



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)

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**CITY OF WATERLOO COUNCIL AGENDA  
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET  
THURSDAY, DECEMBER 4, 2014  
IMMEDIATELY FOLLOWING THE  
BUDGET PUBLIC HEARING AT  
7:00 P.M.**

1. **Call to Order and Roll Call**
2. **Approval of Meeting Minutes**  
November 20, 2014
3. **Citizen Input**
4. **Communications to Council**
5. **Consent Agenda Items**
6. **Committees, Commissions & Boards – Recommendations and Reports**
  - a. Plan Commission Recommendation – Movin' Out of Madison, 217 N Monroe Street
    - Land Use Rezoning from C-1, General Commercial District to R-2, Single Family Residential District
    - Conditional Use Permit for Multi-Family Dwelling
  - b. Finance, Insurance & Personnel Committee
    - Resolution #2014-43 Adopting an Annual Budget and Appropriating the Necessary Funds for the Operation of the City of Waterloo for the Year 2015
    - Statement of Taxes 2014 Tax Rate Payable in 2015
    - Resolution #2014-44, D & D Cleaning, LLC, 2015 Cleaning Contract Renewal
    - Resolution #2014-45, 2015 Fee Schedule
  - c. Public Safety and Health Committee
    - Special Event License - Waterloo School District, May of 2015, Waterloo School District Fun Run Walk \*\*\*
7. **New Business**
  - Resolution #2014-46, Updating the Farmers & Merchants State Bank Corporate Authorization Resolution to Include Chris Astrella as City Clerk/Treasurer
8. **Future Agenda Items and Announcements**
9. **Adjournment**

*Lois A.M. Baird*

Lois A.M. Baird  
Interim Clerk/Treasurer

Posted and Emailed: December 1, 2014

I:\AGENDAS\_MINUTES\2014\COUNCIL\2014-12\2014-12-04 COUNCIL AGENDA.doc

## **Minutes of Municipal Committees, Commissions and Boards Attached**

- CATV Regulatory Board – 09/10/2014
- Parks Commission – 09/16/2014
- Public Works & Property Committee – 11/06/2014
- Finance, Insurance & Personnel Committee – 11/20/2014
- Waterloo Fire Department Board of Trustees Treasurer's Report – October, 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.

**CITY OF WATERLOO COUNCIL MINUTES**  
**COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET**  
**THURSDAY, NOVEMBER 20, 2014**  
**7:00 P.M.**

**1. Call to Order and Roll Call**

Council President Quimby called the meeting to order at 7:00 p.m. Alderpersons present – Springer, Griffin, Thomas, Stinnett and Reynolds. Absent – Mayor Thompson and Ziaja. Others present – Police Chief Sorenson, Diane Graff of the Courier, Tammy Krueger of the Daily Times, a videographer, Chris Astrella, Mitch Leisses of Kunkel Engineering, Library Director Kelli Mountford, Jessalyn Springer and friend, and Interim Clerk/Treasurer Baird.

**2. Approval of Meeting Minutes**

November 6, 2014

**Motion:** Motion by Stinnett, seconded by Thomas to approve the meeting minutes of November 6, 2014 as presented. Voice Vote: All yes. Motion carried.

**3. Citizen Input**

None

**4. Communications to Council**

- Governor Proclamation – November 20, 2014 – “Snowplow Driver Appreciation Day”
- Published Notices: Filing Nomination Papers – Notice of Spring Election – April 7, 2015

Noted.

**5. Consent Agenda Items**

a. Reports of City Officials & Contract Service Providers

- Waterloo Active Fire Department for October 2014
- Building Inspector - building, plumbing, and electrical permits for October 2014
- Public Works Director Gary Yerges for October 2014
- Police Chief Denis Sorenson for October 2014
- Library Director Kelli Mountford for October 2014
- Waterloo Water & Light Commission – November 11, 2014
- Watertown Humane Society – October 2014

**Motion:** Moved by Springer, seconded by Griffin to approve the consent agenda items as presented. Voice Vote: All yes. Motion carried.

**6. Committees, Commissions & Boards – Recommendations and Reports**

a. Finance, Insurance & Personnel Committee: Reports of the Clerk/Treasurer

- Payroll for October - \$88,395.34

**Motion:** Moved by Springer, seconded by Thomas to approve the payroll for October 2014 in the amount of \$88,395.34 as presented. Roll Call Vote: Ayes - Springer, Quimby, Griffin, Thomas, Stinnett and Reynolds. Noes – none with Ziaja absent. Motion carried.

- Pay Vouchers – October 17, 2014 through November 20, 2014

**Motion:** Moved by Springer, seconded by Thomas to approve the pay vouchers in the amount of \$532,551.83 as presented. Roll Call Vote: Ayes - Springer, Quimby, Griffin, Thomas, Stinnett and Reynolds. Noes – none with Ziaja absent. Motion carried.

- Treasurer’s Report & Budget Reports for August, September and October 2014

**Motion:** Moved by Springer, seconded by Thomas to approve the Treasurer’s Report & Budget Report for the months of August, September and October 2014 as presented. Voice Vote: All yes. Motion carried.

b. Public Safety & Health Committee

- Purchase New Squad Car

**Motion:** Moved by Reynolds, seconded by Thomas to approve the purchase of a 2015 Ford Interceptor squad car from Kayser Ford in the amount of \$27,312.00. Roll Call Vote: Ayes - Springer, Quimby, Griffin, Thomas, Stinnett and Reynolds. Noes – none with Ziaja absent. Motion carried.

**7. New Business**

a. Mayoral Appointment of Chris Astrella as Clerk/Treasurer effective December 8, 2014

Noted

b. Issuance of On Street Parking Permits per Section 350-7(g) of the Municipal Code:

- Jessalyn Springer, 305 Goehl Road, Apt 3

**Motion:** Moved by Reynolds, seconded by Griffin to approve the issuance of the on street parking permit to Jessalyn Springer, 305 Goehl Road to park on Lum Ave. Roll Call Vote: Ayes - Springer, Quimby, Griffin, Thomas, Stinnett and Reynolds. Noes – none with Ziaja absent. Motion carried.

c. Agreement with WisDOT that the proposed resurfacing and reconstruction project of WIS 19 (Madison Street) and WIS 89 (Monroe Street) does not adversely affect the activities of Veterans Park

**Motion:** Moved by Springer, seconded by Thomas to approve the agreement with Wis DOT that the WIS 19 and WIS 89 proposed street construction project does not adversely effect Veteran's Park. Roll Call Vote: Ayes - Springer, Quimby, Griffin, Thomas, Stinnett and Reynolds. Noes – none with Ziaja absent. Motion carried.

d. Resolution #2014-42, Final Resolution Authorizing Public Improvement and Levying Special Assessments against Benefitted Property in Waterloo, Wisconsin (S/W Quadrant)

**Motion:** Moved by Springer, seconded by Thomas to approve Resolution #2014-42, levying sidewalk special assessments with 5 annual installments at 6% per annum on the unpaid balance due. Roll Call Vote: Ayes - Springer, Quimby, Griffin, Thomas, Stinnett and Reynolds. Noes – none with Ziaja absent. Motion carried.

**8. Future Agenda Items and Announcements**

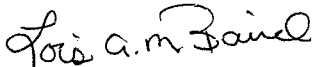
The Holiday Parade is scheduled for Saturday, December 13<sup>th</sup> at 4:30 p.m.

**9. Adjournment**

**Motion:** Moved by Springer, seconded by Griffin to adjourn. Voice Vote: All yes. Motion carried.

Time approximately 7:20 pm

Attest:



Lois A. M. Baird  
Interim Clerk/Treasurer



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**NOTICE OF PUBLIC HEARING FOR LAND USE REZONING FROM C-1 GENERAL DISTRICT TO R-2 SINGLE-FAMILY RESIDENTIAL DISTRICT UNDER PROVISIONS OF §385-31 CHANGES AND AMENDMENTS TO THE ZONING CODE OF THE CITY OF WATERLOO, WISCONSIN AND CHAPTER §385-10 R-2, SINGLE FAMILY RESIDENTIAL DISTRICT**

**AND**

**NOTICE OF PUBLIC HEARING FOR A CONDITIONAL USE PERMIT UNDER PROVISIONS OF CHAPTER §385-10 B (3) CONDITIONAL USES MULTIFAMILY DWELLINGS AND §385-21 CONDITIONAL USES**

Please take notice that the Plan Commission of the City of Waterloo, Jefferson County, Wisconsin, acting under provisions of Chapter §385-31, changes and amendments and §385-10 R-2 Single Family Residential District of the Zoning Code of the City of Waterloo, shall hold a public hearing on the matter of an application from Movin' Out of Madison, WI in regards to the property located at 217 N Monroe Street, Waterloo.

The land use-rezoning request is to allow a change in land use from existing C-1 General Commercial District to R-2, Single Family Residential District to allow the redeveloping of the former Perry Printing parking lot into a twenty-four unit multifamily rental apartment community.

Additionally the applicant is seeking a conditional use permit to allow for multifamily dwellings per Chapter 385.10 B (3) conditional use permit required for multifamily dwellings.

The property is described as follows:

Tax Parcel: 290-0813-0644-026

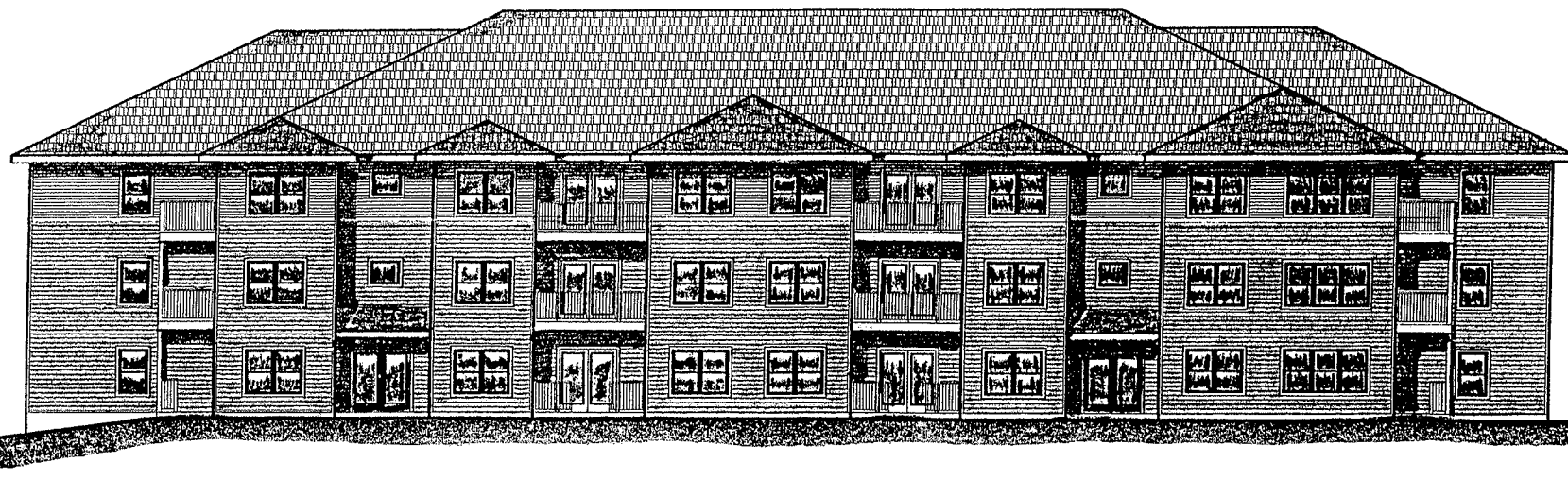
Lot Description: LOT 1, CSM 2522-9-127

Also known as: 217 N Monroe Street, Waterloo

Be further notified that the Plan Commission will hear all persons interested or their agents or attorneys concerning the recommendation for a land use zoning change and a conditional use permit at a public hearing to be held at **7:00 p.m., on Tuesday, October 28, 2014 in the Council Chamber of the Municipal Building, 136 N. Monroe Street, Waterloo.**

Subsequent to the public hearing, the Plan Commission shall recommend approval, denial or conditional approval of the land use rezoning and conditional use permit request to the Common Council. The Common Council will act on the Plan Commission's recommendation at its regular scheduled November 6, 2014 meeting.

Lois A.M. Baird  
Interim City Clerk/Treasurer



EAST ELEVATION  
SCALE 1"=10'-0"

10/15/14	MONROE STREET APARTMENTS NEW DEVELOPMENT 321 NORTH MONROE STREET WATERLOO, WISCONSIN	glueck architects 110 North Fox Street, Madison, WI 53703 (609)281-2551	1417 3
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**Movin' Out**

600 Williamson Street, L-1  
Madison, WI 53703-3588

608/251-4446  
608/819-0623 FAX

info@movin-out.org  
www.movin-out.org

RECEIVED  
OCT 15 2014  
CITY OF WATERLOO

*Housing ideas for people with disabilities.*

October 13, 2014

Via Electronic Mail  
(cityhall@waterloowi.us)  
and via U.S. Mail

**City of Waterloo**

Attention: Lois A.M. Baird  
Deputy Clerk/Treasurer  
136 N. Monroe Street  
Waterloo, WI. 53594

Ladies and Gentlemen:

This letter follows the letter we sent to you on October 9<sup>th</sup>. That letter requested an incorrect zoning change. This letter makes a correct request.

We request a rezoning and architectural review by the City of Waterloo for the proposed Monroe Street Apartments to be located at 217 N. Monroe Street. We are requesting that the zoning be changed from C-1 to R-2, Single Family Residential District. We are also requesting approval and issuance of a Conditional Use Permit that will allow us to construct a multifamily building on the site.

Accompanying this letter please find an Application for Conditional Use Permit, complete except for a few pieces of information that we understand the City already has. Enclosed with the mailed copy of this letter please find a \$285.00 check from Movin' Out to pay the fee for the Conditional Use Permit.

At the end of the Application, it states that two attachments are required. The first is a list of adjoining owners. My understanding is that David Porterfield, of our staff, spoke with Lois Baird today and she stated that the City already has this information and so we need not submit it with the Application. The second required attachment is a Site Plan, which our architect, Jim Glueck, already submitted to the City.

The proposed project involves the redevelopment of the former Perry Printing parking lot into a twenty-four unit multifamily rental apartment community. Movin' Out, Inc. and Mirus Partners, Inc. will serve as joint development partners and owners of the project.

*Rezoning  
Request  
PD  
10/23/2014  
\$285.00  
Receipt  
# 30750*

City of Waterloo  
October 13, 2014  
Page 2


The development team has secured financing commitments and is eager to begin work on the project this fall or early in 2015, weather permitting.

We enclosed with the copy of the October 9<sup>th</sup> letter we mailed to you a \$1,461.20 check from Movin' Out to pay the application fee required for rezoning and architectural review.

If you have questions or desire additional information, please contact Dave Porterfield, of Movin' Out at (608) 251-4446 or Chris Jaye, of Mirus Partners at (608) 824-2294.

Sincerely,

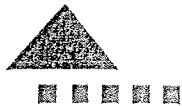
**MOVIN' OUT, INC.**

By: 

Timothy J. Radelet  
Executive Director.

cc: David Porterfield  
Chris Jaye





**Movin' Out**

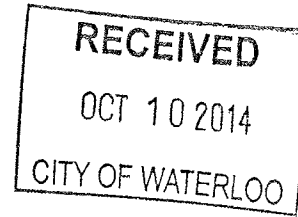
600 Williamson Street, L-1  
Madison, WI 53703-3588

608/251-4446  
608/819-0623 FAX

info@movin-out.org  
www.movin-out.org

*Housing ideas for people with disabilities.*

Via Electronic Mail  
(cityhall@waterloowi.us)  
and via U.S. Mail



**City of Waterloo**

Attention: Lois Baird  
Deputy Clerk/Treasurer  
136 N. Monroe Street  
Waterloo, WI. 53594

Ladies and Gentlemen:

We are writing to request a rezoning and architectural review by the City of Waterloo for the proposed Monroe Street Apartments to be located at 217 N. Monroe Street. We are requesting that the zoning be changed from C-1 to Planned Unit Development.

The proposed project involves the redevelopment of the former Perry Printing parking lot into a twenty-four unit multifamily rental apartment community. Movin' Out, Inc. and Mirus Partners, Inc. will serve as joint development partners and owners of the project.


The development team has secured financing commitments and is eager to begin work on the project this fall or early in 2015, weather permitting.

Enclosed with the mailed copy of this letter please find a \$1,461.20 check for Movin' Out to pay the application fee required for rezoning and architectural review.

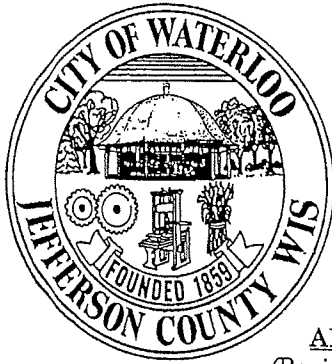
If you have questions or desire additional information, please contact Dave Porterfield, of Movin' Out at (608) 251-4446 or Chris Jaye, of Mirus Partners at (608) 824-2294.

Sincerely,

**MOVIN' OUT, INC.**

By:   
Timothy J. Radelet  
Executive Director

cc: David Porterfield  
Chris Jaye



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cityhall@waterloowis.com

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

PO  
10/23/2014  
Receipt  
#30749

Number: \_\_\_\_\_ Date Filed: 10/13/2014 Fee Paid: \$285.00

Location of Property: 217 N. MONROE STREET, Waterloo, WI

Applicant: Movin' Out, Inc.

Address: 600 Williamson St, side L-1, MADISON, WI 53703 Telephone: (608) 251-4446 x.8

Owner of Property: City of Waterloo

Address: 136 N. Monroe St, Waterloo, WI Telephone: (920) 478-2021

Contractor: Horizon Construction Group, Inc.

Address: 5201 EAST Terrace Drive, Suite 300, MADISON, WI 53718 Telephone: (608) 354-0825

Architect or Professional Engineer: Glueck Architects LLC

Address: 116 N. Few St, MADISON, WI 53703 Telephone: (608) 251-2551

Legal Description of Property: \_\_\_\_\_

Lot 1 csm 2522-9-127

Land Parcel Size: 58815 sq ft Present Use: Parking Lot Zoning District: C-1

Type of Existing Structure (if any): None

Proposed Use of the Structure or Site: multifamily Apartments Number of Employees: 1

Terms of Municipal Code

Conditional Use Requested

Chapter 385.10

multifamily

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

Requesting zoning change from C-1 to R-2 with conditional use permit to allow 24 unit multifamily rental apartment building

ATTACH THE FOLLOWING:

1. Adjoining owners, all names and addresses of all abutting and opposite property owners within 200 feet.
2. Site Plan showing the area involved, its location, dimensions, elevations, drainage, parking, etc., and location of adjacent structures within 200 feet.

Date: 10/13 2014

Groffley J. Kadelat, Exp Director  
Signature of Applicant



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**RESOLUTION #2014-43**

**A RESOLUTION ADOPTING AN ANNUAL BUDGET AND APPROPRIATING THE NECESSARY FUNDS  
FOR THE OPERATION OF THE CITY OF WATERLOO, WISCONSIN,  
FOR THE YEAR 2015**

**WHEREAS**, it is necessary for the City of Waterloo to levy taxes and appropriate monies for expenditures;

**BE IT RESOLVED**, that the following Finance, Insurance & Personnel Committee detail and summary documents represents the 2015 budget for the City of Waterloo in its entirety including the Waterloo Water & Light Commission forecasted 2015 budget;

**NOW, THEREFORE BE IT FURTHER RESOLVED**, by the Common Council of the City of Waterloo that the Common Council adopts the proposed budget, and hereby levies a tax of \$2,019,056.04 for all necessary purposes within the City of Waterloo for expenditures by the City of Waterloo for 2015. Said levy being distributed across the City funds as follows:

General Fund	\$1,228,831.00
Debt Service Fund	\$ 487,649.00
Capital Expenditure Fund	\$ 209,231.00
<b>SUB-TOTAL</b>	<b>\$1,925,711.00</b>

Tax Incremental District #1	\$ 76,037.88
Tax Incremental District #2	\$ 0.00
Tax Incremental District #3	\$ 17,307.21
<b>SUB-TOTAL</b>	<b>\$ 93,345.09</b>

<b>TOTAL</b>	<b>\$2,019,056.09</b>
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**Passed and adopted** this 4<sup>th</sup> day of December 2014.

**City of Waterloo**

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Robert H. Thompson, Mayor

Attest:

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Lois A.M. Baird, Interim Clerk/Treasurer

SPONSOR(S) – Finance Insurance & Personnel Committee  
FISCAL NOTE – See summary and detail documents

**2014 BUDGET**

General Fund	\$ 1,225,889.00
Debt Service Fund	\$ 421,949.00
Capital Expenditure Fund	\$ 273,262.00
<b>SUB-TOTAL</b>	<b>\$ 1,921,100.00</b>
Tax Incremental District #1	\$ 70,502.86
Tax Incremental District #2	\$ -
Tax Incremental District #3	\$ 2,103.71
<b>SUB-TOTAL</b>	<b>\$ 72,606.57</b>
<b>TOTAL</b>	<b>\$ 1,993,706.57</b>

**2015 BUDGET**

General Fund	\$ 1,228,831.00
Debt Service Fund	\$ 487,649.00
Capital Expenditure Fund	\$ 209,231.00
<b>SUB-TOTAL</b>	<b>\$ 1,925,711.00</b>
Tax Incremental District #1	\$ 76,037.88
Tax Incremental District #2	\$ -
Tax Incremental District #3	\$ 17,307.21
<b>SUB-TOTAL</b>	<b>\$ 93,345.09</b>
<b>TOTAL</b>	<b>\$ 2,019,056.09</b>

# STATEMENT OF TAXES

## TIF IN

### CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN

	<u>LEVY</u> <u>YEAR</u> <u>2013</u> <u>TAX RATE</u>	<u>AMOUNT</u> <u>COLLECTED</u> <u>IN</u> <u>2014</u>		<u>LEVY</u> <u>YEAR</u> <u>2014</u> <u>TAX RATE</u>	<u>AMOUNT</u> <u>COLLECTED</u> <u>IN</u> <u>2015</u>	<u>%</u>
<b><u>TAXING BODY</u></b>			<b><u>TAXING BODY</u></b>			
STATE OF WISCONSIN	0.000153694	31,249.70	STATE OF WISCONSIN	0.000162404	32,282.37	3.30%
JEFFERSON COUNTY	0.004019356	817,229.49	JEFFERSON COUNTY	0.004361821	867,033.22	6.09%
MUNICIPALITY WATERLOO	0.009805588	1,993,706.57	MUNICIPALITY WATERLOO	0.010157352	2,019,056.09	1.27%
SCHOOL DISTRICT	0.009753071	1,983,028.46	SCHOOL DISTRICT	0.010053016	1,998,316.40	.77%
WATERLOO 6118			WATERLOO 6118			
MATC #0400	0.001667296	339,000.45	MATC #0400	0.000893561	177,620.02	-47.6%
<b>GROSS TAX RATE AND TOTAL TIF IN</b>	<b>0.025399005</b>	<b>5,164,214.67</b>	<b>GROSS TAX RATE AND TOTAL TIF IN</b>	<b>0.025628154</b>	<b>5,094,308.10</b>	<b>-1.35%</b>
LESS STATE SCHOOL CREDIT	0.001526032	310,278.22	LESS STATE SCHOOL CREDIT	0.001563961	310,880.67	.19%
<b>NET TAX RATE</b>	<b>0.023872973</b>	<b>4,853,936.45</b>	<b>NET TAX RATE</b>	<b>0.024064193</b>	<b>4,783,427.43</b>	<b>-1.47%</b>

<b><u>STATEMENT OF ASSESSMENT</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>	
REAL ESTATE VALUATION	196,179,300	<b>191,106,500</b>	
PERSONAL PROPERTY VALUATION	7,144,200	<b>7,671,300</b>	
TOTAL	203,323,500	<b>198,777,800</b>	-0.022356983 Decrease
<b>AVERAGE ASSESSMENT RATIO -</b>	<b>1.103631480</b>	<b>1.044959514</b>	

Lois A.M. Baird  
Interim Clerk/Treasurer  
12/04/2014

# STATEMENT OF TAXES TIF OUT

## CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN

	<u>LEVY YEAR</u> 2013	<u>AMOUNT COLLECTED</u> IN 2014		<u>LEVY YEAR</u> 2014	<u>AMOUNT COLLECTED</u> IN 2015	
<u>TAXING BODY</u>	<u>TAX RATE</u>		<u>TAXING BODY</u>	<u>TAX RATE</u>		
STATE OF WISCONSIN	0.000153694	31,249.70	STATE OF WISCONSIN	0.000162404	32,282.37	3.30%
JEFFERSON COUNTY	0.004019356	787,467.67	JEFFERSON COUNTY	0.004361821	826,948.57	5.01%
MUNICIPALITY WATERLOO	0.009805588	1,921,100.00	MUNICIPALITY WATERLOO	0.010157352	1,925,711.00	.24%
SCHOOL DISTRICT	0.009753071	1,910,810.81	SCHOOL DISTRICT	0.010053016	1,905,930.25	-.26%
WATERLOO 6118			WATERLOO 6118			
MATC #0400	0.001667296	326,654.73	MATC #0400	0.000893561	169,408.30	-48.14%
TOTAL TIF OUT		4,977,282.91	TOTAL TIF OUT		4,860,280.49	-2.35%
JEFFERSON COUNTY TIF		29,761.82	JEFFERSON COUNTY TIF		40,084.65	34.68%
MUNICIPALITY WATERLOO TIF		72,606.57	MUNICIPALITY WATERLOO TIF		93,345.09	28.56%
SCHOOL DISTRICT TIF		72,217.65	SCHOOL DISTRICT TIF		92,386.15	27.93%
MATC #0400 TIF		12,345.72	MATC #0400 TIF		8,211.72	-33.49%
TOTAL TIF		186,931.76	TOTAL TIF		234,027.61	25.19%
GROSS TAX RATE AND TOTAL TIF OUT	0.025399005	5,164,214.67	GROSS TAX RATE AND TOTAL TIF OUT	0.025628154	5,094,308.10	-1.35%
LESS STATE SCHOOL CREDIT	0.001526032	310,278.22	LESS STATE SCHOOL CREDIT	0.001563961	310,880.67	.19%
NET TAX RATE	0.023872973	4,853,936.45	NET TAX RATE	0.024064193	4,783,427.43	-1.45%

<u>STATEMENT OF ASSESSMENT</u>	<u>2013</u>	<u>2014</u>	
REAL ESTATE VALUATION	196,179,300	191,106,500	
PERSONAL PROPERTY VALUATION	7,144,200	7,671,300	
TOTAL	203,323,500	198,777,800	-0.022356983 Decrease
AVERAGE ASSESSMENT RATIO -	1.103631480	1.044959514	

Lois A.M. Baird  
Interim Clerk/Treasurer  
12/04/2014



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

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**RESOLUTION #2014-44**

**AN AGREEMENT BETWEEN THE CITY OF WATERLOO AND D & D CLEANING, LLC  
FOR CLEANING OF THE MUNICIPAL BUILDING, THE LIBRARY, THE MAUNESHA  
BUSINESS CENTER AND THE WATERLOO REGIONAL TRAILHEAD**

**BE IT RESOLVED** that the City of Waterloo Common Council agrees to renew and update the contract for cleaning services with D & D Cleaning, LLC, with no cost adjustment for services.

**THEREFORE BE IT RESOLVED** that the City of Waterloo Common Council approves the contract and it directs the Clerk/Treasurer to make current all language in the 2015 contract document and complete the document for final execution.

**Adopted:** December 4, 2014

**City of Waterloo**

Signed: \_\_\_\_\_  
Robert H. Thompson, Mayor

Attest:

\_\_\_\_\_  
Lois A.M. Baird, Interim Clerk/Treasurer

SPONSOR(S) – Clerk/Treasurer

FISCAL NOTE – 0% increase for existing services

## EXHIBIT 1 – THE SERVICES

D&D Cleaning will provide cleaning services at 136 North Monroe Street, 117 E. Madison Street, 760 McKay Way and 625 N Monroe Street. Services shall include all normal and customary office and general cleaning including bathroom cleaning, restocking and replacement of all bathroom supplies. Removal of trash and recyclables to the proper containers, vacuuming, dusting and mopping are also considered normal and customary cleaning tasks.

### Daily Duties:

- Collect all trash and recyclables
- Wipe down all desktops
- Vacuum all carpet
- Clean bathrooms (wipe down sinks, mirrors, stainless steel, clean toilets, urinals inside and out. Restock supplies sweep and mop floors as needed.
- Clean all glass found on entrance doors.
- Sweep & mop lobby hallway.

### Weekly Duties

- Dusting of all office furniture
- Cleaning of Police garage and outside apron (warmer months only)

### Monthly Duties

- Dusting of mini-blinds & light fixtures
- Dusting in Police garage

### Yearly Duties

- Wax & buff all appropriate flooring

### Duties as Needed

- Window cleaning
- Cleaning of carpet runners

Daily duties are required four days per week (Monday – Thursday).

D&D will be responsible for the purchase of all cleaning supplies and equipment needed. The City will be responsible for the purchase of trash liners, large trash bags, toilet paper, hand towels, hand soap, urinal blocks and floor cleaning supplies.



**EXHIBIT 2 – COMPENSATION-2015**

**MUNICIPAL BUILDING, 136 N. MONROE STREET**

1. Biweekly billing charges of \$500.00 with ten unpaid holidays defined as those holidays observed by the City of Waterloo Clerk/Treasurer's office
2. Window cleaning and vinyl floor care at \$30 per hour
3. Carpet cleaning at \$60 per hour

**MAUNESHA BUSINESS CENTER, 117 E. MADISON STREET**

1. Monthly billing charges of \$74.40 with ten unpaid holidays defined as those holidays observed by the City of Waterloo Clerk/Treasurer's office
2. Window cleaning and vinyl floor care at \$30 per hour
3. Carpet cleaning at \$60 per hour
4. Additional hours requested at \$30.00 per hour

**WATERLOO REGIONAL TRAILHEAD, 760 MCKAY WAY**

1. Monthly billing charges of \$45.00 with ten unpaid holidays defined as those holidays observed by the City of Waterloo Clerk/Treasurer's office
2. Window cleaning and vinyl floor care at \$30 per hour
3. Carpet cleaning at \$60 per hour
4. Additional hours requested at \$30.00 per hour

**KARL JUNGINGER MEMORIAL LIBRARY, 625 N MONROE STREET**

1. Biweekly billing charges of \$632.89 with ten unpaid holidays defined as those holidays observed by the Karl Junginger Memorial Library
2. Window cleaning and vinyl floor care at \$30 per hour
3. Carpet cleaning at \$60 per hour