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**City of Waterloo Council Agenda**  
**Council Chamber of the Municipal Building – 136 N. Monroe Street**  
**Thursday February 19, 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 February 5, 2015
4. Public Comment

*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

- Library Board of Trustees Meeting Minutes from November 11, 2014 and January 13, 2015
- Plan Commission Meeting Minutes from October 28 and November 25, 2014
- Plan Commission Public Hearing Minutes from October 28, 2014
- Zoning Board of Appeals Minutes from December 17, 2014
- Waterloo Fire Department Monthly Report from December 2014 and January 2015
- 2014 Real Estate Tax Collection Report
- Fireman's Park Trustee Board Financial Report for January
- Public Works Report for January 2015
- Waterloo Utilities List of Bills and Meeting Minutes from February 3, 2015

6. Committees, Commissions & Boards – Recommendations and Reports

- Finance, Insurance and Personnel
  - Payroll in the amount of \$63,607.14
  - Vouchers from January 16 through February 19, 2015
  - Budget and Treasurer's Report from November and December 2014

7. Discussion/Decision Items

- Sidewalk Invoice for 431 S Jackson Street (Bernie Erlandson and Darlene Tucker)
- Sidewalk Invoice for 139 W. Madison Street (Mark and Wendy Sillman)
- Clerk/Treasurer's Report
- Resolution #2015-02, a resolution regarding a contract for Library Services
- Resolution #2015-03, a resolution to amend the 2014 Budget
- Resolution #2015-04, a resolution approving the 2014 Fiscal Year Assignments
- Resolution #2015-05, a resolution entering into a service agreement with the Watertown Humane Society

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

9. Adjournment

Chris Astrella, WCPC  
City Clerk/Treasurer

Posted and Emailed: February 16, 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.

## Waterloo City Council Meeting Minutes from February 5, 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, Bob Schulenburg, Darlene Tucker, Bernie Erlandson and Maureen Giese were also in attendance. The Pledge of Allegiance was recited.

**3. Approval of meeting minutes from January 15 and 29, 2015:** C/T Astrella noted the Pledge of Allegiance was not capitalized on both sets of minutes and that it should be. Alder Springer moved to approve the minutes as amended and it was seconded by Alder Griffin. The motion passed unanimously.

**4. Public Comment:** Before Public Comment started, C/T Astrella explained the rules and guidelines for when the public may comment and may not. Council members will not be able to respond to comments from the public otherwise they would be in violation of the Wisconsin Open Meetings Law. He also advised that if anyone had any questions they could consult the sheet next to the agendas and ask him after the meeting. Maureen Giese spoke to the Council about the repairs on McKay Way and how she hoped for better planning in the future.

**5. Consent Agenda Items:** There were no consent agenda items presented

**6. Committees, Commissions, and Boards:** There were no items presented

**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:** Bob Schulenburg, the landlord for the address was in attendance to answer questions regarding his property and the permit application. After questions were answered, Alder Ziaja made a motion to grant the permit and it was seconded by Alder Springer. It passed 7-0.

**JCEDC Presentation by Genevieve Borich:** Genevieve Borich, the executive director of the JCEDC, gave a 10 minute presentation to the council regarding what the JCEDC does and what some of the future plans are. She also answered a few questions from the council.

**Sidewalk invoice for 431 S Jackson Street (Bernie Elandson and Darlene Tucker):**

Darlene was available to speak and explained to the council that after she had shoveled, there was either drifting or more snow that fell and before she was able to get out and shovel again, the Public Works crew shoveled it for her. She was very disappointed that her neighbors weren't charged either. The Mayor explained the city had to go off of the paperwork filled out by Public Works, and the pictures that were taken and that it is her word against Public Works'. Alder Ziaja made a motion to table this until the next meeting and that PW Director Yerges be in attendance. It was seconded by Alder Quimby and passed unanimously. This item will appear on the council meeting for February 19, 2015

**Contract for Ehlers regarding administering of TIF Districts:** C/T Astrella presented the contract which does not include an increase for 2015 and a \$1200 - \$1600 increase for 2016. Alder Quimby moved to approve the contract renewal and it was seconded by Alder Thomas. The motion passed unanimously.

**Ordinance #2015-02 relating to Chapter 30 of the Waterloo Code:** C/T Astrella gave an overview of the proposed changes to Chapter 30 of the Ordinance. The highlights were dropping the number of minutes allowed for 1 person in Public Comment from 10 to 3, and changing the word shall to may in a few spots throughout the chapter allowing for some flexibility. Resident Maureen Giese had brought up that this chapter specifically states that

dropping the number of minutes allowed for 1 person in Public Comment from 10 to 3, and changing the word shall to may in a few spots throughout the chapter allowing for some flexibility. Resident Maureen Giese had brought up that this chapter specifically states that unfinished business must appear on the agenda. The changes proposed would eliminate that requirement. Alder Ziaja made a motion to accept the changes, but with a 10 minute limit for 1 person during public comment. The motion died for lack of a second. Alder Springer made a motion to accept the changes but with a 5 minute limit for 1 person during public comment. It was seconded by Alder Stinnett and passed 6-1 with Alder Ziaja voting no.

**8. Future Agenda Items, Communications to the Council and Announcements:** None were presented.

**9. Adjournment:** Alder Quimby made a motion to adjourn the meeting; it was seconded by Alder Ziaja and passed unanimously. The meeting was adjourned at 8:05pm

Minutes written and submitted by

*Chris M. Astrella*

Chris Astrella, WCPC  
Clerk/Treasurer

DRAFT

Karl Junginger Memorial Library  
Board of Trustees Meeting  
November 11, 2014  
Minutes

- I. Call to Order/Roll Call 5:17  
*Mike Strasser, Deborah Battenberg, Connie Schiestl, Ellen Sullivan, Kelli Mountford, Art Biermeier*  
*Absent: Lindsay Reynolds, Lee Fiedorowicz*
- II. Approval of agenda  
*Mountford requested to add two items to new business: Sirsi Purchase and Sirsi training. Strasser moved to approved revised agenda. Sullivan seconded. Motion passed unopposed.*
- III. Reading and Approval of open minutes from October 14, 2014  
*Schiestl moved to approve the October minutes, with the deletion of the extra "moved to" in the sentence "Schiestl moved to moved to change the order of the agenda to have the Thompson Investment speaker go first." (in section IV). Sullivan seconded. Motion passed unopposed; Strasser abstained.*
- IV. Correspondence, Appearance, Public Comments  
*Mountford received a Thank you card from Heather Kent for the Beatrice Owens Scholarship.*
- V. Director's Report-
  - *Trio will go live November 21. Signage and bookmarks are displayed, detailing the change. Mountford anticipates a smooth transition.*
  - *Mountford attended the Wisconsin Library Association conference. Amanda Brueckner presented. Both gathered lots of good ideas for events and clubs.*
  - *Mountford reported on the Fired Up Winner, and the purchasing of an ad in the Courier for the Waterloo Volleyball Team.*
  - The quarter round in community room will be added at a cost of \$260.*
- VI. Unfinished Business
  - A. Library Finances
    1. Approve 2015 Budget –Action  
*Schiestl moved to approve budget. Motion died for lack of a second.*  
*Schiestl move to table until discussion of employee wage increases. Battenberg seconded; Motion passed unanimously.*
  - B. Library roof - Action  
*Mountford reported on the estimate from Lakeside Construction and Rooftop Maintenance. Board members asked Mountford to check references for Lakeside Construction. Schiestl moved to table a decision on the library roof to the next meeting in order to gather additional information necessary to make a decision. Sullivan seconded. Motion passed unanimously.*
  - C. Increase wages for employee positions –Action  
*Mountford presented wage increases for employees from 0%-2%.*  
*Schiestl moved to approved wages as recommended by the Director. Battenberg seconded. Motion passed unanimously.*

Revisit Budget approval.- Action

*Battenberg moved to approve budget as presented in draft, including the employee wage increases. Schiestl seconded. Motion passed unanimously.*

VII. New Business

- A. Change hours in 2015 - library to be open on Fridays from 10 a.m. to 5 p.m. instead of 12 p.m. to 5 p.m.—Action

*Mountford reported that a return to a 10:00AM open time on Fridays reflects that staff is able to get work done when on off-desk time, and can handle patrons at that time. This will not affect FTEs.*

*Battenberg moved to increase hours on Fridays to 10AM to 5PM. Strasser seconded. Motion passed unanimously.*

- B. Christmas / Holiday gifts to staff – Would like to close on December 11th at 6 p.m. and have a staff/family/trustee holiday get together – Action

*Strasser moved that the Board provide an annual merit- based incentive for our employees reflecting on an excellent year of work, as well as a holiday celebration/get together on December 11 at 6PM (library closing at 6). Battenberg seconded. Motion passed unanimously.*

- C. Circulation policy – change wording “Patrons should bring their library card when visiting the library” to “Patrons MUST bring their library card when checking out materials from the library” –Action

*Battenberg moved to change paragraph 4 wording to the “Patrons should bring their library card when checking out materials or using library computers”. Sullivan seconded. Motion passed.*

- D. Sirsi Training.

*Mountford reported that the library will be offline November 18-21. Sirsi is doing training on November 18. Mountford would like employees to attend the circulation training in the morning.(Catalog training will be in the afternoon). In order to do this, the KJM Library would need to be closed 10AM-1PM on November 18.*

*Schiestl moved that we close from 10AM-1PM on November 18 for library staff training. Sullivan seconded. Motion passed unanimously.*

- E. AWE Early Learning Station

*Mountford explained AWE Early Learning Stations. Several area libraries have them. Strasser moved to approve the purchase of AWE learn Station not to exceed \$2867. Battenberg seconded. Motion passed unanimously.*

VIII. Date, place, and time of next meeting

*January 13<sup>th</sup> at 5:15 in the library conference room*

IX. Adjournment

*Battenberg moved to adjourn at 6:27PM.Schiestl seconded. Motion passed unanimously.*

Karl Junginger Memorial Library  
Board of Trustees Meeting Minutes  
January 13, 2015

- I. Call to Order/Roll Call  
*Meeting called to order at 5:16. In attendance: Mike Strasser, Art Biermeier, DebBattenberg, Connie Schiestl, Lee Fiedorowicz, Kelli Mountford, Ellen Sullivan, Lindsay Reynolds*
- II. Approval of agenda  
*Connie Schiestl moved to approve the agenda; Sullivan seconded. Motion passed unanimously.*
- III. Reading and Approval of open minutes from Nov. 11th, 2014  
*Sullivan moved to approve the minutes; Strasser seconded. Motion passed unanimously with Fiedorowicz and Reynolds abstaining.*
- IV. Correspondence, Appearance, Public Comments  
*Mountford presented two thank you note from employees for the Holiday incentive. Cece Wiltzius also sent a card saying hello.*
- V. Director's Report-  
*Mountford reported on meetings attended and the progress of Trio as well as the website updates and Chill out and Read program. . The Jefferson County Library board is researching other library consortiums to join. Sanja Geise retired and Mary Parsons is a ILL/Meals on Wheels/Adult Programming librarian. With the change in personnel, Mountford updated job descriptions. Kristen Klein was hired for bilingual translation, which she will do from home.*
- VI. Unfinished Business
  - A. Library roof - Action-  
*Battenberg moved to accept the bid from Lakeside Roofing to replace the library roof with a metal roof for \$91,000, as per the bid. Fiedorowicz seconded. Motion passed unanimously.*
- VII. New Business
  - A. Contract for County Library Services –Action  
*Schiestl moved to approve to the contract for library services with Jefferson County for \$30,925 for 2015. Strasser seconded. Motion passed unanimously. The contract will now move on to the City Council.*
  - B. New Job Descriptions –Action-  
*Mountford updated the library positions. The job description for Assistant Director was taken out of a larger job description, and put as its own description, to be matched with Interlibrary Loan Librarian, , Meals on Wheels, or Youth Services. The descriptions were changed and expanded; Mountford used other libraries and DPI site as inspiration. Information only; no action needed.*
  - C. 506. Equipment Use Policy –Action –  
*Battenberg moved to change the wording from “Scanning services are provided by the library at the rate of \$.50 per page.” to “free of service” since there is no associated cost and to add, “faxing services are provided at a rate of \$.50 per page in state and 1.00 per page*

*out of state”, and also to add DVD projector to media projector. Sullivan seconded. Motion passed unanimously.*

D.404. Monetary Donation, Memorials and Bequests – Action

*Mountford wondered if we should change the policy to address small gifts to employee. No action was taken at this time.*

D. Jefferson County Human Services Department, Meals on Wheels Contract – Informational  
*Mountford signed the contract for Meals on Wheels. Mary Parsons is doing it. The contract is for the same amount (\$9,532).*

VIII. Future agenda items-

*Board members talked about discussing goals and the mission statement.*

IX. Date, place, and time of next meeting

*February 10<sup>th</sup> at 5:15 in the library conference room -*

X. Adjournment

*Schiestl moved to adjourn; Reynolds seconded; motion passed unanimously.*

**CITY OF WATERLOO  
SPECIAL PLAN COMMISSION MEETING MINUTES  
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING  
OCTOBER 28, 2014**

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

Mayor Thompson called the meeting to order at approximately 8:08 p.m. Members present: Thompson, Crosby, Butzine, Reynolds, Lannoy and Leisses. Absent: none with one vacancy. Others present: Diane Graff; The Courier, Dave Porterfield of Movin' Out of Madison, Jim Glueck of Glueck Architects, Chris Jaye of Mirus Partners, Mary Coppens and friend and Interim Clerk/Treasurer Lois A.M. Baird.

**2. Approval of Previous Minutes**

September 23, 2014

October 10, 2014 Special Meeting

**Motion:** Moved by Crosby, seconded by Butzine to approve the Plan Commission meeting minutes as presented. Voice vote: All yes. Motion carried.

**3. Citizen Input**

None

**4. New Business**

a. Mary Coppens, Mary's Service Boutique, 500 Riverside Drive

i. Home Occupation in a Residential District

The applicant stated her business is to serve customers that are shut in and can't get out to shop for women's wear. Most of the customers are served by appointment, not much traffic. Coppens said she is on the road a lot holding shows away from Waterloo. She said she does go to people's apartments or homes to help them shop also.

Leisses asked about signage. Mary said it wouldn't be anything more than a small sign like a tax accountant sign. The municipal code states only one sign allowed, which cannot be illuminated and/or exceed 3 square feet.

**Motion:** Moved by Crosby, seconded by Reynolds to approve the Home Occupation permit in a residential district as presented. Voice vote: All yes. Motion carried.

b. Movin' Out of Madison, WI – 217 N Monroe Street

i. Land Use Rezoning from C-1 General 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

ii. Conditional Use Permit to allow for multifamily dwellings per Chapter 385.10 B (3) conditional use permit required for multifamily dwellings

iii. Architectural Design Review, for the construction of a 24 unit 3 story apartment building

**Motion:** Moved by Crosby, seconded by Butzine to table item b, Movin' Out of Madison, land use rezoning, conditional use permit, and architectural design for the 24 unit apartment building until the next scheduled meeting. Voice vote: All yes. Motion carried.

**Discussion:**, Crosby stated there are several items that need to be addressed such as the storm water study, high density, make the project a little smaller, make it meets more of the needs of the City, fire access and a number of issues that the engineer has addressed. A clearer storm water study is needed particularly the Thomas property and the other water issues that have been discussed, downsizing the project and fire access. Leisses said the building itself would need a couple different variances, such as the height of the building and the minimum number of square feet per unit. Leisses stated he would provide a list of the items that need to be addressed. The developers felt that they have been very open with the City of Waterloo and have worked diligently to try to answer any questions.

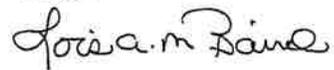
5. **Future Agenda Items and Announcements**

None

6. **Adjournment**

**Motion:** Moved by Butzine, seconded by Leisses to adjourn. Voice Vote: All yes. Motion carried. Time: 8:25 p.m.

Attest:

A handwritten signature in cursive script that reads "Lois A.M. Baird".

Lois A.M. Baird  
Interim Clerk/Treasurer

**CITY OF WATERLOO  
PLAN COMMISSION MEETING MINUTES  
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING  
NOVEMBER 25, 2014**

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

Mayor Thompson called the meeting to order at approximately 7:00 p.m. Members present: Thompson, Crosby, Reynolds, Lannoy, Oelke and Leisses. Absent: Butzine. Others present: Diane Graff; The Courier, Dave Porterfield of Movin' Out of Madison, Chris Jaye of Mirus Partners, Kelly Edwards with Oak Brook Corp., Bruce Dorn of Van Holtens & Sons, Inc., Tim and Wanda Thomas, Melissa Thomas and Interim Clerk/Treasurer Lois A.M. Baird.

**2. Approval of Previous Minutes**

October 28, 2014 - Open & Closed Minutes

**Motion:** Moved by Crosby, seconded by Reynolds to table the Plan Commission meeting minutes. Voice vote: All yes. Motion carried.

**3. Citizen Input**

None

**4. Unfinished Business**

a. Movin' Out of Madison, WI – 217 N Monroe Street

- i. Land Use Rezoning from C-1 General 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
- ii. Conditional Use Permit to allow for multifamily dwellings per Chapter 385.10 B (3) conditional use permit required for multifamily dwellings
- iii. Architectural Design Review, for the construction of a 24 unit 3 story apartment building

**Discussion:** Mayor Thompson informed the Plan Commission that this issue was tabled from the October 28, 2014 Plan Commission meeting. There were many concerns and questions that needed to be addressed.

Porterfield: We provided a packet to the City of Waterloo about two weeks ago. The site plan review and revisions were resubmitted. The City Engineer submitted his recommendations for the architectural design and site plan. One of the questions of concern was fire protection. We met with the Fire Chief and later with Tim Thomas, one of the property owners with concerns and addressed their concerns. The only major changes are regarding fire protection. The Fire Chief met on site with the architect and wanted to make sure there was a fire hydrant in a certain location near the building, which we have changed. When I met with the neighbor, Tim Thomas, their house is fairly close to the property line and he asked if the current shrubs could be left where they are. We agreed to move the fence that we had planned to install and Thomas agreed to maintain the grass on their side of the fence. Another concern of Thomas' was an additional drainage inlet. When they met with Thomas, he pointed out the location of that drainage inlet which is on the property that we will be acquiring and most likely attaches to the drainage inlet on their property. Porterfield said that they would maintain the drainage so the drainage from his property would flow properly.

Leisses asked Porterfield if they planned to rebuild the drainage system and if the lid on that structure would be replaced since it is not actual casting with a cover for safety.

Porterfield said he did not know, it would depend on the structure of it and yes they would replace the lid. He felt that the issues raised were addressed with the City Engineer and the Fire Chief. He stressed that there were concerns about their track record and that they included information regarding their records in other municipalities.

Leisses said the variances would still need to be obtained. He did not feel that the process would not be interrupted by having to obtain the variances. The variances would be for exceeding the allowable height of the building and the density.

Kelly Edwards, Oakbrook Corp, property management of Monroe Street Apartments provided history of the management company.

Oelke asked if there would be employees on site.

Edwards answered that there would be part-time property manager for this site and also a part-time maintenance person and backup employees. She said snow removal, janitorial services, pest control, maintenance of the elevator and landscaping/lawn mowing services would most likely be out-sourced by local vendors.

Crosby said he is still being approached by people asking if this project is going to be a Section 8 program. He asked for an explanation of their program.

Edwards explained the Section 8, which is through HUD. The Tax Credit Program, Section 42 is from the Internal Revenue Code, which is a private ownership. She supplied a table of the rents in comparison to salaries.

Lannoy questioned the variance approvals and who approved them.

Thompson said the granting of the variances would be through the Zoning Board of Appeals.

Baird said in order for a variance to be applied for a building permit would need to be denied.

Thompson said the Plan Commission will recommend to the Council approval, denial or nothing. The Council makes the final approval and then the building inspector will deny the building permit based on the zoning requirements which then will be referred to the Zoning Board of Appeals for approval.

Porterfield said that the density issues were brought up a number of times. He said that Waterloo did not have a lot of multi-family dwellings but he did find two parcels. He also mentioned that he submitted letters of support from local businesses. We are building this complex for workers in the community that are having a hard time finding a place to live. It helps the local economy. It allows renters to have extra dollars to spend in Waterloo. We are doing affirmative marketing to veterans, people with disabilities. Yvonne is available by phone if needed. She is with the Jefferson County Veterans Services. Yvonne told me that there are 3 households that are eligible for the program. We focus on helping people with disabilities. There are six units set aside for people with disabilities at the lower rent and two that are affirmative marketing. We are closely in touch with the Family Care System and they will let us know if there are any individuals in need of this type of housing. Impact on property values was a question raised by many, which the answer is that it has low or no impact. If anything we are adding positive impact.

**Motion:** Moved by Lannoy, seconded by Oelke to approve the land use rezoning request, the conditional use permit and the architectural design review. **Discussion:** Crosby asked if Thomas if he was satisfied with the results. Thomas thanked Porterfield for taking the extra time to meet with him. Lindsey questioned the process to which Thompson said from here it goes to Council for approval. The Zoning Board of Appeals will make their decision on the variances. **Roll Call Vote:** Ayes - Crosby, Reynolds, Lannoy, Oelke and Leisses. Noes -- none with Butzine absent. Motion carried.

**5. New Business**

- a. Van Holtens & Sons, Inc., 703 W. Madison Street
- Architectural Design Review, for the construction of a 1,440 square foot pole barn

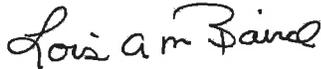
**Motion:** Moved by Lannoy, seconded by Reynolds to approve the Architectural Design for Van Holtens & Sons, Inc. for construction of a pole barn as presented. Roll Call Vote: Ayes – Crosby, Reynolds, Lannoy, Oelke and Leisses. Noes – none with Butzine absent. Motion carried.

**6. Future Agenda Items and Announcements**

**7. Adjournment**

**Motion:** Moved by Reynolds, seconded by Leisses to adjourn. Voice Vote: All yes. Motion carried. Time: 7:40 p.m.

Attest:



Lois A.M. Baird  
Interim Clerk/Treasurer

**CITY OF WATERLOO  
PLAN COMMISSION PUBLIC HEARING MINUTES  
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING  
LAND USE REZONING AND CONDITIONAL USE PERMIT REQUEST  
217 N. MONROE STREET  
OCTOBER 28, 2014**

**1. Call Land Use Rezoning and Conditional Use Permit Public Hearing to Order**

Mayor Thompson called the public hearing meeting to order at 7:00 p.m. Members present: Leisses, Crosby, Thompson, Lannoy, Reynolds and Butzine. Absent: none with one vacancy. Others present: Diane Graff; The Courier, Dave Porterfield of Movin' Out of Madison, Jim Glueck of Glueck Architects, Chris Jaye of Mirus Partners, Interim Clerk/Treasurer Lois A.M. Baird and numerous other citizens (list attached).

The applicant, Movin' Out of Madison, WI, is requesting a change in land use from C-1, General 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.

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

The property is described as follows:

Tax Parcel: #290-0813-0644-026,

Legal Description: Lot 1, CSM 2522-9-127, Jefferson County, Wisconsin

Also known as: 217 N Monroe Street, Waterloo

Dave Porterfield, Movin' Out of Madison and Chris Jaye, Mirus Partners, the development partner of the project: Porterfield explained that the project was a joint venture between the two companies and that they were a non-profit organization and they provide affordable housing for people with permanent disabilities. It is a mixed use project to accommodate other working class people. Porterfield introduced Jim Glueck, the architect of the project from Glueck Architects. He thanked the City for their support and felt there was a good working relationship with the City supporting the project and helping to make it happen. He further stated that they financed the project with a variety of funding sources to be able to make it affordable to a number of the working population. The financing sources include the WHEDA program and a number of other financing programs to make the rent as affordable as possible. We worked with our architect and the city to come up with a plan. The financing is done and ready to close this year. The construction will be weather permitting, but hoping to start construction this year. Porterfield explained that they have a great team, which work very well together and they just completed a project in Watertown and came in on budget and completed on time. This project will have the same builders, developers and project managers.

Jim Glueck, Glueck Architects presented the plans of the project. The shape of the parcel limits the size and placement of the building. There is a 75' high water mark so the building will be placed right at that line. The proposed parking has been increased to 40 spaces and garages will be added at a later date. The bridge will stay and Edison Street will be blocked off. The only access will be from N. Monroe Street. There will be a retaining wall in place. The building is 3 stories with no basement, no underground parking and 6 x 10 porches. He explained the storm water plan and the landscape plan.

Sue Teubert, 218 N. Monroe Street: Lives directly across the street and there is a lot of traffic from both directions on State Highway 89. With 40 additional parking spaces, there will be more traffic. She asked if that could be done on a state highway. Glueck replied that the number of spaces was increased so there would not be additional parking on N. Monroe Street. Teubert said the employees did not usually park in that lot. Mitch Leisses added that City Ordinance states that 1½ stalls are required per apartment, so only 36 stalls are required. Also, being on a highway is irrelevant.

Wes Benisch, Asst Chief of the Waterloo Fire Department: There were no fire hydrants close to the building and asked if there were plans to place some near the building. Porterfield said there were three reasonably close to the project. Benisch said it would not be good to drop LDH hoses across a state highway. A lot of traffic would have to be detoured. A hydrant closer to the building would be more feasible. Mayor Thompson asked Leisses if he was aware of restrictions of hydrants in that area. Leisses replied that he was not and that there were no utility plans submitted for either water or sewer. He reported that in his site plan review, they should work closely with the fire department and the utilities. Benisch questioned if the building would have a sprinkler system. Glueck answered that the state does not require it to be. Porterfield asked if they could see a list of what is needed from the City. Leisses said he was compiling a list.

Resident: Questioned the 75' high water mark. It was explained that the building had to be 13' higher than the water mark. Another question about the retaining wall was asked. The answer was that it would be about 3 to 4 feet high. The resident felt it was too dense.

Vanessa Cook: Have you ever seen a project like this in a small town like Waterloo? Glueck answered yes. Cook said she could see this in a larger town like Watertown, but was concerned that a project like this in Waterloo would ruin the small town feel in our neighborhood. She felt it would give a very negative impact on the quiet neighborhood and she was very concerned,

Tim Thomas: I am opposed to the project in its current state. I feel it is too large for the area and the density is too great when you are looking at the number of parking spaces, which is 40 spaces, and being right next to the intersection of Edison Street and N. Monroe Street. Edison Street is a major artery to all the traffic coming out of that sub-division and going downtown. I co-own the property at 235 N. Monroe Street along with my daughter who lives there. He presented some pictures of the property and said he was interested in the landscaping plan. In talking with the architect earlier, he mentioned that there would be plantings right next to the house. There is 9 feet from her bedroom to the parking lot. So anyone parking in that lot would be that close to her bedroom. The driveway is about 4 feet lower than the parking lot. At the informational meeting, we asked someone to talk to us about our concerns and no one has called. There is a drainage hole on the property and they don't know where it is and it is not on the plan presented tonight. Her back yard will flood. Glueck said, given the height of the house and the slope of the property, a fence would never be high enough to block anything. His suggestion would be for plantings along the line. Melissa Thomas mentioned people going through her yard and leaving garbage and everything else and all the drainage. Glueck said we can handle the drainage and the plowing. He said that there are usually 4 or 5 cars parked there every night. Tim Thomas said that 3 or 4 cars going through there isn't like 40 cars. Glueck said the current plantings could be left.

Glueck asked about the storm drain size. There was discussion on the storm sewer system in that area.

Thomas: Re-iterate that the project is too dense and the 40+ cars going in and out of there along with the traffic off of Edison Street is too great.

Mike Kohls: Questioned how many stalls were in the back of city hall. A guess was about 24. Kohls also felt the project was too dense.

Nate Novak: Southeast property owner wondered about fencing and closing it off to prevent foot traffic through their property. He said they already have a shared driveway. He was assured that something could be worked out. The developers did not want people trespassing onto other property.

Thomas: Re-iterated that parking 13 feet from the property line and the lights on and off all the time would be a problem. He was assured that the bushes that were there at present would be saved.

Craig Strobel, Captain of the Waterloo Fire Department and live on Riverside Drive: What is the definition of medium income? Porterfield answered that the rents are restricted. We arrange for different rates for different people according to their affordability through market rate housing. A few are set aside for low income and those who have disabilities and veterans who have an arrangement with the Veterans Service. Strobel asked if this would be comparable to the School Street apartments in Marshall. Porterfield answered that it was completely

different, this is not subsidized housing. Strobel then asked if it was a Section 8. There are four insurance companies and two banks that buy into this program who buy the tax credits. The developers explained that it was not the tenant being subsidized it was the investors being subsidized. They are getting these tax credits in exchange for investing in our project.

Melissa Thomas, 235 N. Monroe Street: Mentioned that living next to the dentist office, there is traffic from there and then after school having a hard time getting onto N. Monroe Street. She mentioned that she knows a lot of people struggle with entering on Monroe Street at certain times but this will not help. She was also concerned about her property value decreasing, which was the biggest concern that she has.

Porterfield said that the project will be adding to the tax base, which was just a parking lot before.

Joanne Kohls: Asked if this project would be like Knowlton Street. If the apartments cannot be rented at \$700 will they all or most be rented at \$375 and have 2 to 3 families living in one apartment?

Porterfield replied that they would be in trouble with the city and the financiers if that would happen. We are getting financial guarantees from the investors. We cannot afford to rent these all out for \$375. Two market studies have been done. Some investors say that higher rents could be charged. He asked that people look at the Watertown project.

Dan Cook, Edison Street: Asked how the project was being financed. He also asked how many developments they had.

Jaye: This project is funded by 75% equity and 25% debt and there is a mortgage. He explained that with the investors they have funds that are set aside for certain things that cannot be touched, only for those specific things. A list of properties that they own and manage is accessible.

Porterfield: They try to select good partners for their developments. He said they will be good neighbors. He said they are proud to be able to be part of Waterloo.

Deanna Niesen, 235 Edison Street: They are not worried about the developers being bad neighbors; they are worried about the residents of the building being in their yard. She wondered about the trees being trimmed. Porterfield said the trees along the river will not be touched. Permission from the DNR would need to be obtained to touch anything within 75' of the river. We want to leave it natural. Our property manager is one of the best who screens the people for the development. The tenants are usually people who already live in the community. The program is really for people in the community that are in need of help.

Lindsay Reynolds: Stated Oakbrook, the property manager who does the screening is very particular about who they rent their facilities to.

Mike Kohls: Questioned the construction hours. He mentioned the Perry plant project working until 9 at night and had lights shining all the time. Porterfield informed him that their construction people go home by 5. We are willing to work with the city on construction hours.

Debbie Gorder Niesen: Family from Waterloo and have always liked the small town area and is looking at a home in Waterloo. She asked why that particular area was chosen. She wondered why some other area could not have been chosen such as the Burger King property and the gas station being right off the main street.

Mayor Thompson: The parking lot was the former Perry Printing property that the City got. They came forward with a proposal to develop the property which is now standing still. The grass area by Burger King is in the flood plain so it is not a buildable lot. They came to the city with a proposal to alleviate the problem with vacant land.

Pete Niesen: The fact is that if all 24 units were rented and each family typically having 2 cars, there needs to be 48 parking spaces. He was informed that normally ¼ of the complex are people with disabilities and probably do not drive. Part of the reason for choosing this area is that it is fairly close to all the services a person would need

who does not use a car. So actually in most of our developments we end up having more parking than is actually used. Niesen disagreed because he is a disabled veteran and he drives. If you have disabled veterans or disabled people, there are going to be taxis or vans driving in there to pick up people and Waterloo does not have the kind of economy to support a taxi service. He was informed that the developers work closely with services for the elderly and disabled, such as Care Wisconsin, family care agencies, the Veterans Affairs, etc. We are looking at people who already live here, have lived here before and want to return.

Craig Strobel: Is there going to be access for the fire department to access the back of the building, which would be closest to the river side. You mentioned that there was the 75' right of way in the back. Is there going to be an area that our apparatus can get behind there? Since Edison Street is going to be blocked off, is there going to be only one way in and one way out, which is going to be a major traffic issue anyway. Porterfield said being the fire department; you can drive wherever you want. You can access off Edison Street. Someone else said that Edison was going to be closed. Porterfield said it wouldn't be blocked off so access would still be accessible. There won't be any pavement. The building is going to be sprinklered. Strobel wondered if there would be a fire department access gate to allow us to access the back from Edison Street. Porterfield said if we are given a list of items to discuss we will address them.

Vern Butzine: Since there are 24 units, is there any play area for children? There is an area south of the building that could be a play area. We don't know if we would put that in prior to knowing the rental situation. We do expect to have some families. There is another area that could be utilized as a play area near the river. Citizens did not feel that was a good idea. The developers said it would not be right next to the river. Some citizens said that there is nothing keeping kids from the river. Porterfield mentioned that they have other projects in Stoughton and Watertown that are very similar and to his knowledge there have not been any issues. Families choose to live in certain areas and the families need to watch their children.

Mike Lannoy: Mo Hansen mentioned to him that the developers put in gardens for some of the tenants, to make it feel more like their home. He said you are good landlords. Porterfield replied that they are good landlords. The mix of people that we are talking about is a real asset to the community. He suggested calling the Mayor of Stoughton. She will tell you how it has worked for them. They spent a lot of time meeting with them and they had similar concerns. He said they have done a lot of things for that community to make it a better place.

Dave Niesen: Are sidewalk going along the river from the bridge to Edison Street? Glueck said that it was part of the agreement when purchasing the development and they requested it be put in. Mayor Thompson said there will be a continuous trail on the other property along the river.

Vern Butzine: When does the tax revenue begin? Mayor Thompson replied as soon as they take possession of the property.

Citizen: The sidewalk issue was not answered. She asked where the sidewalk would be leading to since there is no sidewalk on that side of Edison Street. Crosby said there are numerous people who walk by your house down that road every day. Right now they are walking in the road. This will give them a geographic area from Edison Street to the bridge. He said he walked down there today and I live on Monroe Street. He said he sees kids walking down there now and there are a lot of people walking through. Crosby felt that the sidewalk should not be an issue right now. He said he understood her concern because she lives in a very quiet corner of the street right now. He said if Perry Printing was still going that would not be a very quiet corner. There used to be 20 to 30 cars going into that area off Edison Street a day. People can't read signs. There is significant car traffic now by your house, the city does it with their trucks, and the garbage trucks go down there and turn. The high density of people in there is more of an issue than the traffic. Crosby said he has lived in his house for 43 years and is not going to move if the apartment building goes up or not. We have to look at the bigger picture which is constructive opportunities for the city. He said he is going to make a motion at the Plan Commission meeting to table this until the developers can resolve these questions. At that point he invited all people present to come back to the plan commission meeting and find out if this is really good for Waterloo or if it is not, because that is what our concern is, whether it is good for Waterloo or not, not whether there is too much traffic or too little traffic. You have to look at the big picture. You have to look 15 to 20 years from now. It takes time, there are going to be changes and ask is this going to be good for Waterloo or not.

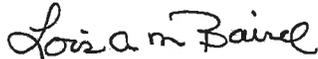
Kelly Thurnbauer: Felt the building was too big for the area. She felt that fewer units might be better. She also asked when they could find out more whether this is good for the city or not. Mayor Thompson said the plan commission meetings are always the fourth Tuesday of each month at 7 pm.

Citizen: Is there only one way in and out. Thompson said yes. The citizen said that would be heavy traffic coming in and out with construction vehicles.

**2. PUBLIC HEARING ADJOURNED**

With no additional comments for or against coming from the floor, Mayor Thompson concluded the public hearing at approximately 8:08 p.m.

Attest:



Lois A.M. Baird  
Interim Clerk/Treasurer

**CITY OF WATERLOO  
ZONING BOARD OF APPEALS MINUTES  
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING  
136 N. MONROE STREET  
DECEMBER 17, 2014  
(DOCKET ITEM #2014-01 - MOVIN' OUT INC)**

**1. CALL TO ORDER AND ROLL CALL**

Chairperson Jeni Quimby called the meeting to order at 5:30 p.m.

**2. ROLL CALL**

Present – Chair Jeni Quimby, Steve Hegstrom, Cliff Butzine, Dale Van Holten, and Kevin Putzke. Others present – Dave Porterfield, Movin' Out, Inc. of Madison, WI; Dianne, Waterloo Courier; Dan Cook and Lois A. M. Baird, Deputy Clerk/Treasurer.

**3. APPROVAL OF MINUTES**

- November 8, 2006, PalletOne, 310 Portland Road
- June 3, 2008, Walsh, 1015 Jamie Street

**Motion:** Moved by Butzine, seconded by Van Holten to approve the November 8, 2006 and June 3, 2008 minutes. Voice Vote: Motion carried with Quimby abstaining to the June 3, 2008 minutes.

**4. CITIZEN INPUT**

None

**5. UNFINISHED BUSINESS**

None

**6. NEW BUSINESS.**

**Docket #2014-01: Variance Request for Monroe Street Apartments, LLC – Movin' Out Inc., of Madison, WI Applicant and Prospective Property Owner, 217 N. Monroe Street**

- 385-10C(3)(e) number of stories, maximum of two, three stories proposed
- 385-10C(3)(f) lot area per dwelling unit, minimum 3,600 square feet, proposed 2,450 square feet per unit
- 385-10C(3)[4], building height, maximum 35', proposed ±46'

**Discussion:**

Dave Porterfield, Movin' Out, Inc. of Madison, WI presented his case. Porterfield stated about 75% of the housing is directed toward working people in the community to be able to afford decent, clean, and safe living in the community. The rest is directed towards people with disabilities or a veteran status. Porterfield stated they do not have what is called operating subsidized housing where the tenant would only have to pay 1/3 of the rent. People pay what the rent is actually listed as.

Quimby illustrated a student just out of college who only makes \$11.00/hour could not afford regular housing. This project would allow that person to afford it.

Porterfield said they have a professional property manager, Oakbrook Corp. of Madison. They manage numerous other housing projects. They perform a criminal background check and credit check. The applicants need to pass a certain level to be accepted. Porterfield explained that they have secured all the financing for the project; we will not need any financing support from the City. Initially the City guided us to apply for PUD Zoning. The staff recommended R-2, Single Family Residential Zoning with a conditional use permit.

Putzke asked for clarification of what was before the Zoning Board of Appeals. He asked if it was the variances needed, which were number of stories, the lot area and the building height.

Quimby stated the Plan Commission and the Council approved the project, the Zoning Board of Appeals need to consider the variances needed.

Hegstrom asked what the ramifications were between the 2,450 square feet and the 3,600 square feet.

Porterfield explained that it complies with the certain amount of density for what it is zoned. The lot borders between a commercial district and a residential district. The reason not to be rezoned to a PDD (Planned Development District) was the minimum lot size required. Smaller lots could be considered.

Porterfield explained the storm water issue, which they received guidance from the City Engineer.

Putzke said that on the business side, there could not be a traffic related business in that area. Short of it being another parking lot, he could not think of anything else but a housing project being constructed there.

Porterfield said that across the river there is another housing project proposed. They were approached by the City to come to Waterloo. The City felt that a project like this would fit in the area.

Butzine felt that the project was being stuffed into a small area.

Quimby stated there were a lot of people at the first meeting. In reality the project is allowing more green space than ever before even though it seems like the building is being stuffed into a small space. It gives use for a space, short of being a parking lot.

Hegstrom questioned the land along the river where the plan mentions woods.

Porterfield said that the property goes to the river's edge and there is a 75 foot setback requirement by the DNR which cannot be built on. Porterfield stated they are entering into an agreement with the City to maintain the easement. The right of way will be able to be accessed from Edison Street to the bridge (a walk way to school).

Quimby asked if there was any conversation about an exit on Edison Street to alleviate confusion in and out on N. Monroe Street.

Porterfield said that it was suggested by the City Engineer and others from the City not to have traffic exiting on Edison Street.

Van Holten said he was a resident on Edison Street and when Perry Printing was in operation, it was a nightmare when traffic was exiting onto Edison Street and Franklin Street.

Butzine questioned if the Edison Street exit would be blocked off. Porterfield said that it should be open for fire protection. Porterfield said that when they met with the Fire Chief he recommended it stay open for fire truck access. There would be no entry for normal traffic.

Butzine felt that the code should be amended first. Butzine did not feel this body should be the one to decide.

Quimby stated the Plan Commission and the Council have already approved the project. At one time the City's code allowed a PUD Zoning. The Plan Commission needs to look at the two zoning districts and possible update the code.

Butzine felt the project should be sent back to the Plan Commission to update the code so this committee does not have to approve it.

Quimby stated the project needs to get finalized before December 31<sup>st</sup> to start bringing tax revenue into the City.

Baird stated the Council cannot approve variances. The reason it comes to this committee is that the Building Inspector denied the building permit due to the project not meeting certain sections of the code.

**Motion:** Moved by Van Holten, seconded by Putzke to approve Docket #2014-01 and the three variances requested for Monroe Street Apartments, LLC – Movin’ Out, Inc., of Madison, WI for the property located at 217 N. Monroe Street. Roll Call Vote: Ayes – Quimby, Hegstrom, Van Holten and Putzke. Noes – Butzine. Motion carried.

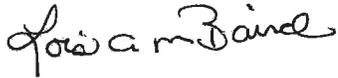
**7. CONSIDERATION OF SUCH OTHER MATTERS AS AUTHORIZED BY LAW**

None

**8. ADJOURNMENT**

**Motion:** Moved by Van Holten, seconded by Quimby to adjourn. Motion carried. Time of adjournment was approximately 6:00 p.m.

Attest:



Lois A.M. Baird  
Deputy Clerk/Treasurer



**WATERLOO FIRE & RESCUE**  
**900 INDUSTRIAL LANE**  
**WATERLOO, WISCONSIN 53594**



Department Activity Report – December 2014  
 Call Report for the month of December

**EMS Calls:**

City of Waterloo	17
Township of Waterloo	2
Township of Portland	1
Township of Shields	1
Mutual Aid for Marshall	2

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**Total EMS** 23

**EMS & Fire Accidents Calls:**

Township of Waterloo	1
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**Total MVA** 1

**False Alarms:**

City Of Waterloo	0
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**Fire Calls:**

Township of Waterloo	1
Township of Portland	1
Mutual Aid for Watertown	1
Mutual Aid for Jefferson	1

**Hazardous Condition:**

City of Waterloo	1
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**Weather Related Calls:**

Waterloo Fire District	0
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<b>Good Intent:</b> City of Waterloo	0
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<b>Service Calls:</b> City of Waterloo	1
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<b>Rescue Calls:</b> Township of Waterloo	1
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**Total Fire** 7

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**December Total** 32

Year totals:

Fire (Structure, Wild land, Motor Vehicle)	46
Rescue/EMS	251
Hazardous Conditions (No Fire)	11
Good Intent Calls	3
False Alarm or Call	6
Motor Vehicle Accidents	11
Service Calls	2
Rescue Calls	1
Weather Related Calls	1

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Up to Date Total 332

Up to Date Total Personnel Response:	1839	(for the month): 146
Up to Date Year Response Time (All Incidents)	2100	
(From 1 <sup>st</sup> page to enroute times)	average 6.1 min	(for the month)
Up to Date Minutes Spent Responding	1368	
(Enroute time to on scene time)	average 5.0 min	(for the month)



WATERLOO FIRE & RESCUE  
900 INDUSTRIAL LANE  
WATERLOO, WISCONSIN 53594



Thursday January 2<sup>nd</sup>, 2014

On Monday December 8<sup>th</sup>, 2014 we had our monthly EMS training. This month's training was in 3 scenarios. First scenario was on IO (interosseous). This is when we place a needle in the bone for fluids and medication administration. The members have to know when to place the IO, why we need the IO and where to place the IO. There are a couple of places to place the IO, but usually there is one main spot we try for first. The second scenario was glucose administration. We find different cases of low blood sugar and present them to the crew and they need to be able to identify that this could be a diabetic problem and check the blood sugar and give the right medication. The third scenario was on airway management. With this scenario we give the crew a scenario and they have to maintain an open airway. They have to know if this was a trauma or non-traumatic cause that will change what equipment they will use.

On Monday December 15<sup>th</sup>, 2014 we had our monthly Fire training. Every year we have to go through our entire gear and make sure that it is ready to go. We have to take our turnout gear apart, inspect the inner shell inside and out and the outer shell inside and out to make sure there are no tears, holes, or discoloration. Otherwise it has to be repaired or taken out of service. The other part of training was vehicle extrication. All members have a job when they get off of the apparatus. The officer will complete a 360 to find any dangers that the firefighters need to be aware of and how many patients there are. Two of the firefighters will get all the equipment out, set it up and ready for use. The other two firefighters will start to secure the vehicle for extrication.

Also, our members that work 2<sup>nd</sup> shift and are not able to make the normal training, we have set up trainings during the week after the training so all of our members have the chance to train like the rest of the department.

Sincerely,

Chief Vern Butzine  
Waterloo Fire Department  
900 Industrial Ln.  
Waterloo WI 53594  
920-478-2535  
[admin@waterloofd.com](mailto:admin@waterloofd.com)



**WATERLOO FIRE & RESCUE**  
**900 INDUSTRIAL LANE**  
**WATERLOO, WISCONSIN 53594**



**Department Activity Report – January 2015**  
**Call Report for the month of January**

**EMS Calls:**

City of Waterloo	16
Township of Waterloo	0
Township of Portland	4
Township of Milford	1
Township of Shields	0
Mutual Aid for Marshall	1
<b>Total EMS</b>	<b>22</b>

**EMS & Fire Accidents Calls:**

City of Waterloo	0
Township of Portland	1
<b>Total MVA</b>	<b>1</b>

**False Alarms:**

City Of Waterloo	0
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**Fire Calls:**

City of Waterloo	1
Township of Portland	1

**Hazardous Condition:**

City of Waterloo	1
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**Weather Related Calls:**

<b>Waterloo Fire District</b>	<b>0</b>
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**Good Intent:**

City of Waterloo	1
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**Service Calls:**

City of Waterloo	0
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**Rescue Calls:**

City of Waterloo	0
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<b>Total Fire</b>	<b>4</b>
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<b>January Total</b>	<b>27</b>
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**Up to Date Call Totals**

Fire (Structure, Wild land, Motor Vehicle)	2
Rescue/EMS	22
Hazardous Conditions (No Fire)	1
Good Intent Calls	1
False Alarm or Call	0
Motor Vehicle Accidents	1
Service Calls	0
Rescue Calls	0
Weather Related Calls	0
<b><u>Up to Date Total</u></b>	<b>27</b>

Up to Date Total Personnel Response:	162	(for the month): 162
Up to Date Year Response Time (All Incidents)	200	
(From 1 <sup>st</sup> page to enroute times)		average 7.4 min (for the month)
Up to Date Minutes Spent Responding	89	
(Enroute time to on scene time)		average 3.2 min (for the month)

WATERLOO FIRE & RESCUE  
900 INDUSTRIAL LANE  
WATERLOO, WISCONSIN 53594



Monday February 2<sup>nd</sup>, 2015

On Tuesday January 13<sup>th</sup>, 2015 we had our monthly EMS training. Training consisted of three stations. Family members were asked to participate in these trainings. The first one was rapid extrication from a vehicle. With this skill our members need to know how to properly remove a patient quickly if the scene is unsafe for the patient. There is a certain way we have to place a blanket or a sheet on the patient to remove them out fast and safe. You pull them out of the vehicle safe but fast. The second station was on splinting. There are many ways of splinting and we keep training on all splinting. When it comes to different bones there are different ways to splint the extremity so there is a better chance for fast recovery. The third station was on our stair chair. This sounds like a simple and easy thing to use. If there is good communication and know how to use the equipment it is. When bringing someone down or up a flight of stairs it can be scary for the patient, but with our members being trained well with this equipment the patient feels comfortable. Throughout the years of training we have a lot of the departments family members come down to help out with training. This is great training for us to be able to have others come down and be patients for our EMT's. If anyone is interested in seeing what we do for training or would like to be a patient please let us know. It would be an honor having more practice patients.

On Monday January 19<sup>th</sup>, 2015 we had our monthly Fire training. Training consisted of three stations. The first one was on rural drafting. This training is used with our engines and tenders. The tender has a portable tank that is deployed and the water is dumped into the tank. Then engine sucks the water up and out through the tank then through the hose. The MPO (engine operator) needs to know how to park the apparatus so that the tank can be deployed and so the tenders can get to it with ease. The second station was on radio communications. With this training our members were in a different area than the command and operations. The firefighter has to inform the operations officer what is going on and what the firefighters are seeing and doing. Sometimes there are a lot of radio communication. With this training we identified which channels are used for a certain type of operation and another radio channel is used for a different operation. Incident command will monitor all radio channels and communicate with operations. The third station was CPR (cardio-pulmonary resuscitation). Some of our new members were not been trained in CPR. All of our members our CPR trained and also first aid trained.

Sincerely,



*per chief*

Chief Vern Butzine  
Waterloo Fire Department  
900 Industrial Ln.  
Waterloo WI 53594  
920-478-2535  
[admin@waterloofd.com](mailto:admin@waterloofd.com)

**BALANCE SHEET**  
**2014 REAL ESTATE AND PERSONAL PROPERTY TAXES**  
**CITY OF WATERLOO**

2/5/2015

**REAL ESTATE COLLECTIONS**

GENERAL PROPERTY TAX	3,589,203.03	
SPECIAL ASSESSMENTS	-	
DELINQUENT UTILITIES	12,411.85	
SPECIAL CHARGES	1,808.95	
AG USE PENALTY	-	
MANAGED FOREST LAW	-	
<b>TOTAL COLLECTIONS</b>		<b>3,603,423.83</b>

**UNPAID REAL ESTATE TAXES**

POSTPONED TAXES	713,275.29	
DELINQUENT TAXES	121,906.50	
DELINQUENT SPECIAL ASSESSMENTS	-	
DELINQUENT SPECIAL CHARGES	652.79	
UNPAID DELINQUENT UTILITIES	7,720.00	
DELINQUENT AG USE PENALTY	-	
DELINQUENT MANAGED FOREST LAW	-	
DELINQUENT OCCUPATIONAL TAXES	-	
STATE TAX CREDIT IN ROLL	298,883.40	
LOTTERY CREDIT IN ROLL	99,257.45	
FIRST DOLLAR CREDIT IN ROLL	74,834.88	
CHANGE IN LOTTERY CLAIMS	346.65	
<b>TOTAL UNPAID</b>		<b>1,316,876.96</b>

**PERSONAL PROPERTY TAXES**

PERSONAL PROPERTY COLLECTED	182,380.07	
DEL/POSTPONED PERSONAL PROPERTY	2,223.52	
PERSONAL PROPERTY STATE CREDIT	11,997.68	
PERSONAL PROPERTY LOTTERY CREDIT	-	
OCCUPATIONAL TAXES	-	
<b>TOTAL PERSONAL PROPERTY</b>		<b>196,601.27</b>

<b>GRAND TOTAL OF TAX ROLL **</b>	<b>5,116,902.06</b>
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This must match the Statement of Taxes

Register Report-Park Board #xxxxxx2402 - Last month

1/1/2015 through 1/31/2015

2/5/2015

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
<b>BALANCE 12/31/2014</b>								<b>13,226.51</b>
1/4/2015	Checking	21804	City Of Waterl...	Invoice #028...	Wages & Ins.			-675.84
1/10/2015	Checking	EFT	We Energies	11/19/14-12/...	Utilities:Gas &...			-195.71
1/10/2015	Checking	21805	MID-State Eq...	Invoice #P25...	Park Maint-Eq...			-65.07
1/10/2015	Checking	21806	FRONTier	920-478-208...	Utilities			-56.92
1/13/2015	Checking	EFT	GoDaddy.com...	Park Websit...	Park Admin			-35.88
1/14/2015	Checking	EFT	GoDaddy.com...	Park Websit...	Park Admin			-119.88
1/15/2015	Checking	EFT	Waterloo Utilit...	11/13/14-12/...	Utilities:Gas &...			-17.09
1/15/2015	Checking	EFT	Waterloo Utilit...	11/13/14-12/...	Utilities:Gas &...			-404.16
1/15/2015	Checking	EFT	GoDaddy.com...	Park Websit...	Park Admin			-17.17
1/18/2015	Checking	21807	US Cellular	Acct #21759...	Park Admin			-104.08
1/18/2015	Checking	21808	City Of Waterl...	Invoices #02...	Unemployme...			-484.00
1/19/2015	Checking	DEP	Deposit	Snowblower	Equipment Sa...			400.00
1/25/2015	Checking	21809	Adt Security S...	February 2015	Park Maint. - ...			-46.99
1/25/2015	Checking	21810	Service Insura...	Liquor Liabili...	Insurance, Bus			-1,963.00
1/25/2015	Checking	EFT	Wisconsin De...	Oct. - Dec. ...	Tax			-446.54
<b>1/1/2015 - 1/31/2015</b>								<b>-4,232.33</b>
<b>BALANCE 1/31/2015</b>								<b>8,994.18</b>
<b>TOTAL INFLOWS</b>								<b>400.00</b>
<b>TOTAL OUTFLOWS</b>								<b>-4,632.33</b>
<b>NET TOTAL</b>								<b>-4,232.33</b>

## Register Report-Park Board 3xxxxx5309 - Last month

1/1/2015 through 1/31/2015

2/5/2015

Date	Account	Num	Description	Memo	Category	Tag	Clr	Amount
<b>BALANCE 12/31/2014</b>								<b>10,590.38</b>
1/30/2015	SWIB Saving...	DEP	Interest	01/30/2015	Interest Inc			0.78
<b>1/1/2015 - 1/31/2015</b>								<b>0.78</b>
<b>BALANCE 1/31/2015</b>								<b>10,591.16</b>
<b>TOTAL INFLOWS</b>								<b>0.78</b>
<b>TOTAL OUTFLOWS</b>								<b>0.00</b>
<b>NET TOTAL</b>								<b>0.78</b>

MACHINERY AND EQUIPMENT

January 2015

544 H ENDLOADER		Start	End	Total
		1,703	1,762	59
		Fuel Used	GPH	
		104	1.7	
JOHN DEERE TRACTOR	General Maintenance	START	END	TOTAL
		3,91417	3,918	1
		FUEL USED	GPH	
		1	1	
WOOD CHIPPER	General Maintenance	START	END	TOTAL
		1,517	1,528	11
		FUEL USED	GPH	
		19	1.7	
2520 John Deere TRACTOR	General Maintenance	START	END	TOTAL
		334 / 181	354 / 182	20 / 1
		FUEL USED	TOTAL	
X750 TRACTOR		20 / 1	1 / 1	
X750 JOHN DEERE	Changed all fluids and filters	START	END	TOTAL
		175	175	0
		FUEL USED	GPH	
		0	0	
2014 FREIGHTLINER TRUCK #7	General Maintenance	START	END	TOTAL
		362	524	162
		FUEL USED	GPH	
		52	3.1	
2010 INTERNATIONAL TRUCK #1	General Maintenance	START	END	TOTAL
		13,066	13,390	324
		FUEL USED	MPG	
		84	3.8	
2004 FREIGHTLINE TRUCK #2	General Maintenance	START	END	TOTAL
		33,697	34,118	421
		FUEL USED	MPG	
		107	3.9	
2004 INTERNATIONAL TRUCK #3	General Maintenance	START	END	TOTAL
		1,491	1,496	5
		FUEL USED	GPH	
		11	2.2	

2011 FORD F-550	General Maintenance	START 14,969	END 15,361	TOTAL 392
		FUEL USED 99		MPG 3.9
2008 INTERNATIONAL TRUCK #5	General Maintenance	START 15,457	END 15,846	TOTAL 389
		FUEL USED 106		MPG 3.6
1991 ELGIN PELICAN STREET SWEEPER	General Maintenance	START 10,628	END 10,628	TOTAL 0
		FUEL USED 0		GPH 0
2006 CHEVEROLET TRUCK #4	General Maintenance	START 62,375	END 63,001	TOTAL 626
		FUEL USED 78		GPH 8

January 2014

	NO.OF LOADS	NO OF YARDS
NUMBER OF LOADS TAKEN TO THE LANDFILL	0	
NUMBER OF LOADS OF COMPOST MATERIALS COLLECTED	0	0
NUMBER OF LOADS OF WOOD CHIPS COLLECTED CURBSIDE	4	32

Miscellaneous Item

29 snow on sidewalk violations were given

**January 2015**  
**MONTHLY HOURS FOR EACH EMPLOYEE**

	GARY	JEFF	CHAD	BRIAN		OT HOURS	TOTAL HOURS
ON CALL	0	0	0	0		0	0
MUNICIPLE BUILDING	2	1.5	1.5	0		0	5
WARMING HOUSE	0	0	0	0		0	0
POLICE ADMINISTRATION	0	0	0	0		0	0
FIRE DEPARTMENT	0	0	0	1.5		0	1.5
COMMUNITY BUILDING	0	0	0	0		0	0
VACATION	3	0	3	0		0	6
BEREAVMENT	0	0	0	0		0	0
HOLIDAY	0	0	0	0		0	0
SICK LEAVE	2.75	0	0	13		0	15.5
MACHINERY / EQUIPMENT	30	42	38	12.5		0	122.5
GARAGE / SHED	81	6.5	6	12		0	105.5
Meeting/Seminars	1	2	0	0		2	3
	0						
STREET REPAIR AND MAINTENANCE	0	1	1	5		0	7
STREET CLEANING	0	0	0	0		0	0
Snow/ice	4.75	4	4	4		16.75	224.5
	40.5	41.5	50	75.5			
STORM SEWER	0	.0	0	0		0	.0
TRAFFIC CONTROL	0	.5	.5	0		0	1
BRIDGES / CULVERTS	0	0	0	0		0	0
TREE / BRUSH	1	41.5	38.5	31		0	112
REFUSE COLLECTION	0	3.5	2.5	6.5		0	12.5
SANITARY SEWER	0	2	2	1		0	5
INSECT CONTROL	0	0	0	0		0	0
ANIMAL CONTROL	0	0	0	0		0	0

CEMETERY	0	0	0	0		0	0
LIBRARY	0	3	3	0		0	6
PARKS	0	17	14	2		0	33
CELEBRATIONS ENTERTAINMENT	0	0	0	0		0	0
WINTER RECREATION	0	0	0	0		0	0
WEED CONTROL	0	0	0	0		0	0

**List of Bills**

City of Waterloo Treasurer	47,331.04	Postmaster	1,037.09
Farmers & Merchants State Bank	49,008.24	Frontier	432.60
SEERA	1,255.11	Neitzel Auto & Hardware	412.10
Badger Welding Supplies, Inc.	12.40	Waterloo Building Center, LLC	20.00
Century Link	107.70	BP Credit Card Center	918.49
Charter Communications	75.00	Waterloo Utilities	10,471.64
Cintas Corporation	609.96	We Energies	1,987.91
Crane Engineering Sales, Inc.	1,464.25	WPPI Energy	323,434.23
Baker Tilly Virchow Krause, LLP	1,963.00	St. Vincent de Paul	80.00
Dairyland Power Cooperative	25.00	Wisconsin Dept. of Revenue	4,294.98
Hometown News, LP	299.00	Digger's Hotline, Inc.	499.50
U.S. Cellular	51.93	Energy Federation, Inc.	67.78
J&L Tire, Inc.	881.02	Wastewater Training Solutions	360.00
B&M Technical Services, Inc.	4,209.20	United Liquid Waste Recycling, Inc.	937.50
KLM Engineering, Inc.	1,250.00	T&R Service Company	4,636.14
Liberty Printers	4,775.00	Midwest Meter, Inc.	210.15
Schaefer's Soft Water, Inc.	212.00	Hunter Wallace	750.00
H&H Energy Services, Inc.	250.00	Jonas Office Products, Ltd.	292.66
VISA	297.00	MEUW	5,500.00
NAPA of Waterloo	43.68	Northern Lake Service, Inc.	115.20
L.W. Allen, Inc.	1,382.34	Portland Auto Service	181.43
Civic Systems, LLC	598.00	Dunneisen Excavating, LLC	415.25
First Supply, LLC	81.17	Grainger	175.92
Universal Recycling Technologies	28.38	William/Reid Ltd., LLC	772.50
Associated Trust Company	363.00	Border States Electric Supply	8,514.42
Mark Holzhueter	33.11	North Central Laboratories, Inc.	750.83
Payment Service Network	12.95	Wisconsin Dept. of Administration	3,692.36
Payroll	37,499.66	Portland Sanitary District	<u>6,455.85</u>
		Total Disbursements	\$531,535.67

**Report of Cash**

**Checking Account #102-613:**

Balance 12/31/14	\$110,671.34
Transfer	100,000.00
Disbursements	-190,952.76
Interest	3.32
Service Charge	<u>-16.30</u>
Balance 1/31/15	\$19,705.60

**WWTP Account #374-547**

Balance 12/31/14	\$379,262.50
Deposit	9,475.00
Interest	<u>107.98</u>
Balance 1/31/15	\$388,845.48

**Certificate of Deposit #608590:**

Balance 12/31/14	\$290,552.23
Interest	<u>\$146.47</u>
Balance 1/31/15	\$290,698.70

**Debt Service Account #3015323:**

Balance 12/31/14	\$127,755.05
Deposit	48,800.00
Interest	<u>\$11.50</u>
Balance 1/31/15	\$176,566.55

**Money Market Account #110-832:**

Balance 12/31/14	\$190,508.78
Deposits	605,155.63
Transfer	-109,475.00
Disbursements	-340,381.72
Interest	286.29
Service Charge	<u>-184.89</u>
Balance 1/31/15	\$345,909.09

**Bond Construction Account:**

Balance 1/31/15 \$626,391.84

**Certificate of Deposit #614470:**

Balance 1/31/15 \$113,018.97

**Certificate of Deposit #615177:**

Balance 1/31/15 \$13,318.18

**Certificate of Deposit #613386:**

Balance 12/31/14 \$289,192.62

Interest \$2,168.94

Balance 1/31/15 \$291,361.56

February 3, 2015

The Waterloo Water & Light Commission held their regular meeting on Tuesday, February 3, 2015 at 7:00 pm at the Waterloo Utilities office at 575 Commercial Ave., Waterloo, Wisconsin, 53594.

The meeting was called to order by President Cliff Butzine. Present were Commissioners Tom Bergan, Ray Burbach, Steve Hegstrom, Ray Robertson, and Superintendent Eugene Weihert. Barry Sorenson was also present.

Motion by Bergan, seconded by Burbach to approve the minutes of the January 6, 2015 meeting. Motion carried.

Motion by Hegstrom, seconded by Bergan to approve payment of the January bills as presented. Motion carried.

Discussion was held regarding the private water main behind Piggly Wiggly. Motion by Hegstrom, seconded by Bergan to not take possession of the water main.

Motion by Butzine, seconded by Bergan to convene into closed session. Motion carried.

Motion by Burbach, seconded by Hegstrom to reconvene into open session. Motion carried.

Motion by Bergan, seconded by Burbach to allow Barry Sorenson to shadow Eugene Weihert's job until the time of Eugene's retirement on July 31, 2015. Motion carried.

Motion to adjourn by Hegstrom, seconded by Burbach. Motion carried.

Respectfully submitted,

Tom Bergan  
Secretary

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Emp No	Amount
01/03/15	PC	01/08/15	28250	BUTZINE, RAYNELLE M	1001	328.51
01/03/15	PC	01/08/15	28251	BAIRD, LOIS A.M.	1002	1,283.17
01/03/15	PC	01/08/15	28252	ASTRELLA, CHRISTOPHEF	1009	1,266.09
01/03/15	PC	01/08/15	28253	BURGOS COLON, JESUS	1043	350.31
01/03/15	PC	01/08/15	28254	GARTNER, FRANCINE A	1101	891.84
01/03/15	PC	01/08/15	28255	LANGE, RANDIE R	1104	1,495.75
01/03/15	PC	01/08/15	28256	SORENSEN, DENIS P	1106	1,315.40
01/03/15	PC	01/08/15	28257	BOLLIG, RANDY P	1113	2,003.31
01/03/15	PC	01/08/15	28258	THOMFORD, SARAH A	1115	2,100.02
01/03/15	PC	01/08/15	28259	BREITENFELDT, NICHOLA	1118	1,639.35
01/03/15	PC	01/08/15	28260	CULLEN, NATHANIEL J	1120	1,968.66
01/03/15	PC	01/08/15	28261	THOM, TRACY S	1121	1,448.10
01/03/15	PC	01/08/15	28262	POHLMAN, DAVID THOMA	1123	347.43
01/03/15	PC	01/08/15	28263	RUPPRECHT, JOSEPH JA	1126	1,588.20
01/03/15	PC	01/08/15	28264	SCHLEIF, BRIAN S	1202	721.49
01/03/15	PC	01/08/15	28265	YERGES, GARY A	1203	302.42
01/03/15	PC	01/08/15	28266	ROBBINS, JEFFREY K	1204	1,126.94
01/03/15	PC	01/08/15	28267	YERGES, CHAD M	1206	1,043.36
01/03/15	PC	01/08/15	28268	ZIBELL, JOEL R	1251	1,027.76
01/03/15	PC	01/08/15	28269	GRENAWALT, BEVERLY A	1260	224.09
01/03/15	PC	01/08/15	28270	BRUECKNER, AMANDA EF	1261	874.07
01/03/15	PC	01/08/15	28271	MOUNTFORD, KELLI ANN	1263	1,353.72
01/03/15	PC	01/08/15	28272	DATKA, AMBER ELIZABETI	1281	135.79
01/03/15	PC	01/08/15	28273	TARNOWSKI, JEFFREY MI	1283	144.27
01/03/15	PC	01/08/15	28274	KENT, HEATHER EILEAN	1284	163.88
01/03/15	PC	01/08/15	28275	BUTZINE, JASON V	1706	1,341.74
01/03/15	PC	01/08/15	28276	PETRIE, MATTHEW T	1756	1,298.54
01/03/15	PC	01/08/15	28277	BUTZINE, VERN LEROY	1801	307.87
01/17/15	PC	01/22/15	28278	BUTZINE, RAYNELLE M	1001	376.38
01/17/15	PC	01/22/15	28279	BAIRD, LOIS A.M.	1002	1,609.75
01/17/15	PC	01/22/15	28280	ASTRELLA, CHRISTOPHEF	1009	1,812.70
01/17/15	PC	01/22/15	28281	BUSCHKOPF, MASON RO	1042	48.48
01/17/15	PC	01/22/15	28282	BURGOS COLON, JESUS	1043	334.35
01/17/15	PC	01/22/15	28283	BRITZKE, NATHANIEL E	1045	247.03
01/17/15	PC	01/22/15	28284	SCHEER, WILLIAM HENRY	1046	66.95
01/17/15	PC	01/22/15	28285	GARTNER, FRANCINE A	1101	895.34
01/17/15	PC	01/22/15	28286	LANGE, RANDIE R	1104	1,495.75
01/17/15	PC	01/22/15	28287	SORENSEN, DENIS P	1106	1,579.06
01/17/15	PC	01/22/15	28288	BOLLIG, RANDY P	1113	1,286.87
01/17/15	PC	01/22/15	28289	THOMFORD, SARAH A	1115	1,443.29
01/17/15	PC	01/22/15	28290	BREITENFELDT, NICHOLA	1118	1,398.46
01/17/15	PC	01/22/15	28291	CULLEN, NATHANIEL J	1120	1,338.61
01/17/15	PC	01/22/15	28292	THOM, TRACY S	1121	1,392.64
01/17/15	PC	01/22/15	28293	POHLMAN, DAVID THOMA	1123	105.28
01/17/15	PC	01/22/15	28294	RUPPRECHT, JOSEPH JA	1126	1,453.42
01/17/15	PC	01/22/15	28295	SCHLEIF, BRIAN S	1202	709.88
01/17/15	PC	01/22/15	28296	YERGES, GARY A	1203	305.92
01/17/15	PC	01/22/15	28297	ROBBINS, JEFFREY K	1204	1,136.54
01/17/15	PC	01/22/15	28298	YERGES, CHAD M	1206	1,043.36
01/17/15	PC	01/22/15	28299	ZIBELL, JOEL R	1251	1,060.52
01/17/15	PC	01/22/15	28300	GRENAWALT, BEVERLY A	1260	359.41
01/17/15	PC	01/22/15	28301	BRUECKNER, AMANDA EF	1261	1,049.58
01/17/15	PC	01/22/15	28302	MOUNTFORD, KELLI ANN	1263	1,364.76
01/17/15	PC	01/22/15	28303	PARSONS, MARY MARGAF	1277	439.90
01/17/15	PC	01/22/15	28304	DATKA, AMBER ELIZABETI	1281	343.50
01/17/15	PC	01/22/15	28305	COOK, VANEESA MARIE	1282	235.38

Pay Per Date	Jrnl	Check Date	Check Number	Payee	Emp No	Amount
01/17/15	PC	01/22/15	28306	TARNOWSKI, JEFFREY MI	1283	127.30
01/17/15	PC	01/22/15	28307	KENT, HEATHER EILEAN	1284	222.70
01/17/15	PC	01/22/15	28308	CLOVER, AMANDA ANN	1337	307.39
01/17/15	PC	01/22/15	28309	THOMPSON, KAREN M	1350	113.52
01/17/15	PC	01/22/15	28310	BUTZINE, JASON V	1706	1,152.26
01/17/15	PC	01/22/15	28311	PETRIE, MATTHEW T	1756	1,274.26
01/17/15	PC	01/22/15	28312	BENISCH, WESLEY L	1900	842.06
01/17/15	PC	01/22/15	28313	LANGE, TINA MARIE	1903	14.78
01/17/15	PC	01/22/15	28314	BUTZINE, VERN LEROY	1904	120.05
01/17/15	PC	01/22/15	28315	OLSON, DUANE C	1918	18.47
01/17/15	PC	01/22/15	28316	SAYRE, PATRICK MICHAEL	1932	24.01
01/17/15	PC	01/22/15	28317	STROBEL, CRAIG RANDAL	1933	64.64
01/17/15	PC	01/22/15	28318	JOYCE, LINDA MAY	1934	234.21
01/17/15	PC	01/22/15	28319	KUHLOW, JULIE A	1936	817.54
01/17/15	PC	01/22/15	28320	DORNACKER, KURT R	1941	246.22
01/17/15	PC	01/22/15	28321	COTTING, JOHN ERIC	1963	699.46
01/17/15	PC	01/22/15	28322	ZIEROTH, DAVID M	1981	18.47
01/17/15	PC	01/22/15	28323	BOEDEFELD, JON HARALI	1982	415.92
01/17/15	PC	01/22/15	28324	BENISCH, EMILIE K	1990	231.80
01/17/15	PC	01/22/15	28325	FISH, CHRYSYAL MARIE	2002	527.58
01/17/15	PC	01/22/15	28326	SCHMIDT, MARLYS J	2004	326.92
01/17/15	PC	01/22/15	28327	PEDERSEN, EMILY ANNE	2005	24.01
01/17/15	PC	01/22/15	28328	FILLMORE, ADAM MICHAEL	2009	105.28
01/17/15	PC	01/22/15	28329	COLLINS, BILLIE LYNN	2011	278.56
01/17/15	PC	01/22/15	28330	HERING, KEENAN BRADLE	2012	266.17
01/17/15	PC	01/22/15	28331	BEUTIN, KEITH JAMES	2014	166.23
01/17/15	PC	01/22/15	28332	FRITSCH, RYAN MICHAEL	2015	247.03
01/17/15	PC	01/22/15	28333	GRIFFIN, MICHELLE KATH	2017	272.43
01/17/15	PC	01/22/15	28334	CHRISTIANSON, RUSSELL	2022	218.73
01/17/15	PC	01/22/15	28335	BUECHNER, SHERRY L	2026	258.58
01/17/15	PC	01/22/15	28336	WOOLEVER, JACOB THOMAS	2027	461.90
01/17/15	PC	01/22/15	28337	LAI MILLER, PEGGY PIK	2028	18.47
01/17/15	PC	01/22/15	28338	OLGUIN, MARIBEL REMED	2030	465.00
Grand Totals:						63,607.14



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)

## INVOICE #0035-2015

TO: MARK & WENDY SILLMAN  
271 CRESTVIEW DRIVE  
WATERLOO, WI 53594

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JAN. 29, 2015

**2015 SNOW & ICE CONTROL**

TAX PARCEL #290-0813-0644-045  
139 W. MADISON STREET, WATERLOO

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

2 EMPLOYEES FOR 4 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 # 290-0813-0644-045

OWNERS NAME Mark <sup>Wendy</sup> Sillman, 271 Crestview Dr.

ADDRESS 139 W. Madison St

PLEASE MAKE ALL PAYMENTS TO WATERLOO CITY TREASURER

DESCRIPTION OF WORK PERFORMED

SNOW & ICE CONTROL

DATE: 1-28-15

START TIME: 7:55 A. M.

FINISH TIME: 7:59 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     

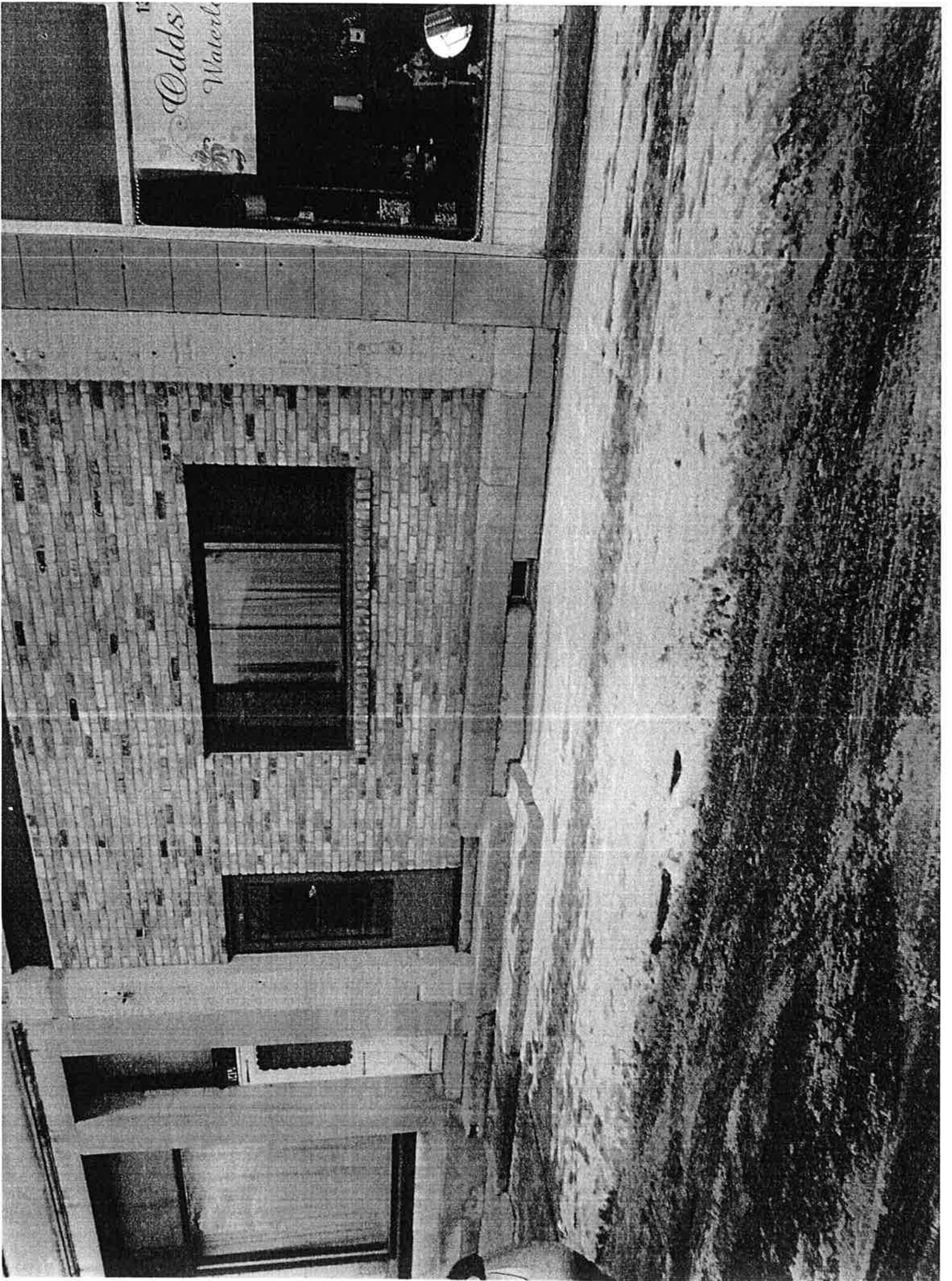
SNOW SHOVELING AND/OR SALTING = \$95.00/HR MINIMUM X

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

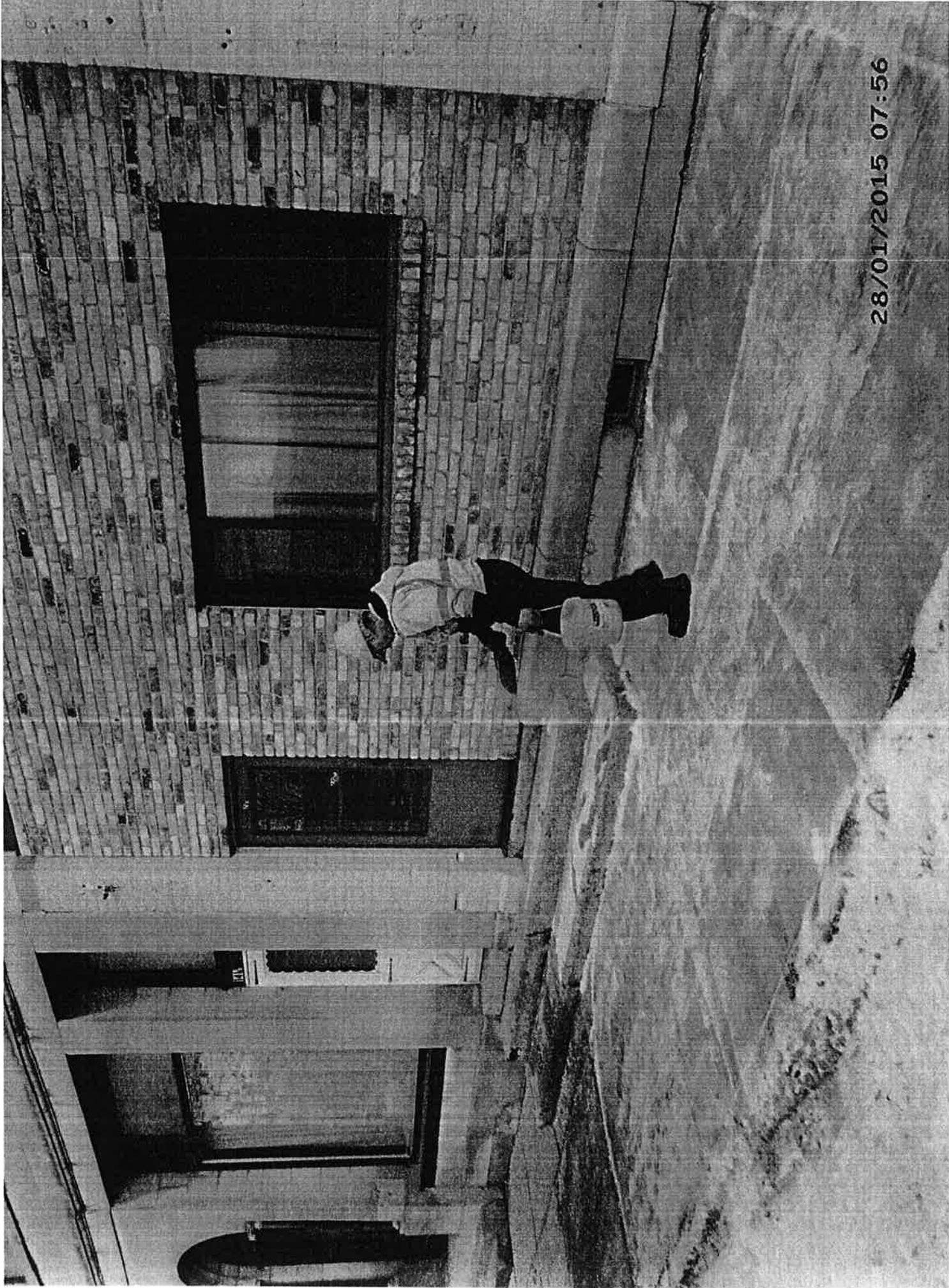
THE SNOWFALL ENDED ON 1/27/15 AT 2 :00 A M.

SIGNATURE OF PUBLIC WORKS OFFICIAL

*Gary Gergen*



Odds  
Water



28/01/2015 07:56



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

**INVOICE #0038-2015**

COPY

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

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

PLEASE MAKE ALL PAYMENTS PAYABLE TO CITY OF WATERLOO TREASURER

**PAYABLE WITHIN TEN DAYS**

LOIS A. M. BAIRD  
DEPUTY CLERK/TREASURER

COPY

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.

PLEASE MAKE ALL PAYMENTS TO WATERLOO CITY TREASURER

DESCRIPTION OF WORK PERFORMED

SNOW & ICE CONTROL

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     

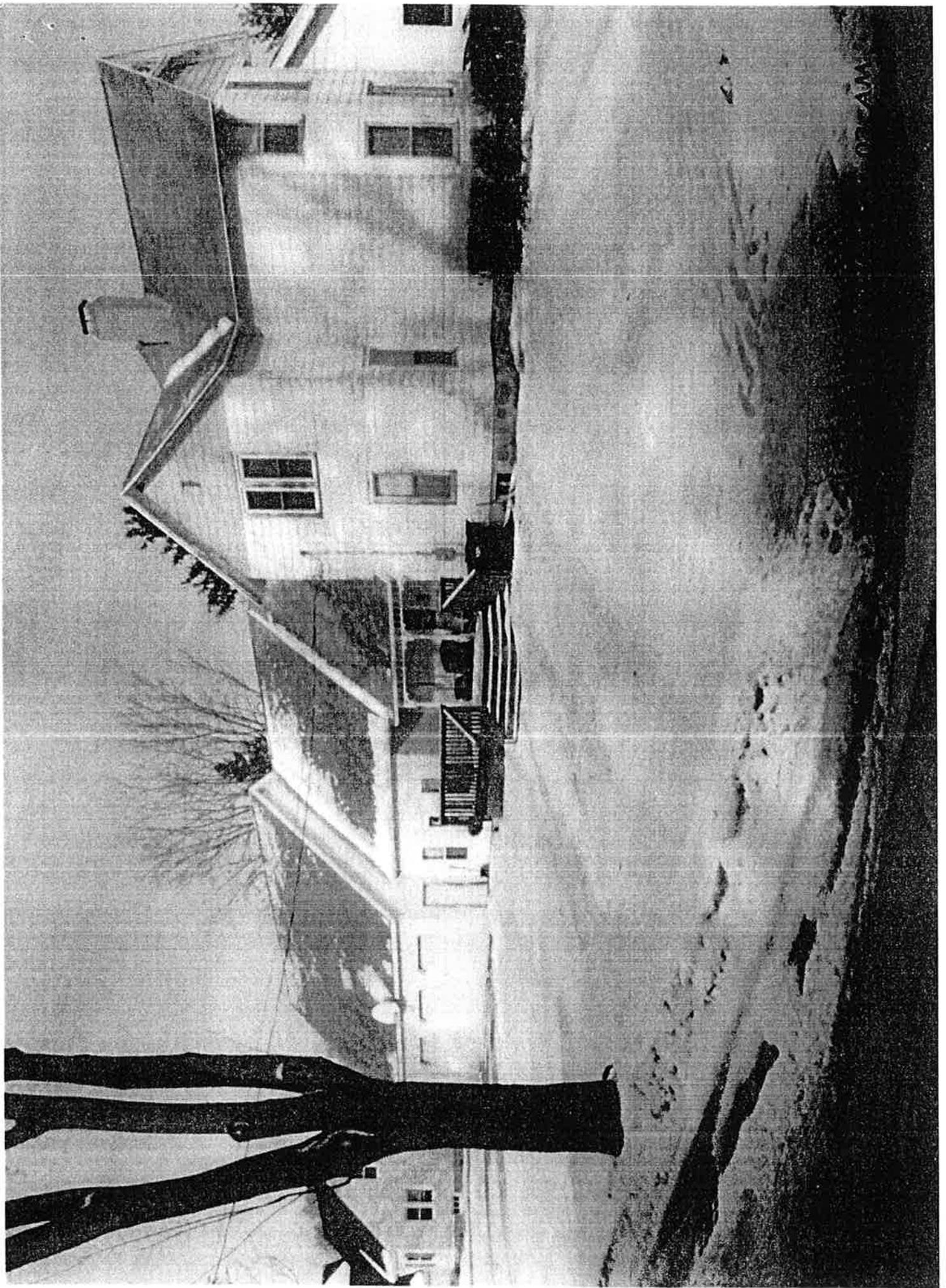
SNOW SHOVELING AND/OR SALTING = \$95.00/HR MINIMUM X

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

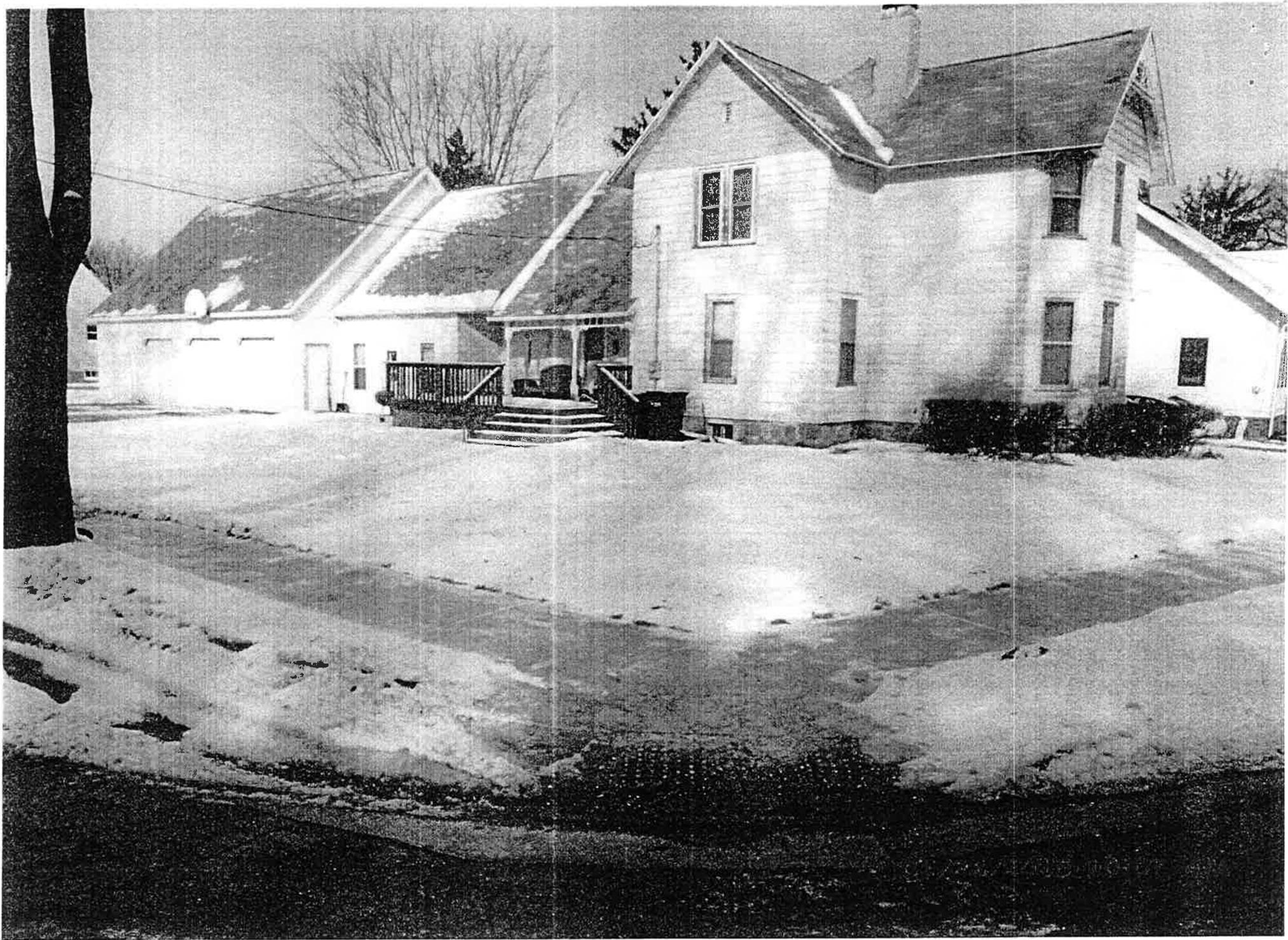
THE SNOWFALL ENDED ON 1/27/15 AT 2:00 A M.

SIGNATURE OF PUBLIC WORKS OFFICIAL

Gary Gergen



07/24/11



**RESOLUTION #2015-02**  
**CONTRACT FOR COUNTY LIBRARY SERVICES**

This agreement made this 13th day of November, 2014, by and between the County of Jefferson, hereinafter called "County," and **Karl Junginger Memorial Library (Waterloo)** hereinafter called "Municipal Library," witnesseth:

**I. PURPOSE**

The Jefferson County Board of Supervisors has, by resolution, stated the intent to provide public library services for the inhabitants of the County and has levied a tax to provide funds for such services. It is the intention of the parties to implement such County-wide public library services through the use of existing municipal libraries.

**II. TERM**

The monetary payment and the services hereinafter stated shall be for a term commencing January 1, 2015 and ending December 31, 2015.

**III. MUNICIPAL LIBRARY SERVICES**

1. The Municipal Library shall serve all residents of Jefferson County equally.
2. The Municipal Library shall direct the librarian or other representative to attend periodic County meetings with the Jefferson County Library Council to coordinate and improve county library services.
3. The Municipal Library shall furnish such statistical information as may be requested by the County pertaining to the use of said library by persons residing beyond the municipal boundaries.

**IV. MONETARY PAYMENT**

In consideration of the Municipal Library services, the County shall pay to the Municipal Library, for the term of this agreement, the total sum of **\$30,925** payable in one sum not later than March 1, 2015.

**V. LOCAL AUTONOMY**

The Municipal Library shall in all respects remain an independent legal entity and not an agent or an employee of the County of Jefferson. The governing board or body of the Municipal Library shall retain all of the existing powers and duties related to the operation and maintenance of said Municipal Library.

**VI. LOCAL USE OF FUNDS**

It is mutually agreed by the County and the Municipal Library that the funds paid by the County are to cover the additional labor, material, capital outlay, and other expenses reasonably related to the County-wide services as set forth herein, and that the Municipal Library will not use said funds for the purpose of reducing the local tax levy.



**RESOLUTION #2015-03  
A RESOLUTION AMENDING THE 2014 BUDGET**

WHEREAS, the City of Waterloo has levied taxes and appropriated monies for expenditures for City operations in 2014, and

WHEREAS, unforeseen circumstances and events occurred in 2014, previously unanticipated when the budget was originally adopted,

NOW, THEREFORE BE IT RESOLVED, by the Common Council of the City of Waterloo that the 2014 budget be amended as follows:

**AMENDMENT DUE TO INCREASE IN REVENUE**

<b>FUND 100 GENERAL REVENUES</b>		<b>ORIGINAL 2014 BUDGET</b>	<b>ADJUSTMENT</b>	<b>AMENDED 2014 BUDGET</b>
100-43-4359-000	STATE AID LAW ENFORCEMENT	1,300.00	4,000.00	5,300.00
100-44-4430-000	BUILDING PERMITS	8,000.00	3,508.00	11,508.00
100-48-4851-000	DONATIONS - POLICE	-	885.00	885.00
	<b>TOTALS</b>	<b>9,300.00</b>	<b>8,393.00</b>	<b>17,693.00</b>
<b>FUND 100 GENERAL EXPENDITURES</b>				
100-52-5211-810	POLICE PATROL-OUTLAY EQUIP	1,000.00	4,885.00	5,885.00
100-52-5240-290	BUILDING & OTHER INSPECTIONS	9,500.00	3,508.00	13,008.00
	<b>TOTALS</b>	<b>10,500.00</b>	<b>8,393.00</b>	<b>18,893.00</b>

**AMEND BUDGET FOR TRANSFER BETWEEN EXPENDITURE ACCOUNTS**

<b>FUND 100 GENERAL REVENUES</b>		<b>ORIGINAL 2014 BUDGET</b>	<b>ADJUSTMENT</b>	<b>AMENDED 2014 BUDGET</b>
100-51-5110-190	CITY COUNCIL-MEETINGS	225.00	1,062.00	1,287.00
100-51-5112-320	LEGIS SUPPORT - PRINT & PUB	3,100.00	802.00	3,902.00
100-51-5193-510	PROPERTY INSURANCE	8,433.00	3,786.00	12,219.00
100-51-5193-511	WORKER'S COMPENSATION	33,131.00	951.00	34,082.00
100-51-5193-512	LIABILITY INSURANCE	19,489.00	5,520.00	25,009.00
100-52-5211-815	POLICE PATROL-OUTLAY COMPUTER	4,000.00	12,834.00	16,834.00
100-53-5310-215	ENG & ADMIN - PROF FEES	3,000.00	4,730.00	7,730.00
100-53-5327-221	GARAGE & SHED - ELECTRIC	3,500.00	381.00	3,881.00
100-53-5327-223	GARAGE & SHED - WATER & SEWER	1,450.00	338.00	1,788.00
100-53-5327-350	GARAGE & SHED - SUPPLIES	1,030.00	885.00	1,915.00
100-53-5327-351	GARAGE & SHED - REP & MAINT	750.00	908.00	1,658.00
100-53-5327-380	GARAGE & SHED - COMP SUPPLY/MAIN	600.00	310.00	910.00

**AMEND BUDGET FOR TRANSFER BETWEEN EXPENDITURE ACCOUNTS**

<b>FUND 100 GENERAL</b>		<b>ORIGINAL</b>	<b>ADJUSTMENT</b>	<b>AMENDED</b>
<b>REVENUES</b>		<b>2014</b>		<b>2014</b>
		<b>BUDGET</b>		<b>BUDGET</b>
100-53-5332-351	SNOW & ICE – REP & MAINT	1,550.00	2,402.00	3,952.00
100-53-5346-399	BRIDGES & CULVERTS – MISC	200.00	23.00	223.00
100-53-5360-292	REFUSE COLLECT – RECYCLE	-	42,049.00	42,049.00
100-54-5411-340	INSECT CONTROL – SUPPLIES	100.00	8.00	108.00
100-55-5520-223	PARKS – WATER/SEWER FIREMEN	3,900.00	1,276.00	5,176.00
100-55-5520-224	PARKS – OTHER WATER & SEWER	250.00	36.00	286.00
100-55-5520-351	PARKS – REP & MAINT	500.00	336.00	836.00
100-55-5530-392	CELEB & ENTER – XMAS DECOR	-	32.00	32.00
	<b>TOTALS</b>	<b>87,222.00</b>	<b>78,669.00</b>	<b>165,891.00</b>

**AMEND BUDGET FOR TRANSFER BETWEEN EXPENDITURE ACCOUNTS**

		<b>ORIGINAL</b>	<b>ADJUSTMENT</b>	<b>AMENDED</b>
		<b>2014</b>		<b>2014</b>
		<b>BUDGET</b>		<b>BUDGET</b>
100-51-5130-211	ATTORNEY-ATTORNEY FEES	4,500.00	(1,807.00)	2,693.00
100-51-5190-900	MISC GEN GOV'T - CONTINGENCY	8,694.00	(8,474.00)	220.00
100-52-5211-120	POLICE PATROL-WAGES	351,113.00	(12,834.00)	338,279.00
100-53-5324-342	MACH & EQUIP - GAS & OIL	28,500.00	(5,196.00)	23,304.00
100-53-5344-350	STORM SEWERS - SUPPLIES	4,000.00	(3,358.00)	642.00
100-53-5360-290	REFUSE COLLECT - GARBAGE	162,231.00	(43,000.00)	119,231.00
100-55-5542-110	YOUTH CENTER - WAGES	3,000.00	(3,000.00)	-
100-55-5542-392	YOUTH CENTER - PROGRAMS	1,000.00	(1,000.00)	-
	<b>TOTALS</b>	<b>563,038.00</b>	<b>(78,669.00)</b>	<b>484,369.00</b>

**AMENDMENT DUE TO FUND BALANCE APPLIED**

<b>FUND 200 CATV/WLOO</b>		<b>ORIGINAL</b>	<b>ADJUSTMENT</b>	<b>AMENDED</b>
<b>REVENUES</b>		<b>2014</b>		<b>2014</b>
		<b>BUDGET</b>		<b>BUDGET</b>
200-49-4930-000	FUND BALANCE APPLIED	-	13,424.00	13,424.00
	<b>TOTALS</b>	<b>-</b>	<b>13,424.00</b>	<b>13,424.00</b>

**FUND 200 CATV/WLOO**

**EXPENDITURES**

200-55-5560-111	CATV-WLOO TECHNICAL CONSULT	1,000.00	170.00	1,170.00
200-55-5560-120	CATV WLOO-WAGES VIDEO/ASSIS	6,450.00	1,058.00	7,508.00
200-55-5560-151	CATV-WLOO-SOC SEC	103.00	1,582.00	1,685.00
200-55-5560-152	CATV-WLOO-RETIREMENT	945.00	279.00	1,224.00
200-55-5560-153	CATV WLOO-HEALTH INSURANCE	3,025.00	1,044.00	4,069.00
200-55-5560-810	CATV WLOO-OUTLAY	-	9,291.00	9,291.00
	<b>TOTALS</b>	<b>11,523.00</b>	<b>13,424.00</b>	<b>24,947.00</b>

**AMENDMENT DUE TO FUND BALANCE APPLIED**

		<b>ORIGINAL</b>	<b>ADJUSTMENT</b>	<b>AMENDED</b>
		<b>2014</b>		<b>2014</b>
		<b>BUDGET</b>		<b>BUDGET</b>
<b>FUND 820 AGENCY</b>				
<b>TRUSTEES WFD</b>				
<b>REVENUES</b>				
820-49-4930-000	FUND BALANCE APPLIED	-	10,385.18	10,385.18
	<b>TOTALS</b>	-	<b>10,385.18</b>	<b>10,385.18</b>
<b>FUND 820 AGENCY</b>				
<b>TRUSTEES WFD</b>				
<b>EXPENDITURES</b>				
820-59-5925-000	TRANSFERS OUT-TRUSTEES SHOE FACTORY	-	10,385.18 \$	<b>10,385.18</b>
	<b>TOTALS</b>	-	<b>10,385.18 \$</b>	<b>10,385.18</b>

ADOPTED at a regular meeting of the Common Council on February 19, 2015.

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Robert H. Thompson  
Mayor

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Chris Astrella, WCPC  
Clerk/Treasurer



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Website: [www.waterloowi.us](http://www.waterloowi.us)

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## RESOLUTION #2015-04

### APPROVAL OF 2014 FISCAL YEAR ASSIGNMENTS

**Whereas**, annually, as part of the budgeting process, municipal dollars are assigned for certain purposes and select assigned dollars are carried over to allow for continuity of planning and purchases.

**Now Therefore Be It Resolved**, by the Common Council of the City of Waterloo, Wisconsin, that it approves the 2014 fiscal year carryovers as presented on the attached document.

**PASSED AND ADOPTED** this 19<sup>th</sup> day of February, 2015.

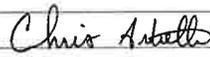
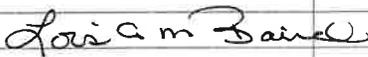
**City of Waterloo**

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

Attest:

\_\_\_\_\_  
Chris Astrella, WCPC  
City Clerk/Treasurer

## 2014 CARRYOVER FUNDS ADJUSTMENTS

ACCOUNT #	DESCRIPTION	BEGINNING YEAR	CURRENT YEAR	CURRENT YEAR	YEAR END
		BALANCE	EXPENSES	REVENUE	BALANCE
<b>FUND 100</b>					
100-32608	LIBRARY CARRYOVER CITY	\$ 87,497.87	\$ -	\$ -	\$ 87,497.87
100-32610	POLICE DONATION DEFIBULATOR	\$ 858.10	\$ -	\$ -	\$ 858.10
100-32617	LIBRARY CARRYOVER COUNTY	\$ 263,791.56	\$ (46,590.25)	\$ 73,613.00	\$ 290,814.31
100-32631	POLICE DONATION SPEED LIMIT ALERT SIGN	\$ 240.15	\$ -	\$ -	\$ 240.15
100-32635	POLICE PATROL UNIFORM ALLOWANCE	\$ 1,629.96	\$ (491.34)	\$ 690.44	\$ 1,829.06
100-32650	RETIRED HEALTH INSURANCE	\$ 25,325.00	\$ (25,522.80)	\$ 37,587.00	\$ 37,389.20
	<b>FUND 100 TOTAL</b>	<b>\$ 379,342.64</b>	<b>\$ (72,604.39)</b>	<b>\$ 111,890.44</b>	<b>\$ 418,628.69</b>
220-32635	FIRE DEPT UNIFORM ALLOWANCE	\$ 11.60	\$ -	\$ 154.37	\$ 165.97
220-34100	FUND BALANCE CAPITAL PROJECT	\$ 393,284.49	\$ (255,981.20)	110,000.00	\$ 247,303.29
			INTEREST	\$ 503.77	
				\$ 70,000.00	WFD REQUEST
	<b>FUND 220 TOTAL</b>	<b>\$ 393,296.09</b>	<b>\$ (255,981.20)</b>	<b>\$ 180,658.14</b>	<b>\$ 247,469.26</b>
<b>FUND 400</b>					
400-32600	FUTURE CAPITAL PROJECTS	\$ -	\$ -	\$ -	\$ -
400-32601	ROAD VEHICLE ACCOUNT	\$ -	\$ (148,965.79)	\$ 218,651.00	\$ 69,685.21
400-32602	SQUAD CAR FUND	\$ 11,635.62	\$ -	\$ 29,100.00	\$ 40,735.62
400-32603	REASSESSMENT FUND	\$ -	\$ -	\$ -	\$ -
400-32605	COMMUNICATION FUND	\$ -	\$ -	\$ -	\$ -
400-32606	EMERGENCY GOVT SIRENS FUND	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
400-32610	MOBILE COMAND CARRYOVER	\$ -	\$ -	\$ -	\$ -
400-32612	SKATEBOARD PARK DONATION	\$ 1,506.00	\$ (1,506.00)	\$ -	\$ -
400-32625	PARK EQUIPMENT & FIELD	\$ 1,580.23	\$ -	\$ -	\$ 1,580.23
400-32627	PLAYGROUND EQUIPMENT	\$ 1,784.02	\$ -	\$ -	\$ 1,784.02
400-32629	MAUNESHA RIVER DOG PARK	\$ -	\$ -	\$ 1,460.00	\$ 1,460.00
400-32632	VETERAN'S PARK MEMORIAL 720 W MADISON STREET	\$ -	\$ -	\$ 506.00	\$ 506.00
	<b>FUND 400 TOTAL</b>	<b>\$ 16,505.87</b>	<b>\$ (148,965.79)</b>	<b>\$ 250,717.00</b>	<b>\$ 116,751.08</b>
<b>FUND 820</b>					
820-39999	FUND BALANCE CAROUSEL	\$ 4,468.49	\$ (794.07)	\$ 4,696.35	\$ 8,370.77
	<b>FUND 820 TOTAL</b>	<b>\$ 4,468.49</b>	<b>\$ (794.07)</b>	<b>\$ 4,696.35</b>	<b>\$ 8,370.77</b>
APPROVED BY:	CHRIS ASTRELLA, WCPC				
	CITY CLERK/TREASURER				
APPROVED BY:	LOIS A.M. BAIRD				
	DEPUTY CLERK/TREASURER				
<b>12/31/2014</b>					



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## RESOLUTION #2015-05

### ENTERING INTO A 2015 SERVICE AGREEMENT WITH THE WATERTOWN HUMANE SOCIETY, INC

**Whereas**, the Watertown Humane Society, Inc is the current provider of animal control services to the City of Waterloo, and;

**Whereas**, the Watertown Humane Society has submitted a service agreement along the same line of services previously provided and at the same fee, \$4,080.00 annually.

**Now Therefore Be It Resolved**, by the Common Council of the City of Waterloo, Wisconsin, that it agrees to enter into a 2015 service agreement with the Watertown Humane Society as presented.

**PASSED AND ADOPTED** this 19<sup>th</sup> day of February, 2015.

**City of Waterloo**

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

Attest:

\_\_\_\_\_  
Chris Astrella, WCPC  
Clerk/Treasurer

SPONSOR(S) – Clerk/Treasurer

FISCAL EFFECT – \$4,080, budgeted

## **SERVICE AGREEMENT**

THIS AGREEMENT is entered into this 19th day of February, 2015 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 \$4080 in 4 quarterly installments of \$1020.00 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.

The Humane Society will be closed on Thursdays, Sundays and on the following legal holidays: New Year's Day, Good Friday, Memorial Day, Independence Day (July 4<sup>th</sup>), Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve. The Society will inform the City if the shelter will be closed on any additional holidays.

Every day of the week the Society will respond to routine and emergency calls from 7 a.m. to 7 p.m. and only emergency calls from 7 p.m. to 7 a.m. An emergency call involves one of the following situations: 1) a critically wounded stray animal; 2) an animal in an abusive situation or 3) an animal that has bitten someone.

5. It shall be the principal duty of the Society to furnish personnel between 7:00 am and 7:00 pm every day of the week for the pickup of confined stray animals within the city limits, and to report and work cooperatively with the Police Department during the investigation of complaints received from city residents when done in compliance with Chapter 173, Wisconsin Statutes.

6. In instances of animals running at large, once the Society properly identifies the animal and the owner, this information shall be provided to the City of Waterloo Police Department. At a minimum, the information shall include the owner's name, address, phone number(s) and a synopsis of the incident such as location, description of animal, date, time and police department incident number, if known.

7. Under no circumstances shall the Society allow a resident of the City of Waterloo to adopt animals in a number that exceeds the numerical limits set forth in the relevant rules or regulations.

## **SECTION V. PUBLIC SAFETY**

1. **IMPOUNDMENT**— When an owner is known, the Police Officer shall provide written documentation for impoundment of an animal. The Police Officer shall provide all required information to the Humane Society. Said animal will be delivered to the Humane Society. The owner shall provide the Humane Society with a minimum \$200 cash bond and pay daily costs for the custody and care of said animal. The Society will not be responsible for obtaining any veterinarian care for an owned animal. If the Society decides, at its sole discretion to obtain veterinarian care for an owned, impounded animal, the owner will be responsible for reimbursing the Society the cost of all medical treatment. Release of said animal may be done only after impoundment requirements have been met. The City shall be exempt from any such bond or costs.

2. **RABIES CONTROL/BITE/QUARANTINE CASES.**

a) **OWNER KNOWN** — The Society will not quarantine an animal which has bitten and its owner is known unless ordered by the local law enforcement agency in special cases. The owner shall provide the Humane Society with a minimum \$200 cash bond and pay daily costs for the custody and care of said animal during the quarantine period. If an animal is ordered to be euthanized, the owner will not be allowed to see or visit the animal once the animal is in quarantine.

b) **STRAY/UNKONWN OWNER** — The Society will work at the direction of the Health Department for quarantine and rabies submission as outlined in Wisconsin State Statutes 95.21 involving stray or owner unknown animals. The Society will euthanize and dispose of the carcass of rabies specimens submitted to the Wisconsin State Lab of Hygiene. The Health Department must be notified by the Society in the event of any animal bite cases.

#### **SECTION VI. PUBLIC SERVICE**

1. **SEIZE/RESCUE** - The Society will work with the appropriate City departments to seize/rescue animals for the health and safety of the animals and for the health and safety of the public, but only a City official will have the authority to seize an owned animal.

2. **SURRENDER**- The Society will take in animals which are surrendered by their owners if space permits, and which the shelter staff deems to be an adoptable animal.

#### **SECTION VII. MUTUAL AGREEMENTS BETWEEN THE CITY AND THE HUMANE SOCIETY**

1. The Society shall become the owner of all stray animals after seven days of impoundment has expired. No animals, dead or alive, will be sold or given away for purposes of experimentation or medical use. The Society shall not release any animal seized by, or at the direction of, the Humane Officer without the authorization of the Humane Officer or his delegate in his absence.

2. The Society will accept animals for surrender at the shelter from citizens of the City. The surrender shall include a surrender fee to be paid by the animal's owner.

3. The Society will maintain an animal cemetery.

4. If a stray animal appears to be terminal, a threat to itself or its custodian, or to have a contagious disease or injuries warranting euthanasia, the Society shall have the right to immediately euthanize said animal.
5. The Society will dispose of stray animal carcasses.
6. If an injured animal bearing a current rabies tag, identification tag or other information such that the owner can be identified is impounded, the Humane Society's Manager or designee has the authority and discretion to take or send the injured animal to a licensed veterinarian after reasonable efforts are made to contact the owner of the injured animal. The owner will be responsible for reimbursing the Society the veterinarian costs related to the care of their animal.
7. The Society shall be responsible for all salaries and other benefits paid to the Society's employees. In addition, the Society shall be responsible for providing Workers' Compensation Insurance and Unemployment Compensation Insurance for its employees, professional liability insurance for its employees and agents with limits of at least \$300,000.00 and commercial umbrella excess liability insurance with limits of at least \$500,000.00. Certificates of insurance showing compliance with this paragraph shall be provided to the City. The City shall be responsible for providing liability insurance covering its liabilities in this instance with limits of coverage of at least \$1,000,000.00.
8. Each party to this Agreement shall perform all acts and execute and deliver all documents as may be necessary and proper under the circumstances in order to accomplish the intent and purpose of this Agreement to carry out its provisions.

#### **SECTION VIII. HUMANE OFFICER PROVISIONS**

1. In the capacity of the Society's State Certified Humane Officer, a City appointed official shall serve as the City Humane Officer and the following additional duties shall be performed:
  - a. All duties of the Humane Officer shall be as outlined in Chapter 173 of the Wisconsin Statutes and the Humane Officer shall enforce all laws and ordinances relating to animals within the City, including but not limited to, the provisions of Chapter 173 of the Wisconsin Statutes, which have been adopted by the City. The Society shall act at the direction of the Humane Officer and such actions shall conform with the requirements of Chapter 173 of the Wisconsin Statutes.
  - b. The Humane Officer of the City shall have the authority to issue abatement orders, pursuant to Section 173.11 of the Wisconsin Statutes. Any person adversely affected by such abatement order may, within 10 days of service of the

order on said person request a hearing before the appropriate City Board, who shall hold a hearing within 10 days thereafter, pursuant to Section 173.11(2) of the Wisconsin Statutes.

## **SECTION IX. TERM**

1. The term of this Agreement shall be from January 1, 2015 to December 31, 2015. It will be renewed annually unless written notice of termination is received within 60 days of the next annual renewal date.

## **SECTION X. TERMINATION OF AGREEMENT**

1. Termination of Contract for Cause. If through any cause, either the City or the Society shall fail to fulfill in a timely and proper manner its obligations under this agreement, or if either party violates any of the covenants or stipulations of this agreement, the aggrieved party shall, prior to termination, give written notice to the other party of such violation and if the violation is not eliminated or cured within ten (10) days of personal delivery of such notice at the address given above for such party, the aggrieved party shall have the right to terminate this agreement and specify the effective date thereof.

2. Termination for Convenience of the City or the Humane Society. If for any reason either the City or the Society does not anticipate renewal of this agreement at the end of the current term, written notice shall be given to the other at least sixty (60) days before the termination date of the current agreement.

3. Termination for Non-appropriation. If the City does not appropriate funds in any fiscal year in the amount equal to the price negotiated by the for the following contract year, it is mutually agreed that this contract may be canceled by either party; however, the City shall continue current funding levels until a suitable contingency plan for this situation can be planned for and implemented by the Society to prevent harm to the animals currently residing at the Shelter and to prevent harm or threat of harm to the community from wild or stray animals posing a health threat.

## **SECTION XI. NONLIABILITY**

1. No person, firm, corporation or other entity shall obtain any civil liability remedy against either the City or the Society, or their respective officers, employees or agents, for any damage, claims or causes of action arising out of or resulting from the execution of this Agreement. Furthermore, nothing in this Agreement is intended to be interpreted to expand any liability that either the City or the Society may have to any third parties. This Agreement is in no way

intended to benefit any persons other than the parties to it, and is not entered into with the intent to benefit any other person, firm, corporation or other entity, either directly or indirectly.

2. Nothing in this Agreement shall be construed to create any liability or waive any of the immunities, limitations on liability, or other provisions as conferred by laws of the State of Wisconsin and Federal government, including the notice provisions for governmental claims contained in Section 893.80 of the Wisconsin Statutes. This Agreement does not confer any additional immunities or limitations on liability otherwise available to the Society, or the City, or their respective officers, employees or agents.

3. The City agrees to authorize the Society to effectively carry out the City's obligations under this Agreement, and to take whatever action is reasonably required to effectuate such authorization. Such authority shall include, but not be limited to, the authority to enforce the Wisconsin Rabies Law, and local ordinances pertaining to Humane Officers and the pickup of confined stray animals. Other than the authority specifically delegated to the Society by ordinance, contract or otherwise, the Society has no authority, as agent or otherwise, to bind the City to any legal obligation. The Society, its officers, agents or employees are independent contractors and are not the agents or employees of the City.

4. Whenever any loss, costs, damage or expense occurs resulting from any casualty or incidents incurred by either of the parties to this Agreement in connection with the services rendered under this Agreement, and such party is then covered in whole or in part by insurance with respect to loss, costs, damage or expense, the party so insured by this Agreement releases the other party from any liability it may have on account of such loss, costs, damage or expense to the extent of the amount recovered by reason of such insurance, and waives the right of subrogation which might otherwise exist in or accrue to any person on account of it, provided that such release of liability and waiver of the right of subrogation shall not be operative in any case where the effect is to invalidate such insurance coverage or increase its cost. Such waiver shall be evidenced by proper certificates or endorsements from appropriate carriers or insurance funds of the parties.

## **SECTION XII. AUTHORITY**

1. The City represents and warrants that it has the legal authority, by ordinance or otherwise, to enter into this Agreement and to bind the City to its terms. A copy of the resolution and a copy of the minutes from the appropriate Meeting authorizing this action by the City shall be attached to the Agreement and included by reference herein.

## **SECTION XIII. NON-ASSIGNMENT, AMENDMENTS AND SEVERABILITY**

1. This Agreement shall not be assignable by either party to it, nor shall the performance of any of the duties under it be delegable by any party to it, without the express written consent of all of the parties hereto. This Agreement shall not be assignable to operation of law.

2. Neither this Agreement nor any term or provision of it may be changed, waived, discharged, amended, modified or in any manner other than by an instrument in writing signed by both of the parties to this Agreement.

3. If any term or provision of this Agreement is at any time during the term of this Agreement, or any extension of the Agreement, determined by a Court of competent jurisdiction to be in conflict with applicable Federal law, State law, Federal or State administrative agency rule, or Federal or State judicial decision, such term or provision shall continue in effect only to the extent permitted by such law, rule or decision. If such part of this Agreement cannot be amended to be applied under said law, rule or decision, then such term or provision shall be deemed invalid, however, the remaining provisions of this Agreement will remain in full force and effect, and the Agreement will be enforced and interpreted to the extent possible without said conflicting provisions.

4. This Agreement shall be governed by, and construed and enforced in accordance with the laws of the State of Wisconsin, without giving effect to principles and provisions of those laws relating to conflict or choice of laws.

Watertown Humane Society, Inc.

City of Waterloo

BY: \_\_\_\_\_  
PRINT:  
DATE:

BY: \_\_\_\_\_  
PRINT: Mayor Robert H. Thompson  
DATE: 02/19/2015

PRIMARY CONTACT FOR WHS

PRIMARY CONTACT FOR CITY

\_\_\_\_\_

\_\_\_\_\_  
Chris Astrella, WCPC  
City Clerk/Treasurer