



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, July 6, 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: June 15, 2017
3. PUBLIC COMMENT
 - a. June 10, 2017 Letter - Trailer/Mobile Home Parking On Residential Home Lots
4. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
 - a. Plan Commission
 - i. Conditional Use Application - Robert Thompson, Owner Of The Property Located At 209 Beech Road - Conditional Use Permit Request To Allow The Construction Of An Additional 20' X 22' (440 Sq. Ft.) Accessory Building In A R-2 Single Family Residential District
 - ii. Certified Survey Map Approval Conditioned Upon A Final Review And Sign-Off By The City Engineer - Dale Kraus, 391 Van Buren Street
 - b. Public Safety & Health Committee
 - i. Application For Special Event License – Friends of the KJML/Chamber of Commerce, Wiener & Kraut 5K – September 9, 2017
5. NEW BUSINESS
 - a. Granting New And Renewed Operator's Licenses For The License Period Beginning July 1, 2017 And Ending June 30, 2019 (13)
 - b. Resolution #2017-28 Authorizing An Expenditure Of State Funds As Part Of The Idle Site Industrial Grant Award For Interior Renovations At 575 West Madison Street To Further Job Creation And Economic Development In The City Of Waterloo And Setting Certain Conditions
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
7. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

Posted and Emailed: 06/29/2017

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

CITY OF WATERLOO COMMON COUNCIL
MEETING MINUTES: June 15, 2017

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL. Mayor Thompson called the meeting to order at 7:00 p.m. Alderpersons present: Ziaja, Springer, Griffin, Thomas and Stinnett. Absent: Quimby and Petts. Others present: Diane Graff, the Courier; Police Chief Sorenson; Mark Hoggatt, ASCEND; Craig Ellsworth, Rediscovered LLC; Mike Kawula; Christopher Campbell, Associated Appraisal Consultants Inc.; WLOO videographers and Clerk/Treasurer Hansen. The pledge of allegiance was recited.
2. MEETING MINUTES APPROVAL: June 1, 2017. MOTION: Moved by Thomas, seconded by Griffin to approve the minutes with one correction as noted by Thomas. VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT. None.
4. CONSENT AGENDA ITEMS. MOTION: Moved by Stinnett, seconded by Springer to approve the consent agenda. VOICE VOTE: Motion carried.
 - a. Reports Of City Officials And Contract Service Providers
 - i. Parks Coordinator Gabe Haberkorn For May 2017
 - ii. Waterloo Fire Department For May 2017
 - iii. Building Inspector - Building, Plumbing, And Electrical Permits For May 2017
 - iv. Public Works Director Chad Yerges For May 2017
 - v. Police Chief Sorenson For May 2017
 - vi. Library Director Kelli Mountford For May 2017
 - vii. Waterloo Water & Light Commission – June 6, 2017
 - viii. Watertown Humane Society For May 2017
5. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
 - a. Finance, Insurance & Personnel Committee
 - i. Payroll For May 2017 - \$70,872.56. MOTION: Moved by Springer, seconded by Griffin to approval payroll in the stated amount. ROLL CALL VOTE: Motion approved unanimously with Quimby and Petts absent.
 - ii. General Disbursements – May 19, 2017 Through June 15, 2017. MOTION: Moved by Springer, seconded by Griffin to approve disbursements in the stated amount. ROLL CALL VOTE: Motion approved unanimously with Quimby and Petts absent.
 - iii. Treasurer's Report & Budget Reports For May 2017. MOTION: Moved by Springer, seconded by Griffin to approve the reports. ROLL CALL VOTE: Motion approved unanimously with Quimby and Petts absent.
 - iv. Review & Action On Requests For Proposal For Assessment Services. DISCUSSION: Hansen distributed a summary describing submittals from three firms. He recommended retaining Associated Appraisals. Mayor Thompson questioned Associated Appraisals refusal to reimburse the City for attorney fees relating to a recent claim of excessive assessment against the City. Christopher Campbell said Associated Appraisal followed the procedures for assessment given the information it received from the property owner. He said it is not possible to force property owners to comply with information requests. MOTION: Moved by Springer, seconded by Stinnett to accept the Associated Appraisal Consultants submittal and directed staff to renew the agreement. ROLL CALL VOTE: Ayes: Ziaja, Springer, Thomas and Stinnett. Noes: Griffin, with Quimby and Petts absent. Motion carried.
 - v. Resolution #2017-25 Financial Policy Update #1: Monthly Approval Of General Disbursements. DISCUSSION: Thomas questioned the need for bringing the change to the City Council. MOTION: Moved by Springer, seconded by Griffin to approve the resolution as presented. VOICE VOTE: Motion carried.
 - b. Public Works & Property Committee
 - i. Revising The Award Options For The Private Lead Service Replacement Program. MOTION: Moved by Springer, seconded by Stinnett to revise the program award formula eliminating the options and changing awards to 75% of qualifying project costs with a municipal cap of \$2,300. ROLL CALL VOTE: Ayes: Ziaja, Springer, Griffin and Stinnett. Noes: none with Thomas abstaining and Quimby and Petts absent. Motion carried. Motion approved.
 - c. Utility Commission And Public Works & Property Committee
 - i. Authorizing A Sanitary Sewer Conveyance System Maintenance & Management Agreement. MOTION: Moved by Thomas, seconded by Stinnett to authorize a Sanitary Sewer Conveyance

System Maintenance & Management Agreement as revised by the Utility Commission and presented on this night. VOICE VOTE: Motion carried.

d. Utility Commission

- i. Resolution #2017-26 Review Of The Annual Wastewater Treatment Plant Compliance Maintenance Report. MOTION: Moved by Ziaja, seconded by Stinnett to accept and approve the Annual Wastewater Treatment Plant Compliance Maintenance Report. VOICE VOTE: Motion carried.

6. UNFINISHED BUSINESS

- a. Resolution #2017-27 Facilitating Economic Development And Job Creation At The North Terminus Of Commercial Avenue -- Authorizing The Acquisition Of 15.02 Acres From Larry Waldo; A Development Agreement With HIEP LLC; And Directing The Submittal Of A Transportation Economic Assistance (TEA) Grant Application To The Wisconsin Department Of Transportation. DISCUSSION: Hansen said the agreement with HIEP LLC would result in a 25,000 square foot facility valued at \$3.5 million. He said tax incremental financing would fund a development incentive, a road extension and the land write down for the 15 acres. MOTION: Moved by Ziaja, seconded by Stinnett to approve the resolution as presented. ROLL CALL VOTE: Ayes: Ziaja, Springer, Griffin, Thomas and Stinnett. Noes: none with Quimby and Petts absent. Motion carried.
- b. 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: Craig Ellsworth said the original municipal agreement was to create 15 jobs and now 50 people work at the location. He said the HVAC system was state-of-the-art in 1982, but was now inefficient. He said he is pursuing PACE financing to further renovate the structure; and that more renovations were needed to ensure that ASCEND grows in Waterloo. Mark Hoggatt said ASCEND had looked at Lake Mills, Marshall and other locations. In reply to a Stinnett question, Hoggatt said employees they recruit often come from other locations, but once hired employees would consider Waterloo for a home. In reply to a Griffin question, Ellsworth said HVAC improvements would be zoned spaces on the west end of the first floor with LED lighting and other improvements. MOTION: Moved by Springer, seconded by Stinnett to approve the resolution as presented. VOICE VOTE: Motion carried.

7. NEW BUSINESS

- a. Granting New And Renewed Operator's Licenses For The License Period Beginning July 1, 2017 And Ending June 30, 2019 (67). MOTION: Moved by Springer, seconded by Stinnett to approve new and renewed operator's licenses as presented. VOICE VOTE: Motion carried.

8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. ## Ziaja said a Firemen's Park Summer Concert Series music performance was slated for June 22, 2017.

9. ADJOURNMENT. MOTION: Moved by Springer, seconded by Thomas to adjourn. Motion carried unanimously. Approximate time: 7:55 p.m.



Attest:
Mo Hansen
Clerk/Treasurer



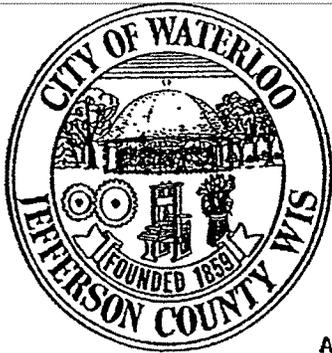
Dear City Clerk of Waterloo, ✓
Waterloo Chief of Police,
City Mayor and Council,

June 7, 2017

We are writing anonymously since the subject is more important than us. Small cities tend to judge who instead of what. We have been Waterloo citizens over 30 years.

The topic is trailer/mobile home parking on residential home lots. We thought there was an ordinance against parking them on home properties. Some residents park these vehicles on the side of the homes to hide them but when they are parked in driveways or front yards, it looks like we live in a residential trailer park.

Are people charged for parking them on their property or pay parking permits? The RVs are larger than sheds, not to mention insurance questions, taxes and parking too close to neighbors, especially chance of fires too close to property lines. Please address this issue by referencing ordinances and future concerns. Residents of Waterloo; check Goehl, Riverside, Harrison, Lexington, Beech, Maple, Oak, Jill's Ct., Crestview, Heron, Indian Hills Dr. and Bradford Streets. Thank-You.



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone (920) 478-3025
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fd #285⁰⁰
6/19/17
#33224

APPLICATION FOR CONDITIONAL USE PERMIT

(Review and Action by City Plan Commission/Common Council)

Number: _____ Date Filed: 6/16/2017 Fee Paid: 285.⁰⁰

Location of Property: 209 BEECH RO.

Applicant: ROBERT H. THOMPSON

Address: 209 BEECH RO. Telephone: 920 478-3813

Owner of Property: ABOVE

Address: _____ Telephone: _____

Contractor: AMERICAN GARAGE BUILDERS

Address: 576 LINNERUD DR. SUN PRAIRIE WI. 53590 Telephone: 800 830-8060

Architect or Professional Engineer: _____

Address: _____ Telephone: _____

Legal Description of Property: LOT 4 Heritage Hills

Land Parcel Size: 0.44 acres Present Use: RESIDENCE Zoning District: R-1

Type of Existing Structure (if any): HOME

Proposed Use of the Structure or Site: GARAGE Number of Employees: 0

TERMS OF MUNICIPAL CODE

385-8B(7)

CONDITIONAL USE REQUESTED

Additional accessory building exceeding 144 square feet.

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

NEED FOR ADDITIONAL PARKING & STORAGE 440 sq. ft.

N/A
we create
list.

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: 6-16-2017

Robert H. Thompson
Signature of Applicant

Preliminary Certified Survey Map

Part of Outlots 118, and 122 of the Assessor's Plat of the Village, (now City) of Waterloo being in part of the NW 1/4 of the NE 1/4 of Section 7, T.8N., R.13 E., City of Waterloo, Jefferson County, Wisconsin

Show a legend specifying the kind of material, outside diameter, length, and weight of monuments found or set in accordance to SS 236.20(2)(b)

Note the changes in right of way width in accordance to SS 236.20(2)(f)

Include the legal description and the certificate pages

Show width

Show the flood plain and wetland limits. A contour line lying a vertical distance of two feet above the elevation of the 100 year flood or five feet above the elevation of the maximum flood of record is required (Mun. Code 380-23).

Name and address of the owner, subdivider and surveyor is required.

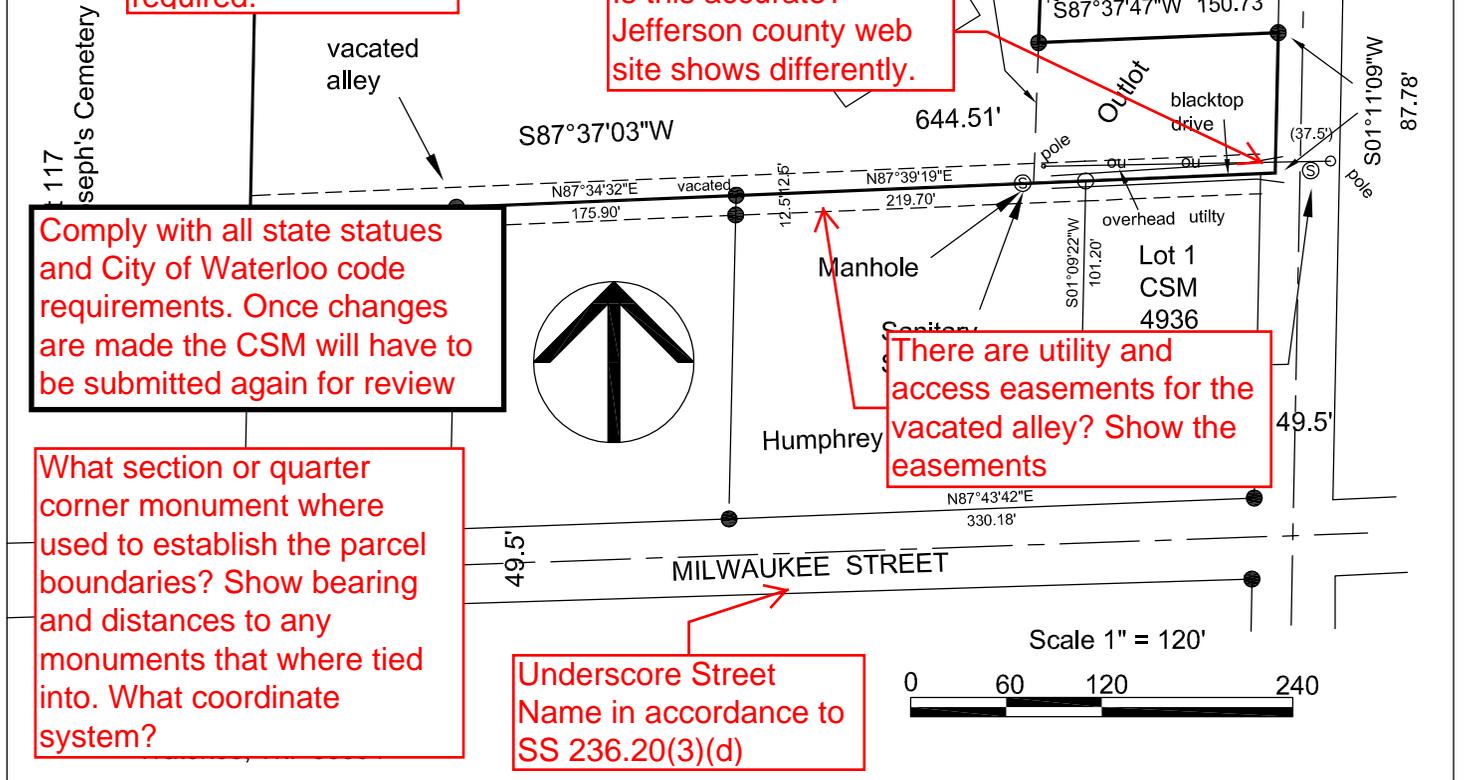
Is this accurate? Jefferson county web site shows differently.

Comply with all state statues and City of Waterloo code requirements. Once changes are made the CSM will have to be submitted again for review

What section or quarter corner monument where used to establish the parcel boundaries? Show bearing and distances to any monuments that where tied into. What coordinate system?

Underscore Street Name in accordance to SS 236.20(3)(d)

There are utility and access easements for the vacated alley? Show the easements



Wisconsin Mapping, LLC
 * *surveying and mapping services*
 306 West Quarry Street, Deerfield, Wisconsin 53531
 (608) 764-5602

Dwg. No. 5052-17 Date 6/20/17
 Sheet 1 of 1
 Document No. _____
 C.S.M. No. _____ V. _____ P. _____



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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 Chamber of Commerce Inc

STATUS: (circle one) unincorporated incorporated individual other _____

CONTACT NAME: Rachel Geise

PHONE NUMBER: 608-655-1467 , 920-988-9752 ,
DAYTIME EVENING FAX

EMAIL ADDRESS: rbg51479@gmail.com

NAME OF EVENT: Wiener Dog Parade @ Festival

TYPE OF EVENT: (circle one) Festival Parade Caravan Rally March
Race Tag Day Other _____

PURPOSE OF EVENT: Parade

DATE OF EVENT: 9/9/17

EVENT HOURS: 12-1230pm SET UP HOURS 11:30 BREAKDOWN 12:30

DESCRIPTION OF EVENT: Dog Parade

SITE/ADDRESS FOR EVENT (list if multiple locations) KJM Library (start to park entrance)

PROJECTED ATTENDANCE: _____ PAST ATTENDANCE: _____

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 2-3

RAIN POLICY: None

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 _____ 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 _____ through _____ 20__. 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:**

Rachel B Geise
Name (please print)
Board Member
Signatory Title (if applicable)

Rachel B Geise
Signature
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: 6/1/17 Received by: Raynelle M. Butzini

Clerk's Office to complete the section below:

Cc:

<input checked="" type="checkbox"/> Police Department	<input type="checkbox"/> Council Approval _____
<input checked="" type="checkbox"/> Fire Department	_____ Date
<input checked="" type="checkbox"/> Public Works	<input type="checkbox"/> Certificate of Insurance <u>pending</u>
<input checked="" type="checkbox"/> 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: Waived

Received by: Waived

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

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: Wiener & Kraut Festival Parade
DATE (S) OF EVENT: 9/9/17 - HOURS: 12-12:30
LOCATION/PROPERTY: Dickerson St - Parade

SAFETY PROCEDURES:

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

If yes, list security company name. _____

Where will security be needed? NO

What times will security be needed? _____

Will WPD officers be required? YES? NO

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

2) What are your plans for medical assistance? _____

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

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: _____ phone # _____

2) What time will set up begin: _____

3) Name of clean up contact person: _____ Cell Phone# _____

4) Estimated time for clean up after event: _____

FEES AND PROCEEDS:

1) Will admission be charged for this event? YES NO

If yes, how much: Adult _____ Seniors _____ Students _____

Children 5 & under _____ Families _____

2) If a participant fee is charged, please indicate the amount: Booth: _____

Concessionaire: _____

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? _____

(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:

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

3) How will your event be promoted? Television Radio Newspapers Posters Flyers
other _____

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: _____ 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

2017-07-06 COUNCIL APPROVAL 2017-2019 OPERATOR'S LICENSES

LAST NAME	FIRST NAME	MI	HOUSE #	STREET NAME	CITY	VIOLATIONS	NEW/RE	LICENSE #	EMPLOYER
BOTT	JULIE	A	403	W MAIN ST	EVANSVILLE		RENEW	068"OP"2017/201	MT BAR
BRANNON	TREVOR	S	104 1/2	E MADISON ST, APT A	WATERLOO	2013-THEFT OF MOVEABLE PROPERTY	RENEW	069"OP"2017/201	MT BAR
HAAG	NICOLE	T	611	CRAWFORD DR, APT 4	COTTAGE GROVE		RENEW	070"OP"2017/201	MADISON STREET PUB
HANSON	GAYLE	H	112	HICKORY LN	WATERLOO		RENEW	071"OP"2017/201	MT BAR
KRAUSE	BRANDI	M	3303	STATE ROAD 134, APT 4	CAMBRIDGE		RENEW	072"OP"2017/201	FIREMEN'S PARK
LOVAS	KARLY	A	255	BOORMAN ST	WATERLOO		NEW	073"OP"2017/201	KWIK TRIP
NEITZEL	KYLE	M	259	MILWAUKEE AVE	WATERLOO	2006-OWI	RENEW	074"OP"2017/201	FIREMEN'S PARK
QUIMBY	SCOTT	A	790	LEXINGTON WAY	WATERLOO		RENEW	075"OP"2017/201	NONE
REIMER	ANNE	M	134	E MADISON ST, APT 1A	WATERLOO		RENEW	076"OP"2017/201	NONE
REMICH	HEIDI	B	1102	CARR ST	WATERTOWN		RENEW	077"OP"2017/201	MT BAR
ROOT	MONICA	L	217	N MONROE ST, #201	WATERLOO		RENEW	078"OP"2017/201	MT BAR
SEELYE	KASSIE	M	214	BOORMAN ST	WATERLOO		NEW	079"OP"2017/201	KWIK TRIP
THOMAS	MELISSA	A	235	N MONROE ST	WATERLOO		RENEW	080"OP"2017/201	NONE



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RESOLUTION #2017-28

Authorizing An Expenditure Of State Funds As Part Of The Idle Site Industrial Grant Award For Interior Renovations At 575 West Madison Street To Further Job Creation And Economic Development In The City Of Waterloo And Setting Certain Conditions

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

WHEREAS, the City of Waterloo Common Council seeks to promote economic development and job creation in a healthy and sustainable manner, and;

WHEREAS, Rediscovered LLC has submitted a 2017 proposal for \$118,055 in assistance with building renovations to allow for job expansion of the ASCEND Company, and;

WHEREAS, Rediscovered LLC also plans for additional project expenses of \$180,600 for building improvements in 2017 for a total facility investment of \$298,655, and;

THEREFORE, the City Council approves the following:

1. It authorizes an expenditure of state funds as part of the Idle Site Industrial Grant Award for interior renovations at 575 West Madison Street in an amount not to exceed \$118,055.
2. It requires as a condition of this funding that the ASCEND Company file with the Clerk/Treasurer an annual report each January for the next four years, reporting full-time Waterloo based jobs, using a form provided by the Clerk/Treasurer's office.
3. It requires as a condition of this funding an accounting of actual 2017 expenditures relating to the ASCEND Company expansion by Rediscovered LLC.
4. Failure to comply with items 2 or 3 above will trigger municipal action to recoup taxpayer dollars providing for Waterloo job creation.

PASSED AND ADOPTED this ____ day of ____ 2017.

City of Waterloo

Signed: _____
Robert H. Thompson, Mayor

Attest:

Morton J. Hansen
Clerk/Treasurer

SPONSOR(S) – Mayor and Clerk/Treasurer

FISCAL NOTE – All dollars are from state Idle Site Industrial Grant Award

WATERLOO TECHNOLOGY CENTER
OWNER: REDISCOVERED LLC
575 W MADISON ST, WATERLOO WI

2017 ASCEND EXPANSION PROJECT

Ascend Expansion Direct Costs paid for by grant funds

Electric lighting	\$12,000.00
flooring	\$20,625.00
HVAC	\$45,000.00
Painting	\$7,500.00
Entry flooring	\$13,055.00
Ceiling replacement	\$12,375.00
General Construction	\$7,500.00

Total to be paid with grant funds **\$118,055.00**

Additional Project Expenses

Window enhancements	\$17,500.00
Additional energy efficient lighting	\$27,500.00
Additional HVAC replacement	\$120,000.00
General Construction	15600
Total additional project expenses	\$180,600.00
Total 2017 Project Costs	\$298,655.00



Waterloo Technology Center

2017 Ascend Software Expansion



Ascend History At Waterloo Technology Center

Ascend was the first major job producing tenant to occupy the newly remodeled space at the Waterloo Technology Center. Our TIF agreement called for approximately 15 jobs added on site over a 3 – 5 year period. **Actual job creation began in 2013 at over 20 and is now almost 50.** At the present time Ascend continues to lease approximately 10,000 SF of first floor space. Originally, as shown in the picture below, there was slack space for them to continue to grow. A visit to the site now will confirm that space is fully occupied. Their next job creation effort will require leasing additional space.



New Job Creation

Trek corporate uses Waterloo Technology Center for large group meetings. This provides addition Waterloo community exposure to outside suppliers and corporate partners from around the world.

Ascend has 6 new jobs coming on line in the immediate future. Making the new space cost effective for them to use is of the utmost importance. Modern business practice results in extremely efficient use of office space due to flex hours and work from home arrangements. Grant funds allow us to keep the lease cost down, resulting in more jobs on site and being brought to the community sooner.

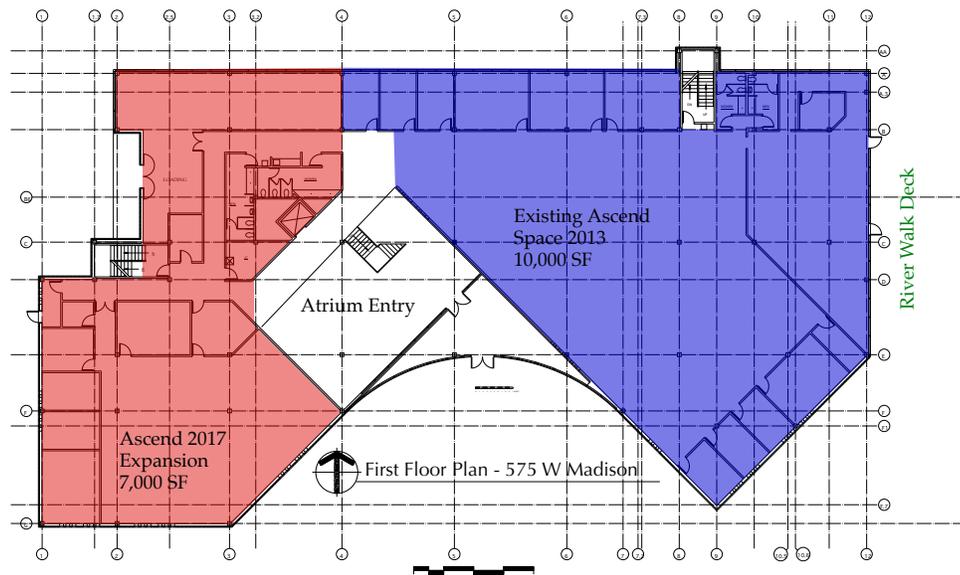
Ascend is projecting between 25 - 30 additional jobs over a 12 month period directly related to a specific software service expansion now underway with their existing client base.

The jobs are in the area of financial technology and are high paying jobs considering the local averages. However, these individuals no doubt will be interested in affordable nice housing close to work. Most bike and want to bike all the time making Waterloo an ideal community for them to live in as well as work in.

Project Features

The project will consist of fully updating the existing first floor remaining space as well as the atrium finishes. In the original Ascend build out we installed fully autonomous high efficiency HVAC systems into their space. The new expansion will include the same HVAC full upgrade. Additionally, lighting will be modernized. We are presently seeking proposals to embark on the engineering required to participate in the PACE program with the intention of making this project as highly energy efficient as possible.

The old finishes and features in these spaces need to be upgraded to modern standards. For instance, in the original Ascend space, we changed out all of the carpeting that cost over \$35,000 by itself. Installation of borrowed light windows allowed natural lighting deep into the interior space. These and other features will be installed in the new space.



Project Investments

Over \$650,000 of private funds has been invested so far into the building improvements and operations since 2013. The original Ascend build out was \$250,000 alone. The 2017 project will be even more aggressive because of additional state of the art energy efficient and HVAC improvements. The Atrium finishes will also be aggressive to make it a beautiful impressive modern looking space once again.

All new wall and floor finishes will be installed and office spaces will be redefined. There will be a need to address the inadequate natural lighting on the west end of the building by augmenting the existing windows. Anticipated project budget will be at least as much as the original build out of \$250,000.

CITY OF WATERLOO PUBLIC WORKS & PROPERTY COMMITTEE
MEETING MINUTES: May 4, 2017

1. CALL TO ORDER AND ROLL CALL. Committee Chair Springer called the meeting to order at 6:30 p.m. Committee members present: Ziaja, Springer and Stinnett. Absent: none. Others attending: Mayor Thompson; Interim Public Works Director Chad Yerges; Assistant Director Jeff Robbins; Mike Kawula and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES: April 6, 2017. MOTION: Moved by Stinnett, seconded by Ziaja to approve the minutes as listed and presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENTS. None.
4. UNFINISHED BUSINESS
 - a. Sanitary Sewer Conveyance System Cleaning And Memo Of Understanding. MOTION: Moved by Stinnett, seconded by Ziaja to recommend Council approval. VOICE VOTE: Motion carried.
 - b. Updating The 2016 Road Construction Capital Plan. DISCUSSION: Springer said he would like to meet with Barry regarding consideration. No action taken.
5. NEW BUSINESS
 - a. Committee Recommendation, Public Works Director Per §85-3 Appointed Officials. DISCUSSION: Springer said the Committee has OKed the posting of a Worker 1 position to fill Chad's position. Stinnett said she was not comfortable in recommending Chad Yerges because she had no information about him and did not know him. Stinnett said the position was never opened up to other candidates. Ziaja called for posting the position or holding an interview with Chad Yerges. Ziaja said he would like to see candidates. Stinnett said the process was not being done correctly and that the nephew being hired to replace the uncle looks shady. Springer said Jeff Robbins didn't want the position. Jeff Robbins said Chad Yerges was brought in to learn the job from the bottom up. Robbins added that Chad had been groomed for three years or so to take the job. He said Chad Yerges picked things up quickly. Mayor Thompson took exception to the reference of Chad Yerges being the nephew of Gary Yerges. In response to a Springer question, Ziaja said the job should be posted. Stinnett said she could not recommend Chad Yerges to fill the position held by Gary Yerges. MOTION: Moved by Springer, seconded by Ziaja to refer the matter to the Finance, Insurance & Personnel Committee. ROLL CALL VOTE: Ayes: Ziaja, Springer. Noes: Stinnett. Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Review Of 2018 Road Improvement Design & Preliminary Estimate, Mills Street & Cleveland Street. Noted.
7. ADJOURNMENT. MOTION: Moved by Ziaja, seconded by Stinnett to adjourn. The time was approximately 6:51 pm. Motion carried.



Attest:
Mo Hansen
Clerk/Treasurer

**A JOINT MEETING OF THE
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES: May 16, 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, Norton, Stinnett, Tuttle, Moe & Ziaja. Absent: Reynolds. CDC members present: Petts, and Ziaja. Absent: Thomas. Others present: Diane Graff, Mike Kawula and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: April 18, 2017. MOTION: Moved by Stinnett, seconded by Petts to approve the minutes as. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. ## Linda Norton said Jode Rettschlag questioned the new sidewalk installation at Anna & Lum saying it would adversely affect property values.
4. UPDATES & REPORTS
 - a. Chamber of Commerce Liaison. DISCUSSION: Liaison Tuttle confirmed that the Chamber would do new business welcome going forward. The municipality is to communicate out when new businesses are identified. She said the Chamber was organizing a May 25 at 9AM downtown planting event, 4-H was involved.
 - 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." DISCUSSION: Hansen reviewed the handout.
6. UNFINISHED BUSINESS
 - a. "You Are Here" Kiosks, Follow-up Information After Following High School Outreach. DISCUSSION: Petts and Stinnett said outreach to groups was need; 4-H, Tri-County Twisters and others. Hansen to write letter which he promised last month. No action taken.
 - b. Street Market Initiative, Recruiting A Market Manager, Sub-committee Follow-up With Amanda Wermuth. NOTE: Amanda did not attend. DISCUSSION: Hansen said Wermuth worked for Phil Herron and said the Market Manager concept was a lot of work for the money. He said she would have been a good candidate but stepped out of consideration.
 - c. 203 East Madison Street, Review & Comment On Kunkel Engineering Revised Concept. DISCUSSION: Hansen said Kunkel Engineering was drafting a bid documents for the riparian area improvements. Communication with neighbor Jeff Bogstad was noted. Hansen said the City would have to find additional open public space to substitute for the land at 203 East Madison Street before the DNR would consider allowing the City to sell the land to Bogstad. No action taken.
 - d. A 2017 Hotel Feasibility Study, Considering A Recommendation To The City Council. DISCUSSION: Hansen said a RFP submittals would be available by next meeting. No action taken.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Next Meeting: June 20, 2017 at 6 p.m.
 - b. Linda Norton ask that Sharon Burbach' s concerns about City-Strauss 120 West Madison Street sale agreement be reviewed at the next meeting.
8. ADJOURNMENT. MOTION: By consensus the body adjourned: Approximate time: 6:50 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

WATERLOO PLAN COMMISSION – MINUTES
May 23, 2017

1. CALL TO ORDER AND ROLL CALL. Plan Commissioners Attending: Leisses, Springer, Crosby, Thompson, Butzine, Lannoy and Reynolds. Absent: none. Others attending: Dale Kraus, Mike Kawula, Diane Graff, Building Official Chris Butschke of Safebuilt and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES – May 3, 2017. MOTION: Moved by Leisses, seconded by Butzine to approve the May 3, 2017 public hearing minutes and meeting minutes. VOICE VOTE: Motion carried with Springer abstaining.
3. CITIZEN INPUT. None.
4. UNFINISHED 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: The applicant presented nine neighbor signatures stating that they "...had spoken with Dale Kraus and am ok with his project size and the location..." Lannoy noted neighbors were notified. Butschke said fire rated walls were not required. Springer and other confirmed the siding type. Leisses noted that the applicant had brought in all information previously requested. Butzine asked about moving the building to the west. Crosby and Lannoy expressed reservations due to the size of the assessor structure. MOTION: Moved by Springer, seconded by Reynolds to recommend approval of the conditional use. ROLL CALL VOTE: Ayes: Leisses, Springer, Lannoy and Reynolds. Noes: Crosby with Butzine abstaining. Motion carried.
 - b. Uniform And Effective Enforcement Of The Zoning Code. DISCUSSION: Lannoy said the Plan Commission should be receiving more and complete information prior to consideration. Reynolds spoke in favor of teaming up with Fire Inspections and spoke in favor of doing more than being reactive to complaints. Butschke said checklist for applicants and other tools would be helpful. Leisses, Butschke and Reynolds volunteered to follow-up on the matter for the next meeting. No action taken.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Considering The Following Updates: Zoning Maps, Conditional Use Forms And Comprehensive Plan Map
6. ADJOURNMENT. MOTION: Moved by Crosby, seconded by others to adjourn. Approximate time: 7:40 pm.



Mo Hansen
Clerk/Treasurer

PUBLIC SAFETY AND HEALTH COMMITTEE MEETING MINUTES
June 1, 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 Chief Sorenson
3. **Approval of Public Safety Committee Minutes of May 4, 2017.** Motion by Alderperson Petts, second by Griffin, motion carried.
4. **Public Comment:** None
5. **Unfinished Business:** (None)
6. **New Business:** Application for special event License – Waterloo Holiday Committee (Jingle Jog) July 16, 2017. Motion to approve by Griffin, second by Petts, motion carried.
7. **Future Agenda Items and announcements:** (None)
8. **Adjourn :** Motion to Adjourn by Petts, Second by Griffin, motion carried.

I Attest: Chief Tom P. Sorenson

WATERLOO PLAN COMMISSION – MINUTES

June 27, 2017

PUBLIC HEARING

1. CALL TO ORDER -- CONDITIONAL USE PERMIT – ROBERT THOMPSON - PROPERTY LOCATED AT 209 BEECH ROAD.

The Applicant, Robert Thompson, Owner Of The Property Located At 209 Beech Road, Is Requesting A Conditional Use Permit To Allow For Construction Of An Additional 20' X 22' (440 Sq. Ft.) Garage In A R-1 Single Family Residential District. Springer called the public hearing to order at 7:00 pm. Plan Commissioners attending: Leisses, Springer, Butzine, Lannoy and Reynolds. Absent: Crosby and Thompson. Others attending: Dale Kraus, Diane Graff and Clerk/Treasurer Hansen.

DISCUSSION: Hansen said Building Official Chris Butschke has reviewed the application; that setbacks were not shown on the submittal; and the applicant had said the shortest setback distance would be roughly seventeen feet. Leisses said the minimum required setback is five feet. Springer noted two previous approved conditional uses in the neighborhood. No comments from the public were made.

2. ADJOURN PUBLIC HEARING. Springer closed the public hearing at approximately 7:01 pm.

PLAN COMMISSION REGULARLY SCHEDULED MEETING

1. CALL TO ORDER AND ROLL CALL. Springer called the meeting to order at 7:01 pm. Plan Commissioners attending: Leisses, Springer, Butzine, Lannoy and Reynolds. Absent: Crosby and Thompson. Others attending: Dale Kraus, Diane Graff and Clerk/Treasurer Hansen.

2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES. DISCUSSION: Hansen said the May 23, 2017 meeting minutes had not been included in the packet, but were now provided. MOTION: Moved by Leisses, seconded by Reynolds to approve the May 23, 2017 meeting minutes provided. VOICE VOTE: Motion carried.

3. CITIZEN INPUT. None.

4. UNFINISHED BUSINESS

- a. Uniform & Effective Enforcement Of The Building & Zoning Code: Policies To Achieve Desired Outcomes. DISCUSSION: Hansen presented a report listing tasks and challenges. He said Leisses and Building Official Chris Butschke had met since the last meeting and Reynolds had reviewed the report. Reynolds suggested creating a part-time position, a department or similar to address the report items, saying there were too many. Hansen said forms and timely distribution of submittal information to Attorney, Engineer and Building Inspector would be improved. Reynolds said the City should take the lead in cleaning up streets and public areas. Springer said some matters were similar to snow removal or weeds, a notice is given then DPW takes action to remedy. Hansen said if too many private property remedies are routed to DPW, that department then gets behind on its other responsibilities. Leisses said Beaver Dam contracts out for snow removal and other tasks when property owners are not in compliance, billing back cost to property owners. Reynolds said like the leash law, greater penalties should be in place for repeat offenders. Springer reviewed, in general terms, costs related to issuing a citation, saying if a citation were higher more money would come back to the General Fund. Lannoy asked rhetorically if tax levy dollars could initially be devoted to more inspections and enforcement actions and once the situation was more under control fines/fees could be devoted to future inspection and enforcement actions. Reynolds and Lannoy spoke favorably of devoting additional revenue to address enforcement gaps. Leisses noted that his firm, Kunkel Engineering Group, does zoning enforcement and they spend lots of time writing non-compliance letters. He said contract staff will defer to municipal staff in determining how far or how fast to proceed. Springer gave an example of a citation being \$100 or \$200, being paid with no action to remedy the non-compliance matter. The Knapton property on Polk was identified as an example of slow enforcement. Increasing fines and penalties so they are meaningful and compel compliance was noted. Hansen said clearly articulating to the public that more active enforcement was coming would be important. Hansen said SAFEbuilt staff is stretched covering many communities. No action taken.

5. NEW BUSINESS

- a. Certified Survey Map, Dale Kraus, Owner At 391 Van Buren. DISCUSSION: Leisses said the map presented was preliminary and was marked up by Kunkel Engineering staff showing additional items needed. MOTION: Moved by Lannoy, seconded by Springer to recommend Council approval of the certified survey map conditioned upon final approval and sign-off by the City Engineer once the applicant has presented a final certified survey map. VOICE VOTE: Motion carried with Butzine abstaining.

- b. Conditional Use Permit, Robert Thompson - Property Located At 209 Beech Road, To Allow For Construction Of An Additional 20' X 22' (440 Sq. Ft.) Garage In A R-1 Single Family Residential District. DISCUSSION: Hansen said Thompson would provide the setbacks prior to the Building Official issuing a building permit. MOTION: Moved by Lannoy, seconded by Butzine to recommend to Council approval of the conditional use. VOICE VOTE: Motion carried.

6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

- a. Considering The Following Updates: Zoning Maps, Conditional Use Forms And Comprehensive Plan Map

7. ADJOURNMENT. MOTION: Moved by Butzine, seconded by multiple to adjourn. Approximate time: 7:49 pm.



Mo Hansen
Clerk/Treasurer