



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, June 1, 2017 – 7:00 p.m.

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

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL
2. MEETING MINUTES APPROVAL: May 18, 2017
3. PUBLIC COMMENT
4. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
 - a. Plan Commission
 - i. Dale Kraus, Owner Of The Property Located At 391 Van Buren Street - Conditional Use Permit Request To Allow The Construction Of An Additional 40' X 60' (2,400 Sq. Ft.) And 21' Height Accessory Building In A R-2 Single Family Residential District
 - b. Public Safety & Health Committee
 - i. Application For Special Event License – Waterloo Holiday Parade Committee (Jingle Jog) July 16, 2017
 - c. Public Works & Property Committee
 - i. Revising The Award Options For The Private Lead Service Replacement Program
5. NEW BUSINESS
 - a. Class A & B Beer, Liquor & Cider License Applications For The License Period 7/1/2017 – 6/30/2018
 - b. Cigarette License Applications For the License Period From 7/1/2017 – 6/30/2018
 - c. Annual Mobile Home Park Licenses (2)
 - d. North Terminus Of Commercial Avenue, Considering Municipal Acquisition Of 15.02 Acres Of Land For Economic Development Purposes [NOTE: The body may convene to closed session per Wis. Stat. 19.85(1)(e) "Deliberating or negotiating the purchase of public property, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."] Upon completion of the closed session the body will reconvene into open session.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
7. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

Posted and Emailed: 05/26/2016

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

Meeting Minutes:

-Plan Commission – May 3, 2017

-Finance, Insurance & Personnel Committee – April 20, 2017 & May 18, 2017

CITY OF WATERLOO COMMON COUNCIL -- MEETING MINUTES: May 18, 2017

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL. In the Mayor's absence, Council President Springer called the meeting to order at 7:01 p.m. Alderpersons present: Ziaja, Quimby, Springer, Griffin, Thomas and Stinnett. Absent: Petts. Others present: Diane Graff, the Courier; Police Chief Sorenson; WLOO videographers; Chad Yerges; Jeff Robbins; Mike Kawula and Clerk/Treasurer Hansen. The pledge of allegiance was recited.
2. MEETING MINUTES APPROVAL: May 4, 2017. MOTION: Moved by Quimby, seconded by Griffin to approve the minutes as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT. None.
4. CONSENT AGENDA ITEMS. MOTION: Moved by Stinnett, seconded by Thomas to approve the consent agenda items. VOICE VOTE: Motion carried unanimously.
 - 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
5. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
 - a. Finance, Insurance & Personnel Committee
 - i. Payroll For April 2017 - \$68,328.52. MOTION: Moved by Quimby, seconded by Griffin to approve payroll in the stated amount. ROLL CALL VOTE: Motion unanimously approved.
 - ii. General Disbursements – April 21, 2017 Through May 18, 2017. MOTION: Moved by Quimby, seconded by Griffin to disbursements as presented. ROLL CALL VOTE: Motion unanimously approved.
 - iii. Treasurer's Report & Budget Reports For April 2017. MOTION: Moved by Quimby, seconded by Griffin to approve the reports. ROLL CALL VOTE: Motion unanimously approved.
 - b. Public Works & Property Committee
 - i. Authorizing A Sanitary Sewer Conveyance System Maintenance & Management Agreement. MOTION: Moved by Thomas, seconded by Griffin to table consideration to allow for Utility Commission review. VOICE VOTE: Motion carried.
 - c. Public Safety & Health Committee
 - i. Eliminating 15 Minute Parking In Front Of Former Pharmacy East Madison Street Location. MOTION: Moved by Thomas, seconded by Griffin to eliminate 15 minute parking restrictions in front of the former pharmacy on East Madison Street. VOICE VOTE: Motion unanimously approved.
6. 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. DISCUSSION: Hansen said the acquisition price was \$15,000 plus closing costs; bidding for demolition would take place; a WEDC grant to cover 50% of demolition expense would be sought; and that the US Environmental Protection Agency is partnering with the City and covering environmental site remediation expenses. MOTION: Moved by Stinnett, seconded by Quimby to approve the resolution. ROLL CALL VOTE: Ayes: Quimby, Ziaja, Springer, Thomas and Stinnett. Noes: none with Griffin abstaining and Petts absent. Motion carried.
 - b. Council Confirmation Of The Mayoral Appointment Of Chad Yerges As Public Works Director Effective, June 6, 2017. MOTION: Moved by Quimby, seconded by Thomas to confirm the mayoral appointment of Chad Yerges as Public Works Director effective June 6, 2017. ROLL CALL VOTE: Motion unanimously approved.
 - 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. DISCUSSION:

Springer said the amendment was not yet in-hand from the Wisconsin Economic Development Corporation. MOTION: Moved by Quimby, seconded by Thomas to table consideration until the amendment is presented. VOICE VOTE: Motion carried.

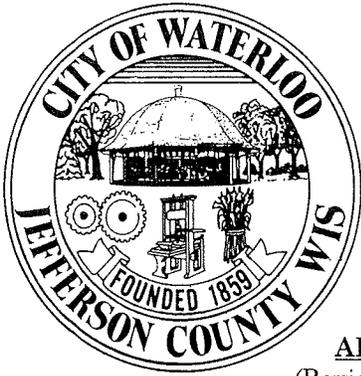
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

- a. Griffin said Sunday the Fire Department was holding a pancake breakfast and the Gun Club was having a cancer shoot afterwards.
- b. Ziaja invited all to participate in a May 20 downtown planter pit planting by the Waterloo Chamber of Commerce and 4-H.
- c. Springer welcomed back Chief Sorenson from active duty with the National Guard.

8. ADJOURNMENT. MOTION: Moved by Springer, seconded by Quimby to adjourn. Motion carried unanimously. Approximate time: 7:10 p.m.



Attest:
Mo Hansen
Clerk/Treasurer



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

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

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

Location of Property: 391 Van Buren St, Waterloo

Applicant: Dale A. Kraus

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

Owner of Property: Dale A. Kraus

Address: 391 Van Buren St, Waterloo Telephone: _____

Contractor: To be determined

Address: _____ Telephone: _____

Architect or Professional Engineer: _____

Address: _____ Telephone: _____

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

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

Type of Existing Structure (if any): None

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

Terms of Municipal Code

Conditional Use Requested

Maximum accessory building height 15 ft + 864 sq ft

Requesting 21 ft height + 2400 sq ft

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

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

ATTACH THE FOLLOWING:

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

Date: April 10th 2017

Dale A. Kraus
 Signature of Applicant



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

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

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

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

The property is described as follows:

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

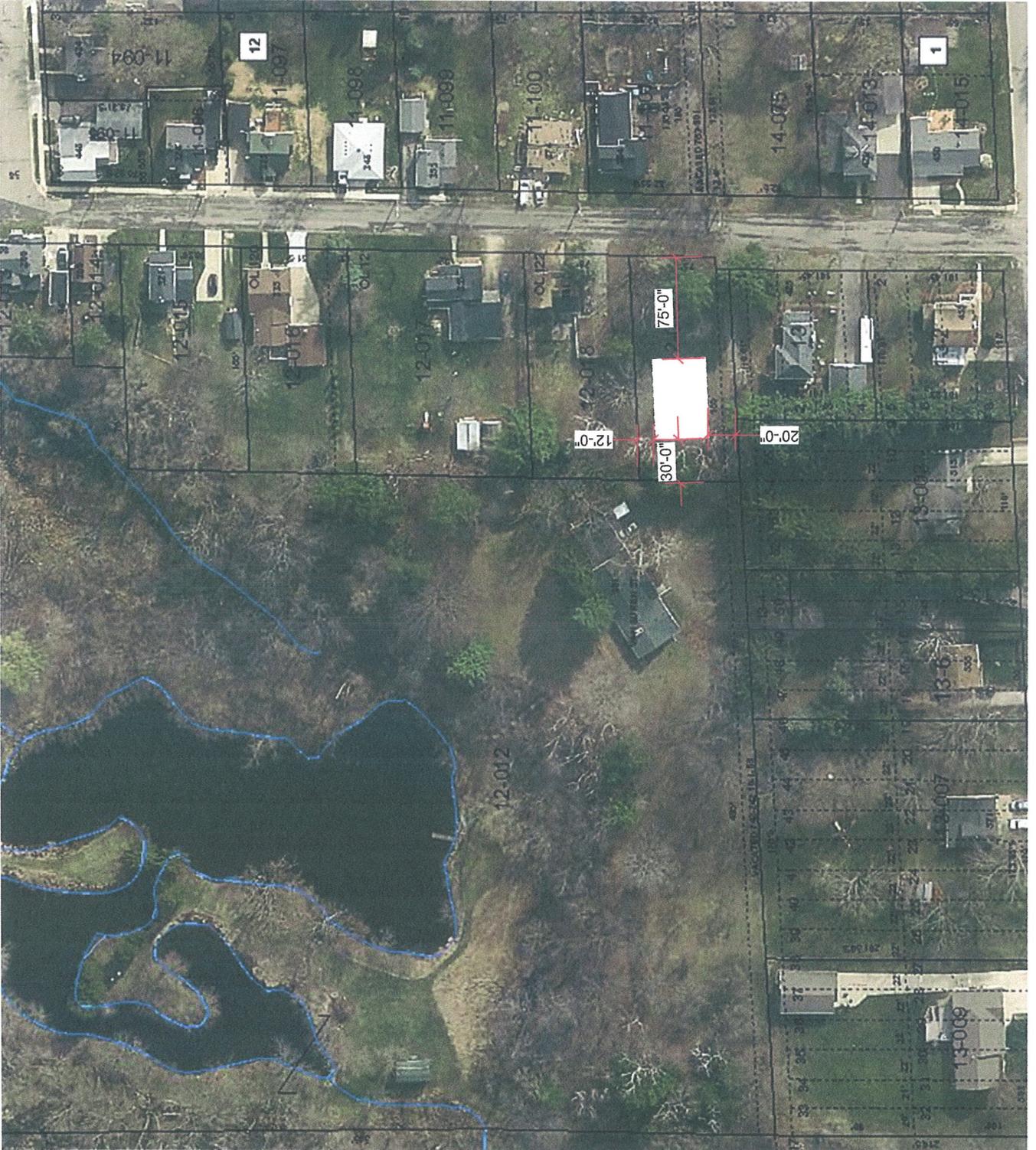
Legal Description: (1)OUT LOT 118, EX BEG AT SE/C OUT LOT 119, W90FT, S36FT, W75FT, S89.36FT, E165FT N TO POB. EX BEG SE/C OUT LOT 120 W165FT, S15FT, E165FT, N15, 5.66 acres, Jefferson County, Wisconsin and (2)S1/2 OUT LOT 122, ASR PLT ALSO PRT OF N1/2 VAC ROW 742-242. SUBJ TO 5FT UTILITY & DRIVEWAY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

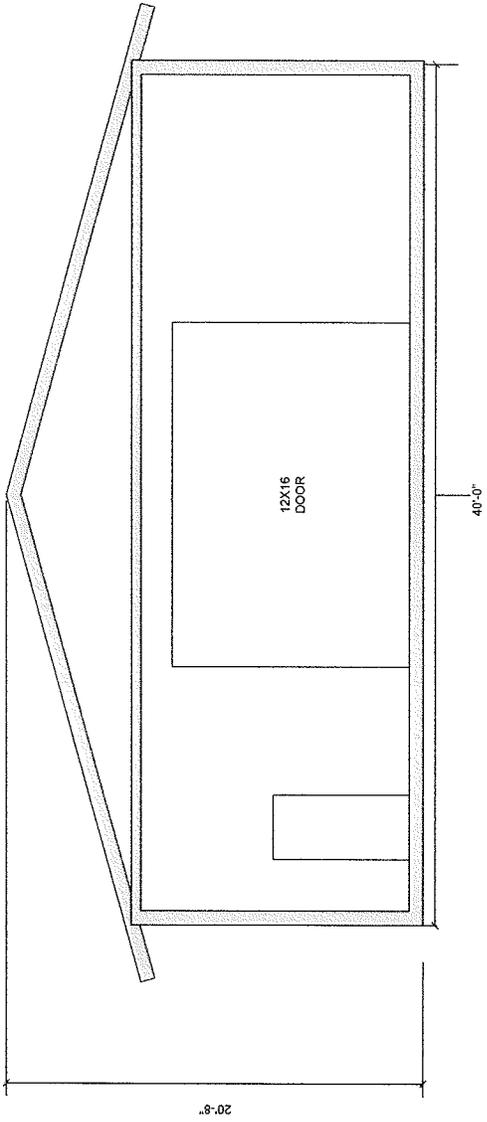
Be further notified that the Plan Commission will hear all persons interested or their agents or attorneys concerning this conditional use permit application at a public hearing. The public hearing will be held at **7:00 p.m. on Tuesday, April 25, 2017 in the Council Chamber of the Municipal Building,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

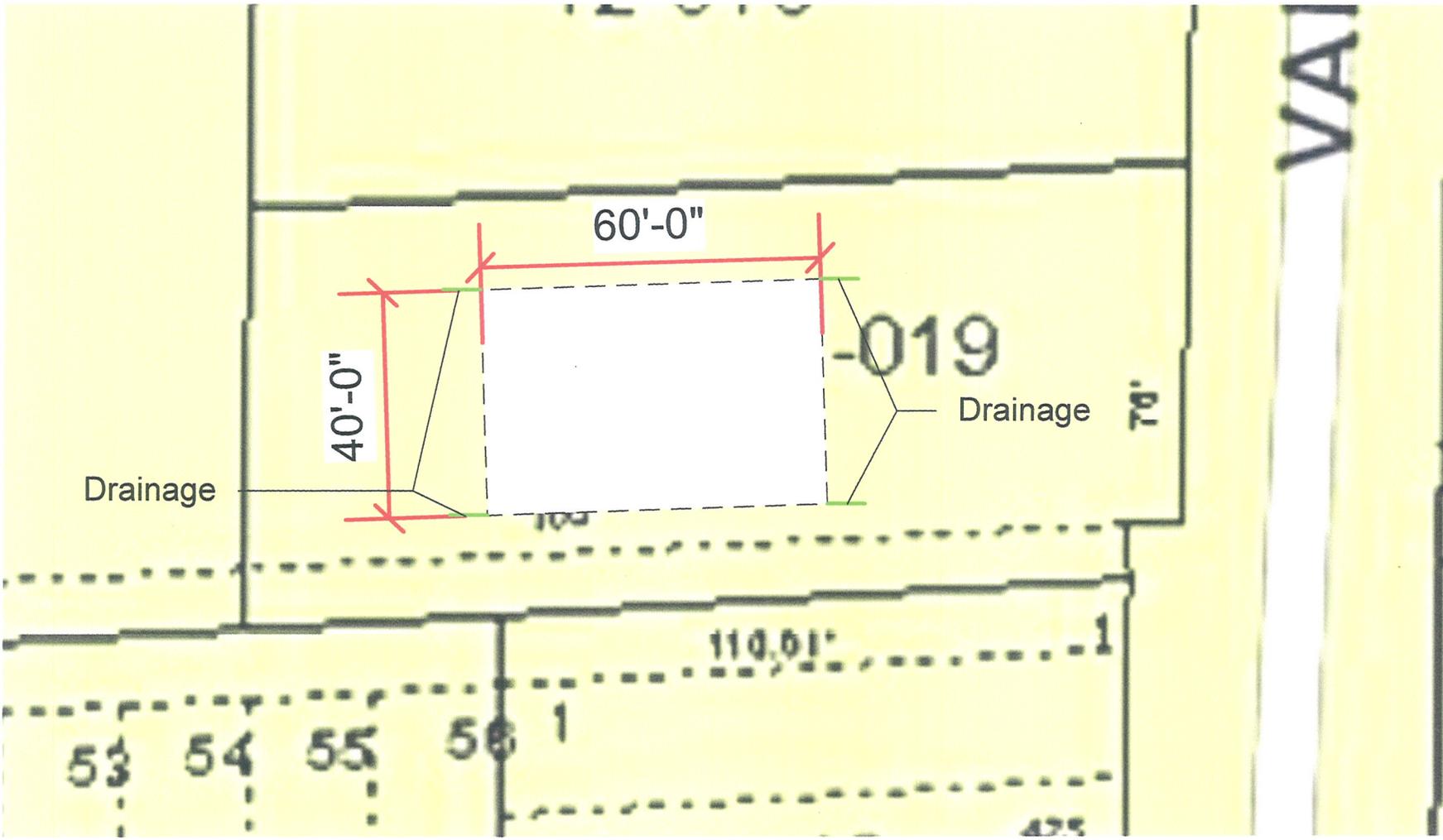
Subsequent to the public hearing, the Plan Commission shall recommend approval, denial, or conditional approval of the conditional use permit to the Common Council. The City Council will act on the Plan Commission's recommendation at its regularly scheduled meeting on Thursday, May 4, 2017.

Morton J. Hansen
City Clerk/Treasurer

Pub: The Courier: April 20, 2017







I have spoken with Dale and am ok with his project the size and the location being proposed and confirm I have received and reviewed the application documents for the storage structure being proposed at 391 Van Buren St.

Name

Address

Scott Woodall Scott Woodall 425 Van Buren St.

Dale White 545 MILWAUKEE AVE

Amanda Wagner 381 Van Buren St.

Lynn L... 384 Van Buren St

Cesar Perata 515 Milwaukee Ave

Anthony... 365 Van Buren St

TRYGVE Rue 374 Van Buren

G. Gehring 356 Van Buren

Pamela Rienger 420 Van Buren Street

5/20/2017

Garage Designer

- (1) - Mastercraft® E-1 Primed Steel 6-Panel Prehung Exterior Door with 6-9/16" Jamb: 2
- (1) - Ideal Door® 16 ft. x 8 ft. 5-Star White Raised Pnl. Insul. EZ-SET® Garage Door: 1
- (1) - Ideal Door® 10 ft. x 8 ft. 5-Star White Insul. Torsion Garage Door: 1



Design Name: Garage Design

Design ID: 315953894595

Estimate ID: 53366



JOHNSON CREEK, 440 WRIGHT ROAD, JOHNSON CREEK, WI, 920-699-6400

Design Summary

Here is a summary of all your customized selections.

Building Info:

- Type: Scissor
- Pitch: 4/12 Pitch
- Framing Size: 2" x 6"
- Width: 40'
- Length: 60'
- Height: 12'
- Gable Overhang: 2'
- Eave Overhang: 2'
- Block Option: 3 Rows
- Block Type: 8" Standard Concrete Construction Block

Wall Info:

- Siding Material Types: Steel
- Siding: 12' 6" Double 4" Residential Steel Siding
- House Wrap: Kimberly-Clark BLOCK-IT® 9' x 75' House Wrap
- Walls Sheathing: 4' x 8' OSB

Roof Info:

- Garage Roof Sheathing: 4' x 8' OSB
- Roofing Material Type: Architectural Shingle *OR STEEL*
- Garage Roofing: Owens Corning® TruDefinition® Duration® Architectural Shingles (32.8 sq. ft.)
- Roof Underlayment: #30 Felt Roof Underlayment 3' x 72' (216 sq. ft.)
- Ice and Water Barrier: Owens Corning® WeatherLock® G Granulated Self-Sealing Ice and Water Barrier 3...
- Garage Fascia: 6" x 12' Aluminum Rustic Fascia
- Garage Soffit: 16" x 12' Aluminum Vented Soffit

Openings:

- Mastercraft® E-1 Primed Steel 6-Panel Prehung Exterior Door with 6-9/16" Jamb: 2
- Ideal Door® 16 ft. x 8 ft. 5-Star White Raised Pnl. Insul. EZ-SET® Garage Door: 1
- Ideal Door® 10 ft. x 8 ft. 5-Star White Insul. Torsion Garage Door: 1

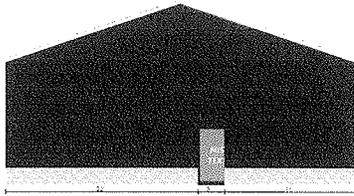
*16x12
10x9*



JOHNSON CREEK, 440 WRIGHT ROAD, JOHNSON CREEK, WI, 920-699-6400

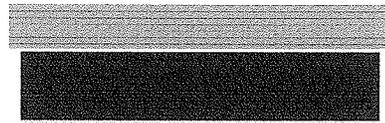
Wall Configurations

*Illustration may not depict all options selected.

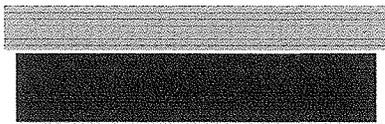


ENDWALL B

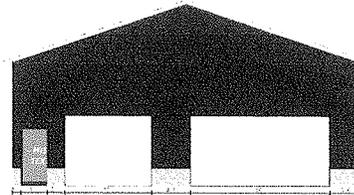
(1) - Mastercraft® E-1 Primed Steel 6-Panel Prehung Exterior Door with 6-9/1...



SIDEWALL D



SIDEWALL C



ENDWALL A



JOHNSON CREEK, 440 WRIGHT ROAD, JOHNSON CREEK, WI, 920-699-6400

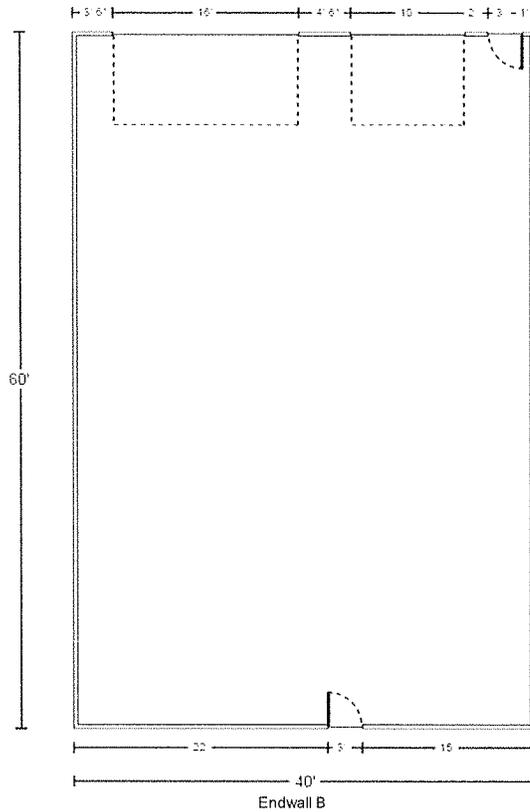
Garage Floor Plan

**Illustration may not depict all selections.

Endwall A

Sidewall C

Sidewall D



5/20/2017

Garage Designer

SKU	Description	Quantity	Usage
1004547	40-0-0 Dropped End 4.0/12	2	End Truss
1004547	40-0-0 Scissor 4.0/12	29	Truss
1021334	2 x 6 x 104-5/8" Pre-Cut Stud Framing Lumber (Actual Size 1-1/2" x 5-1/2" x 104-5/8")	2	Top Plate
1021758	2 x 6 x 8' Framing Lumber (Actual Size 1-1/2" x 5-1/2" x 8')	2	Entry Door Gable Header
1021774	2" x 6" x 12' Lumber	2	Overhead Door Gable Header
1021774	2 x 6 x 12' Framing Lumber (Actual Size 1-1/2" x 5-1/2" x 12')	186	Wall Stud
1021774	2 x 6 x 12' Framing Lumber (Actual Size 1-1/2" x 5-1/2" x 12')	32	Top Plate
1021936	2 x 8 x 18' Framing Lumber (Actual Size 1-1/2" x 7-1/4" x 18')	3	Overhead Door Gable Header
1111024	2 x 6 x 8' Ground Contact AC2@ Green Pressure Treated Lumber (Actual Size 1-1/2" x 5-1/2" x 8')	1	Bottom Plate
1111066	2 x 6 x 16' Ground Contact AC2@ Green Pressure Treated Lumber (Actual Size 1-1/2" x 5-1/2" x 16')	10	Bottom Plate
1242809	1/2" x 4' x 8' OSB	93	Roof Sheathing
1242809	1/2" x 4' x 8' OSB	81	Wall Sheathing
1311248	1/2" x 4' x 12' Lightweight Drywall	49	Interior Wall Panel
1311248	1/2" x 4' x 12' Lightweight Drywall	50	Interior Ceiling Panel
1461020	2-3/8" x 10' Steel Starter Strip	18	Steel Starter
1511802	#30 Felt Roof Underlayment 3' x 72' (216 sq. ft.)	14	Roof Felt
1511827	Owens Corning@ WeatherLock@ G Granulated Self-Sealing Ice and Water Barrier 3' x 66.7" (200 sq. ft.)	4	Ice & Water Barrier
1511910	Owens Corning Starter Strip Plus Shingles (100 lin. ft. per bundle)	2	Shingle Starter
1512362	Owens Corning@ ProEdge@ Hip and Ridge Shingles (33.7 lin. ft.)	2	Hip and Ridge Shingles
1513184	Owens Corning@ TruDefinition@ Duration@ Architectural Shingles (32.8 sq. ft.)	96	Shingles
1550123	12' 6" Double 4" Emerald Green Residential Steel Siding	319	Siding
1550299	10' Emerald Green Residential Steel Siding Corner Base	5	Steel OSC Base
1550300	10' Emerald Green Residential Steel Siding O/S Corner Cap	5	Steel OSC Cap
1550306	10' Emerald Green Residential Steel Siding J Channel	32	Steel J-Channel
1550309	10' Emerald Green Residential Steel Siding Finish Trim	16	Finish Trim
1571398	12' Aluminum Style D Roof Edging	19	Roof Edge
1571567	Sell Even White 6" x 12' Aluminum Rustic Fascia	19	Fascia
1571664	Grip Fast@ 1-1/4" White Aluminum Trim Nail - 1 lb. Box	1	Soffit Fasteners
1571937	Sell Even Hickory 12' Aluminum F-Channel	18	Soffit J-Trim
1572030	Sell Even Hickory 16" X 12' Aluminum Vented Soffit	27	Soffit
1612996	Kimberly-Clark BLOCK-IT@ 9' x 75' House Wrap	4	House Wrap



Design Name: Garage Design

Design ID: 315953894595

Estimate ID: 53366

5/20/2017

Garage Designer



JOHNSON CREEK, 440 WRIGHT ROAD, JOHNSON CREEK, WI, 920-699-6400

Sku	Description	Quantity	Usage
1613222	Intertape Polymer Group 1.88 inches wide x 54.6 yards long Red Sheathing Tape	2	House Wrap Tape
1616102	Guardian R-19 Kraft-Faced Fiberglass Insulation 6.5" x 15" x 39.17' - 49 sq ft	47	Wall Insulation
1616222	Guardian R-38 Kraft-Faced Fiberglass Insulation 12" x 24" x 48" - 64 sq ft	38	Ceiling Insulation
1794360	8" x 8" x 16" Standard Concrete Block	392	Concrete Block
2082165	Grip Fast@ 1-1/4" Electro-Galvanized Coil Roofing Nails -7,200 Count	2	Roofing Nails
2271303	USP Structural Connectors 1/2" Steel Plywood Clips - 25 ct.	15	Roof Sheathing Clips
2295347	Grip Fast@ 2-1/2" 8D Vinyl-Coated Smooth Shank Sinker Nail - 5 lb. Box	20	Sheathing Fasteners
2295800	Grip Fast@ 1-1/2" Electro-Galvanized Roofing Nail - 5 lb. Box	3	Galvanized Siding Nails
2296223	Grip Fast@ #8 x 1-5/8" Square Drive Coarse Thread Drywall Screw - 5 lb. Box	18	Drywall Screws
2300042	FastenMaster TimberL.O.K Heavy Duty Wood Screw 6" 50pc	2	Truss Fastener
2312194	Duo-Fast 5010C - 5/16" x 20-Gauge 1/2" Crown Galvanized Staple	1	House Wrap Staples
2312194	Duo-Fast 5010C - 5/16" x 20-Gauge 1/2" Crown Galvanized Staple	1	Insulation Staples
4141739	Mastercraft@ E-1 Embossed 36" x 80" Primed Steel 6-Panel Prehung Exterior Door with 6-9/16" Frame - Left Inswing	2	Service Door
4171634	White 7/16" x 2" x 9 ft. Vinyl Garage Door Stop Moulding	4	Door Stop Vertical
4171664	Royal Mouldings 7/16" x 2" x 16 ft. White Vinyl Garage Door Stop	2	Door Stop Horizontal
4179747	Royal Mouldings 1-1/4" x 2" x 17 ft. White Vinyl Brickmould	4	Brick Moulding Vertical
4179747	Royal Mouldings 1-1/4" x 2" x 17 ft. White Vinyl Brickmould	2	Brick Moulding Horizontal
4254688	Ideal Door@ 5-Star 10 ft. x 8 ft. White Premium Insulated Garage Door	1	Overhead Door
4254695	Ideal Door@ 5-Star 16 ft. x 8 ft. White Premium Insulated Garage Door	1	Overhead Door



Design Name: Garage Design

Design ID: 315953894595

Estimate ID: 53366

Job	Truss	Truss type	Qty	Tr'y	JOSE
QTREC0245327	S1	GABLE	20	1	Job Reference (optional)
Midwest Manufacturing, Eau Claire, WI 54703			7.250 s May 11 2011 MiTek Industries, Inc. Fri Jan 13 15:54:59 2012 Page 1		
			ID:7udVwYIA_b7lcRYjjCwLdSzy79L-ekxbsVxgunt6Ejy3_n9iCTh9Dk3_WXdklgk0hLzvjb/		
-2-0-0	0-0-0	7-5-13	7-5-13	6-7-11	14-1-8
2-0-0					5-10-8
					20-0-0
					5-10-8
					25-10-8
					6-7-11
					32-6-3
					7-5-13
					40-0-0
					42-0-0
					2-0-0
Scale = 1/77					

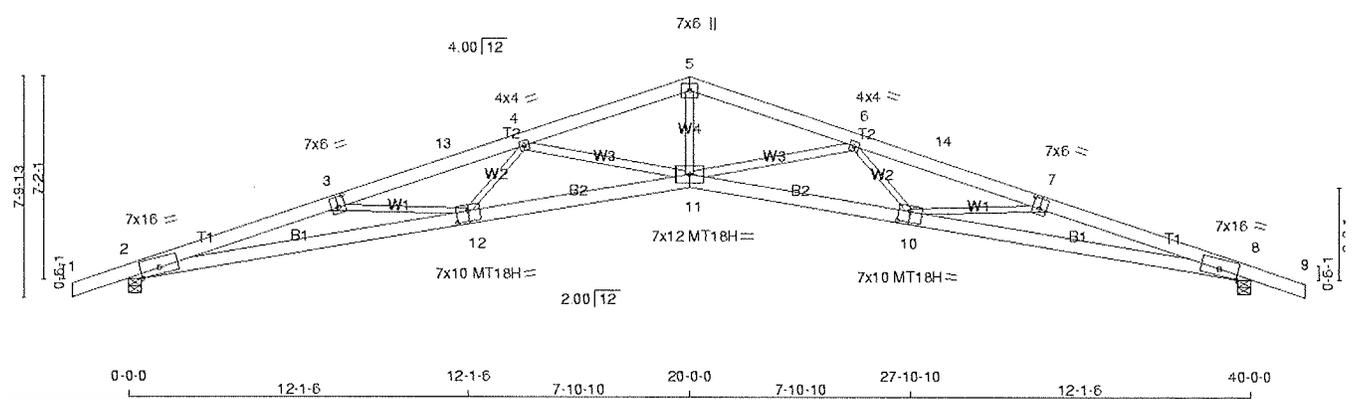


Plate Offsets (X,Y): [3:0-3-0,0-4-8], [7:0-3-0,0-4-8], [10:0-5-0,0-4-8], [12:0-5-0,0-4-8]					
LOADING (psf)	SPACING	CSI	DEFL	PLATES	GRIP
TCLL (roof) 35.0	2-0-0	TC 0.52	in (loc) l/defl L/d	MT20 197/144	
Snow (Ps/Pg) 34.7/50.0	Plates Increase 1.15	BC 0.66	Vert(LL) -0.99 11-12 >479 240	MT18H 197/144	
TCDL 7.0	Lumber Increase 1.15	WB 0.90	Vert(TL) -1.71 11-12 >277 180		
BCLL 0.0	Rep Stress Incr YES	(Matrix)	Horz(TL) 0.85 8 n/a n/a		
BCDL 10.0	Code IRC2009/TP12007				Weight: 208 lb FT = 0
LUMBER	BRACING				
TOP CHORD 2 X 6 SPF 2100F 1.8E	TOP CHORD Structural wood sheathing directly applied or 2-8-7 oc purlins.				
BOT CHORD 2 X 6 SYP 2400F 2.0E	BOT CHORD Rigid ceiling directly applied or 10-0-0 oc bracing.				
WEBS 2 X 3 SPF Stud *Except*					
W4: 2 X 4 SPF No.2, W3: 2 X 4 SPF 1650F 1.5E					
REACTIONS (lb/size)	MiTek recommends that Stabilizers and required cross bracing be installed during truss erection, in accordance with Stabilizer Installation guide.				
2=2228/0-5-8 (min. 0-1-13), 8=2228/0-5-8 (min. 0-1-13)					
Max Horz 2=82(LC 7)					
Max Uplift 2=235(LC 9), 8=235(LC 10)					
Max Grav 2=2243(LC 2), 8=2243(LC 2)					
FORCES (lb) - Max. Comp./Max. Ten. - All forces 250 (lb) or less except when shown.					
TOP CHORD 2-3=9080/1169, 3-13=8234/894, 4-13=8145/904, 4-5=6337/743,					



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
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cityhall@waterloowis.com

APPLICATION FOR SPECIAL EVENT or ENTERTAINMENT LICENSE

Any Special Event or Entertainment Event sponsor requesting municipal approvals, services, assistance, and/or other support from the City of Waterloo for a special or entertainment event on public or private property must provide the following information.

Submittal of application does not constitute approval. All applications must be reviewed.

NAME OF SPONSOR (Applicant): Waterloo Holiday PARADE Committee - Angie Stinnett

STATUS: (circle one) unincorporated incorporated individual other _____

CONTACT NAME: Angie Stinnett

PHONE NUMBER: 920-478-7324 920-478-8053 920-809-1755
DAYTIME EVENING FAX Cell

EMAIL ADDRESS: angie.stinnett@yahoo.com

NAME OF EVENT: Jingle Jog

TYPE OF EVENT: (circle one) Festival Parade Caravan Rally March 5K Run/walk
Race Tag Day Other

PURPOSE OF EVENT: Raise Money for the food Pantry

DATE OF EVENT: July 16, 2017

EVENT HOURS: 8 AM - NOON SET UP HOURS 1 hr BREAKDOWN 1/2 hr.

DESCRIPTION OF EVENT: Run, Walk, Jog 5K

SITE/ADDRESS FOR EVENT (list if multiple locations) Start in Fireman's Park

PROJECTED ATTENDANCE: 50(?) PAST ATTENDANCE: N/A.

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 15

RAIN POLICY: NONE - Event will go rain or Shine

DATE APPLICATION MADE 5/18/17

Pursuant to Section 12.06 Waterloo Municipal Code
Application for Special Event or Entertainment License

Form created: 03/11/2004

HOLD HARMLESS CLAUSE:

The special event or entertainment sponsor hereby agrees to indemnify and hold harmless the City of Waterloo, Wisconsin, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor's operation of the event, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Waterloo acting within the scope of their employment.

Further, the event sponsor agrees to indemnify the City of Waterloo and any of its agents, public officers, officials or employees and authorized volunteers for any attorneys fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor's use of public property or operation of the event as set forth in the application for special permit.

INSURANCE REQUIREMENTS:

Proof of insurance is required of all Special or Entertainment Event Sponsors before the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a Certificate of Insurance with your completed application by, _____ 20__ to the **City Clerk's Office 136 N. Monroe Street, Waterloo, WI. 53594.** Insurance coverage shall be from companies and in amounts acceptable to the City of Waterloo. Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.

PERMITTED USE OF PUBLIC PROPERTY:

Whereas the Special or Entertainment Event Sponsor agrees to use the public property at _____ Fireman's Park in Waterloo, Wisconsin, known as, for staging of, the City of Waterloo does hereby agree to permit for use, at no cost, these premises for the date(s) of July 16 through _____ 2017. Sponsor does hereby agree to conduct only that business/activity which is described in the Special Event Permit Application, and agrees to all municipal requirements. Sponsor further agrees that within thirty (30) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen portions of the subject property including, but not limited to landscaping, street or buildings and/or pavement.

LIABILITY WAIVER:

The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Waterloo, its agents, public officers, officials or employees and authorized volunteers from said sponsored event or activity, except for acts caused by the willful and wanton misconduct by employees of the City of Waterloo acting within the scope of their employment.

AUTHORIZED SIGNATURES:

I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulations outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a Special Event in the City of Waterloo, as outlined herein. I/we understand that our lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed Special or Entertainment Event. **Permit applied for and all terms and stipulations agreed to by:**

Angie Stinnett
Name (please print)

Angie Stinnett
Signature

Pres. of the WHP committee
Signatory Title (if applicable)

5-18-17
Date

Pursuant to Section 12.06 Waterloo Municipal Code
Application for Special Event or Entertainment License

Form created: 03/11/2004

THIS APPLICATION, WITH A DETAILED SITE PLAN ATTACHED, AND ANY OTHER APPLICABLE DOCUMENTS AS OUTLINED HEREIN, MUST BE REMITTED TO THE CLERK'S OFFICE NO LATER THAN NINETY DAYS (90) PRIOR TO THE OPENING DAY OF THE EVENT. Application received late or incomplete may be denied. Direct mail to the **City Clerk, City of Waterloo, 136 N. Monroe Street**, Waterloo, WI. 53594. A copy of the application will then be forwarded to the appropriate committees and or Departments for consideration of approval, denial, and scheduling.

Date application received: 5/18/2017 Received by: MO HANSEN

Clerk's Office to complete the section below:

Cc:

Police Department

____ Council Approval _____
Date

Fire Department

Public Works

____ Certificate of Insurance

pending - "5 days out"

N/A Waterloo Utilities

Fee for Profit Events = \$50.00 per event.

Fee is WAIVED for events held or sponsored by educational, charitable, nonprofit, or religious organizations when the proceeds are devoted to the purposes of such organization.

Fee Paid: waived. ✓

Date Paid: _____

Received by: N/A

Attachment 1

CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

1. The City of Waterloo requires submission of a Certificate of Insurance along with the Special or Entertainment Events Application prior to review by the City's Government Operations Committee.
2. The Certificate of Insurance must include the following **minimum** limits of insurance coverage required for special events on City property:

\$300,000 Injury or death of one person; \$1,000,000 for any one accident; \$50,000 for Property Damage.
3. The City of Waterloo must be named on the Certificate of Insurance as **primary, non-contributory additional insured** under the general liability policy for the event.
4. The Certificate of Insurance must include the name of the special event, and the date, time and location of the event.
5. The City of Waterloo reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.
6. **No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.**

Any questions regarding these insurance requirements should be directed to the City Clerk's Office at (920) 478-3025

Insurance Cert. can't be written until 5 days before the event. We will provide copies as soon as we have it.

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: Jungle Jog 5K

DATE (S) OF EVENT: July 16, 2017 HOURS: 8AM - Noon

LOCATION/PROPERTY: Start + End in fireman's Park

SAFETY PROCEDURES:

1) Will you be providing private on-site security? YES **NO**

If yes, list security company name. _____

Where will security be needed? _____

What times will security be needed? _____

Will WPD officers be required? ^{Traffic Control?} **YES** NO

Municipal estimation of cost: _____ WPD Personnel @ \$ _____ /hour = \$ _____

2) What are your plans for medical assistance? call 911 if anything more serious than

Municipal estimation of cost: _____ WFD equipment/personnel @ _____ \$ hours = \$ _____ Simple First Aid

3) Will there be fireworks at your event? YES **NO**

Date of fireworks _____ Time of Fireworks _____

Name/Address of company supplying fireworks _____

Fire Marshall must be contacted for approval and consultation.

SET UP / CLEAN UP PROCEDURES:

1) Name of person in charge of set up: Angie Stinnett phone # 920-809-1755

2) What time will set up begin: 10:30 AM

3) Name of clean up contact person: Angie Stinnett Cell Phone# 920-809-1755

4) Estimated time for clean up after event: 1 hr.

FEEES AND PROCEEDS:

1) Will ^{Registration} admission be charged for this event? **YES** NO

If yes, how much: Adult _____ Seniors _____ Students _____ Children 5 & under _____ Families _____ Children 1/2 Price with An Adult.

2) If a participant fee is charged, please indicate the amount: Booth: N/A

Concessionaire: N/A

3) Will alcoholic beverage(s) be sold?

YES

NO

If yes, what beverage and at what cost? _____

4) What does the Sponsor intend to do with any revenue over and above the expenditures? _____

donate to food pantry.

(If this is a first year event, please provide a budget. If it is a repeat event, provide last year's financials.)

ENTERTAINMENT AND PROMOTIONS:

2) List names of performers and entertainment groups: N/A

2) Describe other entertainment / activities planned for your event: N/A

3) How will your event be promoted? Television Radio Newspapers Rosters Flyers

other social media

PUBLIC PROPERTIES PROCEDURES:

If you are requesting city services, please complete the following area:

1) Will you need barricades? YES NO

Purpose of barricades: _____

Location of placement: _____ Amount needed _____

Date barricades needed _____ Time of placement _____

Name of company providing service if other than City _____

2) Will you require electrical service(s) YES NO

Entertainment: number of amps _____ = _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location _____ Entainer name _____

Entertainment: number of amps _____ = _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: _____ Entainer name _____

Concessions: N/A amps= _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: _____

Concessions: _____ amps= _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: _____

Name of company providing service if other than City: _____

3) Will you need fencing installed? YES NO

Purpose of fencing: _____

Location: _____ Amount: _____

Date needed _____ Time needed _____

Estimated costs: _____ locations @ \$100. = \$ _____ Total costs

4) Will parking considerations be needed YES NO

Type(s) _____

Location: _____ Amount _____

Date: _____ Time: _____

5) Will picnic tables be needed? YES NO

Location _____ Amount _____

Date needed: _____ Time needed _____

Estimated cost(s) _____ Picnic tables @ \$5.00 per table = \$ _____

6) Is a street sweeper needed? YES NO

Location _____ Date _____ Time _____

Estimated cost(s) _____ hours @ _____ = \$ _____ total cost

Name of company providing service, if not City: _____

7) Will you need additional trash bins? YES NO

If yes how many requested? Cardboard trash bins _____ Barrels _____

Where do you want them placed? _____

Name of disposal company if other than the City: _____

Where will dumpster be place: _____

8) Will water connection be needed?

YES

NO

Location _____ Amount _____

Date _____ Time _____

Estimated costs: _____ connection(s) @ \$20.00 = \$ _____ Total water costs

Out of the park to Lum Ave.
turn left on Anna St.
Turn right on Jaystone Terrace
Jaystone Terrace turns into Goehl Rd.
Goehl Rd. turns into Lexington way
Turn Right on E. Clarkson Rd.
Turn right on Heil Ct.
Turn Right on Portland Rd.
Turn right on Industrial Ln.
Turn right on Commercial Ave.
Turn left on the bike path
Turn left on the bike path (this just
extends the run but meets back up in
the same place by the softball field)
turn left onto the road in the park.
Finish line is back at the Round
Pavillion.



5/26/2017 Clerk/Treas. recommendation: Replace Options 1-4 with : "Grant pays 75% of contracted costs with a cap of \$2,300"

Why? (a) Goal is program participation. (b) We have a more accurate count of lead services (131) than when program first proposed (more estimated then). (c) All private owners pay a share. (d) The total award is larger than the current \$950. (e) Feedback indicated the loan concept was unappealing.

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

APPLICATION FOR LEAD WATER SERVICE LINE REPLACEMENT

Date: _____

Application # (completed by municipal staff)

Owner: _____ hereby makes application for consideration of replacement of the privately owned lead water service line at the following location:

Address: _____ Phone Number: _____

Email address: _____

WATER SERVICE INFORMATION

Size of proposed private lateral (if different than existing): _____

Type of material for new service line: Copper: _____ Plastic: _____ Other: _____

Current Building Use: Residential (1 or 2 Family): _____ Day Care: _____ School: _____

FUNDING

Select one of four funding assistance options:

[NOTE: If municipal funding assistance is not desired. Simply proceed with your project, no application is needed. Plumber is required to have work inspected by the municipal building inspector.]

___ OPTION #1 (FACILITIES) As no licensed day care facilities or K-12 Schools have lead water services this option has been withdrawn.

___ OPTION #2 (GRANT ONLY) – Properties with a dwelling unit are eligible for a grant not to exceed the cost of replacement or \$950, whichever is less.

___ OPTION #3 (GRANT/LOAN) -- Properties with a dwelling unit are eligible for a combination grant and 0% interest loan with total municipal contribution not to exceed the cost of replacement or \$2,200, whichever is less. By selecting this option applicant hereby agrees to repay full loan amount in three years or less in accordance with the loan repayment schedule presented by the city. Interest penalties will apply for late payment. Annual unpaid amounts to be placed on the property tax bill. All repaid loan amounts will be dedicated to future lead service replacements.

EXAMPLE: OPTION #3 LOAN REPAYMENT SCHEDULE				
	GRANT	LOAN	GRANT / LOAN FOR PROJECT	LOAN PAYMENT
Year 1	\$950	\$1,250	\$2,200	\$416.66
Year 2				\$416.67
Year 3				\$416.67
Total	\$950	\$1,250	\$2,200	\$1,250

___ OPTION #4 (GRANT WITH YOUNG CHILD) – Properties with a dwelling with one or more child age six or less are eligible for a grant not to exceed the cost of replacement or \$2,000, whichever is less.

PROGRAM DETAILS

- Awarded dollars are available on a first-come-first-serve basis. When funding is exhausted, a waiting list will be maintained and future funding will be drawn from loan repayments. All work must be finalized by June 1, 2020. No exceptions.
- An approved application serves as a contract between the property owner and the City of Waterloo. To meet the terms of this contract, the property owner must present an executed contract with a municipally pre-approved contractor indicating that work will be completed in a timely fashion. Property owner and plumber must sign and present the “Essential Addendum” provided as part of this program.
- This program is a reimbursement program. An itemized invoice marked as “paid in full” by the Plumber shall be included with a reimbursement request by the property owner. The City of Waterloo agrees to reimburse the property owner the lesser of the approved funding option; or the contract amount, within 30 days after the City receives notification that the work has been inspected and approved by the municipal Building Inspector and payment has been made in full to the plumber.
- The City of Waterloo reserves the right to modify this program as it deems in the best interest of Waterloo residents.

Submittal of this application with at least one replacement cost quote from a pre-qualified plumbers/contractors is required to be eligible application approval. The undersigned owner or authorized agents thereof, offers the above information and agrees to abide by the program rules.

Owner/Authorized Agent Signature

Owner/Authorized Agent Address

Application must be submitted with a minimum of one quote from prequalified plumbers or contractors.

Lead Service Line confirmed by Utility Staff: Yes _____ No: _____
Plumbing Estimates obtained: Yes _____ No: _____ Date: _____
Permit Application Approved: Yes: _____ No: _____
Approved by: _____ Date of Approval: _____
Conditions: _____
(completed by municipal staff)

Date: June 1, 2017

To: Common Council Members

From: Police Chief Denis P. Sorenson *DPS*

Subject: Class A and B Intoxicating Liquor and Beer License Applications

The following Class A and B Intoxicating Liquor and Beer License applications have been reviewed and are in compliance with the regulations, ordinances and laws of the City of Waterloo Municipal Code.

NAME OF INDIVIDUAL/PARTNERSHIP/LLC AGENT NAME ADDRESS OF APPLICANT TRADE NAME PREMISE LOCATION PREMISE DESCRIPTION	"Class B" Intoxicating Liquor License	Class "B" Beer License	Class "A" Beer License	"Class A" Intoxicating Liquor License	"Class A" Intoxicating Liquor License (Cider Only)	"Class C" Wine License	Cigarette License
Kardenny's, LLC Karen Fredrick, Agent W8178 State Road 16/60, Lowell (The End Zone) 137 N. Monroe Street Main floor	X	X					
Katie Creek, LLC Colin Gorder, Agent 679 Hawthorn Drive, Sun Prairie (The Bridge) 134 E. Madison Street Main floor bar, basement	X	X					
Coaches Alley, LLC Laurie Kay Gorder, Agent 204 Anna Street, Apt. 108, Waterloo (Coaches Alley, LLC) 151 N. Monroe Street Bar room & basement	X	X					
Peggy Hansen, LLC Peggy Hansen, Agent 112 Hickory Lane, Waterloo (The MT Bar) 120 E. Madison Street Main floor, basement & deck	X	X					

NAME OF INDIVIDUAL/PARTNERSHIP/LLC AGENT NAME ADDRESS OF APPLICANT TRADE NAME PREMISE LOCATION PREMISE DESCRIPTION	"Class B" Intoxicating Liquor License	Class "B" Beer License	Class "A" Beer License	"Class A" Intoxicating Liquor License	"Class A" Intoxicating Liquor License (Cider Only)	"Class C" Wine License	Cigarette License
Dolgencorp, LLC Chris Engelhardt, Agent 3189 W 3 rd Ave., Oxford (Dollar General Store #15975) 200 Anna Street 8293 Sq Ft stand alone store			X	X			X
Lannoy Foods, Inc. Michael Roger Lannoy, Agent W12126 Longview Circle, Waterloo (Piggly Wiggly) 810 N. Monroe Street 1 story brick-metal building w/2 nd story office mez.			X	X			X
JC Acquisition, LLC Elizabeth A. Holzhueter, Agent N8767 Jordan Road, Waterloo (Jim's Cheese Pantry & Cafe) 410 Portland Road Patio, retail store, kitchen, office			X	X			
TOTALS	6	8	5	4	1	0	4

Council Approval: June 1, 2017



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

APPLICATION FOR ANNUAL MOBILE HOME PARK LICENSE

TO THE CLERK OF THE

CITY OF WATERLOO

COUNTY OF JEFFERSON

The undersigned hereby applies for an Annual Mobile Home Park License for the term beginning July 1, 2017 through June 30, 2018.

The applicant agrees to comply with and be bound by all the laws, ordinances, rules, regulations and penalties governing the Mobile Home Park for which this license is applied. His business name and address is:

Greeninghame Condominium LLC

(Trade Name)

300 Hendricks St Waterloo WI

(Address)

70

(Number of Parking Spaces)

A receipt is submitted herewith, showing the payment of the sum of \$2.00 for each space in the existing or proposed park, but not less than \$25.00 to the treasurer, in payment of this license.

Greeninghame Condominium LLC

Parker W Dow

Dated: 5 May 2017 Signed: Marganne L Dow

TO BE COMPLETED BY CLERK

Date Paid: 5-5-2017

Receipt Number: 33083

Date License Granted: _____

License Number Issued: _____

Date License Issued: _____



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APPLICATION FOR ANNUAL MOBILE HOME PARK LICENSE

TO THE CLERK OF THE
CITY OF WATERLOO
COUNTY OF JEFFERSON

The undersigned hereby applies for an Annual Mobile Home Park License for the term beginning July 1, 2017 through June 30, 2018.

The applicant agrees to comply with and be bound by all the laws, ordinances, rules, regulations and penalties governing the Mobile Home Park for which this license is applied. His business name and address is:

Wil-Park

(Trade Name)

300 Hendricks St Waterloo WI

(Address)

17

(Number of Parking Spaces)

A receipt is submitted herewith, showing the payment of the sum of \$2.00 for each space in the existing or proposed park, but not less than \$25.00 to the treasurer, in payment of this license.

Wil-Park Management Inc
Partner W Dow

Dated: 5 May 2017 Signed: Morganne L Dow

TO BE COMPLETED BY CLERK

Date Paid: 5-5-2017

Receipt Number: 33082

Date License Granted: _____

License Number Issued: _____

Date License Issued: _____

WATERLOO PLAN COMMISSION – MINUTES
May 3, 2017

PUBLIC HEARING

1. CALL TO ORDER -- CONDITIONAL USE PERMIT – DALE KRAUS - PROPERTY LOCATED AT 391 VAN BUREN STREET.
The Applicant, Dale Kraus, Owner Of The Property Located At 391 Van Buren Street, Is Requesting A Conditional Use Permit To Allow The Construction Of An Additional 40' X 60' (2,400 Sq. Ft.) And 21' Height Accessory Building In A R-2 Single Family Residential District. Bob Crosby, in the Mayor's absence called the public hearing to order at 3:00 p.m. Plan Commissioners Attending: Leisses, Crosby, Butzine, Lannoy and Reynolds. Absent: Springer and Thompson. Others attending: Dale Kraus, Terry Sauer and Clerk/Treasurer Hansen.
 - a. DISCUSSION: Applicant Dale Kraus said he intended to use the building to store an RV and equipment used to maintain his seven acre parcel; the building would be 75 feet from the street; it would be stick built with exterior materials not yet determined. He said the adjacent buildings are two stories. Kraus said surveying the entire seven acres to produce a certified survey map to combined two lots he owns involved with the request, would be expensive. He said placement of the structure on other side of the existing home was not feasible because of slope and an existing orchard. He estimated that his budget would be \$60,000
2. ADJOURN PUBLIC HEARING. At 3:14 pm. a motion was made by Reynolds, seconded by Leisses to close the public hearing. VOICE VOTE: Motion carried.

PLAN COMMISSION REGULARLY SCHEDULED MEETING

1. CALL TO ORDER AND ROLL CALL. Plan Commissioners Attending: Leisses, Crosby, Butzine, Lannoy and Reynolds. Absent: Springer and Thompson. Others attending: Dale Kraus, Terry Sauer and Clerk/Treasurer Hansen.
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES – February 28, 2017 (March 28, 2017 no meeting). MOTION: Moved by Butzine, seconded by Lannoy to approve the meeting minutes as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. NEW BUSINESS
 - a. Dale Kraus, Owner Of The Property Located At 391 Van Buren Street - Conditional Use Permit Request To Allow The Construction Of An Additional 40' X 60' (2,400 Sq. Ft.) And 21' Height Accessory Building In A R-2 Single Family Residential District. DISCUSSION: Reynolds commented that the structure would be 75 feet removed from the road, behind existing neighboring structures. Lannoy questioned the building size saying he had been in some accessory structures in Waterloo that were big, but not this big. Lannoy said it was a city lot not a rural lot. Lannoy and Butzine asked if the neighbors had been consulted. Kraus replied that one house was in disrepair, and he didn't know the neighbors. He said he had talked to the other. Crosby asked if reducing the size was possible. Krause said he was making an investment in the property and the size would mean he would remain in Waterloo. The Plan Commissioners considered whether or not a survey map should be done first. Leisses said approval could be granted conditioned upon a map approval. Butzine said he had a problem with the building size. He asked if it would affect the value of the neighboring homes. Kraus said a nearby house has exposed insulation and is in disrepair. Crosby asked if more building details were available. Krause circulated a rendering saying it was not his plan but similar. Reynolds said the size was greatly over the allowed amount. MOTION: Moved by Lannoy, seconded by Butzine to table the matter asking the applicant to provide contractor drawings or similar and to provide communication from the neighbors regarding their views on the project. VOICE VOTE: Motion carried.
 - b. Uniform And Effective Enforcement Of The Zoning Code. DISCUSSION: Attendees reviewed Hansen's February memo. The after-the-fact Sellnow conditional use request was referenced. Lannoy said the information provided as part of the Zweg conditional use permit was incomplete compared to the Town of Portland process. Hansen described limitations of only acting on complaints. Crosby said the enforcement for a blighted Polk Street property was not enough. Crosby said the downtown veterans memorial was an example of the City not stepping up to take care of its own responsibilities. Hansen described linking Fire Inspections and Building Inspections. It was noted that Chris Butschke should attend a follow-up meeting to help identify a way forward on the topic.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Considering The Following Updates: Zoning Maps, Conditional Use Forms And Comprehensive Plan Map

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
April 20, 2017

1. CALL TO ORDER AND ROLL CALL. Alderperson Springer called to order at 6:00 p.m. Members present: Springer, Quimby & Griffin. Absent: none. Also attending: Mayor Thompson, Fire Chief Vern Butzine, Mike Kawula, Wes Benisch and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: March 16, 2017 & December 15, 2016. MOTION: Moved by Quimby, seconded by Griffin to approve the minutes as listed and presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. NEW BUSINESS
 - a. In-Person Absentee Voting Hours. DISCUSSION: Springer and Thompson questioned the need for in-person absentee voting hours outside of regular business hours. Springer said the hours were not mandatory. Hansen said the office was open for the November, February and April elections; no additional cost was incurred because he is a salary employee; commuting residents appreciated the service; and meeting voting immigrants that fully appreciated the opportunity to participate in a democracy was rewarding. Thompson asked for numbers of individuals coming in. Hansen estimated figures for the three elections and said exact totals are available. Hansen said the process uses low-cost community outreach methods that could benefit other departments. No action taken.
 - b. Estimates For Installation Of 2nd Electrical Meter At Mauneshia Business Center. DISCUSSION: Hansen said the Food Pantry was willing to pay monthly charges. Two estimates were presented. Griffin questioned why 200 amp service was needed. Thompson said future first floor needs may increase. The body directed Hansen to ask Dave Zastrow if the Food Pantry would pay for installation. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council awarding installation work to Midwest Electric. VOICE VOTE: Motion carried.
 - c. Fire Chief's Request To Increase Waterloo Fire Department Part-Time Pay Rate To \$14 Per Hour. DISCUSSION: Butzine said the increase was needed to recruit qualified applicants. He said he current budgeted dollars for part-time staff was OK. Butzine said he recently lost 4 EMTs. MOTION: Moved by Springer, seconded by Griffin to recommend to Council a \$14 pay rate as long as the hours do not exceed the budget. VOICE VOTE: Motion carried.
 - d. Purchasing And Payroll Services For The Oak Hill Cemetery Association. MOTION: Moved by Quimby, seconded by Griffin to remove the service of doing payroll for the Association unless they agree to pay for the service. VOICE VOTE: Motion carried.
 - e. Ehler's & Associates Proposed Expanded Services Agreement. DISCUSSION: Hansen reviewed the Ehler's service proposal suggesting the best value would be to have Ehler's staff present for Joint Review Board meetings only. MOTION: Moved by Quimby, seconded by Griffin to forward the Clerk/Treasurer's recommendation to the Council. VOICE VOTE: Motion carried.
 - f. Directing The Drafting And Distribution Of A Request For Proposal For Assessment Services. DISCUSSION: Thompson said Associated Appraisal Consultants Inc was not willing to pay the City for municipal legal fees relating to the recent challenged assessment. Hansen said the contract has an annual July notification for opting-out. MOTION: Moved by Springer, seconded by Quimby to direct the Clerk/Treasurer to draft and distribute a request for proposal for assessment services. VOICE VOTE: Motion carried.
 - g. Payroll For March 2017 - \$98,164.14. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approve payroll in the stated amount. VOICE VOTE: Motion carried.
 - h. General Disbursements – March 17, 2017 Through April 20, 2017. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approve disbursements in the stated amount. VOICE VOTE: Motion carried.
 - i. Treasurer's Report & Budget Reports For January, February & March 2017. MOTION: Moved by Quimby, seconded by Griffin recommend approval of all reports as listed. VOICE VOTE: Motion carried.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Review Of Clerk/Treasurer's Office Cross-Training – May 2017.
 - b. Action Items From 2016 Audit. Noted.
6. ADJOURNMENT. MOTION: Moved by Griffin, seconded by Quimby to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:55 p.m.

Attest: