

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

CITY OF WATERLOO COUNCIL <u>AGENDA</u> COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET Thursday, November 6, 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: October 16, 2025
- 3.) CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit)
- 4.) MEETING SUMMARIES (since last Council meeting)
 - a. 10/21/2025 CDA
 - b. 10/27/2025 Fire/ EMS
 - c. 10/28/2025 Plan Commission
 - d. 10/29/2025 Library
 - e. 11/04/2025 Waterloo Water & Light
 - f. 11/05/2025 Special Finance City Only Union Meeting
 - g. 11/06/2025 Special Finance Fire Union Meeting
 - h. 11/06/2025 Public Safety & Health
 - i. 11/06/2025 Public Works

5.) NEW BUSINESS

- a. 90-day hold for the bottom portion of 333 Portland Rd. Rescinded
- Ordinance 2025-12 Amending the Building Code to Incorporate Section 327 (Requested from the Department of Safety and Professional Services- Etta Strey. We are currently out of compliance and needed to amend to add camping.)
 Attorney wrote amendment.
- 6.) RECOMMENDATIONS OF BOARDS, COMMITTEES, and COMMISSIONS
 - a. Public Safety and Health
 - i. 2025-2026 Snowmobile Trail Map
 - ii. Holiday Parade Event Application
 - iii. 2025-11 Ordinance NEW Massage Parlor
 - b. Waterloo Water & Light
 - i. Portzen Pav #28
 - c. Plan Commission
 - i. 2025-13 Ordinance Amending §140-13 Fences and Walls
 - d. Public Works
 - i. Resolution 2025-51 DPW On Call Hours
 - ii. Natural Lawn Application and Fee Approval of \$50.00
- 7.) OLD BUSINESS
 - a. Resolution 2025-45 Resolution approving the Purchase of a new 2026 Police Squad Car.
- 8.) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Spring Election Information
 - b. Winter Parking starts November 15, 2025
- 9.) ADJOURNMENT

Jeanne Ritter Clerk/Deputy Treasurer

Posted & Emailed: 10/31/2025.

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: October 16, 2025

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

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Mayor Quimby called the meeting to order at 7:00 p.m. Alderpersons present: S. Cummings, A. Kuhl, C. Kuhl, Thomas, Griffin, Weihert and Haseleu. Attending Remotely: none. Absent: none. Others attending in-person: Police Chief Sorenson; Lt Warner; DPW Director Yerges; Clerk Ritter; Treasurer Nelson, Librarian K. Mountford, G. Haberkorn, Representative J. Fitzgerald, Mark from Illunimus, T. Ulam and WLOO Videographers. The Pledge of Allegiance was recited.
- 2) MEETING MINUTES APPROVAL: October 2, 2025 [Weihert/A. Kuhl] VOICE VOTE: Motion Carried.
- 3) CITIZEN INPUT / PUBLIC COMMENT Rep Joan Fitzgerald
- 4) MEETING SUMMARIES (since last Council meeting)
 - a) 10/06/2025 Special Finance Fire
 - b) 10/07/2025 Utilities
 - c) 10/13/2025 Special Finance
 - d) 10/16/2025 Finance
- 5) CONSENT AGENDA ITEMS Motion [Cummings/A.Kuhl] 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
- 6) RECOMMENDATIONS OF BOARDS, COMMITTEES, AND COMMISSIONS
 - a) Finance
 - September 2025 Financial Statements: Payroll \$104,496.28 General Disbursements \$104,423.29, and Clerk/Treasurers Reports [see on municipal website]- Motion [C. Kuhl/Cummings] to approve. ROLL CALL: Yes 7 No 0 Motion carried.
 - ii) 2025-49 Borrowing Resolution Motion [C. Kuhl/Weihert] ROLL CALL Yes 7 No 0 Motion carried.
 - b) Water & Light
 - i) City of Waterloo Project Tracking Budget and funding Allocations for Wastewater Remodel -informational
 - ii) Town & Country Update -informational
 - c) Parks
 - i) Resolution 2025-46 Awarding a Bid for Bathroom Vanity Updates
 - ii) Resolution 2025-47 Awarding a Bid for Lower Pavilion Floor Abatement
 - iii) Resolution 2025-48 Awarding a Bid for Lower Pavilion Floor Concrete Coating
 - i,ii and iii combined for approval. Motion [Haseleu/Cummings] ROLL CALL: Yes 7 No 0 Motion carried.

7) NEW BUSINESS

- a) 333 Portland Road Split of Parcel. Conditional Approval with Mitch Leisses final sign off on Map. Motion [Cummings/Haseleu] VOICE VOTE: Motion carried. R. Griffin abstain.
- b) Razing 161 Goehl Road former Assisted Living Facility. Motion [Thomas/Griffin] Must include \$25,000 Cashier's Check for City Surety to be returned after work completed. ROLL Call: Yes 7 No 0 Motion carried.
- c) 2026 Budget Compensation Discussion [NOTES: The council may convene in closed session per Wis. Stat. 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.]
 Motion to go into Closed Session [C. Kuhl/A.Kuhl] 7:41 pm ROLL CALL Yes7 No 0 Motion carried.
 Motion to come out of Closed Session into Open [Thomas/C. Kuhl] 8:35 pm ROLL CALL Yes 7 No 0 Motion carried.
- 8) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 9) ADJOURNMENT [C. Kuhl/Cummings] VOICE VOTE: Motion carried. 8:35 pm Attest: Jeanne Ritter Clerk/Deputy Treasurer

Jeanne Ritter

From:

Jeni Quimby

Sent:

Thursday, October 16, 2025 10:46 AM

To:

Evan L Rees

Cc:

Jeanne Ritter; Charles Kuhl; Chad Yerges

Subject:

Fw: Freeze Agreement

Hi Evan, sorry to hear this so soon in the development stage, but this is entirely your decision. I'll have this on the next council meeting and open this portion of the property back up.

Looking forward to talking with you on other developments.

Jenifer Quimby City of Waterloo, Mayor 2019 920-478-3025 Cell 920-941-8200

From: Evan L Rees <evan@evanlrees.com>
Sent: Thursday, October 16, 2025 10:01 AM
To: Jeni Quimby <mayor@waterloowi.us>

Subject: Freeze Agreement

Hi Jeni,

I'd like to go ahead and have you rescind my freeze agreement on 3333 Hendricks. Not sure it a good fit at this point with any of the properties in Waterloo.

Maybe we can revisit in the future?

Best regards, Evan

Evan L Rees

REALTOR®

Berkshire Hathaway HomeServices

Madison - Wisconsin Dells **Web:** <u>www.evanlrees.com</u> **Phone:** 608-286-8934

Social: LinkedIn

Email: evan@evanlrees.com

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ORDINANCE #2025-12

An Ordinance Amending The Building Code to Incorporate Section SPS 327 of the Wisconsin Administrative Code Regarding Camping Units

WHEREAS, the State of Wisconsin, Department of Safety and Professional Services requires the City to incorporate Chapter SPS 327 of the Wisconsin Administrative Code into the Code of Ordinances.

NOW, THEREFORE, the Common Council of the City of Waterloo, Jefferson County, Wisconsin, do ordain as follows:

Date Adopted	Date Pul	blished			
Jeanne Ritter, City Cler	k				
Attest:					
			Jenifer Quimby, Ma	ayor	
			CITY OF WATERL	.00	
Acted on and adopted a	at a result meeting	of the Comi	non Council on		_, 2025.
SECTION 3.	This ordinance s	hall take effe	ct upon passage and բ	oublication as provide	ed by law.
SECTION 2. remain unmodified and			de of Ordinances not s	pecifically amended l	herein shall
Ch. SP	S 327	Camping Un	ts		
SECTION 1.	Section 140-5 of	the Code of	Ordinances is hereby	amended to add the t	following:

REDLINE OF PROPOSED CHANGES

§ 140-5 Adoption of codes.

The following chapters of the Wisconsin Administrative Code, as well as all subsequent revisions, are adopted by the City of Waterloo and shall be enforced by the Building Inspector:

Ch. SPS 302.31

Ch. SPS 305

Ch. SPS 316

Chs. SPS 320-325

Ch. SPS 327

Chs. SPS 361-366

Chs. SPS 375-379

Chs. SPS 381-387

Ch. ATCP 93

Plan Review Fee Schedule

Credentials

Electrical Code

Uniform Dwelling Code

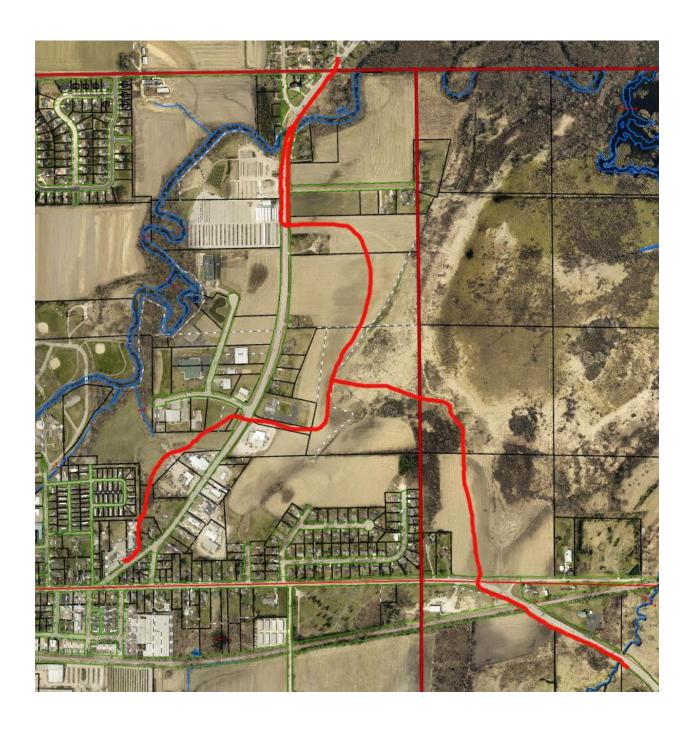
Camping Units

Commercial Building Code

Buildings Constructed Prior To 1914

Uniform Plumbing Code

Flammable and Combustible Liquids Code



Proposed 2025/2026 Snowmobile route in the City of Waterloo, Same as the past several years. Properly signed, permissions granted. Twoway traffic except HWY 19 bridge near Portland where both sides of the ROW will be utilized.



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<u>APPLICATION FOR SPECIAL EVENT or ENTERTAINMENT LICENSE</u>

Any Special Event or Entertainment Event sponsor requesting municipal approvals, services, assistance, and/or other support from the City of Waterloo for a special or entertainment event on public or private property must provide the following information.

Submittal of application does not constitute approval. All applications must be reviewed. NAME OF SPONSOR (Applicant): _____ STATUS: (circle one) unincorporated incorporated individual other CONTACT NAME: PHONE NUMBER: DAYTIME EVENING FAX EMAIL ADDRESS:_____ NAME OF EVENT: TYPE OF EVENT: (circle one) Parade Festival Caravan Rally March Race Tag Day Other _____ PURPOSE OF EVENT: DATE OF EVENT: EVENT HOURS:_____ SET UP HOURS_____ BREAKDOWN_____ DESCRIPTION OF EVENT: SITE/ADDRESS FOR EVENT (list if multiple locations) PROJECTED ATTENDANCE: PAST ATTENDANCE: NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT:______ RAIN POLICY: DATE APPLICATION MADE

Pursuant to Section 172-2 Waterloo Municipal Code Application for Special Event or Entertainment License

Form created: 03/11/2004

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 forth in the application for special permit.	as set
INSURANCE REQUIREMENTS: Proof of insurance is required of all Special or Entertainment Event Sponsors before the event. The attached insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please proceed Certificate of Insurance with your completed application by,	ovide a Monroe City of
PERMITTED USE OF PUBLIC PROPERTY: Whereas the Special or Entertainment Event Sponsor agrees to use the public property at in Waterloo, Wisconsin, known as, for staging of, the City of Waterloo does hereby agree to permit for use, at rethese premises for the date(s) of through 20Sponsor hereby agree to conduct only that business/activity which is described in the Special Event Permit Application agrees to all municipal requirements. Sponsor further agrees that within thirty (30) days of the conclusion of the it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen profit the subject property including, but not limited to landscaping, street or buildings and/or pavement.	or does on, and e event
LIABILITY WAIVER: The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated vactivity for which the permit is being sought, to waive and relinquish all claims that may result in any manner the City of Waterloo, its agents, public officers, officials or employees and authorized volunteers from said spoevent or activity, except for acts caused by the willful and wanton misconduct by employees of the City of Waterloo, within the scope of their employment.	against insored
AUTHORIZED SIGNATURES: I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated associated with the activity for which the permit is being sought, to the terms of this agreement. I have re understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulationed herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, fi responsibility and all other aspects of staging a Special Event in the City of Waterloo, as outlined herein understand that our lack of meeting all requirements outlined herein may result in the denial or cancellation proposed Special or Entertainment Event. Permit applied for and all terms and stipulations agreed to by:	ad and ulations nancial n. I/we

Pursuant to Section 172-2 Waterloo Municipal Code Application for Special Event or Entertainment License

Signatory Title (if applicable)

Name (please print)

Form created: 03/11/2004

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 DepartmentFire Department	Council Approval Date
Public Works	Certificate of Insurance
Waterloo Utilities	
Fee for Profit Events = \$50.00 per event.	
	onsored by educational, charitable, nonprofit, or religious voted to the purposes of such organization.
Fee Paid:	Date Paid:
Receipted by:	

Pursuant to Section 172-2 Waterloo Municipal Code Application for Special Event or Entertainment License

Form created: 03/11/2004, Revised: 03/22/2017

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

Pursuant to Section 172-2 Waterloo Municipal Code Application for Special Event or Entertainment License

Form created: 03/11/2004

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT:	
DATE (S) OF EVENT:HOURS:	
LOCATION/PROPERTY:	
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?	
Municipal estimation of cost:WFD equipment/personnel @\$ hours= \$	
3) Will there be fireworks at your event? YES NO	
Date of fireworksTime 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: phone #	
2) What time will set up begin:	
3) Name of clean up contact person:Cell Phone#	
4) Estimated time for clean up after event:	
FEES AND PROCEEDS:	
1) Will admission be charged for this event? YES NO	
If yes, how much: AdultSeniorsStudents	
Children 5 & under Families	
2) If a participant fee is charged, please indicate the amount: Booth:	
Concessionaire:	

Waterloo, WI

3) Will alcoholic beverage(s) be sold?		YES	NO			
If yes, what beverage and at what cos	st?					
4) What does the Sponsor intend to do with any revenue over and above the expenditures?						
(If this is a first year event, pleas financials.)	se provide a	a budge	t. If it is a	repeat event,	provide	last year's
ENTERTAINMENT AND PROMOTIO	NS:					
2) List names of performers and						
2) Describe other entertainment / activ						
3) How will your event be promoted?	Television	Radio	Newspapers	s Posters Flye	ers	
other						
PUBLIC PROPERTIES PROCEDURI	ES:					
If you are requesting city services, ple	ase complete	e the follo	owing area:			
1) Will you need barricades?	YES	NO				
Purpose of barricades:						
Location of placement:			Amour	t needed		
Date barricades needed		Tir	ne of placem	nent		
Name of company providing service if	other than C	ity				
2) Will you require electrical service(s)	YES	NO			
Entertainment: number of amps	=		lines (② \$20 Cost\$		
Equipment being used:						
Location						
Entertainment: number of amps	=		lines@	\$20 Cost \$		
Equipment being used:						
Location:	Entertaine	er name_				

Waterloo, WI

Concessions:	amps=		line	es @ \$20 Cost \$
Equipment being used:				
Location:				
Concessions:	amps=		lines	s @ \$20 Cost \$
Equipment being used:				
Location:				
Name of company providing se				
3) Will you need fencing installe	ed? YE	S	NO	
Purpose of fencing:				
Location:			Amou	unt:
Date needed	Time r	needed		
Estimated costs:	_locations @ \$	100. = \$		Total costs
4) Will parking considerations b	e needed	YES	١	NO
Type(s)				
Location:				
Date:	Tir	ne:		
5) Will picnic tables be needed	? YE	S	NO	
Location			Amou	unt
Date needed:		Time ne	eeded	
Estimated cost(s)	_Picnic tables @	\$5.00 per	r table = \$	
6) Is a street sweeper needed?	YE	S	NO	
Location		_Date		Time
Estimated cost(s) ho	urs @	= \$	1	total cost
Name of company providing se	rvice, if not City:			
7) Will you need additional tras If yes how many requested? C Where do you want them place	ardboard trash b			
Name of disposal company if o	ther than the City	/:		
Where will dumpster be place:				

8) Will water connection be	needed?	YES	NO		
Location		Amoı	unt		
Date	Time				
Estimated costs:	connection(s) @ \$20	00 = \$	т	otal water cost	e



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ORDINANCE #2025-11

An Ordinance Creating Chapter 175 Regulating Massage Parlors

WHEREAS, the Common Council finds it to be in the public interest to regulate massage parlors in the City.

NOW, THEREFORE, the Common Council of the City of Waterloo, Jefferson County, Wisconsin, do ordain as follows:

SECTION 1. Chapter 175 of the Code of Ordinances is hereby created as set forth in Exhibit A.

SECTION 2. All other provisions of the Code of Ordinances not specifically amended herein shall remain unmodified and in full force and effect.

SECTION 3.	This ordinance shall take effo	ect upon passage and publication as	s provided by law.
Acted on and adopted at	t a result meeting of the Com	mon Council on	, 2025.
		CITY OF WATERLOO	
		Jenifer Quimby, Mayor	
Attest:			
Jeanne Ritter, City Clerk	3		
Date Adopted	Date Published		

MASSAGE PARLORS

§ 175-1. Purpose and Intent

The City of Waterloo enacts this ordinance to protect public health, safety, and welfare by ensuring that businesses offering massage services operate in a professional and legitimate manner, preventing illegal activities such as prostitution and human trafficking.

§ 175-2. Definitions

For the purposes of this ordinance:

- "Massage": Any method of treating external parts of the human body for remedial, relaxation, or therapeutic purposes by rubbing, stroking, kneading, tapping, pounding, vibrating, or other similar methods.
- "Massage Parlor/Establishment": Any business that advertises or offers massages for compensation, excluding licensed medical offices and physical therapy practices.
- "Massage Establishment License" means a license issued by the City under the authority of this ordinance, permitting the operation of a business where massage therapy services are offered or provided for compensation.
- "Massage Therapist": An individual licensed by the State of Wisconsin under Wis. Stat. § 460.04 to engage in the practice of massage therapy or bodywork therapy.
- "Massage Therapist License" means a valid and active credential issued by the Wisconsin Department of Safety and Professional Services (DSPS) pursuant to Wis. Stat. § 460.04, authorizing an individual to practice massage therapy or bodywork therapy in the State of Wisconsin.
- "Owner" means any person or entity holding a legal or equitable interest in the massage establishment, including, but not limited to, any sole proprietor, partner, corporate officer, or limited liability company member.
- "Table shower" means a procedure in which a client lies on a table or platform while being sprayed or washed by a massage therapist or employee, often associated with spa-type water massages.
- **"Vichy shower"** means a system that sprays water over a client while they are lying down and may involve physical contact.
- "Sexually Explicit Advertising" means any written, visual, or oral communication that: Depicts or describes sexual conduct or nudity; Suggests, implies, or offers sexual activity, erotic services, or other acts not permitted by Wisconsin law; Includes terminology commonly associated with prostitution or escort services,

- such as "happy ending," "sensual massage," "erotic rub," "sexy staff," "special services," or similar terms.
- "Refusal to Allow Inspection" means a licensee's or employee's denial, delay, obstruction, or limitation of lawful entry by authorized city officials during posted or known business hours for purposes of conducting inspections as required by this ordinance.
- "Business Hours" means the posted hours during which the massage establishment is open to the public for the provision of massage services, but in no event earlier than 8:00 AM or later than 8:00 PM, unless a variance is granted by the City.
- "Locked During Business Hours" means any action by which the establishment's main entrance door is physically secured against entry by customers or public safety officers during posted business hours, except during an emergency lockdown situation necessary for the immediate safety of those present.
- "Premises" means the physical location occupied by the massage establishment, including all rooms, hallways, restrooms, and storage areas used in the operation of the business.
- "Prostitution" means intentionally engaging in, offering to engage in, or requesting another to engage in sexual intercourse, sexual contact, or any lewd or lascivious act for anything of value, including money, goods, services, or other benefits.
- "Solicitation of Prostitution" means knowingly requesting, encouraging, inducing, or attempting to cause another person to engage in an act of prostitution, regardless of whether money or anything of value is exchanged, and regardless of whether the act actually occurs. Includes verbal or written offers, gestures, coded language, or online communication made for the purpose of arranging sexual activity in exchange for value. Applies to clients ("johns"), facilitators, or anyone attempting to procure sexual services.
- "Law Enforcement Officer" means any person employed by a city, county, or the State of Wisconsin who is vested by law with the duty to maintain public order or to make arrests for crimes, including but not limited to police officers, sheriff's deputies, state patrol officers, and investigators from the Wisconsin Department of Justice.
- "Authorized Inspector" means any city, county or state official, employee, or agent who is designated by law to conduct inspections of massage establishments for compliance with this ordinance and state law, including but not limited to building

inspectors, fire inspectors, zoning officials, public health officials, and business licensing personnel.

§ 175-3. License Required

- (a) No person shall operate a massage parlor within the City of Waterloo without first obtaining a Massage Establishment License from the City Clerk.
- (b) All persons providing massages must possess a valid Wisconsin Massage Therapist or Bodywork Therapist license.

§ 175-4. Application for Massage Establishment License

Applicants must submit to the City Clerk:

- 1. Completed application form with:
 - Legal name and any aliases.
 - o Proof of ownership or leasehold interest in the business premises.
 - o List of all owners, partners, members, or corporate officers.
- 2. Copy of a valid State of Wisconsin Massage Establishment license, if applicable.
- 3. Background check authorization for each owner/operator.
- 4. Nonrefundable application fee of \$50.00 set by the Common Council.
- 5. Floor plan of the premises showing all rooms and uses.

§ 175-5. Conditions of Operation

Massage establishments must:

- (a) Operate only between the hours of 8:00 AM and 8:00 PM, unless an extended-hours permit is issued.
- (b) Keep the premises clean, sanitary, and well-lit at all times.
- (c) Maintain a log of all massage services provided, including client names (or initials) and times, for a period of one year, available for inspection by law enforcement upon lawful request.
- (d) Ensure that massage therapists are properly clothed in professional attire and that no nudity or sexually explicit conduct occurs on premises.
- (e) Display each massage therapist's state license prominently.
- (f) No person shall reside, sleep overnight, or maintain living accommodations at the massage establishment, including but not limited to the use of beds, cots, mattresses, or sleeping bags. Except for existing residential massage parlors prior to October 1, 2025.
- (g) All external doors to the massage establishment accessible to the public shall remain unlocked during regular business hours when services are being provided, unless the business is closed to the public.
- (h) Nothing in this subsection shall prevent the locking of doors during an emergency $% \left(1\right) =\left(1\right) \left(1\right) \left($

lockdown situation when necessary for safety.

- (i) No advertising, display, or promotion of sexually explicit conduct, acts, or services shall be permitted at the establishment or online.
- (j) The use of table showers, Vichy showers, or similar equipment that involves bathing or washing of clients by employees is strictly prohibited within the massage establishment.

§ 175-6. Prohibited Acts

No massage establishment or therapist shall:

- (a) Allow, offer, or engage in sexual activity or conduct of a sexual nature on the premises.
- (b) Employ anyone as a massage therapist who does not possess a valid state license.
- (c) Operate as a front for prostitution, human trafficking, or other illegal activities.

§ 175-7. Duty to Report Solicitation of Prostitution

(a) Mandatory Reporting Requirement

Any massage therapist, employee, or license holder of a massage establishment who is directly solicited for prostitution by a client or other individual on the premises shall immediately report the incident to the Waterloo Police Department or other law enforcement agency.

(b) Method of Reporting

Reports may be made verbally or in writing and must include, to the extent known:

- 1. The date and time of the incident;
- 2. A description of the individual making the solicitation;
- 3. Any identifying information (e.g., name, phone number, license plate, appointment record); and
- 4. A description of the conduct that constituted the solicitation.

(c) Employer Notification Not Required

Nothing in this section shall require a massage therapist or employee to notify an employer or supervisor before making the report. Reports may be made confidentially.

(d) Retaliation Prohibited

No owner, manager, or supervisor of a massage establishment shall discharge, discipline, or otherwise retaliate against any person for reporting a solicitation of prostitution in good faith.

(e) Failure to Report

Failure by a licensed massage therapist or employee to report a known act of solicitation may result in penalties under sections 8 and 9.

175-7. Inspections

Any law enforcement officer, health department inspectors, and/or duly authorized officials may conduct reasonable inspections of licensed massage establishments during

operating hours to ensure compliance with this ordinance.

It is unlawful for any licensee, employee, or agent to refuse, hinder, or interfere with any lawful inspection authorized by this section.

§ 175-8. Penalties

Violation of this ordinance shall subject the offender to:

- A municipal forfeiture not less than \$250 and not more than \$2,500 per violation.
- Refusal to permit a lawful inspection shall constitute a separate violation, subject to an additional forfeiture of not less than \$500 and not more than \$2,500.
- Possible suspension or revocation of the massage establishment license after notice and hearing.
- Violation of Section 5(f) (prohibition on living accommodations) shall be subject to an immediate fine of \$500 per violation and may result in emergency suspension of the massage establishment license.

§ 175-9. Reporting of Violations to State Authorities

(a) Mandatory Reporting:

The City Clerk or designee shall report any of the following to the Wisconsin Department of Safety and Professional Services (DSPS):

- 1. Any violation by a licensed massage therapist involving illegal sexual activity, controlled substances, fraud, or violations of professional licensing standards;
- 2. Any conviction of a massage therapist for a felony or misdemeanor related to their practice;
- 3. Any finding that a therapist has engaged in unlicensed practice of massage therapy or bodywork therapy.

(b) Notification Contents:

Reports to DSPS shall include:

- Name of the individual;
- Wisconsin license number (if applicable);
- Description of the violation or incident;
- Disciplinary actions taken by the City; and
- Any supporting documentation from investigations or hearings.

(c) Timing:

Reports shall be made within ten (10) business days after the City determines that a reportable violation has occurred.

§ 175-10. License Suspension and Revocation

(a) Grounds:

The City may suspend or revoke any Massage Establishment License for any of the following:

- 1. Violation of any provision of this ordinance or state law regulating massage establishments.
- 2. Conviction of any owner, manager, or employee for a crime involving prostitution, human trafficking, sexual misconduct, or controlled substances.
- 3. Refusal to allow a lawful inspection under Section 7.
- 4. Three or more ordinance violations occurring within a twelve (12) month period.

(b) Procedure:

Before suspension or revocation, the licensee shall be entitled to a hearing before the Common Council or its designated hearing officer.

- Written notice stating the grounds for suspension or revocation and the time and place of the hearing shall be served at least ten (10) days prior to the hearing.
- The licensee may appear at the hearing with or without legal counsel, present evidence, and cross-examine witnesses.
- The Common Council may suspend the license for a period not to exceed ninety (90) days or revoke the license entirely.

(c) Emergency Suspension:

If the City determines that the continued operation of a massage establishment presents an immediate threat to public health, safety, or welfare, the Chief of Police or City Clerk may issue a temporary suspension order pending a hearing, effective immediately.

§ 175-11. License Renewal

(a) Term and Expiration:

All Massage Establishment Licenses issued under this ordinance shall expire on December 31 of each year, regardless of the date of issuance.

(b) Renewal Application:

Licensees seeking renewal must submit a renewal application to the City Clerk no later than November 30 of each year, which shall include:

1. Updated ownership and operator information.

- 2. Proof of continued compliance with applicable state licensing requirements.
- 3. Certification that all massage therapists employed hold valid Wisconsin licenses.
- 4. Authorization for updated background checks on owners and operators.
- 5. Payment of a renewal fee(\$25.00) as set by the Common Council.

(c) Grounds for Denial of Renewal:

Renewal may be denied for:

- 1. Failure to comply with the requirements of this ordinance.
- 2. Outstanding fines, forfeitures, or unpaid taxes owed to the City.
- 3. Pending or prior disciplinary action against the massage establishment or its employees.
- 4. A material misstatement or omission on the renewal application.

(d) Renewal Hearing:

If the City Clerk intends to deny renewal, the licensee shall be entitled to a hearing before the Common Council or designated hearing officer, following the same notice and hearing procedures described in Section 9(b).

§ 175-12. Severability

If any section, subsection, sentence, clause, or phrase of this ordinance is held unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions.

§ 175-13. Effective Date

This ordinance shall take effect upon passage and publication according to law.

Appendix A – Penalties and Enforcement Summary Table

Violation Type	Penalty	Other Consequences
Operating without a Massage Establishment License	\$500 – \$2,500 per violation	Immediate cease-and-desist order; possible criminal charges under state law; License suspension or revocation
Employing unlicensed massage therapists	\$500 – \$2,500 per violation	Immediate cease-and-desist order; License suspension or revocation; possible criminal charges under state law
Violation of Conditions of Operation (e.g., hours, dress code, records)	\$250 – \$2,500 per violation	License suspension after 3 violations in 12 months
Refusal to allow lawful inspection	\$500 – \$2,500 per violation	Immediate license suspension pending hearing
Offering or allowing sexual activity on premises	\$1,000 – \$2,500 per violation	Immediate emergency suspension; probable license revocation; possible criminal charges under state law
Failure to renew license on time	\$100 late fee + renewal fee	Potential suspension of operating authority
Material misstatement on application or renewal	\$250 – \$2,500 per violation	Denial or revocation of license

Enforcement Actions Summary

Action	Trigger	Process
License Suspension	3 ordinance violations within 12 months; refusal to allow inspection; threat to public health/safety	Notice and hearing before Common Council or hearing officer
Emergency Suspension	Immediate threat to public health/safety	Temporary suspension issued by Chief of Police or City Clerk, effective immediately, followed by a hearing

Action	Trigger	Process
License Revocation	Repeated or serious violations, criminal convictions tied to premises	Hearing with notice; revocation decision by Common Council
License Renewal Denial	Outstanding violations, unpaid fines, inaccurate renewal application, disqualification under state law	Notice and hearing before Common Council or hearing officer

City of Waterloo, Wisconsin

Massage Establishment License Application Form

City Clerk's Office

1. Business Information
Legal Business Name:
Doing Business as:
Business Address:
Business Phone Number:
Business Email Address:
Business Entity Type: □ Sole Proprietor □ Partnership □ Corporation □ LLC
2. Applicant (Owner/Operator) Information
• Full Legal Name:
• Date of Birth:
Home Address:
Phone Number:
Email Address:
(If multiple owners/partners, attach additional sheets with full information.)
3. Premises Information
Property Owner Name (if leased):
Property Owner Contact Information:
• Attach copy of lease agreement or proof of ownership.
Attach floor plan showing layout of business, including all rooms.

4. Massage Therapist Information
List all massage therapists employed or contracted (attach additional sheets if necessary):
Name Wisconsin License Number Expiration Date
5. Criminal History
Has any owner, operator, or managing employee been convicted of any crime involving prostitution, human trafficking, controlled substances, or any offense involving moral turpitude? □ Yes □ No
(If Yes, attach detailed explanation.)
6. Required Attachments
• □ Copy of all owners' photo IDs
• □ Proof of valid massage therapist licenses for all employees
• Authorization for Background Check (attached form)
• □ Application Fee \$50.00. Renewal Fee \$25.00.
• □ Signed Certification (below)
7. Certification
I hereby certify that the information contained in this application is complete and true. I understand that any false statement may result in denial, suspension, or revocation of any license issued. I authorize the City of Waterloo to conduct background checks as required.
Applicant Signature: Date:

City of Waterloo, Wisconsin

Massage Establishment Inspection Checklist

Police	e Department
	ess Name:
	ess:
	of Inspection:ctor Name:
Prem	ises
•	☐ Business license displayed prominently.
•	☐ Massage therapist licenses displayed for all practitioners.
•	□ Floor plan matches submitted plan.
•	□ Premises clean, sanitary, and well-lit.
•	☐ All treatment rooms properly labeled and accessible for inspection.
•	□ No beds, cots, mattresses, sleeping bags, or evidence of overnight living on premises.
•	$\hfill \square$ All doors accessible to the public remain unlocked during business hours (unless emergency).
•	□ No table showers, Vichy showers, or similar bathing equipment observed or in use.
•	□ No plumbing fixtures installed in massage rooms for client bathing purposes.
Perso	nnel
•	☐ All individuals providing massage are licensed in Wisconsin.
•	☐ Professional attire worn by all massage therapists.
•	☐ Employees aware of and complying with hours of operation.

•	☐ Client logbook maintained properly (client names/initials, date/time).
•	□ Logbook available for lawful inspection.
•	□ Retention of client records for one year.
Operati	ions
•	□ No sexually explicit materials or advertisements visible.
•	□ No evidence of sexual activity or solicitation.
•	□ No alcohol, illegal drugs, or unlicensed sales on premises.
	$\hfill\Box$ No sexually explicit advertisements, flyers, or marketing materials displayed or distributed.
•	□ Refusal to inspect: □ Yes □ No
Final No	otes/Violations:
Inspect	or's Recommendation:

□ Approved □ Re-inspection required □ Violation Notice Issued

Inspector Signature: ______ Date: _____

Records

City of Waterloo, Wisconsin

NOTICE OF VIOLATION – MASSAGE ESTABLISHMENT

Date of Issue:	
Time of Issue:	
Business Name:	
Business Address:	
Owner/Manager (if known):	
Phone Number:	
Inspector/Officer Name:	
Badge/Employee Number (if applicable):	
Nature of Violation(s)	
(Check all that apply)	
□ Operating without a valid Massage Establishment License	
☐ Employing unlicensed massage therapist(s)	
□ Refusal to allow lawful inspection	
□ Providing massage services outside of permitted business hour	rs
☐ Failure to maintain required client records	
☐ Sleeping or living on premises (beds, cots, mattresses, etc.)	
□ Locked doors during regular business hours (non-emergency)	
☐ Sexual activity or solicitation observed or reported	
☐ Failure to display licenses properly	
□ Other (describe below)	
Other / Description of Violation:	

Required Corrective Action(s)
□ Cease and desist specific activity immediately □ Submit corrected documentation within days □ Appear at hearing scheduled for: □ Business ordered temporarily closed pending hearing □ Other corrective action (describe):
Penalty Information
Potential Fine: \$ per violation.
• License Action: May result in suspension, revocation, or non-renewal.
• State Reporting: Violation may be reported to the Wisconsin Department of Safety and Professional Services (DSPS) if applicable.
Service of Notice
$ \ \Box \ $ Delivered in person to owner/manager $ \ \ \Box \ $ Posted conspicuously on premises $ \ \ \Box \ $ Sent via certified mail to business address $ \ $
Recipient Name (printed):
Recipient Signature (if available): Date:
Inspector/Officer Signature:
Date:

Important

Failure to correct the violations described herein may result in additional enforcement actions, including increased fines, suspension or revocation of the Massage Establishment License, or other legal remedies.

For questions, contact:

City Clerk's Office

Phone: 920-478-3025

Email: cityhall@waterloowi.us

City of (City), Wisconsin

NOTICE OF HEARING – MASSAGE ESTABLISHMENT LICENSE

Date of Issue:
Time of Issue:
Business Name:
Business Address:
Owner/Manager (if known):
Phone Number:
Hearing Date:
Time of Hearing:
Hearing Location: Waterloo Council Chambers
Notice of Hearing for Violation(s)
You are hereby notified that a hearing will be held to address the following violation(s) related
to your Massage Establishment License:
□ Operating without a valid Massage Establishment License
□ Employing unlicensed massage therapist(s)
□ Refusal to allow lawful inspection
□ Providing massage services outside of permitted business hours
☐ Failure to maintain required client records
☐ Sleeping or living on premises (beds, cots, mattresses, etc.)
□ Locked doors during regular business hours (non-emergency)
□ Sexual activity or solicitation observed or reported
□ Failure to display licenses properly
□ Other (describe below)

Violation(s) Reported by:		

Hearing Details

At the hearing, you may present evidence, testimony, and witnesses. You may also be represented by legal counsel. The purpose of the hearing is to determine if your license will be suspended, revoked, or if any fines will be assessed as a result of the violations listed above.

Your Rights:

- You have the right to attend the hearing and speak on your behalf.
- You may present any documents, records, or other evidence.
- You may be represented by an attorney, at your expense.
- If you fail to attend the hearing, the hearing officer may make a decision based on available evidence.

Failure to Attend:

If you do not attend the hearing, the hearing officer may decide to proceed in your absence, and a ruling may be issued based on the information available. Failure to attend may result in suspension, revocation, or other enforcement actions.

Corrective Action:

If the hearing determines that violations have occurred, corrective actions may include:

- Fines (as specified in the ordinance).
- Suspension or revocation of your Massage Establishment License.
- Reporting of violations to the Wisconsin Department of Safety and Professional Services (DSPS) (if applicable).
- Other enforcement actions authorized by City ordinance.

Appeals Process:
If you disagree with the outcome of the hearing, you may appeal the decision to the [City Board of Appeals or Common Council] within [time frame, e.g., 10 business days].
Contact Information:
If you have any questions or require additional information, please contact:
City Clerk's Office
Phone: 920-478-3025
Email: cityhall@waterloowi.us
Acknowledgment of Notice
I, the undersigned, acknowledge receipt of this Notice of Hearing and understand that I am required to attend or respond as directed above.
Recipient Name (printed):
Recipient Signature (if available):
Date:
City Clerk/Officer Signature:
Date:

Contractor's Application for Payment

Title: Date:

Owner:	Waterlo	o Utilities		Owner	's Project No.:			
Engineer: Town & Country Engineering			- Engine	er's Project No.:		WW-62		
Contractor: Portzen			Contractor's Project No.: 23-04					
Project:	ater and Was	nts		· ·				
Contract:	Wastwa	ter Treatmen	t Facility and Water	Booster Stat	ion			
Application I	No.:	28	Applicat	ion Date:	10/3/2025			
Application F	Period:	From	9/1/2025	to	9/30/2025			
1. Ori	ginal Cont	ract Price				\$	22,221,337.75	
2. Net	change b	y Change Ord	ders			\$	418,872.38	
3. Cur	rent Cont	ract Price (Lir	ne 1 + Line 2)			\$	22,640,210.13	
4. Tot	al Work c	ompleted and	d materials stored to	date	•			
(Su	m of Colu	mn G Lump S	um Total and Colum	n J Unit Price	e Total)	\$	21,632,849.39	
5. Ret	ainage				•			
a	. 5%	X \$ 21,6	32,849.39 Work Co	mpleted		\$	1,081,642.47	
b	. 5%	X \$	- Stored N	/laterials		\$	-	
C.	. Total Re	tainage (Line	5.a + Line 5.b)			\$	1,081,642.47	
6. Am	ount eligi	ble to date (L	ine 4 - Line 5.c)			\$	20,551,206.92	
7. Les	s previous	s payments (L	ine 6 from prior app	lication)		\$	20,002,002.58	
8. Am	ount due	this applicati	on			\$	549,204.34	
9. Bala	ance to fi	nish, including	g retainage (Line 3 -	Line 4)		\$	2,089,003.21	
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:	Portzen		4 .					
Signature:	h	Colon for	Me		Date	e:	10/3/2025	
Recommend	ed by Eng	gineer		Approved b	y Owner			
By:	98	_		Ву:				
Title: Pro	ject Engir	eer		Title:				
Date: 10/	20/2025			Date:				
Approved by	Funding	Agency						
Ву:				Ву:				

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	Westwater Treatment Facility and Water Decetor Station		

Application No.:	28 Application Period	From	09/01/25	to	09/30/25	_	Application Date:	10/03/25
Α	В	С	D	E	F	G	Н	l l
			Work Co	mpleted		Work Completed		
Item No.	Description	Scheduled Value (\$)	(D + E) From Previous Application (\$)	This Period (\$)	Materials Currently Stored (not in D or E) (\$)	and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
	Original Co	ntract		•	1	1		
1	GENERAL REQUIREMENTS					-		-
2	Bonds Mobilization	\$ 111,350.0 \$ 180,698.0		2 222 22		111,350.00	100%	
	Project Management	\$ 466,830.0	-,	2,000.00 3,000.00		178,500.00 461,100.00	99%	
	Project Management Software	\$ 27,562.0		3,000.00		27,562.00	100%	
	Temporary Construction Fence	\$ 20,000.0				20,000.00	100%	
7	Port-a-potty rental	\$ 12,812.0				12,300.00	96%	
	Job trailer	\$ 17,325.0				17,100.00	99%	
g	Trash Disposal	\$ 31,500.0				30,802.00	98%	
10	Safety	\$ 15,750.0				15,500.00	98%	
	Survey & Staking	\$ 10,500.0	10,500.00			10,500.00	100%	
	Concrete Testing	\$ 26,250.0				26,250.00	100%	
	Project Sign	\$ 1,575.0				1,575.00	100%	
	Lodging	\$ 196,350.0				195,800.00	100%	
	Temp. Utilities	\$ 105,000.0				105,000.00	100%	
	Cleaning Site and Building	\$ 45,990.0				43,000.00	93%	
	Equipment Rental	\$ 175,600.0	175,150.00			175,150.00	100%	
18	SITEWORK					-		-
	Selective Demolition	\$ 241,105.0		4 000 00		241,105.00	100%	-
20		\$ 114,251.00 \$ 5,250.00		4,000.00		114,251.00	100%	
21		\$ 5,250.0			-	5,250.00	100%	
	Rammed Aggregate Piers Paving Prep	\$ 182,735.0				109,605.00 182,735.00	100%	
	Aphalt Paving	\$ 171,308.0		169,000.00		169,000.00	99%	
25		\$ 155,770.0		103,000.00		155,770.00	100%	
	Site Furnishings	\$ 3,150.0				-	0%	
	Temp Roads	\$ 7,875.0				7.875.00	100%	
	Rough Grading	\$ 159,886.0		12,000.00		144,900.00	91%	
	Building Excavation and Backfill	\$ 190,756.0		,		190,756.00	100%	
30	Sanitary Systems	\$ 1,515,690.0	1,515,690.00			1,515,690.00	100%	-
	Storm Systems	\$ 121,166.0		5,028.00		121,166.00	100%	-
32	Water Systems	\$ 214,044.0	214,044.00			214,044.00	100%	-
33	Site Air Piping	\$ 245,980.0	245,980.00			245,980.00	100%	-
	Landscaping WWTF	\$ 46,550.0				-	0%	46,550.00
35	CONCRETE					-		-
	Concrete	\$ 938,579.0				938,579.00	100%	
37		\$ 41,583.0	41,583.00			41,583.00	100%	
38	MASONRY	A 455.5	455.55					-
	Masonry Materials ST 10	\$ 155,608.0		ļ		155,608.00	100%	
	Masonry Labor ST10 Masonry Materials ST 25	\$ 301,146.00 \$ 93,952.00		 	-	301,146.00	100%	-
	Masonry Labor ST25	\$ 93,952.0		-		93,952.00 156,675.00	100%	
42	·	\$ 156,675.0		-		8,515.00	100%	
43	·	\$ 19,753.0		 		19,753.00	100%	
	Masonry Materials ST 55	\$ 44,533.0		 		44,533.00	100%	
	Masonry Labor ST55	\$ 75,320.0				75,320.00	100%	
47	METALS	. , 5,520.01	, 5,525.00	1			23070	_
	Structural Steel Framing	\$ 24,267.0	24,267.00			24,267.00	100%	-
	Metal Fabrications	\$ 110,144.0	,			110,144.00	100%	
50	Guard & Hand Rail	\$ 170,313.0				164,797.78	97%	5,515.22

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
 Contractor's Project No.:
 3-04

 Contract:
 Wastewater Treatment Facility and Water Booster Station

Application No.:	Application Period	: Fro	n	09/01/25	to	09/30/25	=	Application Date:	10/03/25
Α	В	С		D	E	F	G	Н	ı
		Scheduled	l Value	Work Co (D + E) From Previous Application	mpleted This Period	Materials Currently Stored (not in D or E)	Work Completed and Materials Stored to Date (D + E + F)	% of Scheduled Value (G / C)	Balance to Finish (C - G)
Item No.	Description	(\$)		(\$)	(\$)	(\$)	(\$)	(%)	(\$)
51	Bar Grating	\$ 384	,672.00	384,672.00			384,672.00	100%	
	Labor to install		,145.00	217,145.00			217,145.00	95%	12,000.00
53		\$ 12	,600.00	12,600.00			12,600.00	100%	-
54	CARPENTRY						-		-
	Trusses		,108.00	39,108.00			39,108.00	100%	-
	Truss Labor		,460.00	22,460.00			22,460.00	100%	-
	Rough Carpentry		,546.00	130,546.00	F 005 00		130,546.00	100%	-
59	Finish Carentry	\$ 5	,386.00		5,386.00		5,386.00	100%	-
	THERMAL & MOISTURE Dampproofing & Joint Sealants	\$ 78	,250.00	75,317.00	2,933.00		70.250.00	100%	-
	Thermal Insulation		,854.00	75,317.00 21,854.00	2,933.00		78,250.00 21,854.00	100%	-
62		1 1	,854.00	5,250.00			5,250.00	100%	-
	ST 10 Roofing Materials		,398.00	110,232.00	7,166.00		117,398.00	100%	-
	ST 10 Roofing Labor		,361.00	38,840.00	20,000.00		58,840.00	93%	4,521.00
	ST 25 Roofing Materials		,610.00	23,610.00	20,000.00		23,610.00	100%	-,521.00
	ST 25 Roofing Labor		,857.00	14,857.00			14,857.00	100%	-
	ST 35 Roofing Materials		,954.00	7,954.00			7,954.00	100%	-
	ST 35 Roofing Labor		,512.00	3,512.00			3,512.00	100%	-
	ST 50 Roofing Materials		,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						-		-
	Structure 10 Doors, Frames & Hardware		,925.00	46,925.00			46,925.00	100%	-
	Structure 25 Doors, Frames & Hardware		,887.00	11,887.00			11,887.00	100%	-
76			,161.00	9,161.00			9,161.00	100%	-
	Structure 50 Doors, Frames & Hardware		,080.00	25,080.00			25,080.00	100%	-
78			,863.00	5,863.00			5,863.00	100%	-
	Labor to install		,140.00	29,317.00	5,823.00		35,140.00	100%	-
80			450.00	62,450.00			62,450.00	100% 100%	
	Aluminum Windows and Galzing Aluminum Access Doors		,169.00	21,169.00 14,490.00			21,169.00 14,490.00	100%	-
	Attic Access		,250.00	5,250.00			5,250.00	100%	-
84	FINISHES	3	,230.00	3,230.00			5,230.00	100%	-
	Gyp Wall Board Assemblies	\$ 36	,414.00	36,414.00			36,414.00	100%	-
	Acoustical Ceilings		,015.00	30,414.00	13,000.00		13,000.00	87%	2,015.00
	Quarry Tile		,420.00	42,553.00	29,867.00		72,420.00	100%	
	Vinyl Wall Base	\$	693.00	693.00			693.00	100%	-
	Painting	\$ 469	,740.00	441,340.00			441,340.00	94%	28,400.00
90	SPECALTIES		,681.00	1,240.95	12,440.05		13,681.00	100%	-
91	FURNISHINGS						-		,
92	Plastic Laminate Casework	\$ 5	,250.00		5,250.00		5,250.00	100%	-
	Labor to install casework		,194.00		2,194.00		2,194.00	100%	-
	Laboratory Casework		,568.00	67,568.00			67,568.00	100%	-
	Labor to install casework		,118.00	9,118.00			9,118.00	100%	-
	Engineering for Casework	\$ 2	,100.00	2,100.00	, The state of the		2,100.00	100%	-
97	MECHANICAL	<u> </u>					-		-
	Plumbing& Process Project Management	\$ 126	,000.00	112,710.50	4,410.00		117,120.50	93%	8,879.50
99	STRUCTURE 10:	L					-		-
	Plumbing/Hydronics Materials and Equipment		,500.00	126,000.00	7,350.00		133,350.00	98%	3,150.00
101	Plumbing/Hydronics Labor	\$ 262	,500.00	247,380.00	9,870.00		257,250.00	98%	5,250.00

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:	Wastwater Treatment Facility and Water Booster Station		

pplication No.:	28 Application Period:	From	09/01/25	to	09/30/25	•	Application Date:	10/03/25
Α	В	С	D	E	F	G	Н	1
			Work Co	mpleted		Work Completed		
Item No.	Description	Scheduled Value (\$)	(D + E) From Previous Application (\$)	This Period (\$)	Materials Currently Stored (not in D or E) (\$)	and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
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	11,550.00			11,550.00	100%	-
105	HVAC Equipment	\$ 312,841.00	312,841.00			312,841.00	100%	-
106	HVAC Sheetmetal	\$ 61,950.00	35,700.00	16,275.00		51,975.00	84%	9,975.00
107	HVAC Vent, Stands	\$ 6,720.00	6,720.00			6,720.00	100%	-
108	HVAC Misc. Materials	\$ 5,775.00	4,725.00			4,725.00	82%	1,050.00
109	HVAC Equipment Rental	\$ 9,450.00	9,450.00			9,450.00	100%	-
110	HVAC Labor	\$ 130,218.00	82,425.00	10,500.00		92,925.00	71%	37,293.00
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	27,300.00		89,250.00	53%	78,750.00
114	HVAC Submittals, Pre-Con and Mobilization	\$ 71,720.00	66,675.00	5,045.00		71,720.00	100%	
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	42,000.00			42,000.00	100%	-
119	Process Labor	\$ 37,800.00	37,800.00			37,800.00	100%	-
	STRUCTURE 25:		·			-		
121	Plumbing/Process Materials	\$ 36,750.00	36,750.00			36,750.00	100%	-
	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%	-
	Plumbing Insulation Labor	\$ 2,703.00	2,703.00			2,703.00	100%	-
125	HVAC Sheet Metal	\$ 15,750.00	15,750.00			15,750.00	100%	-
	HVAC Vent, Stands	\$ 4,200.00	4,200.00			4,200.00	100%	-
	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%	-
	HVAC Labor	\$ 36,267.00	36,267.00			36,267.00	100%	-
	HVAC Management	\$ 2,625.00	2,625.00			2,625.00	100%	-
	HVAC Insulation Materials	\$ 2,241.00	2,241.00			2,241.00	100%	-
	HVAC Insulation Labor	\$ 1,839.00	1,839.00			1,839.00	100%	-
133	STRUCTURE 30	7 2,000.00	_,			-		-
	Process Materials	\$ 89,250.00	89,250.00			89,250.00	100%	-
	Process Labor	\$ 140,700.00	140,700.00			140,700.00	100%	-
136	STRUCTURE 35:	,	.,			-		-
	Plumbing/ Process Materials	\$ 5,250.00	5,250.00			5,250.00	100%	-
	Plumbing/Process Labor	\$ 1,050.00	1,050.00			1,050.00	100%	-
	HVAC Sheet Metal	\$ 5,250.00	5,250.00			5,250.00	100%	
	HVAC Misc. Materials	\$ 2,100.00	2,100.00			2,100.00	100%	
	HVAC Equipment Rental	\$ 2,100.00	2,100.00			2,100.00	100%	
	HVAC Labor	\$ 25,856.00	25,856.00			25,856.00	100%	-
	HVAC Management	\$ 2,625.00	2,625.00			2,625.00	100%	
	HVAC Submittals, Pre-Con and Mobilization	\$ 6,300.00	6,300.00			6,300.00	100%	-
	HVAC Insulation Materials	\$ 1,120.00	0,300.00			0,300.00	0%	1,120.00
	HVAC Insulation Labor	\$ 975.00				-	0%	
	STRUCTURE 40	÷ 3,3.00					070	3,5.00
	Process Materials	\$ 14,700.00	14,700.00			14,700.00	100%	_
	Process Labor	\$ 30,450.00	30,450.00			30,450.00	100%	
		- 30,-30.00	30,430.00		l	30,430.00	100%	
	STRUCTURE 50:							_
150	STRUCTURE 50: Plumbing/Process Materials	\$ 299,250.00	299,250.00			299,250.00	100%	

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:	Wastwater Treatment Facility and Water Booster Station		

Application No.:	28 Application Period:	From	09/01/25	to	09/30/25	_	Application Date:	10/03/25
Α	В	С	D	E	F	G	Н	I
			Work Co	mpleted		Work Completed		
Item No.	Description	Scheduled Value (\$)	(D + E) From Previous Application (\$)	This Period (\$)	Materials Currently Stored (not in D or E) (\$)	and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
153	Plumbing Insulation Material	\$ 2,440.00	2,440.00			2,440.00	100%	-
	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	8,873.00			8,873.00	89%	1,050.00
157	HVAC Equipment Rental	\$ 3,150.00	3,150.00			3,150.00	100%	-
	HVAC Labor	\$ 64,776.00	59,850.00			59,850.00	92%	4,926.00
	HVAC Management	\$ 2,625.00	1,575.00			1,575.00	60%	1,050.00
	HVAC Submittals, Pre-Con and Mobilization	\$ 12,600.00	12,600.00			12,600.00	100%	-
	HVAC Insulation Materials	\$ 1,120.00	1,120.00			1,120.00	100%	-
	HVAC Insulation Labor	\$ 975.00	975.00			975.00	100%	-
	STRUCTURE 55					-		-
	Plumbing/Process Materials	\$ 168,000.00	168,000.00			168,000.00	100%	-
	Plumbing/Process Labor	\$ 115,500.00	115,500.00			115,500.00	100%	-
	Plumbing Insulation Materials	\$ 1,837.00	1,837.00			1,837.00	100%	-
	Plumbing Insulation Labor	\$ 1,405.00	1,405.00			1,405.00	100%	-
	HVAC Sheet Metal	\$ 12,600.00	12,600.00			12,600.00	100%	-
	HVAC Vent, Stands	\$ 6,300.00	6,300.00			6,300.00	100%	-
	HVAC Misc. Materials	\$ 2,362.00	2,362.00			2,362.00	100%	-
	HVAC Equipment Rental	\$ 2,100.00	2,100.00			2,100.00	100%	-
	HVAC Labor	\$ 25,331.00	25,331.00			25,331.00	100%	-
	HVAC Management	\$ 2,625.00	2,625.00			2,625.00	100%	-
	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%	-
	STRUCTURE 60					-		-
	Process Materials	\$ 55,650.00	55,650.00			55,650.00	100%	-
	Process Labor	\$ 44,100.00	44,100.00			44,100.00	100%	-
180	STRUCTURE 70					-		-
	Process Materials	\$ 44,100.00	44,100.00			44,100.00	100%	-
	Process Labor	\$ 162,750.00	162,750.00			162,750.00	100%	-
	STRUCTURE 75					-		-
	Plumbing/Process Materials	\$ 31,415.00	31,415.00			31,415.00	100%	-
	Plumbing/Process Labor	\$ 68,250.00	68,250.00			68,250.00	100%	-
	Indian Hills Booster Station					-		-
	Process Materials	\$ 1,260.00			ļ	-	0%	
	Process Labor	\$ 1,260.00			ļ	-	0%	1,260.00
	ELECTRICAL					-		-
	Mobilization	\$ 138,776.00	138,776.00			138,776.00	100%	-
	Supervision	\$ 140,127.00	130,318.52			130,318.52	93%	9,808.48
	Start-up & Commissioning	\$ 15,785.00	12,628.00			12,628.00	80%	
	Closeout Documents	\$ 12,050.00				-	0%	
	Demobilization	\$ 8,914.00				-	0%	8,914.00
	General & Site					-		-
	Temp Electric	\$ 34,643.00	34,643.00			34,643.00	100%	-
	Electrical Labor	\$ 90,573.00	90,573.00			90,573.00	100%	-
	Electrical Material	\$ 227,857.00	227,857.00			227,857.00	100%	-
	Electrical Lighting and Labor	\$ 9,548.00	9,548.00			9,548.00	100%	-
200		\$ 19,960.00	19,960.00			19,960.00	100%	-
201	Demo	\$ 17,690.00	17,690.00			17,690.00	100%	-
202		\$ 95,592.00	95,592.00			95,592.00	100%	-
203	STR 10				İ	-		-

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:	Wastwater Treatment Facility and Water Booster Station		

Application No.:	Application Period	: F	rom	09/01/25	to	09/30/25		Application Date:	10/03/25
Α	В		С	D	E	F	G	Н	1
			led Value	Work Co (D + E) From Previous Application	This Period	Materials Currently Stored (not in D or E)	Work Completed and Materials Stored to Date (D + E + F)	% of Scheduled Value (G / C)	Balance to Finish (C - G)
Item No.	Description		(\$)	(\$)	(\$)	(\$)	(\$)	(%)	(\$)
	Temp Electric Electrical Raceway Material		17,326.00 107,165.00	17,326.00 93,232.00			17,326.00 93,232.00	100% 87%	13,933.00
	Electrical Raceway Material Electrical Raceway Labor		107,163.00	93,232.00 81,457.75			93,232.00 81,457.75	78%	23,385.25
	Electrical Wire Material		18,490.00	16,638.68			16,638.68	90%	1,851.32
	Electrical Wire Labor		25,925.00	19,145.00			19,145.00	74%	6,780.00
	Electrical Labor - MCC, Gear & Equipment	Ś	9,806.00	9,185.00			9,185.00	94%	621.00
	Electrical Lighting and Labor		62,270.00	46,700.00			46,700.00	75%	15,570.00
211	STR 20	7	02,270.00	40,700.00				7370	15,570.00
	Electrical Material	Ś	6,190.00	6,190.00			6,190.00	100%	-
	Electrical Labor	Ś	6,160.00	6,160.00			6,160.00	100%	
214	STR 25	1	0,100.00	0,100.00				10070	
	Electrical Material	Ś	56,170.00	56,170.00			56,170.00	100%	-
	Electrical Labor		56,725.00	56,725.00			56,725.00	100%	-
	Electrical Lighting and Labor		24,694.00	24,694.00			24,694.00	100%	_
218	STR 30	†	,	2 1,22 1.00				220/0	-
	Electrical Material	\$	40,647.00	40,647.00			40,647.00	100%	-
	Electrical Labor		41,110.00	40,287.85			40,287.85	98%	822.15
221	STR 35	1	,	-,			-		-
	Electrical Material	\$	14,827.00	14,827.00			14,827.00	100%	-
	Electrical Labor		23,100.00	21,945.00			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	16,622.00			16,622.00	100%	
227	Electrical Labor	\$	14,581.00	14,581.00			14,581.00	100%	,
228	Electrical Lighting and Labor	\$	12,091.00	12,091.00			12,091.00	100%	-
229	STR 50						-		-
230	Electrical Material	\$ 1	133,977.00	133,977.00			133,977.00	100%	-
231	Electrical Labor	\$ 1	12,934.00	105,026.00			105,026.00	93%	7,908.00
	Electrical Lighting and Labor	\$	52,589.00	45,751.00			45,751.00	87%	6,838.00
233	Electrical Labor - MCC, Gear & Equipment	\$	13,705.00	13,705.00			13,705.00	100%	٠
234	STR 55						-		٠
235	Electrical Material	\$	37,762.00	37,762.00			37,762.00	100%	-
	Electrical Labor	\$	53,015.00	53,015.00			53,015.00	100%	-
	Electrical Lighting and Labor	\$	8,388.00	8,388.00			8,388.00	100%	-
238	STR 60	<u> </u>					-		-
	Electrical Material	\$	7,497.00	7,497.00			7,497.00	100%	-
	Electrical Labor		12,235.00	11,536.00			11,536.00	94%	699.00
	Electrical Lighting and Labor	\$	2,910.00	2,910.00			2,910.00	100%	-
242	STR 70	<u> </u>	07.050.65	07.05			-	,	-
	Electrical Material		27,350.00	27,350.00			27,350.00	100%	-
	Electrical Labor		19,915.00	18,907.00			18,907.00	95%	1,008.00
	Electrical Lighting and Labor	\$	30,410.00	30,410.00			30,410.00	100%	-
246	STR 75	_	C 465 60	6.46=.00				40001	-
	Electrical Material	\$	6,165.00	6,165.00			6,165.00	100%	-
	Electrical Labor	\$	5,893.00 6,666.00	5,304.00 4,985.00			5,304.00 4,985.00	90% 75%	589.00
249 250	Electrical Lighting and Labor PROCESS INTERCONNECTIONS	>	0,666.00	4,985.00			4,985.00	75%	1,681.00
	Installation of Stop Plates and Logs	ė	3,717.00	3,717.00			2 717 00	100%	-
	Installation of Stop Plates and Logs Installation of Slide and Weir Gates	۶ د	38,241.00	3,/17.00	2,141.00		3,717.00 38,241.00	100%	-
	Prefabricated Flumes	\$ ¢	3,087.00	36,100.00	2,141.00		38,241.00	100%	-
	Installation of Flumes	\$ ¢	2,955.00	2,955.00			3,087.00 2,955.00	100%	-
254	Installation of Fruities	۶	۷,955.00	2,955.00		l	2,955.00	100%	

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:
 Wstawater Treatment Facility and Water Booster Station

Application No.:	28 Application Period:	From	09/01/25	to	09/30/25	_	Application Date:	10/03/25
Α	В	С	D	E	F	G	Н	l
			Work Co	mpleted		Work Completed		
Item No.	Description	Scheduled Value (\$)	(D + E) From Previous Application (\$)	This Period (\$)	Materials Currently Stored (not in D or E) (\$)	and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
	MATERIAL PROCESSING AND HANDLING EQUIPMENT					-		-
	Cranes and Hoist	\$ 73,952.00	73,952.00			73,952.00	100%	-
	Labor to install Cranes and Hoist	\$ 19,948.00	19,948.00			19,948.00	100%	-
	PROCESS GAS & LIQUID HANDLING, PURIFICATION & STORAGE EQUIPMENT					-		-
	Air Sparging Blowers	\$ 30,000.00	28,571.43	1,428.57		30,000.00	100%	-
	Labor to install Air Sparging Blowers	\$ 3,192.00	3,192.00			3,192.00	100%	-
	Labor to install High Speed Blowers	\$ 9,975.00	9,975.00			9,975.00	100%	
	Labor to install Rotary Lobe Blowers	\$ 9,975.00	9,975.00			9,975.00	100%	-
	Aluminum Domes	\$ 456,750.00	456,750.00			456,750.00	100%	-
	Labor for Aluminum Domes	\$ 204,750.00	204,750.00			204,750.00	100%	-
265		\$ 3,990.00	3,990.00			3,990.00	100%	-
	WATER & WASTEWATER EQUIPMENT	A 700 00	4 700 00			4 700 00		
	Installation of step Screen and Washer	\$ 4,788.00	4,788.00			4,788.00	100%	-
268		\$ 6,384.00 \$ 6,384.00	6,384.00			6,384.00 6,384.00	100% 100%	-
	Installation of Grit Seperator Classifier		6,384.00					-
	Installation of Mixers Density Current Baffles	\$ 11,172.00 \$ 61.950.00	11,172.00			11,172.00	100%	-
	·	. ,	61,950.00			61,950.00	100% 100%	-
	Labor to install Labor to install TERTIARY DISC FILTERS	\$ 15,960.00 \$ 12,768.00	15,960.00 12,768.00			15,960.00 12,768.00	100%	-
	Labor to install UV System	\$ 12,768.00 \$ 6,384.00	6,384.00			6,384.00	100%	-
	Labor to install Samplers	\$ 6,384.00	798.00			798.00	100%	-
	Budget Allowances	\$ 750.00	798.00			796.00	100%	-
	Soils Testing Services	\$ 20,000.00	1,062.98			1,062.98	5%	18,937.02
	Electrical Service	\$ 75,000.00	84,487.47			84,487.47	113%	(9,487.47)
	Natural Gas Service	\$ 20,000.00	2,221.22			2,221.22	113%	
	Internet Service	\$ 5,000.00	2,221.22			2,221.22	0%	
	SCADA Computers	\$ 40,000.00	29,572.93			29,572.93	74%	
282	· ·	\$ 20,000.00	7,410.35	4,365.92		11.776.27	59%	8,223,73
	Lab Equipment	\$ 30,000.00	34.638.91	4,303.32		34.638.91	115%	
284		\$ 30,000.00	16,314.07	736.73		17.050.80	57%	
	Truck Lift	\$ 15.000.00	7,506.00	730.73		7,506.00	50%	7,494.00
	Skid Steer	\$ 80,000.00	46,400.00	28,516.43		74,916.43	94%	
	Algae Cloth	\$ 5,000.00	10,100.00	20,510.15		- 1,520.15	0%	-,
288		\$ 20,000.00				-	0%	
	Plaque	\$ 5,000.00				-	0%	
	Blower Temporary Air	\$ 75,000.00	50,938.87			50,938.87	68%	24,061.13
	Pre-negotiated Items		,			-		-
	Diesel Engine Driven Generator/ Transfer Switch	\$ 298,618.00	298,618.00			298,618.00	100%	-
	Process Integration & Control	\$ 1,371,706.00	1,361,973.80			1,361,973.80	99%	9,732.20
	Process Valves	\$ 368,967.00	368,967.00			368,967.00	100%	-
295	Stop Plates & Logs / Slide & Weir Gates	\$ 349,387.00	349,387.00			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	26,285.00			26,285.00	100%	-
299	Submersible Waste Water Pumps	\$ 210,704.00	210,704.00			210,704.00	100%	-
300	Step Screen with Washer Compact	\$ 128,593.49	128,593.49			128,593.49	100%	-
301		\$ 72,750.00	72,750.00			72,750.00	100%	-
302		\$ 68,860.00	68,860.00			68,860.00	100%	-
303	Submersible Mixers	\$ 80,885.00	80,885.00			80,885.00	100%	-
304		\$ 151,200.00	151,200.00			151,200.00	100%	-
305	Tertiary Filters	\$ 654,186.38	654,186.38			654,186.38	100%	-

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:	Wastwater Treatment Facility and Water Booster Station	-	

Application No.:	28 Application Period	i:	From	09/01/25	to	09/30/25	_	Application Date:	10/03/25
Α	В		С	D	E	F	G	Н	ı
		Sch	neduled Value	Work Co (D + E) From Previous Application	mpleted This Period	Materials Currently Stored (not in D or E)	Work Completed and Materials Stored to Date (D + E + F)	% of Scheduled Value (G / C)	Balance to Finish (C - G)
Item No.	Description		(\$)	(\$)	(\$)	(\$)	(\$)	(%)	(\$)
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	17,680.00			17,680.00	100%	-
	Coarse Bubble Diffusers	\$	12,500.00	12,500.00			12,500.00	100%	-
	Booster Station						-		-
	General Requirements	\$	4,260.00	1,200.00	2,000.00		3,200.00	75%	1,060.00
315	Selective Demolition	\$	30,610.00	2,500.00	28,110.00		30,610.00	100%	
316	Sitework	\$	25,000.00	25,000.00			25,000.00	100%	-
	Asphalt Pavement	\$	5,250.00				-	0%	5,250.00
318		\$	2,835.00				-	0%	2,835.00
319	Concrete	\$	4,000.00		4,000.00		4,000.00	100%	-
320	Masonry	\$	3,180.00	3,180.00			3,180.00	100%	-
	Metal Fabrications	\$	5,350.00	5,350.00			5,350.00	100%	
322	Doors and Hardware	\$	17,700.00	1,127.00	12,000.00		13,127.00	74%	4,573.00
323	Painting	\$	12,350.00				-	0%	12,350.00
324	Process Materials	\$	198,450.00		164,000.00		164,000.00	83%	34,450.00
	Process Labor	\$	120,750.00	13,650.00	37,800.00		51,450.00	43%	69,300.00
326	HVAC Equipment	\$	19,591.00		19,591.00		19,591.00	100%	-
327	HVAC Misc. Materials	\$	2,940.00		2,310.00		2,310.00	79%	630.0
328	HVAC Labor	\$	18,637.00		8,400.00		8,400.00	45%	10,237.00
	HVAC Management	\$	1,050.00		525.00		525.00	50%	525.0
330	HVAC Submittals, Pre-Con and Mobilization	\$	1,102.00	1,000.00	102.00		1,102.00	100%	-
331	Electrical Material	\$	64,303.00	55,295.00			55,295.00	86%	9,008.00
	Electrical Labor	\$	44,340.00	28,777.00			28,777.00	65%	15,563.00
	Electrical Lighting and Labor	\$	12,132.00	10,150.00			10,150.00	84%	1,982.00
334	Electrical Labor - MCC, Gear & Equipment	\$	31,615.00	15,806.00			15,806.00	50%	15,809.00
335	Horizontal Split Case Centrifugal Pump	\$	89,425.00		89,425.00		89,425.00	100%	-
	Booster Station Pre-negotiated Items						-		-
337	Diesel Engine Drive Generator	\$	68,019.00	68,019.00			68,019.00	100%	-
338	Instrumentation and Control	\$	146,342.00	34,290.00			34,290.00	23%	112,052.0
339	Process Valves	\$	28,765.00		28,765.00		28,765.00	100%	-
									-
	Original Contract Tota	ls \$	22,062,937.75	\$ 20,382,236.81	\$ 814,053.70	\$ -	\$ 21,196,290.51	96%	\$ 584,741.2

Owner: Engineer: Contractor: Project: Contract:	Waterloo Utilities Town & Country Engineering Portzen 2023 Water and Wastewater Improvements						Owner's Project No.: Engineer's Project No.: Contractor's Project No.:		
Application No.:	Wastwater Treatment Facility and Water Booster Station 28 Application	on Period:	From	09/01/25	to	09/30/25	_	Application Date:	10/03/25
Α	В		С	D Work Co	E mpleted	F	G Work Completed	Н	ı

Application No.:	28 Application Period	: From	09/01/25	to	09/30/25	_	Application Date:	10/03/25
Α	В	С	D	E	F	G	Н	1
				mpleted		Work Completed		
			(D + E) From		Materials	and Materials		
			Previous		Currently Stored	Stored to Date	% of Scheduled	Balance to Finish
		Scheduled Value	Application	This Period	(not in D or E)	(D + E + F)	Value (G / C)	(C - G)
Item No.	Description	(\$)	(\$)	(\$)	(\$)	(\$)	(%)	(\$)
	Change O		1	1		1	1	
	Change Order #1	188,613.00				188,613.00		-
	Change Order #2	104,569.38	104,569.38			104,569.38	100%	-
	Change Order #3	125,690.00	70,000.00	39,000.00		109,000.00	87%	16,690.00
						-		-
						-		-
						-		-
						-		-
						-		-
						-		-
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						-		-
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						-		-
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						-		-
						-		-
						-		-
	1					-		-
	Change Order Totals	\$ \$ 418,872.38	\$ 363,182.38	\$ 39,000.00	\$ -	\$ 402,182.38	96%	\$ 16,690.00
	Original Contract and	Change Orders				T		
	Project Totals	\$ 22,481,810.13	\$ 20,745,419.19	\$ 853,053.70	\$ -	\$ 21,598,472.89	96%	\$ 601,431.24

Progress Estimate - Unit Price Work

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:	Wastwater Treatment Facility and Water Booster Station		

Application	n No.: 28		Application Period:	From	09/01/25	to	09/30/25				Applica	tion Date:	10/03/25
Α		В		С	D	E	F	G	Н	1	J	К	L
					Contract	t Information		Work (Completed				
											Work Completed	% of	
								Estimated	Value of Work	Materials	and Materials	Value of	
							Value of Bid Item	Quantity	Completed to Date	Currently Stored	Stored to Date		Balance to Finish (
Bid Item						Unit Price	(C X E)	Incorporated in		(not in G)	(H + I)	(J / F)	- 1)
No.		Description		Item Quantity	Units	(\$)	(\$)	the Work	(\$)	(\$)	(\$)	(%)	(\$)
Original Contract													
B-1	Excavation			1,000.00		20.00	20,000.00	468.00			9,360.00	47%	
	Structural Fill			1,000.00		58.00	58,000.00	403.00	23,374.00		23,374.00	40%	34,626.00
B-3	Breaker Run			300.00		58.00	17,400.00		=		-	0%	17,400.00
B-4	Fencing			50.00		60.00	3,000.00		-		-	0%	3,000.00
B-5	Reinforced Concrete Asphalt			100.00 300.00		450.00	45,000.00		-		-	0%	45,000.00 9,000.00
B-6 B-7	Pipe Bollards			5.00		30.00 750.00	9,000.00 3,750.00		-		-	0% 0%	3,750.00
B-8	Geotextile Fabric			250.00		5.00	1,250.00	328.50	1,642.50		1,642.50	131%	(392.50
	Silt Fencing			250.00		4.00	1,000.00	328.30	1,042.30		1,042.30	0%	1,000.00
6-9	Sitt i criting			230.00	LI	4.00	1,000.00					076	1,000.00
									-				_
									-		-		-
							-		-		-		-
							-		-		-		-
							=		-		-		-
							-		-		-		-
							-		-		-		-
							-		-		-		-
							-		-		-		-
							-		-		-		-
	•				Origin	al Contract Totals	\$ 158,400.00		\$ 34,376.50	\$ -	\$ 34,376.50	22%	\$ 124,023.50

Progress Estimate - Unit Price Work

	Stilliate Office Wo									Contractor 3 Ap	, p	,
Owner:	Waterloo Utilities								_	Owner's Project No	.:	
Engineer:	Town & Country Enginee	ering							_	Engineer's Project N	No.:	WW-62
Contractor:	Portzen								_	Contractor's Project	t No.:	23-04
Project:	2023 Water and Wastew	vater Improvements							_			
Contract:	Wastwater Treatment Fa	acility and Water Booster Stat	tion						-			
		,										
Application N	lo.: 28	Application Period:	From	09/01/25	to	09/30/25	_			Applica	ation Date:	10/03/25
Α	В		С	D	E	F	G	Н	I	J	К	L
				Contrac	t Information		Work (Completed				
										Work Completed	% of	
							Estimated	Value of Work	Materials	and Materials	Value of	
						Value of Bid Item	Quantity	Completed to Date	Currently Stored	Stored to Date	Item	Balance to Finish
Bid Item					Unit Price	(C X E)	Incorporated in		(not in G)	(H + I)	(J / F)	- J)
No.	Descrip	tion	Item Quantity	Units	(\$)	(\$)	the Work	(\$)	(\$)	(\$)	(%)	(\$)
		<u></u>				ige Orders		(+7	(47	(47	(/-/	(4)
					1	-		_		_		
						_		_		_		_
						_		-		_		
+								_				
+								_	1			
+								_	1	_		
										_		-
								_		_		
+								_	1	_		
+						-			1	-		
-						-		-		-		
						-		-		-		
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								-		-		
								-		-		-
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								-		-		
						-		-		-		-
						-		-		-		-
						-		-		-		-
				Ch	ange Order Totals	\$ -		\$ -	\$ -	\$ -		\$ -
					01110							
						ct and Change Orde			1.		1	
					Project Totals	\$ 158,400.00		\$ 34,376.50	\$ -	\$ 34,376.50	22%	\$ 124,023.5

Stored Materials Summary

Contractor's Application for Payment

95,817.00 \$

Stored Materia	ais Summary	'								Contr	actor's Applicati	on for Payment
Owner:	Waterloo Utiliti	ies							=	Owner's Project No.	.:	
Engineer:	Town & Countr	y Engineering							-	Engineer's Project N	lo.:	WW-62
Contractor:	Portzen								_	Contractor's Project	: No.:	23-04
Project:	2023 Water and	d Wastewater Imp	rovements						<u>-</u>		•	
Contract:	Wastwater Trea	Wastwater Treatment Facility and Water Booster Station										
Application No.:	28			Application Period:	From	09/01/25	to	09/30/25	-		Application Date:	10/03/25
Α	В	С	D	E	F	G	Н	I	J	K	L	M
							Materials Stored			ncorporated in Worl	k	
					Application						Total Amount	Materials
Item No.		Submittal No.			No. When				Amount Previously	Amount	Incorporated in the	Remaining in
(Lump Sum Tab)		(with			Materials	Previous Amount	Amount Stored this	Amount Stored to	Incorporated in the	Incorporated in the	Work	Storage
or Bid Item No.	Supplier	Specification	Description of Materials or		Placed in	Stored	Period	Date (G+H)	Work	Work this Period	(J+K)	(I-L)
(Unit Price Tab)	Invoice No.	Section No.)	Equipment Stored	Storage Location	Storage	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
263	P000014525		Materials ready for shipment	CST	9	95,817.00		95,817.00	95,817.00		95,817.00	-
								-			-	-
								-			-	-
								-			-	-
								-			-	-

95,817.00 \$

95,817.00 \$

95,817.00 \$

Clear Data Print. Save

Note: In order to fill and save this form electronically, it must be opened using Adobe Reader or Acrobat software. Save a copy of the file, open Adobe Reader, select File > Open and browse for the file you saved.

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

Safe Drinking Water Loan Program

Form 8700-215 (R 12/22)

Page 1 of 4

Notice: This form is authorized by ss. 281.58, 281.59 mandatory for all applicants seeking payments from the Drinking Water Loan Program. Failure to submit a confinity information collected will be used for administrative purpublic Records Law [ss. 19.31-19.39, Wis. Stats.]. See Notice 1	he Clean Water Fi mpleted form to th urposes and may	und Progi e Departi be provid	ram, the Env ment shall be led to reques	ironmental Ime grounds for otters to the ext	provem denial o	nent Fund or the Safe of payment. Personal	
1. Municipality		2. Projec	t Number	3. Request N	umber	4. Type of Request	
City of Waterloo		49	62-06	11		Partial	
Disbursement worksheet must be completed	This			For DNR Use Only			
and invoices must be attached for all costs.	Claim		Adjus	tments	Clai	im Amount Paid	
Force Account Complete worksheet on page 3	s		\$		\$		
Interim Financing							
Preliminary Design/Engineering							

Clean Water Fund Program

9,472.95

377,176.60

386,649.55

Municipal Certification

Land or Easement Acquisition

Construction / Equipment

Miscellaneous Costs **EIF Closing Costs** Total Requested

Engineering / Construction Management

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.
- X 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.
- M All contractors have provided the municipality or engineer with certified weekly payrolls for labor performed for all costs requested

	isbursement for Financial Assistance Progra	rams Form.	 92-12 1- 1- 2
		Date Signed	
Signature of Municipal Repr	resentative		
Title Mayor		Telephone Number (92	20) 478-3025
DO NOT WRITE BELOW TH	HIS LINE - DNR USE ONLY		
Received Date	DNR Approval and Date	DOA Approval and Date	Project At
Comments	-		

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 F	Request Worksheet													
_				Municipalit										
O Clean	Water Fund Program			City of Wate									Othor	6. Funding
Safe I	Drinking Water Loan Program			Project Number Request Number					l					
				4962-06 11					Indicate D and Fund Sour	Oollar Amount ce, i.e., CDBG, RD,				
1.			4.	5. Budget C	ategories (Requesting	EIF funds for	incurred	d eligil	ble costs.)			inter	nal funds
Date	_ 2.	3.	Total	F		Preliminary	Land or	Engine	erina/	0				
of Invoice	Payee	Invoice Number	Invoice Amount	Force Account	Interim Financing	Design/ Engineering		Constru	ıction	Construction /Equipment*	Misc. Costs	Closing Costs	Amt.	Source
IIIVOICC		Number	Amount		_	Engineering	Acquisition	wanage	ment					
06/01/2013	Sample		250,000.00							200,000.00			50,000.00	CDBG
10/03/2025	Portzen	PAY APP 28	549,204.34							377,176.60			172,027.74	CWF DR #14
09/11/2025	Town & Country Engineering	28707	7,000.00					4,8	07.38				2,192.62	CWF DR #14
09/11/2025	Town & Country Engineering	28708	6,793.50					4,6	65.57				2,127.93	CWF DR #14
(SUB) TOTAL 562,997.84			562,997.84					9,4	472.95	377,176.60			176,348.29	

+

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

Clear Data Print... Save...

Note: In order to fill and save this form electronically, it must be opened using Adobe Reader or Acrobat software. Save a copy of the file, open Adobe Reader, select File > Open and browse for the file you saved.

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

Safe Drinking Water Loan Program

Form 8700-215 (R 12/22)

Page 1 of 4

Notice: This form is authorized by ss. 281.58, 281.5	and 281.61, Wis. Stats.	Submittal of a complet	ed form to the Department is	
mandatory for all applicants seeking payments from	the Clean Water Fund Pro	gram, the Environmenta	I Improvement Fund or the S	afe
Drinking Water Loan Program. Failure to submit a co	ompleted form to the Depa	rtment shall be grounds	for denial of payment. Persor	nal
information collected will be used for administrative i	purposes and may be prov	ided to requesters to the	e extent required by Wisconsi	in's

Clean Water Fund Program

1. Municipality		2. Projec	ct Number	3. Request N	Number	4. Type of Request
City of Waterloo		46	682-04	14		Partial
				DV	- 11	
Disbursement worksheet must be completed and invoices must be attached for all costs.	11113	,	^ din	For DNI		
Operated a supplied and	Claim			stments	+	im Amount Paid
<u>on page 3</u>	\$		\$		\$	
Interim Financing						
Preliminary Design/Engineering	<u> </u>		1			
Land or Easement Acquisition		!				
Engineering / Construction Management	4,	,320.55			<u> </u>	
Construction / Equipment	172,	,027.74				
Miscellaneous Costs						
EIF Closing Costs						
Total Requested	176,	,348.29				
Municipal Certification						
I certify: (The following boxes must be marked before	this request will h	be proces	sed.)			
★ The amounts requested are in accordance with the costs that have been incurred and have not been incurred.	e terms of the Fir reimbursed on ar	ıancial As ny previoi	ssistance Aç us request.	₃reement (FA∕	A) and a	re for eligible project
I am the municipal representative authorized to co municipal governing officials have been obtained.		est and th	at all neces	sary approvals	s by con	isultants and
The Project complies with the Davis-Bacon and Recontractors, and subcontractors, were paid wages contract documents.	elated Acts, which at rates not less	n require than thos	that all labo se listed on	rers and mech the prevailing	hanics e wage ra	mployed by the ate contained in the
	y the contractor a	and subcr	ontractors af	t the work site	<u>.</u>	
				for labor perfo	rmed for	r all costs requested
			Γ	Date Signed		
Signature of Municipal Representative						
Title Mayor			Т	elephone Nur	nber (9	920) 478-3025
DO NOT WRITE BELOW THIS LINE - DNR USE ONLY						
Received Date DNR Approval a		DC	OA Approval	I and Date		Project At
Comments						

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 Municipality Clean Water Fund Program City of Waterloo 6. Other Funding Request Number O Safe Drinking Water Loan Program Project Number Indicate Dollar Amount 4682-04 14 and Fund Source, i.e., CDBG, RD, Budget Categories (Requesting EIF funds for incurred eligible costs.) internal funds 4. 1. Date 3. Total Preliminary Land or Engineering/ Payee Force Construction Invoice Interim Misc. Closing of Invoice Construction Design/ Easement Financing Engineering Costs Account Costs /Equipment* Amt. Source Invoice Number Amount Acquisition Management 06/01/2013 Sample 250,000.00 200,000.00 50,000.00 CDBG PAY APP 28 549,204.34 10/03/2025 Portzen 172,027.74 377,176.60 SDWLP DR 11 09/11/2025 2.192.62 4,807.38 SDWLP DR 11 Town & Country Engineering 7,000.00 28707 09/11/2025 Town & Country Engineering 6,793.50 2,127.93 4,665.57 SDWLP DR 11 28708 562,997.84 4,320.55 172,027.74 386,649.55 (SUB) TOTAL

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



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 §140-13 Fences and walls

The Common Council of the City of Waterloo, Wisconsin do ordain as follows: Section 1: § 140-13 is hereby amended as follows: General requirements. (4) Property line fences. Fences shall be erected in relation to the property line so as to be normally serviceable (no less than 2 feet from the property line) by the owner, unless the adjoining property owner consents, in writing, to the fence being erected on the property line. 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 November 6, 2025. **CITY OF WATERLOO** Jenifer Quimby, Mayor Attest:

Jeanne Ritter, City Clerk

Date Adopted:

Date Published:



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

www.waterloowi.us

Resolution 2025-51

A Resolution Amending the On-Call Policy for DPW

WHEREAS, the City and the Department of Public Works see a need to update the current DPW On- Call Policy; and

WHEREAS, it has been recommended that the DPW has a year round On-Call Policy with defined pay and hours; and

WHEREAS, the new policy is attached to this resolution.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Waterloo, WI, does hereby approve the changes to City of Waterloo Employee Handbook 6.2 completed on November 6, 2025.

ADOPTED this 6th day of November 2025, by the City Council of the City of Waterloo, WI.

	Signed:
	Jenifer Quimby Mayor of Waterloo
Attest:	
eanne Ritter, City Clerk/Deputy Treasurer	

Appendix: C Overtime Compensation

6.2 Overtime Compensation

Department of Public Works Employees:

Overtime work performed on Sunday and/or holidays shall be paid at two (2) times the regular rate.

Employees on call for a weekend shall receive (4)(8) hours at straight time pay for each day on call one and one-half $(1 \frac{1}{2})$ pay beginning at end of shift of work week until start of beginning shift Monday, plus time and one-half $(1 \frac{1}{2})$ pay for actual time spent on the job, with a minimum of two (2) hours. This will be a 52 week employee rotation.

Employees on call for a holiday receive four (4) hours pay at straight time one and one-half pay(1 ½), plus double time pay for actual time spent on the job, with a minimum of two (2) hours. On call scheduling begins with the Memorial Day holiday and ends with the Labor Day holiday. Holidays are defined in appendix D. On call employees are required to respond to work as soon as possible but no later than thirty forty five (30 45) minutes.

<u>Call In Pay:</u> Any employee who is called in for work at a time other than when he or she is scheduled shall be compensated a minimum of two (2) hours at the overtime rate of one and one-half (1 ½) times the regular rate for work performed Monday through Saturday, and two (2) times the regular rate for work performed on Sunday and/or holidays. Call-in pay shall start when an employee arrives at the shop, or at the work site, whichever comes first.



136 North Monroe Street Waterloo, WI 53594 Phone: (920) 478-3025

Fax: (920) 478-2021 www.waterloowi.us

City of Waterloo, Wisconsin

	al Lawn Permit Application								
(Pursu	(Pursuant to City Ordinance § 261-8.5 – Regulation of Natural Lawns)								
Applic	cant Information								
Mailin Phone	e of Property Owner(s):								
Prope	erty Information								
Parce	Address: I Number (if known): I District:								
Lot Si	ize: sq. ft.								
Total	Area Proposed for Natural Lawn: sq. ft.								
Natura	al Lawn Management Plan								
(Attaci	h additional pages or plans if necessary)								
1.	Purpose / Intent of Natural Lawn: (Explain your goals—native habitat restoration, reduced mowing, pollinator support, etc.,								
2.	Description of Vegetation: (List grasses, wildflowers, and native plants you intend to establish. Include seed mixes or sources.)								
3.	Maintenance and Management Practices: (Describe weed control, mowing schedule, reseeding, and seasonal maintenance.)								

4.	(Describe	Plan for Establishment: (Describe site preparation, planting schedule, and how you'll ensure establishment of native species.)									
 Map or Drawing: (Attach a site map showing property boundaries, buildings, streets, sidewalks, and proposed natural lawn areas. Indicate setback distances from sidewalks, streets, a property lines.) 											
6.	Neighbor	Buffer / Setback Compliance:									
		o natural lawn within 3 ft of an abutting property u t ached .	nless written waiver								
		o natural lawn within 10 ft of a street if there is no way).	sidewalk (or within City right-								
□Iha	ive read and	d agree to comply with the above setback and wa	iver requirements.								
Neigh	bor Waive	rs (if applicable)									
Neigh	bor Name	Address Signature Date									
Appli	cant Certifi	cation									
compl plan a unders	ete. I agree nd City Ord	at the information provided in this application and to maintain the natural lawn in accordance with the dinance § 261-8.5, and to allow City inspection upailure to maintain the area as approved may resultaction.	he approved management on reasonable notice. I								
Applic	cant Signa	ture: Date: _									
Office	Use Only										
Applic	cation Rec	eived By:									
Date I	Received:										
Fee P		\$ (per City Fee Schedule)									
	t Approved	d By:									
	Approved:										
_	t Number:										
Comn	nents / Cor	iaitions:									

Submit completed application, management plan, and required fee to: City of Waterloo - Clerk/Treasurer's Office 136 North Monroe Street, Waterloo, WI 53594

(920) 478-3025 cityhall@waterloowi.us

§ 261-8.1. Regulation of natural lawns. [Added 4-3-2025 by Ord. No. 2025-06]

- A. Natural lawns defined. "Natural lawn," as used in this section, shall include common species of grass and wildflowers native to North America which are designed and purposely cultivated to exceed eight inches in height from the ground. Specifically excluded in natural lawns are the noxious grasses and weeds identified in this chapter. The growth of a natural lawn in excess of eight inches in height from the ground surface shall be prohibited within the City corporate limits unless a natural lawn management plan is approved and a permit is issued by the City as set forth in this section. Natural lawns shall not contain litter or debris and shall not harbor undesirable wildlife.
- B. "Natural landscape management plan" as used in this article shall mean a written plan relating to the management and maintenance of a landscape which meets the following requirements:
 - (1) Proposed natural landscape is being requested.
 - (2) A statement of intent and purpose for the landscape.
 - (3) A detailed description of the types of plants and plant succession involved.
 - (4) Specific management and maintenance techniques to be employed.
 - (5) Proposed landscaping is to be confined to property owned by the applicant according to current City Assessor's records.
 - (6) Natural landscaping on any City-owned property within any street right-of-way is strictly prohibited. This shall include the property between the sidewalk and street and not less than 10 feet adjacent to the street where there is no sidewalk.
 - (7) Natural landscapes shall not be permitted within three feet of the abutting property unless waived in writing by the abutting property owner on the side or sides affected. Such waiver shall be affixed to the landscape management plan. Any subsequent property owner who abuts an approved natural lawn may revoke the waiver, thereby requiring the owner of the natural lawn to remove the natural lawn within 30 days.
 - (8) The property owner shall submit to the Public Works Director a drawing, plot plan and/ or survey which will show the location of the natural landscape area on the applicant's property.
 - (9) In addition to those identified in Chapter 261, Nuisances, the following noxious grasses, or weeds will not be allowed in a natural landscape area:

Common Name(s)	Latin Name(s)
Buckthorn	Rhamnus cathartica
	Rhamnus frangula
Burdock (yellowdock)	Artium lappa
Field bindweed (wild morning glory)	Convolvulus arvensis
Garlic mustard	Alliaria petiolata

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Common Name(s)	Latin Name(s)
Goatsbeard (oyster plant, salsify)	Tragopogon porrifolius
Leafy spurge	Euphorbia esula
Marijuana	Cannabis sativa
Nettle	Urtica dioica
Oxeye daisy	Chrysanthemum
	Leucanthemu
Pigweed (lambs quarters)	Chenopodium album
Pigweed (amaranth)	Amaranthus retroflexus
Poison ivy	Rhus radicans
Purple loosestrife	Lythrum salicaria
Quackgrass	Bromus brizaeformis
Ragweed (common)	Ambrosia artemisifolia
Ragweed (Great)	Ambrosia trifida
Spotted knapweed	Centaurea maculosa
Thistle bull	Cirsium vulgare
Thistle canada	Cirsium arbense
Thistle musk or nodding	Carduus nutans
Thistle star (caltrops)	Centaurea calicitrapa
Thistle sow (field)	Sonchus arvensis
Thistle sow (common)	Sonchus oleraceus
Thistle sow (spiny leaved)	Sonchus asper
Sweet clover (yellow)	Melilotus officinalis
Sweet clover (white)	Melilotus alba
Yellow mustard (yellow rocket winter cress)	Barbarea vulgaris
Japanese bamboo	
Wild mustard	

- C. Property owners who currently have natural landscapes must file an application for a permit on forms provided by the City Clerk, pay the application fee set forth in the City fee schedule and submit a plan as to be covered by this article.
- D. Natural landscapes may constitute a fire or safety hazard, due to weather conditions or other conditions. The Public Works Weed Commissioner may order natural landscapes cut due to

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such conditions. As a condition of receiving approval of the natural landscape permit, the property owner shall be required to cut the natural landscape within three days upon receiving a written letter from the City of Waterloo's Weed Commissioner.

- E. Natural lawns shall not be removed through the process of burning unless stated and approved as one of the management and maintenance techniques in the lawn management plan. The Fire Chief shall review all requests to burn natural lawns and shall determine if circumstances are correct and all applicable requirements have been fulfilled to ensure public safety. Burning of natural lawns shall be strictly prohibited unless a written permit to burn is issued by the Fire Chief. The Fire Chief shall establish a written list of requirements for considering each request to burn natural lawns, thereby ensuring the public safety. In addition, the property owner requesting permission to burn the natural lawn shall produce evidence of property damage and liability insurance identifying the City as a third-party insured. A minimum amount of acceptable insurance shall be \$300,000.
- F. Revocation of an approved natural lawn permit. The Weed Commissioner shall have the authority to revoke an approved natural lawn permit if the owner fails to maintain the natural lawn or comply with the provisions set forth in this section. Notice of intent to revoke an approved natural lawn permit shall be appealable to the Common Council. All applications for appeal shall be submitted within 15 calendar days of receipt of the written notice of intent to revoke the approved natural lawn management plan. Failure to file an application for appeal within the 15 calendar days shall result in the revoking of the natural lawn management plan permit. All written applications for appeal filed within the fifteen-calendar-day requirement shall be reviewed by the Common Council in an open meeting. The decision rendered by the Common Council shall be final and binding.
- G. Public nuisance defined; abatement after notice.
 - (1) The growth of a natural lawn, as defined in this section, shall be considered a public nuisance unless a natural lawn management plan has been filed and approved and a permit is issued by the City as set forth in this section. Violators shall be served with a notice of public nuisance by certified mail to the last- known mailing address of the property owner.
 - (2) If the person so served with a notice of public nuisance violation does not abate the nuisance within 10 days, the enforcement officer may proceed to abate such nuisance, keeping an account of the expense of the abatement, and such expense shall be charged to and paid by such property owner. Notice of the bill for abatement of the public nuisance shall be mailed to the owner of the premises and shall be payable within 10 calendar days from receipt thereof. Within 60 days after such costs and expenses are incurred and remain unpaid, the City Clerk shall enter those charges onto the tax roll as a special tax as provided by state statute.
 - (3) The failure of the City Clerk to record such claim or to mail such notice or the failure of the owner to receive such notice shall not affect the right to place the City expense on the tax rolls for unpaid bills for abating the public nuisance as provided for in this section.

H. Penalty.

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(1) Any person, firm or corporation which does not abate the nuisance within the required time period or who otherwise violates the provisions of this section shall be subject to the general penalty found in § 1-4 of the Code.

(2) In addition to any penalties herein provided, the City may issue stop-work orders upon owners of lots where work is unfinished under a previously issued building permit for any violation of this section.



136 North Monroe Street Waterloo, WI 53594 Phone: (920) 478-3025

Fax: (920) 478-2021 www.waterloowi.us

Resolution 2025-45

A Resolution of the City of Waterloo Authorizing the Purchase of a New 2026 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 Bell Ford Arlington, WI be accepted; and

WHEREAS, the total amount of the new 2026 Ford Police Vehicle is \$44,710.00; and

WHEREAS, the funds for this purchase will come from Squad Car Fund Balance.

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

- 1. The City Council approves bid from Bell Ford Arlington, WI. For the purchase price of \$44,710.00.
- 2. This Resolution shall take effect immediately upon passage.

PASSED AND ADOPTED this day of	2025.
	City of Waterloo
	Signed:
Attest:	
Jeanne Ritter Clerk/Deputy Treasurer	

NOTICE OF SPRING ELECTION

CITY OF WATERLOO

APRIL 7, 2026

Election Details

An election is to be held in the City of Waterloo, on Tuesday, April 7, 2026 The following offices are to be elected to succeed the present incumbents listed:

Office	Incumbent
Alderperson, At Large B	Ron Griffin
Alderperson 1	Sara Cummings
Alderperson 2	Austin Kuhl

Office Terms

The term for alderperson begins on Thursday, April 16, 2026. All terms are for four years unless otherwise indicated.

District Boundaries

Information concerning aldermanic district boundaries may be obtained from Jeanne Ritter 136 N Monroe St. Waterloo and from any other source.

For Candidates

The first day to circulate nomination papers is December 1, 2025, and the final day for filing nomination papers is 5:00 p.m., on Tuesday, January 6, 2026 in the office of the city clerk 136 N Monroe St. Waterloo, WI 53594

Incumbent Office Holders

Incumbents must file a **Notification of Noncandidacy** by 5:00 pm on Friday, December 26, 2025 with the City Clerk to avoid an extension of time for filing such papers.

Primary Election

If a primary is necessary, the primary will be held on Tuesday, February 17, 2026.

Additional Information

Acceptable Photo ID will be required to vote at this election. If you do not have a photo ID, you may obtain a free ID for voting from the Division of Motor Vehicles.

Done in the City of Waterloo on November 6, 2025.

Jeanne Ritter

(Signature of City Clerk)

Waterloo City Council - Annual Calendar Announcements & Recognition

Meeting nights: 1^{st} & 3^{rd} 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 2nd full week in April) 1st mtg
- National Linework Day 18th 1st mtg
- Annual Organizational Mtg & Appointments 2nd mtg after regular election
- Update Emergency Response Plan
- Audit Presentation 2nd mtg

MAY

- National Firefighters Day (always May 4th) 1st mtg
- National Police Week (w/o May 15th) 1st mtg
- National EMS Week (3rd full week of May Sat-Sun) 2nd mtg
- National Public Works Day (3rd full week of May) 2nd mtg

JUNE

JULY

- Budget Kick off

AUGUST

SEPTEMBER

- Annual Wheel Tax Ordinance – 1st mtg

OCTOBER

- National Government Week (2nd 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