



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

**PUBLIC NOTICE OF A COMMITTEE MEETING OF THE  
COMMON COUNCIL OF THE CITY OF WATERLOO**

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and to the news media, that the following meeting will be held:

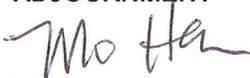
**COMMITTEE: FINANCE, INSURANCE & PERSONNEL COMMITTEE**

**DATE: March 20, 2014 TIME: 5:45 p.m. – 6:30 p.m.**

**LOCATION: Council Chamber of the Municipal Building  
136 N. Monroe Street**

to consider the following:

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES
3. CITIZEN INPUT
4. UNFINISHED BUSINESSES
  - a. Economic Development Director
5. NEW BUSINESS
  - a. Ordinance #2014-04 Repealing Chapter §313 Soda Water Beverages Of The Municipal Code Relating To Requiring Soda Water Licenses And A License Fee \*\*\*
  - b. Payroll For February - \$54,409.66 \*\*\*
  - c. Pay Vouchers – February 21, 2014 through March 20, 2014 \*\*\*
  - d. Authorizing The Acceptance Of Federal Home Loan Bank Of Chicago Letters Of Credit For Collateralization Of Municipal Deposits With Farmer's & Merchant State Bank
  - e. Renewal Of An Agreement With Ehlers Investment Partners LLC As An Investment Advisor
  - f. Independent Inspections Ltd. - Building Inspection Service Fee Increase
  - g. Tax Incremental Finance Review
  - h. Authorizing A Summer Schedule For The Department Of Public Works (4 day 40 hr work week, Mon-Thur, April 14, 2014 to October 10, 2014)
  - i. An Annual Finance, Insurance & Personnel Organizational Calendar
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Review Of Sanitary Sewer Rates (Referred To The Waterloo Water & Light Commission)
7. ADJOURNMENT

  
Mo Hansen  
Clerk/Treasurer

Committee Members: Springer, Quimby and Cotting

Posted, Emailed & Distributed: March 17, 2014

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

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# **Federal Home Loan Bank of Chicago (FHLBC) Public Unit Deposit Letters of Credit (PUD LOCs)**



**February 20, 2014**

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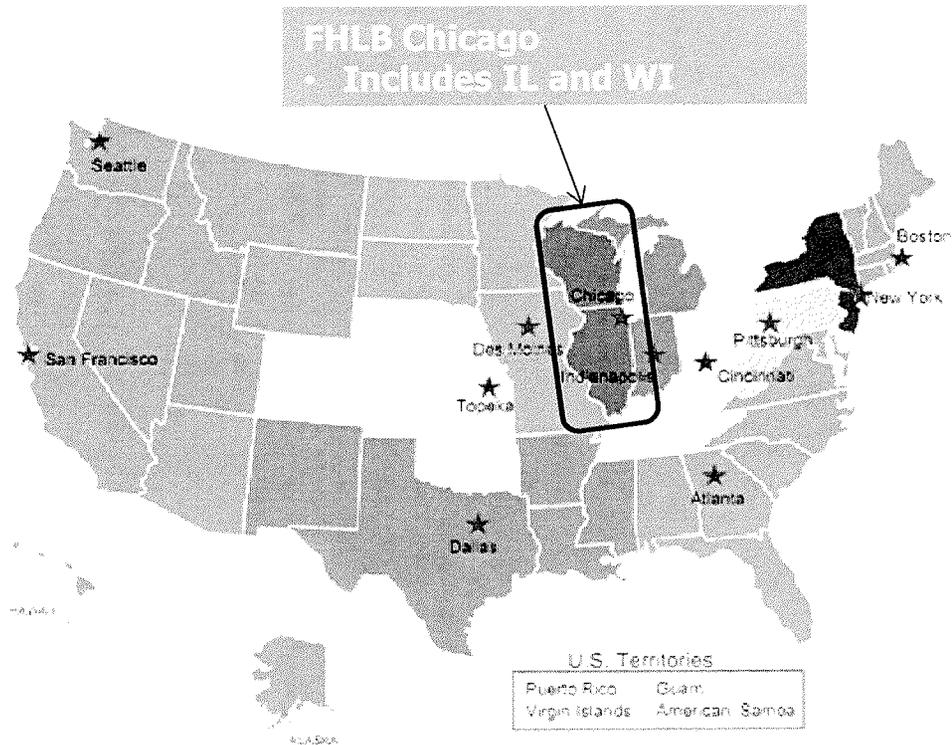
## Discussion Topics

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- ❖ Federal Home Loan Bank System Overview
- ❖ Traditional vs. FHLBC Letters of Credit Differences
- ❖ FHLBC Public Unit Deposit Letters of Credit Overview
- ❖ FHLBC Public Unit Deposit Letters of Credit Summary
- ❖ FHLBC Public Unit Deposit Letters of Credit Contacts

# The Federal Home Loan Bank System

## FHLB Overview

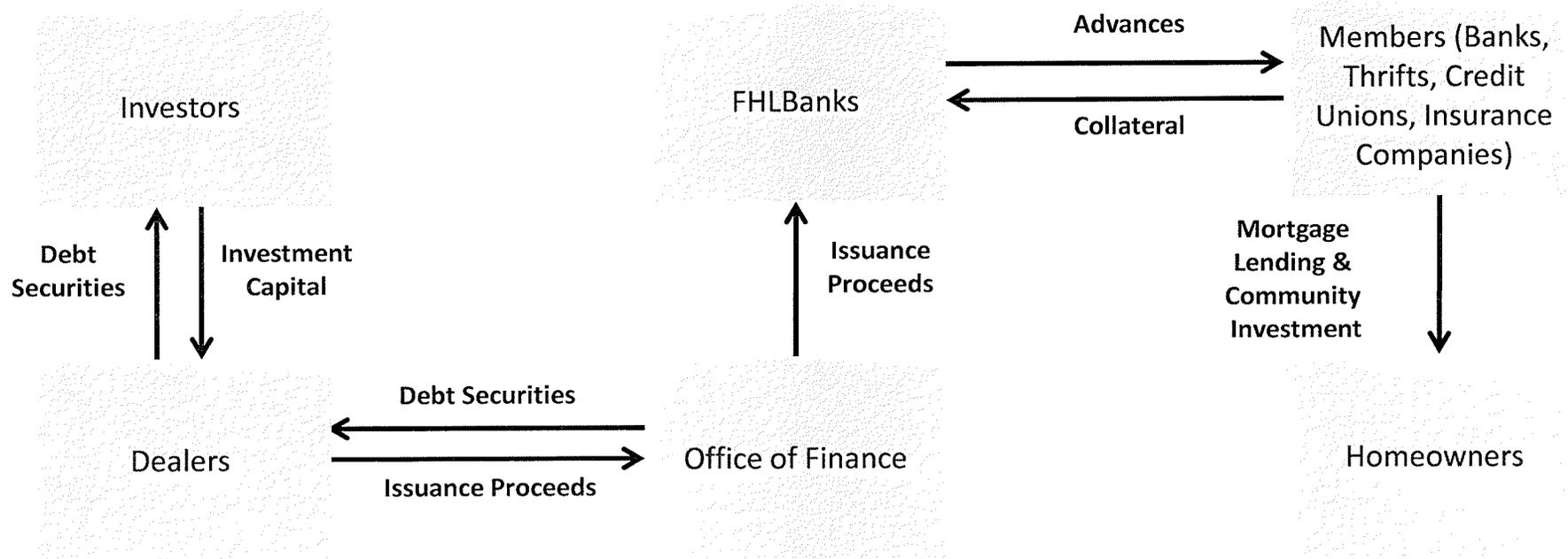


- Each FHLB is an SEC-registered, privately managed cooperative owned by members\* in its district
- Each FHLB is governed by a separate board of directors, but regulated by a single regulator, Federal Housing Finance Agency
- The 12 Home Loan Banks comprising the FHLB System provide liquidity and funding solutions to nearly 8,000 members
- FHLBs are significant contributors to affordable housing and economic development initiatives across the nation
- As a GSE, FHLB system has good access to capital markets which provides competitively priced funding

*\*Members include banks, thrifts, credit unions and insurance companies*

# How the FHLB System Works

## Helping Banks serve Housing and Community Development



The 12 FHLBanks are government sponsored enterprises (GSEs) organized under an act of Congress (Federal Home Loan Bank Act of 1932)

FHLBanks serve the general public by providing readily available, low-cost funding to nearly 8,000 members, thereby increasing the availability of credit for residential mortgage lending and investment in housing and community development

FHLBanks fund their Operations principally through the sale of debt securities through the Office of Finance

## Federal Home Loan Bank of Chicago (FHLBC)

History and 7<sup>th</sup> District FHLBC Members (as of 1Q 2013)

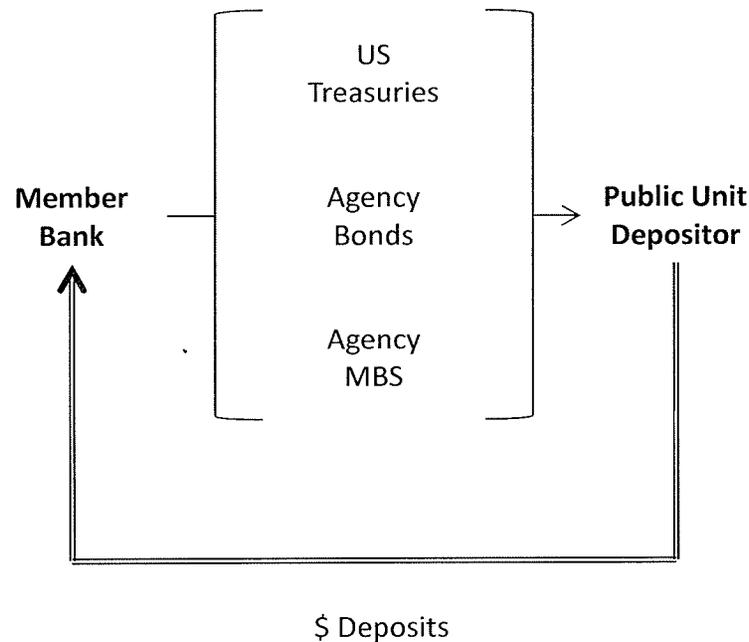
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### History of FHLBC

- The Federal Home Loan Bank of Chicago is a **\$64.9** billion wholesale bank, serving the needs of member financial institutions located in Illinois and Wisconsin.
- The bank has **over 770** member institutions, including commercial banks, credit unions, insurance companies, and thrifts, who cooperatively own the bank.
- Member financial institutions use advances (borrowings) from the bank to originate residential mortgages, invest in government or mortgage-related securities and promote affordable housing and community development in their respective communities.
- Member financial institutions also use FHLBC letters of credit to help facilitate customer needs for public deposit collateralization, as well as performance guarantees and credit bond enhancements which help facilitate and promote housing and community economic development projects in their local communities.
- The FHLBC is located in the city of Chicago at the AON Center and employs more than **300** employees.
- The FHLBC has been serving Illinois and Wisconsin area banks since **1932**.

## Public Entity Traditional Approach to Deposit Collateralization

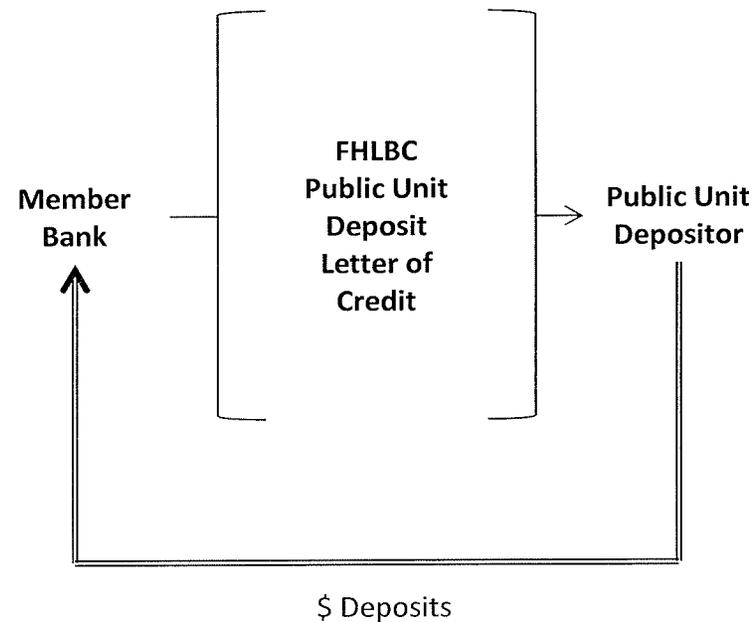
- Specific types of securities might be requested by the municipality such as Treasuries or Agencies as collateral from the depository bank
- Pledged Securities are held by a custodial bank or trust company acting as agent for the municipality
- The custodial bank is required to provide frequent and detailed reports on the collateral which can be cumbersome and operationally inefficient



- Should it be necessary for the public entity to exercise its right to the collateral they may find it difficult and time consuming to do so
- Many banks have problems finding enough eligible securities to meet the demands of municipalities for collateral

## An FHLBC PUD Letter of Credit – Key Benefits

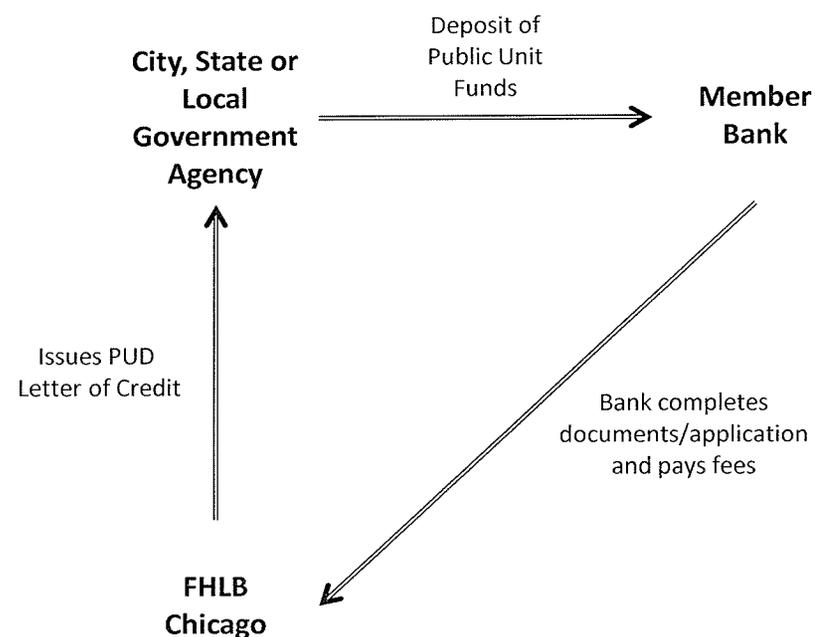
- A city, state or local government agency benefits from the safety of an Aaa/AA+ rated institution
- The FHLBC pays out under the PUD LOC immediately if member fails to return a deposit; there is no delay from selling securities in the market or delay due to resolution proceedings



- A PUD LOC eliminates the need to monitor third-party custodian safekeeping reports or bank statements
- A PUD LOC is convenient and can typically be issued within 24 hours.
- Eliminates cumbersome legal paperwork and cost associated with the release of securities

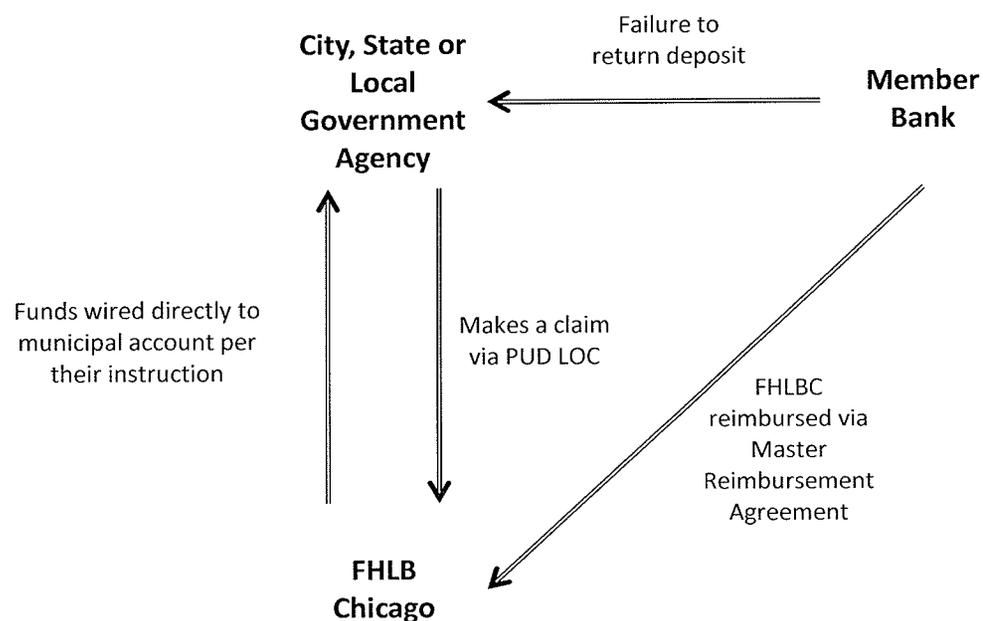
## Public Unit Deposits and FHLBC Letters of Credit Overview

- Public entities often seek deposit protection, in the form of collateral or a letter of credit, for deposit funds that exceed the FDIC-insured limit
- FHLBC Public Unit Deposit Letter of Credit (PUD LOC) is issued directly to the public entity depositor as beneficiary to guarantee withdrawal of deposit funds from a member bank
- PUD LOC is a more efficient alternative to pledging securities
- The member bank does not issue a separate LOC



## The Claims Process

- If a member bank were to fail to return a public deposit, a city, state or local government agency would make a claim under the PUD LOC and the FHLBC would wire funds directly to the beneficiary's account.
- Payment is immediate. There would be no delays from selling securities in the market place to receive payment.
- A PUD LOC claims process is simple and efficient relative to the cumbersome paperwork that would otherwise be required to release pledged collateral.



## Public Unit Deposits Letters of Credit

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- **Public Unit Deposit (PUD) Letters of Credit:** The FHLBC will issue a letter of credit directly to a public unit (i.e. municipality, state and local government agency) to collateralize and secure their deposits
  
- **A few examples of public entities accepting LOCs:**
  - ✓ Municipalities
  - ✓ State treasurers
  - ✓ Regional transportation authorities
  - ✓ Water reclamation districts
  - ✓ Housing authorities
  - ✓ Public school districts and community colleges
  - ✓ Hospitals
  - ✓ Public libraries
  - ✓ Police pensions
  - ✓ Elementary and high schools

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## Large Cities that have used or are currently using FHLB LOCs to Collateralize Municipal Deposits

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Although use of LOCs to collateralize municipal deposits is a matter of each state's laws, you may be interested in the following information

- The Metropolitan Water Reclamation District of Chicago and the State of Illinois use FHLB PUD Letters of Credit
- New York City endorsed and began using FHLB Letters of Credit as collateral for city deposits in April 2004
- In California, the Local California Agency Administrator (an office in the California Department of Financial Institutions) maintains the collateral for deposits of California municipalities which is a program that does accept FHLB Letters of Credit as collateral
- The City of Seattle participates in the Local Government Investment Pool which is an entity that accepts FHLB Letters of Credit
- In the state of Georgia, municipalities roll up their public deposits to the state level, in which the State Treasurer is beneficiary to FHLB Letters of Credit
- The City of Tulsa collateralizes their deposits with FHLB PUD Letters of Credit
- Several large asset management firms and state level investment funds, who act as agent on behalf of municipalities nationwide, have used FHLB PUD Letters of Credit

**Illinois and Wisconsin each have their own laws governing security for public deposits.**

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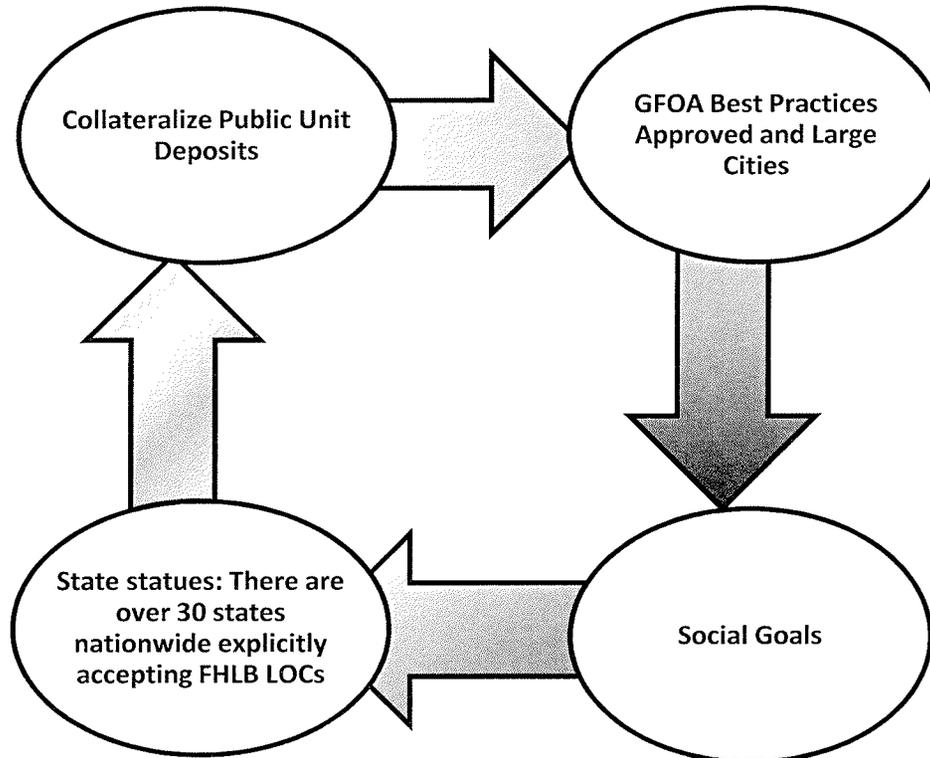
# FHLBC Letter of Credit Recap

## FHLBC PUD Letter of Credit

- FHLBC PUD LOCs can protect city, state and local government agency public deposits
- PUD LOCs are convenient, secure, and irrevocable
- FHLBC PUD LOCs are superior to securities pledging because of operational efficiency and immediate payout

## States of Illinois and Wisconsin Law

- FHLB Letters of Credit are acceptable collateral under most states statutes nationwide to protect municipal deposits (depositor's or Member's counsel to confirm eligibility)



## GFOA Best Practices & Other Large Cities Using PUD LOCs

- The GFOA lists letters of credit from a government sponsored entity as an important safeguard on public unit deposits
- Multiple municipal counties, cities and state funds have used FHLBC's PUD Letters of Credit to collateralize public deposits
- FHLB LOCs are used nationally such as New York City, Seattle and municipalities in California and Georgia to name a few

## Social Goals

- Discounted Advances and Letters of Credit for Community Investment (CICA) and Community Economic Development (CEDA) projects

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## **Primary Letter of Credit Contacts**

### **Federal Home Loan Bank of Chicago**

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**Jeff Long – Director, Institutional Sales**

(312) 552-2669

[jlong@fhlbc.com](mailto:jlong@fhlbc.com)

**Jay Rutherford – Documentation Manager, Member Product Support**

**LOC Product Specialist**

(312) 552-1285

[jrutherford@fhlbc.com](mailto:jrutherford@fhlbc.com)

**Adam Segal – Analyst, Member Product Support**

**LOC Product Specialist**

(312) 552-1215

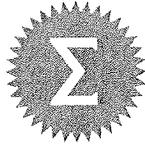
[asegal@fhlbc.com](mailto:asegal@fhlbc.com)

**Steve Mosshamer – Sr. Strategic Analyst**

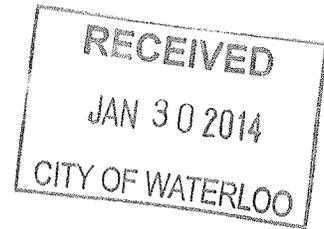
**LOC Product Specialist**

(312) 552-2705

[smosshamer@fhlbc.com](mailto:smosshamer@fhlbc.com)



**EHLERS**  
INVESTMENT PARTNERS



January 29, 2014

Mo Hansen  
City of Waterloo  
136 North Monroe Street  
Waterloo, WI 53594-1198

Dear Mo,

Since 2008 Ehlers Investment Partners LLC has been registered with the Securities and Exchange Commission (SEC) and Financial Industry Regulatory Authority (FINRA) as an independent Investment Adviser. Under the Dodd-Frank Wall Street Reform and Consumer Protection Act the SEC and Municipal Securities Rulemaking Board (MSRB) were charged with defining, creating rules and regulating Municipal Advisers (MA). In early 2010 investment advisory firms that may be considered as MA's were requested to temporarily register with the MSRB until the final MA definition was approved. Ehlers Investment Partners filed a temporary registration at that time and our Investment Advisory Agreements referred to Ehlers Investment Partners as a Municipal Adviser.

The definition of an MA was finally approved in September 2013 and the rules and regulations were scheduled to take effect in January 2014. When the final definition was approved Ehlers Investment Partners determined, as an investment advisory firm, the definition did not reflect our firm. Since we were already, and always had been, an SEC registered independent Investment Adviser, Ehlers Investment Partners terminated its Municipal Adviser registration. In order to properly reflect this in our Investment Advisory Agreement with you, the agreement has been revised to remove any reference to Ehlers Investment Partners as a Municipal Adviser. This is the only revision in the agreement attached to this letter.

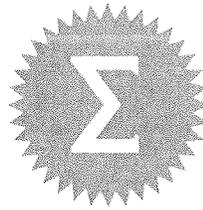
Please review the attached agreement at your earliest convenience and return a signed copy (see page 8) in the envelope provided or scan and e-mail to [eip@ehlers-inc.com](mailto:eip@ehlers-inc.com). Do not hesitate to contact me directly with any questions.

Thank you for your consideration and continued support of Ehlers Investment Partners.

Sincerely,

Kenneth J. Herdeman  
President  
Ehlers Investment Partners  
[kherdeman@ehlers-inc.com](mailto:kherdeman@ehlers-inc.com)

*Managing Investments for your Community's Future*



# EHLEERS

INVESTMENT PARTNERS

*Managing Investments for your Community's Future*

## SCHEDULE OF FEES

Fee schedule, effective July 1, 2013, for the **City of Waterloo, WI** ("Client") for services related to Investment Advisory Agreement dated January 3, 2013 between Client and **Ehlers Investment Partners, LLC** ("Adviser").

Investment advisory fees shall be incurred for all assets under the management of Adviser. **Investment advisory fees will be charged according to the schedule below based on average daily assets under management calculated on market value of said assets, payable monthly.** Fees are inclusive of services cash forecasting and investment management services provided by Adviser to the Client under an investment advisory engagement.

ASSETS UNDER MANAGEMENT	ANNUALIZED RATE
Less than or equal to \$4,999,999 at	0.150%
Next \$5,000,000 up to \$9,999,999 at	0.125%
Next \$5,000,000 up to \$14,999,999 at	0.100%
Next \$5,000,000 up to \$19,999,999 at	0.075%
Next \$1 (above \$19,999,999) and greater at	0.050%

If Client engages Adviser to perform other services not related to cash forecasting or investment management, those services provided to Client by Adviser will be billed based on hours spent at the rate of \$200.00 per hour, or an agreed-upon flat fee amount.



*Independent Inspections, Ltd.*

W241 S4135 Pine Hollow Court  
Waukesha, WI 53189

February 27, 2014

Mo Hansen, Clerk/Treasurer  
City of Waterloo  
136 N. Monroe Street  
Waterloo, WI 53594

Email Transmittal: cityhall@waterloowi.us

Re: Building Inspection Service Fee Increase, City of Waterloo

Dear Mr. Hansen:

Independent Inspections, Ltd. has enjoyed working with you and has continued to make improvements over the years to ensure we provide you with a high standard of building inspection services. Some of the highlights are:

- Excellent building inspection professionals
- Credentialed backup coverage
- Specialty Reporting – Census, Budget, etc.
- Customer service team helping your residents and contractors
- Administrative follow up practices on open permits

Over the years we have been very cost control conscious by streamlining processes and leaning necessary areas to ensure we kept fees as low as possible and below the norm. The last time fees were increased was 9 years ago in 2005. All the while, our cost to provide the best certified building inspection service has increased, due to wage increases, escalating fuel costs, insurance, other overhead and inflation costs. The Bureau of Labor Statistics reports a 19.77% inflation rate since the last fee increase.

I realize a price increase is not pleasant and we appreciate your contract with us, which is why we adjust so infrequently. Please consider the proposed fee schedule change attached. The new permit fees will ensure you remain within the state and local average with an increase of 8% and when divided by 9 years equates to .89% per year.

We hope you have identified the value of our service and approve the new fee schedule recommendation to be effective May 1, 2014. I would be happy to discuss the proposal with you to discuss questions, concerns, or modifications.

Sincerely,

Thomas DeLacy, President  
INDEPENDENT INSPECTIONS, LTD.

c: Gail DeLacy, Operations Manager, IIL  
Chris Butschke, Building Inspector, IIL  
File  
TDL/gg

Phone 262-544-8280  
Waukesha Office

Phone 1-800-422-5220  
[www.independentinspections.com](http://www.independentinspections.com)

Fax 262-544-8299  
Waukesha Office



***Independent Inspections, Ltd.***

*W241 S4135 Pine Hollow Court*

*Waukesha, WI 53189*

**CONTRACT FOR SERVICES**

**WHEREAS**, the City of Waterloo, Jefferson County, Wisconsin (Municipality) requires high quality professional building and mechanical inspection services sensitive to community needs, and,

**WHEREAS**, Independent Inspections, Ltd., a Wisconsin Corporation (Agency), proposes to provide inspection services for the Municipality including inspectors and meeting the Municipality's needs for such inspection services,

**NOW THEREFORE**, the parties agree as follows:

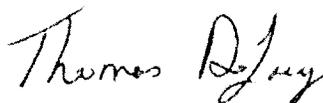
1. The Agency will provide for the Municipality inspectors whose duties shall include building and mechanical field inspections, necessary services related to contacts with residents and Municipal Officials, and all associated tasks necessary to meet the inspection needs of the Municipality.
2. The Inspectors shall be certified in UDC Construction, HVAC, Electrical, Plumbing, Commercial Construction and HVAC, Commercial Plumbing and Commercial Electrical as defined in SPS 305 of the Wisconsin Administrative Code.
3. The Agency shall provide:
  - A. Salary of the inspectors
  - B. Field communication equipment
  - C. Vehicle or mileage/allowance for the inspectors
  - D. Supplemental systems and support and administrative coordination
  - E. Regular municipal office availability for meeting the public
  - F. A staff of specialists available to assist in building code enforcement activities and available for backup inspection purposes when the primary inspector is unavailable.
  - G. Wisconsin license fees for the Agency and inspectors
  - H. Certificate of insurance showing all coverages with a minimum of \$2 million of general liability and \$1 million of errors and omissions coverage.
4. During the term of this Agreement, and for a period of 12 months after termination of this Agreement, the Municipality shall not negotiate with, employ/hire any inspector/employee who provided inspection services of twenty-five (25) inspections or more during the twelve (12) month period prior to termination of employment with Agency and who is employed with the Agency at the termination of this Agreement to provide Building, Electric, Plumbing or HVAC inspection services. The Municipality shall not negotiate with, employ/hire any inspector/ employee for at least 12 months after termination of the employee's employment with the

Agency who provided inspection services of twenty-five (25) inspections or more during the twelve (12) month period prior to termination of employment with Agency and who was employed by the Agency during the term of this Agreement. The term "employ/hire" shall extend to the above referenced inspector/ employee forming a corporation, partnership, limited liability company, other business entity, working for a competing company or by working as an in-house building inspector/employee for the Municipality. The rights and obligations under this paragraph shall survive any expiration or earlier termination of this Agreement.

Either the Municipality or the Agency may terminate this Agreement upon 60 days written notice to the other party of the intention to terminate. At the end of the termination notice, any permits received prior to the last day shall have the fees paid to the Agency as provided in the Agreement and the inspections relating to those fees shall be performed by the Agency. Permits received after the last day shall be the responsibility of the Municipality and no payment shall be made to the Agency for those permits. Any notice to the Municipality shall be sent to the Municipal authority directly in charge of inspection procedures. Any notice to the Agency shall be sent to Independent Inspections, Ltd., W241 S4135 Pine Hollow Court, Waukesha, WI 53189.

5. The Agency is the exclusive provider of the services listed, described and provided by this Agreement for the entire area of the Municipality during the term of this Agreement. Any other provider of building, HVAC, electrical, plumbing, mechanical plan reviews and inspection services to the Municipality during the term of this Agreement will be considered a violation of this Agreement and the Municipality shall pay the Agency the fees for all permit applications submitted for the duration of the Agreement as prescribed herein.
6. The Agency agrees to indemnify the Municipality, its employees and agents from and against any and all claims, suits, demands or causes of action, arising out of any act or omission of the Agency, and causing injury to any person or persons or property, whomsoever and whatsoever. Correspondingly, the Municipality agrees to indemnify, the Agency its employees and agents from and against any and all claims, suits, demands or causes of action, arising out of any act or omission of the Municipality, and causing injury to any person or persons or property, whomsoever and whatsoever. Each party hereto agrees to carry comprehensive general liability insurance and to provide each other with evidence of such coverage upon request.
7. The Municipality agrees to pay the Agency the sum equal to 60% of the permit fees as collected by the Agency. These fees shall be based on the attached exhibit 1. All permit fees shall be turned over to the Municipality as directed.
8. The Agency shall perform property maintenance and complaint inspections, for which no permit fee is generated, at the direction of the Municipal Administrator and forward those reports to the appropriate person(s) with the findings. The Municipality shall compensate the Agency for any activities and meetings related to the duties noted herein where a permit fee is not generated, at the rate of \$45.00 per hour for all such duties and meetings performed during the business hours of 8:00 a.m. to 5:00 p.m. The Municipality shall compensate the Agency for all such duties and meetings occurring other than normal business hours at the rate of \$55.00 for each hour including travel time for meetings. There will be a one hour minimum per inspection trip or meeting. No additional time shall be compensated by the Municipality unless approved by the Municipal Administrator.

9. The Agency shall provide a statement for services rendered, and a recap of permits issued for each month. The Municipality shall compensate the Agency by the 15th of the month following the period services were rendered.
10. The Agency agrees to provide these services commencing May 1, 2014.
11. If any provision of this Agreement is held to be invalid or unenforceable for any reason, this Agreement shall remain in full force and effect in accordance with its terms, disregarding such unenforceable or invalid provision.
12. This Agreement contains the entire understanding of the parties as to the matters contained herein, and it shall not be altered, amended or modified except by a writing executed by the duly authorized agents of both the Municipality and the Agency.
13. The Municipality shall provide for the Agency office space, desk, desk chair, file cabinet, use of a photocopier, computer, fax machine and local and long distance phone service for municipal related projects during the term of this Agreement. The Agency shall be responsible for its long distance phone charges not related to municipal work and office supplies necessary for the performance of its responsibilities. The location and size of the Agency's office area shall be determined as mutually agreeable between the Municipal Administrator and the Agency.
14. This Agreement replaces all previous building inspection Agreements and Amendments between the parties.



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**Thomas DeLacy, President**  
**INDEPENDENT INSPECTIONS, LTD. (AGENCY)**

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February 27, 2014

**DATE**

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**Robert Thompson, Mayor**  
**CITY OF WATERLOO (MUNICIPALITY)**  
acknowledged and accepted

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**DATE**

## City of Waterloo Fee Schedule

EXHIBIT 1, PAGE 1 OF 2

Rates effective May 1, 2014

Residential 1 & 2 Family	Fee	Minimum
New Dwelling/Addition	\$.21 per sq ft all floor area	\$125.00
Erosion Control	\$125.00 (New) \$75.00 (Addition)	
Remodel	\$10.00 per thousand of valuation	\$85.00
Accessory Structure	\$.21 per sq ft all areas	\$60.00
Occupancy Permit	\$60.00 per dwelling unit	
Temporary Occupancy Permit	\$100.00	
Early Start (footings and foundations)	\$135.00	
<b>Plumbing</b>		
New Bldg/Addition/Alteration <i>(For Alterations use sq. ft. of alteration area)</i>	\$45.00 base plus \$.055 per sq ft all areas	\$50.00
Replacement & Misc Items	\$10.00 per thousand of plumb. project valuation	\$50.00
New Home Outside Sewer & Water Laterals	\$60.00 dwelling to right-of-way	
<b>Electrical</b>		
New Bldg/Addition/Alteration <i>(For Alterations use sq. ft. of alteration area)</i>	\$45.00 base plus \$.055 per sq ft all areas	\$50.00
Replacement & Misc Items	\$10.00 per thousand of Elec. project valuation	\$50.00
<b>HVAC</b>		
New Bldg/Addition/Alteration <i>(For Alterations use sq. ft. of alteration area)</i>	\$45.00 base plus \$.055 per sq ft all areas	\$50.00
Replacement & Misc Items	\$10.00 per thousand of HVAC project valuation	\$50.00
<b>Razing Fee</b>	\$.05 per sq ft all areas	\$75.00
<b>Other</b>		\$50.00

Commercial	Fee	Minimum
New Structure/Addition	\$.21 per sq ft all areas	\$150.00
Erosion Control	\$350.00 for first acre plus \$150.00 per acre or portion thereof	
Remodel	\$11.00 per thousand of valuation	\$135.00
Occupancy	\$70.00 per unit	
Temp Occupancy, Change of Use	\$70.00 per unit	
Early Start Permit	\$165.00 (footings & foundations per SPS 361.32)	
<b>Plumbing</b>		
New Bldg/Addition/Alteration <i>(For Alterations use sq. ft. of alteration area)</i>	\$50.00 base fee plus \$.065 per sq ft, all areas	\$55.00
Replacement & Misc Items	\$10.00 per thousand of plumbing proj valuation	\$55.00
New Construction Outside Sewer & Water Laterals	\$100.00 for the 1st 100 ft then \$.50/ft thereafter	
<b>Electrical</b>		
New Bldg/Addition/Alteration <i>(For Alterations use sq. ft. of alteration area)</i>	\$50.00 base fee plus \$.065 per sq ft, all areas	\$55.00
Replacement & Misc Items	\$10.00 per thousand of electrical proj valuation	\$55.00
<b>HVAC</b>		
New Bldg/Addition/Alteration <i>(For Alterations use sq. ft. of alteration area)</i>	\$50.00 base fee plus \$.065 per sq ft, all areas	\$55.00
Replacement & Misc Items	\$10.00 per thousand of HVAC proj valuation	\$55.00

<b>Commercial Fees (Continued)</b>	<b>Fee</b>	<b>Minimum</b>
Razing Fee	\$.05 per sq ft of floor area	\$75.00
Other		\$70.00
<b>Agricultural Buildings (unheated)</b>		
	<b>Fee</b>	<b>Minimum</b>
New Structure/Addition/Remodel	\$.08 per sq ft all floor area	\$50.00
<b>Miscellaneous</b>		
	<b>Fee</b>	<b>Minimum</b>
Signs	\$55.00 base fee plus \$.85 per square foot	
Pools (Separate Electric Permit Required)	\$85.00	
Re-inspection Fee - each occurrence	\$50.00	
Failure to Call for Inspection - each occurrence	\$50.00	
Double Fees are due if work is started before the permit is issued.		
Permit Renewal – 50% of the permit fee based on current fee schedule, but not less than minimum fee.		
State Seal	\$41.00*	
*State Seal Fee is not split with ILL. Any amount over the actual cost of the seal is retained by the City as an administrative fee.		



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198  
Phone: (920) 478-3025  
Fax: (920) 478-2021  
E-mail: [cityhall@waterloowi.us](mailto:cityhall@waterloowi.us)  
Website: [www.waterloowi.us](http://www.waterloowi.us)

**Date:** March 21, 2014

**To:** Department of Public Works Employees

**From:** Morton J. Hansen, Clerk/Treasurer

**Re:** Department of Public Works, Hours of Operation

All Department of Public Works employees' hours of operation will be changing on a trial basis effective April 14, 2014 through October 10, 2014. Your work week schedule will be Monday through Thursday, ten (10) hours per day from 6:00 a.m. to 4:30 p.m. You will be allowed a one-half hour unpaid lunch break from 12:00 a.m. to 12:30 p.m. Your paid 15 minute break in the morning and in the afternoon will remain unchanged.

The week of May 25<sup>th</sup> which includes the Memorial Day holiday will be observed on Monday, May 26<sup>th</sup>. Your work hours for that week will be Tuesday and Wednesday, eleven (11) hours per day, starting at 5:30 a.m. and ending at 5:00 p.m. and on Thursday, ten (10) hours per day, 6:00 a.m. to 4:30 p.m., off on Friday, May 30, 2014. Each day includes a one-half hour unpaid lunch break from 12:00 a.m. to 12:30 p.m.

The week of June 29<sup>th</sup> which includes the Fourth of July holiday will be observed on Friday, July 4<sup>th</sup>. Your work hours for that week will be Monday and Tuesday, eleven (11) hours per day, starting at 5:30 a.m. and ending at 5:00 p.m. and on Wednesday, ten (10) hours per day, 6:00 a.m. to 4:30 p.m., off on Thursday, July 3, 2014. Each day includes a one-half hour unpaid lunch break from 12:00 a.m. to 12:30 p.m.

The week of August 31<sup>st</sup>, 2014 which includes the Labor Day holiday will be observed on Monday, September 1<sup>st</sup>. Your work hours for that week will be Tuesday and Wednesday, eleven (11) hours per day, starting at 5:30 a.m. and ending at 5:00 p.m. and on Thursday, ten (10) hours per day, 6:00 a.m. to 4:30 p.m., off on Friday, September 5, 2014. Each day includes a one-half hour unpaid lunch break from 12:00 a.m. to 12:30 p.m.

Your work hours starting October 13<sup>th</sup>, 2014 will revert back to the normal work week of 8 hours per day, Monday through Friday.

Your on-call hours for holidays will remain the same.

If you have any questions or concerns please feel free to contact your Supervisor Gary Yerges or City Clerk/Treasurer Hansen.