



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, September 5, 2024 – 7:00 p.m.

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and news media, that a public meeting will be held to consider the following:

- 1.) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL
- 2.) MEETING MINUTES APPROVAL: August 15, 2024
- 3.) CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit)
- 4.) MEETING SUMMARIES (since last Council meeting)
 - a. 08/20/2024 Community Development Authority
 - b. 08/26/2024 Fire/EMS General Meeting
 - c. 08/27/2024 Library Board
 - d. 08/27/2024 Plan Commission – Cancelled
 - e. 09/03/2024 Waterloo Water & Light
 - f. 09/05/2024 Public Safety & Health
 - g. 09/05/2024 Public Works & Property
- 5.) OLD BUSINESS
- 6.) NEW BUSINESS
 - a. Trek CX Cup Event
 - b. Resolution 2024-29 2025 Wheel Tax
 - c. Resolution 2024-30 Issuance of 2024-2029 Private Well Permits
- a. RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
 - a. Waterloo Water & Light
 - i. Portzen Pay #16 action
 - ii. City of Waterloo Project Tracking Budget and Funding Allocations for Wastewater Remodel - informational
 - iii. Town and Country Update informational
 - b. Waterloo Parks
 - i. Vehicle Repair of Water Pump and Tires
 - c. Waterloo Fire/EMS
 - i. Resolution 2024-26 Fire Department Purchase of Ceiling Fans
- 7.) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 8.) ADJOURNMENT

Jeanne Ritter
Clerk/Deputy Treasurer

Posted & Emailed: 09/03/2024.

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

CITY OF WATERLOO COMMON COUNCIL - MEETING MINUTES: August 15, 2024

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

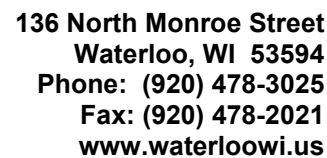
- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Mayor Quimby called the meeting to order at 7:00 p.m.
Alders present: Cummings, C. Kuhl, A. Kuhl, Griffin, Thomas. Absent: Weihert and Haseleu. Others attending remotely or in-person: Police Chief Sorenson; Library Director Mountford; Utility Bisco; Lt. Warner; DPW Yerges; Clerk Ritter; DPW Hauptli, Knudtson and WLOO Videographers
- 2) MEETING MINUTES APPROVAL: July 18, 2024 [Cummings/A.Kuhl] VOICE VOTE: Motion Carried.
- 3) CITIZEN INPUT / PUBLIC COMMENT –Knudtson spoke regarding chickens
- 4) R&R Insurance Presentation of Employee Health Insurance Option - informational
- 5) MEETING SUMMARIES (since last Council meeting)
 - a. 07/22/2024 FIRE/EMS Meeting
 - b. 07/23/2024 Library Board Meeting
 - c. 07/23/2024 Plan Commission Meeting -Cancelled
 - d. 08/01/2024 Public Safety Meeting – Cancelled
 - e. 08/01/2024 Public Works & Property Meeting – Cancelled
 - f. 08/01/2024 City Council- Cancelled
 - g. 08/06/2024 Waterloo Water & Light Commission
 - h. 08/07/2024 Parks Commission – Cancelled
- 6) CONSENT AGENDA ITEMS Motion [A.Kuhl/Cummings] VOICE VOTE: Motion carried.
 - a. July Reports of City Officials & Contract Service Providers
 - i. Parks
 - ii. Fire & Emergency Medical Services
 - iii. Building Inspections
 - iv. Public Works
 - v. Police
 - vi. Library Board
 - vii. Water & Light Utility Commission
 - viii. Watertown Humane Society
 - ix. Cable TV
- 7) UNFINISHED BUSINESS
- 8) RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
 - a. Finance, Insurance and Personnel
 - i. June 2024 Financial Statements: Payroll \$107,059.94, General Disbursements \$195,480.13 and Clerk/Treasurer's Reports [\[see on municipal website\]](#) Motion [Thomas/Cummings] ROLL CALL: Yes 5 No 0 2 absent. Motion carried
 - ii. July 2024 Financial Statements: Payroll \$ 97,666.21, General Disbursements \$107,097.76 and Clerk/Treasurer's Reports [\[see on municipal website\]](#) ROLL CALL: Yes 5 No 0 2 absent Motion carried.
 - iii. Resolution 2024-26 Fire Dept. Purchase of Ceiling Fans – Tabled in Committee
 - b. Waterloo Utilities
 - i. Contractor's Application for Payment #15- Motion [Cummings/C. Kuhl] ROLL CALL: Yes 5 No 0 2 absent Motion carried.
 - ii. Change Order #1 -Motion [Cummings/C. Kuhl] ROLL CALL: Yes 5 No 0 Absent 2 Motion carried.
 - iii. City of Waterloo Project Tracking Budget and Funding Allocations for Wastewater Remodel - informational
 - iv. Town & Country Monthly Report – informational
 - v. Resolution 2024-28 Quarles Bond Resolution \$803,807 City of Waterloo Combined Utility Revenue Bonds, Series 2024B (Safe Drinking Water Loan) Motion [C. Kuhl/Cummings] ROLL CALL: Yes 5 No 0 Absent 2 Motion carried.
- 9) NEW BUSINESS
 - a. Ordinance 2024-14 §154-1 Updating CATV Regulatory Board Motion [C. Kuhl/Cummings] VOICE VOTE: Motion carried.

- 10) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
a. Parking lot/Sidewalk update.

11) ADJOURNMENT [C. Kuhl/Cummings] VOICE VOTE: Motion carried. 7:30pm.

Attest:

Jeanne Ritter Clerk/Deputy Treasurer



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 _____ 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 _____ through _____ 20____. 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:**

Name (please print)

Mike Monger

Signature

Signatory Title (if applicable)

Date

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

Date application received: _____ Received by: _____

Clerk's Office to complete the section below:

Cc:

_____ Police Department

_____ Council Approval _____
Date

_____ Fire Department

_____ Public Works

_____ Certificate of Insurance

_____ Waterloo Utilities

Fee for Profit Events = \$50.00 per event.

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

Fee Paid: _____

Date Paid: _____

Receipted 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: _____

DATE (S) OF EVENT: _____ HOURS: _____

LOCATION/PROPERTY: _____

SAFETY PROCEDURES:

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

If yes, list security company name. _____

Where will security be needed? _____

What times will security be needed? _____

Will WPD officers be required? YES NO

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

2) What are your plans for medical assistance? _____

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

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

Date of 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: _____ phone # _____

2) What time will set up begin: _____

3) Name of clean up contact person: _____ Cell Phone# _____

4) Estimated time for clean up after event: _____

FEES AND PROCEEDS:

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

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

Children 5 & under _____ Families _____

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

Concessionaire: _____

3) Will alcoholic beverage(s) be sold?

YES

NO

If yes, what beverage and at what cost? _____

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

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

ENTERTAINMENT AND PROMOTIONS:

2) List names of performers and entertainment groups:

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

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

PUBLIC PROPERTIES PROCEDURES:

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

1) Will you need barricades?

YES

NO

Purpose of barricades: _____

Location of placement: _____ Amount needed _____

Date barricades needed _____ Time of placement _____

Name of company providing service if other than City _____

2) Will you require electrical service(s)

YES

NO

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

Equipment being used: _____

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 _____ Amount _____

Date needed: _____ Time needed _____

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

6) Is a street sweeper needed? YES ☒ NO

Location _____ Date _____ Time _____

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

Name of company providing service, if not City: _____

7) Will you need additional trash bins? YES ☒ NO

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

Where do you want them placed? _____

Name of disposal company if other than the City: _____

Where will dumpster be place: _____

Waterloo, WI

8) Will water connection be needed?

YES

NO

Location _____ Amount _____

Date _____ Time _____

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



USACYCL-24

MRODRIGUEZ

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/12/2024

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 Fairly Consulting Group, LLC 1800 S. Washington, Suite 400 Amarillo, TX 79102	CONTACT NAME: Fairly Group Certificates		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
	E-MAIL ADDRESS: certs@fairlygroup.com		
	INSURER(S) AFFORDING COVERAGE		
INSURED USA Cycling, Inc. 210 USA Cycling Point, Suite 100 Colorado Springs, CO 80919	INSURER A : Accredited Surety and Casualty Company, Inc.		NAIC # 26379
	INSURER B :		
	INSURER C :		
	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 type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Per Event			1-TRE-CO-17-01338745-00	12/31/2023	12/31/2024	EACH OCCURRENCE \$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000
							MED EXP (Any one person) \$ 0
							PERSONAL & ADV INJURY \$ 2,000,000
							GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							PART. LEGAL LIA \$ Included
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$
	DED <input type="checkbox"/> RETENTION \$						AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

Job 2024-9566

IL 1201 - Endt #1 - Named Insured Extension:

Event Organizers and/or Promoters are Named Insureds. It shall be a condition of coverage that all organizers/promoters for whom coverage is afforded under this policy execute a USAC Event Permit Application and coverage will be afforded only for the specific event and date(s) on the permit.


Event Number: 2024-9566

Event Name: Trek USCX Trek CX Cup

SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

CANCELLATION

Trek Bicycles 801 W Madison St Waterloo, WI, 53594	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 

**ADDITIONAL REMARKS SCHEDULE**

AGENCY Fairly Consulting Group, LLC		NAMED INSURED USA Cycling, Inc. 210 USA Cycling Point, Suite 100 Colorado Springs, CO 80919
POLICY NUMBER SEE PAGE 1		
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:
Event Location: Waterloo, WI
Event Date(s): 10/04/2024, 10/05/2024, 10/06/2024



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

RESOLUTION #2024-29
Establishing A 2025 Municipal Vehicle Registration Fee Status
Per Adopted Ordinance #2019-08

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

WHEREAS, Ordinance 2019-08 directs the City Council to annually establish a Municipal Vehicle Registration fee status for the coming calendar year, and;

WHEREAS, the Clerk/Treasurer's office has presented a revenue summary as part of this recurring resolution.

THEREFORE BE IT RESOLVED, by the City of Waterloo Common Council that it sets the 2025 fee status as follows:

- ☐ Maintain a \$15 annual registration fee.
- ☐ Modify the existing fee: _____
- ☐ Rescind this fee.

PASSED AND ADOPTED this _____ of 2024.

City of Waterloo

Signed: _____
Jenifer Quimby, Mayor

Attest:

Jeanne Ritter, Clerk



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

RESOLUTION #2024-30

ISSUANCE OF 2024-2029 PRIVATE WELL PERMITS

WHEREAS section §340-7 (5) of the municipal code states that all private well permits expired as of June 30, 2024 and private well owners seeking to renew permits are eligible for a five-year permit renewal with the submittal of a water sampling demonstrating that the well has a history of producing safe water, and

THEREFORE, BE IT RESOLVED, that the Waterloo City Council authorizes the issuance of a five-year private well permit to those listed below that have previously been issued permits contingent upon receipt of the necessary safe water evidence and payment of a fee amount:

- Don Tearney, N165 West Street Waterloo, WI

THEREFORE, BE IT FURTHER RESOLVED, that penalties as prescribed in the Municipal Fee Schedule will be imposed on all responsible parties holding expired private well permits as of June 30, 2024.

PASSED AND ADOPTED this 5th day of September 2024.

CITY OF WATERLOO

Signed: _____
Jenifer Quimby, Mayor

Attest:

Jeanne Ritter, Clerk/Treasurer

SPONSOR(S) – Clerk/Treasurer's Office

FISCAL NOTE – Revenue of \$175 for each private well permit renewal.

Contractor's Application for Payment

Owner: <u>Waterloo Utilities</u>	Owner's Project No.: _____
Engineer: <u>Town & Country Engineering</u>	Engineer's Project No.: <u>WW-62</u>
Contractor: <u>Portzen</u>	Contractor's Project No.: <u>23-04</u>
Project: <u>2023 Water and Wastewater Improvements</u>	
Contract: <u>Wastewater Treatment Facility and Water Booster Station</u>	
Application No.: <u>16</u>	Application Date: <u>8/28/2024</u>
Application Period: From <u>8/1/2024</u> to <u>8/31/2024</u>	

1. Original Contract Price	\$ 22,221,337.75
2. Net change by Change Orders	\$ 188,613.00
3. Current Contract Price (Line 1 + Line 2)	\$ 22,409,950.75
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 15,524,762.33
5. Retainage	
a. <u>5%</u> X <u>\$ 12,667,224.82</u> Work Completed	\$ 633,361.24
b. <u>5%</u> X <u>\$ 2,857,537.51</u> Stored Materials	\$ 142,876.88
c. Total Retainage (Line 5.a + Line 5.b)	\$ 776,238.12
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 14,748,524.21
7. Less previous payments (Line 6 from prior application)	\$ 13,745,832.72
8. Amount due this application	\$ 1,002,691.49
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 6,885,188.42

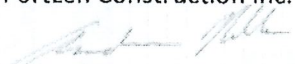
Contractor's Certification

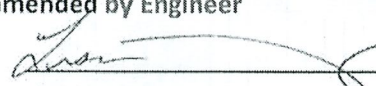
The undersigned Contractor certifies, to the best of its knowledge, the following:

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

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

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

Contractor: <u>Portzen Construction Inc.</u>	
Signature: <u></u>	Date: <u>8/28/2024</u>

Recommended by Engineer	Approved by Owner
By: <u></u>	By: _____
Title: <u>Project Engineer</u>	Title: _____
Date: <u>8/29/2024</u>	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

City of Waterloo Project Tracking - Budget & Funding Allocations

A. Municipality City of Waterloo	B. Project Number WW-47/49/55/56/62/65	C. Date 9/1/2024	D. Type of Request (Partial or Final) Partial	E. Request Number 18	
Budget Allocations	Budget Amount	Amount Previously Requested	This Claim	Claimed to Date	Percent of Budget
E1 Land & Rights	\$60,000.00	\$45,680.93	\$0.00	\$45,680.93	76.1%
E2 Legal Services	\$10,000.00	\$340.00	\$0.00	\$340.00	3.4%
E3 Engineering - Design	\$1,060,100.00	\$1,055,342.57	\$0.00	\$1,055,342.57	99.6%
E4 Engineering - Construction Admin	\$858,300.00	\$316,360.00	\$17,900.00	\$334,260.00	38.9%
E5 Engineering - Inspections	\$570,800.00	\$265,665.74	\$17,230.00	\$282,895.74	49.6%
E6 Engineering - Additional Services	\$25,000.00	\$12,269.26	\$0.00	\$12,269.26	49.1%
E7 Development	\$15,878,600.00	\$13,637,676.57	\$1,008,170.79	\$14,645,847.36	92.2%
E8 Bond Counsel	\$52,500.00	\$17,000.00	\$0.00	\$17,000.00	32.4%
E9 Interim Financing Interest	\$1,438,000.00	\$624,533.20	\$0.00	\$624,533.20	43.4%
E10 Other - Administrative/RD Coordination	\$27,500.00	\$12,149.82	\$13,998.20	\$26,148.02	95.1%
E11 Contingency	\$1,133,200.00	\$9,837.00	\$0.00	\$9,837.00	0.9%
Supplemental Funding	\$6,176,742.00	\$108,156.15	\$0.00	\$108,156.15	1.8%
Total Costs	\$27,290,742.00	\$16,105,011.24	\$1,057,298.99	\$17,162,310.23	62.9%
Funding Sources					
1. City Contribution Amount	\$0.00	\$0.00	\$0.00	\$0.00	
2. USDA Loan Amount	\$17,114,000.00	\$15,996,855.09	\$1,057,298.99	\$17,054,154.08	99.7%
3. USDA Grant Amount	\$4,000,000.00	\$0.00	\$0.00	\$0.00	0.0%
4. Supplemental Funding	\$6,176,742.00	\$108,156.15	\$0.00	\$108,156.15	1.8%
Total Funding	\$27,290,742.00	\$16,105,011.24	\$1,057,298.99	\$17,162,310.23	62.9%

Lisa Tunney

Engineer

9/1/2024

Date

Rural Development

Date

Owner

Date

Notes:

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

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

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

23.	8/1/2024	Str. 70 Coating (T&M)	\$134,628
		TOTAL	\$188,613.00



Project Name:	Waterloo - 2023 Water and Wastewater Improvements
Project No.:	WW-47
Month of:	August 2024
Completed By:	Lisa Twarog

Monthly Report

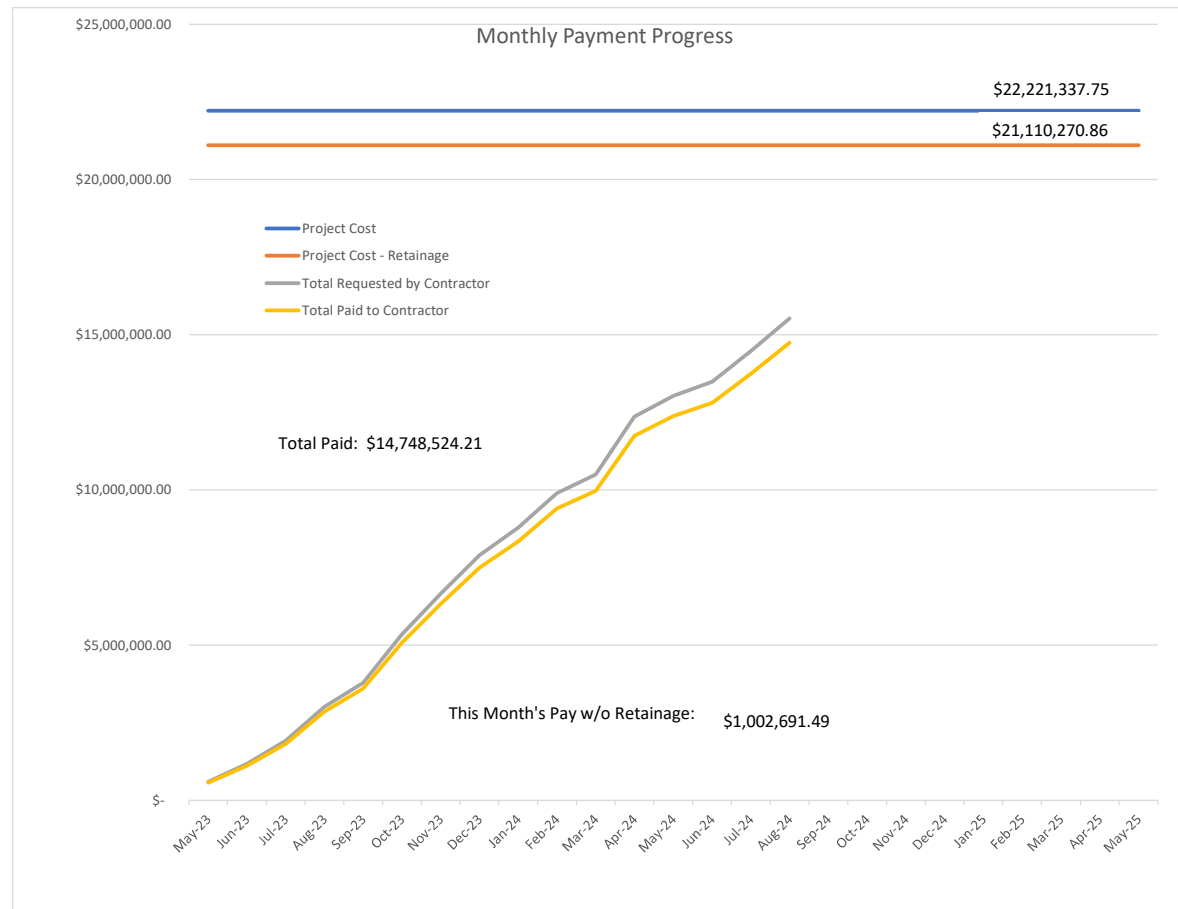
General Construction Activities by Structure			
Structure	Activity		
05 - Site	1- Str. 55 roof drain pipes/storm sewer installed - Duct banks N, O, Q, B, C, and D		
05			
Vac Dump			
10	- Bathroom Accessories installed - Door hardware and seals (in new section) - Replaced 6 doors and frames (in existing section)		
20			
25	- Fiberglass grating completed (interior)		
30	- Guardrail install - Anoxic and Anaerobic basin piping - Electrical work		
35	- Replaced doors and roof drains		
40			
45			
50	- Blower pad fixed - Roof ballast removed - Old blower intakes removed and roof holes patched - New roof drains installed - Lighting in electrical room		
55	- Miscellaneous pipe work		
60	- 2 UV troughs poured - Weir pad poured - Pump bases and piping painted		
65			
70	- Dome install complete - All piping sandblasted and painted (startup of Digester Cell 1 and Filtrate Tank aerators) - Old diffusers removed from Digester Cell 2		
75			
85			
Booster Station			
Contractors/Firms On-Site		This Month's Work Change Directives	
Portzen Construction (General Contractor)			
Pieper Power (Electrical)			
Dubuque Plumbing & Heating (HVAC)			
Grote (Painting)			
RK Davis (Dome Construction)			
		Monthly Total:	\$0
		Project Total	\$188,613
RFI's/Clarifications/Issues			
Significant Meetings			
Date	Topic	Participants	Action Items
8/29/2024	Monthly Construction Meeting	Waterloo Utilities, Town & Country, Portzen, Pieper Power, DPH, DNR, USDA RD	- Create plan of attack for Booster Station sequencing for next meeting - Create plan of attack for Str. 10 switchover for next meeting

Anticipated Work Next Month	
Structure	Activity
Site	- Natural gas lines into Strs. 50 and 35
Vac Dump	
10	- 2 doors in existing section to be replaced and caulked
20	
25	- Finish grit piping
30	- Finish installing pipe in east basins - Paint piipe in east basins
35	- Roof replacement
40	
45	
50	- Roof replacement - Air piping surface prep and ainting
55	- Finish piping and painting
60	- Install diffusers (startup scheduled 9/12)
65	
70	- Install diffusers
75	
85	



Project Name: Waterloo - 2023 Water and Wastewater Improvements
Project No.: WW-47
Month of: August 2024
Completed By: Lisa Twarog

Monthly Payment Progress



Project Name: Waterloo - 2023 Water and Wastewater Improvements
Project No.: WW-47
Month of: August 2024
Completed By: Lisa Twarog

Monthly Progress Pictures



Str. 70 - Digester 1 and Filtrate Tank Aerator Startup



Str. 70 - Digester Dome



Str. 50 - Motor Control Centers



Str. 50 - Roof Drains



Str. 60 - UV Channel



Str. 70 - New Wasting Lines



Str. 50 - New Blowers

K & B AUTO SERVICE, INC.

606 E MADISON ST
WATERLOO, WI 53594

Phone # 920-478-2131
waterlooaautosalesandservice.com

Invoice

Date	Invoice #
8/29/2024	203433

MAKE & MODEL	park
MILEAGE	

Bill To
CITY OF WATERLOO 136 N MONROE ST WATERLOO WI 53594-1198 STREET DEPT.

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	timing chain kit	419.19	419.19
1	valve cover gaskets	117.57	117.57
1	intake set	91.99	91.99
6	plugs	12.99	77.94
1	thermostate	14.97	14.97
1	seal	14.38	14.38
1	waterpump	135.92	135.92
1	OIL CHANGE - LUBE, OIL, FILTER	42.65	42.65
8	DEX COOL ANTIFREEZE	8.00	64.00
1	motor mount	132.28	132.28
4	tires	175.00	700.00
15	LABOR	90.00	1,350.00
1	timing cover gasket	28.99	28.99
4	tire sensors	49.99	199.96

THANKS FOR YOUR BUSINESS
ALL PAYMENTS DUE ON RECEIPT OF INVOICE.

Total \$3,389.84

Payments/Credits \$0.00

Balance Due \$3,389.84

CUSTOMER SIGNATURE

--



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

Resolution 2024-26

A Resolution Waterloo Fire Department Purchase of Commercial Fans for Fire Department

WHEREAS, the Waterloo Fire Department is in need of improved ventilation and air circulation within the Fire Department premises for the comfort and safety of the personnel; and

WHEREAS, it has been determined that the purchase and installation of 3 8 inch 6 blade commercial ceiling fans with 3 speed controls will significantly enhance the air quality and circulation within the Fire Department; and

WHEREAS, the estimated cost to furnish and install wiring for 3 6 blade industrial ceiling fans with 3 speed controls is \$8,250. and work completed by United Electric, Inc from Clyman;

NOW, THEREFORE, BE IT RESOLVED, by the Waterloo City Council on this day, September 5, 2024, that:

1. The Waterloo Fire Department is authorized to purchase and install 3 8 inch 6 blade industrial ceiling fans with 3-speed controls for the Fire Department premises.
2. The estimated cost of \$8250. for the purchase and installation of the ceiling fans shall be funded from the remaining balance of the gutter fund that was not used but in the budget.
3. The Fire Chief or designated representative is hereby authorized to oversee the procurement and installation process in accordance with the relevant policies and procedures.
4. This resolution shall take effect immediately upon adoption.

Passed and approved by the City of Waterloo Council this 5th day of September, 2024.

Signed: _____
Jenifer Quimby Mayor of Waterloo

Attest: _____
Jeanne Ritter, City Clerk/Deputy Treasurer



136 North Monroe Street
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Resolution 2024-26

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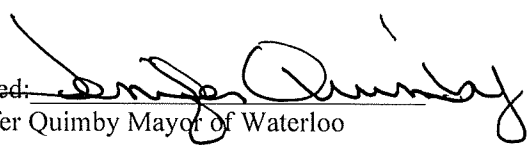
WHEREAS, the estimated cost to furnish and install wiring for 3 6 blade industrial ceiling fans with 3 speed controls is \$8,250. and work completed by United Electric, Inc from Clyman;

NOW, THEREFORE, BE IT RESOLVED, by the Waterloo City Council on this day, September 5, 2024, that:

1. The Waterloo Fire Department is authorized to purchase and install 3 8 inch 6 blade industrial ceiling fans with 3-speed controls for the Fire Department premises.
2. The estimated cost of \$8250. for the purchase and installation of the ceiling fans shall be funded from the remaining balance of the gutter fund that was not used but in the budget.
3. The Fire Chief or designated representative is hereby authorized to oversee the procurement and installation process in accordance with the relevant policies and procedures.
4. This resolution shall take effect immediately upon adoption.

Passed and approved by the City of Waterloo Council this 5th day of September, 2024.

Attest: 
Jeanne Ritter, City Clerk/Deputy Treasurer

Signed: 
Jenifer Quimby Mayor of Waterloo

United Electric, Inc.

PO Box 247
Clyman, WI 53016

Voice: 920-696-3580
Fax: 920-696-3592

Offices in Clyman and Wisconsin Dells

ESTIMATE

Estimate Number: 9115 Revised
Estimate Date: Aug 21, 2024
Page: 1

Quoted To:

Richter Heating & A/C
421 Water Tower Court
Watertown, WI 53094

Site Address:

Waterloo Fire Dept

Customer ID
Richter Heating

Good Thru
9/20/24

Customer PO

Sales Rep
Borchardt John

Item Qty	Description	Amount
	Option 2: Furnish and install (3) 8' 6 blade commercial fans & (3) fan speed controllers Total for above:	8,250.00
Notes: Option 2 is able to generate a maximum of 50,187 CFM's at 2.70 AMPS		
Subtotal		8,250.00
TOTAL		8,250.00



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Resolution 2024-31

A Resolution to Allow Service Work to be performed on Parks Vehicle

Whereas, the Parks Department in the City of Waterloo required work to be completed on the Parks Vehicle; and

Whereas, K&B Auto Service has provided an invoice for the completion of replacing the water pump and purchasing new tires; and

Whereas, the funds for the repair of the water pump and new tires will be sourced from Contingency;

Now, therefore, be it resolved by the City Council of Waterloo, that:

1. The Parks Department has had K&B complete the work on the park's vehicle.
2. The total cost of \$3,389.84 for the repair of the water pump and purchase of new tires will be allocated from Contingency Fund for the current fiscal year.
4. This resolution shall take effect immediately upon adoption.

Introduced and passed by the City Council of Waterloo on this 5th day of September 2024.

Signed: _____
Jenifer Quimby Mayor of Waterloo

Attest: _____
Jeanne Ritter, City Clerk/Deputy Treasurer