



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, February 6, 2014
7:00 p.m.**

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES: January 16, 2014
3. CITIZEN INPUT
4. COMMUNICATIONS TO THE COUNCIL
 - a. Standard & Poor's Rating Service Upgrades Waterloo's Bond Rating From AA- to AA
5. CONSENT AGENDA ITEMS
 - a. Approval To Grant Operator's Licenses For A Period Ending June 30, 2015
 - i. Jennifer N. Powers, 767 E. Madison Street
 - ii. Brittany R. Flores, 432½ Harrison Street
 - b. Resolution #2014-05 Confirmation Of Waterloo Fire Department Appointments As Directed In Section §57-2 Of The Municipal Code
6. COMMITTEES, COMMISSIONS & BOARDS – RECOMMENDATIONS AND REPORTS
 - a. Parks Commission: Resolution #2014-09 Authorizing Citizens To Install And Care For Landscaping Improvements At Youker Park
 - b. Parks Commission: Resolution #2014-10 Adopting Facility Rental Procedures And A Rental Agreement Policy For The Waterloo Regional Trailhead
 - c. Finance, Insurance & Personnel Committee: Resolution #2014-12 Amending The 2013 Municipal Budget
7. UNFINISHED BUSINESS
 - a. Issuance Of A Parking Permit Per Section 350-7(g) Of The Municipal Code, Applicant LeNaya Taylor, 519 N. Monroe Street
 - b. Resolution #2014-02 In Support Of A Waterloo School District 21st Century Community Learning Centers Grant Application
 - c. Families Who Host Lose The Most program (informational)
 - d. Treasurer's Report & Budget Reports for December 2013.
8. NEW BUSINESS
 - a. Resolution #2014-03 Recognizing Frederick L. Holaus For 35 Years Of Municipal Service As A Member of The Waterloo Water & Light Commission
 - b. Resolution #2014-04 Recognizing Timothy R. Thomas For 40 Years Of Municipal Service With The City Of Waterloo Police Department
 - c. Resolution #2014-06 Invoice To Be Written Off As Non-Collectible
 - d. Resolution #2014-07 Amending The Performance Development Agreement With Lang Group LLC And Approving A Guaranty Agreement
 - e. Resolution #2014-08 Adopting A Municipal Procurement Policy
 - f. Temporary Sign Permit – Sussek Machine Corporation, Four Locations
 - g. Resolution #2014-11 Approval Of 2013 Fiscal Year Assignments
9. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

10. ADJOURNMENT

Morton Hansen
Clerk/Treasurer



Posted and Emailed: February 4, 2014

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

- CATV Regulatory Board - December 11, 2013
- Finance, Insurance & Personnel Committee - December 19, 2013
- Joint Review Board - December 18, 2013
- Karl Junginger Memorial Library Board - January 28, 2014
- Public Safety & Health Committee - November 13, 2013 (closed and special) and December 4, 2013
- Waterloo Regional Trailhead - November 18, 2013, November 22, 2013, December 23, 2013, and January 13, 2014
- No Meetings - Parks Commission - January 12, 2014
 - Plan Commission - January 28, 2014

**CITY OF WATERLOO COUNCIL MINUTES
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET
Thursday, January 16, 2014**

1. **CALL TO ORDER AND ROLL CALL.** Mayor Thompson called the meeting to order at 7:00 p.m. Alderpersons present – Ziaja, Springer, Van Holten, Cotting, Stinnett and Reynolds. Absent – Quimby. Others present – Police Lieutenant Sorenson, Maureen Giese, Diane Graff of the Courier, Tammy Krueger of the Watertown Daily Times, two videographers and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES: December 19, 2013 and January 2, 2014 (no meeting).** **Motion:** Moved by Cotting, seconded by Stinnett to approve the December 19, 2013 meeting minutes and the January 2, 2014 minutes corrected such that the minutes reflect that the Mayor cancelled the meeting. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **COMMUNICATIONS TO THE COUNCIL**
 - a. **Notice Of Vacancies On The Madison Area Technical College District Board.** Noted.
5. **CONSENT AGENDA ITEMS.** **Motion:** Moved by Springer, seconded by Stinnett to approve all consent agenda items as presented. **Roll call vote:** Ayes: Ziaja, Springer, Van Holten, Cotting, Stinnett and Reynolds. Noes: none with Quimby absent. Motion carried.
 - a. **Reports Of City Officials & Contract Service Providers**
 - i. **Waterloo Active Fire Department For December 2013**
 - ii. **Building Inspector - Building, Plumbing, And Electrical Permits For December 2013**
 - iii. **Public Works Director Gary Yerges For December 2013**
 - iv. **Police Chief Timothy Thomas For December 2013**
 - v. **Library Director Kelli Mountford For December 2013**
 - vi. **Waterloo Water & Light Commission – 01/07/2014 rescheduled for 01/14/2014**
 - vii. **Watertown Humane Society For December 2013**
 - b. **Approval To Grant Operator's Licenses For A Period Ending June 30, 2015**
 - i. **Abigail Hernandez, 556 Knowlton Street, Apt 2, Waterloo**
 - ii. **Eric Musser, 6530 York Heights Road, Waterloo**
 - iii. **Michael Schey, W10445 Hubbleton Road, Waterloo**
6. **COMMITTEES, COMMISSIONS & BOARDS – RECOMMENDATIONS AND REPORTS**
 - a. **Public Safety & Health Committee**
 - i. **Ordinance #2014-01 Amending Chapter 126 Animals Of The Municipal Code Relating To Animals At Large, Owners, Vicious Dogs And Related Penalties.** **Motion:** Moved by Cotting, seconded by Reynolds to approve the ordinance as presented. **Roll call vote:** Ayes: Ziaja, Van Holten, Cotting and Reynolds. Noes: Springer and Stinnett with Quimby absent. Motion carried.
 - ii. **Families Who Host Lose The Most program (informational).** **Motion:** Moved by Cotting, seconded by Van Holten to table. **Voice vote:** Motion carried.
 - b. **Finance, Insurance & Personnel Committee: Reports Of The Clerk/Treasurer**
 - i. **Payroll For December, 2013 - \$74,162.80.** **Motion:** Moved by Springer, seconded by Cotting to approve payroll in the stated amount. **Roll call vote:** Ayes: Ziaja, Springer, Van Holten, Cotting, Stinnett and Reynolds. Noes: none with Quimby absent. Motion carried.
 - ii. **Pay Vouchers – December 20, 2013 through December 31, 2013.** **Motion:** Moved by Springer, seconded by Cotting to the pay vouchers as submitted. **Roll call vote:** Ayes: Ziaja, Springer, Van Holten, Cotting, Stinnett and Reynolds. Noes: none with Quimby absent. Motion carried.
 - iii. **Pay Vouchers – January 1, 2014 through January 16, 2014.** **Motion:** Moved by Springer, seconded by Cotting to the pay vouchers as submitted. **Roll call vote:** Ayes: Ziaja, Springer, Van Holten, Cotting, Stinnett and Reynolds. Noes: none with Quimby absent. Motion carried.
 - iv. **Treasurer's Report & Budget Reports for December 2013.** **Motion:** Moved by Springer, seconded by Cotting to table approval of the reports. **Voice vote:** Motion carried.

7. NEW BUSINESS

- a. **Issuance Of A Parking Permit Per Section 350-7(g) Of The Municipal Code, Applicant LeNaya Taylor, 519 N. Monroe Street.** Discussion: Mayor Thompson raised questions relating to the permit. Motion: Moved by Springer, seconded by Ziaja to table the matter and to invite the applicant to the next meeting. **Voice vote:** Motion carried.
- b. **Resolution #2014-01 Authorizing The Acceptance Of A Wisconsin Economic Development Corporation idle Industrial Sites Grant Of Up To \$584,000 To Assist In The Redevelopment Of The Former RR Donnelley Property.** Motion: Moved by Van Holten, seconded by Stinnett to approve the resolution as presented. **Voice vote:** Motion carried.
- c. **Resolution #2014-02 In Support Of A Waterloo School District 21st Century Community Learning Centers Grant Application.** Motion: Moved by Van Holten, seconded by Reynolds to table consideration until the next meeting. **Voice vote:** Motion carried.

8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. ## Springer reminded the public to clear snow near fire hydrants. ## Ziaja announced a 2/4/2014 Rock River Coalition event. ## Van Holten noted the passing of Gordy Cronin.

9. ADJOURNMENT. Motion: Moved by Springer, seconded by Cotting to adjourn. **Voice vote:** Motion carried.
The time was approximately 7:40 p.m.

Attest:



Morton Hansen
Clerk/Treasurer



130 East Randolph Street
Suite 2900
Chicago, IL 60601
tel 312-233-7000
reference no.: 40160214

February 3, 2014

City of Waterloo
City Hall
136 North Monroe Street
Waterloo, WI 53594
Attention: Mr. Morton Hansen, Jr., City Clerk/Treasurer

Re: *Waterloo, Wisconsin, General Obligation Bonds*

Dear Mr. Hansen:

Standard & Poor's Ratings Services ("Ratings Services") has reviewed the rating on the above-listed obligations. Based on our review, we have raised our credit rating from "AA-" to "AA" while affirming the stable outlook. A copy of the rationale supporting the rating and outlook is enclosed.

This letter constitutes Ratings Services' permission for you to disseminate the above rating to interested parties in accordance with applicable laws and regulations. However, permission for such dissemination (other than to professional advisors bound by appropriate confidentiality arrangements) will become effective only after we have released the rating on standardandpoors.com. Any dissemination on any Website by you or your agents shall include the full analysis for the rating, including any updates, where applicable.

To maintain the rating, Standard & Poor's must receive all relevant financial and other information, including notice of material changes to financial and other information provided to us and in relevant documents, as soon as such information is available. You understand that Ratings Services relies on you and your agents and advisors for the accuracy, timeliness and completeness of the information submitted in connection with the rating and the continued flow of material information as part of the surveillance process. Please send all information via electronic delivery to pubfin_statelocalgovt@standardandpoors.com. If SEC rule 17g-5 is applicable, you may post such information on the appropriate website. For any information not available in electronic format or posted on the applicable website,

Please send hard copies to:

Standard & Poor's Ratings Services
Public Finance Department
55 Water Street
New York, NY 10041-0003

The rating is subject to the Terms and Conditions, if any, attached to the Engagement Letter applicable to the rating. In the absence of such Engagement Letter and Terms and Conditions, the

PART B APPLICATION FOR LICENSE TO SERVE FERMENTED MALT BEVERAGES AND INTOXICATING LIQUORS

I, the undersigned, do hereby make application to the local governing body of the City of Waterloo, for a license to serve Fermented Malt Beverages and Intoxicating Liquor from the date hereof until June 30, 2015, unless revoked or suspended sooner, subject to the limitations imposed by §125.32 (2) and §125.68 (2) of the Wisconsin State Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions and ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license is granted to me.

ANSWER ALL QUESTIONS COMPLETELY. PLEASE PRINT CLEARLY USING BLACK INK. Use the reverse side of paper if you cannot answer any question in the space provided.

Applicant Information

Last Name <u>Powers</u>	First Name <u>Jennifer</u>	Middle Name <u>Nan</u>	Maiden Name <u>Berthold</u>
Address of Residence <u>767 E. Madison St.</u>			Best Contact Phone Number <u>920 253 9411</u>
City <u>Waterloo</u>	State <u>WI</u>	Zip Code <u>53594</u>	Place of Birth <u>West Allis WI</u>
How long have you lived in Wisconsin? <u>40+</u>	City and State of Former Residency (if applicable)		Date of Birth <u>1/24/73</u>
Previous Address			Sex: <u>F</u> Race: <u>Wh</u>
Driver's License Number <u>PL PL 20-4347-3524-00</u>		State of Issuance <u>WI</u>	

Employer Information Pertaining to the Operator's License

Employer's Name <u>Kwik Trip</u>	Date of Employment <u>11/16/10</u>
Address of Employer <u>115 Portland Rd</u>	Employer Phone Number <u>920-478-2552</u>
City <u>Waterloo</u>	State <u>WI</u>
Zip Code <u>53594</u>	Type of Establishment <u>convenience store</u>

Applicant Questionnaire

- Do you now hold or have you ever been issued any license or permit associated with the sale of alcoholic beverages and issued in the State of Wisconsin? Yes No

If Yes, Type of license or permit. _____
 Dates License Held _____ to _____
 Issuing Municipality _____

- Have you successfully completed a Responsible Beverage Service Course in Wisconsin within the last two (2) years? (Attach certificate of completion) Yes N/A

- Are you currently enrolled in a Responsible Beverage Service Course? Yes No
 If Yes, Location of Course: _____
 Date of Course _____ Date of Completion _____
 (Attach proof of course enrollment)

- Have you EVER been convicted of any felony, misdemeanor, or ordinance violation, other than minor traffic violations? Yes No

Date of Conviction Aug 19 93	Violation/Offense marijuana	Jurisdiction Dodge
Date of Conviction	Violation/Offense	Jurisdiction
Date of Conviction	Violation/Offense	Jurisdiction
Date of Conviction	Violation/Offense	Jurisdiction

- Are there currently any criminal charges presently pending against you? Yes No

Date of Offense	Violation/Offense	Jurisdiction
Date of Offense	Violation/Offense	Jurisdiction
Date of Offense	Violation/Offense	Jurisdiction
Date of Offense	Violation/Offense	Jurisdiction

PART C TO BE COMPLETED IN THE PRESENCE OF A NOTARY PUBLIC OR CITY CLERK

READ CAREFULLY BEFORE SIGNING. Under penalty provided by law, the undersigned, being duly sworn on oath, says that he/she is the person who made the foregoing application and that the information supplied is true and correct. False, inaccurate or omitted information may be grounds for denial of the application. The signer certifies that he/she is familiar with the laws and regulations pertaining to the sale of alcoholic beverages. Signer agrees to observe the provisions of the City of Waterloo Municipal Code, and the Wisconsin Statutes. The signer agrees that the license, if granted, will not be assigned to another. **YOU MUST CARRY ON YOUR PERSON A VALID PICTURE ID ISSUED BY A GOVERNMENTAL AGENCY (DRIVER'S LICENSE, PASSPORT, ETC.) AT ALL TIMES WHILE WORKING PURSUANT TO THE OPERATOR'S LICENSE. WHILE WORKING PURSUANT TO A PROVISIONAL LICENSE, YOU MUST ALSO KEEP THIS FORM ON YOUR PERSON AT ALL TIMES.**

Jennifer Powers
Applicant's Signature

1/16/14
Date

City of Waterloo
Jefferson County
State of Wisconsin

Sworn to and subscribed before me on this 16 day of January, 20 14

Raimelle M. Butzine
Notary or Clerk Signature

Notary Public Municipal Clerk

My commission expires: 5/25/2014 or is permanent.

CITY SEAL/NOTARY SEAL

For Police Department Office Use Only	
Background Check Completed Yes / No	
Officer: _____	
Date Referred to Police Dept:	<u>1/16/14</u>
Date of Background Check:	<u> / / </u>
Date Referred Back to Clerk:	<u> / / </u>
Approval Recommended:	Yes / No
Reason _____	

PART B APPLICATION FOR LICENSE TO SERVE FERMENTED MALT BEVERAGES AND INTOXICATING LIQUORS

I, the undersigned, do hereby make application to the local governing body of the City of Waterloo, for a license to serve Fermented Malt Beverages and Intoxicating Liquor from the date hereof until June 30, 2015, unless revoked or suspended sooner, subject to the limitations imposed by §125.32 (2) and §125.68 (2) of the Wisconsin State Statutes and all acts amendatory thereof and supplementary thereto, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license is granted to me.

ANSWER ALL QUESTIONS COMPLETELY. PLEASE PRINT CLEARLY USING BLACK INK. Use the reverse side of paper if you cannot answer any question in the space provided.

Applicant Information

Last Name <u>FLORES</u>		First Name <u>BRITANNY</u>	Middle Name <u>R</u>	Maiden Name
Address of Residence <u>432 1/2 HARRISON ST.</u>			Best Contact Phone Number <u>608 692 2110</u>	
City <u>WATERLOO</u>	State <u>WI</u>	Zip Code <u>53594</u>	Place of Birth <u>St. Charles, IL</u>	
How long have you lived in Wisconsin? <u>24 yrs</u>	City and State of Former Residency (if applicable)		Date of Birth <u>01/05/1988</u>	
Previous Address			Sex: <u>F</u>	Race: <u>HISPANIC</u>
Driver's License Number <u>F462-0768-8505-03</u>		State of Issuance <u>WI</u>		

Employer Information Pertaining to the Operator's License

Employer's Name <u>CITY WIDE</u>			Date of Employment
Address of Employer			Employer Phone Number
City	State	Zip Code	Type of Establishment

Applicant Questionnaire

- Do you now hold or have you ever been issued any license or permit associated with the sale of alcoholic beverages and issued in the State of Wisconsin? Yes No

If Yes, Type of license or permit. OPERATOR LICENSE
 Dates License Held 7/1/11 to 6/30/13
 Issuing Municipality WATERLOO

- Have you successfully completed a Responsible Beverage Service Course in Wisconsin within the last two (2) years? (Attach certificate of completion) Yes N/A

- Are you currently enrolled in a Responsible Beverage Service Course? Yes No

If Yes, Location of Course: _____
 Date of Course ___/___/___ Date of Completion ___/___/___
 (Attach proof of course enrollment)

- Have you EVER been convicted of any felony, misdemeanor, or ordinance violation other than minor traffic violations? Yes No

Date of Conviction <u>11/2013</u>	Violation/Offense <u>DUI</u>	Jurisdiction <u>WATERLOO</u>
Date of Conviction	Violation/Offense	Jurisdiction
Date of Conviction	Violation/Offense	Jurisdiction
Date of Conviction	Violation/Offense	Jurisdiction

- Are there currently any criminal charges presently pending against you? Yes No

Date of Offense	Violation/Offense	Jurisdiction
Date of Offense	Violation/Offense	Jurisdiction
Date of Offense	Violation/Offense	Jurisdiction
Date of Offense	Violation/Offense	Jurisdiction

PART C TO BE COMPLETED IN THE PRESENCE OF A NOTARY PUBLIC OR CITY CLERK

READ CAREFULLY BEFORE SIGNING. Under penalty provided by law, the undersigned, being duly sworn on oath, says that he/she is the person who made the foregoing application and that the information supplied is true and correct. False, inaccurate or omitted information may be grounds for denial of the application. The signer certifies that he/she is familiar with the laws and regulations pertaining to the sale of alcoholic beverages. Signer agrees to observe the provisions of the City of Waterloo Municipal Code, and the Wisconsin Statutes. The signer agrees that the license, if granted, will not be assigned to another. **YOU MUST CARRY ON YOUR PERSON A VALID PICTURE ID ISSUED BY A GOVERNMENTAL AGENCY (DRIVER'S LICENSE, PASSPORT, ETC.) AT ALL TIMES WHILE WORKING PURSUANT TO THE OPERATOR'S LICENSE. WHILE WORKING PURSUANT TO A PROVISIONAL LICENSE, YOU MUST ALSO KEEP THIS FORM ON YOUR PERSON AT ALL TIMES.**

Billy Sp
Applicant's Signature

1, 30, 14
Date

City of Waterloo
Jefferson County
State of Wisconsin

Sworn to and subscribed before me on this 30 day of January, 2014

Raymelle M. Butzini Notary Public Municipal Clerk
Notary or Clerk Signature

My commission expires: 5/25/2014 or is permanent.

CITY SEAL/NOTARY SEAL

For Police Department Office Use Only	
Background Check Completed Yes / No	
Officer: _____	
Date Referred to Police Dept:	<u>1/30/14</u>
Date of Background Check:	<u>1/1</u>
Date Referred Back to Clerk:	<u>1/1</u>
Approval Recommended:	Yes / No
Reason	_____



136 North Monroe Street, Waterloo, Wisconsin 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021

RESOLUTION #2014-05

**CONFIRMATION OF WATERLOO FIRE DEPARTMENT APPOINTMENTS
AS DIRECTED IN SECTION §57-2 OF THE MUNICIPAL CODE**

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

WHEREAS, Vern L. Butzine was appointed Fire Chief in 2013, expiring in 2016, and;

WHEREAS, Chief Butzine has appointed individuals to the Waterloo Fire Department as listed and presented on this night;

THEREFORE, BE IT RESOLVED, the City Council of the City of Waterloo, Wisconsin, does confirm the appointments made by the Fire Chief and thanks them for their service to the community.

Passed and adopted: February 6, 2014

City of Waterloo

Signed: _____
Robert H. Thompson, Mayor

Attest: _____
Morton J. Hansen, Clerk/Treasurer

SPONSOR(S) – Fire Chief Vern Butzine

FISCAL NOTE – See below for Department wage schedule information

EMPLOYEE POSITION	01/01/2014	
Asst. Fire Chief	\$ 2,000.00	per year – pay June & December
1 st Captain	\$ 900.00	per year – pay June & December
2 nd Captain	\$ 900.00	per year – pay June & December
1 st Lieutenant	\$ 750.00	per year – pay June & December
2 nd Lieutenant	\$ 750.00	per year – pay June & December
Treasurer	\$ 700.00	per year – pay June & December
EMS Coordinator	\$ 800.00	per year – pay June & December
Asst. EMS Coordinator	\$ 600.00	per year – pay June & December
Secretary	\$ 700.00	per year – pay June & December

Fire Training	\$ 10.00	per session – pay annually
Fire Supplemental Training	\$ 3.00	per session – pay annually
Fire Call	\$ 15.00	per fire call – pay annually
Fire Station	\$ 1.00	per fire call – pay annually
EMS Full Shift Driver	\$ 20.00	per shift – pay monthly
EMS Partial 1 st Shift Driver	\$ 2.00	per shift – pay monthly
EMS Partial 2 nd Shift Driver	\$ 3.33	per hour – pay monthly
EMS Partial 3 rd Shift Driver	\$ 2.50	per hour – pay monthly
EMS Full 1 st Shift EMT	\$ 30.00	per shift – pay monthly
EMS Partial 1 st Shift EMT	\$ 3.00	per hour – pay monthly
EMS Full 2 nd or 3 rd Shift EMT	\$ 26.00	per shift – pay monthly
EMS Partial 2 nd Shift EMT	\$ 4.33	per hour – pay monthly
EMS Partial 3 rd Shift EMT	\$ 3.25	per hour – pay monthly
EMS Station EMT	\$ 1.00	per EMS call – pay monthly
EMS Training EMT	\$ 10.00	per session – pay monthly
EMS Supplemental Training	\$ 3.00	per session – pay monthly
EMS Call	\$ 15.00	per EMS call – pay monthly
Training Session	\$ 40.00	per day - all day training
Training Session	\$ 20.00	per day - ½ day training

Report Criteria:

Employee.Emp No = 2014, 2019-2030

Emp No	Name	Department	Anniversary Date
2014	BEUTIN, KEITH JAMES	FIRE	05/13/2013
2019	SCHOENHERR, DEREK JAMES ALLEN	FIRE	02/18/2013
2020	KARLS, ZETH ALOIS	FIRE	02/18/2013
2021	ZIMMERMAN, JOHN RICHARD	FIRE	03/18/2013
2022	CHRISTIANSON, RUSSELL JAMES	FIRE	04/01/2013
2023	CLAYTON, JAMES A	FIRE	07/08/2013
2024	HILDERBRAND, TANDREA D L	FIRE	07/08/2013
2025	RICHARDS, BRIAN AARON	FIRE	01/06/2014
2026	BUECHNER, SHERRY L	FIRE	01/06/2014
<u>9</u>	<u>9</u>		



136 North Monroe Street, Waterloo, Wisconsin 53594-1198
Phone (920) 478-3025
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RESOLUTION #2014-09

**AUTHORIZING CITIZENS TO INSTALL AND CARE FOR
LANDSCAPING IMPROVEMENTS AT YOUKER PARK**

Whereas, Parks Commission member Al Kegler, seeks to organize and coordinate a citizen based effort to install and care for landscaping improvement at Youker Park; and

Whereas, the Parks Commission at its October 2013 meeting discussed the manner in which improvements are to be made and stated that the Public Works Director is to provide oversight of the citizen efforts in the park; and

Whereas, to encourage citizen volunteer efforts of this type the Parks Commission recommends that for calendar year 2014 the City match each dollar raised by the volunteers with one dollar from the General Fund contingency line item (100-51-5190-9009) to fund the purchase of plant material, seed and fertilizer directly related to the park landscaping, with the municipal contribution not to exceed \$250; and

Now Therefore Be It Resolved, by the Common Council of the City of Waterloo, Wisconsin, that the City accept the recommendations of the Parks Commission as stated above and authorizes a citizen based effort led by Parks Commission member Al Kegler to install and care for landscaping improvements in Youker Park in an orderly and organized manner. Further it directs the Clerk/Treasurer to disburse 2014 contingency funds to allow for the matching of donated dollars as stated above.

PASSED AND ADOPTED this ____ day of _____ 2014.

City of Waterloo

Signed: _____
Robert H. Thompson, Mayor

Attest:

Morton J. Hansen, Clerk/Treasurer

SPONSOR(S) – Parks Commission



136 North Monroe Street, Waterloo, Wisconsin 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021

RESOLUTION #2014-10

**ADOPTING FACILITY RENTAL PROCEDURES AND A RENTAL AGREEMENT POLICY FOR THE
WATERLOO REGIONAL TRAILHEAD**

Whereas, the municipal goal is to have the Waterloo Regional Trailhead utilized to the greatest extent possible by all members of the community.

Now Therefore Be It Resolved, by the Common Council of the City of Waterloo, Wisconsin, that the City adopts the document presented on this night as reviewed and recommended by the Waterloo Regional Trailhead Implementation Team.

PASSED AND ADOPTED this ____ day of _____ 2014.

City of Waterloo

Signed: _____
Robert H. Thompson, Mayor

Attest:

Morton J. Hansen, Clerk/Treasurer

SPONSOR(S) – Waterloo Regional Trailhead Implementation Team

WATERLOO REGIONAL TRAILHEAD
760 McKay Way, Waterloo, WI 53594
Warming Room & Back Patio Rental Agreement

Name (First, Last)	Address (Street Name & Number, City, State, Zip)
Daytime Phone Number	Alternate Phone Number
Name of Group (if applicable)	Event Type
Date Requested	Expected Number of People
Rental Times: From _____ am/pm	To _____ am/pm

Refundable Deposit	Rental	Rental Fee
\$50.00	Hourly (less than 4 hours) – for profit organizations	\$20.00/hour
\$50.00	Hourly (less than 4 hours) – non- profit organizations	\$10.00/hour
\$50.00	Half Day (up to 4 hours)	\$75.00
\$50.00	Full Day (4 hours or more)	\$125.00

Reservation of the facility requires two separate checks, one for the rental fee and one for the refundable deposit. The deposit check will be returned following inspection of the facility after its use. All checks should be made payable to the City of Waterloo, with a note in the memo section referring to the Waterloo Regional Trailhead (WRT). Your reservation is only guaranteed when the fee has been paid in full and the Rental Agreement has been signed by the renter.

Rental Fee Amount: \$ _____ + \$ 50.00 deposit

Received On: _____

Keys to the Facility:

If your group is issued a key, return the key to the municipal drop box immediately after using the facility. The drop box is located in front of the municipal building at 136 N. Monroe Street.

Policy Acknowledgement:

I agree to abide by the rules and regulations for facility use of the Waterloo Regional Trailhead.

Signature: _____ Date: _____

Rental Agreement: WATERLOO REGIONAL TRAILHEAD
760 McKay Way, Waterloo, WI 53594
Facility Use & Procedures – Adopted _____

It is the goal of the city to have the Waterloo Regional Trailhead utilized to the greatest extent possible by all members of its community. Generally, the facility will be rented out on a first-come, first-serve basis. See fee schedule below for applicable fees and deposits, which are payable by check to the City of Waterloo and deliverable to the Clerk/Treasurer’s Office at City Hall, 136 N. Monroe Street, Waterloo, WI 53594.

Refundable Deposit	Rental	Rental Fee
\$50.00	Hourly (less than 4 hours) – for profit organizations	\$20.00/hour
\$50.00	Hourly (less than 4 hours) – non- profit organizations	\$10.00/hour
\$50.00	Half Day (up to 4 hours)	\$75.00
\$50.00	Full Day (4 hours or more)	\$125.00

**Please note - All prices are subject to change based on current market prices and facility updates.

1. Contact the Waterloo Regional Trailhead (920-350-5234) to ensure the facility is available for the dates and times of your event. **Park staff will hold the shelter for a maximum of 10 business days**; if the shelter rental agreement, rental fee, and applicable deposits are not received within 10 business days, the shelter will be reopened to the public for rental.
2. Deposits must be paid by check, separate from rental fee checks. Checks should be made out to the City of Waterloo, with a note in the memo section referring to the Waterloo Regional Trailhead (WRT). If there are no charges for damaging or cleaning the facility after use, the deposit check will be returned to the organization within 5 business days of the reservation.
3. Reservation must be made a minimum of 2 business days before the first day of a reservation.
4. All fees will be retained in full **unless the reservation is canceled at least 10 business days in advance of the reservation date**. Fees for reservations made less than 10 business days in advance are NOT refundable, except in cases of inclement weather, which will be treated on a case-by-case basis. Reservations are guaranteed only when the fee is paid and the Rental Agreement is signed.
5. **Park reservation hours are from 6:00 a.m. to 10:00 p.m.**
6. Time periods must fall within the same calendar day. For example, the event cannot run from 5:00 p.m. on Saturday to 8:00 a.m. on Sunday. It is the renters’ responsibility to remove all personal items from the rented facility by the end of the rental day. Failure to remove all items by the end of the day will result in collection of the shelter deposit and other potential charges.
7. The clean-up checklist provided each group for each reserved date must be completed by the authorized representative of the organization using the facility. It is understood that the renter's responsibility to clean and restore the premises must be completed within the specified rental time.
8. If the facility has sustained damages through an organization’s use of the facility, or if municipal personnel must clean the facility after such use, all or any portion of the deposit will be retained by the municipality to cover costs. Organizations will be billed for any damages in excess of the

deposit. Any remaining deposit funds after dismissing damages or cleaning will be refunded by the City of Waterloo within 60 days.

9. All reservation applications must be signed by an adult at least 18 years of age. An adult, 18 or older, must be in attendance during the entire reservation time and until all participants have left the building.
10. Should a key to the Waterloo Regional Trailhead be issued to an authorized representative, this key must be returned to the municipal drop box located at 136 N. Monroe Street at the end of the rental period. The organization will be responsible for any attendant costs if the key is lost (e.g. changing the locks) while still signed out to that organization.
11. Reservations entitle your group to exclusive use of the facility's warming room and back patio. The general public may use the restrooms. Other facilities such as play areas are for use on a first-come, first-served basis with a one hour time limit if another group or individual is waiting.
12. If there is a conflict with other people regarding the shelter, the Waterloo Police Department should be contacted (920) 478-2343.
13. Use of tobacco is prohibited in and around the building. Fire and safety laws must be observed. Any emergency occurring within the group while using the facility must be reported to the City of Waterloo Clerk/Treasurer office (920-478-3025).
14. Firearms are not allowed on the Waterloo Regional Trailhead premises.
15. The use of the facility must be in accordance with local and state law. Consult the Clerk/Treasurer's office at (920) 478-3025 for details.
16. All dogs must be on a leash.
17. Vehicles are restricted to designated roadways and parking areas.
18. The following organizations shall have use of the facility free of charge: the Glacial Heritage Area, Friends of the Glacial Heritage Area, and Madison Audubon Society. However, in the event that another party should wish to use the facility, revenue-generating events for the facility shall take priority. This contingency will take precedence over the policy to rent the facility on a first-come, first-serve basis.
19. The City of Waterloo reserves the right to review and/or refuse future use of this facility for a group's previous infringement of the rules or policies governing facility use. In the event a dispute arises regarding the use of the facility, the final decision rests with the Clerk/Treasurer and his/her designee.
20. The City of Waterloo reserves the right to cancel a scheduled reservation due to unforeseen circumstances. Notification of such cancellation will be given a minimum of 24 hours in advance. However, should inclement weather force the closing of the Waterloo Regional Trailhead, 24 hours' notice may not be possible. It is recommended that all organizations contact the Waterloo Regional Trailhead at 920-350-5234 or the City of Waterloo at 920-478-3025 if inclement weather threatens.

RESOLUTION #2014-12

A RESOLUTION AMENDING THE 2013 BUDGET

WHEREAS, the City of Waterloo has levied taxes and appropriated monies for expenditures for City operations in 2013, and

WHEREAS, unforeseen circumstances and events occurred in 2013, previously unanticipated when the budget was originally adopted,

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Waterloo that the 2013 budget be amended as follows:

AMENDMENT DUE TO INCREASE IN REVENUE

		ORIGINAL 2013 BUDGET	ADJUSTMENT	AMENDED 2013 BUDGET
FUND 100 GENERAL REVENUES				
100-43-4372-000	COUNTY AID – LIBRARY	69,217.00	801.00	70,018.00
100-46-4642-000	TRASH COLLECT	201,790.00	4,576.00	206,366.00
	TOTALS	271,007.00	5,377.00	276,384.00
FUND 100 GENERAL EXPENDITURES				
100-53-5360-290	REFUSE COLLECT – GARBAGE	151,470.00	3,375.00	154,845.00
100-53-5360-292	REFUSE COLLECT – RECYCLE	54,356.00	1,201.00	55,557.00
100-55-5511-799	LIBRARY – COUNTY AIDS	69,217.00	801.00	70,018.00
		275,043.00	5,377.00	280,420.00