



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 21, 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: June 7, 2018
3. CITIZEN INPUT / PUBLIC COMMENT
4. CONSENT AGENDA ITEMS
 - a. May 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
5. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
 - a. Finance, Insurance & Personnel Committee
 - i. General Disbursements, May – \$450,858.56
 - ii. Payroll, May - \$64,302.18
 - iii. Treasurer's Report & Budget Reports, May
 - b. Parks Commission
 - i. Resolution #2018-28 Increasing Pavilion Rental Fees
 - c. Utility Commission
 - i. Resolution #2018-27 Review Of The Annual Wastewater Treatment Plant Compliance Maintenance Report (CMAR)
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
7. ADJOURNMENT

Mo Hansen

Mo Hansen
Clerk/Treasurer

Posted & Emailed: 06/18/2018

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: June 7, 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

CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Mayor Thompson called the meeting to order at 7:00 p.m. Alderpersons present: Springer, Griffin, Thomas, Stinnett and Petts. Absent: Ziaja and Quimby. Others present: Tammy Krueger, Watertown Daily Times; Cathy Kozlowicz, the Courier; Police Sgt Thom; Utility Superintendent Sorenson WLOO videographers; and Clerk/Treasurer Hansen. The pledge of allegiance was recited.

MEETING MINUTES APPROVAL: May 17, 2018. MOTION: Moved by Springer, seconded by Griffin to approve the minutes as presented. VOICE VOTE: Motion carried.

PUBLIC COMMENT. None.

NEW BUSINESS

- a. Class A & B Beer, Liquor & Cider License Applications For The License Period 7/1/2018 – 6/30/2019. MOTION: Moved by Springer, seconded by Thomas to approve the applications as presented. ROLL CALL VOTE: Ayes: Springer, Griffin, Thomas Stinnett and Petts. Noes: none with Ziaja and Quimby absent. Motion carried.
- b. Cigarette License Applications For the License Period From 7/1/2018 – 6/30/2019. MOTION: Moved by Thomas, seconded by Griffin to approve the applications. ROLL CALL VOTE: Ayes: Springer, Griffin, Thomas Stinnett and Petts. Noes: none with Ziaja and Quimby absent. Motion carried.
- c. Annual Mobile Home Park Licenses (2). MOTION: Moved by Thomas, seconded by Springer to approve the applications. ROLL CALL VOTE: Ayes: Springer, Griffin, Thomas Stinnett and Petts. Noes: none with Ziaja and Quimby absent. Motion carried.
- d. Operator's Licenses (2) To Expire June 30, 2019. MOTION: Moved by Thomas, seconded by Griffin to approve the licenses. VOICE VOTE: Motion carried.
 - i. Jennifer J. Bowers, W7733 Island Road, Waterloo
 - ii. Keith A. Setz, 418 Minnetonka Way, Waterloo
- e. Resolution #2018-25 Petition For County Highway Aid. MOTION: Moved by Stinnett, seconded by Petts to approve the resolution. ROLL CALL VOTE: Ayes: Springer, Griffin, Thomas Stinnett and Petts. Noes: none with Ziaja and Quimby absent. Motion carried.
- f. Special Event Application – Virtumarket. DISCUSSION: Thomas said the Public Safety & Health Committee had reviewed the application and recommended approval. He said the CDA recommended the event be deemed a city sponsored event for insurance purposes. MOTION: MOTION: Moved by Thomas, seconded by Griffin to approve the application as a city sponsored event. ROLL CALL VOTE: Ayes: Springer, Griffin, Thomas Stinnett and Petts. Noes: none with Ziaja and Quimby absent. Motion carried.
- g. Resolution #2018-26 Authorizing Tax Incremental District #3 Revenue To Fund The Municipal Portion Of Demolition And Remaining Environmental Remediation At 333 Portland Road. MOTION: Moved by Springer, seconded by Thomas to approve the resolution. ROLL CALL VOTE: Ayes: Springer, Thomas Stinnett and Petts. Noes: none with Ziaja and Quimby absent and Griffin abstaining. Motion carried.

FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.

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



Attest:
Mo Hansen, Clerk/Treasurer



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

PARKS COORDINATOR REPORT

December 2017 – February 2018

EVENTS AND HIGHLIGHTS

- DONATION CAMPAIGN
 - Received \$13,00 in donations to date
- EASTER EGG HUNT
 - Around 75 children at event
- SPRING CLEAN
 - April 28th – Moved due to snow. Around 20 individuals volunteered including a large group from Cornerstone Church

ONGOING PROJECTS

- MASON ENTRANCE GATE
 - WFD Steel Sign & Lighting has been donated
 - Will be attached to wall in spring
- PARK BEAUTIFICATION PROJECT:
 - Tree Project around Pavilion
 - Bench area in front of Pavilion
 - Decorative Stones in middle section of roadway to replace stone blocks
 - Park Pavilion Flooring
 - Finished April 5th – Will sand and lay new poly this winter
 - Dog Park
 - Fixing of fence line and proper updates
- BUILDING PROJECTS: Some projects that are needs at facilities
 - Firemen's Park Reunion Hall
 - New Roof needed – Cost Estimation: \$20,000
- DISC GOLF LEAGUE:
 - New Group started – hoping to incorporate into Friends of the Park
 - Moved a couple holes
 - Waiting to hear back from Trek on Disc Baskets & Equipment Donation
 - Volunteers will put in new cement tee boxes in spring
- SCOREBOARD UPDATES & FIXES
 - Softball Diamonds
 - Need to put in new receivers for scoreboards – working with Waterloo Utilities & WYSO on dates when fields are dry enough
- INFRASTRUCTURE FIXES NEEDED
 - Electrical
 - Roundhouse

- Needs new fuse box and outlets
 - Pavilion Stage
 - Lights need to be rewired
 - Total cost: \$2000
- NEW LIGHTING IN PARK
 -
- SAND VOLLEYBALL COURTS
 - Received a donation of \$5000 for the implementation of Sand Volleyball courts in Firemen's Park
 - Location – Slider shack area between Reunion Hall and Bingo Hall
- 720 W. Madison Street
 - Working with Waterloo School District
 - Character Shuffle & Public information
 - Top 3 Names chosen for May Parks meeting

CAROUSEL

- INSPECTION
 - Completed in April

PROJECTS ON HOLD UNTIL 2019

DONATION CAMPAIGNS

- WATERLOO FIREMEN'S PARK BEAUTIFICATION & INFRASTRUCTURE PROJECT
 - Still raising funds thru donations & Grants
 - Most grants are 50/50 match programs
 - Mailings sent out to Michels Corporation & Scott Fitzgerald for funding
 - Asking \$50,000 for naming rights to Firemen's Park Roadway
 - Looking into Companies to sponsor the Main Baseball Diamond
 - Schwandt Family Foundation – Donation of \$900 to project

City of Waterloo Parks
Progress Report
5/1/2018 10:59 AM

MONTHLY REVENUE (ALL REVENUE SOURCES)													
	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	TOTAL 2018
Current YR Revenue (all sources) [1]	\$2,422	\$42,855	\$2,696	\$7,489	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,462
GOAL: Monthly Rev.	\$2,500	\$42,250	\$2,500	\$2,500	\$15,000	\$17,500	\$35,000	\$25,000	\$25,000	\$15,000	\$2,500	\$796	\$185,546
% of Goal	97%	101%	108%	300%	0%	0%	0%	0%	0%	0%	0%	0%	30%
Prior Yr Receipts	\$1,015	\$2,643	\$2,779	\$2,087	\$15,033	\$46,097	\$30,398	\$22,667	\$19,341	\$13,145	\$4,905	\$1,720	\$161,830

SCHEDULED/PLANNED EVENTS (EVENT COUNT)													
	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	TOTAL 2018
WRT		2			1	2	1	1					7
FP - Outdoor Event				2	1	2	4		4				13
FP - Full Pavilion		1			1	2	1	1					6
FP - Upper Pavilion	1	2	2	4	4	3	3	3	4	3		1	30
FP - Lower Pavilion			2		2	3	4	1			1		13
FP - Bingo Hall						5	1	1					7
FP - Reunion Hall													0
FP - Roundhouse													0
FP - Bandstand Other					3	1	1	2					7
FP - Concession Bldg.						1							1
Other Park													0
Current YR Event-Days Count	1	5	4	6	12	19	15	9	8	3	1	1	84
Prior Yr Event Count	4	3	1	3	14	15	31	21	17	10	1	0	120
Yr/Yr Percent Comparison	25%	167%	400%	200%	86%	127%	48%	43%	47%	30%	100%	-	70%

NOTES:

[1] The bulk of budgeted property tax (\$52,750) is recognized in February, 76%



**WATERLOO FIRE DEPARTMENT
900 INDUSTRIAL LANE
WATERLOO, WISCONSIN 53594**



Thursday June 1st, 2018

On Monday May 14th, 2018 we had our monthly EMS training. The training was on pediatrics, we had family and friends bring their kids down so we could take vital signs, wound packing and stabilization. The kids had fun and our members got to train. We also had a sales rep come from Zoll, they brought a monitor down. Physio control brought down there monitor on the 31st. We are looking and new monitors, these two companies are the only two that have pre-hospital monitors. These monitors are much needed for EMS service. They take a 12-lead of the heart and send it to the hospital and they can have a cath-lab ready when we arrive and they do much more.

On Monday May 21st, 2018 we had our monthly Fire training. Training was fast board and hydrant hook-ups. Fast board is a special board for firefighter removal, we roll them on and strap them down and drag them out. Hydrant hook-ups are important part of the fire service members have to be proficient at it. The members that were not able to make it to the hose testing had to finish the rest of the hose testing.

On Saturday May 5th, 2018 we had our annual hose testing from 7 am to 2 pm. We had 26 members here, we were able to get almost all hose tested out. This saves our community money, if we had a company come in and complete the testing it would cost around \$6,000.

On Saturday May 12th and 19th, 2018 our members came down do complete spring cleaning before the pancake breakfast.

On Sunday May 20th, 2018 we held our annual pancake breakfast, we served around 675 people and was a big success. For all that were able to make thank you for showing your support.

Sincerely,

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

admin@waterloofd.com



WATERLOO FIRE & RESCUE
 900 INDUSTRIAL LANE
 WATERLOO, WISCONSIN 53594



Department Activity Report – May 2018
 Call Report for the month of May

EMS Calls:	
City of Waterloo	23
Township of Portland	2
Total EMS	25
EMS & Fire Accidents Calls:	
Township of Portland	0
Total MVA	0
False Alarms:	
City of Waterloo	1
Fire Calls:	
Township of Waterloo	1
Hazardous Condition:	
City of Waterloo	1
Weather Related Call:	
Waterloo Fire District	0
Good Intent:	
City of Waterloo	0
Service Calls:	
City of Waterloo	0
Rescue Calls:	
City of Waterloo	0
Total Fire	3
May Total	28
Up to Date Call Totals	
Fire (Structure, Wild land, Motor Vehicle)	17
Rescue/EMS: BLS 64 ALS 37 Total:	101
Hazardous Conditions (No Fire)	1
Good Intent Calls	0
False Alarm or Call	5
Motor Vehicle Accidents	3
Service Calls	9
Rescue Calls	1
Weather Related Calls	0
Up to Date Total	137

Mutual Aid Given 12 Mutual Aid Received 1 Automatic Aid Given 0 Automatic Aid Received 0
 Total Personnel Response: **574** (for the month): **101**

Year Response Time (EMS Incidents) **520** (From 1st page to enroute times) average **5.1** min (for the month)
 Minutes Spent Responding **255** (Enroute time to on scene time) average **2.6** min (for the month)

Year Response Time (FIRE Incidents) **163** (From 1st page to enroute times) average **6.0** min (for the month)
 Minutes Spent Responding **164** (Enroute time to on scene time) average **3.0** min (for the month)

Invoice



Invoice Number: 0045395-IN

Invoice Date: 05/31/18

Terms: Net 30 Days

Due Date: 06/30/18

Salesperson: 0000

Customer Number: 11-WATERL2

Customer P.O.:

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

WI - Invoicing

Item Type	Description	Qty	Unit Price	Amount
PERMITS		36.00	0.00	36.00
	18WTRC-0022-18-0BEPH		Amount	36.00
PERMITS		51.00	0.00	51.00
	18WTRC-0025-18-05B		Amount Du	51.00
PERMITS		3,454.29	0.00	3,454.29
PERMITS		210.00	0.00	210.00
PERMITS		42.00	0.00	42.00
	18WTRC-0026-18-05B		Amount Du	3,706.29
PERMITS		30.00	0.00	30.00
	18WTRC-0027-18-04B		Amount Du	30.00
PERMITS		30.00	0.00	30.00
	18WTRC-0028-18-05B		Amount Du	30.00
PERMITS		33.00	0.00	33.00
	18WTRC-0029-18-05E		Amount Du	33.00
PERMITS		516.00	0.00	516.00
PERMITS		36.00	0.00	36.00
PERMITS		61.65	0.00	61.65
PERMITS		61.65	0.00	61.65
PERMITS		61.65	0.00	61.65

Department Approval mm Date 6/8/18
 Clerk/Treasurer Approval M-H 6/8/2018
 Vendor Number 10350
 Acct Dist 100-52-5240-290 \$ 5149.42
 Acct Dist _____ \$ _____
 Acct Dist _____ \$ _____

Bldg Inspect osteoic



CITY OF WATERLOO

Invoice Number: 0045395-IN

Invoice Date: 05/31/18

Page: 2

Item Type	Description	Qty	Unit Price	Amount
PERMITS		24.00	0.00	24.00
	18WTRC-0030-18-05BEPH		Amount	760.95
PERMITS		105.84	0.00	105.84
	18WTRC-0031-18-05B		Amount Du	105.84
PERMITS		36.00	0.00	36.00
	18WTRC-0032-18-05POS		Amount Du	36.00
PERMITS		36.00	0.00	36.00
	18WTRC-0033-18-05POS		Amount Du	36.00
PERMITS		45.00	0.00	45.00
	18WTRC-0034-18-05B		Amount Du	45.00
PERMITS		30.00	0.00	30.00
	18WTRC-0035-18-05B		Amount Du	30.00
PERMITS		90.00	0.00	90.00
PERMITS		33.34	0.00	33.34
	18WTRC-0042-18-05BE		Amount Du	123.34
PERMITS		30.00	0.00	30.00
	18WTRC-0043-18-05E		Amount Du	30.00
PERMITS		30.00	0.00	30.00
	18WTRC-0044-18-05E		Amount Du	30.00
PERMITS		30.00	0.00	30.00
	18WTRC-0044-18-05H		Amount Du	30.00
PERMITS		36.00	0.00	36.00
	18WTRC-0045-18-05B		Amount Du	36.00

WI - Invoicing

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

Net Invoice:	5,149.42
Freight:	0.00
Sales Tax:	0.00
Invoice Total:	5,149.42

MONTHLY TIME REPORT

MAY

JOB	DPW	Chad	Jeff	Chris	Travis
Police Adm		0	0	0	0
Fire Dept		2	0	2.5	10.5
Mach/Equip		10	9	17	12
Garage/Shed		14	6	30.5	28.5
Meeting/Seminars		3	1	2	1
Street Repair/Maintenance		0	2	8	5
Street Cleaning		5	2	0	0
Snow & Ice	Reg Hrs	0	0	0	0
	OT Hrs	0	0	0	0
Storm Sewer		27	13.5	14	17
Traffic Control		4	0	0	0
Bridges/Culvers		0	0	0	0
Tree/Brush		15	2	24	19
Refuse Collection		9	4	20.5	22.5
Sanitary Sewer		9	12	2	4
Insect Control		0	2	0	0
Animal Control		0	0	0	0
Cemetary		1.5	1.5	5.5	9.5
Library		1.5	1.5	3.5	6
Firemans Park		7	6	6	6
Other Parks		22.5	10.5	22	23
Trail Head		1	0	4.5	6
Celeb/Enter		0	0	0	0
Weed Control		2	9	0	2
Vac/Holiday/SL		56.5	108	28	18

Machinery and Equipment Maintenance

MAY

DPW Equipment		Mileage / Hours			TTI Fuel	GPH
		Start	End	Total		
End loader	544	2997	3000	3	19.5	0.15
John Deere Tractor	2555	4388	4390	2	0	#DIV/0!
Wood Chipper		2178	2193	15	19.189	0.78
John Deere Lawn Tractor	2520	677	678	1	63.351	0.69
John Deere	X750	913	929	16	63.351	0.69
John Deere	X750-1	706	733	27	63.351	0.69
Wacker Roller		363	363	0	0	#DIV/0!
2010 International Truck	#1	17820	17820	0	0	#DIV/0!
2004 Freightliner Truck	#2	39267	39275	8	0	#DIV/0!
2004 International Truck	#3	1797	1804	7	17.817	0.39
2017 Chevrolet Truck	#4	11627	12216	589	60.923	9.67
2018 Frieghtliner Truck	#5	2062	2063	1	0	#DIV/0!
2006 Elgin Pelican Street Sweeper		9678	9678	0	0	#DIV/0!
2011 Ford F-550 Truck	#6	28179	28545	366	76.38	4.79
2015 Frieghtliner Truck	#7	6364	6365	1	0	#DIV/0!
Bobcat		14.5	20	5.5		
Loads of wood chips		5				

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

Circulation

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Waterloo residents	2128	2107	2315	2536	2389							
Non-residents	1095	1165	1182	1225	1276							
Monthly Total	3223	3272	3497	3761	3665							
FYTD Total	3223	6495	9992	13753	17418							

Interlibrary loan

Items loaned to	796	791	769	794	676							
Bridges	22	30	41	31	27							
WISCAT	818	821	810	825	703							
Monthly Total	818	1639	2449	3274	3977							
FYTD Total												
Items received from	702	565	598	589	632							
Bridges	22	13	7	10	19							
WISCAT	724	578	605	599	651							
Monthly Total	724	1302	1907	2506	3157							
FYTD Total												

Additional Circulation Statistics

Children's Materials

Monthly Total	1281	1417	1689	1649	1603							
FYTD Total	1281	2698	4387	6036	7639							

Adult Materials

Monthly Total	1967	1881	1811	2187	2092							
FYTD Total	1967	3848	5659	7846	9938							

DVDs

Monthly Total	870	855	969	1272	1202							
FYTD Total	870	1725	2694	3966	5168							

Additional Statistics

Public Access Computer Use

Wi Fi	333	392	373	419	383							
Monthly Total	333	725	1098	1517	1900							
FYTD Total												

Public Internet	358	320	348	377	413							
Monthly Total	358	678	1026	1403	1816							
FYTD Total												

Total Public Computer Use	691	712	721	796	796							
Monthly Total	691	1403	2124	2920	3716							
FYTD Total												

Programs

Adult Programs

Number of programs												
Monthly Total	6	10	8	8	6							
FYTD Total	6	16	24	32	38							
Attendance												
Monthly Total	53	106	64	45	10							
FYTD Total	53	159	223	268	278							

Teen (12-18) Programs

Number of programs												
Monthly Total	2	5	5	5	19							
FYTD Total	2	7	12	17	36							
Attendance (Adult + Teen)												
Monthly Total	13	67	61	34	289							
FYTD Total	13	80	141	175	464							

Children's Programs

Number of programs												
Monthly Total	14	14	15	14	29							
FYTD Total	14	28	43	57	86							
Attendance (Adult + Child)												
Monthly Total	172	196	273	206	574							
FYTD Total	172	368	641	847	1421							

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

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Meeting Room Bookings												
Monthly Total	38	36	37	36	42							
FYTD Total	38	74	111	147	189							
Holdings												
FYTD Total	24542	24,615	24,812	24,961	25,103							
Number of Registered Borrowers												
Resident	1940	1949	1967	1977	1775							
Nonresident	1029	1030	1038	1043	936							
FYTD Total	2969	2979	3005	3023	2711							
Overdrive eBooks												
Monthly Total	154	157	143	212	190							
FYTD Total	154	172	315	527	717							
Audiobook downloads												
Monthly Total	168	150	154	216	201							
FYTD Total	168	318	472	688	269							
OUTREACH Circulation												
Monthly Total	265	235	223	195	59							
FYTD Total	265	261	484	679	738							

List of Bills

4 Control	185.38	Metalworx	150.00
Baker Tilly	3,211.54	North Central Lab	717.11
BP Credit Card Center	890.65	Northeast Wisconsin Technical	352.02
Badger Surveying	2,325.00	Petty cash	72.80
Border States	2,417.68	Payment Service Network	12.95
Charter Communications	89.99	Pollard Water	311.39
Core & Main	230.00	Payroll	40,851.69
Cintas	324.88	Portland Sanitary District	14,590.76
City of Waterloo Treasurer	55,943.20	Postmaster	1,075.15
Crescent Electric	2,295.00	Redigas	24.27
DOA	3,797.73	Resco	3,936.48
Display Sales	160.00	SEERA	1,168.77
Dunneisen Excavating	232.89	S&S Plumbing	3,150.00
Don's Auto Body & Paint	172.00	Solenis LLC	3,366.00
Electrical Testing Lab	251.70	Struck & Irwin	5,642.00
Farmers & Merchants State Bank	54,109.68	Tim Sullivan	217.80
Fahrner Asphalt Sealers	5,346.00	Town & Country Engineering	2,616.75
First Supply	280.50	USA	605.22
Frontier	352.41	United Liquid Waste	937.50
GFC Leasing	63.00	US Cellular	253.13
Hawkins	8,322.49	Utility Sales & Service	4,826.59
Jefferson County	450.00	VISA	1,658.08
Krause Power Engineering	840.00	Waterloo Utilities	9,334.58
Hach Company	75.97	Waterloo Building Center	36.75
Hometown News	26.64	We Energies	1,368.87
Irby	895.00	Wisconsin DNR	2,606.80
Lou's Gloves	76.00	Wisconsin State Lab	25.00
LW Allen	11,041.42	Wisconsin Dept. of Revenue	10,715.84
MEUW	6,126.70	WPPI Energy	199,200.58
Neitzel Auto & Hardware	299.07		
Michael Newton	4.31		
		Total Disbursements	\$470,661.71

Checking Account #102-613:

Balance 4/30/18	\$20,633.26
Transfer	300,000.00
Disbursements	(270,750.37)
Interest	4.95
Service Charge	(20.95)
Balance 5/31/18	<u>\$49,866.89</u>

WWTP Account #374-547 (DNR Replacement Fund)

Balance 4/30/18	\$244,554.78
Deposit	2,050.00
Transfer for Expenses	
Interest	73.03
Balance 5/31/18	<u>\$246,677.81</u>

Debt Service Account #3015323:

Balance 4/30/18	\$238,124.38
Deposit	53,925.38
Bond Payment	
Interest	408.67
Balance 5/31/18	<u>\$292,458.43</u>

Money Market Account #110-832:

Balance 4/30/18	915,710.07
Deposits	468,145.81
Transfer	(302,050.00)
Disbursements	(199,200.58)
Interest	612.58
Service Charge	(190.94)
Balance 5/31/18	<u>\$883,026.94</u>

Transportation Fund

Balance 4/30/18	\$45,000.00
Transfer	0.00
Balance 5/31/18	<u>\$45,000.00</u>

Construction Account:

Electric	1,201,632.24
Water	20,851.75
Construction Payment	
Balance 5/31/18	<u>\$1,222,483.99</u>

CD #614470 (Bond Reserve):

Balance 4/30/18	113,835.41
Interest	
Balance 5/31/18	<u>\$113,835.41</u>

CD #613386 (Bond Reserve):

Balance 4/30/18	207,303.11
Interest	
Balance 5/31/18	<u>\$207,303.11</u>

WWTP CD #2875 (DNR Replacement Fund):

Checking Account #102-613:	\$605,482.78
Interest	
Balance 5/31/18	<u>\$605,482.78</u>

Regular meeting of the Waterloo Water & Light Commission held June 5, 2018

The meeting was called to order by President Tom Bergan at 7:00pm at the Waterloo Utilities office. Present were Commissioners Ray Burbach, Tim Thomas, Devin Schumann, Larry Waldo, Superintendent Barry Sorenson, and Jodi Dobson from Baker Tilly.

Minutes

It was moved by Waldo, seconded by Burbach, to approve the minutes of the May 1, 2018 meeting. Motion carried.

Expenditures

It was moved by Schumann, seconded by Waldo, to approve the payment of the May bills as presented. Motion carried.

2017 Financial Report

Jodi Dobson, Baker Tilly, reviewed the audit report with the Commission.

Sewer Rate Study

It was moved by Bergan, seconded by Thomas, to approve a sewer rate study to be completed by Baker Tilly. Motion carried.

PILOT

Discussion on PILOT payments due to the City. It was moved by Waldo, seconded by Burbach, to amend last meetings motion regarding PILOT to ask the City to have the PILOT calculation changed to a percentage of gross revenues equal to the % of gross revenues paid in 2017. Water 16.83% and Electric 3.32%. The seven year limitation was removed, having no expiration. Motion carried.

Metering error

Discussion on metering error of a large power customer.

CMAR

It was moved by Thomas, seconded by Waldo to approve the 2017 Compliance Maintenance Annual Report (CMAR) to the DNR for the wastewater treatment facility. Motion carried.

It was moved by Burbach, seconded by Schumann to adjourn. Motion carried.

Respectfully submitted,

Tim Thomas
Secretary

Raynelle

From: Tara <manager@watertownhumanesociety.org>
Sent: Monday, June 04, 2018 10:12 AM
To: Raynelle
Subject: Watertown Humane Society Intake Numbers May 2018

Good Morning,

Here are the intake numbers for the City of Waterloo from the Watertown Humane Society for May 2018:

Stray Cats: 0

Surrendered Cats: 4 kittens

Dog Stray: 1

Surrendered Dog: 0

Misc Stray: 0

Surrendered Misc: 0

Have a great week,

--

Tara Melton
Operations Manager
Phone: 920-261-1270
Fax: 920-261-1270



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

RESOLUTION #2018-28

INCREASING PAVILION RENTAL FEES

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

WHEREAS, the Waterloo Parks Commission, upon the recommendation of the Parks Director, recommends to the City Council that all Firemen's Park Pavilion facility rental fees be increased each by \$250;

THEREFORE, BE IT RESOLVED, the City of Waterloo Common Council agrees with the above recommendation and approves an increase of \$250 for each Firemen's Park Pavilion facility rental fee.

PASSED AND ADOPTED this ____ day of June 2018.

City of Waterloo

Signed: _____
Robert H. Thompson, Mayor

Attest:

Morton J. Hansen
Clerk/Treasurer

SPONSOR(S) – Parks Commission and Parks Director

FISCAL NOTE – an increase in net revenue for each Pavilion rental of \$250. In 2017 this facility was rented 41 times. In that year the net revenue gain would have been \$10,250

FACILITY RENTAL - TRAILHEAD

Description

Waterloo Regional Trailhead
(Warming Room & Back Patio)

Fee

\$0.00 Non-Profit
\$85.00 Half Day (less than 4 hours)
\$150.00 Full Day (4 hours of more)
\$50.00 Refundable Deposit

FACILITY RENTAL – FIREMEN’S PARK

ALCOHOL SERVED EVENTS

	RESIDENT PRIVATE	NON-RESIDENT PRIVATE	RESIDENT PUBLIC	NON-RESIDENT PUBLIC
ENTIRE PARK	SEE PARKS COORDINATOR FOR SPECIAL EVENTS			
ENTIRE PAVILION	\$1,000	\$1,100	\$600	\$700
UPPER PAVILION	\$750	\$850	\$400	\$500
LOWER PAVILION	\$650	\$750	\$300	\$400
BINGO HALL	\$200	\$300	\$150	\$200
REUNION HALL	\$150	\$250	\$125	\$175
BASEBALL DIAMOND (billed every 3 hours)	\$85	\$85	\$85	\$85
HAMBURGER/CONCESSION STAND	\$50	\$50	\$50	\$50
SOFTBALL DIAMOND (billed every 3 hours)	\$50	\$50	\$50	\$50
BANDSTAND/OPEN SHELTERS	\$25	\$25	\$25	\$25
TOURNAMENT FEE	\$100	\$100	\$100	\$100

All highlighted increased by \$250

NON-ALCOHOL EVENTS

	RESIDENT PRIVATE	NON-RESIDENT PRIVATE
ENTIRE PARK	SEE PARKS COORDINATOR FOR SPECIAL EVENTS	
ENTIRE PAVILION	\$700	\$800
UPPER PAVILION	\$450	\$550
LOWER PAVILION	\$350	\$450
BINGO HALL	\$175	\$275
REUNION HALL	\$150	\$250
BASEBALL DIAMOND (billed every 3 hours)	\$85	\$85
HAMBURGER/CONCESSION STAND	\$50	\$50
SOFTBALL DIAMOND (billed every 3 hours)	\$50	\$50
BANDSTAND/OPEN SHELTERS	\$25	\$25
TOURNAMENT FEE	\$100	\$100

All highlighted increased by \$250

Miscellaneous Fees

BASEBALL FIELD LIGHTS	\$25/Hour
PARK LABORER	\$12/hour
BARTENDER	\$12/Hour
OUTDOOR CHAIRS	\$50
OUTDOOR CHAIRS W/SETUP	\$100
PREP OF BASEBALL FIELD (each time)	\$25

All Charitable Non-Profits will receive a 50% discount on building rentals with proof of exempt status.

Additional charges may be applied for any use of City resources



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

RESOLUTION #2018-27

**REVIEW OF THE ANNUAL WASTEWATER TREATMENT PLANT
COMPLIANCE MAINTENANCE REPORT**

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

WHEREAS, the Waterloo Water & Light Commission and the City of Waterloo Common Council has reviewed the annual Wastewater Treatment Plant Compliance Maintenance Report, which accompanies this resolution;

THEREFORE, BE IT RESOLVED, that the City of Waterloo Common Council informs the Wisconsin Department of Natural Resources that appropriate actions will continue to be taken to maintain and exceed compliance measures.

PASSED AND ADOPTED this ____ day of June 2018.

City of Waterloo

Signed: _____
Robert H. Thompson, Mayor

Attest:

Morton J. Hansen
Clerk/Treasurer

SPONSOR(S) – Utility Superintendent & Utility Commission
FISCAL NOTE – none provided

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:

6/6/2018

2017

Influent Flow and Loading

1. Monthly Average Flows and (C)BOD Loadings

1.1 Verify the following monthly flows and (C)BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average (C)BOD Concentration mg/L	x	8.34	=	Influent Monthly Average (C)BOD Loading, lbs/day
January	0.4870	x	330	x	8.34	=	1,340
February	0.4654	x	355	x	8.34	=	1,376
March	0.5206	x	296	x	8.34	=	1,284
April	0.6139	x	279	x	8.34	=	1,430
May	0.5921	x	352	x	8.34	=	1,738
June	0.5450	x	255	x	8.34	=	1,159
July	0.5534	x	245	x	8.34	=	1,129
August	0.4106	x	322	x	8.34	=	1,104
September	0.3425	x	382	x	8.34	=	1,092
October	0.3694	x	396	x	8.34	=	1,220
November	0.3406	x	368	x	8.34	=	1,046
December	0.3291	x	437	x	8.34	=	1,200

2. Maximum Monthly Design Flow and Design (C)BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	.509	x	90	=	0.4581
		x	100	=	.509
Design (C)BOD, lbs/day	1967	x	90	=	1770.3
		x	100	=	1967

2.2 Verify the number of times the flow and (C)BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times (C)BOD was greater than 90% of design	Number of times (C)BOD was greater than 100% of design
January	1	1	0	0	0
February	1	1	0	0	0
March	1	1	1	0	0
April	1	1	1	0	0
May	1	1	1	0	0
June	1	1	1	0	0
July	1	1	1	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		7	5	0	0
Points		14	5	0	0
Total Number of Points					19

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
6/6/2018 2017

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- Yes Enter last calibration date (MM/DD/YYYY)

- No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

- Yes
 No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

- Yes
 No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

- | | | |
|--------------------------------------|--------------------------------------|-------------------------------------|
| Septic Tanks | Holding Tanks | Grease Traps |
| <input checked="" type="radio"/> Yes | <input checked="" type="radio"/> Yes | <input type="radio"/> Yes |
| <input type="radio"/> No | <input type="radio"/> No | <input checked="" type="radio"/> No |

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks
 Yes gallons

- No

Holding Tanks
 Yes gallons

- No

Grease Traps
 Yes gallons

- No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

- Yes
 No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
6/6/2018 **2017**

Yes

No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

--

Total Points Generated	
Score (100 - Total Points Generated)	
Section Grade	

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
6/6/2018 **2017**

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	24	21.6	1	1	0	0
February	24	21.6	2	1	0	0
March	24	21.6	3	1	0	0
April	24	21.6	2	1	0	0
May	12	10.8	3	1	0	0
June	12	10.8	0	1	0	0
July	12	10.8	0	1	0	0
August	12	10.8	0	1	0	0
September	12	10.8	0	1	0	0
October	12	10.8	0	1	0	0
November	24	21.6	0	1	0	0
December	24	21.6	0	1	0	0

* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

NO VIOLATION

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)
10/23/17

No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

NONE

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

Yes

No

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:

6/6/2018

2017

If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?

Yes

No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?

Yes

No

N/A

Please explain unless not applicable:

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
6/6/2018 2017

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	24	21.6	1	1	0	0
February	24	21.6	2	1	0	0
March	24	21.6	3	1	0	0
April	24	21.6	2	1	0	0
May	12	10.8	3	1	0	0
June	12	10.8	0	1	0	0
July	12	10.8	0	1	0	0
August	12	10.8	0	1	0	0
September	12	10.8	0	1	0	0
October	12	10.8	0	1	0	0
November	24	21.6	0	1	0	0
December	24	21.6	0	1	0	0

* Equals limit if limit is <= 10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:	7	3	
Exceedances	0	0	
Points	0	0	
Total Number of Points		0	

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

NONE

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
6/6/2018 **2017**

Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceedance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceedance
January	11		.400769231	0					
February	11		.826666667	0					
March	11		.139285714	0					
April	6.9		.1025	0					
May	7.8		.157142857	0					
June	7.8		.046923077	0					
July	7.8		.0525	0					
August	7.8		.047333333	0					
September	7.8		.079166667	0					
October	11		.050769231	0					
November	11		.048571429	0					
December	11		.0475	0					
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

NONE

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
6/6/2018 **2017**

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.335	1	0
February	1	0.302	1	0
March	1	0.411	1	0
April	1	0.588	1	0
May	1	0.805	1	0
June	1	0.826	1	0
July	1	0.754	1	0
August	1	0.899	1	0
September	1	0.658	1	0
October	1	0.892	1	0
November	1	0.848	1	0
December	1	0.693	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

NONE

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
6/6/2018 **2017**

Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- Land applied under your permit
- Publicly Distributed Exceptional Quality Biosolids
- Hauled to another permitted facility
- Landfilled
- Incinerated
- Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

6. Biosolids Storage

6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?

- \geq 180 days (0 Points)
- 150 - 179 days (10 Points)
- 120 - 149 days (20 Points)
- 90 - 119 days (30 Points)
- $<$ 90 days (40 Points)
- N/A (0 Points)

0

6.2 If you checked N/A above, explain why.

7. Issues

7.1 Describe any outstanding biosolids issues with treatment, use or overall management:

NONE NEEDED

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:

6/6/2018

2017

Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes (Continue with question 2)<input type="radio"/> No (40 points) <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<ul style="list-style-type: none"><input type="radio"/> Paper file system<input type="radio"/> Computer system<input checked="" type="radio"/> Both paper and computer system<input type="radio"/> No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"><input type="radio"/> Excellent<input checked="" type="radio"/> Very good<input type="radio"/> Good<input type="radio"/> Fair<input type="radio"/> Poor <p>Describe your rating:</p>	

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
6/6/2018 **2017**

BUILDINGS & EQUIPMENT ARE CHECKED DAILY. MOTORS GET VOLTS & AMPS CHECKED PERIODICALLY.
--

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
6/6/2018 **2017**

Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

TIMOTHY D SULLIVAN

Certification No:

33031

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	NA	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2016; subclass SS is basic level only.)

- Yes (0 points)
- No (20 points)

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- One or more additional certified operators on staff
- An arrangement with another certified operator
- An arrangement with another community with a certified operator
- An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- A consultant to serve as your certified operator
- None of the above (20 points)

If "None of the above" is selected, please explain:

0

4. Continuing Education Credits

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
6/6/2018 **2017**

4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

OIT and Basic Certification:

- Averaging 6 or more CECs per year.
- Averaging less than 6 CECs per year.

Advanced Certification:

- Averaging 8 or more CECs per year.
- Averaging less than 8 CECs per year.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
6/6/2018 **2017**

Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="JOY BISCO"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="920-478-2260"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="jbisco@wppienergy.org"/></p>													
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes (0 points) <input type="radio"/> No (40 points) <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input style="width: 100px;" type="text" value="2017"/></p> <ul style="list-style-type: none"> <input checked="" type="radio"/> 0-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> N/A (private facility) <p>2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Yes (0 points) <input type="radio"/> No (40 points) 	0												
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>													
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input style="width: 100px;" type="text" value="2017"/></p> <ul style="list-style-type: none"> <input checked="" type="radio"/> 1-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> N/A <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>													
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%; text-align: center;">\$</td> <td style="width: 35%; text-align: right;"><input style="width: 100%;" type="text" value="813,013.01"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$ <input style="width: 100%;" type="text" value="3,422.12"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$ <input style="width: 100%;" type="text" value="816,435.13"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$ <input style="width: 100%;" type="text" value="24,600.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 100%;" type="text" value="813,013.01"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	\$ <input style="width: 100%;" type="text" value="3,422.12"/>	3.2.3 Adjusted January 1st Beginning Balance		\$ <input style="width: 100%;" type="text" value="816,435.13"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$ <input style="width: 100%;" type="text" value="24,600.00"/>	
3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 100%;" type="text" value="813,013.01"/>											
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	\$ <input style="width: 100%;" type="text" value="3,422.12"/>											
3.2.3 Adjusted January 1st Beginning Balance		\$ <input style="width: 100%;" type="text" value="816,435.13"/>											
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$ <input style="width: 100%;" type="text" value="24,600.00"/>											

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
6/6/2018 **2017**

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 841,035.13

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund?

\$ 800,000.00

0

Please note: If you had a CFWP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	STH 19 (eastern most bridge west to rail bridge) reconstruct sewer,water,lighting,streetscape.	1292166	2017
2	Cleveland and Mill St. (STH 89 north to terminus) Reconstruct sewer,.	470,035	2018
3	Clarifier #1	90,000	2020
4	Edison and Franklin	211,000	2019
5	Rehab of Clarifier #2	89,500	2018
6	Adams St. .	174,000	2019
7	JEFFERSON STREET PROJECT WATER,SEWER REPLACEMENT	232000	2021
8	REPLACING SANDFILTERS WITH DISK FILTRATION SYSTEM.PHOSPHORUS UPGRADE	2000000.00	2022

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
6/6/2018 **2017**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	1,893	
February	1,397	
March	1,605	
April	1,968	
May	2,123	
June	2,226	
July	2,266	
August	1,571	
September	1,189	
October	1,329	
November	1,795	
December	2,482	
Total	21,844	0
Average	1,820	0

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- No
- Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
6/6/2018 **2017**

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

INSTALLING SEAL FAIL& HIGH TEMP ALARMS,TO SAVE AND PROLONG PUMP LIFE.

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	47,559	15.10	3,150	41.54	1,145	1,288
February	46,539	13.03	3,572	38.53	1,208	1,553
March	49,771	16.14	3,084	39.80	1,251	1,095
April	49,457	18.42	2,685	42.90	1,153	1,019
May	52,340	18.36	2,851	53.88	971	606
June	56,099	16.35	3,431	34.77	1,613	251
July	58,177	17.16	3,390	35.00	1,662	7
August	67,507	12.73	5,303	34.22	1,973	0
September	56,988	10.28	5,544	32.76	1,740	0
October	51,363	11.45	4,486	37.82	1,358	2
November	47,400	10.22	4,638	31.38	1,511	17
December	52,520	10.20	5,149	37.20	1,412	679
Total	635,720	169.44		459.80		6,517
Average	52,977	14.12	3,940	38.32	1,416	652

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- Aerobic Digestion
- Anaerobic Digestion
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Influent Pumping
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives
- Other:

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
6/6/2018 2017

7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

NONE AT TIME

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

No

Yes

If Yes, how is the biogas used (Check all that apply):

Flared Off

Building Heat

Process Heat

Generate Electricity

Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

No

Yes

Entire facility

Year:

By Whom:

Describe and Comment:

Part of the facility

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
6/6/2018 **2017**

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:

6/6/2018

2017

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

TO CLEAN 25% OF THE SEWER SYSTEM

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

SEWER USE ORDINANCE

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 6-28-2007

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance

- Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map
- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
6/6/2018 **2017**

- A description of routine operation and maintenance activities (see question 2 below)
- Capacity assessment program
- Basement back assessment and correction
- Regular O&M training
- Design and Performance Provisions [NR 210.23 (4) (e)]
What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
 - State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
 - Construction, Inspection, and Testing
 - Others:

- Overflow Emergency Response Plan [NR 210.23 (4) (f)]
Does your emergency response capability include:
 - Responsible personnel communication procedures
 - Response order, timing and clean-up
 - Public notification protocols
 - Training
 - Emergency operation protocols and implementation procedures
- Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]
- Special Studies Last Year (check only those that apply):
 - Infiltration/Inflow (I/I) Analysis
 - Sewer System Evaluation Survey (SSES)
 - Sewer Evaluation and Capacity Management Plan (SECAP)
 - Lift Station Evaluation Report
 - Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input style="width: 60px;" type="text" value="30"/>	% of system/year
Root removal	<input style="width: 60px;" type="text" value="0"/>	% of system/year
Flow monitoring	<input style="width: 60px;" type="text" value="0"/>	% of system/year
Smoke testing	<input style="width: 60px;" type="text" value="0"/>	% of system/year
Sewer line televising	<input style="width: 60px;" type="text" value="8"/>	% of system/year
Manhole inspections	<input style="width: 60px;" type="text" value="20"/>	% of system/year
Lift station O&M	<input style="width: 60px;" type="text" value="4"/>	# per L.S./year
Manhole rehabilitation	<input style="width: 60px;" type="text" value="3"/>	% of manholes rehabbed
Mainline rehabilitation	<input style="width: 60px;" type="text" value="0"/>	% of sewer lines rehabbed
Private sewer inspections	<input style="width: 60px;" type="text" value="0"/>	% of system/year
Private sewer I/I removal	<input style="width: 60px;" type="text" value="0"/>	% of private services

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:

6/6/2018

2017

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="39.59"/>	Total actual amount of precipitation last year in inches
<input type="text" value="30.9"/>	Annual average precipitation (for your location)
<input type="text" value="13.5"/>	Miles of sanitary sewer
<input type="text" value="4"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="6"/>	Number of basement backup occurrences
<input type="text" value="14"/>	Number of complaints
<input type="text" value=".4641"/>	Average daily flow in MGD (if available)
<input type="text" value="18.4176"/>	Peak monthly flow in MGD (if available)
<input type="text" value=".4210"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.07"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.44"/>	Basement backups (number/sewer mile)
<input type="text" value="1.04"/>	Complaints (number/sewer mile)
<input type="text" value="39.7"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="0.9"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume (MG)
0 1/9/2017 10:00:00 AM - 1/9/2017 10:30:00 AM	Digester at the Waterloo Wastewater Treatment Plant		0.0010 - 0.0010

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

What actions were taken, or are underway, to reduce or eliminate SSO or TFO occurences in the future?

STOP PROCEDURE WAS PUT IN PLACE

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

ROAD CONSTRUCTION PROJECT HAD A LOT OF FLOODING, THAT WATER WENT DOWN MANHOLES THAT WHERE NOT SEALED UP.

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:

6/6/2018

2017

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes
- No

If Yes, please describe:

WEST MADISON LIFT STATION HAD A LOT OF GRAVEL FLOW INTO, RUINING ONE OF THE TWO PUMPS.

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

WE HAD A LOT OF RAIN DURING THE ROAD PROJECT.

5.4 What is being done to address infiltration/inflow in your collection system?

LINING THE MANHOLES AND CHANGING THE LIDS, REPLACING THE MAIN LINE ON STREET RECONSTRUCTION PROJECTS.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
6/6/2018 **2017**

Grading Summary

WPDES No: 0030881

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent				
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			34	136
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
6/6/2018 2017

Resolution or Owner's Statement

Name of Governing
Body or Owner:

City of Waterloo

Date of Resolution or
Action Taken:

6/21/18

Resolution Number:

2018-27

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade =

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00