



136 North Monroe Street
Waterloo, WI 53594
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www.waterloowi.us

CITY OF WATERLOO COUNCIL AGENDA
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET
Thursday, February 15, 2024 – 7:00 p.m.

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

- 1.) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL
- 2.) MEETING MINUTES APPROVAL: February 1, 2024
- 3.) CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit)
- 4.) MEETING SUMMARIES (since last Council meeting
 - a. 02/06/2024 Waterloo Water & Light
 - b. 02/07/2024 Parks Commission
 - c. 02/12/2024 Special Finance – Dept Head Reviews
 - d. 02/13/2024 Cable TV Board Meeting
 - e. 02/15/2024 Finance, Insurance and Personnel
- 5.) CONSENT AGENDA ITEMS
 - a. January Reports of City Officials & Contract Service Providers
 - i. Parks
 - ii. Fire & Emergency Medical Services
 - iii. Building Inspections
 - iv. Public Works
 - v. Police
 - vi. Library Board
 - vii. Water & Light Utility Commission
 - viii. Watertown Humane Society
 - ix. Cable TV
- 6.) RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
 - a. Water & Light
 - i. Discussion on Squire St. Water Tower. Structural Quote \$8,000. or Demolishing Quote \$50,000-\$75,000.
 - ii. Contractor's Application for Payment-Waterloo Utilities
 - iii. City of Waterloo Project Tracking Budget and Funding Allocations for Wastewater Remodel
 - iv. Town & Country Monthly Report
 - b. Finance, Insurance and Personnel
 - i. January 2023 Financial Statements: Payroll \$94,388.45 , General Disbursements \$1,936,093.88 and Clerk/Treasurer's Reports[[see on municipal website](#)]
 - ii. Fire Department Spring Quote for Engine 68
 - c. Library Board
 - i. 2024-08 Amending Ordinance §19-5 Library Board
 - d. Parks Commission
 - i. 2024-07 Amending Ordinance §19-10 Park Commission
 - ii. Policy Changes for Park Rentals
- 7.) NEW BUSINESS
 - i) Discussion on Property for Development [NOTE: The City Council may meet in closed session per Wis. Stat. 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or

conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Upon concluding a closed session, the Committee will reconvene in open session.]

8.) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

9.) ADJOURNMENT

Jeanne Ritter
Clerk/Deputy Treasurer

Posted & Emailed: 02/09/2024.

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 noted. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location

CITY OF WATERLOO COMMON COUNCIL - MEETING MINUTES: February 1, 2024

[a digital recording of this meeting also serves as the official record]

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Mayor Quimby called the meeting to order at 7:00 p.m. Alderpersons present: A. Kuhl, C. Kuhl, Thomas, Weihert, Cummings and Haseleu. Attending Remotely: none Absent: Griffin Others attending in-person: Police Chief Sorenson; DPW Yerges; DPW Hauptli; Clerk Jeanne Ritter and WLOO Videographers. The pledge of allegiance was recited.
- 2) MEETING MINUTES APPROVAL: January 18, 2024 [Cummings/A.Kuhl] VOICE VOTE: Motion Carried.
- 3) CITIZEN INPUT / PUBLIC COMMENT none
- 4) OLD BUSINESS
- 5) MEETING SUMMARIES (since last Council meeting)
 - a) 01/20/2024 CDA
 - b) 01/22/2024 Fire/EMS
 - c) 01/23/2024 Library
 - d) 01/23/2024 Plan Commission
 - e) 01/24/2024 Finance at Fire Dept (By-laws and Policy)
 - f) 02/01/2024 Public Safety & Health
 - g) 02/01/2024 Public Works and Property
- 6) NEW BUSINESS
 - a) Ordinance 2024-03 Amending §200-2 to Adopt the Administrative Code of the DSPS. Motion to Table. Reach back out to fire department to make sure we have complete update of this ordinance. [C.Kuhl/Weihert] VOICE VOTE: Motion carried.
- 7) RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
 - a) Public Works and Property
 - i) 2024-05 Dead, Diseased or Hazardous Trees on Private Property 332-5 and 332-7 (returned from attorney) Motion [Weihert/C.Kuhl] VOICE VOTE: Motion carried.
 - b) Plan Commission
 - i) 2024-02 Ordinance Amending Section §385-26 Signs, Awnings and Billboards. Motion [Thomas/Cummings] VOICE VOTE: Motion Carried.
- 8) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 9) ADJOURNMENT [C. Kuhl/Cummings] VOICE VOTE: Motion carried. 7:12 pm

Attest:

Jeanne Ritter Clerk/Deputy Treasurer



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PARKS COORDINATOR REPORT

December 2023 – January 2024

EVENTS AND HIGHLIGHTS

- NONE

ONGOING PROJECTS

- BATHROOM RENOVATION
 - New Painting in Lower Bathrooms – Spring 2024
- LOWER PAVILION RENOVATION
 - New walls and painting – Spring 2024
 - Walls being erected – started January 2024

FINISHED PROJECTS

- None

CAROUSEL

- CAROUSEL WORKS (OHIO)
 - Coming in Spring 2024

PROJECTS FOR 2024

- LOWER PAVILION RENOVATION (2023 Budget Item)
- Reunion Hall/Shelter Reno (Summer 2024)
- Upper Pavilion Doors (Spring 2024)
- Electrical Update ((Pavilion) Summer 2024)
- Dugout/Press Box (Spring 2024)

DONATION CAMPAIGNS

- DOG PARK RENOVATION/RE-LOCATION

GRANT OPPORTUNITIES

- RESEARCH BEGINNING
 - Dog Park Grant
 - TAPS Grant

MONTHLY TIME REPORT

2024

JANUARY

JOB	DPW	Chad	Ryan	Chris	Travis
Police Adm		0	2	1	0
Fire Dept		0	0	0	0
Mach/Equip		17	56.5	29	10
Garage/Shed		38	9	21	48
Meeting/Seminars		6	2	2	2
Street Repair/Maintenance		2	2	0	0
Street Cleaning		0	0	0	0
Snow & Ice	Reg Hrs	67	85.5	90	86
	OT Hrs	26.5	29.75	30	30
Storm Sewer		0	0	0	0
Traffic Control		0	0	0	0
Bridges/Culvers		0	0	0	0
Tree/Brush		9	3	0	4
Refuse Collection		8	8	12	3
Sanitary Sewer		0	0	0	0
Insect Control		0	0	0	0
Animal Control		0	0	0	0
Cemetary		0	0	0	0
Library		0	2	0	0
Firemans Park		0	1.5	0	0
Other Parks		0	0	0	0
Trail Head		0	0	2	0
Celeb/Enter		4	4	3	0
Weed Control		0	0	0	2
Vac/Holiday/SL		31	8.5	24	27

Machinery and Equipment Maintenance DPW 2024		JANUARY				
		Mileage / Hours			TTI Fuel	GPH
Equipment		Start	End	Total		
End loader	544	4439	4462	23	54.086	0.43
John Deere Tractor	2555	4975	4975	0	0	#DIV/0!
Wood Chipper	200xp	99	106	7	0	#DIV/0!
John Deere Lawn Tractor	1025R	348	378	30	53.652	0.97
John Deere	X750-T	216	216	0	53.652	0.97
John Deere	X750-R	186	208	22	53.652	0.97
Wacker Roller	Roller	444	444	0	0	#DIV/0!
2023 Freightliner Truck	#8	2202	2609	407	119.079	3.42
2020 International Truck	#2	7383	7823	440	164.407	2.68
Paint Gator	#1	2059	2059	0	0	#DIV/0!
2017 Chevrolet Truck	#4	63488	64115	627	56.835	11.03
2018 Freightliner Truck	#5	13953	14595	642	174.679	3.68
2006 Elgin Pelican Street Sweeper	Sweeper	44042	44042	0	0	#DIV/0!
2011 Ford F-550 Truck	#6	47459	47633	174	12.394	14.04
2015 Freightliner Truck	#7	16921	17428	507	155.127	3.27
2023 Bobcat	S66	47	70	23	53.652	0.43
2023 Titan Leaf Vac	Pro Plus	2.8	2.8	0	0	#DIV/0!

Regular meeting of the Waterloo Water & Light Commission held February 6, 2024

The meeting was called to order by President Tom Bergan at 7:00pm at the Waterloo Utilities office. Present were Commissioners Vern Butzine, Devin Schumann, Tim Thomas, Chuck Wallace, Superintendent Barry Sorenson, Office Manager Joy Bisco, Ben Heidemann and Lisa Twarog, Town and Country Engineering.

Minutes

It was moved by Schumann, seconded by Butzine, to approve the minutes of the January 2, 2024 meeting. Motion carried.

Expenditures

It was moved by Thomas, seconded by Wallace, to approve the payment of the January bills as presented. Motion carried.

Citizen Input

None.

WWTP Pay Request

It was moved by Schumann, seconded by Butzine, to recommend approval of the Portzen's Pay Request #9 in the amount of \$843,130.52. Motion carried.

2023 Preliminary Financial Results

Joy presented the preliminary financial results. Electric under budget, Water over budget and Sewer under budget. Audited results are expected next week.

It was moved by Wallace, seconded by Butzine to moved agenda item #10 to #7. Motion carried.

WWTP Update and Change Orders

Ben updated the Commission on the WWTP construction progress, equipment delays resulting in a six to nine month delay in the project completion, and the change order process.

OpenPoint

Joy discussed OpenPoint, a software that interfaces with utility GIS and GL for asset management.

Shoveling of Hydrants

The utility is responsible for the shoveling of hydrants. Shoveling is completed as part of the utility normal workday. The utility greatly appreciates residents who take the initiative to shovel out hydrants.

Lift Station Generator

It was moved by Thomas, seconded by Schumann, to purchase a replacement lift station generator for \$35,900. Motion carried.

Squire St Water Tower

The Mayor has asked for a structural quote for the Squire St Water Tower. Structural quote \$8,000 and demolishing \$50,000-\$75,000.

General Information

The commission discussed electric replacement on Hendricks Street and Life Insurance.

It was moved by Butzine, seconded by Schumann, to adjourn at 8:18pm. Motion carried.

Respectfully submitted,
Tim Thomas
Secretary

List of Bills

AC Engineering	1,111.10	North Central Lab	973.07
APG of Southern Wisconsin	36.66	NAPA Auto Parts	304.98
Baker Tilly	6,800.00	Payment Service Network	12.95
BMO	1,065.41	Payroll	80,112.09
Border States	2,361.36	PSC	6,331.52
BP Credit Card Center	911.82	Piggly Wiggly	471.54
Charter Communications	244.96	Portland Sanitary District	11,585.65
City of Waterloo Treasurer	79,684.28	Portzen Construction	1,173,460.82
Civic System	2,817.00	PTM	30.26
Diggers Hotline	62.40	Resco	4,761.36
DOA	3,922.00	Richter Heating & AC	208.00
Ehlers	6.76	Seera	1,311.92
Elster Solutions	42,644.00	Solenis LLC	4,806.00
Environmental Express	1,825.79	SJE Inc	406.46
Farrell Equipment	87.30	Town & Country Engineering	24,821.25
Frontier	449.27	United Liquid Waste Recycling	2,345.40
Grainger	78.42	US Cellular	200.71
GFC Leasing	104.00	Unifirst Corp	316.40
GLS Utility LLC	227.00	UPS	141.74
Hawkins	9,603.78	USA	875.62
Howie's Hardware	681.28	Universal Recycling Technologies	463.48
Infosend	1,107.77	Visa	2887.87
J&R Underground	25,831.00	Waterloo Building Center	62.50
Keeping Safety Simple	3,600.00	Waterloo Utilities	11,557.19
Lakes Gas Co	43.26	WE Energies	1,195.62
Madison Extinguisher Service	316.35	Wisconsin Dept. of Revenue	4,328.12
Medenwaldt Concrete	281.69	WPPI Energy	208,326.39
MEUW	3,486.00		
Northeast Wisconsin Technical College	432.00		

Total Disbursements \$1,732,121.57

Checking Account #102-613:

Balance 12/31/23	\$267,127.59
Deposits	1,736,546.28
Disbursements	(1,731,800.35)
Interest	352.63
Balance 1/31/24	<u>\$272,226.15</u>

WWTP Account #374-547 (DNR Replacement Fund)

Balance 12/31/23	\$558,236.70
Deposit/ (Withdrawal)	(98.25)
Interest	1,654.79
Balance 1/31/24	<u>\$559,793.24</u>

Debt Service Account #3015323:

Balance 12/31/23	\$195,086.78
Deposit	44,295.77
Bond Payment	
Interest	667.34
Balance 1/31/24	<u>\$240,049.89</u>

Money Market Account #110-832:

Balance 12/31/23	1,189,911.25
Deposits	1,199,537.07
Transfer	(1,144,347.00)
Disbursements	(272.33)
Interest	4,306.49
Balance 1/31/24	<u>\$1,249,135.48</u>

Transportation Fund

Balance 12/31/23	\$12,586.00
Transfer	
Balance 1/31/24	<u>\$12,586.00</u>

WWTP Interim Financing:

Balance 12/31/23	\$57,254.24
Transferred in	
Transferred out	
Interest	234.12
Service Charge	(6.76)
Balance 1/31/24	<u>\$57,481.60</u>

Avestar CD #3596 (Bond Reserve):

Balance 12/31/23	312,791.33
Interest	
Balance 1/31/24	<u>\$312,791.33</u>

CD #613386 (Bond Reserve):

Balance 12/31/23	224,180.21
Interest	
Balance 1/31/24	<u>\$224,180.21</u>

Jeanne Ritter

From: info@whsadopt.org
Sent: Saturday, February 3, 2024 8:52 AM
To: Jeanne Ritter
Subject: January 2024 intake numbers

January 2024 intake numbers

Feline stray: 0
Feline surrendered: 0

Canine stray: 0
Canine surrendered: 0

Minutes for January 9th 2024 CATV Board Meeting, 6:00 pm
RESCHEDULED to January 10th due to severe weather warnings
The Solarium, 575 West Madison St. Waterloo, WI

1. Roll Call and Call to Order: Cotting called the meeting to order at 6:05. Abitz, Cotting, Jacob, Teubert present with one vacancy. Manager Davis present.

2. Approval of Previously Unapproved Meeting Minutes:

December 12, 2023. Open Session: Jacob/Cotting. Unanimous. Closed Session: Abitz/Teubert. Unanimous.

3. Citizen Input

Discussion regarding anonymous requests for WLOO to broadcast Standing Committee meetings regularly and broadcast special public meetings on request. Standing Committees meet before Council meetings, which WLOO always broadcasts anyway, so only a small amount of additional Station resources would be used. Requests for broadcasting special public meetings would be considered on a case by case basis, if WLOO's resources and prior commitments allow. Cotting will email the Mayor about this change in WLOO policy.

4. Manager's report.

In the month of December our new employees were given training on the editing software and begin practicing editing projects. We all worked together on the Paradiddle's Project which in its short time of launch has brought in 3000 + views on social media. We are still in the works to gain more data and produce more content for this project and we hope to present more findings soon. The staff was briefed on the objectives for 2024. We were able to record the holiday parade, which will be a great addition to have for content that can be used in the future. Our new member Travis was tasked to record alone at paradiddle's and did an excellent job as well. System software updates were performed and are ready for upcoming events. All station operations are operating at satisfactory levels.

5. New Business

a. Amending the 2024 Budget to include Essential Subscriptions

Due to a miscommunication, WLOO's 2024 budget did not include 3 subscriptions essential for broadcasting: Leightronix Viebit (live streaming) \$1,788 and Total Info for channels 991 & 992 @ \$1,295 each. Amend the WLOO 2024 budget to add these subscriptions under line item 200-55-5560-320 Dues and membership. Jacob/Abitz. Roll Call: Abitz Y, Cotting Y, Jacob Y Teubert Y with one vacancy.

b. Employee Evaluation discussion

Update existing template so initial questions require essay rather than yes/no answers, and have a scheduled mid-year check-in on station goals in October. Cotting/Jacob. Unanimous.

6. Unfinished Business.

a. Policy document regarding paid vs volunteer work by staff.

Comments on the online draft "**WLOO Cable Board Policy on Media Production and Broadcasting Public Content**" are listed below. :

i) Permission slips for Youths: Format and Storage will be a digital folder on the main WLOO computer for scans and electronic form submissions and a file folder for hard copies. How often are slips required? By project, time interval or by membership? To be determined.

ii) If we are going to offer memberships, then we need to have a production package that's just editing. LaRon will create a film editing only package for WLOO services.

iii) Reservation and Rentals Need a form which should probably have two parts:

1. A checklist of all field/editing equipment and the facility for rental with a place to designate times they want to rent it.

2. A rental contract outlining our policies which could include: late equipment return/pick up, no shows, cancelations, list of equipment with late fee and full cost for replacement, who to contact for technical assistance, rules for "guests" in our studio with the member (if filming/editing there), consequences/loss of privileges for minor/major violations.

QUESTIONS: How many days at a time can equipment be rented for? How many hours at a time can station facilities be reserved for?

NOTE: 2-3 weeks advance notice required.

iv) Equipment and Facility Usage Guidelines: Can people use our facilities for commercial purposes? Can they get paid for producing shows with our equipment? If they are producing products for a 3rd party that is a nonprofit organization such as a school, gov entity, or a 501c3 then its fine. It's not fine if they are producing work for a for-profit 3rd party.

v) Penalties for violations need to be created.

Recap of Supplemental Forms that need to be created:

1. Membership Application (with member dues outlined)
 - a) Membership application could include list of infractions and the consequences pp3-4, that way we can document that they knew the rules when they signed up.
2. Production Package Information/Pricing and Contract – Add Editing pkg. (ii)
3. Equipment and Facility Contract: See comment iii above for details
4. Check in and Check Out Procedures and Log Book for both Equipment and Facility
5. A Content Submission Form (hopefully we already have this!)
6. Project Proposal Form and Contract for members who want to be paid for their time producing a show.
7. Permission form for minors (see i above)

NOTE: LaRon will ask KSUN which forms they use and for copies of them.

a. 2024 Holiday Party Tentatively set for 2-16

7. Future Agenda Items and Announcements.

Next Meeting: Tuesday, February 13th, 2024 at 6:00 pm at The Solarium.

8. Adjournment Motion Jacob/Teubert. Unanimous. Adjourn 6:43.

Minutes respectfully submitted by Laura Cotting 2-8-24

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	Waterloo Utilities	Owner's Project No.:	
Engineer:	Town & Country Engineering	Engineer's Project No.:	WW-62
Contractor:	Portzen	Contractor's Project No.:	23-04
Project:	2023 Water and Wastewater Improvements		
Contract:	Wastewater Treatment Facility and Water Booster Station		

Application No.:		Application Period:		Application Date:				
9		From	01/01/24	to	01/31/24			
A	B	C	D	E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
Original Contract								
1	GENERAL REQUIREMENTS					-		-
2	Bonds	\$ 111,350.00	111,350.00			111,350.00	100%	-
3	Mobilization	\$ 180,698.00	108,000.00	5,000.00		113,000.00	63%	67,698.00
4	Project Management	\$ 466,830.00	242,100.00	45,000.00		287,100.00	61%	179,730.00
5	Project Management Software	\$ 27,562.00	27,562.00			27,562.00	100%	-
6	Temporary Construction Fence	\$ 20,000.00	20,000.00			20,000.00	100%	-
7	Port-a-potty rental	\$ 12,812.00	4,600.00	500.00		5,100.00	40%	7,712.00
8	Job trailer	\$ 17,325.00	5,000.00	1,800.00		6,800.00	39%	10,525.00
9	Trash Disposal	\$ 31,500.00	8,900.00	2,500.00		11,400.00	36%	20,100.00
10	Safety	\$ 15,750.00	8,600.00	2,500.00		11,100.00	70%	4,650.00
11	Survey & Staking	\$ 10,500.00	6,500.00			6,500.00	62%	4,000.00
12	Concrete Testing	\$ 26,250.00	23,600.00			23,600.00	90%	2,650.00
13	Project Sign	\$ 1,575.00	1,575.00			1,575.00	100%	-
14	Lodging	\$ 196,350.00	78,600.00	12,500.00		91,100.00	46%	105,250.00
15	Temp. Utilities	\$ 105,000.00	22,500.00	10,000.00		32,500.00	31%	72,500.00
16	Cleaning Site and Building	\$ 45,990.00	7,000.00			7,000.00	15%	38,990.00
17	Equipment Rental	\$ 175,600.00	83,000.00	10,000.00		93,000.00	53%	82,600.00
18	SITWORK					-		-
19	Selective Demolition	\$ 241,105.00	29,180.00	11,000.00		40,180.00	17%	200,925.00
20	Site Demo	\$ 114,251.00	26,366.00			26,366.00	23%	87,885.00
21	Erosion Control	\$ 5,250.00	3,520.00			3,520.00	67%	1,730.00
22	Rammed Aggregate Piers	\$ 109,605.00	109,605.00			109,605.00	100%	-
23	Paving Prep	\$ 182,735.00				-	0%	182,735.00
24	Aphalt Paving	\$ 171,308.00				-	0%	171,308.00
25	Concrete Paving	\$ 155,770.00	3,800.00			3,800.00	2%	151,970.00
26	Site Furnishings	\$ 3,150.00				-	0%	3,150.00
27	Temp Roads	\$ 7,875.00	7,875.00			7,875.00	100%	-
28	Rough Grading	\$ 159,886.00	34,400.00			34,400.00	22%	125,486.00
29	Building Excavation and Backfill	\$ 190,756.00	150,708.00			150,708.00	79%	40,048.00
30	Sanitary Systems	\$ 1,515,690.00	895,378.88	27,362.00	224,719.00	1,147,459.88	76%	368,230.12
31	Storm Systems	\$ 121,166.00	44,415.00	28,000.00	6,723.00	79,138.00	65%	42,028.00
32	Water Systems	\$ 214,044.00	37,995.00	11,000.00	15,782.50	64,777.50	30%	149,266.50
33	Site Air Piping	\$ 245,980.00	30,102.00	121,994.00	30,595.27	182,691.27	74%	63,288.73
34	Landscaping WWTF	\$ 46,550.00				-	0%	46,550.00
35	CONCRETE					-		-
36	Concrete	\$ 938,579.00	774,153.00		18,600.00	792,753.00	84%	145,826.00
37	Precast Concrete	\$ 41,583.00	20,791.50			20,791.50	50%	20,791.50
38	MASONRY					-		-
39	Masonry Materials ST 10	\$ 155,608.00	155,608.00			155,608.00	100%	-
40	Masonry Labor ST10	\$ 301,146.00	290,675.00		1,512.00	292,187.00	97%	8,959.00
41	Masonry Materials ST 25	\$ 93,952.00			41,080.00	41,080.00	44%	52,872.00
42	Masonry Labor ST25	\$ 156,675.00				-	0%	156,675.00
43	Masonry Materials ST 50	\$ 8,515.00				-	0%	8,515.00
44	Masonry Labor ST50	\$ 19,753.00				-	0%	19,753.00
45	Masonry Materials ST 55	\$ 44,533.00	44,533.00			44,533.00	100%	-
46	Masonry Labor ST55	\$ 75,320.00	71,320.00			71,320.00	95%	4,000.00
47	METALS					-		-
48	Structural Steel Framing	\$ 24,267.00	20,135.82			20,135.82	83%	4,131.18
49	Metal Fabrications	\$ 110,144.00	80,555.34	2,275.00		82,830.34	75%	27,313.66
50	Guard & Hand Rail	\$ 170,313.00	24,224.78	11,638.00		35,862.78	21%	134,450.22

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	Waterloo Utilities	Owner's Project No.:	
Engineer:	Town & Country Engineering	Engineer's Project No.:	WW-62
Contractor:	Portzen	Contractor's Project No.:	23-04
Project:	2023 Water and Wastewater Improvements		
Contract:	Wastewater Treatment Facility and Water Booster Station		

Application No.:		9		Application Period:		From 01/01/24 to 01/31/24		Application Date:		01/30/24	
Item No.	Description	C Scheduled Value (\$)	D Work Completed		F Materials Currently Stored (not in D or E) (\$)	G Work Completed and Materials Stored to Date (D + E + F) (\$)	H % of Scheduled Value (G / C) (%)	I Balance to Finish (C - G) (\$)			
			(D + E) From Previous Application (\$)	This Period (\$)							
51	Bar Grating	\$ 384,672.00	33,600.00	49,500.00		83,100.00	22%	301,572.00			
52	Labor to install	\$ 229,145.00	29,145.00			29,145.00	13%	200,000.00			
53	Access Hatches	\$ 12,600.00				-	0%	12,600.00			
54	CARPENTRY					-		-			
55	Trusses	\$ 39,108.00	32,100.00			32,100.00	82%	7,008.00			
56	Truss Labor	\$ 22,460.00	18,480.00			18,480.00	82%	3,980.00			
57	Rough Carpentry	\$ 130,546.00	92,000.00			92,000.00	70%	38,546.00			
58	Finish Carentry	\$ 5,386.00				-	0%	5,386.00			
59	THERMAL & MOISTURE					-		-			
60	Dampproofing & Joint Sealants	\$ 78,250.00	46,367.00	10,000.00		56,367.00	72%	21,883.00			
61	Thermal Insulation	\$ 21,854.00	12,761.00			12,761.00	58%	9,093.00			
62	Weather barrier	\$ 5,250.00	3,550.00			3,550.00	68%	1,700.00			
63	ST 10 Roofing Materials	\$ 117,398.00	64,232.00			64,232.00	55%	53,166.00			
64	ST 10 Roofing Labor	\$ 63,361.00	38,840.00			38,840.00	61%	24,521.00			
65	ST 25 Roofing Materials	\$ 23,610.00	20,107.00			20,107.00	85%	3,503.00			
66	ST 25 Roofing Labor	\$ 14,857.00				-	0%	14,857.00			
67	ST 35 Roofing Materials	\$ 7,954.00				-	0%	7,954.00			
68	ST 35 Roofing Labor	\$ 3,512.00				-	0%	3,512.00			
69	ST 50 Roofing Materials	\$ 41,764.00				-	0%	41,764.00			
70	ST 50 Roofing Labor	\$ 17,556.00				-	0%	17,556.00			
71	ST 55 Roofing Materials	\$ 21,510.00	19,560.00			19,560.00	91%	1,950.00			
72	ST 55 Roofing Labor	\$ 12,755.00	11,640.00			11,640.00	91%	1,115.00			
73	DOORS & WINDOWS					-		-			
74	Structure 10 Doors, Frames & Hardware	\$ 46,925.00	46,925.00			46,925.00	100%	-			
75	Structure 25 Doors, Frames & Hardware	\$ 11,887.00	11,292.00			11,292.00	95%	595.00			
76	Structure 35 Doors, Frames & Hardware	\$ 9,161.00	9,161.00			9,161.00	100%	-			
77	Structure 50 Doors, Frames & Hardware	\$ 25,080.00	25,080.00			25,080.00	100%	-			
78	Structure 55 Doors, Frames & Hardware	\$ 5,863.00	5,863.00			5,863.00	100%	-			
79	Labor to install	\$ 35,140.00	9,812.00			9,812.00	28%	25,328.00			
80	Sectional Overhead Doors	\$ 62,450.00	18,000.00	27,754.00		45,754.00	73%	16,696.00			
81	Aluminum Windows and Galzing	\$ 21,169.00	18,000.00			18,000.00	85%	3,169.00			
82	Aluminum Access Doors	\$ 14,490.00				-	0%	14,490.00			
83	Attic Access	\$ 5,250.00	2,450.00			2,450.00	47%	2,800.00			
84	FINISHES					-		-			
85	Gyp Wall Board Assemblies	\$ 36,414.00	20,000.00			20,000.00	55%	16,414.00			
86	Acoustical Ceilings	\$ 15,015.00				-	0%	15,015.00			
87	Quarry Tile	\$ 72,420.00				-	0%	72,420.00			
88	Vinyl Wall Base	\$ 693.00				-	0%	693.00			
89	Painting	\$ 469,740.00	33,600.00	29,820.00		63,420.00	14%	406,320.00			
90	SPECIALTIES	\$ 13,681.00	1,240.95		3,582.36	4,823.31	35%	8,857.69			
91	FURNISHINGS					-		-			
92	Plastic Laminate Casework	\$ 5,250.00				-	0%	5,250.00			
93	Labor to install casework	\$ 2,194.00				-	0%	2,194.00			
94	Laboratory Casework	\$ 67,568.00	39,231.00		22,132.05	61,363.05	91%	6,204.95			
95	Labor to install casework	\$ 9,118.00				-	0%	9,118.00			
96	Engineering for Casework	\$ 2,100.00	2,100.00			2,100.00	100%	-			
97	MECHANICAL					-		-			
98	Plumbing & Process Project Management	\$ 126,000.00	28,980.00	2,730.00		31,710.00	25%	94,290.00			
99	STRUCTURE 10:					-		-			
100	Plumbing/Hydronics Materials and Equipment	\$ 136,500.00	65,850.00	5,250.00	40,000.00	111,100.00	81%	25,400.00			
101	Plumbing/Hydronics Labor	\$ 262,500.00	134,550.00			134,550.00	51%	127,950.00			

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	Waterloo Utilities	Owner's Project No.:	
Engineer:	Town & Country Engineering	Engineer's Project No.:	WW-62
Contractor:	Portzen	Contractor's Project No.:	23-04
Project:	2023 Water and Wastewater Improvements		
Contract:	Wastewater Treatment Facility and Water Booster Station		

Application No.:		9		Application Period:		From 01/01/24 to 01/31/24		Application Date:		01/30/24	
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)			
			(D + E) From Previous Application (\$)	This Period (\$)							
102	Plumbing Insulation Materials	\$ 6,898.00		4,307.00		4,307.00	62%	2,591.00			
103	Plumbing Insulation Labor	\$ 5,515.00		3,617.00		3,617.00	66%	1,898.00			
104	Excavation	\$ 11,550.00	10,200.00			10,200.00	88%	1,350.00			
105	HVAC Equipment	\$ 312,841.00	68,250.00		219,505.00	287,755.00	92%	25,086.00			
106	HVAC Sheetmetal	\$ 61,950.00	6,300.00	6,300.00		12,600.00	20%	49,350.00			
107	HVAC Vent, Stands	\$ 6,720.00				-	0%	6,720.00			
108	HVAC Misc. Materials	\$ 5,775.00	1,050.00	1,050.00		2,100.00	36%	3,675.00			
109	HVAC Equipment Rental	\$ 9,450.00	3,150.00	1,575.00		4,725.00	50%	4,725.00			
110	HVAC Labor	\$ 130,218.00	8,925.00	8,925.00		17,850.00	14%	112,368.00			
111	HVAC Management	\$ 5,250.00	2,100.00			2,100.00	40%	3,150.00			
112	HVAC Test and Balance	\$ 10,080.00				-	0%	10,080.00			
113	HVAC Controls	\$ 168,000.00	31,500.00	26,250.00		57,750.00	34%	110,250.00			
114	HVAC Submittals, Pre-Con and Mobilization	\$ 71,720.00	10,500.00	1,050.00		11,550.00	16%	60,170.00			
115	HVAC Insulation Materials	\$ 16,810.00		4,306.00		4,306.00	26%	12,504.00			
116	HVAC Insulation Labor	\$ 13,844.00		3,617.00		3,617.00	26%	10,227.00			
117	STRUCTURE 20					-		-			
188	Process Materials	\$ 42,000.00			10,000.00	10,000.00	24%	32,000.00			
119	Process Labor	\$ 37,800.00				-	0%	37,800.00			
120	STRUCTURE 25:					-		-			
121	Plumbing/Process Materials	\$ 36,750.00			10,000.00	10,000.00	27%	26,750.00			
122	Plumbing/Process Labor	\$ 49,350.00				-	0%	49,350.00			
123	Plumbing Insulation Material	\$ 3,555.00				-	0%	3,555.00			
124	Plumbing Insulation Labor	\$ 2,703.00				-	0%	2,703.00			
125	HVAC Sheet Metal	\$ 15,750.00				-	0%	15,750.00			
126	HVAC Vent, Stands	\$ 4,200.00				-	0%	4,200.00			
127	HVAC Misc. Materials	\$ 3,150.00				-	0%	3,150.00			
128	HVAC Equipment Rental	\$ 4,200.00				-	0%	4,200.00			
129	HVAC Labor	\$ 36,267.00				-	0%	36,267.00			
130	HVAC Management	\$ 2,625.00				-	0%	2,625.00			
131	HVAC Insulation Materials	\$ 2,241.00				-	0%	2,241.00			
132	HVAC Insulation Labor	\$ 1,839.00				-	0%	1,839.00			
133	STRUCTURE 30					-		-			
134	Process Materials	\$ 89,250.00	84,760.00	2,100.00		86,860.00	97%	2,390.00			
135	Process Labor	\$ 140,700.00	33,875.00	31,500.00		65,375.00	46%	75,325.00			
136	STRUCTURE 35:					-		-			
137	Plumbing/ Process Materials	\$ 5,250.00			1,500.00	1,500.00	29%	3,750.00			
138	Plumbing/Process Labor	\$ 1,050.00				-	0%	1,050.00			
139	HVAC Sheet Metal	\$ 5,250.00				-	0%	5,250.00			
140	HVAC Misc. Materials	\$ 2,100.00				-	0%	2,100.00			
141	HVAC Equipment Rental	\$ 2,100.00				-	0%	2,100.00			
142	HVAC Labor	\$ 25,856.00				-	0%	25,856.00			
143	HVAC Management	\$ 2,625.00	500.00			500.00	19%	2,125.00			
144	HVAC Submittals, Pre-Con and Mobilization	\$ 6,300.00	2,500.00			2,500.00	40%	3,800.00			
145	HVAC Insulation Materials	\$ 1,120.00				-	0%	1,120.00			
146	HVAC Insulation Labor	\$ 975.00				-	0%	975.00			
147	STRUCTURE 40					-		-			
148	Process Materials	\$ 14,700.00			1,000.00	1,000.00	7%	13,700.00			
149	Process Labor	\$ 30,450.00				-	0%	30,450.00			
150	STRUCTURE 50:					-		-			
151	Plumbing/Process Materials	\$ 299,250.00		26,250.00	224,616.90	250,866.90	84%	48,383.10			
152	Plumbing/Process Labor	\$ 893,231.00	33,495.00	15,750.00		49,245.00	6%	843,986.00			

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	Waterloo Utilities	Owner's Project No.:	
Engineer:	Town & Country Engineering	Engineer's Project No.:	WW-62
Contractor:	Portzen	Contractor's Project No.:	23-04
Project:	2023 Water and Wastewater Improvements		
Contract:	Wastewater Treatment Facility and Water Booster Station		

Application No.:		9		Application Period:		From	01/01/24	to	01/31/24	Application Date:		01/30/24
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)				
			(D + E) From Previous Application (\$)	This Period (\$)								
153	Plumbing Insulation Material	\$ 2,440.00				-	0%	2,440.00				
154	Plumbing Insulation Labor	\$ 1,730.00				-	0%	1,730.00				
155	HVAC Sheet Metal	\$ 9,450.00				-	0%	9,450.00				
156	HVAC Misc. Materials	\$ 9,923.00				-	0%	9,923.00				
157	HVAC Equipment Rental	\$ 3,150.00				-	0%	3,150.00				
158	HVAC Labor	\$ 64,776.00				-	0%	64,776.00				
159	HVAC Management	\$ 2,625.00				-	0%	2,625.00				
160	HVAC Submittals, Pre-Con and Mobilization	\$ 12,600.00	1,500.00			1,500.00	12%	11,100.00				
161	HVAC Insulation Materials	\$ 1,120.00				-	0%	1,120.00				
162	HVAC Insulation Labor	\$ 975.00				-	0%	975.00				
163	STRUCTURE 55											
164	Plumbing/Process Materials	\$ 168,000.00	158,950.00			158,950.00	95%	9,050.00				
165	Plumbing/Process Labor	\$ 115,500.00	94,500.00			94,500.00	82%	21,000.00				
166	Plumbing Insulation Materials	\$ 1,837.00				-	0%	1,837.00				
167	Plumbing Insulation Labor	\$ 1,405.00				-	0%	1,405.00				
168	HVAC Sheet Metal	\$ 12,600.00				-	0%	12,600.00				
169	HVAC Vent, Stands	\$ 6,300.00				-	0%	6,300.00				
170	HVAC Misc. Materials	\$ 2,362.00				-	0%	2,362.00				
171	HVAC Equipment Rental	\$ 2,100.00				-	0%	2,100.00				
172	HVAC Labor	\$ 25,331.00				-	0%	25,331.00				
173	HVAC Management	\$ 2,625.00				-	0%	2,625.00				
174	HVAC Submittals, Pre-Con and Mobilization	\$ 15,750.00	1,500.00			1,500.00	10%	14,250.00				
175	HVAC Insulation Materials	\$ 1,120.00				-	0%	1,120.00				
176	HVAC Insulation Labor	\$ 975.00				-	0%	975.00				
177	STRUCTURE 60											
178	Process Materials	\$ 55,650.00				8,000.00	14%	47,650.00				
179	Process Labor	\$ 44,100.00				-	0%	44,100.00				
180	STRUCTURE 70											
181	Process Materials	\$ 44,100.00				5,000.00	11%	39,100.00				
182	Process Labor	\$ 162,750.00				-	0%	162,750.00				
183	STRUCTURE 75											
184	Plumbing/Process Materials	\$ 31,415.00				4,000.00	13%	27,415.00				
185	Plumbing/Process Labor	\$ 68,250.00				-	0%	68,250.00				
186	Indian Hills Booster Station											
187	Process Materials	\$ 1,260.00				-	0%	1,260.00				
188	Process Labor	\$ 1,260.00				-	0%	1,260.00				
189	ELECTRICAL											
190	Mobilization	\$ 138,776.00	112,408.65	12,489.83		124,898.48	90%	13,877.52				
191	Supervision	\$ 140,127.00	21,019.05	5,605.08		26,624.13	19%	113,502.87				
192	Start-up & Commissioning	\$ 15,785.00				-	0%	15,785.00				
193	Closeout Documents	\$ 12,050.00				-	0%	12,050.00				
194	Demobilization	\$ 8,914.00				-	0%	8,914.00				
195	General & Site											
196	Temp Electric	\$ 34,643.00	34,643.00			34,643.00	100%	-				
197	Electrical Labor	\$ 90,573.00	905.73			905.73	1%	89,667.27				
198	Electrical Material	\$ 227,857.00	18,228.59			18,228.59	8%	209,628.41				
199	Electrical Lighting and Labor	\$ 9,548.00				-	0%	9,548.00				
200	Generator Install	\$ 19,960.00				-	0%	19,960.00				
201	Demo	\$ 17,690.00				-	0%	17,690.00				
202	Electrical Excavation & ductbank	\$ 95,592.00				-	0%	95,592.00				
203	STR 10											

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	Waterloo Utilities	Owner's Project No.:	
Engineer:	Town & Country Engineering	Engineer's Project No.:	WW-62
Contractor:	Portzen	Contractor's Project No.:	23-04
Project:	2023 Water and Wastewater Improvements		
Contract:	Wastewater Treatment Facility and Water Booster Station		

Application No.:		9		Application Period:		From	01/01/24	to	01/31/24	Application Date:		01/30/24
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)				
			(D + E) From Previous Application (\$)	This Period (\$)								
204	Temp Electric	\$ 17,326.00	1,732.10			1,732.10	10%	15,593.90				
205	Electrical Raceway Material	\$ 107,165.00	45,008.00	9,645.00		54,653.00	51%	52,512.00				
206	Electrical Raceway Labor	\$ 104,843.00	37,424.00	4,193.75		41,617.75	40%	63,225.25				
207	Electrical Wire Material	\$ 18,490.00		1,849.00		1,849.00	10%	16,641.00				
208	Electrical Wire Labor	\$ 25,925.00				-	0%	25,925.00				
209	Electrical Labor - MCC, Gear & Equipment	\$ 9,806.00				-	0%	9,806.00				
210	Electrical Lighting and Labor	\$ 62,270.00	3,113.00			3,113.00	5%	59,157.00				
211	STR 20					-		-				
212	Electrical Material	\$ 6,190.00	310.00			310.00	5%	5,880.00				
213	Electrical Labor	\$ 6,160.00				-	0%	6,160.00				
214	STR 25					-		-				
215	Electrical Material	\$ 56,170.00	12,367.00			12,367.00	22%	43,803.00				
216	Electrical Labor	\$ 56,725.00	3,970.00	1,702.00		5,672.00	10%	51,053.00				
217	Electrical Lighting and Labor	\$ 24,694.00				-	0%	24,694.00				
218	STR 30					-		-				
219	Electrical Material	\$ 40,647.00	4,064.00			4,064.00	10%	36,583.00				
220	Electrical Labor	\$ 41,110.00	801.00			801.00	2%	40,309.00				
221	STR 35					-		-				
222	Electrical Material	\$ 14,827.00				-	0%	14,827.00				
223	Electrical Labor	\$ 23,100.00				-	0%	23,100.00				
224	Electrical Lighting and Labor	\$ 9,190.00				-	0%	9,190.00				
225	STR 40					-		-				
226	Electrical Material	\$ 16,622.00				-	0%	16,622.00				
227	Electrical Labor	\$ 14,581.00				-	0%	14,581.00				
228	Electrical Lighting and Labor	\$ 12,091.00				-	0%	12,091.00				
229	STR 50					-		-				
230	Electrical Material	\$ 133,977.00				-	0%	133,977.00				
231	Electrical Labor	\$ 112,934.00				-	0%	112,934.00				
232	Electrical Lighting and Labor	\$ 52,589.00				-	0%	52,589.00				
233	Electrical Labor - MCC, Gear & Equipment	\$ 13,705.00				-	0%	13,705.00				
234	STR 55					-		-				
235	Electrical Material	\$ 37,762.00	14,842.00			14,842.00	39%	22,920.00				
236	Electrical Labor	\$ 53,015.00	17,315.00			17,315.00	33%	35,700.00				
237	Electrical Lighting and Labor	\$ 8,388.00				-	0%	8,388.00				
238	STR 60					-		-				
239	Electrical Material	\$ 7,497.00				-	0%	7,497.00				
240	Electrical Labor	\$ 12,235.00				-	0%	12,235.00				
241	Electrical Lighting and Labor	\$ 2,910.00				-	0%	2,910.00				
242	STR 70					-		-				
243	Electrical Material	\$ 27,350.00				-	0%	27,350.00				
244	Electrical Labor	\$ 19,915.00				-	0%	19,915.00				
245	Electrical Lighting and Labor	\$ 30,410.00				-	0%	30,410.00				
246	STR 75					-		-				
247	Electrical Material	\$ 6,165.00				-	0%	6,165.00				
248	Electrical Labor	\$ 5,893.00				-	0%	5,893.00				
249	Electrical Lighting and Labor	\$ 6,666.00				-	0%	6,666.00				
250	PROCESS INTERCONNECTIONS					-		-				
251	Installation of Stop Plates and Logs	\$ 3,717.00				-	0%	3,717.00				
252	Installation of Slide and Weir Gates	\$ 38,241.00	5,600.00			5,600.00	15%	32,641.00				
253	Prefabricated Flumes	\$ 3,087.00			2,904.00	2,904.00	94%	183.00				
254	Installation of Flumes	\$ 2,955.00				-	0%	2,955.00				

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	Waterloo Utilities	Owner's Project No.:	
Engineer:	Town & Country Engineering	Engineer's Project No.:	WW-62
Contractor:	Portzen	Contractor's Project No.:	23-04
Project:	2023 Water and Wastewater Improvements		
Contract:	Wastewater Treatment Facility and Water Booster Station		

Application No.:		Application Period:		Application Date:				
9		From	01/01/24	to	01/31/24	01/30/24		
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
255	MATERIAL PROCESSING AND HANDLING EQUIPMENT							
256	Cranes and Hoist	\$ 73,952.00				-	0%	73,952.00
257	Labor to install Cranes and Hoist	\$ 19,948.00				-	0%	19,948.00
258	PROCESS GAS & LIQUID HANDLING, PURIFICATION & STORAGE EQUIPMENT							
259	Air Sparging Blowers	\$ 30,000.00				-	0%	30,000.00
260	Labor to install Air Sparging Blowers	\$ 3,192.00				-	0%	3,192.00
261	Labor to install High Speed Blowers	\$ 9,975.00				-	0%	9,975.00
262	Labor to install Rotary Lobe Blowers	\$ 9,975.00				-	0%	9,975.00
263	Aluminum Domes	\$ 456,750.00	144,490.00		95,817.00	240,307.00	53%	216,443.00
264	Labor for Aluminum Domes	\$ 204,750.00				-	0%	204,750.00
265	Electrical Motors Install	\$ 3,990.00				-	0%	3,990.00
266	WATER & WASTEWATER EQUIPMENT							
267	Installation of step Screen and Washer	\$ 4,788.00				-	0%	4,788.00
268	Installation of Vortex Grit Chamber	\$ 6,384.00				-	0%	6,384.00
269	Installation of Grit Seperator Classifier	\$ 6,384.00				-	0%	6,384.00
270	Installation of Mixers	\$ 11,172.00				-	0%	11,172.00
271	Density Current Baffles	\$ 61,950.00	61,950.00			61,950.00	100%	-
272	Labor to install	\$ 15,960.00	15,960.00			15,960.00	100%	-
273	Labor to install TERTIARY DISC FILTERS	\$ 12,768.00				-	0%	12,768.00
274	Labor to install UV System	\$ 6,384.00				-	0%	6,384.00
275	Labor to install Samplers	\$ 798.00				-	0%	798.00
276	Budget Allowances							
277	Soils Testing Services	\$ 20,000.00	772.90			772.90	4%	19,227.10
278	Electrical Service	\$ 75,000.00				-	0%	75,000.00
279	Natural Gas Service	\$ 20,000.00				-	0%	20,000.00
280	Internet Service	\$ 5,000.00				-	0%	5,000.00
281	SCADA Computers	\$ 40,000.00				-	0%	40,000.00
282	Office Furniture	\$ 20,000.00				-	0%	20,000.00
283	Lab Equipment	\$ 30,000.00				-	0%	30,000.00
284	Shop Tools and Storage	\$ 30,000.00				-	0%	30,000.00
285	Truck Lift	\$ 15,000.00				-	0%	15,000.00
286	Skid Steer	\$ 80,000.00	37,500.00			37,500.00	47%	42,500.00
287	Algae Cloth	\$ 5,000.00				-	0%	5,000.00
288	Landscaping	\$ 20,000.00				-	0%	20,000.00
289	Plaque	\$ 5,000.00				-	0%	5,000.00
290	Blower Temporary Air	\$ 75,000.00				-	0%	75,000.00
291	Pre-negotiated Items							
292	Diesel Engine Driven Generator/ Transfer Switch	\$ 298,618.00				34,871.42	12%	263,746.58
293	Process Integration & Control	\$ 1,371,706.00				-	0%	1,371,706.00
294	Process Valves	\$ 368,967.00	240,425.24		122,530.00	362,955.24	98%	6,011.76
295	Stop Plates & Logs / Slide & Weir Gates	\$ 349,387.00	205,899.00		143,488.00	349,387.00	100%	-
296	High Speed Blowers & Rotary Lobe Blowers	\$ 299,746.88				-	0%	299,746.88
297	Dry Pit Pumps	\$ 66,040.00			59,436.00	59,436.00	90%	6,604.00
298	Torque Flow Grit Pumps	\$ 26,285.00				-	0%	26,285.00
299	Submersible Waste Water Pumps	\$ 210,704.00			189,634.00	189,634.00	90%	21,070.00
300	Step Screen with Washer Compact	\$ 128,593.49			115,734.14	115,734.14	90%	12,859.35
301	Mechanical Vortex Grit Chamber	\$ 72,750.00				-	0%	72,750.00
302	Grit Seperator Classifier	\$ 68,860.00				-	0%	68,860.00
303	Submersible Mixers	\$ 80,885.00			72,797.00	72,797.00	90%	8,088.00
304	Flexible Membrane Disc Diffuses	\$ 151,200.00			136,080.00	136,080.00	90%	15,120.00
305	Tertiary Filters	\$ 654,186.38				-	0%	654,186.38

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	Waterloo Utilities	Owner's Project No.:	
Engineer:	Town & Country Engineering	Engineer's Project No.:	WW-62
Contractor:	Portzen	Contractor's Project No.:	23-04
Project:	2023 Water and Wastewater Improvements		
Contract:	Wastewater Treatment Facility and Water Booster Station		

Application No.:		Application Period:		Application Date:				
9		From	01/01/24	to	01/31/24	Application Date:	01/30/24	
A	B	C	D		F	G	H	I
			Work Completed					
Item No.	Description	Scheduled Value (\$)	(D + E) From Previous Application (\$)	This Period (\$)	Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
306	Open Channel UV Treatment	\$ 169,720.00			152,748.00	152,748.00	90%	16,972.00
307	Waste Water Samplers	\$ 16,293.00				-	0%	16,293.00
308	STR 75 Pre-negotiated Items					-		-
309	Process Integration & Control	\$ 44,606.00				-	0%	44,606.00
310	Process Valves	\$ 4,742.00				-	0%	4,742.00
311	Submersible Waste Water Pumps	\$ 17,680.00			15,912.00	15,912.00	90%	1,768.00
312	Coarse Bubble Diffusers	\$ 12,500.00			11,250.00	11,250.00	90%	1,250.00
313	Booster Station					-		-
314	General Requirements	\$ 4,260.00				-	0%	4,260.00
315	Selective Demolition	\$ 30,610.00				-	0%	30,610.00
316	Sitework	\$ 25,000.00				-	0%	25,000.00
317	Asphalt Pavement	\$ 5,250.00				-	0%	5,250.00
318	Seeding	\$ 2,835.00				-	0%	2,835.00
319	Concrete	\$ 4,000.00				-	0%	4,000.00
320	Masonry	\$ 3,180.00				-	0%	3,180.00
321	Metal Fabrications	\$ 5,350.00				-	0%	5,350.00
322	Doors and Hardware	\$ 17,700.00	1,127.00			1,127.00	6%	16,573.00
323	Painting	\$ 12,350.00				-	0%	12,350.00
324	Process Materials	\$ 198,450.00			93,443.91	93,443.91	47%	105,006.09
325	Process Labor	\$ 120,750.00				-	0%	120,750.00
326	HVAC Equipment	\$ 19,591.00				-	0%	19,591.00
327	HVAC Misc. Materials	\$ 2,940.00				-	0%	2,940.00
328	HVAC Labor	\$ 18,637.00				-	0%	18,637.00
329	HVAC Management	\$ 1,050.00				-	0%	1,050.00
330	HVAC Submittals, Pre-Con and Mobilization	\$ 1,102.00	1,000.00			1,000.00	91%	102.00
331	Electrical Material	\$ 64,303.00				-	0%	64,303.00
332	Electrical Labor	\$ 44,340.00				-	0%	44,340.00
333	Electrical Lighting and Labor	\$ 12,132.00				-	0%	12,132.00
334	Electrical Labor - MCC, Gear & Equipment	\$ 31,615.00				-	0%	31,615.00
335	Horizontal Split Case Centrifugal Pump	\$ 89,425.00			74,596.50	74,596.50	83%	14,828.50
336	Booster Station Pre-negotiated Items					-		-
337	Diesel Engine Drive Generator	\$ 68,019.00				-	0%	68,019.00
338	Instrumentation and Control	\$ 146,342.00				-	0%	146,342.00
339	Process Valves	\$ 28,765.00				-	0%	28,765.00
								-
								-
Original Contract Totals		\$ 22,062,937.75	\$ 6,104,175.53	\$ 600,204.66	\$ 2,041,549.64	\$ 8,745,929.83	40%	\$ 12,457,196.92

Stored Materials Summary

Contractor's Application for Payment

Owner:	Waterloo Utilities	Owner's Project No.:	
Engineer:	Town & Country Engineering	Engineer's Project No.:	WW-62
Contractor:	Portzen	Contractor's Project No.:	23-04
Project:	2023 Water and Wastewater Improvements		
Contract:	Wastewater Treatment Facility and Water Booster Station		

Application No.: 9 Application Period: From 01/01/24 to 01/31/24 Application Date: 01/30/24

A	B	C	D	E	F	Materials Stored			Incorporated in Work			M	
Item No. (Lump Sum Tab) or Bid Item No. (Unit Price Tab)	Supplier Invoice No.	Submittal No. (with Specification Section No.)	Description of Materials or Equipment Stored	Storage Location	Application No. When Materials Placed in Storage	Previous Amount Stored (\$)	Amount Stored this Period (\$)	Amount Stored to Date (G+H) (\$)	Amount Previously Incorporated in the Work (\$)	Amount Incorporated in the Work this Period (\$)	Total Amount Incorporated in the Work (J+K) (\$)	Materials Remaining in Storage (I-L) (\$)	
263	P000014525		Materials ready for shipment	CST	9		95,817.00	95,817.00			-	95,817.00	
											-	-	
											-	-	
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Totals						\$	-	\$ 95,817.00	\$ 95,817.00	\$ -	\$ -	\$ -	\$ 95,817.00

City of Waterloo Project Tracking - Budget & Funding Allocations

A. Municipality	B. Project Number	C. Date	D. Type of Request (Partial or Final)	E. Request Number	
City of Waterloo	WW-47/49/55/56/62/65	2/1/2024	Partial	11	
Budget Allocations	Budget Amount	Amount Previously Requested	This Claim	Claimed to Date	Percent of Budget
E1 Land & Rights	\$60,000.00	\$45,680.93	\$0.00	\$45,680.93	76.1%
E2 Legal Services	\$10,000.00	\$0.00	\$0.00	\$0.00	0.0%
E3 Engineering - Design	\$1,060,100.00	\$1,055,342.57	\$0.00	\$1,055,342.57	99.6%
E4 Engineering - Construction Admin	\$897,000.00	\$277,750.00	\$10,000.00	\$287,750.00	32.1%
E5 Engineering - Inspections	\$570,800.00	\$188,142.24	\$14,618.75	\$202,760.99	35.5%
E6 Engineering - Additional Services	\$25,000.00	\$12,269.26	\$0.00	\$12,269.26	49.1%
E7 Development	\$16,307,800.00	\$7,448,160.50	\$843,130.52	\$8,291,291.02	50.8%
E8 Bond Counsel	\$25,000.00	\$17,000.00	\$0.00	\$17,000.00	68.0%
E9 Interim Financing Interest	\$500,000.00	\$256,947.80	\$0.00	\$256,947.80	51.4%
E10 Other - Administrative/RD Coordination	\$27,500.00	\$9,832.77	\$607.50	\$10,440.27	38.0%
E11 Contingency	\$1,630,800.00	\$9,837.00	\$0.00	\$9,837.00	0.6%
Supplemental Funding	\$6,176,742.00	\$50,000.00	\$0.00	\$50,000.00	0.8%
Total Costs	\$27,290,742.00	\$9,370,963.07	\$868,356.77	\$10,239,319.84	37.5%
Funding Sources					
1. City Contribution Amount	\$0.00	\$0.00	\$0.00	\$0.00	
2. USDA Loan Amount	\$17,114,000.00	\$9,320,963.07	\$868,356.77	\$10,189,319.84	59.5%
3. USDA Grant Amount	\$4,000,000.00	\$0.00	\$0.00	\$0.00	0.0%
4. Supplemental Funding	\$6,176,742.00	\$50,000.00	\$0.00	\$50,000.00	0.8%
Total Funding	\$27,290,742.00	\$9,370,963.07	\$868,356.77	\$10,239,319.84	37.5%



Engineer

2/1/2024

Date

Rural Development

Date

Owner

Date

Notes:

Project Tracking Worksheet Cost Allocations						Municipality City of Waterloo Project Tracking												
						Project Numbers: WW-47/49/55/56			Request Number 11			DATE 2/1/2024						
A. Date of Invoice	B. Payee, Inv. No., Job No.					C. Amount		E1 Land & Rights	E2 Legal Services	E3 Engineering - Design	E4 Engineering - Construction Admin	E5 Engineering - Inspections	E6 Engineering - Additional Services	E7 Development	E8 Bond Counsel	E9 Interim Financing Interest	E10 Other - Administrative /RD Coordination	E11 Contingency
11/16/23	Town & Country	WW-55 RD Docket Coord	Inv. # 26021		\$ 405.00	E10										\$405.00		
1/11/24	Town & Country	WW-55 RD Docket Coord	Inv. # 26241		\$ 202.50	E10										\$202.50		
1/11/24	Town & Country	WW-62 Construction Admin	Inv. # 26242		\$ 10,000.00	E4				\$10,000.00								
1/11/24	Town & Country	WW-65 Resident Eng	Inv. # 26243		\$ 14,618.75	E5					\$14,618.75							
1/31/24	Portzen	23-04	Inv. # PAY APP 9		\$ 843,130.52	E7							\$843,130.52					
TOTALS						\$868,356.77		\$0.00	\$0.00	\$0.00	\$10,000.00	\$14,618.75	\$0.00	\$843,130.52	\$0.00	\$0.00	\$607.50	\$0.00

Project Tracking Worksheet Funding Sources				Municipality City of Waterloo Project Tracking										
				Project Numbers: WW-47/49/55/56			Request Number 11			DATE 2/1/2024				
A. Date of Inv.	B. Payee, Inv. No., Job No.			C. Amount	1. City Contribution Amount	2. USDA Loan Amount	3. USDA Grant Amount	4. Supplemental Funding						
11/16/23	Town & Country	WW-55 Docket Coord	Inv. # 26021	\$ 405.00		\$ 405.00								
1/11/24	Town & Country	WW-55 Docket Coord	Inv. # 26241	\$ 202.50		\$ 202.50								
1/11/24	Town & Country	WW-62 Construction Admin	Inv. # 26242	\$ 10,000.00		\$ 10,000.00								
1/11/24	Town & Country	WW-65 Resident Eng	Inv. # 26243	\$ 14,618.75		\$ 14,618.75								
1/31/24	Portzen	23-04	Inv. # PAY APP 9	\$ 843,130.52		\$ 843,130.52								
TOTALS				\$868,356.77	\$0.00	\$868,356.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

INVOICE FOR SERVICES



6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

INVOICE NUMBER:	26021
INVOICE DATE:	November 16, 2023
PROJECT NUMBER:	WW 55

Waterloo Utilities
575 Commercial Avenue
Waterloo, WI 53594

Attention: Mr. Barry Sorenson, Superintendent

PROJECT NAME: Rural Development Coordination

For professional services rendered in connection with Rural Development funding coordination on an hourly basis for a cost not to exceed \$30,000 as approved by the Commission at the September meeting. Services provided during this period include coordination between USDA and DNR on funding allocations.

# OF UNITS	UNIT DESCRIPTION	UNIT PRICE	LINE TOTAL
3	hrs. Senior Project Engineer	\$135.00	\$405.00

TOTAL THIS PERIOD		\$405.00
CUMULATIVE PROFESSIONAL SERVICES THROUGH	11/11/2023	\$17,824.85
CUMULATIVE PREVIOUS BILLINGS FOR SERVICES THROUGH	6/10/2023	\$17,419.85
AMOUNT DUE THIS INVOICE		\$405.00

PLEASE RETURN THE SECOND COPY OF THIS INVOICE WITH YOUR PAYMENT
THANK YOU!

INVOICE FOR SERVICES



6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

INVOICE NUMBER:	26241
INVOICE DATE:	January 11, 2024
PROJECT NUMBER:	WW 55

Waterloo Utilities
575 Commercial Avenue
Waterloo, WI 53594

Attention: Mr. Barry Sorenson, Superintendent

PROJECT NAME: Rural Development Coordination

For professional services rendered in connection with Rural Development funding coordination on an hourly basis for a cost not to exceed \$30,000 as approved by the Commission at the September meeting. Services provided during this period include coordination between USDA and DNR on funding allocations.

# OF UNITS	UNIT DESCRIPTION	UNIT PRICE	LINE TOTAL
1.5 hrs.	Senior Project Engineer	\$135.00	\$202.50

TOTAL THIS PERIOD		\$202.50
CUMULATIVE PROFESSIONAL SERVICES THROUGH	12/23/2023	\$18,027.35
CUMULATIVE PREVIOUS BILLINGS FOR SERVICES THROUGH	11/11/2023	\$17,824.85
AMOUNT DUE THIS INVOICE		\$202.50

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THANK YOU!

INVOICE FOR SERVICES



6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

INVOICE NUMBER:	26242
INVOICE DATE:	January 11, 2024
PROJECT NUMBER:	WW 62

Waterloo Utilities
575 Commercial Avenue
Waterloo, WI 53594

Attention: Mr. Barry Sorenson, Superintendent

PROJECT NAME: Waterloo WWTP Construction

For professional services rendered in connection with construction administration services for the wastewater treatment plant construction for a lump sum cost of \$857,000 according to Amendment 5. Services during this period include coordination with the contractor and submittal review.

# OF UNITS	UNIT DESCRIPTION	UNIT PRICE	LINE TOTAL
1	PROFESSIONAL SERVICES		\$10,000.00

TOTAL THIS PERIOD		\$10,000.00
CUMULATIVE PROFESSIONAL SERVICES THROUGH	1/6/2024	\$252,750.00
CUMULATIVE PREVIOUS BILLINGS FOR SERVICES THROUGH	12/9/2023	\$242,750.00
AMOUNT DUE THIS INVOICE		\$10,000.00

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THANK YOU!

INVOICE FOR SERVICES



6264 Nesbitt Road
Madison, WI 53719
(608) 273-3350
www.tcengineers.net

INVOICE NUMBER:	26243
INVOICE DATE:	January 11, 2024
PROJECT NUMBER:	WW 65

Waterloo Utilities
575 Commercial Avenue
Waterloo, WI 53594

Attention: Mr. Barry Soreson, Superintendent

PROJECT NAME: WWTF Resident Engineering

For professional services rendered in connection with resident observation for the wastewater treatment plant construction on an hourly basis for an hourly cost estimated to be \$649,500 according to Amendment 5. Services provided during this period include resident engineering during the billing period.

# OF UNITS	UNIT DESCRIPTION	UNIT PRICE	LINE TOTAL
128.75 hrs.	Engineering Technician III	\$105.00	\$13,518.75
	Other		\$1,100.00

TOTAL THIS PERIOD		\$14,618.75
CUMULATIVE PROFESSIONAL SERVICES THROUGH	1/6/2024	\$153,776.99
CUMULATIVE PREVIOUS BILLINGS FOR SERVICES THROUGH	12/9/2023	\$139,158.24
AMOUNT DUE THIS INVOICE		\$14,618.75

PLEASE RETURN THE SECOND COPY OF THIS INVOICE WITH YOUR PAYMENT
THANK YOU!



Project Name:	Waterloo - 2023 Water and Wastewater Improvements
Project No.:	WW-47
Month of:	January 2024
Completed By:	Lisa Twarog

Monthly Report

General Construction Activities by Structure			
Structure	Activity		
05 - Site	<ul style="list-style-type: none"> - Retaining wall complete at north end of site - 18" airline from 50-75 is installed - 2 yard hydrants installed 		
05			
Vac Dump	- Complete.		
10	<ul style="list-style-type: none"> - Drywall, metal roof, gas & airlines installed - Pipe insulation ongoing - water heater and piping to unit heaters installed 		
20			
25			
30	- Diffusers installed		
35			
40			
45			
50	<ul style="list-style-type: none"> - Block wall demo except for breakroom complete - Corridor ductwork removed - Interior gas pipe and water line 75% complete 		
55	<ul style="list-style-type: none"> - Expansion joing caulking progress - Pipe work 		
60			
65			
70			
75			
85			
Booster Station			
Contractors/Firms On-Site		This Month's Work Change Directives	
Portzen Construction (General Contractor)		Roof Overflow Drains	\$ 25,579.00
Pieper Power (Electrical)		Str. 30 Valve Extensions	\$ 16,130.00
EB Insulators (Insulation)			
Grote & Son's (Painter)			
Thermo Dynamics (HVAC)			
Ram Roofing (Roofing)		Total:	\$ 41,709.00
RFI's/Clarifications/Issues			
- Str. 10 Room 120 & 118 Ceiling height lowered 6" for HVAC, PVC garage trim accepted, three (3) leaking ball valves replaced with gate valves, hinged grating required in front of manual bar screen			
Significant Meetings			
Date	Topic	Participants	Action Items
1/31/2024	Monthly Construction Meeting	Waterloo Utilities, Town & Country, Portzen Construction, Pieper Power	<ul style="list-style-type: none"> - Reach out to LW Allen on factory testing timeframe - Set up March/April meeting to discuss start up schedule and process - Determine timing and location for Str. 70 dome

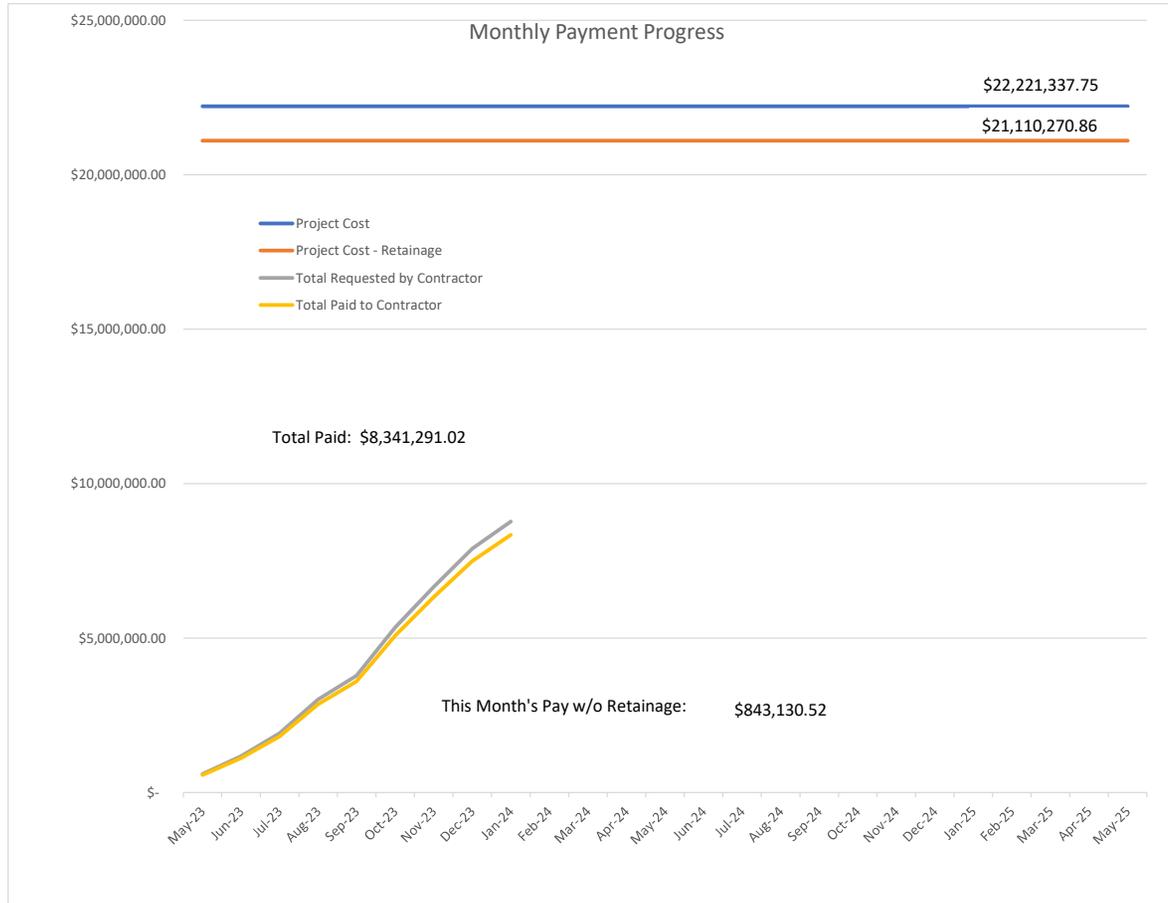
Anticipated Work Next Month

Structure	Activity
Site	- Piping 71c, 56, 43, 66, 53f, 47a, and chemical manhole 2
Vac Dump	
10	- taping, drywalling
20	
25	- Masonry
30	- Anoxic basin wall blowout repair
35	
40	
45	
50	- Work on temporary blowers setup
55	- Complete piping
60	
65	
70	
75	
85	



Project Name: Waterloo - 2023 Water and Wastewater Improvements
 Project No.: WW-47
 Month of: January 2024
 Completed By: Lisa Twarog

Monthly Payment Progress



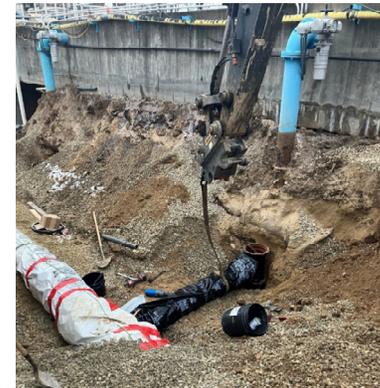
Monthly Progress Pictures



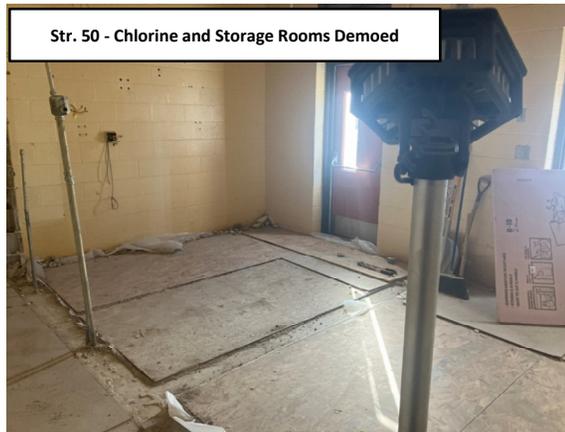
Str. 30 - Diffuser Installation



Str. 10 - Garage Metal Ceiling Liner Panel Installation



Site 05 - Air Laterals Coming off Line 45 Feeding Aeration Basins



Str. 50 - Chlorine and Storage Rooms Demoed



Str. 50 - New Water and Gas Lines



Site Progress

Fire Service, Inc. - Lake Mills
 105 S Industrial Dr
 Lake Mills, WI 53551
 gwellach@fireserviceinc.com
 920-945-0166



Estimate **WI-6173**

Date: **9/25/2023**

Bill To
 Waterloo Fire Department (WI)
 900 Industrial Ln.
 Waterloo, WI 53594
 P: 920-478-2535

Remit Payment To
 Fire Service Inc.
 9545 North Industrial Drive
 Saint John, IN 46373

Service Order

Purchase Order

Authorizer

WI-6173

Item	Description	Quantity	Rate	Amount
Labor	Replace Front Leaf Springs			\$1,860.00
Parts	Front Leaf Spring			\$3,463.61
Parts	U- Bolt 7/8x3.0x10.50			\$160.45
Parts	Nut Deep 7/8			\$30.34
Parts	Hanger Front			\$4,857.11
Parts	Spring Pin Front			\$471.52
Parts	Shackle Pin Front			\$160.99
Parts	U-Bolt Washer			\$28.22
			Subtotal	\$11,032.24
Labor	Replace Rear Leaf Springs			\$1,860.00
Parts	Rear Leaf Spring Assy			\$3,149.00
Parts	U-Bolt			\$175.68
Parts	Nut 1-1/8-12			\$105.84
Parts	Spring Pin F of F			\$235.95
Parts	Spring Bolt F of F			\$216.70
Parts	Nut 1-1/8x12 Stop Reg HEx			\$20.58
Parts	Nut 1-1/4-12 Stop Reg Hex			\$20.58
			Subtotal	\$5,784.33
	Shop Supplies			\$186.00

Item	Description	Quantity	Rate	Amount
Unit: Engine 68 (78C62)	VIN: 1F9E628T65CST2030	Labor		\$3,720.00
License Plate: (Wisconsin)	60528	Parts		\$13,096.57
2005SeagravePumper		Subtotal		\$17,002.57
Chassis: 19,435 Miles		Exempt (0% of \$0.00)		\$0.00
Engine: 1,887 Hours		Total		\$17,002.57

*: Core charges not included in total. You will be charged for any core that is not in returnable condition. This charge may be applied on a separate invoice.

The details and the estimate for the repairs provided above are based on our first inspection and do not constitute a guarantee that no further work or parts will be required. The estimate is not a guarantee of the final price of the repairs. The total bill of work and final price will be as per the details available on completion of the repairs. Other terms and conditions as applicable. If you authorize us to perform the above repairs, either verbally or in writing, you agree to pay in full for the work performed and parts required.

Customer Signature: _____

Printed Name: _____ Date: _____

A 3% fee will be assessed for credit card payments. For questions regarding your account, email fsi.ar@fireserviceinc.com or call 219-365-7157



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

ORDINANCE #2024-08

An Ordinance Amending Section §19-5 Library Board

The Common Council of the City of Waterloo, Wisconsin do ordain as follows:

Section 1: § 19-5 Library Board

A. Membership. The Municipal Library Board, **per § 43.54 Wis. Stats.** shall consist of seven members who shall include: one Alderperson appointed by the Mayor, subject to confirmation by the Council for a one-year term; the Waterloo School District Administrator or its representative; and five **municipal resident** members, **except that not more than two members may be residents of other district municipalities**, appointed by the Mayor, subject to confirmation by the Council, for staggered three-year terms effective **May 1st**.

[Amended by Ord. No. **2002-1 – and this new Ord No 2024-**]

B. Powers and duties. The Library Board shall have the powers and duties prescribed in § 43.58, Wis. Stats.

- (1) The Board shall consult with the Council for the purpose of coordinating library personnel policies with general City personnel policies.
- (2) The Board shall select, appoint, and supervise a certified library director and determine the duties and compensation of all library employees.
- (3) The Board shall review and approve the budget, submit it to the Finance and Personnel Committee, and assure adequate funds are provided to finance the approved budget.
- (4) No compensation shall be paid to the members of the library board for their services, except reimbursement may be for expenses incurred in performing duties outside the municipality if authorized by the board. ^[1]

*Editor's Note: Original § 1.21, Board of Health, which immediately followed this section, was repealed by Ord. No. **2001-3**.*

Section 2: This ordinance shall take effect and be in force after its passage and publication in a manner provided for by law.

Acted on and adopted at a result meeting of the Common Council on February 15, 2024.

CITY OF WATERLOO

Jenifer Quimby, Mayor

Attest:

Jeanne Ritter, City Clerk

Date Adopted _____ Date Published _____



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

ORDINANCE #2024-07

An Ordinance Amending Section §19-10 Parks Commission

The Common Council of the City of Waterloo, Wisconsin do ordain as follows:

Section 1: § 19-10 Parks Commission

[Amended by Ord. No. 87-7; Ord. No. 97-2; 3-19-2009 by Ord. No. 2009-05; 5-7-2009 by Ord. No. 2009-06; 5-7-2015 by Ord. No. 2015-03; 3-17-2016 by Ord. No. 2016-01]

A. Membership.

(1) The Parks Commission shall consist of five members, ~~all~~ appointed by the Mayor and subject to confirmation by Council, in the following manner:

(a) The Waterloo School Board ~~and the Waterloo Fire Department Board of Trustees~~ shall each propose to the Mayor a member to serve on the Parks Commission. The Mayor may then appoint such suggested individual~~(s)~~ to the Parks Commission.

(b) The Mayor shall appoint one Council member to a one-year term and ~~one~~ **three** citizen members to the remaining positions~~s~~.

(c) The first appointments of the four non-Council members shall be for the following terms: one for one year, one for two years and two for three years. Thereafter, the terms of non-Council members shall be for three years and until their successors are appointed and qualified. Vacancies shall be filled for the unexpired term by the Mayor, subject to Council confirmation.

(d) ~~The Parks Coordinator shall be the chair of the commission, with an indefinite term as a non-voting member, and shall not count as part of the quorum. Quorum shall be three members.~~

B. Ex officio members and advisors. Representatives of the Waterloo Youth Sports Organization and the ~~Waterloo Regional Trailhead Implementation Team~~ **Public Works Director** are hereby appointed as ex officio members of the Parks Commission, to serve in advisory roles, without the power to vote. Such ex officio members shall not be counted for purposes of determining a quorum of the Parks Commission. ~~The Parks Coordinator and Public Works Director shall also advise the Parks Commission and shall attend meetings unless excused by the Chair.~~

C. Powers and duties. The Parks Commission shall administer the operations of City parks in accordance with Chapter **273** of this Code.¹¹¹

[1]Editor's Note: Former § 19-11, Youth Board, added 10-20-2003 by Ord. No. 2003-5, as amended, and which immediately followed this section, was repealed 5-20-2010 by Ord. No. 2010-04.

Section 2: This ordinance shall take effect and be in force after its passage and publication in a manner provided for by law.

Acted on and adopted at a result meeting of the Common Council on February 15, 2024.

CITY OF WATERLOO

Jenifer Quimby, Mayor

Attest:

Jeanne Ritter, City Clerk

Date Adopted:

Date Published:

**City of Waterloo, Wisconsin
Seasonal Park Facility Rental Agreement**

This Seasonal Park Facility Rental Agreement (the "Agreement") is made between the City of Waterloo, Wisconsin (the "City") and _____ (the "User"), (collectively, the "Parties").

WHEREAS, the City owns and operates parks, buildings, fields, and other facilities" that are managed by the Parks Department and are available for reservation and rent to teams, groups, organizations, and individuals on a seasonal or yearly basis;

WHEREAS, the User has submitted a Seasonal Park Facility Rental Application (the "Application") to the City for reservation, rental, and use of the following Park Facility:

Park Facility: _____; and

WHEREAS, the User's Application has been approved by the Parks Department; and

WHEREAS, the City has adopted the Seasonal Park Facility Rental Rules and Regulations (the "Rules and Regulations") which are attached to this Agreement and incorporated herein by reference.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth below, the Parties agree as follows:

1. **Park Facility.** The City rents the above-named Park Facility to the User. Any offices or private areas in the Park Facility are not available for use by the User.
2. **Term.** User shall be entitled to use the Park Facility on _____ (days of week), from _____ a.m. / p.m. (circle one) to _____ a.m. /p.m. (circle one), from _____, 20__ (date commencing rental reservation) to _____, 20__ (date terminating rental reservation).
3. **Rent.** User agrees to pay the City the sum \$_____ to rent the above-named Park Facility for the Term articulated in Section 2 of this Agreement. The rent is due seven (7) days prior to the commencement of the Term. If the User cancels this Agreement or this Agreement is terminated, the rent paid by the User will be returned on a pro rata basis.
4. **Security Deposit.** The User paid a security deposit of \$_____ with the Application. The security deposit will be returned or kept pursuant to the Rules and Regulations.
5. **Food.** The City does / does not (circle one) authorize food to be served at the Park Facility as described in the Application.
6. **Insurance.** The User is required to obtain liability insurance effective for the Term of this Agreement. User agrees to obtain at least the minimum coverage of \$500,000.00 per occurrence, \$1,000,000.00 aggregate. The User agrees to provide a certificate of insurance to the City showing the required coverage at least seven (7) days prior to commencement of the Term and naming the City as an Additional Insured.

7. **Property Damage/Missing Items.** The User agrees to pay the City for any physical damage to the Park Facility or its consents during the Term. The User also agrees to replace or pay the cost of replacement for any missing items.
8. **Indemnification.** The User shall defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys' fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with the use of the Park Facility by the User or by the User's guests or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents.
9. **Waiver and Assumption of Risk.** The User knows, understands, and acknowledges the risks and hazards associated with using the Park Facility and hereby assumes any and all risks and hazards associated therewith. User hereby irrevocably waives any and all claims against the City or any of its officials, employees, or agents for any bodily injury (including death), loss or property damage incurred by the User as a result of using the Park Facility and hereby irrevocably releases and discharges the City and any of its officials, employees, or agents from any and all claims of liability.
10. **Rules and Regulations.** The User certifies that the User has read the attached Rules and Regulations and agrees to be bound by the Rules and Regulations. The User shall be responsible for ensuring compliance with the Rules and Regulations by the User's guests or invitees.
11. **Termination.** The Parties agree that this Agreement terminates upon expiration of the Term articulated in Section 2. Either party may terminate this Agreement upon 60 days' notice to the other and this notice can be provided via U.S. Mail or E-Mail. For the City, notice shall be delivered to the Parks Coordinator. For the User, notice shall be provided to the individual who signed this Agreement for the User. The City may terminate this Agreement and remove any User from a Park Facility if the User is not in compliance with this Agreement or pursuant to the applicable Rules and Regulations.
12. **General Provisions.**
 - A. **Entire Agreement.** This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
 - B. **Amendments.** Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.
 - C. **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Wisconsin.
 - D. **Captions.** Section headings contained in this Agreement are included for convenience only and form no part of the Agreement between the Parties.
 - E. **Waiver.** The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
 - F. **Savings Clause.** If a court finds any portion of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect.

IN WITNESS WHEREOF, the Parties caused this Agreement to be approved on the dates below.

By signing this agreement, I declare that I have read, understand, and agree to all of the terms and condition of this Agreement.

USER:

_____ Date: _____

By: _____

CITY OF WATERLOO

_____ Date: _____

Parks Coordinator

**CITY OF WATERLOO, WISCONSIN
SEASONAL PARK FACILITY RENTAL RULES AND REGULATIONS**

The following Rules and Regulations govern the reservation, rental, and use of any City of Waterloo (the “City”) park, building, field, and other facilities, which are referred to hereafter as “Park Facility”.

1. User Responsibilities:

- a. The User of a Park Facility must attend an “After Use Maintenance” meeting with the City Parks Coordinator prior to the Users first use of a Park Facility.
- b. The User must prepare the Park Facility for its own individual use.
- c. The User must provide its own equipment for use of the Park Facility.
- d. The User must return the Park Facility to its pre-use condition upon the conclusion of each use of the Park Facility. Failure to restore the Park Facility to its pre-use condition may result in Penalties, up to and including termination of User’s Seasonal Park Facility Rental Agreement.
- e. The User must provide janitorial services for the Park Facility following each use of the facility, which shall include but is not limited to the cleaning of any restroom, toilet, concession stand, and/or kitchen. (Multiple Day events, such as but not limited to Tournaments, Camps, etc.)

2. Penalties:

- a. The City may penalize any User who does not abide by these Rules and Regulations and the terms of its Seasonal Park Facility Rental Agreement as follows:
 - i. 1st Offense – Warning issued by the City Parks Coordinator
 - ii. 2nd Offense –Fee charged to user according to Maintenance Fee (#3)
 - iii. 3rd Offense - Fee charged to user according to Maintenance Fee (#3)
 - 1. Users will have to meet with Park Coordinator on “After Use Maintenance”.
 - iv. 4th Offense – Cancellation of the User’s scheduled Events for one week

*Continued Offenses could result in Termination of the User’s Seasonal Park Facility Rental Agreement.

- 3. **Maintenance Fee:** If User fails to comply with the agreed Park Facility maintenance responsibilities articulated in Section 1 of these Rules and Regulations, the City may charge the User for any time City of Waterloo staff spends cleaning, repairing, or restoring the Park Facility to its pre-use condition. Users will be charged \$50.00 per hour for each City Employee that helps in cleaning, repairing, or restoring the Park Facility to its pre-use condition, with a minimum charge of \$100.00.

Initials: _____

Waterloo City Council - Annual Calendar Announcements & Recognition

Meeting nights: 1st & 3rd Thursdays at 7:00 pm

JANUARY
FEBRUARY - Audit Prep
MARCH - Review Appointed Committee Assignments - Waterloo incorporated March 19, 1859 (Village status)
APRIL - Anniversary April 11, 1962 (City status) - National Library Week (generally 2 nd full week in April) 1 st mtg - National Linework Day 18 th 1 st mtg - Annual Organizational Mtg & Appointments - 2nd mtg after regular election - Audit Presentation 2 nd mtg - National Parks Week (3 rd Saturday start) 2 nd mtg
MAY - National Firefighters Day (always May 4th) 1 st mtg - National Police Week (w/o May 15 th) 1 st mtg - National EMS Week (3 rd full week of May Sat-Sun) 2 nd mtg - National Public Works Day (3 rd full week of May) 2 nd mtg
JUNE
JULY - Budget Kick off
AUGUST
SEPTEMBER - Annual Wheel Tax Ordinance – 1 st mtg
OCTOBER - National Government Week (2 nd week)
NOVEMBER - Budget public hearing and consideration of a Finance, Insurance & Personnel Committee budget recommendation
DECEMBER

ONLINE LINKS

- [Municipal Code Chapter 30 -- CITY COUNCIL](#)
- [2021-2026 Comprehensive Plan Update](#)