

136 N. MONROE STREET, WATERLOO, WI 53594
PHONE (920) 478-3025
EMAIL cityhall@waterloowi.us
FAX (920) 478-2021

**CITY OF WATERLOO COUNCIL AGENDA
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET
Thursday, August 1, 2013
Immediately Following A Public Hearing Scheduled For 7:00 p.m.**

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES: March 7, 2013 (Public Hearing), April 4, 2013 (Public Hearing) & July 18, 2013 and Note the Canceled Meeting Minutes of February 21, 2013 and July 4, 2013
3. CITIZEN INPUT
4. COMMUNICATIONS TO THE COUNCIL
 - a. Published Noticed: 1) Public Hearing For Conditional Use Permit, 1311 Oak Street; (2) Public Hearing For Adoption Of The Jefferson County Natural Hazards Mitigation Plan 2013-2017
5. CONSENT AGENDA ITEMS
 - a. Agreement Between City Of Waterloo And Jefferson County Relating To Voting Equipment
 - b. Approval To Grant Operator's License For The License Period Beginning July 1, 2013 And Ending June 30, 2015
 - i. Samantha Jo Braun, 5396 Box Elder Road, Marshall
6. COMMITTEES, COMMISSIONS & BOARDS – RECOMMENDATIONS AND REPORTS
 - a. Plan Commission: Conditional Use Permit, Nathan Galston, Owner Of The Property Located At 1311 Oak, Requesting A Conditional Use Permit To Allow The Construction Of An Additional 20' X 24' Accessory Building In A Residential District
 - b. Public Safety & Health Committee:
 - i. Special Event Application – VFW Post #6614, September 14, 2013
 - ii. Special Event Application – WPPA 113 Waterloo Professional Police Association, Police Pal 5K Fun Run/Walk, September 29, 2013
 - iii. Resolution #2013-37 Adopting The Jefferson County Natural Hazards Mitigation Plan: 2013-2017
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
8. ADJOURNMENT

Morton Hansen
Clerk/Treasurer

Posted and Emailed: July 29, 2013

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

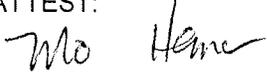
Minutes of Municipal Committees, Commissions and Boards Attached

- Board of Review Meeting – May 21, 2013 and June 10, 2013
- Public Safety & Health Meeting (corrected minutes) – June 6, 2013
- Karl Junginger Memorial Library Board Meeting – July 23, 2013

CITY OF WATERLOO COUNCIL MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
July 4, 2013

No meeting held due to 4th of July Holiday.

ATTEST:

A handwritten signature in cursive script, appearing to read "Morton Hansen".

Morton Hansen, Clerk/Treasurer

AGREEMENT

WHEREAS, Jefferson County has budgeted funds to purchase new uniform election equipment for all municipalities with election districts in Jefferson County which will be considered by the Board upon the agreement of the municipalities to continue the same equipment/ownership arrangement used successfully for the past 16 years,

IN CONSIDERATION OF THE PROVISIONS SET FORTH, THE PARTIES AGREE that if Jefferson County contracts to purchase DS200 Precinct Tabulator and Scanner which would become the property of the City of Waterloo, the City of Waterloo will trade in toward the County's purchase price for the new election equipment the City's OPTECH III P Eagle and blue metal stand owned by the City of Waterloo.

IT IS FURTHER AGREED, that the City of Waterloo will properly maintain at its cost the equipment provided by the County under this agreement.

IT IS FURTHER AGREED, that the City of Waterloo will exclusively use the new elections equipment for a period of at least 10 years from the first election occurring after delivery of the equipment, unless released from this obligation by the County.

Dated this ____ day of _____, 2013.

City of Waterloo:

Chairperson/President

Clerk

Dated this ____ day of _____, 2013.

County of Jefferson:

Barbara A. Frank
Jefferson County Clerk

Please return this document to Jefferson County Clerk, 320 S Main Street, Room 109, Jefferson, WI 53549, no later than August 11, 2013.

Jefferson County Election Equipment Purchase

- ❖ Retirement: Jefferson County purchased 34 OPTECH IIIPE for the total cost of \$196,295 in 1996. 1990 technology outdated with 20 year lifetime. These are provided to 25 of our municipalities holding 42 elections. The Optechs have been under maintenance and have had very few problems.
- ❖ Outdated: WindowsXP software required for programming software will not be supported after April 2014
- ❖ Reliability: No replacement parts available for the OPTECH and very expensive to replace. Not sure if replacement parts will be certified by state.
- ❖ Unique: Wisconsin is one of the few states still using the OPTECH and therefore less software (programming) support available.

DS200 advantages:

- ❖ Voter Friendly: Voters benefit from instant, on-line alerts regarding questionable ballots
- ❖ Compatibility: with Automark (ADA machines).
- ❖ Multiple Wisconsin counties with same system: LaCrosse County purchase in 9/2013; Brown County, Rock County, Dane County,
- ❖ Cost Savings: Will not need \$45 infrared ink cartridges for automarks savings \$90/polling place/election or \$2700/election
- ❖ Programmer Friendly: software enhancements to make work flow smoother

Fiscal Impact:

The 2009 appropriation \$211,225 for purchase of 35 new ballot machines has been carried forward and is available for the purchase.

2013 estimated cost is \$248,600 for 38 new ballots machines. \$37,375 will be requested to be transferred from contingency fund. Cost increases due to 3 additional voting machines, additional jump drives, and 4 year old quote.

2014 maintenance hardware warranty are included (saving \$4275).

August 8, 2013 Finance Committee Funding

August 13, 2013 Government Accountability Board (GAB) Modem Approval

September 10, 2013 County Board Approval

COUNCIL APPROVAL 08-01-13

2013-2015 OPERATOR'S LICENSES

LAST NAME	FIRST NAME	MI	HOUSE #	STREET NAME	CITY	VIOLATIONS	NEW/RENEW LICENSE #	EMPLOYER
BRAUN	SAMANTHA	JO	5396	BOX ELDER RD	MARSHALL		NEW	THE END ZONE



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

Please take notice that the Plan Commission of the City of Waterloo, Jefferson County, Wisconsin, acting under provisions of Chapter 385-10(B)(7) and 385-21 of the Zoning Code of the City of Waterloo, shall hold a public hearing on the matter of an application for a conditional use permit received from Nathan Galston, owner of the property located at 1311 Oak Street, Waterloo.

The applicant is requesting a conditional use permit to allow the construction of an additional 20' X 24' (480 square feet) accessory building. The applicant currently has an attached garage. A conditional use permit is required for an additional garage or accessory building exceeding 144 square feet in a residential district.

The property is described as follows:

Tax Parcel: #290-0813-0544-029

Legal Description: Lot 17, Heritage Hills, City of Waterloo, Jefferson County, Wisconsin

Street Address: 1311 Oak Street

Be further notified that the Plan Commission will hear all persons interested or their agents or attorneys concerning this conditional use permit application at a public hearing. The public hearing will be held at 7:00 p.m. on Tuesday, ~~July 23, 2013~~ **JULY 30, 2013 in the Council Chamber of the Municipal Building, 136 N. Monroe Street, Waterloo.**

Subsequent to the public hearing, the Plan Commission shall recommend approval, denial, or conditional approval of the conditional use permit to the Common Council. The City Council will act on the Plan Commission's recommendation at its regularly scheduled meeting on Thursday, August 1, 2013.

Morton J. Hansen
City Clerk/Treasurer

Pub: The Courier: July 25, 2013

Please note date change, the Public Hearing will be held on Tuesday, July 30, 2013 at 7:00 p.m.



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

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

PD
7/12/2013
Receipt
#29787
dz

Number: 2013-02 Date Filed: 7-12-13 Fee Paid: 285⁰⁰

Location of Property: 1311 Oak Street Waterloo WI

Applicant: Nathan Galston

Address: 1311 Oak Street Telephone: 608-843-9105

Owner of Property: Nathan Galston

Address: 1311 Oak Street Telephone: 608 8439105

Contractor: Nathan Galston

Address: 1311 Oak Street Telephone: 6088439105

Architect or Professional Engineer: See Same as above

Address: _____ Telephone: _____

Legal Description of Property: lot 17 Hergital Hills

Land Parcel Size: 90' x 140' Present Use: R-1 Zoning District: R-1

Type of Existing Structure (if any): _____

Proposed Use of the Structure or Site: Storage shed / snowmobile tools Number of Employees: _____

Terms of Municipal Code

Conditional Use Requested

CUP additional

20 x 24 additional accessory

Accessory Bldg over 144 sq. Ft

building

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

For more storage

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: 7/12 2013

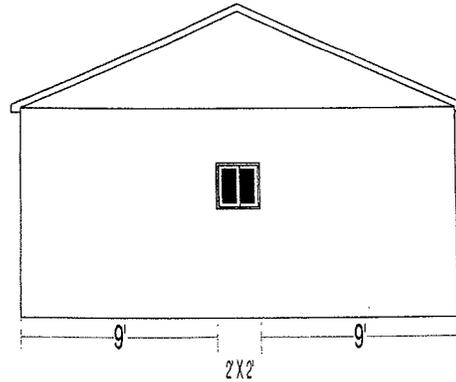
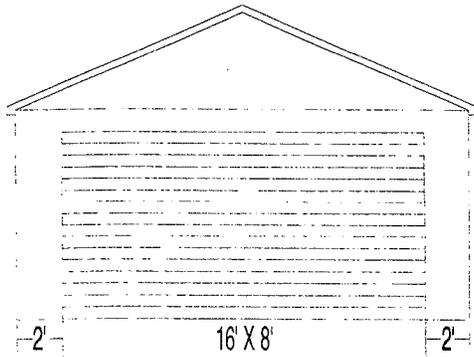
[Signature]
Signature of Applicant

Design # 1894



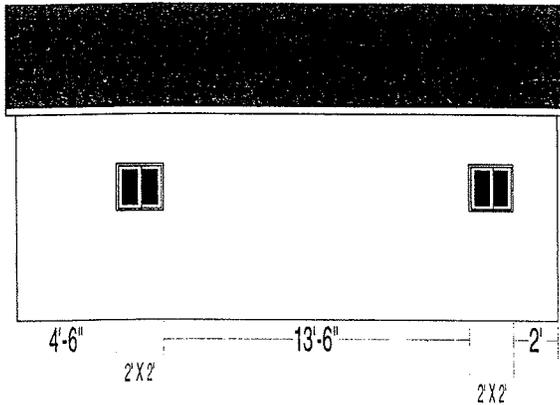
*** Here are the wall configurations for your design.

Illustration May Not Depict All Options Selected

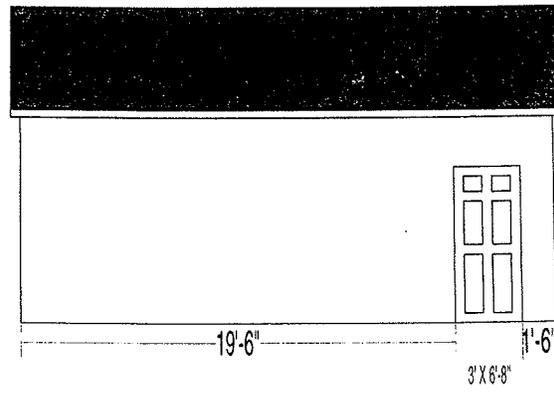


Gable Front View
(1) - M5EST 16X8 EZ-SET WHITE M5EST NONINS

(1) - 24X24 WHITE VINYL UTILITY WINDOW



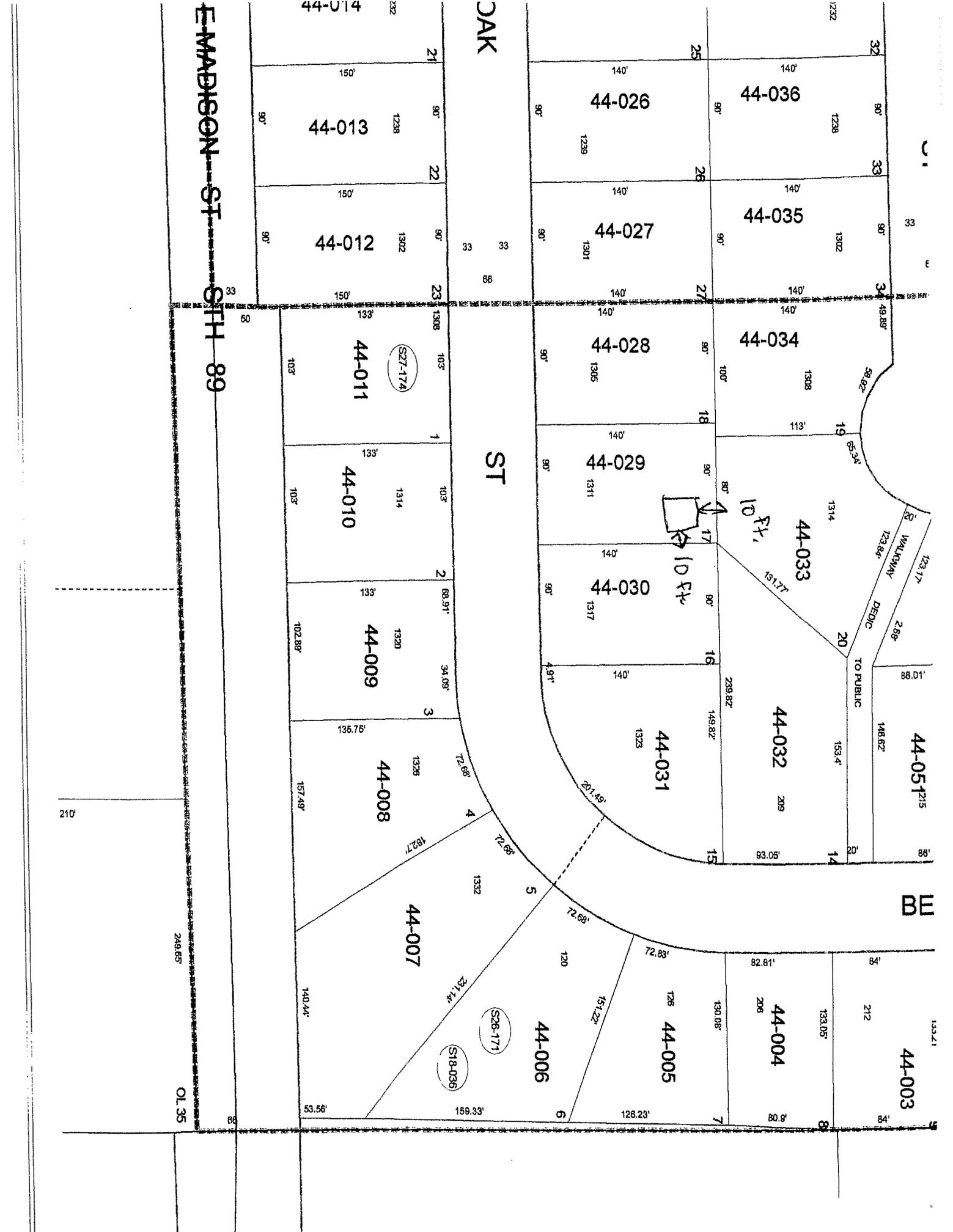
Eave Front View
(2) - 24X24 WHITE VINYL UTILITY WINDOW



Eave Back View
(1) - CM-1 6-PANEL STEEL DOOR 36X80 RH PH

Building Size: 20 feet wide X 24 feet long X 9 feet high
Approximate Peak Height: 13 feet 7 inches (163 inches)

Menards provided material estimates are intended as a general construction aid and have been calculated using typical construction methods. Because of the wide variable in codes and site restrictions, all final plans and material lists must be verified with your local zoning office, architect and/or builder for building design and code compliance. Menards is a supplier of construction materials and does not assume liability for design, engineering or the completeness of any material lists provided. Underground electrical, phone and gas lines should be located and marked before your building plans are finalized. Remember to use safety equipment including dust masks and sight and hearing protection during construction to ensure a positive building experience.



E MADISON ST STH 89

DAK

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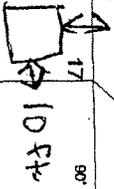
249.65'

OL 35

(S27-174)

(S26-171)

(S18-036)



WALKWAY DEDIC TO PUBLIC



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone (920) 478-3025
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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): VFW Post 6614

STATUS: (circle one) unincorporated incorporated individual other Veterans Org

CONTACT NAME: Paul Mattson

PHONE NUMBER: 920 253 6709, /
DAYTIME EVENING FAX

EMAIL ADDRESS: VFW6614@gmail.com

NAME OF EVENT: Sportsman Indoor Sale

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

PURPOSE OF EVENT: Sportsman Indoor Sale + Raffle + Sale of Wieners + Kraut

DATE OF EVENT: Sept 14 2013

EVENT HOURS: 10-8 SET UP HOURS 8am BREAKDOWN 9:00 pm

DESCRIPTION OF EVENT: Indoor Sale + Outdoor sale of Wieners + Kraut

SITE/ADDRESS FOR EVENT (list if multiple locations) 115 S Monroe St

PROJECTED ATTENDANCE: 500 PAST ATTENDANCE: Ø

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 10-12

RAIN POLICY: Will be held rain or shine

DATE APPLICATION MADE July 12 2013

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: *Attached*

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 9/10 2013 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 115 S Monroe S 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 Sept 11 through Sept 14 2013. 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:**

Paul Mattson
Name (please print)

Paul Mattson
Signature

Quartermaster UFW 6614
Signatory Title (if applicable)

July 12 2013
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: 7/12/2013 Received by: Louise M. Baird
Deputy City Clerk

Clerk's Office to complete the section below:

Cc:	<u>Approval date or permit number</u>
<input type="checkbox"/> Animal Control	<input type="checkbox"/> Public Works
<input checked="" type="checkbox"/> Fire Department	<input type="checkbox"/> Utilities
<input type="checkbox"/> Building & Permits	<input type="checkbox"/> Public Health Inspector
<input checked="" type="checkbox"/> Police Department	
<input checked="" type="checkbox"/> City Clerk	
<input type="checkbox"/> Public Property Use	
<input type="checkbox"/> Building Inspector	
<input checked="" type="checkbox"/> Certificate of Insurance	
<input type="checkbox"/> Fire Department	
<input checked="" type="checkbox"/> Council Approval	

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: Event Date Paid: _____

Received by: _____

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

Form created: 03/11/2004

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/12/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Christy Lobner (920) 478-2254 302 E Madison St Apt A Waterloo, WI 53594 (038/016)	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Vfw Post 6614 115 S. Monroe Street Waterloo, WI 53594-9663		
INSURER A :		
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			48-XB4207-02-00	6/26/2013	6/26/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 500,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N if yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

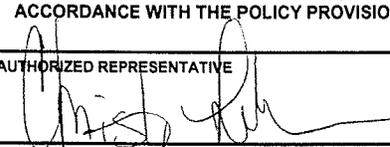
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Waterloo
 136 N Monroe St
 Waterloo, WI 53594

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: Sportsman Indoor Sale + Raffle
DATE (S) OF EVENT: Sept 14 2013 HOURS: 10am - 8pm
LOCATION/PROPERTY: 115 S Monroe St

SAFETY PROCEDURES:

1) Will you be providing private on-site security? YES NO
If yes, list security company name. _____

Where will security be needed? _____

What times will security be needed? _____

Will WPD officers be required? YES NO

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

2) What are your plans for medical assistance? Call 911

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: Paul Mattson phone # 920 253 6709

2) What time will set up begin: 8 am

3) Name of clean up contact person: Paul Mattson Cell Phone# 920 253 6709

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

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? Beer inside of VFW \$1200.00

4) What does the Sponsor intend to do with any revenue over and above the expenditures? Profits will be used for the VFW Scholarship fund & other donations

(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:

DJ High Energy (tentative)

2) Describe other entertainment / activities planned for your event: Tables will be sold (rented) to public to sell outdoor items. Outside Wieners + Krait will be sold.

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: To block off 4 parking spaces in front of VFW

Location of placement: On 4 parking spaces Amount needed 4

Date barricades needed 8am Sept 14 Time of placement 8am

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: Place around 20'x20' tent to allow 1 access point

Location: In front of UFW Amount: 50'

Date needed _____ Time needed _____

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

4) Will parking considerations be needed YES NO

Type(s) Allow No Parking

Location: In front of UFW Amount 4 parking places

Date: Sept 14 2013 Time: 8am - 9pm

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



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021
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): WPPA 113 Waterloo Professional Police Association

STATUS: (circle one) unincorporated incorporated individual other _____

CONTACT NAME: Branden Cedarwall

PHONE NUMBER: 920-988-2401 / 1920-478-4746
DAYTIME EVENING FAX

EMAIL ADDRESS: bceda642@uwsp.edu

NAME OF EVENT: Police Pal 5K Fun Run/Walk

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

PURPOSE OF EVENT: Fundraiser for food pantry & Scholarship foundation

DATE OF EVENT: September 29, 2013

EVENT HOURS: 8:30 AM - 12:00 PM SET UP HOURS 7:00 AM BREAKDOWN 1:00 PM

DESCRIPTION OF EVENT: 5K Fun Run/Walk

SITE/ADDRESS FOR EVENT (list if multiple locations) Waterloo Fire Station, Firemen Park
Bike trail, N Monroe st, E Clarkson, Lum Ave, Cochl Rd, Lexington Rd

PROJECTED ATTENDANCE: 100 PAST ATTENDANCE: —

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 12

RAIN POLICY: Continue

DATE APPLICATION MADE 7-19-2013

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:**

<p><u>Brandon Cedarwall</u> Name (please print)</p>	<p><u>[Signature]</u> Signature</p>
<p><u>[Signature] Assoc.</u> Signatory Title (if applicable)</p>	<p><u>7-26-2013</u> Date</p>

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

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: 7/26/2013 Received by: Lou Ann Baird
Deputy CE Thomas

Clerk's Office to complete the section below:

Cc:	<u>Approval date or permit number</u>
<input type="checkbox"/> Animal Control	<input type="checkbox"/> Public Works
<input checked="" type="checkbox"/> Fire Department	<input type="checkbox"/> Utilities
<input type="checkbox"/> Building & Permits	<input type="checkbox"/> Public Health Inspector
<input checked="" type="checkbox"/> Police Department	
<input checked="" type="checkbox"/> City Clerk	
<input type="checkbox"/> Public Property Use	
<input type="checkbox"/> Building Inspector	
<input type="checkbox"/> Certificate of Insurance	
<input type="checkbox"/> Fire Department	
<input checked="" type="checkbox"/> Council Approval	

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: 7/26/2013

Received by: _____

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

Form created: 03/11/2004

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: Police Pat 5K Run/Walk

DATE (S) OF EVENT: September 29, 2013 HOURS: 7:00 AM - 1:00 pm

LOCATION/PROPERTY: Waterloo Fire Department

SAFETY PROCEDURES:

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

If yes, list security company name. _____

Where will security be needed? _____

What times will security be needed? _____

Will WPD officers be required? YES NO

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

2) What are your plans for medical assistance? Waterloo Fire and EMS

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: Branden Cedarwall phone # 920-928-2401

2) What time will set up begin: 7:00 AM

3) Name of clean up contact person: Branden Cedarwall Cell Phone# 920-928-2401

4) Estimated time for clean up after event: 1 hour

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: 5K Run

Refreshments after race, door prizes

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

Resolution 2013-37
[City/Village] of WATERLOO

**A RESOLUTION ADOPTING THE JEFFERSON COUNTY
NATURAL HAZARDS MITIGATION PLAN: 2013-2017**

WHEREAS, the United States Congress passed the Disaster Mitigation Act of 2000 (DMA2K), which requires that a local unit of government must have an approved all hazard mitigation plan before it can receive Federal grant monies from the Federal Emergency Management Agency for pre-disaster mitigation projects; and

WHEREAS, the [City/Village] worked with Jefferson County Emergency Management to update the countywide mitigation plan, initially adopted in 2008; and

WHEREAS, the [City Council/Village Board] conducted a public hearing on 8/1, 2013, to accept public input concerning the updated plan; and

WHEREAS, the [City Council/Village Board] makes the following findings:

1. Natural disasters do pose a tangible threat to residents and property.
2. Undertaking hazard mitigation actions before disasters occur will reduce the potential for harm to residents and property and save taxpayer dollars.
3. Preparation of this plan is in the public interest.
4. This plan is intended to serve as a general strategy and may be amended from time to time.
5. Nothing in this plan obligates the [city/village] to undertake any of the recommended activities and/or projects.

NOW THEREFORE, BE IT RESOLVED, the City/Village of Waterloo hereby adopts the Jefferson County Natural Hazards Mitigation Plan: 2013-2017; and

BE IT FURTHER RESOLVED, the [City/ Village] Clerk is directed to send a signed copy of this resolution, at [his/her] earliest convenience, to Donna Haugom, Emergency Management Director, at the following address: Jefferson County Courthouse; Emergency Management Office; 411 S Center Avenue; Jefferson, WI 53549.

Adopted this ___ day of _____, 2013

Attest:

_____, [Mayor/Village President]

[City/Village] Clerk

Jefferson County Natural Hazards Mitigation Plan: 2013-2017 5-Year Update

Executive Summary

1. GENERAL OVERVIEW

In an effort to curb rising costs associated with natural disasters, the federal government adopted the Disaster Mitigation Act of 2000 (DMA 2000). It amended the Robert T. Stafford Disaster Relief and Emergency Act, which is the primary law at the federal level dealing with disaster planning, mitigation, response, and recovery.

DMA 2000 reinforced the importance of hazard mitigation planning to proactively devise strategies intended to avoid and reduce the negative effects of natural disasters. If a community wants to apply for grant funding from the Pre-Disaster Mitigation (PDM) Program or the Hazard Mitigation Grant Program (HMGP), it must have an approved hazard mitigation plan. If a disaster strikes a community that does not have an approved plan, it can only receive funding if it agrees to prepare a plan within one year.

Jefferson County and participating municipalities prepared a plan to meet this new requirement in 2008, and in so doing, helped its citizens mitigate the effects of natural disasters. Consistent with federal law, the county is undertaking a comprehensive five-year update of the 2008 plan. Although a plan must meet minimum requirements, this plan is an expression of local needs and priorities.

2. PLAN CONTENTS

The plan consists of six chapters, a map series, and a number of appendices. The first chapter provides an overview of the project. The second chapter reviews background information about Jefferson County including its setting, demographic and economic characteristics, climate, natural resources, land use, and development trends. Chapter 3 presents background information related to special needs populations and groups in the county. Chapter 4 contains a complete inventory of critical facilities in the county. Natural hazards are identified and reviewed in the fifth chapter along with estimated losses to buildings, infrastructure, and critical facilities. In chapter 6, mitigation strategies are reviewed and goals, objectives, and policies are identified that will help to craft appropriate solutions to the identified problems. A range of activities are presented to help foster hazard mitigation efforts. Various funding sources are also reviewed with an eye towards identifying options for funding identified projects. All of the maps in the plan are included in the final section of the plan.

The plan focuses on 12 types of natural hazards:

- ◆ dam failure
- ◆ flooding
- ◆ ice shoves
- ◆ dense fog
- ◆ tornado and high winds
- ◆ hailstorms
- ◆ thunderstorms
- ◆ winter storms
- ◆ extreme heat and cold
- ◆ drought
- ◆ wildland fire

As part of the inventory phase, more than 610 critical facilities in the county were identified including:

- ◆ bridges
- ◆ dams
- ◆ public-use airports
- ◆ telecommunication towers
- ◆ telephone facilities
- ◆ electric facilities
- ◆ natural gas facilities
- ◆ petroleum pipeline facilities
- ◆ public water facilities
- ◆ wastewater facilities
- ◆ fire and police services
- ◆ National Guard facilities
- ◆ government facilities
- ◆ schools (public and private)
- ◆ special care facilities-residential
- ◆ special care facilities-nonresidential
- ◆ health care facilities
- ◆ vulnerable housing, such as manufactured/mobile home parks and campgrounds

3. GOALS, OBJECTIVES, POLICIES, AND ACTIVITIES

The most important part of the plan is Chapter 6, which presents a unified plan of action to mitigate the effects of hazards on property, people, and assets. It lists goals, objectives, and policies that should guide decision-makers and other officials. Goals are intended to describe an end state, usually in general terms. In contrast, objectives describe an end state in measurable and specific terms. Policies give clear direction on what will be done to help achieve a goal and objective.

Following the listing of goals, objectives, and policies, a chart lists specific action items along with estimated implementation costs. Responsible entities are listed for each so that implementation is well defined. The activity charts are a work in progress. As items are completed they should be deleted and as new opportunities or issues arise items will be added. Further, depending on available resources, including funding and staff time, priorities may change.

Activities are prioritized as low, medium, or high. Cost estimates are provided to help formulate funding priorities. When a project is to be undertaken, a more detailed budget should be prepared to assess a project's cost. At that time a benefit cost analysis should be completed to show how the benefits of the project compare to anticipated costs. Federal funding for mitigation activities can only be obtained when benefits clearly outweigh the costs.

Goal 1. Public Education

Provide the public with the education they need to adequately prepare for and respond to natural hazards identified in this plan including dam failure, flooding, ice shoves, fog, tornado/high winds, hailstorms, thunderstorms, winter storms, extreme temperature, drought, and wildland fire. (2008 Plan)

Objectives

1. Strengthen emergency service preparedness and response by enhancing public education throughout the county. (2008 Plan)
2. Increase the number of households that have prepared a family emergency plan. (2008 Plan)
3. Increase the number of public outreach materials in Spanish. (2008 Plan)

Policies

1. Work with non-governmental organizations (youth, service, professional, religious) to promote mitigation education and awareness. (2008 Plan)
2. Look for multiple and varied opportunities to disseminate educational information to county residents. (2008 Plan)

Implementation Actions / Strategies	Cost Estimate (2012)	Priority	Schedule		Responsible Entity
			2013 to 2017	2018 to 2022	
1. Develop, enhance, and implement education programs aimed at mitigating natural hazards and reducing the risk to citizens, public agencies, private property owners, businesses, and schools. (2008 Plan; 2012 status – no action)	\$5,000	Medium	X	X	Jefferson County Emergency Management; American Red Cross
2. Create displays for use at public events (health fair, public awareness day, county fair). (2008 Plan; 2012 status – ongoing effort)	Staff time and supplies	Low	X	X	Jefferson County Emergency Management
3. Establish a single webpage on the county's website to provide up-to-date hazard-related information. (2008 Plan; 2012 status – ongoing effort)	Staff time	Medium	X	X	Jefferson County Emergency Management
4. Work with the schools within the county to promote hazard mitigation education and awareness and discuss ways to better integrate mitigation into the curriculum. (2008 Plan; 2012 status – no action)	Staff time	Medium	X	X	Jefferson County Emergency Management; American Red Cross
5. Identify, improve, and sustain collaborative programs focusing on the real estate and insurance industries, public and private sector organizations, and individuals to avoid activity that increases risk to natural hazards. (2008 Plan; 2012 status – no action)	Staff time	Medium	X		Jefferson County Emergency Management; American Red Cross; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan
6. Develop and maintain a geographic database for natural hazard events, including location, weather conditions, and resulting damage. (2008 Plan; 2012 status – no action)	Staff time	High	X		Jefferson County Emergency Management; Jefferson County Land Information Office
7. Work to provide more hazard-related information in Spanish. (2008 Plan; 2012 status – ongoing effort)	Staff time	Medium	X		Jefferson County Emergency Management Jefferson County Literacy Council; United Migrant Opportunity Service; Jefferson County Public Health; Workforce Development

Goal 2. Flooding

Protect the public health, safety, and welfare of county residents and public and private property during flood events. (2008 Plan)

Objectives

1. Minimize the impact of flooding on potentially affected structures. (2008 Plan)
2. Decrease the number of structures currently located in the 100-year floodplain that are not properly flood-proofed. (2008 Plan)
3. Minimize the amount of impervious surface in new development projects to allow more infiltration of stormwater into the ground. (2008 Plan)
4. Decrease the number of repetitive loss properties. (2008 Plan)
5. Decrease the number of repetitive loss communities in the county. (2008 Plan)
6. Increase public awareness of flooding. (2008 Plan)
7. Improve communication between the county and local units of government when floods occur or are likely to occur. (2008 Plan)

Policies

1. Continue to enforce floodplain regulations to ensure that future development in the 100-year floodplain meets established standards. (2008 Plan)
2. Continue the buyout program on Blackhawk Island. (2008 Plan)
3. Support the identification and conservation of land with high flood mitigation value (e.g., wetlands, upland storage, and infiltration areas). (2008 Plan)
4. Support land acquisition and other management strategies to preserve open space for flood mitigation purposes. (2008 Plan)
5. Ensure that governmental officials and employees, county residents, and real estate agents are aware of floodplain regulations. (2008 Plan)
6. Ensure that people owning property in the 100-year floodplain, and their agents, notify buyers when selling their property. (2008 Plan)
7. Adopt standards to control the proportion of a site that can be covered with impervious surfaces. (2008 Plan)
8. Locate public infrastructure outside of the 100-year floodplain. When infrastructure has been located in the 100-year floodplain, it should be flood proofed or otherwise protected from flood water. (2008 Plan)
9. Design and properly size all new stream crossings to not create a significant upstream back-water effect. (2008 Plan)
10. Continue to enforce stormwater management regulations. (2008 Plan)
11. Use data records in on-going assessment of flood problems and effectiveness or response programs. (2008 Plan)
12. Formalize communications links and establish procedures. (2008 Plan)
13. Update flood insurance rate maps (FIRMs) when it can be shown that they are substantially inaccurate. (2008 Plan)
14. Ensure that all large dams in the county have emergency action plans and that they are up to date. (2008 Plan)
15. Undertake such activities as may be required to remain compliant with the requirements of the National Flood Insurance Program. (2008 Plan)

Implementation Actions / Strategies	Cost Estimate (2012)	Priority	Schedule		Responsible Entity
			2013 to 2017	2018 to 2022	
1. Identify and analyze feasible mitigation options for repetitive flood properties. (2008 Plan; 2012 status – ongoing effort)	Staff time	Medium	X	X	Jefferson County Emergency Management
2. Apply for funding through the federal Hazard Mitigation Grant program, Flood Mitigation Assistance Program, and the Pre-Disaster Mitigation Program as well as any other resources that may be available to help flood proof repetitive loss sites or remove them through acquisition followed by demolition or relocation. (2008 Plan; 2012 status – in progress)	Staff time	High	X	X	Jefferson County Emergency Management; cities of Fort Atkinson, Jefferson, and Watertown; village of Cambridge
3. Design and budget for stormwater management facilities consistent with adopted stormwater management plans that have been or will be prepared / amended. (2008 Plan; 2012 status – no action)	Staff time	Medium	X		Jefferson County Emergency Management; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan as appropriate
4. Develop a computerized database containing information on each culvert and bridge within the county. (2008 Plan; 2012 status – in progress)	Staff time	Medium	X		Jefferson County Emergency Management; American Red Cross

Continued on next page

Continued

Implementation Actions / Strategies	Cost Estimate (2012)	Priority	Schedule		Responsible Entity
			2013 to 2017	2018 to 2022	
5. Identify those culverts and bridges that are undersized or are otherwise unable to handle expected flood flows. (2008 Plan; 2012 status – ongoing effort)	Staff time	Medium	X		Jefferson County Emergency Management; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan as appropriate
6. Develop a geographic database for public roadways that are susceptible to flooding. (2008 Plan; 2012 status – ongoing)	Staff time	Medium	X		Jefferson County Emergency Management cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan as appropriate
7. Prepare a strategy to prioritize road improvements for public roadways that are susceptible to flooding. (2008 Plan; 2012 status – no action)	Staff time	Medium	X		Jefferson County Emergency Management; ; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan as appropriate
8. Identify undeveloped areas of the county, if any, that have flood mitigation value and develop appropriate strategies to protect them. (2008 Plan; 2012 status – no action)	Staff time	Medium	X		Jefferson County Emergency Management; ; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan as appropriate
9. Establish a framework to compile and coordinate surface water management plans and data throughout Jefferson County. (2008 Plan; 2012 status – no action)	Staff time	Medium	X		Jefferson County Emergency Management; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan as appropriate
10. Post flood recovery plans and programs to help county residents rebuild and implement mitigation measures to protect against future floods. (2008 Plan; 2012 status – ongoing effort)	Staff time	Medium	X	X	Jefferson County Emergency Management; ; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan
11. Distribute National Flood Insurance Program information. (2008 Plan; 2012 status – no action)	Staff time	Medium	X	X	Jefferson County Emergency Management; ; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan
12. Explore options for improving the ability of local units of government to report flooding, receive information, and request assistance. (2008 Plan; 2012 status – no action)	Staff time	Medium	X		Jefferson County Emergency Management; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan

Continued on next page

Continued

Implementation Actions / Strategies	Cost Estimate (2012)	Priority	Schedule		Responsible Entity
			2013 to 2017	2018 to 2022	
13. Develop and maintain a geographic database for natural hazard events, including location, weather conditions, and resulting damage. (2008 Plan; 2012 status – no action)	Staff time	High	X	X	Jefferson County Emergency Management; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan
14. Evaluate the support for and the feasibility of becoming part of the Community Rating System (CRS) to lower flood insurance premiums for property owners. (2008 Plan; 2012 status – ongoing effort)	Staff time	High	X		Jefferson County Emergency Management; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan
15. Work with the DNR to ensure that an emergency action plan is prepared for large dams and that they are periodically updated. (2008 Plan; 2012 status – no action)	Staff time	Medium	X		Jefferson County Emergency Management
16. Develop a prioritized list of areas of the county meriting detailed flood studies. (2008 Plan; 2012 status – ongoing effort)	Staff time	Medium	X		Jefferson County Emergency Management
17. Install a surface water gaging station on the Crawfish River near Hubbleton. (2008 Plan; 2012 status – no action)	Staff time	Medium	X		Jefferson County Emergency Management
18. Ensure that privately-owned large dams are inspected consistent with state law. (2008 Plan; 2012 status – no action)	Staff time	Medium	X		Jefferson County Emergency Management; Cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan as appropriate
19. Inspect publicly-owned large dams consistent with state law. (2008 Plan; 2012 status – no action)	Staff time	Medium	X		Cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan as appropriate
20. Revise existing floodplain regulations to ensure they comply with the most recent (2006) model floodplain regulations developed by the Wisconsin Department of Natural Resources. (2008 Plan; 2012 status – ongoing effort)	Staff time	High	X		Cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan as appropriate
21. Conduct a study to determine feasible and cost effective solutions to minimize flooding in downtown Waterloo (Mauneshia River). (2008 Plan; 2012 status – in progress)	\$8,000 to \$12,000	High	X		City of Waterloo
22. Enhance the 1.6-acre site the City acquired in 2012 for flood storage and restore the stream channel and other related efforts (2012 status – new action item)	Unknown	High	X		City of Waterloo
23. Repair the Mill Road Dam. (2008 Plan; 2012 status – ongoing effort)	Unknown	High	X		Village of Palmyra
24. Mitigation projects as may be identified as a result of the Water Resources Management Study within the Village of Johnson Creek. (2008 Plan; 2012 status – no action)	Variable	Variable	X		Village of Johnson Creek

Continued

Implementation Actions / Strategies	Cost Estimate (2012)	Priority	Schedule		Responsible Entity
			2013 to 2017	2018 to 2022	
25. Enlarge the capacity of the city's (Watertown) stormwater sewer system which may include detention basins (2012 status – new action item)	Unknown	Medium	X	X	City of Watertown
26. Complete a dam failure analysis for the Spring Lake Dam (2012 status – new action item)	Cost included in current budget	High	X		Village of Palmyra

Goal 3. Tornadoes

Lessen the effects of a tornado to the extent feasible and speed recovery following an event. (2008 Plan)

Objectives

1. Increase public education and awareness of the potential severity of tornadoes. (2008 Plan)
2. Minimize the amount of time that businesses damaged by a tornado are not operational. (2008 Plan)
3. Minimize the amount of time it takes to rebuild or restore dwellings damaged by a tornado. (2008 Plan)
4. Prevent injuries and death from tornadoes. (2008 Plan)

Policies

1. Bury overhead power and utility lines where feasible as a way to reduce power outages during all types of storm events. (2008 Plan)
2. Require that mobile homes and manufactured housing are securely anchored in place. (2008 Plan)
3. Ensure that adequate tornado shelters are available to county residents especially those living in mobile home parks. (2008 Plan)
4. Include redevelopment objectives in smart growth comprehensive plans to support post-disaster development activities. (2008 Plan)
5. Continue to support the efforts of severe weather spotters. (2008 Plan)
6. Keep the current siren system functioning and in good repair. (2008 Plan)
7. Encourage residents to obtain NOAA weather radios especially in those areas of the county that are not covered by a siren. (2008 Plan)

Implementation Actions / Strategies	Cost Estimate (2012)	Priority	Schedule		Responsible Entity
			2013 to 2017	2018 to 2022	
1. Periodically assess whether there are enough shelters to house displaced persons. (2008 Plan; 2012 status – ongoing effort)	Staff time	Medium	X	X	Jefferson County Emergency Management; American Red Cross
2. Apply for mitigation funding to purchase NOAA weather radios for county residents. (2008 Plan; 2012 status – no action)	Staff time	Low	X		Jefferson County Emergency Management; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan
3. Study the feasibility of and support for adopting a local regulation which would require new mobile home parks and future expansions of existing parks to provide for a tornado shelter. (2008 Plan; 2012 status – no action)	Staff time	Medium	X		Jefferson County Emergency Management
4. Develop and implement strategies for debris management. (2008 Plan; 2012 status – in progress)	Staff time	Medium	X		Jefferson County Emergency Management; American Red Cross; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan
5. Amend land development regulations to require a storm shelter in mobile home parks when the number of mobile homes exceeds a threshold as established by the jurisdiction. (2008 Plan; 2012 status – no action)	Staff time	Medium	X		Jefferson County Zoning Department; Jefferson County Emergency Management; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan
6. Install storm shelters near or in existing mobile home parks and high occupancy campgrounds, such as Bark River Campground & Resort and River Bend. (2008 Plan; 2012 status – no action)	Staff time	Medium	X		Mobile home park operators and campground operations with Jefferson County Emergency Management
7. Investigate grant funding for storm shelters. (New 2012)	Staff time	Medium	X		Jefferson County Emergency Management
8. Develop and maintain a geographic database for natural hazard events, including location, weather conditions, and resulting damage. (2008 Plan; 2012 status – no action)	Staff time	High	X		Jefferson County Emergency Management; Jefferson County Land Information Office
9. Update and improve sirens (2012 status – new action item)	Unknown	Medium	X	X	City of Watertown

Goal 4. Extreme Temperature

Protect the health of Jefferson County residents from extreme temperature. (2008 Plan)

Objectives

1. Prevent deaths from extreme temperature. (2008 Plan)

Policies

1. Encourage volunteers to look after vulnerable individuals, especially the elderly, during times of extreme temperature. (2008 Plan)
2. Open county and other public facilities with air conditioning as appropriate for public access during periods of extreme heat. (2008 Plan)
3. Ensure that county residents are aware that there are different forms of assistance to help qualified individuals pay their winter heating costs. (2008 Plan)

Implementation Actions / Strategies	Cost Estimate (2012)	Priority	Schedule		Responsible Entity
			2013 to 2017	2018 to 2022	
1. Develop a directory of public buildings that would be open to the public during heat waves. (2008 Plan; 2012 status – in progress)	Staff time	Medium	X	X	Jefferson County Emergency Management; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan
2. Call a meeting of public and nonprofit organizations that may be able to mobilize a volunteer corps of individuals willing to assist vulnerable people during periods of extreme temperature. (2008 Plan; 2012 status – no action)	Staff time	High	X		Jefferson County Emergency Management; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan
3. Investigate the possibility of establishing a database of individuals who are vulnerable to extreme temperature and who have voluntarily placed their name on the call list. (2008 Plan; 2012 status – in progress)	Staff time	Medium	X		Jefferson County Volunteer Organization Acting in Disasters (VOAD); Jefferson County Emergency Management; Jefferson County Public Health
4. Publicise available programs that help residents pay for their utility expenses. (2008 Plan; 2012 status – no action)	Staff time	Medium	X		Jefferson County Emergency Management; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan
5. Develop and maintain a geographic database for natural hazard events, including location, weather conditions, and resulting damage. (2008 Plan; 2012 status – no action)	Staff time	High	X		Jefferson County Emergency Management; Jefferson County Land Information Office
6. Amend the county's emergency operations plan to address extreme temperatures. (2008 Plan; 2012 status – ongoing effort)	Staff time	High	X		Jefferson County Emergency Management; American Red Cross; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan

Goal 5. Severe Storms, Hail, & High Winds

Protect and prepare Jefferson County residents from the dangers of extreme weather. (2008 Plan)

Objectives

1. Increase public education and awareness of the potential dangers of thunderstorms, snow storms, hail, and windstorms. (2008 Plan)

Policies

1. Bury overhead power and utility lines where feasible as a way to reduce power outages during all types of storm events. (2008 Plan)
2. Provide citizens with early storm warnings. (2008 Plan)
3. Encourage the use of surge protectors on critical electronic equipment in governmental and critical facilities. (2008 Plan)
4. Work with utility companies to assess and to improve, when necessary, electric service reliability. (2008 Plan)
5. Work with utility companies to ensure that trees are properly trimmed near utility lines. (2008 Plan)

Implementation Actions / Strategies	Cost Estimate (2012)	Priority	Schedule		Responsible Entity
			2013 to 2017	2018 to 2022	
1. Continue to update and/or monitor the County's public early warning system and network. (2008 Plan; 2012 status – no action)	Staff time	Medium	X	X	Jefferson County Emergency Management
2. Review local building codes to determine if revisions are needed to improve the structure's ability to withstand greater wind velocities and encourage provision of safe rooms, especially in structures that do not have a basement. (2008 Plan; 2012 status – no action)	Staff time	Low	X		Jefferson County Emergency Management; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan
3. Review local building codes to determine if revisions are needed to add requirements for hail-impact resistant roofing and other materials. (2008 Plan; 2012 status – no action)	Staff time	Low	X		Jefferson County Emergency Management
4. Produce and distribute emergency preparedness information related to thunderstorms, snow storms, hailstorms, and windstorm hazards. (2008 Plan; 2012 status – ongoing effort)	Staff time	Medium	X		Jefferson County Emergency Management; American Red Cross
5. Identify and pursue funding opportunities to develop and implement local and county mitigation activities. (2008 Plan; 2012 status – ongoing effort)	Staff time	Medium	X		Jefferson County Emergency Management; American Red Cross; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan
6. Install lightning grade surge protection devices for critical electronic components used by government, public service, and public safety facilities, such as warning systems, control systems, communications, and computers. (2008 Plan; 2012 status – ongoing effort)	\$3,000	Medium	X		Jefferson County Emergency Management; American Red Cross; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan
7. Provide the public with information about proven lightning safety guidelines to reduce the risk of lightning hazards. (2008 Plan; 2012 status – ongoing effort)	Staff time	Medium	X		Jefferson County Emergency Management; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan

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Implementation Actions / Strategies	Cost Estimate (2012)	Priority	Schedule		Responsible Entity
			2013 to 2017	2018 to 2022	
8. Develop and implement strategies for debris management. (2008 Plan; 2012 status – ongoing effort)	Staff time	Medium	X		Jefferson County Emergency Management; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan
9. Apply for mitigation funding to purchase NOAA weather radios for county residents. (2008 Plan; 2012 status – no action)	Staff time	Medium	X		Jefferson County Emergency Management
10. Develop and maintain a geographic database for natural hazard events, including location, weather conditions, and resulting damage. (2008 Plan; 2012 status – no action)	Staff time	High	X		Jefferson County Emergency Management; Jefferson County Land Information Office

Goal 6. Drought

Protect the public health, safety, and welfare of Jefferson County residents during periods of drought. (2008 Plan)

Objectives

1. Decrease water consumption during periods of drought. (2008 Plan)
2. Minimize the economic impacts of drought on the local economy. (2008 Plan)

Policies

1. Encourage water conservation during periods of drought. (2008 Plan)
2. Impose watering restrictions during periods of extreme drought. (2008 Plan)
3. Work with multiple agencies to conserve water, provide drought prediction, and provide stream and groundwater monitoring. (2008 Plan)
4. Work with agencies that can assist with and promote soil health, preserve soil moisture and help to minimize the loss of the crops and topsoil in the event of a drought. (2008 Plan)
5. Continue to monitor groundwater levels to identify the status of groundwater resources and trends. (2008 Plan)
6. Work cooperatively with state agencies and other levels of government in developing appropriate strategies on a regional basis. (2008 Plan)
7. Provide water for livestock when the needs of humans have been or are being met. (2008 Plan)

Implementation Actions / Strategies	Cost Estimate (2012)	Priority	Schedule		Responsible Entity
			2013 to 2017	2018 to 2022	
1. Create an ordinance to prioritize or control water use during drought conditions. (2008 Plan; 2012 status – no action)	Staff time	Medium	X	X	Municipalities with public water systems
2. Provide public education about the potential severity of drought events. (2008 Plan; 2012 status – no action)	Staff time	Low	X		Jefferson County Emergency Management, cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan
3. Develop a set of procedures for water distribution during drought to those in need. (2008 Plan; 2012 status – no action)	Staff time	Medium	X		Jefferson County Emergency Management
4. Develop and maintain a geographic database for natural hazard events, including location, weather conditions, and resulting damage. (2008 Plan; 2012 status – no action)	Staff time	High	X		Jefferson County Emergency Management; Jefferson County Land Information Office

Goal 7. Wildland Fire

Protect structures and residents in Jefferson County from the hazard of uncontrolled wildfire. (2008 Plan)

Objectives

1. Decrease the number of wildland fires occurring in the county. (2008 Plan)
2. Decrease the number of acres burned from wildland fires. (2008 Plan)
3. Increase public education. (2008 Plan)

Policies

1. Support the use of controlled burns as a way of reducing the threat of dangerous wildland fires. (2008 Plan)
2. Enhance emergency services to increase the efficiency of wildfire response and recovery activities. (2008 Plan)
3. Keep track of wildfire events in the county to better document the extent and location of these events. (2008 Plan)

Implementation Actions / Strategies	Cost Estimate (2012)	Priority	Schedule		Responsible Entity
			2013 to 2017	2018 to 2022	
1. Apply for federal and state grants to enhance the capability of local fire departments. (2008 Plan; 2012 status – no action)	Staff time	Medium	X	X	Jefferson County Emergency Management; local fire departments
2. Provide education to county and municipality personnel about federal cost-share and grant programs, Fire Protection Agreements, and other related federal programs so the full array of assistance available to local agencies is understood. (2008 Plan; 2012 status – no action)	Staff time	Low	X		Jefferson County Emergency Management; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan
3. Study the feasibility of and support for adopting a local burning permit program at the Town level. (2008 Plan; 2012 status – no action)	Staff time	Medium	X		Jefferson County Emergency Management; cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, and Whitewater; villages of Cambridge, Johnson Creek, Lac La Belle, Palmyra, and Sullivan
4. Develop a database to keep track of wildfire events in the county. (2008 Plan; 2012 status – no action)	Staff time	Medium	X		Jefferson County Emergency Management; American Red Cross
5. Develop and maintain a geographic database for natural hazard events, including location, weather conditions, and resulting damage. (2008 Plan; 2012 status – no action)	Staff time	High	X		Jefferson County Emergency Management; Jefferson County Land Information Office
6. Investigate the establishment of a uniform way of providing information to the public regarding issuance of burning permits. (2008 Plan; 2012 status – no action)	Staff time	High	X		Jefferson County Sheriff's Department; local fire departments

**CITY OF WATERLOO
BOARD OF REVIEW MEETING MINUTES
May 21, 2012
Council Chambers**

1. **CALL TO ORDER AND ROLL CALL.** 2011 Chairperson Dave Zastrow called the meeting to order at 10:00 a.m. Members present: Dave Zastrow, Angie Stinnett, Nick Bonura, Kay Radloff and Keri Sellnow. Absent – none. Others present: City Assessor John Spies and Clerk/Treasurer Hansen. Also attending for portions of the meeting: Linda Kuzdas, Jeanette Petts, Debra Hottinger and Susan Bakken.
2. **NOMINATIONS FOR 2012 CHAIR AND VICE CHAIR Motion:** Moved by Radloff, seconded by Sellnow to nominate Zastrow to serve as chair. **Motion:** Moved by Sellnow, seconded by Bonura to nominate Radloff to serve as vice-chair. **Voice vote:** A unanimous ballot was cast for Zastrow as chair and Radloff as vice-chair.
3. **VERIFY THAT A MEMBER HAS MET THE MANDATORY TRAINING REQUIREMENTS SPECIFIED IN SEC 70.46 (4) WIS. STATS. Discussion:** Hansen reported that Sellnow had received training verifying that a member has met the mandatory requirements.
4. **RECEIVE THE ASSESSMENT ROLL AND SWORN STATEMENTS FROM THE CLERK. Discussion:** Hansen noted as part of a sworn statement that the meeting had been properly posted, that the assessment roll had been received and reviewed and that open book had been held with the Assessor in attendance.
5. **APPROVAL OF MINUTES – MAY 16, 2011. Motion:** Radloff moved, seconded by Bonura to approve the meeting minutes. **Voice vote:** Motion passed unanimously.
6. **CITIZEN OBJECTIONS**

OBJECTION #1 – Daniel & Linda Kuzdas, 740 Hiawatha Trail

She apologized for being late. The standard oaths were completed and background information stated by the Clerk/Treasurer. The assessed value was noted as \$281,900. Zastrow informed all that the burden of proof was on the objector and outlined the objection process. Kuzdas said they had purchased an adjacent lot and felt that the land value for the lot was in need of adjustment. She described the lot as a hill. She referenced Richard Weihert's lot in comparison. Kuzdas suggested that the lot was a buildable lot. Spies said the Kuzdas lot was more than double the size of any of the neighboring lots. Zastrow called the hearing to a close.

DETERMINATION & DECISION – Daniel & Linda Kuzdas, 740 Hiawatha Trail

Discussion: The lot in question was noted as previously being two subdivision lots. Sellnow noted comparables referencing an adjacent Krause-owned lot and a second lot nearby. Radloff said the presentation was not sufficient. Stinnett said the Kuzdas square foot comparison with Richard Weihert's property was not an accurate comparison. Lot 30 nearby was referenced. **Motion:** Bonura moved, seconded by Stinnett to keep the Assessor's values. Stinnett said the form was not properly completed. **Voice vote:** Motion passed unanimously.

OBJECTION #2 – Jeanette Petts, 380 Adams Street

The standard oaths were completed and background information stated by the Clerk/Treasurer. Zastrow informed all that the burden of proof was on the objector and outlined the objection process.

Petts said she purchased the property on September 20, 2011 for \$63,000. She said an appraisal by Susan Buchholtz was completed in August of 2011 stating a figure of \$69,000. She said at the time of purchase the house had no working furnace or water heater. She said the assessed value should be close to \$85,000. Spies described the properties. He said as of January 1, there was a building permit pulled and work in progress so he did not make any changes. He said the appraisal used a distress property as a comparable. Spies listed comparables. Zastrow called the hearing to a close.

DETERMINATION & DECISION – Jeanette Petts, 380 Adams Street

Motion: Sellnow moved, seconded by Radloff to set the total assessment at \$89,500 with the property value set at \$16,500. **Voice vote:** Motion passed unanimously.

OBJECTION #3 – Debra Hottinger, 173 Mill Street

The standard oaths were completed and background information stated by the Clerk/Treasurer. Zastrow informed all that the burden of proof was on the objector and outlined the objection process.

The Assessor's value was noted as \$125,400. Hottinger said she purchased the property in 2010 for \$37,500. She noted improvement since the purchase of several thousand dollars. Hottinger said the property in the past had abutted a mill pond which now was a swamp. She said it was an old two-bedroom house though it was listed as three. She said the basement was unfinished. She said drywall was removed in the basement due to mold. The Assessor described the property. Spies said the amount of the foreclosure in December of 2009 was \$176,016. Spies reviewed the neighborhood. Hottinger reported broken pipes and mold in the basement.

DETERMINATION & DECISION – Debra Hottinger, 173 Mill Street

Discussion: Zastrow reviewed the decision-making chart from the Board of Review Handbook. Stinnett noted that an insufficient amount of evidence was presented. **Motion:** Radloff moved, seconded by Sellnow to keep the property value the same but to reduce the improvements by 10% generating a total value of \$115,300. **Voice vote:** Motion passed unanimously.

OBJECTION #4 – Susan Bakken, 607 East Indian Hills Drive

The standard oaths were completed and background information stated by the Clerk/Treasurer. Zastrow informed all that the burden of proof was on the objector and outlined the objection process.

Susan Bakken spoke to lowering her appraisal from \$230,000 to \$180,000. She submitted an appraisal. Assessor Spies said the assessment was reduced in 2011 from \$244,900 to \$230,000. He listed comparable properties. He described the property. Zastrow called the hearing to a close.

DETERMINATION & DECISION – Susan Bakken, 607 East Indian Hills Drive

Discussion: Stinnett noted that the appraisal was an exterior only inspection. It was noted that Spies did a complete walk through in 2011 and adjusted the assessment to \$230,000. **Motion:** Sellnow moved, seconded by Stinnett to uphold the Assessor's values. **Voice vote:** Motion passed unanimously.

- 7. ADJOURNMENT. Motion:** Moved by Radloff, seconded by Sellnow to adjourn. The time was 2:30 p.m. **Voice vote:** Motion carried.

Attest:



Mo Hansen
Clerk/Treasurer

**CITY OF WATERLOO
BOARD OF REVIEW MEETING MINUTES
June 10, 2013
Council Chambers**

1. **CALL TO ORDER AND ROLL CALL.** 2012 Chairperson Dave Zastrow called the meeting to order at 2:00 p.m. Members present: Dave Zastrow, Bob Crosby, Kay Radloff and Keri Sellnow with one vacancy. Absent – none. Others present: City Assessor Paul Mauel of Associated Appraisals Consultants Inc. and Clerk/Treasurer Hansen. Also attending for portions of the meeting: Alan Coates, James Gabrus, Stephanie Gabrus, Elizabeth Frasier and William Frasier. NOTE: Linda Kuzdas registered as an objector. She did not attend the meeting and therefore no action was taken regarding her objection.
2. **NOMINATIONS FOR 2012 CHAIR AND VICE CHAIR.** Motion: Moved by Radloff, seconded by Sellnow to nominate Zastrow to serve as chair. Voice vote: Motion passed unanimously. Motion: Moved by Sellnow, seconded by Crosby to nominate Radloff as vice- chair. Voice vote: Motion passed unanimously.
3. **VERIFY THAT A MEMBER HAS MET THE MANDATORY TRAINING REQUIREMENTS SPECIFIED IN SEC 70.46 (4) WIS. STATS.** Discussion: Hansen reported that Sellnow has received training verifying that a member has met the mandatory requirements.
4. **APPROVAL OF MINUTES – MAY 21, 2012.** Motion: Radloff moved, seconded by Sellnow to table the approval of meeting minutes. Voice vote: Motion passed unanimously.
5. **RECEIVE THE ASSESSMENT ROLL AND SWORN STATEMENTS FROM THE CLERK.** Discussion: Hansen noted as part of a sworn statement that the meeting had been properly posted, that the assessment roll had been received and reviewed and that open book had been held with the Assessor in attendance.
6. **EXAMINE THE ROLL AND CORRECT ERRORS IN DESCRIPTION OR COMPUTATION, AND ADD OMITTED OR ELIMINATE DOUBLE ASSESSED PROPERTY.** Discussion: Hansen noted the roll had been examined and that no errors, omissions or double entries were found.
7. **VERIFY WITH THE ASSESSOR THAT OPEN BOOK CHANGES HAVE BEEN INCLUDED IN THE ASSESSMENT ROLL.** Discussion: Assessor Mauel stated that all changes from the open book process had been incorporated into the roll in a timely fashion.
8. **SCHEDULED OBJECTORS**
2:00 p.m. – Alan Coates, 620 Commercial Ave
3:00 p.m. – James Gabrus, 951 Sunrise Court
3:30 p.m. – Dan & Linda Kuzdas, 438 S Washington Street
4:00 p.m. – William & Elizabeth Frasier, 1140 Lexington Way

OBJECTION #1 – Alan Coates, Pappy's Property LLC/Regius Rubber, 620 Commercial Avenue

The standard oaths were completed and background information stated by the Clerk/Treasurer. Zastrow informed all that the burden of proof was on the objector and outlined the objection process.

Coates presented a facility construction cost sheet showing \$734,100.10 in invoiced amounts. The Assessor said he had informed the Objector of the assessment in a timely manner and was only contacted by Coates on Friday prior to Board of Review. He submitted the rate card as evidence. He confirmed the invoice list contained reasonable items related to construction. Zastrow called the hearing to a close.

DETERMINATION & DECISION – Alan Coates, Pappy's Property LLC/Regius Rubber, 620 Commercial Avenue

Motion: Radloff moved, seconded by Crosby to reduce the total assessment from \$910,300 to \$806,400 making the adjustment to the improvement portion of the assessment. The change represented 103% of costs incurred by Coates. Voice vote: Motion passed unanimously.

OBJECTION #2 – James Gabrus, 951 Sunrise Court

The standard oaths were completed and background information stated by the Clerk/Treasurer. Zastrow informed all that the burden of proof was on the objector and outlined the objection process.

James and Stephanie Gabrus submitted an appraisal report from Buchholtz Appraisal Company. They stated that

they purchased the property in July of 2012. They listed a series of necessary repairs. They sought to be made eligible for the municipal Find Your Path Here program. They said if the tax bill went down they would be able to proceed faster with repairs. The Assessor submitted the rate card as evidence. The Assessor noted that the City has 28 properties that were generally similar to the subject property. They were, on average, assessed at \$99.20 per square foot. He submitted a sales analysis document covering the 2013 assessment year for the City of Waterloo. He referenced three parcels: 218 Beech Road, 136 Jefferson Street and 124 Minnetonka Way as comparables. He noted that the appraisal did not provide a replacement cost figure. Zastrow noted that the difference between the assessor and the objector was \$23,600. Zastrow called the hearing to a close.

DETERMINATION & DECISION – James Gabrus, 951 Sunrise Court

Discussion: Sellnow said the need for a lower tax bill to pay for improvements was not a valid reason for an adjustment. **Motion:** Crosby moved, seconded by Radloff to uphold the Assessor's values. **Voice vote:** Motion passed unanimously.

OBJECTION #3 – Linda Kuzdas, 438 Washington Street

The objector did not appear before the Board. The Clerk/Treasurer placed a call to the cell phone number listed on the objection form and left a message. Zastrow informed those attendees that because the objector was a no-show, no action could be taken by the Board.

DETERMINATION & DECISION – Linda Kuzdas, 438 Washington Street

Motion: Crosby moved, seconded by Radloff to take no action. **Voice vote:** Motion passed unanimously.

OBJECTION #4 – William & Elizabeth Frasier, 1140 Lexington Way

The standard oaths were completed and background information stated by the Clerk/Treasurer. Zastrow informed all that the burden of proof was on the objector and outlined the objection process.

William & Elizabeth Frasier submitted an appraisal for \$96,000. They noted 1170 Lexington Way as going from \$167,900 (2012) to \$123,600 in 2013 and 680 Bluegrass Trail changing from \$150,500 in 2012 to \$121,500 in 2013. They said their assessment stayed at \$164,500. The Assessor said the sale at 1140 occurred after January 1 and therefore would not be looked at until the next year. He said the appraisal did not provide a replacement cost, it used a foreclosure property and the sale was a short sale, not an arm's length transaction. Zastrow called the hearing to a close.

DETERMINATION & DECISION – William & Elizabeth Frasier, 1140 Lexington Way

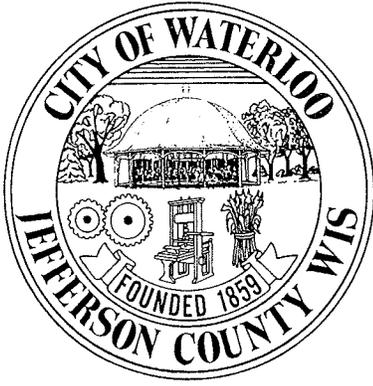
Discussion: It was noted that the property owners should come back next year as the sale of the subject property took place after January 1. **Motion:** Crosby moved, seconded by Radloff to uphold the Assessor's values. **Voice vote:** Motion passed unanimously.

9. **ADJOURNMENT.** **Motion:** Moved by Radloff, seconded by Sellnow to adjourn. The time was 4:28 p.m. **Voice vote:** Motion carried.

Attest:



Mo Hansen
Clerk/Treasurer



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021

PUBLIC SAFETY AND HEALTH COMMITTEE MEETING MINUTES

June 6, 2013

1. Call to Order

Aldersperson Cotting called the Public Safety Committee meeting to order 6:33 p.m.

2. Roll Call

Present: Alderspersons Cotting, Van Holten, and Reynolds. Others present: Chief Thomas.

3. Approval of the May 2, 2013 Regular Committee Minutes.

Motion by Reynolds and seconded by Van Holten to approve the May 2 2013 minutes. Motion carried.

4. Citizen Input

Chief Thomas reported problems with the Tornado Siren by Holy Family School. A company has been called to make repairs.

5. Unfinished Business

- Dance Permit Ordinance.

Motion by Cotting and seconded by Reynolds to amend Dance permit Ord. 172-1 as discussed. Motion carried.

- Redefining Temporary Sign Permit

There was discussion concerning temporary sign permits. It was the opinion of the committee to leave the ordinance intact with the exception of section 385-26C. Motion by Van Holten and seconded by Cotting to recommend to the council to create section 385-2C(4) Residential Development signs advertising the sale of lots in a subdivision up to 64 square feet. Motion carried.

- Parking on Knowlton Street

Parking in the 500 and 600 block of the south side of Knowlton Street was discussed. A resident in the area requested the committee review and possibly prohibit parking in the area. It was decided to take no action.

- Waterloo Regional Trailhead, Security System Enhancements

Motion by Cotting and seconded by Reynolds to place the Security System Enhancements for the Waterloo Regional Trailhead Facility out for bids. Motion carried

6. New Business

- Waterloo Swim team Special event License (Waterloo Fit City Triathlon) August 11, 2013.

Motion by Van Holten and seconded by Cotting to approve the Waterloo Swim Team Special Event License. Motion carried.

7. Future Agenda Items and Announcements

8. Adjourn

Motion by Aldersperson Van Holten and seconded by Reynolds to adjourn at 6:58 PM. Motion carried.

Karl Junginger Memorial Library
Board of Trustees Meeting Minutes

July 23, 2013

5:15pm

Conference room

Present: Art Biermeier, Michael Strasser, Lindsay Reynolds, Lee Fiedorowicz, Deb Battenberg, Ellen Sullivan, Connie Schiestl (late) Cecilia Wiltzius, Mo Hansen (Waterloo Clerk/Treasurer)

- I. Call to order
Biermeier called the meeting to order at 5:20pm.
- II. Approval of agenda
- III. Correspondence, Appearance, Public comments
- IV. Unfinished Business
- V. New Business
 - A. Identifying Process for Filling Library Director Position
The board members who hired the current director reviewed the procedures they followed in 2005.
It was agreed that the current Library Director position description did not need review.
 - B. Selection of Personnel Committee
Michael Strasser, Art Biermeier, and Deb Battenberg agreed to serve on the Personnel Committee. All other board members are encouraged to attend Personnel Committee meetings.
- VI. Date, place, and time of next meeting
The Personnel Committee will meet July 30 at 5:15pm in the library conference room. The next full board meeting is August 6 at 5:15pm.
- VII. Adjournment
Battenberg moved adjournment. Strasser seconded the motion. The meeting adjourned at 6:15pm.

Please notify Cecilia at 478-3344 if you are unable to attend the meeting.

Posted and mailed: July 18, 2013

