



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

## PUBLIC NOTICE OF A COMMITTEE MEETING OF THE CITY OF WATERLOO COMMON COUNCIL

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:

COMMITTEE: FINANCE, INSURANCE & PERSONNEL COMMITTEE  
DATE: March 16, 2023  
TIME: 6:00 p.m.  
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street  
via remote conference or in-person for participants and public

Join Zoom Meeting <https://us02web.zoom.us/j/89023396587?pwd=QnFCOFVmVDBVSEdqdkg3SHQ4YXQ3dz09>  
Meeting ID: 890 2339 6587 Passcode: 114854  
Dial by phone +1 312 626 6799 US (Chicago)

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES: February 16, 2023, Open/Closed March 9, 2023
- 3) PUBLIC COMMENT
- 4) OLD BUSINESS
- 5) NEW BUSINESS
  - a) January 2023 Financial Statements: Clerk/Treasurer's Reports [\[see on municipal website\]](#)
  - b) February 2023 Financial Statements: Payroll \$75,525.44 , General Disbursements \$1,649,556.16 and : Clerk/Treasurer's Reports [\[see on municipal website\]](#)
  - c) Resolution 2023-11 Park Commission accepting Grant from The Greater Watertown Community Health Foundation for TRP Play Structure
  - d) Library Parking Lot Bid Discussion
  - e) Fire Dept Air Compressor
  - f) Fire Dept Quote for Tender 95
  - g) City Hall and Police Station Duct Cleaning Quotes.
  - h) Façade Grant approval procedures
  - i) Luminous Rose Façade-Interior Grant Application
  - j) Bid for processing Credit/Debit Cards at City Hall for Dog license and Hall rentals. Also, at the Police Station for citations.
  - k) Garbage Rate Increase Discussion. Updated information regarding W&L billing increase to process.
- 6) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 7) ADJOURNMENT

Jeanne Ritter  
Clerk/ Deputy Treasurer

Committee Members: Thomas, Weihert and Kuhl

Posted, Emailed & Distributed: 03/10/2023

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend 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 FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES**

**February 16, 2023**

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

1. CALL TO ORDER AND ROLL CALL. Thomas called the meeting to order at 6:00 p.m. Members in person or remote: Kuhl, Thomas and Weihert Remote: none. Absent: none Other attending in person or remote: Mayor Quimby; Deputy Clerk/Treasurer Nelson; City Clerk Ritter; DPW Yerges, Police Chief Sorenson, Parks Coordinator Haberkorn and Utilities Superintendent Sorenson.

2. APPROVAL OF MEETING MINUTES: Motion to approve Meeting Minutes January 19,2023 open and closed. MOTION: [Kuhl/Weihert] VOICE VOTE: Motion carried. Abstain Kuhl.

3. PUBLIC COMMENT: none

Motion to go into closed session [Weihert/Kuhl] VOICE VOTE: Motion carried. 6:05 pm

4. OLD BUSINESS

- a. Fire Department [NOTE: The Finance Committee may meet in closed session per Wis. Stat. 19.85(1)(c) "considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. Upon concluding a closed session, the Committee will reconvene in open session.] Working towards getting information to Council in May.

Motion to move 5a to end of New business. [Weihert/Kuhl] VOICE VOTE: Motion carried.

5. NEW BUSINESS

Motion to go into closed session [Kuhl/Weihert] VOICE VOTE: Motion carried.

- a) City Clerk 6 month review/compensation. [NOTE: The committee may convene in closed session per Wis. Stat. 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."] Motion to go into open session [Kuhl/Weihert] Voice Vote: Motion carried. Motion to recommend to Council increasing clerk's wage to \$55,000. [Kuhl/Weihert] VOICE VOTE: Motion carried.
- b) January 2023 Financial Statements: General Disbursements \$ 1,480,493.25; Payroll \$ 78,862.12 & Clerk/Treasurer's Reports [\[see on municipal website\]](#) Motion to approve General Disbursements and Payroll [Kuhl/Weihert] Motion carried. Tabled Clerk/Treasurers Report updated one to be included in March.
- c) 2023-06 Resolution Revising PILOT Formula with the Waterloo Water & Light Update number to \$130,000 Motion to approve [Thomas/Weihert] VOICE VOTE: Motion carried.
- d) Garbage Rate Increase Discussion Gather information. Finance will add back to agenda at later date.
- e) Cable Board moving to new location. Cable Board looking to relocate to the Solarium. Motion to send to Council. [Kuhl/Weihert] Voice Vote: Motion carried.
- f) Rate increase for City Cemetery services by Meitner Land Service. Make a resolution and update fee schedule. Bring back in March.
- g) Library Parking Lot Bid Discussion. Tabled until more information [Kuhl/Weihert] Motion carried

6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS Façade Grant procedure to next agenda

- a. Committee Calendar (for reference)

7. ADJOURNMENT. MOTION: [Weihert/Kuhl] To adjourn. VOICE VOTE: Motion carried. Approximate time 7:00 pm

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 #2023-11**

**COUNCIL APPROVAL OF PARKS COMMISSION ACCEPTING GRANT FROM THE GREATER WATERTOWN  
COMMUNITY HEALTH FOUNDATION FOR TRP PLAY STRUCTURE**

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

**WHEREAS**, the Parks Coordinator and Parks Commission are recommending that the City Council accept the grant from The Greater Watertown Community Health Foundation AND Gerber Leisure for Talk, Read, Play Structure. This grant would be for playground equipment on the Lower Fireman's Park.

**WHEREAS**, the City would be invoiced the cost of the project and GWCHF would reimburse the City, so in the end it would be no cost for equipment or installation.

**WHEREAS**, maintenance cost would be minimal. Play equipment would have a 10 year warranty. Mowing cost would remain the same and snow removal wouldn't be necessary.

**THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Waterloo hereby a

**PASSED AND ADOPTED** this the 16<sup>th</sup> day of March 2023.

**CITY OF WATERLOO**

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

Attest:

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

SPONSOR(S) – Parks Commission

FISCAL NOTE – Expenditures as approved by the annual budget process

**City of Waterloo, Wisconsin****Cost Evaluation****Karl Junginger Memorial Library Parking Lot Improvements**

March 10, 2023



**2023 Modified:** Remove and replace storm sewer system under entrance. Remove existing parking lot pavement and base. Replace concrete swale in parking lot, restore remainder of lot with hot mix asphalt pavement. Replace pavement markings. Extend curb and sidewalk along south edge of entrance.

Elimination of the removal of asphalt path and replacement with sidewalk results in reduced 4-inch concrete and topsoil, seed and mulch quantities. Leaving the existing sidewalk in place and not extending the parking lot results in reduced base course, asphalt and topsoil, seed and mulch quantities. Quantities for geotextile fabric and paint light poles have been eliminated. Quantities for concrete wheel stops have been reduced.

Quantities indicated are reduced as much as possible.

**2023 Bid Tabulation Modified**

<b>Bid Item</b>	<b>Base Bid A - Parking Lot Reconstruction</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
1	Storm Sewer Main, 12-Inch RCP	40	LF	\$ 92.00	\$ 3,680.00
2	Storm Sewer Main, 12-Inch PVC	125	LF	\$ 71.50	\$ 8,937.50
3	Storm Sewer End Wall, 12-Inch	1	EA	\$ 2,000.00	\$ 2,000.00
4	Storm Sewer Catch Basin	1	EA	\$ 3,150.00	\$ 3,150.00
5	Granular Backfill, Storm Sewer	40	LF	\$ 7.50	\$ 300.00
6	Unclassified Excavation	1	LS	\$ 20,300.00	\$ 20,300.00
7	Base Aggregate Dense, 1-1/4-Inch	1,200	TN	\$ 17.25	\$ 20,700.00
8	Undercutting and Base Course	100	CY	\$ 35.50	\$ 3,550.00
9	Geotextile Fabric	-	SY	\$ 3.50	\$ -
10	Concrete Curb and Gutter, 24-Inch	90	LF	\$ 34.00	\$ 3,060.00
11	Concrete Swale, 6-Inch Depth	2,300	SF	\$ 8.40	\$ 19,320.00
12	Concrete Sidewalk, 4-Inch Depth	2,200	SF	\$ 5.25	\$ 11,550.00
13	Hot Mix Asphalt Pavement, 4-Inch	450	TN	\$ 100.00	\$ 45,000.00
14	Epoxy Pavement Markings, 4-Inch	750	LF	\$ 6.05	\$ 4,537.50
15	Epoxy Pavement Markings, Handicap Symbol	4	EA	\$ 192.50	\$ 770.00
16	Concrete Wheel Stop	4	EA	\$ 120.00	\$ 480.00
17	Paint Light Pole	-	EA	\$ 750.00	\$ -
18	Remove Bollard	6	EA	\$ 100.00	\$ 600.00
19	Topsoil, Seed, and Mulch	1,500	SY	\$ 4.50	\$ 6,750.00
20	Erosion Control	1	LS	\$ 2,900.00	\$ 2,900.00
21	Traffic Control and Access	1	LS	\$ 2,000.00	\$ 2,000.00
22	Contract Allowance for Materials and Compaction Testing	1	LS	\$ 500.00	\$ 500.00
	<b>Total Base Bid:</b>				<b>\$ 160,085.00</b>



**City of Waterloo, Wisconsin**

**Cost Comparison: 2018 vs. 2023**

**Karl Junginger Memorial Library Parking Lot Improvements**

February 14, 2023



**As bid in 2018:** Remove and replace storm sewer system under entrance. Remove existing sidewalk along northeastern edge of property, restore with grass. Remove existing parking lot pavement. Extend parking lot to the north and square off through existing sidewalk location by installing new base and pavement. Install concrete swale in parking lot, restore remainder of lot with hot mix asphalt pavement. Replace pavement markings. Reconfigure sidewalk adjacent to handicap parking stalls. Extend curb and sidewalk along south edge of entrance.

2018 Bid Tabulation					
Bid Item	Base Bid A - Parking Lot Reconstruction	Quantity	Unit	Unit Price	Total
1	Storm Sewer Catch Basin	1	EA	\$ 2,243.00	\$ 2,243.00
2	Storm Sewer Main, 12-Inch	150	LF	\$ 50.00	\$ 7,500.00
3	Storm Sewer End Wall, 12-Inch	1	EA	\$ 700.00	\$ 700.00
4	Unclassified Excavation	1	LS	\$ 17,500.00	\$ 17,500.00
5	Dense Graded BaseDepth	400	TN	\$ 14.00	\$ 5,600.00
6	Undercutting and Base Course Material	150	CY	\$ 40.00	\$ 6,000.00
7	Geotextile Fabric	400	SY	\$ 3.00	\$ 1,200.00
8	Concrete Curb and Gutter, 30-Inch	90	LF	\$ 34.05	\$ 3,064.50
9	Concrete Sidewalk, 4-Inch Depth	750	SF	\$ 5.25	\$ 3,937.50
10	Concrete Swale, 6-Inch Depth	2,300	SF	\$ 7.15	\$ 16,445.00
11	Hot Mix Asphalt Pavement, 4-Inch Depth	500	TN	\$ 79.00	\$ 39,500.00
12	Epoxy Pavement Markings, 4-Inch White	1,000	LF	\$ 4.19	\$ 4,190.00
13	Epoxy Pavement Markings, Handicap Symbol	4	EA	\$ 200.00	\$ 800.00
14	Topsoil, Seed, and Mulch	1,000	SY	\$ 9.00	\$ 9,000.00
15	Erosion Control	1	LS	\$ 800.00	\$ 800.00
16	Traffic Control and Access	1	LS	\$ 500.00	\$ 500.00
17	Contract Allowance for Materials and Compaction Testing	1	LS	\$ 1,000.00	\$ 1,000.00
	<b>Total Base Bid:</b>				<b>\$ 119,980.00</b>

City of Waterloo, Wisconsin

Cost Comparison: 2018 vs. 2023

Karl Junginger Memorial Library Parking Lot Improvements

February 14, 2023



**As bid in 2023:** Remove and replace storm sewer system under entrance. Remove existing asphalt path along west side of property, replace with concrete walk. Remove bollards and repaint light poles. Remove existing parking lot pavement and base. Install concrete swale in parking lot, restore remainder of lot with hot mix asphalt pavement. Replace pavement markings. Extend curb and sidewalk along south edge of entrance.

Red: Higher Quantity

Blue: Lower Quantity

Bold: Higher Unit Price

2023 Bid Tabulation					
Bid Item	Base Bid A - Parking Lot Reconstruction	Quantity	Unit	Unit Price	Total
1	Storm Sewer Main, 12-Inch RCP	40	LF	\$ 92.00	\$ 3,680.00
2	Storm Sewer Main, 12-Inch PVC	130	LF	\$ 71.50	\$ 9,295.00
3	Storm Sewer End Wall, 12-Inch	1	EA	\$ 2,000.00	\$ 2,000.00
4	Storm Sewer Catch Basin	1	EA	\$ 3,150.00	\$ 3,150.00
5	Granular Backfill, Storm Sewer	170	LF	\$ 7.50	\$ 1,275.00
6	Unclassified Excavation	1	LS	\$ 20,300.00	\$ 20,300.00
7	Base Aggregate Dense, 1-1/4-Inch	1,400	TN	\$ 17.25	\$ 24,150.00
8	Undercutting and Base Course	200	CY	\$ 35.50	\$ 7,100.00
9	Geotextile Fabric	550	SY	\$ 3.50	\$ 1,925.00
10	Concrete Curb and Gutter, 24-Inch	90	LF	\$ 34.00	\$ 3,060.00
11	Concrete Swale, 6-Inch Depth	2,300	SF	\$ 8.40	\$ 19,320.00
12	Concrete Sidewalk, 4-Inch Depth	2,200	SF	\$ 5.25	\$ 11,550.00
13	Hot Mix Asphalt Pavement, 4-Inch	450	TN	\$ 100.00	\$ 45,000.00
14	Epoxy Pavement Markings, 4-Inch	750	LF	\$ 6.05	\$ 4,537.50
15	Epoxy Pavement Markings, Handicap Symbol	5	EA	\$ 192.50	\$ 962.50
16	Concrete Wheel Stop	29	EA	\$ 120.00	\$ 3,480.00
17	Paint Light Pole	8	EA	\$ 750.00	\$ 6,000.00
18	Remove Bollard	6	EA	\$ 100.00	\$ 600.00
19	Topsoil, Seed, and Mulch	1,500	SY	\$ 4.50	\$ 6,750.00
20	Erosion Control	1	LS	\$ 2,900.00	\$ 2,900.00
21	Traffic Control and Access	1	LS	\$ 2,000.00	\$ 2,000.00
22	Contract Allowance for Materials and Compaction Testing	1	LS	\$ 500.00	\$ 500.00
	<b>Total Base Bid:</b>				<b>\$ 179,535.00</b>

City of Waterloo, Wisconsin

Cost Comparison: 2018 vs. 2023

Karl Junginger Memorial Library Parking Lot Improvements

February 14, 2023



**2023 Modified:** Remove and replace storm sewer system under entrance. Remove existing parking lot pavement and base. Install concrete swale in parking lot, restore remainder of lot with hot mix asphalt pavement. Replace pavement markings. Extend curb and sidewalk along south edge of entrance.

Elimination of removal of asphalt path and installation of sidewalk would reduce the silt fence requirement, reducing the unit price for Erosion Control. It should also reduce the Unclassified Excavation unit price.

Quantities indicated are reduced as much as possible.

Blue: Lower Quantity

Green: Potentially Lower Unit Price

2023 Bid Tabulation Modified					
Bid Item	Base Bid A - Parking Lot Reconstruction	Quantity	Unit	Unit Price	Total
1	Storm Sewer Main, 12-Inch RCP	40	LF	\$ 92.00	\$ 3,680.00
2	Storm Sewer Main, 12-Inch PVC	125	LF	\$ 71.50	\$ 8,937.50
3	Storm Sewer End Wall, 12-Inch	1	EA	\$ 2,000.00	\$ 2,000.00
4	Storm Sewer Catch Basin	1	EA	\$ 3,150.00	\$ 3,150.00
5	Granular Backfill, Storm Sewer	40	LF	\$ 7.50	\$ 300.00
6	Unclassified Excavation	1	LS	\$ 20,300.00	\$ 20,300.00
7	Base Aggregate Dense, 1-1/4-Inch	1,200	TN	\$ 17.25	\$ 20,700.00
8	Undercutting and Base Course	100	CY	\$ 35.50	\$ 3,550.00
9	Geotextile Fabric	-	SY	\$ 3.50	\$ -
10	Concrete Curb and Gutter, 24-Inch	90	LF	\$ 34.00	\$ 3,060.00
11	Concrete Swale, 6-Inch Depth	2,300	SF	\$ 8.40	\$ 19,320.00
12	Concrete Sidewalk, 4-Inch Depth	750	SF	\$ 5.25	\$ 3,937.50
13	Hot Mix Asphalt Pavement, 4-Inch	450	TN	\$ 100.00	\$ 45,000.00
14	Epoxy Pavement Markings, 4-Inch	750	LF	\$ 6.05	\$ 4,537.50
15	Epoxy Pavement Markings, Handicap Symbol	5	EA	\$ 192.50	\$ 962.50
19	Topsoil, Seed, and Mulch	1,000	SY	\$ 4.50	\$ 4,500.00
20	Erosion Control	1	LS	\$ 2,900.00	\$ 2,900.00
21	Traffic Control and Access	1	LS	\$ 2,000.00	\$ 2,000.00
22	Contract Allowance for Materials and Compaction Testing	1	LS	\$ 500.00	\$ 500.00
	<b>Total Base Bid:</b>				<b>\$ 149,335.00</b>



2022

350 Austin Circle  
Delafield, WI 53018  
(262) 646-5911  
Fax: (262) 646-5912

**PLEASE REMIT TO:**

5 Alarm Fire & Safety  
1125 7th Street E  
St Paul, MN 55106  
651-645-5726 • 800-832-6417

Ship To: SAME AS BELOW

Invoice To: WATERLOO FIRE DEPARTMENT  
900 INDUSTRIAL LANE  
WATERLOO WI 53594

Attention: CHAD BUTZINE

Branch DELAFIELD, WI			*REPRINT* CNNYYY		
Date 01/25/22	Time 16:58:50 (O)	Page 01			
Account No WATER034	Phone No 9204782535	Inv No P01786			
Ship Via JAN 24	Purchase Order HURST & MAKO PM				
Tax ID No					
		Salesperson 318 / 327			

**INVOICE**

ORDER#: 001824

Part#	Description	Bin	ORD	ISS	SHP	B/O	UTTTT	Price	Amount
HURST SERVICE	ANNUAL PM		1	1	1			650.00	650.00
HURST SERVICE-2ND	SET ANNUAL PM		1	1	1			450.00	450.00
SHOP SUPPLIES	SHOP SUPPLIES		1	1	1			40.00	40.00
TRAVEL TIME	TRAVEL/SET-UP		1	1	1			65.00	65.00
P/U SERVICE	POWER UNIT PM		3	3	3			75.00	225.00
COMPRESSOR ANNUAL SERVICE	ANNUAL PM		1	1	1			500.00	500.00
X65247	NORTH SHORE AIR H2		1	1	1			90.52	90.52
	FILTER CARTRIDGE								
O-S501025	NORTH SHORE COM H3		2	2	2			40.00	80.00
	NORTH SHORE COMPRESSOR OIL (QT								
	SYNTHETIC QUARTS								
O-OF2	NORTH SHORE OIL H3		1	1	1			32.00	32.00
	FILTER W/ O-RING REPLACES 98262.1148								

5ALARM SERVICE BILLING FOR ANNUAL HURST JAWS OF LIFE  
SERVICE AND ANNUAL MAKO COMPRESSOR SERVICE, THANK YOU FOR  
CHOOSING 5ALARM.

IN HOUSE CHARGE 2132.52

Dep. Approval

WS

Date 7-31-22

Dep. Approval

Vendor Number

Amount

5226-354

2132.52

Amount

Amount

X

Received By

Date

VisitUsOnline  
www.5alarm.com



360 Production Drive  
 South Elgin, IL 60177  
 Phone: 847-289-9000  
 Fax: 847-289-9001  
 Email: airone@aoc.net

# Invoice

Date	Invoice #
3/9/2023	191153

Bill To
Waterloo Fire & Rescue 900 Industrial Drive Waterloo, WI 53594

Ship To
Waterloo Fire & Rescue 900 Industrial Drive Waterloo, WI 53594

Customer P.O. No.	S.O. No.	Terms	Due Date	Ship Date	Ship Via	Rep
	119246	Net 30	4/8/2023	2/20/2023	BEST WAY	AA

Item	Description	Qty	B/O	Price	Amount
98650.1760	1ST STG VALVE SERVICE KIT	1	0	330.91	330.91
98650.1751	2ND STG VALVE SERVICE KIT	1	0	136.78	136.78
98650.1215	3RD STG VALVE KIT	1	0	176.52	176.52
98650.1199	4TH STG VALVE KIT	1	0	105.60	105.60
C201356	PLUNGER/LINER ASSY	1	0	1,789.11	1,789.11
95602.90	O'RING,VITO'RING,VITON,0995-30	1	0	6.93	6.93
98262.1148	OIL FILTER ASSEMBLY	1	0	78.00	78.00
003MBG-S	OIL-MAKO BLUE (S) GALLON	1	0	99.00	99.00
LABOR CHARGE	LABOR CHARGE PER HOUR	4		105.00	420.00
ZONE-WI	PICKUP / DELIVERY / TRAVEL CHARGE	2		30.00	60.00
	COMPLETED ON: 2/20/23				

	<b>Total</b>	\$3,202.85
<b>A 3% processing fee will be added to credit card charges over \$500.00.</b>	<b>Payments/Credits</b>	\$0.00
Effective Jan 1,2021, all returns after 30 days of delivery will incur a 20% restocking fee. Items ordered in connection with natural disasters, pandemic or like situations cannot be returned and orders for such items cannot be cancelled after 10 days of Seller's receipt.	<b>Balance Due</b>	\$3,202.85

## Waterloo FD Compressor Repair

The first email I have about this is from 1/3/23 and it is from Tim saying that Bob is going to look at the compressor in Waterloo about a seized piston. When Bob got there he took a look at it and called Ian for a second opinion. They discovered that the 4<sup>th</sup> stage piston had broken and needed to be replaced. With these findings, we sent a quote (quote #23264) for a new 4<sup>th</sup> stage piston and liner, rebuild the valves on all stages, replace the oil and oil filter.

On 1/6/23 we received word that Waterloo wanted to go ahead with the repair and I got the plunger/liner on order that day.

1/23/23 Bob and Ian went up to Waterloo to complete the repair. They repaired all of the valves, replaced the oil and oil filter and the piston and sleeve on the compressor and it ran for about 15 seconds and then stopped. When Ian pulled the old oil out of the compressor he noticed that it was a very heavy weight oil and not the Mako blue synthetic oil. Once all of the old oil was pulled, we flushed the compressor with new oil and started blowing out all of the oil lines before starting up the compressor. Once they started the compressor and it only ran for 15 seconds and shut down. They took a look and realized the replacement piston had broken and were not getting any oil pressure to build. They took apart the machine again and put another piston/sleeve in. Ran again for about 15-20 seconds and the oil pressure wouldn't build. At that point they started to check all of the oil lines again. While clearing the lines again, they put a new oil pressure gauge on to take a bad gauge out of the equation as well. Mako was on the phone with the techs and had them do the same checks. That is where we left the machine for the day.

1/25/23 Bob and Ian went back to Waterloo with a new oil pump, and oil filter assembly and tried the parts on the compressor individually first and together with no luck getting the oil pressure back up and would still not run. Called Mako again and had them check all the lines again. Mako at that point sent an email to the manufacturing side for any suggestions and were told that they would get back to us for the next step to take.

2/7/23 Bob went to Waterloo to grab the piston and sleeves to bring to Air One in South Elgin.

2/8/23 Here in the office, Bob, Ian and I were on the phone with Mako and using a micrometer to measure the sleeve to see if there was any difference. We didn't find anything that would dictate that there was a difference. Mako said that they were still waiting for an answer as well from the manufacturing side.

2/17/23 I was on the phone with Mako and going our next step and they told us to "burp the machine" which is starting and stopping it really quick to try and build the pressure. Also to check all of the piston rings on the 4<sup>th</sup> stage. They also said to try the sleeve from the original piston and sleeve that was in Waterloo's compressor with the new piston.

2/20/23 Bob and Ian went back up to Waterloo to try those suggestions from Mako. When they used the original sleeve and the new piston, that was what got the compressor running. They let it run for a while to make sure everything was good. The Chief came out and saw that it was running as well.

2/23/23 Mako called me and said that they have an issue with the sleeves right now. The oil vent holes in the sleeves are not big enough for the oil to pass through and that is why the old sleeve worked.

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



Estimate **WI-4053**

Date: **3/1/2023**

**Bill To**

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

**Remit Payment To**

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

Service Order		Purchase Order		Authorizer
WI-4053				
Item	Description	Quantity	Rate	Amount
Labor	/ Frame rail rust mitigation.			\$5,700.00
Parts	Fluid film, rust prevention coating, application supplies. Extra shop supplies for job			\$850.00
			<b>Subtotal</b>	\$6,550.00
Shop Supplies				\$285.00
<b>Unit:</b> Tender 95 <b>VIN:</b> 1XPALA0X9NN213461		<b>Labor</b>		\$5,700.00
Peterbilt357		<b>Parts</b>		\$850.00
<b>Chassis:</b> 113,507 Miles		<b>Subtotal</b>		\$6,835.00
<b>Engine:</b> 645 Hours		<b>Exempt (0.0000% of \$0.00)</b>		\$0.00
		<b>Total</b>		\$6,835.00

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

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

Customer Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_



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

This document certifies that

***Dirty Ducts Cleaning, Environmental & Insulation, Inc.***  
***Madison, WI USA***



Is a Regular Member in good standing for the year

***07/01/2021 – 06/30/2022***

***Member Since – 9/1/2004***

And has agreed to conduct its air duct cleaning business in accordance with the following mandatory Code of Ethics:

1. We will serve our customers with integrity and competence.
2. We will perform our work using source removal methods, in accordance with ACR, the NADCA Standard (current version).
3. We will be honest and forthright in our advertising and marketing.
4. We will provide our clients with accurate inspections and evaluations of the cleanliness and physical condition of their HVAC systems, using this information to determine the type of cleaning and maintenance services required, if any.
5. We will provide only necessary and desired services to our clients, and will not use furnace/air duct cleaning as a means of selling unnecessary or unwanted products or services.
6. We will provide services only after completing the necessary bonding and licensing procedures.
7. We will stay abreast of new developments in technology, tools of the trade, building codes, the Uniform Mechanical Code, and any other codes or information that directly affect our work.
8. We will require that all employees of our firm practice furnace/air duct cleaning in accordance with NADCA guidelines and the NADCA Code of Ethics.
9. We will perform our services in accordance with the current published standards of the association.

The NADCA Ethics Committee shall hear and investigate charges of unethical or illegal conduct between concerned parties, and will make recommendations to the Board of Directors concerning the resolution of those charges.

NADCA President

NADCA Chief Staff Executive

NADCA

1120 Route 73 • Suite 200 • Mt. Laurel, NJ 08054



October 7, 2022

T3 P1 455 \*\*\*\*\*AUTO\*\*MIXED AADC 170

MR. JUSTIN VONDRA  
3025 PERRY ST  
MADISON, WI 53713-4602



Dear Justin:

Congratulations! You have demonstrated your commitment to continual professional development by participating in NADCA's certification programs and maintaining your certification within the guidelines of the policies of the association. As a result, please accept the attached NADCA Identification Card.

The ASCS and CVI designations are collectively held by almost 2,000 industry professionals who have demonstrated the knowledge required to clean HVAC systems in accordance with NADCA's ACR Standard. Your status as a NADCA certified professional instantly secures your place among the top professionals in the industry.

This identification card shows your customers and peers that you are committed to professional development and high quality performance. Thank you for your continued support of NADCA's certification programs and again, congratulations on a job well done. I applaud your dedication to excellence and continued education.

Sincerely,

Mark Zarzecny  
President  
NADCA



**NADCA Certified**  
**Name:** Justin Vondra  
**Company:** Dirty Ducts Cleaning, Environmental & Insulation,  
3025 Perry St  
Madison, WI 53713-4602  
**ASCS:** Expiration 6/30/2023  
Certification #7110301  
This certified individual also qualifies as a  
Ventilation System Mold Remediator.



The HVAC Inspection, Cleaning  
and Restoration Association



October 7, 2022

T3 P1 456 \*\*\*\*\*AUTO\*\*MIXED AADC 170

MR. MIKE HANZEL

3025 PERRY ST

MADISON, WI 53713-4602



Dear Mike:

Congratulations! You have demonstrated your commitment to continual professional development by participating in NADCA's certification programs and maintaining your certification within the guidelines of the policies of the association. As a result, please accept the attached NADCA Identification Card.

The ASCS and CVI designations are collectively held by almost 2,000 industry professionals who have demonstrated the knowledge required to clean HVAC systems in accordance with NADCA's ACR Standard. Your status as a NADCA certified professional instantly secures your place among the top professionals in the industry.

This identification card shows your customers and peers that you are committed to professional development and high quality performance. Thank you for your continued support of NADCA's certification programs and again, congratulations on a job well done. I applaud your dedication to excellence and continued education.

Sincerely,

Mark Zarzeczny  
President  
NADCA

## NADCA Certified



**Name:** Mike Hanzel

**Company:** Dirty Ducts Cleaning, Environmental & Insulation,  
3025 Perry St  
Madison, WI 53713-4602

**ASCS:** Expiration 6/30/2023  
Certification #033930

This certified individual also qualifies as a  
Ventilation System Mold Remediator.



The HVAC Inspection, Cleaning  
and Restoration Association





Building the connections that build the world

September 13, 2016

**Dirty Ducts Cleaning, Environmental & Insulation, I  
Became a Member of the Avetta Consortium on:  
8/30/16**

This document certifies that the company above is a Member of the Avetta Consortium. This company will be an authorized user of the Avetta database, as long as a full Avetta membership is maintained.

*John C. Herr*

John Herr, CEO



*Kevin Berens*

Kevin Berens, CPO



## **Certificate of Membership**

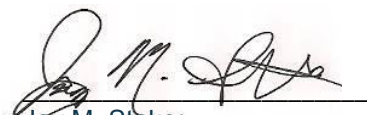
This document is to certify that

### **Dirty Ducts Cleaning & Environmental Inc.**

Membership ID #: 56130415

is a member in good standing and entitled to all  
rights & privileges of association membership.

Expires April 2, 2023



Jay M. Stake  
President  
Indoor Air Quality Association, Inc.



Michele Buggy  
Executive Director  
Indoor Air Quality Association, Inc.



DIRTDUC-01

ELOEHR

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/8/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Robertson Ryan - Milwaukee</b> 330 East Kilbourn Avenue, Suite 850 Milwaukee, WI 53202	CONTACT NAME:		
	PHONE (A/C, No, Ext):	(414) 271-3575	FAX (A/C, No): (877) 700-0139
INSURED  <b>Dirty Ducts Cleaning &amp; Environmental Inc</b> PO Box 46068 Madison, WI 53744-8068	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : <b>Starr Surplus Lines Insurance Company</b>		
	INSURER B : <b>STARR INDEMNITY &amp; LIABILITY COMPANY</b>		
	INSURER C : <b>EMC INSURANCE COMPANIES</b>		
	INSURER D :		
INSURER E :			
INSURER F :			

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			1000066657221	7/1/2022	7/1/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			1000199050221	7/1/2022	7/1/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			1000337129221	7/1/2022	7/1/2023	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$
							Aggregate	\$ 5,000,000
								\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	6H2110221	7/1/2022	7/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Pollution/Environmen			1000066657221	7/1/2022	7/1/2023		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

Dirty Ducts Cleaning & Enviromental Inc  
POBOX 46068  
Madison, WI 53744

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



# Dirty Ducts Cleaning & Environmental Inc.



**"Clean and Healthy Air, Breath after Breath"**

**Duct Cleaning/Dryer Vent Cleaning • Specialized/Industrial Cleaning • Asbestos/Lead/Mold Abatement • Interior Select Demo**

## **Mechanical Cleaning Methodology Basic Overview ("How does it work?")**

Basic Overview To Help Create A Visual Of The Process {also see photos of our vac trucks below}: Whenever possible cleaning will be performed using vac truck(s). A vac truck is capable of creating 10-15,000 CFM of negative pressure. Vac trucks also house Quincy 340-370 compressors which will be used to run our pneumatic equipment (brushes, whips, etc.). When vac trucks are not applicable, systems are cleaned using negative air machines with HEPA filtration. In these cases, the words "negative air machines" would be used in lieu of "vac truck" in the following process descriptions:

The vac truck will be hooked up the specific unit being cleaned (one unit at a time per truck to maximize negative pressure). Register grills will be covered with 6 mil plastic and/or register tape leaving only a few open at the farthest point from the truck to allow 'makeup air' to flush through the system during cleaning. The negative pressure inside the duct will be sufficient at all times to eliminate risks of dust/debris from surfaces being cleaned to make its way into the buildings air. The vac truck systems essentially create a 'tornado' that sucks everything up instantly as it is dislodged from surfaces being cleaned. Vac trucks are stationed on the exterior of the building. An 8" or greater hose runs from the vac truck to the initial 'hook up' point. If this means running the hose through and exterior door or window, that door or window will be blanked off with polystyrene board to limit winter weather from coming in (as applicable).

The techs begin their source removal cleaning (after the trucks are running and system is under negative pressure) at the ductwork end furthest from the truck. Access is made through the grills, access panels, or preformed plastic plugs (all of which are included in your proposal contract price). Equipment is inserted into the duct that allows the duct surfaces to be cleaned. Examples would be brushes, pneumatic whips, air wash balls, robots, etc. We work our way toward the truck. As needed, we move our equipment downstream through a new insertion point (once again via grill, access door, or plug we install). Grills, access doors and plugs used for previous insertion are closed first before the new access point is used (to keep negative pressure sufficient). This process is continued until we get back to the unit. Grill covers are cleaned using HEPA filtered vacuum equipment (these are often cleaned prior to covering the grills up if necessary, to get the covers to 'stick'). Grill covers are monitored frequently during cleaning to ensure they stay in place (the negative pressure from the truck will hold these in place as well via vacuum pressure but above and beyond that the grill covers are affixed using tape products).

To show you the dramatic effectiveness of our cleaning, before and after pictures are taken (if you allow depending on your camera policies). We can also 'surrender' the camera card at the close of the day for you to keep if that is a better means to meet camera policies. If we are allowed to bring camera cards back to our office, you will receive a 'photo album' showing before and after pictures at invoicing along with daily logs (most preferred method to allow us to provide you an organized post cleaning report). In addition to standards used above, we will also cover the work area (desks, equipment, etc.) below with 6 mil thick poly as applicable. This is done as a preventative step to collect misc. debris that would fall while a ceiling tile is moved (as an example) to allow access to the ductwork above.

In conclusion, we realize that keeping your business in production is what keeps you profitable. Having ductwork cleaned professionally is a preventative maintenance (extending the life of your units) and building health procedure

**3025 Perry Street, Madison, WI 53713 • P: (608) 204-3828 • F: (608) 204-3826 • DirtyDuctsCleaning.com • info@ddclean.com**







# Dirty Ducts Cleaning & Environmental Inc.



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(keeping your employees and OSHA happy) that will also keep you profitable. Dirty Ducts Cleaning has the equipment and staff to have both operations runs simultaneously allowing you to maximize profits. After hours work (if noise, etc. from cleaning is a concern) can be arranged often at no additional charge. We have crews that are staggered to work around the clock including weekends.

The below is our basic 'Mechanical Cleaning Methodology' that is followed on every jobsite from your house to a hospital ER room to local schools to an industrial/factory setting. These conditions apply to your bid unless specifically noted otherwise:

**Source Removal Cleaning Methods:** the HV/AC system shall be cleaned of non-adhered dust and debris using Source Removal mechanical methods designed to extract contaminants from within the HVAC system and safely remove contaminants from the facility. It is Dirty Ducts Cleaning, Environmental & Insulation, Inc's responsibility to select Source Removal methods that will render HVAC system visibly clean and capable of passing cleaning verification methods (See applicable NADCA Standards@ [www.nadca.com](http://www.nadca.com)) and other specified test in accordance with all general requirements. No cleaning method, or combination of methods, should be used which could potentially damage components of the HVAC system or negatively alter the integrity of the system.

1. All methods used shall incorporate the use of vacuum collection devices that are operated continuously during cleaning. A vacuum device shall be connected to the downstream end of the section being cleaned through a predetermined opening. The vacuum collection device must be sufficient power to render all areas being cleaned under negative pressure, such that containment of debris and the protection of the indoor environment are assured.
2. All vacuum devices exhausting air inside the building shall be equipped with HEPA filters, including handheld vacuums.
3. All vacuum devices exhausting air outside the building shall exhaust in a manner that will not allow contaminants to re-enter the facility. Release of debris outdoors must not violate any outdoor environmental standards, codes or regulations.
4. All methods require mechanical agitation devices to dislodge debris adhered to interior HVAC system surfaces, such that debris may be safely conveyed to vacuum collection devices. Acceptable methods will include those which will not potentially damage the integrity of the duct work, nor damage porous surface materials such as liners inside the ductwork or system components.
5. The bid does not include repair of damaged acoustical insulation. If acoustical insulation is damaged, the foreman will inform appropriate personal. A meeting will be held at this time to discuss options for repair or replacement of acoustical insulation.
6. The bid does not include remediation or removal of mold contaminated or asbestos contaminated surfaces. If these conditions are found, the foreman will inform appropriate personal. A meeting will be held at this to discuss options for repair or replacement of affected surfaces.

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7. The bid does not include removal of adhered substances (i.e. paint, debris encapsulated by paint, etc). This bid does not include removal of liquids, wet debris, grease, etc. If these conditions are found and you wish you to have them removed please contact us for re-pricing.
8. The bid does not include removal or encapsulation of hazardous items (asbestos/lead/gas/explosive dust). This bid does not include working around these items. If these items exist, please contact us immediately for re-pricing and formatting a plan from your safety personnel.
9. Units to be shut down/ including smoke detectors by others and re-started by others.

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**CALL US FOR ALL INDUSTRIAL, COMMERCIAL AND RESIDENTIAL NEEDS:**

Mold Asbestos  
Duct Cleaning, Dryer Vent Cleaning, Demolition (of boilers, ducts, etc.) Lead  
Industrial Cleaning

Justin Vondra, President  
(608) 204-3828  
[justin@ddclean.com](mailto:justin@ddclean.com)  
[www.dirtyductscleaning.com](http://www.dirtyductscleaning.com)

**3025 Perry Street, Madison, WI 53713 • P: (608) 204-3828 • F: (608) 204-3826 • DirtyDuctsCleaning.com • info@ddclean.com**



## Dirty Ducts Cleaning & Environmental Inc. Reference List

**Please note that specific clients, types of work, etc can be detailed upon request. We pride ourselves in all of our customer contacts in our 10,500 plus projects to date all of which are done on schedule. Our projects range from \$150 to \$2,000,000.**

Customer Name and Address	Customer Name and Address	Customer Name and Address	Customer Name and Address
Various Buildings Throughout	Fox Valley Technical College	UW Children's Hospital	Baldwin-Woodville Area SD
UW Madison Campus	1825 N Bluemound Dr	1675 Highland Ave	550 Highway 12
Madison, WI 53706	Appleton, WI 54912	Madison, WI 53792	Baldwin, WI 54002
Various Buildings Throughout	Milwaukee School of Engineering	St. Mary's Hospital	Wisconsin Heights SD
UW Platteville Campus	1025 N Broadway	700 S Park St	10173 US-14
Platteville WI 53818	Milwaukee, WI 53202	Madison, WI 53715	Mazomanie, WI 53560
Various Buildings Throughout	Waukesha County Technical College	Rock County Jail	West Bend SD
UW Eau Clair Campus	800 Main St	200 US-14	735 S Main St
Eau Claire, WI 54701	Pewaukee, WI 53072	Janesville, WI 53545	West Bend, WI 53095
Various Buildings Throughout	Tomah VA Hospital - Buildings Throughout	Department of Natural Resources	Whitnall SD
UW Green Bay Campus	500 E Veterans Street	3911 Fish Hatchery Rd	5000 S 116th St
Green Bay, WI 54311	Tomah, WI 54660	Fitchburg, WI 53711	Milwaukee, WI 53228
Various Buildings Throughout	Milwaukee VA Hospital - Buildings Throughout	Forest Products Laboratory	Sturgeon Bay SD
UW La Crosse Campus	5000 W National Avenue	1 Gifford Pinchot Dr	1230 Michigan St
La Crosse, WI 54601	Milwaukee WI 53295	Madison, WI 53726	Sturgeon Bay, WI 54235
Various Buildings Throughout	Madison VA Hospital - Buildings Throughout	US Federal Courthouse	Darlington Community SD
UW Milwaukee Campus	2500 Overlook Terrace	120 N Henry St, Suite 320	11630 Center Hill Rd
Milwaukee, WI 53211	Madison WI 53706	Madison, WI 53703	Darlington, WI 53530
Various Buildings Throughout	UW Hospital - Buildings Throughout	Milwaukee Federal Buildings & US Courthouse	Plymouth Joint SD
UW Oshkosh Campus	600 Highland Avenue	517 E Wisconsin Ave	125 S Highland Ave
Oshkosh, WI 54901	Madison WI 53792	Milwaukee, WI 53202	Plymouth, WI 53073
Various Buildings Throughout	Meriter Hospital	Mequon-Thiensville SD	Viroqua Area SD
UW Parkside Campus	202 S Park St	5000 W. Mequon Road	115 N. Education Ave.
Kenosha, WI 53144	Madison, WI 53715	Mequon, WI 53092	Viroqua, WI 54665
Various Buildings Throughout	SSM Dean Clinic	Whitefish Bay SD	Oconto Falls Public SD
UW Riverfall Campus	1313 Fish Hatchery Rd	1200 E Fairmount Ave	200 N Farm Rd
River Falls, WI 54022	Madison, WI 53715	Whitefish Bay, WI 53217	Oconto Falls, WI 54154
Various Buildings Throughout	Aurora Sinai Medical Center	Cedarburg SD	Pulaski Community SD
UW Stevens Point Campus	945 N 12th St	W68 Evergreen Blvd	200 N Farm Rd
Stevens Point, WI 54481	Milwaukee, WI 53233	Cedarburg, WI 53012	Oconto Falls, WI 54154
Various Buildings Throughout	St. Nicholas Hospital	Elmbrook SD	Wilmot Union High School SD
UW Stout Campus	3100 Superior Ave	13780 Hope Street	11112 308th Ave
Menomonie, WI 54751	Sheboygan, WI 53081	Brookfield, WI 53005	Wilmot, WI 53192
Various Buildings Throughout	Stoughton Hospital	Wauunakee Community SD	Beaver Dam Unified SD
UW Superior Campus	900 Ridge St	905 Bethel Cir	705 McKinley St
Superior, WI 54880	Stoughton, WI 53589	Wauunakee, WI 53597	Beaver Dam, WI 53916
Various Buildings Throughout	Sauk Prairie Healthcare	Wrightstown Community SD	D C Everest Area SD
UW Whitewater Campus	260 26th St	351 High Street	6300 Alderson St
Whitewater, WI 53190	Prairie Du Sac, WI 53578	Wrightstown, WI 54180	Schofield, WI 54476
Edgewood College	SSM Health St. Clare Hospital	Grafton SD	Oregon SD
1000 Edgewood College Dr,	707 14th St	1900 Washington St	123 E Grove St
Madison, WI 53711	Baraboo, WI 53913	Grafton, WI 53024	Oregon, WI 53575
Madison Area Technical Collage	Central Wisconsin Center	Franklin Public SD	Cochrane-Fountain City SD
Several Locations	317 Knutson Dr	8255 W Forest Hill Ave	S2770 WI-35
Madison, Milwaukee, Etc.	Madison, WI 53704	Franklin, WI 53132	Fountain City, WI 54629
St Norbert College	Medota Mental Health	Barneveld SD	Edgerton SD
100 Grant St	301 Troy Dr	304 S Jones St	200 Elm High Dr
De Pere, WI 54115	Madison, WI 53704	Barneveld, WI 53507	Edgerton, WI 53534

Customer Name and Address	Customer Name and Address	Customer Name and Address	Customer Name and Address
Beloit College	State of Wisconsin Owned Buildings	West Salem SD	Lodi SD
700 College St	Throughout the State of WI	405 E Hamlin St	115 School St
Beloit, WI 53511	12 years to Present	West Salem, WI 54669	Lodi, WI 53555
Blackhawk Technical College	Division of State Facilities	Woodruff J1 SD	New London SD
6004 S County Rd G	101 E Wilson Street	11065 Old 51 N	901 W Washington St
Janesville, WI 53546	Madison, WI 53703	Woodruff, WI 54568	New London, WI 54961
Pewaukee SD	Waupun Correctional Boiler	Slinger SD	Port Washington-Saukville SD
404 Lake Street	200 S Madison Street	207 Polk Street	100 Campus Drive
Pewaukee, WI 53072	Waupun, WI 53963	Slinger, WI 53086	Port Washington, NY 11050
Kimberly Area SD	WisDOT	Platteville SD	Middleton-Cross Plains SD
425 S. Washington St	Multiple Projects/Structures	780 North 2nd Street	7106 South Ave
Combined Locks, WI 54113	Throughout the State of WI	Platteville, WI 53818	Middleton, WI 53562
Mineral Point Unified SD	UW Facilities and Management	Waterford Union HS SD	Greendale SD
705 Ross St.	30 N Mills St	819 W. Main Street	6815 Southway
Mineral Point, WI 53565	Madison, WI 53715	Waterford, WI 53185	Greendale, WI 53129
Kettle Moraine SD	Former Badger Ammunition Plant	Belleville SD	Germantown SD
563 A.J. Allen Circle	S8822 Sunset Drive	625 W. Church St	N104 W13840 Donges Bay Road
Wales, WI 53183	Prairie Du Sac, WI 53578	Belleville, WI 53508	Germantown, WI 53022
Union Grove J1 SD	Dane County Public Works - Multiple Projects	New Glarus SD	Trevor-Wilmot Consolidated SD
1745 Milldrum St	1919 Alliant Energy Way	1701 2nd Street	26325 Wilmot Rd
Union Grove, WI 53182	Madison, WI 53713	New Glarus, WI 53574	Trevor, WI 53179
Ripon Area SD	United States Post Office	Wauwatosa SD	Waterford Graded J1 SD
1120 Metomen Street	3902 Milwaukee St	12121 West North Avenue	819 W Main St
Ripon, WI 54971	Madison, WI 53714	Wauwatosa, WI 53226	Waterford, WI 53185
Poynette SC	USGS National Wildlife Center	Little Chute Area SD	Bangor SD
108 N Cleveland Stree	6006 Schroeder Road	1402 Freedom Rd.	700 10th Avenue South
Poynette, WI 53955	Madison WI 53711	Little Chute, WI 54140	Bangor, WI 54614
Hortonville Area SD	Mukwonago SD	Monona Grove SD	Denmark SD
246 North Olk Street	385 E. Veterans Way	5301 Monona Drive	450 N. Wall Street
Hortonville, WI 54944	Mukwonago, WI 53149	Monona, WI 53716	Denmark, WI 54208
Prairie du Chien Area SD	New Berlin SD	Oak Creek-Franklin Joint SD	Elkhorn Area SD
800 East Crawford Street	4333 S. Sunnyslope Road	7630 South 10th Street	3 North Jackson Street
Prairie du Chien, WI 53821	New Berlin, WI 53151	Oak Creek, WI 53154	Elkhorn, WI 53121
Cuba City SD	Mount Horeb Area SD	Burlington Area SD	DeForest Area SD
101 N. School Street	1304 East Lincoln Street	100 North Kane Street	520 East Holum Street
Cuba City, WI 53807	Mount Horeb, WI 53572	Burlington, WI 53105	DeForest, WI 53532
Lake Mills Area SD	Osceola SD	Wonevot-Union Center SD	Campbellsport SD
120 E Lake Park Place	331 Middle School Drive	101 School Road	327 North Fond du Lac Ave
Lake Mills, WI 53551	Osceola, WI 54020	Wonevot, WI 53968	Campbellsport, WI 53010
Dodgeville SD	Cambridge SD	Westby Area SD	Lake Geneva-Genoa City Union HS SD
916 W Chapel Street	403 Bluejay Way	206 West Avenue South	208 E South St
Dodgeville, WI 53533	Cambridge, WI 53523	Westby, WI 54667	Lake Geneva, WI 53147
Sun Prairie Area SD	Green Lake SD	Sauk Prairie SD	Fort Atkinson SD
501 South Bird Street	612 Mill Street	440 13th Street	201 Park Street
Sun Prairie, WI 53590	Green Lake, WI 54941	Prairie du Sac, WI 53578	Fort Atkinson, WI 53538
Chilton SD	Oconomowoc Area SD	Portage SD	Lodi SD
530 W Main St	915 E. Summit Avenue	305 E Slifer St	115 School Street
Chilton, WI 53014	Oconomowoc, WI 53066	Portage, WI 53901	Lodi, WI 53555
Stoughton Area SD	Deerfield Community SD	Jefferson SD	River Valley SD
320 North Street	300 Simonson Blvd.	206 South Taft Ave	660 W. Daley Street
Stoughton, WI 53589	Deerfield, WI 53531	Jefferson, WI 53549	Spring Green, WI 5358

Customer Name and Address	Customer Name and Address	Customer Name and Address	Customer Name and Address
Baraboo SC	Pardeeville Area SD	Monticello SD	Oconto Unified SD
423 Linn Street	120 Oak Street	334 South Main Street	400 Michigan Ave,
Baraboo, WI 53913	Pardeeville, WI 53954	Monticello, WI 53570	Oconto, WI 54153
Phelps SC	Lomira SD	Parkview SD	Wisconsin Dells SD
4451 Old School Road	1030 4th St	106 W. Church Street	811 County Rd. H
Phelps, WI 54554	Lomira, WI 53048	Orfordville, WI 53576	Wisconsin Dells, WI 53965
Salem SD	Verona Area SD	Albany SD	Columbus SD
8828 Antioch Road	700 North Main Street	400 5th Street	200 West School Street
Salem, WI 53168	Verona, WI 53593	Albany WI, 53502	Columbus, WI 53925
McFarland SD	Monroe SD	Evansville Community SD	Hilbert SD
5101 Farwell St.	925 16th Avenue	340 Fair Street	1139 W. Milwaukee St.
McFarland, WI 53558	Monroe, WI 53566	Evansville, WI   53536	Hilbert, WI 54129
Waukesha SD	Spring Valley SD	Elewa-Strum SD	Phillips SD
222 Maple Avenue	S1450 CTH CC	W23597 US Highway 10	365 Highway 100
Waukesha, WI 53186	Spring Valley, WI 54767	Strum, WI 54770	Phillips, WI 54555
Wausau SD	Horicon SD	Riverdale SD	Janesville SD
415 Seymour Street	611 Mill Street	747 N 6th Street	527 S. Franklin St
Wausau WI 54402-0359	Horicon, WI 53032	Muscoda, WI 53573	Janesville, WI 53548
Galesville-Ettrick-Trempealeau SD	Mayville SD	Osseo-Fairchild SD	Watertown Unified SD
17511 N Main St	N8210 Hwy 28	50851 East Street	111 Dodge St
Galesville, WI 54630	Mayville, WI 53050	Osseo, WI 54758	Watertown, WI 53094
Union Grove Union HS SD	Hartford Union HS SD	Rio Community SD	Kenosha SD
3433 S. Colony Ave	805 Cedar Street	411 Church Street	3600 52nd St
Union Grove, WI 53182	Hartford, WI 53027	Rio, WI 53960	Kenosha, WI 53144
Spooner Area SD	Glendale-River Hills SD	Palmyra-Eagle Area SD	Bloomer SD
801 Cty Hwy A	2600 West Mill Road	123 Burr Oak St.	1310 17th Avenue
Spooner, WI 54801	Glendale, WI 53209	Palmyra, WI 53156	Bloomer, WI 54724
Madison Metropolitan SD	Whitewater Unified SD	Seymour Community SD	Argyle SD
545 W Dayton St.	419 South Elizabeth St.	10 Circle Drive	14665 Hwy 78
Madison WI 53703	Whitewater, WI 53190	Seymour, WI 54165	Argyle, WI 53504
West Allis-West Milwaukee SD	East Troy Community SD	Walworth J1 SD	Cudahy SD
1205 South 70th Street	2040 Beulah Avenue	121 Beloit St	2915 E Ramsey Ave.
West Allis, WI 53214	East Troy, WI 53120	Walworth, WI 53184	Cudahy, WI 53110
Greenfield SD	LaCrosse SD	Two Rivers Public SD	Ashland SD
4850 South 60th Street	807 East Avenue South	4521 Lincoln Ave	2000 Beaser Avenue
Greenfield, WI 53220	La Crosse, Wisconsin 54601	Two Rivers, WI 54241	Ashland, WI 54806
Thorp SD	Algoma SD	Webster SD	Green Bay Area Public SD
605 South Clark Street	1715 Division Street	PO Box 9	200 South Broadway
Thorp, WI 54771	Algoma, WI 54201	Webster, WI 54893	Green Bay, Wisconsin 54303
Mauston SD	Kickapoo Area SD	Waterloo SD	Brown Deer SD
510 Grayside Ave.	S6520 State Highway 131	813 N. Monroe Street	8200 N. 60th Street
Mauston, WI 53948	Viola, WI 54664	Waterloo, WI 53594	Brown Deer, WI 53223
Luck SD	Westfield SD	Tomah Area SD	Wautoma Area SD
810 7th Street South	N7046 Cty Rd M	129 West Clifton Street	556 Cambridge St.
Luck, WI 54853	Westfield, WI 53964	Tomah, WI 54660	Wautoma, WI 54982
Clintonville SD	Fond du Lac SD	Racine Unified SD	Montello SD
45 West Green Tree Road	72 W 9th St	3109 Mt. Pleasant St.	222 Forest Lane
Clintonville, WI 54929	Fond du Lac, WI 54935	Racine, WI 53404	Montello, WI 53949
Menomonie Area SD	Sparta Area SD	Hillsboro SD	Merrill Area SD
215 Pine Avenue NE	201 E. Franklin St	777 School Ave, PO Box 526	1111 N Sales St.
Menomonie, WI 54751	Sparta, WI 54656	Hillsboro, WI 54634	Merrill, WI 54452
De Pere SD	Brodhead SD	Boscobel Area SD	Iowa-Grant SD
1700 Chicago St	2501 5th Ave W	1110 Park Street	498 County Road IG
De Pere, WI 54115	Brodhead, WI 53520	Boscobel, WI 53805	Livingston, WI 53554





# Dirty Ducts Cleaning & Environmental Inc.



**"Clean and Healthy Air, Breath after Breath"**

**Duct Cleaning/Dryer Vent Cleaning • Specialized/Industrial Cleaning • Asbestos/Lead/Mold Abatement • Interior Select Demo**

February 8, 2023

Re: Duct Cleaning @ Waterloo City Hall  
Location: 136 N. Monroe St. Waterloo, WI 53594

To: Chad Yerges, Public Works Director (2 proposal pages)  
Phone: 920-988-9686  
Email: [dpw@waterloowi.us](mailto:dpw@waterloowi.us)

Thank you for allowing Dirty Ducts Cleaning and Environmental, Inc. the opportunity to provide a proposal for the above referenced project. Work is as seen during our walkthrough on 02/07/2023:

Our proposal includes cleaning of internal surfaces of ductwork as further detailed below:

1. We will clean internal surfaces of supply, return, and exhaust air ductwork associated with furnaces units and bathroom exhausts serving the village hall and police department as seen on the provided plan pages.
  - a. Assumes a lift is NOT required to access ductwork. If one is required please let us know prior to being onsite. We will charge daily rates beyond proposal pricing below if necessary.
2. Turning vanes, inlet screens and grilles located on system listed to be cleaned will also be HEPA Vacuumed.
3. For vac hose connection: Cam-lock access panels will be used in all areas of lined ductwork. If ductwork is not lined, we will use flat stock access panels for vac hose connection. Panels will be completely sealed at completion. Where pneumatic line entry is, we will use preformed, airtight plastic plugs.
4. All disposals are included.
5. Visit our website for NADCA Certification ([www.dirtyductscleaning.com](http://www.dirtyductscleaning.com)) or see attached.
6. Work will meet or exceed NADCA (National Air Duct Cleaners Association) Standards.
7. See attached for Mechanical Cleaning Methodology for procedures/methods/details/etc that apply.
8. Before and after pictures ARE included in pricing.
9. Work will be done in a single phase start to finish M-F.
  - a. NOTE: Work in the Police Department will take place 1<sup>st</sup> shift.
  - b. NOTE: Work in the village hall office area will take place 2<sup>nd</sup> shift.

**Proposal Price: Eight Thousand Nine Hundred Thirty Dollars (\$8,930.00)**

Dirty Ducts Cleaning and Environmental, Inc looks forward to impressing you. We have completed over 10,500 projects to date on time and budget between all of our divisions listed (see top of this letterhead). For insurance, we carry \$5,000,000 umbrella/excess liability, \$1,000,000 of general liability per project with a \$2,000,000 aggregate, \$1,000,000 of automobile coverage and \$1,000,000 of workers' compensation insurance. If balancing, testing, bonding, vendor qualification/fees, vendor orientation and/or safety training/fees, employee checks/fees, additional insured, waiver of subrogation or other additional/special insurance coverage is required, the quoted price will need to be adjusted accordingly. Please contact our office for further pricing or questions. Please see attached terms that apply to this proposal. Pricing is good for 60 days.

Sincerely,

Ryan Schroeder [www.dirtyductscleaning.com](http://www.dirtyductscleaning.com)

Please Print Authorized Signee Name Here: \_\_\_\_\_

P.O.# \_\_\_\_\_

x

Authorized Acceptance of Proposal/Date

3025 Perry Street, Madison, WI 53713 • P: (608) 204-3828 • F: (608) 204-3826 • [DirtyDuctsCleaning.com](http://DirtyDuctsCleaning.com) • [info@ddclean.com](mailto:info@ddclean.com)





# Dirty Ducts Cleaning & Environmental Inc.



**"Clean and Healthy Air, Breath after Breath"**

**Duct Cleaning/Dryer Vent Cleaning • Specialized/Industrial Cleaning • Asbestos/Lead/Mold Abatement • Interior Select Demo**

## TERMS

1. **Additional Work:** All additional work will be discussed and approved by the customer prior to Dirty Ducts performing it. In the event Dirty Ducts provides any additional work, materials or services that are the responsibility of the customer, Dirty Ducts shall be entitled to reimbursement of the additional cost, together with overhead and profit.
2. **Property Insurance:** Customer is responsible to carry property insurance upon the entire work at the site, to the full insurable value thereof including all risks such as fire and extended coverage, theft, vandalism and malicious mischief. Customer waives all rights or claims against Dirty Ducts for losses or damages to be covered by such insurance. (Customer's property insurance is separate from the insurance carried by Dirty Ducts.)
3. **Notice of Lien Rights:** For work in WI, as required by WI construction lien law, DDC hereby notifies owner that persons or companies furnishing labor or materials for construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to DDC are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction or improvement. Accordingly, owner probably will receive notices from those who furnish labor or material for construction or improvement, and should give a copy of each notice received to owner's mortgage lender, if any. DDC agrees to cooperate with the owner and owner's lender, if any, to see that all potential lien claimants are fully paid.
4. **Payment Terms.**
  - Residential Services: Any contracts over \$2,000.00 a deposit down of 50% will be required prior to the start of work.
  - Residential Services: Final Payment is due 30 days from invoice date. You will receive the invoice 5-10 days after work is performed.
  - Commercial Services: \$20,000 and less contract amounts payment is due 30 days from invoice date. Over \$20,000 contract amounts payment is due 60 days from invoicing. 90 day terms are negotiable on certain commercial contracts with prior approval prior to contract signing.
  - In the event Dirty Ducts must take any action to defend or enforce this contract, or perfect or foreclose any lien arising out of this contract, Dirty Ducts shall be entitled to recover its costs and expenses incurred, including reasonable attorney's fees, with respect to such action. Payment Types Accepted: Check, Cash, and Cashier's Checks all accepted. In the event you wish to charge a VISA and/or MASTERCARD you will be assessed a 4% fee for payment amounts above and beyond \$1,000 on a single contract (i.e. if you have a \$1,100 contract and you charge it to your credit card you will be assessed a 4% charge on \$100). This is to account for credit card processing fees.
5. **Late Payment Charge:** Dirty Ducts shall be entitled to add a service charge to all payments not paid when due in the amount of 1.5% of the delinquent amount per month. This is an annual rate of 18%.

Initials: x  

**3025 Perry Street, Madison, WI 53713 • P: (608) 204-3828 • F: (608) 204-3826 • DirtyDuctsCleaning.com • info@ddclean.com**





# ESTIMATE



## Service Address

136 N Monroe St  
Waterloo, WI

## Prepared For

Chad Yerges  
211 Hendricks St  
Waterloo, WI 53594-1198  
(920) 478-3025  
(920) 478-9797

## Ducts On Call

817 S Main St  
Poynette, WI 53955  
Phone: (608) 906-1008  
Email: Nick@ductsoncall.com  
Web: www.ductsoncall.com

Estimate # 1723

Date 02/13/2023

## Description

## Total

Commercial Air Duct Cleaning	\$12,460.00
Mechanically Clean Duct System. Scrub and Agitate the Particulates while under Negative Air flow at 5000 CFM's using HEPA Filtration (.3 microns @99.97%). (Bring four negative air HEPA systems 5000 cfm)	
Clean Blower Motor, Squirrel Cage, and secondary Heat Exchanger	\$700.00
Coil Cleaning	\$400.00

<b>Subtotal</b>	<b>\$13,560.00</b>
<b>Total</b>	<b>\$13,560.00</b>
<b>Deposit Due</b>	<b>\$6,780.00</b>



## **DOWNTOWN FACADE & COMMERCIAL INTERIOR BUILD-OUT GRANT PROGRAMS**

**Revised/Updated March 8, 2017**

**January 19, 2023**

### **SUMMARY**

This is a matching grant program for eligible property improvement projects. Matching grants are available to fund 50% of eligible project costs up to \$5,000 per project. The minimum total project size to be considered for a matching grant is \$1,000 (for a matching award of up to \$500).

## Downtown Facade & Commercial Interior Build-Out Grant Programs

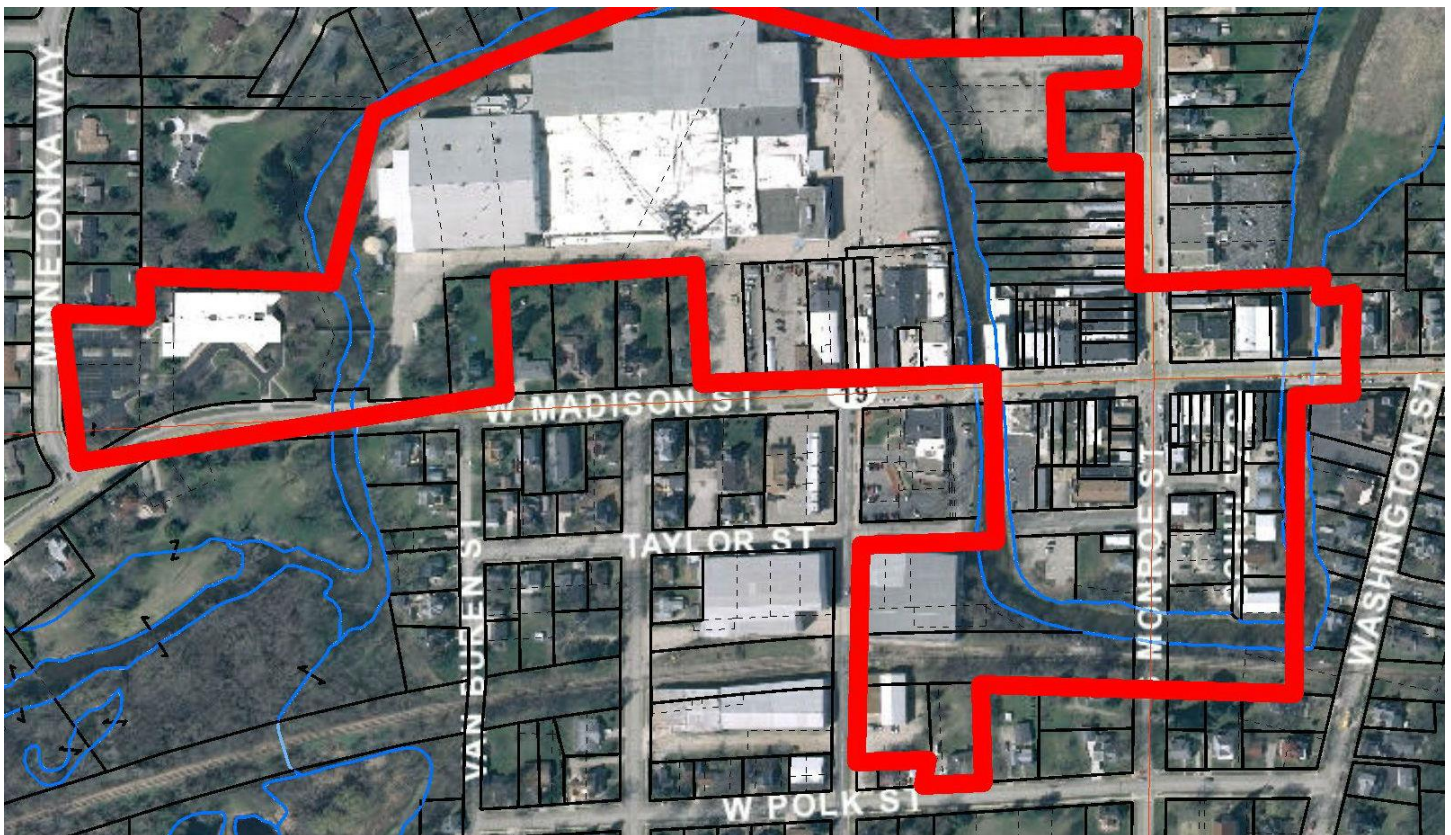
**Eligible Applicants:** Property owners and current tenants located within Tax Increment District #2. Awards may be made no more frequently than every 36 months to an applicant and or and address.

**The Opportunity.** This program offers a matching grant for eligible property improvement projects. Matching grants are available to fund 50% of eligible project costs up to \$5,000 per application. The minimum total project size to be considered for a matching grant is \$1,000 (for up to \$500 match). Total annual municipal award expenditures shall not exceed \$25,000.

**How to Apply.** Applicants are encouraged to discuss the project with City staff prior to submission. Complete and return the application form to the Clerk/Treasurer's office during regular business hours.

**The Program's Future is Not Guaranteed.** The annual municipal budgeting process will determine the lifespan of these programs. Future rounds of funding will be available on an annual basis as funds become available.

**Eligible Project Area.** Parcels located inside the TIF #2 boundaries illustrated on the map.



## **General Program Guidelines:**

- Applicant must: Apply for funds to be used within the Tax Increment District # 2.
- Applicant must: Be located in a building which, in the determination of the City, contributes to Waterloo's property tax base.
- Projects that have already begun construction or which were completed in the past are not eligible to apply for funds.
- Applicant must: Be current on all mortgage, tax and utility payments, and tenant applicants must be current in lease payments to the property owner. Prospective businesses interested in renting and opening in Waterloo are eligible to apply with approval from landlord and with a signed lease agreement in place (lease may be contingent upon project funding).
- Property owners may apply for both façade and tenant improvement program funds under separate applications and a tenant may apply for improvement funds even if the landlord has also applied for façade improvements. Each project will be judged on its own merits and no preference or penalty will be given for multiple projects.
- Eligible project costs include both hard costs (construction) as well as soft costs (design and engineering). However, the majority of total project cost should be hard costs.
- Preference will be given to projects which will leverage the most private investment for each dollar of public funds and provide the greatest public benefit.
- Work must be completed according to the approved plan within 120 days of approval of the grant unless a specific exemption is granted. Any changes to the work plan must be approved by the City in advance. Failure to do so may result forfeiture of grant money.
- Once the project is complete, applicant will notify the City, which will review final work to ensure that the results are consistent with the approved proposal. The building inspector will also review the property for code violations associated with the project area (i.e. in first floor space for a tenant improvement grant, or on the exterior of the building for a façade grant). Any identified violations must be corrected prior to project approval. Only after a project is inspected and approved will grant funds will be released to the applicant.

## **Facade Improvement - Program Guidelines:**

- Planned improvement must be compatible with historic zoning overlay district standards where applicable. Improvements should make an effort to preserve or restore the historic character of the building.
- Eligible projects include:
  - Window and door repairs/replacement
  - Brick tuck pointing or masonry repair
  - Storefront rehabilitation
  - Signage, shutters or awnings
  - Painting or siding, brick cleaning
  - Correction of exterior code violations
  - Exterior repairs (on façade only)
  - Energy efficiency upgrades
- Non-eligible costs include non-façade related improvements such as roof repair, rear or side wall improvements (unless a corner property), landscaping, paving or other property related improvements not associated with the façade of the building.



## **Commercial Interior Build-Out - Program Guidelines:**

- Eligible improvements include the following activities, as applies to the commercial storefront portion of the property.
  - Hazardous materials abatement, such as asbestos removal
  - Demolition and shell reconstruction
  - Plumbing, mechanical, electrical, cabling and HVAC improvements
  - New restaurant equipment (i.e. hoods, vents, etc.)
  - Americans with Disabilities Act (ADA) Compliance
  - Storefront Improvements
  - Historic restoration of interior features
- Non-eligible costs include non-permanent fixtures such as security systems, merchandise or display items, furniture or interior décor items. Costs associated with improvements to upper floors or basements are not eligible.

### **How to apply:**

- Applicant must submit a complete application packet by the deadline. A complete application includes the following:
  - Application form,
  - Planned project renderings (including colors and materials),
  - Photos of the existing façade/space which demonstrate the need for improvements,
  - Project cost estimate by a qualified, licensed contractor,
  - Applications for tenant improvement upgrades must also include signed lease agreement, and if application is submitted by tenant, a written letter of permission from the property owner approving the project.
- Complete applications will be considered and evaluated according to a set of weighted criteria. Based on available funding, grants will be awarded to qualified projects based on anticipated project impact.
- Applicants will be notified of grant awards in writing. The City reserves the right to offer a lesser dollar amount than requested if the amount of eligible projects exceeds allocated funding. Grant offers may also be made contingent on adjustments to proposed plan of work to better meet City goals and objectives. Applicants must accept or reject the grant funds in writing within 30 days of award.
- Projects must obtain all required building permits and follow all City, State and Federal regulations in regard to construction activities.
- Applicant must submit receipts upon completion of work, and work must be reviewed to ensure project reflects application materials. Following project approval, building inspection (if required) and submission of all applicable receipts, grant funds will be released to applicant.
- Applicant shall display a sign (provided by the City) indicating participation in the program, either on the exterior or in the front window of the property during improvements and signage to remain for a 30-day period following project completion.

# APPLICATION

## Downtown Facade & Commercial Interior Build-Out Grant Programs

Prior to submitting this application, please review the complete program guidelines regarding eligible projects and grant amounts. Contact the City of Waterloo at 920-478-3025 with questions or for additional clarification prior to submitting a project application. Incomplete applications will not be considered for funding. Completed applications should be submitted to City of Waterloo, 136 N Monroe St, Waterloo, WI 53595

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant is: (circle one):   Property Owner       Business Tenant

Applicant mailing address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address of property for proposed improvement: \_\_\_\_\_

Property owner (if different than applicant): \_\_\_\_\_

Anticipated total project cost: \_\_\_\_\_

Grant request amount: \_\_\_\_\_

Describe project: (attach an additional sheet if necessary)

Start date: \_\_\_\_\_

Thank you for submitting your project for consideration. The following are to be included with the application.

- Photos of existing building/space to be improved. \_\_\_\_\_
- Project renderings, including materials and colors to be used \_\_\_\_\_
- Project estimates provided by qualified, licensed contractor
- Lease document (for tenant improvement projects)
- Project approval from landlord (if applicant is a business)



## APPLICANT CHECK LIST

Submit project information to:  
CITY OF WATERLOO  
FAÇADE/TENANT IMPROVEMENT GRANT  
136 NORTH MONROE STREET  
WATERLOO, WI 53594-1198  
920-478-3025

☐ 1. Grant award notice received/reviewed. Project completion deadline is: \_\_\_\_\_.

☐ 2. Complete and return grant acceptance form.

☐ 3. Real estate and/or personal property taxes confirmed as not being delinquent.

☐ 4. All necessary permits are applied for and received through the City of Waterloo Building Inspection office. Painting, repairs and maintenance do not require permits. Call 608-576-6371 to determine if your project requires a permit.

☐ 5. Prominently display the 11 x 17 inch project poster.

☐ 6. Upon completion of work and after final payment to all project contractors is completed, all paid-in-full invoices from contractors who completed grant eligible work are submitted. The payee must document that payment has been received in full.

☐ 7. Upon completion of work, all direct purchase receipts pertaining to completed work are submitted.

☐ 8. Before and after pictures submitted.

☐ 9. Final walk through with municipal staff scheduled (call 920-478-3025).

☐ 10. The grant award will be mailed after the project is completed and all documentation is accounted for.



# APPLICATION

## Downtown Facade & Commercial Interior Build-Out Grant Programs

Prior to submitting this application, please review the complete program guidelines regarding eligible projects and grant amounts. Contact the City of Waterloo at 920-478-3025 with questions or for additional clarification prior to submitting a project application. Incomplete applications will not be considered for funding. Completed applications should be submitted to City of Waterloo, 136 N Monroe St, Waterloo, WI 53595

Date:	<u>2-28-23</u>
Applicant Name:	<u>Kevin Henry</u>
Applicant is: (circle one):	<u>Property Owner</u> Business Tenant
Applicant mailing address:	<u>103 N. Monroe St</u>
Daytime Phone:	<u>608-225-3910</u>
Email Address:	<u>KHenry76@gmail.com</u>
Address of property for proposed improvement:	<u>103 N. Monroe St.</u>
Property owner (if different than applicant):	_____
Anticipated total project cost:	<u>\$11,120</u>
Grant request amount:	<u>\$5,000</u>
Describe project: (attach an additional sheet if necessary)	<u>Grnd off existing flooring to expose Terrazzo Floor From 1940's - 1950's</u>
Start date:	_____

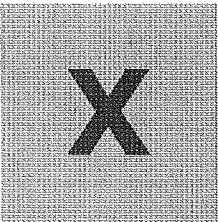
Thank you for submitting your project for consideration. Don't forget to attach the following to this application before submitting:

- Photos of existing building/space to be improved. \_\_\_\_\_
- Project renderings, including materials and colors to be used \_\_\_\_\_
- Project estimates provided by qualified, licensed contractor \_\_\_\_\_
- Lease document (for tenant improvement projects)
- Project approval from landlord (if applicant is a business)



**Xpert Concrete and Restoration, Ltd.**

1412 Parkside Dr Ste 1202  
Madison, WI 53704 US  
(608) 216-1665  
sandbagger63@yahoo.com



**INVOICE**

**BILL TO**  
Kevin Henry  
Luminous Rose LLC  
103 N Monroe St  
Waterloo, WI 53594

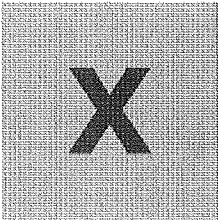
**INVOICE** 1039  
**DATE** 02/01/2023  
**TERMS** Due on receipt  
**DUE DATE** 02/01/2023

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Services	Work Performed: Grind & Polish Terrazzo	2,780	4.00	11,120.00

Contact Xpert Concrete and Restoration, Ltd. for payment options.

**BALANCE DUE \$11,120.00**

Xpert Concrete and Restoration, Ltd.  
1412 Parkside Dr Ste 1202  
Madison, WI 53704 US  
(608) 216-1665  
sandbagger63@yahoo.com



Receipt

BILL TO  
Kevin Henry  
Luminous Rose LLC  
103 N Monroe St  
Waterloo, WI 53594

Date: 03/01/2023  
Due Date

PAYMENT METHOD  
Check

	Invoice Date	Payment
1	02/01/2023	11120.00
Memo: BALANCE DUE		\$0.00



Before



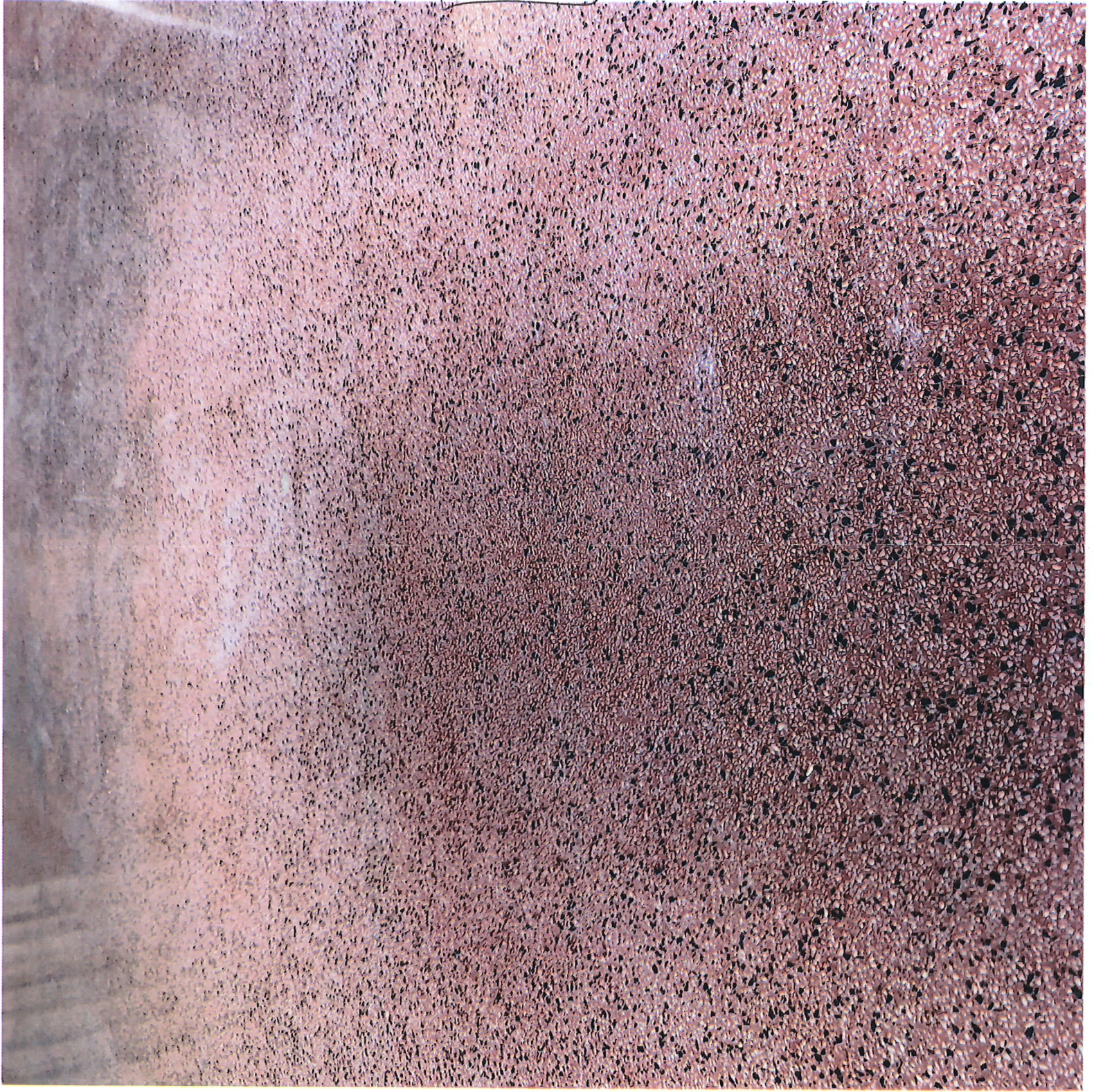


After





After





## City of Waterloo

Attn: Lana  
Ph#: 920-478-3025 Ext 102  
lnelson@waterloo.us

**3-2-23**

Description	Investment
-------------	------------

### Standalone Credit Card Terminal(s)

- Edge One will provide 3 terminals at no cost to the City of Waterloo
  - terminals to be placed in the police department, municipal dept and remote park location
- Standard credit card fees range from 2.5% to 2.7%
- No contract is required. No termination Fee.
- The City of Waterloo has the option to choose the Cash Discount Program. With this program the customer absorbs the fee versus the merchant. (This fee amounts to 3.5%). This covers 95% of your credit card fees.
- Additional Fees for providing Credit Card Processing:
  - \$8.95 Security and Statement Fee
  - \$39.95 annual processing fee
  - \$24.95 monthly PCI fee (only charged if quarterly PCI form is not filled out). Edge One will assist you with the first one.

\*These charges are charged per merchant portfolio, NOT per terminal

Note: Credit Card Fee can be split between merchant and customer (the Empower Lite Program) however, we do not recommend this as it cannot be applied to every card. (Excludes debit cards). Statements can be difficult to decipher.

Flat fees are not recommended as you would have to chose one fee and apply it to every purchase/payment.

- Site will provide power/communications (i.e. internet connection or cellular) for Credit Card Terminals
- In most cases, Edge One can integrate with the city's ecommerce website, however, Edge One will need to evaluate the software chosen as some versions are proprietary (i.e., Swipe, Square, Paypal). If the software is proprietary, we will be unable to integrate.



# CASH DISCOUNT PROGRAM OVERVIEW



## Retail Cash Discount Details:

- ✓ No cost for equipment as long as you are processing with Edge One.
- ✓ Less than \$50 a month in fees (average is \$12.95)
- ✓ All other credit card fees are passed to the customer at a minimum 3.50%.
- ✓ The money deposited is your net sales. Example: If you did \$100 in credit card sales, the gross would be \$103.50 (including the 3.50% fee). The \$3.50 goes to the processor and \$100 goes into your account.
- ✓ Required signage is supplied by Edge One.
- ✓ 95% customer approval rating.

***There is NO CONTRACT.  
No annual or batching fees.***

## Restaurant Cash Discount Details:

- ✓ No cost for equipment while processing with Edge One.
- ✓ Less than \$50 a month in fees (average is \$12.95)
- ✓ Tips cannot be included in cash discount, therefore the merchant is responsible for the interchange. Example: If the bill was \$100 and they left a \$10 tip, the merchant only pays the interchange on the tip (\$0.40 or 0.5% average effective rate per month).
- ✓ Server tips HAVE NOT been affected when this fee is in place, according to current restaurants on this program.
- ✓ The money deposited is your net sales. Example: If you did \$100 in credit card sales, the gross would be \$103.50 (including the 3.50% fee). The \$3.50 goes to the processor and \$100 goes into your account.
- ✓ Required signage is supplied by Edge One.
- ✓ 95% customer approval rating.



**EDGE ONE**

Simplifying Business.  
Integrating Technology.

**Call 800-423-3343 • [www.edgeone.com](http://www.edgeone.com)**

**161 Business Park Circle, Stoughton, WI 53589**

## CREDIT CARD PROCESSING PROPOSAL

### YEARLY COST TO CITY

\$107.40 (\$8.95 x 12) – Security and Statement Fee

\$ 39.95 - Annual Processing Fee

**\$147.35 per year\***

The \$24.95 monthly fee listed on fee schedule is waived if quarterly PCI (payment card Industry) form is filled out.

\*This is based on the credit card processing fees being passed on to the customer and not absorbed by the City (2.5 – 2.7% range) and the completion of the PCI quarterly report.

## **HEARTLAND PAYMENT SYSTEMS QUOTE**

\*Visa/MC: **1% and \$0.10/transaction**

\*AMEX: **1% and \$0.10/transaction**

\*Discover: **1% and \$0.10/transaction**

\*PIN Debit: **\$0.10/transaction**

\*OTHER FEES: **\$33.50** Monthly Service Fee and **\$20** Monthly Surcharge Fee

Our Surcharge Program is a **3.5%** charge on all credit card transactions. All Debit cards will not be charged the Surcharge. That is because we abide by the Durban Agreement. The Surcharge Program will be enough to cover the cost of all your fees.

\*The City will not be paying any money out of pocket for fees.

### **EQUIPMENT COST**

Ingenico Desk-3500 is the standalone terminal that will best fit your needs.

Price of 1 - **\$262.70** one time purchase

I have the ability to cover the cost of one of the terminals. So if you decide to go with 2 the city would pay **\$262.70** and with 3 it would be **\$525.39**. These prices are tax included.

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### **Any other relevant information**

- PCI Compliance Fee if you do not complete the yearly 5 minute survey is a fee of **\$125** per month. I will make sure you stay PCI Compliant so you do not get punished by this fee.
- You will receive **4** free chargebacks lost per year. Every successful chargeback after **4** is a **\$25** fee per.
- There are no batch settlement fees included. No yearly fees.

### **CITY EXPENSES:**

**UPFRONT FEES: \$262.70 for 2 terminals or \$525.39 for 3 terminals**

**MONTHLY FEES: \$0 (Built into the 3.5% processing fee passed on to the consumer) – The PCI Fee is waived if form is completed or it's \$125 per month.**

**GARBAGE AND RECYCLING****2022 ACTUAL REVENUE AND EXPENSES VS. ESTIMATE FOR 2023 EXPENSES WITH BILLING INCREASE**

MONTH	RECEIVED	GARBAGE	RECYCLING	TOTAL PAID	SUBTOTAL	TOTAL FOR 2022	2023 BILLING COST
JANUARY	\$15,347.25	\$9,183.93	\$6,106.38	\$15,290.31	\$56.94	(\$633.00)	(\$1,786.22)
FEBRUARY	\$14,934.01	\$9,191.00	\$6,118.07	\$15,309.07	(\$375.06)	(\$633.00)	(\$1,786.22)
MARCH	\$15,764.51	\$9,198.07	\$6,122.76	\$15,320.83	\$443.68	(\$634.00)	(\$1,786.22)
APRIL	\$18,516.99	\$10,788.73	\$6,132.14	\$16,920.87	\$1,596.12	(\$636.00)	(\$1,786.22)
MAY	\$17,118.80	\$10,771.50	\$6,136.83	\$16,908.33	\$210.47	(\$636.00)	(\$1,786.22)
JUNE	\$16,412.60	\$9,046.26	\$6,183.73	\$15,229.99	\$1,182.61	(\$636.00)	(\$1,786.22)
JULY	\$16,374.38	\$10,173.22	\$6,333.81	\$16,507.03	\$132.65	(\$641.00)	(\$1,786.22)
AUGUST	\$16,551.84	\$10,272.49	\$6,390.09	\$16,662.58	(\$110.74)	(\$653.50)	(\$1,786.22)
SEPTEMBER	\$16,186.73	\$10,348.19	\$6,436.99	\$16,785.18	(\$598.45)	(\$654.00)	(\$1,786.22)
OCTOBER	\$17,394.72	\$9,778.47	\$6,451.06	\$16,229.53	\$1,165.19	(\$654.00)	(\$1,786.22)
NOVEMBER	\$15,294.96	\$11,046.23	\$6,474.51	\$17,520.74	(\$2,225.78)	(\$655.00)	(\$1,786.22)
DECEMBER	\$15,209.79	\$10,439.03	\$6,490.89	\$16,929.92	(\$1,720.13)	(\$653.00)	(\$1,786.22)
DNR GRANT						\$11,151.78	\$11,151.78
						(\$242.50)	\$0.00
Total	\$195,106.58	\$120,237.12	\$75,377.26	\$195,614.38	(\$242.50)	\$3,190.78	(\$10,282.86)

2023 billing is based on 1333 customer count and new billing cost of \$1.34 vs. .50 in 2022

Only billing w/ Grant \$