



136 North Monroe Street Waterloo, Wisconsin 53594-1198  
Phone: (920) 478-3025  
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E-Mail: [cityhall@waterloowi.us](mailto:cityhall@waterloowi.us)  
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**City of Waterloo Council Agenda**  
**Council Chamber of the Municipal Building – 136 N. Monroe Street**  
**Thursday February 5, 2015**  
**7:00 P.M.**

**1. Call to Order, Roll Call, Meeting Sign-In**

**2. Pledge of Allegiance**

**3. Approval of Minutes**

- Minutes from City Council Meeting of January 15, 2015
- Minutes from City Council Public Hearing and Meeting of January 29, 2015

**4. Public Comment**

*Note: Under "Public Comment" the public can comment on any topic not on the agenda, but The Wisconsin Open Meetings Law does not allow for any discussion or action to be taken on issues not listed on the agenda. The City Council is not able to respond to questions or have discussion during this time.*

**5. Consent Agenda Items**

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

**7. Discussion/Decision Items**

- Issuance of On Street Parking Permit per Section 350-7(g) of the Municipal Code for Shirley Short at 385½ Taylor Street (tabled from January 15, 2015 Council meeting)
- JCEDC Presentation by Genevieve Borich
- Sidewalk Invoice for 431 S Jackson Street (Bernie Erlandson and Darlene Tucker)
- Contract for Ehlers regarding administering of TIF Districts
- Ordinance #2015-02 relating to Chapter 30 of the Waterloo Code

**8. Future Agenda Items, Communications to the Council and Announcements**

**9. Adjournment**

Chris Astrella  
City Clerk/Treasurer

Posted and Emailed: February 2, 2015

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

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

- Joint Community Development Authority and Community Development Committee – October 20, 2014 and November 17, 2014
- Waterloo Fire Department Board of Trustees Treasurer's Report – December, 2014
- Public Works and Property Committee – December 4, 2014 and January 15, 2015
- Public Safety and Health Committee – January 15, 2015
- Finance, Insurance and Personnel Committee – January 15, 2015
- Waterloo Regional Trailhead – December 10, 2014



## Waterloo City Council Meeting Minutes from January 15, 2015

Mayor Thompson called the meeting to order at 7pm and all council members were in attendance. Clerk/Treasurer Chris Astrella, Police Chief Denis Sorenson, Diane Graff from The Courier, Tammy Krueger from the Watertown Daily Times, Shirley Short, and Maureen Giese were also in attendance. The pledge of allegiance was recited.

**2. Approval of meeting minutes from December 4 and 18, 2014 and the Budget Public Hearing on December 4, 2014.** Alder Quimby made a motion to approve all the minutes and it was seconded by Alder Stinnett. The motion passed unanimously.

**3. Citizen Input:** Maureen Giese spoke to the Council about how Council Agendas are set up. She asked about Unfinished Business and also spoke regarding the Veteran's Memorial downtown. She liked the flyer that came in her property tax bill.

**4. Communications to the Council:** There is a special Council meeting on January 29<sup>th</sup> at 3pm in the City Council Chambers. This meeting is due to the posting/publishing requirements of the new floodplain ordinance. The Public Hearing Notice of this meeting was also included in with the packets.

**5. Consent Agenda Items:** Alder Stinnett made a motion to approve the consent agenda items and it was seconded by Alder Thomas. The motion passed unanimously. The Consent agenda items are listed below:

- a. Reports of City Officials & Contract Service Providers
  - Waterloo Active Fire Department for December 2014
  - Building Inspector - Building, Plumbing, and Electrical Permits for December 2014
  - Public Works Director Gary Yerges for December 2014
  - Police Chief Denis Sorenson for December 2014
  - Library Director Kelli Mountford for November and December 2014
  - Waterloo Water & Light Commission – January 6, 2014
  - Watertown Humane Society for December 2014

**6a. Finance, Insurance, and Personnel Committee Report:** Alder Springer made a motion to approve payroll for December in the amount of \$70,681.88. It was seconded by Alder Quimby and passed unanimously. Alder Springer made a motion to approve the vouchers from November 21 through December 18, 2014. It was seconded by Quimby and passed unanimously. Alder Springer made a motion to approve Vouchers from December 19, 2014 through December 31, 2014. It was seconded by Alder Quimby and passed unanimously. Alder Springer made a motion to approve the vouchers from January 1 through January 15, 2015. It was seconded by Alder Quimby and passed unanimously. The Treasurer's and Budget Reports for November and December were not ready at this time. Alder Springer made a motion to table them until they were ready. It was seconded by Alder Quimby and passed unanimously.

**6b. Public Safety and Health Committee, Special Event License for the Waterloo School District, May 8, 2015, Waterloo School District Fun Run Walk:** Alder Reynolds reported the Public Safety Committee approved the Special Event License at their meeting. Alder Reynolds made a motion to approve the Special Event License and it was seconded by Alder Griffin; the motion passed unanimously.



**7a. Resolution #2015-01, Renewal of Jefferson County Nutrition Site Contract:** Alder Quimby made a motion to approve the contract and it was seconded by Alder Stinnett. The motion passed unanimously.

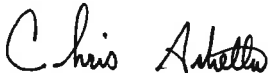
**7b. Issuance of On Street Parking Permit per Section 350-7(g) of the Municipal Code for Shirley Short at 385½ Taylor Street:** Shirley Short was in attendance to speak about why she needed the parking permit. After some discussion, Alder Springer made a motion to table this issue until the next council meeting so the landlord could come before the council and answer questions regarding this situation. It was seconded by Alder Thomas and passed unanimously.

**7c. Clerk/Treasurer Report:** Clerk/Treasurer Astrella had numerous items to report on from his time in the office. The JCEDC meeting is one meeting that is not appropriate for him to attend because the board is made up of Mayors and Administrators, neither of which he is. Mayor Thompson is unable to make their normal meeting times, but would explore having a member of the Council or a Committee member take this meeting over. C/T Astrella also reported on numerous business contacts he's had over the weeks and that none of them would be willing to locate an operation in Waterloo. Only PDQ expressed a specific reason why; that being they cannot compete with Kwik Trip's prices. He is still waiting to hear back from Milio's, Culvers, and Cam Rock Café. Astrella also noted that we go through large amounts of paper and noted that many of the items contained in packets were not necessary to include in city council packets. He is looking to eliminate the Waterloo FD, Police, Public Works, and Watertown Humane Society reports in an effort to save paper. These are all public records and can be requested by anyone, however it was noted the Watertown Daily Times or The Courier do not use these items for their reports. C/T Astrella reported that he has 8 meetings each month (included JCEDC) and he's looking at shifting responsibilities in the office or not having anyone attend a few of the meetings. Alder Thomas expressed some concern over this, and believes by attending most meetings; the Clerk/Treasurer has the pulse of the city. At this point, no action is needed, this was more of an information item. Finally, after getting a quote from Hurley Computers (distributed to the Council) it was determined the city will purchase through an outside source to save money.

**8. Future Agenda Items and Announcements:** None were presented.

**9. Adjournment:** Alder Springer made a motion to adjourn the meeting; it was seconded by Alder Quimby and passed unanimously. The meeting was adjourned at 7:55pm

Minutes written and submitted by



Chris Astrella, WCPC  
Clerk/Treasurer



**Waterloo City Council Public Hearing and Council Meeting Minutes  
from January 29, 2015**

Mayor Thompson called the meeting to order at 3pm and all council members were in attendance except Alders Ziaja and Stinnett. Clerk/Treasurer Chris Astrella was also in attendance. The pledge of allegiance was recited.

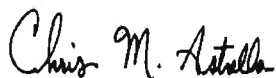
**2. Public Hearing from Ordinance #2015-01 Referring to Repealing and Recreating Chapter 375 of the Floodplain Ordinance for the city of Waterloo:** Mayor Thompson opened the public hearing at 3:01. There were a few questions regarding the flood maps and if they had been changed. C/T Astrella had the floodplain maps and the ordinance for Waterloo available for inspection for all in attendance. After all questions were answered, the Public Hearing was closed at 3:06pm.

**3. Discussion/Decision Items: Ordinance #2015-01 Referring to Repealing and Recreating Chapter 375 of the Floodplain Ordinance for the City of Waterloo:** Alder Thomas made a motion to approve the ordinance and it was seconded by Alder Quimby. The motion passed 5-0.

**Post Prom Event at Firemen's Park:** Mayor Thompson reported to the City Council that a Post-Prom event was going to be held at Firemen's Park this spring, but they need Council approval to go past the designated "quiet time" in the Code Book. Alder Quimby made a motion to allow the post prom events go as late as needed, and it was seconded by Alder Thomas. The motion passed 5-0.

**5. Adjournment: Alder Springer made a motion to adjourn. It was seconded by Alder Quimby and passed 5-0. The meeting was adjourned at 3:08pm.**

Minutes written and submitted by



Chris Astrella, WCPC  
Clerk/Treasurer







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

**PARKING PERMIT APPLICATION – Municipal Code 350-7(G)**

Chapter 350: VEHICLES AND TRAFFIC  
 § 350-7. Parking restrictions.

G. Winter parking regulations. No person shall park in any City street or public parking lot in the City between the hours of 1:00 a.m. and 6:00 a.m. from November 15 to April 1, except by permit as set forth in Subsection E or as hereinafter set forth:

- (1) Overnight parking on City streets may be allowed by permit only. The permit fee shall be as stated in the City of Waterloo Fee Schedule for each winter season from November 15 to April 1. Editor's Note: The Fee Schedule is on file at the office of the City Clerk-Treasurer.
- (2) Permits for winter on-street parking shall be issued only on the basis of unusual need for vehicles owned by City residents residing on property which does not have a driveway, lacks sufficient space to provide for off-street parking and does not have a reasonable alternative for overnight parking.
- (3) Permit applications are to be obtained, completed and paid for at the office of the Clerk-Treasurer. Applications shall be submitted to the Council for review and granting or denial.
- (4) The permit shall be displayed as required on the permit whenever a vehicle is parked on the City street overnight from November 15 to April 1. Failure to display the permit, as required, shall result in vehicle parking violations and subject the vehicle to being towed at the expense of the operator/owner.

APPLICATION DATE: 1-9-15 NAME: Shirley Short  
 ADDRESS: 385 1/2 Taylor St Waterloo  
 PHONE: 920-350-2318  
 OWN OR RENT? Rent  
 IF RENTER FURNISH NAME, ADDRESS & PHONE NUMBER OF LANDLORD:  
Bob Scholenburg 920-988-3798  
(NAME) (PHONE)  
385 Taylor St Waterloo  
(ADDRESS)  
 BRIEFLY EXPLAIN NEED FOR PERMIT: limited parking space,  
landlord (neighbor) has 3 cars in the driveway,  
we have 3 cars in our home, we have space for 2 of  
our cars.  
 VEHICLE DESCRIPTION: MAKE: Chevy MODEL: Cavalier  
 COLOR: Black YEAR: 1999 LICENSE#: 910-VAH

(OFFICE USE ONLY)

PERMIT # \_\_\_\_\_ ISSUE DATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_  
 FEES PAID: 52<sup>75</sup> DATE: 1-9-15 RECEIPT NUMBER 30914





136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198  
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## INVOICE #0038-2015

TO: DARLENE TUCKER  
431 S. JACKSON STREET  
WATERLOO, WI 53594

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JAN. 29, 2015

2015 SNOW & ICE CONTROL  
TAX PARCEL #290-0813-0714-008  
431 S JACKSON STREET, WATERLOO

01-28-2015 SNOW SHOVELING AND/OR SALTING AT \$95.00 PER HOUR  
MINIMUM

2 EMPLOYEES FOR 5 MINUTES.....\$95.00 MINIMUM

TOTAL AMOUNT DUE THE CITY OF WATERLOO.....\$95.00

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PLEASE MAKE ALL PAYMENTS PAYABLE TO CITY OF WATERLOO TREASURER

**PAYABLE WITHIN TEN DAYS**

LOIS A. M. BAIRD  
DEPUTY CLERK/TREASURER

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STATEMENT

CITY OF WATERLOO  
136 N. MONROE STREET  
WATERLOO, WI 53594-1198

TAX PARCEL # 290-0813-0714-008

OWNERS NAME Darlene Tucher

ADDRESS 431 Jackson St.

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PLEASE MAKE ALL PAYMENTS TO WATERLOO CITY TREASURER

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DESCRIPTION OF WORK PERFORMED

SNOW & ICE CONTROL

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DATE: 1-28-15

START TIME: 10:03 A. M.

FINISH TIME: 10:08 A. M.

COMMENTS:

PUBLIC WORKS EMPLOYEES CLEARED  
THE SIDEWALK OF SNOW AND/OR ICE  
FROM THE ABOVE PROPERTY.

*1 1/2 in. of snow/sleet with  
this weather event.*

MINIMUM CHARGE: \$ 95.<sup>00</sup>

DPW LABOR: 1. (2) 3. 4. 5. MEN.

EQUIPMENT USED:

TRUCK-SNOW PLOW AND/OR SANDER W/OPERATOR = \$85.00/HR MINIMUM     

TRACTOR/SNOW BLOWER/BLADE W/OPERATOR = \$75.00/HR MINIMUM     

SNOW SHOVELING AND/OR SALTING = \$95.00/HR MINIMUM X

THE SNOWFALL STARTED ON 1/26/15 AT 9 : 00 P. M.

THE SNOWFALL ENDED ON 1/27/15 AT 2 : 00 A. M.

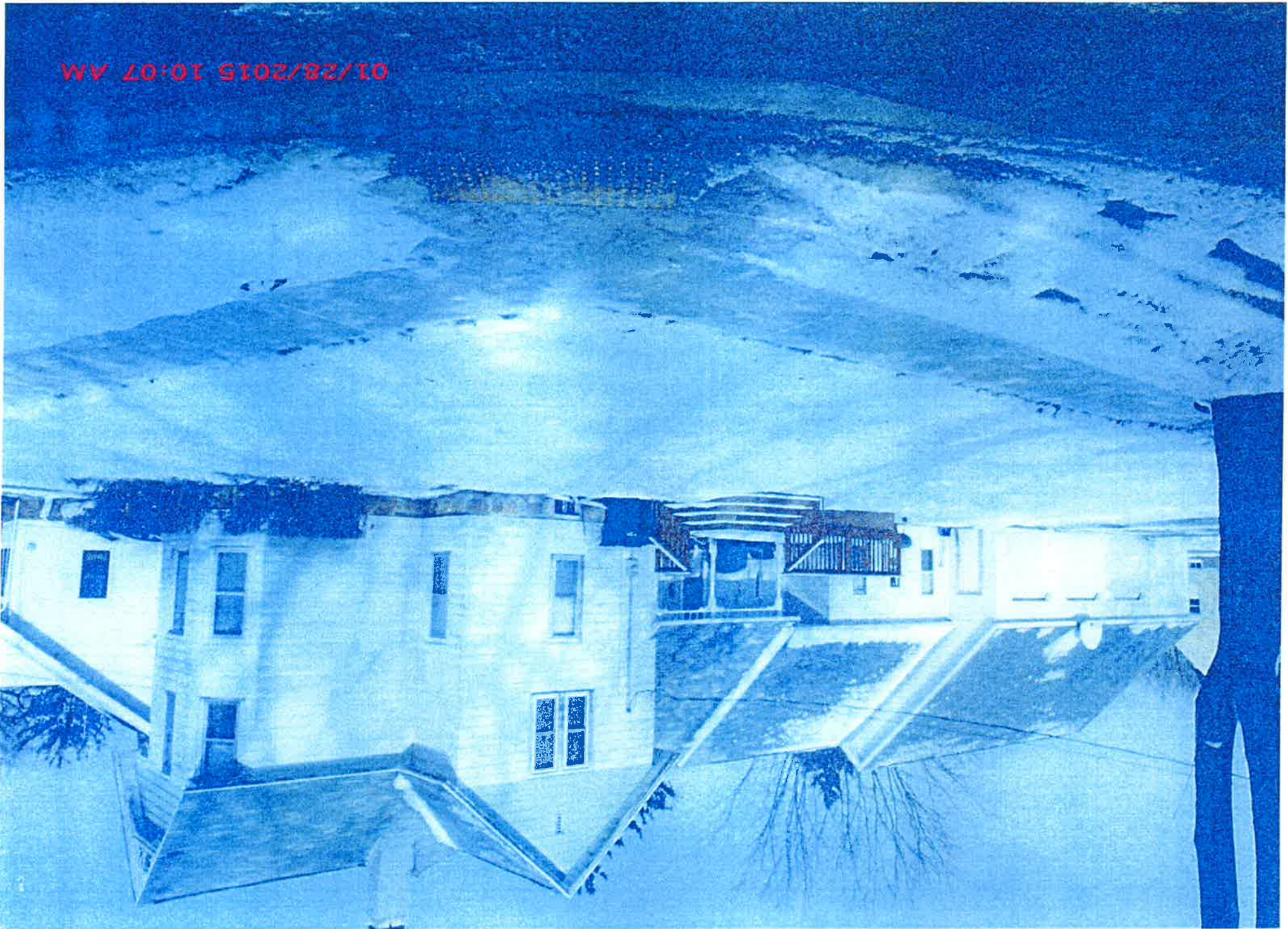
SIGNATURE OF PUBLIC WORKS OFFICIAL

Gary Gergen

01/28/2015 10:03 AM



01/28/2015 10:07 AM





January 5, 2015

Lois Baird  
Deputy Clerk/Treasurer  
City of Waterloo  
136 N Monroe St  
Waterloo, WI 53594

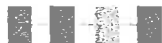
Re: Letter of Engagement to Retain Ehlers as Dissemination Agent for Issuer Continuing Disclosure Required Under Securities and Exchange Commission (SEC) Rule 15c2-12 (the "Rule")

As an issuer of municipal securities, the City ("Issuer") is required to comply with all continuing disclosure obligations enumerated in the Continuing Disclosure Agreement/Certificate/Undertaking (CDU) associated with each issue of securities subject to the Rule. Many Issuers have CDUs that vary significantly from one CDU to another. Ehlers & Associates, Inc. ("Ehlers") has been helping you comply with all CDU obligations as Issuer's Dissemination Agent. Fulfilling this obligation requires research, preparation and filing of disclosure reports within specific time frames.

This Letter of Engagement ("Letter") is being presented to memorialize and clarify the terms of the Issuer's engagement of Ehlers as the Issuer's Dissemination Agent. In this regard, Ehlers agrees to provide Issuer with those services described in Appendix A ("Services"). Ehlers shall be entitled to compensation by the Issuer also as described in Appendix A.

This Letter shall be effective as of the date of its execution by the Issuer and shall remain in effect for a period of one (1) year (the "Initial Term"). This Letter shall renew automatically on each anniversary of the effective date of this Letter (each an "Additional Term"). Notwithstanding the foregoing, this Letter may be terminated by either party upon sixty (60) days prior written notice. The Initial Term and each Additional Term shall collectively be referred to herein as the "Term".

In order to perform the engagement, Issuer agrees to provide Ehlers all documents and information as are deemed necessary to fulfill the Issuer's reporting requirements under each respective CDU, and within the applicable timeframe(s) ("Disclosure Information"). With respect to Issuer's obligation to report the occurrence of any event for which a material event notice ("Event Notice") is to be filed, Issuer shall provide Disclosure Information related to the event to Ehlers within five (5) days of its occurrence. All other Disclosure Information must be provided to Ehlers within fourteen (14) days of Issuer's receipt of any such request from Ehlers. If Issuer fails to provide any Disclosure Information to Ehlers in accordance with the foregoing, Ehlers shall not be held liable for any reason in the event that any necessary disclosure filing is



not disseminated to the appropriate party within the applicable timeframe(s). Further, if for any reason Issuer fails to provide required Disclosure Information to Ehlers in accordance with the foregoing and Issuer's delay results in any disclosure filing being after a stated deadline, Ehlers shall, without further direction or instruction from Issuer, file a notice(s) with the applicable recipient submitting information provided by Issuer, if any, and/or describing the failure and providing any other information as Ehlers deems appropriate.

Ehlers shall deem all Disclosure Information provided to it by the Issuer to be accurate and free of defect, as well as not containing any material misstatements, falsehoods, or omissions of fact. Issuer acknowledges that Ehlers shall be entitled to rely on all Disclosure Information provided by the Issuer without further investigation as to its completeness or accuracy.

Issuer shall indemnify, hold harmless and defend Ehlers from and against any damages, costs or other liabilities (including reasonable attorneys' fees) arising from or relating to any breach of this Letter by Issuer, including, but not limited to, damages, costs and other liabilities arising out of any Disclosure Information received and disseminated by Ehlers. Further, in no event shall Ehlers' total aggregate liability under this Letter be in excess of the amount of fees paid by Issuer to Ehlers during the Term then in effect notwithstanding anything contained herein. In addition, Issuer acknowledges that Ehlers shall not be responsible and/or liable for any errors, misstatements or omissions associated with any continuing disclosure report or filing, or for the correction thereof, that was prepared or disseminated by any party other than Ehlers.

This Letter constitutes the entire agreement between the parties and is intended to supersede any and all agreements, whether oral or written, between the parties that were entered into relative to the subject matter hereof prior to the effective date of this Letter. No amendment or modification of this Letter shall be deemed valid unless made in writing and signed by both parties.

Our records show that Issuer is subject to Ful CDU's. Ehlers will continue to act as Issuer's Dissemination Agent for the CDU's we have been handling.

This Letter covers these securities and any subsequent securities for which Ehlers has acted as the Municipal Advisor. The Issuer may request in writing that Ehlers act as the Dissemination Agent on any future securities subject to the Rule not involving Ehlers.

If our engagement under the terms of this Letter is acceptable, please sign this Letter in the appropriate signature block below and return a signed copy to us for our records. If, however, you do not wish to engage our services, please note that election and return a copy of this Letter to us.

Please contact me if you have any questions or would like to discuss our engagement further.

Sincerely,

Ehlers

Philip Cosson  
Senior Financial Advisor



**SO ACCEPTED BY ISSUER**

Issuer hereby accepts this Letter and engages Ehlers to provide the services noted herein and executes this Letter as of the date noted below:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**SO DECLINED BY ISSUER**

Issuer hereby acknowledges that it will be responsible for updating and submitting all necessary continuing disclosure reports and filings as may be required of Issuer without the assistance of Ehlers. Issuer further acknowledges and agrees that Ehlers assumes no responsibility for the compilation and/or submission of any such continuing disclosure reports or filings.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_