maintenance & Management Agreement
 - c. Public Safety & Health Committee
 - i. Eliminating 15 Minute Parking In Front Of Former Pharmacy East Madison Street Location
5. NEW BUSINESS
 - a. Resolution #2017-23 Authorizing Municipal Acquisition, A Request For Proposal For Building Demolition, Environment Protection Agency Access And The Submittal Of A Wisconsin Economic Development Corporation Site Assessment Grant Application For 333 Portland Road
 - b. Council Confirmation Of The Mayoral Appointment Of Chad Yerges As Public Works Director Effective, June 6, 2017
 - c. Resolution #2017-24 Amendment Two To The Idle Industrial Sites Redevelopment Grant Agreement Between The Wisconsin Economic Development Corporation And The City of Waterloo
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
7. ADJOURNMENT

Mo Hansen
Mo Hansen
Clerk/Treasurer

REVISED 5/17/2017 -Posted & Emailed: 05/15/2017

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

Minutes Attached

- Karl Junginger Memorial Library Board, April 11, 2017
- Public Safety & Health Committee Meeting Minutes, May 4, 2017
- Joint Meeting of the Community Development Authority and Community Development Committee, April 18, 2017

CITY OF WATERLOO COMMON COUNCIL
PUBLIC HEARING AND OPEN SESSION MEETING MINUTES: May 4, 2017

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

1. CALL PUBLIC HEARING TO ORDER. Mayor Thompson called the public hearing to order at 7:00 p.m. Alderpersons present: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Absent: none. Others present: Diane Graff, the Courier; Interim Police Chief Lange; WLOO videographers; Chad Yerges; Jeff Robbins; Vern Butzine; Wes Benisch; Municipal Attorney Mike Hahn; Mike Kawula and Clerk/Treasurer Hansen.
2. PUBLIC COMMENT. Bill Springer said a savings was achieved by rolling the project in with the West Porter Street work after a high 2016 sidewalk bid was rejected. No citizen commented.
3. ADJOURN PUBLIC HEARING. Mayor Thompson closed the hearing at 7:01 p.m.

REGULARLY SCHEDULED MEETING

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL. Mayor Thompson called the meeting to order at 7:01 p.m. Alderpersons present: Ziaja, Quimby, Springer, Griffin, Thomas, Stinnett and Petts. Absent: none. Others present: Diane Graff, the Courier; Interim Police Chief Lange; WLOO videographers; Chad Yerges; Jeff Robbins; Vern Butzine; Wes Benisch; Municipal Attorney Mike Hahn; Mike Kawula and Clerk/Treasurer Hansen. The pledge of allegiance was recited.

A MOMENT OF SILENCE WAS OBSERVED IN REMEMBRANCE OF FORMER POLICE CHIEF KEN JACOBS.

2. MEETING MINUTES APPROVAL: April 20, 2017. MOTION: Moved by Thomas, seconded by Stinnett to approve the minutes as presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
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. Noted.
5. CONSENT AGENDA ITEMS. MOTION: Moved by Thomas, seconded by Griffin to approve the consent agenda items. VOICE VOTE: Motion carried.
 - 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. MOTION: Moved by Springer, seconded by Griffin to approve the resolution as presented. ROLL CALL VOTE: Ayes: Quimby, Ziaja, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.
 - b. Public Safety & Health Committee
 - i. Highway 19 Alternate Business Access Route. DISCUSSION: Thomas said motorists should use McKay Way, South Washington, Polk and Jackson Streets as alternate downtown routes. He said Knowlton was narrow and McKay Way was a safer route. No action taken.
 - c. Finance, Insurance & Personnel Committee
 - i. Resolution #2017-18 Retaining Ehlers To Provide Assistance With Annual Tax Incremental District Reporting. MOTION: Moved by Springer, seconded by Quimby to approve the resolution as presented. ROLL CALL VOTE: Ayes: Quimby, Ziaja, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.
 - ii. Resolution #2017-19 Authorizing The Installation Of A Second Electric Meter At 117 East Madison Street. MOTION: Moved by Springer, seconded by Quimby to approve the resolution as presented. ROLL CALL VOTE: Ayes: Quimby, Ziaja, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.
 - iii. Resolution #2017-20 Amending The Municipal Wage Schedule To Set The Waterloo Fire

Department Part-Time Employee Pay To \$14 Per Hour. MOTION: Moved by Springer, seconded by Quimby to approve the resolution as presented. ROLL CALL VOTE: Ayes: Quimby, Ziaja, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.

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. Mayor Thompson said the Plan Commission had tabled this matter yesterday, request additional applicant information. MOTION: Moved by Thomas, seconded by Griffin to table consideration pending Plan Commission action. VOICE VOTE: Motion carried.

7. NEW BUSINESS

- a. Resolution #2017-21 Preliminary Resolution Declaring Intent To Levy Special Assessment Under Municipal Police Powers Pursuant To §66.0703, Stats. MOTION: Moved by Springer, seconded by Thomas to approve the resolution as presented. ROLL CALL VOTE: Ayes: Quimby, Ziaja, Springer, Griffin, Thomas, Stinnett and Petts. Noes: none. Motion carried.
- b. 333 Portland Road, Considering Matters Relating To Pending Property Condemnation. MOTION: Moved by Springer, seconded by Griffin to convene in closed session. VOICE VOTE: Motion carried. [NOTE: The Council convened 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 reconvened into open session. MOTION: Moved by Springer, seconded by Stinnett to direct the City Attorney to negotiate with the owner of 333 Portland Road to arrive at an equitable purchase price and, if successful, forego further condemnation proceedings. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Thomas, Stinnett and Petts. Noes: none with Griffin abstaining. Motion carried.

8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

- a. Mayor Thompson said May 14-20 is National Police Week. He asked all to consider thanking officers for their service.

9. ADJOURNMENT. MOTION: Moved by Springer, seconded by Quimby to adjourn. Motion carried unanimously. Approximate time: 8:42 p.m.



Attest:
Mo Hansen
Clerk/Treasurer



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PARKS COORDINATOR REPORT

April/May 2017

EVENTS AND HIGHLIGHTS

- Booster Banquet – April 29, 2017
- Upcoming Events include: a full park this weekend with a wedding in the bandstand/bingo hall & Cinco De Mayo on Sunday
- Spring Cleaning – Had around 20 people attend. Efforts have been still ongoing. A special thank you to all of those that helped and still continue to help with clean-up efforts each day.
 - Highlights – New Bark Mulch around areas such as Pavilion, Entrance Gate and River Bridge
 - Cleaned out and weeded the hillside by the entrance for a clear view of the river and baseball field
- Library “Welcome Bags” – Put together a pamphlet for Waterloo Parks highlighting Firemen’s Park and the Waterloo Regional Trailhead. Included a magnet for the Concert Series. Total Cost: \$40

ONGOING PROJECTS

- WIENER & KRAUT DAY AND MUSIC FESTIVAL 2017: Completed
- 2017 CONCERT SERIES – Completed
- MASON ENTRANCE GATE
 - Finished project will be in the near future
 - Final cost for new Cap - \$2000
 - WFD Steel Sign & Lighting has been donated
- MILKWEED YOUKER PARK
 - Waiting on cost estimates for seeding and germination
 - Planting will occur in the next 2 weeks
- PARK BEAUTIFICATION PROJECT:
 - Sprucing up
 - Entrance Gate, River Bridge Area, Pavilion Areas & Memorial Garden, Bathroom Area, Roadway Areas and Parking Lot Areas
 - Bark Mulch has been put down in certain areas and will continue
 - Using funds from last year donors and this year donors
 - Bench area in front of pavilion
 - Decorative Stones in middle section of roadway to replace stone blocks
- JULY 4TH WEEKEND AND CELEBRATION: Softball Tournament June 30-July 2 with Independence Day Celebration to start Tuesday morning with baseball and then end with Fireworks that night
 - 3 Bands booked for Tuesday
 - City Band
 - The DeVilles
 - Big Spoon
 - Fireworks and expansion of display
 - Baseball games to be scheduled

- Changes to Midway as well
- BUILDING PROJECTS: Some projects that are needs at facilities
 - Firemen's Park Upper Pavilion – In Process
 - Ceiling Tile Replacement
 - Some tiles have become loose and will be looking at reapplying them to the ceiling areas or replacement
 - Drop Ceiling replacements in Lower Pavilion - Completed
 - Fire Inspection Notice
 - New Exit/Emergency Lights needed throughout building
 - Fixes to Vinyl Siding
 - Part of the side wall is loose and needs to be reattached.
 - Firemen's Park Bingo Hall
 - Fire Inspection Notice - Completed
 - New Exit/Emergency Lights needed
 - Firemen's Park Reunion Hall
 - Fire Inspection Notice - Completed
 - New Exit/Emergency Lights needed
 - New Roof needed – Putting out RFP
- **No Change**DISC GOLF LEAGUE: This Spring along with Trek
 - New course laid out
 - Need to come up with fundraising efforts for Cement tee boxes.
- BASKETBALL COURT
 - The donor individual has come forward again and has reiterated their previous donation if we can find the other half.
 - Efforts are in effect to find funding
- YOUTH PROGRAMMING - Completed
 - Nature Based Education
 - Dates: June 9 & 23, July 7 & 21 and August 4 & 18
 - Cost: \$600 (\$100/Class)
 - Bike Rodeo
 - In early stages of planning
 - Date is set for July 16
- VETERANS PARK MONUMENT
 - No Update
 - Initial Cost: \$18900 for repairs or \$3800 for demolition
 - Moving out for next year Capitol Projects and survey on future of site
- SPLASH PAD: Preliminary Estimates from Kunkel for overall 720 W. Madison Street
 - Park efforts will be phased over so many years
 - Have started sending out bids for splash pad companies

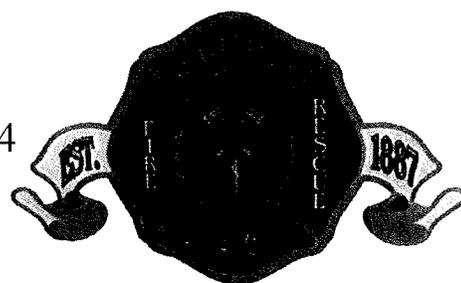
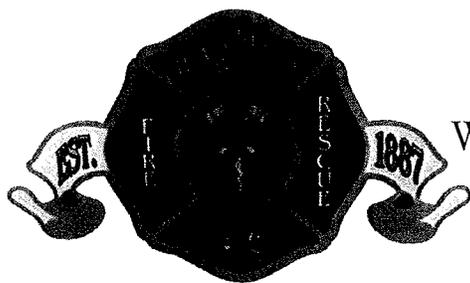
PROJECTS ON HOLD UNTIL 2018

DONATION CAMPAIGNS

2017 Letter Campaign

Outfield Fence Sign Campaign

WATERLOO FIRE & RESCUE
900 INDUSTRIAL LANE
WATERLOO, WISCONSIN 53594



Department Activity Report – March 2017
Call Report for the month of March

EMS Calls:

City of Waterloo	9
Township of Waterloo	3
Township of Portland	3
Township of Milford	1
Mutual Aid for Watertown	1
Total EMS	17

EMS & Fire Accidents Calls:

City of Waterloo	0
Total MVA	0

False Alarms:

City of Waterloo	1
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Fire Calls:

City of Waterloo	0
Mutual Aid for Watertown	1
Mutual Aid for Lake Mills	2
Mutual Aid for Cambridge	1

Hazardous Condition:

City of Waterloo	0
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Weather Related Calls:

Waterloo Fire District	0
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Good Intent:

City of Waterloo	0
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Service Calls:

Township of Portland	1
Township of Waterloo	1

Rescue Calls:

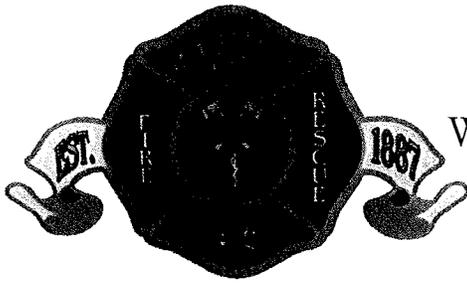
City of Waterloo	0
Total Fire	7

March Total **24**

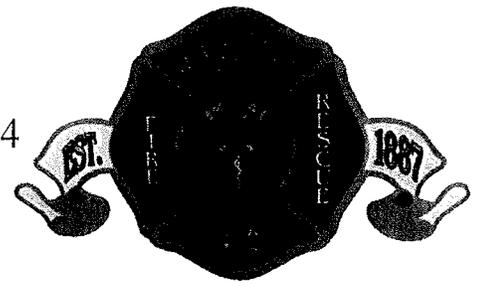
Up to Date Call Totals

Fire (Structure, Wild land, Motor Vehicle)	10	
Rescue/EMS: ALS 23 BLS 37	Total: 60	
Hazardous Conditions (No Fire)	0	
Good Intent Calls	0	
False Alarm or Call	2	
Motor Vehicle Accidents	0	
Service Calls	2	
Rescue Calls	0	
Weather Related Calls	0	
Up to Date Total	74	

Up to Date Total Mutual Aid Given	5	Mutual Aid Received	0
Up to Date Total Automatic Aid Given	0	Automatic Aid Received	0
Up to Date Total Personnel Response:	350	(for the month):	109
Up to Date Year Response Time (All Incidents)	320		
(From 1 st page to enroute times)		average	7.1 min (for the month)
Up to Date Minutes Spent Responding	218		
(Enroute time to on scene time)		average	5.3 min (for the month)



WATERLOO FIRE & RESCUE
900 INDUSTRIAL LANE
WATERLOO, WISCONSIN 53594



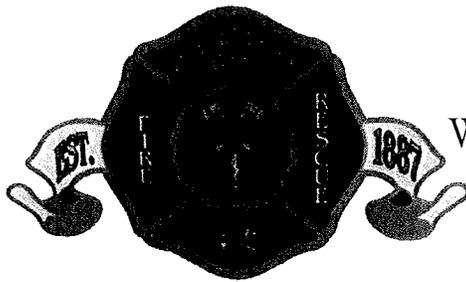
Sunday May 7, 2017

On March 13th, 2017 we had our monthly EMS training. We had four personnel that had gone to WEMSA (Wisconsin Emergency Medical Service Association) Conference at the end of January. When we send people to these conferences they have to bring something back that they have learned to the department. The first member brought up how outdated our CPAP (continuous positive airway pressure) was and how it has changed for the better, cost efficient and helps the patient. We have looked into them and have changed over to the new CPAP. The second member had talked about rare pediatric disorders and how to care for the patient and keep the parents informed. The third member had talked about trauma assessments. The fourth member had talked about social media. How it plays a huge role in this day of age and what can happen if members post to these social media about emergency calls. There has been a policy about this and was reassessed to update these problems.

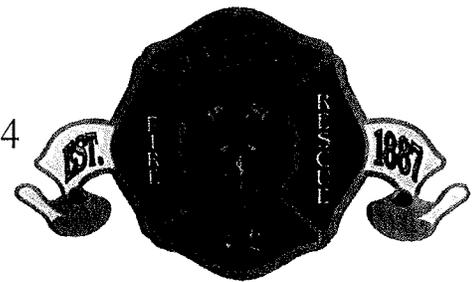
On March 20th, 2017 we had our monthly Fire training. Training consisted of two parts, hose deployment/hose advancement and reducing the risk of cancer. The hose deployment/advancement is crucial on a fire scene. Some members have been training on how to get the hose lay pulled and advanced through a structure and water on the fire within two minutes. We have changed the hose lays that are on the trucks to make this efficient and easy to use. One firefighter will deploy 200 feet of hose and charge the line, when the other completes a 360 degree assessment of the structure within 45 seconds and they enter the structure and start extinguishing the fire within two minutes. The second part was reduce the risk of cancer for firefighters. Firefighters have a much higher chance of getting cancer than most people due to environments that we go into. We went through how to wash our turnout gear after fire calls, cleaning all tools that were used and cleaning our hands, face and neck when we are in rehab.

Sincerely,

Chief Vern Butzine
Waterloo Fire Department
900 Industrial Ln.
Waterloo WI 53594
920-478-2535
admin@waterloofd.com



WATERLOO FIRE & RESCUE
900 INDUSTRIAL LANE
WATERLOO, WISCONSIN 53594



Department Activity Report – April 2017
 Call Report for the month of April

EMS Calls:

City of Waterloo	16
Township of Portland	1
2 nd Unit City of Waterloo	1
Total EMS	18

EMS & Fire Accidents Calls:

City of Waterloo	0
Total MVA	0

False Alarms:

City of Waterloo	1
Township of Waterloo	1

Fire Calls:

City of Waterloo	0
Township of Waterloo	1

Hazardous Condition:

City of Waterloo	0
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Weather Related Calls:

Waterloo Fire District	0
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Good Intent:

City of Waterloo	0
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Service Calls:

City of Waterloo	0
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Rescue Calls:

City of Waterloo	0
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Total Fire	3
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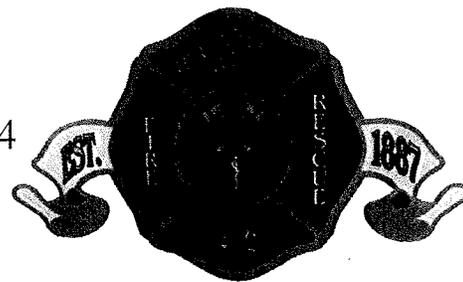
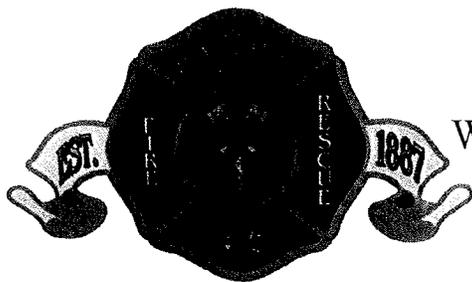
April Total	21
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Up to Date Call Totals

Fire (Structure, Wild land, Motor Vehicle)	11	
Rescue/EMS: ALS 31 BLS 47	Total:	78
Hazardous Conditions (No Fire)	0	
Good Intent Calls	0	
False Alarm or Call	4	
Motor Vehicle Accidents	0	
Service Calls	2	
Rescue Calls	0	
Weather Related Calls	0	
<u>Up to Date Total</u>	95	

<u>Up to Date Total Mutual Aid Given</u>	5	<u>Mutual Aid Received</u>	0
<u>Up to Date Total Automatic Aid Given</u>	0	<u>Automatic Aid Received</u>	0
<u>Up to Date Total Personnel Response:</u>	456	<u>(for the month):</u>	106
<u>Up to Date Year Response Time (All Incidents)</u>	439		
<u>(From 1st page to enroute times)</u>		average 5.9 min	(for the month)
<u>Up to Date Minutes Spent Responding</u>	288		
<u>(Enroute time to on scene time)</u>		average 3.5 min	(for the month)

WATERLOO FIRE & RESCUE
900 INDUSTRIAL LANE
WATERLOO, WISCONSIN 53594



Sunday May 7, 2017

On Monday April 10th, 2017 we had our monthly EMS training. Training had three stations this month. The first station was radio communication, there have been changes with Dane County and we had to switch channels around. Communications is a big part of our jobs and the members need to know how and when to communicate properly. The second station was blood borne pathogens, all members have to complete the training yearly. This is on how to clean up blood and dispose of it properly, how to prevent contamination and if a member is exposed what are the procedures. The third station was hydrant hook ups. Yes EMS members are learning how to hook up fire hydrants for the fire department, this will allow an Engine crew to get into the structure a little quicker.

On Saturday April 15th, 2017 four of our members went to Reeseville for a fire training burns. Reeseville was gifted a structure that they were allowed to set up live training burns. This allows the members to feel, see and react to live fires. The training was 8 hours.

On Monday April 17th, 2017 we had our monthly Fire training. Training was on hose deployment and advancement and controlled burns. Hose deployment and advancement is to better our times get the hose off the truck and into the structure faster. With hose deployment one person will deploy 200 feet of hose so that there is easy advancement and no kinks. The other member when entering the structure that member will feed the nozzle person the hose they need, this is all completed within two minutes. We had a few controlled burns that we practiced on controlling and containment.

On Saturday April 22nd, 2017 we had a large control burn. The members learn how to manage exposure to other buildings. We also trained on hose deployment. This training was 4 hours long and we had 8 members there.

Thursday April 27th through Sunday April 30th we had four members go through a TEMS (Tactical Emergency Medical Service) course. This course was 40 hours, learning about SWAT and what they do and how the TEMS members help the SWAT team members out. This is from an Active shooter, Bomb deployments, Hostage situations and many other situations that SWAT would have to go out for.

Sincerely,

Chief Vern Butzine
Waterloo Fire Department
900 Industrial Ln.
Waterloo WI 53594
920-478-2535
admin@waterloofd.com



Invoice

Invoice Number: 0031401-IN
Invoice Date: 04/30/17
Terms: Net 30 Days
Due Date: 05/30/17

Salesperson: 0000
Customer Number: 11-WATERL2
Customer P.O.:

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

WI Invoicing

Fee Type	Amount Paid	Paid Date	Meritage %	Due to Meritage
Permit # 17WTRC-0014-17-04B	700 E MADISON ST			Deck
Accessory Structure- Residentia	60.00	04/06/17	60.00	36.00
17WTRC-0014-17-04B Subtotal				36.00
Permit # 17WTRC-0015-17-04B	278 GOEHL RD			Accessory Structure
Accessory Structure- Residentia	60.00	04/10/17	60.00	36.00
17WTRC-0015-17-04B Subtotal				36.00
Permit # 17WTRC-0016-17-04B	838 E MADISON			Fence
Other Fee- Residential	50.00	04/20/17	60.00	30.00
17WTRC-0016-17-04B Subtotal				30.00
Permit # 17WTRC-0017-17-04E	938 E MADISON ST			Electrical Permit
Electrical- Replacement & Misc.	50.00	04/24/17	60.00	30.00
17WTRC-0017-17-04E Subtotal				30.00
Permit # 17WTRC-0017-17-04P	938 E MADISON ST			Plumbing Permit
Plumbing- Replacement & Misc.	50.00	04/24/17	60.00	30.00
17WTRC-0017-17-04P Subtotal				30.00
Permit # 17WTRC-0018-17-04B	344 PORTALND RD			Fence
Other Fee- Residential	50.00	04/27/17	60.00	30.00
17WTRC-0018-17-04B Subtotal				30.00

WI Invoicing

Summary Fee Type		
ItemCode	Description	Amount
/PERMITS	Building Permits	192.00
Total		192.00

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

Net Invoice:	192.00
Freight:	0.00
Sales Tax:	0.00
Invoice Total	192.00

City of Waterloo
Building Permits - Safebuilt
Deposit Reconciliations
5/4/2017

Total Cash	\$	-
Total Coins		-
Total Cash (Deposit Statement)		-
Total Checks (DD)		320.00
Total Deposit	\$	<u>320.00</u>
Total Receipts	\$	<u>320.00</u>
Difference (s/b 0)		0.00

Instructions:

1. The building permits are kept in the Inspector office.
2. Right-hand drawer of desk
3. Take only the ones that pertain to the month being billed

Cigar Box (Receipt Book)

Currency:	Denom	Unit	Total
Hundred	100	-	-
Fifty	50	-	-
Twenty	20	-	-
Ten	10	-	-
Five	5	-	-
One	1	-	-
Total Currency			<u>\$ -</u>

Coin:	Denom	Unit	Total
Dollar Coin	1.00	-	-
Fifty Cent	0.50	-	-
Quarter	0.25	-	-
Dime	0.10	-	-
Nickel	0.05	-	-
Penny	0.01	-	-
Total Coin			<u>\$ -</u>

Grand Total Cash -

Checks	Grand Total Checks	\$ <u><u>320.00</u></u>
50.00		
100.00		
50.00		
60.00		
60.00		

Building Permit Total: \$320.00

Account #	100-44-4430	100-44-4431	100-44-4432	100-44-4433	100-44-4434	100-44-4435	
Totals	220.00	50.00	50.00	-	-	-	320.00
Permit #	Building	Electrical	Plumbing	HVAC	Erosion	Seal	Total
14-17-B	60.00						60.00
15-17-B	60.00						60.00
16-17-B	50.00						50.00
17-17-EP		50.00	50.00				100.00
18-17-B	50.00						50.00

April
~~March~~ 2017
 MONTHLY HOURS FOR EACH EMPLOYEE

	GARY	JEFF	CHAD	CHRIS	OT HOURS	TOTAL HOURS
MUNI BLDG	0	0	0	0	0	0
COMM BLDG	0	0	0	0	0	0
POLICE ADMIN	0	0	0	0	0	0
FIRE DEPT	0	0	0	6	0	6
MACH/ EQUIP	4	14.5	13	11.5	0	43
GARAGE / SHED	16	7	12.5	4	3.5	36
MEETING / SEM	1	8	6	3.5	3.5	15
STREET REP / MAINT	0	24	34	9	0	67
STREET CLEANING	0	0	0	6	0	6
SNOW / ICE	¹ 0	⁰ 0	⁰ 0	⁰ 0	0	0
STORM SEWER	0	12.5	12.5	5	0	30
TRAFFIC CONTROL	0	5	5	2	2	10
TREE / BRUSH	0				0	
	8	32	38.5	14.5		93
REFUSE COLLECTION	3	11	12	20		46
SANITARY SEWER	5	31	6	30	0	
ANIMAL CONTROL	0	0	0	0		
	0	0	0	0	0	0
CEMETERY	0	1	1	0	0	2
LIBRARY	0	1	1	4	0	6
FIREMANS PARK	0	6.5	7	11	0	24.5
OTHER PARKS	4	4	5	20	0	33

TRAILHEAD	0	1	1	2	0	4
CELB / ENTER	0	0	0	0	0	0
WEED CONTROL	0	0	0	0	0	0
SICK LEAVE	0	0	0	3.5	0	3.5
VACATION	0	0	0	0	0	0
HOLIDAY	8	8	8	8	0	32
BEREVEMENT	0	0	0	0	0	0
ON CALL	0	0	0	0	0	0

MACHINERY AND EQUIPMENT

April 2017

544 H ENDLOADER	General Maintenance	Start	End	Total
		2,711	2,725	14
		Fuel Used	GPH	
		14	1	
JOHN DEERE TRACTOR	Changed fluids and filters	START	END	TOTAL
		4,260	4,263	3
		FUEL USED	GPH	
		3	1	
WOOD CHIPPER	General Maintenance	START	END	TOTAL
		1,936	1,955	19
		FUEL USED	GPH	
		28.5	.67	
2520 John Deere TRACTOR	General Maintenance	START	END	TOTAL
		567 / 700	569 / 711	2 / 11
		FUEL USED	TOTAL	
		10.2	1	
X750 JOHN DEERE	General Maintenance	START	END	TOTAL
		567	582	15
		FUEL USED	GPH	
		15	1	
2014 FREIGHTLINER TRUCK #7	General Maintenance	START	END	TOTAL
		4,415	4,453	38
		FUEL USED	GPH	
		8.2	4.6	
2010 INTERNATIONAL TRUCK #1	General Maintenance	START	END	TOTAL
		15,732	15,786	54
		FUEL USED	MPG	
		0	2.9	
2004 FREIGHTLINE TRUCK #2	General Maintenance	START	END	TOTAL
		37,805	37,805	0
		FUEL USED	MPG	
		0	3.8	
2004 INTERNATIONAL TRUCK #3	General Maintenance	START	END	TOTAL
		1,664	1,690	26
		FUEL USED	GPH	
		53	4.4	

2011 FORD F-550	General Maintenance	START 23,208	END 23,658	TOTAL 450
		FUEL USED 90		MPG 5
2008 INTERNATIONAL TRUCK #5	General Maintenance	START 18,942	END 18,942	TOTAL 0
		FUEL USED 0		MPG 3.2
2005 ELGIN PELICAN STREET SWEEPER	General Maintenance	START 9,549	END 9,584	TOTAL 5
		FUEL USED 5		GPH 1
2017 CHEVEROLET TRUCK #4	General Maintenance	START 2,482	END 2,950	TOTAL 468
		FUEL USED 82.86		GPH 5.67

April 2017

	NO.OF LOADS	NO OF YARDS
NUMBER OF LOADS TAKEN TO THE LANDFILL	1	
NUMBER OF LOADS OF COMPOST MATERIALS COLLECTED	0	0
NUMBER OF LOADS OF WOOD CHIPS COLLECTED CURBSIDE	5	40

Miscellaneous Items

Monthly Incident Comparison Report

Report Criteria:

Current Month: 5/2017

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
ASSIST						
	Assist Business	0	0	0	0	1
	Assist Citizen	1	0	5	4	12
	Assist Dane County Sheriff	0	0	1	0	7
	Assist Dodge County Sheriff	1	2	9	4	21
	Assist Jefferson County Sheriff	0	3	6	2	16
	Assist Marshall PD	1	3	11	0	38
	Assist Social Services	1	2	3	0	10
	Assist Watertown PD	0	0	1	0	0
	Custody for Other Department	0	0	1	0	1
	Fire Calls	0	0	0	1	5
	Other Mutual Aid Assists	0	0	0	0	2
	Probation/Parole Check Ins	0	1	1	0	3
	Total for ASSIST:	4	11	38	11	116
CRIMINAL						
	Bail Jumping/Escapes	1	0	1	0	3
	Burglary - Non-Residential/Forced	0	0	0	0	1
	Burglary - Residential/Forced	0	0	0	0	1
	Burglary - Residential/No Force	1	0	1	0	1
	Criminal Damage To Property/vandalism	0	0	1	1	19
	Disorderly Conduct - All Other	0	1	4	1	9
	Disorderly Conduct - Fight, Disturbance	0	1	5	2	12
	Disorderly Conduct - Noise	0	2	2	0	1
	Domestic Disturbance	0	1	4	0	14
	Domestic Offense - Spousal Abuse/Fights	0	0	1	0	0
	Drug Investigations	0	0	1	1	4

Monthly Incident Comparison Report

Report Criteria:

Current Month: 5/2017

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
CRIMINAL						
	Drug Paraphernalia Possession	0	0	0	0	2
	Drug Possession	1	0	1	0	5
	Forcible Rape	0	0	0	0	1
	Forgery/Counterfeiting	0	0	0	1	2
	Fraud	0	0	0	0	6
	Harassment - Harassing Telephone Calls	0	0	0	0	4
	Harassment - Stalking	0	0	0	0	1
	Harassment - Threats	0	0	0	0	5
	Interfere with Child Custody	1	0	1	0	4
	Obstruct/Resist Police Officer	0	0	0	0	2
	Other Sex Offenses	1	1	3	3	3
	Probation Hold	0	0	0	0	1
	Suicide - Attempts/Threats	0	0	0	1	1
	Theft - All Other	0	3	3	0	14
	Theft - Bicycles	0	0	0	0	1

Monthly Incident Comparison Report

Report Criteria:

Current Month: 5/2017

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
CRIMINAL						
	Theft - From Building	0	1	2	0	3
	Theft - From a Motor Vehicle	0	1	1	0	4
	Theft - Of Services/Labor	0	1	1	0	0
	Theft - Retail/Shoplifting	1	4	5	3	11
	Trespassing	0	1	2	0	6
	Violation of Court/Restraining Order	0	0	2	0	2
	Worthless Checks - Less Than \$1000	0	0	0	0	1
	Total for CRIMINAL:	6	17	41	13	144
ORDINANCE						
	Animal Bite	0	0	2	0	6
	Animal Licensing/Shots/Etc.	0	0	0	1	1
	Animal Noise Complaint	0	0	0	0	4
	Animal Running at Large	0	0	1	0	4
	Building Code Violations	0	1	1	0	0
	Contributing to Delinquency of a Minor	0	0	0	0	1

Monthly Incident Comparison Report

Report Criteria:

Current Month: 5/2017

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
ORDINANCE						
	Damage/Remove/Deface Sign or Signal	0	0	0	0	1
	Illegal Dumping	0	0	0	0	1
	Municipal Code Violation	0	0	0	0	3
	Possession of Tobacco by Minor	0	0	0	0	1
	Truancy	0	1	4	2	2
	Under Age Drinking - Adult (18-21)	1	0	1	1	1
	Under Age Drinking - Minor (Under 18)	0	1	1	0	0
	Total for ORDINANCE:	1	3	10	4	25
Other						
	Other Animal Calls - Dead, Etc.	0	0	0	2	3
	Receive Information	2	1	7	0	21
	Total for Other:	2	1	7	2	24
SERVICE						
	Death Investigation	0	0	1	0	2
	Emergency Commitment/Chapter 51	0	0	0	0	1
	Emergency Detention/Detoxification	0	1	2	0	11
	Found Items/Property	0	0	1	0	3
	Injured/Ill Person	0	0	0	0	1
	Keep the Peace	0	0	0	0	1
	Runaway Juvenile	0	2	2	0	1
	Suspicious Person/Activity, Prowler	0	0	0	0	8
	Uncontrollable Juvenile	0	0	1	0	1
	Warrant Pickup - Other Agency	0	0	4	1	8
	Warrant Pickup - Waterloo	0	0	1	0	3
	Welfare Check	0	3	6	1	8
	Total for SERVICE:	0	6	18	2	48
TRAFFIC						
	Disobey Sign/Marker	0	0	0	1	1
	Driver's License Violations (Ex OAS/OAR)	1	2	10	0	17
	Driving Complaint	0	0	0	0	1
	Driving, Meeting, Passing Violation	0	0	0	0	1
	OAS/OAR/Other License Violations	3	3	15	1	34
	Operate Motor Vehicle While Intoxicated	1	0	3	0	8
	Other Traffic Violations	1	1	5	3	37
	Parking Violation	0	1	10	3	43
	Registration/Title Violation	0	0	4	4	20
	Seatbelt Violation	1	0	1	31	40
	Speeding Violation	0	4	11	1	28
	Stop Sign/Signal Violation	0	0	3	2	9
	Tow Vehicle	0	0	0	0	1

Monthly Incident Comparison Report

Report Criteria:

Current Month: 5/2017

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
TRAFFIC						
	Traffic Accident - Hit and Run (Damage)	0	0	0	1	7
	Traffic Accident - Hit and Run (Injury)	0	0	0	0	2
	Traffic Accident - Non-Reportable	0	0	1	0	6
	Traffic Accident - Personal Injury	0	1	4	1	5
	Traffic Accident - Property Damage	0	3	10	0	15
	Vehicle Equipment Violation - Lights	0	0	1	0	3
	Warning - 5 Day Equipment Violation	0	0	2	0	6
	Total for TRAFFIC:	7	15	80	48	284
	Grand Totals:	20	53	194	80	641

WATERLOO POLICE DEPARTMENT

Report For Month Of April 2017

COMPLAINTS

Family:	5
Off Road Vehicles:	0
Vandalism:	1
Minor Theft - Less Than \$500:	7
Major Theft - More Than \$500:	2
Burglary:	0
Doors Found Open:	3
Animal Case:	5
Late Bar Closing:	0
Alarms:	1
Lous Music/Parties:	4
Tavern Complaints:	0
Prowler Complaints:	0
Battery To Person:	0
Domestic Abuse:	1
Sexual Assault:	0
Runaways:	1
Worthless Checks:	1
All Other Complaints:	44
TOTAL COMPLAINTS	75

INQUIRIES/CHECKS

Registration Checks:	791
Drivers License Checks:	261
NCIC/CIB/VIN Checks:	1
Check Welfare:	7
TOTAL INQUIRIES/CHECKS	1060

ACCIDENTS

More Than \$1,000:	3
Less Than \$1,000:	1
Pedestrian Accidents:	0
Bicycle Accidents:	0
Victims Injured:	2
Victims Killed:	0
TOTAL ACCIDENTS	4

ASSISTS

Assist Jefferson County:	1
Assist Dodge County:	3
Assist Dane County:	0
Assist Marshall Police:	4
Assist Fire/Rescue:	15
Assist Other Agencies:	6
Assist Public:	46
Assist With Escort:	0
Assist All Other:	0
TOTAL ASSISTS	75

MISCELLANEOUS

Investigations/Followups:	45
Traffic Control:	0
Radar Operations:	159
Special Assignment:	1
Speech/Presentations:	4
Serve Papers:	18
Other Miscellaneous:	2
TOTAL MISCELLANEOUS	229

WATERLOO POLICE DEPARTMENT

Report For Month Of April 2017

TRAFFIC VIOLATIONS

MISDEMEANOR/CRIMINAL

WARNINGS

ARRESTS

WARNINGS

ARRESTS

Speeding:	22	3
Too Fast For Conditions:	0	0
Innattentive Driving:	0	0
Failure To Yield:	0	0
Stop Sign Violation:	0	0
Illegal Passing:	0	0
No Drivers License:	0	1
Illegal Parking:	2	30
Left Of Highway:	0	0
Operate While Intoxicated:	0	0
Unregistered Vehicle:	7	0
Driving Suspended/Revoked:	0	4
Hit And Run:	0	0
Illegal U-Turn:	0	0
Following Too Close:	0	0
Seatbelt Violation:	0	0
Off Road Vehicles:	0	0
Power Display:	0	0
Equipment Violations:	14	1
All Other Traffic:	4	3

Disorderly Conduct:	0	3
Underage Alcohol:	0	1
Warrants:	0	0
Theft:	0	1
Trespassing:	1	0
Breaking & Entering:	0	0
Vandalism:	0	0
All Other Misd/Criminal:	4	2

WARNINGS

ARRESTS

TOTALS

54

49

Hourly Breakdown

Patrol:	512.75
Investigations:	87.25
Radar:	162.73
Court Appearances:	0.00
Office:	177.00
Special Duties:	8.25
Schools/Training:	30.00
On Call:	0.00

TOTAL:

977.98

Waterloo Police Department

Major Complaint Log - Formal Reports Required - Case Numbers Assigned

For Dates: 04/01/2017 Thru 04/30/2017

Printed: 05/15/2017

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Date	Complaint	Case Descriptive	Action Taken
04/01/2017	OPERATING AFTER REVOCATION.	OFFICER RAN A VEHICLE'S REGISTRATION AND REGISTERED OWNER. OFFICER LEARNED OWNER HAD A REVOKED DRIVING STATUS.	OFFICER STOPPED VEHICLE AND IDENTIFIED DRIVER AS OWNER. SUBJECT ARRESTED AND ISSUED CITATIONS.
04/01/2017	THEFT-ALL OTHER.	REPORT OF CELL PHONE BEING STOLEN BY UNKNOWN SUBJECT.	INVESTIGATION CONTINUING.
04/01/2017	SPEEDING.	OFFICER OBSERVED SUBJECT SPEEDING AND VERIFIED SPEED WITH RADAR.	SUBJECT ARRESTED AND ISSUED CITATION.
04/01/2017	OPERATE MOTOR VEHICLE WITHOUT A VALID LICENSE.	OFFICER OBSERVED SUBJECT DRIVING A MOTOR VEHICLE. OFFICER WAS AWARE SUBJECT DID NOT POSSESS A VALID LICENSE.	SUBJECT ARRESTED AND ISSUED CITATION.
04/02/2017	OPERATING AFTER SUSPENSION.	OFFICER RECEIVED INFORMATION OF VEHICLE TRAVELING INTO CITY WHERE DRIVER HAD A SUSPENDED DRIVER'S LICENSE.Q	OFFICER OBSERVED VEHICLE AND STOPPED VEHICLE. DRIVER WAS ARRESTED AND ISSUED CITATIONS.
04/04/2017	ASSIST DODGE COUNTY SHERIFF DEPARTMENT.	OFFICERS REQUESTED TO CHECK SUSPICIOUS ACTIVITY AT BUSINESS IN DODGE COUNTY.	OFFICERS ASSISTED.
04/04/2017	OPERATE MOTOR VEHICLE WITHOUT INSURANCE.	OFFICER HAD SUBJECT ON A TRAFFIC STOP. UPON ASKING DRIVER FOR PROOF OF INSURANCE, SUBJECT ADVISED HE DID NOT HAVE INSURANCE ON VEHICLE.	SUBJECT ARRESTED AND ISSUED CITATION.
04/05/2017	OPERATING AFTER SUSPENSION.	OFFICER HAD SUBJECT ON A TRAFFIC STOP. UPON CHECKING DRIVER'S STATUS, OFFICER LEARNED DRIVER'S STATUS WAS SUSPENDED.	SUBJECT ARRESTED AND ISSUED CITATION.
04/06/2017	DOMESTIC DISTURBANCE.	REPORT OF PHYSICAL ALTERCATION AT RESIDENCE.	OFFICER MADE CONTACT AT RESIDENCE. SUBJECTS INVOLVED WERE INTERVIEWED. ONE SUBJECT ARRESTED AND TRANSPORTED TO JEFFERSON COUNTY JAIL.
04/06/2017	UNDERAGE DRINKING VIOLATION.	OFFICER REQUESTED TO RESPOND TO RESIDENCE REGARDING A HIGHLY INTOXICATED JUVENILE.	OFFICER RESPONDED. JUVENILE WAS TRANSPORTED BY AMBULANCE. SUBJECT WAS ISSUED A CITATION.
04/06/2017	WELFARE CHECK.	REPORT OF SUBJECT POSSIBLY BEING SUICIDAL.	OFFICER MADE CONTACT AT RESIDENCE. SUBJECT DENIED CLAIMS. HUMAN SERVICES CONTACTED FOR FOLLOW UP.

Major Complaint Log - Formal Reports Required - Case Numbers Assigned

For Dates: 04/01/2017 Thru 04/30/2017

Printed: 05/15/2017

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Date	Complaint	Case Descriptive	Action Taken
04/07/2017	SPEEDING.	OFFICER OBSERVED SUBJECT SPEEDING AND VERIFIED SPEED WITH RADAR.	SUBJECT ARRESTED AND ISSUED CITATIONS.
04/07/2017	SHOPLIFTING.	REPORT OF SUSPECT POSSIBLY USING AN ITEM IN THE STORE THAT WAS NOT PAID FOR.	AFTER SPEAKING WITH SUBJECTS AND REVIEWING SECURITY FOOTAGE, ONE SUBJECT ARRESTED AND ISSUED CITATION.
04/08/2017	SPEEDING.	OFFICER OBSERVED SUBJECT SPEEDING AND VERIFIED SPEED WITH RADAR.	SUBJECT ARRESTED AND ISSUED CITATION.
04/08/2017	ASSIST DODGE COUNTY SHERIFF DEPARTMENT.	OFFICER REQUESTED TO CHECK BUSINESS IN DODGE COUNTY FOR A SUBJECT POSSIBLY VIOLATION HIS CONDITIONS OF PROBATION.	OFFICER ASSISTED.
04/08/2017	DISORDERLY CONDUCT.	REPORT OF PHYSICAL ALTERCATION WITH JUVENILES OCCURING AT PARK.	OFFICERS SPOKE WITH SUBJECTS INVOLVED AND IN AREA AT THE TIME. TWO SUBJECTS ARRESTED AND ISSUED CITATIONS.
04/09/2017	THEFT-SHOPLIFTING.	REPORT OF JUVENILE ENTERING STORE AND PICKED UP MERCHANDISE, LEAVING WITHOUT PAYING FOR ITEM.	INVESTIGATION CONTINUING.
04/09/2017	THEFT-SHOPLIFTING.	REPORT OF JUVENILE ENTERING STORE AND PICKED UP MERCHANDISE, LEAVING WITHOUT PAYING FOR ITEM.	INVESTIGATION CONTINUING.
04/10/2017	RUNAWAY JUVENILE.	REPORT OF JUVENILE NOT ATTENDING SCHOOL FOR THE DAY AND WAS NOT AT HOME.	JUVENILE WAS ENTERED INTO SYSTEM AS RUNAWAY. JUVENILE DID RETURN TO RESIDENCE.
04/11/2017	THEFT-RETAIL/SHOPLIFTING.	REPORT OF ITEM REMOVED FROM STORE BY SUSPECT.	INVESTIGATION CONTINUING.
04/12/2017	THEFT FROM BUILDING	REPORT OF ITEM BEING TAKEN FROM RESIDENCE BY UNKNOWN SUBJECTS.	INVESTIGATION CONTINUING.
04/12/2017	EMERGENCY DETENTION.	OFFICER HAD CONTACT WITH SUBJECT WHO HAD NO WHERE TO STAY AND WAS UABLE TO TOTALLY CARE FOR SELF.	OFFICER CONTACT JEFFERSON COUNTY HUMAN SERVICES WHO WAS FAMILAR WITH SUBJECT. SUBJECT TAKEN INTO CUSTODY AND TRANSPORTED.
04/13/2017	SPEEDING.	OFFICER OBSERVED SUBJECT SPEEDING AND VERIFIED SPEED WITH RADAR.	SUBJECT ARRESTED AND ISSUED CITATION.

Major Complaint Log - Formal Reports Required - Case Numbers Assigned

For Dates: 04/01/2017 Thru 04/30/2017

Printed: 05/15/2017

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Date	Complaint	Case Descriptive	Action Taken
04/14/2017	ASSIST MARSHALL POLICE DEPARTMENT.	OFFICER REQUESTED TO RUN INTOXIMETER TEST ON ARRESTED SUBJECT FOR MARSHALL POLICE DEPARTMENT.	OFFICER ASSISTED.
04/14/2017	WELFARE CHECK.	OFFICER ADVISED OF SUBJECT AT RESIDENCE POSSIBLY MAKING SUICIDAL STATEMENTS.	OFFICER MADE CONTACT AT RESIDENCE AND SPOKE WITH SUBJECT. ARRANGEMENTS MADE FOR FOLLOW UP TO BE DONE BY HUMAN SERVICES.
04/15/2017	TRAFFIC ACCIDENT.	REPORT OF TWO VEHICLE ACCIDENT ON PORTLAND ROAD.	OFFICER TOOK REPORT.
04/16/2017	ASSIST MARSHALL POLICE DEPARTMENT.	OFFICER REQUESTED TO ASSIST WITH ALTERCATION AT RESIDENCE IN THE VILLAGE OF MARSHALL.	OFFICER ASSISTED.
04/16/2017	NO TAIL LAMP AT NIGHT.	SUBJECT WAS GIVEN A WARNING TO REPAIR TAIL LAMPS ON VEHICLE. SUBJECT HAS MADE NO ATTEMPT TO CLEAR WARNING.	SUBJECT ARRESTED AND ISSUED CITATION.
04/17/2017	THEFT-ALL OTHER	SUBJECT REPORTS ITEM BEING REMOVED FROM YARD BY UNKNOWN SUBJECTS.	INVESTIGATION CONTINUING.
04/17/2017	SEXUAL ASSAULT.	REPORT OF JUVENILE COUPLE HAVING SEXUAL CONTACT.	INVESTIGATION CONTINUING.
04/18/2017	THEFT FROM MOTOR VEHICLE.	REPORT OF VEHICLES BEING ENTERED AND ITEMS STOLEN BY UNKNOWN SUBJECTS.	INVESTIGATION CONTINUING.
04/18/2017	THEFT OF SERVICES/LABOR.	REPORT OF SUSPECT GETTING A TAXI RIDE INTO WATERLOO AND FAILED TO HAVE FUNDS TO PAY FOR RIDE.	OFFICER SPOKE WITH SUBJECTS. SUSPECT ARRESTED AND ISSUED CITATION.
04/20/2017	RUNAWAY JUVENILE.	REPORT OF JUVENILE LEAVING RESIDENCE WITHOUT PERMISSON AND HAS NOT RETURNED HOME.	JUVENILE ENTERED INTO SYSTEM. INVESTIGATION CONTINUING.
04/21/2017	TRUANCY	REPORT OF JUVENILE MISSING SEVERAL DAYS OF SCHOOL EVENTHOUGH PARENT MAKES SURE SHE LEAVES FOR SCHOOL.	SUBJECT ARRESTED AND ISSUED CITATION.
04/21/2017	ASSIST HUMAN SERVICES.	REPORT OF JUVENILE MAKING SUICIDAL STATEMENTS TO PARENT.	OFFICERS MADE CONTACT. HUMAN SERVICES CONTACTED. JUVENILE TRANSPORTED TO FACILITY.

Major Complaint Log - Formal Reports Required - Case Numbers Assigned

For Dates: 04/01/2017 Thru 04/30/2017

Printed: 05/15/2017

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Date	Complaint	Case Descriptive	Action Taken
04/23/2017	TRAFFIC ACCIDENT,	REPORT OF SIGN BEING KNOCKED DOWN BY VEHICLE IN DOWNTOWN AREA.	OFFICER TOOK REPORT.
04/24/2017	PARKING/STANDING WHERE PROHIBITED	SUBJECT WAS ISSUED A PARKING CITATION AND HAS MADE NO ATTEMPT TO PAY FOR CITATION.	CITATION VOIDED AND STATE CITATION ISSUED.
04/24/2017	TRAFFIC ACCIDENT	REPORT OF TWO VEHICLE ACCIDENT IN THE DOWNTOWN AREA.	OFFICER TOOK REPORT.
04/24/2017	BUILDING REQUIREMENT VIOLATION.	SUBJECT WAS ISSUED A BUILDING PERMIT IN 2016 WHICH REQUIRED PROJECT ON BUILDING BE COMPLETE IN 60 DAYS.	PROJECT IS NOT COMPLETED. CITATION ISSUED FOR VIOLATION.
04/25/2017	PARKING WHERE PROHIBITED.	SUBJECT WAS ISSUED A PARKING CITATION AND HAS MADE NO ATTEMPT TO PAY FOR CITATION.	PARKING CITATION VOIDED AND STATE CITATION ISSUED FOR VIOLATION.
04/25/2017	PARKING WHERE PROHIBITED.	SUBJECT WAS ISSUED A PARKING CITATION AND HAS MADE NO ATTEMPT TO PAY FOR CITATION.	PARKING CITATION VOIDED AND STATE CITATION ISSUED FOR VIOLATION.
04/25/2017	OPERATE MOTORCYCLE WITHOUT VALID LICENSE.	OFFICER HAD SUBJECT ON A MOTORCYCLE ON A TRAFFIC STOP. UPON CHECKING DRIVER'S STATUS, OFFICER LEARNED SUBJECT'S MOTORCYCLE PERMIT WAS EXPIRED.	SUBJECT ARRESTED AND ISSUED CITATION.
04/25/2017	ASSIST JEFFERSON COUNTY SHERIFF DEPARTMENT.	OFFICER REQUESTED TO ASSIST IN CHECKING BUSINESS IN JEFFERSON COUNTY DUE TO HOLDUP ALARMS.	OFFICER ASSISTED.
04/26/2017	PARKING WHERE PROHIBITED	SUBJECT WAS ISSUED A PARKING CITATION AND HAS MADE NO ATTEMPT TO PAY FOR CITATION.	PARKING CITATION VOIDED AND STATE CITATION ISSUED FOR VIOLATION.
04/27/2017	PARKING WHERE PROHIBITED	SUBJECT WAS ISSUED A PARKING CITATION AND HAS MADE NO ATTEMPT TO PAY FOR CITATION.	PARKING CITATION VOIDED AND STATE CITATION ISSUED FOR VIOLATION.
04/27/2017	ASSIST MARSHALL POLICE DEPARTMENT.	OFFICER REQUESTED TO ASSIST IN A CHECK WELFARE AT A RESIDENCE IN MARSHALL.	OFFICER ASSISTED.
04/27/2017	DISORDERLY CONDUCT.	REPORT OF STUDENT CAUSING A DISTURBANCE IN SCHOOL.	OFFICER MADE CONTACT. SUBJECT ARRESTED AND ISSUED CITATION.

Major Complaint Log - Formal Reports Required - Case Numbers Assigned

For Dates: 04/01/2017 Thru 04/30/2017

Printed: 05/15/2017

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Date	Complaint	Case Descriptive	Action Taken
04/29/2017	RECEIVE INFORMATION.	OFFICER REQUESTED TO PRESERVE THE PEACE WHILE COMPLAINANT RETRIEVED ITEMS FROM ANOTHER SUBJECT'S RESIDENCE.	OFFICER ASSISTED.
04/30/2017	TRAFFIC ACCIDENT.	REPORT OF VEHICLE STRIKING POLE IN PARKING LOT.	OFFICER TOOK REPORT.
04/30/2017	ASSIST JEFFERSON COUNTY SHERIFF DEPARTMENT.	OFFICER REQUESTED TO CHECK STATUS OF DEPUTY IN JEFFERSON COUNTY.	OFFICER ASSISTED.
04/30/2017	TRESPASSING	REPORT OF UNWANTED SUBJECT ENTERING RESIDENCE AND THEN LEAVING.	OFFICER TOOK REPORT. SUSPECT WARNED OF FUTURE CHARGES.

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
04/18/2017	04/18/2017	ALL	JEFFERSON CO CIRCUIT CT

Court Date	Name	DOB	Ticket	Officer/Court Type
04/18/17	DE LA CRUZ,DIANA,NOHEMI	DOB: 03/17/95	No: T-S186367-6	BOLLIG,RANDY,P
11:00 AM	340 KNOWLTON ST WATERLOO WI, 53594	Age: 21	Issued: 03/13/17 Inc #: 17-000101	JEFFERSON CO CIRCUIT CT
		Charge	Description	Fine Collected
		346.57(3)	Driving Too Fast for Conditions	\$0.00 \$0.00
04/18/17	FERNANDO,LUIS	DOB: 06/11/81	No: T-S186368-0	RUPPRECHT,JOSEPH,J
11:00 AM	821 LUM AVE APT 1 WATERLOO WI, 53594	Age: 35	Issued: 03/14/17 Inc #: 17-000103	JEFFERSON CO CIRCUIT CT
		Charge	Description	Fine Collected
		343.05(3)(A)	Operate w/o Valid License	\$0.00 \$0.00
04/18/17	GAMBOECK,KACY,J	DOB: 09/09/87	No: T-S186380-5	CULLEN,NATHANIEL,J
11:00 AM	N1411 COUNTY ROAD BB REESEVILLE WI, 53579	Age: 29	Issued: 04/02/17 Inc #: 17-000128	JEFFERSON CO CIRCUIT CT
		Charge	Description	Fine Collected
		343.44(1)(A)	OPERATING WHILE SUSPENDED	\$0.00 \$0.00
04/18/17	GAMBOECK,KACY,J	DOB: 09/09/87	No: T-S186381-6	CULLEN,NATHANIEL,J
11:00 AM	N1411 CTH BB REESEVILLE WI, 53579	Age: 29	Issued: 04/02/17 Inc #: 17-000128	JEFFERSON CO CIRCUIT CT
		Charge	Description	Fine Collected
		344.62(1)		\$0.00 \$0.00
04/18/17	GILBERT,KEVIN,CHARLES	DOB: 02/14/86	No: T-D311847-4	RUPPRECHT,JOSEPH,J
11:00 AM	W3997 STATE ROAD 33 HORICON WI, 53032	Age: 30	Issued: 01/14/17 Inc #: 17-000070	JEFFERSON CO CIRCUIT CT
		Charge	Description	Fine Collected
		347.06(3)	Unclean/Defective Lights or Reflectors	\$0.00 \$0.00
04/18/17	HOGAN,CASEY,WILLIAM	DOB: 07/24/96	No: T-C015814-1	BREITENFELDT,NICHOLAS,E
11:00 AM	601 MOHAWK CT WATERLOO WI, 53594	Age: 20	Issued: 01/26/17 Inc #: 17-000105	JEFFERSON CO CIRCUIT CT
		Charge	Description	Fine Collected
		346.53(6)	Parking/Standing where Prohibited	\$0.00 \$0.00
04/18/17	HOVDE,RYAN,THOMAS	DOB: 09/16/83	No: T-D311852-2	THOM,TRACY
11:00 AM	623 S MONROE ST A WATERLOO WI, 53594	Age: 33	Issued: 03/06/17 Inc #: 17-000093	JEFFERSON CO CIRCUIT CT
		Charge	Description	Fine Collected
		343.44(1)(A)	OPERATING WHILE SUSPENDED	\$0.00 \$0.00

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type	
04/18/2017	04/18/2017	ALL	JEFFERSON CO CIRCUIT CT	
Court Date	Name	Ticket	Officer/Court Type	
04/18/17	KLAS,AARON,R	DOB: 12/01/91	No: T-S186364-3	WARNER,DAVID,N
11:00 AM	324 N MONROE ST #C WATERLOO WI, 53594	Age: 25	Issued: 02/24/17	JEFFERSON CO CIRCUIT CT
			Inc #: 17-000073	
		Charge	Description	Fine Collected
		*344.62(1)	Operate Motor Vehicle W/O Insurance	\$0.00 \$0.00
04/18/17	KLOCK,STEVEN,MICHAEL	DOB: 12/31/95	No: T-S186369-1	BOLLIG,RANDY,P
11:00 AM	1101 GOEHL RD WATERLOO WI, 53594	Age: 21	Issued: 03/15/17	JEFFERSON CO CIRCUIT CT
			Inc #: 17-000104	
		Charge	Description	Fine Collected
		*344.62(1)	Operate Motor Vehicle W/O Insurance	\$0.00 \$0.00
04/18/17	LANNOY,PAMELA,JEAN	DOB: 10/09/79	No: T-S186371-3	CULLEN,NATHANIEL,J
11:00 AM	W12126 LONGVIEW CIR WATERLOO WI, 53594	Age: 37	Issued: 03/22/17	JEFFERSON CO CIRCUIT CT
			Inc #: 17-000111	
		Charge	Description	Fine Collected
		346.57(5)	Exceeding Speed Zones/Posted Limits	\$0.00 \$0.00
04/18/17	MEDENWALDT,BRYAN,WILLIAM	DOB: 07/17/96	No: T-D311846-3	RUPPRECHT,JOSEPH,J
11:00 AM	2844 DEER CREEK RUN SUN PRAIRIE WI, 53590	Age: 20	Issued: 01/09/17	JEFFERSON CO CIRCUIT CT
			Inc #: 17-000069	
		Charge	Description	Fine Collected
		346.53(6)	Parking/Standing where Prohibited	\$0.00 \$0.00
04/18/17	MILLER,CARL,EUGENE	DOB: 10/30/94	No: T-S186373-5	SORENSEN,DENIS
11:00 AM	W304 SUNNY DRIVE LOMIRA WI, 53048	Age: 22	Issued: 03/26/17	JEFFERSON CO CIRCUIT CT
			Inc #: 17-000115	
		Charge	Description	Fine Collected
		346.57(5)	Exceeding Speed Zones/Posted Limits	\$0.00 \$0.00
04/18/17	ROTH,WAYNE,EDWARD, II	DOB: 07/06/76	No: T-D311853-3	THOM,TRACY
11:00 AM	425 BRADFORD DR WATERLOO WI, 53594	Age: 40	Issued: 03/08/17	JEFFERSON CO CIRCUIT CT
			Inc #: 17-000095	
		Charge	Description	Fine Collected
		343.05(3)(A)	Operate w/o Valid License	\$0.00 \$0.00
04/18/17	SHELTON,SAMANTHA,R	DOB: 06/07/84	No: T-S186374-6	THOMFORD,SARAH,ANNE
11:00 AM	421 S JACKSON ST WATERLOO WI, 53594	Age: 32	Issued: 03/27/17	JEFFERSON CO CIRCUIT CT
			Inc #: 17-000116	
		Charge	Description	Fine Collected
		341.04(1)	Non-Registration of Vehicle	\$0.00 \$0.00

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
04/18/2017	04/18/2017	ALL	JEFFERSON CO CIRCUIT CT

Court Date	Name	DOB	Ticket No:	Officer/Court Type
04/18/17	SHELTON,SAMANTHA,R	06/07/84	T-S186375-0	THOMFORD,SARAH,ANNE
11:00 AM	421 S JACKSON ST WATERLOO WI, 53594	Age: 32	Issued: 03/27/17 Inc #: 17-000116	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
343.44(1)(A)	OPERATING WHILE SUSPENDED	\$0.00	\$0.00

Court Date	Name	DOB	Ticket No:	Officer/Court Type
04/18/17	STAI,ALEXANDRA,LEIGH	04/09/98	T-S186372-4	CULLEN,NATHANIEL,J
11:00 AM	1114 W MAIN ST WATERTOWN WI, 53098	Age: 18	Issued: 03/25/17 Inc #: 17-000114	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.57(5)	Exceeding Speed Zones/Posted Limits	\$0.00	\$0.00

Court Date	Name	DOB	Ticket No:	Officer/Court Type
04/18/17	TEJEDA FERRAL,ARMANDO,*NMI*	09/24/84	T-D311845-2	RUPPRECHT,JOSEPH,J
11:00 AM	819 LUM AVE 4 WATERLOO WI, 53594	Age: 32	Issued: 02/23/17 Inc #: 17-000068	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
343.44(1)(B)	KNOWINGLY OPERATING WHILE REVOKED (CAUSE GREAT BODILY HARM)	\$0.00	\$0.00

Court Date	Name	DOB	Ticket No:	Officer/Court Type
04/18/17	VALLE,MARICELA	12/11/88	T-S186370-2	BREITENFELDT,NICHOLAS,E
11:00 AM	823 LUM AVE # 6 WATERLOO WI, 53594	Age: 28	Issued: 03/16/17 Inc #: 17-000106	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
343.05(3)(A)	Operate w/o Valid License	\$0.00	\$0.00

Ticket Count: 18

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

WATERLOO POLICE DEPARTMENT
PARKING CITATIONS APRIL, 2017

Date	Payment	Method	Receipt	Location	Last	First	CitationNumber
3/31/2017	\$30.00	Cash	011983	Counter	Kimbro	Derek	013836
3/31/2017	\$30.00	Check	011984	Counter	Griffin	Brooke	014243
4/3/2017	30.00	Cash	011985	Counter	Blumenberg	Michael	013840
4/3/2017	10.00	Cash	011986	Counter	HANSEN	ANGELA	014365
4/4/2017	30.00	Cash	011987	Counter	Roeben	Zachary	014247
4/5/2017	10.00	Cash	011988	Counter	McBride	Shawn	014368
4/5/2017	10.00	Cash	011989	Drop Box	Lubasz	Matthew	014366
4/7/2017	10.00	Cash	011990	Counter	Kohut	Michael	014359
4/10/2017	10.00	Cash	011991	Drop Box	Lubasz	Matthew	014371
4/10/2017	10.00	Cash	011991	Drop Box	Lubasz	Matthew	014373
4/11/2017	10.00	Cash	011992	Counter	Vasquez Cruz	Guadalupe	014372
4/11/2017	30.00	Check	011993	Mail	Brunker	Karen	014237
4/11/2017	10.00	Cash	011994	Counter	Gomez	Maria	014374
4/11/2017	10.00	Cash	011994	Counter	Gomez	Maria	014375
4/11/2017	10.00	Cash	011995	Counter	Stenberg	Kevin	014376
4/12/2017	30.00	Cash	011996	Counter	Bowers	Kelsie	014233
4/12/2017	10.00	Cash	011997	Counter	Bauman	Kevin	014348
4/13/2017	30.00	Cash	011988	Counter	Mack	Crystal	013835
4/13/2017	30.00	Cash	011988	Counter	Mack	Crystal	013834
4/17/2017	10.00	Cash	012000	Drop Box	Lubasz	Matthew	014379
4/17/2017	10.00	Cash	012000	Drop Box	Lubasz	Matthew	014378
4/19/2017	30.00	Cash	012001	Counter	Merkes	Rachael	014356
4/20/2017	10.00	Cash	012002	Counter	McBride	Shawn	014383
4/21/2017	30.00	Cash	012003	Drop Box	Wolff	Therese	014363
4/24/2017	10.00	Cash	012004	Counter	Schroeder	Timothy	014388
4/25/2017	30.00	Cash	012006	Counter	McKay	Mark	014386
4/25/2017	10.00	Cash	012007	Counter	Espino Lira	Juan	014389
4/27/2017	10.00	Cash	012008	Counter	Vessey	David	014402

TOTAL DUE 500.00

**WATERLOO POLICE DEPARTMENT
MONTHLY FLEET MAINTENANCE REPORT**

MONTH: April YEAR: 2017

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2014 FORD EDGE UTILITY

Date Serviced	Mileage	Fuel Added	Fuel Costs	Maintenance Items	Maint. Costs
04/01/2017	36,133	7.2	\$16.15		
04/01/2017	36,197	5.6	\$12.59		
04/02/2017	36,246	6.3	\$14.17		
04/03/2017	36,308	6.7	\$15.07		
04/03/2017	36,363	5.6	\$12.50		
04/04/2017	36,420	6.2	\$14.02		
04/05/2017	36,498	9.0	\$20.70		
04/06/2017	36,610	9.6	\$22.00		
04/07/2017	36,685	8.7	\$20.00		
04/08/2017	36,820	6.5	\$15.00		
04/08/2017	36,749	6.1	\$14.10		
04/09/2017	36,904	8.2	\$19.37		
04/10/2017	36,966	5.4	\$12.67		
04/11/2017	37,034	7.7	\$18.16		
04/12/2017	37,118	6.5	\$15.30		
04/14/2017	37,211	9.4	\$22.00		
04/14/2017	37,292	8.1	\$19.00		
04/15/2017	37,380	8.5	\$20.00		
04/16/2017	37,452	7.0	\$16.35		
04/17/2017	37,525	6.4	\$15.05		
04/17/2017	37,580	5.0	\$11.86		
04/18/2017	37,667	6.9	\$16.24		
04/19/2017	37,715	4.9	\$11.54		
04/20/2017	37,792	7.6	\$17.88		
04/21/2017	37,853	5.8	\$13.60		
04/22/2017	38,112	15.3	\$36.00		
04/23/2017	38,201	8.5	\$20.05		
04/24/2017	38,276	7.4	\$17.30		
04/24/2017	38,331	5.0	\$11.84		
04/25/2017	38,380	4.8	\$11.23		
04/26/2017	38,430			OIL CHANGE	\$32.50
04/26/2017	38,468	8.2	\$19.31		
04/27/2017	38,544	7.2	\$16.73		
04/28/2017	38,634	9.1	\$21.00		
04/29/2017	38,691	5.8	\$13.44		
04/30/2017	38,771	7.6	\$17.55		
04/30/2017	38,835	6.4	\$14.75		

*WATERLOO POLICE DEPARTMENT
MONTHLY FLEET MAINTENANCE REPORT
MONTH: April YEAR: 2017
2014 FORD EDGE UTILITY*

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BEGINNING MONTHLY MILEAGE:	36,106.0	MILES
ENDING MONTHLY MILEAGE:	38,869.0	MILES
TOTAL MILES DRIVEN:	2,763.0	MILES
TOTAL FUEL ADDED:	260.2	GALLONS
TOTAL FUEL COSTS:	\$604.52	
MILES PER GALLON:	10.6	M.P.G.
TOTAL MAINTENANCE COSTS:	\$32.50	

WATERLOO POLICE DEPARTMENT
MONTHLY FLEET MAINTENANCE REPORT
MONTH: April YEAR: 2017
2015 FORD SUV

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Date Serviced	Mileage	Fuel Added	Fuel Costs	Maintenance Items	Maint. Costs
04/02/2017	16,054	6.8	\$15.30		
04/04/2017	16,115	6.6	\$15.15		
04/06/2017	16,178	6.8	\$15.70		
04/09/2017	16,216	4.6	\$10.85		
04/14/2017	16,306	8.1	\$19.00		
04/17/2017	16,380	7.3	\$17.20		
04/19/2017	16,438	6.1	\$1.30		
04/22/2017	16,507	5.6	\$13.20		
04/26/2017	16,599	9.2	\$21.60		

BEGINNING MONTHLY MILEAGE:	16,001.0	MILES
ENDING MONTHLY MILEAGE:	16,642.0	MILES
TOTAL MILES DRIVEN:	641.0	MILES
TOTAL FUEL ADDED:	61.1	GALLONS
TOTAL FUEL COSTS:	\$129.30	
MILES PER GALLON:	10.5	M.P.G.
TOTAL MAINTENANCE COSTS:		

WATERLOO POLICE DEPARTMENT
MONTHLY FLEET MAINTENANCE REPORT
MONTH: April YEAR: 2017
2017 FORD SUV

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Date Serviced	Mileage	Fuel Added	Fuel Costs	Maintenance Items	Maint. Costs
04/01/2017	554	7.3	\$16.50		
04/07/2017	678	11.3	\$26.00		
04/18/2017	811	9.6	\$22.65		
04/26/2017	900	7.4	\$17.40		

BEGINNING MONTHLY MILEAGE:	536.0 MILES
ENDING MONTHLY MILEAGE:	933.0 MILES
TOTAL MILES DRIVEN:	397.0 MILES
TOTAL FUEL ADDED:	35.6 GALLONS
TOTAL FUEL COSTS:	\$82.55
MILES PER GALLON:	11.2 M.P.G.
TOTAL MAINTENANCE COSTS:	

Karl Junginger Memorial Library
 Mayor/Council/Board Report
 April 2017

FYTD Total	32	66	108	143
Holdings				
FYTD Total	32361	29,496	29,700	29,345
Number of Registered Borrowers				
Resident	1838	1780	1791	1800
Nonresident	965	948	962	966
FYTD Total	2803	2728	2753	2766
Overdrive eBooks				
Monthly Total	156	190	168	134
FYTD Total	156	346	514	648
Audiobook downloads				
Monthly Total	130	137	145	146
FYTD Total	130	267	412	558
OUTREACH Circualtion				
Monthly Total	95	120	105	85
FYTD Total	95	215	320	405

May 2, 2017

The Waterloo Water & Light Commission held their regular meeting on Tuesday, May 2, 2017 at 7:00 pm at the Waterloo Utilities office.

The meeting was called to order by President Tom Bergan. Present were Commissioners Ray Burbach, Devin Schumann, Tim Thomas, Larry Waldo, Superintendent Barry Sorenson, Utility Accountant Joy Bisco, and Baker Tilly Partner Jodi Dobson.

Motion by Burbach, seconded by Waldo, to approve the minutes of the March 15, 2017 special meeting. Motion carried.

Motion by Waldo, seconded by Schumann, to approve the minutes of the April 4, 2017 meeting. Motion carried.

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

The 2016 Financial Report was presented by Jodi Dobson, Baker Tilly. The financial health of the utility is good. Income down a little, debt status is good, expenses level. Motion by Schumann, seconded by Burbach to accept the Baker Tilly 2016 Financial Report. Motion carried.

Discussed 2018 thru 2020 wage increases and benefits. Tabled to next meeting.

Discussion on a new lawn mower for WWTP. The Superintendent will obtain replacement estimates.

Discussion regarding the transfer of the sewer conveyance system from the City to the Utility. A list of issues was compiled and will be presented to the City.

Update on the Hwy 19 (Phase 1) construction project.

Update on the Electric rate increase with the PSC.

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

Respectfully submitted,

Tim Thomas
Secretary

List of Bills

Bell Lumber & Pole	12,612.00	Payment Service Network	12.95
BP Credit Card Center	647.00	Portland Sanitary District	6,311.45
Brooks Tractor	194.31	Postmaster	539.97
Border States	36,161.88	PSC	6,034.51
Charter Communications	89.99	Resco	993.49
Cintas	319.80	Stuart Irby	75,211.45
Crescent Electric Supply	3,590.44	SEERA/Focus on Energy	1,282.21
City of Waterloo Treasurer	36,812.17	Schaefer's Soft Water	22.96
Energis High Voltage Resources	4,190.00	TJ-H2b Analytical Svcs	200.00
Farmers & Merchants State Bank	53,608.92	T&R Electric Supply Co	2,370.00
Frontier	570.24	United Liquid Waste Recycling, Inc.	1,250.00
Ferguson Waterworks	2,383.00	US Cellular	6.60
GFC Leasing	57.00	Universal Recycling Technologies	492.48
Kris Hensler	360.00	USA	441.30
Hometown News	120.95	VISA	291.50
Krause Power Engineering	7,572.07	Waterloo Booster Club	100.00
MEUW	5,948.25	WYSO	300.00
North Central Lab	1,452.62	Waterloo Utilities	8,481.93
Northern Lake Service	121.60	Waterloo Building Center	36.75
Neitzel Auto & Hardware	127.46	We Energies	1,157.71
Northeast Wisconsin Technical College	347.52	Wisconsin Dept. of Revenue	4,935.28
Payroll	38,271.71	WPPI Energy	244,995.68
		Total Disbursements	\$561,027.15

Report of Cash

Checking Account #102-613:

Balance 3/31/17	\$42,293.17
Transfer	403,990.78
Disbursements	-315,829.60
Interest	4.74
Service Charge	-18.95
Balance 4/30/17	<u>\$130,440.14</u>

WWTP Account #374-547 (DNR Replacement Fund)

Balance 3/31/17	\$217,032.58
Deposit	2,050.00
Transfer for Expenses	
Interest	58.47
Balance 4/30/17	<u>\$219,141.05</u>

Debt Service Account #3015323:

Balance 3/31/17	\$298,227.95
Deposit	53,420.00
Bond Payment	-122,362.34
Interest	138.26
Balance 4/30/17	<u>\$229,423.87</u>

Money Market Account #110-832:

Balance 3/31/17	\$769,070.79
Deposits	490,630.45
Transfer	-302,050.00
Disbursements	-244,995.68
Interest	683.43
Service Charge	-182.92
Balance 4/30/17	<u>\$713,156.07</u>

Bond Construction Account:

Electric	1,600,858.74
Water	220,875.45
Construction Payment	-103,990.78
Balance 4/30/17	<u>\$1,717,743.41</u>

CD #614470 (Bond Reserve):

Balance 4/30/17	<u>\$113,562.86</u>
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CD #613386 (Bond Reserve):

Balance 3/31/17	205,754.40
Disbursements	
Interest	
Balance 4/30/17	<u>\$205,754.40</u>

WWTP CD #2875 (DNR Replacement Fund):

Checking Account #102-613:	\$602,316.48
Interest	1051.63
Balance 4/30/17	<u>\$603,368.11</u>

Lois

From: Tara <manager@watertownhumanesociety.org>
Sent: Tuesday, May 02, 2017 3:04 PM
To: cityhall@waterloowi.us
Subject: Intake counts WHS for April 2017

Good afternoon,

For the month of April the Watertown Humane Society took in the following animals from the City of Waterloo:

Stray Cats: 0
Surrendered Cats: 0
Stray Dogs: 0
Surrendered Dogs: 0
Misc Stray/Surrender: 0

Have a great week,
Tara Melton
Operations Manager
Watertown Humane Society
920-261-1270

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Emp No	Amount
04/08/17	PC	04/13/17	31178	BUTZINE, RAYNELLE M	1001	724.44
04/08/17	PC	04/13/17	31179	BAIRD, LOIS A.M.	1002	1,304.24
04/08/17	PC	04/13/17	31180	KAWULA, MICHAEL J	1003	164.24
04/08/17	PC	04/13/17	31181	HANSEN JR., MORTON J.	1008	1,499.87
04/08/17	PC	04/13/17	31182	BURGOS COLON, JESUS	1043	330.30
04/08/17	PC	04/13/17	31183	BRITZKE, NATHANIEL E	1045	33.29
04/08/17	PC	04/13/17	31184	SCHEER, WILLIAM HENRY	1046	23.78
04/08/17	PC	04/13/17	31185	GARTNER, FRANCINE A	1101	918.60
04/08/17	PC	04/13/17	31186	LANGE, RANDIE R	1104	1,651.03
04/08/17	PC	04/13/17	31187	BOLLIG, RANDY P	1113	1,291.55
04/08/17	PC	04/13/17	31188	THOMFORD, SARAH A	1115	1,449.60
04/08/17	PC	04/13/17	31189	BREITENFELDT, NICHOLA	1118	1,563.21
04/08/17	PC	04/13/17	31190	CULLEN, NATHANIEL J	1120	1,338.51
04/08/17	PC	04/13/17	31191	THOM, TRACY S	1121	1,469.77
04/08/17	PC	04/13/17	31192	RUPPRECHT, JOSEPH JA	1126	1,421.02
04/08/17	PC	04/13/17	31193	WORZALLA, GREGORY S	1138	105.28
04/08/17	PC	04/13/17	31194	YERGES, GARY A	1203	1,285.46
04/08/17	PC	04/13/17	31195	ROBBINS, JEFFREY K	1204	1,021.20
04/08/17	PC	04/13/17	31196	YERGES, CHAD M	1206	1,036.17
04/08/17	PC	04/13/17	31197	HAUPTLI, CHRISTOPHER I	1207	1,003.07
04/08/17	PC	04/13/17	31198	ZIBELL, JOEL R	1251	1,027.43
04/08/17	PC	04/13/17	31199	GRENAWALT, BEVERLY A	1260	361.05
04/08/17	PC	04/13/17	31200	BRUECKNER, AMANDA EF	1261	910.79
04/08/17	PC	04/13/17	31201	MOUNTFORD, KELLI ANN	1263	1,425.75
04/08/17	PC	04/13/17	31202	JACOB, PAULA LYNN	1276	864.96
04/08/17	PC	04/13/17	31203	TARNOWSKI, MEGAN MAE	1287	142.87
04/08/17	PC	04/13/17	31204	VOSTERS, ABIGAIL PATRI	1289	174.73
04/08/17	PC	04/13/17	31205	SPIES, ALYSSA MARIE	1290	70.73
04/08/17	PC	04/13/17	31206	HABERKORN, GABRIEL J	1305	1,258.13
04/08/17	PC	04/13/17	31207	HABERMAN, MICHAEL J	1309	133.91
04/08/17	PC	04/13/17	31208	HOLZHUETER, THOMAS	1349	221.64
04/08/17	PC	04/13/17	31209	BUTZINE, JASON V	1706	1,505.17
04/08/17	PC	04/13/17	31210	PETRIE, MATTHEW T	1756	1,181.71
04/08/17	PC	04/13/17	31211	LOYO, HERFRANK JOSE	1757	706.17
04/08/17	PC	04/13/17	31212	BUTZINE, VERN LEROY	1801	307.83
04/22/17	PC	04/27/17	31213	BUTZINE, RAYNELLE M	1001	760.28
04/22/17	PC	04/27/17	31214	BAIRD, LOIS A.M.	1002	1,171.37
04/22/17	PC	04/27/17	31215	KAWULA, MICHAEL J	1003	1,351.08
04/22/17	PC	04/27/17	31216	HANSEN JR., MORTON J.	1008	1,499.87
04/22/17	PC	04/27/17	31217	BURGOS COLON, JESUS	1043	355.62
04/22/17	PC	04/27/17	31218	BRITZKE, NATHANIEL E	1045	175.98
04/22/17	PC	04/27/17	31219	SCHEER, WILLIAM HENRY	1046	19.02
04/22/17	PC	04/27/17	31220	GARTNER, FRANCINE A	1101	922.10
04/22/17	PC	04/27/17	31221	LANGE, RANDIE R	1104	1,651.03
04/22/17	PC	04/27/17	31222	BOLLIG, RANDY P	1113	1,470.19
04/22/17	PC	04/27/17	31223	THOMFORD, SARAH A	1115	1,569.92
04/22/17	PC	04/27/17	31224	BREITENFELDT, NICHOLA	1118	1,783.55
04/22/17	PC	04/27/17	31225	CULLEN, NATHANIEL J	1120	1,348.61
04/22/17	PC	04/27/17	31226	THOM, TRACY S	1121	1,721.47
04/22/17	PC	04/27/17	31227	RUPPRECHT, JOSEPH JA	1126	1,480.68
04/22/17	PC	04/27/17	31228	WARNER II, DAVID NEIL	1130	11.07
04/22/17	PC	04/27/17	31229	WORZALLA, GREGORY S	1138	331.69
04/22/17	PC	04/27/17	31230	YERGES, GARY A	1203	1,268.32
04/22/17	PC	04/27/17	31231	ROBBINS, JEFFREY K	1204	1,087.53
04/22/17	PC	04/27/17	31232	YERGES, CHAD M	1206	1,335.30
04/22/17	PC	04/27/17	31233	HAUPTLI, CHRISTOPHER I	1207	1,006.57

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Emp No	Amount
04/22/17	PC	04/27/17	31234	ZIBELL, JOEL R	1251	1,069.57
04/22/17	PC	04/27/17	31235	GRENAWALT, BEVERLY A	1260	320.07
04/22/17	PC	04/27/17	31236	BRUECKNER, AMANDA EF	1261	916.57
04/22/17	PC	04/27/17	31237	MOUNTFORD, KELLI ANN	1263	1,436.92
04/22/17	PC	04/27/17	31238	JACOB, PAULA LYNN	1276	864.96
04/22/17	PC	04/27/17	31239	TARNOWSKI, MEGAN MAE	1287	142.87
04/22/17	PC	04/27/17	31240	KOHN, JEAN BAHLS	1288	69.22
04/22/17	PC	04/27/17	31241	VOSTERS, ABIGAIL PATRI	1289	231.51
04/22/17	PC	04/27/17	31242	SPIES, ALYSSA MARIE	1290	58.25
04/22/17	PC	04/27/17	31243	HABERKORN, GABRIEL J	1305	1,261.63
04/22/17	PC	04/27/17	31244	HABERMAN, MICHAEL J	1309	251.78
04/22/17	PC	04/27/17	31245	HOLZHUETER, THOMAS	1349	335.27
04/22/17	PC	04/27/17	31246	NEUPERT, DALE EDWARD	1606	256.27
04/22/17	PC	04/27/17	31247	SCHOENWETTER, LOREN	1607	313.99
04/22/17	PC	04/27/17	31248	BUTZINE, JASON V	1706	1,698.11
04/22/17	PC	04/27/17	31249	PETRIE, MATTHEW T	1756	1,513.11
04/22/17	PC	04/27/17	31250	LOYO, HERFRANK JOSE	1757	90.50
04/22/17	PC	04/27/17	31251	BENISCH, WESLEY L	1900	653.80
04/22/17	PC	04/27/17	31252	LANGE, TINA MARIE	1903	33.25
04/22/17	PC	04/27/17	31253	BUTZINE, VERN LEROY	1904	171.77
04/22/17	PC	04/27/17	31254	OLSON, DUANE C	1918	110.82
04/22/17	PC	04/27/17	31255	STROBEL, CRAIG RANDAL	1933	69.26
04/22/17	PC	04/27/17	31256	JOYCE, LINDA MAY	1934	89.25
04/22/17	PC	04/27/17	31257	KUHLOW, JULIE A	1936	273.36
04/22/17	PC	04/27/17	31258	DORNACKER, KURT R	1941	136.99
04/22/17	PC	04/27/17	31259	RENFORTH, ROBERT L.	1945	203.17
04/22/17	PC	04/27/17	31260	BUTZINE, CHAD A	1952	37.87
04/22/17	PC	04/27/17	31261	WEBER, RYAN JON DOUG	1955	595.40
04/22/17	PC	04/27/17	31262	COTTING, JOHN ERIC	1963	473.45
04/22/17	PC	04/27/17	31263	ZIEROTH, DAVID M	1981	48.03
04/22/17	PC	04/27/17	31264	BOEDEFELD, JON HARALI	1982	378.92
04/22/17	PC	04/27/17	31265	BUTZINE, CHRISTINE ELIZ	1983	338.00
04/22/17	PC	04/27/17	31266	BENISCH, EMILIE K	1990	126.83
04/22/17	PC	04/27/17	31267	SCHMIDT, MARLYS J	2004	261.35
04/22/17	PC	04/27/17	31268	COLLINS, BILLIE LYNN	2011	267.87
04/22/17	PC	04/27/17	31269	HERING, KEENAN BRADLE	2012	132.35
04/22/17	PC	04/27/17	31270	WEBER, BENJAMIN K	2013	60.03
04/22/17	PC	04/27/17	31271	GRIFFIN, MICHELLE KATH	2017	97.26
04/22/17	PC	04/27/17	31272	CHRISTIANSON, RUSSELL	2022	205.28
04/22/17	PC	04/27/17	31273	OLGUIN, MARIBEL REMED	2030	9.23
04/22/17	PC	04/27/17	31274	UMLAND, CHRISTOPHER I	2035	37.05
04/22/17	PC	04/27/17	31275	KOPPA, CHRISTINA J	2038	227.73
04/22/17	PC	04/27/17	31276	HENSLER, JORDAN DALE	2039	146.21
04/22/17	PC	04/27/17	31277	GLASS, RICHARD S	2045	55.41
04/22/17	PC	04/27/17	31278	LANNOY, PAMELA JEAN	2046	9.23
Grand Totals:						68,328.52



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

**SANITARY SEWER CONVEYANCE SYSTEM
MAINTENANCE, & MANAGEMENT AGREEMENT – Revision #3 5/15/2017 10:29 AM**

Below is an understanding between the Mayor on behalf of the City Council and the Utility Commission President on behalf of the Utility Commission. The agreement relates to the Waterloo Sanitary Sewer Conveyance System. This understanding is based upon conversations at the staff level, the Utility Commission and the Public Works & Property Committee.

2017 MAINTENANCE.

1. The Utility will reimburse the General Fund for Department of Public Works (DPW) staff time (calculated at a wages & benefits rate of \$32.46 per man-hour) to clean 25% of the sewer conveyance system. Based upon work completed through 5/4/2017, total DPW work hours are projected to be 366. The 2017 reimbursement amount is not to exceed \$11,880.
2. Public Works Department staff will provide a report to the Utility of problem areas and manhole inspection identifying: location, cover type, manhole type, step deterioration and other details. The expectation is for 25% of the system to be cleaned annually.
3. Utility reimbursement dollars will be allocated to the DPW budget allowing for the hiring of temporary employees to assist with lawn mowing or other non-sanitary sewer maintenance tasks as determined by the Public Works Director.
4. This maintenance arrangement will be evaluated in September in advance of approval of the annual budget.

2017 MANAGEMENT.

Waterloo operates one of the only sanitary sewer systems in the state where one department is responsible for the Treatment Plant and all moving parts of the Conveyance System and another department is responsible for the non-moving parts of the Conveyance System. The reason for this separation is not known. From a system-wide reporting standpoint; a financial standpoint and an accountability standpoint -- the separation leads to added complexity. For calendar year 2017:

1. Management of the conveyance system shall remain the responsibility of the Public Works Department.
2. Working with Baker Tilly's Jodi Dobson, all parties will cooperate on a comprehensive effort to be completed on or before November 1, 2017 to define and value the conveyance system with a focus on:
 - a. Value and description of assets before and after 2003 (assets tracked after 2003 are valued at \$1,057,973 on City GL)
 - b. An agreement for use/responsibility of the Vactor Truck.
 - c. Estimates for conveyance system recurring annual expenses, including but not limited to: insurance, televising, locates, equipment and personnel.
3. The agreement establishes an evaluation period for determining a future direction for management of the system as a whole until November 1, 2017. The evaluation period enables all parties to gain a greater understanding of conveyance matters.
4. A target date to implement management changes is January 1, 2019.

SUMMARY.

All parties agree to keep an open mind on future staffing requirements, and to look for effective solutions in the ratepayer's & taxpayer's best interest.

Mayor Robert Thompson

Utility Commission Chair

Date: _____

Date: _____



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 #2017-23

Authorizing Municipal Acquisition, A Request For Proposal For Building Demolition, Environment Protection Agency Access And The Submittal Of A Wisconsin Economic Development Corporation Site Assessment Grant Application For 333 Portland Road

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

WHEREAS, the City of Waterloo has to condemn a blighted 17 acre parcel at 333 Portland Road for over a year and the property owner now has agreed to a sale of the property to the City, and whereas, the City seeks to partner with the US Environmental Protection Agency for site remediation and with the Wisconsin Economic Development Corporation for building demolition.

THEREFORE, the City Council directs the following actions.

1. Authorizes the City Attorney and Clerk/Treasurer to finalize all necessary documents to acquire the property for a sum of \$15,000 plus closing costs, with the seller waiving all rights to pursue rights granted under the state condemnation proceeding process.
2. Directs the Clerk/Treasurer to make public a municipal request for proposal for demolition of existing blighted structures on the site.
3. Directs the Clerk/Treasurer to submit a Wisconsin Economic Development Corporation Site Assessment Grant application, which if awarded will be further considered by the City Council.
4. Directs the Mayor to execute an access agreement with the US Environmental Protection Agency for purposes of environment remediation.

ADOPTED this 18th day of May, 2017.

City of Waterloo

Signed: _____
Robert H. Thompson
Mayor

Attest:

Morton J. Hansen
City Clerk/Treasurer

FISCAL NOTES:

- authorizes acquisition expenditures and match for WEDC grant application expenditures to occur via inter-fund loan from General Fund to TID #3 to be paid back over the course of site redevelopment.
- EPA engagement for site remediation a federal expense.
- Wisconsin Economic Development Corporation matching grant dollars (from inter-fund loan) for demolition not to exceed \$150,000.

Mo Hansen

From: Jeni Quimby <jeni@highenergydj.com>
Sent: Wednesday, May 10, 2017 1:08 PM
To: 'Mo Hansen'; bspringr@charter.net
Subject: RE: Director job description
Attachments: JOB DESCRIPTION-DPW.PDF; 20170508124625.pdf; 20170508125716.pdf; 20170508125509.pdf; Public Works Manager 10182011.doc

Hi Mo, I would like to see the following included & attached for both Finance & Council on May 18th:

- 1) APPOINTING AND BACKGROUND ABOUT THE PUBLIC WORK DIRECTOR POSITION. Municipal ordinances: 85-3 Appointed Officials

Position: Public Works Director

Appointed By: Mayor, confirmation by Council, upon recommendation of the Board of Public Works (i.e. Public Works Committee)

85-4 General provisions relating to City officials.

D. Probationary period. All appointed City officials and employees shall be subject to a six-month probationary period, beginning with the first day of their employment, during which period they may be removed or terminated without cause by a two-thirds majority of the members of the appointing authority.

E. Removal from office. All City officials, except the Police Chief and the Utility Superintendent, may be removed from office for cause by a three-fourths majority of the members-elect of the Council.

85-7 F Director of Public Works. The Director of Public Works shall have powers and duties as follows:

(1) The Director shall be subject to the direction of the Council, the Mayor and the Board of Public Works and shall be responsible for the administration and supervision of all maintenance, repair and construction of streets, alleys, curbs and gutters, sidewalks, bridges, street signs, traffic control devices, storm sewers, culverts and drainage facilities, and all machinery, equipment and property used in any activity under the Director's control. He shall be available in an advisory and supervisory capacity to all departments of the City upon request.

(2) The Director shall have charge of such public services as the refuse collection and disposal, snow and ice removal, street cleaning and flushing and such other activities as may be assigned to him, from time to time, by the Council.

**** THIS SHOULD BE UPDATED TO REFERENCE THE JOB DESCRIPTION. Some of this information may omitted as it will be redundant in the job description, the PW's committee can advise. ****

THE INTERIM POSITION. Gary Yerges' last working day was April 12th. He is using up vacation time between now and his official last day before retirement. Mayor Thompson appointed Chad Yerges as Interim Director effective April 13th. The Council confirmed the interim appointment on April 6th.

POSTING/HIRING A DPW WORKER 1. On March 2 the Public Works Committee met in closed session to discuss the Public Works Department staffing. The Committee voted to direct the posting of a DPW Worker 1 position. A public posting occurred, five interviews were conducted and on April 6th, the Committee voted to recommend to Council the hiring of Travis Schaller as a DPW Worker 1.

HIRING A DPW DIRECTOR. It is for the Public Works Committee to determine how it will make a recommendation to the Mayor.

- 2) Do we also have a DPW Worker #1 job description? I'm assuming #2 doesn't exist, so it simply goes from #1 to #3, with #3 being the last or highest position before the director?
 - a. And I'm assuming we still haven't found an old or current Director of Public Works job description? Both attachments you sent me are for a non-directors position, with the most current 'looking' one stating DPW #3. If an old Director description does exist, or if we have exhausted all attempts to find one, that is OK, a new one will be created and noted that it **supersedes** any prior description, and reference in the ordinance above.

- 3) I like the Columbus job description (*which includes who the director supervises – need all listed #1, #3, etc. and*) to use as a referral to the Public Works committee, to be amended to Waterloo’s needs. Having it attached for Finance & Council to show a more thorough description, dated & signed by the employee (old ones need to be marked as obsolete and the new document to be referenced in the above ordinance 85-7 F).
- 4) I would also recommend that any other PW job descriptions simply be amended to have an actual date, making the 2 attachments ‘obsolete’. DPW #1 & #3 may need some amendments to be current as well, again up to the PW committee.

Bill, would you like to add anything else? I believe you mentioned Chad is going through some training now for this new position which should also be noted in our meeting. As well as, any future or continuous training needs for the position/department; ex: WFD & WPD undergo continuous training. Don’t know what, or if, there is such an avenue for DPW. Perhaps attending any of the League of Municipalities meeting as I have previously referenced below. This too, should be included in the job description if the committee finds this to be applicable to the department.

This covers my train of thought, thanks again!!

Jenifer Quimby
Aldersperson At-Large
2008 – 2020
jeni@highenergydj.com
920-478-2352

From: Mo Hansen [<mailto:cityhall@waterloowi.us>]
Sent: Wednesday, May 10, 2017 7:46 AM
To: 'Jeni Quimby' <jeni@highenergydj.com>
Subject: RE: Director job description

Jeni,
What documents would you like in the meeting packet. The Mayor also has this appointment on the Council agenda on 5/18.
-Mo

From: Jeni Quimby [<mailto:jeni@highenergydj.com>]
Sent: Tuesday, May 09, 2017 5:18 PM
To: 'Mo Hansen' <cityhall@waterloowi.us>
Subject: RE: Director job description

Thank you Mo for all your help! Talked with both Bill and Angie and we are on the same page now and I believe we have everything we need for the May 18th finance and council meetings. Just wanted to thank you for all your efforts. In the end, we will come up with a current job description that will be beneficial to Chad and the city!

Jeni

From: Mo Hansen [<mailto:cityhall@waterloowi.us>]
Sent: Monday, May 08, 2017 1:00 PM
To: 'Jeni Quimby' <jeni@highenergydj.com>
Cc: 'Angie Stinnett' <angie.stinnett@yahoo.com>; 'Ziaja, Matt' <matt.ziaja@gmail.com>; 'City of Waterloo, Mayor' <mayor@waterloowi.us>; bspringr@charter.net
Subject: RE: Director job description

Jeni,

CITY OF WATERLOO
DEPARTMENT OF PUBLIC WORKS
POSITION DESCRIPTION

DEPARTMENT:	Department of Public Works
Reports To :	Director of Public Works.
Position Purpose:	Maintain and care for all public property, storm and sanitary sewer, Parks and streets to ensure a safe environment for the residents of Waterloo.
Public Works, Worker #3	Duties and Responsibilities
1. MACHINERY & EQUIPMENT:	Be able to operate equipment used by city employees (lawn mowers, paint striper, dump truck) And be able to perform some maintenance .
2. STREET REPAIR AND MAINTENANCE:	Patch holes in the street, assist in replacing or repairing curbs, Sidewalks, assist with raising and lowering of manholes.
3. STREET CLEANING:	Clean small areas of streets with a broom.
4. SNOW AND ICE CONTROL:	Assist in clearing approximately 1 mile of sidewalk with a shovel, snow blower or tractor/blade.
5. REFUSE COLLECTION:	Pick up grass, Leaves and Garden debris, Scrap iron, Lumber and some building materials. Primarily hand work with regular heavy lifting. (50 pounds)
6. TREE AND BRUSH:	Chip brush and small limbs.
7. STORM SEWER:	Help with maintenance and the repair of approximately 280 storm sewer inlets. Repairs consist of repairing bricks or block with tar or mortar, inside the catch basin.
8. SANITARY SEWER:	Assist with cleaning and unplugging of sanitary sewer lines with the sewer vactor, a 2 (two) man operation when possible. Repair brick or blocks in the manhole with tar or mortar from The above ground position only.
9. DAM REPAIR AND MAINTENANCE:	Open flood gates when necessary (2 person operation) , clean Debris from flues under the walk bridge (2 person operation,) Maintain gravel road to dam.

10. TRAFFIC CONTROL: Painting crosswalks and parking stalls, flagging for construction or repair, replace old signs when necessary (overhead work) Use a post hole digger for new or replacement sign post.
11. WEED CONTROL: Mow all rural roads (i.e. Canal rd , Clarkson rd. , Fisher rd
A complete list is posted at the shop. Spray for weeds with
A hand sprayer or a small sprayer pulled behind a lawn
Lawn tractor.
12. BUILDING MAINTENANCE
AND CLEANING : Perform minor repairs to city buildings when needed.
13. OTHER DUTIES. Set up election booth and arrange tables.
General building maintenance (exterior and interior)
Tree and shrub trimming.
Lawn mowing.
Cemetery maintenance ,head stone repair.
Shovel sidewalks at the library.
Set up barricades up for special events.
Maintain Christmas decorations,deliver and assist Utility in
hanging decorations.
Pick up stray dogs and cats.
Perform other duties as required.
14. EDUCATION REQUIRED: High school diploma or equivalent
15. EXPERIENCE REQUIRED: Ability to drive trucks and other heavy equipment,
Mechanical ability, and must have a commercial drivers
License.
16. QUALIFICATIONS : Ability to work with minimal supervision, must have
effective working relationship with fellow employees and
and general public.
17. ESSENTIAL FUNCTIONS: Ability to lift 50 to 80 pounds, move 90 to 120 pound
manhole covers, shovel snow, lift brush and branches
into the wood chipper, must be able to work in hot and
cold weather ,and wear proper clothing, Occasionally
exposed to high levels of noise, dust, fumes and chemical
Ability to drive snow plow and/or street sweeper and
Operate controls, operate a snow blower, drive a garden
Tractor with mower or snow blower, and operate a lawn
Mower.

The above list of essential functions is not exhaustive and may be supplemented as necessary.

COLUMBUS EXAMPLE
POSITION DESCRIPTION

Class Title: Department of Public Works Manager
Department: Public Works
Location: Public Works Dept.
Date: Approved 10/18/2011

GENERAL PURPOSE

Performs a variety of administrative and supervisory duties to manage the operations of the Public Works Department. Performs a variety of skilled and semi-skilled work for the operation and maintenance of the streets, heavy equipment, wastewater utility, parks and buildings.

SUPERVISION RECEIVED

Works under the direction of the City Administrator.

SUPERVISION EXERCISED

Provides direct supervision to Public Works staff; assigns, directs and evaluates their performance. Make effective recommendations regarding salary increases, promotions, hiring and termination.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates and directs work activities and schedules of Public Works staff required to maintain city buildings, motor equipment, grounds, parks, forestry, turf management, Udey dam, recreation facilities, athletic fields, aquatic center, and streets, including snow and ice removal.

Select, train, motivate, and evaluate Public Works personnel; provide or coordinate staff training: work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for Public Works staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.

Provide responsible staff assistance to the City Administrator; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures as appropriate.

Produce required regulatory reports and ensure compliance with regulatory requirements, laws codes, and enforcement actions.

Works in partnership with City Engineer in the review of all private project development plans to ensure adequate infrastructure planning and compliance of plans to construction standards for all related infrastructure development, including street, curb cuts, drainage facilities, wastewater and water connections.

Attends various community and intergovernmental meetings as City representative to obtain/share information, explain policies and goals, and gain cooperation and support.

Assures all work is carried out within budget; monitors revenues and expenditures to assure sound fiscal control and maximum cost-efficiency; prepares annual departmental budget requests.

Creates and adheres to vehicle maintenance schedule for city fleet. Ensures maintenance of an accurate inventory system of all Public Works parts, tools, materials and equipment. Maintains informed replacement schedule based on this inventory.

Performs inspections of City facilities to ensure ADA and safety compliance.

Care and maintenance of Hillside Cemetery; responsible for burial procedures.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform related duties as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Highly responsible professional ability to manage multiple tasks simultaneously and to provide constant oversight of department activities and emergency response (such as snow removal).
- Considerable knowledge of the practices, procedures, materials, and equipment utilized in the repair and maintenance of public facilities.
- Ability to direct and evaluate the work of staff and to train and/or correct deficiencies including cross training within department's job classifications.
- Ability to establish and maintain effective and positive working relationships and communicate effectively with other city employees, the city council, and the public.
- Oversee and participate in the management of Public Works Department.
- Oversee, direct, and coordinate staff including seasonal and custodial employees.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of long and short term departmental goals, objectives, and procedures.
- Prepare and administer budgets.
- Oversee preparation of clear and concise administrative and financial reports.
- Demonstrate tact and diplomacy with the public.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Demonstrate continuous effort to improve operations and streamline work processes.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work. Work cooperatively and jointly to provide quality customer service.
- Originate, process and complete specifications for bids and requests for proposals for work functions pertinent to the department
- Ensure compliance with city and department safety rules and regulations including training per Federal (OSHA) and State (DOC) regulations.

TOOLS & EQUIPMENT USED

Personal computer, including word processing, spreadsheet and data base software; calculator, phone, copy machine, fax machine.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Minimum of a high school diploma; possesses specialized training to obtain required licenses if required. Associates Bachelor's degree desired.

Five (5) years' experience in municipal/county public works department or equivalent private sector experience in fields such as streets maintenance, light/heavy equipment maintenance and/or operations, road engineering and /or construction, water/wastewater engineering and/or operations, facilities management/maintenance/construction. Two (2) years supervisory experience within a public works-related field. A combination of equivalent education or training will be considered. Must possess appropriate driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Exposure to extreme hot or cold temperatures.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive and movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Chad M. Yerges

Experience

April 2017-Current

Department of Public Works-Street Division
Waterloo, WI

Interim Public Works Director

- Performs all duties of Operator/Laborer
- Supervise daily operations and delegates duties
- Supervise all DPW personnel while enforcing safe practices
- Review/Submit timesheets
- Oversee maintenance, repair and operation of DPW equipment
- Ensure city streets/infrastructures are maintained accordingly
- Coordinate purchasing of parts, materials and services
- Attend regular city meetings providing DPW knowledge/input
- Work closely with city officials to ensure expectations are met
- Oversee budget: personnel, equipment, services, material, etc.
- Work with engineers and contractors in coordinating city projects
- Communicate effectively with personnel and administrative
- Provide excellent service to the public

October 2010-April 2017

Department of Public Works-Street Division
Waterloo, WI

Operator/Laborer DPW 1/3

- Operates: dump trucks, loader, snow plow, chipper, etc.
- Road maintenance/patching and installation of traffic signs
- Painting
- Landscaping/lawn mowing and snow removal
- Drainage system and sanitary sewer inspection/maintenance
- Maintenance/repairs for city facilities
- Familiar with numerous power tools related to daily tasks
- Vehicle/equipment maintenance
- Street cleaning
- Traffic control

April 2010 –October 2010

Blair Lawn and Landscapes
Madison, WI

Landscape Foreman

- Directly supervised landscape crew
- Work closely with customers, designers, and management
- Installation of hardscapes and softscapes
- Troubleshoot issues
- Ensure projects on budget and timely

April 2005 –April 2009

MJ Landscapers

Lake Mills, WI

Landscape Foreman

- Supervise and training of landscape crew
- Maintaining of employee time cards and job costing sheets
- Prepare materials and machinery for job site
- Operates: Skid loader, Mini excavator, Tractors, Dump trucks
- Installation of: lawns, shrubs, plants, trees and retaining walls
- Snow plowing and maintenance
- Minor equipment maintenance and repair
- Adhere to budget and projected timeframe

Education

- Graduate of Waterloo High School
- Minor Mechanics (6 credits)
- Commercial Drivers License (Class A B C D)
- Entry Level Firefighter I
- Emergency Medical Responder
- CPR/1st AID

Related Training

Completed Courses:

- Chainsaw Safety
- Sewer Conveyance
- Active Shooter
- Access to Medical Records
- Bloodborne Pathogens
- Confined Space
- Excavation
- Fall Protection
- Fire Extinguisher
- Hazard Communication GHS
- Hearing Conservation
- Safety Lifting
- Signs and Tags
- Gravel Pit Safety
- OSHA Struck By Back Over
- OSHA Carbon Monoxide

Currently Enrolled:

- First Aid, CPR, AED
- Welding Cutting Torching
- Safety is Everyone's Responsibility
- Lockout Tagout
- Walking Work Surfaces

CITY OF WATERLOO DEPARTMENT OF PUBLIC WORKS

Employee Performance Review

EMPLOYEE INFORMATION

Name *Chad Verges*

Job Title *Worker #1*

Date *Aug 14, 2012*

Review Period *9:50 am to 10:00 am*

RATINGS

1 = Poor 2 = Fair 3 = Satisfactory 4 = Good 5 = Excellent

Job Knowledge

Comments *doing work well beyond worker #1 position*

Work Quality

Comments

Attendance/Punctuality

Comments

Initiative

Comments *always looking for things to do*

Communication/Listening Skills

Comments

Dependability

Comments *Can let Chad at the job knowing it will be done*

Overall Rating (average the rating numbers above) *(2.5)*

EVALUATION

ADDITIONAL COMMENTS

GOALS (as agreed upon by employee and manager) *make sure of running knowledge of equipment*

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature *Chad Verges*

Date *8-14-12*

Dept Head Signature *Ray Gerge*

Date *Aug 14, 2012*



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RESOLUTION #2017-24

Amendment Two To The Idle Industrial Sites Redevelopment Grant Agreement Between The Wisconsin Economic Development Corporation And The City of Waterloo

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

WHEREAS, the City of Waterloo on February 20, 2014 entered into a grant agreement with the Wisconsin Economic Development Corporation agreeing to accept a \$584,000 grant for redevelopment of the former RR Donnelley properties, and;

WHEREAS, the City of Waterloo seeks to extend out the date for eligible project costs and seeks to align remaining and prior expenditures to maximize local job creation opportunities in our community, and;

WHEREAS, Craig Ellsworth of Rediscovered LLC is seeking assistance to bring about the creation of full-time, family supporting jobs at 575 West Madison Street working with Ascend, a growing Waterloo company.

NOW, THEREFORE BE IT RESOLVED, that the Common Council approves amendment two as presented on this night and directs the Mayor and Clerk/Treasurer to execute all necessary documents.

ADOPTED this 18th day of May, 2017.

City of Waterloo

Signed: _____
Robert H. Thompson
Mayor

Attest:

Morton J. Hansen
City Clerk/Treasurer

FISCAL NOTES:

- Revenue and expenditures take place in TID #2 fund. Approximately \$115,000 of the awarded grant remains to be spent this calendar year. Lead project are: (1) Removal of remaining concrete bridge support pylon in Maunsha River at 575 West Madison Street. (2) Supporting/funding additional interior build-out at 575 West Madison Street tied to job creation at Ascend Company.

Karl Junginger Memorial Library
Board of Trustees Meeting
April 11, 2017

- I. Call to Order/Roll Call
Meeting called to order at 5:26PM. Present: Art Biermeier, Lee Fiedorowicz, Deb Battenberg, Ellen Sullivan, Kristin Klein, Brian Henning (5:35)
- II. Approval of agenda
*Sullivan moved to approve the agenda. Battenberg seconded. Motion passed **unapproved.***
- III. Approval of open minutes from March 14, 2017
Fiedorowicz moved to approve the minutes. Sullivan seconded. Motion passed unanimously.
- IV. Correspondence, Appearance, Public Comments –
Mountford reported that a new City Treasurer has been hired. Thompson Investment sent a letter addressing the Clark Fund's lower returns over the past quarter.
- V. Director's Report
Mountford presented the Director's Report.
- VI. Unfinished Business
 - A. Financial monthly report for March 2017 – Action
Henning moved to approve the monthly report. Klein seconded. Motion passed unanimously.
 - B. 2017 Budget Amendment – Action
Klein moved to accept the proposed changes to the budget. Sullivan seconded. Motion passed unanimously.
 - C. Hearing Loop for Meeting Room – Informational
Mountford reported on the survey regarding the Hearing Loop.
 - D. Policy 512 Emergency Policies – Action
Sullivan moved to approve the policy as presented. Battenberg seconded. Motion passed unopposed.
 - E. Security – Informational
Mountford continues to look into security options.
- VII. New Business
 - A. Parking Lot - Informational
Mountford reported on her meeting with the Mitch from Kunkel Engineering. We will be getting some detailed information from him.
 - B. Adjacent County reimbursements – Action
Battenberg moved not to collect on fees from Walworth or Waukesha counties as the amounts were under \$100, and for Mountford to use her own judgement about whether to collect if the amount is under \$100. Henning seconded. Motion passed unopposed.
 - C. Staff Outing – Action
Fiedorowicz moved to approve the staff outing to the Mallards game. Henning seconded. Motion passed unopposed.
 - D. Review Policy 301 KJML Board Policies – Action

Sullivan moved to approved policy 301 as presented. Battenberg seconded. Motion passed unanimously.

- E. Review Policy 430 Computer Use – Action
Sullivan moved to table till next month. Fiedorowicz seconded.

- F. Reminder next month we will vote for new board officer positions - *Informational*
President (Art has been President for 4 consecutive years)
Vice-President (Lee has been Vice-President for 2 consecutive years)
Secretary (Deb has been Secretary for 4 consecutive years)
Finance (Ellen has been Finance for 2 consecutive years)

VIII. Future agenda items
Meeting with Thompson Investments
Wi-Fi with Computer Magic
Policy 430
Elections

IX. Date, place, and time of next meeting in the library conference room
5:15 May 9.

X. Adjournment
Sullivan moved to adjourn at 6:41. Klein seconded. Motion passed unanimously.

Respectfully Submitted, Deb Battenberg

PUBLIC SAFETY AND HEALTH COMMITTEE MEETING MINUTES
May 4, 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 and Interim Chief Lange
3. **Approval of Public Safety Committee Minutes of April 6, 2017.** Motion by Alderperson Griffin, second by Petts, motion carried.
4. **Public Comment:** None
5. **Unfinished Business:** None
6. **New Business:**
 - a. **Eliminate 15 Minute Parking in Front of Pharmacy:** Motion by Petts, second by Griffin to recommend to Council to remove sign, motion carried. Griffin advised he believes that stall is slotted to be eliminated.
 - b. **Highway 19 Alternate Business Access Route:** Motion by Petts, second by Griffin to accept new Alternate Business Access Route as described by Thomas, McKay Way to Washington Street to Polk Street to Jackson Street. Knowlton Street is too narrow. Motion Carried.
7. **Future Agenda Items and announcements:** (None)
8. **Adjourn :** Motion to Adjourn by Griffin, Second by Petts, motion carried.

Attest To: 
05-05-2017

**A JOINT MEETING OF THE
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES: April 18, 2017**

1. ROLL CALL AND CALL TO ORDER. CDA Chair Hermanson called the joint meeting to order at 6:00 p.m. in the Municipal Building Council Chambers. CDA members present: Hermanson, Stinnett, Tuttle, Moe, Reynolds & Ziaja. Absent: Norton. CDC members present: Petts, Thomas and Ziaja. Absent: none. Others present: Diane Graff, Mitch Leisses, Mike Kawula, Jim Clements of Grand Stay Hospitality LLC (via phone) and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: March 21, 2017. MOTION: Moved by Thomas, seconded by Tuttle to approve with the correction that Norton should be listed as not attending. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. UPDATES & REPORTS
 - a. Chamber of Commerce Liaison. Tuttle said Chamber plans for downtown beautification were proceeding. A planting workday was scheduled for May 20th. Following up on a Thomas comment, Hansen said he had contacted Nicole Forester regarding new business welcoming. She said to invite Chamber members for the welcome and that the Chamber had other membership related actions it was planning with new businesses.
 - b. Fund 600 - Monthly Financials. Noted.
 - c. 2016 Grant Tracking. Noted.
5. ECONOMIC DEVELOPMENT PLAN IMPLEMENTATION TRACKING
 - a. Clerk/Treasurer's "Next 28 Days Checklist." Noted.
6. UNFINISHED BUSINESS
 - a. "You Are Here" Kiosks, Follow-up Information After Following High School Outreach. DISCUSSION: Petts said Hansen had yet to produce a summary letter for distribution to potential kiosk builders.
 - b. Street Market Initiative, Recruiting A Market Manager. DISCUSSION: Petts said Marshall Area Business Association President Julie Bergholz was supportive. A discussion of flyers to recruit was mentioned.
 - c. 203 East Madison Street, Review & Comment On Kunkel Engineering Revised Concept. DISCUSSION: Mitch Leisses from Kunkel Engineering Group present revised plans. He noted site grades and the concrete footing as reasons for revisions from the 2015 concept drawing. He said the current grant was just for the river's edge. The body discussed the value of acting on the proposal or reconsidering a private use. Thomas said moving forward on the current grant would be a benefit either way. Reynolds said business would benefit from parking. MOTION: Moved by Petts, seconded by Reynolds to recommend to Council the start of the riparian phase with matching funds from TID #2. VOICE VOTE: Motion carried.
7. NEW BUSINESS
 - a. A 2017 Hotel Feasibility Study, Considering A Recommendation To The City Council. DISCUSSION: Jim Clements by phone addressed questions saying Waterloo has a decent corporate base; a project would likely be no more than 40 units; area hotels are older; and if the City paid for a feasibility study it would own it and be able to take it to the broader hotel development market. Land at McKay Way & STH 19 and land at 688 West Madison Street were mentioned as possible locations. MOTION: Moved by Stinnett, seconded by Reynolds to recommend to Council that a request for proposals for a hotel feasibility study be drafted and made public. VOICE VOTE: Motion carried.
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Next Meeting: May 16, 2017 at 6 p.m. Noted.
9. ADJOURNMENT. MOTION: Moved by Thomas, seconded by Tuttle to adjourn. VOICE VOTE: Motion carried. Approximate time: 7:19 p.m.

Attest:

