



136 N. MONROE STREET, WATERLOO, WI 53594
PHONE (920) 478-3025
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FAX (920) 478-2021

**CITY OF WATERLOO COUNCIL AGENDA
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET
Thursday, December 19, 2013
7:00 p.m.**

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF PREVIOUSLY UNAPPROVED 2013 MEETING MINUTES: December 5th Meeting & Public Hearing
3. CITIZEN INPUT
4. COMMUNICATIONS TO THE COUNCIL
 - a. Mayoral Proclamation Recognizing Margo and Gordon Cronin -- Service To The Community For Care And Maintenance Of The Firemen's Park Carousel
 - b. Recycling Excellence Award – From Wisconsin Department Of Natural Resources
5. CONSENT AGENDA ITEMS
 - a. Reports Of City Officials & Contract Service Providers
 - i. Waterloo Active Fire Department For November 2013
 - ii. Building Inspector - Building, Plumbing, And Electrical Permits For November 2013
 - iii. Public Works Director Gary Yerges For November 2013
 - iv. Police Chief Timothy Thomas For November 2013
 - v. Library Director Kelli Mountford For November 2013
 - vi. Waterloo Water & Light Commission For December 3, 2013
 - vii. Watertown Humane Society For November 2013
 - b. Resolution #2013-63 Renewal Of Jefferson County Nutrition Site Contract
 - c. Approval To Grant Operator's Licenses For A Period Ending June 30, 2015
 - i. Brianna L. Bingham, 518 Edison Street, Waterloo
 - ii. Ashley A. Robbins, W1655 Fields Road, Fall River
6. COMMITTEES, COMMISSIONS & BOARDS – RECOMMENDATIONS AND REPORTS
 - a. Finance, Insurance & Personnel Committee: Reports Of The Clerk/Treasurer
 - i. Payroll For November, 2013 - \$57,471.82 ***
 - ii. Pay Vouchers – November 22, 2013 through December 19, 2013
 - iii. Treasurer's Report & Budget Reports for November 2013
 - iv. Resolution #2013-61 Renewal Of An Agreement Between The City Of Waterloo And D & D Cleaning, LLC For Cleaning Of The Municipal Building, The Library And The Mauneshia Business Center
7. NEW BUSINESS
 - a. Resolution #2013-60 Appointment Of Election Officials
 - b. Ordinance #2013-07 Amending Section §340-7C Of The Municipal Code Establishing A Five Year Well Permit
 - c. Resolution #2013-62 Adopting A Revised Waterloo Fee Schedule
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

9. ADJOURNMENT

Mo Han

Morton Hansen, Clerk/Treasurer

Posted and Emailed: December 16, 2013

Revised: December 17, 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

- Waterloo Fire Department Board of Trustees Treasurer's Report – October 2013
- CATV Regulatory Board – October 23, 2013
- Karl Junginger Memorial Library Board – November 12, 2013
- No Meetings - Public Works and Property Committee – December 5, 2013
 - Community Development Authority Committee – December 17, 2013
 - Parks Commission – December 17, 2013

CITY OF WATERLOO COUNCIL MINUTES
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET
Thursday, December 5, 2013

1. **CALL TO ORDER AND ROLL CALL.** Mayor Thompson called the meeting to order at 7:05 p.m. immediately following a public hearing on the municipal budget. Alderpersons present – Ziaja, Quimby, Springer, Cotting, Stinnett and Reynolds. Absent – Van Holten. Others present – Police Chief Thomas, Maureen Giese, Phil Cossen, Dave Porterfield, Chris Jaye, Errin Welty, Jay Lang, Diane Graff of the Courier, Tammy Krueger of the Watertown Daily Times, a videographer and Clerk/Treasurer Hansen.
2. **APPROVAL OF MEETING MINUTES: November 21, 2013. Motion:** Moved by Cotting, seconded by Ziaja to approve the November 21, 2013 minutes as presented. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** # Maureen Giese referred to her letter to the editor and called on the Mayor and Council to recognize Margo and Gordy Cronin for a life-time of community service caring for the carousel. The Mayor noted that action was being taken,
4. **COMMUNICATIONS TO THE COUNCIL.** Items 4a & 4b noted.
 - a. **Appointment Of Police Lieutenant Denis Sorenson As Interim Police Chief During Such Time As A Vacancy Exists Due To The Retirement Of Police Chief Thomas**
 - b. **Previously Approved Resolution #2013-51 – In Finalized Form (no action required)**
5. **CONSENT AGENDA ITEMS. Motion:** Moved by Cotting, seconded by Quimby to approve the consent agenda items. **Voice vote:** Motion carried.
 - a. **Approval To Grant An Operator's License For A Period Ending June 30, 2015 -- Doreen D. Schultz, N2483 County Highway T**
 - b. **Confirmation Of Mayoral Appointments To The Community Development Authority And Board Of Review -- Linda Norton, 121 South Monroe Street, To Fill Unexpired Terms Ending In 2017**
 - c. **Library Board: Resolution #2013-53 Contract For County Library Services**
6. **COMMITTEES, COMMISSIONS & BOARDS – RECOMMENDATIONS AND REPORTS**
 - a. **Finance Insurance & Personnel Committee: Resolution #2013-54 Adopting An Annual Budget And Appropriating The Necessary Funds For The Operation Of The City Of Waterloo, Wisconsin, For The Year 2014. Discussion:** Springer thanked the committee members for their work. **Motion:** Moved by Springer, seconded by Cotting to approve the resolution as presented. **Roll call vote:** Ayes: Ziaja, Quimby, Springer, Cotting, Stinnett and Reynolds. Noes: none with Van Holten absent. Motion carried.
 - b. **Public Safety & Health Committee: Ordinance #2013-06 Amending Sections 385-2 And 385-26c Of The Municipal Code To Allow For A Change In Temporary Signs And Residential Development Signs. Discussion:** Cotting said she would accept a friendly amendment to have the political sign size match the real estate sign size for to modify the sign take down provision to be stated as: "in accordance with state law." Ziaja so offered the friendly amendment. **Motion:** Moved by Cotting, seconded by Ziaja to approve the resolution with the friendly amendment. **Roll call vote:** Ayes: Ziaja, Quimby, Springer, Cotting, Stinnett and Reynolds. Noes: none with Van Holten absent. Motion carried.
7. **NEW BUSINESS**
 - a. **Resolution #2013-55 Redevelopment Of 217 North Monroe Street – Extending Out An Option To Purchase To May 1, 2015 And Indicating Tax Incremental Finance Project Support For Residential Development Generating \$850,000 In Assessed Value. Discussion:** In reply to a Cotting question, David Porterfield said he did not object to inclusion of the bridge into the project. He further replied to a question saying the number of bedrooms was changed to eliminate one bedroom units from the project. **Motion:** Moved by Cotting, seconded by Ziaja to approve the resolution as presented. **Roll call vote:** Ayes: Ziaja, Quimby, Springer, Cotting, Stinnett and Reynolds. Noes: none with Van Holten absent. Motion carried.
 - b. **Resolution #2013-56 Redevelopment Of 575 West Madison Street – Tax Increment Financing Developer's Performance Agreement Between City Of Waterloo and Lang Group, LLC. Motion:** Moved by Springer, seconded by Quimby to approve the resolution as presented. **Roll call vote:** Ayes: Quimby, Springer, Cotting, Stinnett and Reynolds. Noes: none with Van Holten absent and Ziaja

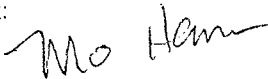
abstaining. Motion carried.

- c. **Resolution #2013-57 A Resolution Authorizing The Issuance And Sale Of \$950,000 Combined Utility Revenue Refunding Bonds, Series 2014A, Of The City Of Waterloo, Jefferson County, Wisconsin, And Providing For The Payment Of The Bonds And Other Details With Respect To The Bonds. Discussion:** Phil Cossen from Ehler's & Associates summarized the outcome of the sale which took place in the morning saying a total of three bids were received. The winning bid was submitted by Bankers' Bank of Madison in partnership with F&M Bank. The true interest cost is 2.5518%. Cossen said the average annual savings to the utility will be just shy of \$10,000. **Motion:** Moved by Cotting, seconded by Quimby to approve the resolution as presented. **Roll call vote:** Ayes: Ziaja, Quimby, Springer, Cotting, Stinnett and Reynolds. Noes: none with Van Holten absent. Motion carried.
- d. **Resolution #2013-58 Approving An Amendment To The Project Plan And Boundaries Of Tax Incremental District No. 2, City Of Waterloo, Wisconsin. Discussion:** Phil Cossen from Ehler's & Associates reported that the Joint Board of Review and the Plan Commission both recommended passage. and noted items from the project plan document. **Motion:** Moved by Cotting, seconded by Stinnett to approve the resolution as presented. **Roll call vote:** Ayes: Ziaja, Quimby, Springer, Cotting, Stinnett and Reynolds. Noes: none with Van Holten absent. Motion carried.
- e. **Resolution #2013-59 Approving The Project Plan And Establishing The Boundaries For And The Creation Of Tax Incremental District No. 4, City Of Waterloo, Wisconsin. Discussion:** Phil Cossen from Ehler's & Associates reported that the Joint Board of Review and the Plan Commission both recommended passage and noted items from the project plan document. In reply to a Cotting question it was noted that a potential investment in personal property at the grocery store was a driving force in creating the district. Thompson noted that administrative costs were reduced by simultaneously working on amending #2 and creating #4. **Motion:** Moved by Ziaja, seconded by Cotting to approve the resolution as presented. **Roll call vote:** Ayes: Ziaja, Quimby, Springer, Cotting, Stinnett and Reynolds. Noes: none with Van Holten absent. Motion carried.

8. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS** ##Thompson announced the cancelling of the January 2, 2014 Council meeting. ##Stinnett announced details about the December 14th Holiday Parade. ##Others noted an event at the Waterloo Antique Mall. ##Thompson confirmed that a proclamation would be before the Council regarding Margo and Gordon Cronin.

9. **ADJOURNMENT. Motion:** Moved by Springer, seconded by Quimby to adjourn. Motion carried. The time was approximately 7:55 p.m.

Attest:




Morton Hansen
Clerk/Treasurer

**CITY OF WATERLOO COUNCIL
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET
Public Hearing Minutes - Thursday, December 5, 2013**

**A PUBLIC HEARING ON THE PROPOSED 2014 MUNICIPAL BUDGET
FOR THE CITY OF WATERLOO**

1. **CALL TO ORDER AND ROLL CALL.** Mayor Thompson called the meeting to order at 7:00 p.m. Alderpersons present – Ziaja, Quimby, Springer, Cotting, Stinnett and Reynolds. Absent – Van Holten. Others present – Police Chief Tim Thomas, Diane Graff of the Courier, Tammy Krueger of the Watertown Daily Times, a videographer, Jay Lang, Errin Welty, Phil Cossen, Dave Porterfield Chris Jaye, Art Biermeier, Kelli Mountford and Clerk/Treasurer Hansen.
2. **PUBLIC COMMENT ON THE PROPOSED 2013 MUNICIPAL BUDGET. Discussion:** Hansen reviewed the written narrative.
3. **CLOSE OF THE PUBLIC HEARING.** No additional citizens wished to make a statement; the Mayor therefore closed the public hearing at approximately 7:05 p.m.

Attest:


Mo Hansen
Clerk/Treasurer



(TEXT FOR FORMAL DOCUMENT)

MAYORAL PROCLAMATION
CERTIFICATE OF APPRECIATION TO
GORDON AND MARGO CRONIN

WHEREAS, Gordon and Margo Cronin have proven themselves to be very dedicated to this community; and

WHEREAS, Gordon and Margo Cronin, by their many years of devotion have kept the Historical Carousel running for the public to enjoy for many years to come; and

THEREFORE, I DO HEREBY, the City of Waterloo recognizes Gordon and Margo Cronin for their exceptional service, and extends to them our sincere appreciation for their many contributions to the community.

Signed this the 19th day of December, 2013

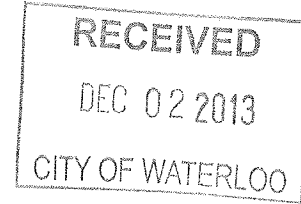
State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
Box 7921
Madison WI 53707-7921

Scott Walker, Governor
Cathy Stepp, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



November 27, 2013

Mr. Morton Hansen
Town Clerk/Treasurer, City of Waterloo
136 N. Monroe St.
Waterloo, WI 53594-1198



Dear Mr. Hansen,

Congratulations! On behalf of the Recycling Program at the Wisconsin Department of Natural Resources, your responsible unit (RU), the City of Waterloo, is being recognized with a Recycling Excellence Award for superior performance in 2012. Based on data from the 2012 recycling annual reports, your recycling program had the highest pounds per capita collected in the South Central Region. It is our pleasure to present your community with the 2012 Recycling Rate Leader Award.


The Recycling Excellence Awards are part of a pilot program designed to increase interest in recycling and offer an additional positive experience for our local government partners in the state's recycling program. The goal is to encourage and reward communities for doing great recycling work while also driving friendly competition to improve their programs.

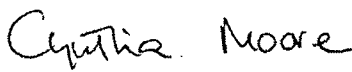
The top ten percent of RUs from each region in the pilot program (West Central and South Central Regions) received a Recycling Excellence Award in one of 10 categories, with population taken into consideration. Pending feedback, we anticipate we will implement this program statewide in 2014. You can find more information on this recognition program, including a list of all the pilot program award recipients and details of each award, by visiting the dnr.wi.gov website and searching "Recycling Excellence Awards."

We sincerely appreciate your effort and hope that your dedication to excellence in your recycling program will continue.

Sincerely,


Ann Coakley
Waste & Materials Management Bureau Director


Marie Stewart
Regional Recycling Specialist, South Central


Cynthia Moore
Recycling Program Coordinator


Anna McCabe
Regional Recycling Specialist, West Central

WISCONSIN DEPARTMENT OF NATURAL RESOURCES

RECYCLING EXCELLENCE AWARDS

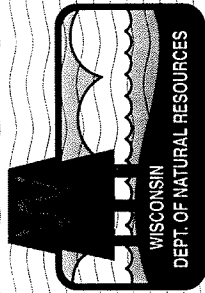
2012 RECYCLING RATE LEADER

SOUTH CENTRAL REGION

Presented to

CITY OF WATERLOO

The Recycling Excellence Awards recognize local governments for their dedication to providing outstanding recycling service to their residents. Thank you for your efforts to improve recycling in your community, exceeding expectations of the Wisconsin Department of Natural Resources and leading the way for other communities. We hope you and your residents will take pride in this achievement and continue to strive for recycling excellence.

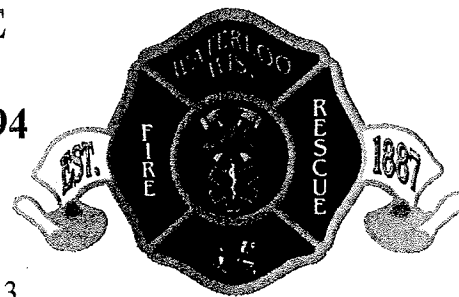


Ann Conboy
Signature

4/24/15
Date



WATERLOO FIRE & RESCUE
900 INDUSTRIAL LANE
WATERLOO, WISCONSIN 53594



Department Activity Report – November 2013
Call Report for the month of November

EMS Calls:

City of Waterloo 11
Township of Portland 2

Total EMS 13

EMS & Fire Accidents Calls:

City of Waterloo 0

Total MVA 0

False Alarms:

City Of Waterloo 1

Fire Calls:

City of Waterloo 0
Township of Portland 1
Mutual Aid for Lake Mills 2
Mutual Aid for Marshall 1

Hazardous Condition:

City of Waterloo 0

Weather Related Calls:

Waterloo Fire District 0

Good Intent:

City of Waterloo 0

Total Fire 5

November Total 18

Year totals:

Fire (Structure, Wild land, Motor Vehicle) 34
Rescue/EMS 190
Hazardous Conditions (No Fire) 7
Good Intent Calls 6
False Alarm or Call 13
Motor Vehicle Accidents 7
Weather Related Calls 2

Up to Date Total 259

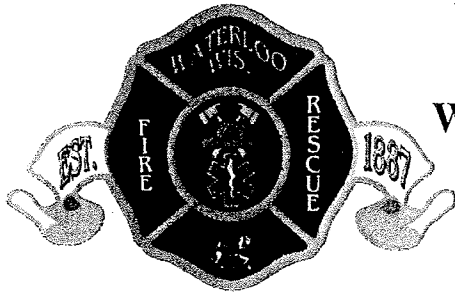
Up to Date Total Personnel Response: 1588 (for the month): 111

Up to Date Year Response Time (All Incidents) 1562

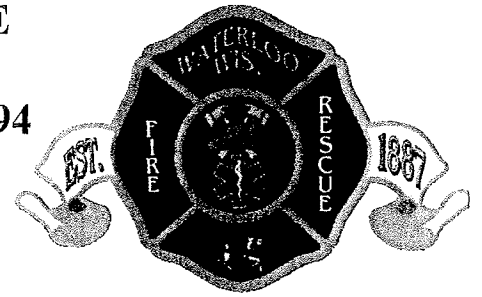
(From 1st page to enroute times) average 7.4 min (for the month)

Up to Date Minutes Spent Responding 1268

(Enroute time to on scene time) average 3.6 min (for the month)



WATERLOO FIRE & RESCUE
900 INDUSTRIAL LANE
WATERLOO, WISCONSIN 53594



Monday December 2nd, 2013

On Monday November 11th, 2013 we had our monthly EMS training. This upcoming EMT IV refresher has been updated and changed this January. Jan Beyer from UW Madison came in and gave us a mini refresher for the new items and topics that will be coming up in the future we are learning more skills for our service. The second part of training was with Elizabeth Larson MD, she refreshed on birth and some complications. She had went over the normal births and then complications and what needs to be done for each scenario.

On Monday November 18th, 2013 we had our monthly Fire training. We trained on all power equipment and the switch from the MSDS to the new SDS paper work. The training on the power equipment we took all of the equipment and refreshed on how to start, clean and maintain on the equipment. When the seconds count we have to make sure our equipment is running good and ready to use. The updated hazardous materials sheets that are required for the businesses will have to switch all there paper in time. We have to make sure we know what to look for in case of an emergency would happen.

Sincerely,

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



Independent Inspections, Ltd
 W241 S4135 Pine Hollow Court
 Waukesha WI 53189

Invoice	307891
Date	11/27/2013
Page	1
Due Date	12/12/2013

RECEIVED
 DEC 02 2013
 CITY OF WATERLOO

Bill To:

ATTN: ACCOUNTS PAYABLE
 CITY OF WATERLOO
 136 N MONROE STREET
 WATERLOO WI 53594-1198

Please Remit To:

Independent Inspections, Ltd
 W241 S4135 Pine Hollow Court
 Waukesha WI 53189

Customer ID	Payment Terms				
WATE10	Net 15				

Description	Gross Fees	Retainage	Amount Due
Permits for November 2013	\$100.00	\$40.00	\$60.00

REC'D 12/03/2013
RECEIPT #30061
\$ 100.00

BUILDING PERMITS	\$ 100.00
ELECTRICAL PERMITS	\$ -
PLUMBING PERMITS	\$ -
HVAC PERMITS	\$ -
OCCUPANCY PERMITS	\$ -
EROSION CONTROL	\$ -
BUILDING PERMIT SEALS	\$ -
REINSPECT FEE	\$ -
O.S. SEWER	\$ -
TOTALS	\$ 100.00

Subtotal	\$60.00
Misc	\$0.00
Total	\$60.00

Independent Inspections, Ltd.

Billing Recap

From: 11/01/2013 To 11/27/2013

City of Waterloo (C)

<i>Permit No.</i>	<i>Permit Type</i>	<i>Project Description</i>	<i>Contractor Name</i>	<i>Owner's Name</i>	<i>Project Address</i>	<i>Permit Fee</i>	<i>WI Seal</i>	<i>Admin Fee</i>	<i>Other Fee</i>	<i>Deposit Fee</i>	<i>Total Fee</i>
0060-13-11-0	BLDG	RAZE	DUNNEISEN EXCA	HEIMAN, TODD &	856 PORTLAND RD	100.00		0.00			100.00
<i>Total Fees for the City of Waterloo (C):</i>						<i>100.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>100.00</i>



Independent Inspections, Ltd.

W241 S4135 Pine Hollow Court
Waukesha, WI 53189

November 27, 2013

Re: Hourly/Special Billing Format Change

Dear Customer:

We are integrating all of our billing types into our existing software, to prevent manual rework and allow for the transactions to go through our audit process.

There will be no change to you, other than the look of your invoice. You will now receive an invoice for the permits and a separate invoice for the hourly and/or special billed (non permit related items) with detail attached.

- The permit number listed will correspond to the date of service.
- The charges are based on your contract rate.

If you have any questions or need more information, please let me know.

Sincerely,

Gail DeLacy

Operations Manager

INDEPENDENT INSPECTIONS, LTD.

Phone 262-544-8280
Waukesha Office

Phone 1-800-422-5220
www.independentinspections.com

Fax 262-544-8299
Waukesha Office

Independent Inspections, Ltd.

Billing Recap

From: 11/01/2013 **To** 11/27/2013

City of WATERLOO (C) - HOURLY

<i>Permit No.</i>	<i>Permit Type</i>	<i>Project Description</i>	<i>Contractor Name</i>	<i>Owner's Name</i>	<i>Project Address</i>	<i>Permit Fee</i>	<i>WI Seal</i>	<i>Admin Fee</i>	<i>Other Fee</i>	<i>Deposit Fee</i>	<i>Total Fee</i>
2013-11-06-1	HRLY	PROP MAINT INSP	C BUTSCHKE	UTTECH, JEREM	362 E MADISON ST	45.00		0.00			45.00
2013-11-15-1	HRLY	NON COMPLIANCE LTR	W PROCESSING	UTTECH, JEREM	362 E MADISON ST	22.50		0.00			22.50
2013-11-22-3	HRLY	CERTIFIED NON COMPLIANCE LTR	W PROCESSING	OWNER	390 HARRISON ST	22.50		0.00			22.50
2013-11-22-2	HRLY	CERTIFIED PROPERTY MAINTENANCE LTR	W PROCESSING	OWNER	348 LESCHINGER ST	22.50		0.00			22.50
2013-11-22-1	HRLY	CERTIFIED PROPERTY MAINTENANCE LTR	W PROCESSING	OWNER	236 LESCHINGER ST	22.50		0.00			22.50
Total Fees for the City of WATERLOO (C) - HOURLY:						135.00	0.00	0.00	0.00	0.00	135.00

MACHINERY AND EQUIPMENT

November 2013

544 H ENDLOADER	General Maintenance	Start	End	Total
		1,074	1,145	71
		Fuel Used	GPH	
		110	1.5	
JOHN DEERE TRACTOR	General Maintenance	START	END	TOTAL
		3,599	3,650	51
		FUEL USED	GPH	
		37	1.4	
WOOD CHIPPER	General Maintenance	START	END	TOTAL
		1,364	1,364	0
		FUEL USED	GPH	
		0	0	
2520 TRACTOR	General Maintenance	START	END	TOTAL
		140 / 2,345	145 / 2,349	5 / 4
		FUEL USED	TOTAL	
495 TRACTOR		5 / 4	1 / 1	
485 JOHN DEERE	General Maintenance	START	END	TOTAL
		1,421	1,427	6
		FUEL USED	GPH	
		6	1	
WACKER ROLLER	General Maintenance	START	END	TOTAL
		276	276	0
		FUEL USED	GPH	
		0	0	
2010 INTERNATIONAL TRUCK #1	General maintenance	START	END	TOTAL
		9,994	10,108	114
		FUEL USED	MPG	
		34	3.3	
2004 FREIGHTLINE TRUCK #2	General Maintenance	START	END	TOTAL
		29,615	29,979	364
		FUEL USED	MPG	
		81	4.4	
2004 INTERNATIONAL TRUCK #3	General Maintenance	START	END	TOTAL
		1,341	1,347	6
		FUEL USED	GPH	
		15	2.5	
2011		START	END	TOTAL
		10,466	10,518	52