



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

**CITY OF WATERLOO COUNCIL AGENDA**  
**COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET**  
**Thursday, February 4, 2021 – 7:00 p.m.**  
**Participate Remotely Or In-Person**

Remote Meeting Information

Join Zoom Meeting: <https://us02web.zoom.us/j/88447916119?pwd=UXFRaytXUnFiVHZsbjZadW9UVHdoUT09>  
Meeting ID: 884 4791 6119      Passcode: 279713

Dial-in by phone

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

Meeting ID: 884 4791 6119      Passcode: 279713

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: January 21, 2021
3. CITIZEN INPUT / PUBLIC COMMENT
4. NOTICE OF PUBLISHED NOTICES (a) 2/16/2021 Spring Election Public Tests Of Voting Equipment and (b) Polling Place And Hours
5. MEETING SUMMARIES (since last Council meeting)
  - a. 2/4 Public Works & Property Committee
  - b. 2/4 Public Safety & Health Committee
6. NEW BUSINESS
  - a. Public Safety & Health Committee
    1. Request To Hire Jared Coffren As Police Officer
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
8. ADJOURNMENT

Mo Hansen  
Clerk/Treasurer

Posted & Emailed: 01/28/2021

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: January 21, 2021**

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 to order at 7:00 p.m. Alderpersons present: Rhynes, Schoenwetter, Kuhl, Griffin, Thomas, Stinnett and Petts. Others attending remotely or in-person: Mark Herbst; Jim Derks; Amber Gerber with the Courier; Fire Chief Wes Benisch; Library Director Kelli Mountford; Police Chief Denis Sorenson; Public Works Director Chad Yerges; WLOO videographers; and Clerk/Treasurer Hansen. The pledge of allegiance was recited.
2. MEETING MINUTES APPROVAL: December 17, 2020. MOTION: Moved by Schoenwetter, 2<sup>nd</sup> by Griffin to approve the minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT. None.
4. NOTIFICATION OF PUBLISHED NOTICES. 2/16/2021 Spring Primary – Voting By Absentee Ballot. Noted
5. MEETING SUMMARIES. Brief verbal summaries provided for each.
  - a. 12/22 Plan Commission
  - b. 1/05 Cable TV Regulatory Board
  - c. 1/12 Library Board
  - d. 1/19 Community Development Authority
  - e. 1/21 Public Works & Property Committee
  - f. 1/21 Finance, Insurance & Personnel Committee
6. CONSENT AGENDA ITEMS
  - a. December Reports Of City Officials And Contract Service Providers. MOTION: Moved by Schoenwetter, 2<sup>nd</sup> by Thomas to approve the consent agenda items. VOICE VOTE: Motion carried.

i. Parks	iv. Public Works	vii. Water & Light Utility Commission
ii. Fire & EMS	v. Police	viii. Watertown Humane Society
iii. Building Inspections	vi. Library Board	

7. RECOMMENDATION OF BOARDS, COMMITTEES AND COMMISSIONS
  - a. Community Development Authority
    - i. Resolution #2021-01 Authorizing The Sale Of 122 South Monroe Street. DISCUSSION: Indicating the receipt of two sealed bids, Petts informed the Council of a CDA recommendation to sell the property to Quality Control Solutions LLC in the amount of \$30,000. Griffin and Schoenwetter said they had not received bid submittal information. Hansen said it was sent via email to the City Council after the CDA recommendation. MOTION: Moved by Petts, seconded by Kuhl to approve the resolution inserting Quality Control Solutions LLC as buyer, and in the amount of \$30,000. ROLL CALL VOTE: Ayes: Schoenwetter, Rhynes, Kuhl, Thomas, Stinnett and Petts. Noes: none with Griffin abstaining. Motion carried.
    - ii. Resolution #2021-02 Clarifying The Collection Of Municipal Fees For Residential Construction Of Dwellings Other Than Single-Family Dwellings. MOTION: Moved by Petts, 2<sup>nd</sup> by Thomas to approve resolution #2021-02. VOICE VOTE: Motion carried.
  - b. Public Safety & Health Committee
    - i. Resolution #2021-03 Obtain Permission From State To Open ATV Routes On State And County Highways Within The Municipality. MOTION: Moved by Thomas, 2<sup>nd</sup> by Griffin to approve resolution #2021-03. VOICE VOTE: Motion carried.
    - ii. Ordinance #2021-01 Establishing 4-Hour Parking On Knowlton Street From Van Buren Street To McKay Way. DISCUSSION: Thomas asked that the matter be tabled. He said Knowlton Street narrowness and no nearby alternate street posed challenges. He said Van Buren was even more narrow. Apartment property owner Jim Derks said he thought the street had been widened previously to address narrowness recalling a special assessment to do so. Derks said the Police Chief indicated only accidents involving vehicle side mirrors. Derks said he would contemplate constructing garages on his property to help minimize the need for on-street parking. Derks asked that no parking – only during snow events - be investigated. Thomas welcomed Derk’s willingness to add off-street parking. Quimby noting the ordinance

was drafted to go into effort in September asked attendees to consider action this night or tabling. MOTION: Moved by Thomas, 2<sup>nd</sup> by Petts to table the ordinance, referring the matter to the Public Safety & Health Committee. VOICE VOTE: Motion carried. ADDITIONAL DISCUSSION: Schoenwetter asked that the municipal standard of 1.5 parking stalls per dwelling unit be reevaluated.

c. Finance, Insurance & Personnel Committee

i. December Financial Statements

1. General Disbursements, \$3,817,905.45. MOTION: Moved by Thomas, 2<sup>nd</sup> by Schoenwetter, to approve disbursements as presented. ROLL CALL VOTE: Ayes: Schoenwetter, Rhynes, Kuhl, Thomas, Griffin, Stinnett and Petts. Noes: none. Motion carried.
2. Payroll, \$131,234.85. MOTION: Moved by Thomas, 2<sup>nd</sup> by Schoenwetter, to approve payroll in the stated amount. ROLL CALL VOTE: Ayes: Schoenwetter, Rhynes, Kuhl, Thomas, Griffin, Stinnett and Petts. Noes: none. Motion carried.
3. Preliminary Treasurer's Report & Budget Reports. MOTION: Moved by Thomas, 2<sup>nd</sup> by Schoenwetter to approve the reports. VOICE VOTE: Motion carried.

8. NEW BUSINESS

- a. Council Confirmation Of Mayoral Appointment – Kate Lewandowski To The Cable TV Regulatory Board To Fill An Unexpired Term Ending In 2022. MOTION: Moved by Petts, 2<sup>nd</sup> by Rhynes to confirm the Mayoral appointment of Kate Lewandowski to the Cable TV Regulatory Board. VOICE VOTE: Motion carried.

9. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. #Chief Benisch announced the two Lucas devices had been donated by Waterloo Fire & EMS Supporters, Inc to aid in chest compression during emergency runs.

10. ADJOURNMENT. Moved by Thomas, seconded by others to adjourn. Motion carried. Approximate time: 7:40 p.m.



Attest:  
Mo Hansen, Clerk/Treasurer

## LOCATION AND HOURS OF POLLING PLACE

At the **Spring Primary** to be held on **Tuesday, February 16, 2021**, in the Village of Marshall, Towns of Medina, Portland, Waterloo and York the following polling place locations will be used for the wards indicated:

<u>Location</u>	<u>Wards</u>
<b>Village of Marshall</b> – Municipal Building – 130 S. Pardee St., Marshall	1 thru 5
<b>Town of Medina</b> – Town Hall – 634 Highway 19, Marshall	1 & 2
<b>Town of York</b> – Town Hall – Hwy 73, York Center, Waterloo	1
<b>Town of Portland</b> – Town Hall – W11720 Taylor St., Waterloo	1 & 2
<b>Town of Waterloo</b> – Town Hall – N8193 Hwy 89, Waterloo	1
<b>City of Waterloo</b> – Municipal Building – 136 N. Monroe St., Waterloo	1 thru 5

### **ALL POLLING PLACES WILL OPEN AT 7:00 A.M. AND WILL CLOSE AT 8:00 P.M.**

If you have any questions concerning your polling place, contact the municipal clerk.

**Village of Marshall** – Lindsey Johnson, Clerk  
130 S. Pardee St., Box 45  
Marshall, WI 53559-0045  
Phone # (608) 655 4017 ext 202  
Monday-Thursday: 8:00 a.m. – 4:30 p.m.  
Friday: 8:00 a.m. – 1:00 p.m.

**Town of Medina** – Tammy Jordan, Clerk  
634 State Hwy 19  
Marshall, WI 53559  
Phone # (608) 219-3556  
Available by Appointment Monday – Thursday: 8:00 a.m.-4:00 p.m., Friday: 8:00 a.m.-12:00 p.m.

**Town of Portland** – Nancy Thompson, Clerk  
N120 Hickory Lane  
Waterloo, WI 53594  
Phone # (920) 478-3724  
Available by Appointment

**Town of York** – Nicole Bronkhorst, Clerk  
398 Sun Prairie Road  
Waterloo, WI 53594  
Phone # (608) 516-0828  
Available by Appointment, Monday-Friday: 8:00 a.m.-5:00 p.m.

**Town of Waterloo** – Cindy Schroeder, Clerk  
N7874 Hwy 89  
Waterloo, WI 53594  
Phone # (920) 648-3230  
Available by Appointment

**City of Waterloo** – Morton Hansen, Clerk  
136 N. Monroe Street  
Waterloo, WI 53594  
Phone # (920) 478-3025  
Available: Monday-Friday: 8:00 a.m.-4:30 p.m.

**All polling places are accessible to elderly and disabled voters.**

---

**Notice of Meeting of the Local Board of Canvassers**

At the close of voting on Election Day, pursuant to the provisions of Wis. Stat. § 19.84, the Election Inspectors at each polling place will convene as the Local Canvassing Board for the purpose of conducting the local canvass pursuant to Wis. Stat. § 7.51. This meeting will be open to the public pursuant to Wis. Stat. §§ 19.81-89.

Posted (3) February 4, 2021  
Published: Thursday, February 4, 2021

**OFFICIAL NOTICE  
VOTING BY ABSENTEE BALLOT  
FOR FEBRUARY 16, 2021  
SPRING 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 28 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](https://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](https://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](https://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, FEBRUARY 11, 2021**

**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, FEBRUARY 2, 2021**

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, February 12, 2021 - 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

N120 Hickory Lane

Waterloo, WI 53594

Phone # (920) 478-3724      email: [portlandtownclerk@gmail.com](mailto:portlandtownclerk@gmail.com)

Available by Appointment Only - February 2, 2021 through February 14, 2021

**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

N7874 Hwy 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 February 16, 2021. Any ballots received after the polls close **will not be counted**.

Published: The Courier 1-14-2021

Type E-REV 2018-07

---