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## 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:** December 18, 2014      **TIME:** 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. Citizen Input
3. Approval of Meeting Minutes
  - a. November 20, 2014
4. Unfinished Business
5. New Business
  - a. Payroll for November 2014 – \$55,183.55 \*\*\*
  - b. Pay Vouchers – November 21, 2014 through December 18, 2014 \*\*\*
  - c. Treasurer's Report & Budget Reports for November 2014 \*\*\*
  - d. Impact Fees
  - e. 2015 Watertown Humane Society Service Agreement – 3.5% increase, \$4,222, 2015 Budget \$4,080
  - f. Clerk's Office Computer Upgrade
6. Future Agenda Items and Announcements
7. Adjournment

Chris Astrella  
City Clerk/Treasurer

Committee Members: Springer, Quimby and Griffin

Posted, Emailed & Distributed: December 15, 2014

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

**MINUTES**  
**FINANCE, INSURANCE & PERSONNEL COMMITTEE MEETING**  
**COUNCIL CHAMBER OF THE MUNICIPAL BUILDING**  
**NOVEMBER 20, 2014**  
**6:30 P.M.**

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

Aldersperson Springer called the meeting to order at 6:33 p.m. Members present: Springer, Quimby and Griffin. Others present: Library Director Kelli Mountford and Interim Clerk/Treasurer Lois A.M. Baird.

**2. Citizen Input**

None

**3. Approval of Meeting Minutes**

- a. November 6, 2014 open and closed

**Motion:** Moved by Quimby, seconded by Griffin to approve the meeting minutes as presented. Voice vote: All yes. Motion carried.

**4. Unfinished Business**

- a. 2015 TIF Budget – Fund 410-412-413

**Discussion:** Baird presented updated revenue dollar amounts for the three tax increment districts for the Tax Increment and the State Aid Exempt Computers as follows:

**TIF #1, Fund 410**

Tax Increment - \$195,297.00

State Aid Exempt Computers - \$348,249.00

**TIF #2, Fund 412**

Tax Increment - \$0.00

State Aid Exempt Computers - \$818.00

**TIF #3, Fund 413**

Tax Increment - \$44,452.00

State Aid Exempt Computers - \$938.00

**5. New Business**

- a. Payroll for October 2014 -- \$88,395.34

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

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

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

- c. Treasurer's Report & Budget Reports for August, September and October 2014

**Motion:** Moved by Quimby, seconded by Griffin to approve the Treasurer's Reports & Budget Reports for August, September and October 2014 as presented. Roll Call Vote: Ayes – Quimby, Griffin and Springer. Noes – none. Motion carried.

- d. 2015 Fee Schedule

**Motion:** Moved by Quimby, seconded by Griffin to recommend to the Council the approval of the 2015 Fee Schedule as presented. Roll Call Vote: Ayes – Quimby, Griffin and Springer. Noes – none. Motion carried

- e. 2014 Sidewalk Special Assessments

- Number of Annual Installments
- Interest Rate per Annum

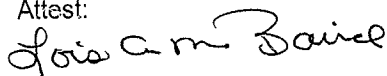
**Motion:** Moved by Quimby, seconded by Griffin to recommend to the Council the approval of Resolution #2014-42, sidewalk special assessments with 5 annual installments at 6% interest per annum on the unpaid balance. Roll Call Vote: Ayes – Quimby, Griffin and Springer. Noes – none. Motion carried.

**6. Future Agenda Items and Announcements**

**7. Adjournment**

**Motion:** Moved by Quimby, seconded by Springer to adjourn. Voice vote: All yes. Motion carried. Time: 7:00 p.m.

Attest:



Lois A.M. Baird  
Interim Clerk/Treasurer

**From:** Manager [manager@watertownhumanesociety.org]  
**Sent:** Saturday, December 06, 2014 11:30 AM  
**To:** Waterloo City Hall  
**Subject:** Fw: WHS SERVICE AGREEMENT City of Waterloo 2015.docx  
**Attachments:** WHS SERVICE AGREEMENT City of Waterloo 2015.docx

\$ 4222

Dear Mayor Thompson:

Enclosed is a copy of the Watertown Humane Society's 2015 Service Agreement. There are no substantive changes to the Agreement, but we have included a service fee increase of 3.5%. Our non-profit organization has been mindful of the financial strains on all municipal budgets over the last number of years, and therefore we hadn't increased our service fees in at least 3 years.

We hope you understand that like you, we strive to provide the best customer service to our community and this increase is needed to accomplish our goals. If you have any questions, please contact our President, Katie Osborne at 262-434-0447, or email her at [Katie.osborne99@gmail.com](mailto:Katie.osborne99@gmail.com).

Otherwise, if the Agreement is acceptable to you, please sign the document and forward it to the WHS Shelter, 418 Water Tower Ct, Watertown, WI 53094.

Thank you for your continued support and we look forward to working with you in 2015.

Jacob R. Preinfalk  
Operations Manager  
Watertown Humane Society

## SERVICE AGREEMENT

THIS AGREEMENT is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2014 by and between the City of Waterloo, a Wisconsin municipal corporation located in Jefferson County, Wisconsin, hereinafter referred to as the "City," and the Watertown Humane Society, Inc., 418 Water Tower Court, Watertown, Wisconsin, 53094, a Wisconsin nonprofit corporation located in Watertown, Wisconsin, hereinafter referred to as the "Society," for animal services to be provided by the "Society."

### SECTION I. REMUNERATION

1. The City, in consideration of performing by the Society of this agreement, as herein set forth, shall pay the Society for services furnished.
2. During calendar year 2015, the City shall pay to the Society the sum of \$4222 in 4 quarterly installments of \$1055.50 each. Payment is due within 15 days of the beginning of each quarter.
3. Parties agree to annually review the above referenced amount and negotiate to increase or decrease that amount. Said increase or decrease shall take effect on January 1 of the next contract year. The Mayor shall negotiate the fees on behalf of the city.
4. The fee schedule for the reclamation of a stray animal and the adoption of the stray animal shall be at the discretion of the Society as it has established said schedule from time to time. Attached hereto as Exhibit A is a copy of the Society's fee schedule.
5. The City shall not be responsible for the payment of any of the fees or costs enumerated in Schedule A.

### SECTION II. DEFINITIONS

1. Animals — dogs, cats and other small domestic animals.
2. Confinement:
  - a. Partial Confinement — a situation in which a Society employee will attempt to pick up an animal that is confined within a closed structure (such as a garage) or a fenced-in area (such as a yard with a fence high enough to prevent the animal from jumping over it.)
  - b. Total Confinement — a situation in which a Society employee will pick up an animal that is collared and leashed, or tied to an immovable object, or contained within a carrier or other container strong enough to prevent its escape.

c. If neither of these options has been covered by the person calling the Police Department or Society employee, a carrier or live trap can be made available by the Humane Society. The employee will make the decision necessary to accomplish capture of the animal in question. Live traps can be loaned out for live trapping of animals, pursuant to Section 3 (h) below.

3. Fees:

a. Adoption Fee — an amount charged for administrative services relative to the transfer of an animal to a new owner.

b. Boarding Fee a daily amount charged for the care of an animal while at the Society.

c. Reclaim Fee — an amount in addition to the boarding fee charged to the owner of an animal that has been kept at the Society in order to reclaim the animal.

d. Service Fees — amounts charged to private citizens by the Society to transfer an animal from the Society to a new owner (adoption), to accept an animal into the Society (surrender), or to euthanize an animal and/or dispose of a dead animal.

e. Surrender — a statement by a former owner of an animal that he or she relinquishes all rights in that animal.

f. Cremation Fee — amounts charged to private citizens by the Society for either group or private cremation of an animal.

g. Owner/Caretaker — includes any person owning, harboring or keeping a dog/cat, and the occupant of any premises on which a dog/cat remains or to which it customarily returns daily for ten (10) days is presumed to be harboring or keeping the dog/cat within the meaning of this contract.

h. Live Trap - a trap which will be loaned out for live trapping of animals. A deposit fee is required and said deposit is returned when the trap is returned in good working order.

### **SECTION III. RESPONSIBILITIES OF THE CITY**

1. The City shall provide full cooperation and assistance to the Society, its officers, agents and employees in order to facilitate and accomplish the services performed under this contract.

2. The City agrees that its Police Department will cooperate in the apprehension and/or destruction of dangerous, vicious or completely uncatchable animals.

3. Where special supplies, stationery, notices, forms and similar materials are to be issued in the name of the City, the same shall be supplied by the City to the Society at the expense of the City and shall be in addition to the annual contract rate.

4. The City's Police Department, at its discretion, may issue animal at large citations from the information provided by the Society. This information will be received from the Society as per Section IV, Paragraph 5 of this contract.

5. The City's Police Department will issue citations for expired dog and cat licenses or also for unlicensed dogs and cats over the age of 5 months.

#### **SECTION IV. RESPONSIBILITIES OF THE HUMANESOCIETY**

1. The Society agrees to furnish and maintain facilities and equipment adequate for the maintenance, housing, shelter, care, euthanasia, and disposal of all animals unlawfully at large and to harbor them under and pursuant to the applicable ordinances of the City, the object being to keep such stray animals, to release them back to their owner or to any other person after service fees, as determined to be appropriate by the Society, have been paid, or to destroy them and dispose of the dead animals.

2. The Society will maintain current and accurate records of how all animals received are disposed of and allow the City and its employees open access and the ability to inspect such records as requested at all reasonable times. The Society will comply with Section 173, Wisconsin Statutes pertaining to the Animals: Humane Officer law as applicable.

3. The Society shall provide to the City an annual accounting of the previous year's financial activity on or before March 1 of the following year. The annual accounting shall be prepared by a Certified Public Accountant and shall comply with generally accepted accounting methods.

4. The Society shall ensure that there are sufficient personnel on duty at the Watertown Humane Society during the following business hours:

Monday: 12:00 pm through 6:00 pm.

Tuesday, Wednesday and Friday: 12:00 pm through 5:00 pm

Thursdays by Appointment Only

Saturday: 11:00 am through 3:00 pm

These hours may change from time to time to better serve the community and animals. In the event the shelter hours change, the hours indicated above shall automatically be changed to reflect the new hours of operation.