



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, November 20, 2025 – 7:00 p.m.

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

PUBLIC HEARING ON RECOMMENDED 2026 MUNICIPAL BUDGET

1. CALL PUBLIC HEARING TO ORDER (online link: [2026 proposed budget information](#))
2. PUBLIC COMMENTS ON THE PROPOSED 2026 MUNICIPAL BUDGET (Resolution # 2025-50)
3. ADJOURN PUBLIC HEARING

-
1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL
 2. MEETING MINUTES APPROVAL: November 6, 2025
 3. CITIZEN INPUT / PUBLIC COMMENT
 4. NOTIFICATION OF PUBLISHED NOTICES - Municipal Spring Elections – Spring Election, April 7, 2026
 5. REPORTS and PRESENTATIONS
 - a. 2026 Insurance Renewals – League of Municipalities Mutual Insurance Company, Paul Lessila with R&R Insurance
 6. MEETING SUMMARIES (since last Council meeting)
 - a. 11/18/2025 CDA-Cancelled
 - b. 11/19/2025 Library
 7. CONSENT AGENDA ITEMS
 - a. October Reports of City Officials & Contract Service Providers
 - i. Parks
 - ii. Fire & Emergency Medical Services
 1. Previous Meeting Minutes for 2025
 - iii. Building Inspections
 - iv. Public Works
 - v. Police
 - vi. Library Board
 - vii. Water & Light Utility Commission
 - viii. Watertown Humane Society
 - ix. Cable
 8. RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
 - a. Finance, Insurance & Personnel
 - i. October 2025 Financial Statements: General Disbursements \$1,755,202.57; Payroll \$151,540.48 & Clerk/Treasurer's Reports [\[available on municipal website\]](#)
 - ii. Resolution 2025-50 Resolution Adopting an Annual Budget and Approving the Necessary Funds for the Operation of the City of Waterloo, WI for the Year of 2026 (online link: 2026 Proposed Budget information.
 - iii. Police Department – Hiring a New Officer
 - iv. Resolution 2025-54 Police Department- Hiring Bonus for 2026 Police Hires
 - v. Resolution 2025-56 Fire Dept Bay Doors Quote
 - vi. Resolution 2025-53 Updating the City of Waterloo's Fee Schedule

- vii. Ordinance 2025-14 §340-2 Water & Light Utility Commission D. (7)
- viii. Administrative Assistant Job Posting

b. Public Safety and Health

- i. Ordinance 2025-11 Creating Chapter §175 Regulating Massage Parlors

9. UNFINISHED BUSINESS

10. NEW BUSINESS

- a. Resolution 2025-52 Appoint Election Officials for 2026-2027
- b. Agenda Policy Discussion

11. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

12. ADJOURNMENT

Jeanne Ritter
Clerk/Deputy Treasurer

Posted & Emailed: 11/14/2024

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: November 6, 2025

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

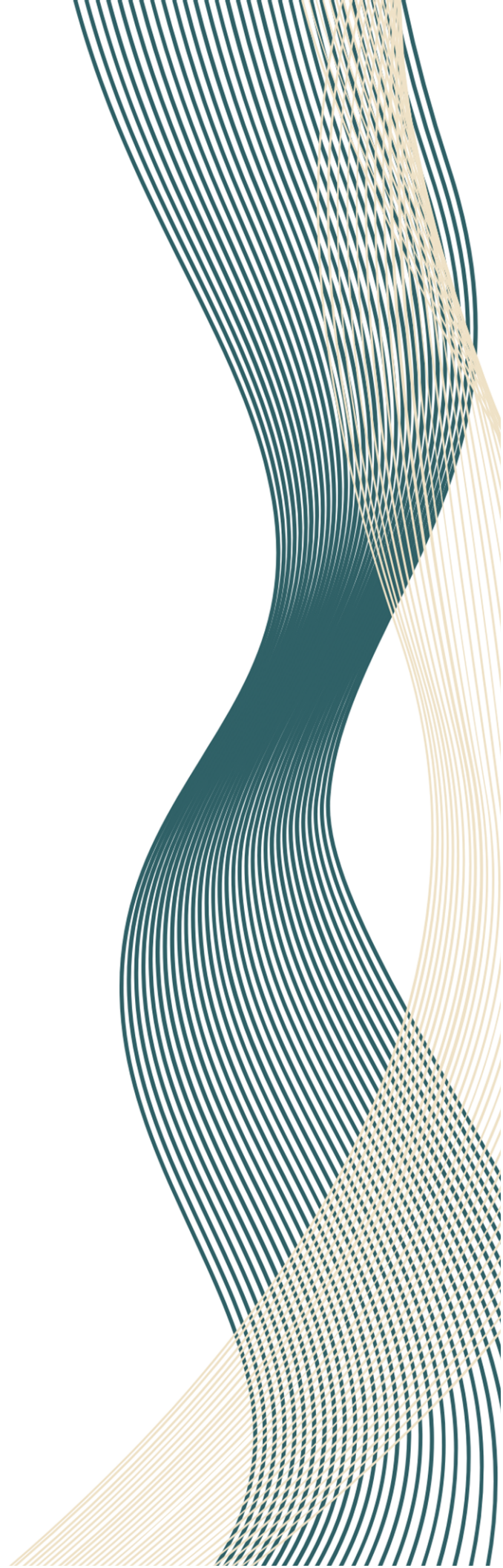
- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Mayor Quimby called the meeting to order at 7:01 p.m. Alderpersons present: S.Cummings ,A. Kuhl, C. Kuhl, Griffin, Thomas, Weihert and Haseleu. Absent: none. Others attending in-person: Police Chief Sorenson; DPW Director Yerges; Clerk Ritter; Parks Coordinator Haberkorn, M. Herbst, and WLOO Videographers. The Pledge of Allegiance was recited.
- 2) MEETING MINUTES APPROVAL: October 16, 2025 [Cummings/A.Kuhl] VOICE VOTE: Motion Carried.
- 3) CITIZEN INPUT / PUBLIC COMMENT none
- 4) MEETING SUMMARIES (since last Council meeting)
 - a) 10/21/2025 CDA
 - b) 10/27/2025 Fire/ EMS
 - c) 10/28/2025 Plan Commission
 - d) 10/29/2025 Library
 - e) 11/04/2025 Waterloo Water & Light
 - f) 11/05/2025 Special Finance City Only Union Meeting
 - g) 11/06/2025 Special Finance Fire Union Meeting
 - h) 11/06/2025 Public Safety & Health
 - i) 11/06/2025 Public Works
- 5) NEW BUSINESS
 - a) 90-day hold for the bottom portion of 333 Portland Rd. Rescinded. Motion to accept.[C. Kuhl/Weihert] VOICE VOTE: Griffin abstain. Motion carried.
 - b) Ordinance 2025-12 Amending the Building Code to Incorporate Section 327 (Requested from the Department of Safety and Professional Services- Etta Strey. We are currently out of compliance and needed to amend to add camping.) The attorney wrote the amendment. Motion[Cummings/A.Kuhl] VOICE VOTE: Motion carried.
- 6) RECOMMENDATIONS OF BOARDS, COMMITTEES, AND COMMISSIONS
 - a) Public Safety and Health
 - i) 2025-2026 Snowmobile Trail Map. Motion [Cummings/Griffin] VOICE VOTE: Motion carried
 - ii) Holiday Parade Event Application. Motion [Cummings/Thomas] VOICE VOTE: Motion carried.
 - b) Waterloo Water & Light
 - i) Portzen Pay #28 & 29. Motion [Cummings/A.Kuhl] ROLL CALL: Yes 7 No 0 Motion carried.
 - ii) Town and Country Monthly Report informational.
 - c) Plan Commission
 - i) 2025-13 Ordinance Amending §140-13 Fences and Walls. Add line on form for neighbor signature for on property line approval. Motion [Weihert/C.Kuhl] VOICE VOTE: Motion carried.
 - d) Public Works
 - i) Resolution 2025-51 DPW On Call Hours. Defer. Send to attorney for his opinion. Motion [Wiehert/C. Kuhl] VOICE VOTE: Motion carried.
 - ii) Natural Lawn Application and Fee Approval of \$50.00. Defer add ordinance change in also. Motion [Weihert/A.Kuhl] VOICE VOTE: Motion carried.
- 7) OLD BUSINESS
 - a) Resolution 2025-45 Resolution approving the Purchase of a new 2026 Police Squad Car. Motion[Cummings/Haseleu] ROLL CALL: Yes 7 No 0 Motion carried.
- 8) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a) Spring Election Information
 - b) Winter Parking starts November 15, 2025
 - c) Marketing Campaign
- 9) ADJOURNMENT [C. Kuhl/Weihert] VOICE VOTE: Motion carried. Approx. 7:30pm

Attest:

Jeanne Ritter Clerk/Deputy Treasurer

City of Waterloo

1/1/2026 – 1/1/2027

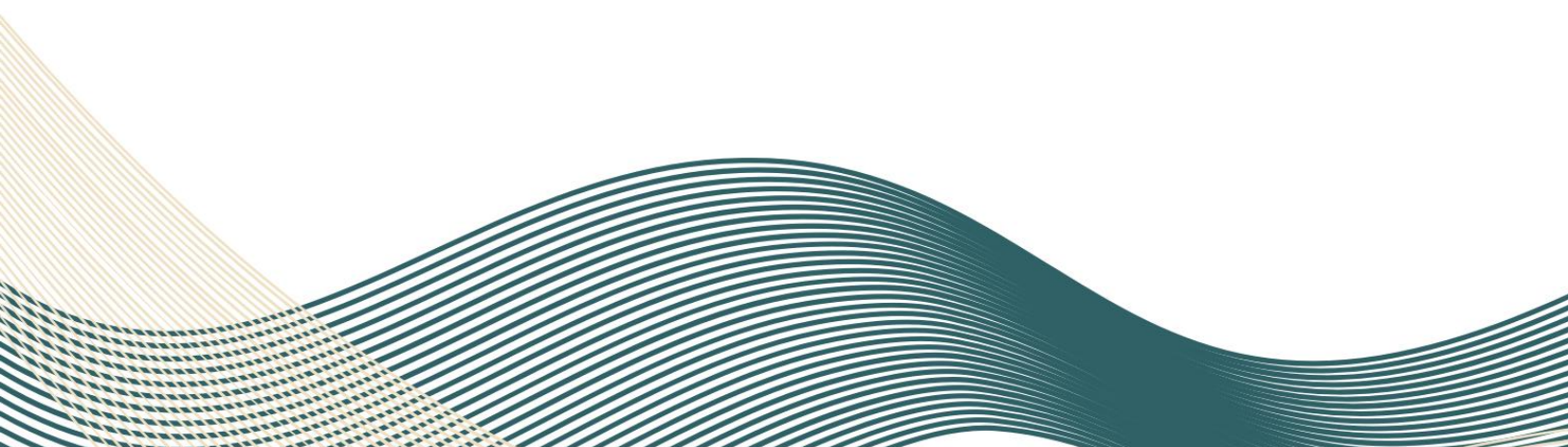


The LWMMI



**Protection for League Members and the
communities they call home.
That is our business and we do it well**

Created in 1984 and governed by a board of your peers, League Insurance insures more than 500 cities, villages and special districts. We are 100% member owned and our financial security, broad coverages and customized services are specifically designed to serve Wisconsin municipalities.



- 1 Premium Comparison
- 2 Proposal
- 3 Property
- 4 Crime
- 5 Cyber Liability
- 6 Premier Services

Insured Name: City of Waterloo
Paul Lessilla / Jacob McQuestion
Effective: 1/1/2026

Premium Comparison

Company	Prior Year LWMMI	Current Year - By Companies Quoting LWMMI		
Year	2025	2026	Difference	
Coverages				
General Liability	\$10,617.00	\$11,062.00	\$445.00	4.2%
Police Prof Liability	\$4,902.00	\$7,087.00	\$2,185.00	44.6%
Public Officials Liability	\$15,408.00	\$16,053.00	\$645.00	4.2%
Auto Liability	\$7,315.00	\$7,683.00	\$368.00	5.0%
Auto Physical Damage	\$26,143.00	\$25,272.00	-\$871.00	-3.3%
Crime	\$777.00	\$783.00	\$6.00	0.8%
Cyber	\$4,456.00	\$5,338.00	\$882.00	19.8%
Package Total	\$69,618.00	\$73,278.00	\$3,660.00	5.3%
Property	\$40,073.00 <i>MPIC</i>	\$41,825.00 <i>MPIC</i>	\$1,752.00	4.4%
Other Coverages Subtotal	\$40,073.00	\$41,825.00	\$1,752.00	4.4%
Workers Compensation	\$37,700.00	\$38,678.00	\$978.00	2.6%
Estimated Premium	\$147,391.00	\$153,781.00	\$6,390.00	4.3%
Exposure changes				
	<u>2025</u>	<u>2026</u>	<u>Difference</u>	
<u>Package Changes</u>				
Total Payroll	\$2,548,903	\$2,682,244	133,341	5.2%
# of Full Time Police Officers	6	8.5	3	41.7%
Number of Vehicle	33	34	1	3.0%
Population	3,644	3,644	0	0.0%
APD - Total Value Covered	\$3,276,999	\$3,108,910	(168,089)	-5.1%
APD - Total Number of Vehicles	33	34	1	3.0%
Number of Employees	45.75	47	1	2.2%
Property (See Additional Page) Property premium does not include builders risk project - \$15,856 total.				
<u>Work Comp (See additional page)</u>				

Insured Name: City of Waterloo		Workers' Compensation Comparison									
Effective: 1/1/2026											
Code	Classification	2025 Payroll Exposure	2025 Rate	2025 Premium	2026 Payroll Exposure	2026 Rate	2026 Premium	Exposure Difference	Rate Difference	% Rate Difference	Premium Difference
7520	Waterworks Operation	63,865	2.83	1,807	76,244	2.59	1,975	12,379	-0.24	-8.5%	168
7539	Electric Power	431,834	1.24	5,355	584,372	1.19	6,954	152,538	-0.05	-4.0%	1,599
7704	Fire Dept Non-Volunteer	178,095	3.07	5,468	242,448	3.19	7,734	64,353	0.12	3.9%	2,266
7709	Fire Department - Volunteer	4,810	0.00	2,601	0	0.00	0		0.00	0.0%	(2,601)
7710	Civil Defense Workers	19,574	2.87	562	19,574	2.73	534	0	-0.14	-4.9%	(28)
7720	Police Officers	604,235	2.32	14,018	655,431	2.14	14,026	51,196	-0.18	-7.8%	8
8810	Clerical Office	596,500	0.16	954	626,776	0.16	1,003	30,276	0.00	0.0%	49
9412	Municipal Operations-Cty/Town	654,800	2.53	16,566	654,800	2.50	16,370	0	-0.03	-1.2%	(196)
Totals		2,553,713		47,331	2,859,645		48,596	310,742			1,265
Experience Mod			0.85	(7,100)		0.85	(7,289)		0.00		(189)
Premium Discount			6.80%	(2,751)		6.90%	(2,849)		0.10%		(98)
Expense Constant				220			220				0
Terrorism Coverage			0.00	0		0.00	0				0
Total Premium				\$37,700			\$38,678				\$978

Insured Name: City of Waterloo	Property Comparison			
Effective: 1/1/2026				
	Prior Year MPIC 2025	Current Year MPIC 2026	Difference	
Building, BPP, PITO				
Premium	\$34,320.00	\$37,208.00	\$2,888.00	8%
Coverage Limit	62,393,270	63,565,644	\$1,172,374.00	2%
Rate	\$0.0550	\$0.0585	\$0.00	6%
Deductible	\$10,000.00	\$10,000.00	\$0.00	0%
Contractor's Equipment Over \$25K				
Premium	\$2,146.00	\$2,246.00	\$100.00	5%
Coverage Limit	975,343	1,020,997	\$45,654.00	5%
Rate	\$0.22	\$0.22	\$0.00	0%
Deductible	\$1,000.00	\$1,000.00	\$0.00	0%
Contractor's Equipment under \$25K				
No Charge	\$0.00	\$0.00	\$0.00	0%
Coverage Limit	504,862	509,913	\$5,051.00	1%
Deductible	\$1,000.00	\$1,000.00	\$0.00	0%
Manuscript Endorsement				
Premium	-\$3,574.00	-\$5,069.00	-\$1,495.00	42%
Pedestrian Bridges				
Premium	\$283.00	\$289.00	\$6.00	2%
Coverage Limit	493,999	503,879	\$9,880.00	2%
Rate	\$0.0573	\$0.0574	\$0.00	0%
Deductible	\$10,000.00	\$10,000.00	\$0.00	0%
Equipment Breakdown				
Premium	\$6,898.00	\$7,151.00	\$253.00	4%
Coverage Limit	63,427,056	63,565,644	\$138,588.00	0%
Rate	\$0.0109	\$0.0112	\$0.00	3%
Deductible	\$1,000.00	\$10,000.00	\$9,000.00	900%
Property Total	\$40,073.00	\$41,825.00	\$1,752.00	4%
Manuscript Endorsements: Credit applies for total exclusion of concrete				



Proposal

LEAGUE INSURANCE – COVERAGE HIGHLIGHTS

COVERAGE PROVIDED FOR:

- Elected/Appointed Officials
- Commissions
- Departments
- Employees
- Mutual Aid Assistance
- Volunteers

COMPREHENSIVE COVERAGE INCLUDES:

- Auto Liability
- Auto Physical Damage
- Crime
- Cyber Liability
- Employee Benefits Liability
- Employment Practices Liability
- General Liability
- Law Enforcement
- Public Officials
- Self-Insured Retention Workers' Compensation
- Workers' Compensation

ADDITIONAL COVERAGE ENHANCEMENTS

Liability:

- Airports
- Back Wages in Employment Claims
- Breach of Contract
- Care, Custody, & Control
- Communicable Disease
- Contractual Liability
- Cyber
- Damages to Rented Premises
- Dams
- Defense Costs in Addition to Limit
- Discrimination
- Drones
- EEOC actions
- Failure to Supply
- Land Use, Permits, & Zoning Claims
- Medical Payments
- No Fault Sewer Backup Optional Coverage
- Non-monetary Claims
- Occurrence Based
- Pollution
- Sexual Harassment/Abuse Coverage
- Special Events Included
- Tax Assessment Claims
- Volunteers
- Watercraft
- Wrongful Termination

Auto:

- Automatic New Auto Coverage
- Autos of Others in Your Care, Custody, or Control
- Commandeered Autos
- Hired Auto Physical Damage
- Hired/Non-owned
- Lease Gap
- Personal Auto Physical Damage Deductible Reimbursement
- Temporary Transportation Expense
- Towing Expense
- Uninsured/Underinsured

PREMIER SERVICES – CUSTOMIZED FOR YOU

HUMAN RESOURCES ASSISTANCE

League Insurance has partnered with *Stafford Rosenbaum LLP* to provide the following human resources services:

- HR Hotline – phone assistance with HR-related issues.
- Talent Management – support with recruitment, hiring, background screening, onboarding, performance management, coaching, feedback, disciplinary counseling, termination management, and organizational and staff development.
- Employment Law Compliance – WI and Federal Fair Employment, wage & hour, safety, FMLA, I-9 Employment Verification, and more.
- Documents – development/review of job descriptions, **handbooks, policies, procedures**, and forms customized for the municipality.
- Compliance and HR practices assessments and development of remedial plans.
- Workplace Training – related to compliance and HR-related topics for supervisors and/or employees.
- Workplace investigations.
- Sample handbooks, toolkits addressing various HR subjects and best practices, and online harassment and discrimination training webinars.

EMPLOYEE SAFETY & RISK MANAGEMENT

With loss control resources provided by United Heartland, we can analyze loss trends and municipal operations to **customize a safety program for your community**. Included are comprehensive safety manuals, job site analysis, newsletters, webinars, and information on many topics including:

- Confined Space
- Excavating/Trenching
- Hearing Conservation
- Ladder Safety/Fall Protection
- Lawn Care/Mowers/Trimming/Landscaping
- Lockout Tagout/Electrical Arc Flash
- Motor Vehicle & Construction Equipment Safety
- Outside Contractor Qualification
- Power Platforms/Aerial Lifts
- Respiratory Protection
- Rigging/Slings/Hoists
- Tools – Hand Tools/Power Tools
- Tree Trimming/Chainsaw & Chipper Safety
- Water Hazards – Pools, Ponds, Lakes
- Welding, Cutting, or Brazing
- Work Zone Safety/Traffic Control

LEAGUE INSURANCE UNIVERSITY

League Insurance has partnered with *Lexipol* to provide self-paced online courses *written specifically* for local government and public safety professionals. Courses are available on demand from any computer or mobile device with internet access, 24/7.

- League Insurance University offers all employees access to over **200 online training topics** including HR & Management, Safety, Public Works, Law Enforcement, and much more.
- For Water and Wastewater, League Insurance University courses can be used to fulfill annual training hours requirements. Wastewater professionals will simply need to submit their certificate of course completion directly to the DNR for training approval.
- For law enforcement, League Insurance Police University can be used to fulfill 8 of the 24 hours of annual training requirements with Department level approval.

CYBER UNIVERSITY

League Insurance is partnered with leading cyber insurance provider, *Tokio Marine HCC*. With cyber liability coverage from League Insurance, you have **access to state-of-the-art cyber coverage and resources** including:

- Training courses on many topics including ransomware, phishing emails, network security, and more.
- Sample policies and procedures for best practices and breach response plans.
- Cyber security advisors for technical information and scenario planning.

LAW ENFORCEMENT POLICIES/PROCEDURES ASSISTANCE

League Insurance members are **eligible to receive reimbursement** for updating law enforcement and fire department manuals through an accredited policy manual service provider, as well as reimbursement for law enforcement accreditation.

REBOUND RETURN TO WORK PROGRAM

League Insurance has contracted with *Rebound*, a company which specializes in rehabilitation of injured municipal employees. The program gets your employees seen by top specialists quickly, and with better outcomes. This helps employees recover and saves departments money. Under the *Rebound* program, members are **100% reimbursed** by League Insurance for Rebound expenses incurred.

NURSE TRIAGE & TELEHEALTH

League Insurance is partnered with *CorVel* to provide nurse triage and telehealth services. CorVel's proactive healthcare solution offers injured workers the following medical services:

- Nurse Triage – **24-7 access to registered nurse hotline** to evaluate injuries to determine immediate medical needs.
 - Telehealth – Provides immediate referral to medical physicians when needed via computer, tablet, or phone.
-

YOUR LEAGUE INSURANCE TEAM

LEAGUE INSURANCE

316 W. Washington Avenue
Suite 600
Madison, WI 53703
(608) 833-9595

Matt Becker
Chief Executive Officer
matt@lwmmi.org

Emily Eagon
Director of Training and Member Services
EEagon@lwm-info.org

Craig Sherven
Public Safety Specialist
csherven@lwmmi.org

R & R INSURANCE SERVICES

N14 W23900 Stone Ridge Drive
Waukesha, WI 53188

Paul Lessila
paul.lessila@rrins.com
(262) 502-3823

WORKERS COMPENSATION CLAIMS ADMINISTATOR

United Heartland
PO Box 3026
Milwaukee, WI 53201-3026
(800) 258-2667

Denise Kawczynski
Senior Claims Representative
denise.kawczynski@unitedheartland.com
(262) 787-7646

LIABILITY CLAIMS ADMINISTRATOR

Statewide Services, Inc.
PO Box 5555
Madison, WI 53705
(800) 858-1536

Dan Lowndes
Managing Attorney
dlowndes@statewidesvcs.com
(608) 828-5687

League Insurance Quote Summary

Policy Effective Date: 1/1/2026

Proposal Number: 13317

Insured Name: Waterloo, City of

Contact Name: Lana Nelson

Contact Phone:

Contact Email: lnelson@waterloowi.us

Agency: R & R Insurance Services

Agent Name: Lessila, Paul

Agent Email: paul.lessila@rrins.com

Agent Phone: (262) 502-3823

PREMIUM:

	Expiring Policy			Renewal		
	Deductible	Limit	Premium	Deductible	Limit	Premium
General Liability	0	5,000,000	10,617	0	5,000,000	11,062
Police Professional Liability	2,500	5,000,000	4,902	2,500	5,000,000	7,087
Public Official Liability	2,500	5,000,000	15,408	2,500	5,000,000	16,053
Auto Liability	0	5,000,000	7,315	0	5,000,000	7,683
Auto Physical Damage	N/A	N/A	26,143			25,272
Airport	N/A	N/A	0	N/A	N/A	0
Dam	N/A	N/A	0	N/A	N/A	0
No Fault Sewer						
Railroad	N/A	N/A	0	N/A	N/A	0
UM & UIM Higher Limit	N/A	25,000/50,000	0	N/A	25,000/50,000	0
Crime & Bonds	1,000	1,000,000	777	1,000	1,000,000	783
Cyber	2,500	1,000,000	4,456	2,500	1,000,000	5,338
Total Premium			69,618.00			73,278.00

EXPOSURES AND LIMITS:

Base Exposures:	Expiring	Renewal
Total Payroll	2,548,903	2,682,244
Number for FTE Police	6.00	8.50
Number of Vehicles (Auto Liability)	33	34
Population	3,644	3,644
APD – Total Value	3,276,999	3,108,910
APD – Total Number of Vehicles	33	34
Number of Employees	45.75	46.75
Supplemental Exposures:		
UM & UIM limit	\$25K Per Person / \$50k Occurrence	\$25K Per Person / \$50k Occurrence
Cyber Limit	1,000,000	1,000,000
Operating Expenditures (Cyber)	9,159,282	11,273,233
Number of Dams		
Number of Railroads	N/A	N/A
Airport Coverage	No	No
Airport Refueling	N/A	N/A
Population Base for No Fault Sewer Coverage	3,644	3,644

ADDITIONAL INSURED:

Name	Reason
City of Waterloo Water and Light Commission (FEIN 39-6006401)	



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

PARKS COORDINATOR REPORT

June – July 2025

EVENTS AND HIGHLIGHTS

- Summer Concerts
 - Low attendance numbers all Summer
- Culpepper & Merriweather Circus
 - Excellent attendance with both shows standing room only
- July 4th
 - Low attendance with the cancellation of baseball during the day
- Davies Open
 - Low numbers but enjoyed by all

ONGOING PROJECTS

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

FINISHED PROJECTS

- UPPER PAVILION FLOORS
- UPPER PAVILION DOORS

CAROUSEL

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

PROJECTS FOR 2025

- Bathroom Countertops (all bathrooms)
- Lower Pavilion Floors

UPCOMING EVENTS

- Wiener and Kraut Day – September 13, 2025

DONATION CAMPAIGNS

- None

GRANT OPPORTUNITIES

- None at the moment
 - Looking into – Skalitzky Field Historic Landmark Registration



WATERLOO FIRE & RESCUE
900 INDUSTRIAL LANE
WATERLOO, WISCONSIN 53594



Department Activity Report – 2025
Call Report for the month of October

EMS Calls:

City of Waterloo	25
Town of Waterloo	1
Extra Town of Waterloo	2
Town of Portland	2
Town of Milford	1
Extra Town of Milford	1
2 nd out Unit City of Waterloo	3

Total EMS 35

EMS & Fire Motor Vehicle Crash Calls:

Town of Waterloo	2
Town of Portland	1

Total MVC 3

Alarms:

City of Waterloo	2
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Fire Calls:

City of Waterloo	0
Mutual Aid for Johnson Creek	1
Mutual Aid for Watertown	1
Mutual Aid for Marshall	1

Hazardous Condition:

Town of Waterloo	1
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Weather Related Call:

Waterloo Fire District	0
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Service Calls:

City of Waterloo	4
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Rescue Calls:

City of Waterloo	0
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Total Fire 10

October Total 49

Up to Date Call Totals

Fire (Structure, Wild land, Motor Vehicle)	47
Rescue/EMS: BLS - 188 ALS - 131	355
Hazardous Conditions (No Fire)	8
False Alarm or Call	14
Motor Vehicle Crash	13
Service Calls	72
Rescue Calls	0
Weather Related Calls	2

Up to Date Total 511

Fire Mutual Aid Given 44 **Fire Mutual Aid Received** 5

2nd Out Unit 20 **3rd Out Unit** 1 **EMS Mutual Aid Given** 8 **EMS Mutual Aid Received** 7 **Paramedic/Flight Intercept** 21

Total Personnel Response: 1205 (for the month): 113

Monthly Response Time (EMS Incidents) 170 (From 1st page to enroute times) **average** 4.4 min (for the month)

Minutes Spent Responding 150 (Enroute time to on scene time) **average** 3.9 min (for the month)

Monthly Response Time (FIRE Incidents) 33 (From 1st page to enroute times) **average** 3.3 min (for the month)

Minutes Spent Responding 28 (Enroute time to on scene time) **average** 2.8 min (for the month)

EMS Mutual Aid Average Enroute 0 **Scene** 0 **FIRE Mutual Aid Average Enroute** 4.6 **Scene** 8.3



WATERLOO FIRE & RESCUE
900 INDUSTRIAL LANE
WATERLOO, WISCONSIN 53594



Thursday November 6th, 2025

On Monday October 6th, 2025 we had our monthly Operators training. Training was on driving skills checkoffs. We have newer operators that have to get their times and skills in to be tested out. This was on the tender, engines and ladder.

On Monday October 13th, 2025 we had our monthly EMS training. Training was on trauma, splinting, triaging and patient movements. Once they went through the skills, they went out into town and completed 2 scenarios. The first scenario was bicycle rider injury and hunter injured.

On Monday October 20th, 2025 we had our monthly Fire training. Training was on live fire scenarios. With the training center they have a live fire in the burn container. Training was on hose deployment, hose advancements, forcible entry, water mapping and MPO operations with E68.

This month was a busy month, Trek hosted a CX cup race with our EMS being on standby, Truck tour at the library, fire prevention week we took an Engine to Little Bears Daycare, Pre-K and K public school kids we went to school and showed them our gear and the Engine, 1st grade to 4th grade came to the station for tours and a thermo imaging camera demo. We had the pleasure in being part of the homecoming parade (GO PIRATES). Pre-K to 2nd grade St. Johns school kids we went to school and showed them our gear and the Engine, 3rd to 8th grade came to the station for tours and a thermo imaging camera demo. We got to play bingo for books at the library with the families that came. We also were able to celebrate Spooktacular at the four corners.

Schooling: We have one member going through Fire Instructor II through WCTC.

Sincerely,

Lieutenant Jason Butzine
Waterloo Fire Rescue
900 Industrial Lane
Waterloo WI 53594
920-478-2535
1lt@waterloowi.us

Waterloo Fire Rescue Calls per area 2025

City of Waterloo

[illegible]

Township of Waterloo

[illegible]

Township of Portland

[illegible]

Waterloo Fire Rescue Calls per area 2025

Township of Shields

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire	0	0	0	0	0	0	0	0	0	0		
EMS	0	0	0	0	0	0	0	0	0	0		
Hazards	0	0	0	0	0	0	0	0	0	0		
Alarm	0	0	0	0	0	0	0	0	0	0		
Crash	0	0	0	0	0	0	0	0	0	0		
Service	0	0	0	0	0	0	0	0	0	0		
Rescue	0	0	0	0	0	0	0	0	0	0		
											Total	0

Township of Milford

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Fire	0	0	0	0	0	0	0	0	0	0			
EMS	0	1	1	0	0	0	0	0	0	1			
EMS EX	0	1	1	2	0	0	1	0	0	1			
Hazards	0	0	0	0	0	0	0	0	0	0			
Alarm	0	0	0	0	0	0	0	0	0	0			
Crash	0	0	0	0	0	0	0	0	0	0			
Service	0	0	0	0	0	0	0	0	0	0			
Rescue	0	0	0	0	0	0	0	0	0	0			
												Total	9

Waterloo Fire & Rescue Meeting Minutes

January 27th, 2025

Meeting called to order at 7:14pm

Roll Call: sign in sheet passed around

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

Public Comments/Items not on agenda: none

Old Business:

- A. EMS Scheduling: Need help on the weekends. Garry will send out a survey to the membership to gather data on EMS call availability, please complete or let Garry know if you need help accessing it.
- B. Training Log: Please turn in written excuses for missed Fire or EMS training to the respected training officer.
- C. SS Number on Run Reports: Please remember to ask for the patients SSN when completing EMS run reports, this is helpful for billing purposes. The patient does have the right to decline.
- D. Lifepak Events: This issue has been fixed, please speak up if you experience any issues.
- E. Ambulance Update: 3958 is here, still working on driver training with members. Please contact Jason if you still need driver training. The heat has been fixed in 3959, please speak up if you have further issues.
- F. Trek Race:
 - a. May 2nd and May 3rd, staffing numbers TBD.
 - b. Trek has offered us a fundraising opportunity during the races on May 2nd and 3rd. It's estimated we may need 10-12 volunteers. Unknown hours but anticipate long hours. Please keep in mind we have to staff our first out unit in house and any additional units for the trek race. Details discussed with the membership, came to the conclusion that we can not confidently commit due to staffing concerns.
- G. Policies: Still on hold with the finance committee.
- H. Any other old business? None.

New Business:

- A. Critique past calls if needed: none.
- B. EMS Training next month: Medical, please let Chris know if you have any specific topics you'd like to train on.
- C. Fire Training: Ice Rescue
- D. MPO: TBD

E. New Members, Probationary Members, or Transfers: We welcomed Kellen Smith.

F. Any other new business?

- a. CLR Fire Dept has a burn scheduled for this Saturday. They would like a tender from us and a crew to train if possible. Please let Jason know if you're interested.
- b. The brush truck is out of service and cannot pull the UTV trailer, please use the engine to pull the trailer if needed.
- c. Older UTV is out of service, possible suspension problem.
- d. Sawdust City Fire Expo in Oshkosh is May 2nd-4th, early bird registration open until Feb. 1st.
- e. Fill the Squad is August 12th, 2025. 5-8pm. Looking for planning committee members, please reach out if interested.
- f. Other training opportunities posted on the board, please take a look.
- g. Euchre Tournament: Feb. 24th, 2025. 6pm dinner, 7pm cards. Sign up on the board.
- h. CPR cards were sent out today, please make sure you received yours. If not, let Tina know.
- i. Dodge County FF Association is hosting an Ag Training in March in Allenton. They will train on grain bin rescue and large animal rescue. Please let Jason or Matt know if you're interested in attending.
- j. Congratulations in order to Dan for completing entry level, Aiden for obtaining his AEMT license, and Kevin for becoming a drone pilot.

G. Truck Starters for next month:

- a. Fire: Vern & Tony
- b. EMS: Keenan & Ben

H. Election:

- a. Motion to nominate Chad Butzine for Chief by Craig, 2nd by Eric. No other nominees. Motion approved.
- b. Many thanks expressed to Wes for his time, service, and dedication as our Chief since 2019.
- c. The Assistant Chief position will remain vacant until a plan can be discussed by the officers at their next meeting.

The next meeting will be Tuesday February 25th, 2025 due to the euchre tournament being hosted on Monday night.

Motion to adjourn by Eric, 2nd by Craig. Meeting adjourned at 7:41pm.

WATERLOO FIRE DEPARTMENT MEETING
FEBRUARY 25, 2025
1900 P.M.

1. CALL TO ORDER 7:07pm
2. ROLL CALL. Sign in sheet passed around.
3. MINUTES FROM LAST MEETING. Read by Garry. Motion to accept by Marty.
2nd by Dan Wilson. Motion carries.
4. PUBLIC COMMENTS. None.
5. OLD BUSINESS
 - A. EMS SCHEDULING- Required shifts and driving, please sign up for full shifts or times
 - i. Need help on the weekends.
 - ii. Need help this week on 3rd shift.
 - B. TRAINING LOG- Written excuses needed for missed fire and EMS meetings.
 - C. AMBULANCE UPDATE.
 - i. 3957 – Due in October 2025. The ambulance committee will need to meet once more to finalize plans. Production is scheduled to start in May.
 - D. POLICY
 - i. On hold with the city.
 - E. ANY OTHER OLD BUSINESS
 - i. None.
6. NEW BUSINESS
 - A. CRITIQUE PAST CALLS IF NEEDED.
 - i. Chief commended the quick response to the recent mutual-aid calls.
 - ii. Another member commented on a recent PNB call. Please know the equipment on the trucks to expedite our actions on-scene.
 - B. PURCHASING PROCESS
 - i. We'll be tracking PO's in the FD's Sharepoint site. Please work with an officer to log any PO's or departmental expenses.
 - C. MEMBERS EXPECTATIONS
 - i. This was discussed at the Officer's Meeting and the member's expectations of officers were heard.
 - D. SCBA'S
 - i. Might obtain CLR's old Firehawk SCBA's for extra packs and parts. Thanks to Craig for making us aware of the opportunity.
 - E. EMS TRAINING NEXT MONTH
 - i. Respiratory emergencies
 - ii. Al and CJ will discuss D10 vs D50.
 - F. FIRE TRAINING
 - i. Ice rescue
 - G. MPO TRAINING

- i. Drafting, relay pumping, nurse feeding.
 - H. Combination training in March: HazMat decon, rehab, triage
 - I. NEW MEMBERS, PROBATIONARY MEMBERS, TRANSFERS
 - i. Transfer to inactive – Duane Olsen. Motion to transfer Dewey to inactive by Vern. 2nd by Craig.
 - J. ANY OTHER NEW BUSINESS
 - i. Upcoming ag training in Dodge County – 1 member is signed up so far
 - ii. Sawdust City Fire Expo is upcoming in Oshkosh in May
 - iii. WI State Firefighters Association is upcoming in Middleton – March 6th-8th.
 - iv. The City has accepted the Supporter's donation of funds for the purchase of extrication equipment. They expressed their gratitude.
 - v. We have hired Roxanne Schneider as our fourth full-time member. She will start March 3rd and she will be in orientation for the first month.
 - vi. A member asked if the officers will be conducting member reviews. Chief Butzine advised that we intend to reinstate evaluations this year; both for members and for officers.
 - vii. A member asked if we would review our bylaws. This would require a special meeting and a committee to review and propose any changes. A bylaw committee was established: Linda, Craig, Daniel Aguerro with Jason as the note-taker.
 - K. TRUCK STARTERS FOR NEXT MONTH
 - i. Fire: Colton, Caden, Tony
 - ii. EMS: Jason, Ryan
- 7. ADJOURNMENT Motion by Craig, 2nd by Daniel Aguerro. Adjourned at 7:37pm.

WATERLOO FIRE DEPARTMENT MEETING

March 24, 2025

7:00PM

1. Call to order: 7:20pm
2. Roll call: Sign-in sheet was passed around.
3. Minutes from the last meeting were read by Garry. Motion to approve by Eric. 2nd by Craig.
4. Public comments: none.
5. Old business:
 - a. Bingo for Books: need volunteers for the library event on Tuesday April 8th from 5p-6p.
 - b. EMS scheduling: 3rd shift and weekends need help
 - c. Training log: written excuses needed for missed fire and EMS meetings.
 - d. Ambo update: 3957 is scheduled to be built starting in May 2025.
 - e. Policy meeting: no updates. On hold with the city during union contract negotiations.
 - f. No other old business.
6. New business
 - a. Trek Race: Need to staff an ambulance on Friday, May 2nd and Saturday, May 3rd. Sign-ups on the board.
 - b. Critique past fire calls:
 - i. Crews did a good job assisting Marshall Fire with overhaul of a trailer at a recent fire in their village.
 - ii. Storm damage night: Our page was delayed at dispatch by about 20-minutes due to an overwhelming volume of calls in the county at that time. The lesson learned from that call was that we should have had greater consideration for the downed wires at the scene.
 - c. IaR two tone and pre-alert: Matt made some changes in the system. Log into IaR on a desktop devices to change your own settings or ask Matt for help with your settings.
 - d. Airpacks: we procured 10 airpacks from CLR. Thanks to Craig, Matt, and Keenan for setting that up. We will use those packs for spare parts unless they can be easily converted to 4500's as backups to our airpacks.
 - e. EMS training next month: medications and IV therapy
 - f. Fire training next month: search and rescue
 - g. MPO training next month: aerial positioning, proactive MPO.
 - h. New members, probationary members, transfers: none.
 - i. Upcoming classes:

- i. Jefferson County is exploring a hazmat ops course.
 - ii. Ag training upcoming in Dodge county
 - j. 4th full-timer: Roxanne has resigned. Cody Lee is scheduled to start near the end of this month.
 - k. PTSD coverage for first responders; call your local legislators to encourage them to support this bill; info on the board.
 - l. Hose testing is scheduled for Saturday, April 19th.
 - m. Door prize winners are Chris and Garry.
 - n. Truck starters for the month are Aiden, Scott, Cassandra, Matt, and Nathan
 - o. No other new business.
7. Adjournment: Motion by Vern, 2nd by Eric at 7:41pm.

Waterloo Fire Department Meeting Minutes

April 28th, 2025

Meeting called to order at 7:01pm

Roll Call - Sign in sheet passed around

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

Public Comments/Items not on the agenda - Congratulations Chad on being awarded firefighter of the year by the American Legion.

OLD BUSINESS

- EMS Scheduling - Required shifts and driving, please sign up for full shifts or times. Members, please see where you can help out.
- Training Log - Written excuses needed for missed Fire and EMS meetings to the respected training officer. Please remember to log all training activities including weight training, truck checks, and make-up training.
- Ambulance Update - Final review will be in the next couple of weeks, supposed to start build in mid-May.
- Policy - No update. Let Jason or Chad know if you have any updates/suggestions/changes for policies.
- IAR Two tone - please let full time staff know if you want your settings changed.
- Any other old business? None.

NEW BUSINESS

- Critique Past Calls if Needed:
 - 2 PNBs recently, DNR protocol discussed.
 - Dodge County drug house: Discussed HazMat situations, scene safety, and utilizing law enforcement if feeling unsafe on scene.
 - Tender and Truck sent to Jefferson on MABAS call.
 - Tender sent to Clyman on MABAS call.
- Hose Testing - Thank you to everyone who attended. There is still a little bit left to do, will schedule a time to get it done.
- Training requests - If there is any outside training that you would like to go to, please submit a training request.
- Trek Race May 2nd, May 3rd - Garry provided an update. Waterloo and Jefferson ambulance coverage on Friday. Waterloo and Sun Prairie ambulance coverage on Saturday. Expect local intermittent road closures as the bicycle package travels.

- EMS Training next month: Trauma, please let Chris know if you have any specific questions/thoughts/ideas.
- Fire Training next month: Burns and scenarios.
- MPO Training next month: Possibly hose testing or rural pumping.
- New Members, Probationary Members, Transfers:
 - Member request to be transferred to inactive by Richard Stone. Motion to move Richard Stone to inactive by Wes, 2nd Vern. Approved.
 - Probationary members Tirri Goodrich, Asher Frank, and Dan Wilson voted on by membership to active firefighter status. Approved.
- Any other new business?
 - Multiple event sign ups on the board, please check them out and see if you can help.
 - Pancake Breakfast on May 18th, serving 8am-Noon, 6am set up the day of. Sign up sheet in meeting room, please sign up to help or make other arrangements to help if you can't make it.
- Truck Starters for next month:
 - Fire: Keenan, Kellen, and Kaitlin
 - EMS Chad and Henry

Motion to adjourn meeting by Tirri, 2nd by Wes. Meeting adjourned at 7:48pm.

Waterloo Fire Department Meeting Minutes

May 27th, 2025 at 1900

The meeting was called to order at 7:01pm

Roll Call: sign in sheet was passed around.

Minutes from the last meeting were read by Kaitlin. Motion to approve as read by Garry, second by Wes. Motion approved.

Public Comments: Please remember the importance of attending the wake or funeral of past members. It is important to remember them, honor their sacrifices, and show support to their families.

Old Business:

1. EMS Scheduling: Please see where you can help out. Current need for 3rd shifts during the week.
2. Training Log: Written excuses needed for missed fire and EMS training need to be turned into the respected training officer.
3. Ambulance Update: Jason will be speaking with Ray tomorrow. The final spec is in review with the ambulance committee. Should be going into production soon. Delivery date of Sept/October. We will then have three ambulances.
4. Policies: no update. Nothing is moving forward until negotiations are completed with the union.
5. Bylaws: tabled until new business.
6. Trek Race: Thanks again to those who helped out.
7. Hose Testing: Thank you to those who helped thus far. We still have LDH left to finish up at MPO training.
8. Any other old business? None.

New Business:

1. Critique Past Called if Needed:
 - a. Siding started on fire on Newville Road. Marshall assisted.
 - b. Commercial fire in Watertown. Our crew cut holes to access and extinguish the fire.
 - c. Responded to the fire on Sand Street in Watertown. We put our ladder up.
 - d. 2 vehicle accident on Hwy 89, third vehicle in a field. Our EMS responded with Lake Mills Fire. 59 & 58 responded, one patient was flighted. Crews noted difficulty reaching command on the radio.

- e. Mutual Aid to Columbus for a tender, no water dumped.
- 2. Pancake Breakfast: served 343 adults. Still working with Laurie for the official report. Thank you to the volunteers from Knights of Columbus and F&M Bank. Members said that the advertisement could have been better.
- 3. Training Requests: Tactical training in Horicon coming up. NFA is back open. Dodge Co HazMat team is always looking for people, info posted on the board.
- 4. Jefferson County Chiefs Discussion on Haz-Mat: Dodge Co HazMat team covers us now. Our role at operations level is to decon and provide EMS coverage.
- 5. Marshall EMS: Marshall has a request out for EMS coverage. The budget for that will include hiring people to staff one ambulance over at the Marshall Station. It will not affect us here. This is for Marshall's whole coverage area, Medina, and parts of York.
- 6. Training Next Month:
 - a. EMS: Quarterly with Aurora
 - b. Fire: Extrication and Ladders
 - c. MPO Training: Hose testing LDH.
 - d. 5th Monday Combination Training: Extrication with patients.
- 7. New Members, probationary members, transfers: none.
- 8. Any other new business?
 - a. Thank Yous - 3 read aloud. Thank you to those that showed up for RiverBend's parade. Thank you to those who worked the Trek Race. Thank you to those who volunteered at the pancake breakfast. Thank you to those who showed up to Greg Duckert's funeral. Donation of cooler and snacks from Waterloo Blooms and a couple other downtown businesses.
 - b. Kudos - Kevin, Dan Wilson, Brian and Nathan for finishing classes.
 - c. Bylaws: Suggested changes discussed with the membership. Qualifications for chief officers reviewed. (We follow SPS330) Members discussed possible changes to wording to current bylaws. Special meeting next month.

Truck Starters for Next Month:

EMS: Daniel and Kaitlin

Fire: Saul, Craig, and Carlo

Motion to adjourn meeting by Craig, second by Dan. Meeting adjourned at 8:18pm.

Waterloo Fire Department Meeting Minutes

June 23rd, 2025

The meeting was called to order at 7:20pm

Roll Call: sign in sheet was passed around.

Minutes from the last meeting were read by Kaitlin. Motion to approve as read by Garry, second by Tirri. Motion approved.

Public Comments:

- a. Wes brought up to the membership to remind them to change the radio bank back otherwise we cannot communicate.
- b. Tirri brought up that WEMSA has scholarships available. Lake Mills community fund also has scholarships available for all Jefferson County first responders. Tirri will get us the information for it.

Old Business:

1. EMS Scheduling: Please see where you can help out. The rest of the month looks good however, July still has openings. Matt has vacation time coming up.
2. Training Log: Written excuses needed for missed fire and EMS training need to be turned into the respected training officer.
3. Ambulance Update
 - a. New ambulance build was pushed back, we should now receive it in November 2025.
4. Policies
 - a. No updates.
5. Bylaws
 - a. We will review the suggested changes tonight, get voting eligibility list out, and vote on the suggested changes next month. Suggested changes reviewed and recorded by Garry.
6. Marshall EMS
 - a. Chad attended the meeting last week. Marshall would like a paramedic service. There was no end result figured out.
7. Jefferson Co. Chiefs Discussion: Haz-Mat
 - a. No updates thus far, Dodge Co. haz-mat team is covering us for now. Garry has joined Dodge Co. haz-mat team.
8. Any other old business?

New Business:

1. Critique past calls if needed
 - a. Setting up the landing zone for Lake Mills fire on the interstate, per Kevin it went well.
 - b. Mutual aid to Watertown, ladder sent to Bismark's. Uneventful.
 - c. Call in Watertown on Hwy M, also uneventful.
 - d. Fire alarm at Riverwalk Senior Living. Discussed by Keenan. A resident had numerous items in her oven, turned it on, and left the room. Keenan praised crews for pulling out LDH and throwing ladders to the back side of the building. Per chief, do not take fire alarms for granted. We will use this call as an example to create future training scenarios. Noted that the elevator was shut off during the fire alarm. The elevator key was found after all the residents were carried up the stairs. Crowd control needed and continuous resident accountability.
 - e. Previous EMS call to interstate, update on motorcycle accident patient provided by Tirri.
2. Family Involvement
 - a. Mission BBQ to provide food, plan on Aug 16th or 17th. For dept members and their families. Eat at 2pm, games and fellowship afterwards.
3. Department Picture
 - a. Picture at combination training on June 30th. Wear class A uniforms. Picture at 6pm.
4. Training Next Month:
 - a. EMS - Report writing.
 - b. Fire - Large building, high occupancy, brain storming different scenarios.
 - c. MPO - Stand pipe operations.
5. New Members, Probationary members, transfers. None.
6. Any other new business?
 - a. Events on the board, please sign up where you can help. Big City trucks this Wednesday.
 - b. Tirri, Tina, Kevin, Susan, Kaitlin, Wes and Pam on the appreciation dinner committee.

Truck Starters for next month:

EMS: Marty, Craig

Fire: Jason, Asher, Vern

Motion to adjourn meeting by Wes, second by Tirri. The meeting was adjourned at 9:00pm.

Waterloo Fire Department Meeting Minutes

July 28th, 2025

The meeting was called to order at 7:30pm

Roll Call: sign in sheet was passed around.

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

Public Comments: none.

Old Business:

1. EMS Scheduling
 - a. Weekends still need help.
2. Training Log
 - a. Written excuses need to be turned in. Aiden will now accept missed EMS training excuses. Please continue to put your forms in Chris' mailbox.
3. Ambulance Update
 - a. No further update. Still expecting it to arrive in Nov. 2025.
4. Policy
 - a. No update.
5. Bylaws
 - a. Suggested changes reviewed and updated by Garry. Reminder that these changes will go into effect before our upcoming election in January. An updated version will be brought to the August membership meeting with plans to vote on them at that time.
6. Marshall EMS
 - a. Update provided by Caiden. An official decision will be made tomorrow night.
7. Jefferson County Chiefs Discussion on HazMat
 - a. Jefferson Co. will be contracting with Dodge Co. for HazMat, they are looking for people interested in joining their operations level team that is currently run by Lake Mills.
8. Any other old business
 - a. Tirri sent a link for the Lake Mills community fund in our WFD chat.
 - b. Dodge Co. Fair is coming up. We need 3 people to staff the EMS booth on August 17th from 4-7pm.

New Business:

1. Critique past calls if needed
 - a. We've had a couple mutual aid calls
 - b. A recent fire alarm at 217 N Monroe found that the hallway doors were open and closures were not working. This will be a point of inspection in the future.
 - c. Change of quarters call in Deerfield. Thank you to the EMS members that covered the ambulance so we could send a COQ engine.
2. Family Day
 - a. August 16th, Noon-4pm at the fire station. Games and fellowship for members and their families. Mission BBQ to cater. Please feel free to bring a dish to pass or dessert.
3. Fill the Squad
 - a. August 12th, 2025. Sign up on the board.
4. New Trek Map
 - a. Garry put the new maps of the Trek building in each of the trucks. These identify zones, doors, and AEDs. The door numbers on the map also match the door numbers on the outside of the Trek building.
5. Appreciation Dinner
 - a. Update provided by Kaitlin. It will now be called the "Annual Dinner" moving forward.
6. EMS Training: Cardiovascular
7. Fire Training: Multi-story hose deployment.
8. MPO: TBD
9. Upcoming training:
 - a. PAAW Midwest EMS Expo in Madison Oct 8th&9th
 - b. WI Weekend Oct 11th&12th
 - c. Basic Fire Investigation in Beaver Dam Oct 6-10th 8-5pm
 - d. Marshall Burn date TBD
 - e. JCFF Burn 9/13/25
 - f. DCFF TIC training in December, more info will be announced at a later date
 - g. Post Traumatic Purpose speaker Travis Howze in Whitewater Sept. 20th sign up online.
10. New Members, probationary members, transfers: none.
11. Any other new business
 - a. CPR class at the station 3:30-6:30pm on this Thursday 8/31/25.
 - b. Email sent out for EMSMC trainings, they are free but not required.
12. Truck starters for next month:

Fire: Kevin, Cody, and Alex

EMS: Wes and Saul

Motion to adjourn the meeting by Eric, 2nd by Craig. Meeting adjourned at 8:14pm.

Waterloo Fire & Rescue Meeting Minutes
August 25th, 2025 at 7:00pm

Meeting called to order at 7:08pm

Roll Call: sign up sheet was passed around.

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

Public Comments/Items not on the agenda:

- a. Wes received a phone call today, Jefferson Speedway is looking for an EMT to work this Saturday. Start time 12/12:30pm. Please let Wes know if you are interested.

Old Business:

- A. EMS Schedule: Will continue to put out notices for holes. Matt and Jason both have upcoming vacation time in Nov.
- B. Training Log: written excuses are needed for missed fire and EMS training.
- C. Ambulance Update: still on schedule, should be delivered in Nov. 2025.
- D. Policy: no update.
- E. Bylaw: Sent out by Garry after the last meeting. Motion by Eric to accept bylaws, 2nd by Craig. Motion passed.
- F. Marshall EMS: They went with a 5 year contract with Life Star for EMS coverage.
- G. Jefferson County Chiefs Discussion Haz-Mat: they are looking for people interested in joining their operations level team that is currently run by Lake Mills.
- H. Family Involvement - August Family Day: went well. Thank you to Keenan for arranging Mission BBQ for food. We will try to do another one in the spring.
- I. Appreciation Dinner: update provided by Kaitlin.
- J. Fill the Squad: good turn out.
- K. Any other old business? None.

New Business:

- A. Critique past calls if needed
 - a. Tirri brought up the most recent overdose call, she would like to see the Jefferson County Drug Task Force team to come do a training for us. Members expressed awareness of crew safety, patient safety, and clearance awareness of the trucks in the driveway for this call.
 - b. Discussed sending the engine for medical calls instead of the car. For the future, if we have an operator please send the engine, if not - then take the car.
 - c. Tender to trail derailment. On scene for approx 20 mins. Garry recommended downloading the AskRail app.
 - d. Reviewed the farm accident call from yesterday. Noted difficulty getting to the patient's location. ATV was needed. Possibly utilize the drone for incidents far off the road. Please reach out to Kevin, Matt, or Chad if you are having difficulty processing this call. Craig expressed thanks to the members who also helped the ME. Tirri also expressed thanks from the ME for our assistance.

- e. If any members see a call that may look like it may need assistance, please still come down.
 - f. Members, please do not comment or provide any information to newspapers or reporters. Forward requests to Chad.
- B. New Trek Map
 - a. These are in the trucks, please review them.
- C. Budget Update
 - a. Chad provided an update on what was proposed for the 2026 capitol budget.
 - b. Discussed proposed wage increases, an on call engine crew, and need for 2 more full time staff. Please let Chad know if you have any questions.
- D. Inspections
 - a. 217 N Monroe: discussed the hallway doors not having the door closures active.
 - b. 310 Portland Rd: high hazard building due to fire load. Please use extreme caution responding to this address.
- E. Dispatch Discussion
 - a. Discussed recent call for malfunctioning alarm, PD was sent before the fire dept. Chad reached out to the sheriff about this.
- F. Training for next month:
 - a. EMS: Critical Skills check off with Aurora
 - b. Fire: Possibly facility tours, we will try to get a pre-plan for Crave Bro. Farms.
 - c. MPO: TBD
 - d. 5th Monday training on Sept 29th.
- G. Upcoming trainings are posted on the board
 - a. Burn on 9/13 in Johnson Creek
 - b. Marshall FD burn possibly late October, still working on this.
- H. New members, probationary members, transfers:
 - a. Welcome Mitch Laursdorf.
 - b. Voted on Henry's probation. The first collection of votes was miscounted. Motion to destroy ballots by Tina, 2nd by Eric. Revoted. 12 voted no. 8 voted yes. Motion by Eric, 2nd by Craig to extend Henry's probationary period by 3 months and then be reviewed by the officers.
- I. Any other new business?
 - a. Reminders on the board: Bingo at the library, Trek CX Cup race the first weekend in October. Weiner & Kraut, second weekend in Sept.
- J. Truck Starters
 - a. EMS: Tirri and Keenan
 - b. Fire: Wes, Alex Martinez, and Henry.

Motion to adjourn meeting by Wes, 2nd by Craig. The meeting adjourned at 8:10pm.

Waterloo Fire & Rescue Meeting Minutes
September 22nd, 2025 at 1900

The meeting was called to order at 7:37pm.

Roll Call: Sign in sheet was passed around.

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

Public Comments:

- a. Tirri brought up WEMSA, it will be held the first week in February. Early bird registration is now open. Be aware of schedule changes to WEMSA this year.
- b. Hendricks Street construction project discussed.
- c. Reduced water flow on hydrants, rural water ops in the city. Expected 4 weeks.
- d. Tirri brought up alternating ramp closures on I-94 and the beltline towards Madison, please be aware.

Old Business:

1. EMS Scheduling - a couple openings, please take a look and see where you can help.
2. Training Log - please turn in your missed training excuses before the next training.
3. Ambulance Update - no update, still on track.
4. Policy - No update.
5. Bylaw - No update.
6. Jefferson County Chiefs Discussion Haz-Mat - Dodge Co. is now covering Jefferson County.
7. Dispatch Discussion - Members discussed recent address issues with dispatch. We are not the only department dealing with this. If you do have a problem please let Chad know so the problem can be addressed.
8. Inspections
 - a. 217 N. Monroe - reinspection needed
 - b. 310 Portland Rd - reinspection needed
9. Appreciation Dinner - update provided by Kaitlin.
10. Any other old business?
 - a. Trek CX cup race, we still need a crew for Friday Oct. 3rd.
 - b. Football games - we need help, these are typically an hour long commitment. Dates on the board, 3 games left.
 - c. Clothing order - should be opening next week for fall orders.
 - d. Officer voting in January - Keenan announced he is running for Captain. Kevin plans to run for PIO. Garry is running for Lt. Craig is interested in

the Assistant Chief opening, was on a waiting list for class but was unable to get in.

- e. MABAS tones - please be aware of the page, make sure you listen to the whole thing. Newer members are welcome to ride along if we are called for a tender.

New Business:

1. Critique past calls if needed
 - a. COQ to Watertown, need the location of the MABAS key as members were unable to get into Watertown's station.
 - b. Vehicle fire on Jefferson Street discussed.
 - c. Recent vehicle accident, be aware of side window glass types as it was laminated in this vehicle.
2. Budget Update - Chad attended the budget meeting. The city approved our budget. Updates discussed.
 - Keeping hourly rates for paid on call EMT's and firefighters the same.
 - Not funding for an on call engine yet, but aware it's coming in future.
 - Capitol projects that got approved: Pushed out SCBA replacements until 2027. 2 Life-pak replacements, and bay doors. Replacement of stair chairs for 28k, and resealed parking lot next year. Brush truck pushed out to 2027. They want us to look into refurbishing the ladder.
 - We have to look into grants and the safer grant. The AFG grant is also opening soon.
 - Members discussed purchasing apparatus. We will be keeping our third ambulance for now. We will work on getting a price on the ambulance and justifications for keeping it.
 - Our budget did increase, it did not get cut. Full time contracts still need to be taken care of and Chad will still be pushing for an on call engine crew.
 - Any questions, please reach out to Chad. Still have to meet with the townships.
3. Responses - If you're available please come down for responses. Per Chief, don't take calls for granted. What may seem like a simple alarm call could still be a working fire.
4. Fire Siren - fire siren is not working. It is the original siren, approx 60 years old. Around 23k for replacement. Getting a second opinion. About 7 weeks lead time. Chad and Dennis are in agreement that this expense should come out of the city emergency management funds.
5. Working Still pages - Please listen to the whole page to find out what truck is requested.
6. Updates -
 - a. Chad had a finance meeting on 4th, ordinances passed.

- b. Dept head meeting - city is developing an AI policy.
 - c. Please be aware of road blockages around the city.
 - d. Co. Chiefs meeting - Angela White is new MATC contact. Please bring any invoices down to the station that you received for classes. They will be trying to get more classes in Watertown.
 - e. Stop the bleed kits are available per Dr. George.
 - f. Whitewater is changing their channels to 800 series. They will still have fireground red.
 - g. Members, please do not post pictures from calls on social media. Posts made by the PIO are still okay.
 - h. We currently use Mark 2 to contact helicopter, and will now be using fireground grey as of Jan 1st, 2026.
 - i. Watertown trunk or treat coming up. October 11th, 7-8pm by MATC in Watertown. Sign up on the board to send a truck.
 - j. Jefferson FD has their pancake breakfast Oct 5th.
 - k. FEMA WI Weekend is Oct 11th and 12th: ISO and managing tactical ops classes.
7. Combined training - Search and rescue, Marshall FD will also be joining us. We do have a letter from the DNR stating we can use the DNR land. Jason will find out what time hunting closes and we will go out after that. It will be wet and muddy, please dress appropriately.
8. Training next month
- a. EMS: TBD
 - b. Fire: TBD
 - c. MPO: TBD
9. Upcoming trainings will be posted (see list)
10. New members, probationary members, transfers: welcomed Katie Sanicola.
11. Any other new business?
12. Truck starters
- a. EMS: Garry, Ben, and Katie Sanicola
 - b. Fire: Chad, Dan Wilson, and Scott Baumann

Motion to adjourn the meeting by Eric, 2nd by Tirri. Meeting adjourned at 8:37pm

Waterloo Fire & Rescue
October 27th, 2025 @ 7:00pm

The meeting was called to order at 7:00pm.

Roll call: Sign in sheet was passed around.

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

Public Comments/Items not on agenda: none.

Old Business:

1. EMS Scheduling - please see where you can help out.
 - a. Need help in November *Deer Season*
2. Training Log - please turn in written excuses before the next month's meeting.
 - a. Fill out excuse forms if missed training, feel free to come down to make up training, please coordinate with full-time members.
3. Ambulance Update -
 - a. The box is getting made, not mounted onto chassis yet, but it should be done by late November per Jason.
4. Policy -
 - a. Still on hold with the city.
5. Fire Siren -
 - a. Still not working, pay attention to IaR and pagers, it is getting replaced.
6. Working Still Pages -
 - a. Pay attention to see if we're due, second out calls will hopefully be automatic all calls and fire response, Chad is coordinating this with dispatch.
7. Dispatch Discussion -
 - a. Discussed a recent call where the crew requested WE Energies, had a delay in notification from dispatch to WE Energies. Chad addressed this with dispatch.
8. Inspections:
 - a. 217 N. Monroe - no update.
 - b. 310 Portland Rd - no update.
9. Appreciation Dinner - Please remember to rsvp to Tina by 10/31/25. Sign up for desserts is on the board, please see where you can help out. Set up will be November 7th at 5:30pm, your help is appreciated to set up tables and chairs. Last call for pictures! Please send Kaitlin any pictures from the past or present that you would like to see on display at the dinner.
 - a. Dessert sign up on board
 - b. DJ will provide services for free, donation for the DJ being coordinated by Tirri, accepting donations from the membership as she's covering the donation out of pocket.
10. Any other old business? None.

New Business:

1. Critique past calls if needed

- a. Don't use NERIS yet, feel free to familiarize but we are not in the system yet. Fill out incident logs as completely as possible.
 - b. MVA on County Rd I, everyone did good, remember to stabilize before we climb into vehicles for patient care.
 - c. Auto aid to marshall for structure fire, crew didn't do much. This fire was started by discarded smoking materials.
 - d. Power line on garbage truck, delay in power company notification by dispatch, language barrier with truck driver, ended up being a ground wire on the truck.
 - e. Johnson creek mutual aid grain dryer fire, sent tender.
 - f. Single MVA Hwy 19, only a few members responded for fire response.
 - g. Multiple second out EMS calls.
2. Budget Update -
 - a. Almost complete, need to find out FT salaries.
 - b. Ordered lifepak 35s and powered stairchairs, saved \$5k in upcharges by ordering now vs next year.
3. Responses - No update.
4. Bylaws -
 - a. Need to get to city hall for review.
5. Updates -
 - a. Contracts have been signed and turned back into townships.
6. EMS Payout -
 - a. Discussed GEMT money.
 - b. Discussed ways to utilize 3rd ambulance and justify keeping it like community events, IFTs (inter-facility transports), or special events.
 - c. Miscommunication with the city on pay schedule, next month and beyond pay will be back on regular schedule.
 - d. December will be paid out 2 weeks into December for fire and EMS members
7. Reminder for those who want to be voted on for officers.
 - a. Kaitlin is stepping down as secretary.
 - b. Colton announced running for lieutenant position.
8. Training Next Month:

EMS: Aurora Quarterly Training-Run Review. Anyone with good calls - please reach out to Chris or Jason so they can be submitted for review.

Fire: RIT scenarios and gas monitor

MPO: Rural ops
9. Upcoming trainings will be posted on the board, please see list.
 - a. EMS operations management and leadership training by WI Office of Rural Health
 - b. Marshall house burn, dates TBD
10. New members, probationary members, or transfers - none.
11. Any other new business?
 - a. Clothing order reopened for 5 more days, Keenan will send out another link.

Truck Starters for next month:

EMS: Linda Joyce, Tina Lange

Fire: Ryan Weber, Ben Weber, Tirri Goodrich

Motion to adjourn the meeting by Vern, 2nd by Tirri. The meeting was adjourned at 7:50pm.



Invoice

Invoice Number: 2690875

Invoice Date: 10/31/2025

Terms: Net 30 Days

Due Date: 11/30/2025

Customer #: 11-WATERL2

Customer PO #:

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

Fee Type	Amt Paid	Paid Date	% Due to 3rd Party	Amt Due to 3rd Party
Permit # 25WTRC-BEH00019 1075 Jaystone Terrace, Waterloo, WI 53594 Residential Addition				
Residential New Dwelling/Additon	\$125.00	10/21/2025	60.00%	\$75.00
Erosion Control - Addition- Residential	\$75.00	10/21/2025	60.00%	\$45.00
Electrical- New Building/Additon/Alterations- Resi	\$61.34	10/21/2025	60.00%	\$36.80
HVAC- New Building/Additon/Alterations- Residential	\$61.34	10/21/2025	60.00%	\$36.80
25WTRC-BEH00019 Subtotal				\$193.60
Permit # 25WTRC-F00011 450 Taylor Street, Waterloo, WI 53594 Fence				
Other Fee- Residential	\$50.00	10/3/2025	60.00%	\$30.00
25WTRC-F00011 Subtotal				\$30.00
Permit # 25WTRC-H00017 360 Peschel Street, Waterloo, WI 53594 HVAC Permit				
HVAC- Replacement & Misc. Items- Residential	\$158.72	10/15/2025	60.00%	\$95.23
25WTRC-H00017 Subtotal				\$95.23
Permit # 25WTRC-H00018 271 Goehl Road, Waterloo, WI 53594 HVAC Permit				
HVAC- Replacement & Misc. Items- Residential	\$110.53	10/7/2025	60.00%	\$66.32
25WTRC-H00018 Subtotal				\$66.32
Permit # 25WTRC-H00019 270 Crestview Drive, Waterloo, WI 53594 HVAC Permit				
HVAC- Replacement & Misc. Items- Residential	\$308.50	10/15/2025	60.00%	\$185.10
25WTRC-H00019 Subtotal				\$185.10
Permit # 25WTRC-H00020 404 Jefferson Street, Waterloo, WI 53594 HVAC Permit				
HVAC- Replacement & Misc. Items- Residential	\$171.90	10/28/2025	60.00%	\$103.14
25WTRC-H00020 Subtotal				\$103.14
Permit # 25WTRC-P00014 1023 North Monroe Street, Waterloo, WI 53594 Plumbing Permit				
Plumbing- Replacement & Misc. Items- Residential	\$50.00	10/15/2025	60.00%	\$30.00
25WTRC-P00014 Subtotal				\$30.00

Summary by Fee Type

Item Code	Amount
Electrical- New Building/Additon/Alterations- Resi	\$36.80
Erosion Control - Addition- Residential	\$45.00
HVAC- New Building/Additon/Alterations- Residentia	\$36.80
HVAC- Replacement & Misc. Items- Residential	\$449.79
Other Fee- Residential	\$30.00
Plumbing- Replacement & Misc. Items- Residential	\$30.00
Residential New Dwelling/Additon	\$75.00
Total	\$703.39

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

Net Invoice:	\$703.39
Freight:	\$0.00
Sales Tax:	\$0.00
Invoice Total:	\$703.39

MONTHLY TIME REPORT

2025

OCTOBER

JOB	DPW	Chad	Ryan	Chris	Travis
Police Adm		0	0	0	0
Fire Dept		0	0	0	0
Mach/Equip		35	40	31	31
Garage/Shed		19.5	20	39	27
Meeting/Seminars		19	0	0	0
Street Repair/Maintenance		165	6	15	4
Street Cleaning		2	0	0	0
Snow & Ice	Reg Hrs	0	0	0	0
	OT Hrs	0	0	0	0
Storm Sewer		1	5	10	4
Traffic Control		14	10	5	5
Bridges/Culvers		0	0	0	0
Tree/Brush		5	34	6	32
Refuse Collection		9	20	25	13
Sanitary Sewer		0	0	0	0
Insect Control		0	0	0	0
Animal Control		1	0	0	0
Cemetary		0	4	0	4
Library		0	1	1	1
Firemans Park		6	9	16	7
Other Parks		2	16	0	11
Trail Head		0	4	0	3
Celeb/Enter		0	0	0	0
Weed Control		0	0	0	0
Vac/Holiday/SL		13	0	22	28

Machinery and Equipment Maintenance		OCTOBER				
2025 DPW		Mileage			TTI Fuel	GPH
Equipment		Start	End	Total		
End loader	544	4646	4655	9	0	#DIV/0!
John Deere Tractor	2555	5046	5046	0	0	#DIV/0!
Wood Chipper	200XP	523	538	15	25.452	0.59
John Deere Lawn Tractor	1025R	463	463	0	73.855	0.42
John Deere	X758	129	146	17	73.855	0.42
John Deere	X750-R	422	436	14	73.855	0.42
Wacker Roller	Roller	453	453	0	0	#DIV/0!
2023 Freightliner Truck	#8	4287	4413	126	0	#DIV/0!
2020 International Truck	#2	9220	9225	5	0	#DIV/0!
Paint Gator	#1	2131	2131	0	0	#DIV/0!
2017 Chevrolet Truck	#4	77597	78378	781	72.758	10.73
2018 Freightliner Truck	#5	16902	16904	2	0	#DIV/0!
2006 Elgin Pelican Street Sweeper	Sweeper	44599	44599	0	0	#DIV/0!
2011 Ford F-550 Truck	#6	53973	54229	256	72.475	3.53
2015 Freightliner Truck	#7	18556	18556	0	0	#DIV/0!
2023 Bobcat	S66	356	362	6	0	#DIV/0!
2023 Titan Leaf Vac	Pro Plus	67	77	10	36.252	0.28
2025 Ford F-550	#9	694	970	276	31.687	8.71

WATERLOO POLICE DEPARTMENT OFFICER'S DAILY -OCT

Patrol:	409	Office:	122
Investigative:	49	Special:	20
Radar:	108	School/Training:	5
Court:		On Call:	
Total Hours Worked:		713	

COMPLAINTS	
Family:	3
Off Road Vehicles:	0
Vandalism:	1
Minor Theft - \$500:	5
Major Theft + \$500:	3
Burglary:	0
Doors Found Open:	0
Animal Case:	4
Late Bar Closings:	0
Alarms:	1
Loud Music/Parties:	1
Tavern Complaints:	0
Prowler Complaints:	1
Battery to Person:	0
Domestic Abuse:	2
Sexual Assault:	0
Runaways:	0
Worthless Checks:	0
All Other Complaints:	39
TOTAL COMPLAINTS:	60

INQUIRIES/CHECKS	
Registration Checks:	201
D.L. Checks:	72
NCIC/CIB/VIN Checks:	0
Check Welfare:	7
TOTAL INQUIRIES:	280

ACCIDENTS	
More than \$1,000:	3
Less than \$1,000:	0
Pedestrian Accidents:	0
Bicycle Accidents:	0
Number Injured:	0
Number Killed:	0
TOTAL ACCIDENTS:	3

ASSISTS	
Assist Jefferson County:	2
Assist Dodge County:	1
Assist Dane County:	0
Assist Marshall PD:	5
Assist Fire/Rescue:	31
Assist Other Agencies:	1
Assist Public:	59
Assist With Escort:	0
Assist All Others:	4
TOTAL ASSISTS:	104

MISCELLANEOUS	
Personal Contacts:	1172
Investigations/Follow-up:	71
Traffic Control:	5
Radar Operations:	185
Special Assignment:	5
Speech/Presentation:	0
Serve Papers:	0
Other Miscellaneous:	290
TOTAL:	1728

	Warnings	Arrests
Speeding:	4	4
Too Fast For Conditions:	0	0
Inattentive Driving:	0	0
Failure to Yield:	0	0
Stop Sign Violation:	0	1
Illegal Passing:	0	0
No Driver's License:	1	3
Illegal Parking:	2	9
Left of Highway:	0	0
Drunk Driving:	0	1
Unregistered Vehicle:	1	0
Driving While Sus/Rev:	0	1
Hit And Run:	0	0
Off Road Vehicle:	0	0
Power Display:	0	1
Equipment:	8	1
Illegal "U" Turn:	0	1
Following Too Close:	0	1
Seatbelt Violation:	0	0
ALL OTHER TRAFFIC:	2	0

Disorderly Conduct:	0	1
Underage Alcohol:	0	0
Warrants:	0	0
Theft:	0	0
Trespassing:	2	0
Burglary/Break & Enter:	0	0
Vandalism:	0	0
ALL OTHER MIS/CRIM:	0	1
TOTALS:	20	251

Incident Synopsis Report

Page: 1

Report Criteria:

Start Date	End Date
10/01/2025	10/31/2025

Report Date	Incident Synopsis
10/01/2025	Theft of money
10/01/2025	Officer requested to assist Watertown PD with a warrant.
10/03/2025	Officer took a report of a scam
10/03/2025	Traffic stop ---citation issued
10/03/2025	Officer requested to assist HS with juvenile situation.
10/04/2025	Officer requested to assist Marshall PD.
10/04/2025	Traffic stop---citation issued.
10/05/2025	Office handled a case of theft.
10/05/2025	Traffic stop---citation issued
10/06/2025	Officer filed report for theft of item from mail.
10/06/2025	Received info---report made.
10/06/2025	Officer took an info report.
10/06/2025	Officer responded for a disturbance.
10/08/2025	Officer requested to assist Marshall
10/11/2025	Traffic stop---citation issued.
10/12/2025	Officer handled a theft complaint.
10/13/2025	Officer requested to assist Marshall PD.
10/13/2025	Officer handled a case of theft of items from a storage unit.
10/13/2025	Officer took a report of a civil issue
10/12/2025	Officer handled an information report.
10/13/2025	Traffic stop--citation issued.
10/13/2025	Traffic stop---citation issued.
10/14/2025	Traffic stop--citation issued.
10/14/2025	Officer took a report of assist citizen.
10/14/2025	Officer handled a theft case.
10/15/2025	Traffic stop---citation issued.
10/16/2025	Traffic accident---deer hit
10/15/2025	Officer handled a case for dog barking
10/17/2025	Officer handled a complaint of receiving info.
10/18/2025	Officer assisted Jefferson County with a case.
10/19/2025	Traffic stop OWI---citations issued.
10/19/2025	Officer handled a case of illegal dumping.
10/20/2025	Traffic stop---citation issued.
10/20/2025	Officer handled a domestic disorderly incident.
10/21/2025	Traffic stop---citation issued.
10/21/2025	Officer handled a report of lost property

Incident Synopsis Report

Page: 2

Report Criteria:

Start Date	End Date
10/01/2025	10/31/2025

Report Date	Incident Synopsis
10/21/2025	Officer handled a domestic disturbance
10/22/2025	Traffic accident---pdo
10/22/2025	Officer took a report of a PDO accident
10/24/2025	Traffic stop---citation issued.
10/24/2025	Officer requested to assist Dodge County.
10/24/2025	Officer handled a case of illegal dumping.
10/28/2025	Traffic stop---citation issued.
10/28/2025	Officer took a report of possible break in.
10/30/2025	Officer requested to assist at the school.
10/30/2025	Office responded to a 2 car accident.
10/31/2025	Traffic stop---citation issued

Incident/Offense Count: 47

Monthly Incident Comparison Report

Page: 1

Report Criteria:

Current Month: 10/2025

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
No Category						
	Assist Columbia County Sheriff	0	0	1	0	0
	Blank Description	0	0	3	0	2
	speeding	0	0	0	0	1
	Total for No Category:	0	0	4	0	3
ASSIST						
	Assist Business	0	0	1	1	1
	Assist Citizen	2	2	4	0	18
	Assist DNR	0	0	0	0	1
	Assist Dane County Sheriff	0	1	4	0	6
	Assist Dodge County Sheriff	1	1	15	3	19
	Assist Jefferson County Sheriff	1	0	6	3	7
	Assist Marshall PD	3	5	30	2	27
	Assist Public Works	0	0	0	0	1
	Assist Social Services	1	1	12	1	23
	Assist Watertown PD	1	0	3	0	1
	Assist/School District	1	0	1	0	2
	Civil Dispute	0	0	2	0	1
	Custody for Other Department	0	0	0	0	3
	EMS Calls	0	1	2	0	3
	Fire Calls	0	1	2	0	3
	Neighbor Problems	0	0	1	0	2
	Other Mutual Aid Assists	0	0	0	0	1
	Sex Offender Registration	0	0	1	0	0
	Total for ASSIST:	10	12	84	10	119
CRIMINAL						
	Bail Jumping/Escapes	0	1	1	0	3
	Burglary - Attempted Non-Residential	0	0	1	0	0
	Child Enticement	0	0	1	0	0
	Criminal Damage To Property/vandalism	1	1	3	0	1
	Disorderly Conduct - All Other	0	0	4	0	7
	Disorderly Conduct - Fight, Disturbance	0	2	7	1	3
	Domestic Disturbance	3	3	12	2	19

Monthly Incident Comparison Report

Report Criteria:

Current Month: 10/2025

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
CRIMINAL						
	Domestic Offense - Child Abuse/Neglect	0	0	1	0	0
	Drug Investigations	0	0	3	0	5
	Drug Paraphernalia Possession	0	0	0	0	2
	Drug Possession	0	0	1	0	8
	Endanger Safety/Reckless Behavior	0	1	1	0	0
	Fraud	0	0	8	1	3
	Harassment - Harassing Telephone Calls	0	0	0	1	2
	Harassment - Stalking	0	1	1	0	0
	Harassment - Threats	0	0	1	0	3
	Indecent Language/Conduct	0	0	0	0	1
	Other Sex Offenses	0	0	1	0	4
	Postal Crime	0	0	0	0	1

Monthly Incident Comparison Report

Page: 3

Report Criteria:

Current Month: 10/2025

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
CRIMINAL						
	Probation/Parole Violation	0	0	1	0	0
	Simple Battery	0	0	0	0	2
	Theft - All Other	2	0	10	0	7
	Theft - Bicycles	0	0	0	0	1
	Theft - From Building	2	0	2	0	3
	Theft - From a Motor Vehicle	0	0	1	0	1
	Theft - Motor Vehicle Parts/Accessories	0	0	0	0	1
	Theft - Retail/Shoplifting	1	0	4	0	6
	Trespassing	0	0	0	1	3
	Violation of Court/Restraining Order	0	0	0	0	4
Total for CRIMINAL:		9	9	64	6	90

Monthly Incident Comparison Report

Page: 4

Report Criteria:

Current Month: 10/2025

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
ORDINANCE						
	Abandoned Property/Vehicle Violation	0	0	1	0	1
	Animal Bite	0	1	8	1	5
	Animal Licensing/Shots/Etc.	0	0	3	0	1
	Animal Noise Complaint	1	0	2	0	0
	Animal Running at Large	0	0	0	0	1
	Bicycle, Moped, etc. Violation	0	0	0	1	1
	Contributing to Delinquency of a Minor	0	0	1	0	0
	Disturbance	0	0	2	0	5
	Illegal Dumping	2	1	3	0	1
	Municipal Code Violation	0	1	5	0	10
	Possession of Tobacco by Minor	0	0	1	1	8
	Truancy	0	0	0	0	5
	Total for ORDINANCE:	3	3	26	3	38
Other						
	Investigation/Take Report	0	0	2	0	2
	Other Animal Calls - Dead, Etc.	0	0	2	0	8
	Receive Information	6	1	35	3	25
	Request Assist	0	0	1	0	0
	Total for Other:	6	1	40	3	35
SERVICE						
	911 Disconnect (Hang-Up)	0	0	0	0	1
	Death Investigation	0	1	10	0	3
	Found Items/Property	0	2	13	2	13

Monthly Incident Comparison Report

Page: 5

Report Criteria:

Current Month: 10/2025

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
SERVICE						
	Lost Items/Property	1	0	1	0	0
	Other Service	0	0	0	0	1
	Paper Service/Civil Process	0	0	1	0	0
	Uncontrollable Adult	0	0	0	0	1
	Uncontrollable Juvenile	0	0	1	0	1
	Warrant Pickup - Other Agency	0	0	7	1	7
	Welfare Check	0	1	4	0	3
	Total for SERVICE:	1	4	37	3	30
TRAFFIC						
	Disobey Sign/Marker	0	0	0	0	1
	Driver's License Violations (Ex OAS/OAR)	2	5	53	5	80
	Illegal Turns	1	0	10	0	7
	Lane Violations - Left of Center, Etc.	0	0	0	0	2

Monthly Incident Comparison Report

Page: 6

Report Criteria:

Current Month: 10/2025

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
TRAFFIC						
	License/Permit Violation	0	0	3	0	2
	Miscellaneous Rules Violation	1	0	4	0	2
	Motor Vehicle Insurance Violation	1	1	8	0	9
	OAS/OAR/Other License Violations	0	0	6	1	6
	Operate Motor Vehicle While Intoxicated	1	0	5	1	29
	Operate Snowmobile While Intoxicated	0	0	0	0	2
	Other Traffic Violations	0	0	0	0	3
	Registration/Title Violation	0	0	5	0	3
	Seatbelt Violation	0	0	1	0	2
	Speeding - School Zone	0	0	0	0	1

Monthly Incident Comparison Report

Report Criteria:

Current Month: 10/2025

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
TRAFFIC						
	Speeding Violation	7	1	67	3	47
	Stop Sign/Signal Violation	1	2	11	1	19
	Traffic Accident - Hit and Run (Damage)	0	0	4	0	10
	Traffic Accident - Hit and Run (Injury)	0	0	2	0	0
	Traffic Accident - Non-Reportable	0	0	1	0	2
	Traffic Accident - Personal Injury	0	0	0	0	1
	Traffic Accident - Property Damage	4	1	21	0	27
	Vehicle Equipment Violation - Other	0	0	1	0	1
Total for TRAFFIC:		18	10	202	11	256
Grand Totals:		47	39	457	36	571

Waterloo Police Department Fleet Maintnance Report

VIN	1FM5K8ABOLGB67	For Period	10/1-10/31
Year	2020	Fuel Cost	\$122.01
Vehicle Description	Ford Explorer	Miles per gallon	

Date	Fuel	Fuel Cost	Mileage	Maintenance Items	Main. Cost	Officer
10/2/2025	10.8	\$32.01				20
10/14/2025	9.33	\$25.00	30853			20
10/21/2025	8.66	\$26.00	31008			20
10/29/2025	13.45	\$39.00	31288			20
	42.24	\$122.01				

Waterloo Police Department Fleet Maintenance Report

VIN	1FM5K8AR4FGC07739	For Period	10/1-10/31
Year	2021	Fuel Cost	\$586.12
Vehicle Description	Ford EXPLORER	Miles per gallon	12.50

Date	Fuel	Fuel Costs	Mileage	Maintenance Items	Main. Cost	Officer
10/1/2025	4.989	\$14.76	84255			7
10/1/2025	3.873	\$11.46	84298			7
10/6/2025	10.493	\$30.00	84406			10
10/7/2025	7.9	\$22.14	84543			12
10/8/2025	2.701	\$7.56	84981			7
10/9/2025	7.275	\$20.36	84689			7
10/9/2025	5.012	\$13.83	84748			7
10/10/2025	6.812	\$18.52	84831			12
10/11/2025	8.365	\$23.00	84923			11
10/12/2025	6.7	\$18.13	85020			12
10/13/2025	9.88	\$26.67	85128			18
10/14/2025	3.845	\$10.30	85171			7
10/15/2025	8.649	\$23.00	85266			11
10/16/2025	2.8	\$7.45	85305			7
10/17/2025	5.104	\$13.57	85362			7
10/18/2025	8.586	\$22.66	85456			18
10/19/2025	8.43	\$21.99	85617			12
10/20/2025	9.775	\$29.32	85705			10
10/21/2025	6.682	\$20.04	85790			10
10/22/2025	6.557	\$19.66	85877			18
10/23/2025	5.92	\$17.76	85953			18
10/24/2025	6.774	\$20.32	86000			7
10/25/2025	7.27	\$21.82	86126			7
10/25/2025	5.429	\$16.28	86200			7
10/26/2025	7.1	\$21.09	86280			12
10/27/2025	7.435	\$22.30	86367			10

Date	Fuel	Fuel Costs	Mileage	Maintenance Items	Main. Cost	Officer
10/28/2025	5.52	\$16.55	86447			18
10/29/2025	7.942	\$23.82	86544			18
10/30/2025	9.313	\$27.00	86655			10
10/30/2025	2.22	\$6.44	86682			7
10/31/2025	6.36	\$18.32	86754			7
	199.791	\$586.12				

Waterloo Police Department Fleet Maintnance Report

VIN	1FM5K8ABOLGB67	For Period	10/1-10/31
Year	2023	Fuel Cost	\$164.26
Vehicle Description	Ford Explorer	Miles per gallon	10.25

Date	Fuel	Fuel Cost	Mileage	Maintenance Items	Main. Cost	Officer
10/4/2025	12.32	\$36.48	15559			18
10/4/2025	4.41	\$12.63	15613			7
10/5/2025	6.401	\$18.30	15681			7
10/7/2025	10.101	\$28.88	15803			18
10/13/2025	4.405	\$11.89	15853			7
10/22/2025	12.109	\$36.31	16028			2
10/30/2025	6.821	\$19.77	16139			7
	56.567	\$164.26				

Regular meeting of the Waterloo Water & Light Commission held November 4, 2025

Meeting called to order by President Devin Schumann at 7:00pm at the Waterloo Utilities office. Present were Commissioners Vern Butzine, Pam Kuhl, Michael Tschanz, Richard Weihert, Superintendent Barry Sorenson, Office Manager Joy Bisco, WLOO CATV Laura Cotting and Michelle Nightoak.

Minutes

Motion by Weihert, seconded by Tschanz to approve the minutes of the October 7, 2025 meeting. Motion carried.

Expenditures

Motion by Schumann, seconded by Kuhl to approve the October disbursements as presented. Motion carried.

Citizen Input

None.

Motion by Tschanz, second by Weihert, to move item 11 to item 5. Motion carried.

Cable Channel Request

Laura Cotting presented the WLOO CATV request and answered questions. Motion by Weihert, seconded by Butzine, to draft agreement for WLOO CATV to rent the utilities back two office spaces and common area. Motion carried. Cotting/Nightoak left.

Portzen Pay Request

Motion by Schumann, seconded by Kuhl, to approve and recommend to City Council, Portzen pay request #28 (\$549,204.34) and #29 (\$431,235.71) for a total amount of \$980,440.10. Motion carried.

3Q Financials

Joy present 3Q financials.

Water Billing Adjustment

Joy discussed the water billing adjustment for a commercial customer.

Sewer Industrial Customer Billing Request

Barry discussed the issues relating to the industrial customer. Motion by Schumann, seconded by Butzine, to reduce AbE's penalty by 90% for the month of September 2025. Motion carried.

2027/28 Water and Sewer ITA's

Barry reviewed the ITA's.

2025/26 Electric Projects

Barry reviewed the electric projects.

Motion by Kuhl, seconded by Butzine, to adjourn the meeting at 8:38pm. Motion carried.

Respectfully submitted,
Pam Kuhl - Secretary

<u>List of Bills</u>			
American Legion Auxiliary	250.00	Mid-State Equipment	30,079.05
APG of Southern Wisconsin	35.50	Millennium	883.57
BMO	1,520.05	North Central Lab	1,194.08
BMO Mastercard	6,041.72	OpenPoint	1,140.00
B&M Technical	7,193.00	Payment Service Network	12.95
Border States	535.20	Payroll	82,821.35
City of Waterloo Treasurer	885,717.73	Piggly Wiggly	55.75
C&M Hydraulic Tool Supply Inc	624.38	Portland Sanitary District	22,873.10
Core & Main	2,433.24	Portzen Construction	627,397.81
Crescent Electric	2,886.20	Public Service Commission	5,560.15
DOA	3,998.64	Resco	3,788.80
Ehlers	61.54	Rennhack Construction	1,366.00
Forster Electrical Engineering	4,172.98	Seera	1,322.29
Frontier	531.79	Solenis	4,878.09
GFC Leasing	127.00	Ted Pin Alley	100.00
GLS Utility LLC	2,892.20	Tempo Volleyball Club	250.00
Gehring Sales & Service	3,450.00	US Cellular	264.32
Hawkins	7,900.32	UPS	52.62
Howie's Hardware	242.32	United Liquid Waste Recycling	462.50
Infosend	1,528.58	Universal Recycling Technologies	741.62
Irby	56,549.06	Utility Supply of America	108.79
Kwik Trip	666.34	Waterloo Building Center	70.00
Leader Independent	139.60	Waterloo Utilities	10,952.29
Lou's Gloves	91.00	WE Energies	83.52
Madison Window Cleaning	870.17	Wisconsin Dept. of Revenue	8,816.60
McKay Nursery Company	20,161.08	Wisconsin State Lab of Hygiene	407.00
		WPPI Energy	268,839.25
		Total Disbursements	\$2,085,141.14
Checking Account			
Balance 9/30/25			1,117,297.61
Deposits			1,664,017.27
Disbursements			(2,084,546.90)
Interest			475.16
Balance 10/31/25			<u><u>\$697,243.14</u></u>
WWTP DNR Replacement Fund			
Balance 9/30/25			\$586,184.09
Deposit/ (Withdrawal)			(87.75)
Interest			1,178.82
Balance 10/31/25			<u><u>\$587,275.16</u></u>
Debt Service Account			
Balance 9/30/25			\$910,525.19
Deposit			119,425.00
Bond Payment/Svc Fees			(440,602.42)
Interest			1,583.82
Balance 10/31/25			<u><u>\$590,931.59</u></u>
Money Market Account			
Balance 9/30/25			2,032,105.10
Deposits			
Transfer			(1,019,425.00)
Disbursements			(315.10)
Interest			3,357.15
Balance 10/31/25			<u><u>\$1,015,722.15</u></u>
Transportation Fund			
Balance 9/30/25			\$12,586.00
Transfer			
Balance 10/31/25			<u><u>\$12,586.00</u></u>
WWTP USDA Bond Reserve:			
Balance 9/30/25			\$121,939.41
Transferred in/out			
Interest			1,153.45
Service Charge			(61.54)
Balance 10/31/25			<u><u>\$123,031.32</u></u>
Avestar CD #3596 (Bond Reserve):			
Balance 9/30/25			342,847.19
Interest			4,277.61
Balance 10/31/25			<u><u>\$347,124.80</u></u>
F&M CD #613386 (Bond Reserve):			
Balance 9/30/25			245,797.43
Interest			
Balance 10/31/25			<u><u>\$245,797.43</u></u>
Construction Acct:			
Balance 9/30/25			\$1,500.00
Transferred in			
Interest			
Balance 10/31/25			<u><u>\$1,500.00</u></u>

Jeanne Ritter

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

Feline Stray: 5
Feline Surrender: 0

Canine Stray: 0
Canine Surrender: 0

From: Watertown Humane Society <info@whsadopt.org>
Sent: Friday, October 17, 2025 11:37 AM
To: Jeanne Ritter <O>
Subject: Re: City of Waterloo

Hi Jeanne,
I'm not sure if I sent this over yet

September 2025

Feline Stray: 2
Feline Surrender: 0

Canine Stray: 0
Canine Surrender: 1

From: Jeanne Ritter <jritter@waterloowi.us>
Sent: Monday, October 13, 2025 3:49 PM
To: Watertown Humane Society <info@whsadopt.org>
Subject: RE: City of Waterloo

Hi
I'm looking for September numbers.

Thank you,

Jeanne Ritter

City of Waterloo | Clerk/Deputy Treasurer
136 N Monroe St. Waterloo WI 53594
920-478-3025 | jritter@waterloowi.us

CITY OF
WATERLOO, WISCONSIN
2026 MUNICIPAL BUDGET
DELIBERATIONS

**Finance, Insurance &
Personnel Committee
Recommended Budget
-- Narrative --**

Lana Nelson, Treasurer

November 17, 2025

BUDGET DELIBERATION PROCESS

On August 5, 2025 , Mayor Quimby issued budget parameters for the process:

CAPITAL PLAN SUBMITTAL DUE DATE. Department Heads are to submit a capital plan for at least the 2026-2030 period on or before August 20, 2025 (more out-years are welcomed). The plan consists of revisions to the existing plan. Capital expenditure will be the primary early focus of the budget process.

COMPLETE BUDGET SUBMITTAL DUE DATE. All Department Heads are to submit a complete 2026 budget submittal on or before August 30, 2025, to the Clerk/Treasurer's Office using the miViewPoint budgeting tool and other means provided.

GENERAL FUND BUDGET PARAMETERS. For the Clerk/Treasurer's Office, Mayor Office, Police Department, Public Works Department -- and other parts of the General Fund -- 2026 operational budget submittals are to be at, or below, the 2025 expenditure figure. NOTE: Expense for wages & benefits are excluded from the above calculation.

PROPERTY TAX LEVY TARGET. The 2026 municipal property tax levy target is: \$2,354,448. This figure is slightly higher than the 2025 tax levy.

WAGE RATE. The Waterloo Police Department wages under the union contract for 2026 as follows:

1/1/2026 3.5%

8/1/2026 1.0%

The 2026 wages for non-represented employees were based per department and ranged from 2.5% to 4.5%.

GAS FUEL RATE FOR BUDGETING. The estimate of \$4.00 per gallon is to be used when calculating fuel purchase expenditures.

CONTRACTUAL OBLIGATIONS. Budget for contract items per the terms of the respective contract.

HEALTH INSURANCE BENEFIT. Submit budgets for health insurance benefits at the current year levels. Projected increases will be established as part of the overall deliberations.

The Finance, Insurance & Personnel Committee members (Alders Haseleu, Kuhl and Weihert) met in public session on August 21st, September 3rd, September 4, September 15th, September 16th, September 22nd, October 2nd, October 6th, October 13th, October 16th, and October 20th It reviewed department submittals, had a dialogue with department heads and received citizen input.

On October 20, 2025, the Committee is scheduled to recommend a 2026 budget for City Council consideration. A budget summary has been scheduled for publication in the official newspaper, the Courier, on October 30, 2025.

A public hearing is scheduled for November 20, 2025, at 7:00 pm in the Council Chambers. Council consideration will take place the same night. After a budget is approved, property tax bills will be prepared and mailed by mid-December.

MUNICIPAL FUNDS DESCRIBED

The General Fund (Fund 100) accounts for the bulk of municipal operations including legislative and general government, elections, property assessment, police administration & police patrol, building & zoning inspections & permit issuance, civil defense, public works and planning.

The General Fund along with the funds listed below represent the Governmental Funds maintained by the City of Waterloo.

Separate stand-alone funds exist to account for the specific revenues and expenditures of the following:

- 200 - CATV/WLOO Cable TV Stations. Charter cable television stations channels 991 and 992.
- 220 – Waterloo Fire and Rescue Department Fund. Includes both operations and capital considerations for Waterloo Fire and Emergency Medical Services. The department serves the City of Waterloo and all, or a portion, of the Town of Waterloo, Town of Portland, Town of Shields and Town of Milford.
- 225 – Parks Department Fund. Includes all revenues & expenses for municipal parks, along with capital expenditure for parks.
- 300 – Debt Service Fund. Municipal debt excluding debt incurred by Waterloo Utilities.
- 400 – Capital Fund. Includes capital projects and equipment purchases for the departments in the General Fund.
- 402 – Special Assessment Fund. Maintains and tracks revenues and expenditures resulting from special assessment projects (typically sidewalk or other public infrastructure) approved by the City Council. Additionally, municipal loans to property owners for private lead service replacements are recorded and tracked in this fund
- 412, 413, 414, 415 – Tax Incremental Districts 2-5. These four funds maintain and track all new revenue (tax increment) and allowable expenditures for geographically distinct tax incremental finance districts created by the City Council. Each district has a statutory lifespan of between 15 and 22 years.
- 600 – Community Development Authority. The Waterloo Community Development Authority (CDA) is charged with economic development functions. This fund receives revenue from the rental of the Maunesh Business Center at 117 East Madison Street. Rental revenue is meant to cover recurring operational expenditure. The Waterloo City Band and the Waterloo-Marshall Food Pantry use the facility. No revenue is collected from the band or food pantry.
- 812 – Library Fund. Dedicated to the operations and facility care of the Karl Junginger Memorial Library.

Three City of Waterloo funds not covered here operate under the auspices of Waterloo Utilities (water, sewer and electric) represent the Proprietary Funds maintained by the City of Waterloo.

- Waterloo Utilities. The public utility owned by the City of Waterloo provides water, sewer and electric service within the City of Waterloo and water & sewer service to a portion of the Town of Portland. As part of its financial responsibilities, Waterloo Utilities maintains three separate funds to account for each of these services.

REVENUE HIGHLIGHTS

Allocation State Computer Aid. \$166,250 in State Computer Aid is allocated to the Parks Department and \$271,532 is allocated to the Capital Fund.

Municipal Vehicle Registration Fee. On August 21, 2025, the City Council voted to continue a \$15 per vehicle registration fee collected as part of the Wisconsin Department of Transportation vehicle registration process. The fee will generate an estimated \$47,000 annually which by state law would be dedicated to improvements in transportation.

Municipal Borrowing. The budget for 2026 will call for borrowing due to upcoming road projects.

State Aids.

- Shared Revenue is slated to increase from \$449,157 to \$462,783.
- Supplemental Shared Revenue Aid increased from \$93,000 to \$96,163
- General Transportation Aid decreased from \$290,591 to \$276,069.
- DNR Recycling Aid is projected to increase from \$12,397 to \$12,400.
- LRIP Grant for \$19,825

EXPENDITURE HIGHLIGHTS

Police Department Staffing. The 2026 budget has allocated wages of a 4.5% increase for Police Administration staff that include the Police Chief, Lieutenant and Administrative Assistant. All other Police staff are covered by the collective bargaining agreement.

Employee Wages. The Finance, Insurance & Personnel Committee recommends the following:

- Wage increases for non-represented employees except for the Police Administration, Park Bartenders and Election Officials will receive a 2.5% increase in 2026.
- Employees covered under the collective bargaining agreement (Police Patrol Officers) will receive a 3.5% raise on 01/01/2026 and 1.0% on 08/01/26.

Employee Benefits.

The City offers employees a health insurance benefit program administered through the State of Wisconsin Department of Employee Trust Funds. The employer pays 88% of the average premium costs of qualified Tier 1 health plans within Jefferson County. In 2026, the City of Waterloo approved a plan change to the high-deductible plan through ETF. The City of Waterloo approved the offering of a HRA plan for all full-time employees covered under the city health plan. Employees that are covered under the family plan will receive \$3400 and employees under the single plan will receive \$1700 to cover the standard deductible.

Liability Insurance, Property Insurance and Worker's Compensation Insurance. Amounts vary across departments but in the aggregate insurance premiums for liability, property and worker compensation are

not expected to increase. The arrival of new assets such as the new Fire Department Truck is an example of an anticipated increase.

Economic Development.

\$15,766 (25%) of the City Clerk's salary is an expense for Tax Incremental District No. 2.

ADDITIONAL HIGHLIGHTS – BY FUND AND DEPARTMENTS

CATV (200). Revenues are \$49,323 for the 2026 budget year and expenses of \$47,280.

Waterloo Fire and Rescue Department (220). The revenue tax share from each of the municipalities served (City of Waterloo, Town of Waterloo, Town of Portland, Town of Milford and Town of Shields) The distribution of the respective shares changed due to changes in the equalized value of property. For the 2026 budget the City of Waterloo tax share increased from \$291,231 to \$297,556 For the 2026 budget, each municipality serviced by the Waterloo Fire and Rescue Department agreed to pay 50% of their portion due to help fund 2026 capital improvements. The amount was based on the same equalized value calculation used for the townships tax share and the City of Waterloo agreed to accept 50% of the full amount for 2026. A committee will be formed in 2026 with a representative from each township to develop a plan for future shared capital expense calculation for the municipalities serviced by the City of Waterloo.

The department has four full-time employees. We are currently in union negotiations with IAFF Local 877.

Parks Department – Fund (225). Proposed revenue increased from \$391,057 to \$394,277 from the prior year. Expenditures are expected to decrease from the budgeted \$396,838 to \$394,247. The Parks Facility Maintenance budget was increased from \$15,000 in 2025 to \$30,052 for 2026.

The department has a full-time Parks Coordinator, three part-time seasonal groundskeepers and seasonal bartenders.

Debt Service (300). Governmental fund debt service (non-Utility) is budgeted to pay principal of and interest of \$557,778. Revenue is transferred from tax incremental finance districts to this fund to specifically cover debt service incurred by the respective Districts. Taxes are levied to specifically cover debt service for capital projects. In 2025, Finance and Personnel approved that the debt for capital projects be adjusted to be paid from general property taxes rather than from capital improvements revenue base.

Capital Projects (400). The proposed budget allocates \$271,532 of State Computer Aid. All General Transportation Aid, \$276,069 and Wheel Tax, \$47,000 are also dedicated to current and future capital projects.

Seal Coating projected expenses is \$60,000 for 2026.

See the 5 Year Capital Plan (2026-2030) for current and future year department plans.

Special Assessment Fund (402). This fund tracks special assessments and lead loan program loans. No new special assessments are anticipated.

Tax Incremental District #2 (412). Revenue of \$19,700 is made up primarily of tax increment and fees paid in lieu of taxes from 575 West Madison Street. Top expenditures payments are 25% of the City Clerks wages of \$15,766 and Economic Development at an estimated \$6,000. Starting from 2026 to 2033, payments will be due to Hawthorn & Stone per the developers' agreement. The amounts will vary and are based on the general property taxes.

Tax Incremental District #3 (413). \$111,959 in revenue and \$126,005 in expense are projected, adding a net deficit of \$14,046. Expenditure is for debt service.

Tax Incremental District #4 (414). \$30,015 in Revenue and \$1,650 of Expenses.

Tax Incremental District #5 (415). \$29,372 in Revenue and \$2,500 of Expenses.

Community Development Authority District (600). Projected revenue consists of tax levy and building rental fees. Expenditures are focused on the operation of the Mauneshia Business Center at 117 East Madison.

Library Fund (812). The municipal contribution to this fund remained at 208,000 for 2026. This fund does not expect a deficit for 2026. The full-time received a 4% pay increase for 2026.

DISCLAIMER

The full budget detail associated summaries, and this narrative represents the full budget resolution going before the City Council for consideration. All documents are posted on the municipal website (www.waterloowi.us).



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

RESOLUTION #2025-50

ADOPTING AN ANNUAL BUDGET AND APPROPRIATING THE NECESSARY FUNDS FOR THE OPERATION OF THE CITY OF WATERLOO, WISCONSIN, FOR THE YEAR 2026

WHEREAS, it is necessary for the City of Waterloo to levy taxes and appropriate monies for expenditures.

BE IT RESOLVED that the following narrative, summary documents and detail documents are recommended by the Finance, Insurance & Personnel Committee and represent the entirety of the recommended 2026 budget for the City of Waterloo.

NOW, THEREFORE BE IT FURTHER RESOLVED, by the Common Council of the City of Waterloo that the Common Council adopts the proposed budget as submitted in summary and detail and hereby levies a tax of \$2,354,448 (with an additional levy amount for Tax Incremental District 2, 3, 4 & 5) generated by DOR formula) for necessary purposes within the City of Waterloo for expenditures by the City of Waterloo for 2026. The said levy being distributed across governmental funds is as follows:

FUND DESCRIPTION		Levy
100	General	\$1,206,638
200	Cable TV	-
220	Fire & EMS	\$297,556
225	Parks	\$129,173
300	Debt Service	\$510,961
400	Capital	-
402	Special Assessment	-
600	Community Development	\$2,120
812	Library	\$208,000
Non-TID Total		\$2,354,448

Passed and adopted this 20th day of November 2025.

City of Waterloo

Jenifer Quimby, Mayor

Attest:

Jeanne M Ritter, Clerk/Deputy Treasurer

SPONSOR(S) – Finance Insurance & Personnel Committee with a proposed amendment submitted by the Clerk/Treasurer at this time

FISCAL NOTES – See narrative, summary and detail documents



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

Resolution 2025-54

Resolution Setting the Hiring Bonus for 2026 Police Hires

WHEREAS, the City of Waterloo, WI, will be hiring new police officers in 2026 to replace current openings as needed; and

WHEREAS, The City of Waterloo, WI needs to establish a hiring bonus package; and

WHEREAS, the Police Department would like to set the hiring bonus at \$5,000, with \$2,500 paid when employee starts work with the City and \$2,500 at the successful completion of one year. If new hire leaves before their probation is up the bonus dollars must be repaid;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Waterloo, WI, agrees with the above hiring bonus for new hires in 2026. This will be paid for with Funds from Unpaid Wages and Health Insurance.

BE IT FURTHER RESOLVED that the City of Waterloo directs the Waterloo Police Department to execute any necessary agreements or documents to complete this.

ADOPTED this 20th day of November 2025, by the City Council of the City of Waterloo, WI.

Signed: _____
Jenifer Quimby Mayor of Waterloo

Attest: _____
Jeanne Ritter, City Clerk/Deputy Treasurer



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

Resolution No. 2025-56

A Resolution Authorizing the Purchase of Three New Bay Doors, 2 Openers and Additional Accessories

WHEREAS, the Fire Dept needs 3 new bay doors(3,4,5), 2 new heavy duty garage door openers with other equipment on them ; and

WHEREAS, two estimates were received from Peak Garage Doors for \$27,375.00 and Consolidated Doors Inc for \$27,876.00 ; and

WHEREAS, the funds would come from the Fire Department Fund Balance; and

WHEREAS, the Fire Dept recommends going with the quote from Peak Garage Doors for \$27,375.00;

THEREFORE, BE IT RESOLVED, the City Council of Waterloo, WI does hereby approve the purchase of the bay doors from Peak Garage Doors for \$27,375.00

Passed and adopted by the City Council of Waterloo on this 20th of November, 2025.

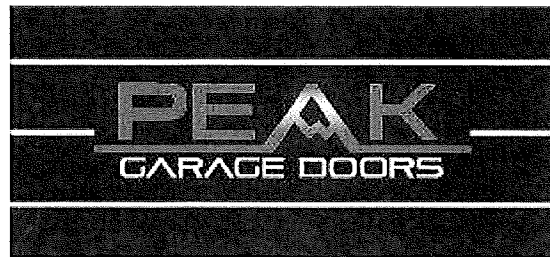
Attest:

Jeanne Ritter
Clerk/Deputy Treasurer

City of Waterloo

Signed: _____
Jenifer Quimby
Mayor

214B West Main Street Marshall, WI 53559 608-712-1226



Salesperson

Boyd Olbert

Job

Waterloo Fire & Rescue

Replace apparatus doors 3,4,5

TO
Waterloo Fire & Rescue
900 Industrial Lane
Waterloo, WI 53594

Date:
11/12/2025

Description

We are pleased to present the following for your review and consideration.

3 - 12'x14' Raynor AP200C, R-value 18.0

- White 26 ga exterior and White 27 ga interior
- Flush beadline embossment, 2" thick sections
- 16 ga end stiles
- 2 rows 41x18 rigid frame insulated windows
- Full perimeter seal
- Heavy duty nylon rollers
- 25,000 cycle springs
- Full angle to shaft mounting
- Normal headroom 2", 13 ga track
- Removal and disposal of existing doors

2 - LIFTMASTER T75 1L5 14'

- ¾ H.P. 115V 1Phase operator
- Heavy Duty motor with brake
- Photo eyes to reverse
- 1-3 Button Open, Close, Stop wall control
- 1-Transmitter each
- Red / Green traffic light

Labor, material & freight f.o.b. jobsite.....\$ 27,375.00

Quotation prepared by: _____

Openings are to be prepared by others in accordance with our specifications. The above price does not include glass, glazing, painting or wiring from electric operator, unless included in above proposal. Above proposal is made for prompt acceptance. Prices subject to review after 15 days. Agreements are contingent upon accidents or other conditions beyond our control. We carry manufacturers contracts, and employers liability and workman's compensation insurance. We reserve the right to add finance charges to past due accounts.

To accept this quotation, sign here and return: _____

Thank you for your business!



Updated 10/10/2025

Project: Waterloo Fire Department Doors 2-5

Consolidated Door is pleased to provide the following overhead door estimate –

Quoted off of Site Meeting with Lt. Jason Butzine, and Matching New Raynor Doors 1 & 2 and Lift Master Operators

New Doors # 3, 4 & 5

(3) 12'-1" x 14' Raynor Model AP200C Standard Color White Match Existing

- o 2" Polyurethane Core 18 R Value
- o Windows 40" x 12" Clear Insulated Sections 3 & 5
- o 25,000 torsion springs
- o 2" Track Standard Lift
- o Weather Strip Included
- o Lift to install supplied by Fire Department

Complete and Installed, Excludes WI Use Tax - (All 3 Doors) \$21,536.00

Motor Operated

(1) Lift Master Commercial Trolley Operator J501L5 Match Existing

Surface Mounted Control Station

(1) Set Photo Safety Eyes

(1) Three Button Remote Controls

Complete and Installed, Excludes WI Use Tax - Each \$2,027.00

Alternate Red/Green Light

(1) LiftMaster Red/Green Light Match existing

Excludes WI Use Tax - Per Door \$463.00

Alternate – 2nd Set Photo Eyes

To add 2nd Set of Photo Eyes 2' to 3' Above Primary Set

Excludes WI Use Tax - Per Door \$340.00

Door #1 We will not be doing any work on

See Summary on Page 2

Summary of Scope of Work

<u>New Doors # 3, 4 & 5</u>	\$21,536.00
(3) 12'-1" x 14' Raynor Model AP200C Standard Color White Match Existing	
<u>New Motor Operators Doors #2 & 3</u>	\$4,054.00
(2) Lift Master Commercial Trolley Operator J501L5 Match Existing	
<u>New Red/Green Light Doors # 2 & 3</u>	\$926.00
(2) LiftMaster Red/Green Light Match existing	
<u>Add 2nd Set Photo Eyes Doors # 2, 3, 4 & 5</u>	<u>\$1,360.00</u>
(4) 2 nd Set of Photo Eyes 2' to 3' Above Primary Set	
Complete and Installed, Excludes WI Use Tax -	\$27,876.00

Respectfully submitted,

John Klotz

John Klotz
Project Manager

*Due to the current volatility in the steel and aluminum industries we only guarantee our quotes for 30 days.

*All doors are quoted to be installed in a prepared opening; no blocking included – (wood bucks by others)

*If we work on the door or operator, we have to set the photo eyes to code max 6" above floor

*Excludes Union / Davis Bacon, Prevailing Wage Labor

*All electrical wiring and empty conduits if needed to be performed by others.

*Warranty not to exceed manufacturer's warranty time frame. Labor Warranty 1 Year.

*All dimensions and clearances to be field verified before ordering, pricing may vary according to site conditions



136 North Monroe Street
Waterloo, WI 53594-1198
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

RESOLUTION #2025-53 Fee Schedule Update

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

Whereas, from time to time it is beneficial to review and revise municipal fees charged for services and goods provided by the City of Waterloo, and;

Whereas, an updated schedule is attached for City Council consideration.

Therefore Be It Resolved, that the Waterloo City Council adopts the fee schedule as presented.

Date: _____

Vote: _____

City of Waterloo

Signed: _____
Jenifer Quimby, Mayor

Attest:

Jeanne Ritter Clerk/Deputy Treasurer

SPONSOR(S) – Various

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Bldg Insp	Land Use	Erosion & sediment control plan permit fee		\$200.00	\$200.00	§ 385-31 Changes and amendments		
Bldg Insp	Land Use	Final Plat review	\$4.00 per lot +	\$100.00	\$100.00	§ 385-31 Changes and amendments		
Bldg Insp	Land Use	Final plat review, reapplication	\$1.00 per lot +	\$50.00	\$50.00	§ 385-31 Changes and amendments		
Bldg Insp	Land Use	Land use rezoning		\$285.00	\$285.00	§ 385-31 Changes and amendments		
Bldg Insp	Bldg Res 1&2 Units	New Dwelling/Addition	\$0.21 per sq ft all areas \$0.44 per sq ft all areas	\$125.00 minimum	\$125.00 minimum \$160.00 minimum	§ 140-9 Permit fees		
Bldg Insp	Bldg Res 1&2 Units	Erosion Control	New	\$125.00	125 \$205	§ 372-10 Fee schedule		
Bldg Insp	Bldg Fee	Erosion Control	Addition	\$75.00	\$75.00	§ 372-10 Fee schedule		
Bldg Insp	Bldg Fee	Remodel	\$10.00 per thousand of valuation 15/1000 of valuation	\$85.00 minimum	\$85.00	§ 140-9 Permit fees		
Bldg Insp	Bldg Fee	Accessory Structure	\$0.21 \$0.36 per sq ft all areas	\$60. minimum	\$60.00	§ 140-9 Permit fees		
Bldg Insp	Bldg Fee	Deck	less than 100 sqft		\$100.00	§ 140-9 Permit fees		
Bldg Insp	Bldg Fee	Deck	100 sqft or more		\$190.00	§ 140-9 Permit fees		
Bldg Insp	Bldg Fee	Occupancy Permit	per dwelling unit	\$60.00	60 \$65	§ 140-9 Permit fees	\$65	
Bldg Insp	Bldg Fee	Temporary Occupancy Permit		\$ 100.00	\$100.00	§ 140-9 Permit fees	100	
Bldg Insp	Bldg Fee	Early Start (footings and foundations)		\$135.00	135 \$330.00	§ 140-9 Permit fees	330	
Bldg Insp	Bldg Fee	Plumbing New Bldg/Addition/Alteration (For Alterations use sq ft of alteration area)	\$0.055 \$0.12 sq ft, all areas; \$45.00 Base Fee	\$50.00 minimum	\$50.00 \$100.00 minimum	§ 140-9 Permit fees	0.12 minimum 100	
Bldg Insp	Bldg Res 1&2 Units	Plumbing Replacement & Misc. Items	\$10.00 per thousand of plumbing project valuation	\$50.00 minimum	\$50.00 \$100.00 minimum	§ 140-9 Permit fees	100	
Bldg Insp	Bldg Res 1&2 Units	Electrical New Bldg./Addition/Alteration	\$0.055 \$0.12 per sq ft, all areas; \$45.00 Base Fee	\$50.00 minimum	\$50.00 \$100.00 minimum	§ 193-5 Fees	.12 minimum 100	
Bldg Insp		Electrical Replacement & Misc. Items	\$10.00 per thousand of electrical project	\$50.00 minimum	\$50.00 \$100.00 minimum	§ 193-5 Fees	100	
Bldg Insp		HVAC New Bldg/Addition/Alteration	\$0.055 per sq ft, all areas; \$45.00 base Fee	\$50.00 minimum	\$50.00 \$100.00 minimum	§ 140-9 Permit fees	\$100	
Bldg Insp		HVAC Replacement & Misc. Items	\$10.00 per thousand of HVAC project valuation;	\$50.00 minimum	\$50.00 \$100.00 minimum	§ 140-9 Permit fees	100	
Bldg Insp		Razing Fee	\$0.05 \$0.14 per sq ft all areas	\$75.00 minimum	\$75.00 \$102.00 minimum	§ 140-9 Permit fees.	.14 minimum 102	

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Bldg Insp		Other		\$50.00	50 \$65	§ 140-9 Permit fees.	65	
Bldg Insp		Commercial New Structure/Addition	\$0.21 \$0.44 per sq ft all areas	\$150.00 minimum	\$150.00 \$160.00 minimum	§ 140-9 Permit fees	.44 minimum 160	
Bldg Insp		Commercial Erosion Control	\$350.00 first acre plus \$150.00 per acre or portion thereof			§ 140-9 Permit fees		
Bldg Insp		Commercial Remodel	\$11.00 \$15.00 per thousand of valuation	\$135.00	\$135.00	§ 140-9 Permit fees	15/1000	
Bldg Insp		Commercial Occupancy	per unit	\$70.00	70 \$255	§ 140-9 Permit fees	\$255	
Bldg Insp		Commercial Temp Occupancy, Change of Use	per unit	\$70.00	70 \$102	§ 140-9 Permit fees	\$102	
Bldg Insp		Commercial Early Start Permit		\$165.00	165 \$330.00	§ 140-9 Permit fees	\$330	
Bldg Insp		Plumbing New Bldg./Addition/Alteration	\$.065 \$0.12 per sq ft. all areas; \$50.00 Base Fee	see notes	\$55.00 \$100.00 minimum	§ 140-9 Permit fees	\$50 based; \$55 minimum	
Bldg Insp		Plumbing Replacement & Misc. Items	\$10.00 per thousand of plumbing project valuation	\$10.00	\$55.00 \$100.00 minimum	§ 140-9 Permit fees	\$100.00	
Bldg Insp	Inspect	Plumbing New Construction Outside Sewer & Water Laterals	\$100.00 for the 1st 100 ft + then .50 thereafter			§ 140-9 Permit fees	\$100	
Bldg Insp	Inspect	Electrical New Bldg./Addition/Alteration	\$.065 \$0.12 per sq ft all areas; \$50.00 Base Fee	see notes	\$55.00 \$100.00 minimum	§ 193-5 Fees	.12 minimum 100	
Bldg Insp	Inspect	Electrical Replacement & Misc. Items	\$10.00 per thousand of electrical project valuation	\$10.00	\$55.00 \$100.00 minimum	§ 193-5 Fees	\$100.00	
Bldg Insp	Inspect	HVAC New Bldg/Addition/Alteration	\$.065 \$0.12 per sq. ft all areas; \$50.00 Base Fee	see notes	\$55.00 minimum	§ 140-9 Permit fees	\$0.12	
Bldg Insp	Inspect	HVAC Replacement & Misc. Items	\$10.00 per thousand of HVAC project valuation	\$55.00 minimum	\$55.00 \$100.00 minimum	§ 140-9 Permit fees	\$100	
Bldg Insp	Inspect	Commercial Fees Razing Fee	\$.05 \$0.14 per sq ft of floor area	\$75.00 minimum	\$75.00 minimum	§ 140-9 Permit fees.	\$0.14	
Bldg Insp	Inspect	Commercial Fees Other		\$70.00 minimum	\$70.00 \$100.00 minimum	§ 140-9 Permit fees.	\$100	
Bldg Insp	Inspect	Agricultural Buildings (unheated) New Structure/Addition/Remodel	\$.08 \$0.36 per sq ft all floor area	\$50.00 minimum	\$50.00 minimum	§ 140-9 Permit fees.	\$0.36	

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Bldg Insp	Inspect	Pools (Separate Electric Permit Required)	15/1000 Minimum \$65 Maximum \$540	\$85.00	\$85.00	§ 140-9 Permit fees.	15/1000 Minimum \$65 Maximum \$540	
Bldg Insp	Inspect	Re-inspection Fee -each occurrence		\$50.00	50-\$65.00	§ 140-9 Permit fees.	\$65	
Bldg Insp	Inspect	Failure to Call for Inspection - each occurrence		\$50.00	50-\$65.00	§ 140-9 Permit fees.	\$65	
Bldg Insp	Inspect	Double Fees are due if work is started before the permit is issued				§ 140-9 Permit fees.		
Bldg Insp	Inspect	Permit Renewal - 50% of the permit fee based on current fee schedule, but not less than minimum fee				§ 140-9 Permit fees.		
Bldg Insp	Inspect	State Seal		\$41.00	41-\$80.00	§ 140-9 Permit fees.	\$80	\$80
Bldg Insp	Inspect	Moving of building	\$1.50 per 1000 cubic feet + 270 plus 0.14 per sq ft	\$20.00	\$20.00	§ 144-3 Permit fee.	270 plus 0.14 per sq ft	270 plus 0.14 per sq ft
Bldg Insp	Inspect	Commercial Plan Review Fee Schedule			SBD 118	§ 140-9 Permit fees.	SBD 118	SBD 118
Bldg Insp	Review Fee	1. New construction, additions, alterations and parking lots fees are computed per this table (SPS 302.31)			See charges per area below	§ 140-9 Permit fees.	See charges per area below	
Bldg Insp	Review Fee	2. New construction and additions are calculated based on total gross floor area of the structure			See charges per area below	§ 140-9 Permit fees.	See charges per area below	
Bldg Insp	Review Fee	3. A separate plan review fee is charged for each type of plan review			See charges per area below	§ 140-9 Permit fees.	See charges per area below	
Bldg Insp	Review Fee	Area (Square Feet)	Building Plans		Note 1. A Plan Entry fee of \$100.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees. Note 2. This fee shall be waived for construction areas less than 2,500 square feet. Note 3. If deemed by the reviewer as a minor plan review to waive fee - minimum fee of \$60.00	§ 140-5 Adoption of codes.	Note 1. A Plan Entry fee of \$100.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees. Note 2. This fee shall be waived for construction areas less than 2,500 square feet. Note 3. If deemed by the reviewer as a minor plan review to waive fee - minimum fee of \$60.00	
Bldg Insp	Review Fee	Less than 2,500 sq ft	Single Fee	\$250.00*	\$250.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	2,500 - 5,000	Single Fee	\$300.00	\$300.00	§ 140-5 Adoption of codes.		

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Bldg Insp	Review Fee	5,001 - 10,000	Single Fee	\$500.00	\$500.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	10,001 - 20,000	Single Fee	\$700.00	\$700.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	20,001 - 30,000	Single Fee	\$1,100.00	\$1,100.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	30,001 - 40,000	Single Fee	\$1,400.00	\$1,400.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	40,001 - 50,000	Single Fee	\$1,900.00	\$1,900.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	50,001 - 75,000	Single Fee	\$2,600.00	\$2,600.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	75,001 - 100,000	Single Fee	\$3,300.00	\$3,300.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	100,001 - 200,000	Single Fee	\$5,400.00	\$5,400.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	200,001 - 300,000	Single Fee	\$9,500.00	\$9,500.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	300,001 - 400,000	Single Fee	\$14,000.00	\$14,000.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	400,001 - 500,000	Single Fee	\$16,700.00	\$16,700.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	Over 500,000	Single Fee	\$18,000.00	\$18,000.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	Area (Square Feet)	HVAC Plans					
Bldg Insp	Review Fee	Less than 2,500	Single Fee	\$150.00*	\$150.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	2,500 - 5,000	Single Fee	\$200.00	\$200.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	5,001 - 10,000	Single Fee	\$300.00	\$300.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	10,001 - 20,000	Single Fee	\$400.00	\$400.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	20,001 - 30,000	Single Fee	\$500.00	\$500.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	30,001 - 40,000	Single Fee	\$800.00	\$800.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	40,001 - 50,000	Single Fee	\$1,100.00	\$1,100.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	50,001 - 75,000	Single Fee	\$1,400.00	\$1,400.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	75,001 - 100,000	Single Fee	\$2,000.00	\$2,000.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	100,001 - 200,000	Single Fee	\$2,600.00	\$2,600.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	200,001 - 300,000	Single Fee	\$6,100.00	\$6,100.00	§ 140-5 Adoption of codes.		

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Bldg Insp	Review Fee	300,001 - 400,000	Single Fee	\$8,800.00	\$8,800.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	400,001 - 500,000	Single Fee	\$10,800.00	\$10,800.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	Over 500,000	Single Fee	\$12,100.00	\$12,100.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	Determination of Area			The area of floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.	§ 140-5 Adoption of codes.	The area of floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.	
Bldg Insp	Review Fee	Structural Plans and other Component Submittals			When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, the review fee is \$250.00 per plan with additional \$100.00 plan entry fee per each plan set.	§ 140-9 Permit fees.	When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, the review fee is \$250.00 per plan with additional \$100.00 plan entry fee per each plan set.	
Bldg Insp	Build Fee	Early Start less than 2500 sq ft			The plan review fee for permission to start construction shall be \$75.00 for all structures less than 2,500 sf. All other structures shall be \$150. The square footage shall be computed as the first floor of the building or structure.	§ 140-9 Permit fees.	The plan review fee for permission to start construction shall be \$75.00 for all structures less than 2,500 sf. All other structures shall be \$150. The square footage shall be computed as the first floor of the building or structure.	

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Bldg Insp	Review Fee	Transmission Towers			The total fee for review of transmission tower plans shall be \$350.00 (with an additional \$100.00 plan entry fee) and shall include the review of plans for building accessory to the tower that are submitted with the tower plans.	§ 140-9 Permit fees.	The total fee for review of transmission tower plans shall be \$350.00 (with an additional \$100.00 plan entry fee) and shall include the review of plans for building accessory to the tower that are submitted with the tower plans.	
Bldg Insp	Review Fee	Plan Examination Extensions			The fee for the extension of approved plan review shall 50% of the original plan review fee, not to exceed \$3,000.00	§ 140-9 Permit fees.	The fee for the extension of approved plan review shall 50% of the original plan review fee, not to exceed \$3,000.00	
Bldg Insp	Review Fee	Resubmittals & Revisions to approved plans			When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. All other reviews shall be \$150.00	§ 140-9 Permit fees.	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. All other reviews shall be \$150.00	
Bldg Insp	Review Fee	Submittal of plans after construction			When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. All other reviews shall be \$150.00	§ 140-9 Permit fees.	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. All other reviews shall be \$150.00	
Bldg Insp	Review Fee	Expedited Priority Plan Review			The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.	§ 140-9 Permit fees.	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.	
Bldg Insp	Build Fee	Impact Fee: Park & Recreation	per Residential Equivalent Unit at time of occupancy	\$0.00	\$0.00	§ 380-50 Impact fees.		
Bldg Insp	Bldg Fee	Impact Fee: Public Works	per Residential Equivalent Unit at time of occupancy	\$0.00	\$0.00	§ 380-50 Impact fees.		
Bldg Insp	Bldg Fee	Impact Fee: Sanitary Sewer System	per Residential Equivalent Unit at time of occupancy	\$0.00	\$0.00	§ 380-50 Impact fees.		
Bldg Insp	Bldg Fee	Impact Fee: Storm Water	per Residential Equivalent Unit at time of occupancy	\$0.00	\$0.00	§ 380-50 Impact fees.		

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Clerk/Treas	Service	Audio or data - Clerk/Tres. Office records request	per CD or available media	\$3.00	\$3.00	§ 100-8 Fee Schedule.		
Clerk/Treas	Service	Faxing		\$5.00	\$5.00	§ 100-8 Fee Schedule.		
Clerk/Treas	Service	Municipal ordinance book	per printed book	\$145.00	\$145.00	§ 100-8 Fee Schedule.		
Clerk/Treas	Service	Municipal parking lot parking rental	per month	10 \$15.00	\$15.00	Ord. No. 2021-09	\$15.00	
Clerk/Treas	Service	Poll Book Reports	per order	\$15.00	\$15.00	§ 100-8 Fee Schedule.		
Clerk/Treas	Service	Poll Book Reports	per page	\$0.25	\$0.25	§ 100-8 Fee Schedule.		
Clerk/Treas	Service	Returned Check	per occurrence	\$30.00	\$30.00	§ 100-8 Fee Schedule.		
Clerk/Treas	Service	Rummage & Garage Sale	after four or more occurrences in a year	\$10.00	\$10.00	§ 300-3 License fee; duration of sale.		
Clerk/Treas	Service	Special Assessment letter	each	\$25.00	\$30.00	§ 100-8 Fee Schedule.		
Clerk/Treas	Service	Special meeting charge	per meeting	\$200.00	\$200.00	§ 100-8 Fee Schedule.		
Clerk/Treas	Licenses	Cigarette license	per year	\$100.00	\$100.00	§ 165-1 Cigarette retailer license.		
Clerk/Treas	Licenses	Carnival, circus or concert	per event	\$50.00	\$50.00			
Clerk/Treas	Licenses	Dog license	unaltered male/female	\$15.00	\$15.00	§ 126-4 Regulation and licensing of dogs.		
Clerk/Treas	Licenses	Dog license	spayed/neutered	\$11.00	\$11.00	§ 126-4 Regulation and licensing of dogs.		
Clerk/Treas	Licenses	Dog license	additional fee after April 1	\$10.00	\$30.00	§ 126-4 Regulation and licensing of dogs.	\$30.00	
Clerk/Treas	Licenses	Kennel license	per year	\$30.00	\$30.00	§ 126-4 Regulation and licensing of dogs.		
Clerk/Treas	Licenses	Boarding Fee	per day	\$15.00	\$15.00	§ 126-4 Regulation and licensing of dogs.		
Clerk/Treas	Fee	Cat and Dog intake fee - 1st Occurrence		\$25.00	\$25.00	§ 126-4 Regulation and licensing of dogs.		
Clerk/Treas	Fee	Cat and Dog intake fee - Any occurrence thereafter		\$50.00	\$50.00	§ 126-4 Regulation and licensing of dogs.		
Clerk/Treas	Fee	Dog Park Fee - Annual Tag	per year	\$10.00	\$10.00	§ 126-4 Regulation and licensing of dogs.		
Clerk/Treas	Fee	Dog Park Fee - Replacement Tag	per year	\$5.00	\$5.00	§ 126-4 Regulation and licensing of dogs.		
Clerk/Treas	Fee	Dog Park Fee - Daily Fee	per day	\$3.00	\$3.00	§ 126-4 Regulation and licensing of dogs.		
Clerk/Treas	Fee	Natural Lawn Permit	one-time initial	\$50.00	\$50.00	§ 261-8.5 Regulation of Natural Lawns	Fees/Land Use	
Clerk/Treas	Fee	Massage Parlors	one-time initial	\$50.00	\$50.00			
Clerk/Treas	Licenses	Class "A" malt beverage	per year	\$500.00	\$500.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Class "B" malt beverage	per year	\$100.00	\$100.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	"Class B" liquor	per year	\$500.00	\$500.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Temporary Class "B" (Picnic License)	per event	\$10.00	\$10.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Reserve "Class B" liquor	one-time initial	\$10,000.00	\$10,000.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	"Class C" wine	per year	\$100.00	\$100.00	§ 223-5 License fees.		

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Clerk/Treas	Licenses	Wholesalers fermented malt beverage	per year	\$25.00	\$25.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Transfer of license to another premise	per year	\$10.00	\$10.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Agent Appointment		\$10.00	\$10.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Class A & B Liquor License Publication Fee	per year	\$10.00	\$25.00	§ 223-5 License fees.	\$25.00	
Clerk/Treas	Licenses	Operator's license (Picnic)		\$10.00	\$10.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Operator's license - New	expires odd year	\$60.00	\$60.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Renewal	expires odd year	\$30.00	\$30.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Provisional	60 days	\$15.00	\$15.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Temporary	14 days	\$15.00	\$15.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Transient merchant license		\$20.00	\$40.00	§ 178-4 Registration requirements; application fee.	\$40.00	
Clerk/Treas	Licenses	Mobile home park operation	\$2 each space	Minimum \$25.00	\$25.00 minimum	§ 252-5 Parking permit fees.		
Clerk/Treas	Licenses	Junk dealers	per year	\$25.00	\$25.00	§ 230-4 License fee.		
Clerk/Treas	Land Use	Conditional use application		\$285.00	\$285.00	§ 385-21 Conditional uses.		
Clerk/Treas	Land Use	Design review	.02 per disturbed area			§ 385-31 Changes and amendments.		
Clerk/Treas	Land Use	Minor subdivision review/certified survey map submittal		\$50.00	\$50.00	§ 380-23 Certified survey map.		
Clerk/Treas	Land Use	Preliminary plat review	4.00 per lot +	\$475.00	\$475.00	§ 385-31 Changes and amendments.		
Clerk/Treas	Land Use	Preliminary plat review, reapplication	2.00 per lot +	\$100.00	\$100.00	§ 385-31 Changes and amendments.		
Clerk/Treas	Land Use	Street opening/sidewalks		\$30.00	\$50.00	§ 385-31 Changes and amendments.	\$50.00	
Clerk/Treas	Land Use	Sign permit		\$10.00 minimum, \$50.00 maximum with \$1/each sq. ft. over 10 sq ft	\$10.00 minimum, \$50.00 maximum with \$1/each sq. ft. over 10 sq ft	§ 385-26 Signs and billboards.		
Clerk/Treas	Land Use	Variance application		\$285.00	\$285.00	§ 385-31 Changes and amendments.		
Clerk/Treas	Land Use	Zoning map and others provided by City Engineer		\$10.00	\$10.00	§ 385-31 Changes and amendments.		
DPW/Clerk	Private Well	Private Well Operation - Renewal		\$175.00 5 year permit	\$175.00 5 yr permit	§ 340-7 Private well abandonment.		
DPW/CLERK	Private Well	Private Well Operation - Renewal Late Fee		\$50.00	\$50.00	§ 340-7 Private well abandonment.		
DPW	Private Well	Private Well Operation - Well Abandonment		\$50.00	\$50.00	§ 340-7 Private well abandonment.		

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
DPW	Land Use	Driveway & culvert cuts		\$ 75.00	\$75.00	§ 184-2 Fee.		
DPW	Services	Residential & commercial trash disposal	per month	\$ 12.50	12.5 \$13.50			
DPW	Services	End loader with operator	per hr.	\$95.00	\$95.00			
DPW	Services	Skid Steer loader with operator	per hour, 1 hour minimum	\$95.00	\$95.00			
DPW	Services	Truck or pick-up with operator	per hour, 1 hour minimum	\$85.00	\$85.00			
DPW	Services	Truck-wood chipper with two operators	per hour, 1 hour minimum	\$125	125 \$225.00			
DPW	Services	Tractor-mower with operator	per hour, 1 hour minimum	\$75 .00	\$75.00			
DPW	Services	Riding lawn mower with operator	per hour, 1 hour minimum	\$75.00	\$75.00			
DPW	Services	Truck-snow plow and/or sander with operator	per hour, 1 hour minimum	\$85.00	\$85.00			
DPW	Services	Tractor/snow blower/blade with operator	per hour, 1 hour minimum	\$75.00	\$75.00			
DPW	Services	Snow shoveling and/or salting	per hour, 1 hour minimum	\$95.00	\$95.00			
DPW	Services	Street sweeper with operator	per hour, 1 hour minimum	\$95.00	\$95.00			
DPW	Services	Chain saw with operator	per hour, 1 hour minimum	\$95.00	\$95.00			
DPW	Services	Paint marker with operator	per hour, 1 hour minimum plus material	\$65.00	\$95.00			
DPW	Services	Public works labor	per hour	\$65.00	\$65.00			
DPW/Clerk	Services	Small Cell (5G) Application	One-time initial application for access to government pole and/or ground based site for small cell wireless facility		\$500 for five or fewer facility installations; \$100 more for each additional thereafter; For annual recurring pole rental see Waterloo Utilities		\$500 for five or fewer facility installations; \$100 more for each additional thereafter; For annual recurring pole rental see Waterloo Utilities	
DPW	Services	Grave Opening & Closing Services, City Cemetery		\$550.00 per opening & closing + \$25 admin fee	\$550.00 per opening & closing + \$25 admin fee	§ 159-2 Finances.		
DPW/Clerk	Private Well	Private Well Operation - Initial		\$450.00 5 year permit	\$450.00 5 yr permit	§ 340-7 Private well abandonment.		
DPW/Clerk	Private Well	Private Well Operation - Renewal		\$175.00 5 year permit	\$175.00 5 yr permit	§ 340-7 Private well abandonment.		
DPW/CLERK	Private Well	Private Well Operation - Renewal Late Fee		\$50.00	\$50.00	§ 340-7 Private well abandonment.		
DPW	Private Well	Private Well Operation - Well Abandonment		\$50.00	\$50.00	§ 340-7 Private well abandonment.		

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Parks	Facility Rent	Waterloo Regional Trailhead-Rental	Non-Profit		\$0.00			
Parks	Facility Rent	Waterloo Regional Trailhead - Rental	Per Half Day (less than 4 hours)	\$100.00	\$150.00			
Parks	Facility Rent	Waterloo Regional Trailhead - Rental	Per Full Day (4 hours or more)	\$150.00	300 -\$250			
Parks	Facility Rent	Waterloo Regional Trailhead-Special Event Rental (multiple days)			\$500.00			
Parks	Facility Rent	Firemen's Park Entire Park	See Parks Coordinator for Special Events					
Parks	Facility Rent	Entire Pavilion- Resident Private		\$1,750.00	\$2,400.00			
Parks	Facility Rent	Entire Pavilion-Non Resident Private		\$1,950.00	\$2,600.00			
Parks	Facility Rent	Entire Pavilion-Resident Public		\$1,250.00	\$1,700.00			
Parks	Facility Rent	Entire Pavilion-Non Resident Public		\$1,250.00	\$1,900.00			
Parks	Facility Rent	Upper Pavilion-Resident Private		\$1,250.00	\$1,900.00			
Parks	Facility Rent	Upper Pavilion-Non-Resident Private		\$1,350.00	\$2,000.00			
Parks	Facility Rent	Upper Pavilion Resident Public		\$900.00	\$1,550.00			
Parks	Facility Rent	Upper Pavilion-Non-Resident Public		\$1,000.00	\$1,650.00			
Parks	Facility Rent	Lower Pavilion -Resident Private		\$650.00	\$650.00			
Parks	Facility Rent	Lower Pavilion - Non Resident Private		\$750.00	\$750.00			
Parks	Facility Rent	Lower Pavilion-Resident Public		\$300.00	\$300.00			
Parks	Facility Rent	Lower Pavilion-Non-Resident Public		\$400.00	\$400.00			
Parks	Facility Rent	Kitchen Rental per Month			\$75.00			
Parks	Facility Rent	Kitchen Rental per Hour			\$15.00			
Parks	Facility Rent	Bingo Hall-Resident Private		\$200.00	\$250.00			
Parks	Facility Rent	Bingo Hall-Non-Resident Private		\$300.00	\$350.00			
Parks	Facility Rent	Bingo Hall-Resident Public		\$150.00	\$350.00			
Parks	Facility Rent	Bingo Hall-Non-Resident Public		\$200.00	\$350.00			

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Parks	Facility Rent	Camping Weekday	Monday pm thru Friday am	\$20.00	\$20.00			
Parks	Facility Rent	Camping Weekend	Friday pm thru Monday am	\$25.00	\$25.00			
Parks	Facility Rent	Veteran Park Bandstand over 4 Hours		\$75.00	\$75.00			
Parks	Facility Rent	Veterans Park Bandstand Special Events		\$200.00	\$200.00			
Parks	Facility Rent	Bandstand/Gazebo		\$25.00	\$75.00			
Parks	Facility Rent	Maunesha Business Center	Per Half Day (less than 4 hours)	\$150.00	\$150.00			
Parks	Facility Rent	Maunesha Businees Center	Per Full Day (4 hours or more)	\$200.00	\$200.00			
Parks	Facility Rent	Hamburger/Concession Stand- Resident Private		\$50.00	\$100.00			
Parks	Facility Rent	Hamburger/Concession Stand-Non Private		\$50.00	\$100.00			
Parks	Facility Rent	Baseball Diamond-Skalitzky Field (3 hours or less)		\$85.00	\$125.00			
Parks	Facility Rent	Baseball Diamond-Skalitzky Field All Day		\$250.00	\$250.00			
Parks	Facility Rent	Baseball Tournament Fee-1 Day		\$100.00	\$300.00 includes concession stand			
Parks	Facility Rent	Baseball Tournament Fee-2 Day			\$600.00 includes concession stand			
Parks	Facility Rent	Baseball Tournament Fee-3 Day			\$900.00 includes concession stand			
Parks	Facility Rent	Softball Diamond -Little League (3 hours or less)		\$50.00	\$75.00			
Parks	Facility Rent	Softball Diamond - Little League All Day			\$150.00			
Parks	Facility Rent	Softball Tournament Fee 1 Day			\$200.00 includes concession stand			
Parks	Facility Rent	Softball Tournament Fee 2 Day			\$400.00 includes concession stand			
Parks	Facility Rent	Softball Tournament Fee 3 Day			\$600.00 includes concession stand			
Parks	Service	Baseball Field Lights	per hr.	\$25.00	\$25.00			
Parks	Service	Park Laborer	per hr.	\$15.00	\$50.00			
Parks	Service	Field Marking (Field Lime)	a bag		\$10.00			
Parks	Service	Diamond Dry	a bag		\$25.00			
Parks	Service	Field Clay	a bag		\$30.00			
Parks	Service	Bartender	per hour	\$15.00	\$20.00			
Parks	Service	Ceremony Area		\$25.00	\$25.00			
Parks	Service	Road Closure		\$25.00	\$25.00			

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Parks	Service	Outdoor Chairs		\$200.00	\$200.00			
Parks	Service	Outdoor Chairs Setup	per hour	\$100.00	\$100.00			
Parks	Service	Projection Screen			\$25.00			
Parks	Service	Projector			\$25.00			
Parks	Service	Outdoor Speakers			\$50.00			
Parks	Service	Outdoor Wireless Mic			\$50.00			
Parks	Service	Movable Fencing Set-Up	per hour		\$100.00			
Parks	Service	Prep of Baseball Field (each time)		\$25.00	\$25.00 *All field rentals include: Dragging of diamond if dry enough & moving of bases and pitching rubber to desired distance			
Parks	Service	Charitable Non-Profit Discount	50% Discount					
Parks	Service	Parks Rental & Fee Disclaimer						
Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Police	Service	Audio or video-Police Dept. records request	per request	\$20.00	\$20.00	§ 100-8 Fee Schedule.		
Police	Service	Bicycle registration	for life of ownership of bike	\$5.00	\$5.00	§ 133-1 Bicycles.		
Police	Service	Finger Printing (service to City of Waterloo residents and employees)	per request	\$15.00	\$15.00	§ 100-8 Fee Schedule.		
Police	Service	Hearing Officer for grievance process	1/2 of the total expense			§ 100-8 Fee Schedule.		

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Utility	Utility	Electric Rates	See Waterloo Utilities [link included]		https://www.waterlooutilities.com/sites/waterlooutilities.com/files/ERate_Increase_2021_0.pdf	§ 340-4 Rates, Rules, & Regulations		
Utility	Utility	Water Rates	See Waterloo Utilities [link included]		https://www.waterlooutilities.com/rates	§ 340-4 Rates, Rules, & Regulations		
Utility	Utility	Sewer Rates	See Waterloo Utilities [link included]		https://www.waterlooutilities.com/sewer-rate-change-effective-jan-1-2022	§ 340-4 Rates, Rules, & Regulations		
Utility	Bldg Fee	Water Booster Station / Water Hook-up Treyburn farms 1st Addition Lots 17-25, 68 and 76-83 & Waterloo Assessment District No. 1	per lot		\$866.94	§ 100-8 Fee Schedule.		
Utility	Bldg Fee	Sanitary Sewer Connection	Per Equivalent Residential Unit at time of occupancy	\$853.97	\$853.97	§ 340-21 Connection charges.	City to update	
Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
CATV	Service	Audio or video - Cable TV Station- Governmental	per CD or available media	\$3.00	\$3.00	§ 100-8 Fee Schedule.		
CATV	Service	Audio or video - Cable TV Station- Non-Governmental	per CD or available media	\$10.00	\$10.00	§ 100-8 Fee Schedule.		
Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Fire/EMS	Emergency Fee	False alarm fee	1st	no fee	no fee	§ 120-3 False alarms.		
Fire/EMS	Emergency Fee	(Occurring within a continuous 12 month period)	2nd	\$100.00	\$100.00	§ 120-3 False alarms.		
Fire/EMS	Emergency Fee	(Occurring within a continuous 12 month period)	3rd	\$200.00	\$200.00	§ 120-3 False alarms.		



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ORDINANCE #2025-14

An Ordinance Amending Section §340-2

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

Section 1: § 340-2
is hereby amended as follows:

D. Powers and duties.

(7)Disbursements. No money shall be drawn from the funds of the Utility, nor shall any obligation for the expenditure of money be incurred, except in conformity with authorization by the Commission. No claim against the Utility shall be paid unless evidenced by a voucher approved by the Commission. All bills of the Utility shall be approved by the Commission and said bills shall be paid out of the City treasury pursuant to § 66.0607(4), Wis. Stats., and shall be signed by the ~~Clerk/Deputy~~ Treasurer and Utility Superintendent.

Section 2: This ordinance shall take effect and be in force after its passage and publication in a manner provided for by law.

Acted on and adopted at a result meeting of the Common Council on November 20, 2025.

CITY OF WATERLOO

Jenifer Quimby, Mayor

Attest:

Jeanne Ritter, City Clerk

Date Adopted:

Date Published:

ARTICLE I
Water and Light Utility

§ 340-1. Utilities combined.

The Water Utility and the Light Utility shall be combined as one utility and shall be designated the "Waterloo Water and Light Utility."

§ 340-2. Water and Light Utility Commission.

- A. Meetings. The Water and Light Utility Commission shall hold regular monthly meetings and such special meetings called by the Chairperson or by a majority of the Commission as may be deemed necessary. Notice of every special meeting shall be given to each member. The times of holding regular meetings and the manner of calling special meetings shall be prescribed by the rules or bylaws of the Commission. Notice of all meetings shall be given in compliance with the Wisconsin Open Meeting Law.¹
- B. Quorum. Three Commissioners shall constitute a quorum.
- C. Record of proceedings to be kept. The Commission shall keep a full and accurate record of its proceedings and transactions.
- D. Powers and duties.
- (1) General. The Commission shall take charge and management of the Utility, appoint a manager, authorize such subordinates as may be necessary, fix their compensation, and shall supervise the operation of the Utility under the general control of the Council, pursuant to § 66.0805, Wis. Stats.
 - (2) Construction, contracts, and equipment. The Commission shall construct, extend, improve, operate, and maintain the Utility, subject to the general control of the Council and the powers and jurisdiction of the Public Service Commission, provided that contracts for the performance of work or purchase of materials which exceed \$25,000 shall be let by the Council according to law. (See § 62.15, Wis. Stats.)
 - (3) Policy. The Commission shall establish written policies to govern the Utility operations to cover employees' duties, customer rates, services, rules and termination procedures, expenditures of funds, and other appropriate policies.
 - (4) Surety bonds. The Commission may require surety bonds for any of the officers and employees of the Utility in such amounts as the Commission deems necessary. The premiums for the bonds shall be paid by the Utility in the same manner as any other operating expense.
 - (5) Extension of water services. The Utility may extend water services beyond the City limits only to the extent authorized by the Council, pursuant to § 66.0813, Wis. Stats.
 - (6) Rates. Rates shall be sufficient to pay all operation, maintenance, depreciation, interest

1. Editor's Note: See §§ 19.81 to 19.98, Wis. Stats.

and debt service fund requirements, local and school tax equivalents, additions and improvements, and other necessary disbursements or indebtedness. All electric, heat, and water rates shall be established by the Wisconsin Public Service Commission.

- (7) Disbursements. No money shall be drawn from the funds of the Utility, nor shall any obligation for the expenditure of money be incurred, except in conformity with authorization by the Commission. No claim against the Utility shall be paid unless evidenced by a voucher approved by the Commission. All bills of the Utility shall be approved by the Commission and said bills shall be paid out of the City treasury pursuant to § 66.0607(4), Wis. Stats., and shall be signed by the ~~Clerk/Deputy~~ Treasurer and Utility Superintendent.
- (8) Investment of surplus funds. The Commission may invest surplus funds of the Utility only as authorized by § 66.0811(2), Wis. Stats.
- (9) Budget. The Commission shall, annually, supervise and be responsible for the preparation of a separate budget for each utility.
- (10) Audit. The funds and accounts of the Utility shall be audited annually by a certified public accountant and shall be open to public inspection.

§ 340-3. Utility Superintendent.

- A. Appointment. See Chapter 85, § 85-3 of this Code.
- B. Powers and duties. The Utility Superintendent, subject to the control of the Utility Commission, shall:
 - (1) Appoint, discharge, and supervise all employees of the Utility.
 - (2) Execute or cause to be executed the ordinances, rules, and regulations of the Council and the Utility Commission relative to the Utility.
 - (3) Superintend the operation of the Utility and all property, buildings, pipes, mains, and machinery thereof belonging to the City and the execution of all contracts relating to said departments entered into by the Utility Commission or the Council.
 - (4) Keep accurate records of all accounts and claims for and against the Utility and of all extensions, additions, changes, alterations, and attachments to the water, heat, and electric systems and of all meters and the location thereof.

§ 340-4. Rates, rules, and regulations.

- A. General. The rates, rules, and regulations of the Utility shall be those approved by the Council and on file and approved by the Wisconsin Public Service Commission.
- B. Operating rules. All persons now receiving a water, steam heat, or electric supply from the Utility or who may hereafter make application therefor shall be considered as having agreed to be bound by all rules and regulations as filed with the Wisconsin Public Service Commission.



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ORDINANCE #2025-11

An Ordinance Creating Chapter 175 Regulating Massage Parlors

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

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

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

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

SECTION 3. This ordinance shall take effect upon passage and publication as provided by law.

Acted on and adopted at a result meeting of the Common Council on _____, 2025.

CITY OF WATERLOO

Jenifer Quimby, Mayor

Attest:

Jeanne Ritter, City Clerk

Date Adopted _____ Date Published _____

MASSAGE PARLORS

§ 175-1. Purpose and Intent

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

§ 175-2. Definitions

For the purposes of this ordinance:

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

such as “happy ending,” “sensual massage,” “erotic rub,” “sexy staff,” “special services,” or similar terms.

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

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

§ 175-3. License Required

(a) No person shall operate a massage parlor within the City of Waterloo without first obtaining a Massage Establishment License from the City Clerk.

(b) All persons providing massages must possess a valid Wisconsin Massage Therapist or Bodywork Therapist license.

§ 175-4. Application for Massage Establishment License

Applicants must submit to the City Clerk:

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

§ 175-5. Conditions of Operation

Massage establishments must:

(a) Operate only between the hours of 8:00 AM and 8:00 PM, unless an extended-hours permit is issued.

(b) Keep the premises clean, sanitary, and well-lit at all times.

(c) Maintain a log of all massage services provided, including client names (or initials) and times, for a period of one year, available for inspection by law enforcement upon lawful request.

(d) Ensure that massage therapists are properly clothed in professional attire and that no nudity or sexually explicit conduct occurs on premises.

(e) Display each massage therapist's state license prominently.

(f) No person shall reside, sleep overnight, or maintain living accommodations at the massage establishment, including but not limited to the use of beds, cots, mattresses, or sleeping bags. . Lawfully operating residential massage parlors existing at their current location prior to October 1, 2025, shall be exempt from the requirements of this subsection (f) unless and until any of the following occurs:

1. The massage establishment closes for business for more than 30 consecutive days;
2. There is any change in ownership of the massage establishment business;

3. The massage establishment moves to a different location than it operated at on September 30, 2025;

4. The building in which the massage establishment operated at on September 30, 2025, is subsequently destroyed, or substantially damaged or renovated such that the cost of repair or renovation exceeds \$50,000;

5. The massage establishment, any owner, employee, or agent thereof, or any massage therapist operating at the location of the establishment is found guilty of any violation of this Chapter 175 of this Code or Ordinances or any criminal violation of the Wisconsin Statutes.

(g) All external doors to the massage establishment accessible to the public shall remain unlocked during regular business hours when services are being provided, unless the business is closed to the public.

(h) Nothing in this subsection shall prevent the locking of doors during an emergency lockdown situation when necessary for safety.

(i) No advertising, display, or promotion of sexually explicit conduct, acts, or services shall be permitted at the establishment or online.

(j) The use of table showers, Vichy showers, or similar equipment that involves bathing or washing of clients by employees is strictly prohibited within the massage establishment.

§ 175-6. Prohibited Acts

No massage establishment or therapist shall:

(a) Allow, offer, or engage in sexual activity or conduct of a sexual nature on the premises.

(b) Employ anyone as a massage therapist who does not possess a valid state license.

(c) Operate as a front for prostitution, human trafficking, or other illegal activities.

§ 175-7. Duty to Report Solicitation of Prostitution

(a) Mandatory Reporting Requirement

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

(b) Method of Reporting

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

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

(c) Employer Notification Not Required

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

(d) Retaliation Prohibited

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

(e) Failure to Report

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

175- 7. Inspections

Any law enforcement officer, health department inspectors, and/or duly authorized officials may conduct reasonable inspections of licensed massage establishments during operating hours to ensure compliance with this ordinance.

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

§ 175-8. Penalties

Violation of this ordinance shall subject the offender to:

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

§ 175-9. Reporting of Violations to State Authorities

(a) Mandatory Reporting:

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

1. Any violation by a licensed massage therapist involving illegal sexual activity, controlled substances, fraud, or violations of professional licensing standards;
2. Any conviction of a massage therapist for a felony or misdemeanor related to their practice;

3. Any finding that a therapist has engaged in unlicensed practice of massage therapy or bodywork therapy.

(b) Notification Contents:

Reports to DSPS shall include:

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

(c) Timing:

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

§ 175-10. License Suspension and Revocation

(a) Grounds:

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

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

(b) Procedure:

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

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

(c) Emergency Suspension:

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

§ 175-11. License Renewal

(a) Term and Expiration:

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

(b) Renewal Application:

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

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

(c) Grounds for Denial of Renewal:

Renewal may be denied for:

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

(d) Renewal Hearing:

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

§ 175-12. Severability

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

§ 175-13. Effective Date

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

Appendix A – Penalties and Enforcement Summary Table

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

Enforcement Actions Summary

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

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

City of Waterloo, Wisconsin

Massage Establishment License Application Form

City Clerk's Office

1. Business Information

- Legal Business Name: _____
 - Doing Business as: _____
 - Business Address: _____
 - Business Phone Number: _____
 - Business Email Address: _____
 - Business Entity Type: ☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC
-

2. Applicant (Owner/Operator) Information

- Full Legal Name: _____
- Date of Birth: _____
- Home Address: _____
- Phone Number: _____
- Email Address: _____

(If multiple owners/partners, attach additional sheets with full information.)

3. Premises Information

- Property Owner Name (if leased): _____
 - Property Owner Contact Information: _____
 - Attach copy of lease agreement or proof of ownership.
 - Attach floor plan showing layout of business, including all rooms.
-

4. Massage Therapist Information

List all massage therapists employed or contracted (attach additional sheets if necessary):

Name Wisconsin License Number Expiration Date

5. Criminal History

Has any owner, operator, or managing employee been convicted of any crime involving prostitution, human trafficking, controlled substances, or any offense involving moral turpitude?

☐ Yes ☐ No

(If Yes, attach detailed explanation.)

6. Required Attachments

- ☐ Copy of all owners' photo IDs
 - ☐ Proof of valid massage therapist licenses for all employees
 - ☐ Authorization for Background Check (attached form)
 - ☐ Application Fee \$50.00. Renewal Fee \$25.00.
 - ☐ Signed Certification (below)
-

7. Certification

I hereby certify that the information contained in this application is complete and true. I understand that any false statement may result in denial, suspension, or revocation of any license issued. I authorize the City of Waterloo to conduct background checks as required.

Applicant Signature: _____ Date: _____

City of Waterloo, Wisconsin

Massage Establishment Inspection Checklist

Police Department

Business Name: _____

Address: _____

Date of Inspection: _____

Inspector Name: _____

Premises

- ☐ Business license displayed prominently.
 - ☐ Massage therapist licenses displayed for all practitioners.
 - ☐ Floor plan matches submitted plan.
 - ☐ Premises clean, sanitary, and well-lit.
 - ☐ All treatment rooms properly labeled and accessible for inspection.
 - ☐ No beds, cots, mattresses, sleeping bags, or evidence of overnight living on premises.
 - ☐ All doors accessible to the public remain unlocked during business hours (unless emergency).
 - ☐ No table showers, Vichy showers, or similar bathing equipment observed or in use.
 - ☐ No plumbing fixtures installed in massage rooms for client bathing purposes.
-

Personnel

- ☐ All individuals providing massage are licensed in Wisconsin.
 - ☐ Professional attire worn by all massage therapists.
 - ☐ Employees aware of and complying with hours of operation.
-

Records

- ☐ Client logbook maintained properly (client names/initials, date/time).
 - ☐ Logbook available for lawful inspection.
 - ☐ Retention of client records for one year.
-

Operations

- ☐ No sexually explicit materials or advertisements visible.
 - ☐ No evidence of sexual activity or solicitation.
 - ☐ No alcohol, illegal drugs, or unlicensed sales on premises.
 - ☐ No sexually explicit advertisements, flyers, or marketing materials displayed or distributed.
 - ☐ Refusal to inspect: ☐ Yes ☐ No
-

Final Notes/Violations:

Inspector's Recommendation:

☐ Approved ☐ Re-inspection required ☐ Violation Notice Issued

Inspector Signature: _____ Date: _____

City of Waterloo, Wisconsin

NOTICE OF VIOLATION – MASSAGE ESTABLISHMENT

Date of Issue: _____

Time of Issue: _____

Business Name: _____

Business Address: _____

Owner/Manager (if known): _____

Phone Number: _____

Inspector/Officer Name: _____

Badge/Employee Number (if applicable): _____

Nature of Violation(s)

(Check all that apply)

- ☐ **Operating without a valid Massage Establishment License**
- ☐ Employing unlicensed massage therapist(s)
- ☐ Refusal to allow lawful inspection
- ☐ Providing massage services outside of permitted business hours
- ☐ Failure to maintain required client records
- ☐ Sleeping or living on premises (beds, cots, mattresses, etc.)
- ☐ Locked doors during regular business hours (non-emergency)
- ☐ Sexual activity or solicitation observed or reported
- ☐ Failure to display licenses properly
- ☐ Other (describe below)

Other / Description of Violation:

Required Corrective Action(s)

☐ | Cease and desist specific activity immediately | ☐ | Submit corrected documentation within ____ days | ☐ | Appear at hearing scheduled for: _____ | ☐ | Business ordered temporarily closed pending hearing | ☐ | Other corrective action (describe): _____ |

Penalty Information

- **Potential Fine:** \$_____ per violation.
- **License Action:** May result in suspension, revocation, or non-renewal.
- **State Reporting:** Violation may be reported to the Wisconsin Department of Safety and Professional Services (DSPS) if applicable.

Service of Notice

☐ | Delivered in person to owner/manager | ☐ | Posted conspicuously on premises | ☐ | Sent via certified mail to business address |

Recipient Name (printed): _____

Recipient Signature (if available): _____

Date: _____

Inspector/Officer Signature: _____

Date: _____

Important

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

For questions, contact:

City Clerk's Office

Phone: 920-478-3025

Email: cityhall@waterloowi.us

City of (City), Wisconsin

NOTICE OF HEARING – MASSAGE ESTABLISHMENT LICENSE

Date of Issue: _____

Time of Issue: _____

Business Name: _____

Business Address: _____

Owner/Manager (if known): _____

Phone Number: _____

Hearing Date: _____

Time of Hearing: _____

Hearing Location: Waterloo Council Chambers

Notice of Hearing for Violation(s)

You are hereby notified that a hearing will be held to address the following violation(s) related to your Massage Establishment License:

- ☐ **Operating without a valid Massage Establishment License**
- ☐ Employing unlicensed massage therapist(s)
- ☐ Refusal to allow lawful inspection
- ☐ Providing massage services outside of permitted business hours
- ☐ Failure to maintain required client records
- ☐ Sleeping or living on premises (beds, cots, mattresses, etc.)
- ☐ Locked doors during regular business hours (non-emergency)
- ☐ Sexual activity or solicitation observed or reported
- ☐ Failure to display licenses properly
- ☐ Other (describe below)

Violation(s) Reported by:

Hearing Details

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

Your Rights:

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

Failure to Attend:

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

Corrective Action:

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

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

Appeals Process:

If you disagree with the outcome of the hearing, you may appeal the decision to the [City Board of Appeals or Common Council] within [time frame, e.g., 10 business days].

Contact Information:

If you have any questions or require additional information, please contact:

City Clerk's Office

Phone: 920-478-3025

Email: cityhall@waterloowi.us

Acknowledgment of Notice

I, the undersigned, acknowledge receipt of this Notice of Hearing and understand that I am required to attend or respond as directed above.

Recipient Name (printed): _____

Recipient Signature (if available): _____

Date: _____

City Clerk/Officer Signature: _____

Date: _____



136 North Monroe Street
Waterloo, WI 53594-1198
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

**RESOLUTION #2025-52
APPOINTMENT OF ELECTION OFFICIALS**

WHEREAS, Wisconsin State Statutes §7.30 provides for the appointment by the governing body of the necessary number of election officials for the City of Waterloo for a two-year period, and;

WHEREAS, the two dominant parties are each responsible for submitting a list of names as provided for in Wisconsin State Statutes §7.30(4)(b), and in this case neither party has submitted a list of names, and;

WHEREAS, the Clerk/Deputy Treasurer certifies that the listed nominees are qualified electors eligible for appointment, and;

WHEREAS, the Clerk/Deputy Treasurer has made training opportunities available to all current election officials and will make training opportunities available to all new appointees as required by State Statute.

BE IT RESOLVED, that the City Council appoints the following individuals to serve as City of Waterloo Election Officials for a term ending December 31, 2027 and directs the Clerk/Deputy Treasurer to appoint Chief Inspectors (**) as provided for in Wisconsin State Statutes §7.30(6)(b).

Mary Janzen **	Cecile Gregory	Donna Freund	
David Vriezen **	Ugljesha Pirocanac	Senri Ratliff	
Don Nell	Tom Gates	Mary Owen	
Janae Nell	Molly Zeller	Lori Deppe	
Elizabeth Apple	Jennifer Thorngate	Lois Graff	

Date: _____

Vote: _____

City of Waterloo

Signed: _____
Jenifer Quimby
Mayor

Attest:

Jeanne Ritter
Clerk/Deputy Treasurer

Waterloo City Council - Annual Calendar Announcements & Recognition

Meeting nights: 1st & 3rd Thursdays at 7:00 pm

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

ONLINE LINKS

- [Municipal Code Chapter 30 -- CITY COUNCIL](#)
- [2021-2026 Comprehensive Plan Update](#)