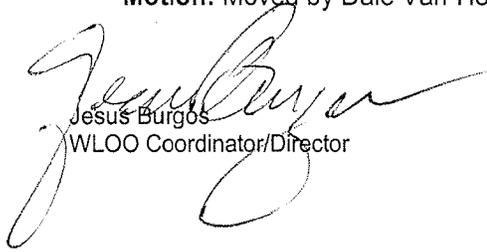


136 N. MONROE STREET, WATERLOO, WI 53594
PHONE (920) 478-3025
EMAIL cityhall@waterloowi.us
FAX (920) 478-2021

**CATV REGULATORY BOARD
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING
136 N. MONROE STREET
January 29, 2014
5:00 p.m.**

1. **Call to Order and Roll Call.** Steve Battenberg called the meeting to order at 5:00 p.m. CATV board members present: Bobbi Foutch-Reynolds, Laura Cotting, Dale Van Holten, and CATV Director Jesus Burgos.
2. **Approval of Previously Unapproved Meeting Minutes**
Motion: Moved by Bobbi Foutch-Reynolds to approve the minutes from the past meeting, seconded by Laura Cotting. **Voice vote:** Approved.
3. **Citizen Input**
None
4. **Director's Report**
Jesus Burgos reported new programming that was available such as art views, Today's Bow Hunter, The Road To Recovery, American Democracy Programming, Army News Watch, Emergency Educational Network, Healthy View, and the university channel. These programs will begin airing as soon as they are received by each organization. Jesus also reported on the Waterloo High School varsity games that will start to air on Thursdays, Fridays and repeated on Saturday.
5. **New Business**
Laura Cotting touched on the review of station facilities. Laura felt that we should consider looking at the possibilities of moving the station to a larger facility. Laura also mentioned that the Youth Center was available and for sale. Jesus agreed that CATV did need more room and that it was worth looking at. The board agreed upon Laura Cotting taking the next step by meeting with Mo Hansen to find out about the possibilities of purchasing or renting out the building.
7. **Adjournment**
Motion: Moved by Dale Van-Holten, seconded by Laura Cotting to adjourn. **Voice vote:** Motion carried.


Jesus Burgos
WLOO Coordinator/Director

WATERLOO COMMUNITY DEVELOPMENT AUTHORITY - Minutes

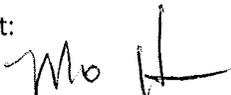
MARCH 19, 2013 – POLICE TRAINING ROOM, MUNICIPAL BUILDING

- 1) **Roll Call And Call To Order.** Chairperson Sellnow called the meeting to order at 6:00. Members present: Van Holten, Stinnett, Cole, Ziaja, Wiltzius and Freund. Absent: none. Others attending – Laura Cotting, Daniel Knapton and Clerk/Treasurer Mo Hansen.
- 2) **Approval of Meeting Minutes.** **Motion:** Moved by Wiltzius, seconded by Ziaja to approve the January 15, 2013 meeting minutes and notice the February 19, 2013 no meeting minutes. **Voice vote:** Motion carried.
- 3) **Citizen Input.** The Finance, Insurance & Personnel Committee at its last meeting referred the matter of Alderperson Springer's property at 120 W. Madison Street to the CDA which will appear on the April agenda. Hansen explained the wants and needs of the building. Laura Cotting informed the CDA of the concerns that Sharon Burbach, the adjoining owner, has regarding the razing of the building since the two buildings share a wall. The committee continued discussion extensively as to what the next step was going to be.
- 4) **Recurring Reports**
 - a) **Clerk/Treasurer's Budget Report** – A written report was presented.
 - b) **Maunsha Business Development Program** – Hansen gave a verbal report of Craig Kettleston's work.
 - c) **Find Your Path Here Program** – A written report was presented.
- 5) **Unfinished Business.**
 - a) **Entering Into Negotiations Regarding Redevelopment & Reuse Sites**
 - i. **333 Portland Road, 173 North Monroe Street, 115 North Monroe Street, 123 South Monroe Street.**

Discussion: Clerk/Treasurer Hansen informed the committee that the City has talked with Jim Gauthier indirectly about the properties owned by him. The city is trying to get Gauthier to agree to a price.

Discussion: Clerk/Treasurer Hansen also updated the committee on the Donnelley property. He stated that the city was offered all of the property for \$10.00, which includes the 50,000 square foot glass palace, the 300,000 square foot plant, the two warehouses – about 35,000 square feet each and the warehouse south of the tracks. There is a letter of intent before the city from Hawthorne & Stone Development Inc to demolish the corporate office, the plant and to build an assisted living facility and multi-family residential housing. Hansen went on to inform the committee that the city is in the process of applying for a \$500,000 CDBG grant. Developer 2 is solely interested in the corporate office. More information will be available at the next meeting.
 - b) **Interactive Map Update.** **Discussion:** Laura Cotting updated the committee regarding the Interactive Map. Since there is a personnel change in the process, the update is on hold at the time. The item will be placed on the next agenda under unfinished business.
- 6) **New Business.** None.
- 7) **Future Agenda Items And Announcements.** #Larry Cole thought ideas should be continued to be sought for the Find Your Path Here program.
- 8) **Adjournment.** **Motion:** Moved by Cole, seconded by Van Holten to adjourn at approximately 7:17 pm. **Voice vote:** Motion carried.

Attest:



Mo Hansen, Clerk/Treasurer

WATERLOO COMMUNITY DEVELOPMENT AUTHORITY - Minutes

MAY 21, 2013 – POLICE TRAINING ROOM, MUNICIPAL BUILDING

- 1) **Roll Call And Call To Order.** Chairperson Sellnow called the meeting to order at 6:30. Members present: Sellnow, Stinnett and Ziaja. Late: Cole. Absent: Van Holten, Wiltzius and Freund. Others attending Laura Cotting and Clerk/Treasurer Mo Hansen.
- 2) **Approval of Meeting Minutes.** **Motion:** Moved by Ziaja, seconded by Stinnett to approve the April 16, 2013 meeting minutes. **Voice vote:** Motion carried.
- 3) **Citizen Input.** None.
- 4) **Recurring Reports - Informational**
 - a) **Budget Report.** A written report was presented. **Motion:** Moved by Stinnett, seconded by Sellnow to approve the Budget Report as presented. **Voice vote:** Motion carried.
 - b) **Maunasha Business Development Program.** Hansen gave a written report of Craig Kettleson's work that he verbally submitted to Clerk/Treasurer Hansen. Clerk/Treasurer Hansen advised the CDA that the one item that Kettleson felt should be brought to the committee was to initiate steps for a TID 4 to include the Piggly Wiggly property. **Discussion:** The CDA discussed the pros and cons of initiating a TID 4. The committee did not want to make any recommendations without some feedback from other committee members who were not present.
 - c) **Find Your Path Here Program.** A written report was presented.
- 5) **Unfinished Business.**
 - a) **Entering Into Negotiations Regarding Redevelopment & Reuse Sites - Update**
 - i. **333 Portland Road, 173 North Monroe Street, 115 North Monroe Street, 123 South Monroe Street.**
Discussion: The concept was reviewed. **Motion:** Moved by Stinnett, seconded by Ziaja that Clerk/Treasurer Hansen enter into negotiation with Gauthier that the city will offer 55% of the assessed value of all properties, not to exceed 60% with a time limit of one month. **Voice Vote:** Motion carried.
 - b) **Interactive Map Update.** Laura Cotting assured the CDA that the project is still ongoing.

Chairperson Sellnow asked the committee to skip to Item 6b.

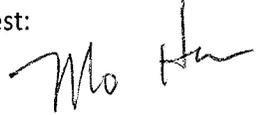
- c) **Lighting Find Your Path Here Welcome Signs.** **Discussion:** Hansen said he was still pursuing information. **Motion:** Moved by Ziaja, seconded by Stinnett to table the Lighting of the Find Your Path Here sign to the next meeting. **Voice vote:** Motion carried.

Clerk/Treasurer Hansen informed the CDA that the Council is seeking leadership from the CDA on scope of work and various details, and reporting back to the Council. Mayor Thompson referred several items to the CDA, Knapton property and the land acquired in 2010 which is Schultz Street, an alley behind Hurley Computers and the bar. The committee discussed the issues at length.

- 6) **New Business.**
 - a) **Lighting Find Your Path Here Welcome Signs.** Discussed under 5c.
 - b) **120 West Madison Street – Considering Financial, Operational and Overall Project Feasibility.** **Discussion:** Laura Cotting has been urging the Council to turn around and give the property to the CDA. Sellnow informed the committee that they need to decide what to do with the property. **Motion:** Moved by Van Holten, seconded by Wiltzius to recommend to Council only the adoption of the original resolution accepting the property donation. **Voice Vote:** Motion carried.
- 7) **Future Agenda Items And Announcements.** The Knapton property and the Schultz Street property will be placed on the next agenda.

8) **Adjournment. Motion:** Moved by Ziaja, seconded by Sellnow to adjourn at approximately 8:05 p.m. **Voice vote:**
Motion carried.

Attest:

Handwritten signature of Mo Hansen in black ink.

Mo Hansen
Clerk/Treasurer

WATERLOO COMMUNITY DEVELOPMENT AUTHORITY - Minutes

JULY 16, 2013 – POLICE TRAINING ROOM, MUNICIPAL BUILDING

- 1) **Roll Call And Call To Order.** Ziaja called the meeting to order at 6:00. Members present: Stinnett, Cole, Ziaja, Strasser and Freund. Absent: Sellnow and Van Holten. Others attending: Laura Cotting (to talk about Interactive Map item) and Clerk/Treasurer Mo Hansen.
- 2) **Approval of Meeting Minutes.** **Motion:** Moved by Stinnett, seconded by Cole to approve the January 15, 2013 and April 16, 2013 meeting minutes. **Abstain** – Strasser. **Voice vote:** Motion carried.

Motion From The Floor: Motion: Moved by Ziaja, seconded by Stinnett to amend the agenda to take up items 5b before 3. **Voice vote:** Motion carried. The Council took the item up at this time. **Note:** For purposes of the meeting minutes, the actions are documented in the sequences of the posted agenda.

3) **Citizen Input.** None.

4) **Recurring Reports - Informational**

- a) **Budget Report.** A written report was presented.
- b) **Maunsha Business Development Program.** Hansen gave a verbal report of Craig Kettleson's work.
- c) **Find Your Path Here Program.** A written report was presented.

5) **Unfinished Business.**

- a) **Entering Into Negotiations Regarding Redevelopment & Reuse Sites - Update**
 - i. **333 Portland Road, 173 North Monroe Street, 115 North Monroe Street, 123 South Monroe Street.**
Discussion: The concept was reviewed. No response has been received from Gauthier.
- b) **Interactive Map Update.** Laura Cotting reported that great progress has been made with the Interactive Map. The total package would be approximately \$15,000.
- c) **Lighting Find Your Path Here Welcome Signs.** **Discussion:** Hansen reported that vendors are still compiling their price lists. The costs are coming in at \$5,000 - \$12,000/light, with a total of 5 signs. Freund is going to contact an electrician for his expertise. More information forthcoming.
- d) **120 West Madison Street – Post Acquisition Activities.** Clerk/Treasurer Hansen updated the committee. The committee discussed the issue at some length. It was suggested to assemble all ideas gathered thus far and proceed with some decision.
- e) **Find Your Path Here Program Marketing Options - \$5,000 TV Plan.** Clerk/Treasurer informed the committee of marketing ideas to enhance the Find Your Path Here program. Jesus Burgos, CATV Director is willing to assist in the creation of the advertising gimmicks. Freund and Strasser volunteered to help on a sub-committee with the objective of bringing back information for the third Tuesday in August.

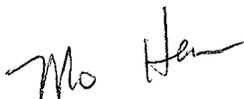
6) **New Business.** None.

- a) **Creation of Tax Incremental District No. 4 – Recommendation To Council.** Clerk/Treasurer Hansen briefed the committee on the Creation of the Tax Incremental District No. 4. **Motion:** Moved by Freund, seconded by Stinnett to recommend to Council for the creation of a Tax Incremental District No. 4. **Voice vote:** Motion carried.

7) **Future Agenda Items And Announcements.**

- 8) **Adjournment.** **Motion:** Moved by Ziaja, seconded by Stinnett to adjourn at approximately 7:07 p.m. **Voice vote:** Motion carried.

Attest:



Mo Hansen
Clerk/Treasurer

WATERLOO COMMUNITY DEVELOPMENT AUTHORITY

Minutes – August 20, 2013

POLICE TRAINING ROOM, MUNICIPAL BUILDING

CORRECTED IN THE SEPTEMBER 17, 2013 MINUTES

- 1) **Roll Call And Call To Order.** Chairperson Sellnow called the meeting to order at ~~6:30~~ 6:00 p.m. Members present: Sellnow, Stinnett, Strasser and Freund. Absent: Ziaja with two vacancies. Others attending: Dionne Ratliffe, Flora Ratliffe and Clerk/Treasurer Mo Hansen for a portion of the meeting.
- 2) **Approval of Meeting Minutes.** **Motion:** By consensus approval of meeting minutes was tabled. **By Consensus:** Motion approved.
- 3) **Citizen Input.** Keri Sellnow mentioned Flora Ratliffe as a possible interested person to serve on the Community Development Authority.
- 4) **Recurring Reports – Informational.** Written reports were presented for items 4a, 4b and 4c. No action taken.
 - a) **Budget Report.**
 - b) **Maunessa Business Development Program.**
 - c) **Find Your Path Here Program.**
- 5) **Unfinished Business.**
 - a) **Negotiations Regarding Redevelopment & Reuse Sites: 333 Portland Road, 173 North Monroe Street, 115 North Monroe Street, 123 South Monroe Street Discussion:** Hansen said limited progress had occurred in the negotiations. No action taken.
 - b) **Interactive Map Update.** No action.
 - c) **Lighting Find Your Path Here Welcome Signs. Discussion:** Freund commented on contacts she had made to generate estimates for this topic. No action taken.
 - d) **120 W Madison Street – Post Acquisition Activities. Discussion:** Hansen said no new information was available on the topic at this time.
 - e) **Find Your Path Here Program, Marketing Options - \$5,000 TV Plan And Other Options. Discussion:** Strasser and Freund reviewed activities since the last meeting including review of testimonials, a video shoot at Firemen's Park, review of TV buy submittals and drafting of a script. The CDA reviewed a WKOW media buy proposal recommended by Jesus Burgos. Hansen provided information regarding billboards and Facebook ads. **Motion:** By consensus the body authorized the WKOW TV buy with the modifications to the buy to include certain shows. **By Consensus:** Motion approved.
- 6) **Future Agenda Items And Announcements.** # Sellnow asked that a 2014 budget recommendation be put on the next agenda.
- 7) **Adjournment. Motion:** By consensus the body adjourned.

Attest:



Mo Hansen
Clerk/Treasurer

WATERLOO COMMUNITY DEVELOPMENT AUTHORITY

Minutes – September 17, 2013

POLICE TRAINING ROOM, MUNICIPAL BUILDING

- 1) **Roll Call And Call To Order.** Chairperson Sellnow called the meeting to order at 6:30 p.m. Members present: Sellnow, Stinnett, Strasser and Freund. Absent: Ziaja with two vacancies. Others attending: Clerk/Treasurer Hansen.
- 2) **Approval of Meeting Minutes.** **Motion:** Moved by Strasser, seconded by Stinnett to approve the April 16, 2013 meeting minutes as presented. **Voice vote:** Motion approved. **Motion:** Moved by Strasser, seconded by Freund to approve the August 20, 2013 meeting minutes as presented with the correction of start time as 6:00 p.m. **Voice vote:** Motion approved.
- 3) **Citizen Input.** None.
- 4) **Recurring Reports – Informational.**
 - a) **Budget Report.** A written report was presented. There was some discussion regarding the report.
 - b) **Find Your Path Here Program.** A written report was presented. There was a change on the merchant list due to the HIPPA law.
- 5) **Unfinished Business.**
 - a) **Redevelopment & Reuse Of Targeted Sites: 333 Portland Road, 173 North Monroe Street, 115 North Monroe Street, 123 South Monroe Street – Update.** **Discussion:** Hansen shared a document drafted by Errin Welty to Jim Gauthier basically stating if he can sell all properties in an arm's length transaction with a total value greater than the option price higher cost the city would pay the closing costs for that transaction. The likelihood of that transaction taking place is unlikely. No action taken.
 - b) **Interactive Map Update.** **Discussion:** Hansen reported no new information from Laura Cotting on the topic. No action taken.
 - c) **Lighting Find Your Path Here Welcome Signs.** **Discussion:** Freund reported on contacts she made. Hansen said he had no new information. After lengthy discussion on the topic, the consensus was to assemble all the information compiled, which includes wiring, lighting fixtures and monthly electric charges, and present it to the Chamber of Commerce explaining that the CDA has exhausted all of their avenues. **Motion:** Moved by Stinnett, seconded by Freund that Keri Sellnow and Clerk/Treasurer Hansen assemble the information gathered thus far and Keri Sellnow present it to the Chamber of Commerce and let them have the Lighting Find Your Path Here Welcome Signs back for them to continue with. **Voice Vote:** Motion carried.
 - d) **120 West Madison Street – Post Acquisition Activities.** **Discussion:** Clerk/Treasurer Hansen reported that Tim Geske of Hawthorn & Stone had identified two estimates for demolition work but the information was not received. Sellnow asked Hansen to email the estimates to the committee members for their viewing prior to the next meeting. **Motion:** Moved by Freund, seconded by Stinnett to prepare an RFP for the demolition of the property at 120 W. Madison Street. **Voice Vote:** Motion carried.
- 6) **New Business**
 - a. **2014 Budget For Finance Committee Consideration.** Clerk/Treasurer Hansen presented a spreadsheet of the 2014 Budget. The objective is to prepare a budget for the November Finance, Insurance & Personnel Committee meeting. Errin Welty had Clerk/Treasurer Hansen present a matrix for their ranking of the items listed for prioritization in the budget process.
- 7) **Future Agenda Items And Announcements.** #Clerk/Treasurer Hansen mentioned that he is going to have the Parks Commission change their meeting times to 7:00 p.m.
- 8) **Adjournment.** **Motion:** Moved by Stinnett, seconded by Freund to adjourn at approximately 7:13 p.m. **Voice vote:** Motion carried.

Attest:

Mo Hansen
Clerk/Treasurer

WATERLOO COMMUNITY DEVELOPMENT AUTHORITY

Minutes – October 15, 2013

POLICE TRAINING ROOM, MUNICIPAL BUILDING

- 1) **Roll Call And Call To Order.** Stinnett called the meeting to order at 6:00 p.m. Members present: Stinnett, Freund and Strasser and Sellnow via telephone. Absent: Ziaja with two vacancies. Others attending: Linda Norton and Clerk/Treasurer Hansen.
- 2) **Approval of Meeting Minutes.** **Motion:** Moved by Strasser, seconded by Freund to approve the September 18, 2012, April 16, 2013, June 18, 2013 (no meeting), and August 20, 2013 meeting minutes as presented. **Voice vote:** Motion approved.
- 3) **Citizen Input.** None.
- 4) **Recurring Reports – Informational.**
 - a) **Budget Report.** A written report was presented. Clerk/Treasurer Hansen reported that there were 29 recipients so far and that there are 2 new homes in progress. Hansen reported that the funds are quickly being exhausted. **Discussion:** The committee discussed different avenues of the program since the dollars are quickly being exhausted. It was suggested to approach the Finance Committee for more dollars and the possibility of using the impact fee dollars received on new home buildings. **Motion:** Moved by Stinnett, seconded that Keri Sellnow appear before the Finance, Insurance & Personnel Committee at 5:00 p.m. October 16, 2013 and present them with how the program has been successful and ask them for money. **Voice Vote:** Motion carried.
 - b) **Find Your Path Here Program.** Discussed and acted upon in 4a.
- 5) **Unfinished Business.**
 - a) **Redevelopment & Reuse Of Targeted Sites: 333 Portland Road, 173 North Monroe Street, 115 North Monroe Street, 123 South Monroe Street – Update.** **Discussion:** Clerk/Treasurer Hansen reported that there has not been much new activity with Jim Gauthier.
 - b) **Interactive Map Update.** **Discussion:** Clerk/Treasurer Hansen reported no new information, but there was extensive discussion. **Motion:** Moved by Strasser, seconded by Freund to drop the Interactive Map item from the Community Development Authority Agenda. **Voice Vote:** Motion carried.
 - c) **Lighting Find Your Path Here Welcome Signs – Sellnow Solar Test.** **Discussion:** Keri Sellnow asked that the item be tabled. She ordered lights from the hardware store, but they are too low to the ground. It was suggested to have them placed on a post to raise them. The posts have not been received yet. Sellnow said the cost would be approximately \$70.00. **Motion:** Moved by Sellnow, seconded by Stinnett to table the Sellnow Solar Test to the next meeting. **Voice Vote:** Motion carried.
 - d) **120 West Madison Street – Demolition Proposal Requests.** **Discussion:** Clerk/Treasurer Hansen reported that he has not acted on preparing the RFP for demolition. The demolition proposal requests will be tabled to the next meeting.
- 6) **New Business**
 - a) **Project Prioritization Exercise.** **Discussion:** After some discussion it was decided to bring this back to the November meeting as unfinished business.
 - b) **2014 Budget For Finance Committee Consideration.** Clerk/Treasurer Hansen informed the committee that a budget should be put together to submit to the Finance, Insurance & Personnel Committee.
 - c) **Find Your Path Here – Additional Revenue Sources.** Discussed under 4a.
- 7) **Future Agenda Items And Announcements.** #Clerk/Treasurer Hansen reported that Al Kegler was very interested in taking care of Youker Park and energize citizens to participate. Kegler also asked Sellnow about the plans that Waterloo 2000 & Beyond had drawn up for that area. **Motion:** Moved by Stinnett, seconded Strasser to allow Kegler to take steps to update Youker Park. **Voice Vote:** Motion carried. #Confirmation of agenda items to be placed on the next agenda: Project Prioritization Exercise, 2014 Budget, Find Your Path Here – Additional Revenue Sources, RFP for demolition proposal of 120 West Madison Street, and Sellnow Solar Test.
- 8) **Adjournment.** **Motion:** Moved by Strasser, seconded by Freund to adjourn at approximately 7:00 p.m. **Voice vote:** Motion carried.

Attest:

Mo Hansen
Clerk/Treasurer

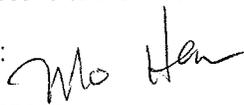
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY

Minutes – November 19, 2013

POLICE TRAINING ROOM, MUNICIPAL BUILDING

- 1) **Roll Call And Call To Order.** Chairperson Sellnow called the meeting to order at 6:00 p.m. Members present: Stinnett, Freund, Ziaja and Thurnbauer. Absent: Strasser with one vacancy. Others attending: Linda Norton and Clerk/Treasurer Hansen.
- 2) **Approval of Meeting Minutes.** **Motion:** Moved by Stinnett, seconded by Freund to table the meeting minute. **Voice vote:** Motion approved.
- 3) **Citizen Input.** None.
- 4) **Recurring Reports – Informational.**
 - a) **Budget Report.** A written report was presented.
 - b) **Find Your Path Here Program.** Clerk/Treasurer presented an update for the program. Discussion was held regarding the continuance of the program. **Motion:** Moved by Ziaja, seconded by Stinnett to potentially make notice that the campaign will end January 31, 2014 and will officially approach the City Council for funds to continue the program, notify the media of the success of the program and hold an event for the participants, merchants and the CDA members. **Voice vote:** Motion carried.
- 5) **Unfinished Business.**
 - a) **Redevelopment & Reuse Of Targeted Sites: 333 Portland Road, 173 North Monroe Street, 115 North Monroe Street, 123 South Monroe Street – Update.** **Discussion:** Clerk/Treasurer Hansen reported that Jim Gauthier has not demonstrated any interest in the city's proposal. It was suggested to step back and let the private sector take control of the matter at hand.
 - b) **Interactive Map Update.** Struck from the agenda.
 - c) **Lighting Find Your Path Here Welcome Signs – Sellnow Solar Test.** **Discussion:** Keri Sellnow said to buy better solar lights. Sellnow mentioned that she discussed the landscaping around the signs, to which he said it could not be completed until spring.
 - d) **120 West Madison Street – Demolition Proposal Requests.** **Discussion:** Clerk/Treasurer Hansen reported that he has not acted on preparing the RFP for demolition. The demolition proposal requests will be tabled to the next meeting. Linda Norton mentioned that since the property was close to residential properties, it may be a security issue. Strasser mentioned that many people would like to see it placed back on the market.
 - e) **Project Prioritization Exercise.** Tabled to the next meeting.
 - f) **2014 Budget For Finance Committee Consideration.** Clerk/Treasurer Hansen suggested going through a prioritization process which will direct the budget numbers.
 - g) **Find Your Path Here – Additional Revenue Sources.** Addressed under 4b.
- 6) **New Business.** None.
- 7) **Future Agenda Items And Announcements.** #Clerk/Treasurer Hansen asked about the Holiday Parade, which is December 14th. #The next meeting is scheduled for December 17th.
- 8) **Adjournment.** **Motion:** Moved by Stinnett to adjourn at approximately 6:47 p.m. The tape was ended prior to a second to the motion.

Attest:


Mo Hansen
Clerk/Treasurer

**CITY OF WATERLOO COMMUNITY DEVELOPMENT COMMITTEE MINUTES
THE MUNICIPAL BUILDING - 136 NORTH MONROE ST
July 18, 2013**

1. **CALL TO ORDER & ROLL CALL.** Alderperson Van Holten called the meeting to order at 5:30 p.m. in the Police Training Room. Alderpersons present – Van Holten, Reynolds and Ziaja. Absent – none. Others attending – Errin Welty of Vierbicher & Associates, Sharon Earhart, Solid Waste-Clean Sweep Program, Jefferson County, Steve Viper, Marketing Manager, Universal Recycling Technologies, Janesville and Rick Schultz, City of Watertown Street Superintendent/Solid Waste & Recycling.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Ziaja, seconded by Reynolds to approve the March through December, 2012 and February through June, 2013 meeting minutes. **Voice Vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **UNIFNISHED BUSINESS**

Motion From The Floor: Motion: Moved by Reynolds, seconded by Ziaja to amend the agenda to take up items 4b before 4a. **Voice vote:** Motion carried. The Council took the item up at this time. **Note:** For purposes of the meeting minutes, the actions are documented in the sequences of the posted agenda.

- a. **Waterloo Economic Development Program Update – Errin Welty, Vierbicher & Associates (Written Report).** Welty reviewed her printed report. Noted.
 - b. **County/Municipal Trash and Recycling Opportunities – E-Waste, Chemical Waste And Other Waste Streams.** Reynolds contacted Sharon Earhart regarding her concerns about possibilities of chemical waste being placed with trash in the city. Sharon Earhart explained how the Clean Sweep program. Sharon also explained the process that is used for disposal of drugs and electronics and small appliances in other communities. Steve Viper explained the process of their facility. Rick Schultz explained their process.
 - c. **Neighborhood Project Ideas – Review and Comments On Community & Neighborhood Improvement Project Business Plan.** Ziaja mentioned that he was exploring the idea of joining the Rock River Coalition and beginning a chapter in Waterloo.
5. **NEW BUSINESS**
 - a. **Mural Project.** Van Holten mentioned cleaning up the old coal bin (former Van Holten property) and have a mural painted on the wall to clean it up. Cotting informed the committee that she asked Kunkel Engineering to go through Firemen's Park and evaluate the buildings. A report will be available at a later date.
 6. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.** #Rock River Coalition. #Economic Development Program update. #County Trash and Recycling ideas. #Neighborhood Project Ideas.
 7. **ADJOURN.** **Motion:** Moved by Reynolds, seconded by Ziaja to adjourn. Motion carried. Approximate time: 6:15 p.m.

Attest:

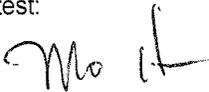


Morton Hansen
Clerk/Treasurer

**CITY OF WATERLOO COMMUNITY DEVELOPMENT COMMITTEE MINUTES
THE MUNICIPAL BUILDING - 136 NORTH MONROE ST
August 15, 2013**

1. **CALL TO ORDER & ROLL CALL.** Alderperson Van Holten called the meeting to order at 6:45 p.m. in the Police Training Room. Alderpersons present – Van Holten and Reynolds. Absent – Ziaja.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Van Holten, seconded by Reynolds to table the minutes. **Voice Vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **WATERLOO ECONOMIC DEVELOPMENT PROGRAM UPDATE – ERRIN WELTY, VIERBICHER & ASSOCIATES (WRITTEN REPORT).** Report filed.
5. **UNIFINISHED BUSINESS**
 - a. **County/Municipal Trash and Recycling Opportunities – E-Waste, Chemical Waste And Other Waste Streams.** **Motion:** Moved by Van Holten, seconded by Reynolds to table. **Voice Vote:** Motion carried.
 - b. **Rock River Coalition – Local Chapter.** No action taken.
 - c. **Neighborhood Project Ideas – Review and Comments On Community & Neighborhood Improvement Project Business Plan Including Mural Project.** No action taken.
6. **NEW BUSINESS**
 - a. **Rock River Coalition – Local Chapter.** Take off new business.
7. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.** None.
8. **ADJOURN.** **Motion:** Moved by Reynolds, seconded by Van Holten to adjourn. Motion carried. Approximate time: 6:47 p.m.

Attest:



Morton Hansen
Clerk/Treasurer

CITY OF WATERLOO COMMUNITY DEVELOPMENT COMMITTEE MINUTES
THE MUNICIPAL BUILDING COUNCIL CHAMBERS - 136 NORTH MONROE ST
September 19, 2013

No meeting due to lack of quorum.

Attest:

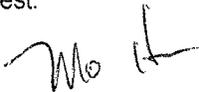


Morton Hansen, Clerk/Treasurer

**CITY OF WATERLOO COMMUNITY DEVELOPMENT COMMITTEE MINUTES
THE MUNICIPAL BUILDING - 136 NORTH MONROE ST
October 17, 2013**

1. **CALL TO ORDER & ROLL CALL.** Alderperson Van Holten called the meeting to order at 6:30 p.m. in the Police Training Room. Alderpersons present – Van Holten, Reynolds and Ziaja. Absent – none. Others attending - Errin Welty of Vierbicher & Associates.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** No minutes presented to approve.
3. **CITIZEN INPUT.** None.
4. **WATERLOO ECONOMIC DEVELOPMENT PROGRAM UPDATE – ERRIN WELTY, VIERBICHER & ASSOCIATES (WRITTEN REPORT).** Welty reviewed her printed report. Noted.
5. **UNIFINISHED BUSINESS**
 - a. **County/Municipal Trash and Recycling Opportunities – E-Waste, Chemical Waste And Other Waste Streams.** The item has been transferred to the Public Works & Property Committee. The Community Development Committee would like to continue to check on the E-Waste Recycling program. Reynolds will call about the program also.
 - b. **Rock River Coalition – Local Chapter.** Ziaja explained the process of joining the Rock River Coalition. He did entertain assistance and ideas of advertising the idea. Van Holten thought holding a special meeting to invite citizens to participate. No action taken.
 - c. **Neighborhood Project Ideas – Review and Comments On Community & Neighborhood Improvement Project Business Plan Including Mural Project.** No action taken.
6. **NEW BUSINESS**
 - a. **Weiner & Kraut Festival Post-Event Review.** No information collected. The item should be placed on unfinished business.
7. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.** None.
8. **ADJOURN. Motion:** Moved by Reynolds, seconded by Ziaja to adjourn. Motion carried. Approximate time: 6:58 p.m.

Attest:

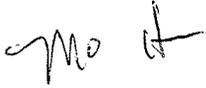


Morton Hansen
Clerk/Treasurer

CITY OF WATERLOO COMMUNITY DEVELOPMENT COMMITTEE MINUTES
THE MUNICIPAL BUILDING COUNCIL CHAMBERS - 136 NORTH MONROE ST
November 21, 2013

No meeting due to lack of agenda items.

Attest:

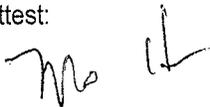
A handwritten signature in black ink, appearing to read 'Morton Hansen', written over the word 'Attest:'.

Morton Hansen, Clerk/Treasurer

**CITY OF WATERLOO COMMUNITY DEVELOPMENT COMMITTEE MINUTES
THE MUNICIPAL BUILDING - 136 NORTH MONROE ST
December 19, 2013**

1. **CALL TO ORDER & ROLL CALL.** Alderperson Van Holten called the meeting to order at 6:30 p.m. in the Police Training Room. Alderpersons present – Van Holten and Ziaja. Late – Reynolds. Absent – none. Others attending - Errin Welty of Vierbicher & Associates, Laura Cotting, Police Chief Timothy Thomas and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Van Holten, seconded by Ziaja to table the minutes. **Voice Vote:** Motion carried.
3. **CITIZEN INPUT.** Laura Cotting reported she received a phone call from a resident of Waterloo Meadows Apartments which is income subsidized. She was concerned that since the property was paid off and it may change hands that it would no longer be subsidized.
4. **WATERLOO ECONOMIC DEVELOPMENT PROGRAM UPDATE – ERRIN WELTY, VIERBICHER & ASSOCIATES (WRITTEN REPORT).** Welty reviewed her printed report. Noted.
5. **UNIFINISHED BUSINESS**
 - a. **County/Municipal Trash and Recycling Opportunities – E-Waste, Chemical Waste And Other Waste Streams.**
 - b. **Rock River Coalition – Local Chapter.**
 - c. **Neighborhood Project Ideas – Review and Comments On Community & Neighborhood Improvement Project Business Plan Including Mural Project.**
 - d. **Weiner & Kraut Festival Post-Event Review.**
Motion: Moved by Ziaja, seconded by Reynolds to table all of item 5 until the next meeting. **Voice Vote:** Motion carried.
6. **NEW BUSINESS**
 - a. **Economic Development Services – Vierbicher & Associates Contract.** Errin Welty has taken a new position and will no longer be serving Waterloo. The city will be taking on the decision to continue with Vierbicher & Associates.
7. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.** None.
8. **ADJOURN.** **Motion:** Moved by Ziaja, seconded by Reynolds to adjourn. Motion carried. Approximate time: 6:55 p.m.

Attest:

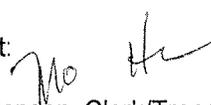


Morton Hansen
Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
February 7, 2013

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 5:30 p.m. Members present: Springer, Cotting and Quimby. Absent – none. Others present: Mayor Thompson, Police Chief Thomas, Library Director Cecilia Wiltzius and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Quimby, seconded by Cotting to table approval of meeting minutes as none were presented. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **COMMUNICATION TO THE COMMITTEE**
 - a. **2012 Carry Over And Funds Adjustments.**
 - b. **2012 Fund 100 (General Fund) Actual vs. Budgeted – Spending Out/Spending Over Report.**
Discussion: Clerk/Treasurer Hansen described the reports. The committee discussed these items at some length.
5. **NEW BUSINESS**
 - a. **Resolution #2013-01 A Resolution Amending The 2012 Budget.** **Discussion:** Clerk/Treasurer Hansen explained the items listed in the Resolution. **Motion:** Moved by Quimby, seconded by Cotting to recommend Council approval of Resolution #2013-01 as presented. Cotting questioned where the money goes for the Youth Center Director. Clerk/Treasurer Hansen explained that they are rolled back into the fund balance. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - b. **Treasurer's Report & Budget Reports For October, November & December 2012.** **Motion:** Moved by Quimby, seconded by Springer to recommend Council approval of the Treasurer's Reports for October, November and December 2012 as presented. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
6. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**
 - a. **Municipal Credit Card.** Noted.
 - b. **Capital Planning.** Noted.
 - c. **Tax Incremental Finance.** Noted.
120 W. Madison Street will also be added as a future agenda item.
7. **ADJOURN.** **Motion:** Moved by Cotting, seconded by Springer to adjourn **Voice Vote:** Motion passed. Time: 6:43 p.m.

Attest:

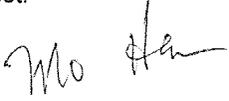

Mo Hansen, Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
February 26, 2013

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 1:00 p.m. Members present: Springer, Cotting and Quimby. Absent – none. Others present: Police Chief Thomas, Library Director Cecilia Wiltzius and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Quimby, seconded by Cotting to approve all previously unapproved minutes as presented. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
3. **CITIZEN INPUT.** Cotting mentioned that she received several phone calls and comments regarding the Find Your Path Here campaign, that the city was paying people to move to Waterloo. Cotting suggested having something at the next Council meeting clarifying the program.
4. **UNFINISHED BUSINESS**
 - a. **120 West Madison Street – Defining The Scope Of Work For Improvements Related To The Proposed Demolition.** The committee discussed the agenda item at some length, but no action taken at this time.
 - b. **Waterloo-Marshall Food Pantry Door Replacement – Revised Estimate.** Mo explained the cost increased due to the nature of the door. Mayor Thompson suggested obtaining a second estimate. **Motion:** Moved by Quimby, seconded by Cotting to obtain a second estimate. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
5. **NEW BUSINESS**
 - a. **Waterloo Water & Light – Sanitary Sewer Funding And City Capital Projects Fund.** Mayor Thompson and Clerk/Treasurer explained the Sanitary Sewer Funding and City Capital Projects Fund. Extensive discussion was held on this topic. Mayor Thompson suggested obtaining an explanation from the Waterloo Water & Light Commission as to their intentions. It will be placed on the next agenda.
 - b. **Municipal Credit Card Policy.** **Motion:** Moved by Cotting, seconded by Cotting to recommend to the Council approval of the Municipal Credit Card Policy with the substitution of termination for the word dismissal in paragraph 6. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - c. **Capital Planning.** Clerk/Treasurer explained the process of Capital Planning and asked that it be a recurring item.
 - d. **Tax Incremental Finance – Hawthorn & Stone Inc. Redevelopment Of RR Donnelley Leased Properties, Letter Of Intent.** Clerk/Treasurer Hansen explained the process of the phases and the process.
 - e. **Payroll For January, 2013 - \$56,671.08.** **Motion:** Moved by Cotting, seconded by Quimby to recommend Council approval of the payroll in the stated amount. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - f. **Pay Vouchers – January 18, 2013 through February 14, 2013.** **Motion:** Moved by Quimby, seconded by Springer to recommend Council approval of the pay vouchers as presented. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - g. **Treasurer’s Report & Budget Reports For January 2012.** **Motion:** Moved by Springer, seconded by Cotting to table approval of the report listed until such time as they are available. **Voice vote:** Motion carried.
6. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**
 - a. **Tax Incremental Finance – Reporting.** Noted.
 - b. **Employee Handbook.** Noted.
 - c. **Other.** Springer felt even though a quorum of the committee is not met, that the committee meeting still be held. Quimby suggested starting the budget process in June or July. Quimby brought up the Solar Array issue. Clerk/Treasurer Hansen explained when the unit was making its revolution it ran into the snow bank. Quimby inquired about the issue of the Youth Center building. Mayor Thompson suggested putting a hold on that issue.

7. **ADJOURN. Motion:** Moved by Quimby, seconded by Cotting to adjourn. **Voice Vote:** Motion passed. Time: 3:41 p.m.

Attest:

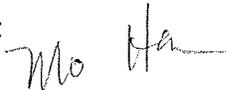
A handwritten signature in cursive script, appearing to read "Mo Hansen".

Mo Hansen, Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
March 21, 2013

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 6:00 p.m. Members present: Springer, Cotting and Quimby. Absent – none. Others present: Police Chief Thomas, Library Director Cecilia Wiltzius and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Quimby, seconded by Cotting to approve the no meeting held minutes of February 21, 2013 and table the remaining minutes. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **UNFINISHED BUSINESS**
 - a. **Waterloo-Marshall Food Pantry Door Replacement – Revised Estimate.** No second estimate has been submitted at this time.
 - b. **Waterloo Water & Light – Sanitary Sewer Funding And City Capital Projects Fund.** Clerk/Treasurer Hansen reported that Eugene Weihert has asked for additional time to reply back, but that they are moving forward. No action taken.
5. **NEW BUSINESS**
 - a. **Payroll For February, 2013 - \$56,378.06.** **Motion:** Moved by Quimby, seconded by Cotting to recommend Council approval of payroll in the stated amount. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - b. **Pay Vouchers – February 15, 2013 through March 21, 2013.** **Motion:** Moved by Cotting, seconded by Quimby to recommend Council approval of the pay vouchers in the stated amount. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - c. **Treasurer's Report & Budget Reports For January And February 2013.** **Motion:** Moved by Springer, seconded by Cotting to table approval of the reports listed until such time as they are available. **Voice vote:** Motion carried.
6. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**
 - a. **Tax Incremental Finance – Reporting.** Clerk/Treasurer said an update will be in April.
 - b. **Capital Planning.** Clerk/Treasurer said an update will be in April.
Springer added a future agenda item – an amendment to the budget providing the Employee Handbook is approved. The amendment amount will be \$936, which covers the addition of longevity for the other employees that will be receiving it.
7. **ADJOURN.** **Motion:** Moved by Cotting, seconded by Quimby to adjourn. **Voice Vote:** Motion passed. Time: 6:44 p.m.

Attest:

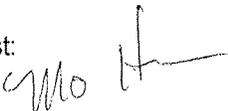


Mo Hansen, Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
April 18, 2013

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 6:00 p.m. Members present: Springer, Cotting and Quimby. Absent – none. Others present: Mayor Robert Thompson, Police Chief Thomas, Library Director Cecilia Wiltzius, Lois A.M. Baird, Deputy Clerk/Treasurer and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Springer, seconded by Cotting to table approval of meeting minutes as none were presented. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **UNFINISHED BUSINESS**
 - a. **Waterloo-Marshall Food Pantry Door Replacement – Revised Estimate.** The estimate provided is more than the previous estimate. Clerk/Treasurer advised the committee that the estimate provided was the one that is suggested for approval. **Motion:** Moved by Springer, seconded by Cotting to recommend Council approval of the Waterloo-Marshall Food Pantry Door Replacement estimate from Zellmer Construction in the amount of \$2,096.45. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - b. **Waterloo Water & Light – Sanitary Sewer Funding And City Capital Projects Fund.** No written communication from Eugene Weihert, but the commission members met and directed him to proceed in the manner of the May 4th email, which is to transfer \$124,000 of unrestricted cash from the Utility to the City Fund 400 for Sanitary Sewer work completed since the fund was dedicated. They will put in place in 2014 and 2015 additional transfers in the amount of approximately \$144,000 each year to replenish the amount in question. December of each year Clerk/Treasurer Hansen is to report to the Utility Commission the amount of expenditures expected for this activity the following calendar year. The committee continued to discuss the issue at some length.
5. **NEW BUSINESS**
 - a. **Longevity Budget Amendment.** The committee discussed the issue and a resolution is be complied.
 - b. **Waterloo Fire Department And Timing of Financial Reports.** Eric Cotting, Waterloo Fire & EMS Treasurer appeared before the committee regarding the timing of Financial Reports. Lois Baird explained the process of the Clerk/Treasurer's office.
 - c. **Payroll For March, 2013 - \$57,950.71.** **Motion:** Moved by Quimby, seconded by Cotting to recommend Council approval of payroll in the stated amount. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - d. **Pay Vouchers – March 22, 2013 through April 18, 2013.** **Motion:** Moved by Cotting, seconded by Quimby to recommend Council approval of the pay vouchers in the stated amount. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - e. **Treasurer's Report & Budget Reports For January, February and March 2013.** **Motion:** Moved by Quimby, seconded by Cotting to table approval of the reports listed until such time as they are available. **Voice vote:** Motion carried.
6. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**
 - a. **Tax Incremental Finance – Reporting.** No action
 - b. **Capital Planning.** No action
 - c. **Baker-Tilly scheduled May 16, 2013.**
7. **ADJOURN.** **Motion:** Moved by Springer, seconded by Cotting to adjourn. **Voice Vote:** Motion passed. Time: 6:57 p.m.

Attest:

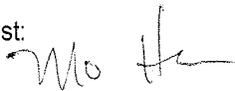


Mo Hansen, Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
June 20, 2013

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 6:30 p.m. Members present: Springer, Cotting and Quimby. Absent – none. Others present: Police Chief Thomas, Library Director Cecilia Wiltzius, Mayor Robert Thompson and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Quimby, seconded by Cotting to table approval of meeting minutes as none were presented. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **UNFINISHED BUSINESS**
 - a. **Waterloo Water & Light – Sanitary Sewer Funding And City Capital Projects Fund.** Clerk/Treasurer Hansen reported that things were proceeding as outlined.
5. **NEW BUSINESS**
 - a. **Payroll For May, 2013 - \$86,025.08.** **Motion:** Moved by Cotting, seconded by Quimby to recommend Council approval of payroll in the stated amount. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - b. **Pay Vouchers – May 17, 2013 through June 20, 2013.** **Motion:** Moved by Quimby, seconded by Cotting to recommend Council approval of the pay vouchers in the stated amount. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - c. **Treasurer's Report & Budget Reports For May 2013.** **Motion:** Moved by Quimby, seconded by Cotting to approve the reports as presented. **Voice vote:** Motion carried.
 - d. **Tax Incremental Finance – Reporting.**
 - e. **Tax Incremental Finance – 2013 Acitivity.** Clerk/Treasurer Hansen presented a handout explaining the Tax Incremental Financing.
 - f. **Capital Planning.** Clerk/Treasurer Hansen presented a handout explaining the Tax Incremental Financing.
6. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.** None.
7. **ADJOURN.** **Motion:** Moved by Cotting, seconded by Quimby to adjourn. **Voice Vote:** Motion passed. Time: p.m.

Attest:

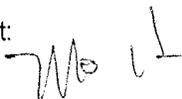


Mo Hansen, Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
July 18, 2013

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 5:30 p.m. Members present: Springer and Cotting. Absent – Quimby. Others present: Police Chief Thomas, Library Director Cecilia Wiltzius, Mayor Robert Thompson, Chad Yerges, Public Works Director Gary Yerges and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Cotting, seconded by Springer to table approval of meeting minutes as none were presented. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **UNFINISHED BUSINESS.** None.
5. **NEW BUSINESS**
 - a. **Payroll For June, 2013 - \$71,979.07.** **Motion:** Moved by Cotting, seconded by Springer to recommend Council approval of payroll in the stated amount. **Roll call vote:** Ayes: Springer and Cotting. Noes: none with Quimby absent. Motion carried.
 - b. **Pay Vouchers – June 21, 2013 through July 18, 2013.** **Motion:** Moved by Cotting, seconded by Springer to recommend Council approval of the pay vouchers in the stated amount. **Roll call vote:** Ayes: Springer and Cotting. Noes: none with Quimby absent. Motion carried.
 - c. **Treasurer's Report & Budget Reports For June 2013.** **Motion:** Moved by Cotting, seconded by Springer to approve of the Treasurer's & Budget Report as presented. **Voice vote:** Motion carried.
 - d. **Budget Planning & Capital Planning.** Clerk/Treasurer Hansen briefed the committee that departments are asked to submit budgets by August 2.
 - e. **Public Works Department Pay Rates – Review.** Springer informed the committee that Chad Yerges was offered a position in another municipality. Public Works Director was able to find funds to accommodate the position for wages and benefits in the amount of \$3,043.12 to be effective with the next payroll cycle. Gary Yerges will have to adjust his 2013 budget. **Motion:** Moved by Cotting, seconded by Springer to approve the wage adjustment in the amount of \$3,043.12 for Chad Yerges. **Roll call vote:** Ayes: Springer and Cotting. Noes: none with Quimby absent. Motion carried.
 - f. **Petition for County Highway Aid.** A resolution to be approved at the Council meeting for highway aid. **Motion:** Moved by Cotting, seconded by Springer to approve the resolution for Petition for County highway Aid. **Voice vote:** Motion carried.
 - g. **Resolution #2013-35 Amending 2013 Municipal Budget – Fund 200.** Cotting explained the reasoning for the budget amendment. **Motion:** Moved by Springer, seconded by Cotting to approve Resolution #2013-35 as presented. Clerk/Treasurer Hansen complimented Jesus Burgos on his accommodations to the Community Access Channel. **Roll call vote:** Ayes: Springer and Cotting. Noes: none with Quimby absent. Motion carried.
 - h. **Amending Tax Incremental District No. 2.** **Motion:** Moved by ringer, seconded by Cotting to approve to prepare a resolution to amend Tax Incremental District No. 2. **Roll call vote:** Ayes: Springer and Cotting. Noes: none with Quimby. Motion carried.
6. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**
 - a. **Sanitary Sewer Inflow & Infiltration Study, August 15th.** Noted.
7. **ADJOURN.** **Motion:** Moved by Cotting, seconded by Springer to adjourn. Noes – none with Quimby absent. **Voice Vote:** Motion passed. Time: 6:40 p.m.

Attest:

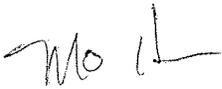


Mo Hansen, Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
August 8, 2013

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 5:00 p.m. Members present: Springer and Cotting. Absent – Quimby. Others present: Police Chief Thomas, Library Director Cecilia Wiltzius, Mayor Robert Thompson, Chad Yerges, Public Works Director Gary Yerges and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Cotting, seconded by Springer to table approval of meeting minutes as none were presented. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **UNFINISHED BUSINESS.** None.
 - a. **Review of 2014 Budget Requests.** **Note:** An audio CD is submitted with the written minutes to serve as the documentation of the discussion portion of this meeting.
5. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**
 - a. **Next meeting - August 20, 2013 at 5:00 p.m.**
6. **ADJOURN.** **Motion:** Moved by Cotting, seconded by Springer to adjourn. Noes – none with Quimby absent. **Voice Vote:** Motion passed. Time: 5:55 p.m.

Attest:



Mo Hansen, Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
August 15, 2013

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 6:30 p.m. Members present: Springer, Cotting and Quimby. Absent – none. Others present: Police Chief Thomas, Library Director Cecilia Wiltzius, Mayor Robert Thompson, Gene Laschinger and Ben Heideman of Town & Country Engineering and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Cotting, seconded by Quimby to table approval of meeting minutes as none were presented. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **UNFINISHED BUSINESS.** None.
5. **NEW BUSINESS**
 - a. **Payroll For July, 2013 - \$58,364.28.** **Motion:** Moved by Cotting, seconded by Quimby to recommend Council approval of payroll in the stated amount. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - b. **Pay Vouchers – July 19, 2013 through August 15, 2013.** **Motion:** Moved by Quimby, seconded by Cotting to recommend Council approval of the pay vouchers in the stated amount. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - c. **Treasurer's Report & Budget Reports For July 2013.** **Motion:** Moved by Quimby, seconded by Cotting to table approval of the reports listed until such time as they are available. **Voice vote:** Motion carried.

Motion From The Floor: Motion: Moved by Cotting, seconded by Quimby to amend the agenda to take up items 5e after 5c. **Voice vote:** Motion carried. The Council took the item up at this time. **Note:** For purposes of the meeting minutes, the actions are documented in the sequences of the posted agenda.
 - d. **Sanitary Sewer Inflow & Infiltration Study.** Gene Laschinger and Ben Heideman, Town & Country Engineering presented handouts regarding the Sanitary Sewer Inflow & Infiltration Study.
 - e. **Recommending To Council A Library Board Recommendation To Permit Sick Leave To Be Used To Acquire Health Insurance For A Retiring Employee Having Served Less Than Fifteen Years – Cecilia Wiltzius.** Recommendation from the Library Board to permit sick leave to be used to acquire health insurance for a retiring employee having served less than 15 years. **Motion:** Moved by Cotting, seconded by Quimby approve the Library Board recommendation to permit sick leave to be used to acquire health insurance for retiring employee having served less than 15 years – Cecilia Wiltzius. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - f. **Snap Fitness Corporate Plan.** A representative of Snap Fitness, Marshall presented a program to invite City of Waterloo employees to join the facility.
6. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.**
7. **ADJOURN.** **Motion:** Moved by Cotting, seconded by Quimby to adjourn. **Voice Vote:** Motion passed. Time: 7:05 p.m.

Attest:

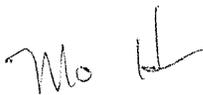


Mo Hansen, Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
August 20, 2013

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 5:00 p.m. Members present: Springer, Cotting and Quimby. Absent – none. Others present: Police Chief Thomas, Library Director Cecilia Wiltzius, Mayor Robert Thompson and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Springer, seconded by Cotting to table approval of meeting minutes as none were presented. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **UNFINISHED BUSINESS.** None.
 - a. **Consideration of all Matters Relating to 2014 Budget.** **Note:** An audio CD is submitted with the written minutes to serve as the documentation of the discussion portion of this meeting.
5. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**
 - a. **Next meeting - August 20, 2013 at 5:00 p.m.**
6. **ADJOURN.** **Motion:** Moved by Cotting, seconded by Quimby to adjourn. Noes – none. **Voice Vote:** Motion passed. Time: 6:08 p.m.

Attest:

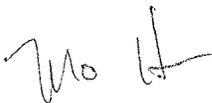


Mo Hansen, Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
September 19, 2013

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 5:00 p.m. Members present: Springer and Quimby. Absent – Cotting. Others present: Police Chief Thomas, Library Director Cecilia Wiltzius, Mayor Robert Thompson, Assistant Public Works Director Jeff Robbins and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Springer, seconded by Quimby to table approval of meeting minutes as none were presented. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** Jeff Robbins commented on the issue of tree removal.
4. **UNFINISHED BUSINESS.** None.
5. **NEW BUSINESS**
 - a. **Consideration Of All Matters Relating To 2014 Budget.** **Note: An audio CD is submitted with the written minutes to serve as the documentation of the discussion portion of this meeting.**
 - b. **Payroll For August, 2013 - \$56,481.58.** **Motion:** Moved by Cotting, seconded by Quimby to recommend Council approval of payroll in the stated amount. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - c. **Pay Vouchers – August 16, 2013 through September 19, 2013.** **Motion:** Moved by Quimby, seconded by Cotting to recommend Council approval of the pay vouchers in the stated amount. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - d. **Treasurer’s Report & Budget Reports For July & August 2013.** **Motion:** Moved by Quimby, seconded by Cotting to approve the reports as presented. **Voice vote:** Motion carried.
 - e. **Grant Application Strategy.** Clerk/Treasurer informed the committee of several grants that he would like to submit to the Council.
 - f. **Snap Fitness Corporate Plan.** Springer said the program was set to go and inform Snap Fitness to go forth with the program.
6. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.**
 - a. **Budget Meeting – October 16, 2013 at 5:00 p.m.**
 - b. **Regular Finance Meeting - October 17, 2013 at 5:00 p.m.**
7. **ADJOURN.** **Motion:** Moved by Cotting, seconded by Quimby to adjourn. **Voice Vote:** Motion passed. Time: 6:53 p.m.

Attest:

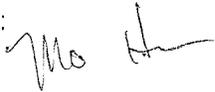


Mo Hansen, Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
October 16, 2013

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 5:00 p.m. Members present: Springer and Quimby. Late – Cotting. Others present: Police Chief Thomas, Mayor Robert Thompson and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Springer, seconded by Quimby to table approval of meeting minutes as none were presented. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **UNFINISHED BUSINESS.** None.
 - a. **Consideration of all Matters Relating to 2014 Budget.** **Note:** An audio CD is submitted with the written minutes to serve as the documentation of the discussion portion of this meeting.
5. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.** None.
6. **ADJOURN.** **Motion:** Moved by Quimby, seconded by Cotting to adjourn. Noes – none. **Voice Vote:** Motion passed. Time: 6:02 p.m.

Attest:



Mo Hansen, Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
October 17, 2013

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 5:00 p.m. Members present: Springer, Cotting and Quimby. Absent – none. Others present: Police Chief Thomas, Mayor Robert Thompson, Gene Laschinger and Ben Heideman of Town & Country Engineering and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Quimby, seconded by Cotting to table approval of meeting minutes as none were presented. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.

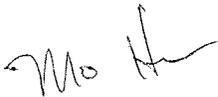
Motion From The Floor: Motion: Moved by Cotting, seconded by Quimby to amend the agenda to take up items 5a – c be taken up before 4a. **Voice vote:** Motion carried. The Council took the item up at this time. **Note:** For purposes of the meeting minutes, the actions are documented in the sequences of the posted agenda.

4. **UNFINISHED BUSINESS.** None.
 - a. **Consideration Of All Matters Relating To 2014 Budget.** **Note:** An audio CD is submitted with the written minutes to serve as the documentation of the discussion portion of this meeting.
5. **NEW BUSINESS**
 - b. **Payroll For July, 2013 - \$59,882.55.** **Motion:** Moved by Cotting, seconded by Quimby to recommend Council approval of payroll in the stated amount. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - c. **Pay Vouchers – September 20, 2013 through October 17, 2013.** **Motion:** Moved by Quimby, seconded by Cotting to recommend Council approval of the pay vouchers in the stated amount. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - d. **Treasurer's Report & Budget Reports For September 2013.** **Motion:** Moved by Quimby, seconded by Cotting to approve the report as presented. **Voice vote:** Motion carried.
 - e. **Resolution #2013-47 Amending the 20013 Budget.** **Motion:** Moved by Springer, seconded by Cotting to table the resolution at this time. **Voice vote:** Motion carried.

Motion From The Floor: Motion: Moved by Cotting, seconded by Quimby to amend the agenda to take up items 5e after 5c. **Voice vote:** Motion carried. The Council took the item up at this time. **Note:** For purposes of the meeting minutes, the actions are documented in the sequences of the posted agenda.

6. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.**
7. **ADJOURN.** **Motion:** Moved by Quimby, seconded by Cotting to adjourn. **Voice Vote:** Motion passed. Time: 5:58 p.m.

Attest:

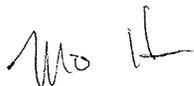


Mo Hansen, Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
October 22, 2013

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 5:00 p.m. Members present: Springer, Cotting and Quimby. Absent – none. Others present: Police Chief Thomas, Mayor Robert Thompson, Public Works Director Gary Yerges and Clerk/Treasurer Hansen.
2. **CITIZEN INPUT.** None.
3. **UNFINISHED BUSINESS.** None.
 - a. **Consideration of all Matters Relating to 2014 Budget.** Note: An audio CD is submitted with the written minutes to serve as the documentation of the discussion portion of this meeting.
 - **Motion:** Moved by Cotting, seconded by Quimby to approve actions outlined in the project fund balance. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none with Springer absent. Motion carried.
 - **Motion:** Moved by Quimby, seconded by Cotting to approve remaining funds as submitted. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
4. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.** None.
5. **ADJOURN.** **Motion:** Moved by Cotting, seconded by Quimby to adjourn. Noes – none. **Voice Vote:** Motion passed. Time: 5:42 p.m.

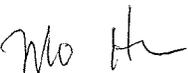
Attest:



Mo Hansen, Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
November 21, 2013

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 6:00 p.m. Members present: Springer and Cotting. Late – Quimby. Others present: Police Chief Thomas, Mayor Robert Thompson, Dawn Gunderson, Ehlers & Associates and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Cotting, seconded by Springer to table approval of meeting minutes as none were presented. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **COMMUNICATION TO THE COMMITTEE**
 - a. **Bestflex Plan Amendment, Change Waiting Period Eligibility Requirement To 60 Days To Coincide With Health Insurance Waiting Period Per Department of Labor (informational only).** Clerk/Treasurer explained to the Committee the reason for the Bestflex Plan Amendment. No action required.
5. **UNFINISHED BUSINESS.**
 - a. **Review Of Sanitary Sewer Rates.** Clerk/Treasurer presented information regarding the issue.
6. **NEW BUSINESS**
 - a. **Payroll For October, 2013 - \$85,846.04.** **Motion:** Moved by Cotting, seconded by Quimby to recommend Council approval of payroll in the stated amount. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - b. **Pay Vouchers – October 18, 2013 through November 21, 2013.** **Motion:** Moved by Quimby, seconded by Cotting to recommend Council approval of the pay vouchers in the stated amount. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - c. **Treasurer's Report & Budget Reports For October 2013.** **Motion:** Moved by Quimby, seconded by Cotting to approve the report as presented. **Voice vote:** Motion carried.
 - d. **Police Chief Vacancy.** Cotting inquired as to the process of the hiring of a new Police Chief. Mayor Thompson replied that applications were being accepted at this time through January 15th. The entire committee will review applications on the 16th, select 5 applicants, then in March hold interviews. Cotting felt that hiring within the department would be the best process. Police Chief Thomas explained that other departments have hired within. Cotting asked who would be sitting on the interview board. Mayor Thompson replied that the board will consist of himself, the Dodge County Sheriff, and Springer as the Chair of the committee. Cotting was concerned about the rumors that Lt. Sorenson would not be qualified for the position. Mayor Thompson stated that Sorenson would be given a fair chance in the process. He also encouraged anyone on the committee to relay questions or comments that they have to him prior to the interview process. Mayor Thompson will appoint Lt. Sorenson as Interim Chief when the time arises.
 - e. **Resolution #2013-52 Providing For The Sale of \$950,000 Combine Utility Revenue Refunding Bonds.** Dawn Gunderson, Ehlers & Associates explained the reason for Resolution #2013-52. **Motion:** Moved by Cotting, seconded by Quimby to recommend to the Council for approval of Resolution #2013-52. **Voice vote:** Motion carried.
 - f. **Renewal Of Service Agreement With The Watertown Humane Society.** **Motion:** Moved by Springer, seconded by Quimby to recommend to the Council for approval of the agreement with the Watertown Humane Society. **Voice vote:** Motion carried.
7. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.**
 - a. **2014 Budget Public Hearing Before Council – December 5th, 7 p.m.** Noted.
 - b. **Council Action On Budget – December 5th.** Noted
 - c. **Capital Project Rankings.** Clerk/Treasurer noted that the Capital Project Ranking would be available in January, 2014.
8. **ADJOURN.** **Motion:** Moved by Quimby, seconded by Cotting to adjourn. **Voice Vote:** Motion passed. Time: 6:35 p.m.

Attest: 

Mo Hansen, Clerk/Treasurer

Karl Junginger Memorial Library

Board of Trustees Special Meeting

February 18, 2014

Minutes

- I. Call to order
 - Meeting called to order at 5:16PM.
 - Roll Call: Deb Battenberg, Art Biermeier, Kelli Mountford, Lindsay Reynolds, Mike Strasser, Connie Schiestl. Absent: Lee Fiedorowicz, Ellen Sullivan.
- II. Approval of agenda
 - Schiestl moved to approve the agenda. Strasser seconded. Motion passed unanimously.
- III. Correspondence, Appearance, Public comments
 - none
- IV. Unfinished Business
 - The board discussed the recent misunderstanding on the part of City Hall as to when the KJML board approved the 1% raise on full and part time employees (the raise was approved in September 2103). Beirmeier will have a conversation with Mo Hansen regarding our desire for a positive tone between the library board and city hall moving forward.
 - Mountford reports that the online catalog computer station has been set up. The library will be gradually phasing out the reference shelf and shelving those items with the non-fiction.
 - The furniture purchase recently approved did not work out, so the library will be getting a quote from Furnishing Embury Limited.
- V. New Business
 - A. Approval of the annual report before Kelli must submit it
 - Strasser moved to approved the Annual Report as presented by Mountford. Battenberg seconded. Motion passed unanimously.
- VI. Date, place, and time of next meeting –
 - March 25, 2014, Library Conference Room.
- VII. Adjournment
 - Strasser moved to adjourn the meeting at 5:35PM. Battenberg seconded. Motion passed unanimously.

WATERLOO PARKS COMMISSION –Minutes

JANUARY 15, 2013–MUNICIPAL BUILDING, 136 NORTH MONROE STREET

- 1) **Roll Call And Call To Order.** Seidl called the meeting to order at approximately 6:30. Commissioners present: Schultz, Quimby, Cotting, and Lang. Absent: Strobel and Springer. Others attending – Public Works Director Yerges, Clerk/Treasurer Hansen, Mitch Leisses and Robert Stein, Kunkel Engineering.
- 2) **Approval Of The Past Unapproved Meeting Minutes.** **Motion:** Moved by Schultz, seconded by Quimby to approve all previously unapproved meeting minutes. **Voice Vote:** Motion carried.
- 3) **Citizen Input.** None.
- 4) **Notice of Parks Commission Mayoral Appointment**
-Natasha Lang (Youth Sports Organization Representative – completing an unexpired term ending in 2014) – *Informational.* Seidl introduced Natasha Lang and welcomed her to serve on the committee.
- 5) **Garman/Knowlton Trailhead Facility Volunteer Coordinator Update (recurring item) – Informational.** Seidl tabled the
- 6) **Unfinished Business**
- 7) **New Business**

a) **Garman/Knowlton Trailhead Facility, Council Recommendation to Advertise and Publish Bid Notices - Action**

Leisses, Kunkel Engineering thanked all who helped to implement the Trailhead project. He went on to explain that Fox Lane was included in the project to improve the street by running sanitary sewer. In order to upgrade the water service a water booster would be need and the residents chose not to do that, they would stay on the well system. The street will be reconstructed and the residents will be sharing in 50% of the street project. Leisses mentioned that the county will still be responsible to maintain the well system for the residents since it is located on the county land. When the water tower is installed the residents will have the option to connect to city water at that time. Leisses mentioned that the residents on Fox Lane were good folks to work with. Cotting mention that she received several emails from those residents commending Mitch on his work well done.

Leisses presented an overview of the utilities of the project and Stein presented an overview of the landscaping of the project. Lang asked if the soccer field was still going to be part of the parcel and Stein said no, that the DNR does not fund soccer fields and did not want that to be part of the grant. Cotting said that does not mean that one could not play soccer there. Seidl asked how the meetings have gone with Trek and they were not responding at first but then finally did respond and they were able to explain to them the ideas that they were thinking of. The Trek team had some featured ideas of materials which Kunkel did incorporate in their plan. Cotting brought up the security of the building. Chief Thomas had suggested a timed lock on the doorway. Security cameras or alarms can be put in at a later date. Lang mentioned that the City of Sun Prairie has auto locks on all the doors at all of their parks and have not had any problems with them.

Leisses presented an overview of the floor plan of the building. There were questions about air conditioning and Leisses replied that there was no air conditioning in the plan and that the doors could be opened for circulation and that the windows were not accessible. Also that with the building be built of brick it should hold the cool or warm temperatures. There was some discussion as to where to hang recreational equipment rather than drag items all the way through the building. Seidl that benches, bicycle racks, trash receptacles would be listed to check if the City would be able to direct buy them or one of the companies would be willing to donate. Lang wondered if there would be citizens willing to purchase or donate something for the project. There were discussions on cable, fiber optics, screens, white boards, interactive touch screen display. Leisses mentioned that they planned on publishing to advertise next week, with a deadline of February 15th and approval of the awarded bidder the following week.

Moved by Cotting, seconded by Quimby to recommend to Council to Advertise and Publish Bid Notices for the Garman/Knowlton Trailhead Facility. **Roll Call Vote:** Ayes – Quimby, Lang, Cotting, and Schultz. Noes – none. Abstain – Seidl with Springer and Strobel absent. **Motion carried.**

Cotting updated the committee that the Clerk/Treasurer's office has informed her that they have received the money from Trek. She entertained discussion of funding for the interior of the project. Seidl mentioned that Trek informed him that they would be willing to make tables for the facility made of steel from the factory and wood from the "Farm". The goal is to raise \$120,000 by September 1st and we came up with different strategies to raise money and our local BP Station donated \$6,500. The list of strategies are as follows: fundraise through events; social media; Tier 2 and 3 donors (5, 4, 3 figure donors, which include Ho Chunk and Fort Health Care); general public; fund raiser hosted by Trek Bicycle on February 28th; general public fund raiser in the spring at Firemen's Park Pavilion; Mo to set up pay pal for donations; Dick Jones chairing social media and website; Rob Stein chairing fundraising brochure template. There will be no buying a brick or stain glass pane. Seidl wondered about the memorial benches. Cotting replied that the donations from the Tier 3 donors would fit that category. The actual displays would be gathered through a competition. Cotting informed the committee that a telephone conference will be taking place to finalize the plans for the DNR Grant. 6% of the grant can be used for an intern. The city would prefer not to hire another employee to help with upkeep of this facility.

The Trailhead Facility will be on the next agenda for continued discussion as will issues regarding Firemen's Park and the Youth Center and Director. Jeni Quimby suggested keeping the Youth Center budget but to be located at the library. Lang, who works for Sun Prairie Recreation Department suggested using vendors to give programs to the youth. Seidl hoped to partner with the Marshall Recreation Department. Lang mentioned she would be very interested in heading the group. She did not like having to go to Sun Prairie for her to take her kids to Sun Prairie. She would rather have activities here for them to do since she lives here and pays taxes here. No action taken.

8) Future Agenda Items, Announcements And Next Meeting Date.
-Youth Center Director Position

9) Adjourn. Moved by Quimby, seconded by Schultz to adjourn at approximately 8:27 p.m. **Motion carried.**

Attest:

Mo Hansen, Clerk/Treasurer

WATERLOO PARKS COMMISSION –Minutes

FEBRUARY 19, 2013–JUNGINGER MEMORIAL LIBRARY, 625 NORTH MONROE STREET

- 1) **Roll Call And Call To Order.** Seidl called the meeting to order at approximately 6:30. Commissioners present: Quimby, Cotting, and Springer. Absent: Schultz, Lang and Strobel. Others attending – Public Works Director Yerges and Clerk/Treasurer Hansen.
- 2) **Approval Of The Past Unapproved Meeting Minutes. Motion:** Moved by Springer, seconded by Quimby to table meeting minutes. **Voice Vote:** Motion carried.
- 3) **Citizen Input.** None
- 4) **Garman/Knowlton Trailhead Facility Volunteer Coordinator Update (recurring item) – Informational.**

Cotting informed the committee of a Trailhead Facility Implementation Team meeting on February 26 to discuss Phase 2 fundraising. She also mentioned Waterloo PTO's Wellness weekend is March 2, which Seidl will attend representing the Trailhead Facility and would like to invite Mark Hendrickson, Marshall Park & Recreation Director to share the booth to promote activities in Waterloo and Marshall. Seidl added that the Marshall Park & Recreation Department said Waterloo could tag along on their coat tails and they could tag along on ours. Since Marshall does have a Park & Recreation Department they are able to have activities for young and old.
- 5) **Unfinished Business**
 - a) **Garman/Knowlton Trailhead Facility, Recommendation to Council – City Engineer's Bid Tabulation and Bid Review**

Cotting felt the bids came in exceptionally high. She also informed the committee there was a telephone conference held regarding the bids and the main conclusion was to cut costs. Cotting wondered if a new bidding process would be beneficial and the answer was basically no and that there would also be a time lag. Clerk/Treasurer Hansen gave a presentation of the figures. He mentioned that approximately \$75,000 would still need to be raised. He said before bids can be accepted the committee's numbers must total. There were two scenarios in the packet for the Fox Lane residents, which they were able to go through last night. They liked the roadway number, which will be a special assessment for them in a 10 year period. They are going to seek private contracts for the sanitary sewer, which will help. Hansen and Cotting explained Alternate A, which was the decorative items and Alternate B, which is to replace efface instead of stucco. Cotting went through the list of items that could be cut to lower cost: brick pattern from ashier to running board; vendors with new products that are of good quality; smaller covered outdoor area; and take out restroom skylights. Leisses suggested approaching the DNR for more money and they responded negatively. Springer said the committee decided in the beginning to only spend what they had and that still stands. Seidl mentioned that the committee and the Implementation Team take their time and listen to the engineers and everyone involved so nothing is done rashly. He mentioned also that the committee and team should approach the Council having them believe that we know what we are doing and we are organized. Springer asked if Ho Chunk had been called about their donation and Cotting said they were notified but have not responded. Seidl thought they may be more willing since we are nearer the final process. Cotting informed the committee that she contacted Tina Crave with the Watertown Regional Hospital who told her they would explore the possibilities of a grant through the hospital. Hansen said that known figures need to be in place before a final proposal to the Council. Cotting mentioned that the bids are good for 60 days so we should get everything in place within 30 days. It was agreed upon to have this item be a continued item on the Parks Commission agenda.
 - b) **Youth Center Director Position.** Cotting debated what to do with this position. She heard that Marshall did not like partnering with Waterloo because it was Waterloo's way of getting out of paying for things. Seidl felt that Waterloo puts no money into infrastructure. He felt that Waterloo and Marshall should have a joint park district, that we share a Park & Recreation Director. Quimby said Lang was to bring some material for Youth Center Director. **Motion:** Moved by Quimby, seconded by Cotting to table the Youth Center Director Position until next month's meeting. **Voice vote:** Motion carried. **Discussion:** Some members showed their frustrations with the citizens of Waterloo not showing any interest in the city infrastructure. There were mixed feelings with the idea of partnering with another municipality to share resources, but it always does not work. Seidl mentioned that the Park Board was not being properly represented

since Strobel has scheduling issues with his work. Cotting mentioned Linda and John Joyce would be good candidates for the position.

c) Dog Park. Quimby suggested leaving the item on the agenda. Seidl said there was enough fencing to be able to get started. It was suggested setting up a Parks Commission booth at the Wellness weekend. Other items of interest would be skate park, Veterans Park. Springer said the monument needs a lot of masonry work. He had different ideas for plaques. Quimby said there needed to be rules and procedures as to how names are placed on the plaques. It will be placed on the agenda in April.

6) New Business. None.

7) Future Agenda Items, Announcements And Next Meeting Date.

8) Adjourn. Motion: Moved by Springer, seconded by Cotting to adjourn. **Voice vote:** Motion carried at approximately 7:32 a.m.

Attest:

Mo Hansen, Clerk/Treasurer

**CITY OF WATERLOO PLAN COMMISSION
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
PUBLIC HEARING MINUTES
PROPOSED CONDITIONAL USE PERMIT FOR 1042 E. MADISON STREET
February 25, 2014**

1. CALL PUBLIC HEARING TO ORDER AND ROLL CALL. Raynelle Butzine called the meeting to order at 7:00 p.m. Members present: None. Others present: Diane Graff of the Courier and Nancy Cook.

2. PUBLIC HEARING TOPIC: The applicant, Nancy Cook, owner of the property located at 1042 E. Madison Street, is requesting a conditional use permit to allow the construction of an additional 12' X 20' (240 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: #290-0813-0812-001

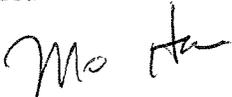
Legal Description: Out Lot 32, ASR PLT, Jefferson County, Wisconsin

Street Address: 1042 E. Madison Street

3. PUBLIC COMMENT PERIOD: No one was present spoke in favor or in opposition of the Conditional Use Permit.

4. PUBLIC HEARING ADJOURNED. With no additional comments for or against coming from the floor, Raynelle Butzine concluded the public hearing at approximately 7:05 p.m.

Attest:

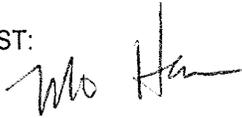


Morton Hansen
Clerk/Treasurer

CITY OF WATERLOO PLAN COMMISSION MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
February 25, 2014

No meeting held due to the lack of a quorum.

ATTEST:

A handwritten signature in black ink, appearing to read "Morton Hansen", written over the printed name below.

Morton Hansen, Clerk/Treasurer

PUBLIC SAFETY AND HEALTH COMMITTEE MEETING MINUTES
January 16, 2014

1. Call to Order

The Public Safety Committee meeting was called to order by Alderperson Cotting at 5:30PM

2. Roll Call

Committee members present – Alderperson Cotting, Van Holten, and Reynolds and 2 citizens, Lt Sorenson

3. Approval of Public Safety Committee Minutes of November 13,2013 and December 4, 21013.

Motion by Van Holten and second by Cotting to approve the November 13, 2013 and December 4, 2013 minutes. Motion carried.

4. Citizen Input

Alderperson Reynolds stated she was contacted by a local business person wishing to compliment the Waterloo Police Department for its professionalism in the community.

5. Unfinished Business

There was discussion on the proposed changes and wording on the Dog Ordinance Draft. The primary concern was with wording pertaining to dogs being tied or attached to vehicles. Secondary concerns were the citation amounts and leash requirements. Recommended by Alderperson Cotting to place “Motorized” in front of vehicle in section 1-26-4 G (8) to read, ‘Is attached to a Motorized vehicle or bicycle while in motion’. Motion by Alderperson Cotting, and second by Reynolds. Motion carried.

Families Who Host Lose the Most program.

Motion by Cotting and second by Reynolds to table to next meeting.

6. New Business

7. Future Agenda Items and announcements

8. Adjourn

Motion by Alderperson Reynolds, second by Alderperson Van Holten to adjourn. Motion carried.

Register Report-Park Board #xxxxxx2402 - Last month
1/1/2014 through 1/31/2014

2/16/2014

Page 1

| Date | Account | Num | Description | Memo | Category | Tag | Clr | Amount |
|-----------------------------|----------|----------|--------------------|-------------------|--------------------|-----|-----|------------------|
| BALANCE 12/31/2013 | | | | | | | | 11,883.55 |
| 1/6/2014 | Checking | EFT | We Energies | 11/13/13-12/... | Utilities:Gas &... | | | -26.18 |
| 1/11/2014 | Checking | 21585 | Frontier | 920-478-208... | Utilities | | | -48.73 |
| 1/13/2014 | Checking | DEP | Deposit | Fitzgerald | Bad Debt | | | 3,120.00 |
| 1/13/2014 | Checking | Deb Card | GoDaddy.com... | New Park W... | Park Admin | | | -77.76 |
| 1/13/2014 | Checking | Deb Card | Good Karma ... | Net Domain ... | Ads | | | -0.18 |
| 1/15/2014 | Checking | EFT | Waterloo Utilit... | 11/14/13-12/... | Utilities:Gas &... | | | -16.34 |
| 1/15/2014 | Checking | EFT | Waterloo Utilit... | 11/14/13-12/... | Utilities:Gas &... | | | -193.43 |
| 1/15/2014 | Checking | 21586 | Service Insura... | Liquor Liabili... | Insurance, Bus | | | -1,838.00 |
| 1/15/2014 | Checking | 21587 | US Cellular | Acct #21759... | Park Admin | | | -75.27 |
| 1/15/2014 | Checking | 21588 | Kramer Printing | Business car... | Park Admin | | | -157.00 |
| 1/15/2014 | Checking | DEP | Deposit | Jul-Nov elect... | WYSO | | | 723.01 |
| 1/15/2014 | Checking | DEP | Deposit | Veith 09/06/... | Rent- Bingo | | | 150.00 |
| 1/15/2014 | Checking | DEP | Deposit | Strasser 06/... | Rent-Upper P... | | | 250.00 |
| 1/16/2014 | Checking | EFT | Wisconsin De... | Oct-Dec 20... | Tax | | | -342.16 |
| 1/29/2014 | Checking | 21589 | City Of Waterl... | Invoice #001... | Wages & Ins. | | | -538.26 |
| 1/29/2014 | Checking | 21590 | City Of Waterl... | Invoice #001... | Unemploye... | | | -262.83 |
| 1/29/2014 | Checking | 21591 | Adt Security S... | February 2014 | Park Maint. - ... | | | -46.99 |
| 1/1/2014 - 1/31/2014 | | | | | | | | 619.88 |
| BALANCE 1/31/2014 | | | | | | | | 12,503.43 |
| TOTAL INFLOWS | | | | | | | | 4,243.01 |
| TOTAL OUTFLOWS | | | | | | | | -3,623.13 |
| NET TOTAL | | | | | | | | 619.88 |