



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

CITY OF WATERLOO COUNCIL AGENDA
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET
Thursday, June 5, 2025 – 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: May 15, 2025
- 3.) CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit)
- 4.) MEETING SUMMARIES (since last Council meeting)
 - a. 05/20/2025 Board of Review
 - b. 05/27/2025 Plan Commission – Cancelled
 - c. 05/28/2025 Library
 - d. 06/02/2025 Special Finance Fire/EMS Union Discussion
 - e. 06/03/2025 Waterloo Water & Light
 - f. 06/04/2025 Parks Commission
 - g. 06/05/2025 Finance (Special)
 - h. 06/05/2025 Public Safety & Health
 - i. 06/05/2025 Public Works & Property
- 5.) NEW BUSINESS
- 6.) RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
 - a. Finance (Special)
 - i. Resolution 2025-27 Police Department Purchasing New Ford Vehicle – action
 - ii. Job Descriptions Public Works Director and Parks Coordinator - action
 - b. Waterloo Utilities
 - i. Resolution 2025-28 CMAR
 - ii. Portzen Pay #24 – action
 - iii. City of Waterloo Project Tracking Budget and funding Allocations for Wastewater Remodel - informational
 - iv. Town & Country Update -informational
 - c. Public Safety & Health
 - i. Resolution 2025-26 Exempting LT from overtime and comp time max
 - ii. Night Market -Waterloo Business Association Event
 - d. Public Works & Property Committee
 - i. Ordinance 2025-08 §350-7 Amending Parking Restrictions
- 7.) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 8.) ADJOURNMENT

Jeanne Ritter
Clerk/Deputy Treasurer

Posted & Emailed: 05/30/2025.

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: May 15, 2025

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

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Jeni Quimby called the meeting to order at 7:00 p.m. Alderpersons present: S. Cummings, A. Kuhl, C. Kuhl, Griffin, Weihert, Thomas, and Haseleu. Attending Remotely: none Absent: none Others attending in-person: Police Chief Sorenson; Lt Warner; DPW Supervisor Yerges; Assistant DPW Supervisor Hauptli, Ehlers Representative Casey Griffiths, Clerk Ritter, Treasurer Nelson, The Independent Leader and WLOO Videographers. The Pledge of Allegiance was recited.
- 2) MEETING MINUTES APPROVAL: May 1, 2025 Motion [Cummings/A. Kuhl] VOICE VOTE: Motion Carried.
- 3) PRESENTATIONS AND REPORTS
 - a) 2024 Baker-Tilly Audit informational
- 4) CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit)
- 5) MEETING SUMMARIES (since last Council meeting)
 - a) 05/06/2025 Water & Light Commission
 - b) 05/14/2025 Cable TV
 - c) 05/15/2025 Finance, Insurance, and Personnel
- 6) CONSENT AGENDA ITEMS Motion [A. Kuhl/Cummings/] VOICE VOTE: Motion Carried.
 - a) 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.
- 7) OLD BUSINESS
 - a) Chicken pen height- Remove height minimum Motion [Cummings/C. Kuhl] VOICE VOTE: Motion Carried.
 - b) Water Tower-sent back to Utilities to do with what they want.
- 8) NEW BUSINESS
 - a) Removal of 254 Jefferson St. McKay Nursery Building-action Motion [Cummings/A. Kuhl] C. Kuhl abstains VOICE VOTE: Motion Carried.
- 9) RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
 - a) Finance
 - i) April 2025 Financial Statements: Payroll \$89,316.99, General Disbursements \$349,631.82, and Clerk/Treasurers Reports [\[see on municipal website\]](#)- action [C. Kuhl/Weihert] ROLL CALL YES 7 NO 0 Motion Carried.
 - ii) Resolution 2025-23 Resolution Approving the Receipt of an Innovation Grant – action Motion [C. Kuhl/Weihert] VOICE VOTE; Motion Carried.
 - iii) Discussion on Police LT Wages and Comp. Time
 - b) Waterloo Water & Light
 - i) Portzen Pay #23 – action Motion [Cummings/C. Kuhl]
 - ii) City of Waterloo Project Tracking Budget and funding Allocations for Wastewater Remodel -informational
 - iii) Town & Country Update -informational
 - c) Waterloo Fire & EMS
 - i) Equipment Maintenance Contract- No action
 - d) Public Works
 - i) Job descriptions for DPW Supervisor and Parks Coordinator - No action
- 10) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 11) ADJOURNMENT [C. Kuhl/Weihert] VOICE VOTE: Motion carried. 8:16 pm



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Resolution 2025-27

A Resolution of the City of Waterloo Authorizing the Purchase of a New 2025 Ford Police Vehicle

WHEREAS, the Waterloo Police Department needs a new Police Vehicle; and

WHEREAS, bids have been received from numerous dealers; and

WHEREAS, the Police Chief recommends the bid from _____ in _____, WI be accepted; and

WHEREAS, the total amount of the new 2025 Ford Police Vehicle is \$_____; and

WHEREAS, the funds for this purchase will come from 2025 Police Safety Outlay Equipment.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waterloo that:

1. The City Council approves bid from _____ in _____, WI. For the purchase price of _____.
2. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this ____ day of _____ 2025.

City of Waterloo

Signed: _____
Jenifer Quimby, Mayor

Attest:

Jeanne Ritter Clerk/Deputy Treasurer

City of Waterloo, Wisconsin

Position Description: Director of Public Works

Class Title: Director of Public Works

Department: Department of Public Works

Location: 211 Hendricks Street, Waterloo, WI 53594

Updated: March 2025

GENERAL PURPOSE

The Director of Public Works is a working supervisor responsible for overseeing the daily operations of the Department of Public Works. This position includes hands-on, in-the-field duties and supervision of skilled and semi-skilled staff involved in maintaining streets, public rights-of-way, and municipal properties.

SUPERVISION RECEIVED

Reports directly to the Mayor of the City of Waterloo.

SUPERVISION EXERCISED

Directly supervises Public Works personnel. Responsibilities include assigning tasks, overseeing performance, and making recommendations regarding promotions, salary adjustments, hiring, and disciplinary actions.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Plan, coordinate, and supervise Public Works staff in the maintenance and repair of streets, stormwater systems, public infrastructure, and city-owned properties.
- Provide assistance to the Parks Director in park maintenance, as feasible, based on other department priorities.
- Serve as a working supervisor actively participating in fieldwork, including but not limited to:
 1. Street cleaning, repair, signage, and striping
 2. Annual reporting of street, parking lot, path, and sidewalk conditions
 3. Snow and ice control
 4. Tree and brush collection and disposal
 5. Storm sewer inspection and maintenance
 6. Weed control and turf management

7. Basic building inspections and maintenance (excluding electrical/plumbing)
 8. Cemetery grounds maintenance
 9. Placement and removal of traffic barricades for special events
 10. Maintenance of seasonal decorations and planters
 11. Assistance to Police Department regarding stray animals, wildlife, and code enforcement inspections
- Attend and contribute to monthly Public Works Committee meetings, department head meetings, City Council sessions, and other meetings as required.
 - Recruit, train, evaluate, and manage permanent and seasonal employees; implement staff development and corrective action plans as needed.
 - Investigate and resolve citizen concerns and complaints.
 - Advise the Mayor on departmental operations, recommend policy updates, and conduct operational studies as needed.
 - Collaborate with the City Engineer on infrastructure review for public projects, ensuring proper street access, drainage, and stormwater compliance.
 - Ensure compliance with applicable laws, codes, and regulations; complete and submit required reports.
 - Conduct inspections to maintain safety and ADA compliance of municipal facilities.
 - Represent the City at intergovernmental and community meetings to share information, explain policies, and build partnerships.
 - Develop and manage the department's annual budget, monitor expenditures, and ensure cost-effective service delivery.
 - Establish and oversee a vehicle and equipment maintenance schedule.
 - Perform related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Strong leadership and time management skills with the ability to oversee multiple operations and respond to emergencies (e.g., snow events, storm damage).
- Comprehensive knowledge of maintenance practices, materials, equipment, and safety procedures related to public infrastructure.
- Excellent communication and interpersonal skills to work effectively with staff, city officials, and the public.

- Willingness and ability to work in adverse weather conditions, including nights, weekends, and holidays as necessary.
- Proficiency in setting and achieving departmental goals and improving operational efficiencies.
- Ability to analyze problems, evaluate alternatives, and implement effective solutions.
- Knowledge of relevant laws, policies, and regulations at the federal, state, and local levels.
- Clear and professional verbal and written communication.
- Capability to develop bid specifications and manage contracts and proposals.
- Commitment to safety, including compliance with OSHA and Wisconsin DSPS requirements and staff training.

SPECIAL REQUIREMENTS

Possession of a valid Class A Commercial Driver's License (CDL) or the ability to obtain one within six months of hire.

TOOLS & EQUIPMENT USED

Includes but is not limited to: heavy and light equipment and vehicles, personal computers, telephones, two-way radios, and other standard office and field tools.

PHYSICAL DEMANDS & WORKING CONDITIONS

This position requires a blend of office and fieldwork, with approximately 50% of time spent outdoors in variable weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

DISCLAIMER

This job description outlines representative duties of the position and does not include every task that may be assigned. The City of Waterloo reserves the right to modify the duties and responsibilities of the position at any time without notice.

ACKNOWLEDGMENT

I acknowledge that I have reviewed this job description for the Director of Public Works and understand the responsibilities and requirements outlined herein.

Employee Signature: _____

Date: _____

City of Waterloo, Wisconsin

Position Description: Parks Coordinator

Class Title: Parks Coordinator

Department: Parks Department

Location: 136 N. Monroe Street, Waterloo, WI 53594

Updated: March 2025

GENERAL PURPOSE

The Parks Coordinator serves as a key liaison between the City of Waterloo and various public and private organizations. This position is responsible for planning, implementing, and managing recreational programs and events that address the social, educational, and wellness needs of the community. The Coordinator also oversees park maintenance operations and supervises staff, ensuring the proper upkeep of all municipal park facilities and grounds.

SUPERVISION RECEIVED

Reports to the Mayor of the City of Waterloo.

SUPERVISION EXERCISED

Directly supervises Parks Department employees, seasonal staff, volunteers, and event bartenders.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Oversee day-to-day operations and long-term planning for the Parks Department.
- Coordinate a variety of recreational programs and services during weekdays, evenings, and weekends.
- Manage maintenance and repair projects for all park facilities and properties.
- Prepare and manage the department's annual budget; monitor expenditures to ensure cost-effective operations.
- Maintain equipment inventories and coordinate equipment replacement as needed.
- Keep accurate records and generate monthly and special reports.
- Recruit, train, supervise, and evaluate department staff, volunteers, and seasonal workers.
- Plan and execute large-scale city events, including managing fundraising efforts.

- Manage department purchasing and procure supplies for both administrative and program needs.
- Develop and distribute marketing materials including newsletters, flyers, and brochures.
- Promote department programs and special events through the city website and social media.
- Maintain current and accurate online calendars for all municipal parks.
- Foster community engagement by coordinating with local businesses and organizations.
- Manage contracts and facility usage with Waterloo Youth Sports, Waterloo School District, and other partners.
- Work with the Department of Public Works on facility and park maintenance coordination.
- Attend Parks Commission meetings, city council meetings, and other relevant gatherings.
- Stay current through training and maintain all required certifications.
- Assist with updating the Park Open Space Plan.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organizational and multitasking skills, especially during emergencies or high-demand situations.
- Knowledge of park maintenance practices, equipment, and safety procedures.
- Proven leadership skills with the ability to evaluate and guide staff.
- Excellent communication and interpersonal skills to build positive relationships with coworkers and the public.
- Ability to support and assist Public Works as needed.
- Willingness to work in adverse weather and flexible hours as required.
- Capable of developing and achieving departmental goals and streamlining operations.
- Experience in preparing administrative and financial reports.
- Ability to analyze issues, develop solutions, and implement improvements.
- Competency in interpreting and applying local, state, and federal regulations.
- Skilled in bid and proposal processes.
- Commitment to safety compliance and staff training per OSHA and DSPS standards.

- Proficiency with Microsoft Office and standard software tools.

SPECIAL REQUIREMENTS

Must remain compliant with current Wisconsin laws regarding alcohol and raffle sales.

TOOLS AND EQUIPMENT USED

Heavy and light equipment for park maintenance; standard office tools including phones, radios, and computers.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed 50% in an office setting and 50% outdoors in park environments. Exposure to extreme weather conditions is expected.

Physical demands include the ability to sit or stand for long periods, occasionally lift and move moderate weight, and perform tasks that require bending, twisting, and reaching. Must be able to operate vehicles and equipment safely.

DISCLAIMER

This description outlines representative duties of the position and does not include every task that may be assigned. The City of Waterloo reserves the right to change job duties as needed.

ACKNOWLEDGMENT

I acknowledge that I have reviewed the job description for the Parks Coordinator position and understand the responsibilities and expectations outlined.

Employee Signature: _____

Date: _____



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RESOLUTION #2025-28

**REVIEW OF THE ANNUAL WASTEWATER TREATMENT PLANT
COMPLIANCE MAINTENANCE REPORT**

The Common Council of the City of Waterloo, Wisconsin does hereby resolve as follows:

WHEREAS, the Waterloo Water & Light Commission and the City of Waterloo Common Council have reviewed the annual Wastewater Treatment Plant Compliance Maintenance Report, which accompanies this resolution;

THEREFORE, BE IT RESOLVED, that the City of Waterloo Common Council informs the Wisconsin Department of Natural Resources that appropriate actions will continue to be taken to maintain and exceed compliance measures.

PASSED AND ADOPTED this ____ day of June 2025.

City of Waterloo

Signed: _____
Jenifer Quimby, Mayor

Attest:

Jeanne Ritter
Clerk/Deputy Treasurer

SPONSOR(S) – Utility Superintendent & Utility Commission

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:

5/28/2025

2024

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	0.3133	x	415	x	8.34	=	1,085
February	0.3286	x	343	x	8.34	=	941
March	0.3509	x	348	x	8.34	=	1,017
April	0.4319	x	287	x	8.34	=	1,033
May	0.3781	x	363	x	8.34	=	1,144
June	0.5183	x	271	x	8.34	=	1,173
July	0.5056	x	314	x	8.34	=	1,324
August	0.3899	x	433	x	8.34	=	1,409
September	0.3370	x	378	x	8.34	=	1,062
October	0.3148	x	403	x	8.34	=	1,059
November	0.3316	x	405	x	8.34	=	1,120
December	0.2929	x	420	x	8.34	=	1,025

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	.509	x	90	=	0.4581
		x	100	=	.509
Design BOD, lbs/day	1967	x	90	=	1770.3
		x	100	=	1967

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	1	1	0	0
July	1	1	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		2	1	0	0
Points		4	1	0	0
Total Number of Points					5

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:

5/28/2025

2024

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- ☒ Yes Enter last calibration date (MM/DD/YYYY)

2024-11-11

- ☐ No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

- ☒ Yes

- ☐ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

- ☒ Yes

- ☐ No

If Yes, please explain:

Local industry had high pH, contacted them to adjust their pH.

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

- ☒ Yes

- ☒ Yes

- ☐ Yes

- ☐ No

- ☐ No

- ☒ No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

- ☐ Yes

gallons

- ☒ No

Holding Tanks

- ☐ Yes

gallons

- ☒ No

Grease Traps

- ☐ Yes

gallons

- ☒ No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

- ☐ Yes

- ☒ No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
5/28/2025 **2024**

<div><div><input type="radio"/> Yes</div><div><input checked="" type="radio"/> No</div></div> <div>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.</div> <div></div>	
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Total Points Generated	5
Score (100 - Total Points Generated)	95
Section Grade	A

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
5/28/2025 2024

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	24	21.6	1	1	0	0
February	24	21.6	1	1	0	0
March	24	21.6	0	1	0	0
April	24	21.6	0	1	0	0
May	12	10.8	0	1	0	0
June	12	10.8	0	1	0	0
July	12	10.8	0	1	0	0
August	12	10.8	0	1	0	0
September	12	10.8	0	1	0	0
October	12	10.8	0	1	0	0
November	24	21.6	0	1	0	0
December	24	21.6	0	1	0	0

* Equals limit if limit is ≤ 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

● Yes Enter last calibration date (MM/DD/YYYY)
2024-11-11

○ No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

NONE

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

● Yes
○ No

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
5/28/2025 **2024**

If Yes, please explain:

Over on chlorides due to pickle industry. They have started pretreatment in 2025 to lower chlorides.

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?

☐ Yes

☒ No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?

☐ Yes

☐ No

☒ N/A

Please explain unless not applicable:

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
5/28/2025 2024

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	24	21.6	1	1	0	0
February	24	21.6	2	1	0	0
March	24	21.6	1	1	0	0
April	24	21.6	1	1	0	0
May	12	10.8	1	1	0	0
June	12	10.8	1	1	0	0
July	12	10.8	0	1	0	0
August	12	10.8	1	1	0	0
September	12	10.8	0	1	0	0
October	12	10.8	0	1	0	0
November	24	21.6	0	1	0	0
December	24	21.6	0	1	0	0

* Equals limit if limit is <= 10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:		7	3
Exceedances		0	0
Points		0	0
Total Number of Points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:

5/28/2025

2024

Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceed ance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceed ance
January	11	16	.426	0	.05	.047	1.463	.39	0
February	11	16	.056	0	.027	.07	.073	.06	0
March	11	16	.062	0	.057	.04	.06	.09	0
April	6.9	9.9	.06	0	.05	.047	.05	.037	0
May	7.8	8.2	.906	0	.103	3.043	.553	.387	0
June	7.8	8.2	.108	0	.093	.177	.07	.09	0
July	7.8	8.2	.091	0	.253	.033	.043	.073	0
August	7.8	8.2	.038	0	.033	.043	.05	.033	0
September	7.8	8.2	.037	0	.033	.033	.033	.047	0
October	11	16	.284	0	.037	.037	.03	.147	0
November	11	16	.118	0	.04	.287	.04	.103	0
December	11	16	1.651	0	.133	1.263	1.573	4.16	0
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
5/28/2025 **2024**

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.210	1	0
February	1	0.238	1	0
March	1	0.134	1	0
April	1	0.125	1	0
May	1	0.277	1	0
June	1	0.250	1	0
July	1	0.236	1	0
August	1	0.114	1	0
September	1	0.146	1	0
October	1	0.294	1	0
November	1	0.216	1	0
December	1	0.142	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- ☐ Land applied under your permit
- ☐ Publicly Distributed Exceptional Quality Biosolids
- ☒ Hauled to another permitted facility
- ☐ Landfilled
- ☐ Incinerated
- ☐ Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 005 - CAKE SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75										0				0	0
Cadmium		39	85										.58				0	0
Copper		1500	4300										240				0	0
Lead		300	840										0				0	0
Mercury		17	57										0				0	0
Molybdenum	60		75										5.9			0		0
Nickel	336		420										12			0		0
Selenium	80		100										0			0		0
Zinc		2800	7500										400				0	0

Outfall No. 002 - LIQUID SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75														0	0
Cadmium		39	85														0	0
Copper		1500	4300														0	0
Lead		300	840														0	0
Mercury		17	57														0	0
Molybdenum	60		75													0		0
Nickel	336		420													0		0
Selenium	80		100													0		0
Zinc		2800	7500														0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)
- 1-2 (10 Points)
- > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- Yes

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<p>o No (10 points)</p> <p>● N/A - Did not exceed limits or no HQ limit applies (0 points)</p> <p>o N/A - Did not land apply biosolids until limit was met (0 points)</p> <p>3.1.3 Number of times any of the metals exceeded the ceiling limits = 0</p> <p>Exceedence Points</p> <p>● 0 (0 Points)</p> <p>o 1 (10 Points)</p> <p>o > 1 (15 Points)</p> <p>3.1.4 Were biosolids land applied which exceeded the ceiling limit?</p> <p>o Yes (20 Points)</p> <p>● No (0 Points)</p> <p>3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?</p> <div></div>	0
<p>6. Biosolids Storage</p> <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <p>● >= 180 days (0 Points)</p> <p>o 150 - 179 days (10 Points)</p> <p>o 120 - 149 days (20 Points)</p> <p>o 90 - 119 days (30 Points)</p> <p>o < 90 days (40 Points)</p> <p>o N/A (0 Points)</p> <p>6.2 If you checked N/A above, explain why.</p> <div></div>	0
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div></div>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none">● Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/>○ No (40 points) <input type="checkbox"/><input type="checkbox"/> <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none">● Yes○ No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none">● Yes<ul style="list-style-type: none">○ Paper file system○ Computer system● Both paper and computer system○ No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none">● Yes○ No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none">○ Excellent● Very good○ Good○ Fair○ Poor <p>Describe your rating:</p>	

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We are undergoing a upgrade where the old equipment is being replaced with new. After start up and training we will be adding more work orders to keep up with the new equipment.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- ☒ Yes (0 points)
- ☐ No (20 points)

Name:

MICHAEL W KITELINGER

Certification No:

33696

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes				
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	X	NA	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- ☒ Yes (0 points)
- ☐ No (20 points)

2.3 For wastewater treatment facilities with a registered or certified laboratory, is at least one operator that works in the laboratory certified at the basic level in the laboratory (L) subclass?

- ☒ Yes
- ☐ No
- ☐ N/A – Wastewater treatment facility does not have a registered or certified laboratory

2.4 For wastewater treatment facilities that own and operate a sanitary sewage collection system, has at least one operator been designated the OIC for sanitary sewage collection system and certified at the basic level in the sanitary sewage collection system (SS) subclass?

- ☒ Yes
- ☐ No
- ☐ N/A – Owner of the Wastewater treatment facility does not own and operate a sanitary sewage collection system

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- ☒ One or more additional certified operators on staff

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<div><input type="checkbox"/> An arrangement with another certified operator</div> <div><input type="checkbox"/> An arrangement with another community with a certified operator</div> <div><input type="checkbox"/> An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year</div> <div><input type="checkbox"/> A consultant to serve as your certified operator</div> <div><input type="checkbox"/> None of the above (20 points)</div> <div>If "None of the above" is selected, please explain:</div> <div></div>	0
<div>4. Continuing Education Credits</div> <div>4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?</div> <div>OIT and Basic Certification:</div> <div><input type="radio"/> Averaging 6 or more CECs per year.</div> <div><input type="radio"/> Averaging less than 6 CECs per year.</div> <div>Advanced Certification:</div> <div><input checked="" type="radio"/> Averaging 8 or more CECs per year.</div> <div><input type="radio"/> Averaging less than 8 CECs per year.</div>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

1. Provider of Financial Information

Name:

Joy Bisco

Telephone:

920-478-2260

(XXX) XXX-XXXX

E-Mail Address
(optional):

jbisco@waterlooutilities.com

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

- Yes (0 points) ☐
- No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?
Year:

2024

- 0-2 years ago (0 points) ☐
- 3 or more years ago (20 points) ☐
- N/A (private facility)

2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

- Yes (0 points)
- No (40 points)

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year:

2024

- 1-2 years ago (0 points) ☐
- 3 or more years ago (20 points) ☐
- N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR

\$ 558,236.70

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

\$ 0.00

3.2.3 Adjusted January 1st Beginning Balance

\$ 558,236.70

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

+

\$ 17,656.19

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box

3.2.6.1 below*)

-

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 575,892.89

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund?

\$ 575,892.89

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

☒ Yes

☐ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

☒ Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

☐ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	WWTP UPGRADE	\$30,000,000	2023
2	Hendricks street project	\$380,000	2025
3	South Van Buren St. and Milwaukee St.	\$415,000	2027
4	HWY 89 / E Madison St.	\$1,182,000	2028

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 4

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	4,086	
February	3,771	
March	3,120	
April	2,632	
May	1,762	
June	2,119	
July	2,550	
August	1,940	
September	1,692	
October	1,769	
November	2,941	
December	3,369	
Total	31,751	0
Average	2,646	0

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☐ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

● No

○ Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/ Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/ Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	71,345	9.71	7,348	33.64	2,121	1,755
February	65,920	9.53	6,917	27.29	2,416	1,314
March	64,970	10.88	5,972	31.53	2,061	942
April	61,922	12.96	4,778	30.99	1,998	670
May	61,992	11.72	5,289	35.46	1,748	110
June	52,633	15.55	3,385	35.19	1,496	79
July	51,852	15.67	3,309	41.04	1,263	74
August	54,970	12.09	4,547	43.68	1,258	64
September	47,915	10.11	4,739	31.86	1,504	82
October	46,710	9.76	4,786	32.83	1,423	242
November	56,462	9.95	5,675	33.60	1,680	505
December	65,726	9.08	7,239	31.78	2,068	1,492
Total	702,417	137.01		408.89		7,329
Average	58,535	11.42	5,332	34.07	1,753	611

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- ☒ Aerobic Digestion
- ☐ Anaerobic Digestion
- ☐ Biological Phosphorus Removal
- ☐ Coarse Bubble Diffusers
- ☒ Dissolved O2 Monitoring and Aeration Control
- ☐ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☒ Influent Pumping
- ☒ Mechanical Sludge Processing
- ☐ Nitrification
- ☒ SCADA System
- ☒ UV Disinfection
- ☒ Variable Speed Drives
- ☐ Other:

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7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

Treatment plant upgrade with new equipment.

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

☒ No

☐ Yes

If Yes, how is the biogas used (Check all that apply):

☐ Flared Off

☐ Building Heat

☐ Process Heat

☐ Generate Electricity

☐ Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

☐ No

☒ Yes

☐ Entire facility

Year:

By Whom:

Describe and Comment:

☒ Part of the facility

Year:

2017

By Whom:

Cory Naly

Describe and Comment:

LED lighting.

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

☒ Yes

☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

☒ Yes

☐ No (30 points)

☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Manhole repairs, jetting 25% of sewer lines, televising problem areas.

Did you accomplish them?

☒ Yes

☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

☒ Organizational structure and positions (eg. organizational chart and position descriptions)

☒ Internal and external lines of communication responsibilities

☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2024-05-02

Does your sewer use ordinance or other legally binding document address the following:

☒ Private property inflow and infiltration

☒ New sewer and building sewer design, construction, installation, testing and inspection

☐ Rehabilitated sewer and lift station installation, testing and inspection

☐ Sewage flows satellite system and large private users are monitored and controlled, as necessary

☒ Fat, oil and grease control

☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

☒ Equipment and replacement part inventories

☒ Up-to-date sewer system map

☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

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- ☐ A description of routine operation and maintenance activities (see question 2 below)
- ☐ Capacity assessment program
- ☐ Basement back assessment and correction
- ☐ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☐ Construction, Inspection, and Testing
- ☐ Others:

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☐ Response order, timing and clean-up
- ☐ Public notification protocols
- ☐ Training
- ☐ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

☐ Special Studies Last Year (check only those that apply):

- ☐ Infiltration/Inflow (I/I) Analysis
- ☐ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
- ☐ Lift Station Evaluation Report
- ☐ Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input type="text" value="32.52"/>	% of system/year
Root removal	<input type="text" value="78"/>	% of system/year
Flow monitoring	<input type="text" value="0"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="3.8"/>	% of system/year
Manhole inspections	<input type="text" value="21.45"/>	% of system/year
Lift station O&M	<input type="text" value="4"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="1"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="0"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0"/>	% of system/year
Private sewer I/I removal	<input type="text" value="0"/>	% of private services

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River or water crossings

100

% of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

46.94	Total actual amount of precipitation last year in inches
30.9	Annual average precipitation (for your location)
16.78	Miles of sanitary sewer
4	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
14	Number of basement backup occurrences
14	Number of complaints
.37441	Average daily flow in MGD (if available)
.7848	Peak monthly flow in MGD (if available)
.0327	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.83	Basement backups (number/sewer mile)
0.83	Complaints (number/sewer mile)
2.1	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.1	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- ☐ Yes
☒ No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- ☐ Yes
☒ No

If Yes, please describe:

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<div></div>
5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:
<div>None</div>
5.4 What is being done to address infiltration/inflow in your collection system?
<div>Sealing of manholes.</div>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Resolution or Owner's Statement

Name of Governing
Body or Owner:

City of Waterloo

Date of Resolution or
Action Taken:

2025-05-27

Resolution Number:

2025-28

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

Compliance Maintenance Annual Report

Waterloo Wastewater Treatment Facility

Last Updated: Reporting For:
5/28/2025 **2024**

Grading Summary

WPDES No: 0030881

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	148
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

Contractor's Application for Payment

Owner: <u>Waterloo Utilities</u>	Owner's Project No.: _____
Engineer: <u>Town & Country Engineering</u>	Engineer's Project No.: <u>WW-62</u>
Contractor: <u>Portzen</u>	Contractor's Project No.: <u>23-04</u>
Project: <u>2023 Water and Wastewater Improvements</u>	
Contract: <u>Wastewater Treatment Facility and Water Booster Station</u>	
Application No.: <u>24</u>	Application Date: <u>5/29/2025</u>
Application Period: <u>From</u> <u>5/1/2025</u> <u>to</u> <u>5/31/2025</u>	

1. Original Contract Price	\$ 22,221,337.75
2. Net change by Change Orders	\$ 293,182.38
3. Current Contract Price (Line 1 + Line 2)	\$ 22,514,520.13
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 19,929,563.46
5. Retainage	
a. <u>5%</u> X <u>\$ 19,141,539.69</u> Work Completed	\$ 957,076.98
b. <u>5%</u> X <u>\$ 788,023.77</u> Stored Materials	\$ 39,401.19
c. Total Retainage (Line 5.a + Line 5.b)	\$ 996,478.17
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 18,933,085.29
7. Less previous payments (Line 6 from prior application)	\$ 18,464,821.25
8. Amount due this application	\$ 468,264.04
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 2,584,956.67


Contractor's Certification


The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: <u>Portzen Construction Inc.</u>	
Signature: 	Date: <u>5/29/2025</u>

Recommended by Engineer By:  Title: <u>Project Engineer</u> Date: <u>6/2/2025</u>	Approved by Owner By: _____ Title: _____ Date: _____
Approved by Funding Agency By: _____ Title: _____ Date: _____	By: _____ Title: _____ Date: _____

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.: 24		Application Period: From 05/01/25 to 05/31/25		Application Date: 05/29/25				
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	172,000.00	1,500.00		173,500.00	96%	7,198.00
4	Project Management	\$ 466,830.00	446,600.00	3,500.00		450,100.00	96%	16,730.00
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	12,300.00			12,300.00	96%	512.00
8	Job trailer	\$ 17,325.00	17,100.00			17,100.00	99%	225.00
9	Trash Disposal	\$ 31,500.00	29,127.00	575.00		29,702.00	94%	1,798.00
10	Safety	\$ 15,750.00	15,500.00			15,500.00	98%	250.00
11	Survey & Staking	\$ 10,500.00	7,500.00			7,500.00	71%	3,000.00
12	Concrete Testing	\$ 26,250.00	24,600.00			24,600.00	94%	1,650.00
13	Project Sign	\$ 1,575.00	1,575.00			1,575.00	100%	-
14	Lodging	\$ 196,350.00	193,800.00	2,000.00		195,800.00	100%	550.00
15	Temp. Utilities	\$ 105,000.00	99,500.00	2,000.00		101,500.00	97%	3,500.00
16	Cleaning Site and Building	\$ 45,990.00	36,500.00	3,500.00		40,000.00	87%	5,990.00
17	Equipment Rental	\$ 175,600.00	173,150.00			173,150.00	99%	2,450.00
18	SITEWORK					-		-
19	Selective Demolition	\$ 241,105.00	206,298.00	15,800.00		222,098.00	92%	19,007.00
20	Site Demo	\$ 114,251.00	73,866.00	12,000.00		85,866.00	75%	28,385.00
21	Erosion Control	\$ 5,250.00	4,520.00			4,520.00	86%	730.00
22	Rammed Aggregate Piers	\$ 109,605.00	109,605.00			109,605.00	100%	-
23	Paving Prep	\$ 182,735.00	15,000.00	15,000.00		30,000.00	16%	152,735.00
24	Asphalt Paving	\$ 171,308.00				-	0%	171,308.00
25	Concrete Paving	\$ 155,770.00	16,800.00			16,800.00	11%	138,970.00
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	132,900.00			132,900.00	83%	26,986.00
29	Building Excavation and Backfill	\$ 190,756.00	190,756.00			190,756.00	100%	-
30	Sanitary Systems	\$ 1,515,690.00	1,515,690.00			1,515,690.00	100%	-
31	Storm Systems	\$ 121,166.00	90,415.00	25,723.00		116,138.00	96%	5,028.00
32	Water Systems	\$ 214,044.00	198,261.00		5,782.50	204,043.50	95%	10,000.50
33	Site Air Piping	\$ 245,980.00	245,980.00			245,980.00	100%	-
34	Landscaping WWTF	\$ 46,550.00				-	0%	46,550.00
35	CONCRETE					-		-
36	Concrete	\$ 938,579.00	925,653.00	6,500.00		932,153.00	99%	6,426.00
37	Precast Concrete	\$ 41,583.00	41,583.00			41,583.00	100%	-
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	93,952.00			93,952.00	100%	-
42	Masonry Labor ST25	\$ 156,675.00	148,676.00			148,676.00	95%	7,999.00
43	Masonry Materials ST 50	\$ 8,515.00	8,000.00			8,000.00	94%	515.00
44	Masonry Labor ST50	\$ 19,753.00	17,000.00			17,000.00	86%	2,753.00
45	Masonry Materials ST 55	\$ 44,533.00	44,533.00			44,533.00	100%	-
46	Masonry Labor ST55	\$ 75,320.00	75,320.00			75,320.00	100%	-
47	METALS					-		-
48	Structural Steel Framing	\$ 24,267.00	23,085.82	1,181.18		24,267.00	100%	-
49	Metal Fabrications	\$ 110,144.00	105,830.34	4,313.66		110,144.00	100%	-
50	Guard & Hand Rail	\$ 170,313.00	164,797.78			164,797.78	97%	5,515.22

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.:	24		Application Period:	From	05/01/25	to	05/31/25	Application Date: 05/29/25		
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 (\$)						
51	Bar Grating	\$ 384,672.00	380,290.00	4,382.00		384,672.00	100%	-		
52	Labor to install	\$ 229,145.00	217,145.00			217,145.00	95%	12,000.00		
53	Access Hatches	\$ 12,600.00	12,600.00			12,600.00	100%	-		
54	CARPENTRY					-		-		
55	Trusses	\$ 39,108.00	39,108.00			39,108.00	100%	-		
56	Truss Labor	\$ 22,460.00	22,460.00			22,460.00	100%	-		
57	Rough Carpentry	\$ 130,546.00	123,500.00			123,500.00	95%	7,046.00		
58	Finish Carentry	\$ 5,386.00				-	0%	5,386.00		
59	THERMAL & MOISTURE					-		-		
60	Dampproofing & Joint Sealants	\$ 78,250.00	73,317.00			73,317.00	94%	4,933.00		
61	Thermal Insulation	\$ 21,854.00	21,854.00			21,854.00	100%	-		
62	Weather barrier	\$ 5,250.00	5,250.00			5,250.00	100%	-		
63	ST 10 Roofing Materials	\$ 117,398.00	110,232.00			110,232.00	94%	7,166.00		
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	23,610.00			23,610.00	100%	-		
66	ST 25 Roofing Labor	\$ 14,857.00	14,857.00			14,857.00	100%	-		
67	ST 35 Roofing Materials	\$ 7,954.00	7,954.00			7,954.00	100%	-		
68	ST 35 Roofing Labor	\$ 3,512.00	3,512.00			3,512.00	100%	-		
69	ST 50 Roofing Materials	\$ 41,764.00	41,764.00			41,764.00	100%	-		
70	ST 50 Roofing Labor	\$ 17,556.00	17,556.00			17,556.00	100%	-		
71	ST 55 Roofing Materials	\$ 21,510.00	21,510.00			21,510.00	100%	-		
72	ST 55 Roofing Labor	\$ 12,755.00	12,755.00			12,755.00	100%	-		
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	11,887.00			11,887.00	100%	-		
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	21,817.00			21,817.00	62%	13,323.00		
80	Sectional Overhead Doors	\$ 62,450.00	45,754.00			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	14,490.00			14,490.00	100%	-		
83	Attic Access	\$ 5,250.00	4,900.00			4,900.00	93%	350.00		
84	FINISHES					-		-		
85	Gyp Wall Board Assemblies	\$ 36,414.00	30,500.00			30,500.00	84%	5,914.00		
86	Acoustical Ceilings	\$ 15,015.00				-	0%	15,015.00		
87	Quarry Tile	\$ 72,420.00	42,553.00			42,553.00	59%	29,867.00		
88	Vinyl Wall Base	\$ 693.00	693.00			693.00	100%	-		
89	Painting	\$ 469,740.00	441,340.00			441,340.00	94%	28,400.00		
90	SPECIALTIES	\$ 13,681.00	1,240.95		7,582.36	8,823.31	64%	4,857.69		
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	67,568.00			67,568.00	100%	-		
95	Labor to install casework	\$ 9,118.00	9,118.00			9,118.00	100%	-		
96	Engineering for Casework	\$ 2,100.00	2,100.00			2,100.00	100%	-		
97	MECHANICAL					-		-		
98	Plumbing& Process Project Management	\$ 126,000.00	85,680.50	10,230.00		95,910.50	76%	30,089.50		
99	STRUCTURE 10:					-		-		
100	Plumbing/Hydronics Materials and Equipment	\$ 136,500.00	77,400.00		40,000.00	117,400.00	86%	19,100.00		
101	Plumbing/Hydronics Labor	\$ 262,500.00	188,835.00			188,835.00	72%	73,665.00		

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.:	24	Application Period:	From	05/01/25	to	05/31/25	Application Date:	05/29/25
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 (\$)				
102	Plumbing Insulation Materials	\$ 6,898.00	5,848.00			5,848.00	85%	1,050.00
103	Plumbing Insulation Labor	\$ 5,515.00	4,465.00			4,465.00	81%	1,050.00
104	Excavation	\$ 11,550.00	10,200.00			10,200.00	88%	1,350.00
105	HVAC Equipment	\$ 312,841.00	82,361.00		219,505.00	301,866.00	96%	10,975.00
106	HVAC Sheetmetal	\$ 61,950.00	14,700.00			14,700.00	24%	47,250.00
107	HVAC Vent, Stands	\$ 6,720.00	2,625.00			2,625.00	39%	4,095.00
108	HVAC Misc. Materials	\$ 5,775.00	3,150.00			3,150.00	55%	2,625.00
109	HVAC Equipment Rental	\$ 9,450.00	5,775.00			5,775.00	61%	3,675.00
110	HVAC Labor	\$ 130,218.00	33,600.00			33,600.00	26%	96,618.00
111	HVAC Management	\$ 5,250.00	4,200.00			4,200.00	80%	1,050.00
112	HVAC Test and Balance	\$ 10,080.00				-	0%	10,080.00
113	HVAC Controls	\$ 168,000.00	61,950.00			61,950.00	37%	106,050.00
114	HVAC Submittals, Pre-Con and Mobilization	\$ 71,720.00	16,800.00			16,800.00	23%	54,920.00
115	HVAC Insulation Materials	\$ 16,810.00	11,379.00			11,379.00	68%	5,431.00
116	HVAC Insulation Labor	\$ 13,844.00	12,415.00			12,415.00	90%	1,429.00
117	STRUCTURE 20					-		-
188	Process Materials	\$ 42,000.00	39,900.00	2,100.00		42,000.00	100%	-
119	Process Labor	\$ 37,800.00	28,350.00	8,400.00		36,750.00	97%	1,050.00
120	STRUCTURE 25:					-		-
121	Plumbing/Process Materials	\$ 36,750.00	36,750.00			36,750.00	100%	-
122	Plumbing/Process Labor	\$ 49,350.00	49,350.00			49,350.00	100%	-
123	Plumbing Insulation Material	\$ 3,555.00	3,555.00			3,555.00	100%	-
124	Plumbing Insulation Labor	\$ 2,703.00	2,575.00			2,575.00	95%	128.00
125	HVAC Sheet Metal	\$ 15,750.00	15,750.00			15,750.00	100%	-
126	HVAC Vent, Stands	\$ 4,200.00	4,200.00			4,200.00	100%	-
127	HVAC Misc. Materials	\$ 3,150.00	3,150.00			3,150.00	100%	-
128	HVAC Equipment Rental	\$ 4,200.00	4,200.00			4,200.00	100%	-
129	HVAC Labor	\$ 36,267.00	33,600.00			33,600.00	93%	2,667.00
130	HVAC Management	\$ 2,625.00	2,625.00			2,625.00	100%	-
131	HVAC Insulation Materials	\$ 2,241.00	2,241.00			2,241.00	100%	-
132	HVAC Insulation Labor	\$ 1,839.00	1,839.00			1,839.00	100%	-
133	STRUCTURE 30					-		-
134	Process Materials	\$ 89,250.00	89,250.00			89,250.00	100%	-
135	Process Labor	\$ 140,700.00	140,700.00			140,700.00	100%	-
136	STRUCTURE 35:					-		-
137	Plumbing/ Process Materials	\$ 5,250.00	5,250.00			5,250.00	100%	-
138	Plumbing/Process Labor	\$ 1,050.00	1,050.00			1,050.00	100%	-
139	HVAC Sheet Metal	\$ 5,250.00	5,250.00			5,250.00	100%	-
140	HVAC Misc. Materials	\$ 2,100.00	2,100.00			2,100.00	100%	-
141	HVAC Equipment Rental	\$ 2,100.00	2,100.00			2,100.00	100%	-
142	HVAC Labor	\$ 25,856.00	23,625.00			23,625.00	91%	2,231.00
143	HVAC Management	\$ 2,625.00	2,625.00			2,625.00	100%	-
144	HVAC Submittals, Pre-Con and Mobilization	\$ 6,300.00	6,300.00			6,300.00	100%	-
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	13,125.00	1,575.00		14,700.00	100%	-
149	Process Labor	\$ 30,450.00	26,250.00	4,200.00		30,450.00	100%	-
150	STRUCTURE 50:					-		-
151	Plumbing/Process Materials	\$ 299,250.00	289,294.15			289,294.15	97%	9,955.85
152	Plumbing/Process Labor	\$ 893,231.00	861,683.00	8,400.00		870,083.00	97%	23,148.00

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.:	24		Application Period:	From	05/01/25	to	05/31/25	Application Date:	05/29/25	
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 (\$)						
153	Plumbing Insulation Material	\$ 2,440.00	2,440.00			2,440.00	100%	-		
154	Plumbing Insulation Labor	\$ 1,730.00	1,730.00			1,730.00	100%	-		
155	HVAC Sheet Metal	\$ 9,450.00	8,400.00			8,400.00	89%	1,050.00		
156	HVAC Misc. Materials	\$ 9,923.00	2,100.00			2,100.00	21%	7,823.00		
157	HVAC Equipment Rental	\$ 3,150.00	2,100.00			2,100.00	67%	1,050.00		
158	HVAC Labor	\$ 64,776.00	53,550.00			53,550.00	83%	11,226.00		
159	HVAC Management	\$ 2,625.00	1,575.00			1,575.00	60%	1,050.00		
160	HVAC Submittals, Pre-Con and Mobilization	\$ 12,600.00	8,925.00			8,925.00	71%	3,675.00		
161	HVAC Insulation Materials	\$ 1,120.00	1,120.00			1,120.00	100%	-		
162	HVAC Insulation Labor	\$ 975.00	975.00			975.00	100%	-		
163	STRUCTURE 55					-		-		
164	Plumbing/Process Materials	\$ 168,000.00	168,000.00			168,000.00	100%	-		
165	Plumbing/Process Labor	\$ 115,500.00	115,500.00			115,500.00	100%	-		
166	Plumbing Insulation Materials	\$ 1,837.00	1,837.00			1,837.00	100%	-		
167	Plumbing Insulation Labor	\$ 1,405.00	1,405.00			1,405.00	100%	-		
168	HVAC Sheet Metal	\$ 12,600.00	12,600.00			12,600.00	100%	-		
169	HVAC Vent, Stands	\$ 6,300.00	6,300.00			6,300.00	100%	-		
170	HVAC Misc. Materials	\$ 2,362.00	2,362.00			2,362.00	100%	-		
171	HVAC Equipment Rental	\$ 2,100.00	2,100.00			2,100.00	100%	-		
172	HVAC Labor	\$ 25,331.00	25,331.00			25,331.00	100%	-		
173	HVAC Management	\$ 2,625.00	2,625.00			2,625.00	100%	-		
174	HVAC Submittals, Pre-Con and Mobilization	\$ 15,750.00	15,750.00			15,750.00	100%	-		
175	HVAC Insulation Materials	\$ 1,120.00	1,120.00			1,120.00	100%	-		
176	HVAC Insulation Labor	\$ 975.00	975.00			975.00	100%	-		
177	STRUCTURE 60					-		-		
178	Process Materials	\$ 55,650.00	53,550.00	1,050.00		54,600.00	98%	1,050.00		
179	Process Labor	\$ 44,100.00	39,165.00	2,850.00		42,015.00	95%	2,085.00		
180	STRUCTURE 70					-		-		
181	Process Materials	\$ 44,100.00	43,600.00			43,600.00	99%	500.00		
182	Process Labor	\$ 162,750.00	154,875.00			154,875.00	95%	7,875.00		
183	STRUCTURE 75					-		-		
184	Plumbing/Process Materials	\$ 31,415.00	27,825.00	3,590.00		31,415.00	100%	-		
185	Plumbing/Process Labor	\$ 68,250.00	55,125.00	13,125.00		68,250.00	100%	-		
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	138,776.00			138,776.00	100%	-		
191	Supervision	\$ 140,127.00	105,094.90	8,407.62		113,502.52	81%	26,624.48		
192	Start-up & Commissioning	\$ 15,785.00	1,578.50	9,471.00		11,049.50	70%	4,735.50		
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	86,039.93			86,039.93	95%	4,533.07		
198	Electrical Material	\$ 227,857.00	227,838.46			227,838.46	100%	18.54		
199	Electrical Lighting and Labor	\$ 9,548.00	4,775.00	4,773.00		9,548.00	100%	-		
200	Generator Install	\$ 19,960.00	17,962.00			17,962.00	90%	1,998.00		
201	Demo	\$ 17,690.00	10,944.00	3,892.00		14,836.00	84%	2,854.00		
202	Electrical Excavation & ductbank	\$ 95,592.00	81,894.00			81,894.00	86%	13,698.00		
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.:	24	Application Period:	From	05/01/25	to	05/31/25	Application Date:	05/29/25	
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 (\$)					
204	Temp Electric	\$ 17,326.00	13,860.10	866.00		14,726.10	85%	2,599.90	
205	Electrical Raceway Material	\$ 107,165.00	63,226.00	6,430.00		69,656.00	65%	37,509.00	
206	Electrical Raceway Labor	\$ 104,843.00	57,343.75	5,242.00		62,585.75	60%	42,257.25	
207	Electrical Wire Material	\$ 18,490.00	13,865.68	2,773.00		16,638.68	90%	1,851.32	
208	Electrical Wire Labor	\$ 25,925.00	14,253.00	2,592.00		16,845.00	65%	9,080.00	
209	Electrical Labor - MCC, Gear & Equipment	\$ 9,806.00	3,748.00	3,137.00		6,885.00	70%	2,921.00	
210	Electrical Lighting and Labor	\$ 62,270.00	46,700.00			46,700.00	75%	15,570.00	
211	STR 20					-		-	
212	Electrical Material	\$ 6,190.00	4,209.00	1,981.00		6,190.00	100%	-	
213	Electrical Labor	\$ 6,160.00	3,684.00	2,476.00		6,160.00	100%	-	
214	STR 25					-		-	
215	Electrical Material	\$ 56,170.00	51,690.54	4,479.46		56,170.00	100%	-	
216	Electrical Labor	\$ 56,725.00	47,077.94	9,647.06		56,725.00	100%	-	
217	Electrical Lighting and Labor	\$ 24,694.00	22,225.00	2,469.00		24,694.00	100%	-	
218	STR 30					-		-	
219	Electrical Material	\$ 40,647.00	40,620.00			40,620.00	100%	27.00	
220	Electrical Labor	\$ 41,110.00	37,724.00	2,563.85		40,287.85	98%	822.15	
221	STR 35					-		-	
222	Electrical Material	\$ 14,827.00	13,876.00	951.00		14,827.00	100%	-	
223	Electrical Labor	\$ 23,100.00	20,299.00	1,646.00		21,945.00	95%	1,155.00	
224	Electrical Lighting and Labor	\$ 9,190.00	9,190.00			9,190.00	100%	-	
225	STR 40					-		-	
226	Electrical Material	\$ 16,622.00	7,309.00	9,313.00		16,622.00	100%	-	
227	Electrical Labor	\$ 14,581.00	2,887.00	11,694.00		14,581.00	100%	-	
228	Electrical Lighting and Labor	\$ 12,091.00	12,059.00	32.00		12,091.00	100%	-	
229	STR 50					-		-	
230	Electrical Material	\$ 133,977.00	109,554.30	24,422.70		133,977.00	100%	-	
231	Electrical Labor	\$ 112,934.00	86,958.00	14,682.00		101,640.00	90%	11,294.00	
232	Electrical Lighting and Labor	\$ 52,589.00	16,906.00	1,500.00		18,406.00	35%	34,183.00	
233	Electrical Labor - MCC, Gear & Equipment	\$ 13,705.00	10,508.00	3,197.00		13,705.00	100%	-	
234	STR 55					-		-	
235	Electrical Material	\$ 37,762.00	34,095.00	3,667.00		37,762.00	100%	-	
236	Electrical Labor	\$ 53,015.00	50,192.00	2,823.00		53,015.00	100%	-	
237	Electrical Lighting and Labor	\$ 8,388.00	7,968.00	420.00		8,388.00	100%	-	
238	STR 60					-		-	
239	Electrical Material	\$ 7,497.00	4,910.00	2,587.00		7,497.00	100%	-	
240	Electrical Labor	\$ 12,235.00	1,216.00	10,320.00		11,536.00	94%	699.00	
241	Electrical Lighting and Labor	\$ 2,910.00	2,348.00	562.00		2,910.00	100%	-	
242	STR 70					-		-	
243	Electrical Material	\$ 27,350.00	27,350.00			27,350.00	100%	-	
244	Electrical Labor	\$ 19,915.00	16,329.00	2,578.00		18,907.00	95%	1,008.00	
245	Electrical Lighting and Labor	\$ 30,410.00	30,410.00			30,410.00	100%	-	
246	STR 75					-		-	
247	Electrical Material	\$ 6,165.00	915.00	5,250.00		6,165.00	100%	-	
248	Electrical Labor	\$ 5,893.00	870.00	4,434.00		5,304.00	90%	589.00	
249	Electrical Lighting and Labor	\$ 6,666.00	652.00	4,333.00		4,985.00	75%	1,681.00	
250	PROCESS INTERCONNECTIONS					-		-	
251	Installation of Stop Plates and Logs	\$ 3,717.00	2,500.00			2,500.00	67%	1,217.00	
252	Installation of Slide and Weir Gates	\$ 38,241.00	36,100.00			36,100.00	94%	2,141.00	
253	Prefabricated Flumes	\$ 3,087.00	3,087.00			3,087.00	100%	-	
254	Installation of Flumes	\$ 2,955.00	2,955.00			2,955.00	100%	-	

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.:	24		Application Period:	From	05/01/25	to	05/31/25	Application Date: 05/29/25		
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 (\$)					
255	MATERIAL PROCESSING AND HANDLING EQUIPMENT						-		-	
256	Cranes and Hoist		\$ 73,952.00	73,952.00			73,952.00	100%	-	
257	Labor to install Cranes and Hoist		\$ 19,948.00	19,948.00			19,948.00	100%	-	
258	PROCESS GAS & LIQUID HANDLING, PURIFICATION & STORAGE EQUIPMENT						-		-	
259	Air Sparging Blowers		\$ 30,000.00		28,571.43		28,571.43	95%	1,428.57	
260	Labor to install Air Sparging Blowers		\$ 3,192.00	3,192.00			3,192.00	100%	-	
261	Labor to install High Speed Blowers		\$ 9,975.00	9,975.00			9,975.00	100%	-	
262	Labor to install Rotary Lobe Blowers		\$ 9,975.00	9,975.00			9,975.00	100%	-	
263	Aluminum Domes		\$ 456,750.00	456,750.00			456,750.00	100%	-	
264	Labor for Aluminum Domes		\$ 204,750.00	204,750.00			204,750.00	100%	-	
265	Electrical Motors Install		\$ 3,990.00		3,990.00		3,990.00	100%	-	
266	WATER & WASTEWATER EQUIPMENT						-		-	
267	Installation of step Screen and Washer		\$ 4,788.00	4,788.00			4,788.00	100%	-	
268	Installation of Vortex Grit Chamber		\$ 6,384.00	6,384.00			6,384.00	100%	-	
269	Installation of Grit Seperator Classifier		\$ 6,384.00	6,384.00			6,384.00	100%	-	
270	Installation of Mixers		\$ 11,172.00	11,172.00			11,172.00	100%	-	
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	9,600.00	3,168.00		12,768.00	100%	-	
274	Labor to install UV System		\$ 6,384.00	6,384.00			6,384.00	100%	-	
275	Labor to install Samplers		\$ 798.00	798.00			798.00	100%	-	
276	Budget Allowances						-		-	
277	Soils Testing Services		\$ 20,000.00	1,062.98			1,062.98	5%	18,937.02	
278	Electrical Service		\$ 75,000.00	84,487.47			84,487.47	113%	(9,487.47)	
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	28,072.93			28,072.93	70%	11,927.07	
282	Office Furniture		\$ 20,000.00	1,845.00			1,845.00	9%	18,155.00	
283	Lab Equipment		\$ 30,000.00	32,822.84	1,816.07		34,638.91	115%	(4,638.91)	
284	Shop Tools and Storage		\$ 30,000.00	11,195.00	472.50		11,667.50	39%	18,332.50	
285	Truck Lift		\$ 15,000.00	7,506.00			7,506.00	50%	7,494.00	
286	Skid Steer		\$ 80,000.00	38,500.00			38,500.00	48%	41,500.00	
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	50,938.87			50,938.87	68%	24,061.13	
291	Pre-negotiated Items						-		-	
292	Diesel Engine Driven Generator/ Transfer Switch		\$ 298,618.00	298,618.00			298,618.00	100%	-	
293	Process Integration & Control		\$ 1,371,706.00	1,361,973.80			1,361,973.80	99%	9,732.20	
294	Process Valves		\$ 368,967.00	246,437.00		122,530.00	368,967.00	100%	-	
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		299,746.88		299,746.88	100%	-	
297	Dry Pit Pumps		\$ 66,040.00		66,040.00		66,040.00	100%	-	
298	Torque Flow Grit Pumps		\$ 26,285.00			23,656.50	23,656.50	90%	2,628.50	
299	Submersible Waste Water Pumps		\$ 210,704.00		200,000.00		200,000.00	95%	10,704.00	
300	Step Screen with Washer Compact		\$ 128,593.49	128,593.49			128,593.49	100%	-	
301	Mechanical Vortex Grit Chamber		\$ 72,750.00	72,750.00			72,750.00	100%	-	
302	Grit Seperator Classifier		\$ 68,860.00	68,860.00			68,860.00	100%	-	
303	Submersible Mixers		\$ 80,885.00	80,885.00			80,885.00	100%	-	
304	Flexible Membrane Disc Diffuses		\$ 151,200.00	143,640.00			143,640.00	95%	7,560.00	
305	Tertiary Filters		\$ 654,186.38	50,200.00	603,986.38		654,186.38	100%	-	

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.:	24		Application Period:	From	05/01/25	to	05/31/25	Application Date:	05/29/25
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 (\$)					
306	Open Channel UV Treatment	\$ 169,720.00	169,720.00			169,720.00	100%	-	
307	Waste Water Samplers	\$ 16,293.00	16,293.00			16,293.00	100%	-	
308	STR 75 Prenegotiated Items					-	-	-	
309	Process Integration & Control	\$ 44,606.00	36,090.00			36,090.00	81%	8,516.00	
310	Process Valves	\$ 4,742.00		4,742.00		4,742.00	100%	-	
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	1,200.00			1,200.00	28%	3,060.00	
315	Selective Demolition	\$ 30,610.00	2,500.00			2,500.00	8%	28,110.00	
316	Sitework	\$ 25,000.00	25,000.00			25,000.00	100%	-	
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	3,180.00			3,180.00	100%	-	
321	Metal Fabrications	\$ 5,350.00	5,350.00			5,350.00	100%	-	
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	6,300.00	7,350.00		13,650.00	11%	107,100.00	
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	7,715.00	14,785.00		22,500.00	35%	41,803.00	
332	Electrical Labor	\$ 44,340.00	4,877.00			4,877.00	11%	39,463.00	
333	Electrical Lighting and Labor	\$ 12,132.00				-	0%	12,132.00	
334	Electrical Labor - MCC, Gear & Equipment	\$ 31,615.00	7,903.00			7,903.00	25%	23,712.00	
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		61,217.00		61,217.00	90%	6,802.00	
338	Instrumentation and Control	\$ 146,342.00	34,290.00			34,290.00	23%	112,052.00	
339	Process Valves	\$ 28,765.00			28,765.00	28,765.00	100%	-	
								-	
								-	
Original Contract Totals		\$ 22,062,937.75	\$ 17,188,989.02	\$ 1,624,991.79	\$ 788,023.77	\$ 19,602,004.58	89%	\$ 1,943,364.58	

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.:	24	Application Period:	From	05/01/25	to	05/31/25	Application Date:	05/29/25
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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 (\$)				
Change Orders								
	Change Order #1	188,613.00	188,613.00			188,613.00	100%	-
	Change Order #2	104,569.38	77,988.38	26,581.00		104,569.38	100%	-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
Change Order Totals		\$ 293,182.38	\$ 266,601.38	\$ 26,581.00	\$ -	\$ 293,182.38	100%	\$ -
Original Contract and Change Orders								
Project Totals		\$ 22,356,120.13	\$ 17,455,590.40	\$ 1,651,572.79	\$ 788,023.77	\$ 19,895,186.96	89%	\$ 1,943,364.58

Progress Estimate - Unit Price 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.:	24	Application Period:	From	05/01/25	to	05/31/25	Application Date: 05/29/25				
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A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Original Contract											
B-1	Excavation	1,000.00	CY	20.00	20,000.00	468.00	9,360.00		9,360.00	47%	10,640.00
B-2	Structural Fill	1,000.00	CY	58.00	58,000.00	403.00	23,374.00		23,374.00	40%	34,626.00
B-3	Breaker Run	300.00	CY	58.00	17,400.00		-		-	0%	17,400.00
B-4	Fencing	50.00	LF	60.00	3,000.00		-		-	0%	3,000.00
B-5	Reinforced Concrete	100.00	CY	450.00	45,000.00		-		-	0%	45,000.00
B-6	Asphalt	300.00	SY	30.00	9,000.00		-		-	0%	9,000.00
B-7	Pipe Bollards	5.00	EA	750.00	3,750.00		-		-	0%	3,750.00
B-8	Geotextile Fabric	250.00	SY	5.00	1,250.00	328.50	1,642.50		1,642.50	131%	(392.50)
B-9	Silt Fencing	250.00	LF	4.00	1,000.00		-		-	0%	1,000.00
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
					-		-		-		-
Original Contract Totals					\$ 158,400.00		\$ 34,376.50	\$ -	\$ 34,376.50	22%	\$ 124,023.50

Progress Estimate - Unit Price 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.:	24	Application Period:	From	05/01/25	to	05/31/25	Application Date:	05/29/25			
-------------------------	----	----------------------------	-------------	----------	-----------	----------	--------------------------	----------	--	--	--

A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
Change Orders											
					-		-		-		-
					-		-		-		-
					-		-		-		-
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					-		-		-		-
Change Order Totals					\$ -		\$ -	\$ -	\$ -		\$ -
Original Contract and Change Orders											
Project Totals					\$ 158,400.00		\$ 34,376.50	\$ -	\$ 34,376.50	22%	\$ 124,023.50

Stored Materials Summary
Contractor's Application for Payment

Owner: Waterloo Utilities Engineer: Town & Country Engineering Contractor: Portzen Project: 2023 Water and Wastewater Improvements Contract: Wastewater Treatment Facility and Water Booster Station						Owner's Project No.: Engineer's Project No.: WW-62 Contractor's Project No.: 23-04						
Application No.: 24		Application Period:		From 05/01/25	to 05/31/25	Application Date: 05/29/25						
A	B	C	D	E	F	G	H	I	J	K	L	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	Materials Stored			Incorporated in Work			Materials Remaining in Storage (I-L) (\$)
						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) (\$)	
263	P000014525		Materials ready for shipment	CST	9	95,817.00		95,817.00	95,817.00		95,817.00	-
								-			-	-
								-			-	-
								-			-	-
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								-			-	-
Totals						\$ 95,817.00	\$ -	\$ 95,817.00	\$ 95,817.00	\$ -	\$ 95,817.00	\$ -

State of Wisconsin
 Department of Natural Resources
 Bureau of Community Financial Assistance
 101 S. Webster St., PO Box 7921
 Madison WI 53707-7921
 FAX (608) 267-0496
DNRCFELDisbursements@wisconsin.gov

Request for Disbursement for Financial Assistance Programs

Form 8700-215 (R 12/22)

Page 1 of 4

☒ Clean Water Fund Program ☐ Safe Drinking Water Loan Program

Notice: This form is authorized by ss. 281.58, 281.59, and 281.61, Wis. Stats. Submittal of a completed form to the Department is mandatory for all applicants seeking payments from the Clean Water Fund Program, the Environmental Improvement Fund or the Safe Drinking Water Loan Program. Failure to submit a completed form to the Department shall be grounds for denial of payment. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records Law [ss. 19.31-19.39, Wis. Stats.]. **See page 2 for instructions and payment cycles.**

1. Municipality	2. Project Number	3. Request Number	4. Type of Request
City of Waterloo	4682-04	10	<input checked="" type="radio"/> Partial <input type="radio"/> Final

Disbursement worksheet must be completed and invoices must be attached for all costs.	This Claim	For DNR Use Only	
		Adjustments	Claim Amount Paid
Force Account Complete worksheet on page 3	\$	\$	\$
Interim Financing			
Preliminary Design/Engineering			
Land or Easement Acquisition			
Engineering / Construction Management	24,832.42		
Construction / Equipment	447,235.79		
Miscellaneous Costs			
EIF Closing Costs			
Total Requested	472,068.21		

Municipal Certification

I certify: (The following boxes must be marked before this request will be processed.)

- ☒ The amounts requested are in accordance with the terms of the Financial Assistance Agreement (FAA) and are for eligible project costs that have been incurred and have not been reimbursed on any previous request.
- ☒ I am the municipal representative authorized to complete this request and that all necessary approvals by consultants and municipal governing officials have been obtained.
- ☒ The Project complies with the Davis-Bacon and Related Acts, which require that all laborers and mechanics employed by the contractors, and subcontractors, were paid wages at rates not less than those listed on the prevailing wage rate contained in the contract documents.
- ☒ The Davis-Bacon poster was posted at all times by the contractor and subcontractors at the work site.
- ☒ All contractors have provided the municipality or engineer with certified weekly payrolls for labor performed for all costs requested with this Request for Disbursement for Financial Assistance Programs Form.

Date Signed _____

Signature of Municipal Representative _____

Title Mayor

Telephone Number (920) 478-3025

DO NOT WRITE BELOW THIS LINE - DNR USE ONLY

Received Date	DNR Approval and Date	DOA Approval and Date	Project At %
Comments			

Instructions

Type or print legibly.

1. Enter the official name of the municipality.
2. Enter the project number.
3. Number the Request for Disbursement sequentially starting with 1.
4. Select "Partial" until the final request is submitted. When it is the final request, it is important that it be indicated as final.

The request must be signed by a municipal representative employed by the municipality. This representative is certifying that the requested costs are in accordance with the terms set forth in the FAA. Also, indicate the title of the representative, the date signed, and the telephone number, including area code.

PAYMENT CYCLES

Request for Disbursement forms received by the DNR by the Friday before the first Wednesday of the month are disbursed on the second Wednesday of the month. Forms received by the Friday before the third Wednesday of the month are disbursed on the fourth Wednesday of the month. Changes to this schedule will be made for Federal Holidays.

Request for Disbursement for Financial Assistance Programs

Form 8700-215 (R 12/22)

Page 3 of 4

See instructions on last page 4 .
Invoices must be attached for all costs.

Payment Request Worksheet

<input checked="" type="radio"/> Clean Water Fund Program <input type="radio"/> Safe Drinking Water Loan Program				Municipality City of Waterloo Project Number 4682-04								Request Number 10		6. Other Funding Indicate Dollar Amount and Fund Source, i.e., CDBG, RD, Internal funds	
1. Date of Invoice	2. Payee	3. Invoice Number	4. Total Invoice Amount	5. Budget Categories (Requesting EIF funds for incurred eligible costs.)											
				Force Account	Interim Financing	Preliminary Design/ Engineering	Land or Easement Acquisition	Engineering/ Construction Management	Construction /Equipment*	Misc. Costs	Closing Costs	Amt.	Source		
06/01/2013	Sample		250,000.00						200,000.00			50,000.00	CDBG		
05/29/2025	Portzen	PAY APP 24	468,264.04						447,235.79			21,028.25	SDWLP DR #8		
05/08/2025	Town & Country Engineering	28198	26,000.00					24,832.42				1,167.58	SDWLP DR #8		
(SUB) TOTAL			494,264.04					24,832.42	447,235.79			22,195.83			

*Change orders must be approved by the Construction Management Engineer prior to disbursement.

Instructions

Type or print legibly. Items 1 through 4 are self-explanatory. Specific instructions for each column are as follows:

1. **Date of Invoice**
2. **Payee**--Enter name listed on invoice of contractor, consultant, or vendor. Indicate municipality name for all work associated with force account for labor or equipment.
3. **Invoice Number**
4. **Total Invoice Amount**--This amount is auto-summed and calculated from what is entered in the Budget Categories (column 5) and the Other Funding Sources (column 6).
5. **Budget Categories**--The amount of eligible costs being claimed in column 4 must be broken down and entered under the appropriate budget categories. **Only expenditures for budgeted costs approved in the Financial Assistance Agreement (FAA) or amendment may be claimed.**

Force Account--Force Account is the work a municipality performs using its own employees and/or equipment. Documentation must be submitted verifying the personnel who did the work, hours worked, hourly wage and scope of work. For equipment, indicate the type of equipment and the work performed, the dates and hours of use, and the hourly cost. Enter amount to be reimbursed for personnel and equipment costs.

Interim Financing--Interim financing is a debt to temporarily finance a project. Enter the amounts associated with the preparation, approval, issuance, and sale of interim financing (includes bond counsel, financial consultants, and underwriters fees).

Preliminary Design/Engineering--Enter contract costs for preliminary design/engineering services.

Land/Easements--Enter all amounts associated with the acquisition of land and easements for this project.

Engineering/Construction Mgt.--Enter contract costs associated with engineering/construction management for this project.

Construction/Equipment--Enter costs associated with the contracted construction and equipment costs. Costs not included in a construction or equipment contract should be entered on the Miscellaneous line.

Miscellaneous Costs--Enter costs that are outside the scope of the engineering, construction and equipment contracts. These costs can include computers, start-up laboratory equipment, materials, supplies, bid advertising, etc. Construction-related items require prior review and approval by the regional Construction Management Engineer (CME) before seeking reimbursement. The municipality must provide the CME with a copy of the vendor's invoice, procurement method used and applicable bidding and contracting documentation. Once the CME has determined eligibility and given approval, the municipality may request reimbursement.

Closing Costs--Enter the eligible costs for closing purposes, which includes bond counsel and legal fees.

6. **Other Funding Sources**--(if applicable) Enter costs identified in the FAA as being paid by other sources, i.e., CDBG grant, municipal funds, Rural Development. These costs will not be reimbursed by the EIF.

For more information, visit <https://dnr.wi.gov/Aid/documents/EIF/Guide/pay.html>

Send the Request for Disbursement form, along with supporting invoices by one of these methods:

Email: DNRCFELDisbursements@Wisconsin.gov

Fax: 608-267-0496

U.S. Mail: Environmental Loans - CF/2
Dept of Natural Resources
PO Box 7921
Madison WI 53707-7921

UPS or FedEx: Environmental Loans - CF/2
Dept of Natural Resources
101 S. Webster Street
Madison WI 53703

INVOICE FOR SERVICES



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

INVOICE NUMBER: 28198
INVOICE DATE: May 8, 2025
PROJECT NUMBER: WW 62

575 Commercial Avenue
140 Tennyson Street
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
PROFESSIONAL SERVICES			\$26,000.00

TOTAL THIS PERIOD		\$26,000.00
CUMULATIVE PROFESSIONAL SERVICES THROUGH	5/3/2025	\$489,000.00
CUMULATIVE PREVIOUS BILLINGS FOR SERVICES THROUGH	3/15/2025	\$463,000.00
AMOUNT DUE THIS INVOICE		\$26,000.00

PLEASE RETURN THE SECOND COPY OF THIS INVOICE WITH YOUR PAYMENT

THANK YOU!

State of Wisconsin
 Department of Natural Resources
 Bureau of Community Financial Assistance
 101 S. Webster St., PO Box 7921
 Madison WI 53707-7921
 FAX (608) 267-0496
DNRCFELDisbursements@wisconsin.gov

Request for Disbursement for Financial Assistance Programs

Form 8700-215 (R 12/22)

Page 1 of 4

☐ Clean Water Fund Program ☒ Safe Drinking Water Loan Program

Notice: This form is authorized by ss. 281.58, 281.59, and 281.61, Wis. Stats. Submittal of a completed form to the Department is mandatory for all applicants seeking payments from the Clean Water Fund Program, the Environmental Improvement Fund or the Safe Drinking Water Loan Program. Failure to submit a completed form to the Department shall be grounds for denial of payment. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records Law [ss. 19.31-19.39, Wis. Stats.]. **See page 2 for instructions and payment cycles.**

1. Municipality	2. Project Number	3. Request Number	4. Type of Request
City of Waterloo	4962-06	8	<input checked="" type="radio"/> Partial <input type="radio"/> Final

Disbursement worksheet must be completed and invoices must be attached for all costs.	This Claim	For DNR Use Only	
		Adjustments	Claim Amount Paid
Force Account Complete worksheet on page 3	\$	\$	\$
Interim Financing			
Preliminary Design/Engineering			
Land or Easement Acquisition			
Engineering / Construction Management	1,167.58		
Construction / Equipment	21,028.25		
Miscellaneous Costs			
EIF Closing Costs			
Total Requested	22,195.83		

Municipal Certification

I certify: (The following boxes must be marked before this request will be processed.)

- ☒ The amounts requested are in accordance with the terms of the Financial Assistance Agreement (FAA) and are for eligible project costs that have been incurred and have not been reimbursed on any previous request.
- ☒ I am the municipal representative authorized to complete this request and that all necessary approvals by consultants and municipal governing officials have been obtained.
- ☒ The Project complies with the Davis-Bacon and Related Acts, which require that all laborers and mechanics employed by the contractors, and subcontractors, were paid wages at rates not less than those listed on the prevailing wage rate contained in the contract documents.
- ☒ The Davis-Bacon poster was posted at all times by the contractor and subcontractors at the work site.
- ☒ All contractors have provided the municipality or engineer with certified weekly payrolls for labor performed for all costs requested with this Request for Disbursement for Financial Assistance Programs Form.

Date Signed _____

Signature of Municipal Representative _____

Title Mayor

Telephone Number (920) 478-3025

DO NOT WRITE BELOW THIS LINE - DNR USE ONLY

Received Date	DNR Approval and Date	DOA Approval and Date	Project At %
Comments			

Instructions

Type or print legibly.

1. Enter the official name of the municipality.
2. Enter the project number.
3. Number the Request for Disbursement sequentially starting with 1.
4. Select "Partial" until the final request is submitted. When it is the final request, it is important that it be indicated as final.

The request must be signed by a municipal representative employed by the municipality. This representative is certifying that the requested costs are in accordance with the terms set forth in the FAA. Also, indicate the title of the representative, the date signed, and the telephone number, including area code.

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Request for Disbursement for Financial Assistance Programs

Form 8700-215 (R 12/22)

Page 3 of 4

See instructions on last page 4 .
Invoices must be attached for all costs.

Payment Request Worksheet

<input type="radio"/> Clean Water Fund Program <input checked="" type="radio"/> Safe Drinking Water Loan Program				Municipality City of Waterloo								6. Other Funding Indicate Dollar Amount and Fund Source, i.e., CDBG, RD, internal funds	
				Project Number 4962-06				Request Number 8					
				5. Budget Categories (Requesting EIF funds for incurred eligible costs.)									
1. Date of Invoice	2. Payee	3. Invoice Number	4. Total Invoice Amount	Force Account	Interim Financing	Preliminary Design/ Engineering	Land or Easement Acquisition	Engineering/ Construction Management	Construction /Equipment*	Misc. Costs	Closing Costs	Amt.	Source
06/01/2013	Sample		250,000.00						200,000.00			50,000.00	CDBG
05/29/2025	Portzen	PAY APP 24	468,264.04						21,028.25			447,235.79	CWF DR 10
05/08/2025	Town & Country Engineering	28198	26,000.00					1,167.58				24,832.42	CWF DR 10
(SUB) TOTAL			494,264.04					1,167.58	21,028.25			472,068.21	

*Change orders must be approved by the Construction Management Engineer prior to disbursement.

Instructions

Type or print legibly. Items 1 through 4 are self-explanatory. Specific instructions for each column are as follows:

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Interim Financing--Interim financing is a debt to temporarily finance a project. Enter the amounts associated with the preparation, approval, issuance, and sale of interim financing (includes bond counsel, financial consultants, and underwriters fees).

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Email: DNRCFELDisbursements@Wisconsin.gov

Fax: 608-267-0496

U.S. Mail: Environmental Loans - CF/2
Dept of Natural Resources
PO Box 7921
Madison WI 53707-7921

UPS or FedEx: Environmental Loans - CF/2
Dept of Natural Resources
101 S. Webster Street
Madison WI 53703

INVOICE FOR SERVICES



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

INVOICE NUMBER: 28198
INVOICE DATE: May 8, 2025
PROJECT NUMBER: WW 62

575 Commercial Avenue
140 Tennyson Street
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
PROFESSIONAL SERVICES			\$26,000.00

TOTAL THIS PERIOD		\$26,000.00
CUMULATIVE PROFESSIONAL SERVICES THROUGH	5/3/2025	\$489,000.00
CUMULATIVE PREVIOUS BILLINGS FOR SERVICES THROUGH	3/15/2025	\$463,000.00
AMOUNT DUE THIS INVOICE		\$26,000.00

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:	May 2025
Completed By:	Lisa Twarog

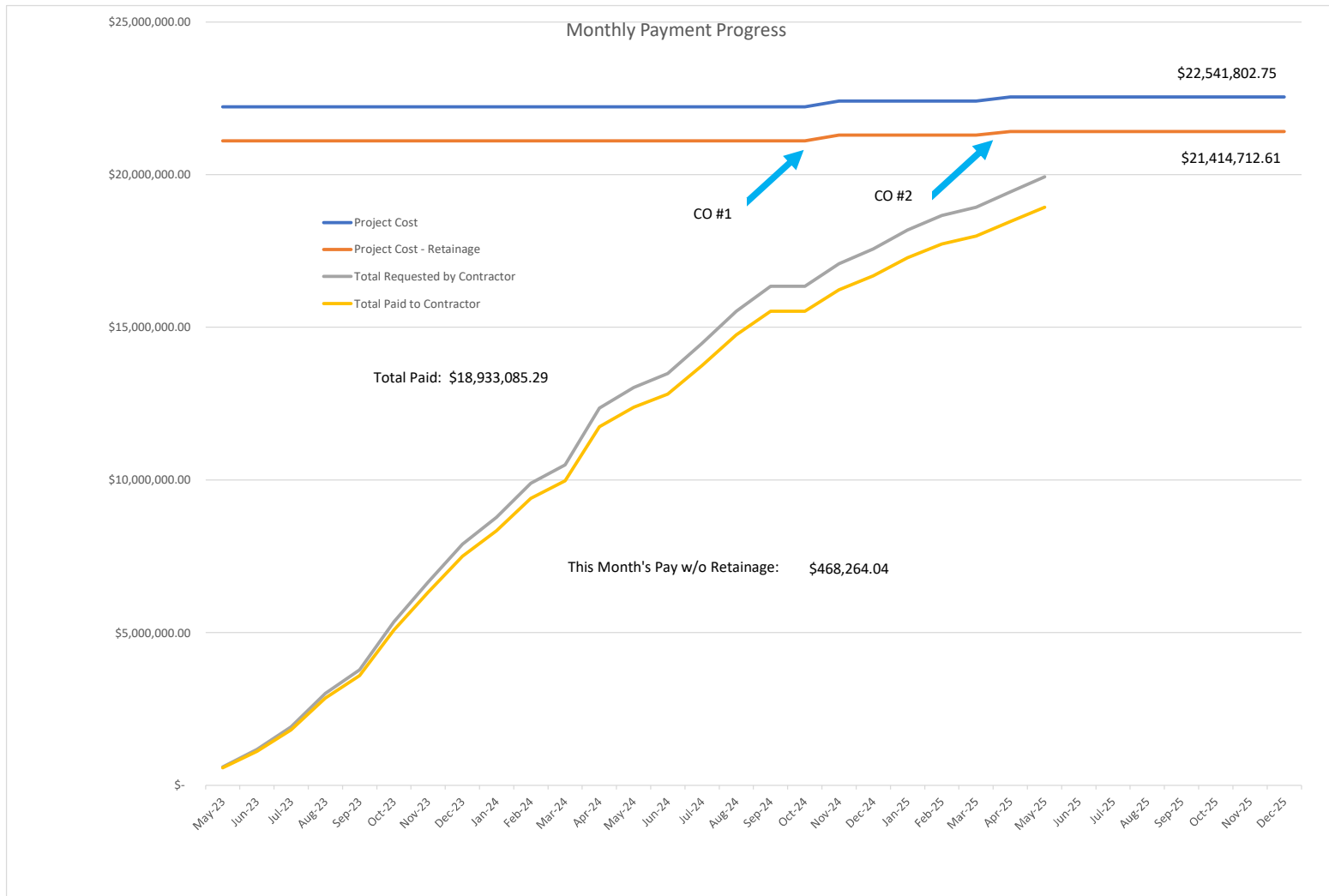
Monthly Report

General Construction Activities by Structure			
Structure	Activity		
05 - Site	- excavating subgrade for asphalt driveway south of Str. 10		
Vac Dump	- Complete		
10	- Connected HVAC to new building		
20	- West pumps & pipes installed		
25			
30	- Fill in influent channel with concrete		
35			
40			
45			
50	- Finish blower room concrete floor - blower pads		
55			
60			
65			
70			
75			
Booster Station			
Contractors/Firms On-Site		This Month's Work Change Directives	
Portzen		Str. 55 Valve Ext.	\$ 1,297
Pieper (Electrical)		2nd Phosphate Analyzer	\$ 43,491
Thermodynamics (HVAC)		CV Hold Open Device	\$ 3,560
Dubuque Plumbing & Heating (HVAC)		Dry Pit Filter Floor	\$ 16,657
		Monthly Total:	\$65,005
		Project Total	\$415,630
RFI's/Clarifications/Issues			
Significant Meetings			
Date	Topic	Participants	Action Items
5/7/2025	MCM	T&C, Waterloo Utilities, Portzen, Dubuque Plumbing & Heating, RD, DNR	
5/6/2025	WW Tour	T&C, Waterloo Utilities, Utility Commission, City Council	
Anticipated Work Next Month			
Structure	Activity		
Site	- Demo of Str. 15 - grading		
Vac Dump			
10	- Demo of existing office/lab/bathroom		
20			
25			
30			
35			
40			
45			
50	- Install digester blowers		
55	- Pipe labeling		
60			
65			
70			
75			
Booster	- Install pumps & piping		



Project Name: Waterloo - 2023 Water and Wastewater Improvements
Project No.: WW-47
Month of: May 2025
Completed By: Lisa Twarog

Monthly Payment Progress



Monthly Progress Pictures



Structure 30
Filling in influent channel



Structure 10
Connecting HVAC to new part of structure



Site
Prep for new blower room concrete floor



Site
Excavating to subbase for asphalt



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

RESOLUTION #2025-26

Temporarily Exempting Lt Warner

**From The 80 Hour Compensatory Time Accrual Maximum Cap, Allowing Overtime Pay and
Paying out Unused Vacation Time on Anniversary Date**

The Common Council of the City of Waterloo, Wisconsin does hereby resolve as follows:

WHEREAS, the Police Chief recommends temporarily exempting Lt Warner from the 80 hour compensatory time accrual maximum cap found in the employee handbook until December 31, 2025. At which time any hours over the 80 cap will be paid out; and

WHEREAS, the Police Chief recommends temporarily allowing Lt Warner to be paid overtime for the period ending December 2025; and

WHEREAS, the Police Chief encourages Lt. Warner to use as much vacation as possible between now and his anniversary date and any remaining vacation be paid out on his anniversary.

THEREFORE BE IT RESOLVED, the City of Waterloo Common Council temporarily exempts Waterloo Police Lt Warner as described above.

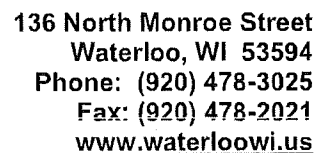
PASSED AND ADOPTED this ____ day of _____ 2025.

City of Waterloo

Signed: _____
Jenifer Quimby, Mayor

Attest:

Jeanne Ritter Clerk/Deputy Treasurer



Page 1 of 8
License Application

HOLD HARMLESS CLAUSE:

The special event or entertainment sponsor hereby agrees to indemnify and hold harmless the City of Waterloo, Wisconsin, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor's operation of the event, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Waterloo acting within the scope of their employment.

Further, the event sponsor agrees to indemnify the City of Waterloo and any of its agents, public officers, officials or employees and authorized volunteers for any attorneys fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor's use of public property or operation of the event as set forth in the application for special permit.

INSURANCE REQUIREMENTS:

Proof of insurance is required of all Special or Entertainment Event Sponsors before the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a Certificate of Insurance with your completed application by, On File 20__ to the **City Clerk's Office 136 N. Monroe Street, Waterloo, WI. 53594**. Insurance coverage shall be from companies and in amounts acceptable to the City of Waterloo. Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.

PERMITTED USE OF PUBLIC PROPERTY:

Whereas the Special or Entertainment Event Sponsor agrees to use the public property at Veterans park/Bandstand in Waterloo, Wisconsin, known as, for staging of, the City of Waterloo does hereby agree to permit for use, at no cost, these premises for the date(s) of June 7, 2025 Every other Tuesday through September 9 20²⁵. Sponsor does hereby agree to conduct only that business/activity which is described in the Special Event Permit Application, and agrees to all municipal requirements. Sponsor further agrees that within thirty (30) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen portions of the subject property including, but not limited to landscaping, street or buildings and/or pavement.

LIABILITY WAIVER:

The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Waterloo, its agents, public officers, officials or employees and authorized volunteers from said sponsored event or activity, except for acts caused by the willful and wanton misconduct by employees of the City of Waterloo acting within the scope of their employment.

AUTHORIZED SIGNATURES:

I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulations outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a Special Event in the City of Waterloo, as outlined herein. I/we understand that our lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed Special or Entertainment Event. **Permit applied for and all terms and stipulations agreed to by:**

Steve Parker

Name (please print)

Signature

WBA VP

Signatory Title (if applicable)

05-29-2025

Date

THIS APPLICATION, WITH A DETAILED SITE PLAN ATTACHED, AND ANY OTHER APPLICABLE DOCUMENTS AS OUTLINED HEREIN, MUST BE REMITTED TO THE CLERK'S OFFICE NO LATER THAN **NINETY DAYS (90)** PRIOR TO THE OPENING DAY OF THE EVENT. Application received late or incomplete may be denied. Direct mail to the **City Clerk, City of Waterloo, 136 N. Monroe Street**, Waterloo, WI. 53594. A copy of the application will then be forwarded to the appropriate committees and or Departments for consideration of approval, denial, and scheduling.

Date application received: _____ Received by: _____

Clerk's Office to complete the section below:

Cc:

_____ Police Department

_____ Council Approval _____
Date

_____ Fire Department

_____ Public Works

_____ Certificate of Insurance

_____ Waterloo Utilities

Fee for Profit Events = \$50.00 per event.

Fee is WAIVED for events held or sponsored by educational, charitable, nonprofit, or religious organizations when the proceeds are devoted to the purposes of such organization.

Fee Paid: _____

Date Paid: _____

Received by: _____

Attachment 1

CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

1. The City of Waterloo requires submission of a Certificate of Insurance along with the Special or Entertainment Events Application prior to review by the City's Government Operations Committee.

2. The Certificate of Insurance must include the following **minimum** limits of insurance coverage required for special events on City property:

\$300,000 Injury or death of one person; \$1,000,000 for any one accident; \$50,000 for Property Damage.

3. The City of Waterloo must be named on the Certificate of Insurance as **primary, non-contributory additional insured** under the general liability policy for the event.

4. The Certificate of Insurance must include the name of the special event, and the date, time and location of the event.

5. The City of Waterloo reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.

6. No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.

Any questions regarding these insurance requirements should be directed to the City Clerk's Office at (920) 478-3025

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: Waterloo Night Market

DATE (S) OF EVENT: June 17 through September 9, 2025 HOURS: 5pm - 8 pm

LOCATION/PROPERTY: Veterans Park/Bandstand

SAFETY PROCEDURES:

1) Will you be providing private on-site security? YES ☐ NO ☒

If yes, list security company name. _____

Where will security be needed? _____

What times will security be needed? _____

Will WPD officers be required? YES ☐ NO ☒

Municipal estimation of cost: _____ WPD Personnel @ \$ _____ /hour = \$ _____

2) What are your plans for medical assistance? Dial 911

Municipal estimation of cost: _____ WFD equipment/personnel @ _____ \$ hours = \$ _____

3) Will there be fireworks at your event? YES ☐ NO ☒

Date of fireworks _____ Time of Fireworks _____

Name/Address of company supplying fireworks _____

Fire Marshall must be contacted for approval and consultation.

SET UP / CLEAN UP PROCEDURES:

1) Name of person in charge of set up: WBA member/Becky Armstrong phone # 608-575-9095

2) What time will set up begin: 4pm

3) Name of clean up contact person: Sam Hensler Cell Phone# 920-342-0840

4) Estimated time for clean up after event: 30-60 minutes

FEES AND PROCEEDS:

1) Will admission be charged for this event? YES ☐ NO ☒

If yes, how much: Adult _____ Seniors _____ Students _____

Children 5 & under _____ Families _____

2) If a participant fee is charged, please indicate the amount: Booth: _____

Concessionaire: _____

3) Will alcoholic beverage(s) be sold?

YES

~~NO~~

If yes, what beverage and at what cost? _____

4) What does the Sponsor intend to do with any revenue over and above the expenditures? _____

Fund Community Events _____

(If this is a first year event, please provide a budget. If it is a repeat event, provide last year's financials.)

ENTERTAINMENT AND PROMOTIONS:

2) List names of performers and entertainment groups:

2) Describe other entertainment / activities planned for your event: _____

3) How will your event be promoted? Television Radio Newspapers Posters Flyers

other Social media, etc _____

PUBLIC PROPERTIES PROCEDURES:

If you are requesting city services, please complete the following area:

1) Will you need barricades?

YES

~~NO~~

Purpose of barricades: _____

Location of placement: _____ Amount needed _____

Date barricades needed _____ Time of placement _____

Name of company providing service if other than City _____

2) Will you require electrical service(s)

~~YES~~

NO

Entertainment: number of amps _____ = _____ lines @ \$20 Cost\$ _____

Equipment being used: lighting etc _____

Location _____ Entainer name _____

Entertainment: number of amps _____ = _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: _____ Entainer name _____

Waterloo, WI

Concessions: _____ amps= _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: _____

Concessions: _____ amps= _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: _____

Name of company providing service if other than City: _____

3) Will you need fencing installed? YES ☒ NO

Purpose of fencing: _____

Location: _____ Amount: _____

Date needed _____ Time needed _____

Estimated costs: _____ locations @ \$100. = \$ _____ Total costs

4) Will parking considerations be needed ☒ YES NO

Type(s) One designated stall for the sole food vendor (Local Shiver Shack)

Location: _____ Amount _____

Date: _____ Time: _____

5) Will picnic tables be needed? YES ☒ NO

Location _____ Amount _____

Date needed: _____ Time needed _____

Estimated cost(s) _____ Picnic tables @ \$5.00 per table = \$ _____

6) Is a street sweeper needed? YES ☒ NO

Location _____ Date _____ Time _____

Estimated cost(s) _____ hours @ _____ = \$ _____ total cost

Name of company providing service, if not City: _____

7) Will you need additional trash bins? YES NO

If yes how many requested? Cardboard trash bins _____ Barrels 2

Where do you want them placed? in Veterans Park

Name of disposal company if other than the City: Use of Private dumpsters located at end of Taylor Street

Where will dumpster be placed: _____

8) Will water connection be needed?

YES

~~NO~~

Location _____ Amount _____

Date _____ Time _____

Estimated costs: _____ connection(s) @ \$20.00 = \$ _____ Total water costs



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

ORDINANCE #2025-08

An Ordinance Amending Section §350-7 PARKING RESTRICTIONS

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

Section 1: § 350-7 Parking Restrictions
[Amended by Ord. No. 88-2]

is hereby amended as follows:

B. Parking on certain streets prohibited. Unless specifically otherwise provided, no person shall park a vehicle at any time upon the following streets or portions thereof:

(17) On the west side of Jefferson Street, from East Madison Street south to its intersection with ~~Pierce Street~~ Polk Street.

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 June 5, 2025.

CITY OF WATERLOO

Jenifer Quimby, Mayor

Attest:

Jeanne Ritter, City Clerk

Date Adopted:

Date Published:

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 - Update Emergency Response Plan - Audit Presentation 2 nd mtg
MAY - National Firefighters Day (always May 4 th) 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](#)