



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

**CITY OF WATERLOO COUNCIL AGENDA**  
**COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET**  
**Thursday, January 15, 2026 – 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: December 18, 2025
- 3.) CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit)
- 4.) MEETING SUMMARIES (since last Council meeting)
  - a. 01/06/2026 Waterloo Water & Light Commission
  - b. 01/15/2026 Finance Committee Meeting
- 5.) CONSENT AGENDA ITEMS
  - a. December 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, Insurance and Personnel
    - i. December 2025 Financial Statements: Payroll \$122,924.64 , General Disbursements \$732,686.46 and Clerk/Treasurer's Reports[[see on municipal website](#)]
  - b. Water & Light
    - i. Portzen Pay #30 and #31
    - ii. Change Order #4
    - iii. City of Waterloo Project Tracking Budget and Funding Allocations for Wasterwater Remodel
    - iv. Town & Country Update – informational
- 7.) NEW BUSINESS
  - a. Resolution 2026-01 New Library Board Member
  - b. Resolution 2026-02 New WLOO Board Members
  - c. Minor Land Division W12295 State Rd 89
  - d. Van Buren St. and Taylor Street Mill and Overlay Project
- 8.) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 9.) ADJOURNMENT

Jeanne Ritter  
Clerk/Deputy Treasurer

Posted & Emailed: 01/12/2026.

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: December 18, 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, Griffin, Thomas, and Weihert.Absent: Haseleu Others attending in-person: Police Chief Sorenson; Utilities Sorenson; DPW Director Yerges; Parks Haberkorn; Deputy Admin Knutson; Treasurer Nelson; Clerk Ritter; Lt 1 Butzine; EMT Ciha, D. Nell and WLOO Videographers. The Pledge of Allegiance was recited.
- 2) MEETING MINUTES APPROVAL: December 4, 2025 [Cummings/C.Kuhl] VOICE VOTE:Motion Carried.
- 3) CITIZEN INPUT / PUBLIC COMMENT none
- 4) MEETING SUMMARIES (since last Council meeting)
  - a) 12/16/2025 CDA
  - b) 12/18/2025 Finance
- 5) CONSENT AGENDA ITEMS Motion [A.Kuhl/Griffin] VOICE VOTE: Motion carried.
  - a) November Report 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
- 6) RECOMMENDATIONS OF BOARDS, COMMITTEES, AND COMMISSIONS
  - a) Finance, Insurance & Personnel
    - i) November 2025 Financial Statements: General Disbursements \$1,575,121.06; Payroll \$102,462.05 & Clerk/Treasurer's Reports [[available on municipal website](#)] Motion[C.Kuhl/Cummings] ROLL CALL: Yes 6 No 0 Haseleu absent. Motion carried.
    - ii) 2025-51 Resolution On-Call Policy for DPW Handbook Motion [C.Kuhl/Weihert] VOICE VOTE: Motion carried.
    - iii) 2025-14 Update Ordinance 340-2 Water & Light Utility Commission D.(7) Motion[C.Kuhl/Weihert] VOICE VOTE: Motion carried
    - iv) 2025-58 Resolution Employee Handbook Update to 6.2 Overtime Compensation. Motion[C.Kuhl/ Weihert] VOICE VOTE: Motion carried.
    - v) 2025-64 Resolution Approving the Fire/EMS By-Laws. Deferred to February.
    - vi) 2025-65 Resolution Approving the Fire Department/EMS Union Ratification. Motion [C.Kuhl/Thomas] ROLL CALL Yes 6 No 0 Motion carried. Haseleu absent
    - vii) Raises for Seasonal Park Workers-No action
    - viii) 2025-63 Resolution Approving Park Purchase of Turbine Blower. Motion from Undesignated Funds. (\$12,562.24) [Weihert/A.Kuhl] ROLL CALL: Yes 6 No 0 Motion carried. Haseleu absent.
  - b) Waterloo Water & Light
    - i) 2025-59 Resolution Approving Waterloo Utilities to Join LGIP. Motion [Weihert/Griffin] ROLL CALL: Yes 6 No 0 Motion carried. Haseleu absent.
    - ii) 2025-61 Resolution Approving Town & Country for Hwy 89 Utilities Design and Bidding Engineering Motion[Weihert/Griffin] ROLL CALL: Yes 6 No 0 Motion carried. Haseleu absent.
    - iii) 2025-62 Resolution Approving Town & Country for Bluegrass Trail Water Main. Extension Design and Bidding Engineering. Motion[Weihert/Thomas] ROLL CALL: Yes 6 No 0 Motion carried. Haseleu absent
  - c) CDA
    - i) 139-143 N. Monroe St. Façade Grant Motion to approve \$663.50 [A.Kuhl/Cummings] ROLL CALL: Yes 6 No 0 Motion carried. Haseleu absent
    - ii) CDA Year in Review. Motion [C.Kuhl/A.Kuhl] VOICE VOTE: Motion carried.
- 7) UNFINISHED BUSINESS- none
- 8) NEW BUSINESS

9) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

10) ADJOURNMENT [C.Kuhl/Weihert] VOICE VOTE: Motion carried. Approx. 7:35 pm

Attest:

Jeanne Ritter Clerk/Deputy Treasurer



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## **PARKS COORDINATOR REPORT**

Sept – Nov 2025

### **EVENTS AND HIGHLIGHTS**

- W&K Day – Well Attended and lots of compliments

### **ONGOING PROJECTS**

- RFP's for:
  - Bathroom Vanity (Countertops)
  - Lower Pavilion Floor

### **FINISHED PROJECTS**

- UPPER PAVILION FLOORS
- UPPER PAVILION DOORS

### **CAROUSEL**

- CAROUSEL WORKS (OHIO)
  - 2 more Crankshafts are in Ohio
  - Possible finish of the rest in 2026

### **PROJECTS FOR 2025**

- None

### **UPCOMING EVENTS**

- Wiener and Kraut Day – September 13, 2025

### **DONATION CAMPAIGNS**

- None

### **GRANT OPPORTUNITIES**

- None at the moment
  - Looking into – Skalitzky Field Historic Landmark Registration
  - Research has started on Carousel Grants

**Waterloo Fire & Rescue Meeting Minutes**  
**December 22nd, 2025**

The meeting was called to order at 715pm

Roll Call: Sign in sheet was passed around.

Minutes from the last meeting were read by Kaitlin. Motion to approve as read by Garry, 2nd by Eric. Motion passed.

Public Comments/Items not on the agenda: none.

Old Business:

1. EMS Scheduling
  - a. Everything looks good for Dec, thank you to the membership for stepping up.
2. Training Log
  - a. Written excuses for missed training needs to be turned in. Members will need this completed before voting at the election in January.
3. Ambulance Update
  - a. The new ambulance should be finalized mid January. It will require multiple inspections in MO before it comes to WI.
4. Policy
  - a. Still on hold at the city.
5. Fire Siren
  - a. It is working. Please continue to set it off manually here at the station for calls, that process has not changed.
6. MABAS Cards
  - a. We will be making our own search card for our area.
7. Any other old business? None.

Motion by Dan, 2nd by Ryan to move onto new business.

New Business:

1. Critique past calls if needed
  - a. Alarm at 217 N. Monroe. The door closures have been fixed.
  - b. 206 Bishop Circle - EMS assist. Thank you to our members for going above and beyond.
  - c. Mutual aid to Beaver Dam with Chief and tender. 8,000 gallons of water dumped at the barn fire.
  - d. Lake Mills Cty Hwy G fire, no water dropped.
  - e. Lake Mills Cty Hwy A fire, no water dropped.
2. Updates
  - a. Bylaws - sent to the city, needs corrections.
3. Reminder for those who want to be voted on for officers
  - a. Eligibility list created by Garry and Aiden. Only 7-9 people are eligible.
  - b. Corrections and updates discussed by the membership.
4. Website and Facebook

- a. Discontinuing department website, being placed under a reference tab on the city's website.

Training Next Month:

EMS Training - CPR

Fire Training - Down FF CPR, gear inspections, and SCBA maintenance, and new Sensit training.

MPO Training - TBD

Upcoming trainings will be posted on the board

- b. Aerial class in Watertown, Watertown HOT May 1st, 2nd, 3rd

New members, probationary members, transfers?

- c. Voted on Kellan Smith (22 yes, 2 no - passed) and Nathaniel Kroll (12 yes, 11 no, 1 abstain - passed) Motion to destroy ballots by Wes, approved.

5. Any other new business?

- a. Kevin will run for Lt position.
- b. Ice Rescue training next Monday for 5th Monday training.
- c. CPR in January
- d. Discussion on holding both Lt and PIO positions simultaneously.

Truck starters for next month

e. Fire: Garry, Brian, and Keegan

f. EMS: Ron, Eric, and Aaron.

Motion to adjourn meeting by Eric, 2nd by Craig. The meeting was adjourned at 8:44pm.

Meeting minutes submitted by Kaitlin Butzine, Secretary.



## Invoice

**Invoice Number:** 2892880  
**Invoice Date:** 11/30/2025  
**Terms:** Net 30 Days  
**Due Date:** 12/30/2025  
**Customer #:** 11-WATERL2  
**Customer PO #:**

Waterloo, WI, City of  
 136 North Monroe Street  
 Waterloo, WI 53594

Fee Type	Amt Paid	Paid Date	% Due to 3rd Party	Amt Due to 3rd Party
<b>Permit # 25WTRC-B00011   161 Goehl Road, Waterloo, WI 53594   Demolition</b>				
Razing Fee- Commercial	\$650.00	11/11/2025	60.00%	\$390.00
<b>25WTRC-B00011 Subtotal</b>				<b>\$390.00</b>
<b>Permit # 25WTRC-B00020   740 Herron Court, Waterloo, WI 53594   Deck</b>				
Other Fee- Residential	\$125.00	11/18/2025	60.00%	\$75.00
<b>25WTRC-B00020 Subtotal</b>				<b>\$75.00</b>
<b>Permit # 25WTRC-E00010   575 West Madison Street, Waterloo, WI 53594   Electrical Permit - Commercial</b>				
Electrical- Replacement & Misc. Items- Commercial	\$55.00	11/13/2025	60.00%	\$33.00
<b>25WTRC-E00010 Subtotal</b>				<b>\$33.00</b>
<b>Permit # 25WTRC-F00012   213 Anna Street, Waterloo, WI 53594   Fence</b>				
Other Fee- Residential	\$50.00	11/17/2025	60.00%	\$30.00
<b>25WTRC-F00012 Subtotal</b>				<b>\$30.00</b>
<b>Permit # 25WTRC-H00021   506 East Madison Street, Waterloo, WI 53594   HVAC Permit</b>				
HVAC- Replacement & Misc. Items- Residential	\$125.50	11/17/2025	60.00%	\$75.30
<b>25WTRC-H00021 Subtotal</b>				<b>\$75.30</b>
<b>Permit # 25WTRC-H00022   271 Crestview Drive, Waterloo, WI 53594   HVAC Permit</b>				
HVAC- Replacement & Misc. Items- Residential	\$175.50	11/24/2025	60.00%	\$105.30
<b>25WTRC-H00022 Subtotal</b>				<b>\$105.30</b>
<b>Permit # 25WTRC-H00023   962 South Monroe Street, Waterloo, WI 53594   HVAC Permit</b>				
HVAC- Replacement & Misc. Items- Residential	\$134.04	11/26/2025	60.00%	\$80.42
<b>25WTRC-H00023 Subtotal</b>				<b>\$80.42</b>
<b>Permit # 25WTRC-P00016   325 East Madison Street, Waterloo, WI 53594   Plumbing Permit</b>				
Plumbing- Replacement & Misc. Items- Residential	\$177.26	11/24/2025	60.00%	\$106.36
<b>25WTRC-P00016 Subtotal</b>				<b>\$106.36</b>
<b>Permit # 25WTRC-PE00015   1055 Bluegrass Trail, Waterloo, WI 53594   Plumbing Permit</b>				
Plumbing- Replacement & Misc. Items- Residential	\$223.84	11/7/2025	60.00%	\$134.30
Electrical- Replacement & Misc. Items- Residential	\$50.00	11/7/2025	60.00%	\$30.00
<b>25WTRC-PE00015 Subtotal</b>				<b>\$164.30</b>

Fee Type	Amt Paid	Paid Date	% Due to 3rd Party	Amt Due to 3rd Party
<b>Permit # 25WTRC-PR00001   245 North Monroe Street, Waterloo, WI 53594   PR Only - Certified - BLDG - Alteration</b>				
Plan Entry Fee	\$100.00	11/11/2025	90.00%	\$90.00
Building Plan Review Fees	\$250.00	11/11/2025	90.00%	\$225.00
<b>25WTRC-PR00001 Subtotal</b>				<b>\$315.00</b>

<b>Summary by Fee Type</b>	
<b>Item Code</b>	<b>Amount</b>
Building Plan Review Fees	\$225.00
Electrical- Replacement & Misc. Items- Commercial	\$33.00
Electrical- Replacement & Misc. Items- Residential	\$30.00
HVAC- Replacement & Misc. Items- Residential	\$261.02
Other Fee- Residential	\$105.00
Plan Entry Fee	\$90.00
Plumbing- Replacement & Misc. Items- Residential	\$240.66
Razing Fee- Commercial	\$390.00
<b>Total</b>	<b>\$1,374.68</b>

Please remit to: **SAFEbuilt LLC Lockbox #88135**  
 PO Box 88135, Chicago, IL 60680-1135

Net Invoice:	\$1,374.68
Freight:	\$0.00
Sales Tax:	\$0.00
<b>Invoice Total:</b>	<b>\$1,374.68</b>

Machinery and Equipment Maintenance

2025 DPW

DECEMBER

Equipment		Mileage / Hours			TTI Fuel	GPH
		Start	End	Total		
End loader	544	4664	4687	23	52.482	0.44
John Deere Tractor	2555	5046	5046	0	0	#DIV/0!
Wood Chipper	CHIPPER	538	538	0	0	#DIV/0!
John Deere Lawn Tractor	1025R	482	505	23	39.395	0.58
John Deere	X758	148	148	0	0	0.58
John Deere	X750-R	437	437	0	0	0.58
Wacker Roller	ROLLER	453	453	0	0	#DIV/0!
2023 Frieghtliner Truck	#8	4572	4784	212	78.338	2.71
2020 International Truck	#2	9423	9613	190	121.342	1.57
Paint Gator	#1	2131	2131	0	0	#DIV/0!
2017 Chevrolet Truck	#4	78896	79355	459	79.718	5.76
2018 Frieghtliner Truck	#5	17143	17480	337	172.025	1.96
2006 Elgin Pelican Street Sweeper	SWEEPER	44599	44599	0	0	#DIV/0!
2011 Ford F-550 Truck	#6	54473	54505	32	21.479	1.49
2015 Frieghtliner Truck	#7	18670	18880	210	82.107	2.56
2023 Bobcat	S66	371	383	12	0	#DIV/0!
2023 Titan Leaf Vac	Pro Plus	131	131	0	0	#DIV/0!
2025 Ford F-550	# 9	1220	1270	50	0	#DIV/0!

MONTHLY TIME REPORT

2025

DECEMBER

JOB	DPW	Chad	Ryan	Chris	Travis
Police Adm		0	0	0	0
Fire Dept		0	0	0	0
Mach/Equip		23.25	52	8	1
Garage/Shed		24	15	24.25	54
Meeting/Seminars		8.75	0	0	0
Street Repair/Maintenance		1	0	0	0
Street Cleaning		0	0	0	0
Snow & Ice	Reg Hrs	82.25	78	73	78
	OT Hrs	15.25	9.5	15.25	15.5
Storm Sewer		0	2	0	0
Traffic Control		0	0	0	0
Bridges/Culvers		0	0	0	0
Tree/Brush		0	0	0	0
Refuse Collection		0	0	1	3
Sanitary Sewer		0	0	0	0
Insect Control		0	0	0	0
Animal Control		0	0	0	0
Cemetary		0	0	0	0
Library		1	1	1	1
Firemans Park		2	0	0	0
Other Parks		0	0	0	0
Trail Head		0	1	1	0
Celeb/Enter		3	4	5	0
Weed Control		0	0	0	0
Vac/Holiday/SL		42.75	32	68.75	47

# WATERLOO POLICE DEPARTMENT OFFICER'S DAILY - DECEMBER

Patrol:	415	Office:	188
Investigative:	34	Special:	7
Radar:	125	School/Training:	10
Court:	3	On Call:	0
Total Hours Worked:		782	

COMPLAINTS	
Family:	3
Off Road Vehicles:	0
Vandalism:	0
Minor Theft - \$500:	0
Major Theft + \$500:	0
Burglary:	0
Doors Found Open:	1
Animal Case:	0
Late Bar Closings:	0
Alarms:	0
Loud Music/Parties:	0
Tavern Complaints:	0
Prowler Complaints:	0
Battery to Person:	0
Domestic Abuse:	1
Sexual Assault:	0
Runaways:	0
Worthless Checks:	0
All Other Complaints:	30
<b>TOTAL COMPLAINTS:</b>	<b>35</b>

ACCIDENTS	
More than \$1,000:	0
Less than \$1,000:	0
Pedestrian Accidents:	0
Bicycle Accidents:	0
Number Injured:	0
Number Killed:	0
<b>TOTAL ACCIDENTS:</b>	<b>0</b>

ASSISTS	
Assist Jefferson County:	2
Assist Dodge County:	1
Assist Dane County:	0
Assist Marshall PD:	4
Assist Fire/Rescue:	24
Assist Other Agencies:	4
Assist Public:	42
Assist With Escort:	0
Assist All Others:	4
<b>TOTAL ASSISTS:</b>	<b>80</b>

	Warnings	Arrests
Speeding:	6	11
Too Fast For Conditions:	0	0
Inattentive Driving:	0	0
Failure to Yield:	0	0
Stop Sign Violation:	7	6
Illegal Passing:	0	0
No Driver's License:	1	4
Illegal Parking:	1	22
Left of Highway:	0	0
Drunk Driving:	0	0
Unregistered Vehicle:	7	0
Driving While Sus/Rev:	0	1
Hit And Run:	0	0
Off Road Vehicle:	0	0
Power Display:	0	0
Equipment:	8	0
Illegal "U" Turn:	3	3
Following Too Close:	0	0
Seatbelt Violation:	0	0
<b>ALL OTHER TRAFFIC:</b>	<b>12</b>	<b>3</b>
<b>TOTAL</b>	<b>45</b>	<b>50</b>

INQUIRIES/CHECKS	
Registration Checks:	357
D.L. Checks:	290
NCIC/CIB/VIN Checks:	0
Check Welfare:	2
<b>TOTAL INQUIRIES:</b>	<b>649</b>

MISCELLANEOUS	
Personal Contacts:	979
Investigations/Follow-up:	52
Traffic Control:	0
Radar Operations:	205
Special Assignment:	2
Speech/Presentation:	1
Serve Papers:	0
Other Miscellaneous:	7
<b>TOTAL:</b>	<b>1246</b>

Disorderly Conduct:	0	0
Underage Alcohol:	0	0
Warrants:	0	0
Theft:	1	0
Trespassing:	0	0
Burglary/Break & Enter:	0	0
Vandalism:	0	0
<b>ALL OTHER MIS/CRIM:</b>	<b>0</b>	<b>15</b>
<b>TOTALS:</b>	<b>1</b>	<b>15</b>

# Waterloo Police Department Fleet Maintenance Report

VIN Year	For Period
1FM5K8AR4FGC07739 2021	12/1-12/31
Vehicle Description	Fuel Cost
Ford EXPLORER	\$615.76
	Miles per gallon
	11.74

VIN Year	For Period
1FM5K8AR4FGC07739 2021	12/1-12/31
Vehicle Description	Fuel Cost
Ford EXPLORER	\$615.76
	Miles per gallon
	11.74

Date	Fuel	Fuel Costs	Mileage	Maintenance Items	Main. Cost	Officer
12/1/2025	8.132	\$22.76	89375			18
12/2/2025	8.057	\$22.55	89479			18
12/3/2025	7.94	\$22.22	89570			18
12/4/2025	8.79	\$24.35	89669			12
12/5/2025	6.88	\$18.79	89746			12
12/6/2025	7.974	\$22.00	89830			11
12/7/2025	7.248	\$20.00	89918			11
12/8/2025	6.85	\$18.90	89997			18
12/9/2025	8.246	\$22.75	90093			18
12/9/2025	4.33	\$11.15	90140			12
12/10/2025	7.54	\$19.60	90224			10
12/11/2025	6.963	\$17.40	90310			10
12/12/2025	6.402	\$16.00	90376			11
12/13/2025	7.603	\$19.00	90471			11
12/14/2025	8.73	\$21.58	90572			12
12/15/2025	6.3	\$16.00	90637			10
12/16/2025	7.2	\$18.00	90717			10
12/17/2025	8.94	\$21.72	90836			12
12/18/2025	8.12	\$19.74	90942			12
12/19/2025	7.319	\$18.00	91020			10
12/20/2025	6.34	\$15.04	91104			12
12/21/2025	8.36	\$19.81	91191			12
12/22/2025	7.68	\$18.42	91298			18
12/23/2025	7.502	\$18.00	91387			20
12/24/2025	8.336	\$20.00	91512			10
12/25/2025	8.13	\$19.26				12

Date	Fuel	Fuel Costs	Mileage	Maintenance Items	Main. Cost	Officer
12/26/2026	5.57	\$13.36	91698			18
12/27/2025	8.75	\$21.00	91820			20
12/27/2025	5.002	\$12.00	91882			11
12/28/20256	6.47	\$15.33	91959			6
12/29/2025	6.255	\$15.01	92042			11
12/30/2025	7.92	\$19.00	92129			20
12/31/2025	7.09	\$17.02	92228			20
	242.969	\$615.76				

# Waterloo Police Department Fleet Maintenance Report

VIN	1FM5K8ABOLGB67	For Period	12/1-12/31
Year	2020	Fuel Cost	\$86.02
Vehicle Description	Ford Explorer	Miles per gallon	11.65

Date	Fuel	Fuel Cost	Mileage	Maintenance Items	Main. Cost	Officer
12/5/2025	11.6	\$32.02	32444			12
12/12/2025	10.8	\$27.00	32660			20
12/18/2025	10.98	\$27.00	32833			20
	33.38	\$86.02				

# Waterloo Police Department Fleet Maintenance Report

VIN	1FM5K8ABOLGB67	For Period	
Year	2023	Fuel Cost	
Vehicle Description	Ford Explorer	Miles per gallon	

Date	Fuel	Fuel Cost	Mileage	Maintenance Items	Main. Cost	Officer
12/24/2025	15.956	\$38.28	16632			18

Monthly Incident Comparison Report

Report Criteria:

Current Month: 12/2025

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
No Category						
	Assist Columbia County Sheriff	0	0	1	0	0
	Blank Description	1	0	4	1	2
	speeding	0	0	0	0	1
	unlawful U-turn	1	0	1	0	0
	<b>Total for No Category:</b>	<b>2</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>3</b>
ASSIST						
	Assist Business	0	0	1	0	1
	Assist Citizen	2	2	9	0	18
	Assist DNR	0	0	0	0	1
	Assist Dane County Sheriff	0	0	4	0	6
	Assist Dodge County Sheriff	1	1	17	0	19
	Assist Jefferson County Sheriff	1	1	8	0	7
	Assist Marshall PD	4	5	39	0	27
	Assist Public Works	0	0	0	1	1
	Assist Social Services	0	0	12	1	23
	Assist Watertown PD	0	0	3	0	1
	Assist/School District	0	0	1	0	2
	Civil Dispute	1	1	4	0	1
	Custody for Other Department	0	1	1	0	3
	EMS Calls	1	1	4	0	3
	Fire Calls	0	0	2	0	3
	Neighbor Problems	0	0	1	0	2
	Other Mutual Aid Assists	1	0	1	0	1
	Sex Offender Registration	0	0	1	0	0
	<b>Total for ASSIST:</b>	<b>11</b>	<b>12</b>	<b>108</b>	<b>2</b>	<b>119</b>
CRIMINAL						
	Bail Jumping/Escapes	0	0	1	0	3
	Burglary - Attempted Non-Residential	0	0	1	0	0
	Child Enticement	1	0	2	0	0
	Criminal Damage To Property/vandalism	0	0	3	0	1
	Disorderly Conduct - All Other	0	1	5	0	7
	Disorderly Conduct - Fight, Disturbance	0	0	7	0	3
	Domestic Disturbance	1	0	13	1	19
	Domestic Offense - Child Abuse/Neglect	0	0	1	0	0
	Drug Investigations	0	0	3	0	5
	Drug Paraphernalia Possession	0	0	0	0	2
	Drug Possession	0	0	1	0	8
	Endanger Safety/Reckless Behavior	0	0	1	0	0
	Fraud	0	1	8	0	3
	Harassment - Harassing Telephone Calls	0	0	0	0	2

Monthly Incident Comparison Report

Report Criteria:

Current Month: 12/2025

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
<b>CRIMINAL</b>						
	Harassment - Stalking	0	0	1	0	0
	Harassment - Threats	1	0	2	0	3
	Indecent Language/Conduct	0	0	0	0	1
	Obstruct/Resist Police Officer	0	1	1	0	0
	Other Sex Offenses	0	0	1	0	4
	Postal Crime	0	0	0	0	1
	Probation/Parole Violation	0	0	1	0	0
	Simple Battery	0	0	0	0	2
	Theft - All Other	0	0	10	0	7
	Theft - Bicycles	0	0	0	0	1
	Theft - From Building	0	0	2	0	3
	Theft - From a Motor Vehicle	0	0	1	0	1
	Theft - Motor Vehicle Parts/Accessories	0	0	0	0	1
	Theft - Retail/Shoplifting	0	0	4	0	6
	Trespassing	0	0	0	0	3
	Violation of Court/Restraining Order	0	0	0	0	4
	<b>Total for CRIMINAL:</b>	<b>3</b>	<b>3</b>	<b>69</b>	<b>1</b>	<b>90</b>
<b>ORDINANCE</b>						
	Abandoned Property/Vehicle Violation	0	0	1	0	1
	Animal Bite	0	0	8	0	5
	Animal Licensing/Shots/Etc.	0	0	3	0	1
	Animal Noise Complaint	1	3	6	0	0
	Animal Running at Large	0	0	0	0	1
	Bicycle, Moped, etc. Violation	0	0	0	0	1
	Contributing to Delinquency of a Minor	0	0	1	0	0
	Disturbance	0	0	2	0	5
	Illegal Dumping	0	0	3	0	1
	Municipal Code Violation	0	3	8	0	10
	Possession of Tobacco by Minor	0	0	1	0	8
	Truancy	0	0	0	0	5
	<b>Total for ORDINANCE:</b>	<b>1</b>	<b>6</b>	<b>33</b>	<b>0</b>	<b>38</b>
<b>Other</b>						
	Investigation/Take Report	0	0	2	0	2
	Other Animal Calls - Dead, Etc.	0	0	2	0	8
	Receive Information	0	1	36	5	25
	Request Assist	0	0	1	0	0
	<b>Total for Other:</b>	<b>0</b>	<b>1</b>	<b>41</b>	<b>5</b>	<b>35</b>
<b>SERVICE</b>						
	911 Disconnect (Hang-Up)	0	0	0	0	1
	Death Investigation	0	1	11	0	3

Monthly Incident Comparison Report

Report Criteria:

Current Month: 12/2025

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
<b>SERVICE</b>						
	Found Items/Property	1	3	17	3	13
	Lost Items/Property	0	0	1	0	0
	Other Service	0	0	0	0	1
	Paper Service/Civil Process	0	0	1	0	0
	Uncontrollable Adult	0	0	0	0	1
	Uncontrollable Juvenile	0	0	1	0	1
	Warrant Pickup - Other Agency	0	0	7	0	7
	Welfare Check	0	0	4	2	3
	<b>Total for SERVICE:</b>	<b>1</b>	<b>4</b>	<b>42</b>	<b>5</b>	<b>30</b>
<b>TRAFFIC</b>						
	Disobey Sign/Marker	0	0	0	0	1
	Driver's License Violations (Ex OAS/OAR)	7	5	65	0	80
	Illegal Turns	3	1	14	2	7
	Lane Violations - Left of Center, Etc.	0	1	1	1	2
	License/Permit Violation	0	1	4	0	2
	Miscellaneous Rules Violation	0	0	4	0	2
	Motor Vehicle Insurance Violation	0	2	10	0	9
	OAS/OAR/Other License Violations	0	0	6	0	6
	Operate Motor Vehicle While Intoxicated	0	0	5	2	29
	Operate Snowmobile While Intoxicated	0	0	0	0	2
	Other Traffic Violations	0	0	0	0	3
	Registration/Title Violation	0	1	6	0	3
	Seatbelt Violation	0	0	1	1	2
	Speeding - School Zone	0	0	0	0	1
	Speeding Violation	8	6	81	2	47
	Stop Sign/Signal Violation	5	2	18	5	19
	Traffic Accident - Hit and Run (Damage)	1	2	7	1	10
	Traffic Accident - Hit and Run (Injury)	0	0	2	0	0
	Traffic Accident - Non-Reportable	0	0	1	2	2
	Traffic Accident - Personal Injury	0	0	0	0	1
	Traffic Accident - Property Damage	0	0	21	3	27
	Vehicle Equipment Violation - Other	0	0	1	0	1
	<b>Total for TRAFFIC:</b>	<b>24</b>	<b>21</b>	<b>247</b>	<b>19</b>	<b>256</b>
<b>Grand Totals:</b>		<b>42</b>	<b>47</b>	<b>546</b>	<b>33</b>	<b>571</b>

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
12/16/2025	12/16/2025	ALL	ALL

Court Date	Name	Ticket	Officer/Court Type
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Charge	Description	Fine	Collected
125.07(4)(B)	UNDERAGE DRINKING-POSSESS-14-16	\$55.00	\$0.00

Court Date	Name	Ticket	Officer/Court Type
12/16/25	[REDACTED]	[REDACTED]	[REDACTED]

Charge	Description	Fine	Collected
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Court Date	Name	Ticket	Officer/Court Type
12/16/25	[REDACTED]	[REDACTED]	[REDACTED]

Charge	Description	Fine	Collected
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

12/16/25 BRAUNSCHWEIG,BRUCE,W DOB: 08/26/59 No: C-1F80DIJ9KL BURNS,RANDY  
 11:00 AM 437 MINNETONKA WAY Age: 66 Issued: 11/03/25  
 WATERLOO WI, 53594 Inc #: 25-000371

Comments: OFFICER: BADGE #: 12, NAME: RANDY B BURNS

Charge	Description	Fine	Collected
261-6A(2)	UNLAWFUL STORAGE OF JUNK	\$175.30	\$0.00

12/16/25 BRAZZEL-WEEKS,DEMETRIUS,LAMAR DOB: 02/24/93 No: T-BK704764-4 WARNER,DAVID,N  
 11:00 AM 2853 EGGIMAN RD Age: 32 Issued: 11/21/25  
 FITCHBURG WI, 53713

Comments: OFFICER: BADGE #: 11, NAME: DAVID N WARNER

Charge	Description	Fine	Collected
346.46(1)	FAIL/STOP AT STOP SIGN	\$175.30	\$0.00

12/16/25 BUEHL,BROOKE,MAE MARIE DOB: 11/08/01 No: C-1F80PBQ6Z7 BOLLIG,RANDY,P  
 11:00 AM 390 NIGHTENGALE CT Age: 24 Issued: 11/20/25  
 ARENA WI, 53503 Inc #: 25-000495

Comments: OFFICER: BADGE #: 10, NAME: RANDY P BOLLIG

Charge	Description	Fine	Collected
278-4B	POSSESSION OF MARIJUANA < 25 GRAMS	\$263.50	\$0.00

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
12/16/2025	12/16/2025	ALL	ALL

Court Date	Name	DOB	Ticket No:	Officer/Court Type
12/16/25	BUEHL,BROOKE,MAE MARIE	11/08/01	C-1F80PBQ6Z8	BOLLIG,RANDY,P
11:00 AM	390 NIGHTENGALE CT ARENA WI, 53503	Age: 24	Issued: 11/20/25 Inc #: 25-000495	

Comments: OFFICER: BADGE #: 10, NAME: RANDY P BOLLIG

Charge	Description	Fine	Collected
278-4(D)(1)	POSSESSION OF DRUG PARAPHERNALIA	\$200.50	\$0.00

Court Date	Name	DOB	Ticket No:	Officer/Court Type
12/16/25	FORSMAN,LYNN,J	10/04/77	T-BK704752-6	WARNER,DAVID,N
11:00 AM	207 W GRANT ST APT 1 LAKE MILLS WI, 53551	Age: 48	Issued: 11/01/25 Inc #: 25-000467	

Charge	Description	Fine	Collected
346.46(1)	FAIL/STOP AT STOP SIGN	\$175.30	\$0.00

Court Date	Name	DOB	Ticket No:	Officer/Court Type
12/16/25	BAH,HOLLY,L	08/04/81	T-BK704765-5	BOLLIG,RANDY,P
11:00 AM	252 GOEHL RD WATERLOO WI, 53594	Age: 44	Issued: 11/22/25 Inc #: 25-000498	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.57(5)	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)	\$200.50	\$0.00

Court Date	Name	DOB	Ticket No:	Officer/Court Type
12/16/25	BERNAL,DAYANARA,JUDITH	08/25/06	T-BK704767-0	WARNER,DAVID,N
11:00 AM	862 ANNA CT WATERLOO WI, 53594	Age: 19	Issued: 11/23/25 Inc #: 25-000500	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
343.07(1G)(A)1	OPERATE MOTOR VEHICLE BY PERMITTEE W/O INSTRUCTOR	\$200.50	\$0.00

Court Date	Name	DOB	Ticket No:	Officer/Court Type
12/16/25	BYERS,ISAIAH,JERMAINE	04/03/03	T-BM594335-0	GIROUX,KEVIN
11:00 AM	1926 SHERIDAN ST # 4 MADISON WI, 53704	Age: 22	Issued: 11/06/25 Inc #: 25-000478	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
341.04(1)	NON-REGISTRATION OF AUTO, ETC	\$175.30	\$0.00

Court Date	Name	DOB	Ticket No:	Officer/Court Type
12/16/25	COMSTOCK,CYNTHIA,DIANE	05/24/57	T-BK704747-1	BURNS,RANDY
11:00 AM	N6763 WOODFIELD LA LAKE MILLS WI, 53551	Age: 68	Issued: 10/24/25 Inc #: 25-000459	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.33(1)(B)	UNLAWFUL U/Y TURN-MIDBLOCK	\$175.30	\$0.00

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
12/16/2025	12/16/2025	ALL	ALL

Court Date	Name	DOB	Ticket No:	Officer/Court Type
12/16/25	DIAZ SALAZAR,JUAN ARNULFO	05/18/04	T-BK704748-2	STORMOEN,KYLE,MATTHEW
11:00 AM	2929 CURRY PKWY MADISON WI, 53713	Age: 21	Issued: 10/28/25 Inc #: 25-000462	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.57(5)	EXCEEDING SPEED ZONES, ETC. (20-24 MPH)	\$225.70	\$0.00

Court Date	Name	DOB	Ticket No:	Officer/Court Type
12/16/25	DIAZ SALAZAR,JUAN ARNULFO	05/18/04	T-BK704749-3	STORMOEN,KYLE,MATTHEW
11:00 AM	2929 CURRY PKWY MADISON WI, 53713	Age: 21	Issued: 10/28/25 Inc #: 25-000462	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
343.05(3)(A)	OPERATE W/O VALID LICENSE	\$200.50	\$0.00

Court Date	Name	DOB	Ticket No:	Officer/Court Type
12/16/25	DORN,KEVIN,J	02/10/81	T-BK704760-0	STORMOEN,KYLE,MATTHEW
11:00 AM	N1018 COUNTY ROAD T WATERLOO WI, 53594	Age: 44	Issued: 11/07/25 Inc #: 25-000479	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.57(5)	EXCEEDING SPEED ZONES, ETC. (20-24 MPH)	\$225.70	\$0.00

Court Date	Name	DOB	Ticket No:	Officer/Court Type
12/16/25	GRAY,ELIAHNA,PARIS	02/11/05	T-BK704753-0	BURNS,RANDY
11:00 AM	1153 BOUGHTON ST # 23F WATERTOWN WI, 53094	Age: 20	Issued: 11/01/25 Inc #: 25-000468	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.57(5)	EXCEEDING SPEED ZONES, ETC. (20-24 MPH)	\$225.70	\$0.00

Court Date	Name	DOB	Ticket No:	Officer/Court Type
12/16/25	HARLSON,SAMUEL,ROBERT	10/20/04	T-BK704769-2	WARNER,DAVID,N
11:00 AM	431 ROSENDALE ST BEAVER DAM WI, 53916	Age: 21	Issued: 11/24/25 Inc #: 25-000502	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.33(1)(B)	UNLAWFUL U/Y TURN-MIDBLOCK	\$175.30	\$0.00

Court Date	Name	DOB	Ticket No:	Officer/Court Type
12/16/25	HERNANDEZ CARRILLO,RAMON	02/13/59	T-BK704756-3	BURNS,RANDY
11:00 AM	823 LUM AVE APT 2 WATERLOO WI, 53594	Age: 66	Issued: 11/04/25 Inc #: 25-000473	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
343.44(1)(A)	OPERATING WHILE SUSPENDED	\$200.50	\$0.00

Court Date	Name	DOB	Ticket No:	Officer/Court Type
12/16/25	HOWE,HOLDEN,WILLIAM	01/26/97	T-BK704761-1	STORMOEN,KYLE,MATTHEW
11:00 AM	266 CANAL RD MARSHALL WI, 53559	Age: 28	Issued: 11/13/25 Inc #: 25-000484	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
344.62(1)	OPERATE MOTOR VEHICLE W/O INSURANCE	\$200.50	\$0.00

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
12/16/2025	12/16/2025	ALL	ALL

Court Date	Name		Ticket	Officer/Court Type
12/16/25	HUGHES,JENNIFER,GAY	DOB: 12/13/70	No: C-1F80DJJ9L0	BURNS,RANDY
11:00 AM	507 JACKSON ST WATERLOO WI, 53594	Age: 54	Issued: 11/19/25 Inc #: 25-000492	JEFFERSON CO CIRCUIT CT
		<b>Charge</b>	<b>Description</b>	<b>Fine</b> <b>Collected</b>
		126-4G(4)	DOG - HABITUALLY BARKING	\$175.30 \$0.00
12/16/25	HUGHES,JENNIFER,GAY	DOB: 12/13/70	No: C-1F80PBQ6Z0	GIROUX,KEVIN
11:00 AM	507 JACKSON ST WATERLOO WI, 53594	Age: 54	Issued: 11/10/25 Inc #: 25-000482	JEFFERSON CO CIRCUIT CT
		<b>Charge</b>	<b>Description</b>	<b>Fine</b> <b>Collected</b>
		126-4G(4)	DOG - HABITUALLY BARKING	\$175.30 \$0.00
12/16/25	LAROSILIERE,RAFAEL	DOB: 11/13/01	No: T-BK704759-6	BURNS,RANDY
11:00 AM	1244 CABELA DR APT 1406 SUN PRAIRIE WI, 53590	Age: 23	Issued: 11/05/25 Inc #: 25-000475	JEFFERSON CO CIRCUIT CT
		<b>Charge</b>	<b>Description</b>	<b>Fine</b> <b>Collected</b>
		346.57(5)	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)	\$200.50 \$0.00
12/16/25	QUALLS,LORENZO,JAMES	DOB: 02/19/93	No: T-BK704754-1	BURNS,RANDY
11:00 AM	312 E CENTER ST JUNEAU WI, 53039	Age: 32	Issued: 11/02/25 Inc #: 25-000469	JEFFERSON CO CIRCUIT CT
		<b>Charge</b>	<b>Description</b>	<b>Fine</b> <b>Collected</b>
		346.57(5)	EXCEEDING SPEED ZONES, ETC. (20-24 MPH)	\$225.70 \$0.00
12/16/25	REYES GARCIA,EDUARDO ANTONIO	DOB: 07/15/96	No: T-BK704757-4	STORMOEN,KYLE,MATTHEW
11:00 AM	580 KNOWLTON ST WATERLOO WI, 53594	Age: 29	Issued: 11/05/25 Inc #: 25-000474	JEFFERSON CO CIRCUIT CT
		<b>Charge</b>	<b>Description</b>	<b>Fine</b> <b>Collected</b>
		343.05(3)(A)	OPERATE W/O VALID LICENSE	\$200.50 \$0.00
12/16/25	REYES GARCIA,EDUARDO ANTONIO	DOB: 07/15/96	No: T-BK704758-5	STORMOEN,KYLE,MATTHEW
11:00 AM	580 KNOWLTON ST WATERLOO WI, 53594	Age: 29	Issued: 11/05/25 Inc #: 25-000474	JEFFERSON CO CIRCUIT CT
		<b>Charge</b>	<b>Description</b>	<b>Fine</b> <b>Collected</b>
		344.62(2)	OPERATE MOTOR VEHICLE W/O PROOF OF INSURANCE	\$10.00 \$0.00
12/16/25	ROTH,CHRISTOPHER,G	DOB: 09/08/82	No: C-1F80PBQ6Z6	BURNS,RANDY
11:00 AM	425 BRADFORD DR WATERLOO WI, 53594	Age: 43	Issued: 11/19/25 Inc #: 25-000493	JEFFERSON CO CIRCUIT CT
		<b>Charge</b>	<b>Description</b>	<b>Fine</b> <b>Collected</b>
		261-6A(1)	UNLAWFUL STORAGE OF VEHICLE	\$175.30 \$0.00

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
12/16/2025	12/16/2025	ALL	ALL

Court Date	Name	Ticket	Officer/Court Type
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Charge	Description	Fine	Collected
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

12/16/25	SOLIS GONZALEZ,ROMEO	DOB: 01/03/81	No: T-BK704768-1	BOLLIG,RANDY,P
11:00 AM	620 W MADISON ST # A LAKE MILLS WI, 53551	Age: 44	Issued: 11/24/25 Inc #: 25-000501	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
343.05(3)(A)	OPERATE W/O VALID LICENSE	\$200.50	\$0.00

12/16/25	UTTECH,JEREMY,RAYMOND	DOB: 10/24/76	No: T-BK704763-3	WARNER,DAVID,N
11:00 AM	362 E MADISON ST WATERLOO WI, 53594	Age: 49	Issued: 11/17/25 Inc #: 25-000491	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.05(1)	OPERATING LEFT OF CENTER	\$213.10	\$0.00

12/16/25	ZUMBACH,ALEX,JOHN	DOB: 01/11/00	No: T-BK704751-5	WARNER,DAVID,N
11:00 AM	2818 140TH AVE RYAN IA, 52330	Age: 25	Issued: 10/31/25 Inc #: 25-000466	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.57(5)	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)	\$200.50	\$0.00

Ticket Count: 30

Total Fines: \$5465.00  
Total Payments: \$0.00  
Total Due: \$5465.00

Karl Junginger Memorial Library  
Board of Trustees Meeting Minutes  
November 19, 2025 @ 5:30 pm

- I. Call to Order & Introductions  
*The meeting was called to order at 5:32 p.m. Present: Art Biermeier, Diane Graff, Leslie Fugate, Tracy Grant, Susan McDermott, Miriam Schilling, Cindy Kreuger, Sara Cummings, and Kelli Mountford.*
- II. Approval of agenda  
*Cummings made a motion to move Unfinished Business Letter B. Budget 2026 above Letter A. Graff seconded. Motion passed unanimously.*
- III. Approval of open minutes from October 22, 2025.  
*Fugate moved to approve the October 2025 minutes. Cummings seconded. The motion passed unanimously.*
- IV. Correspondence, Appearance, Public Comments  
Mountford presented all board with thank-you notes for Community Appreciation Day. Thank you to the board members for their volunteer service and dedication serving on the library board.
- V. Director's Report  
Mountford reported that Jefferson Glass has been able to replace the glass in the window, and it did not take 3 to 4 weeks like initially stated.
- VI. Unfinished Business
  - A. **2026 Budget – Action**  
*City Tax Dollars stayed the same amount given from 2025 at \$208,000. Two employees opted out of insurance, allowing funds that were cut from line items to be placed back. Library Expenditures were down by \$15,617 from the City's posted budget. Total library revenue and expenditures balance out at \$403,666. Grant made a motion to approve the new 2026 budget. Krueger seconded. The motion passed unanimously.*
  - B. **Financial monthly report for October 2025 - Action**  
*McDermott moved to approve the October 2025 monthly invoices as presented. Fugate seconded. The motion passed unanimously.*
  - C. **Policy 503 Code of Conduct – Action**  
*Grant made a motion to approve Policy 503 with the updates. Schilling Seconded. The motion passed unanimously.*
  - D. **Waterloo Utilities Substation update – Informational**  
No updates to report at this time.
  - E. **Adult Fiction shelving update – Informational**  
No updates to report at this time.

**VII. New Business**

**A. December 2025 meeting – Action**

Krueger made a motion to cancel the December Library Board meeting unless a Special meeting needs to be called. McDermott seconded. The motion passed unanimously.

**B. Library email addresses – Informational**

*Mountford discussed that the board members may want to create email addresses that are used only for the library board and city use. Due to the open records law and the public has access to their email addresses.*

**C. Review Jefferson County Library Service Guidelines – Informational**

**D. Discuss web accessibility requirements – Informational**

*The KJM Library's website will need to be ADA accessible by April 2027 per Federal law. This is something that the library will need to hire someone to do, since it has to do with coding. Mountford will be looking into this. The website may need a complete overhaul.*

**E. 2026 Closed Dates: 1/1, 1/19(staff in-service), 4/3, 4/4/, 5/23, 5/25, 7/3, 7/4, 9/5, 9/7, 11/26, 11/27, 11/28, 12/24, 12/25, 12/26, 12/31 (open ½ day from 9 to 1) - Action**

*Fugate moved to approve the 2026 library closed dates. Grant seconded. The motion passed unanimously.*

**F. Review and Discuss Library board Trustee handbook Chapter 26 "The Public Library System Board – The Broad Viewpoint" and Chapter 27 "Trustee Orientation and Continuing Education" - Informational**

**VIII. Future agenda items – Budget 2025 and 2026, Adult Fiction shelving, Update on Substation, August In-Service closed date**

**IX. Date, place, and time of the next meeting: Wednesday, **January 28, 2026**, at 5:30 p.m. in the Hyer Conference Room.**

**X. Adjournment**

Biermeier moved to adjourn at 6:32 p.m. Krueger seconded. The motion passed unanimously.

Respectfully submitted,

Cindy Krueger

Karl Junginger Memorial Library / Mayor/Council/Board Report -DECEMBER 2025

DECEMBER Monthly Statistics		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Library Card Holders	2024	2370	2380	2391	2403	2415	2443	2470	2486	2436	2434	2274	2292
	2025	2301	2315	2317	2330	2353	2400	2422	2432	2439	2446	2460	2457
	% of Change	-2.91%	-2.73%	-3.09%	-3.04%	-2.57%	-1.76%	-1.94%	-2.17%	0.12%	0.49%	8.18%	7.20%
NEW Library Card Holders NEW TO 2025 STATS	2024	13	18	20	25	30	47	24	14	12	21	16	6
	2025	13	18	20	25	30	47	24	14	12	21	16	6
	% of Change	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Checkouts (Circulation)	2024	4024	4344	3645	4306	3595	5529	6002	4483	3947	4284	4186	4178
	2025	4662	4182	4539	4122	4134	6254	6777	4945	4562	4401	3783	4206
	% of Change	15.85%	-3.73%	24.53%	-4.27%	14.99%	13.11%	12.91%	10.31%	15.58%	2.73%	-9.63%	0.67%
eBook/Audio Checkouts (Circulation)	2024	986	887	914	826	785	710	875	778	762	882	723	747
	2025	868	856	840	909	935	950	1029	1041	1036	1111	1045	976
	% of Change	-11.97%	-3.49%	-8.10%	10.05%	19.11%	33.80%	17.60%	33.80%	35.96%	25.96%	44.54%	30.66%
Library Visits	2024	1759	1725	1864	2207	2299	3064	3030	2000	2052	2157	1922	1381
	2025	1956	1970	2384	2280	2387	3002	2997	2142	2048	2037	1854	1790
	% of Change	11.20%	14.20%	27.90%	3.31%	3.83%	-2.02%	-1.09%	7.10%	-0.19%	-5.56%	-3.54%	29.62%
Meeting Room Use BY PUBLIC	2024	8	12	8	14	13	9	9	9	11	11	11	6
	2025	9	17	20	18	9	13	13	18	8	11	9	10
	% of Change	12.50%	41.67%	150.00%	28.57%	-22.22%	44.44%	44.44%	100.00%	-27.27%	0.00%	-18.18%	66.67%
Public Computer Use	2024	101	130	91	118	106	74	75	73	87	75	82	77
	2025	77	73	105	100	108	97	80	72	75	80	80	86
	% of Change	-23.76%	-43.85%	15.38%	-15.25%	1.89%	31.08%	6.67%	-1.37%	-13.79%	6.67%	-2.44%	11.69%
WiFi Use	2024	135	181	182	200	204	203	202	221	254	208	188	165
	2025	230	232	200	217	202	209	202	179	190	179	171	119
	% of Change	70.37%	28.18%	9.89%	8.50%	-0.98%	2.96%	0.00%	-19.00%	-25.20%	-13.94%	-9.04%	-27.88%
Outreach to local schools, daycares, & residents Checkouts	2024	63	152	57	183	133	70	84	63	91	74	119	78
	2025	114	186	131	139	109	83	50	80	78	63	62	213
	% of Change	80.95%	22.37%	129.82%	-24.04%	-18.05%	18.57%	-40.48%	26.98%	-14.29%	-14.86%	-47.90%	173.08%
Adult Number of Programs	2024	20	20	20	21	18	19	20	16	19	22	18	15
	2025	15	14	18	15	15	16	18	17	14	16	19	15
	% of Change	-25.00%	-30.00%	-10.00%	-28.57%	-16.67%	-15.79%	-10.00%	6.25%	-26.32%	-27.27%	5.56%	0.00%
Adult Attendance	2024	162	153	201	161	121	265	188	159	153	244	122	147
	2025	197	103	188	119	197	261	153	117	79	196	116	100
	% of Change	21.60%	-32.68%	-6.47%	-26.09%	62.81%	-1.51%	-18.62%	-26.42%	-48.37%	-19.67%	-4.92%	-31.97%
Teen (12-18) Number of programs	2024	4	4	3	3	3	9	10	4	4	4	3	3
	2025	4	3	3	1	0	7	10	1	2	3	3	2
	% of Change	0.00%	-25.00%	0.00%	-66.67%	-100.00%	-22.22%	0.00%	-75.00%	-50.00%	-25.00%	0.00%	-33.33%
Attendance	2024	50	26	32	25	24	166	108	38	27	44	29	24
	2025	21	10	24	24	0	185	99	36	36	41	32	24
	% of Change	-58.00%	-61.54%	-25.00%	-4.00%	-100.00%	11.45%	-8.33%	-5.26%	33.33%	-6.82%	10.34%	0.00%
Children's Number of programs	2024	15	17	17	18	16	28	33	14	16	17	14	12
	2025	12	14	12	17	13	19	28	12	14	16	13	13
	% of Change	-20.00%	-17.65%	-29.41%	-5.56%	-18.75%	-32.14%	-15.15%	-14.29%	-12.50%	-5.88%	-7.14%	8.33%
Attendance	2024	367	264	425	465	1035	2016	1694	425	435	591	429	393
	2025	355	329	351	613	943	1715	1249	399	396	649	399	474
	% of Change	-3.27%	24.62%	-17.41%	31.83%	-8.89%	-14.93%	-26.27%	-6.12%	-8.97%	9.81%	-6.99%	20.61%
GENERAL ALL AGE PROGRAMS NEW 2025													
Number of Programs		1	1	1	4	4	4	4	1	2	3	2	2
Attendance		69	67	84	342	699	671	185	97	133	254	121	227

**Regular meeting of the Waterloo Water & Light Commission held January 6, 2026**

Meeting called to order by President Devin Schumann at 7:00pm at the Waterloo Utilities office. Present were Commissioners Vern Butzine, Pam Kuhl, Michael Tschanz, Richard Weihert, Superintendent Barry Sorenson, and OM Joy Bisco. Citizen Dick Blawush.

**Minutes**

Motion by Butzine, seconded by Weihert to approve the minutes of the December 2, 2025 meeting. Motion carried.

**Expenditures**

Motion by Schumann, seconded by Butzine to approve the December disbursements as presented. Motion carried.

**Citizen Input**

Citizen Blawush had questions regarding unpaid utility bills in the trailer park.

**Portzen Pay Request and Change Order**

Motion by Kuhl, seconded by Schumann to recommend to City Council payment request 30 in the amount of \$674,825.35, pay request 31 in the amount of \$122,421.02, and change order #4 in the amount of \$183,238. Motion carried.

**Water Tower Dismantle**

Motion by Schumann, seconded by Weihert, to approve Town & Country contract for Scope of Service for water tower dismantle in 2026. Motion carried.

**Billing and Metering Specialist Position**

Motion by Weihert, seconded by Schumann, to move to closed session to discuss the Billing and Metering Billing Specialist position per Wis. Stat. 19.85 (1)(c). Roll Call (5-0).

Motion by Weihert, seconded by Schumann, to reconvene to open session. Roll Call (5-0).

Motion by Butzine, seconded by Kuhl, to adjourn the meeting at 7:44pm. Motion carried.

Respectfully submitted,  
Pam Kuhl - Secretary

List of Bills

Aerzen USA Corp	6,653.52	MJ Electric	19,464.11
Associated Trust Company	950.00	Mutual Community Mission Group	380.00
Avestar	15.00	Northern Lake Service	92.70
Axley Brynelson	348.00	OpenPoint	5,060.00
Baker Tilly	4,305.00	Payment Service Network	101.95
Beaver of Wisconsin	4,527.00	Payroll	93,803.89
BMO	1,028.66	Peak Garage Doors	2,020.23
BMO Mastercard	5,013.55	Piggly Wiggly	15.96
Border States	3,124.75	Portland Sanitary District	22,690.42
Brothers Main	945.00	Prairie Glass Co	2,798.88
Vern Butzine	100.00	Resco	117.79
Caselle Inc	3,260.34	Rescue Dog Technology	3,500.00
City of Waterloo Treasurer	123,010.62	Devin Schumann	150.00
Crescent Electric Supply	7,498.92	Schweitzer Engineering Lab	400.25
DNR Operator Certification	50.00	Seera	1,301.81
Ehlers	20.23	SSM Health	53.00
Forster Electrical Engineering	1,401.25	Town & Country Engineering	26,260.00
Frontier	531.79	Michael Tschanz	150.00
GFC Leasing	127.00	US Cellular	264.32
GLS Utility LLC	1,767.95	Uline	203.72
Howie's Hardware	511.55	UPS	42.64
Infosend	1,117.68	United Liquid Waste Recycling	1,850.00
Irby	427.85	Waterloo Building Center	62.50
Kunkel Engineering Group	11,264.65	Waterloo Utilities	11,597.92
Pam Kuhl	150.00	WE Energies	136.15
Kwik Trip	291.36	Richard Weihert	150.00
Lakes Gas Co	72.01	Wisconsin Dept. of Revenue	5,212.79
Leader Independent	47.12	Wisconsin Rural Water Assn	505.00
Land Service Company	28,529.19	WPPI Energy	208,844.74
		Total Disbursements	\$614,320.76

**Checking Account**

Balance 11/30/25	103,314.87
Deposits	1,066,217.90
Disbursements	(613,972.63)
Interest	236.77
Balance 12/31/25	<u>\$555,796.91</u>

**WWTP DNR Replacement Fund**

Balance 11/30/25	\$588,228.82
Deposit/ (Withdrawal)	(88.05)
Interest	994.38
Balance 12/31/25	<u>\$589,135.15</u>

**Debt Service Account**

Balance 11/30/25	\$563,957.40
Deposit	119,425.00
Bond Payment/Svc Fees	(72.60)
Interest	1,060.05
Balance 12/31/25	<u>\$684,369.85</u>

**Money Market Account**

Balance 11/30/25	1,621,165.10
Deposits	697,785.73
Transfer	(119,425.00)
Disbursements	(167.25)
Interest	3,425.21
Balance 12/31/25	<u>\$2,202,783.79</u>

**Transportation Fund**

Balance 11/30/25	\$12,586.00
Transfer	
Balance 12/31/25	<u>\$12,586.00</u>

**WWTP USDA Bond Reserve:**

Balance 11/30/25	\$123,359.19
Transferred in/out	
Interest	344.14
Service Charge	(20.23)
Balance 12/31/25	<u>\$123,683.10</u>

**Avestar CD #3596 (Bond Reserve):**

Balance 11/30/25	347,124.80
Interest	
Balance 12/31/25	<u>\$347,124.80</u>

**F&M CD #613386 (Bond Reserve):**

Balance 11/30/25	245,797.43
Interest	5,258.80
Disbursement	(251,056.23)
Balance 12/31/25	<u>\$0.00</u>

**Construction Acct:**

Balance 11/30/25	\$1,500.00
Transferred in	
Interest	
Balance 12/31/25	<u>\$1,500.00</u>

## Jeanne Ritter

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**From:** Watertown Humane Society <info@whsadopt.org>  
**Sent:** Tuesday, January 13, 2026 10:43 AM  
**To:** Jeanne Ritter  
**Subject:** December 2025

December 2025

Feline Stray: 2  
Feline Surrendered: 0

Canine Stray: 0  
Canine Surrender: 0

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**From:** Watertown Humane Society <info@whsadopt.org>  
**Sent:** Wednesday, December 3, 2025 10:17 AM  
**To:** Jeanne Ritter <jritter@waterloowi.us>  
**Subject:** November 2025 numbers

November 2025

Feline Stray: 1  
Feline Surrender: 0

Canine Stray: 0  
Canine Surrender: 0

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**From:** Watertown Humane Society <info@whsadopt.org>  
**Sent:** Friday, November 7, 2025 2:43 PM  
**To:** Jeanne Ritter <jritter@waterloowi.us>  
**Subject:** October 2025 numbers

October 2025

Feline Stray: 5  
Feline Surrender: 0

Canine Stray: 0  
Canine Surrender: 0

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**Contractor's Application for Payment**

<b>Owner:</b> <u>Waterloo Utilities</u>	<b>Owner's Project No.:</b> _____
<b>Engineer:</b> <u>Town &amp; Country Engineering</u>	<b>Engineer's Project No.:</b> <u>WW-62</u>
<b>Contractor:</b> <u>Portzen</u>	<b>Contractor's Project No.:</b> <u>23-04</u>
<b>Project:</b> <u>2023 Water and Wastewater Improvements</u>	
<b>Contract:</b> <u>Wastewater Treatment Facility and Water Booster Station</u>	
<b>Application No.:</b> <u>30</u>	<b>Application Date:</b> <u>12/5/2025</u>
<b>Application Period:</b> <b>From</b> <u>11/1/2025</u> <b>to</b> <u>11/30/2025</u>	

1. Original Contract Price	\$ 22,221,337.75
2. Net change by Change Orders	\$ 418,872.38
3. Current Contract Price (Line 1 + Line 2)	\$ 22,640,210.13
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 22,212,582.54
5. Retainage	
a. <u>2.5%</u> X <u>\$ 22,212,582.54</u> Work Completed	\$ 555,314.56
b. <u>5%</u> X <u>\$ -</u> Stored Materials	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ 555,314.56
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 21,657,267.98
7. Less previous payments (Line 6 from prior application)	\$ 20,982,442.63
8. Amount due this application	\$ 674,825.35
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 982,942.15

**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 Construction Inc.

**Signature:**  **Date:** 12/5/2025

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
<b>By:</b> <u></u>	<b>By:</b> _____
<b>Title:</b> <u>Project Engineer</u>	<b>Title:</b> _____
<b>Date:</b> <u>12/10/2025</u>	<b>Date:</b> _____
<b>Approved by Funding Agency</b>	
<b>By:</b> _____	<b>By:</b> _____
<b>Title:</b> _____	<b>Title:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

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

Application No.:	30	Application Period:	From 11/01/25 to 11/30/25	Application Date:	12/05/25
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A Item No.	B Description	C Scheduled Value (\$)	D Work Completed		F Materials Currently Stored (not in D or E) (\$)	G Work Completed and Materials Stored to Date (D + E + F) (\$)	H % of Scheduled Value (G / C) (%)	I Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
<b>Original Contract</b>								
1	<b>GENERAL REQUIREMENTS</b>					-		-
2	Bonds	\$ 111,350.00	111,350.00			111,350.00	100%	-
3	Mobilization	\$ 180,698.00	178,500.00	2,198.00		180,698.00	100%	-
4	Project Management	\$ 466,830.00	461,100.00	2,500.00		463,600.00	99%	3,230.00
5	Project Management Software	\$ 27,562.00	27,562.00			27,562.00	100%	-
6	Temporary Construction Fence	\$ 20,000.00	20,000.00			20,000.00	100%	-
7	Port-a-potty rental	\$ 12,812.00	12,300.00	512.00		12,812.00	100%	-
8	Job trailer	\$ 17,325.00	17,100.00	225.00		17,325.00	100%	-
9	Trash Disposal	\$ 31,500.00	30,802.00	698.00		31,500.00	100%	-
10	Safety	\$ 15,750.00	15,500.00	250.00		15,750.00	100%	-
11	Survey & Staking	\$ 10,500.00	10,500.00			10,500.00	100%	-
12	Concrete Testing	\$ 26,250.00	26,250.00			26,250.00	100%	-
13	Project Sign	\$ 1,575.00	1,575.00			1,575.00	100%	-
14	Lodging	\$ 196,350.00	196,350.00			196,350.00	100%	-
15	Temp. Utilities	\$ 105,000.00	105,000.00			105,000.00	100%	-
16	Cleaning Site and Building	\$ 45,990.00	43,000.00	2,990.00		45,990.00	100%	-
17	Equipment Rental	\$ 175,600.00	175,600.00			175,600.00	100%	-
18	<b>SITWORK</b>					-		-
19	Selective Demolition	\$ 241,105.00	241,105.00			241,105.00	100%	-
20	Site Demo	\$ 114,251.00	114,251.00			114,251.00	100%	-
21	Erosion Control	\$ 5,250.00	5,250.00			5,250.00	100%	-
22	Rammed Aggregate Piers	\$ 109,605.00	109,605.00			109,605.00	100%	-
23	Paving Prep	\$ 182,735.00	182,735.00			182,735.00	100%	-
24	Aphalt Paving	\$ 171,308.00	169,000.00	2,308.00		171,308.00	100%	-
25	Concrete Paving	\$ 155,770.00	155,770.00			155,770.00	100%	-
26	Site Furnishings	\$ 3,150.00	3,150.00			3,150.00	100%	-
27	Temp Roads	\$ 7,875.00	7,875.00			7,875.00	100%	-
28	Rough Grading	\$ 159,886.00	159,886.00			159,886.00	100%	-
29	Building Excavation and Backfill	\$ 190,756.00	190,756.00			190,756.00	100%	-
30	Sanitary Systems	\$ 1,515,690.00	1,515,690.00			1,515,690.00	100%	-
31	Storm Systems	\$ 121,166.00	121,166.00			121,166.00	100%	-
32	Water Systems	\$ 214,044.00	214,044.00			214,044.00	100%	-
33	Site Air Piping	\$ 245,980.00	245,980.00			245,980.00	100%	-
34	Landscaping WWTF	\$ 46,550.00	9,950.00	36,600.00		46,550.00	100%	-
35	<b>CONCRETE</b>					-		-
36	Concrete	\$ 938,579.00	938,579.00			938,579.00	100%	-
37	Precast Concrete	\$ 41,583.00	41,583.00			41,583.00	100%	-
38	<b>MASONRY</b>					-		-
39	Masonry Materials ST 10	\$ 155,608.00	155,608.00			155,608.00	100%	-
40	Masonry Labor ST10	\$ 301,146.00	301,146.00			301,146.00	100%	-
41	Masonry Materials ST 25	\$ 93,952.00	93,952.00			93,952.00	100%	-
42	Masonry Labor ST25	\$ 156,675.00	156,675.00			156,675.00	100%	-
43	Masonry Materials ST 50	\$ 8,515.00	8,515.00			8,515.00	100%	-
44	Masonry Labor ST50	\$ 19,753.00	19,753.00			19,753.00	100%	-
45	Masonry Materials ST 55	\$ 44,533.00	44,533.00			44,533.00	100%	-
46	Masonry Labor ST55	\$ 75,320.00	75,320.00			75,320.00	100%	-
47	<b>METALS</b>					-		-
48	Structural Steel Framing	\$ 24,267.00	24,267.00			24,267.00	100%	-
49	Metal Fabrications	\$ 110,144.00	110,144.00			110,144.00	100%	-
50	Guard & Hand Rail	\$ 170,313.00	164,797.78	5,515.22		170,313.00	100%	-

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

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

Application No.:		30		Application Period:		From	11/01/25	to	11/30/25	Application Date:		12/05/25
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)				
			(D + E) From Previous Application (\$)	This Period (\$)								
51	Bar Grating	\$ 384,672.00	384,672.00			384,672.00	100%	-				
52	Labor to install	\$ 229,145.00	217,145.00	12,000.00		229,145.00	100%	-				
53	Access Hatches	\$ 12,600.00	12,600.00			12,600.00	100%	-				
54	<b>CARPENTRY</b>											
55	Trusses	\$ 39,108.00	39,108.00			39,108.00	100%	-				
56	Truss Labor	\$ 22,460.00	22,460.00			22,460.00	100%	-				
57	Rough Carpentry	\$ 130,546.00	130,546.00			130,546.00	100%	-				
58	Finish Carentry	\$ 5,386.00	5,386.00			5,386.00	100%	-				
59	<b>THERMAL &amp; MOISTURE</b>											
60	Dampproofing & Joint Sealants	\$ 78,250.00	78,250.00			78,250.00	100%	-				
61	Thermal Insulation	\$ 21,854.00	21,854.00			21,854.00	100%	-				
62	Weather barrier	\$ 5,250.00	5,250.00			5,250.00	100%	-				
63	ST 10 Roofing Materials	\$ 117,398.00	117,398.00			117,398.00	100%	-				
64	ST 10 Roofing Labor	\$ 63,361.00	58,840.00			58,840.00	93%	4,521.00				
65	ST 25 Roofing Materials	\$ 23,610.00	23,610.00			23,610.00	100%	-				
66	ST 25 Roofing Labor	\$ 14,857.00	14,857.00			14,857.00	100%	-				
67	ST 35 Roofing Materials	\$ 7,954.00	7,954.00			7,954.00	100%	-				
68	ST 35 Roofing Labor	\$ 3,512.00	3,512.00			3,512.00	100%	-				
69	ST 50 Roofing Materials	\$ 41,764.00	41,764.00			41,764.00	100%	-				
70	ST 50 Roofing Labor	\$ 17,556.00	17,556.00			17,556.00	100%	-				
71	ST 55 Roofing Materials	\$ 21,510.00	21,510.00			21,510.00	100%	-				
72	ST 55 Roofing Labor	\$ 12,755.00	12,755.00			12,755.00	100%	-				
73	<b>DOORS &amp; WINDOWS</b>											
74	Structure 10 Doors, Frames & Hardware	\$ 46,925.00	46,925.00			46,925.00	100%	-				
75	Structure 25 Doors, Frames & Hardware	\$ 11,887.00	11,887.00			11,887.00	100%	-				
76	Structure 35 Doors, Frames & Hardware	\$ 9,161.00	9,161.00			9,161.00	100%	-				
77	Structure 50 Doors, Frames & Hardware	\$ 25,080.00	25,080.00			25,080.00	100%	-				
78	Structure 55 Doors, Frames & Hardware	\$ 5,863.00	5,863.00			5,863.00	100%	-				
79	Labor to install	\$ 35,140.00	35,140.00			35,140.00	100%	-				
80	Sectional Overhead Doors	\$ 62,450.00	62,450.00			62,450.00	100%	-				
81	Aluminum Windows and Galzing	\$ 21,169.00	21,169.00			21,169.00	100%	-				
82	Aluminum Access Doors	\$ 14,490.00	14,490.00			14,490.00	100%	-				
83	Attic Access	\$ 5,250.00	5,250.00			5,250.00	100%	-				
84	<b>FINISHES</b>											
85	Gyp Wall Board Assemblies	\$ 36,414.00	36,414.00			36,414.00	100%	-				
86	Acoustical Ceilings	\$ 15,015.00	15,015.00			15,015.00	100%	-				
87	Quarry Tile	\$ 72,420.00	72,420.00			72,420.00	100%	-				
88	Vinyl Wall Base	\$ 693.00	693.00			693.00	100%	-				
89	Painting	\$ 469,740.00	464,740.00	5,000.00		469,740.00	100%	-				
90	<b>SPECIALTIES</b>	\$ 13,681.00	13,681.00			13,681.00	100%	-				
91	<b>FURNISHINGS</b>											
92	Plastic Laminate Casework	\$ 5,250.00	5,250.00			5,250.00	100%	-				
93	Labor to install casework	\$ 2,194.00	2,194.00			2,194.00	100%	-				
94	Laboratory Casework	\$ 67,568.00	67,568.00			67,568.00	100%	-				
95	Labor to install casework	\$ 9,118.00	9,118.00			9,118.00	100%	-				
96	Engineering for Casework	\$ 2,100.00	2,100.00			2,100.00	100%	-				
97	<b>MECHANICAL</b>											
98	Plumbing& Process Project Management	\$ 126,000.00	121,530.50	2,235.00		123,765.50	98%	2,234.50				
99	<b>STRUCTURE 10:</b>											
100	Plumbing/Hydrionics Materials and Equipment	\$ 136,500.00	135,450.00	1,050.00		136,500.00	100%	-				
101	Plumbing/Hydrionics Labor	\$ 262,500.00	261,450.00	1,050.00		262,500.00	100%	-				

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

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

Application No.:		30		Application Period:		From	11/01/25	to	11/30/25	Application Date:		12/05/25
A	B	C	D		E	F	G	H	I			
			(D + E) From Previous Application	This Period								
Item No.	Description	Scheduled Value (\$)	(D + E) From Previous Application (\$)	This Period (\$)	Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)				
102	Plumbing Insulation Materials	\$ 6,898.00	6,898.00			6,898.00	100%	-				
103	Plumbing Insulation Labor	\$ 5,515.00	5,515.00			5,515.00	100%	-				
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	61,950.00			61,950.00	100%	-				
107	HVAC Vent, Stands	\$ 6,720.00	6,720.00			6,720.00	100%	-				
108	HVAC Misc. Materials	\$ 5,775.00	5,775.00			5,775.00	100%	-				
109	HVAC Equipment Rental	\$ 9,450.00	9,450.00			9,450.00	100%	-				
110	HVAC Labor	\$ 130,218.00	119,700.00	2,750.00		122,450.00	94%	7,768.00				
111	HVAC Management	\$ 5,250.00	5,250.00			5,250.00	100%	-				
112	HVAC Test and Balance	\$ 10,080.00				-	0%	10,080.00				
113	HVAC Controls	\$ 168,000.00	136,500.00	15,750.00		152,250.00	91%	15,750.00				
114	HVAC Submittals, Pre-Con and Mobilization	\$ 71,720.00	71,720.00			71,720.00	100%	-				
115	HVAC Insulation Materials	\$ 16,810.00	16,810.00			16,810.00	100%	-				
116	HVAC Insulation Labor	\$ 13,844.00	13,844.00			13,844.00	100%	-				
117	<b>STRUCTURE 20</b>					-		-				
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%	-				
120	<b>STRUCTURE 25:</b>					-		-				
121	Plumbing/Process Materials	\$ 36,750.00	36,750.00			36,750.00	100%	-				
122	Plumbing/Process Labor	\$ 49,350.00	49,350.00			49,350.00	100%	-				
123	Plumbing Insulation Material	\$ 3,555.00	3,555.00			3,555.00	100%	-				
124	Plumbing Insulation Labor	\$ 2,703.00	2,703.00			2,703.00	100%	-				
125	HVAC Sheet Metal	\$ 15,750.00	15,750.00			15,750.00	100%	-				
126	HVAC Vent, Stands	\$ 4,200.00	4,200.00			4,200.00	100%	-				
127	HVAC Misc. Materials	\$ 3,150.00	3,150.00			3,150.00	100%	-				
128	HVAC Equipment Rental	\$ 4,200.00	4,200.00			4,200.00	100%	-				
129	HVAC Labor	\$ 36,267.00	36,267.00			36,267.00	100%	-				
130	HVAC Management	\$ 2,625.00	2,625.00			2,625.00	100%	-				
131	HVAC Insulation Materials	\$ 2,241.00	2,241.00			2,241.00	100%	-				
132	HVAC Insulation Labor	\$ 1,839.00	1,839.00			1,839.00	100%	-				
133	<b>STRUCTURE 30</b>					-		-				
134	Process Materials	\$ 89,250.00	89,250.00			89,250.00	100%	-				
135	Process Labor	\$ 140,700.00	140,700.00			140,700.00	100%	-				
136	<b>STRUCTURE 35:</b>					-		-				
137	Plumbing/ Process Materials	\$ 5,250.00	5,250.00			5,250.00	100%	-				
138	Plumbing/Process Labor	\$ 1,050.00	1,050.00			1,050.00	100%	-				
139	HVAC Sheet Metal	\$ 5,250.00	5,250.00			5,250.00	100%	-				
140	HVAC Misc. Materials	\$ 2,100.00	2,100.00			2,100.00	100%	-				
141	HVAC Equipment Rental	\$ 2,100.00	2,100.00			2,100.00	100%	-				
142	HVAC Labor	\$ 25,856.00	25,856.00			25,856.00	100%	-				
143	HVAC Management	\$ 2,625.00	2,625.00			2,625.00	100%	-				
144	HVAC Submittals, Pre-Con and Mobilization	\$ 6,300.00	6,300.00			6,300.00	100%	-				
145	HVAC Insulation Materials	\$ 1,120.00	1,120.00			1,120.00	100%	-				
146	HVAC Insulation Labor	\$ 975.00	975.00			975.00	100%	-				
147	<b>STRUCTURE 40</b>					-		-				
148	Process Materials	\$ 14,700.00	14,700.00			14,700.00	100%	-				
149	Process Labor	\$ 30,450.00	30,450.00			30,450.00	100%	-				
150	<b>STRUCTURE 50:</b>					-		-				
151	Plumbing/Process Materials	\$ 299,250.00	299,250.00			299,250.00	100%	-				
152	Plumbing/Process Labor	\$ 893,231.00	893,231.00			893,231.00	100%	-				

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

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

Application No.:		30		Application Period:		From	11/01/25	to	11/30/25	Application Date:		12/05/25
A	B	C	D		E	F	G	H	I			
			(D + E) From Previous Application	This Period								
Item No.	Description	Scheduled Value (\$)	(D + E) From Previous Application (\$)	This Period (\$)	Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)				
153	Plumbing Insulation Material	\$ 2,440.00	2,440.00			2,440.00	100%	-				
154	Plumbing Insulation Labor	\$ 1,730.00	1,730.00			1,730.00	100%	-				
155	HVAC Sheet Metal	\$ 9,450.00	9,450.00			9,450.00	100%	-				
156	HVAC Misc. Materials	\$ 9,923.00	9,923.00			9,923.00	100%	-				
157	HVAC Equipment Rental	\$ 3,150.00	3,150.00			3,150.00	100%	-				
158	HVAC Labor	\$ 64,776.00	64,776.00			64,776.00	100%	-				
159	HVAC Management	\$ 2,625.00	2,625.00			2,625.00	100%	-				
160	HVAC Submittals, Pre-Con and Mobilization	\$ 12,600.00	12,600.00			12,600.00	100%	-				
161	HVAC Insulation Materials	\$ 1,120.00	1,120.00			1,120.00	100%	-				
162	HVAC Insulation Labor	\$ 975.00	975.00			975.00	100%	-				
163	<b>STRUCTURE 55</b>											
164	Plumbing/Process Materials	\$ 168,000.00	168,000.00			168,000.00	100%	-				
165	Plumbing/Process Labor	\$ 115,500.00	115,500.00			115,500.00	100%	-				
166	Plumbing Insulation Materials	\$ 1,837.00	1,837.00			1,837.00	100%	-				
167	Plumbing Insulation Labor	\$ 1,405.00	1,405.00			1,405.00	100%	-				
168	HVAC Sheet Metal	\$ 12,600.00	12,600.00			12,600.00	100%	-				
169	HVAC Vent, Stands	\$ 6,300.00	6,300.00			6,300.00	100%	-				
170	HVAC Misc. Materials	\$ 2,362.00	2,362.00			2,362.00	100%	-				
171	HVAC Equipment Rental	\$ 2,100.00	2,100.00			2,100.00	100%	-				
172	HVAC Labor	\$ 25,331.00	25,331.00			25,331.00	100%	-				
173	HVAC Management	\$ 2,625.00	2,625.00			2,625.00	100%	-				
174	HVAC Submittals, Pre-Con and Mobilization	\$ 15,750.00	15,750.00			15,750.00	100%	-				
175	HVAC Insulation Materials	\$ 1,120.00	1,120.00			1,120.00	100%	-				
176	HVAC Insulation Labor	\$ 975.00	975.00			975.00	100%	-				
177	<b>STRUCTURE 60</b>											
178	Process Materials	\$ 55,650.00	55,650.00			55,650.00	100%	-				
179	Process Labor	\$ 44,100.00	44,100.00			44,100.00	100%	-				
180	<b>STRUCTURE 70</b>											
181	Process Materials	\$ 44,100.00	44,100.00			44,100.00	100%	-				
182	Process Labor	\$ 162,750.00	162,750.00			162,750.00	100%	-				
183	<b>STRUCTURE 75</b>											
184	Plumbing/Process Materials	\$ 31,415.00	31,415.00			31,415.00	100%	-				
185	Plumbing/Process Labor	\$ 68,250.00	68,250.00			68,250.00	100%	-				
186	<b>Indian Hills Booster Station</b>											
187	Process Materials	\$ 1,260.00		1,260.00		1,260.00	100%	-				
188	Process Labor	\$ 1,260.00		1,260.00		1,260.00	100%	-				
189	<b>ELECTRICAL</b>											
190	Mobilization	\$ 138,776.00	138,776.00			138,776.00	100%	-				
191	Supervision	\$ 140,127.00	138,726.14			138,726.14	99%	1,400.86				
192	Start-up & Commissioning	\$ 15,785.00	13,417.25			13,417.25	85%	2,367.75				
193	Closeout Documents	\$ 12,050.00				-	0%	12,050.00				
194	Demobilization	\$ 8,914.00	3,565.60			3,565.60	40%	5,348.40				
195	<b>General &amp; Site</b>											
196	Temp Electric	\$ 34,643.00	34,643.00			34,643.00	100%	-				
197	Electrical Labor	\$ 90,573.00	90,573.00			90,573.00	100%	-				
198	Electrical Material	\$ 227,857.00	227,857.00			227,857.00	100%	-				
199	Electrical Lighting and Labor	\$ 9,548.00	9,548.00			9,548.00	100%	-				
200	Generator Install	\$ 19,960.00	19,960.00			19,960.00	100%	-				
201	Demo	\$ 17,690.00	17,690.00			17,690.00	100%	-				
202	Electrical Excavation & ductbank	\$ 95,592.00	95,592.00			95,592.00	100%	-				
203	<b>STR 10</b>											

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

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

Application No.:		30		Application Period:		From	11/01/25	to	11/30/25	Application Date:		12/05/25
A	B	C	D		E	F	G	H	I			
			(D + E) From Previous Application (\$)	This Period (\$)								
Item No.	Description	Scheduled Value (\$)				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) (\$)			
204	Temp Electric	\$ 17,326.00	17,326.00				17,326.00	100%	-			
205	Electrical Raceway Material	\$ 107,165.00	105,019.00				105,019.00	98%	2,146.00			
206	Electrical Raceway Labor	\$ 104,843.00	102,407.75				102,407.75	98%	2,435.25			
207	Electrical Wire Material	\$ 18,490.00	18,116.68				18,116.68	98%	373.32			
208	Electrical Wire Labor	\$ 25,925.00	23,285.00				23,285.00	90%	2,640.00			
209	Electrical Labor - MCC, Gear & Equipment	\$ 9,806.00	9,806.00				9,806.00	100%	-			
210	Electrical Lighting and Labor	\$ 62,270.00	61,000.00				61,000.00	98%	1,270.00			
211	STR 20											
212	Electrical Material	\$ 6,190.00	6,190.00				6,190.00	100%	-			
213	Electrical Labor	\$ 6,160.00	6,160.00				6,160.00	100%	-			
214	STR 25											
215	Electrical Material	\$ 56,170.00	56,170.00				56,170.00	100%	-			
216	Electrical Labor	\$ 56,725.00	56,725.00				56,725.00	100%	-			
217	Electrical Lighting and Labor	\$ 24,694.00	24,694.00				24,694.00	100%	-			
218	STR 30											
219	Electrical Material	\$ 40,647.00	40,647.00				40,647.00	100%	-			
220	Electrical Labor	\$ 41,110.00	41,110.00				41,110.00	100%	-			
221	STR 35											
222	Electrical Material	\$ 14,827.00	14,827.00				14,827.00	100%	-			
223	Electrical Labor	\$ 23,100.00	23,100.00				23,100.00	100%	-			
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	\$ 133,977.00	133,977.00				133,977.00	100%	-			
231	Electrical Labor	\$ 112,934.00	112,934.00				112,934.00	100%	-			
232	Electrical Lighting and Labor	\$ 52,589.00	52,589.00				52,589.00	100%	-			
233	Electrical Labor - MCC, Gear & Equipment	\$ 13,705.00	13,705.00				13,705.00	100%	-			
234	STR 55											
235	Electrical Material	\$ 37,762.00	37,762.00				37,762.00	100%	-			
236	Electrical Labor	\$ 53,015.00	53,015.00				53,015.00	100%	-			
237	Electrical Lighting and Labor	\$ 8,388.00	8,388.00				8,388.00	100%	-			
238	STR 60											
239	Electrical Material	\$ 7,497.00	7,497.00				7,497.00	100%	-			
240	Electrical Labor	\$ 12,235.00	12,235.00				12,235.00	100%	-			
241	Electrical Lighting and Labor	\$ 2,910.00	2,910.00				2,910.00	100%	-			
242	STR 70											
243	Electrical Material	\$ 27,350.00	27,350.00				27,350.00	100%	-			
244	Electrical Labor	\$ 19,915.00	19,915.00				19,915.00	100%	-			
245	Electrical Lighting and Labor	\$ 30,410.00	30,410.00				30,410.00	100%	-			
246	STR 75											
247	Electrical Material	\$ 6,165.00	6,165.00				6,165.00	100%	-			
248	Electrical Labor	\$ 5,893.00	5,893.00				5,893.00	100%	-			
249	Electrical Lighting and Labor	\$ 6,666.00	6,666.00				6,666.00	100%	-			
250	PROCESS INTERCONNECTIONS											
251	Installation of Stop Plates and Logs	\$ 3,717.00	3,717.00				3,717.00	100%	-			
252	Installation of Slide and Weir Gates	\$ 38,241.00	38,241.00				38,241.00	100%	-			
253	Prefabricated Flumes	\$ 3,087.00	3,087.00				3,087.00	100%	-			
254	Installation of Flumes	\$ 2,955.00	2,955.00				2,955.00	100%	-			

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

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

Application No.:		30		Application Period:		From	11/01/25	to	11/30/25	Application Date:		12/05/25
A	B	C	D		E	F	G	H	I			
			(D + E) From Previous Application	This Period								
Item No.	Description	Scheduled Value (\$)	(D + E) From Previous Application (\$)	This Period (\$)	Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)				
255	<b>MATERIAL PROCESSING AND HANDLING EQUIPMENT</b>											
256	Cranes and Hoist	\$ 73,952.00	73,952.00			73,952.00	100%	-				
257	Labor to install Cranes and Hoist	\$ 19,948.00	19,948.00			19,948.00	100%	-				
258	<b>PROCESS GAS &amp; LIQUID HANDLING, PURIFICATION &amp; STORAGE EQUIPMENT</b>											
259	Air Sparging Blowers	\$ 30,000.00	30,000.00			30,000.00	100%	-				
260	Labor to install Air Sparging Blowers	\$ 3,192.00	3,192.00			3,192.00	100%	-				
261	Labor to install High Speed Blowers	\$ 9,975.00	9,975.00			9,975.00	100%	-				
262	Labor to install Rotary Lobe Blowers	\$ 9,975.00	9,975.00			9,975.00	100%	-				
263	Aluminum Domes	\$ 456,750.00	456,750.00			456,750.00	100%	-				
264	Labor for Aluminum Domes	\$ 204,750.00	204,750.00			204,750.00	100%	-				
265	Electrical Motors Install	\$ 3,990.00	3,990.00			3,990.00	100%	-				
266	<b>WATER &amp; WASTEWATER EQUIPMENT</b>											
267	Installation of step Screen and Washer	\$ 4,788.00	4,788.00			4,788.00	100%	-				
268	Installation of Vortex Grit Chamber	\$ 6,384.00	6,384.00			6,384.00	100%	-				
269	Installation of Grit Separator Classifier	\$ 6,384.00	6,384.00			6,384.00	100%	-				
270	Installation of Mixers	\$ 11,172.00	11,172.00			11,172.00	100%	-				
271	Density Current Baffles	\$ 61,950.00	61,950.00			61,950.00	100%	-				
272	Labor to install	\$ 15,960.00	15,960.00			15,960.00	100%	-				
273	Labor to install TERTIARY DISC FILTERS	\$ 12,768.00	12,768.00			12,768.00	100%	-				
274	Labor to install UV System	\$ 6,384.00	6,384.00			6,384.00	100%	-				
275	Labor to install Samplers	\$ 798.00	798.00			798.00	100%	-				
276	<b>Budget Allowances</b>											
277	Soils Testing Services	\$ 20,000.00	1,062.98			1,062.98	5%	18,937.02				
278	Electrical Service	\$ 75,000.00	84,487.47			84,487.47	113%	(9,487.47)				
279	Natural Gas Service	\$ 20,000.00	2,221.22			2,221.22	11%	17,778.78				
280	Internet Service	\$ 5,000.00				-	0%	5,000.00				
281	SCADA Computers	\$ 40,000.00	29,572.93			29,572.93	74%	10,427.07				
282	Office Furniture	\$ 20,000.00	13,092.85			13,092.85	65%	6,907.15				
283	Lab Equipment	\$ 30,000.00	34,638.91	2,297.93		36,936.84	123%	(6,936.84)				
284	Shop Tools and Storage	\$ 30,000.00	20,500.80	4,789.67		25,290.47	84%	4,709.53				
285	Truck Lift	\$ 15,000.00	7,506.00			7,506.00	50%	7,494.00				
286	Skid Steer	\$ 80,000.00	74,916.43			74,916.43	94%	5,083.57				
287	Algae Cloth	\$ 5,000.00				-	0%	5,000.00				
288	Landscaping	\$ 20,000.00				-	0%	20,000.00				
289	Plaque	\$ 5,000.00				-	0%	5,000.00				
290	Blower Temporary Air	\$ 75,000.00	75,000.00			75,000.00	100%	-				
291	<b>Pre-negotiated Items</b>											
292	Diesel Engine Driven Generator/ Transfer Switch	\$ 298,618.00	298,618.00			298,618.00	100%	-				
293	Process Integration & Control	\$ 1,371,706.00	1,361,973.80			1,361,973.80	99%	9,732.20				
294	Process Valves	\$ 368,967.00	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	Mechanical Vortex Grit Chamber	\$ 72,750.00	72,750.00			72,750.00	100%	-				
302	Grit Separator Classifier	\$ 68,860.00	68,860.00			68,860.00	100%	-				
303	Submersible Mixers	\$ 80,885.00	80,885.00			80,885.00	100%	-				
304	Flexible Membrane Disc Diffuses	\$ 151,200.00	151,200.00			151,200.00	100%	-				
305	Tertiary Filters	\$ 654,186.38	654,186.38			654,186.38	100%	-				







**Progress Estimate - Unit Price Work**

**Contractor's Application for Payment**

Owner: Waterloo Utilities  
 Engineer: Town & Country Engineering  
 Contractor: Portzen  
 Project: 2023 Water and Wastewater Improvements  
 Contract: Wastewater Treatment Facility and Water Booster Station

Owner's Project No.: \_\_\_\_\_  
 Engineer's Project No.: WW-62  
 Contractor's Project No.: 23-04

Application No.: 30 Application Period: From 11/01/25 to 11/30/25 Application Date: 12/05/25

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

**Stored Materials Summary**

**Contractor's Application for Payment**

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

**Application No.:** 30      **Application Period:** From 11/01/25 to 11/30/25      **Application Date:** 12/05/25

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

**Contractor's Application for Payment**

<b>Owner:</b> <u>Waterloo Utilities</u>	<b>Owner's Project No.:</b> _____
<b>Engineer:</b> <u>Town &amp; Country Engineering</u>	<b>Engineer's Project No.:</b> <u>WW-62</u>
<b>Contractor:</b> <u>Portzen</u>	<b>Contractor's Project No.:</b> <u>23-04</u>
<b>Project:</b> <u>2023 Water and Wastewater Improvements</u>	
<b>Contract:</b> <u>Wastewater Treatment Facility and Water Booster Station</u>	
<b>Application No.:</b> <u>31</u>	<b>Application Date:</b> <u>12/30/2025</u>
<b>Application Period:</b> <b>From</b> <u>12/1/2025</u> <b>to</b> <u>12/31/2025</u>	

1. Original Contract Price	\$ 22,221,337.75
2. Net change by Change Orders	\$ 418,872.38
3. Current Contract Price (Line 1 + Line 2)	\$ 22,640,210.13
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 22,338,142.56
5. Retainage	
a. <u>2.5%</u> X <u>\$ 22,338,142.56</u> Work Completed	\$ 558,453.56
b. <u>5%</u> X <u>\$ -</u> Stored Materials	\$ -
c. Total Retainage (Line 5.a + Line 5.b)	\$ 558,453.56
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 21,779,689.00
7. Less previous payments (Line 6 from prior application)	\$ 21,657,267.98
8. Amount due this application	\$ 122,421.02
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 860,521.13

**Contractor's Certification**

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

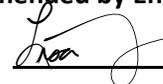
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(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 Construction Inc.

**Signature:**  **Date:** 12/30/2025

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
<b>By:</b> <u></u>	<b>By:</b> _____
<b>Title:</b> <u>Project Engineer</u>	<b>Title:</b> _____
<b>Date:</b> <u>1/5/2026</u>	<b>Date:</b> _____
<b>Approved by Funding Agency</b>	
<b>By:</b> _____	<b>By:</b> _____
<b>Title:</b> _____	<b>Title:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

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

Application No.:		31		Application Period:		From 12/01/25 to 12/31/25		Application Date:		12/30/25	
Item No.	Description	C Scheduled Value (\$)	D Work Completed		F Materials Currently Stored (not in D or E) (\$)	G Work Completed and Materials Stored to Date (D + E + F) (\$)	H % of Scheduled Value (G / C) (%)	I Balance to Finish (C - G) (\$)			
			(D + E) From Previous Application (\$)	This Period (\$)							
<b>Original Contract</b>											
1	<b>GENERAL REQUIREMENTS</b>										
2	Bonds	\$ 111,350.00	111,350.00			111,350.00	100%	-			
3	Mobilization	\$ 180,698.00	180,698.00			180,698.00	100%	-			
4	Project Management	\$ 466,830.00	463,600.00			463,600.00	99%	3,230.00			
5	Project Management Software	\$ 27,562.00	27,562.00			27,562.00	100%	-			
6	Temporary Construction Fence	\$ 20,000.00	20,000.00			20,000.00	100%	-			
7	Port-a-potty rental	\$ 12,812.00	12,812.00			12,812.00	100%	-			
8	Job trailer	\$ 17,325.00	17,325.00			17,325.00	100%	-			
9	Trash Disposal	\$ 31,500.00	31,500.00			31,500.00	100%	-			
10	Safety	\$ 15,750.00	15,750.00			15,750.00	100%	-			
11	Survey & Staking	\$ 10,500.00	10,500.00			10,500.00	100%	-			
12	Concrete Testing	\$ 26,250.00	26,250.00			26,250.00	100%	-			
13	Project Sign	\$ 1,575.00	1,575.00			1,575.00	100%	-			
14	Lodging	\$ 196,350.00	196,350.00			196,350.00	100%	-			
15	Temp. Utilities	\$ 105,000.00	105,000.00			105,000.00	100%	-			
16	Cleaning Site and Building	\$ 45,990.00	45,990.00			45,990.00	100%	-			
17	Equipment Rental	\$ 175,600.00	175,600.00			175,600.00	100%	-			
18	<b>SITEWORK</b>										
19	Selective Demolition	\$ 241,105.00	241,105.00			241,105.00	100%	-			
20	Site Demo	\$ 114,251.00	114,251.00			114,251.00	100%	-			
21	Erosion Control	\$ 5,250.00	5,250.00			5,250.00	100%	-			
22	Rammed Aggregate Piers	\$ 109,605.00	109,605.00			109,605.00	100%	-			
23	Paving Prep	\$ 182,735.00	182,735.00			182,735.00	100%	-			
24	Asphalt Paving	\$ 171,308.00	171,308.00			171,308.00	100%	-			
25	Concrete Paving	\$ 155,770.00	155,770.00			155,770.00	100%	-			
26	Site Furnishings	\$ 3,150.00	3,150.00			3,150.00	100%	-			
27	Temp Roads	\$ 7,875.00	7,875.00			7,875.00	100%	-			
28	Rough Grading	\$ 159,886.00	159,886.00			159,886.00	100%	-			
29	Building Excavation and Backfill	\$ 190,756.00	190,756.00			190,756.00	100%	-			
30	Sanitary Systems	\$ 1,515,690.00	1,515,690.00			1,515,690.00	100%	-			
31	Storm Systems	\$ 121,166.00	121,166.00			121,166.00	100%	-			
32	Water Systems	\$ 214,044.00	214,044.00			214,044.00	100%	-			
33	Site Air Piping	\$ 245,980.00	245,980.00			245,980.00	100%	-			
34	Landscaping WWTF	\$ 46,550.00	46,550.00			46,550.00	100%	-			
35	<b>CONCRETE</b>										
36	Concrete	\$ 938,579.00	938,579.00			938,579.00	100%	-			
37	Precast Concrete	\$ 41,583.00	41,583.00			41,583.00	100%	-			
38	<b>MASONRY</b>										
39	Masonry Materials ST 10	\$ 155,608.00	155,608.00			155,608.00	100%	-			
40	Masonry Labor ST10	\$ 301,146.00	301,146.00			301,146.00	100%	-			
41	Masonry Materials ST 25	\$ 93,952.00	93,952.00			93,952.00	100%	-			
42	Masonry Labor ST25	\$ 156,675.00	156,675.00			156,675.00	100%	-			
43	Masonry Materials ST 50	\$ 8,515.00	8,515.00			8,515.00	100%	-			
44	Masonry Labor ST50	\$ 19,753.00	19,753.00			19,753.00	100%	-			
45	Masonry Materials ST 55	\$ 44,533.00	44,533.00			44,533.00	100%	-			
46	Masonry Labor ST55	\$ 75,320.00	75,320.00			75,320.00	100%	-			
47	<b>METALS</b>										
48	Structural Steel Framing	\$ 24,267.00	24,267.00			24,267.00	100%	-			
49	Metal Fabrications	\$ 110,144.00	110,144.00			110,144.00	100%	-			
50	Guard & Hand Rail	\$ 170,313.00	170,313.00			170,313.00	100%	-			

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

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

Application No.:		31		Application Period:		From 12/01/25 to 12/31/25		Application Date:		12/30/25	
A	B	C	D		E	F	G	H	I		
			Work Completed								
Item No.	Description	Scheduled Value (\$)	(D + E) From Previous Application (\$)	This Period (\$)	Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)			
51	Bar Grating	\$ 384,672.00	384,672.00			384,672.00	100%	-			
52	Labor to install	\$ 229,145.00	229,145.00			229,145.00	100%	-			
53	Access Hatches	\$ 12,600.00	12,600.00			12,600.00	100%	-			
54	<b>CARPENTRY</b>										
55	Trusses	\$ 39,108.00	39,108.00			39,108.00	100%	-			
56	Truss Labor	\$ 22,460.00	22,460.00			22,460.00	100%	-			
57	Rough Carpentry	\$ 130,546.00	130,546.00			130,546.00	100%	-			
58	Finish Carentry	\$ 5,386.00	5,386.00			5,386.00	100%	-			
59	<b>THERMAL &amp; MOISTURE</b>										
60	Dampproofing & Joint Sealants	\$ 78,250.00	78,250.00			78,250.00	100%	-			
61	Thermal Insulation	\$ 21,854.00	21,854.00			21,854.00	100%	-			
62	Weather barrier	\$ 5,250.00	5,250.00			5,250.00	100%	-			
63	ST 10 Roofing Materials	\$ 117,398.00	117,398.00			117,398.00	100%	-			
64	ST 10 Roofing Labor	\$ 63,361.00	58,840.00			58,840.00	93%	4,521.00			
65	ST 25 Roofing Materials	\$ 23,610.00	23,610.00			23,610.00	100%	-			
66	ST 25 Roofing Labor	\$ 14,857.00	14,857.00			14,857.00	100%	-			
67	ST 35 Roofing Materials	\$ 7,954.00	7,954.00			7,954.00	100%	-			
68	ST 35 Roofing Labor	\$ 3,512.00	3,512.00			3,512.00	100%	-			
69	ST 50 Roofing Materials	\$ 41,764.00	41,764.00			41,764.00	100%	-			
70	ST 50 Roofing Labor	\$ 17,556.00	17,556.00			17,556.00	100%	-			
71	ST 55 Roofing Materials	\$ 21,510.00	21,510.00			21,510.00	100%	-			
72	ST 55 Roofing Labor	\$ 12,755.00	12,755.00			12,755.00	100%	-			
73	<b>DOORS &amp; WINDOWS</b>										
74	Structure 10 Doors, Frames & Hardware	\$ 46,925.00	46,925.00			46,925.00	100%	-			
75	Structure 25 Doors, Frames & Hardware	\$ 11,887.00	11,887.00			11,887.00	100%	-			
76	Structure 35 Doors, Frames & Hardware	\$ 9,161.00	9,161.00			9,161.00	100%	-			
77	Structure 50 Doors, Frames & Hardware	\$ 25,080.00	25,080.00			25,080.00	100%	-			
78	Structure 55 Doors, Frames & Hardware	\$ 5,863.00	5,863.00			5,863.00	100%	-			
79	Labor to install	\$ 35,140.00	35,140.00			35,140.00	100%	-			
80	Sectional Overhead Doors	\$ 62,450.00	62,450.00			62,450.00	100%	-			
81	Aluminum Windows and Galzing	\$ 21,169.00	21,169.00			21,169.00	100%	-			
82	Aluminum Access Doors	\$ 14,490.00	14,490.00			14,490.00	100%	-			
83	Attic Access	\$ 5,250.00	5,250.00			5,250.00	100%	-			
84	<b>FINISHES</b>										
85	Gyp Wall Board Assemblies	\$ 36,414.00	36,414.00			36,414.00	100%	-			
86	Acoustical Ceilings	\$ 15,015.00	15,015.00			15,015.00	100%	-			
87	Quarry Tile	\$ 72,420.00	72,420.00			72,420.00	100%	-			
88	Vinyl Wall Base	\$ 693.00	693.00			693.00	100%	-			
89	Painting	\$ 469,740.00	469,740.00			469,740.00	100%	-			
90	<b>SPECIALTIES</b>	\$ 13,681.00	13,681.00			13,681.00	100%	-			
91	<b>FURNISHINGS</b>										
92	Plastic Laminate Casework	\$ 5,250.00	5,250.00			5,250.00	100%	-			
93	Labor to install casework	\$ 2,194.00	2,194.00			2,194.00	100%	-			
94	Laboratory Casework	\$ 67,568.00	67,568.00			67,568.00	100%	-			
95	Labor to install casework	\$ 9,118.00	9,118.00			9,118.00	100%	-			
96	Engineering for Casework	\$ 2,100.00	2,100.00			2,100.00	100%	-			
97	<b>MECHANICAL</b>										
98	Plumbing& Process Project Management	\$ 126,000.00	123,765.50			123,765.50	98%	2,234.50			
99	<b>STRUCTURE 10:</b>										
100	Plumbing/Hydrronics Materials and Equipment	\$ 136,500.00	136,500.00			136,500.00	100%	-			
101	Plumbing/Hydrronics Labor	\$ 262,500.00	262,500.00			262,500.00	100%	-			

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

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

Application No.:		31		Application Period:		From 12/01/25 to 12/31/25		Application Date:		12/30/25	
A	B	C	D		E	F	G	H	I		
			Work Completed								
Item No.	Description	Scheduled Value (\$)	(D + E) From Previous Application (\$)	This Period (\$)	Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)			
102	Plumbing Insulation Materials	\$ 6,898.00	6,898.00			6,898.00	100%	-			
103	Plumbing Insulation Labor	\$ 5,515.00	5,515.00			5,515.00	100%	-			
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	61,950.00			61,950.00	100%	-			
107	HVAC Vent, Stands	\$ 6,720.00	6,720.00			6,720.00	100%	-			
108	HVAC Misc. Materials	\$ 5,775.00	5,775.00			5,775.00	100%	-			
109	HVAC Equipment Rental	\$ 9,450.00	9,450.00			9,450.00	100%	-			
110	HVAC Labor	\$ 130,218.00	122,450.00			122,450.00	94%	7,768.00			
111	HVAC Management	\$ 5,250.00	5,250.00			5,250.00	100%	-			
112	HVAC Test and Balance	\$ 10,080.00				-	0%	10,080.00			
113	HVAC Controls	\$ 168,000.00	152,250.00			152,250.00	91%	15,750.00			
114	HVAC Submittals, Pre-Con and Mobilization	\$ 71,720.00	71,720.00			71,720.00	100%	-			
115	HVAC Insulation Materials	\$ 16,810.00	16,810.00			16,810.00	100%	-			
116	HVAC Insulation Labor	\$ 13,844.00	13,844.00			13,844.00	100%	-			
117	<b>STRUCTURE 20</b>										
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%	-			
120	<b>STRUCTURE 25:</b>										
121	Plumbing/Process Materials	\$ 36,750.00	36,750.00			36,750.00	100%	-			
122	Plumbing/Process Labor	\$ 49,350.00	49,350.00			49,350.00	100%	-			
123	Plumbing Insulation Material	\$ 3,555.00	3,555.00			3,555.00	100%	-			
124	Plumbing Insulation Labor	\$ 2,703.00	2,703.00			2,703.00	100%	-			
125	HVAC Sheet Metal	\$ 15,750.00	15,750.00			15,750.00	100%	-			
126	HVAC Vent, Stands	\$ 4,200.00	4,200.00			4,200.00	100%	-			
127	HVAC Misc. Materials	\$ 3,150.00	3,150.00			3,150.00	100%	-			
128	HVAC Equipment Rental	\$ 4,200.00	4,200.00			4,200.00	100%	-			
129	HVAC Labor	\$ 36,267.00	36,267.00			36,267.00	100%	-			
130	HVAC Management	\$ 2,625.00	2,625.00			2,625.00	100%	-			
131	HVAC Insulation Materials	\$ 2,241.00	2,241.00			2,241.00	100%	-			
132	HVAC Insulation Labor	\$ 1,839.00	1,839.00			1,839.00	100%	-			
133	<b>STRUCTURE 30</b>										
134	Process Materials	\$ 89,250.00	89,250.00			89,250.00	100%	-			
135	Process Labor	\$ 140,700.00	140,700.00			140,700.00	100%	-			
136	<b>STRUCTURE 35:</b>										
137	Plumbing/ Process Materials	\$ 5,250.00	5,250.00			5,250.00	100%	-			
138	Plumbing/Process Labor	\$ 1,050.00	1,050.00			1,050.00	100%	-			
139	HVAC Sheet Metal	\$ 5,250.00	5,250.00			5,250.00	100%	-			
140	HVAC Misc. Materials	\$ 2,100.00	2,100.00			2,100.00	100%	-			
141	HVAC Equipment Rental	\$ 2,100.00	2,100.00			2,100.00	100%	-			
142	HVAC Labor	\$ 25,856.00	25,856.00			25,856.00	100%	-			
143	HVAC Management	\$ 2,625.00	2,625.00			2,625.00	100%	-			
144	HVAC Submittals, Pre-Con and Mobilization	\$ 6,300.00	6,300.00			6,300.00	100%	-			
145	HVAC Insulation Materials	\$ 1,120.00	1,120.00			1,120.00	100%	-			
146	HVAC Insulation Labor	\$ 975.00	975.00			975.00	100%	-			
147	<b>STRUCTURE 40</b>										
148	Process Materials	\$ 14,700.00	14,700.00			14,700.00	100%	-			
149	Process Labor	\$ 30,450.00	30,450.00			30,450.00	100%	-			
150	<b>STRUCTURE 50:</b>										
151	Plumbing/Process Materials	\$ 299,250.00	299,250.00			299,250.00	100%	-			
152	Plumbing/Process Labor	\$ 893,231.00	893,231.00			893,231.00	100%	-			

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

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

Application No.:		31		Application Period:		From 12/01/25 to 12/31/25		Application Date:		12/30/25	
A	B	C	D		E	F	G	H	I		
			Work Completed								
Item No.	Description	Scheduled Value (\$)	(D + E) From Previous Application (\$)	This Period (\$)	Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)			
153	Plumbing Insulation Material	\$ 2,440.00	2,440.00			2,440.00	100%	-			
154	Plumbing Insulation Labor	\$ 1,730.00	1,730.00			1,730.00	100%	-			
155	HVAC Sheet Metal	\$ 9,450.00	9,450.00			9,450.00	100%	-			
156	HVAC Misc. Materials	\$ 9,923.00	9,923.00			9,923.00	100%	-			
157	HVAC Equipment Rental	\$ 3,150.00	3,150.00			3,150.00	100%	-			
158	HVAC Labor	\$ 64,776.00	64,776.00			64,776.00	100%	-			
159	HVAC Management	\$ 2,625.00	2,625.00			2,625.00	100%	-			
160	HVAC Submittals, Pre-Con and Mobilization	\$ 12,600.00	12,600.00			12,600.00	100%	-			
161	HVAC Insulation Materials	\$ 1,120.00	1,120.00			1,120.00	100%	-			
162	HVAC Insulation Labor	\$ 975.00	975.00			975.00	100%	-			
163	<b>STRUCTURE 55</b>										
164	Plumbing/Process Materials	\$ 168,000.00	168,000.00			168,000.00	100%	-			
165	Plumbing/Process Labor	\$ 115,500.00	115,500.00			115,500.00	100%	-			
166	Plumbing Insulation Materials	\$ 1,837.00	1,837.00			1,837.00	100%	-			
167	Plumbing Insulation Labor	\$ 1,405.00	1,405.00			1,405.00	100%	-			
168	HVAC Sheet Metal	\$ 12,600.00	12,600.00			12,600.00	100%	-			
169	HVAC Vent, Stands	\$ 6,300.00	6,300.00			6,300.00	100%	-			
170	HVAC Misc. Materials	\$ 2,362.00	2,362.00			2,362.00	100%	-			
171	HVAC Equipment Rental	\$ 2,100.00	2,100.00			2,100.00	100%	-			
172	HVAC Labor	\$ 25,331.00	25,331.00			25,331.00	100%	-			
173	HVAC Management	\$ 2,625.00	2,625.00			2,625.00	100%	-			
174	HVAC Submittals, Pre-Con and Mobilization	\$ 15,750.00	15,750.00			15,750.00	100%	-			
175	HVAC Insulation Materials	\$ 1,120.00	1,120.00			1,120.00	100%	-			
176	HVAC Insulation Labor	\$ 975.00	975.00			975.00	100%	-			
177	<b>STRUCTURE 60</b>										
178	Process Materials	\$ 55,650.00	55,650.00			55,650.00	100%	-			
179	Process Labor	\$ 44,100.00	44,100.00			44,100.00	100%	-			
180	<b>STRUCTURE 70</b>										
181	Process Materials	\$ 44,100.00	44,100.00			44,100.00	100%	-			
182	Process Labor	\$ 162,750.00	162,750.00			162,750.00	100%	-			
183	<b>STRUCTURE 75</b>										
184	Plumbing/Process Materials	\$ 31,415.00	31,415.00			31,415.00	100%	-			
185	Plumbing/Process Labor	\$ 68,250.00	68,250.00			68,250.00	100%	-			
186	<b>Indian Hills Booster Station</b>										
187	Process Materials	\$ 1,260.00	1,260.00			1,260.00	100%	-			
188	Process Labor	\$ 1,260.00	1,260.00			1,260.00	100%	-			
189	<b>ELECTRICAL</b>										
190	Mobilization	\$ 138,776.00	138,776.00			138,776.00	100%	-			
191	Supervision	\$ 140,127.00	138,726.14			138,726.14	99%	1,400.86			
192	Start-up & Commissioning	\$ 15,785.00	13,417.25			13,417.25	85%	2,367.75			
193	Closeout Documents	\$ 12,050.00					0%	12,050.00			
194	Demobilization	\$ 8,914.00	3,565.60			3,565.60	40%	5,348.40			
195	<b>General &amp; Site</b>										
196	Temp Electric	\$ 34,643.00	34,643.00			34,643.00	100%	-			
197	Electrical Labor	\$ 90,573.00	90,573.00			90,573.00	100%	-			
198	Electrical Material	\$ 227,857.00	227,857.00			227,857.00	100%	-			
199	Electrical Lighting and Labor	\$ 9,548.00	9,548.00			9,548.00	100%	-			
200	Generator Install	\$ 19,960.00	19,960.00			19,960.00	100%	-			
201	Demo	\$ 17,690.00	17,690.00			17,690.00	100%	-			
202	Electrical Excavation & ductbank	\$ 95,592.00	95,592.00			95,592.00	100%	-			
203	<b>STR 10</b>										

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

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

Application No.:		31		Application Period:		From 12/01/25 to 12/31/25		Application Date:		12/30/25	
A	B	C	D		E	F	G	H	I		
			Work Completed								
Item No.	Description	Scheduled Value (\$)	(D + E) From Previous Application (\$)	This Period (\$)	Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F)	% of Scheduled Value (G / C)	Balance to Finish (C - G)			
204	Temp Electric	\$ 17,326.00	17,326.00			17,326.00	100%	-			
205	Electrical Raceway Material	\$ 107,165.00	105,019.00			105,019.00	98%	2,146.00			
206	Electrical Raceway Labor	\$ 104,843.00	102,407.75			102,407.75	98%	2,435.25			
207	Electrical Wire Material	\$ 18,490.00	18,116.68			18,116.68	98%	373.32			
208	Electrical Wire Labor	\$ 25,925.00	23,285.00			23,285.00	90%	2,640.00			
209	Electrical Labor - MCC, Gear & Equipment	\$ 9,806.00	9,806.00			9,806.00	100%	-			
210	Electrical Lighting and Labor	\$ 62,270.00	61,000.00			61,000.00	98%	1,270.00			
211	<b>STR 20</b>										
212	Electrical Material	\$ 6,190.00	6,190.00			6,190.00	100%	-			
213	Electrical Labor	\$ 6,160.00	6,160.00			6,160.00	100%	-			
214	<b>STR 25</b>										
215	Electrical Material	\$ 56,170.00	56,170.00			56,170.00	100%	-			
216	Electrical Labor	\$ 56,725.00	56,725.00			56,725.00	100%	-			
217	Electrical Lighting and Labor	\$ 24,694.00	24,694.00			24,694.00	100%	-			
218	<b>STR 30</b>										
219	Electrical Material	\$ 40,647.00	40,647.00			40,647.00	100%	-			
220	Electrical Labor	\$ 41,110.00	41,110.00			41,110.00	100%	-			
221	<b>STR 35</b>										
222	Electrical Material	\$ 14,827.00	14,827.00			14,827.00	100%	-			
223	Electrical Labor	\$ 23,100.00	23,100.00			23,100.00	100%	-			
224	Electrical Lighting and Labor	\$ 9,190.00	9,190.00			9,190.00	100%	-			
225	<b>STR 40</b>										
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	<b>STR 50</b>										
230	Electrical Material	\$ 133,977.00	133,977.00			133,977.00	100%	-			
231	Electrical Labor	\$ 112,934.00	112,934.00			112,934.00	100%	-			
232	Electrical Lighting and Labor	\$ 52,589.00	52,589.00			52,589.00	100%	-			
233	Electrical Labor - MCC, Gear & Equipment	\$ 13,705.00	13,705.00			13,705.00	100%	-			
234	<b>STR 55</b>										
235	Electrical Material	\$ 37,762.00	37,762.00			37,762.00	100%	-			
236	Electrical Labor	\$ 53,015.00	53,015.00			53,015.00	100%	-			
237	Electrical Lighting and Labor	\$ 8,388.00	8,388.00			8,388.00	100%	-			
238	<b>STR 60</b>										
239	Electrical Material	\$ 7,497.00	7,497.00			7,497.00	100%	-			
240	Electrical Labor	\$ 12,235.00	12,235.00			12,235.00	100%	-			
241	Electrical Lighting and Labor	\$ 2,910.00	2,910.00			2,910.00	100%	-			
242	<b>STR 70</b>										
243	Electrical Material	\$ 27,350.00	27,350.00			27,350.00	100%	-			
244	Electrical Labor	\$ 19,915.00	19,915.00			19,915.00	100%	-			
245	Electrical Lighting and Labor	\$ 30,410.00	30,410.00			30,410.00	100%	-			
246	<b>STR 75</b>										
247	Electrical Material	\$ 6,165.00	6,165.00			6,165.00	100%	-			
248	Electrical Labor	\$ 5,893.00	5,893.00			5,893.00	100%	-			
249	Electrical Lighting and Labor	\$ 6,666.00	6,666.00			6,666.00	100%	-			
250	<b>PROCESS INTERCONNECTIONS</b>										
251	Installation of Stop Plates and Logs	\$ 3,717.00	3,717.00			3,717.00	100%	-			
252	Installation of Slide and Weir Gates	\$ 38,241.00	38,241.00			38,241.00	100%	-			
253	Prefabricated Flumes	\$ 3,087.00	3,087.00			3,087.00	100%	-			
254	Installation of Flumes	\$ 2,955.00	2,955.00			2,955.00	100%	-			

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

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

Application No.:		31		Application Period:		From 12/01/25 to 12/31/25		Application Date:		12/30/25	
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)			
			(D + E) From Previous Application (\$)	This Period (\$)							
<b>255</b>	<b>MATERIAL PROCESSING AND HANDLING EQUIPMENT</b>										
256	Cranes and Hoist	\$ 73,952.00	73,952.00			73,952.00	100%	-			
257	Labor to install Cranes and Hoist	\$ 19,948.00	19,948.00			19,948.00	100%	-			
<b>258</b>	<b>PROCESS GAS &amp; LIQUID HANDLING, PURIFICATION &amp; STORAGE EQUIPMENT</b>										
259	Air Sparging Blowers	\$ 30,000.00	30,000.00			30,000.00	100%	-			
260	Labor to install Air Sparging Blowers	\$ 3,192.00	3,192.00			3,192.00	100%	-			
261	Labor to install High Speed Blowers	\$ 9,975.00	9,975.00			9,975.00	100%	-			
262	Labor to install Rotary Lobe Blowers	\$ 9,975.00	9,975.00			9,975.00	100%	-			
263	Aluminum Domes	\$ 456,750.00	456,750.00			456,750.00	100%	-			
264	Labor for Aluminum Domes	\$ 204,750.00	204,750.00			204,750.00	100%	-			
265	Electrical Motors Install	\$ 3,990.00	3,990.00			3,990.00	100%	-			
<b>266</b>	<b>WATER &amp; WASTEWATER EQUIPMENT</b>										
267	Installation of step Screen and Washer	\$ 4,788.00	4,788.00			4,788.00	100%	-			
268	Installation of Vortex Grit Chamber	\$ 6,384.00	6,384.00			6,384.00	100%	-			
269	Installation of Grit Separator Classifier	\$ 6,384.00	6,384.00			6,384.00	100%	-			
270	Installation of Mixers	\$ 11,172.00	11,172.00			11,172.00	100%	-			
271	Density Current Baffles	\$ 61,950.00	61,950.00			61,950.00	100%	-			
272	Labor to install	\$ 15,960.00	15,960.00			15,960.00	100%	-			
273	Labor to install TERTIARY DISC FILTERS	\$ 12,768.00	12,768.00			12,768.00	100%	-			
274	Labor to install UV System	\$ 6,384.00	6,384.00			6,384.00	100%	-			
275	Labor to install Samplers	\$ 798.00	798.00			798.00	100%	-			
<b>276</b>	<b>Budget Allowances</b>										
277	Soils Testing Services	\$ 20,000.00	1,062.98	743.52		1,806.50	9%	18,193.50			
278	Electrical Service	\$ 75,000.00	84,487.47			84,487.47	113%	(9,487.47)			
279	Natural Gas Service	\$ 20,000.00	2,221.22			2,221.22	11%	17,778.78			
280	Internet Service	\$ 5,000.00				-	0%	5,000.00			
281	SCADA Computers	\$ 40,000.00	29,572.93			29,572.93	74%	10,427.07			
282	Office Furniture	\$ 20,000.00	13,092.85	793.00		13,885.85	69%	6,114.15			
283	Lab Equipment	\$ 30,000.00	36,936.84			36,936.84	123%	(6,936.84)			
284	Shop Tools and Storage	\$ 30,000.00	25,290.47			25,290.47	84%	4,709.53			
285	Truck Lift	\$ 15,000.00	7,506.00			7,506.00	50%	7,494.00			
286	Skid Steer	\$ 80,000.00	74,916.43			74,916.43	94%	5,083.57			
287	Algae Cloth	\$ 5,000.00				-	0%	5,000.00			
288	Landscaping	\$ 20,000.00				-	0%	20,000.00			
289	Plaque	\$ 5,000.00				-	0%	5,000.00			
290	Blower Temporary Air	\$ 75,000.00	75,000.00			75,000.00	100%	-			
<b>291</b>	<b>Pre-negotiated Items</b>										
292	Diesel Engine Driven Generator/ Transfer Switch	\$ 298,618.00	298,618.00			298,618.00	100%	-			
293	Process Integration & Control	\$ 1,371,706.00	1,361,973.80			1,361,973.80	99%	9,732.20			
294	Process Valves	\$ 368,967.00	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	Mechanical Vortex Grit Chamber	\$ 72,750.00	72,750.00			72,750.00	100%	-			
302	Grit Separator Classifier	\$ 68,860.00	68,860.00			68,860.00	100%	-			
303	Submersible Mixers	\$ 80,885.00	80,885.00			80,885.00	100%	-			
304	Flexible Membrane Disc Diffuses	\$ 151,200.00	151,200.00			151,200.00	100%	-			
305	Tertiary Filters	\$ 654,186.38	654,186.38			654,186.38	100%	-			







**Progress Estimate - Unit Price Work**

**Contractor's Application for Payment**

Owner: Waterloo Utilities  
 Engineer: Town & Country Engineering  
 Contractor: Portzen  
 Project: 2023 Water and Wastewater Improvements  
 Contract: Wastewater Treatment Facility and Water Booster Station

Owner's Project No.: \_\_\_\_\_  
 Engineer's Project No.: WW-62  
 Contractor's Project No.: 23-04

Application No.: 31 Application Period: From 12/01/25 to 12/31/25 Application Date: 12/30/25

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



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

### Request for Disbursement for Financial Assistance Programs

Form 8700-215 (R 12/22) Page 1 of 4

Clean Water Fund Program       Safe Drinking Water Loan Program

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

1. Municipality City of Waterloo	2. Project Number 4682-04	3. Request Number 15	4. Type of Request <input checked="" type="radio"/> Partial <input type="radio"/> Final
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Disbursement worksheet must be completed and invoices must be attached for all costs.	This Claim	For DNR Use Only	
		Adjustments	Claim Amount Paid
Force Account <a href="#">Complete worksheet on page 3</a>	\$	\$	\$
Interim Financing			
Preliminary Design/Engineering			
Land or Easement Acquisition			
Engineering / Construction Management	38,992.31		
Construction / Equipment	27,771.13		
Miscellaneous Costs			
EIF Closing Costs			
<b>Total Requested</b>	<b>66,763.44</b>		

**Municipal Certification**

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

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

Date Signed \_\_\_\_\_

Signature of Municipal Representative \_\_\_\_\_

Title Mayor

Telephone Number (920) 478-3025

**DO NOT WRITE BELOW THIS LINE - DNR USE ONLY**

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



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](mailto:DNRCFELDisbursements@wisconsin.gov)

## Request for Disbursement for Financial Assistance Programs

Form 8700-215 (R 12/22) Page 1 of 4

Clean Water Fund Program  Safe Drinking Water Loan Program

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

1. Municipality City of Waterloo	2. Project Number 4962-06	3. Request Number 12	4. Type of Request <input checked="" type="radio"/> Partial <input type="radio"/> Final
-------------------------------------	------------------------------	-------------------------	--

Disbursement worksheet must be completed and invoices must be attached for all costs.	This Claim	For DNR Use Only	
		Adjustments	Claim Amount Paid
Force Account <a href="#">Complete worksheet on page 3</a>	\$	\$	\$
Interim Financing			
Preliminary Design/Engineering			
Land or Easement Acquisition			
Engineering / Construction Management	4,941.54		
Construction / Equipment	57,757.60		
Miscellaneous Costs			
EIF Closing Costs			
<b>Total Requested</b>	62,699.14		

### Municipal Certification

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

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

Date Signed \_\_\_\_\_

Signature of Municipal Representative \_\_\_\_\_

Title Mayor

Telephone Number (920) 478-3025

### DO NOT WRITE BELOW THIS LINE - DNR USE ONLY

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





Work Change Directives  
City of Waterloo / Waterloo Utilities  
2023 WWTF/Booster Construction

1.	04/07/2023	Samplers	\$0.00
2.	04/10/2023	Transformer Pad	\$0.00
3.	04/24/2023	Str. 35 Eyewash Station	\$1,143.00
4.	05/03/2023	Booster Pumps	(\$22,551.00)
5.	05/12/2023	BIL Signage	\$1,277.00
6.	06/29/2023	Buried Structure	\$0.00
7.	06/29/2023	Lab Casework	(\$6,000)
8.	08/10/2023	Transformer Pad Basements	\$0.00
9.	08/10/2023	Str. 55 Backwater Valve	\$494.00
10.	09/08/2023	Casework Additions	\$679.00
11.	09/22/2023	AB 1 Valve	\$0.00
12.	11/13/2023	Str. 10 Fire Damper	\$799.00
13.	01/23/2024	Str. 10 Roof Overflow Drains	\$25,384.00
14.	01/23/2024	Str. 30 Valve Extensions	\$16,130.00
15.	02/02/2024	Str. 60 Pumps – Chains	\$0.00
16.	02/07/2024	Flow Conditioners	\$4,160.00
17.	02/07/2024	MLSS Line 14E	\$1,822.00
18.	03/26/2024	Exit & Egress Lighting – Bid Item 1	\$43,667.00
19.	03/26/2024	Exit & Egress Lighting – Bid Item 2	\$8,640.00
20.	4/17/2024	Sealed Light Fixtures	\$4,575.00
21.	5/31/2024	Anodized Aluminum	(\$28,525.00)
22.	6/27/2024	Str. 35 Electrical/Water/NG Conflict	\$2,291.00

Work Change Directives  
City of Waterloo / Waterloo Utilities  
2023 WWTF/Booster Construction

23.	8/1/2024	Str. 70 Coating (T&M)	\$134,628.00
		<b>CO No. 1</b>	<b>\$188,613</b>
24.	12/5/2024	Str. 30 Hinged Grating	\$429.50
25.	12/5/2024	Aluminum Dome Doors	\$2,693.00
26.	12/5/2024	Vac Dump Hydrant	\$17,660.88
27.	12/12/2024	Str. 30 Piping to AB 1	\$25,919.00
28.	12/12/2024	Str. 50 Gate Valves	\$1,850.00
29.	12/12/2024	Str. 60 Gates	\$6,928.00
30.	12/12/2024	Concrete Pad for Well 2 Bladder Tanks	\$0.00
31.	1/9/2025	Booster Station Piping	\$26,581.00
32.	1/27/2025	Str. 50 Drain Valves	\$5,817.00
33.	1/27/2025	Str. 55 Valves	\$16,691.00
		<b>CO No. 2</b>	<b>\$104,569</b>
34.	2/19/2025	Str. 20 Gates	\$6,447.00
35.	3/28/2025	Str. 70 BFVs	\$6,883.00
36.	3/28/2025	KSB Wiring	\$7,612.00
37.	3/28/2025	MCC Comments	\$10,959.00
38.	3/28/2025	Flow Meters	\$6,081.00
39.	3/28/2025	Wall Mounted Cranes	\$5,058.00
40.	4/18/2025	Existing UV Diamond Plate	\$6,728.00
41.	5/7/2025	Str. 55 Valve Ext.	\$1,297.00
42.	5/7/2025	2 <sup>nd</sup> Phosphate Analyzer	\$43,491.00
43.	5/7/2025	CV Hold Open Device	\$3,560.00

Work Change Directives  
City of Waterloo / Waterloo Utilities  
2023 WWTF/Booster Construction

44.	5/7/2025	Dry Pit Filter Floor	\$16,657.00
45.	6/4/2025	Str. 30 Removable Guardrail	\$7,213.00
46.	7/14/2025	Str. 30 Sidewalks	\$0.00
47.	7/21/2025	Str. 10 Additional Vac Turrets	\$3,704.00
		<b>CO No. 3</b>	<b>\$125,690</b>
48.	8/27/2025	New Flagpole	\$1,967.00
49.	9/2/2025	Dewatering Equipment	Time & Materials
50.	9/8/2025	Str. 10 Dumpster Room	\$53,499.00
51.	9/24/2025	Grit Classifier Platform	\$32,505.00
52.	9/24/2025	Str. 30 Platform	\$43,265.00
53.	9/24/2025	Str. 10 Showers	\$1,402.00
54.	11/19/2025	Overhead Door Remote System	\$4,445.00
55.	11/19/2025	Concrete Curb	\$0.00
56.	11/19/2025	Misc. T&M	\$12,647.00
57.	11/19/2025	Ex. Water Leak	\$7,341.00
58.	11/19/2025	Cascade Weir Elevation	\$0.00
59.	11/19/2025	Filter Fillet Removal	\$0.00
60.	11/19/2025	Str. 50 Crack Injection	\$1,478
61.	12/30/2025	Overexcavation	\$0.00
62.	12/30/2025	Str. 30 Overhang	\$5,199
63.	12/30/2025	Landscape Edging & Stone	\$14,741.00
64.	12/30/2025	Str. 70 Coating post-grade	\$3,795.00
65.	12/30/2025	Extra OHD Remotes	\$954.00

Work Change Directives  
City of Waterloo / Waterloo Utilities  
2023 WWTF/Booster Construction

		<b>CO No. 4</b>	<b>\$183,238</b>
		<b>TOTAL</b>	<b>\$602,110</b>



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

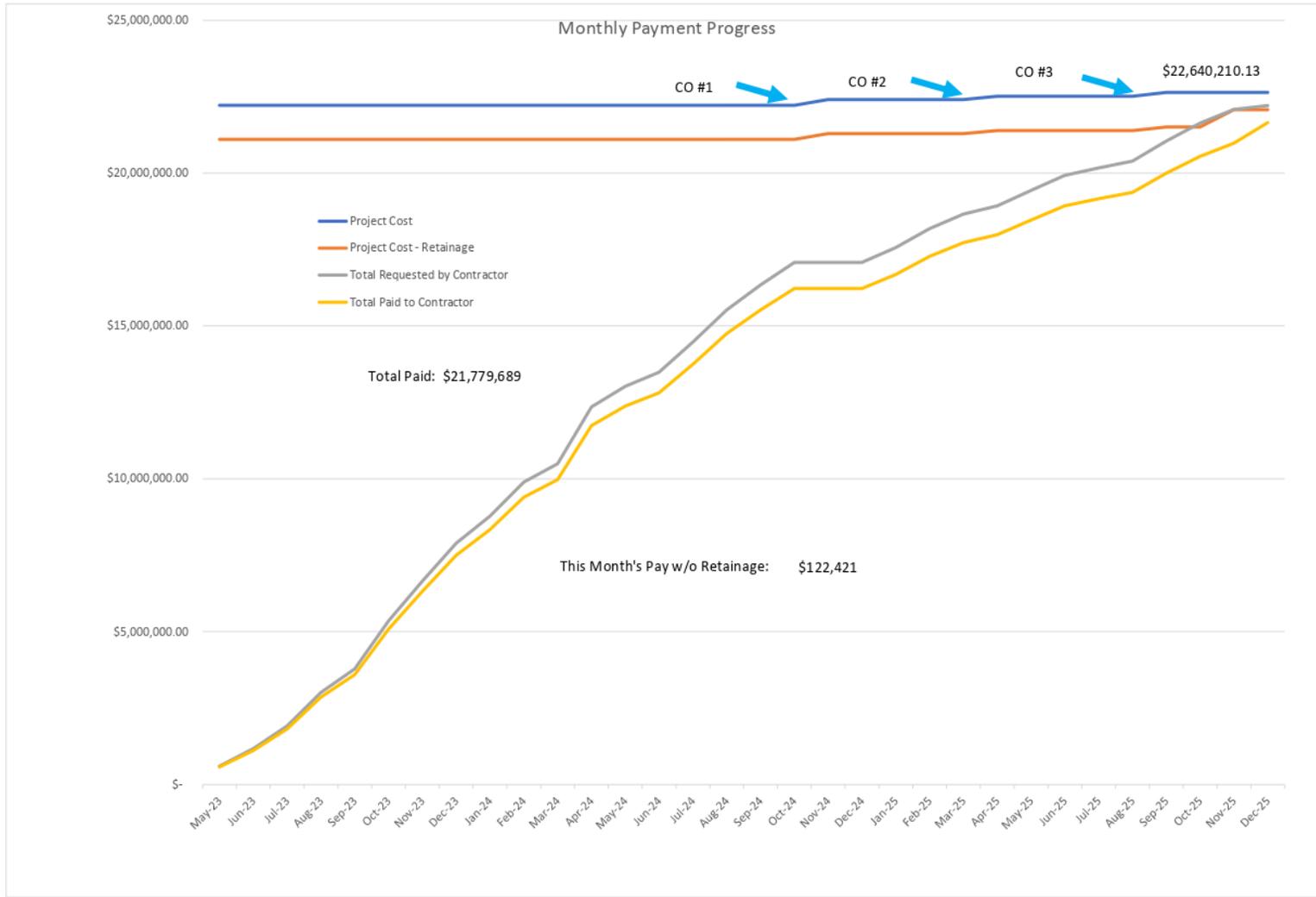
## Monthly Report

General Construction Activities by Structure			
Structure	Activity		
05 - Site	- Seeding complete		
Vac Dump			
10	- Dumpster Room Floor - Punchlist items		
20	- Punchlist items		
25	- Punchlist items		
30	- Hinged grating installed south of splitter box gates - Punchlist items		
35	- Punchlist items		
40			
45			
50	- Startup of existing Digester blowers - Punchlist items		
55	- Punchlist items		
60	- Punchlist items		
65			
70	- Punchlist items		
75	- Punchlist items		
Booster Station	- Punchlist items		
Contractors/Firms On-Site		This Month's Work Change Directives	
Portzen	12/30/2025	Overexcavation	\$ -
Pieper (Electrical)	12/30/2025	Str. 30 Overhang	\$ 5,199
Thermodynamics (HVAC)	12/30/2025	Landscape Edging & Stone	\$ 14,741
Dubuque Plumbing & Heating (Plumbing)	12/30/2025	Str. 70 Coating post-grade	\$ 3,795
Altronex (Controls)	12/30/2025	Extra OHD Remotes	\$ 954
			<b>Monthly Total:</b> \$ 24,689
			<b>Project Total</b> \$602,110
RFI's/Clarifications/Issues			
Significant Meetings			
Date	Topic	Participants	Action Items
12/16/2025	Punchlist Walkthrough	Portzen, T&C, Waterloo Utilities	
12/1/2025	Filter Performance Test Follow-up	Aqua Aerobics, T&C	
Anticipated Work Next Month			
Structure	Activity		
Site			
Vac Dump			
10	- Punchlist items		
20	- Punchlist items		
25	- Punchlist items		
30	- Punchlist items		
35			
40	- Punchlist items		
45			
50	- Punchlist items		
55	- Punchlist items		
60	- Punchlist items		
65			
70	- Punchlist items		
75			
Booster	- Punchlist items		



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

**Monthly Payment Progress**



**Monthly Progress Pictures**



**Str. 10**  
New breakroom



**Str. 30**  
Finished North end



**Str. 10**  
Dumpster Room floor



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

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**RESOLUTION #2026-01**

**CONFIRMATION OF MAYORAL APPOINTMENT OF Claire Jones as  
KARL JUNGINGER MEMORIAL LIBRARY BOARD** (filling remaining term of M. Schilling April  
2026)

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

**WHEREAS**, Claire Jones has submitted an application for appointment to the Library Board ;

**WHEREAS**, Mayor Quimby, has determined that Claire Jones would be the best selection for the Board at this time;

**THEREFORE, BE IT RESOLVED**, the City Council of the City of Waterloo, Wisconsin, does hereby confirm the appointment of Claire Jones to the Karl Junginger Memorial Library at the January 15, 2026 meeting. (to complete the remainder of M. Schilling appointment.)

**Passed and adopted:** \_\_\_\_\_

**City of Waterloo**

Signed: \_\_\_\_\_  
Jenifer Quimby, Mayor

Attest: \_\_\_\_\_  
Jeanne Ritter, Clerk/Deputy Treasurer



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

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**RESOLUTION #2026-02**

**CONFIRMATION OF MAYORAL APPOINTMENT OF Jordyn Kovacs and Glenna McKay  
as Cable Board Members**

(Kovacs filling remaining term of Abitz 4-2026 and McKay filling vacant term expiring in 2028 )

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

**WHEREAS**, Jordyn Kovacs and Glenna McKay have submitted applications for appointment to the Cable Board ;

**WHEREAS**, Mayor Quimby, has determined that Kovacs and McKay would be the best selections for the Board at this time;

**THEREFORE, BE IT RESOLVED**, the City Council of the City of Waterloo, Wisconsin, does hereby confirm the appointment of Jordyn Kovacs and Glenna McKay to the Cable Board at the January 15, 2026 meeting.

**Passed and adopted:** \_\_\_\_\_

**City of Waterloo**

Signed: \_\_\_\_\_  
Jenifer Quimby, Mayor

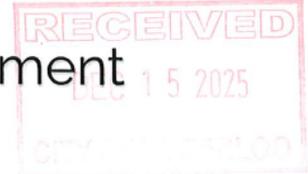
Attest: \_\_\_\_\_  
Jeanne Ritter, Clerk/DeputyTreasurer



**DODGE COUNTY**  
WISCONSIN

# Dodge County Land Resources and Parks Department

127 East Oak Street • Juneau, WI 53039  
PHONE: (920) 386-3700 • EMAIL: landresources@co.dodge.wi.us  
WEBSITE: co.dodge.wi.gov



**DATE SENT TO CITY:** **DECEMBER 11, 2025**

**DEADLINE FOR CITY RESPONSE:** **JANUARY 10, 2026**

## LETTER OF INTENT NOTIFICATION

Please find attached a copy of the minor subdivision letter of intent(s) submitted to our department for approval.

<u>NAME</u>	<u>CITY</u>	<u>ACTIVITY NUMBER</u>
BRENT COX & PATRICIA BURLEW	WATERLOO (TOWN OF PORTLAND)	2025-1176

Please notify our department of your City's position on the enclosed letter of intent. If your City does not return the completed form by the above deadline or file a request that the County review be delayed until a date after which your City has reviewed the proposal, we will assume that the City is in favor of the land division request.

CONTACT: Land Resources & Parks Department  
ATTN: Land Division  
127 E. Oak Street  
Juneau, WI 53039  
  
Phone: (920) 386-3700 x2  
E-mail: landresources@co.dodge.wi.us

## CITY RECOMMENDATION

APPROVE  DENY  NO RECOMMENDATION

LAYOVER TO DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
CITY REPRESENTATIVE



**DODGE COUNTY LAND RESOURCES AND PARKS DEPARTMENT**

127 E OAK STREET • JUNEAU, WI 53039  
 PHONE: (920) 386-3700 • FAX: (920) 386-3979  
 E-MAIL: landresources@co.dodge.wi.us

**MINOR LAND DIVISION**  
**LETTER OF INTENT FORM**

THIS AREA FOR OFFICE USE ONLY	
<b>Activity No.</b> <b>251176</b>	<b>Expiration Date</b>
Application Date: <b>12-9-25</b>	Receipt #: <b>13033-0005</b>

Application Fee: \$75 (Non-Refundable)

①

land PIN 036-0913-2131-000

NAMES & MAILING ADDRESSES	PROPERTY DESCRIPTION				
Applicant (Agent) <b>Brent Cox and Patricia Burlew</b>	Parcel Identification Number (PIN) <b>residential PIN 036-0913-3121-001</b>				
Street Address <b>W12295 State Road 89</b>	Town <b>Portland</b>		T	N	R E
City • State • ZipCode <b>Waterloo, WI 53594</b>	1/4	1/4	Section	Acreage of Parent Parcel	Acreage of Proposed Lot(s)
Property Owner (if different from applicant) <b>same</b>	Subdivision (Name, lot and block) or CSM # (Volume/Page/Lot)				
Street Address	Site Address Of Property (DO NOT include City/State/ZipCode)				
City • State • ZipCode	Is this property connected to public sewer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

**CONTACT PERSON**

Name and daytime phone number (include area code) of a person we can contact if we have any questions about your application.

Name **Brent Cox** Daytime Phone **(920) 390-9401**

CURRENT PROPERTY USE	PROPOSED USE
<input type="checkbox"/> Vacant Property <input checked="" type="checkbox"/> Single Family Residential <input type="checkbox"/> Duplex (Two-Family Residential) <input type="checkbox"/> Multi-Family Residential • Number of residential units: _____ <input checked="" type="checkbox"/> Active Working Farm Operation <b>(30 acres)</b> <input checked="" type="checkbox"/> Recreational / Wetlands / Wooded Parcel <input type="checkbox"/> Business / Industrial / Commercial Use (Describe Below) <input type="checkbox"/> Other (Describe Below)	<input checked="" type="checkbox"/> Single Family Residential - <b>new 2 acre residential</b> <input type="checkbox"/> Duplex (Two-family Residential) <b>parcel from land +</b> <input type="checkbox"/> Multi-Family Residential <b>small silver from residential</b> • Number of residential units: _____ <input type="checkbox"/> Agricultural Use Only - No residential structures <input checked="" type="checkbox"/> Open Space Recreational / Wetlands - No residential structures - <b>to be</b> <input type="checkbox"/> Business / Industrial / Commercial Use (Describe Below) <b>added to</b> <input type="checkbox"/> Other (Describe Below) <b>current residential</b> <b>parcel - area</b> <del>not to be used</del> <b>wooded/recreational</b>

A SKETCH PLAN SHOWING THE PROPOSED LAND DIVISION IS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION.

**CERTIFICATE**

I, the undersigned, hereby apply for Minor Land Division approval and certify that all the information both above and attached is true and correct to the best of my knowledge. I hereby authorize members of the Dodge County Land Resources and Parks Department to enter the above-described property for purposes of obtaining information pertinent to my request.

Contact Person (Print) **Brent Cox** Daytime Contact Phone **(920) 390-9401** Email: **lostmanholefactory@gmail.com**  
 Signature Date **11/11/25**

**OFFICE USE ONLY**

CUP Required (App \_\_\_\_\_)  REZONE Required (App \_\_\_\_\_)  Restriction Release Required

Notes: **TZONE**

APPROVED <input type="checkbox"/>	DENIED <input type="checkbox"/>	LAND RESOURCES AND PARKS DEPARTMENT
		Date _____

①

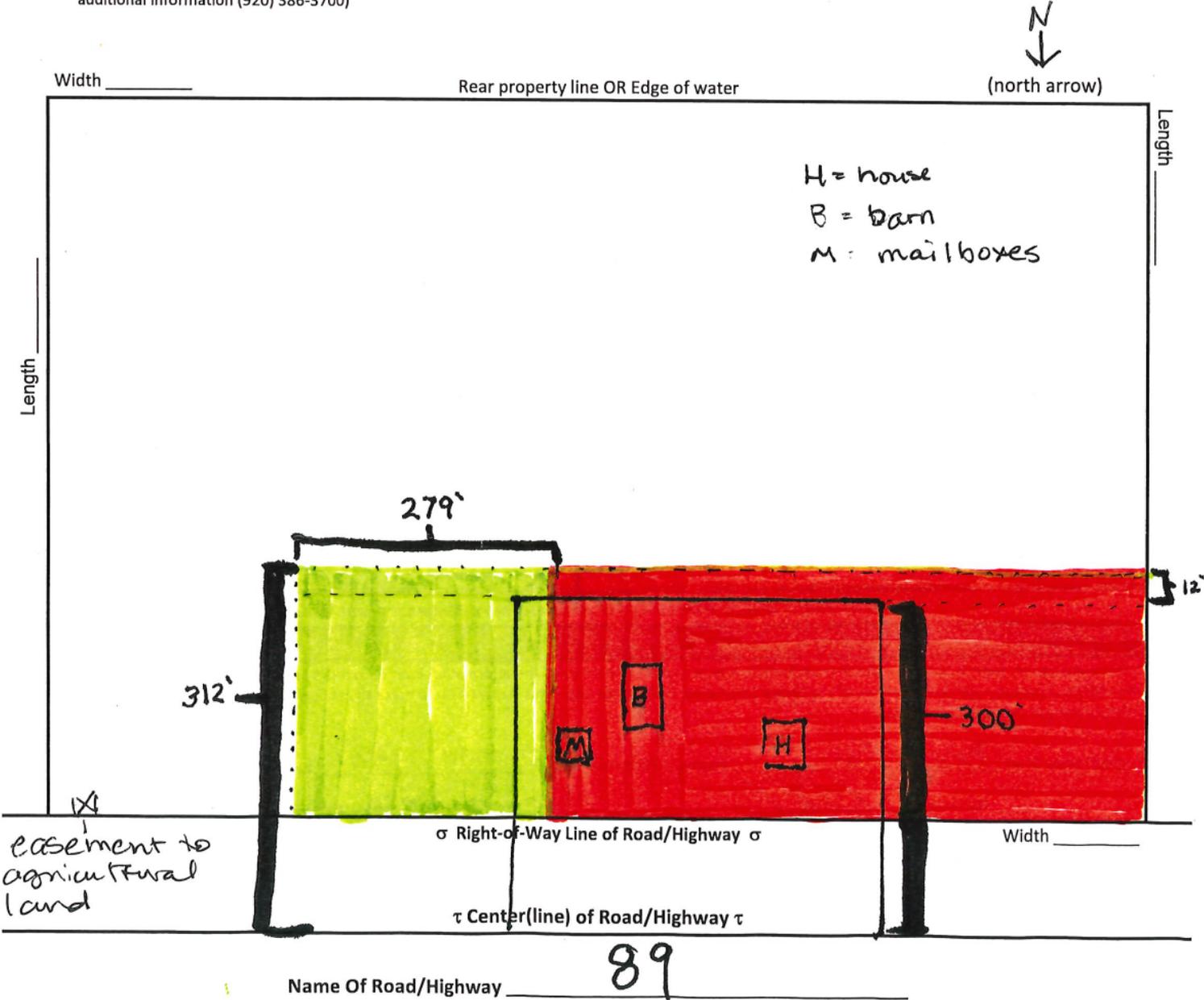
SKETCH MAP

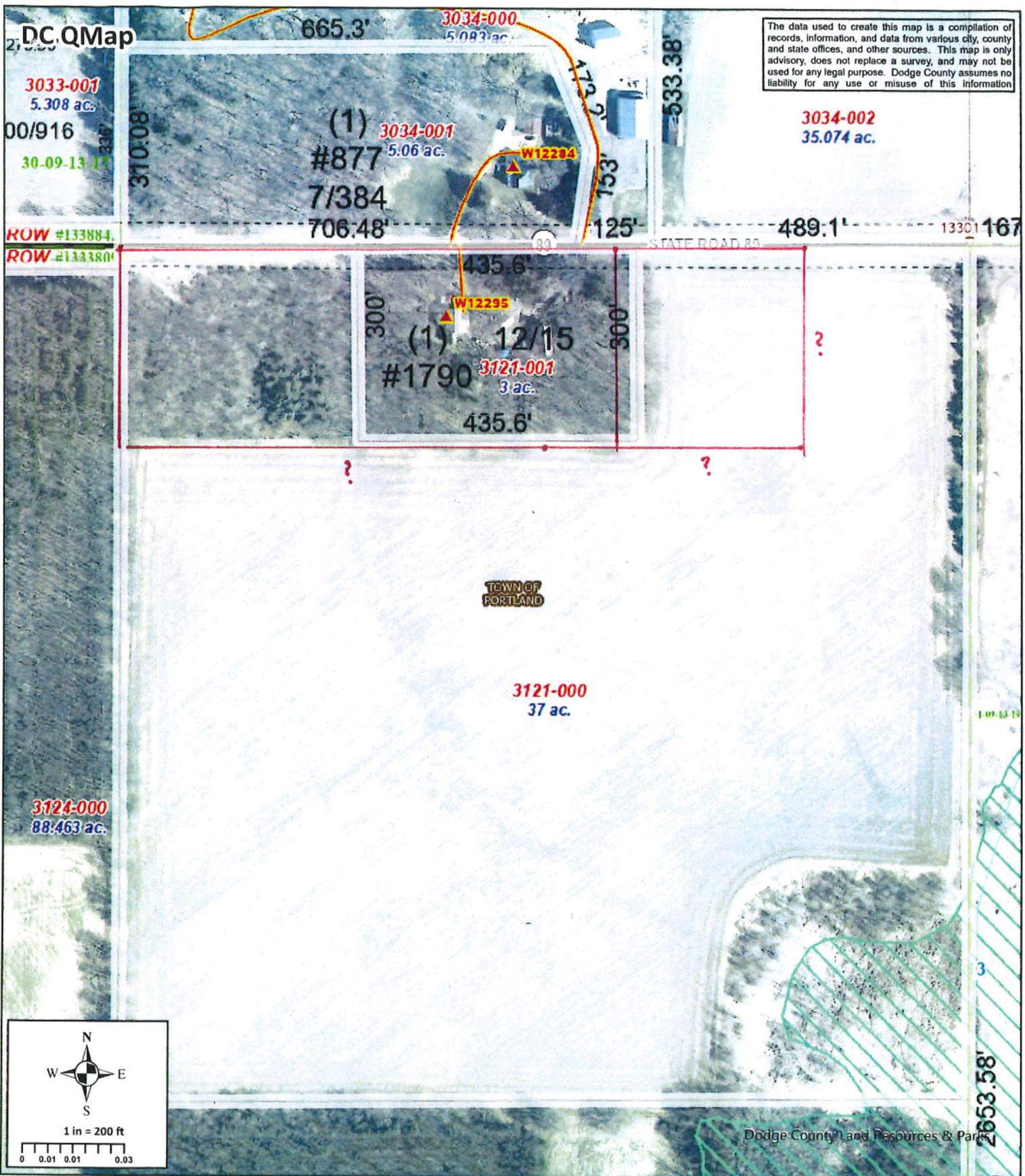
INSTRUCTIONS

Sketch the proposed land division in the space provided below or attach a sketch map or aerial photo of the proposed land division to the application. The sketch map or aerial photo shall be at a scale of 1" = 200' or other appropriate scale. This sketch map or aerial photo shall include the following information:

- 1. North arrow, date and scale;
- 2. Reference to a section corner or existing lot line;
- 3. The dimensions of the existing parcel;
- 4. The location and dimensions of the proposed lot(s);
- 5. The location of the existing and proposed lot lines;
- 6. The location and dimensions of any existing or proposed easements;
- 7. The location of any existing buildings, water wells, septic systems, water courses, drainage ditches and other features pertinent to proper division;
- 8. The location and name of existing roads, easements of record, public access to navigable waters and dedicated areas;
- 9. The location of existing and proposed driveways;
- 10. Any other additional information pertinent to this land division;

(An aerial photo of your site may be available through the Dodge County Planning, Development and Parks Department. Please contact our office for additional information (920) 386-3700)





General	WI Historical Society	Floodplain / Wetland	County Zoning
Urbanized Roads	Historic Structures	FEMA Floodplain/Storage/Dam Shadow	Planned Unit Development
Soils	Archaeological Sites	DNR Wetland Areas/Points	Hartford Extraterritorial
Airport Ordinance 3-Mile Buffer	Survey Areas	Shoreland Zoning	General Agricultural
Sewer Service Areas	Non-Metallic Mining	Shoreland Zoning Buffer	Prime Agricultural
Highly Developed Shoreline	Active Mining Area	Lakes/Ponds/Sloughs	One Family Residential
Elevation Contours	Approved Mining Area	Rivers/Streams/Creeks	Two Family Residential
	Mine Property Boundaries		Multi-Family Residential
			General Commercial
			Extensive Commercial
			Light Industrial
			Industrial
			Waterbody
			ROW/City/Village

**City of Waterloo, WI**  
**Taylor Street - 4-Inch Pulverize & Overlay**

ZA      8/21/2025

**From Van Buren St. to Harrison St.**

Quantity	Unit	Item	Unit Cost	Item Cost
850	SY	4-Inch Pulverize Asphalt Pavement	\$6.00	\$5,100.00
80	CY	Undercutting, including excavation and base course material	\$65.00	\$5,200.00
200	TN	4-Inch Asphalt Overlay	\$200.00	\$40,000.00
150	LF	Remove & Replace Curb & Gutter	\$40.00	\$6,000.00
550	SF	Remove & Replace 4" Curb Ramps & Sidewalk	\$15.00	\$8,250.00
1	LS	Erosion Control	\$2,500.00	\$2,500.00
1	LS	Traffic Control	\$5,000.00	\$5,000.00
<b>Total Estimated Construction Cost</b>				<b>\$72,050.00</b>



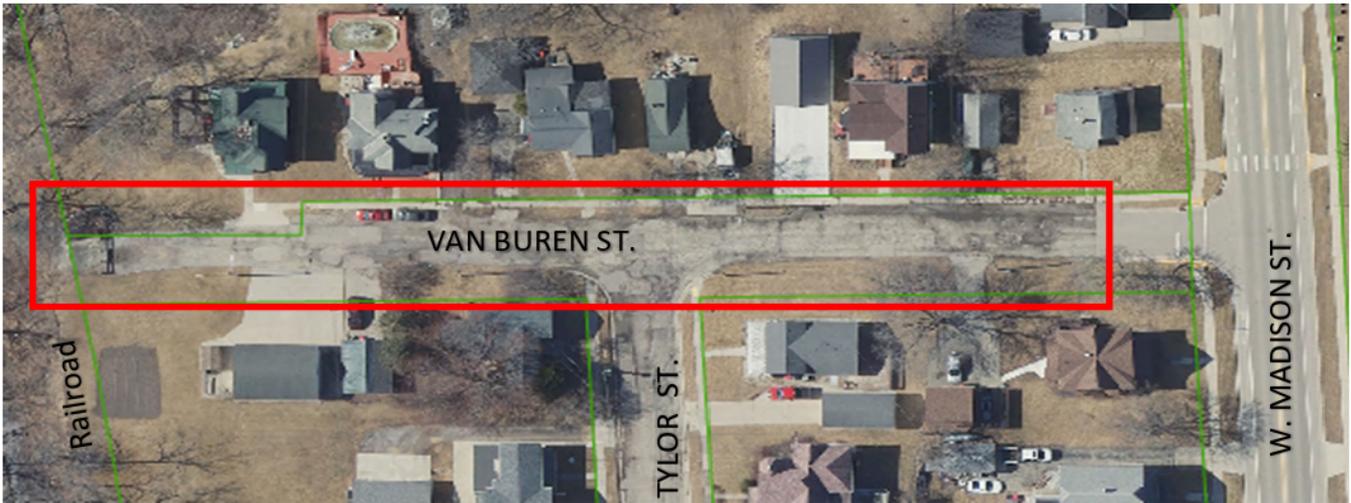
**City of Waterloo, WI**  
**Van Buren Street - 4-Inch Pulverize & Overlay**

ZA 8/21/2025

**From W. Madison St. to Railroad Dead-End**

Quantity	Unit	Item	Unit Cost	Item Cost
1,400	SY	4-Inch Pulverize Asphalt Pavement	\$5.00	\$7,000.00
140	CY	Undercutting, including excavation and base course material	\$65.00	\$9,100.00
350	TN	4-Inch Asphalt Overlay	\$150.00	\$52,500.00
150	LF	Remove & Replace Curb & Gutter	\$40.00	\$6,000.00
500	SF	Remove & Replace 4" Curb Ramps & Sidewalk	\$15.00	\$7,500.00
1	LS	Erosion Control	\$2,500.00	\$2,500.00
1	LS	Traffic Control	\$5,000.00	\$5,000.00
<b>Total Estimated Construction Cost</b>				<b>\$89,600.00</b>

→ N



January 9, 2026



Jenifer Quimby, Mayor  
City of Waterloo  
163 North Monroe Street  
Waterloo, Wisconsin 53594

107 PARALLEL STREET  
BEAVER DAM, WI 53916

1115 S. MAIN STREET  
WEST BEND, WI 53095

920-356-9447  
FAX 920-356-9454  
KUNKELENGINEERING.COM

**Re: Engineering Services | 2026 Van Buren & Taylor Street Resurfacing**

Dear Mayor,

Please consider this letter a formal proposal for Kunkel Engineering Group to provide professional engineering services for the resurfacing of Van Buren Street and Taylor Street. The proposed services include design, construction-related services, and resident inspection associated with the project.

It is understood that the scope of work includes milling and resurfacing Van Buren Street from W. Madison Street to its terminus, and Taylor Street from Van Buren Street to Harrison Street. As part of the milling operations, the existing base course will be evaluated and, where necessary, undercut and replaced with new base material. Curb and gutter improvements will be completed in areas with drainage deficiencies or where existing concrete has failed. Additionally, all ADA ramps will be upgraded to meet current federal accessibility standards.

As an alternate to the base scope of services and potential alternate within the construction documents, Kunkel Engineering Group also proposes to provide engineering services for Anna Street, from N. Monroe Street to Lum Avenue. This work would include full-depth milling of the existing asphalt, evaluation and repair of the base course, curb and gutter repairs as needed, and resurfacing of the roadway.

For Van Buren Street and Taylor Street, Kunkel Engineering Group proposes to provide the services described above to the City of Waterloo for a maximum not-to-exceed fee of \$22,620.00. This fee includes services through December 2026 to ensure coverage through final project completion and is intended to be comprehensive.

Should the City of Waterloo elect to include the alternate for Anna Street, Kunkel Engineering Group proposes to provide engineering services for an additional fee of \$17,930.00.

Upon your direction, work efforts will be initiated and completed in accordance with this proposal. Should you or the Common Council have any questions regarding this transmittal, please do not hesitate to contact me at your convenience. We appreciate the opportunity to serve the City of Waterloo and look forward to working on this important project.

Sincerely,

**KUNKEL ENGINEERING GROUP**

A handwritten signature in black ink, appearing to read 'Mitchell Leisses', with a long horizontal flourish extending to the right.

Mitchell Leisses  
Office/Project Manager

X

---

City of Waterloo, WI

Date

**City of Waterloo, WI**  
**Van Buren and Taylor Street - 4-Inch Pulverize & Overlay**

**From W. Madison St. to Railroad Dead-End**  
**From Van Buren St. to Harrison St.**

ZA 11/10/2025

Quantity	Unit	Item	Unit Cost	Item Cost
2,250	SY	4-Inch Pulverize Asphalt Pavement	\$5.00	\$11,250.00
220	CY	Undercutting, including excavation and base course material	\$65.00	\$14,300.00
550	TN	4-Inch Asphalt Overlay	\$150.00	\$82,500.00
300	LF	Remove & Replace Curb & Gutter	\$40.00	\$12,000.00
1,050	SF	Remove & Replace 4" Curb Ramps & Sidewalk	\$15.00	\$15,750.00
1	LS	Erosion Control	\$5,000.00	\$5,000.00
1	LS	Traffic Control	\$10,000.00	\$10,000.00
Estimated Construction Cost				\$150,800.00
Engineering Cost (15%)				\$22,620.00
<b>Total Estimated Cost</b>				<b>\$173,420.00</b>



**City of Waterloo, WI  
Anna Street - Full Depth Mill & Overlay**

ML 1/9/2026

**From N. Monroe Street to Jaystone Terrace**

Quantity	Unit	Item	Unit Cost	Item Cost
1,700	SY	4-Inch Pulverize Asphalt Pavement	\$5.00	\$8,500.00
170	CY	Undercutting, including excavation and base course material	\$65.00	\$11,050.00
400	TN	4-Inch Asphalt Overlay	\$150.00	\$60,000.00
120	LF	Remove & Replace Curb & Gutter	\$40.00	\$4,800.00
300	SF	Remove & Replace 4" Curb Ramps & Sidewalk	\$15.00	\$4,500.00
1	LS	Pavement Markings	\$1,400.00	\$1,400.00
1	LS	Erosion Control	\$1,000.00	\$1,000.00
1	LS	Traffic Control	\$2,500.00	\$2,500.00
<b>Total Estimated Construction Cost</b>				<b>\$93,750.00</b>



**From Jaystone Terrace to Lum Ave**

Quantity	Unit	Item	Unit Cost	Item Cost
1,400	SY	4-Inch Pulverize Asphalt Pavement	\$5.00	\$7,000.00
140	CY	Undercutting, including excavation and base course material	\$65.00	\$9,100.00
350	TN	4-Inch Asphalt Overlay	\$150.00	\$52,500.00
120	LF	Remove & Replace Curb & Gutter	\$40.00	\$4,800.00
500	SF	Remove & Replace 4" Curb Ramps & Sidewalk	\$15.00	\$7,500.00
1	LS	Pavement Markings	\$1,400.00	\$1,400.00
1	LS	Erosion Control	\$1,000.00	\$1,000.00
1	LS	Traffic Control	\$2,500.00	\$2,500.00
<b>Total Estimated Construction Cost</b>				<b>\$85,800.00</b>



**Summary of Anna Street Cost**

From N Monroe Street to Jaystone Terrace	\$93,750.00
From Jaystone Terrace to Lum Ave	\$85,800.00
<b>Total Construction Cost</b>	<b>\$179,550.00</b>

## Waterloo City Council - Annual Calendar Announcements & Recognition

Meeting nights: 1<sup>st</sup> & 3<sup>rd</sup> Thursdays at 7:00 pm

JANUARY
FEBRUARY - Audit Prep
MARCH - Review Appointed Committee Assignments - Waterloo incorporated March 19, 1859 (Village status)
APRIL - Anniversary April 11, 1962 (City status) - National Library Week (generally 2 <sup>nd</sup> full week in April) 1 <sup>st</sup> mtg - National Linework Day 18 <sup>th</sup> 1 <sup>st</sup> mtg - Annual Organizational Mtg & Appointments - 2 <sup>nd</sup> mtg after regular election - Update Emergency Response Plan - Audit Presentation 2 <sup>nd</sup> mtg
MAY - National Firefighters Day (always May 4th) 1 <sup>st</sup> mtg - National Police Week (w/o May 15 <sup>th</sup> ) 1 <sup>st</sup> mtg - National EMS Week (3 <sup>rd</sup> full week of May Sat-Sun) 2 <sup>nd</sup> mtg - National Public Works Day (3 <sup>rd</sup> full week of May) 2 <sup>nd</sup> mtg
JUNE
JULY - Budget Kick off
AUGUST
SEPTEMBER - Annual Wheel Tax Ordinance – 1 <sup>st</sup> mtg
OCTOBER - National Government Week (2 <sup>nd</sup> 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](#)