



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, January 20, 2022 – 7:00 p.m.
Participate Remotely Or In-Person

Remote Meeting Information

Join Zoom Meeting: <https://us02web.zoom.us/j/82059365345?pwd=WHUxWnZkK21VYlZJUVRsZ0xQcmZ4UT09>
Dial-In By Phone: +1 312 626 6799 US (Chicago)
Meeting ID: 820 5936 5345 Passcode: 735613

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 6, 2022
3. CITIZEN INPUT / PUBLIC COMMENT
4. MEETING SUMMARIES (since last Council meeting)
 - a. 01-12 Cable Television Regulatory Board
 - b. 01-18 Community Development Authority
 - c. 01-20 Finance, Insurance & Personnel Committee
5. CONSENT AGENDA ITEMS
 - a. December Reports of City Officials & Contract Service Providers
 - i. Parks
 - ii. Fire & Emergency Medical Services
 - iii. Building Inspections
 - iv. Public Works
 - v. Police
 - vi. Library Board
 - vii. Water & Light Utility Commission
 - viii. Watertown Human Society
6. RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
 - a. Finance, Insurance & Personnel
 - i. Pending Completion - December 2021 Financial Statements: General Disbursements; Payroll & Clerk/Treasurer's Reports [[see on municipal website](#)]
 - ii. Resolution #2022-05 Appointing Lois Baird as a Temporary Employee To Assist In the City Clerks Office During Clerk Vacancy
 - iii. Ordinance #2022-02 An Ordinance Amending Chapter §85 Officers and Employees
 - iv. Updated City Clerk/Deputy Treasurer Position Description
7. UNFINISHED BUSINESS
 - a. Resolution #2022-01 Updating the City Of Waterloo Fee Schedule
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
9. ADJOURNMENT

Mike Tszanz
Deputy Clerk/Treasurer

Posted & Emailed: 01/14/2022

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 6, 2022

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

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Mayor Quimby called the meeting to order at 7:00 p.m. Alderpersons present: Cummings, Rhynes; Kuhl, Griffin, Thomas, Weihert and Petts. Absent: none. Others attending remotely or in-person: Don Nell; an unidentified remote attendee; Ryan Spoehr with the Courier; Library Director Kelli Mountford; Fire Chief Wes Benisch; Public Works Director Chad Yerges; Utility Superintendent Barry Sorenson; Police Chief Denis Sorenson; Deputy Clerk/Treasurer Mike Tschanz; WLOO videographers; and Clerk/Treasurer Hansen. The pledge of allegiance was recited.
2. MEETING MINUTES APPROVAL: December 16, 2021. MOTION: [Cummings/Petts] to approve the minutes as presented. VOICE VOTE: Motion carried with Rhynes abstaining. Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT. None.
4. MEETING SUMMARIES Verbal updated provided. No action taken.
 - a. 12-21/2021 Community Development Authority
 - b. 12/27/2021 Fire / Emergency Medical General Meeting
 - c. 12/28/2021 Plan Commission
 - d. 12/29/2021 Library Board
 - e. 01/04/2022 Water & Light Commission
 - f. 01/06/2022 Public Works & Property Committee
5. RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
 - a. Finance Insurance & Personnel Committee
 - i. November 2021 Financial Statements: General Disbursements \$109,811.49; Payroll \$70,238.76 & Clerk/Treasurer's Reports. MOTION: [Thomas/Kuhl] to approve. VOICE VOTE: Motion carried.
 - ii. Resolution #2022-02 Authorizing Plumbing Repairs In Firemen's Park Lower Pavilion Retro-Active To 2021. MOTION: [Thomas/Weihert] to approve the resolution. ROLL CALL VOTE: Ayes: Cummings, Rhynes, Kuhl, Griffin, Thomas, Weihert and Petts. Noes: none. Motion carried.
 - b. Plan Commission
 - i. Conditional Use Application To Allow For The Installation Of Accessory Equipment (back-up generator), T-Mobil/CO SMJ International, 760 Clarkson Road. MOTION: [Thomas/Kuhl] to approve the permit as submitted. VOICE VOTE: Motion carried.
 - c. Public Works & Property Committee
 - i. Resolution #2022-04 Authorizing A Department Of Natural Resources 2022 Lead Water Service Program Grant Application And Establishing 2022 Program Details For A DNR Funded Municipal Private Lead Water Service Replacement Program. MOTION: [Weihert/Griffin] to approve the resolution accepting the Public Works Committee's 1/6/2022 amendment to change "75%" to "90%." VOICE VOTE: Motion carried.
6. NEW BUSINESS
 - a. Resolution #2022-01 Updating The City Of Waterloo Fee Schedule. MOTION: [Kuhl/Thomas] to table for additional departmental review and for Council consideration on 2/3/2022. VOICE VOTE: Motion carried.
 - b. Resolution #2022-03 Appointment Of Election Officials. MOTION: [Petts/Cummings] to approve the resolution as presented.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.
 - a. The Mayor thanked the Clerk/Treasurer for his municipal service, stating his last day would be 1/14/2022.
8. ADJOURNMENT. MOTION: [Kuhl/Weihert] to adjourn. VOICE VOTE: Motion carried. Time: 7:30 p.m.

Attest:
Mo Hansen, Clerk/Treasurer



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PARKS COORDINATOR REPORT

October 2021 – November 2021

EVENTS AND HIGHLIGHTS

- HOLIDAY OF LIGHTS
 - 12 contestants – Most ever!
- HOLIDAY PARADE – December 11, 2021
 - Still taking in Registrations
 - 13 – Registrations
- WINTERFEST – December 11 & 18
 - Vendor Fair
 - Cookie Contest
 - 0 – Registrations
 - Gingerbread Contest
 - 4 – Registrations
 - Community Party w/Santa
 - Chili Cookoff
 - 2 – Registrations
 - Sled Races
 - Snowman Contest
 - Winter Formal
 - 4 – Registrations
 - Lots of talk – changing registrations to include without food

ONGOING PROJECTS

- LOWER PAVILION WORK
 - Sump Pump Installed
 - Plumbing Issues found
 - Toilet Flush Valves
 - Urinal Flush Valves
 - Replace Cast Iron Piping from Upstairs Women's Toilets
 - Proper Venting in Lower Pavilion Bar Area
- FENCE PROJECT
 - TBD – Waiting of Fencing Company
- BATHROOM RENOVATION
 - Estimate received from Krueger
- DUG-OUT/PRESS BOX RENOVATIONS
 - Waiting on fencing to be completed

- PLAYGROUND EQUIPMENT
 - On Agenda for tonight with a estimate from Lee Recreation

FINISHED PROJECTS

- ROUNDHOUSE CONCRETE
- MAIN RED DOOR REPLACED ON CAROUSEL ENTRANCE/EXIT
- LIFT STATION
 - SCADA System Complete
- KITCHEN DOOR REPLACEMENT
- LOWER PAVILION SUMP PUMP

CAROUSEL

- RED DOOR REPLACEMENT
 - Waiting on Door Company

PROJECTS FOR 2022

- LOWER PARKING LOT PAVING
 - Paving area in front of concession stand over to the Carousel
- KITCHEN RENOVATION
 - Updating Kitchen for possible rentals
- AIR CONDITION UPDATES
 - New AC at Waterloo Regional Trailhead
 - Updating AC in Park Pavilion

DONATION CAMPAIGNS

- WinterFest Formal Party
 - Raffles and Meal Ticket Fundraiser

GRANT OPPORTUNITIES

- 203 EAST MADISON STREET PROJECT
 - DNR Grants
 - Denied
- GWHF
 - Grant received
 - \$100,000 – Putting Grant towards possible new playground equipment.



WATERLOO FIRE & RESCUE
900 INDUSTRIAL LANE
WATERLOO, WISCONSIN 53594



Department Activity Report – December
Call Report for the month of December

EMS Calls:

City of Waterloo	31
Township of Portland	4
Mutual Aid for Lake Mills	1
Mutual Aid for Watertown	1

Total EMS **37**

EMS & Fire Motor Vehicle Crash Calls:

City of Waterloo	0
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Total MVC **0**

Alarms:

City of Waterloo	2
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Fire Calls:

City of Waterloo	0
Township of Portland	1
Mutual Aid for Ixonia	1
Mutual Aid for Marshall	1

Hazardous Condition:

City of Waterloo	1
Township of Waterloo	1

Weather Related Call:

Waterloo Fire District	0
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Service Calls:

City of Waterloo	4
Mutual Aid for Watertown	1

Rescue Calls:

City of Waterloo	0
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Total Fire **12**

December Total **49**

Up to Date Call Totals

Fire (Structure, Wild land, Motor Vehicle)	55
Rescue/EMS: BLS ALS	386
Hazardous Conditions (No Fire)	19
False Alarm or Call	28
Motor Vehicle Crash	9
Service Calls	41
Rescue Calls	0
Weather Related Calls	1

Up to Date Total **539**

Fire Mutual Aid Given 35 Fire Mutual Aid Received 8

2nd Out Unit 11 EMS Mutual Aid Given 10 EMS Mutual Aid Received 5 Paramedic Intercept 14

Total Personnel Response: 2212 (for the month): 199

Monthly Response Time (**EMS Incidents**) **206** (From 1st page to enroute times) average **5.5** min (for the month)

Minutes Spent Responding **126** (Enroute time to on scene time) average **3.4** min (for the month)

Monthly Response Time (**FIRE Incidents**) **84** (From 1st page to enroute times) average **7.0** min (for the month)

Minutes Spent Responding **39** (Enroute time to on scene time) average **3.2** min (for the month)



WATERLOO FIRE & RESCUE
900 INDUSTRIAL LANE
WATERLOO, WISCONSIN 53594



Thursday January 20th, 2022

On Monday December 6th, 2021 we had our monthly Operators training. The members went over and through how to properly clean and maintain the Engines and Ladder apparatus. This is one of the most important things to ensure that our apparatus is running properly.

On Monday December 13th, 2021 we had our monthly EMS training. Training was on Diabetic, cold emergencies and CPAP. With diabetics there are multiple signs they have to see for a possible diabetic and what they should do for that patient. With the cold coming, the members need to know what to look for and how to care for these cold emergencies. With all the respiratory issues out there today the CPAP systems may get used more often.

On Monday December 20th, 2021 we had our monthly Fire training. Training was on RIT (Rapid Intervention Teams), how to package and drag down firefighters. Also went through mask up drills and RIT connections.

This month Garry Whitebird and Nick Thomas completed and are now licensed AEMT. Ron Boyer has completed Fire Inspector course.

Sincerely,

Chief Wesley Benisch
Waterloo Fire Department
900 Industrial Ln.
Waterloo WI 53594
920-478-2535
chief@waterloowi.us





Invoice

Invoice Number: 0082820-IN
 Invoice Date: 12/31/21
 Terms: Net 30 Days
 Due Date: 01/30/22

Salesperson: 0000
 Customer Number: 11-WATERL2
 Customer P.O.:

CITY OF WATERLOO
 136 N MONROE STREET
 Waterloo, WI 53594-1198

WI - Invoicing

Fee Type	Amount Paid	Paid Date	% Due to 3rd Party	Amount Due to 3rd Party
Permit # 21WTRC-0189-21-12BEP ✓		586 South Jackson Street, Waterloo, WI 53594		Residential Alteration
Remodel- Residential	455.00	12/03/21	60.00	273.00
Plumbing- Replacement & Misc.	50.00	12/03/21	60.00	30.00
Electrical- Replacement & Misc.	50.00	12/03/21	60.00	30.00
21WTRC-0189-21-12BEP Subtotal				333.00
Permit # 21WTRC-0190-21-12P ✓		420 Van Buren Street, Waterloo, WI 53594		Outside Sewer
New Home OS Sewer & Water L	60.00	12/07/21	60.00	36.00
21WTRC-0190-21-12P Subtotal				36.00
Permit # 21WTRC-0191-21-12EPH ✓		434 West Polk Street, Waterloo, WI 53594		Electrical Permit
Electrical- Replacement & Misc.	50.00	12/16/21	60.00	30.00
HVAC- Replacement & Misc. lte	90.00	12/16/21	60.00	54.00
Plumbing- Replacement & Misc.	50.00	12/16/21	60.00	30.00
21WTRC-0191-21-12EPH Subtotal				114.00
Permit # 21WTRC-0192-21-12B ✓		835 Herron Drive, Waterloo, WI 53594		Deck
Accessory Structure- Residentia	60.00	12/29/21	60.00	36.00
21WTRC-0192-21-12B Subtotal				36.00
Permit # 21WTRC-0193-21-12H ✓		338 West Polk Street, Waterloo, WI 53594		HVAC Permit
HVAC- Replacement & Misc. lte	56.00	12/29/21	60.00	33.60
21WTRC-0193-21-12H Subtotal				33.60

WI - Invoicing

Summary Fee Type	Description	Amount
ItemCode		
/PERMITS	Building Permits	552.60
Total		552.60

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

Net Invoice: 552.60
 Freight: 0.00
 Sales Tax: 0.00
Invoice Total: 552.60

Machinery and Equipment Maintenance
2021DPW

DECEMBER

		Mileage / Hours			TTI Fuel	GPH
Equipment		Start	End	Total		
End loader	544	4046	4081	35	90.822	0.39
John Deere Tractor	2555	4804	4813	9	0	#DIV/0!
Wood Chipper	CHIPPER	2949	2958	9	9.584	0.94
John Deere Lawn Tractor	1025R	152	168	16	69.064	0.25
John Deere	X750	1701	1702	1	69.064	0.25
John Deere	X750-1	1464	1464	0	69.064	0.25
Wacker Roller	ROLLER	421	421	0	0	#DIV/0!
2010 International Truck	#1	23683	25998	2315	60.093	38.52
2020 International Truck	#2	4668	4827	159	57.609	2.76
	#3			0	0	#DIV/0!
2017 Chevrolet Truck	#4	47310	47967	657	71.124	9.24
2018 Frieghtliner Truck	#5	10796	11058	262	68.057	3.85
2006 Elgin Pelican Street Sweeper	SWEEPER	43347	43347	0	29.116	0.00
2011 Ford F-550 Truck	#6	40954	41119	165	41.747	3.95
2015 Frieghtliner Truck	#7	13686	13757	71	74.296	0.96
Bobcat		679	700	21	0	#DIV/0!

MONTHLY TIME REPORT

2021

DECEMBER

JOB	DPW		Chad	Ryan	Chris	Travis
Police Adm			0	0	0	0
Fire Dept			0	0	0	0
Mach/Equip			17	39	32	4
Garage/Shed			26	15	30	8
Meeting/Seminars			13.5	1	14	0
Street Repair/Maintenance			4	16	3	12
Street Cleaning			0	0	0	25
Snow & Ice		Reg Hrs	20.5	23	22	22.5
		OT Hrs	14.25	11.75	14.25	14.25
Storm Sewer			18	7	1	7
Traffic Control			9	6	13	2
Bridges/Culvers			0	0	0	0
Tree/Brush			4	2	3	10
Refuse Collection			30	56	25	31
Sanitary Sewer			0	0	0	0
Insect Control			0	0	0	0
Animal Control			0	0	0	0
Cemetary			0	0	0	0
Library			0	0	0	0
Firemans Park			5	8	6	4
Other Parks			1	2	3	0
Trail Head			0	0	0	0
Celeb/Enter			0	1	0	0
Weed Control			0	0	0	0
Vac/Holiday/SL			51.5	24	48	48

WATERLOO POLICE DEPARTMENT OFFICER'S DAILY - DECEMBER

Patrol:	517.00
Investigative:	106.85
Radar:	60.00
Court:	2.00

Office:	219.90
Special:	14.50
School/Training:	45.00
On Call:	0

Total Hours Worked: 965.25

COMPLAINTS	
Family:	1
Off Road Vehicles:	0
Vandalism:	2
Minor Theft - \$500:	3
Major Theft + \$500:	0
Burglary:	1
Doors Found Open:	6
Animal Case:	1
Late Bar Closings:	0
Alarms:	1
Loud Music/Parties:	3
Tavern Complaints:	0
Prowler Complaints:	1
Battery to Person:	1
Domestic Abuse:	6
Sexual Assault:	0
Runaways:	0
Worthless Checks:	0
All Other Complaints:	72
TOTAL COMPLAINTS:	98

ACCIDENTS	
More than \$1,000:	1
Less than \$1,000:	0
Pedestrian Accidents:	0
Bicycle Accidents:	0
Number Injured:	2
Number Killed:	0
TOTAL ACCIDENTS:	1

ASSISTS	
Assist Jefferson County:	4
Assist Dodge County:	1
Assist Dane County:	5
Assist Marshall PD:	6
Assist Fire/Rescue:	28
Assist Other Agencies:	7
Assist Public:	85
Assist With Escort:	5
Assist All Others:	9
TOTAL ASSISTS:	150

MISCELLANEOUS	
Personal Contacts:	0
Investigations/Follow-up:	111
Traffic Control:	7
Radar Operations:	111
Special Assignment:	2
Speech/Presentation:	0
Serve Papers:	0
Other Miscellaneous:	1
TOTAL:	232

INQUIRIES/CHECKS	
Registration Checks:	613
D.L. Checks:	292
NCIC/CIB/VIN Checks:	0
Check Welfare:	2
TOTAL INQUIRIES:	919

	Warnings	Arrests
Speeding:	5	0
Too Fast For Conditions:	0	0
Inattentive Driving:	0	0
Failure to Yield:	0	0
Stop Sign Violation:	5	0
Illegal Passing:	0	1
No Driver's License:	1	7
Illegal Parking:	0	1
Left of Highway:	0	0
Drunk Driving:	0	3
Unregistered Vehicle:	2	1
Driving While Sus/Rev:	0	2
Hit And Run:	0	0
Off Road Vehicle:	0	2
Power Display:	0	0
Equipment:	8	3
Illegal "U" Turn:	0	2
Following Too Close:	0	0
Seatbelt Violation:	0	0
ALL OTHER TRAFFIC:	7	4

Disorderly Conduct:	1	5
Underage Alcohol:	3	7
Warrants:	0	3
Theft:	0	0
Trespassing:	1	0
Burglary/Break & Enter:	0	0
Vandalism:	0	0
ALL OTHER MIS/CRIM:	3	10
TOTALS:	38	71

Monthly Incident Comparison Report

Report Criteria:

Current Month: 12/2021

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
No Category						
	Blank Description	0	0	2	0	2
	Total for No Category:	0	0	2	0	2
ASSIST						
	Assist Business	1	0	1	0	1
	Assist Citizen	4	5	33	1	21
	Assist Dane County Sheriff	1	0	3	0	4
	Assist Dodge County Sheriff	1	2	14	1	12
	Assist Jefferson County Sheriff	1	0	8	0	1
	Assist Marshall PD	2	1	19	1	18
	Assist Probabtion/Parole	0	0	0	0	6
	Assist Public Works	0	0	1	0	0
	Assist Social Services	1	5	16	2	12
	Assist Watertown PD	0	0	2	0	1
	Assist/School District	3	0	3	0	0
	Civil Dispute	0	0	2	0	0
	Custody for Other Department	0	0	4	0	2
	EMS Calls	1	0	2	2	3
	Fire Calls	0	0	1	0	0
	Neighbor Problems	0	0	1	0	1
	Other Mutual Aid Assists	0	0	3	0	2
	Probation/Parole Check Ins	0	1	1	0	3
	Total for ASSIST:	15	14	114	7	87
CRIMINAL						
	Abuse of Elderly/Vulnerable	1	0	1	0	0
	Bail Jumping/Escapes	0	0	1	0	1
	Battery to Police Officer/Fireman	0	0	1	0	0
	Burglary - Attempted Residential	0	1	3	0	1
	Burglary - Residential/Forced	1	0	2	0	0
	Burglary - Residential/No Force	0	0	1	0	3
	Computer Crimes	0	0	1	0	1
	Criminal Damage To Property/vandalism	2	0	8	1	12
	Disorderly Conduct - All Other	1	0	9	3	16
	Disorderly Conduct - Fight, Disturbance	0	0	4	0	5
	Domestic Disturbance	2	0	13	1	18
	Domestic Offense - Child Abuse/Neglect	0	0	1	0	0
	Domestic Offense - Spousal Abuse/Fights	0	0	1	0	5
	Drug Investigations	1	0	4	0	8
	Drug Paraphernalia Possession	0	0	3	0	0
	Drug Possession	3	0	7	1	4
	Endanger Safety/Reckless Behavior	0	0	0	0	1

Monthly Incident Comparison Report

Report Criteria:

Current Month: 12/2021

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
CRIMINAL						
	Fraud	0	2	7	0	15

Monthly Incident Comparison Report

Report Criteria:

Current Month: 12/2021

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
CRIMINAL						
	Harass/Intimidate Victim or Witness	0	0	0	1	2
	Harassment - Harassing Telephone Calls	0	0	3	0	4
	Harassment - Stalking	0	0	1	0	0
	Harassment - Threats	0	1	4	0	5
	Indecent Language/Conduct	0	0	1	0	0
	Interfere with Child Custody	0	0	1	0	1
	Operate Vehicle Without Owner's Consent	0	0	1	0	5
	Other Sex Offenses	0	0	6	0	5
	Probation Hold	1	0	1	0	0
	Probation/Parole Violation	0	0	1	0	1
	Robbery - Armed	0	0	1	0	0
	Simple Battery	0	0	4	0	0
	Suicide - Attempts/Threats	0	1	1	0	0
	Theft - All Other	2	1	20	0	13
	Theft - Bicycles	0	0	1	0	0
	Theft - From Building	0	1	2	0	4
	Theft - From a Motor Vehicle	0	0	5	0	7
	Theft - Motor Vehicle Parts/Accessories	0	0	6	1	2
	Theft - Retail/Shoplifting	0	1	4	0	8
	Theft of Library Materials	0	0	1	0	0
	Trespassing	1	0	1	0	1
	Violation of Court/Restraining Order	0	0	0	0	1
	Worthless Checks - Less Than \$1000	0	0	0	0	1
	Total for CRIMINAL:	15	8	132	8	150
ORDINANCE						
	Abandoned Property/Vehicle Violation	1	0	3	0	2
	All-Terrain Vehicle Violation	0	0	3	0	2
	Animal Bite	0	1	9	2	6
	Animal Licensing/Shots/Etc.	0	0	0	0	1
	Animal Noise Complaint	0	0	1	0	0
	Animal Running at Large	0	1	2	0	1
	Burning Violation	0	0	0	0	0
	Curfew	0	0	0	2	2
	Disturbance	1	0	11	2	2
	Fireworks Violation	0	0	2	0	0
	Harassment	1	0	2	0	0
	Illegal Dumping	0	0	0	0	1
	Littering Violation	0	0	2	0	0
	Loitering	0	0	0	0	1
	Municipal Code Violation	1	0	2	0	0

Monthly Incident Comparison Report

Report Criteria:

Current Month: 12/2021

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
ORDINANCE						
	Possession of Tobacco by Minor	2	1	10	0	0
	Public Nuisance Violations	0	1	1	0	1
	Truancy	1	0	1	0	2
	Under Age Drinking - Adult (18-21)	0	0	4	0	0
	Under Age Drinking - Minor (Under 18)	1	0	1	0	1
	Total for ORDINANCE:	8	4	54	6	22
Other						
	Investigation/Take Report	0	0	3	0	1
	Other Animal Calls - Dead, Etc.	0	0	4	0	4
	Receive Information	0	0	14	0	11
	Total for Other:	0	0	21	0	16
SERVICE						
	911 Disconnect (Hang-Up)	0	0	0	0	1
	Death Investigation	0	1	7	0	4
	Emergency Detention/Detoxification	0	0	0	0	4
	Found Items/Property	0	0	2	0	4
	Lost Items/Property	0	0	1	0	0
	Missing Adult	0	0	1	0	0
	Missing Juvenile	0	0	3	0	1
	Other Service	0	0	2	0	1
	Protective Custody/Placement	0	0	1	0	0
	Runaway Juvenile	0	0	0	0	2
	Suspicious Person/Activity, Prowler	0	0	3	0	7
	Transport	0	1	1	0	0
	Uncontrollable Juvenile	1	0	2	3	6
	Warrant Pickup - Other Agency	2	1	7	0	2
	Warrant Pickup - Waterloo	0	0	1	1	2
	Welfare Check	4	0	17	1	14
	Total for SERVICE:	7	3	48	5	48
TRAFFIC						
	Disobey Sign/Marker	0	0	1	0	1
	Driver's License Violations (Ex OAS/OAR)	3	1	13	0	17
	Driving Complaint	0	0	1	0	1
	Eluding Police Officer	0	0	2	0	1

Monthly Incident Comparison Report

Report Criteria:

Current Month: 12/2021

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
TRAFFIC						
	Illegal Turns	1	1	4	0	2
	Inattentive Driving	0	0	1	0	0
	License/Permit Violation	0	1	3	0	1
	Miscellaneous Rules Violation	0	0	1	0	0
	Motor Vehicle Carrier Violation	1	0	1	0	0
	Motor Vehicle Insurance Violation	0	1	16	1	15
	Motorcycle Violation	0	0	1	0	0

Monthly Incident Comparison Report

Report Criteria:

Current Month: 12/2021

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
TRAFFIC						
	OAS/OAR/Other License Violations	3	6	52	3	20
	Open Intoxicants - Driver	0	0	0	0	1
	Operate Motor Vehicle While Intoxicated	2	0	14	0	12
	Other Traffic Violations	0	0	12	0	2
	Parking Violation	0	0	0	0	18
	Registration/Title Violation	1	1	12	0	6
	Required Stop Violation - RR, Etc.	0	0	1	0	0
	Seatbelt Violation	0	0	2	0	0
	Speeding - School Zone	0	0	1	0	1
	Speeding Violation	0	1	37	4	36
	Stop Sign/Signal Violation	0	0	15	0	6
	Tow Vehicle	0	0	1	0	1
	Traffic Accident - Hit and Run (Damage)	1	2	7	0	6
	Traffic Accident - Hit and Run (Injury)	0	0	1	0	0
	Traffic Accident - Non-Reportable	0	1	5	3	8
	Traffic Accident - Personal Injury	0	1	6	1	1
	Traffic Accident - Property Damage	1	2	19	1	20
	Traffic Obstruction/Debris on Highway	0	0	0	0	1
	Vehicle Equipment Violation - Lights	0	0	3	0	2
	Vehicle Equipment Violation - Other	0	0	0	0	3
	Warning - 5 Day Equipment Violation	0	0	2	0	0
Total for TRAFFIC:		13	18	234	13	182
Grand Totals:		58	47	605	39	507

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
12/01/2021	12/31/2021	ALL	JEFFERSON CO CIRCUIT CT

Court Date	Name	Ticket	Officer/Court Type
12/21/21	BONILLA,JESUS,E	DOB: 02/02/66 No: T-BF358995-0	COFFREN,JARED
11:00 AM	220 FRANCES LN WATERLOO WI, 53594	Age: 55 Issued: 10/31/21 Inc #: 21-000500	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
343.44(1)(B)	OPERATING WHILE REVOKED (FORFEITURE)	\$200.50	\$0.00

Court Date	Name	Ticket	Officer/Court Type
12/21/21	BONILLA,JESUS,E	DOB: 02/02/66 No: T-BF358996-1	COFFREN,JARED
11:00 AM	220 FRANCES LN WATERLOO WI, 53594	Age: 55 Issued: 10/31/21 Inc #: 21-000500	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
344.62(1)	OPERATE MOTOR VEHICLE W/O INSURANCE	\$200.50	\$0.00

Court Date	Name	Ticket	Officer/Court Type
12/21/21	BRAUNSCHWEIG,BRUCE,W	DOB: 08/26/59 No: C-1F80SPZ7S4	BOLLIG,RANDY,P
11:00 AM	437 MINNETONKA WAY WATERLOO WI, 53594	Age: 62 Issued: 10/22/21 Inc #: 21-000552	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
261-6A(1)	UNLAWFUL STORAGE OF VEHICLE	\$175.30	\$0.00

Court Date	Name	Ticket	Officer/Court Type
12/21/21	BROETZMAN,DIXIE,LEE	DOB: 11/17/37 No: C-1F80SPZ7S5	BOLLIG,RANDY,P
11:00 AM	730 HERRON CT WATERLOO WI, 53594	Age: 84 Issued: 11/21/21 Inc #: 21-000541	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
278-5A	LOUD AND UNNECESSARY NOISE PROHIBITED	\$175.30	\$0.00

Court Date	Name	Ticket	Officer/Court Type
12/21/21	[REDACTED]	[REDACTED] No: [REDACTED]	BOLLIG,RANDY,P
11:00 AM	[REDACTED]	[REDACTED] Issued: [REDACTED] [REDACTED] Inc #: [REDACTED]	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
165-2B(3)	UNDERAGE POSSESSION OF TOBACCO PRODUCTS	\$162.70	\$0.00

Court Date	Name	Ticket	Officer/Court Type
12/21/21	BROWN,ANTHONY,LEARM	DOB: 09/07/02 No: T-BH526610-0	COFFREN,JARED
11:00 AM	111 W MAIN ST # 1 MARSHALL WI, 53559	Age: 19 Issued: 11/18/21 Inc #: 21-000535	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
343.44(1)(A)	OPERATING WHILE SUSPENDED	\$200.50	\$0.00

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
12/01/2021	12/31/2021	ALL	JEFFERSON CO CIRCUIT CT

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21 11:00 AM	BROWN,DAVID,ALLEN 802 TWIN PINES DR MADISON WI, 53704	10/04/69 52	T-BH526727-5 11/20/21 21-000540	WORZALLA,GREGORY,S JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.57(5)	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)	\$175.30	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21 11:00 AM	BUEHL,BROOKE,MAE MARIE N114 WEST ST APT 3 WATERLOO WI, 53594	11/08/01 19	C-1F80DJJ8VX 10/31/21 21-000501	BURNS,RANDY JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
125.07(4)(B)	UNDERAGE DRINKING- POSSESS-17-20	\$263.50	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21 11:00 AM	BUEHL,BROOKE,MAE MARIE N114 WEST ST APT 3 WATERLOO WI, 53594	11/08/01 19	T-BH526718-3 10/31/21 21-000501	BURNS,RANDY JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.46(1)	FAIL/STOP AT STOP SIGN	\$175.30	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21 11:00 AM	BUEHL,BROOKE,MAE MARIE N114 WEST ST APT 3 WATERLOO WI, 53594	11/08/01 19	T-BH526719-4 10/31/21 21-000501	BURNS,RANDY JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
347.48(2M)(B)	VEHICLE OPERATOR FAIL/WEAR SEAT BELT	\$10.00	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21 11:00 AM	DANIEL ROCHA,RAUL,MARTIN 5344 COUNTY HIGHWAY 73 MARSHALL WI, 53559	09/30/76 45	T-BH526802-3 11/09/21 21-000517	COFFREN,JARED JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
343.05(3)(A)	OPERATE W/O VALID LICENSE (1ST VIOLATION)	\$200.50	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21 11:00 AM	DE LA CRUZ,IRMA 340 KNOWLTON ST WATERLOO WI, 53594	06/20/74 47	T-BH526616-6 11/30/21 21-000554	WARNER,DAVID,N JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
343.05(3)(A)	OPERATE W/O VALID LICENSE (1ST VIOLATION)	\$200.50	\$0.00

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
12/01/2021	12/31/2021	ALL	JEFFERSON CO CIRCUIT CT

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21 11:00 AM	FRANDLE,KEN 920 LUM AVE WATERLOO WI, 53594	11/11/68 52	C-1F80SPZ7S3 10/09/21 21-000551	BOLLIG,RANDY,P JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
261-6A(1)	UNLAWFUL STORAGE OF VEHICLE	\$175.30	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21 11:00 AM	HAASCH,MARK,A 700 E MAIN STREET MARSHALL WI, 53559	07/29/64 57	T-BF358561-0 08/22/21 21-000529	COFFREN,JARED JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
344.62(1)	OPERATE MOTOR VEHICLE W/O INSURANCE	\$200.50	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21 11:00 AM	HICKETHIER,BENJAMIN,P M 1330 E HIAWATHA DR WISCONSIN DELLS WI, 53965	12/30/82 38	T-BH526603-0 11/11/21 21-000521	WARNER,DAVID,N JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.33(1)(B)	UNLAWFUL U/Y TURN-MIDBLOCK	\$175.30	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21 11:00 AM	JUISTO,TREVOR,SCOTT 208 1/2 PORTLAND ROAD WATERLOO WI, 53594	04/27/00 21	T-BH526613-3 11/22/21 21-000545	THOM,TRACY JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
343.44(1)(A)	OPERATING WHILE SUSPENDED	\$200.50	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21 11:00 AM	JUISTO,TREVOR,SCOTT 208 1/2 PORTLAND ROAD WATERLOO WI, 53594	04/27/00 21	T-BH526614-4 11/22/21 21-000545	THOM,TRACY JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
341.04(1)	NON-REGISTRATION OF AUTO, ETC	\$175.30	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21 11:00 AM	LYONS,ANTONIO,TRE 3981 COUNTY ROAD V DEFOREST WI, 53532	03/08/98 23	T-BH526717-2 10/30/21 21-000497	BURNS,RANDY JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.46(1)	FAIL/STOP AT STOP SIGN	\$175.30	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21 11:00 AM	MARTIN,BRIAN,PAUL 210 1/2 NORTH MONROE WATERLOO WI, 53594	05/24/84 37	T-BF358991-3 10/27/21 21-000493	WARNER,DAVID,N JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
343.44(1)(B)	OPERATING WHILE REVOKED (FORFEITURE)	\$200.50	\$0.00

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
12/01/2021	12/31/2021	ALL	JEFFERSON CO CIRCUIT CT

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21 11:00 AM	MARTIN,BRIAN,PAUL 210 1/2 NORTH MONROE WATERLOO WI, 53594	05/24/84 37	T-BF358992-4 Issued: 10/27/21 Inc #: 21-000493	WARNER,DAVID,N JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
344.62(1)	OPERATE MOTOR VEHICLE W/O INSURANCE	\$200.50	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21 11:00 AM	QUINONES,LUIS 104 EAST MADISON STREET APT#4 WATERLOO WI, 53594	09/25/84 37	T-BH526611-1 Issued: 11/19/21 Inc #: 21-000536	WARNER,DAVID,N JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
343.05(3)(A)	OPERATE W/O VALID LICENSE (1ST VIOLATION)	\$200.50	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21 11:00 AM	RAMIREZ DUBON,DENIS,GEOVANI 556 KNOWLTON ST APT 6 WATERLOO WI, 53594	04/09/75 46	T-BH526608-5 Issued: 11/17/21 Inc #: 21-000531	WARNER,DAVID,N JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
343.05(3)(A)	OPERATE W/O VALID LICENSE (1ST VIOLATION)	\$200.50	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21 11:00 AM	RAMIREZ DUBON,DENIS,GEOVANI 556 KNOWLTON ST APT 6 WATERLOO WI, 53594	04/09/75 46	T-BH526609-6 Issued: 11/17/21 Inc #: 21-000531	WARNER,DAVID,N JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
344.62(1)	OPERATE MOTOR VEHICLE W/O INSURANCE	\$200.50	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21 11:00 AM	REYES CERNA,DEYLER,D 1910 W BROADWAY APT 6 MADISON WI, 53713	11/19/00 21	T-BH526615-5 Issued: 11/19/21 Inc #: 21-000539	COFFREN,JARED JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.69	HIT AND RUN-PROPERTY ADJACENT TO HIGHWAY	\$263.50	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21 11:00 AM	REYES CERNA,DEYLER,D 1910 W BROADWAY APT 6 MADISON WI, 53713	11/19/00 21	T-BH526723-1 Issued: 11/19/21 Inc #: 21-000539	COFFREN,JARED JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
343.05(3)(A)	OPERATE W/O VALID LICENSE (1ST VIOLATION)	\$200.50	\$0.00

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
12/01/2021	12/31/2021	ALL	JEFFERSON CO CIRCUIT CT

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21	REYES CERNA,DEYLER,D	11/19/00	T-BH526724-2	COFFREN,JARED
11:00 AM	1910 W BROADWAY APT 6 MADISON WI, 53713	Age: 21	Issued: 11/19/21 Inc #: 21-000539	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
344.62(1)	OPERATE MOTOR VEHICLE W/O INSURANCE	\$200.50	\$0.00	
12/21/21	REYES CERNA,DEYLER,D	11/19/00	T-BH526725-3	COFFREN,JARED
11:00 AM	1910 W BROADWAY APT 6 MADISON WI, 53713	Age: 21	Issued: 11/19/21 Inc #: 21-000539	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
346.70(1)	FAILURE OF OPERATOR TO NOTIFY POLICE OF ACCIDENT	\$389.50	\$0.00	
12/21/21	REYES CERNA,DEYLER,D	11/19/00	T-BH526726-4	COFFREN,JARED
11:00 AM	1910 W BROADWAY APT 6 MADISON WI, 53713	Age: 21	Issued: 11/19/21 Inc #: 21-000539	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
346.05(1)	OPERATING LEFT OF CENTER	\$213.10	\$0.00	
12/21/21	ROBL,KELLI	06/15/85	T-BH526720-5	COFFREN,JARED
11:00 AM	1137 STONEWOOD XING SUN PRAIRIE WI, 53590	Age: 36	Issued: 11/16/21 Inc #: 21-000527	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
341.04(1)	NON-REGISTRATION OF AUTO, ETC	\$175.30	\$0.00	
12/21/21	ROBL,KELLI	06/15/85	T-BH526721-6	COFFREN,JARED
11:00 AM	1137 STONEWOOD XING SUN PRAIRIE WI, 53590	Age: 36	Issued: 11/16/21 Inc #: 21-000527	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
344.62(1)	OPERATE MOTOR VEHICLE W/O INSURANCE	\$200.50	\$0.00	
12/21/21	RUIZ,RICARDO,JOSE	01/12/03	T-BH526722-0	THOM,TRACY
11:00 AM	732 KLATT STREET CLYMAN WI, 53016	Age: 18	Issued: 09/26/21 Inc #: 21-000528	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
341.04(1)	Non-Registration of Vehicle	\$175.30	\$0.00	

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
12/01/2021	12/31/2021	ALL	JEFFERSON CO CIRCUIT CT

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21	SALGADO CASTELLANO,JORLENI,DEL CARMEN	05/07/87	T-BF358560-6	COFFREN,JARED
11:00 AM	460 W PORTER APT 1 WATERLOO WI, 53594	Age: 34	Issued: 09/19/21 Inc #: 21-000432	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
344.62(1)	OPERATE MOTOR VEHICLE W/O INSURANCE	\$200.50	\$0.00	

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21	TORREZ MARTINEZ,JAIME SANTOS	04/29/95	T-BH526604-1	WARNER,DAVID,N
11:00 AM	550 W MAIN ST SUN PRAIRIE WI, 53590	Age: 26	Issued: 11/11/21 Inc #: 21-000522	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
343.05(3)(A)	OPERATE W/O VALID LICENSE (1ST VIOLATION)	\$200.50	\$0.00	

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21	TORREZ MARTINEZ,JAIME SANTOS	04/29/95	T-BH526605-2	WARNER,DAVID,N
11:00 AM	550 W MAIN ST SUN PRAIRIE WI, 53590	Age: 26	Issued: 11/11/21 Inc #: 21-000522	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
344.62(1)	OPERATE MOTOR VEHICLE W/O INSURANCE	\$200.50	\$0.00	

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21	VAN POOL,DAVID,ALLEN	07/11/80	C-1F80SPZ7RT	WARNER,DAVID,N
11:00 AM	734 NORTH MONROE STREET WATERLOO WI, 53594	Age: 41	Issued: 11/21/21 Inc #: 21-000542	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
278-1-943.50(4)(A)	SHOPLIFTING/RETAIL THEFT	\$200.50	\$0.00	

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21	ZARATEMARTINEZ,CRESCENCIO	02/01/81	T-BF358997-2	COFFREN,JARED
11:00 AM	866 YORK CENTER RD MARSHALL WI, 53559	Age: 40	Issued: 11/01/21 Inc #: 21-000505	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
343.05(3)(A)	OPERATE W/O VALID LICENSE (1ST VIOLATION)	\$200.50	\$0.00	

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21	ZARATEMARTINEZ,CRESCENCIO	02/01/81	T-BF358998-3	COFFREN,JARED
11:00 AM	866 YORK CENTER RD MARSHALL WI, 53559	Age: 40	Issued: 11/01/21 Inc #: 21-000505	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
344.62(1)	OPERATE MOTOR VEHICLE W/O INSURANCE	\$200.50	\$0.00	

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
12/01/2021	12/31/2021	ALL	JEFFERSON CO CIRCUIT CT

Court Date	Name	DOB	Ticket No	Officer/Court Type
12/21/21	ZARATEMARTINEZ,CRESCENCIO	02/01/81	T-BF358999-4	COFFREN,JARED
11:00 AM	866 YORK CENTER RD MARSHALL WI, 53559	Age: 40	Issued: 11/01/21 Inc #: 21-000505	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.935(2)	Possess Open Intoxicants in MV	\$263.50	\$0.00

Ticket Count: 38

Total Fines: \$7529.30
Total Payments: \$0.00
Total Due: \$7529.30

Activity Log List

Report Criteria:

Start Date	End Date	Title	Officer
12/01/2021	12/31/2021		ALL

Title	Notes	Date	Time	Officer
Assist	Officer assisted with citizen who was in distress and report was taken.	12/01/2021	11:01:00	
Ordinance violation	Citation issued for ordinance violation	12/01/2021	12:30:00	
Ordinance violation	Officer issued a citation for ordinance violation.	12/01/2021	14:12:00	
Fraud	Officer is assisting with an investigation on fraud/theft.	12/02/2021	10:17:00	
Traffic stop	Officer issued a traffic stop and citation was issued.	12/02/2021	10:45:00	
Assist school	Officer was called to the school as a juvenile was under the influence of a substance.	12/02/2021	12:06:00	
Domestic disturbance	Officers assisted with and transported a subject in a domestic violence situation.	12/03/2021	08:09:00	
Possession	Officer took a report of possession of tobacco by a minor.	12/03/2021	12:54:00	
Possession	Officer took a report of a student who was in possession of an illegal substance.	12/03/2021	13:56:00	
Neighbor dispute	Officer assisted with a neighbor dispute.	12/06/2021	10:58:00	
Harassment	Officer conducted an investigation on a harassment complaint.	12/06/2021	12:06:00	
Harassment	Officer responded to a harassment complaint and officer assisted.	12/07/2021	08:00:00	
Theft	Officer assisted with a report of theft of packages from a porch.	12/07/2021	08:20:00	
School incident	Officer took a report from a parent, issue was handled.	12/07/2021	10:11:00	
Traffic stop	Officer conducted with traffic stop, citation and warnings issued.	12/07/2021	11:00:00	
Assist	Officer was requested to assist Marshall PD with a domestic situation.	12/07/2021	12:28:00	
Abuse	Officer is currently investigating a report of abuse.	12/08/2021	10:55:00	
Truancy	Officer issued a truancy ticket through the school for absence	12/09/2021	08:58:00	BOLLIG, RANDY, P
Traffic stop	Officer conducted a traffic stop, citation issued.	12/09/2021	11:12:00	
Traffic stop	Officer conducted a traffic stop, citation issued.	12/09/2021	12:10:00	
Disturbance	Officer responded to a disturbance, all parties met with and report was taken.	12/13/2021	12:00:00	
Traffic stop	Officer performed a traffic stop, several citations issued.	12/14/2021	11:10:00	
Domestic	Officer assisted with a domestic report	12/16/2021	09:45:00	
warrant	Officer assisted in an arrest for a warrant for another agency.	12/16/2021	09:58:00	
ACCIDENT	Officer assisted with a car vs deer accident	12/16/2021	14:51:00	
Traffic stop	Officer conducted a traffic stop, citation issued.	12/16/2021	16:08:00	
Assist	Officer requested to assist Dane County with an accident.	12/16/2021	17:24:00	
School	Officer assisted human services for a school complaint.	12/17/2021	12:21:00	
Traffic stop	Officer performed a traffic stop, citations issued.	12/17/2021	18:28:00	
Traffic stop	Officer conducted a traffic stop, citation issued.	12/17/2021	19:31:00	
Traffic stop	Officer conducted a traffic stop, drug possession was investigated	12/17/2021	19:42:00	
Assist	Per request officer responded for a check welfare on a potential domestic situation.	12/19/2021	19:41:00	BOLLIG, RANDY, P
Accident	Officer handled a report of accident with property damage, citations issued.	12/20/2021	09:51:00	
Possession	Officer was called to the school for a possession of tobacco product, citation issued.	12/20/2021	11:09:00	
School complaint	Officer was called up to the school for a possible threat, there was no direct threat.	12/20/2021	11:49:00	
Assist EMS	Officer assisted with a possible overdose.	12/21/2021	08:26:00	
warrant	Officer conducted a warrant pick up for another county.	12/21/2021	08:57:00	
Assist Dodge County	Officer was requested to assist Dodge County with an altercation at a bar.	12/21/2021	10:25:00	
Damage to property	Officer took a report of damage to a vehicle.	12/21/2021	12:20:00	
Theft	Officer took a report of theft of items.	12/21/2021	13:37:00	

Activity Log List

Report Criteria:

Start Date	End Date	Title	Officer
12/01/2021	12/31/2021		ALL

Title	Notes	Date	Time	Officer
Tow	Officer had a vehicled towed.	12/21/2021	13:57:00	
Assist	Officer was requested to assist Marshall for a possible domestic disturbance.	12/22/2021	10:22:00	
Warrant	Officer assisted with a warrant arrest for Dane County.	12/22/2021	12:06:00	
Assist	Officer took a report of a civil matter between two parties.	12/23/2021	10:33:00	
Traffic stop	Officer had a traffic stop, citations issued	12/23/2021	13:44:00	
School incident	Officer filed an informational only report for a school incident.	12/23/2021	19:13:00	
Arrest	Officer arrested subject who was under a probation and parole hold	12/23/2021	19:57:00	
Disturbance	Officer handled a report of a battery and damage to property.	12/27/2021	10:23:00	
Domestic disturbance	Officer assisted with a domestic disturbance	12/27/2021	15:05:00	
Traffic stop	Officer conducted a traffic stop, citation issued.	12/28/2021	08:41:00	
Identity theft	Officer handled a report of identify theft.	12/28/2021	09:55:00	
Custody		12/28/2021	10:57:00	
Check welfare	Officer requested to assist with check welfare.	12/28/2021	11:58:00	
Check welfare	Officer assisted with a check welfare on a subject.	12/28/2021	14:04:00	

Waterloo Police Department Fleet Maintenance Report

VIN	1FM5KAR8HGB65062	For Period	12/1-12/31
Year	2017	Fuel Cost	\$729.86
Vehicle Description	Ford Edge Utility	Miles Per Gallon	9.62

Date	Fuel	Fuel Cost	Mileage	Maintenance Item	Maint Cost	Officer
12/1/2021	7.193	\$22.29	46942			14
12/3/2021	11.178	\$33.19	47073			12
12/4/2021	8.251	\$24.74	47144			12
12/5/2021	7.802	\$23.16	47211			8
12/5/2021	6.275	\$18.82	47273			15
12/6/2021	10.002	\$30.00	47356			11
12/7/2021	7.002	\$21.00	47413			11
12/8/2021	7.336	\$22.00	47479			10
12/9/2021	8.049	\$24.14	47564			15
12/11/2021	6.339	\$19.01	47736			11
12/11/2021	9.721	\$28.86	47681			8
12/12/2021	7.202	\$21.60	47805			14
12/13/2021	8.335	\$25.00	47874			11
12/14/2021	8.002	\$24.00	47940			10
12/15/2021	7.669	\$23.00	48006			10
12/15/2021	4	\$12.00	48133			11
12/16/2021	8.086	\$24.25	48080			10
12/17/2021	7.635	\$22.52	48208			14
12/18/2021	6.928	\$20.43	48267			14
12/20/2021	10.303	\$30.38	48367			12
12/21/2021	5.777	\$17.04	48492			15
12/22/2021	8.908	\$26.27	48566			15
12/23/2021	7.462	\$22.01	48671			10
12/24/2021	9.495	\$28.00	48761			11
12/25/2021	6.585	\$19.42	48823			15
12/26/2021	8.705	\$25.67	48925			14
12/27/2021	6.103	\$18.00	48982			10

12/28/2021	7.779	\$22.94	49060	14
12/29/2021	9.751	\$28.76	49156	14
12/30/2021	7.243	\$21.36	49213	15
12/31/2021	10.172	\$30.00	49301	11
	245.288	\$729.86		

Waterloo Police Department Fleet Maintenance Report

VIN	1FM5K8ABOLGB6731	For Period	10/1/2021-10/31/2021
Year	2020	Fuel Cost	\$92.04
Vehicle Description	Ford Edge Utility	Miles per gallon	10.32

Date	Fuel	Fuel Cost	Odometer Begin	Maintenance Item	Officer
12/2/2021	11.04	\$33.11	8485		15
12/9/2021	8.693	\$26.87	8638		14
12/21/2021	10.87	\$32.06	8801		2
	30.603	\$92.04			

Karl Junginger Memorial Library
 Mayor/Council/Board Report
 December 2021

DECEMBER MONTHLY STATISTIC		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Library Card Holders	2020	2349	2360	2375	2377	2378	2386	2401	2414	2426	2440	2452	2460
	2021	2468	2477	2496	2499	2482	2519	2533	2539	2561	2544	2464	2397
	% of Change	5.07%	4.96%	5.09%	5.13%	4.37%	5.57%	5.50%	5.18%	5.56%	4.26%	0.49%	-2.56%
Checkouts (Circulation)	2020	4118	3528	2468	380	1133	3365	3749	3883	3647	3702	3327	3737
	2021	3263	3312	3601	3425	3352	4483	4826	3764	3475	3499	3245	3194
	% of Change	-20.76%	-6.12%	45.91%	801.32%	195.85%	33.22%	28.73%	-3.06%	-4.72%	-5.48%	-2.46%	-14.53%
Began removing unused patron cards in November													
eBook/Audio Checkouts (Circulation)	2020	540	459	451	533	541	578	674	609	522	493	524	492
	2021	593	607	585	536	562	498	573	665	591	655	568	627
	% of Change	9.81%	32.24%	29.71%	0.56%	3.88%	-13.84%	-14.99%	9.20%	13.22%	32.86%	8.40%	27.44%
Library Visits	2020	2683	2877	1577	0	0	1269	1434	938	796	1394	1234	1367
	2021	1396	1259	1539	1125	747	1236	1799	1685	1491	850	1422	1497
	% of Change	-47.97%	-56.24%	-2.41%	100.00%	100.00%	-2.60%	25.45%	79.64%	87.31%	-39.02%	15.24%	9.51%
Meeting Room Use	2020	45	39	23	0	0	0	0	0	3	4	0	1
	2021	1	0	6	5	8	9	3	6	7	2	10	8
	% of Change	-97.78%	-100.00%	-73.91%	100.00%	100.00%	100.00%	100.00%	100.00%	133.33%	-50.00%	100.00%	700.00%
Public Computer Use	2020	326	272	152	0	0	63	83	73	86	93	70	74
	2021	74	92	117	86	87	69	64	70	72	80	84	40
	% of Change	-77.30%	-66.18%	-23.03%	100.00%	100.00%	9.52%	-22.89%	-4.11%	-16.28%	-13.98%	20.00%	-45.95%
WiFi Use	2020	324	318	301	109	115	134	136	135	155	153	139	132
	2021	139	166	147	161	154	171	166	159	195	173	182	185
	% of Change	-57.10%	-47.80%	-51.16%	47.71%	33.91%	27.61%	22.06%	17.78%	25.81%	13.07%	30.94%	40.15%
Outreach to local residents -Checkouts NEW WAY 2019	2020	179	95	83	6	0	56	119	55	84	88	95	111
	2021	122	88	96	91	111	109	69	92	142	88	86	133
	% of Change	-31.84%	-7.37%	15.66%	1416.67%	100.00%	94.64%	-42.02%	67.27%	69.05%	0.00%	-9.47%	19.82%
Programs													
Adult Number of Programs	2020	16	11	6	2	2	1	0	1	3	2	1	3
	2021	4	6	4	4	3	6	5	5	6	11	19	11
	% of Change	-75.00%	-45.45%	-33.33%	100.00%	50.00%	500.00%	100.00%	400.00%	100.00%	450.00%	1800.00%	266.67%
Adult Attendance	2020	147	64	37	18	36	6	0	5	13	5	5	28
	2021	46	44	34	25	28	130	35	77	28	112	107	51
	% of Change	-68.71%	-31.25%	-8.11%	38.89%	-22.22%	2066.67%	100.00%	1440.00%	115.38%	2140.00%	2040.00%	82.14%
Teen (12-18) Number of programs	2020	2	2	0	0	0	3	6	3	1	1	1	1
	2021	1	1	1	1	1	8	10	0	1	1	1	1
	% of Change	-50.00%	-50.00%	100.00%	100.00%	100.00%	166.67%	66.67%	-100.00%	0.00%	0.00%	0.00%	0.00%
Attendance (Adult + Teen)	2020	10	15	0	0	0	2	1	0	10	7	10	13
	2021	20	25	22	22	20	154	21	0	0	0	1	0
	% of Change	100.00%	66.67%	-100.00%	100.00%	100.00%	7600.00%	2000.00%	#DIV/0!	-100.00%	-100.00%	-90.00%	-100.00%
Children's Number of programs	2020	6	17	5	9	8	15	30	16	5	11	6	4
	2021	6	7	9	6	2	19	20	10	9	11	11	8
	% of Change	0.00%	-58.82%	80.00%	-33.33%	-75.00%	26.67%	-33.33%	-37.50%	80.00%	0.00%	83.33%	100.00%
Attendance (Adult + Child)	2020	99	229	82	125	157	321	405	241	42	208	51	42
	2021	95	184	257	182	84	1133	973	348	58	112	105	73
	% of Change	-4.04%	-19.65%	213.41%	45.60%	-46.50%	252.96%	140.25%	44.40%	38.10%	-46.15%	105.88%	73.81%

** COVID-19 Began in March 2020 we closed library doors on March 16th Opened doors on June 1st, 2020 to the public.

Regular meeting of the Waterloo Water & Light Commission held January 4, 2022

The meeting was called to order by President Tom Bergan at 7:00pm at the Waterloo Utilities office. Present were Commissioners Vern Butzine, Devin Schumann, Tim Thomas, Superintendent Barry Sorenson, and Lineman Evan Pratt. Absent Chuck Wallace.

Minutes

It was moved by Butzine, seconded by Schumann, to approve the minutes of the December 7, 2021 meeting. Motion carried.

Expenditures

It was moved by Thomas, seconded by Butzine, to approve the payment of the December bills as presented. Motion carried.

Citizen Input

None.

Well 2 Booster

The bids received were higher than anticipated. Looking into different alternatives. It was moved by Butzine, seconded by Schumann, to reject the current bids. Motion carried.

Lead Water Services

Sorenson advised the Commission that the City was applying for another grant to fund private lead service replacements.

2022 Electric Projects

Sorenson advised the Commission of reoccurring storm damage problems with the overhead line from Crestview-Hiawatha-Herron. The Utility has scheduled to replace the overhead line with underground in Spring of 2022.

General Info

Sorenson updated the Commission on transportation fund plans of replacing the 2004 pickup in 2022, and the 1998 bucket truck in 2023 if product is available.

It was moved by Thomas, seconded by Butzine, to adjourn. Motion carried.

Respectfully submitted,
Tim Thomas
Secretary

List of Bills

Axley Brynelson	610.00	MG&E	40.66
Ambiance Homes Inc	37.48	MP Systems	25,017.08
APG of Southern Wisconsin	28.95	Jessey Nelson	3.59
Associated Bank	950.00	Northern Lakes Service	331.84
Border States	1,029.43	Peak Garage Doors	1,591.16
BP Credit Card Center	942.86	Payment Service Network	101.95
Baker Tilly	4,255.00	PSD	10,044.98
Tom Bergan	140.00	Phase One Archaeological	3,500.00
Vern Butzine	70.00	Payroll	53,613.24
Beaver of Wisconsin Inc	4,450.00	PSC	53.69
Berryman Equipment Co	13,163.00	Resco	11,663.00
Boardman & Clark LLP	92.05	Jesus Rodriguez	88.76
C&M Hydraulic Tool Supply	218.32	Richter Heating	206.56
City of Waterloo Treasurer	111,073.65	Justin/Samantha Schultz	152.45
Charter Communications	99.99	SEERA	1,442.23
Crescent Electric Supply	2,477.88	Devin Schumann	105.00
DOA	674.00	Tatman Associates	258.00
Dunneisen Excavating	253.44	Tim Thomas	140.00
DNR-Operator Certification	75.00	Uline	320.51
F&M Bank	185.92	United Liquid Waste Recycling	937.50
Forster Electrical Engineering	21,632.84	USA	423.90
Frontier	392.44	US Cellular	302.22
Friends of KJM Library	792.11	Unifirst Corp	1,002.00
GFC Leasing	85.00	UPS	73.53
Peter Hatzinger	217.72	Visa	2,367.38
Tyler Hergarten	76.28	Chuck Wallace	140.00
Howie's Hardware	646.19	Waterloo School District	500.00
Infosend	893.74	Waterloo Utilities	12,211.96
Insight FS	7.23	Waterloo Building Center	50.00
Irby	29,106.06	WEG Transformer	316,327.50
Jefferson Co Register of Deeds	30.00	WE Energies	1,000.47
Jonas Office Products	85.98	Wisconsin Dept. of Revenue	5,114.28
LW Allen	978.02	Wisconsin State Lab	26.00
Lakes Gas	4.22	WPPI Energy	220,111.18
McCutchin Crane & Rigging	4,760.00	WRWA	455.00

Total Disbursements \$870,252.42

Checking Account #102-613:

Balance 11/30/21	\$39,618.93
Transfer	666,327.50
Disbursements	(651,259.10)
Interest	7.76
Service Charge	(24.08)
Balance 12/31/21	<u>\$54,671.01</u>

WWTP Account #374-547 (DNR Replacement Fund)

Balance 11/30/21	\$112,015.50
Deposit	
Transfer for Expenses	
Interest	28.54
Balance 12/31/21	<u>\$112,044.04</u>

Debt Service Account #3015323:

Balance 11/30/21	\$100,606.05
Deposit	59,370.00
Bond Payment	
Interest	37.35
Balance 12/31/21	<u>\$160,013.40</u>

Money Market Account #110-832:

Balance 11/30/21	430,422.33
Deposits	593,742.68
Transfer	(629,481.18)
Disbursements	
Interest	490.24
Service Charge	(263.79)
Balance 12/31/21	<u>\$394,910.28</u>

Transportation Fund

Balance 11/30/21	\$95,052.99
Transfer	
Balance 12/31/21	<u>\$95,052.99</u>

Construction Account:

Balance 11/30/21	1,640,488.60
Transferred in	
Construction Payment	(316,327.50)
Balance 12/31/21	<u>\$1,324,161.10</u>

CD #7723 (Bond Reserve):

Balance 11/30/21	310,758.85
Interest	
Transferred in	
Balance 12/31/21	<u>\$310,758.85</u>

CD #613386 (Bond Reserve):

Balance 11/30/21	214,116.82
Interest	
Balance 12/31/21	<u>\$214,116.82</u>

WWTP CD #2875 (DNR Replacement Fund):

Checking Account #102-613:

\$464,149.88

Interest

Transfer

Balance 12/31/21

\$464,149.88

City Hall

From: info@whsadopt.org
Sent: Monday, January 03, 2022 1:55 PM
To: City Hall
Cc: Mo Hansen
Subject: Numbers for December 2021

Here are the intake number for December.

Feline Stray-0
Feline Surrender-0

Canine stray-0
Canine surrender-0



Virus-free. www.avg.com



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

RESOLUTION #2022-05

Appointing Lois Baird As A Temporary Employee To Assist In The City Clerks Office During Clerk Vacancy

Whereas, the City of Waterloo seeks to conduct a well-administered City Clerks Office, and;

Whereas, Lois Baird is a valued retired employee, having been with the municipality during her career, and;

Whereas, Lois Baird has previously served as the interim Clerk during other vacancies, and has shown to be an indispensable team member in the Clerk/Treasurer's office, and;

Whereas, the Clerk/Treasurer's office seeks to conduct a well-administered office, with an additional Temporary Employee during the vacancy period of the Clerk/Deputy Treasurer thus adding greater office efficiency and flexibility.

Therefore, Be It Resolved, by the Common Council of the City of Waterloo, Wisconsin, that it hereby appoints Lois Baird as a Temporary Employee and thanks her for her work.

PASSED AND ADOPTED this _____, 2022.

City of Waterloo
Signed:

Mayor Jenifer Quimby

Attest:

Mike Tschanz, Interim Clerk/Treasurer



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

ORDINANCE 2022-02

AN ORDINANCE AMENDING CHAPTER §85 OFFICERS AND EMPLOYEES

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

SECTION I: CHAPTER §85-7 Qualifications and duties is hereby amended as follows:

Items removed:

(4)(k) & (o) as these are no longer part of the job description.

Other changes:

(A) changed Treasurer to **Deputy Treasurer**

(2) changed Treasurer to **Deputy Treasurer**

(4) changed Treasurer to **Deputy Treasurer**

(4)(b) changed Treasurer to **Deputy Treasurer**

(4)(m) added the word **'the'** before *'annual'*

(5) changed Treasurer to **Deputy Treasurer**

F(1) reordered *Mayor, Council* and updated **Public Works and Property Committee** vs. *Board of Public Works*

Also added the word **'municipal'** before *'maintenance'* and added **'paths and parking lots'** before *'street signs'*

F(2) removed *'flushing'* as this is part of the Waterloo Utilities function, and removed the redundant *'by the council'* as this is stated in F(1)

G added the words **'Mayor or'** before *'the council'*.

SECTION II: This ordinance shall take effect and be in force from and after its passage and posting as provided by law.

**BY ORDER OF THE CITY COUNCIL OF THE CITY OF
WATERLOO**

Mayor Jenifer Quimby

Attest:

Date Adopted: _____

Date Published: _____

Chapter 85. Officers and Employees

§ 85-7. Qualifications and duties.

A. Clerk/**Deputy** Treasurer.

[Amended by Ord. No. 90-1]

(1) Qualifications. No candidate shall be qualified unless the applicant has the following qualifications:

- (a) Knowledge of the function, policies, laws and regulations of the offices of City Clerk and City Treasurer.
- (b) Bondable.
- (c) Passes a physical examination.
- (d) Bachelor's degree from an accredited college or university with a specialization in public or business administration or an equivalent combination of experience, training, education and management background.
- (e) Prior administrative, managerial, public relations and employee relations experience.

(2) Appointment. The Finance, Insurance and Personnel Committee shall solicit applications for the position of City Clerk/**Deputy** Treasurer and shall review the applications and submit a list of at least three qualified candidates to the Council for initial interviews. The Council and the Mayor shall interview the selected candidates and select at least two candidates for a second interview. The Council shall then recommend one applicant to the Mayor for appointment.

[Amended by Ord. No. 97-17]

(3) (Reserved)^[1]

[1] Editor's Note: Former Subsection A(3), Terms of office, amended by Ord. No. 93-10, was repealed 11-6-2014 by Ord. No. 2014-11.

(4) Duties. The Clerk/**Deputy** Treasurer shall be responsible for the following:

- (a) Coordinate City offices and departments, except offices of the Mayor, Alderpersons, the City Attorney, and the Waterloo Utilities.
- (b) Perform all statutory duties assigned to the City Clerk/**Deputy** Treasurer and/or as prescribed by the Mayor and Council.
- (c) Attend meetings as required by the Mayor and the Council, unless excused by the Mayor or the Council President in the absence of the Mayor.
- (d) Keep the Mayor and the Council advised about developments in the City's administration, business and affairs.
- (e) Make recommendations for the improvement of the efficiency and quality of the services performed by the City.
- (f) Stay informed on county, state and federal legislation and the availability of aids and funds and prepare and expedite applications for said funds.

(g) Effectuate actions of the Council which require administrative action and report any problems or difficulties in connection therewith to the Mayor and the Council.

(h) See that all City ordinances and resolutions are efficiently and equally administered.

(i) Represent the City in intergovernmental and legislative functions as requested by the Mayor or the Council.

(j) Keep a current and accurate account of the existence, location and condition of all assets owned and/or controlled by the City.

~~(k) Supervise the bookkeeping and accounting systems in all City departments so as to verify accuracy and increase efficiency.~~

(l) Maintain a current personnel file for all City departments.

(m) Assists with **the** annual budget and tax collections

(n) Act as purchasing officer for the City and formulate and place into operation any City-wide purchasing functions that would be economical and beneficial to the City in conjunction with the Finance, Insurance and Personnel Committee and with the Council's approval.

[Amended 3-15-2007 by Ord. No. 2007-06]

~~(o) Review and report to the Mayor, the Council and the Finance, Insurance and Personnel Committee the current fiscal status of the City and its departments, including any variations in the operation of the City budget.~~

(p) See that all City property and personnel are properly protected by adequate insurance coverage.

(q) Inform the Mayor and the Council concerning any proposed change in service rendered to City residents, taxpayers or City-located businesses which shall appreciably affect the extent, quality or cost of such service.

(5) In addition to the above-listed routine duties, the Clerk/**Deputy** Treasurer shall be responsible for any special limited-duration projects or duties assigned by the Mayor or the Council in the context of the annual review process.

[Added 11-17-2003 by Ord. No. 2003-6]

B. City Attorney. The City Attorney shall be duly admitted to practice in the courts of record in the State of Wisconsin, shall conduct all the legal business in which the City is interested, and shall perform all duties required by city attorneys by state law.

C. Police Chief. See Chapter **91** of this Code.

D. Fire Chief. See Chapter **57** of this Code.

E. City Assessor. The City Assessor shall be certified by the Wisconsin Department of Revenue at the level required by law and shall be experienced and capable of performing the duties of the office. Whenever the Assessor, in the performance of the Assessor's duties, requests or obtains income and expense information pursuant to §70.47(7)(af), Wis. Stats., or any successor statute thereto, then such income and expense information that is provided to the Assessor shall be held by the Assessor on a confidential basis; except, however, that the information may be revealed to and used by persons in the discharge of duties imposed by law; in the discharge of duties; or pursuant to order of a court. Income and expense information provided to the Assessor under §70.47(7)(af), Wis. Stats., is not subject to the right of inspection and copying under §19.35(1), Wis. Stats.

[Amended 3-15-2007 by Ord. No. 2007-06]

F. Director of Public Works. The Director of Public Works shall have powers and duties as follows:

(1) The Director shall be subject to the direction of the **Mayor, Council, and the Public Works and Property Committee**, and shall be responsible for the administration and supervision of all **municipal** maintenance, repair and construction of streets, alleys, curbs and gutters, sidewalks, bridges, **paths, parking lots**, street signs, traffic control devices, storm sewers, culverts and drainage facilities, and all machinery, equipment and property used in any activity under the Director's control. He shall be available in an advisory and supervisory capacity to all departments of the City upon request.

(2) The Director shall have charge of such public services as the refuse collection and disposal, snow and ice removal, street cleaning (**removed flushing**) and such other activities as may be assigned to him, from time to time.

[Amended 3-15-2007 by Ord. No. 2007-06]

G. Other officers. Other officers shall respectively perform such duties as are prescribed by the **Mayor** or the Council.



136 North Monroe Street
Waterloo, WI 53594
Phone (920) 478-3025

CITY CLERK/DEPUTY TREASURER POSITION DESCRIPTION

Performs all required statutory duties of the City Clerk as set forth in Wisconsin Statutes §§ 62.09 (11) and the City of Waterloo Municipal Code. Executes responsible administrative work maintaining the city's records, organizing, coordinating, and supervising the duties of the City Clerk's office and related work as required. The City Clerk role is also assigned Deputy Treasurer as set forth in Wisconsin Statutes §§ 62.09 (9) (f).

The Clerk reports to the Mayor and City Council. Appointment is the responsibility of the Mayor as recommended by the City Council per Code §§85-7(2). The Clerk will provide information on an advisory basis to the Mayor, City Council, and other department supervisors and perform such additional duties as may from time-to-time be directed by the Mayor or City Council. The Clerk is reviewed per ordinance §§85-9, after initial one year anniversary; this position is exempt; employment with the City is on an at-will basis.

To maintain consistency and availability for residents, department heads, elected officials and other staff members, the majority of hours worked in a week will range from 7:00 AM to 5:00 PM, Monday through Friday. Some evening meetings are required.

General Statement of Duties:

Administrative:

- Implements policies and directives of the Mayor and City Council.
- Assists citizens, outside agencies, developers, and staff in bringing matters to the attention of the Mayor and City Council for resolution.
- Liaison for City contracted services, such as but not limited to: City Attorney, City Assessor, Building Inspection, Economic Development, Engineering, Humane Society.

Human Resources:

- Maintain a current personnel file for all City departments.
- Coordinate Payroll for processing.
- Employee Handbook, Collective Bargaining Agreements, Employment contracts
- Coordinates new City employees: a copy of the Employee Handbook and obtaining a signed statement of receipt; orients employees to fringe benefits options available to them; assists them filling out enrollment forms.
- Assists department heads and the Mayor with recruitment and job testing, including preparing job postings and advertisements, evaluating completed applications to determine those that best meet the desired education and skills, conducting applicant interviews, and contacting and evaluating references.

Elections:

- Responsible for the oversight and administration of the election process.
- Provides the appropriate notices and publications regarding the election.
- Conducts and report official canvass of election results.
- Recruits and trains Election Inspectors.
- Schedules & trains election Inspectors and special voting deputies at care facilities.
- Supplies official declarations of candidacy to those seeking local office.
- Reviews and checks for accuracy of all petitions and declarations of candidacy.
- Distributes election forms.
- Conducts testing of election machines.
- Responsible for organizing, scheduling, and setting up Election Day activities.
- Posts election activities.
- Maintains poll lists, assists residents with voter registration, absentee ballots and all other necessary or required actions to conduct a free and fair election.
- When acting as the City Clerk, maintains a non-partisan persona and non-political stance on ballot issues.

Budget/Taxes:

- Assists the City Treasurer preparing the city budget and publishing budget hearing notices.
- Solicit Municipal Debt issuance bids.
- Tax collections.

Records, Permits & Licenses:

- Processes all permits, and licenses as required by the City excluding conditional use permits, building permits and historic preservation.
- Keeps the official files of the City. Responsible for the care and custody of the corporate seal of the City.
- Responds to requests by the public for information.
- Custodian of all municipal public records maintained by the Clerk's office including the City code, ordinances, resolutions, minutes of public meetings, contracts, intergovernmental agreements, legal opinions, and other similar documents.
- Organize, update, and maintain all electronic records. Directs staff on maintenance and storage of records.
- Updates all permits and forms regularly for accuracy, ease of use/understanding, and maintaining public access through various methods such as but not limited to websites, kiosks, and social media.
- Administers and maintains the accuracy of the website through file management, posting updates and editing.

Cemetery (currently one with limited need):

- Answers questions about lot sales and cemetery policies.
- Processes sales of lots and maintains lot ownership records, including acting as the primary cashier for cemetery transactions.
- Receives information for interments and maintains interment records.
- Receives questions and concerns about the operations of the cemetery and communicates them to the Department of Public Works Director.

Meetings:

- Attends meetings as directed by the Mayor and the Council and records the proceedings. Prepares agendas and public hearing notices and assembles other supporting documents for meetings of the council, the Board of Review and others as assigned.
- Responsible for ensuring that all public hearing notices are published in a timely fashion and that all agendas are posted in the designated locations in a timely fashion, distributed by email to requesting parties, and posted on the City's web site.
- Responsible for meeting follow-up, including writing and publishing meeting minutes and posting such minutes on the City's web site. Serves as secretary for the Board of Review.

Required knowledge, skills, and abilities:

- Thorough knowledge of the functions and organization of municipal government and of the workings of the city council; good knowledge of administrative practices and procedures.
- Ability to coordinate and direct the functions and activities of local/municipal government.
- Ability to write clear and concise reports, directives, and letters.
- Ability to prepare official rules and proceedings.
- Ability to read, interpret, and apply provisions of laws, rules, and regulations; ability to perform difficult and responsible work with independent discretion.
- Ability to establish and maintain satisfactory working relationships with department heads and other City employees
- Working knowledge of computers and electronic data processing, website management, and other modern office practices.
- Ability to exercise good professional judgment.
- Displays the highest of ethical standards in maintaining the public's confidence and strives for the inclusion of the public, applicants, and staff.

The position description of the City Clerk/Deputy Treasurer does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Finance & Personnel and Mayor 01-07-2022

By signing this document, I acknowledge that I fully understand my job duties and will carry them out as assigned.

Print Name:

Signature:

Date:

Fee Schedule
Update Information
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ID	Dept	Category	Fee Schedule Item	Formula description / Unit Charge	Current Amount	Old Fee	New Fee	Ordinance Ref.	NOTE
	Build Insp	Land Use	Erosion & sediment control plan permit fee		\$ 200.00			§ 385-31 Changes and amendments.	
	Build Insp	Land Use	Final Plat review	4.00 per lot +	\$ 100.00			§ 385-31 Changes and amendments.	
	Build Insp	Land Use	Final plat review, reapplication	1.00 per lot +	\$ 50.00			§ 385-31 Changes and amendments.	
	Build Insp	Land Use	Land use rezoning		\$ 285.00			§ 385-31 Changes and amendments.	
	Build Insp.	Bld Res 1&2 Units	New Dwelling/Addition	\$0.21 per sq ft	\$125.00 minimum			§ 140-9 Permit fees.	
	Build Insp.	Bld Res 1&2 Units	Erosion Control	New	\$ 125.00			§ 372-10 Fee schedule.	
	Build Insp.	Build Fee	Erosion Control	Addition	\$ 75.00			§ 372-10 Fee schedule.	
	Build Insp.	Build Fee	Remodel	\$10. per Thousand of valuation	\$85. minimum			§ 140-9 Permit fees.	
	Build Insp.	Build Fee	Accessory Structure	\$0.21 per sq ft all areas	\$60. minimum			§ 140-9 Permit fees.	
	Build Insp.	Build Fee	Occupancy Permit	per dwelling unit	\$ 60.00			§ 140-9 Permit fees.	
	Build Insp.	Build Fee	Temporary Occupancy Permit		\$ 100.00			§ 140-9 Permit fees.	
	Build Insp.	Build Fee	Early Start (footings and foundations)		\$ 135.00			§ 140-9 Permit fees.	
	Build Insp.	Build Fee	Plumbing New Bldg./Addition/Alteration	\$0.55 sq ft all areas +	\$ 50.00			§ 140-9 Permit fees.	\$45.00 base;
	Build Insp.	Bld Res 1&2 Units	Plumbing Replacement & Misc. Items	\$10 per thousand of plumbing project valuation	\$50.00 minimum			§ 140-9 Permit fees.	
	Build Insp.	Bld Res 1&2 Units	Electrical New Bldg./Addition/Alteration	\$0.55 per sq ft all areas +	\$50.00 minimum			§ 193-5 Fees.	\$45.00 base
	Build Insp.		Electrical Replacement & Misc. Items	\$10. per thousand of electrical project	\$50.00 minimum			§ 193-5 Fees.	
	Build Insp.		HVAC New Bldg./Addition/Alteration	\$0.55 per sq ft all areas +	\$50.00 minimum			§ 140-9 Permit fees.	\$45.00 base
	Build Insp.		HVAC Replacement & Misc. Items	\$10 per thousand of HVAC project valuation	\$50.00 minimum			§ 140-9 Permit fees.	
	Build Insp.		Razing Fee	\$0.05 per sq ft all areas	\$75.00 minimum			§ 140-9 Permit fees.	
	Build Insp.		Other		\$ 50.00			§ 140-9 Permit fees.	
	Build Insp.		Commercial New Structure/Addition	.21 per sq ft all areas	\$150.00 minimum			§ 140-9 Permit fees.	
	Build Insp.		Commercial Erosion Control	\$350. first acre plus \$150 per acre or portion thereof				§ 140-9 Permit fees.	
	Build Insp.		Commercial Remodel	11.00 per thousand of valuation	\$ 135.00			§ 140-9 Permit fees.	
	Build Insp.		Commercial Occupancy	per unit	\$ 70.00			§ 140-9 Permit fees.	
	Build Insp.		Commercial Temp Occupancy, Change of Use	per unit	\$ 70.00			§ 140-9 Permit fees.	
	Build Insp.		Commercial Early Start Permit		\$ 165.00			§ 140-9 Permit fees.	
	Build Insp.		Plumbing New Bldg./Addition/Alteration	\$.065sq ft. all areas +	see notes			§ 140-9 Permit fees.	\$50 based; \$55 minimum
	Build Insp.		Plumbing Replacement & Misc. Items	per thousand of plumbing project valuation	\$ 10.00			§ 140-9 Permit fees.	
	Build Insp.	Inspect	Plumbing New Construction Outside Sewer & Water Laterals	\$100.00 for the 1st 100 ft +				§ 140-9 Permit fees.	then .50 thereafter

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ID	Dept	Category	Fee Schedule Item	Formula description / Unit Charge	Current Amount	Old Fee	New Fee	Ordinance Ref.	NOTE
	Build Insp.	Inspect	Electrical New Bldg./Addition/Alteration	\$.065 per sq ft all areas +	see notes			§ 193-5 Fees.	\$50 based; \$55 minimum
	Build Insp.	Inspect	Electrical Replacement & Misc. Items	per thousand of electrical project valuation	\$ 10.00			§ 193-5 Fees.	
	Build Insp.	Inspect	HVAC New Bldg./Addition/Alteration	\$.065 per sq. Ft all areas +	see notes			§ 140-9 Permit fees.	\$50 based; \$55 minimum
	Build Insp.	Inspect	HVAC Replacement & Misc. Items	\$10.00 per thousand of HVAC project valuation	\$55.00 minimum			§ 140-9 Permit fees.	
	Build Insp.	Inspect	Commercial Fees Razing Fee	\$.05 per sq ft of floor area	\$75.00 minimum			§ 140-9 Permit fees.	New ordinance penalty
	Build Insp.	Inspect	Commercial Fees Other		\$70.00 minimum			§ 140-9 Permit fees.	
	Build Insp.	Inspect	Agricultural Buildings (unheated) New Structure/Addition/Remodel	\$.08 per sq ft all floor area	\$50.00 minimum			§ 140-9 Permit fees.	
	Build Insp.	Inspect	Pools (Separate Electric Permit Required)		\$85.00			§ 140-9 Permit fees.	
	Build Insp.	Inspect	Re-inspection Fee -each occurrence		\$50.00			§ 140-9 Permit fees.	
	Build Insp.	Inspect	Failure to Call for Inspection - each occurrence		\$50.00			§ 140-9 Permit fees.	
	Build Insp.		Double Fees are due if work is started before the permit is issued					§ 140-9 Permit fees.	
	Build Insp.	Inspect	Permit Renewal - 50% of the permit fee based on current fee schedule, but not less than minimum fee					§ 140-9 Permit fees.	
	Build Insp.	Inspect	State Seal		\$41.00			§ 140-9 Permit fees.	State Seal Fee is not split with SAFEbuilt. Any amount over the actual cost of the seal is retained by the city as an administrative fee.
	Build Insp.	Inspect	Moving of building	\$1.50 per 1000 cubic feet +	\$20.00			§ 144-3 Permit fee.	
	Build Insp.	Inspect	Commercial Plan Review Fee Schedule					§ 140-9 Permit fees.	
	Build Insp.	Review Fee	1. New construction, additions, alterations and parking lots fees are computed per this table (SPS 302.31)					§ 140-9 Permit fees.	See charges per area below
	Build Insp.	Review Fee	2. New construction and additions are calculated based on total gross floor area of the structure					§ 140-9 Permit fees.	See charges per area below
	Build Insp.	Review Fee	3. A separate plan review fee is charged for each type of plan review					§ 140-9 Permit fees.	See charges per area below

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ID	Dept	Category	Fee Schedule Item	Formula description / Unit Charge	Current Amount	Old Fee	New Fee	Ordinance Ref.	NOTE
	Build Insp.	Review Fee	Area (Square Feet)	Building Plans				§ 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
	Build Insp.	Review Fee	Less than 2,500 sq ft	Single Fee	\$250.00*			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	2,500 - 5,000	Single Fee	\$300.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	5,001 - 10,000	Single Fee	\$500.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	10,001 - 20,000	Single Fee	\$700.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	20,001 - 30,000	Single Fee	\$1,100.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	30,001 - 40,000	Single Fee	\$1,400.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	40,001 - 50,000	Single Fee	\$1,900.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	50,001 - 75,000	Single Fee	\$2,600.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	75,001 - 100,000	Single Fee	\$3,300.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	100,001 - 200,000	Single Fee	\$5,400.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	200,001 - 300,000	Single Fee	\$9,500.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	300,001 - 400,000	Single Fee	\$14,000.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	400,001 - 500,000	Single Fee	\$16,700.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	Over 500,000	Single Fee	\$18,000.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	Area (Square Feet)	HVAC Plans				§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	Less than 2,500	Single Fee	\$150.00*			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	2,500 - 5,000	Single Fee	\$200.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	5,001 - 10,000	Single Fee	\$300.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	10,001 - 20,000	Single Fee	\$400.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	20,001 - 30,000	Single Fee	\$500.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	30,001 - 40,000	Single Fee	\$800.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	40,001 - 50,000	Single Fee	\$1,100.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	50,001 - 75,000	Single Fee	\$1,400.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	75,001 - 100,000	Single Fee	\$2,000.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	100,001 - 200,000	Single Fee	\$2,600.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	200,001 - 300,000	Single Fee	\$6,100.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	300,001 - 400,000	Single Fee	\$8,800.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	400,001 - 500,000	Single Fee	\$10,800.00			§ 140-5 Adoption of codes.	
	Build Insp.	Review Fee	Over 500,000	Single Fee	\$12,100.00			§ 140-5 Adoption of codes.	

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ID	Dept	Category	Fee Schedule Item	Formula description / Unit Charge	Current Amount	Old Fee	New Fee	Ordinance Ref.	NOTE
	Build Insp.	Review Fee	Determination of Area					§ 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.
	Build Insp.	Review Fee	Structural Plans and other Component Submittals			see note		§ 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.
	Build Insp.	Build Fee	Early Start less than 2500 sq ft			see note		§ 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.

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ID	Dept	Category	Fee Schedule Item	Formula description / Unit Charge	Current Amount	Old Fee	New Fee	Ordinance Ref.	NOTE
	Build Insp.	Review Fee	Transmission Towers			see note		§ 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.
	Build Insp.	Review Fee	Plan Examination Extensions			see note		§ 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
	Build Insp.	Review Fee	Resubmittals & Revisions to approved plans			see note		§ 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
	Build Insp.	Review Fee	Submittal of plans after construction			see note		§ 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
	Build Insp.	Review Fee	Expedited Priority Plan Review			see note		§ 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.
	Build Insp.	Build Fee	Impact Fee: Park & Recreation	per Residential Equivalent Unit at time of occupancy	\$0.00			§ 380-50 Impact fees.	zeroed out per prior City Council action
	Build Insp.	Build Fee	Impact Fee: Public Works	per Residential Equivalent Unit at time of occupancy	\$0.00			§ 380-50 Impact fees.	zeroed out per prior City Council action

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ID	Dept	Category	Fee Schedule Item	Formula description / Unit Charge	Current Amount	Old Fee	New Fee	Ordinance Ref.	NOTE
	Build Insp.	Build Fee	Impact Fee: Sanitary Sewer System	per Residential Equivalent Unit at time of occupancy	\$0.00			§ 380-50 Impact fees.	zeroed out per prior City Council action
	Build Insp.	Build Fee	Impact Fee: Storm Water	per Residential Equivalent Unit at time of occupancy	\$0.00			§ 380-50 Impact fees.	zeroed out per prior City Council action
	Build Insp.	Build Fee	Early Start greater than 2500 sq ft					§ 140-9 Permit fees.	
	CATV	Service	Audio or video - Cable TV Station- Governmental	per CD or available media	\$3.00			§ 100-8 Fee Schedule.	
	CATV	Service	Audio or video - Cable TV Station- Non-Governmental	per CD or available media	\$10.00			§ 100-8 Fee Schedule.	
	Clerk/Treas	Service	Audio or data - Clerk/Treas. Office records request	per CD or available media	\$3.00			§ 100-8 Fee Schedule.	
	Clerk/Treas	Service	Faxing		\$5.00			§ 100-8 Fee Schedule.	
	Clerk/Treas	Service	Municipal ordinance book	per printed book	\$145.00			§ 100-8 Fee Schedule.	
	Clerk/Treas	Service	Municipal parking lot parking rental	per month	\$10.00	\$10.00	\$12.00	Ord. No. 2021-09	
	Clerk/Treas	Service	Poll Book Reports	per order	\$15.00			§ 100-8 Fee Schedule.	
	Clerk/Treas	Service	Poll Book Reports	per page	\$0.25			§ 100-8 Fee Schedule.	
	Clerk/Treas	Service	Returned Check	per occurrence	\$30.00			§ 100-8 Fee Schedule.	
	Clerk/Treas	Service	Rummage & Garage Sale	after four or more occurrences in a year	\$10.00			§ 300-3 License fee; duration of sale.	
	Clerk/Treas	Service	Special Assessment letter	each	\$25.00	\$25.00	\$30.00	§ 100-8 Fee Schedule.	
	Clerk/Treas	Service	Special meeting charge	per meeting	\$200.00			§ 100-8 Fee Schedule.	
	Clerk/Treas	Service	Winter street parking permit	(November 15 to April 1)	\$50.00			§ 100-8 Fee Schedule.	
	Clerk/Treas	Service	Website Sponsoring Request - Single Webpage	year	\$36.00			§ 100-8 Fee Schedule.	DELETE CT
	Clerk/Treas	Service	Website Linking Request - Qualifying provided URL	year	\$120.00			§ 100-8 Fee Schedule.	DELETE CT
	Clerk/Treas	Service	Website Sponsoring - Full Service	year	\$360.00			§ 100-8 Fee Schedule.	DELETE CT
	Clerk/Treas	Build Fee	Sanitary Sewer Connection	Per Equivalent Residential Unit at time of occupancy	\$853.97			§ 340-21 Connection charges.	Collect by Clerk Treasurer payable to Waterloo Utilities
	Clerk/Treas	Build 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.	
	Clerk/Treas	Licenses	Cigarette license	per year	\$ 100.00			§ 165-1 Cigarette retailer license.	
	Clerk/Treas	Licenses	Carnival, circus or concert	per event	\$ 50.00				
	Clerk/Treas	Licenses	Dog license	unaltered male/female	\$ 15.00			§ 126-4 Regulation and licensing of dogs.	per year
	Clerk/Treas	Licenses	Dog license	spayed / neutered	\$ 11.00			§ 126-4 Regulation and licensing of dogs.	per year
	Clerk/Treas	Licenses	Dog license	Additional fee after April 1	\$ 10.00			§ 126-4 Regulation and licensing of dogs.	
	Clerk/Treas	Licenses	Kennel license	per year	\$ 30.00			§ 126-4 Regulation and licensing of dogs.	

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ID	Dept	Category	Fee Schedule Item	Formula description / Unit Charge	Current Amount	Old Fee	New Fee	Ordinance Ref.	NOTE
	Clerk/Treas	Licenses	Boarding Fee	per day	\$ 15.00			§ 126-4 Regulation and licensing of dogs.	
	Clerk/Treas	Fee	Cat and Dog intake fee - 1st Occurrence		\$ 25.00			§ 126-4 Regulation and licensing of dogs.	
	Clerk/Treas	Fee	Cat and Dog intake fee - Any occurrence thereafter		\$ 50.00			§ 126-4 Regulation and licensing of dogs.	
	Clerk/Treas	Fee	Dog Park Fee - Annual Tag	per year	\$ 10.00			§ 126-4 Regulation and licensing of dogs.	
	Clerk/Treas	Fee	Dog Park Fee - Replacement Tag	per year	\$ 5.00			§ 126-4 Regulation and licensing of dogs.	
	Clerk/Treas	Fee	Dog Park Fee - Daily Fee	per day	\$ 3.00			§ 126-4 Regulation and licensing of dogs.	
	Clerk/Treas	Licenses	Class "A" malt beverage	per year	\$ 500.00			§ 223-5 License fees.	
	Clerk/Treas	Licenses	Class "B" malt beverage	per year	\$ 100.00			§ 223-5 License fees.	
	Clerk/Treas	Licenses	"Class B" liquor	per year	\$ 500.00			§ 223-5 License fees.	
	Clerk/Treas	Licenses	Temporary Class "B" (Picnic License)	per event	\$ 10.00			§ 223-5 License fees.	
	Clerk/Treas	Licenses	Reserve "Class B" liquor	one-time initial	\$ 10,000.00			§ 223-5 License fees.	
	Clerk/Treas	Licenses	"Class C" wine	per year	\$ 100.00			§ 223-5 License fees.	
	Clerk/Treas	Licenses	Wholesalers fermented malt beverage	per year	\$ 25.00			§ 223-5 License fees.	
	Clerk/Treas	Licenses	Transfer of license to another premise	per year	\$ 10.00			§ 223-5 License fees.	
	Clerk/Treas	Licenses	Agent Appointment	per year	\$ 10.00			§ 223-5 License fees.	
	Clerk/Treas	Licenses	Class A & B Liquor License Publication Fee	per year	\$ 10.00			§ 223-5 License fees.	
	Clerk/Treas	Licenses	Operator's license		\$ 10.00			§ 223-5 License fees.	
	Clerk/Treas	Licenses	Operator's license - New	expires odd year	\$ 60.00			§ 223-5 License fees.	
	Clerk/Treas	Licenses	Renewal	expires odd year	\$ 30.00			§ 223-5 License fees.	
	Clerk/Treas	Licenses	Provisional	60 days	\$ 15.00			§ 223-5 License fees.	
	Clerk/Treas	Licenses	Temporary	14 days	\$ 15.00			§ 223-5 License fees.	
	Clerk/Treas	Licenses	Transient merchant license		\$ 20.00			§ 178-4 Registration requirements; application fee.	
	Clerk/Treas	Licenses	Mobile home park operation	\$2 each space	Minimum \$25.00			§ 252-5 Parking permit fees.	
	Clerk/Treas	Licenses	Junk dealers	per year	\$ 25.00			§ 230-4 License fee.	
	Clerk/Treas	Land Use	Conditional use application		\$ 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			§ 380-23 Certified survey map.	
	Clerk/Treas	Land Use	Preliminary plat review	4.00 per lot +	\$ 475.00			§ 385-31 Changes and amendments.	Engineer review
	Clerk/Treas	Land Use	Preliminary plat review, reapplication	2.00 per lot +	\$ 100.00			§ 385-31 Changes and amendments.	Engineer review
	Clerk/Treas	Land Use	Street opening/sidewalks		\$ 30.00			§ 385-31 Changes and amendments.	DPW review

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ID	Dept	Category	Fee Schedule Item	Formula description / Unit Charge	Current Amount	Old Fee	New Fee	Ordinance Ref.	NOTE
	Clerk/Treas	Land Use	Sign permit		\$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			§ 385-31 Changes and amendments.	
	Clerk/Treas	Land Use	Zoning map and others provided by City Engineer		\$ 10.00			§ 385-31 Changes and amendments.	generated by Engineer and 2022 GIS system
	DPW	Land Use	Driveway & culvert cuts		\$ 75.00			§ 184-2 Fee.	
	DPW	Services	Residential & commercial trash disposal	per month	\$ 12.50				
	DPW	Services	End loader with operator	per hr.	\$95.00				
	DPW	Services	Skid Steer loader with operator	per hour, 1 hour minimum	\$95.00	NEW	\$95.00		new for 2022
	DPW	Services	Truck or pick-up with operator	per hour, 1 hour minimum	\$85.00				
	DPW	Services	Truck-wood chipper with two operators	per hour, 1 hour minimum	\$125				
	DPW	Services	Tractor-mower with operator	per hour, 1 hour minimum	\$75.00				
	DPW	Services	Riding lawn mower with operator	per hour, 1 hour minimum	\$75.00				
	DPW	Services	Truck-snow plow and/or sander with operator	per hour, 1 hour minimum	\$85.00				Public works
	DPW	Services	Tractor/snow blower/blade with operator	per hour, 1 hour minimum	\$75.00				
	DPW	Services	Snow shoveling and/or salting	per hour, 1 hour minimum	\$95.00				
	DPW	Services	Street sweeper with operator	per hour, 1 hour minimum	\$95.00				
	DPW	Services	Chain saw with operator	per hour, 1 hour minimum	\$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				
	DPW	Services	Government Annual Pole Owner Small Cell (5G) Application	One-time initial application for access to government pole and/or ground based site for small cell wireless facility		NEW	\$500.00		\$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 Provided By Meitner's Land Service, LLC		550.00 per opening & closing + \$25 admin fee			§ 159-2 Finances.	
	DPW	Private Well	Private Well Operation - Initial		\$450.00 5 year permit			§ 340-7 Private well abandonment.	
	DPW	Private Well	Private Well Operation - Renewal		\$175.00 5 year permit			§ 340-7 Private well abandonment.	
	DPW	Private Well	Private Well Operation - Renewal Late Fee		\$50.00			§ 340-7 Private well abandonment.	

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	DPW	Private Well	Private Well Operation - Well Abandonment		No Fee			§ 340-7 Private well abandonment.	
	Fire/EMS	Emerg. Fee	False alarm fee	1st	no fee			§ 120-3 False alarms.	
	Fire/EMS	Emerg. Fee	(Occurring within a continuous 12 month period)	2nd	\$ 100.00			§ 120-3 False alarms.	
	Fire/EMS	Emerg. Fee	(Occurring within a continuous 12 month period)	3rd	\$ 200.00			§ 120-3 False alarms.	
	Parks	Facility Rent	Waterloo Regional Trailhead - Rental	Non-Profit	\$ -				
	Parks	Facility Rent	Waterloo Regional Trailhead - Rental	Half Day (less than 4 hours)	\$ 100.00		\$150.00		
	Parks	Facility Rent	Waterloo Regional Trailhead - Rental	Full Day (4 hours or more)	\$ 150.00		\$300.00		
	Parks	Facility Rent	Waterloo Regional Trailhead-Special Event Rental (multiple days)			NEW	\$500.00		
	Parks	Facility Rent	Waterloo Regional Trailhead - Rental	Refundable Deposit	\$ 50.00				
	Parks	Facility Rent	Firemen's Park Entire Park	SEE PARKS COORDINATOR FOR SPECIAL EVENTS					
	Parks	Facility Rent	ENTIRE PAVILION-RESIDENT PRIVATE		\$ 1,750.00	\$1,750.00	\$2,000.00		
	Parks	Facility Rent	ENTIRE PAVILION-NON RESIDENT PRIVATE		\$ 1,950.00	\$1,950.00	\$2,200.00		
	Parks	Facility Rent	ENTIRE PAVILION-RESIDENT PUBLIC		\$ 1,050.00	\$1,050.00	\$1,300.00		
	Parks	Facility Rent	ENTIRE PAVILION-NON RESIDENT PUBLIC		\$ 1,250.00	\$1,250.00	\$1,500.00		
	Parks	Facility Rent	UPPER PAVILION-RESIDENT PRIVATE		\$ 1,250.00		\$1,500.00		
	Parks	Facility Rent	UPPER PAVILION-NON-RESIDENT PRIVATE		\$ 1,350.00		\$1,600.00		
	Parks	Facility Rent	UPPER PAVILION-RESIDENT PUBLIC		\$ 900.00		\$1,150.00		
	Parks	Facility Rent	UPPER PAVILION-NON-RESIDENT PUBLIC		\$ 1,000.00		\$1,250.00		
	Parks	Facility Rent	LOWER PAVILION -RESIDENT PRIVATE		\$ 650.00				
	Parks	Facility Rent	LOWER PAVILION - NON RESIDENT PRIVATE		\$ 750.00				
	Parks	Facility Rent	LOWER PAVILION-RESIDENT PUBLIC		\$ 300.00				
	Parks	Facility Rent	LOWER PAVILION-NON-RESIDENT PUBLIC		\$ 400.00				
	Parks	Facility Rent	KITCHEN RENTAL PER MONTH			\$25.00	\$75.00		
	Parks	Facility Rent	KITCHEN RENTAL PER HOUR			NEW	\$15.00		
	Parks	Facility Rent	BINGO HALL-RESIDENT PRIVATE		\$ 200.00	\$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		
	Parks	Facility Rent	VETERANS PARK BANDSTAND OVER 4 HOURS			NEW	\$75.00		
	Parks	Facility Rent	VETERANS PARK BANDSTAND SPECIAL EVENTS			NEW	\$200.00		
	Parks	Facility Rent	REUNION HALL	\$ 150.00	\$ 125.00				250' remove
	Parks	Facility Rent	BANDSTAND/GAZEBO	\$ 25.00	\$ 25.00		\$75.00		
	Parks	Facility Rent	MAUNESHA BUILDING CENTER (4 hours or less)			NEW	\$75.00		
	Parks	Facility Rent	MAUNESHA BUILDING CENTER (over 4 hours)			NEW	\$200.00		
	Parks	Facility Rent	HAMBURGER/CONCESSION STAND-RESIDENT PRIVATE		\$ 50.00	\$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	\$85.00	\$125.00		

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	Parks	Facility Rent	BASEBALL DIAMOND-SKALITZKY FIELD ALL DAY			NEW	\$250.00		
	Parks	Facility Rent	BASEBALL TOURNAMENT FEE-1 DAY		\$ 100.00	\$100.00	\$300.00		includes CONCESSION STAND
	Parks	Facility Rent	BASEBALL TOURNAMENT FEE-2 DAY			NEW	\$600.00		includes CONCESSION STAND
	Parks	Facility Rent	BASEBALL TOURNAMENT FEE-3 DAY			NEW	\$900.00		includes CONCESSION STAND
	Parks	Facility Rent	SOFTBALL DIAMOND -LITTLE LEAGUE(3 hours or less)		\$ 50.00	\$50.00	\$75.00		
	Parks	Facility Rent	SOFTBALL DIAMOND - LITTLE LEAGUE ALL DAY			NEW	\$150.00		
	Parks	Facility Rent	SOFTBALL TOURNAMENT FEE 1 DAY			NEW	\$200.00		includes CONCESSION STAND
	Parks	Facility Rent	SOFTBALL TOURNAMENT FEE 2 DAY			NEW	\$400.00		includes CONCESSION STAND
	Parks	Facility Rent	SOFTBALL TOURNAMENT FEE 3 DAY			NEW	\$600.00		includes CONCESSION STAND
	Parks	Facility Rent	NON-ALCOHOL-EVENTS						Remove
	Parks	Facility Rent		RESIDENT PRIVATE					Remove
	Parks	Facility Rent	ENTIRE PARK	SEE-PARKS COORDINATOR FOR SPECIAL-EVENTS					Remove
	Parks	Facility Rent	ENTIRE PAVILION	\$ 1,050.00					Remove
	Parks	Facility Rent	UPPER PAVILION	\$ 950.00					Remove
	Parks	Facility Rent	LOWER PAVILION	\$ 600.00					Remove
	Parks	Facility Rent	BINGO HALL	\$ 175.00					Remove
	Parks	Facility Rent	REUNION HALL	\$ 150.00					Remove
	Parks	Facility Rent	BASEBALL DIAMOND (billed every 3 hours)	\$ 85.00					Remove
	Parks	Facility Rent	HAMBURGER/CONCESSION STAND	\$ 50.00					Remove
	Parks	Facility Rent	SOFTBALL DIAMOND (billed every 3 hours)	\$ 50.00					Remove
	Parks	Facility Rent	BANDSTAND/OPEN SHELTERS	\$ 25.00					Remove
	Parks	Facility Rent	TOURNAMENT-FEE	\$ 100.00					Remove
	Parks	Service	BASEBALL FIELD LIGHTS	per hr.	\$ 25.00				
	Parks	Service	PARK LABORER	per hr.	\$ 15.00		\$50.00		
	Parks	Service	FIELD MARKING (field lime)	a bag		NEW	\$10.00		
	Parks	Service	DIAMOND DRY	a bag		NEW	\$25.00		
	Parks	Service	FIELD CLAY	a bag		NEW	\$30.00		
	Parks	Service	BARTENDER	per hour	\$ 15.00				
	Parks	Service	CEREMONY AREA		\$ 25.00				
	Parks	Service	ROAD CLOSURE		\$ 25.00				
	Parks	Service	OUTDOOR CHAIRS		\$ 200.00				

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	Parks	Service	OUTDOOR CHAIRS SETUP	per hour	\$ 100.00				
	Parks	Service	PROJECTOR SCREEN			NEW	\$25.00		
	Parks	Service	PROJECTOR			NEW	\$25.00		
	Parks	Service	OUTDOOR SPEAKERS			NEW	\$50.00		
	Parks	Service	OUTDOOR WIRELESS MIC			NEW	\$50.00		
	Parks	Service	MOVABLE FENCING SET-UP	per hour		NEW	\$100.00		
	Parks	Service	PREP OF BASEBALL FIELD (each time)		\$ 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					Charitable none-profit discount
	Parks	Service	Parks Rental & Fee Disclaimer						Additional charges may be applied for any use of City resources.
	Police	Service	Audio or video-Police Dept. records request	per request	\$3.00	\$3.00	\$20.00	§ 100-8 Fee Schedule.	
	Police	Service	Bicycle registration	for life of ownership of bike	\$5.00			§ 133-1 Bicycles.	
	Police	Service	Finger Printing (service to City of Waterloo residents and employees)	per request	\$15.00			§ 100-8 Fee Schedule.	
	Police	Service	Hearing Officer for grievance process	1/2 of the total expense				§ 100-8 Fee Schedule.	
	Utility	Services	Vactor sewer cleaning truck with operator		\$150. per hour, 1-hour minimum				delete
	Utility	Services	(Regular Hours Mon – Fri 7:00am-3:30pm)						delete
	Utility	Services	Vactor sewer cleaning truck with operator		\$200 per hour, non-regular hours				delete
	Utility	Services	Welder with operator		\$95.00 per hour, 1-hour minimum				delete
	Utility	Utility	Water and Sewer	See Waterloo Utilities [link included]					new entry per Barry Sorenson ; https://www.waterlooutilities.com/
	Utility	Utility	Sewer Service Charge Unit Costs						
	Utility	Utility	Fixed charge per month		\$16.81				Remove
	Utility	Utility	Volume charge per 1,000 gallons		\$ 6.71				Remove
	Utility	Utility	BOD surcharge per pound over 250 mg/l		\$ 0.51				Remove
	Utility	Utility	SS surcharge per pound over 250 mg/l		\$ 0.41				Remove
	Utility	Utility	Nitrogen surcharge per pound over 35 mg/l		\$ 1.08				Remove
	Utility	Utility	Phosphorous surcharge per pound over 7 m/gl		\$ 19.55				Remove
	Utility	Utility	Category A Service Charge						

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	Utility	Utility	Fixed monthly charge		\$ 16.81				
	Utility	Utility	Volume charge per 1,000 gallons		\$ 6.71				
	Utility	Utility	Category B Service Charge						
	Utility	Utility	Fixed monthly charge		\$ 16.81				
	Utility	Utility	Volume charge per ,000 gallons		\$ 6.71				
	Utility	Utility	Surcharge						
	Utility	Utility	BOD per pound greater than 250 mg/l		\$ 0.51				
	Utility	Utility	Suspended solids greater than 250 mg/l		\$ 0.41				
	Utility	Utility	Nitrogen CHARGE PER POUND		\$ 1.08				
	Utility	Utility	Phosphorous greater than 7 mg/l		\$ 19.55				
	Utility	Utility	Wireless facility installation, modification or replacement of a utility pole in right of way		\$20.00				increase of 2% a year beginning in 2023
	Utility	Utility	Portland Sanitary District Sewer						
	Utility	Utility	Fixed monthly charge		\$ 16.81				
	Utility	Utility	Volume charge per 1,000 gallons		\$ 6.71				
	Utility	Utility	Acceptance of Septage						
	Utility	Utility	Holding	per 1,000 gallons	\$ 10.00				
	Utility	Utility	Septic	per 1,000 gallons	\$ 40.00				
	Utility	Utility	TABLE 1: MONTHLY FIXED CHANGE						
	Utility	Utility	METER SIZE	MONTHLY FIXED CHARGE					
	Utility	Utility	5/8"		\$15.00				
	Utility	Utility	3/4"		\$15.00				
	Utility	Utility	1"		\$35.05				
	Utility	Utility	1-1/4"		\$51.09				
	Utility	Utility	1-1/2"		\$68.46				
	Utility	Utility	2		\$108.56				
	Utility	Utility	3		\$202.13				
	Utility	Utility	4		\$335.79				
	Utility	Utility	6		\$669.95				
			(for alterations use sq ft of alteration area)						
			Impact Fees and Connection Charges (issued at time of occupancy)						