



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

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**CITY OF WATERLOO COUNCIL AGENDA**  
**COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET**  
**Thursday, May 3, 2018 – 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: April 19, 2018
3. PUBLIC COMMENT
4. PUBLISHED NOTICES: (1) Annual Weed Notice; (2) Notice Of Applications To Serve Intoxicating Liquor And/Or Beer, June 7 Council Consideration
5. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
  - a. Public Works & Property Committee
    - i. Naming Chris Hauptli Interim Assistant Director Of Public Works For A Period Beginning April 5, 2018 Until The Return To Work Of The Assistant Director
6. NEW BUSINESS
  - a. Audit Report To The City Council, Baker Tilly Virchow Krause, LLP [Note: Full Audit Statement Post
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
8. ADJOURNMENT

*Mo Hansen*

Mo Hansen  
Clerk/Treasurer

Posted and Emailed: 04/27/2018

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: April 19, 2018**

Digital audio files are archived with these written minutes additionally serving as the official record.  
Minutes, audio & meeting packet are accessible at [www.waterloowi.us](http://www.waterloowi.us)

**ANNUAL ORGANIZATIONAL MEETING**

CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL. Mayor Thompson called the annual organizational meet and subsequent regularly scheduled meeting to order at 7:00 p.m. Alderpersons present: Ziaja, Quimby, Griffin Thomas, Stinnett and Petts. Absent: Springer. Others present: Tammy Krueger, Watertown Daily Times; Diane Graff, the Courier; Police Chief Sorenson; WLOO videographers; Samantha Sherman; Alyssa Baumann; Sherri Baumann; Deputy Clerk/Treasurer Mike Kawula and Clerk/Treasurer Hansen. The pledge of allegiance was recited.

**ORGANIZATIONAL MATTERS**

- a. Resolution 2018-18 Appointing The Official Newspaper, Depositories And Auditors. MOTION: Moved by Quimby, seconded by Thomas to approve as presented. VOICE VOTE: Motion carried.
- b. Election of Council President As Specified In Chapter 30-1 (F) Of The Waterloo Code. NOMINATIONS: Thomas nominated Bill Springer, Griffin seconded the nomination. No other nominations were made. By consensus Springer was elected Council President.
- c. Resolution 2018-19 Council Confirmation Of Mayoral Appointments Including Council Standing Committees. . MOTION: Moved by Quimby, seconded by Stinnett to approve as presented. VOICE VOTE: Motion carried
- d. Resolution 2018-20 Confirmation Of Waterloo Fire Department Appointments. MOTION: Moved by Thomas, seconded by Griffin to approve as presented. VOICE VOTE: Motion carried

ORGANIZATIONAL MEETING ADJOURNMENT. The Mayor adjourned this meeting at 7:04 p.m.

**REGULARLY SCHEDULED CITY COUNCIL BUSINESS**

CALL TO ORDER. The Mayor called the regularly scheduled meeting to order at 7:05 p.m.

MEETING MINUTES APPROVAL: April 5, 2018. MOTION: Moved by Quimby, seconded by Ziaja to approve the minutes with the correction of Quimby voting yes and Petts voting no on the conditional use permit application for 141 West Madison Street. VOICE VOTE: Motion carried. Motion carried

CITIZEN INPUT / PUBLIC COMMENT. None.

**PUBLISHED NOTICES**

- a. Open Book, May 7<sup>th</sup> & Board Of Review, June 1<sup>st</sup> At 8:00 a.m. Noted.

CONSENT AGENDA ITEMS. MOTION: Moved by Quimby, seconded by Griffin to approve the consent agenda items. VOICE VOTE: Motion carried.

- a. March Reports Of City Officials And Contract Service Providers
  - i. Parks Coordinator
  - ii. Fire & EMS
  - iii. Building Inspection - Building, Plumbing, & Electrical Permits
  - iv. Public Works
  - v. Police
  - vi. Karl Junginger Memorial Library
  - vii. Waterloo Water & Light Commission Minutes
  - viii. Watertown Humane Society
- b. Arbor Day Proclamation
- c. Operator's Licenses (2) For The License Period Ending June 30. 2019
  - i. Sherry L Bartz, W11645 State Road 19
  - ii. Shandi L Tipton, 985 Lum Avenue

**REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS**

- a. Finance, Insurance & Personnel Committee
  - i. General Disbursements, March – \$271,058.46. MOTION: Moved by Quimby, seconded by

- Griffin to approve disbursements. ROLL CALL VOTE: Ayes: Quimby, Griffin, Thomas, Stinnett and Petts. Noes: none with Springer absent and Ziaja abstaining. Motion approved.
- ii. Payroll, March - \$96,683.87. MOTION: Moved by Quimby, seconded by Griffin to approve payroll. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Griffin, Thomas, Stinnett and Petts. Noes: none with Springer absent. Motion approved.
  - iii. Treasurer's Report & Budget Reports, March. MOTION: Moved by Quimby, seconded by Griffin to approve the reports. VOICE VOTE: Motion approved.
  - iv. Ordinance #2018-04 Amending Section 350-14 Of The Municipal Code – Increasing Parking Violation Fines And Creating A Fine For Illegally Parking In A Public Handicapped Parking Location. MOTION: Moved by Quimby, seconded by Griffin to adopt the ordinance. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Griffin, Thomas, Stinnett and Petts. Noes: none with Springer absent. Motion approved.
- b. Community Development Authority
- i. Resolution #2018-23 Establishing The 2<sup>nd</sup> Saturday Of Each Month As “Local Business Day”  
DISCUSSION: Stinnett said students presented 101 petition signatures to the Community Development Authority (CDA) asking for Local Business Day. In response to a Thompson question, Stinnett said the CDA added that it be a monthly occurrence. She indicated businesses were supportive. Samantha Sherman and Alyssa Baumann, attending on behalf of the four students that circulated the petition, were introduced. MOTION: Moved by Stinnett, seconded by Quimby to approve as presented. VOICE VOTE: Motion carried
  - ii. Resolution #2018-24 Authorizing The Community Development Authority Purchase of Parcel 290-0813-0544-089 (217 Maple Drive). MOTION: Moved by Stinnett, seconded by Thomas to approve as presented. VOICE VOTE: Motion carried.

#### UNFINISHED BUSINESS

- a. Liquor License Applications, “Class B” Intoxicating Liquor & Class “B” Beer License, Maria E. Heredia Bar El Buchanan's, LLC, 134 E. Madison Street.
  - i. Agent Approval – Maria E. Heredia. MOTION: Moved by Quimby, seconded by Stinnett to approve the agent. VOICE VOTE: Motion carried.
  - ii. License Approval (stated above) For The Period April 6, 2018 To June 30, 2018. MOTION: Moved by Quimby, seconded by Stinnett to approve the license. VOICE VOTE: Motion carried.

#### NEW BUSINESS

- a. Resolution #2018-21 Removing An Existing Portion Of Commercial Avenue Sidewalk. MOTION: Moved by Quimby, seconded by Stinnett to approve as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Thomas, Stinnett and Petts. Noes: Griffin with Springer absent. Motion approved.
- b. Resolution #2018-22 Authorizing A Lawsuit In The Event Of Failure To Remedy Notice Of Default, Hawthorn & Stone Inc., 333 West Madison Street. MOTION: Moved by Quimby, seconded by Griffin to approve the resolution as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Griffin, Thomas, Stinnett and Petts. Noes: none with Springer absent. Motion approved.

FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. Hansen said a presentation by the auditors was scheduled for May 3, 2018

ADJOURNMENT. MOTION: Moved by Quimby, seconded by Thomas to adjourn. Motion carried. Approximate time: 7:2 p.m.



Attest:  
Mo Hansen, Clerk/Treasurer



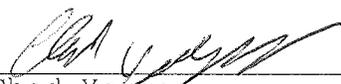
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CITY OF WATERLOO

NOTICE TO CUT OR DESTROY NOXIOUS WEEDS

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

  
\_\_\_\_\_  
Chad Yerges  
Weed Commissioner  
City of Waterloo

POSTED: MAY 1, 2018



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OFFICIAL PUBLICATION

CITY OF WATERLOO, JEFFERSON COUNTY, WI

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

Notice is hereby given that the following individuals, partnerships, corporations or limited liability companies have made application to sell intoxicating liquor and/or beer for the license period beginning July 1, 2018 and ending June 30, 2019. The granting of said licenses are now pending and will be acted upon at the June 7, 2018 regular scheduled Council Meeting.

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

NAME AND ADDRESS OF APPLICANT	LOCATION OF PREMISE
Kardenny's, LLC Karen Fredrick, Agent W8178 State Road 16/60, Lowell (The End Zone)	137 N. Monroe Street
Bar El Buchanan's, LLC Maria E. Heredia, Agent 707 Pierce Street, Waterloo (Bar El Buchanan's)	134 E. Madison Street
Coaches Alley, LLC Laurie Kaye Gorder, Agent 204 Anna Street, Apt. 108, Waterloo (Coaches Alley, LLC)	151 N. Monroe Street
Peggy Hansen, LLC Peggy Hansen, Agent 112 Hickory Lane, Waterloo (The MT Bar)	120 E. Madison Street
Ruthless, LLC Korby James Holzhueter, Agent 59 London Road, Cambridge (Madison Street Pub)	203 W. Madison Street
Blinky's Bowl, Inc./DBA Stubby's Bowl Van Stenberg, Agent 1317 Oak Street, Waterloo (Stubby's Bowl)	127 E. Madison Street

(2)

CLASS "B" BEER ONLY

NAME AND ADDRESS OF APPLICANT	LOCATION OF PREMISE
Veterans of Foreign Wars, Krause/Langer Post 6614 Paul Mattson, Agent 401 Anna Street, Waterloo (VFW Krause Langer Post 6614)	115 S Monroe Street
Gregorio Ayala, Individual 104 E. Madison Street, Waterloo (Ayala's Market)	104 E. Madison Street

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

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

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

NAME AND ADDRESS OF APPLICANT	LOCATION OF PREMISE
Waterloo Piggly Wiggly, LLC Jeffrey M. Tate, Agent W2146 Pond Road, Neosho (Waterloo Piggly Wiggly)	810 N. Monroe Street
Kwik Trip, Inc. Judith A. Bunge, Agent 1323 Colonial Drive, Watertown (Kwik Trip #366)	115 Portland Road
Dolgencorp, LLC Chris Engelhardt 3189 W 3 <sup>rd</sup> Avenue, Oxford (Dollar General Store #15975)	200 Anna Street

*Morton J. Hansen*

Morton J. Hansen  
Clerk/Treasurer

Dated: May 3, 2018

PUB: The Courier: May 10, 2018

**CITY OF WATERLOO**  
**REPORT TO THE CITY COUNCIL**

**May 3, 2018**

Presented By:

Baker Tilly Virchow Krause, LLP  
Ten Terrace Court  
P.O. Box 7398  
Madison, WI 53707-7398  
800 362 7301

Carla A. Gogin, CPA, Partner

Actual data was derived from current and prior years audited financial statements

This communication is intended solely for the information and use of management, the council, and others within the organization, and is not intended to be, and should not be, used by anyone other than the specified parties.

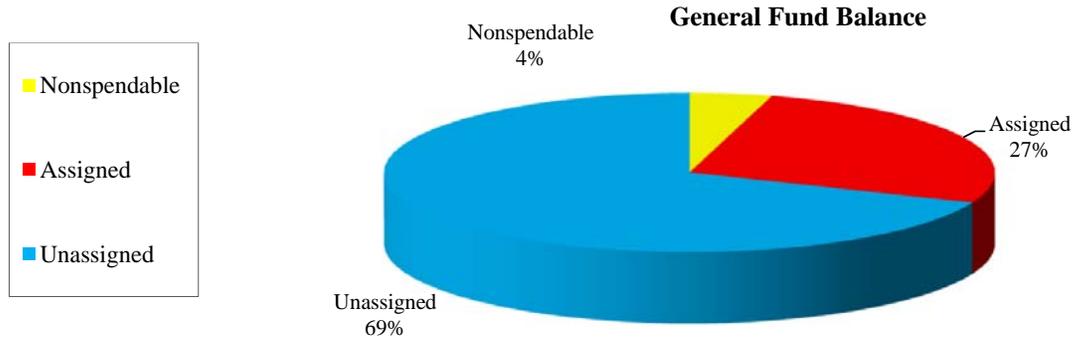
# CITY OF WATERLOO

## 2017 FINANCIAL STATEMENT HIGHLIGHTS

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### DETAILS OF GENERAL FUND BALANCE

	<u>2017</u>
<u>Nonspendable</u> <i>includes fund balance amounts that cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained intact.</i>	\$51,969
<u>Assigned</u> <i>includes spendable fund balance amounts that are intended to be used for specific purposes that are not considered restricted or committed.</i>	320,038
<u>Unassigned</u> <i>includes residual positive fund balance within the general fund which has not been classified within the other above mentioned categories.</i>	<u>819,619</u>
<b>Total General Fund Balance</b>	<b><u>\$ 1,191,626</u></b>



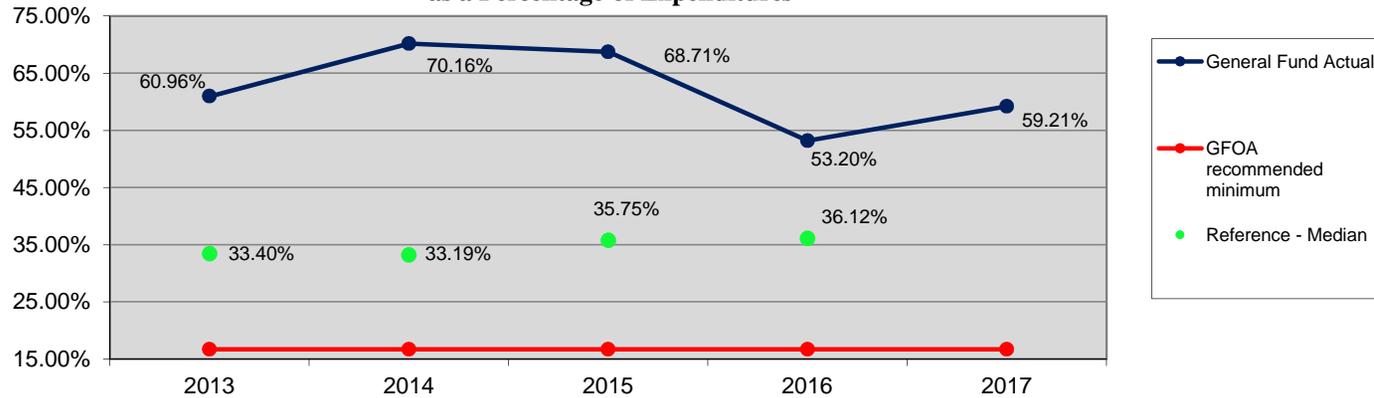
# CITY OF WATERLOO

## 2017 FINANCIAL STATEMENT HIGHLIGHTS

### ANALYSIS OF GENERAL FUND BALANCE

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b>Unrestricted Fund Balance</b>	\$ 1,380,214	\$ 1,562,662	\$ 1,644,520	\$ 1,222,365	\$ 1,139,657
<b>Expenditures</b>	2,264,160	2,227,155	2,393,326	2,297,812	1,924,669
<b>% of expenditures</b>	60.96%	70.16%	68.71%	53.20%	59.21%

**Unreserved or Unrestricted General Fund Balance  
as a Percentage of Expenditures**



GFOA recommended range for % of expenditures: no less than 2 months of regular GF operating expenditures  
 Acceptable range per city policy: 25% - 33% of the current general fund final budgeted expenditures. Balance at year end was \$819,619 or 41.3%.

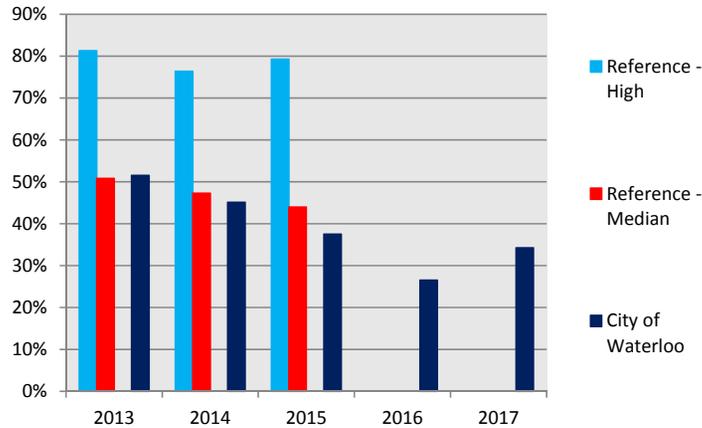
Reference values for the population range: 2,000 to 10,000 generated from 2013-2016 Baker Tilly municipal client data for Wisconsin.

## CITY OF WATERLOO 2017 FINANCIAL STATEMENT HIGHLIGHTS

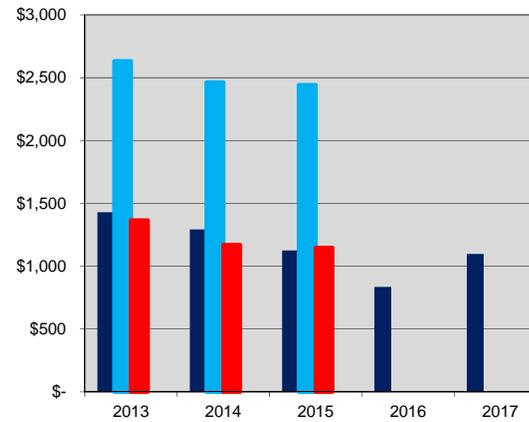
### GENERAL OBLIGATION DEBT OUSTANDING

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b>Total General Obligation (G.O.) Debt (net)</b>					
City	\$ 4,854,792	\$ 4,334,727	\$ 3,803,283	\$ 3,011,506	\$ 3,671,537
Less: Funds equity available for debt	(109,851)	(42,986)	(41,180)	(209,608)	(10,058)
<b>TOTAL</b>	<u>\$ 4,744,941</u>	<u>\$ 4,291,741</u>	<u>\$ 3,762,103</u>	<u>\$ 2,801,898</u>	<u>\$ 3,661,479</u>
<b>Population</b>	3,321	3,323	3,345	3,355	3,337
<b>G.O. Debt Capacity</b>	\$ 9,207,010	\$ 9,511,265	\$ 10,019,650	\$ 10,549,645	\$ 10,690,690
G.O. debt per capita	\$ 1,429	\$ 1,292	\$ 1,125	\$ 835	\$ 1,097
% of debt limit	52%	45%	38%	27%	34%

**Percentage of Debt Limit**



**G.O. Debt Outstanding - Per Capita**

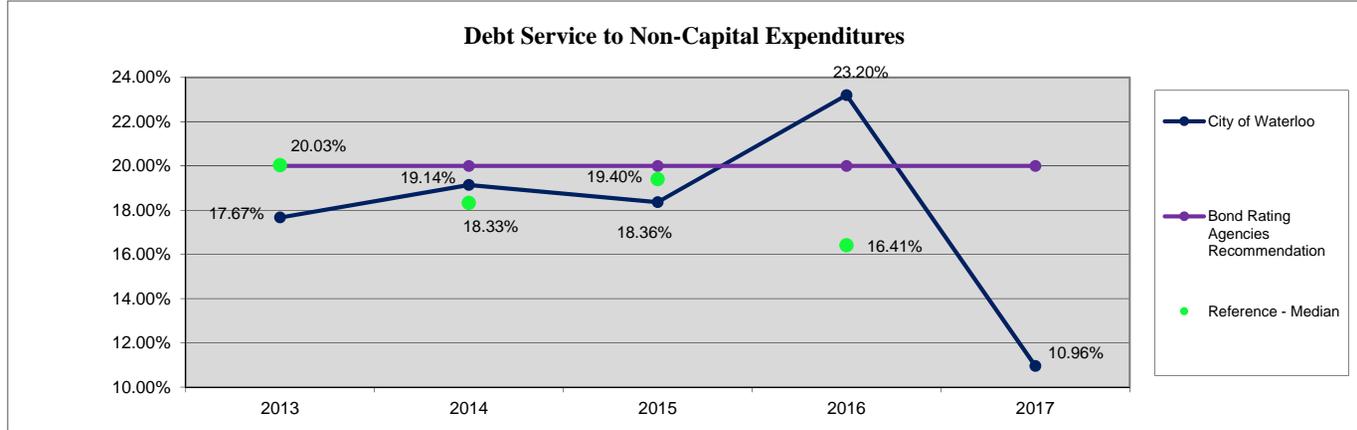


2013-2015 Reference values for the population range: 3,000 to 3,500 taken from *MunicipalFacts17* publication by the Wisconsin Taxpayers Alliance, 2017.

**CITY OF WATERLOO**  
**2017 FINANCIAL STATEMENT HIGHLIGHTS**

**ANALYSIS OF DEBT SERVICE - GOVERNMENTAL FUNDS**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
<b><u>Total Debt Service</u></b>					
Principal	\$ 478,079	\$ 520,065	\$ 531,444	\$ 791,777	\$ 378,252
Interest	157,177	158,826	149,220	129,714	98,939
<b>TOTAL</b>	<b><u>\$ 635,256</u></b>	<b><u>\$ 678,891</u></b>	<b><u>\$ 680,664</u></b>	<b><u>\$ 921,491</u></b>	<b><u>\$ 477,191</u></b>
<b><u>Total Non-Capital Expenditures</u></b>					
Total governmental funds expenditures	\$ 5,551,502	\$ 4,283,756	\$ 4,446,287	\$ 4,784,381	\$ 7,305,808
Less: capital outlay	(1,956,423)	(736,363)	(739,061)	(812,580)	(2,951,124)
<b>TOTAL NON-CAPITAL EXPENDITURES</b>	<b><u>\$ 3,595,079</u></b>	<b><u>\$ 3,547,393</u></b>	<b><u>\$ 3,707,226</u></b>	<b><u>\$ 3,971,801</u></b>	<b><u>\$ 4,354,684</u></b>
% of debt service to non-capital expenditures	17.67%	19.14%	18.36%	23.20%	10.96%



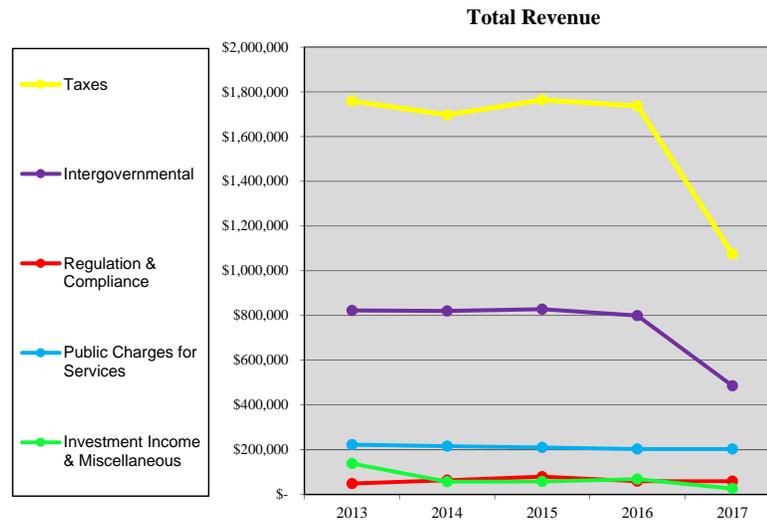
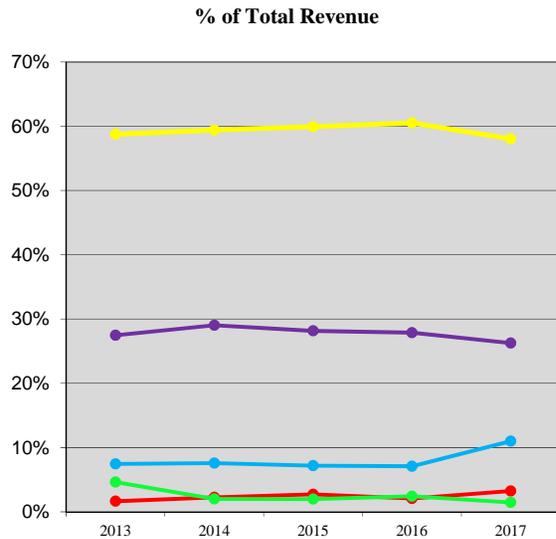
	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Bond rating agencies recommended %	20.00%	20.00%	20.00%	20.00%
High - Reference:	71.50%	50.60%	56.60%	63.98%
Median - Reference:	20.03%	18.33%	19.40%	16.41%
Low - Reference:	0.00%	0.00%	0.00%	0.00%

Reference values for the population range: 2,000 to 10,000 generated from 2014-2017 Baker Tilly municipal client data for Wisconsin.

## CITY OF WATERLOO 2017 FINANCIAL STATEMENT HIGHLIGHTS

### GENERAL & DEBT SERVICE FUND REVENUES

	<u>2013</u>	<u>%</u>	<u>2014</u>	<u>%</u>	<u>2015</u>	<u>%</u>	<u>2016</u>	<u>%</u>	<u>2017</u>	<u>%</u>
<b><u>Total Revenues</u></b>										
Taxes	\$ 1,758,590	59%	\$ 1,697,087	59%	\$ 1,763,621	60%	\$ 1,737,428	61%	\$ 1,074,825	58%
Intergovernmental	822,605	27%	820,848	29%	828,497	28%	800,225	28%	486,257	26%
Regulation and Compliance	49,446	2%	64,076	2%	80,209	3%	59,740	2%	60,140	3%
Public Charges for Services	223,087	7%	216,251	8%	211,104	7%	203,706	7%	203,599	11%
Investment Income & Miscellaneous	138,753	5%	57,579	2%	58,553	2%	69,492	2%	27,014	1%
<b>TOTAL</b>	<b>\$ 2,992,481</b>	<b>100%</b>	<b>\$ 2,855,841</b>	<b>100%</b>	<b>\$ 2,941,984</b>	<b>100%</b>	<b>\$ 2,870,591</b>	<b>100%</b>	<b>\$ 1,851,835</b>	<b>100%</b>



\* Note that the decrease in Taxes and Intergovernmental revenue above relates to the library accounts being moved out of the general fund and into a separate library fund.

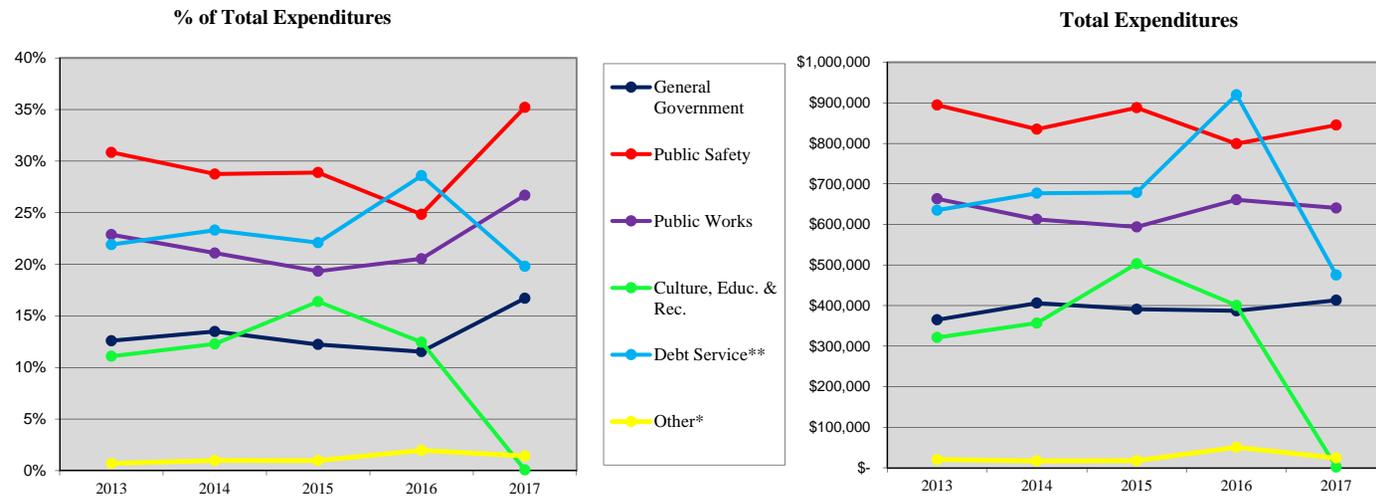
## CITY OF WATERLOO 2017 FINANCIAL STATEMENT HIGHLIGHTS

### GENERAL & DEBT SERVICE FUND EXPENDITURES

	<u>2013</u>	<u>%</u>	<u>2014</u>	<u>%</u>	<u>2015</u>	<u>%</u>	<u>2016</u>	<u>%</u>	<u>2017</u>	<u>%</u>
<b>Total Expenditures</b>										
General Government	\$ 364,857	13%	\$ 406,082	13%	\$ 390,939	12%	\$ 387,093	12%	\$ 413,060	17%
Public Safety	894,413	31%	834,819	29%	887,716	29%	799,121	25%	845,161	35%
Public Works	663,281	23%	612,614	21%	593,875	19%	660,788	21%	640,595	27%
Culture, Education and Recreation	321,277	11%	356,697	12%	503,215	16%	400,396	12%	1,573	0%
Debt Service**	635,256	22%	676,932	23%	678,701	22%	919,707	29%	475,389	20%
Other*	20,332	1%	16,943	1%	17,581	1%	50,414	2%	24,280	1%
<b>TOTAL</b>	<b>\$ 2,899,416</b>	<b>100%</b>	<b>\$ 2,904,087</b>	<b>100%</b>	<b>\$ 3,072,027</b>	<b>100%</b>	<b>\$ 3,217,519</b>	<b>100%</b>	<b>\$ 2,400,058</b>	<b>100%</b>

\*Other includes health and human services and conservation and development

\*\*Excludes debt refunding



\* Note that the decrease in Culture, Educ. & Rec expenditures above relates to the library accounts being moved out of the general fund and into a separate library fund.

**CITY OF WATERLOO**  
**2017 FINANCIAL STATEMENT HIGHLIGHTS**  
**SPECIAL REVENUE AND CAPITAL PROJECTS FUNDS**

<b>SPECIAL REVENUE FUNDS</b>	<u>2017</u>	<u>2016</u>	<u>Change</u>
<b>Fund Balances (deficit)</b>			
200 Cable TV	\$ 211,077	\$ 198,888	\$ 12,189
220 Fire and EMS	610,438	506,276	104,162
810 Library Memorial	-	74,485	(74,485)
812 Library	316,519	96,465	220,054
204 Sanitary Sewer Impact Fees	53	50	3
203 Park and Recreation Impact Fees	51	48	3
202 Public Works Impact Fees	52	49	3
201 Stormwater Impact Fees	51	48	3
205 Water Impact Fees	53	53	-
225 Parks	<u>(46,051)</u>	<u>17,551</u>	<u>(63,602)</u>
<b>Total Special Revenue Fund - Fund Balances</b>	<b>\$ 1,092,243</b>	<b>\$ 893,913</b>	<b>\$ 198,330</b>
<b>CAPITAL PROJECTS FUNDS</b>			
<b>Fund Balances (deficit)</b>			
400 Capital Projects	944,675	999,807	(55,132)
410 TIF District No. 1	381,907	2,063,796	(1,681,889)
412 TIF District No. 2	(804,973)	(1,132,745)	327,772
413 TIF District No. 3	(122,360)	(180,171)	57,811
414 TIF District No. 4	(1,428)	(16,800)	15,372
402 Sidewalk	<u>27,772</u>	<u>29,518</u>	<u>(1,746)</u>
<b>Total Capital Projects Fund - Fund Balances</b>	<b>\$ 425,593</b>	<b>\$ 1,763,405</b>	<b>\$ (1,337,812)</b>