



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

**CITY OF WATERLOO COUNCIL AGENDA**  
**COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET**  
**Thursday, February 17, 2022 – 7:00 p.m.**  
**Participate Remotely Or In-Person**

Join Zoom Meeting: <https://us02web.zoom.us/j/84421339857?pwd=aFhhS0RwOU01aHVQZDlwQ3JrdElwZz09>  
Dial by phone +1 312 626 6799 US (Chicago)  
Meeting ID: 844 2133 9857 Passcode: 759128

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: February 3, 2022
3. CITIZEN INPUT / PUBLIC COMMENT
4. MEETING SUMMARIES (since last Council meeting)
  - a. 02/09/2022 Cable Television Regulatory Board
  - b. 02/15/2022 CDA
  - c. 02/10/2022 & 02/17/2022 Finance, Insurance & Personnel Committee
5. CONSENT AGENDA ITEMS
  - a. January Reports Of City Officials & Contract Service Providers
    - i. Parks
    - ii. Fire & Emergency Medical Services
    - iii. Building Inspections
    - iv. Public Works
    - v. Police
    - vi. Library Board
    - vii. Water & Light Utility Commission
    - viii. Watertown Humane Society
6. RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
  - a. Finance, Insurance & Personnel
    - i. January 2022 Financial Statements: General Disbursements \$1,753,033.71; Payroll \$79,789.28 & Clerk/Treasurer's Reports [[see on municipal website](#)]
    - ii. Ambulance & Emergency Medical Service Agreement
    - iii. Clerk-Deputy Treasurer & Treasurer-Deputy Clerk job descriptions
    - iv. Ordinance 2022-02 Amending chapter §85-7 Officers and employees and §85-9 Appointed staff job performance reviews.
    - v. COVID 2022 policy
7. NEW BUSINESS
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
9. ADJOURNMENT

Mike Tschanz DeputyClerk/Treasurer

Posted & Emailed: 2/15/2022

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

[https://waterloowi.sharepoint.com/sites/Fileshares/data/Common/AGENDAS\\_MINUTES/2022/COUNCIL - 1st and 3rd Thurs/2022-02-17CityCouncil/2022-02-17CityCouncilAgenda.docx](https://waterloowi.sharepoint.com/sites/Fileshares/data/Common/AGENDAS_MINUTES/2022/COUNCIL - 1st and 3rd Thurs/2022-02-17CityCouncil/2022-02-17CityCouncilAgenda.docx)  
2/15/2022 3:09 PM

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: February 3, 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, Griffin, Thomas, Weihert. Alderpersons attending remotely: Rhynes. Absent: Kuhl & Petts. Others attending remotely or in-person: Caryn Schmitt; Ryan Spoehr with the Courier; Public Works Director Chad Yerges; Utility Superintendent Barry Sorenson; Police Chief Denis Sorenson; Deputy Clerk/Treasurer Mike Tschanz, Jeanne Ritter, and WLOO videographers. The pledge of allegiance was recited.
2. MEETING MINUTES APPROVAL: January 20, 2022. MOTION: [Cummings/Griffin] to approve the minutes as presented. VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT: Caryn Schmitt would like a push button for the cross walk downtown. Sand is needed over by Kwik Trip on the sidewalk. Requests Speed zones posted.
4. MEETING SUMMARIES (since last Council meeting) Updates Noted
  - a. 01/11/2022 Library Board
  - b. 01/24/2022 Fire / EMS Meeting
  - c. 02/01/2022 Water & Light Commission
  - d. 02/03/2022 Public Works & Property Committee
  - e. 02/02/2022 Parks Commission
  - f. 02/03/2022 Public Safety & Health
5. RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
  - a. Public Works & Property Committee
    - i. Resolution #2022-08 Awarding a Contract For 2022 Street and Utility Improvements (Leschinger/ Jefferson/Polk) to Forrest Landscaping and Construction for 1,832,895. [Weihert/Cummings] ROLL CALL VOTE: Ayes: Cummings, Rhynes, Griffin, Thomas, Weihert. Noes: none. Absent Kuhl & Petts. Motion carried.
    - ii. Town Of Waterloo and City Of Waterloo Agreement Pertaining To Waterloo Road And Waterloo Road Culvert. [Weihert/Cummings] VOICE VOTE Motion carried
  - b. Waterloo Fire Department
    - i. Resolution #2022-06 Confirmation of Mayoral Appointment of Wesley L. Benisch as Fire Chief of the Waterloo Fire Department [Thomas/Griffin] VOICE VOTE Motion carried.
  - c. Waterloo Utilities
    - i. Resolution #2022-09 Approving the Waterloo Utilities Purchase of Parcel 290-0813-0822-046 from Wisconsin Electric Power Co. Waterloo Water & Light Superintendent Sorenson discussed the purchase of land. No additional dollars outside of original estimate involved. Sorenson just looking for approval from City for land purchase. [Thomas/Weihert]. ROLL CALL VOTE: Ayes: Cummings, Rhynes, Griffin, Thomas, Weihert. Noes: none. Absent Kuhl & Petts. Motion carried.
6. NEW BUSINESS
  - a. Resolution #2022-07 Temporarily Exempting Mike Tschanz From the 80 hour Compensatory Time Accrual Maximum Cap. Mike can accumulate more than 80 hours of comp [Thomas/Cummings] Change from City Hall Staff to Mike Tschanz. Update wording on Resolution. Having Thomas attest to signature. VOICE VOTE Motion carried.
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - (a) 85-7 back on Agenda along with Flow chart
8. ADJOURNMENT [Weihert/Griffin] to adjourn. VOICE VOTE: Motion carried. Time: 7:17 pm

Attest:  
Mike Tschanz, Deputy Clerk/Treasurer



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## **PARKS COORDINATOR REPORT**

**December 2021 – January 2022**

### **EVENTS AND HIGHLIGHTS**

- HOLIDAY OF LIGHTS
  - Winner – WYSO
  - 2<sup>nd</sup> Place – Rosie’s Kids
  - 3<sup>rd</sup> Place (Tie) – Friend of KJML & Avestar CU
- HOLIDAY PARADE – December 11, 2021
  - Great success
- WINTERFEST – December 11 & 18
  - Vendor Fair & Community Night – Great Turnout
  - Winter Formal – Big Loss (\$2900)

### **ONGOING PROJECTS**

- LOWER PAVILION WORK
  - Sump Pump Installed
  - Plumbing Work Done
- FENCE PROJECT
  - Scheduled for Spring
- BATHROOM RENOVATION
  - Scheduled for Spring
- DUG-OUT/PRESS BOX RENOVATIONS
  - Waiting on fencing to be completed
- PLAYGROUND EQUIPMENT
  - Phase 2 set for Spring 2022

### **FINISHED PROJECTS**

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

### **CAROUSEL RED DOOR REPLACEMENT**

- Doors are here – Waiting on Spring 2022

## **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**

- 50/50 Raffle
  - Beginning in March

## **GRANT OPPORTUNITIES**

- RESEARCHING NOW



WATERLOO FIRE & RESCUE  
 900 INDUSTRIAL LANE  
 WATERLOO, WISCONSIN 53594



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

**EMS Calls:**

City of Waterloo	32
Township of Portland	2
<b>Total EMS</b>	<b>34</b>

**EMS & Fire Motor Vehicle Crash Calls:**

City of Waterloo	0
<b>Total MVC</b>	<b>0</b>

**Alarms:**

City of Waterloo	2
Township of Portland	1

**Fire Calls:**

Mutual Aid for Watertown	1
Mutual Aid for Lake Mills	2

**Hazardous Condition:**

City of Waterloo	2
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**Weather Related Call:**

Waterloo Fire District	0
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**Service Calls:**

City of Waterloo	6
Township of Portland	1

**Rescue Calls:**

City of Waterloo	0
<b>Total Fire</b>	<b>15</b>

**January Total** **49**

**Up to Date Call Totals**

Fire (Structure, Wild land, Motor Vehicle)	3
Rescue/EMS: BLS - 26 ALS - 8	34
Hazardous Conditions (No Fire)	2
False Alarm or Call	3
Motor Vehicle Crash	0
Service Calls	7
Rescue Calls	0
Weather Related Calls	0
<b>Up to Date Total</b>	<b>49</b>

**Fire Mutual Aid Given 3 Fire Mutual Aid Received 0**

**2<sup>nd</sup> Out Unit 0 EMS Mutual Aid Given 0 EMS Mutual Aid Received 0 Paramedic Intercept 2**

**Total Personnel Response: 190 (for the month): 190**

Monthly Response Time (**EMS Incidents**) **197** (From 1<sup>st</sup> page to enroute times) average **5.7** min (for the month)

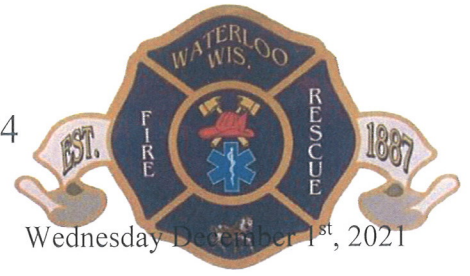
Minutes Spent Responding **96** (Enroute time to on scene time) average **2.8** min (for the month)

Monthly Response Time (**FIRE Incidents**) **79** (From 1<sup>st</sup> page to enroute times) average **5.2** min (for the month)

Minutes Spent Responding **66** (Enroute time to on scene time) average **4.4** min (for the month)



WATERLOO FIRE & RESCUE  
900 INDUSTRIAL LANE  
WATERLOO, WISCONSIN 53594



On Monday January 3<sup>rd</sup>, 2022 we had our monthly Operators training. Training was engine and ladder placement. The members have to place the apparatus in a certain area so if we need to, we can have more apparatus come and be utilized. This is for rural and city operations.

On Monday January 10<sup>th</sup>, 2022 we had our monthly EMS training. Training was on recertification on CPR (Cardiopulmonary Resuscitation). All members must be certified in CPR.

On Monday January 17<sup>th</sup>, 2022 we had our monthly Fire training. Training was first due engine operations. When the first engine arrives, the crew has assignments where they sit. The driver has to prepare the pump and then start making sure equipment is started to make sure they are ready to go. The Officer completes a 360 of the structure and then will go in with hose line for attack. The #1 seat has to hood the hydrant and when water is supplied go assist with feeding hose or pull the back up line. The #2 seat has to pull a hose line and will first in attack with the officer. The #3 and #4 seats go in for search.

On Monday January 31<sup>st</sup>, 2022 we had our monthly Combination training. Training was Ice Rescue. Members go through all the equipment that is for ice rescue. We had cut a hole in the Craw Fish River. One member gets in the water and another has to go and rescue with the techniques that were shown. Ice rescue suits are used for these situations.

This month we have two members that have started EMT class and two members that have started Officer I class.

Sincerely,

Chief Wesley Benisch  
Waterloo Fire Department  
900 Industrial Ln.  
Waterloo WI 53594  
920-478-2535  
[chief@waterloowi.us](mailto:chief@waterloowi.us)



## Invoice

Invoice Number: 0083616-IN

Invoice Date: 01/31/22

Terms: Net 30 Days

Due Date: 03/30/22

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
<b>Permit # 22WTRC-0001-22-01B</b>	<b>185 Gregor Street, Waterloo, WI 53594</b>			<b>Residential Alteration</b>
Remodel- Residential	85.00	01/04/22	60.00	51.00
<b>22WTRC-0001-22-01B Subtotal</b>				<b>51.00</b>
<b>Permit # 22WTRC-0002-22-01E</b>	<b>760 Clarkson Road, Waterloo, WI 53594</b>			<b>ctrical Permit - Commercial</b>
Electrical- Replacement & Misc.	225.00	01/20/22	60.00	135.00
<b>22WTRC-0002-22-01E Subtotal</b>				<b>135.00</b>
<b>Permit # 22WTRC-0004-22-01BE</b>	<b>1090 Lexington Way, Waterloo, WI 53594</b>			<b>Residential Alteration</b>
Remodel- Residential	85.00	01/31/22	60.00	51.00
Electrical- Replacement & Misc.	50.00	01/31/22	60.00	30.00
<b>22WTRC-0004-22-01BE Subtotal</b>				<b>81.00</b>

## WI - Invoicing

Summary Fee Type		
ItemCode	Description	Amount
/PERMITS	Building Permits	267.00
<b>Total</b>		<b>267.00</b>

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

Net Invoice:	267.00
Freight:	0.00
Sales Tax:	0.00
<b>Invoice Total:</b>	<b>267.00</b>



Machinery and Equipment Maintenance

JANUARY

DPW 2022

Equipment		Mileage / Hours			TTI Fuel	GPH
		Start	End	Total		
End loader	544	4081	4084	3	29.386	0.10
John Deere Tractor	2555	4813	4813	0	0	#DIV/0!
Wood Chipper	200xp	2958	2959	1	0	#DIV/0!
John Deere Lawn Tractor	1025R	168	197	29	33.403	0.87
John Deere	X750	1702	1702	0	33.403	0.87
John Deere	X750-1	1464	1464	0	33.403	0.87
Wacker Roller		421	421	0	0	#DIV/0!
2010 International Truck	#1	23988	24141	153	35.908	4.26
2020 International Truck	#2	4827	5198	371	91.354	4.06
	#3	0	0	0	0	#DIV/0!
2017 Chevrolet Truck	#4	47967	48583	616	56.683	10.87
2018 International Truck	#5	11058	11443	385	86.929	4.43
2006 Elgin Pelican Street Sweeper		0	0	0	0	#DIV/0!
2011 Ford F-550 Truck	#6	41119	41175	56	12.394	4.52
2015 Freightliner Truck	#7	13757	13950	193	62.015	3.11
Bobcat		700	711	11	0	0.00

# MONTHLY TIME REPORT

2022

## JANUARY

JOB	DPW		Chad	Ryan	Chris	Travis
Police Adm			0	0	0	0
Fire Dept			0	0	0	0
Mach/Equip			15	74	39	42.5
Garage/Shed			28	3	36	16
Meeting/Seminars			8.5	2	1	0
Street Repair/Maintenance			0	0	0	0
Street Cleaning			0	0	0	0
Snow & Ice		Reg Hrs	58.5	56	70	65
		OT Hrs	22.25	20.25	24.75	20.25
Storm Sewer			0	0	0	0
Traffic Control			0	0	0	0.5
Bridges/Culvers			0	0	0	0
Tree/Brush			10	4	10	0
Refuse Collection			0	2	7	0
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			2	3	3	2
Other Parks			0	0	0	0
Trail Head			2	0	2	0
Celeb/Enter			0	0	0	2
Weed Control			0	0	0	0
Vac/Holiday/SL			77.5	56	32	72

# WATERLOO POLICE DEPARTMENT OFFICER'S DAILY -JANUARY

Patrol:	489.66	Office:	211.25
Investigative:	92.75	Special:	7.00
Radar:	47.50	School/Training:	36.75
Court:	2.50	On Call:	0

Total Hours Worked: 887.41

COMPLAINTS	
Family:	0
Off Road Vehicles:	0
Vandalism:	0
Minor Theft - \$500:	2
Major Theft + \$500:	1
Burglary:	1
Doors Found Open:	2
Animal Case:	0
Late Bar Closings:	0
Alarms:	0
Loud Music/Parties:	1
Tavern Complaints:	0
Prowler Complaints:	2
Battery to Person:	0
Domestic Abuse:	0
Sexual Assault:	0
Runaways:	0
Worthless Checks:	0
All Other Complaints:	59
<b>TOTAL COMPLAINTS:</b>	<b>71</b>

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

ASSISTS	
Assist Jefferson County:	7
Assist Dodge County:	5
Assist Dane County:	3
Assist Marshall PD:	2
Assist Fire/Rescue:	23
Assist Other Agencies:	6
Assist Public:	91
Assist With Escort:	1
Assist All Others:	10
<b>TOTAL ASSISTS:</b>	<b>156</b>

MISCELLANEOUS	
Personal Contacts:	
Investigations/Follow-up:	102
Traffic Control:	6
Radar Operations:	71
Special Assignment:	3
Speech/Presentation:	0
Serve Papers:	0
Other Miscellaneous:	1
<b>TOTAL:</b>	<b>183</b>

INQUIRIES/CHECKS	
Registration Checks:	809
D.L. Checks:	408
NCIC/CIB/VIN Checks:	10
Check Welfare:	2
<b>TOTAL INQUIRIES:</b>	<b>919</b>

	Warnings	Arrests
Speeding:	4	2
Too Fast For Conditions:	0	0
Inattentive Driving:	0	0
Failure to Yield:	0	0
Stop Sign Violation:	2	0
Illegal Passing:	0	1
No Driver's License:	0	6
Illegal Parking:	3	35
Left of Highway:	0	0
Drunk Driving:	0	3
Unregistered Vehicle:	2	1
Driving While Sus/Rev:	1	3
Hit And Run:	0	0
Off Road Vehicle:	0	2
Power Display:	0	1
Equipment:	18	0
Illegal "U" Turn:	0	2
Following Too Close:	0	0
Seatbelt Violation:	0	0
<b>ALL OTHER TRAFFIC:</b>	<b>2</b>	<b>11</b>

Disorderly Conduct:	0	0
Underage Alcohol:	0	0
Warrants:	0	1
Theft:	0	0
Trespassing:	0	0
Burglary/Break & Enter:	0	0
Vandalism:	0	0
<b>ALL OTHER MIS/CRIM:</b>	<b>1</b>	<b>0</b>
<b>TOTALS:</b>	<b>33</b>	<b>67</b>

# Waterloo Police Department Fleet Maintenance Report

VIN	1FM5K8ABOLGB67	For Period	01/01/-01/29
Year	2017	Fuel Cost	\$797.47
Vehicle Description		Miles per gallon	9.10

Date	Fuel	Fuel Cost	Mileage	Maintenance Items	Main. Cost	Officer
1/1/2022	8.138	\$24.00	49402			11
1/2/2022	9.155	\$27.00	49478			11
1/3/2022	6.857	\$20.22	49549			10
1/4/2022	7.798	\$23.00	49628			10
1/5/2022	8.479	\$25.00	49697			11
1/6/2022	7.123	\$21.01	49741			11
1/7/2022	8.477	\$25.00	49813			11
1/8/2022	9.901	\$29.20	49904			10
1/9/2022	4.749	\$14.00	49950			11
1/10/2022	8.819	\$26.01	50018			11
1/11/2022	6.856	\$20.22	50098			10
1/12/2022	7.876	\$23.23	50180			10
1/13/2022	6.92	\$20.41	50252			15
1/14/2022	6.443	\$19.00	50307			11
1/15/2022	8.476	\$25.00	50371			11
1/16/2022	10.172	\$30.00	50471			11
1/17/2022	8.335	\$25.00	50556			11
1/18/2022	8.004	\$24.00	50647			11
1/19/2022	6.167	\$18.49	50714			12
1/20/2022	7.395	\$22.18	50881			15
1/20/2022	8.559	\$25.67	50802			12
1/22/2022	10.345	\$30.72	50975			8
1/23/2022	7.003	\$21.00	51111			11
1/23/2022	7.116	\$21.13	51042			8
1/24/2022	7.618	\$22.62	51220			8
1/24/2022	5.897	\$17.69	51274			15
1/25/2022	10.28	\$30.83	51370			8
1/26/2022	9.45	\$28.34	51477			14
1/27/2022	6.891	\$20.67	51524			15
1/28/2022	9.542	\$30.14	51609			14

Date	Fuel	Fuel Cost	Mileage	Maintenance Items	Main. Cost	Officer
1/29/2022	9.74	\$30.77	51691			14
1/30/2022	8.514	\$26.90	51766			14
1/31/2022	9.364	\$29.02	51828			11
	266.46	\$797.47				





Monthly Incident Comparison Report

Report Criteria:

Current Month: 1/2022

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
No Category						
	Blank Description	0	0	0	0	2
	<b>Total for No Category:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>
ASSIST						
	Assist Business	1	1	1	0	1
	Assist Citizen	1	4	1	2	33
	Assist Dane County Sheriff	1	1	1	1	3
	Assist Dodge County Sheriff	2	1	2	1	14
	Assist Jefferson County Sheriff	1	1	1	1	8
	Assist Marshall PD	2	2	2	2	19
	Assist Public Works	0	0	0	0	1
	Assist Social Services	2	1	2	0	16
	Assist Watertown PD	0	0	0	0	2
	Assist/School District	0	3	0	0	3
	Civil Dispute	0	0	0	0	2
	Custody for Other Department	0	0	0	0	4
	EMS Calls	0	1	0	0	2
	Fire Calls	0	0	0	0	1
	Neighbor Problems	0	0	0	0	1
	Other Mutual Aid Assists	0	0	0	2	3
	Probation/Parole Check Ins	0	0	0	0	1
	<b>Total for ASSIST:</b>	<b>10</b>	<b>15</b>	<b>10</b>	<b>9</b>	<b>114</b>
CRIMINAL						
	Abuse of Elderly/Vulnerable	0	1	0	0	1
	Bail Jumping/Escapes	0	0	0	0	1
	Battery to Police Officer/Fireman	0	0	0	0	1
	Burglary - Attempted Residential	0	0	0	1	3
	Burglary - Residential/Forced	0	1	0	0	2
	Burglary - Residential/No Force	0	0	0	0	1
	Computer Crimes	0	0	0	0	1
	Criminal Damage To Property/vandalism	1	2	1	0	8
	Disorderly Conduct - All Other	1	1	1	1	9
	Disorderly Conduct - Fight, Disturbance	0	0	0	0	4
	Domestic Disturbance	0	2	0	2	13
	Domestic Offense - Child Abuse/Neglect	0	0	0	0	1
	Domestic Offense - Spousal Abuse/Fights	0	0	0	0	1
	Drug Investigations	0	1	0	0	4



Monthly Incident Comparison Report

Report Criteria:

Current Month: 1/2022

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
CRIMINAL						
	Drug Paraphernalia Possession	0	0	0	0	3
	Drug Possession	0	3	0	1	7
	Fraud	1	0	1	0	7
	Harassment - Harassing Telephone Calls	0	0	0	0	3
	Harassment - Stalking	0	0	0	0	1
	Harassment - Threats	1	0	1	0	4
	Indecent Language/Conduct	0	0	0	0	1
	Interfere with Child Custody	0	0	0	0	1
	Operate Vehicle Without Owner's Consent	0	0	0	0	1
	Other Sex Offenses	0	0	0	0	6
	Probation Hold	0	1	0	0	1
	Probation/Parole Violation	0	0	0	0	1
	Robbery - Armed	0	0	0	0	1
	Simple Battery	0	0	0	0	4
	Suicide - Attempts/Threats	0	0	0	0	1
	Theft - All Other	2	2	2	2	20
	Theft - Bicycles	0	0	0	0	1
	Theft - From Building	1	0	1	0	2
	Theft - From a Motor Vehicle	0	0	0	0	5
	Theft - Motor Vehicle Parts/Accessories	0	0	0	0	6
	Theft - Retail/Shoplifting	1	0	1	1	4
	Theft of Library Materials	0	0	0	0	1
	Trespassing	0	1	0	0	1
	<b>Total for CRIMINAL:</b>	<b>8</b>	<b>15</b>	<b>8</b>	<b>8</b>	<b>132</b>
ORDINANCE						
	Abandoned Property/Vehicle Violation	0	1	0	0	3
	All-Terrain Vehicle Violation	0	0	0	0	3
	Animal Bite	0	0	0	3	9
	Animal Noise Complaint	0	0	0	0	1
	Animal Running at Large	0	0	0	0	2
	Burning Violation	1	0	1	0	0
	Disturbance	0	1	0	0	11
	Fireworks Violation	0	0	0	0	2
	Harassment	0	1	0	0	2
	Littering Violation	0	0	0	0	2
	Municipal Code Violation	0	1	0	1	2
	Possession of Tobacco by Minor	0	2	0	0	10
	Public Nuisance Violations	0	0	0	0	1
	Truancy	0	1	0	0	1

Monthly Incident Comparison Report

Report Criteria:

Current Month: 1/2022

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
ORDINANCE						
	Under Age Drinking - Adult (18-21)	0	0	0	0	4
	Under Age Drinking - Minor (Under 18)	0	1	0	0	1
	<b>Total for ORDINANCE:</b>	<b>1</b>	<b>8</b>	<b>1</b>	<b>4</b>	<b>54</b>
Other						
	Investigation/Take Report	0	0	0	1	3
	Other Animal Calls - Dead, Etc.	1	0	1	0	4
	Receive Information	5	0	5	0	14
	<b>Total for Other:</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>21</b>
SERVICE						
	Death Investigation	1	0	1	0	7
	Found Items/Property	0	0	0	0	2
	Lost Items/Property	0	0	0	0	1
	Missing Adult	1	0	1	0	1

Monthly Incident Comparison Report

Report Criteria:

Current Month: 1/2022

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
SERVICE						
	Missing Juvenile	0	0	0	0	3
	Other Service	0	0	0	0	2
	Protective Custody/Placement	0	0	0	0	1
	Suspicious Person/Activity, Prowler	0	0	0	0	3
	Transport	0	0	0	0	1
	Uncontrollable Juvenile	0	1	0	0	2
	Warrant Pickup - Other Agency	1	2	1	0	7
	Warrant Pickup - Waterloo	0	0	0	0	1
	Welfare Check	1	4	1	2	17
	<b>Total for SERVICE:</b>	<b>4</b>	<b>7</b>	<b>4</b>	<b>2</b>	<b>48</b>
TRAFFIC						
	Disobey Sign/Marker	0	0	0	0	1
	Driver's License Violations (Ex OAS/OAR)	0	3	0	0	13
	Driving Complaint	0	0	0	0	1
	Eluding Police Officer	0	0	0	1	2
	Illegal Turns	1	1	1	0	4
	Inattentive Driving	0	0	0	0	1
	License/Permit Violation	0	0	0	0	3
	Miscellaneous Rules Violation	0	0	0	0	1
	Motor Vehicle Carrier Violation	0	1	0	0	1
	Motor Vehicle Insurance Violation	0	0	0	1	16
	Motorcycle Violation	0	0	0	0	1
	OAS/OAR/Other License Violations	8	3	8	2	52
	Operate Motor Vehicle While Intoxicated	4	2	4	1	14
	Other Traffic Violations	0	0	0	0	12
	Power Display/Squeal Tires	1	0	1	0	0
	Registration/Title Violation	0	1	0	0	12
	Required Stop Violation - RR, Etc.	0	0	0	0	1
	Seatbelt Violation	0	0	0	0	2
	Speeding - School Zone	0	0	0	0	1
	Speeding Violation	2	0	2	1	37
	Stop Sign/Signal Violation	0	0	0	0	15
	Tow Vehicle	1	0	1	0	1
	Traffic Accident - Hit and Run (Damage)	0	1	0	0	7
	Traffic Accident - Hit and Run (Injury)	0	0	0	0	1
	Traffic Accident - Non-Reportable	0	0	0	0	5
	Traffic Accident - Personal Injury	0	0	0	0	6
	Traffic Accident - Property Damage	1	1	1	1	19
	Vehicle Equipment Violation - Lights	0	0	0	0	3
	Warning - 5 Day Equipment Violation	0	0	0	0	2

Monthly Incident Comparison Report

Report Criteria:

Current Month: 1/2022

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Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
TRAFFIC						
	Total for TRAFFIC:	18	13	18	7	234
	Grand Totals:	47	58	47	31	605

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
01/01/2022	01/31/2022	ALL	JEFFERSON CO CIRCUIT CT

Court Date	Name	Ticket		Officer/Court Type
01/10/22	MARTIN,BRIAN,PAUL	DOB: 05/24/84	No: T-BF358562-1	WARNER,DAVID,N
9:30 AM	210 1/2 NORTH MONROE WATERLOO WI, 53594	Age: 37	Issued: 10/27/21	JEFFERSON CO CIRCUIT CT
		<b>Charge</b>	<b>Description</b>	<b>Fine</b> <b>Collected</b>
		346.63(1)(B)	OPERATING W/PAC (1ST)	\$937.50   \$0.00
01/17/22	ZAMBRANA MORENO,ROBERTO CARLOS	DOB: 11/06/87	No: T-BH526621-4	BURNS,RANDY
11:00 AM	5344 STATE ROAD 73 MARSHALL WI, 53559	Age: 34	Issued: 12/10/21 Inc #: 21-000579	JEFFERSON CO CIRCUIT CT
		<b>Charge</b>	<b>Description</b>	<b>Fine</b> <b>Collected</b>
		343.44(1)(B)	OPERATING WHILE REVOKED (REV DUE TO ALC/CONT SUBST/REFUSAL)	\$250.00   \$0.00
01/17/22	ZAMBRANA MORENO,ROBERTO CARLOS	DOB: 11/06/87	No: T-BH526622-5	BURNS,RANDY
11:00 AM	5344 STATE ROAD 73 MARSHALL WI, 53559	Age: 34	Issued: 12/10/21 Inc #: 21-000579	JEFFERSON CO CIRCUIT CT
		<b>Charge</b>	<b>Description</b>	<b>Fine</b> <b>Collected</b>
		346.63(1)(A)	OPERATING WHILE UNDER THE INFLUENCE(2ND)	\$500.00   \$0.00
01/17/22	ZAMBRANA MORENO,ROBERTO CARLOS	DOB: 11/06/87	No: T-BH526623-6	BURNS,RANDY
11:00 AM	5344 STATE ROAD 73 MARSHALL WI, 53559	Age: 34	Issued: 12/10/21 Inc #: 21-000579	JEFFERSON CO CIRCUIT CT
		<b>Charge</b>	<b>Description</b>	<b>Fine</b> <b>Collected</b>
		347.413(1)	IID TAMPERING/FAIL TO INSTALL/ VIOLATE COURT ORDER	\$150.00   \$0.00
01/17/22	ZAMBRANA MORENO,ROBERTO CARLOS	DOB: 11/06/87	No: T-BH526624-0	BURNS,RANDY
11:00 AM	5344 STATE ROAD 73 MARSHALL WI, 53559	Age: 34	Issued: 12/10/21 Inc #: 21-000579	JEFFERSON CO CIRCUIT CT
		<b>Charge</b>	<b>Description</b>	<b>Fine</b> <b>Collected</b>
		346.63(1)(B)	OPERATING W/PAC >= .02 UNDER IID ORDER (2ND)	\$500.00   \$0.00
01/18/22	CRUZ MORALES,JOSE,O	DOB: 05/19/94	No: T-BH526728-6	COFFREN,JARED
11:00 AM	460 W PORTER STREET APT 1 WATERLOO WI, 53594	Age: 27	Issued: 12/01/21 Inc #: 21-000560	JEFFERSON CO CIRCUIT CT
		<b>Charge</b>	<b>Description</b>	<b>Fine</b> <b>Collected</b>
		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
01/01/2022	01/31/2022	ALL	JEFFERSON CO CIRCUIT CT

Court Date	Name	DOB	Ticket No	Officer/Court Type
01/18/22 11:00 AM	ESTRADA,ROSALINA 203 BISHOP CIR WATERLOO WI, 53594	08/23/63 58	T-BH526729-0 Issued: 12/08/21 Inc #: 21-000573	BURNS,RANDY 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
01/18/22 11:00 AM	GOMEZ HERRADA,JESUS 526 MERRICK RD MARSHALL WI, 53559	03/01/61 60	T-BC845156-4 Issued: 12/24/21 Inc #: 21-000605	CULLEN,NATHANIEL,J JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.63(1)(A)	OPERATING WHILE UNDER THE INFLUENCE	\$937.50	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
01/18/22 11:00 AM	GOMEZ HERRADA,JESUS 526 MERRICK RD MARSHALL WI, 53559	03/01/61 60	T-BC845157-5 Issued: 12/24/21 Inc #: 21-000605	CULLEN,NATHANIEL,J JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.63(1)(B)	OPERATING W/PAC (1ST)	\$937.50	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
01/18/22 11:00 AM	GOMEZ HERRADA,JESUS 526 MERRICK RD MARSHALL WI, 53559	03/01/61 60	T-BC845158-6 Issued: 12/24/21 Inc #: 21-000605	CULLEN,NATHANIEL,J 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
01/18/22 11:00 AM	GUTIERREZ CORDOBA,GLENYS 556 KNOWLTON ST APT 6 WATERLOO WI, 53594	11/30/00 21	T-BF358564-3 Issued: 12/16/21 Inc #: 21-000592	BOLLIG,RANDY,P 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
01/18/22 11:00 AM	GUTIERREZ CORDOBA,GLENYS 556 KNOWLTON ST APT 6 WATERLOO WI, 53594	11/30/00 21	T-BF358565-4 Issued: 12/16/21 Inc #: 21-000592	BOLLIG,RANDY,P 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
01/01/2022	01/31/2022	ALL	JEFFERSON CO CIRCUIT CT

Court Date	Name	DOB	Ticket No	Officer/Court Type
01/18/22	HILLS-BLACKS,SARINA,INEZ	02/14/95	T-BH526618-1	WARNER,DAVID,N
11:00 AM	974 E MADISON ST WATERLOO WI, 53594	Age: 26	Issued: 12/07/21 Inc #: 21-000571	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
01/18/22	JENSEN,JAMAL,L	03/10/91	T-BH526626-2	WARNER,DAVID,N
11:00 AM	2921 FISH HATCHERY RD # 9 FITCHBURG WI, 53713	Age: 30	Issued: 12/14/21 Inc #: 21-000587	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
01/18/22	JENSEN,JAMAL,L	03/10/91	T-BH526627-3	WARNER,DAVID,N
11:00 AM	2921 FISH HATCHERY RD # 9 FITCHBURG WI, 53713	Age: 30	Issued: 12/14/21 Inc #: 21-000587	JEFFERSON CO CIRCUIT CT

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

Court Date	Name	DOB	Ticket No	Officer/Court Type
01/18/22	JIMENEZ,ALEAL,JOSUEL	10/27/99	T-BH526625-1	THOM,TRACY
11:00 AM	139 ANTOINE ST SW GRAND RAPIDS MI, 495074201	Age: 22	Issued: 12/12/21 Inc #: 21-000582	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
01/18/22	RANDALL,JONATHAN,DANIEL	07/19/85	T-BH526617-0	WARNER,DAVID,N
11:00 AM	256 N DICKASON BLVD COLUMBUS WI, 53925	Age: 36	Issued: 12/06/21 Inc #: 21-000569	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
01/18/22	RODIGUEZ GRADYS,WENDY,MACIEL	05/02/96	T-BH526628-4	BURNS,RANDY
11:00 AM	24 MEADOW LARK LN WATERTOWN WI, 53098	Age: 25	Issued: 12/26/21 Inc #: 21-000607	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
01/18/22	SPETZ,NIKKI,R	02/06/82	T-BH526606-3	BURNS,RANDY
11:00 AM	N1804 CAHOON RD REESEVILLE WI, 53579	Age: 39	Issued: 12/09/21 Inc #: 21-000575	JEFFERSON CO CIRCUIT CT

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

**Court Calendar Report**

**Report Criteria:**

<u>Start Date</u>	<u>End Date</u>	<u>Officer</u>	<u>Court Type</u>
01/01/2022	01/31/2022	ALL	JEFFERSON CO CIRCUIT CT

<u>Court Date</u>	<u>Name</u>	<u>Ticket</u>	<u>Officer/Court Type</u>
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**Ticket Count: 19**

<b>Total Fines:</b>	<b>\$6542.90</b>
<b>Total Payments:</b>	<b>\$0.00</b>
<b>Total Due:</b>	<b>\$6542.90</b>



Activity Log List

Report Criteria:

Start Date	End Date	Title	Officer
01/01/2022	01/31/2022		ALL

Title	Notes	Date	Time	Officer
Traffic stop	Officer assisted in a traffic stop, several citations issued.	01/06/2022	10:07:00	
Missing juvenile	Officer handled a report for a missing juvenile.	01/06/2022	16:07:00	
uncontrollable juvenile	Officer responded to an uncontrollable juvenile	01/06/2022	16:47:00	
Traffic stop	Officer's assisted with a traffic stop and citations were issued.	01/07/2022	08:50:00	
Death investigation	Officer assisted and handled a death investigation.	01/07/2022	13:28:00	
Disorderly conduct	Officer responded to a disturbance, citations were issued.	01/08/2022	19:49:00	
Theft	Officer handed a report of theft of property from a business.	01/08/2022	22:25:00	
Traffic stop	Officer initiated a traffic stop, citation issued.	01/08/2022	22:38:00	
Assist Marshall	Officer was requested to assist Marshall with a disturbance.	01/10/2022	13:31:00	
Scam/fraud	Officer assisted with a report of a fraud issue.	01/11/2022	10:13:00	
Traffic stop	Officer assisted with a traffic stop, citations issued.	01/12/2022	09:51:00	
Assist	Officer is assisting social services with an interview on a possible assault case.	01/12/2022	11:10:00	
Traffic stop	Officer conducted a traffic stop. Citations issued	01/13/2022	08:15:00	
Traffic stop	Officer performed a traffic stop, citation issued.	01/13/2022	10:17:00	
Complaint	Officer responding to a call on juvenile's burning items.	01/13/2022	11:24:00	
Scam	Officer handled a report of unauthorized use of individuals information.	01/13/2022	13:33:00	
Missing person	Officer conducted a missing person case, person has been located.	01/14/2022	13:02:00	
Missing person	Officer investigated a missing person report, subject was found.	01/17/2022	12:15:00	
Damage report	Damage to the a mail box by a carrier.	01/18/2022	07:49:00	
Theft	Officer handled a report of theft of medications.	01/18/2022	13:26:00	
Traffic stop	Officer initiated a traffic stop, citation issued.	01/20/2022	09:26:00	
Dispatch	Officer called to dispatch a deer.	01/20/2022	13:56:00	
vandalism	Officer called to handle report of damage to property--per home owner	01/21/2022	07:53:00	
Traffic stop	Officer initiated a traffic stop, citations issued.	01/25/2022	09:31:00	
Traffic stop	Officer performed a traffic stop, citation issued.	01/26/2022	08:43:00	
Assist	Officer conducted a traffic stop in which officer was able to help and elderly lady who was lost.	01/26/2022	10:06:00	
Traffic stop	Officer performed a traffic stop, citation issued.	01/26/2022	11:30:00	
traffic citation	Officer performed traffic stop, citation issued.	01/27/2022	08:25:00	
Assist	Officer assisted another area department with a warrant	01/27/2022	11:32:00	
Assist	Officers assisted other counties with an investigation.	01/28/2022	13:56:00	
Traffic stop	Officer conducted a traffic stop, citations issued.	01/31/2022	12:12:00	



**Regular meeting of the Waterloo Water & Light Commission held February 1, 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, Chuck Wallace, Superintendent Barry Sorenson, Office Manager Joy Bisco and Lineman Evan Pratt.

**Minutes**

It was moved by Schumann, seconded by Butzine, to approve the minutes of the January 4, 2022 meeting. Motion carried.

**Expenditures**

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

**Citizen Input**

None.

**2021 Preliminary Financials**

Joy updated the Commission on the preliminary 2021 utility financial statements.

**Solar Project**

Sorenson advised the Commission that a local business is pursuing solar panels to offset their electric load and how this would affect the utility with the information the utility has at this point.

**2022 Pickup**

After discussion on a pickup truck options. It was moved by Thomas, seconded by Schumann, to approve the purchase of a vehicle at a price not to exceed \$40,000. Motion carried.

**General Info**

Sorenson updated the Commission on the street project bid that included road work for the booster upgrades, Hwy O substation equipment delays with potential February in-service date, and WWTP visit.

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

Respectfully submitted,  
Tim Thomas  
Secretary

**List of Bills**

Axley Brynerson	1,560.00	MEUW	3,323.00
A.C. Engineering Company	5,360.60	Amanda Motl	155.50
APG of Southern Wisconsin	216.18	Millennium	1,293.40
Associated Bank	475.00	Northern Lakes Service	1,624.50
Border States	19,289.62	North Central Laboratories	170.58
BP Credit Card Center	694.98	Payment Service Network	12.95
B&M Technical Services	499.20	PSD	9,652.21
City of Waterloo Treasurer	45,948.46	Pig	336.69
Civic Systems	19,410.00	Payroll	52,181.71
Charter Communications	99.99	PSC	1,244.75
CTW Corporation	2,373.00	Resco	3,869.17
Dunneisen Excavating	231.00	SEERA	1,339.41
Electrical Testing Lab	219.60	Schweitzer Engineering Lab	70,090.00
Elster Solutions	7,638.40	Town & Country Engineering	82,427.85
F&M Bank	188.31	USA	259.11
Forster Electrical Engineering	15,626.73	United Liquid Waste Recycling	1,250.00
Frontier	388.94	Universal Recycling Technologies	443.96
Glenn's Market & Catering	1,302.12	US Cellular	297.41
GFC Leasing	85.00	Unifirst Corp	512.07
Hawkins	8,986.61	UPS	70.23
Howie's Hardware	1,086.39	Uttech Home Construction	44.00
Infosend	887.66	Visa	3,061.31
Inkworks	254.26	Waterloo Apartments	103.86
Irby	438.22	Waterloo Utilities	15,081.43
Jonas Office Products	34.66	William Reid	168.38
K&B Auto Service	1,083.79	WE Energies	1,389.50
Aaron Klas	11.44	Wisconsin Dept. of Revenue	4,627.59
MJ Electric LLC	359,020.20	Wisconsin State Lab	26.00
		WPPI Energy	243,731.91
		Total Disbursements	\$992,198.84

**Checking Account #102-613:**

Balance 12/31/21	\$54,671.01
Transfer	892,269.24
Disbursements	(861,424.06)
Interest	10.22
Service Charge	(22.36)
Balance 1/31/22	<u>\$85,504.05</u>

**WWTP Account #374-547 (DNR Replacement Fund)**

Balance 12/31/21	\$112,044.04
Deposit	
Transfer for Expenses	(25,393.63)
Interest	20.64
Balance 1/31/22	<u>\$86,671.05</u>

**Debt Service Account #3015323:**

Balance 12/31/21	\$160,013.40
Deposit	59,370.00
Bond Payment	
Interest	51.02
Balance 1/31/22	<u>\$219,434.42</u>

**Money Market Account #110-832:**

Balance 12/31/21	394,910.28
Deposits	607,302.51
Transfer	(409,370.00)
Disbursements	(243,731.91)
Interest	398.38
Service Charge	(178.90)
Balance 1/31/22	<u>\$349,330.36</u>

**Transportation Fund**

Balance 12/31/21	\$95,052.99
Transfer	
Balance 1/31/22	<u>\$95,052.99</u>

**Construction Account:**

Balance 12/31/21	1,324,161.10
Transferred in	
Construction Payment	(542,269.24)
Balance 1/31/22	<u>\$781,891.86</u>

**Avestar CD # (Bond Reserve):**

Balance 12/31/21	310,758.85
Interest	677.72
Transferred in	
Balance 1/31/22	<u>\$311,436.57</u>

**CD #613386 (Bond Reserve):**

Balance 12/31/21	214,116.82
Interest	3,747.04
Balance 1/31/22	<u>\$217,863.86</u>

**WWTP CD #2875 (DNR Replacement Fund):**

Checking Account #102-613:	\$464,149.88
Interest	
Transfer	
Balance 1/31/22	<u>\$464,149.88</u>

## Jeanne Ritter

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**From:** info@whsadopt.org  
**Sent:** Tuesday, February 01, 2022 9:26 AM  
**To:** City Hall  
**Cc:** Mo Hansen  
**Subject:** Numbers for January 2022

Here are the Intake numbers for January 2022.

-Amy Litscher  
Kennel Manager  
920-261-1270

Stray cats-0  
Surrendered cats-0  
Stray dogs-0  
Surrendered dogs-0



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## **AMBULANCE & EMERGENCY MEDICAL SERVICES AGREEMENT**

This Agreement is of made this \_\_\_\_\_ day of \_\_\_\_\_ 2022 \_\_\_\_\_,  
By and between the Town of Waterloo (hereinafter "Town") and the City of Waterloo, a  
municipal corporation (hereinafter "City"). This contract shall be in effect April 1 2022, through  
December 31 2025.

### **RECITALS**

**WHEREAS**, the Town of Waterloo is a municipal unit of government in Jefferson County, Wisconsin, existing pursuant to Chapter 60, Statutes, and pursuant to Section 60.565, Statutes, the Town is obligated to provide ambulance services within its municipal boundaries; and

**WHEREAS**, the City is a municipal corporation, with its principal place of business at 136 North Monroe Street, Jefferson, Wisconsin 53549; and

**WHEREAS**, the Town desires to promote and make available adequate and reliable ambulance and emergency medical services to persons within the boundaries of the Town, and which primary services are described below and are covered by this Agreement, and the parties hereto have negotiated the terms and conditions of this Agreement; and

### **NOW, THEREFORE, the Parties AGREE as follows:**

#### **1) Provisions for Services**

**A)** The City agrees to provide ambulance and emergency medical services to any and all persons in need of such services within the primary service area within the boundaries of the Town (as that area is defined in Paragraph 4 herein).

#### **The specific services to be rendered by the City are:**

- 1)** Advanced Emergency Medical Service (Technician Level);
- 2)** Basic Emergency Medical Service. (Basic Emergency Medical Technician)

**B)** The Town agrees to enter into no other ambulance service

And/or emergency medical services agreement for the primary service area during the time period this Agreement is in effect. The Town agrees that the City will be the primary provider of ambulance and emergency medical services within the primary service area within the boundaries of the Town, and that the City shall be the first ambulance and emergency medical service provider to be called upon to provide ambulance and emergency medical services with said primary service area.

**C)** The Town shall have no liability to the City except as set forth herein.

**2) Standard of Care.** In providing ambulance and emergency medical services, the City's standard of care shall be that of an Advanced Emergency Medical Technician (A License) for the City's primary unit. In the event that the City is required to call a 2nd unit, the standard of care shall be that of a Basic Level Crew.

**3) Equipment and Personnel.** In providing ambulance and the emergency medical services, ambulances shall be properly approved and licensed by the Wisconsin Department of Human Services. Such ambulances and equipment shall be owned by the City, and such ambulance attendants shall be employed by the City. The City agrees to maintain all vehicles and equipment in good working order as required by law. The City also agrees to maintain all necessary licenses for operation of the ambulance service. All Emergency Medical Technicians functioning as ambulance attendants shall be licensed by the State of Wisconsin.

**4) Primary Service Area.** The primary service area to be provided ambulance and emergency medical services by the City shall be the areas within the boundaries of the Town as follows:

**Section Numbers**

Remaining Sections of **23, 27** and **33** that is not already covered by Waterloo Fire Department  
All of Sections **24, 25, 26,34,35,36**

- 5) **Subsidy and Fees.** In consideration of the services to be provided to the Town by the City, the Town shall compensate the City at a per capita rate, specified below, **(This is only for the residents that live outside the current Waterloo Fire Department response area)** of the primary service area of the Agreement as determined by the Town Clerk. The current per capita count for the primary service area will be determined by Jefferson County records, and the annual sum due will be set accordingly. Such population determination to be made after June 1, but before July 1 of said year, and in the same manner each and every year thereafter that this Agreement remains in effect. One-half (1/2) of the annual sum shall be paid to the City on or before February 1 of each year, and the remaining one-half (1/2) of the annual sum shall be paid on or before August 1 of each year. Payments will be set at the per capita amount as calculated above at the following rate:

<b>Year</b>	<b>Amount</b>
<b>2022</b>	<b>\$15.00/per capita</b>
<b>2023</b>	<b>\$17.50/per capita</b>
<b>2024</b>	<b>\$22.00/per capita</b>
<b>2025</b>	<b>\$24.00/per capita</b>

Payments made under this paragraph shall be deemed to be for the calendar year in which the same is paid. These payments are in the form of a non-refundable subsidy so that the City can afford to provide services to the population residing within the primary service area within the boundaries of the Town.

- 6) **Terms of Agreement.** That this agreement shall be in full force and effect from April 1 2022 and end on December 31 2025 unless either party hereto gives notice of termination at least Sixty (60) days prior to the end of the first year or any renewal hereof.
- 7) **Notice to Cure Breach.** If either party violates any terms of this Agreement, when such breach becomes known to the other, the party shall provide the other with written notice of such breach. Such written notice may be given by ordinary mail, personal delivery, or certified mail return receipt requested; such notice shall be deemed given when either personally delivered, or if mailed, the first business day after such notice is mailed. The party shall cure any breach and such cure is to be effectuated no later than Sixty (60) days after the giving of such notice by the other. If the cure is not effectuated, then the party sending notice may terminate this Agreement by giving a notice of termination of at least Sixty (60) days, as provided above.
- 8) **Ambulance Dispatch.** The Town will provide, at no cost to the City, All "9-1-1" emergency and non-emergency calls. The Town may use the existing "9-1-1" system already in place at Jefferson County Emergency Dispatch Center.
- 9) **Non-Assignability.** This is a personal service agreement between The Town and the City. The City may not assign any of the obligations or rights (other than the right to receive the subsidy payment) contained in this Agreement to any other party, without the prior written consent of the Town. Such written consent is not to be unreasonably withheld or delayed.
- 10) **Notices.** Any written notice or demand hereunder shall be in writing and shall be served by ordinary mail, personal delivery, certified mail, return receipt requested.

- 11) **Service of Notices.** Such notices shall be served or mailed as follows:
- A) **To the City:**  
136 North Monroe Street  
Waterloo WI. 53594  
Attn: City Clerk
- B) **To the Town of Waterloo:**  
Town Chair  
N7874 State Road 89  
Waterloo, WI 53549  
Attn: Town Clerk
- 12) **Time.** Time shall be of the essence with regard to this Agreement.
- 13) **Amendment.** This Agreement sets forth all of the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, expressed or implied, between them, other than as herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law and recorded in writing and signed by the City and the Town.
- 14) **Severability.** If any section, subsection, sentence, clause, phrase or portion of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate and distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.
- 15) **Waiver.** Neither party shall be excused from complying with any of the terms and conditions of this Agreement by any failure of the other party upon one or more occasions to insist upon or seek compliance with any such terms and conditions.
- 16) **Force Majeure.** If performance of any covenant to be performed hereunder by any party is delayed as a result of circumstances which are beyond the reasonable control of such party, which circumstances may include, but are not limited to, acts of God, war, acts of civil disobedience, harsh weather, strikes or similar acts, the time for such performance shall be extended by the amount of time of such delay.
- 17) **Governing Law.** This Agreement shall be construed, interpreted and enforced in accordance with the laws of the State of Wisconsin. The Parties shall at all times observe and comply with all federal, state and local laws, regulations and ordinances which are in effect, as of the date hereof, which may affect the conduct of the services to be provided under this Agreement. In Witness Whereof, the Parties have executed this Agreement as of the date set forth above.



**CITY OF Waterloo, WISCONSIN**

**By:** \_\_\_\_\_  
**Jenifer Quimby Mayor**

**Attest by:** \_\_\_\_\_  
**City Clerk**

**TOWN OF Waterloo**

**By:** \_\_\_\_\_  
**Scott Hasset Town Chair**

**Attest by:** \_\_\_\_\_  
**Cindy Schroeder Town Clerk**

## **CITY TREASURER/DEPUTY CLERK POSITION DESCRIPTION**

Performs all required statutory duties of the City Treasurer as set forth in Wisconsin Statutes §§ 62.90 (9) and the City of Waterloo Municipal Code. The City Treasurer is responsible for the collection, receipt and deposit of all City funds; provides analysis of the City's financial position and performs other related duties as directed or assigned. The City Treasurer performs its duties with absolute integrity and honesty under the general supervision of the City Clerk. The City Treasurer role is also assigned Deputy Clerk as set forth in Wisconsin Statutes §§62.09 (11) (i).

The Treasurer reports to the City Clerk, Mayor and City Council. Appointment is the responsibility of the Mayor as recommended by the City Council per Code §§85-7(H). The Treasurer 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 Clerk, Mayor or City Council. The Treasurer 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:**

- Responsible for the administration of all day-to-day operations of the Treasurer's Office.
- Coordinates and manages financial accounting software, implementation, updates and departmental training.
- Establish when necessary administrative procedures to increase the effectiveness and efficiency of the Treasurer's office according to current practices in local government, not inconsistent with local ordinances or directives of the Mayor and Council.
- Oversees the insurance coverage and claims on all property.
- Maintains stewardship for financial assets and debt including overall leadership of the cash management, debt management and investment management functions of the city. Ensures the maintenance of corporate liquidity and financial stability.

#### **Management of Cash, Revenues and Investments:**

- Accounts Receivable: Manage the receipting and depositing of all monies paid to the city.
- Maintain proper records of all monies received by the city.
- Acts as the custodian of petty cash for the City's general fund.
- Manage disbursement of funds from the treasury upon proper authorization.
- Invest city funds as authorized by statute and City Council.
- Manage funds to meet city's cash flow needs.

#### **Accounting:**

- The employee is not permitted to act as primary cashier as the employee reconciles general ledger accounts and accounts receivable.
- Prepares documents and completes entries essential for the annual audit
- Balances the general ledger and prepares other financial statements.

- Calculates debt service payments and tax settlement payments.
- The employee prepares and enters monthly journal entries to be approved by the City Clerk.
- Responsible for wire transfers and ACH transfers.
- The administrator of the Business On-Line Banking system.
- Calculates annual developer agreement invoices.
- Oversees the maintenance of general property inventory and depreciation of fixed asset accounts.
- Administers project estimates, tracks construction deposits, and performs other related aspects of project accounting.
- Performs the clearing of checks as part of the bank reconciliation process.
- Responsible for Accounts Payable processing.
- Processes prepared Payroll checks; benefits coordinator.

### **Budget/Taxes:**

- Annually prepare, in conjunction with the City department heads, the City budget for submission to the Mayor, Finance, Insurance and Personnel Committee, and the City Council.
- Calculates final mill rates, adding special assessments and delinquent water and light bills to tax roll, preparing statement of taxes and statement of assessment reports, preparing annual TIF certification and mailing tax bills to property owners.
- Manages annual tax collection process including mailing bills, giving tax information to the public, reconciling information turned over to the County Treasurer, monitoring reports returned from the county and disbursing proper funds to state, county, and school districts from tax collections in accordance with state law.

### **Financial Reporting:**

- Prepare and attend all Finance, Insurance and Personnel Committee meetings, include agenda preparation, posting and minutes.
- 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.
- Prepares monthly Treasurer's Report.
- Prepares documents for yearly audit. Assists with TIF certification and reporting and the annual review of development agreements.
- Maintains all Tax Incremental District financial records and files required reports.
- Prepares financial reports for the State of Wisconsin (i.e. Form C).

### **Required knowledge, skills, and abilities:**

- Minimum Associate Degree in Accounting or a related business field. Any equivalent combination of experience and training, which provides the required knowledge, skills, and abilities may be considered.
- Three to five years of experience in fund accounting or any combination of training and experience that will provide equivalent knowledge of Generally Accepted Accounting Principles, Governmental Accounting Standards, Fund Accounting and general business management practices and procedures.
- Continuing education and potential certifications for the position are required.
- Knowledge of a variety of computer software programs including but not limited to: Microsoft Office, Email, and Caselle Accounting software.
- Ability to write clear and concise reports and letters.

- Thorough knowledge of modern accounting methods and practices.
- 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.
- Ability to exercise good professional judgment.
- Displays the highest of ethical standards in maintaining the public's confidence.

The position description of the City Treasurer/Deputy Clerk 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 02-03-2022

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

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **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, and Humane Society.
- Act as purchasing officer for the City, formulate and place into operation any City-wide purchasing functions that would be economical and beneficial to the City.
- Process for supplier selection, review and approval.
- Act as public information officer for the city with the responsibility of ensuring that the public are kept informed about the operations of the city, via multiple media formats.

#### **Accounting/Budget/Taxes:**

- Assists the City Treasurer preparing the city budget and publishing budget hearing notices.
- Solicit Municipal Debt issuance bids.
- Tax collections; account reconciliation and verification.
- Monthly and year end account reconciliation review.
- Review and approval of all electronic transfers.
- Stay informed on county, state and federal legislation and of the availability of aids and grants, prepare and expedite applications for such funds.

#### **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.

### **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:**

- 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.
- 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:

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Signature:

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Date:

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

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**ORDINANCE 2022-02**

AN ORDINANCE AMENDING CHAPTER §85-7 OFFICERS AND EMPLOYEES & 85-9 Appointed staff job performance reviews

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*'.

CHAPTER §85-9 Appointed staff job performance reviews

(A) Updated Clerk-Treasurer to Clerk-Deputy Treasurer and added Treasurer -Deputy Clerk

**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**

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Mayor Jenifer Quimby

Attest:

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Date Adopted: \_\_\_\_\_

Date Published: \_\_\_\_\_



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

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City of Waterloo

Covid Policy 2022

The City of Waterloo considers employees health, safety, and well-being a top priority. Taking that into account the Finance, Insurance and Personnel Committee recommends that the City of Waterloo follow the Jefferson County Health Department's isolation and quarantine protocols for Covid-19. The link to the current Jefferson County Policy can be found here:

[https://www.jeffersoncountywi.gov/departments/health/jefferson\\_county\\_covid-19\\_news\\_and\\_updates.php](https://www.jeffersoncountywi.gov/departments/health/jefferson_county_covid-19_news_and_updates.php)

Going forward it has been determined that if you have covid you may replace the doctors note with proof of a positive covid test. If it is necessary to isolate or quarantine each employee would be expected to use their sick time to cover the time off. If the employee does not have available sick time, they would be allowed to take the time without pay at no detriment to themselves. It is important to contact your supervisor as soon as you have any symptoms. Each city department will be granted the flexibility to impose more restrictive procedures as they see fit, with the approval of the Mayor. Examples of such would be closing buildings to the public based on current situation.

The information outlined above will be reviewed by the Finance, Insurance and Personnel Committee monthly to determine if further measurements should be put in place. If the Committee does wish to change any policy, they will bring a recommendation in front of the City Council.