



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, July 2, 2020 – 7:00 p.m.

participate by remotely, or in-person in the Council Chambers

Remote Meeting Information

1. Join by Device

Meeting link: <https://attccasptrial2.webex.com/attccasptrial2/j.php?MTID=m759166eb2fa5338388218d49d82c04fd>
Meeting number: 146 378 1906
Password: 0702Council (07022686 from phones)
Host key: 810763

2. Join by Phone

1-844-531-0958 United States of America Toll Free
Access code: 146 378 1906
Password: 0702Council (07022686 from phones)

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

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL
2. MEETING MINUTES APPROVAL: June 18, 2020
3. CITIZEN INPUT / PUBLIC COMMENT
4. MEETING SUMMARIES (since last Council meeting)
 - a. 6/23 Plan Commission
 - b. 6/29 Board of Review
 - c. 7/2 Public Works & Property Committee
 - d. 7/2 Public Safety & Health Committee
5. COUNCIL NOTIFICATION
 - a. Notice Of Published Notice – Voting By Absentee Ballot For The August 11, 2020 Partisan Primary
6. NEW BUSINESS
 - a. 2020 Summer Internship Report, Alyssa Spies
7. RECOMMENDATION OF BOARDS, COMMITTEES AND COMMISSIONS
 - a. Plan Commission
 - i. Ordinance #2020-05 Amending Chapter §385 Of The Municipal Code Relating To Permitted And Conditional Uses For Garden And Yard Equipment Sheds
 - ii. City of Waterloo Conditional Use Permit Request - To Allow For The Construction Of More Than One Dwelling Unit On Four Parcels Located In The Treyburn Farm Subdivision (Lots 1-3 & 60)
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
9. ADJOURNMENT

Mo Hansen

Mo Hansen
Clerk/Treasurer

Posted & Emailed: June 25, 2020

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

CITY OF WATERLOO COMMON COUNCIL
MEETING MINUTES: June 18, 2020

Digital audio files are archived with these written minutes additionally serving as the official record.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Mayor Quimby called the meeting available to participants remotely or in-person to order at 7:02 p.m. Alderpersons present: Schoenwetter, Rhynes, Kuhl, Griffin and Thomas. Absent: Petts & Stinnett. Others attending either remotely or in-person: Mitch Leisses with Kunkel Engineering; Amber Gerber with the Courier; Police Chief Denis Sorenson; Fire Chief Wes Benisch; Mark Herbst; Mary Walters Rhyner & James Rhyner; WLOO videographers and Clerk/Treasurer Hansen. The pledge of allegiance was recited.
2. MEETING MINUTES APPROVAL: May 7, 2020 and June 4, 2020. MOTION: Moved by Kuhl, seconded by Schoenwetter to approve both minutes as listed. VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT. Jim Rhyner and Mary Walters Rhyner spoke in opposition to the Council decision to contract with Associated Appraisals in the manner it has, proceeding with a 2021 revaluation of property absent a full interior inspection.
4. MEETING SUMMARIES. Brief verbal summaries were provided for each.
 - a. 6/8 Emergency Medical Services
 - b. 6/9 Utility Commission
 - c. 6/9 Library Board
 - d. 6/15 Waterloo Fire Department
 - e. 6/16 Community Development Authority
 - f. 6/16 Joint Review Board – Tax Incremental Finance
 - g. 6/17 Plan Commission
 - h. 6/18 Finance, Insurance & Personnel Committee
 - i. 6/18 Cable TV Regulatory Board
5. CONSENT AGENDA ITEMS. MOTION: Moved by Schoenwetter, seconded by multiple to approve the consent agenda items. VOICE VOTE: Motion carried.
 - a. May Reports Of City Officials And Contract Service Providers
 - i. Parks Coordinator
 - ii. Fire & EMS
 - iii. Building Inspection - Building, Plumbing & Electrical Permits
 - iv. Public Works
 - v. Police
 - vi. Karl Junginger Memorial Library
 - vii. Waterloo Water & Light Commission
 - viii. Watertown Humane Society
6. UNFINISHED BUSINESS
 - a. Ordinance #2020-04 Revising The Special Assessment Ordinance. MOTION: Moved by Kuhl, seconded by Griffin to adopt the ordinance as presented. VOICE VOTE: Motion carried.
7. RECOMMENDATION OF BOARDS, COMMITTEES AND COMMISSIONS
 - a. Plan Commission
 - i. Certified Survey Map, 200 West Clarkson Road, Marilyn Dempsey. DISCUSSION: Leisses addressed the Council describing a municipal requirement for a dedication of land by the property owner for right-of-way including portions of the existing roads on the north and east sides of 200 West Clarkson Road. MOTION: Moved by Schoenwetter, seconded by Griffin to approve the certified survey map as presented with the condition that the City Engineer provides a final sign-off prior to the map being recorded. VOICE VOTE: Motion carried.
 - b. Utility Commission
 - i. Resolution #2020-28 Review Of The Annual Wastewater Treatment Plant Compliance Maintenance Report. MOTION: Moved by Schoenwetter, seconded by Thomas to adopt the resolution as presented. VOICE VOTE: Motion carried.
 - c. Finance, Insurance & Personnel Committee
 - i. May Financial Statements
 1. General Disbursements - \$1,601,113.07. MOTION: Moved by Thomas, seconded by Schoenwetter to approve the disbursements as presented. ROLL CALL VOTE: Ayes:

Rhynes, Schoenwetter, Kuhl, Griffin and Thomas. Noes: none with Petts and Stinnett absent. Motion carried.

2. Payroll - \$66,360.31. MOTION: Moved by Thomas, seconded by Kuhl to approve the payroll in the stated amount. ROLL CALL VOTE: Ayes: Rhynes, Schoenwetter, Kuhl, Griffin and Thomas. Noes: none with Petts and Stinnett absent. Motion carried Motion carried.
3. Treasurer's Report & Budget Reports. MOTION: Moved by Thomas, seconded by Schoenwetter to approve the reports as presented. VOICE VOTE: Motion carried.

8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. # The Mayor noted Treyburn Farms residential development activity.

9. ADJOURNMENT. Moved by multiple, seconded by Kuhl to adjourn. Motion carried. Approximate time: 7:40 p.m.



Attest:
Mo Hansen, Clerk/Treasurer

**OFFICIAL NOTICE
VOTING BY ABSENTEE BALLOT
FOR AUGUST 11, 2020
PARTISAN PRIMARY ELECTION**

**VILLAGE OF MARSHALL (DANE CO.) WI. - TOWN OF MEDINA (DANE CO.) WI.-
CITY OF WATERLOO (JEFFERSON CO.) WI. - TOWN OF PORTLAND (DODGE CO.) WI. -
TOWN OF WATERLOO (JEFFERSON CO.) WI. - TOWN OF YORK (DANE CO.) WI.**

Any qualified elector who is unable or unwilling to appear at the polling place on Election Day may submit a request to vote an absentee ballot to their municipal clerk. A qualified elector is any U.S. citizen, who will be 18 years of age or older on Election Day, who has resided in the ward or municipality where he or she wishes to vote for at least 10 consecutive days before the election. The elector must also be registered in order to receive an absentee ballot. Proof of identification must be provided before an absentee ballot may be issued.

You must make a request for an absentee ballot in writing or online at MyVote.wi.gov.

Contact your municipal clerk and request that an application for an absentee ballot be sent to you for the primary or election or both. You may also submit a written request in the form of a letter or you may apply for an absentee online at MyVote.wi.gov. Your written request must list your voting address within the municipality where you wish to vote, the address where the absentee ballot should be sent, if different, and your signature. You may make application to your municipal clerk for an absentee ballot in person, by mail, by fax, by email or at MyVote.wi.gov.

Making application to receive an absentee ballot by mail

**The deadline for making application to receive an absentee ballot by mail is:
5 pm on the fifth day before the election, THURSDAY, AUGUST 6, 2020**

Note: Special absentee voting application provisions apply to electors who are indefinitely confined to home or a care facility, in the military, hospitalized, or serving as a sequestered juror. If this applies to you, contact the municipal clerk regarding deadlines for requesting and submitting an absentee ballot.

Voting an absentee ballot in person

You may also request and vote an absentee ballot in the clerk's office or other specified location during the days and hours specified for casting an absentee ballot in person.

The first day to vote an absentee ballot in the clerk's office is: TUESDAY, JUNE 25, 2020 OR AS SOON AS AVAILABLE IN THE CLERK'S OFFICE

See the list below for available times to vote in-person in your municipality, including the last day to vote in-person. No in-person absentee voting may occur on the day before the election.

Village of Marshall - Lindsey Johnson

130 S. Pardee St., Box 45
Marshall, WI 53559-0045
Phone # (608) 655-4017 ext. 202
Mon-Thurs: 8:00 a.m. - 4:30 p.m.; Fri: 8:00 a.m.-1:00 p.m.
Last Day: Friday, August 7, 2020 - 8:00 a.m. - 5:00 p.m.

Town of Medina – Tammy Jordan

634 State Hwy 19, PO Box 37
Marshall, WI 53559
Phone # (608) 219-3556
Available by Appointment

Town of Portland - Nancy Thompson

W11720 Taylor Street

Waterloo, WI 53594

Phone # (920) 478-3724

Available by Appointment - through 5:00 p.m. on the Sunday preceding each election

Town of York— Nicole Bronkhorst

398 Sun Prairie Rd

Waterloo, WI 53594

Phone # (608) 516-0828

Available by Appointment - Mon-Fri: 8:00 a.m. - 5:00 p.m.

Town of Waterloo- Cindy Schroeder

N8193 State Road 89

Waterloo, WI 53594

Phone # (920) 648-3230

Available by Appointment

City of Waterloo - Mo Hansen

136 North Monroe St

Waterloo, WI 53594

Phone # (920) 478-3025

Monday-Friday 8:00 a.m. - 6:00 p.m. and Saturdays 9:00 a.m. – 12:00 noon

The municipal clerk will deliver voted ballots returned on or before Election Day to the proper polling place or counting location before the polls close on August 11, 2020. Any ballots received after the polls close **will not be counted.**

Published: The Courier 7-09-2020

Type E-REV 2018-07



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CITY OF WATERLOO 2020 INTERN REPORT

Tasks that I completed over the course of my Summer 2020 Internship with the City of Waterloo, Wisconsin.

- **Built a list of 74 builders and 253 realtors in Microsoft Excel including:**
 - Being located within a 30-40 mile radius of Waterloo
 - Name
 - Company Name
 - Phone Number
 - Email
- **While building this list, simultaneously constructing a webpage with pertinent builder, realtor and buyer information using Joomla software including:**
 - Reasons Waterloo is a desirable place to build new homes.
 - Individual Lot Information and up-to-date information on their sold status.
 - A five-question FAQ with pertinent information to both builders, realtors and home buyers.
 - A collection of images representative of Waterloo.
 - Lot Pictures that were taken by myself over the course of the internship.
 - Residential Market Analysis with information on:
 - Area and Neighborhood
 - Size and Price of Land Parcels
 - Amenities
 - Other Lots Available for Sale in Waterloo.
 - Recently Sold Comparables in Waterloo
 - Recent and Notable Improvements in Waterloo.
 - Found and compiled Comparable Property Pictures
 - Linked more Buyer/Builder Information including:
 - A packet with an offer to purchase
 - Landscaping Discount Flyer from McKay Nursery.
 - Snipped Individual Treyburn Lot Dimension images and linked a PDF version.
 - Linked Relevant Topography Pages
- **Conducted communication with real estate agent Adriane Stuebs, gathered insight on residential market analysis as well as potential drawing prizes.**
 - Scheduled and conducted a 30 minute Zoom meeting.
- **Constructed three mailers after all potential builders and realtors were located:**
 - Mailer 1: The Creation of a personalized letter from the Mayor informing interested parties of:
 - The opportunities Waterloo has to offer in residential development.
 - Facts about the lots for sale
 - Community Highlights
 - Inviting individuals to an event on-site
 - Creating a paired logo and image that was printed on the envelopes.
 - Working with Waterloo Utilities for usage of their folding machine.



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-
- Printing Envelopes
 - Mailer 2: The Design of a one-page Lot Update document:
 - A graph created in Microsoft Excel comparing Waterloo and surrounding communities in Municipal and Impact Fees.
 - Highlighting the Upcoming Event that would feature the lots
 - Providing a Status Update on the Lots.
 - Including a link to the webpage as well as a list of information that could be found there.
 - Using Mail Merge in Microsoft Excel and Microsoft Word to print labels.
 - Folding Mailers and stuffing envelopes.
 - Mailer 3: A Small Postcard Created in Microsoft Word Highlighting the Event:
 - Pertinent Event Details were included.
 - As well as information on what would occur during the event.
 - Printed approximately 340 and cut them to postcard size.
 - Additionally printed labels and applied stamps.
 - **Created and sent five emails after all potential builders and realtors were located:**
 - Emails included information on:
 - Lots
 - Event Information, including Drawing and RSVP
 - Linked to webpage.
 - Included relevant lot pictures
 - Food vendor
 - **Created and posted three Facebook posts promoting Treyburn Farms Subdivision and the event:**
 - Posted on the City of Waterloo's Facebook Page
 - Reflected Information seen in Mailers and Emails.
 - Were all spaced about a week apart.
 - **Conducted phone calls to individuals on builder and realtor list:**
 - Called roughly 100 individuals.
 - **Created Lot Signs and posted them on lots.**
 - Printed out lot numbers on cardstock, cut out a cardboard backing.
 - Taped lot numbers on previously made Waterloo signs.
 - Approximately measured and posted signs in middle of lots.
 - Later took down cardboard sign and replaced them with water-proof versions.
 - **Coordinated Event Details**
 - Consulted with supervisor (Mo Hansen, Clerk/Treasurer) on necessary materials for event.
 - Ordered balloons
 - Created, printed and folded flyers with important lot information for the event.
 - Created an itinerary for event.
 - Pre-prepared materials for easy transport day-of event.
 - Printed drawing entries.
 - **Presented Results of Internship at Waterloo City Council Meeting:**
 - Taking the form of a 5-10 minute speech.

ORDINANCE #2020-05

**AMENDING CHAPTER §385 OF THE MUNICIPAL CODE RELATING TO PERMITTED AND
CONDITIONAL USES FOR GARDEN AND YARD EQUIPMENT SHEDS**

(Presented In Red-Line Format For Final Council Consideration)

§ 385-8 R-1 Single-Family Residential District.

The R-1 District is intended to provide a quiet, pleasant and relatively spacious living area for single-family dwellings, protected from traffic hazards and intrusion of incompatible land uses.

A. Permitted uses.

- (1) One-family dwellings.
- (2) Attached or detached garage, 864 square feet and 15 feet in height maximum.
- (3) Garden and yard equipment shed, 144 square feet maximum. An accessory structure of this type and size must comply with zoning and all other requirements found in the municipal code, but shall not require a building permit.
- (4) Garden and yard equipment shed, greater than 144 square feet and less than or equal to 200 square feet. An accessory structure of this type and size requires a building permit.

B. Conditional uses. See also § **385-21** of this chapter.

- (1) Churches, synagogues and similar places of worship and instruction, including parsonages.
- (2) Municipal buildings, except sewage disposal plants, garbage incinerators, public warehouses, public garages, public shops and storage yards and penal or correctional institutions and asylums.
- (3) Utility offices, provided that there is no service garage or storage yard.
- (4) Public, parochial and private elementary and secondary schools.
- (5) Public parks, recreation areas, playgrounds and community centers.
- (6) Home occupations and professional home offices. [Amended 3-15-2007 by Ord. No. 2007-05]
- (7) An aAdditional ~~garages or~~ accessory building exceeding ~~144~~ 200 square feet.

C. Lot, yard and building requirements. See also § **385-3** of this chapter.

- (1) Lot frontage at setback: minimum 80 feet.
- (2) Lot area: minimum 10,000 square feet.
- (3) Principal building.
 - (a) Front yard: minimum 30 feet.

- (b) Side yards: minimum total, 20 feet; minimum side, eight feet.
- (c) Rear yard: minimum 30 feet.
- (d) Building height: maximum 35 feet.
- (4) Accessory buildings.
 - (a) Front yard: minimum 30 feet.
 - (b) Side yards: minimum five feet.
 - (c) Rear yard: minimum five feet.
 - (d) Building height: maximum 15 feet. Accessory buildings shall not exceed 15 feet in height as measured to the roof peak except in those cases where the existing home and at least two of the abutting property homes are two stories in height or more. In those cases the accessory building can be up to 25 feet in height. The maximum area in those cases shall be the "footprint" of the building, not the total floor area.
 - (e) Garage: maximum 864 square feet.
 - (f) Garden shed: maximum 144 square feet. [**Amended 11-5-2009 by Ord. No. 2009-17**]
- (5) Floor area: minimum 1,000 square feet.
- (6) Off-street parking: minimum two spaces per unit. (See also § **385-23** of this chapter.)
- (7) With respect to any lot of record as of this date (July 21, 1989) which is 72 feet or less in width, the total width of the side yards of the principal building, including attached garages, shall not be less than 15 feet and no single side yard shall be less than five feet; accessory buildings and unattached garages shall not be less than three feet from the lot line.



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**NOTICE OF PUBLIC HEARING FOR CONDITIONAL USE PERMIT UNDER PROVISIONS
OF CHAPTER §385-10 B(2) AND §385-10 B(3) OF THE ZONING CODE OF THE
CITY OF WATERLOO, JEFFERSON COUNTY, WISCONSIN**

Please take notice that the Plan Commission of the City of Waterloo, Jefferson County, Wisconsin, acting under provisions of Chapter §385-10 B (2) and §385-10 B (3) of the Zoning Code of the City of Waterloo, shall hold a public hearing on the matter of an application for a conditional use permit received from the City of Waterloo, the owner of the four parcels in the Treyburn Farm Subdivision under consideration.


The applicant is requesting a conditional use permit to allow the construction of more than one dwelling unit on each parcel described below. A conditional use permit is required for a dwelling unit number greater than one in this residential district.

The affected properties tax parcels and legal descriptions are described as follows:

- 290-0813-0521-074; LOT 1, CSM 4901-25-257, DOC
- 290-0813-0521-075; LOT 2, CSM 4901-25-257, DOC
- 290-0813-0521-076; LOT 3, CSM 4901-25-257, DOC
- 290-0813-0521-046; LOT 60, TREYBURN FARMS 1ST ADDITION

Be further notified that the Plan Commission will hear all persons interested or their agents or attorneys concerning the conditional use permit application at a public hearing. The public hearing will be held at **7:00 p.m. on Tuesday, June 23, 2020 in the Council Chamber of the Municipal Building, 136 N. Monroe Street, Waterloo.**

Subsequent to the public hearing, the Plan Commission shall recommend approval, denial, or conditional approval of the conditional use permit to the Common Council. The City Council will act on the Plan Commission's recommendation at its regular scheduled meeting on Thursday, July 2, 2020.


Morton J. Hansen
City Clerk/Treasurer

Pub: The Courier: June 11, 2020 & June 18, 2020

Parcels Considered for Multi-unit Dwelling Status

LOT NUMBERS LISTED ON THE
FOUR AFFECTED PARCELS



Parcels

□ Parcels

Parcel Lines

— Property Boundary

--- Old Lot/Meander Lines

— Rail Right of Ways

— Road Right of Ways

— Section Lines

— Surface Water

— Map Hooks

— Tax Parcels

— Streams and Ditches