



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

CITY OF WATERLOO COUNCIL AGENDA
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET
Thursday, May 5, 2022 – 7:00 p.m.
Participate Remotely Or In-Person

Join Zoom Meeting: <https://us02web.zoom.us/j/88263591798?pwd=VU80UWcvU1lwTmE5QU5VTjE1dFZzUT09>
Meeting ID: 882 6359 1798 Passcode: 665212
Dial by phone +1 312 626 6799 US (Chicago)

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 AND ROLL CALL
- 2) MEETING MINUTES APPROVAL : April 21, 2022
- 3) CITIZEN INPUT / PUBLIC COMMENT
- 4) COUNCIL NOTICE – PUBLISHED NOTICES
 - a) Notice to Cut or Destroy Noxious Weeds
- 5) OLD BUSINESS
- 6) MEETING SUMMARIES (since last Council meeting)
 - a) 04/25/2022 Fire Department
 - b) 04/26/2022 Library Board
 - c) 05/04/2022 Plan Commission
 - d) Public Works & Property Committee
 - e) Public Safety & Health Committee
- 7) RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
 - a) Public Safety & Health
 - i) Cinco de Mayo Event May 7, 2022
 - b) Community Development Authority
 - i) Manuesha Business Center shareable space. Possible Yoga rental.
 - c) Plan Commission
 - i) Conditional Use Application, Stacey Riege, For The Property Located At 1145/1155 Bluegrass Trail, Waterloo. The applicant is requesting a conditional use permit to allow for a two-family dwelling on the subject parcel. A conditional use permit is required for two-family dwelling in a R-2 single family residential district. The property is described as follows: Tax Parcel: #290-0813-0521-076. Also known as 1145/1155 Bluegrass Trail.
- 8) NEW BUSINESS
- 9) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 10) ADJOURNMENT

Jeanne Ritter Clerk/Deputy Treasurer

Posted & Emailed: 05/02/2022

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location

CITY OF WATERLOO COMMON COUNCIL - MEETING MINUTES: April 21, 2022

[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: Cummings, C. Kuhl, A. Kuhl, Griffin, Thomas, Weihert and Petts. Alderpersons attending remotely: none. Absent: none. Others attending remotely or in-person: Justin Hoagland with Baker Tilly; Ryan Spoehr with the Courier; Police Chief Sorenson; Treasurer/ Deputy Clerk Tschanz; Library Director Mountford; Fire Chief Benisch; Utility Superintendent Sorenson; DPW Director Yerges; City Clerk Jeanne Ritter; and WLOO videographers. The pledge of allegiance was recited.
- 2) ORGANIZATIONAL MATTERS
 - a) Discussion Of Organizational Opportunities
 - b) Resolution 2022-12 Appointing the Official Newspaper, Depositories and Auditors [Weihert/Petts] Voice Vote: Motion carried.
 - c) Election of Council President as Specified In Chapter 30-1 (F) Of The Waterloo Code [C.Kuhl/Weihert] Motion to elect Tim Thomas as Council President. Voice Vote: Motion carried.
 - d) Resolution 2022-13 Council Confirmation of Mayoral Appointments & Council Standing Committees. [Thomas/Griffin] Voice Vote: Motion carried.
 - e) Resolution 2022-14 Confirmation of Waterloo Fire Department Appointments [C.Kuhl/Griffin] Motion to accept 2022-14 with the change of effective date of employee position to 1/01/2022. Voice Vote: Motion carried.

3) ANNUAL ORGANIZATIONAL MEETING ADJOURNMENT

- 1) MEETING MINUTES APPROVAL: April 7, 2022 [Thomas/Weihert] VOICE VOTE: Motion Carried.
- 2) CITIZEN INPUT / PUBLIC COMMENT none
- 3) OLD BUSINESS – none.
- 4) NEW BUSINESS [C.Kuhl/Cummings] Motion to move Baker Tilly from 7a on the agenda to beginning. Voice Vote: Motion carried.
 - a) 2021 Audit Presentation, Baker Tilly Justin Hoagland presented. Audit was very smooth. Fund balance has gone up. 2021 Parks balance was good so non-spendable was in a better situation compared to other years. Municipality debt is at 27% which falls into the average range for comparable Municipalities. Utility electric, water and sewer shows positive results in revenue in the last 5 years. Debt coverage has been met during the last 5 years.
- 5) MEETING SUMMARIES (since last Council meeting) noted.
 - a) 04/19/2022 Cable Television Regulatory Board
 - b) 04/19/2022 CDA
 - c) 04/21/2022 Finance, Insurance & Personnel Committee
- 6) CONSENT AGENDA ITEMS [C.Kuhl/Cummings] to accept the consent items. Voice Vote: Motion carried.
 - a) March Reports of City Officials & Contract Service Providers-add CATV into this.
 - 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

7) RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS

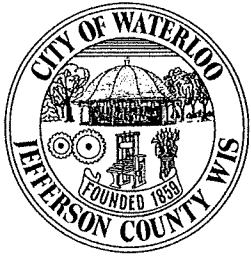
- a) Public Safety
 - i) Ordinance 2022-06 An Ordinance Amending Chapter§57-11 Fire Dept Traffic Laws Apply to Volunteers. Thomas presented ordinance to allow fire dept volunteers to use red and white dash lights to help notify public they are heading to an emergency. [Thomas/Griffin] Voice Vote: Motion carried.
- b) Finance, Insurance & Personnel
 - i) March 2022 Financial Statements: General Disbursements \$117,563.79; Payroll \$76,883.40 & Clerk/Treasurer's Reports [[see on municipal website](#)] [Thomas/Weihert] Roll Call Vote: Ayes: Cummings, A.Kuhl, C.Kuhl, Griffin, Thomas, Weihert and Petts. Noes: none. Motion carried.
 - ii) Ordinance 2022-04 Record Retention Schedule. Tschanz explained we will use the State Schedule and if an item isn't listed it would automatically become 7 years. Police Chief will do an amendment later. [Weihert/Cummings] Voice Vote: Motion carried.
 - iii) Path lighting through the park. One light off Mill St around the bend and one light on the other side of the bridge lighting the path Boorman/Park Ave. Recommendation to proceed as normal between DPW and Utility and install lights.
 - iv) HVAC Proposal – City of Waterloo Garage Jensen Plumbing, Heating & Air INC. Street Department will need to replace two boilers in 2023. Information only.
- c) Waterloo Utilities
 - i) Removal of Fluoride from City water. Superintendent Sorenson stated that the Utility Commission approved and recommended bringing this to the council. Many pros and cons regarding adding fluoride into the water. It is very corrosive to the system. It will cost \$400,000 to separate the Chlorine and Flouride when we do any upgrade to our wellhouses. It pits the windows in the well houses from the gases. PSC just reduced fluoride standards from 1.1 per million to .7 per million. Wells naturally have .2 already. Sorenson would recommend that we use up the fluoride we have then stop adding it at the wellhouses. [Weihert/Thomas] Motion to approve the removal of fluoride from City water when current supply runs out. Voice Vote: Motion carried

8) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

9) ADJOURNMENT 7:37 pm [C.Kuhl/Cummings] Voice Vote: Motion carried

Attest:

Jeanne Ritter, Clerk/DeputyTreasurer



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STATE OF WISCONSIN)
COUNTY OF JEFFERSON) SS.
CITY OF WATERLOO)

Chad Yerges, Weed Commissioner, being first duly sworn, says that on the 1st day of May 2022, he posted the Notice to Cut or Destroy Noxious Weeds in at least four conspicuous places in the City of Waterloo.

Said notices were posted as follows:

One notice at corner of State Hwy 89 north and Clarkson Road

One notice at the corner of State Hwy 19 west and Canal Road

One notice at County Trunk "O" south and Waterloo Road

One notice at State Hwy 89 east and Fischer Road

One notice at State Hwy 19 east and Heil Street

Chad Yerges, Weed Commissioner

Subscribed and sworn to before me
this 28th day of April 2022.

Notary Public, Jefferson County, WI
My Commission Expires 4-15-2025



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CITY OF WATERLOO

NOTICE TO CUT OR DESTROY NOXIOUS WEEDS

NOTICE IS HEREBY GIVEN to each and every person who owns, occupies or controls land in the City of Waterloo, Jefferson County, Wisconsin, to cut or destroy all Canada thistle, leafy spurge and field bindweed, (creeping Charlie) and in addition all other rank growth of vegetation, all weeds, grasses and plants over 12 inches in height on all lands owned, occupied or controlled by you in said City, at such time and in such manner as shall effectively prevent them from bearing seed, or spreading to adjoining property, as required by Section 66.0407 of the Wisconsin Statutes.

Chad Yerges
Weed Commissioner
City of Waterloo

POSTED: April 29, 2022



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021
cityhall@waterloowis.com

APPLICATION FOR SPECIAL EVENT or ENTERTAINMENT LICENSE

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

Submittal of application does not constitute approval. All applications must be reviewed.

NAME OF SPONSOR (Applicant): Gregorio Ayala / Ayala's Market

STATUS: (circle one) unincorporated incorporated individual other _____

CONTACT NAME: Gregorio Ayala

PHONE NUMBER: 920-478-8068 / _____ / _____
DAYTIME EVENING FAX

EMAIL ADDRESS: ayalasmarket@hotmail.com

NAME OF EVENT: Cinco de Mayo

TYPE OF EVENT: (circle one) Festival Parade Caravan Rally March
Race Tag Day Other _____

PURPOSE OF EVENT: To celebrate hispanic traditions & heritage.

DATE OF EVENT: May 7, 2022

EVENT HOURS: 9am-5pm SET UP HOURS 8am-9am BREAKDOWN 5pm-6pm

DESCRIPTION OF EVENT: Traditional food, music, dancers, and Cinco de Mayo activities

SITE/ADDRESS FOR EVENT (list if multiple locations) Cul-du-sac portion of S. Monroe St.,
Vendor spaces in parking stalls along 100 block of S. Monroe St.

PROJECTED ATTENDANCE: 300 PAST ATTENDANCE: 300

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 6-8

RAIN POLICY: in the event of rain, event to be cancelled.

DATE APPLICATION MADE 18 April 2022

HOLD HARMLESS CLAUSE:

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

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

INSURANCE REQUIREMENTS:

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

PERMITTED USE OF PUBLIC PROPERTY:

Whereas the Special or Entertainment Event Sponsor agrees to use the public property at S Monroe St _____ in Waterloo, Wisconsin, known as, for staging of, the City of Waterloo does hereby agree to permit for use, at no cost, these premises for the date(s) of May 7, 2022 through May 7th _____ 2022. Sponsor does hereby agree to conduct only that business/activity which is described in the Special Event Permit Application, and agrees to all municipal requirements. Sponsor further agrees that within thirty (30) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen portions of the subject property including, but not limited to landscaping, street or buildings and/or pavement.

LIABILITY WAIVER:


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

AUTHORIZED SIGNATURES:

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

Nicole Tuttle

Name (please print)


Signature

Signatory Title (if applicable)

18 April 2022
Date

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

Date application received: 4/21/2022 Received by: Jane Bitter

Clerk's Office to complete the section below:

Cc:

_____ Police Department

_____ Council Approval _____
Date

_____ Fire Department

_____ Public Works

_____ Certificate of Insurance

_____ Waterloo Utilities

Fee for Profit Events = \$50.00 per event.

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

Fee Paid: _____

Date Paid: _____

Received by: _____

Attachment 1

CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

1. The City of Waterloo requires submission of a Certificate of Insurance along with the Special or Entertainment Events Application prior to review by the City's Government Operations Committee.
2. The Certificate of Insurance must include the following **minimum** limits of insurance coverage required for special events on City property:

\$300,000 Injury or death of one person; \$1,000,000 for any one accident; \$50,000 for Property Damage.
3. The City of Waterloo must be named on the Certificate of Insurance as **primary, non-contributory additional insured** under the general liability policy for the event.
4. The Certificate of Insurance must include the name of the special event, and the date, time and location of the event.
5. The City of Waterloo reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.
6. **No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.**

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

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: Cinco de Mayo

DATE (S) OF EVENT: 7 May 2022 HOURS: 9 am - 5 pm

LOCATION/PROPERTY: dead end / cul-du-sac portion of S. Monroe St.

SAFETY PROCEDURES:

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

If yes, list security company name. _____

Where will security be needed? _____

What times will security be needed? _____

Will WPD officers be required? YES ☒ NO

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

2) What are your plans for medical assistance? first aid kit for minor injuries

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

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

Date of fireworks _____ Time of Fireworks _____

Name/Address of company supplying fireworks _____

Fire Marshall must be contacted for approval and consultation.

SET UP / CLEAN UP PROCEDURES:

1) Name of person in charge of set up: Gregorio Ayala phone # 920.478.8068

2) What time will set up begin: 8 am

3) Name of clean up contact person: Gregorio Ayala Cell Phone# 920.478.8068

4) Estimated time for clean up after event: 6 pm

FEES AND PROCEEDS:

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

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

Children 5 & under _____ Families _____

2) If a participant fee is charged, please indicate the amount: Booth: N/A

Concessionaire: N/A

3) Will alcoholic beverage(s) be sold?

YES

NO

If yes, what beverage and at what cost? _____

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

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

ENTERTAINMENT AND PROMOTIONS:

2) List names of performers and entertainment groups:

Guillermo Navarro (Music) DJ

Bailables Folkloricos (Folk Dancers)

2) Describe other entertainment / activities planned for your event: jalapeño contest (11am-noon)
piñata breaking (4pm-5pm)

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

other Social media

PUBLIC PROPERTIES PROCEDURES:

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

1) Will you need barricades?

YES

NO

Purpose of barricades: to control traffic, prevent vehicular traffic in culdusac

Location of placement: at entrance to ~~the~~ culdusac Amount needed 3

Date barricades needed evening before or morning of Time of placement 8 am

Name of company providing service if other than City _____

2) Will you require electrical service(s)

YES

NO

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

Equipment being used: _____

Location _____ Entainer name _____

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

Equipment being used: _____

Location: _____ Entainer name _____

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

Equipment being used: _____

Location: _____

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

Equipment being used: _____

Location: _____

Name of company providing service if other than City: _____

3) Will you need fencing installed? YES NO

Purpose of fencing: _____

Location: _____ Amount: _____

Date needed _____ Time needed _____

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

4) Will parking considerations be needed YES NO

Type(s) _____

Location: _____ Amount _____

Date: _____ Time: _____

5) Will picnic tables be needed? YES NO

Location within cul du sac area Amount 6

Date needed: May 7th (or evening prior) Time needed 8 am - 5 pm

Estimated cost(s) 6 Picnic tables @ \$5.00 per table = \$ 30.00

6) Is a street sweeper needed? YES NO

Location _____ Date _____ Time _____

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

Name of company providing service, if not City: _____

7) Will you need additional trash bins? YES NO

If yes how many requested? Cardboard trash bins _____ Barrels 3

Where do you want them placed? within cul du sac area

Name of disposal company if other than the City: Badger disposal

Where will dumpster be place: receptacles @ Ayala's Market

8) Will water connection be needed?

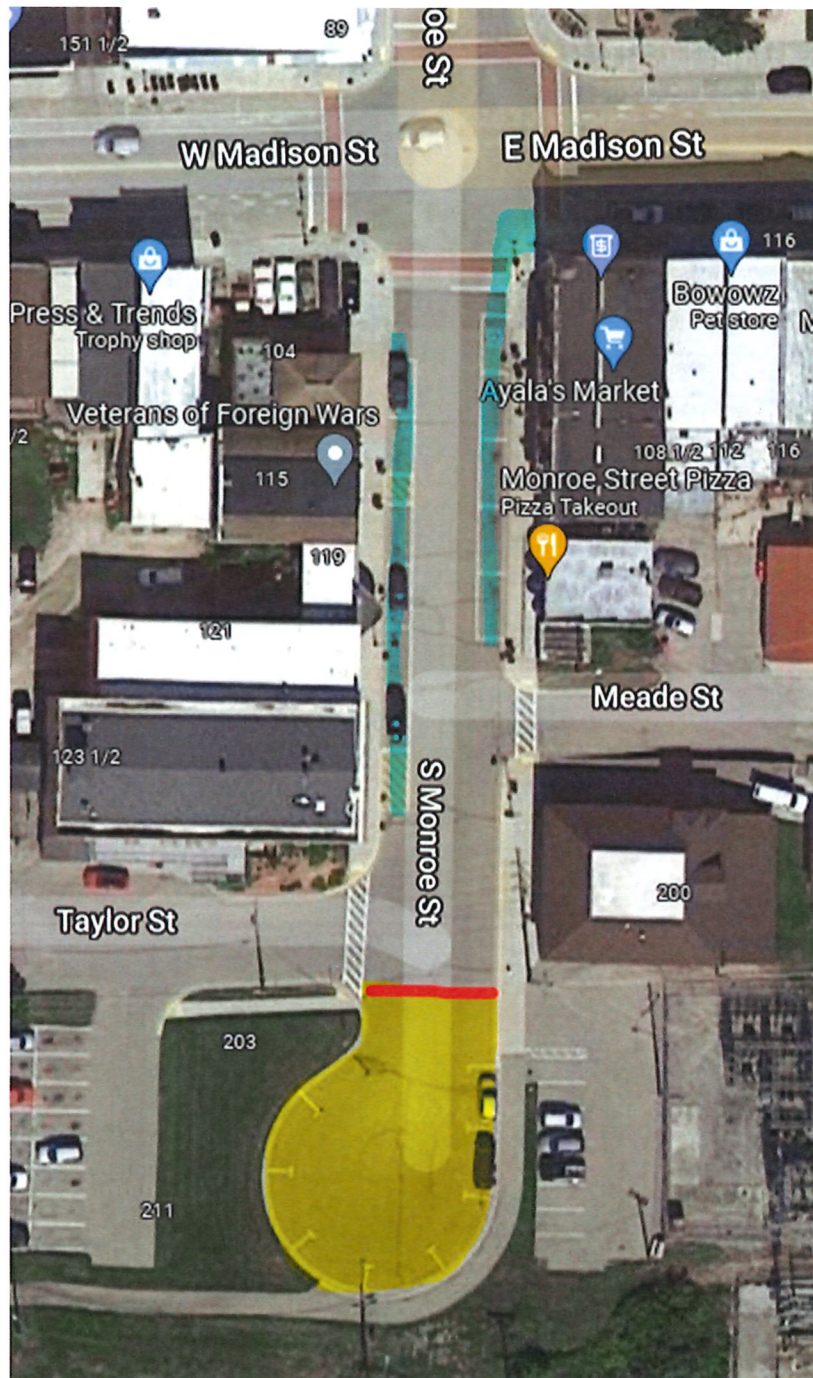
YES

NO

Location _____ Amount _____

Date _____ Time _____

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



Festival Location

Barricades

Vendor Location: to be condensed depending upon the number of vendors



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APPLICATION FOR CONDITIONAL USE PERMIT
(Review and Action by City Plan Commission/Common Council)

Number: _____ Date Filed: _____ Fee Paid: _____
Location of Property: 1145/1155 Bluegrass trail
Applicant: Tony Stenzel, Lakeside Construction Email: tony@buildwithlakeside.com
Address: N8190 State Rd 89, Waterloo WI Telephone: 262-496-1547
Owner of Property: Stacy Riege
Address: 201 Birch St, Waterloo Telephone: 920-210-5436
Contractor: Lakeside Construction
Address: N8190 State Rd 89, Waterloo 53591 Telephone: 920-478-2419
Architect or Professional Engineer: _____
Address: _____ Telephone: _____
Legal Description of Property: _____

Land Parcel Size: 0.47 acre Present Use: None Zoning District: R2
Type of Existing Structure (if any): None
Proposed Use of the Structure or Site: Duplex home Number of Employees: N/A

Terms of Municipal Code

Conditional Use Requested

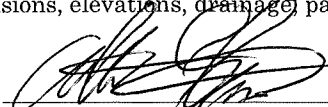
Specify Reason(s) for Application: (for example, insufficient lot area, setback, etc.)

Permitted use requiring conditional use permit

ATTACH THE FOLLOWING:

Site Plan showing the area involved, its location, dimensions, elevations, drainage, parking, etc., and location of adjacent structures within 200 feet.

Date: 3-31 2022


Signature of Applicant



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**NOTICE OF PUBLIC HEARING FOR CONDITIONAL USE PERMIT UNDER PROVISIONS
OF CHAPTER §385-10 B(2) OF THE ZONING CODE OF THE CITY OF WATERLOO,
JEFFERSON COUNTY, WISCONSIN**

Please take notice that the Plan Commission of the City of Waterloo, Jefferson County, Wisconsin, acting under provisions of Chapter §385-10 B(2) of the Zoning Code of the City of Waterloo, shall hold a public hearing on the matter of a conditional use application received from Stacy Riege, owner of 1045/1055 Bluegrass Trail (Lot 3).

The applicant is requesting a conditional use permit to allow for a two-family dwelling on the subject parcel. A conditional use permit is required for a two-family dwelling in a R-2 single family residential district.

The property is described as follows:

- Parcel 290-0813-0521-076 (LOT 3, CSM 4901-25-257, DOC 1196407)
- Also known as 1145/1155 Bluegrass TR

Be further notified that the Plan Commission will hear all persons interested or their agents or attorneys concerning the conditional use permit application at a public hearing. The public hearing will be held at **6:00 p.m. on Wednesday, May 4, 2022 in the Council Chamber of the Municipal Building, 136 N. Monroe Street, Waterloo.**

After the public hearing, the Plan Commission shall recommend approval, denial, or conditional approval of the conditional use permit to the Common Council. The City Council will act on the Plan Commission's recommendation at its regular scheduled meeting on Thursday, May 5, 2022.

Jeanne Ritter
City Clerk/Deputy Treasurer

Pub: The Courier: April 28, 2022



Jefferson County Wisconsin

+



Select Search Type



E CLARKSON RD

GOEHL RD

BLUEGRASS TR

LEXINGTON WAY

DERBY DR

200ft

437,924.69773 2,240,075.04503 Feet

New 4/12/22

