



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, April 21, 2022 – 7:00 p.m.**  
**Participate Remotely Or In-Person**

Join Zoom Meeting <https://us02web.zoom.us/j/83519816328?pwd=Wm9wT2hXSHNBeVd0b2MxeksyK3JkZz09>  
Meeting ID: 835 1981 6328 Passcode: 869408  
Dial by phone +1 312 626 6799 US (Chicago)

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:

**\*\*\* ANNUAL ORGANIZATIONAL MEETING \*\*\***

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL
2. ORGANIZATIONAL MATTERS
  - a. Discussion Of Organizational Opportunities
  - b. Resolution 2022-12 Appointing The Official Newspaper, Depositories And Auditors
  - c. Election of Council President As Specified In Chapter 30-1 (F) Of The Waterloo Code
  - d. Resolution 2022-13 Council Confirmation Of Mayoral Appointments & Council Standing Committees
  - e. Resolution 2022-14 Confirmation Of Waterloo Fire Department Appointments
3. ANNUAL ORGANIZATIONAL MEETING ADJOURNMENT

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**\*\*\*REGULARLY SCHEDULED CITY COUNCIL BUSINESS\*\*\***

- 1) MEETING MINUTES APPROVAL: April 7, 2022
- 2) CITIZEN INPUT / PUBLIC COMMENT
- 3) OLD BUSINESS
- 4) MEETING SUMMARIES (since last Council meeting)
  - a) 04/19/2022 Cable Television Regulatory Board
  - b) 04/19/2022 CDA
  - c) 04/21/2022 Finance, Insurance & Personnel Committee
- 5) CONSENT AGENDA ITEMS
  - a) March 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) Public Safety
    - i) Ordinance 2022-06 An Ordinance Amending Chapter§57-11 Fire Dept Traffic Laws Apply to Volunteers
  - b) Finance, Insurance & Personnel
    - i) March 2022 Financial Statements: General Disbursements \$117,563.79; Payroll \$76,883.40 & Clerk/Treasurer's Reports [[see on municipal website](#)]

- ii) Ordinance 2022-04 Record Retention Schedule
- iii) Path lighting through the park. One light off of Mill St around the bend and one light on the other side of the bridge lighting the path Boorman/Park Ave.
- iv) HVAC Proposal – City of Waterloo Garage Jensen Plumbing, Heating & Air INC.
- c. Waterloo Utilities
  - (a) Removal of Fluoride from City water

7) NEW BUSINESS

- a) 2021 Audit Presentation, Baker Tily

8) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

9) ADJOURNMENT

Jeanne Ritter Clerk/Deputy Treasurer

Posted & Emailed: 04/19/2022

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: April 7, 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. Alderpersons attending remotely: none. Absent: none. Others attending remotely or in-person: Ryan Spoehr with the Courier; Police Chief Sorenson; Treasurer/ Deputy Clerk Tschanz, Library Director Mountford, Parks Director Haberkorn, Fire Chief Benisch, Utility Supervisor Sorenson, DPW Director Yerges, Jeanne Ritter, Sam Hensler, Jim English, Erin Waitz, Don Nell, Joshua Wurtzburger, Siobhan Brandman and WLOO videographers. The pledge of allegiance was recited.
- 2) MEETING MINUTES APPROVAL: March 17, 2022 [Petts/Griffin] VOICE VOTE: Motion Carried.
- 3) CITIZEN INPUT / PUBLIC COMMENT none
- 4) NEW BUSINESS Solarium
  - a) Approving Agents for Liquor Licenses
    - i) Agent Kent Ganske/The Solarium [Thomas/Cummings] VOICE VOTE: Motion carried.
    - ii) Agent Elizabeth Davis/ Waterloo Market LLC [Thomas/Cummings] VOICE VOTE Motion carried.
  - b) Class B Beer and Liquor. Class C Wine Applications for 4/8/2022-06/30/2022
    - i) The Solarium 575 W Madison St [Kuhl/Rhynes ] VOICE VOTE: Motion carried. Siobhan from The Solarium discussed marketing plans and invited all to the May 1<sup>st</sup> Event.
    - ii) Waterloo Market LLC 103 N Monroe St [Petts/Cummings] VOICE VOTE: Motion carried.
  - c) Ordinance 2022-05 Update §85-7 updating appointment section. [Petts/Kuhl ] VOICE VOTE: Motion carried
  - d) Resolution #2022-11 Recognizing Eric Rhynes For His Municipal Service As a Member of the Waterloo Common Council [Kuhl/Weihert] VOICE VOTE: Motion carried.
  - e) City Clerk Position Opening – Interview. [NOTE: The City Council may meet in closed session per Wis. Stat. 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. Upon concluding a closed session, the Committee will reconvene in open session. [Kuhl/Thomas] VOICE VOTE Motion carried to go into closed session. [Kuhl/Cummings] to come out of closed session back into open session [Kuhl/Cummings] VOICE VOTE: Motion carried
  - f) Appointment of Jeanne Ritter City Clerk/Deputy Treasurer. [ Kuhl/Cummings] VOICE VOTE: Motion carried.
- 5) MEETING SUMMARIES (since last Council meeting) updates noted
  - a) 03/22/2022 Plan Commission
  - b) 03/29/2022 Fire/EMS
  - c) 04/05/2022 Water & Light
  - d) 04/06/2022 Parks
  - e) 04/07/2022 Public Safety & Health
  - f) 04/07/2022 Public Works & Property
- 6) RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSION
  - a) Public Safety & Health
    - i) Waterloo Business Association Wine Walk Event Application unanimously approved by Public Safety 5-8 pm on May 19. 300 tickets available \$25.[Thomas/Cummings] VOICE VOTE: Motion carried.
  - b) CDA
    - i) Ordinance 2022-01 Amending Section 140-15 Unsafe Buildings Renaming it Regulation and Permit for Demolition of Structures. [Weihert/Kuhl] VOICE VOTE: Motion carried.
  - c) Public Works and Property
    - i) Approval of Small Cell Sites in Waterloo. 5g across the city added to current poles. Noting node 14 will be updated. [Petts/Weihert] VOICE VOTE: Motion carried.
    - ii) City of Waterloo Road / Utility Out-Year Project Plan. Petts would like to see form updated.
- 7) OLD BUSINESS
  - a) Ambulance & Emergency Medical Service Agreement Update. Town of Waterloo still working to figure out what direction they will be going. Goal is to have decision by July.
- 8) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS April 16 Easter Bunny in the Park. Park spring clean up April

23 and first concert May 12<sup>th</sup>. Pancake breakfast May 15<sup>th</sup> at the Fire Station.

9) ADJOURNMENT [Kuhl/Petts] VOICE VOTE: Motion carried. 8:05pm

Attest:

Mike Tschanz, Deputy Clerk/Treasurer



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**RESOLUTION #2022-12**

**ANNUAL COUNCIL APPOINTMENTS  
OFFICIAL NEWSPAPER, OFFICIAL DEPOSITORIES AND OFFICIAL AUDITORS**

The Common Council of the City of Waterloo, Wisconsin does hereby make the following appointments and delegations:

- The Courier, official newspaper for the City of Waterloo;
- The Council hereby delegates authority to appoint the official depositories for the City of Waterloo to the Mayor in consultation with the Treasurer/Deputy Clerk.
- Baker Tilly Virchow Krause LLP, official auditors for the City of Waterloo;

**BE IT RESOLVED**, that the Common Council formally approves the appointments until the 2023 Council Organizational Meeting.

Adopted: \_\_\_\_\_, 2022

**City of Waterloo**

Signed: \_\_\_\_\_  
Jenifer Quimby, Mayor

Attest:

\_\_\_\_\_  
Jeanne Ritter, Clerk/Deputy Treasurer

SPONSOR(S) – Mayor



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## RESOLUTION #2022-13 COUNCIL CONFIRMATION OF MAYORAL APPOINTMENTS

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

**WHEREAS**, the Municipal Code directs the Mayor to appoint members of the Common Council to standing committees of the Council, and whereas the Mayor has made the following standing committee appointments,

- Finance, Insurance & Personnel Committee: **Thomas**, C. Kuhl and Weihert
- Public Safety & Health Committee: **Thomas**, Griffin and Cummings
- Public Works & Property Committee: **Weihert**, Petts, and A. Kuhl

[NOTE: **Bold** designates appointed committee chair.]

**WHEREAS**, the municipal code directs the Mayor to appoint citizens to various Boards, Commissions and Committees, and whereas the Mayor has made the following appointments,

- Administrative Review Appeals Board
  - Jeanette Petts, Council Representative (term expiring 2023)
  - Mayor Jenifer Quimby (term expiring 2023)
- Board of Review
  - Lindsay Reynolds (term expiring 2027)
- Board of Zoning Appeals
  - Tim Thomas (term expiring 2023)
  - Vacancy, Alternate (term expiring 2025)
- CATV Regulatory Board:
  - Chad Teubert (term expiring 2025)
  - Vacancy (term expiring 2024)
- Community Development Authority
  - Austin Kuhl (term expiring 2026)
  - Michelle Soter (term expiring 2026)
- Emergency Response Plan Committee
  - Tim Thomas, Council Representative (term expiring 2023)
- Joint Review Board For Tax Incremental Finance
  - Keri Sellnow (term expiring 2023)

- Library Board
  - Sara Cummings, Council Representative (term expiring 2023)
  - Abby Vosters (term expiring 2025)
  - Cindy Krueger (term expiring 2025)
  - Vacancy (term expiring 2023)
- Parks Commission
  - Rich Weihert, Council Representative (term expiring 2023)
  - Al Kegler (term expiring 2025)
- Plan Commission
  - Jeanette Petts, Council Representative (term expiring 2023)
  - Lindsay Reynolds (term expiring 2025)
- Police Committee
  - Timothy Nelson, Chairperson (term expiring 2023)
  - Robert Crosby (term expiring 2025)
- Water & Light Commission (appointment date effect October 1, 2022)
  - Vern Butzine (term expiring 2027)
- Weed Commissioner: Chad Yerges, Public Works Director (term expiring 2023)

**BE IT RESOLVED**, that the City Council confirms the Mayoral appointments listed above and thanks those serving.

**Adopted:** \_\_\_\_\_, 2022

**City of Waterloo**

Signed: \_\_\_\_\_  
 Jenifer Quimby, Mayor

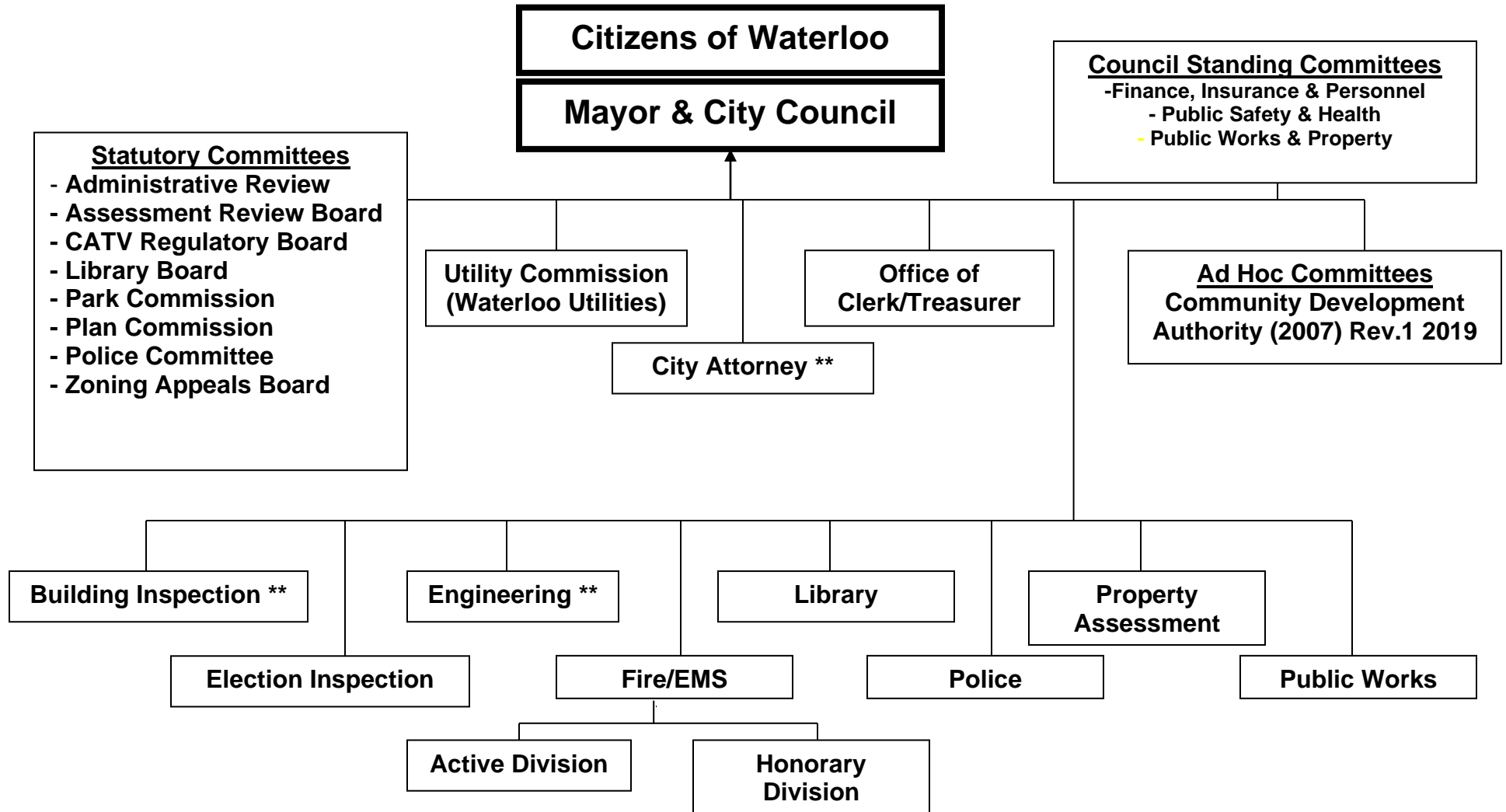
Attest:

\_\_\_\_\_  
 Jeanne Ritter  
 Clerk/Deputy Treasurer

SPONSOR(S) – Mayor Quimby

FISCAL NOTE – Board of Review members receive \$25 per day; Plan Commission members receive \$15 per meeting; Board of Zoning Appeals receives \$10 per meeting.

## -- CITY OF WATERLOO ORGANIZATIONAL CHART --



\*\* Private Contract Service Providers

05/10/19





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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 – March  
Call Report for the month of March

**EMS Calls:**

City of Waterloo	29
Township of Waterloo	1
Township of Portland	4
2 <sup>nd</sup> out Unit City of Waterloo	1
<b>Total EMS</b>	<b>35</b>

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

City of Waterloo	1
<b>Total MVC</b>	<b>1</b>

**Alarms:**

City of Waterloo	3
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**Fire Calls:**

City of Waterloo	2
Township of Waterloo	1
Mutual Aid for Watertown	1
Mutual Aid for Jefferson	1
Mutual Aid for CLR Fire District	1

**Hazardous Condition:**

City of Waterloo	0
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**Weather Related Call:**

Waterloo Fire District	0
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**Service Calls:**

City of Waterloo	5
Township of Waterloo	1

**Rescue Calls:**

City of Waterloo	0
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**Total Fire 15**

**March Total 51**

**Up to Date Call Totals**

Fire (Structure, Wild land, Motor Vehicle)	11
Rescue/EMS: BLS - 65 ALS - 28	92
Hazardous Conditions (No Fire)	2
False Alarm or Call	8
Motor Vehicle Crash	1
Service Calls	14
Rescue Calls	0
Weather Related Calls	0

**Up to Date Total 128**

**Fire Mutual Aid Given 7 Fire Mutual Aid Received 1**

**2<sup>nd</sup> Out Unit 2 EMS Mutual Aid Given 2 EMS Mutual Aid Received 1 Paramedic Intercept 3**

**Total Personnel Response: 509 (for the month): 205**

Monthly Response Time (**EMS Incidents**) **193** (From 1<sup>st</sup> page to enroute times) average **5.3** min (for the month)

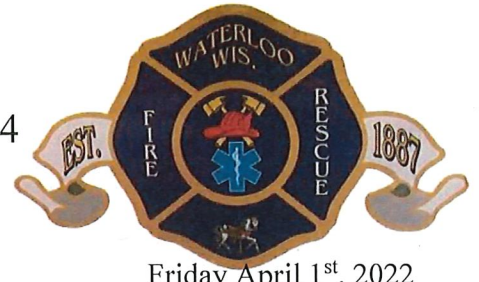
Minutes Spent Responding **107** (Enroute time to on scene time) average **2.9** min (for the month)

Monthly Response Time (**FIRE Incidents**) **84** (From 1<sup>st</sup> page to enroute times) average **5.2** min (for the month)

Minutes Spent Responding **80** (Enroute time to on scene time) average **5.0** min (for the month)



WATERLOO FIRE & RESCUE  
900 INDUSTRIAL LANE  
WATERLOO, WISCONSIN 53594



Friday April 1<sup>st</sup>, 2022

On Monday March 7<sup>th</sup>, 2022 we had our monthly Operators training. Training was on positioning apparatus on the scene. We sat down and went through many scenarios on positioning the engines and ladder so all apparatus could be utilized if need be. This is extremely important for life survivability and fire extinguishment. We went over the downtown structures to residential structures and rural areas.

On Monday March 14<sup>th</sup>, 2022 we had our monthly EMS training. Training was with Dr. CJ our medical director. We went through past runs for Q&A. He also went through pain and nausea protocols and went over new medications that we will be putting in service within the next few months.

On Monday March 21<sup>st</sup>, 2022 we had our monthly Fire training. Training was on VES and search-rescue. With the Operators training on positioning, we had all fire members training on getting the equipment off the Engines and Ladder to be able to gain access to the structure faster. VES is Vent Enter Search. This is when we gain access through a bedroom window shut the door to the room and search for victims. Search and rescue is where we have to size up the house and figure out where rooms are from the outside to do a search for and rescue any victims inside the structure. While other crews are trying to put out the fire inside the structure.

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: 0084256-IN

Invoice Date: 02/28/22

Terms: Net 30 Days

Due Date: 03/30/22

Salesperson: 0000

Customer Number: 11-WATERL2

Customer P.O.:

02282022WATERL2-1

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

Item Type	Description	Qty	Unit Price	Amount
CODE ENFORCE	4600-MADSN-WI-CE - 02/10/2022 - Code Enforcement - Site Visits / Chris Butschke 001136: 469 East Madison St. code enforce	2.00	45.00	90.00
CODE ENFORCE	4600-MADSN-WI-CE - 02/10/2022 - Code Enforcement - Site Visits / Chris Butschke 001136: 362 East Madison Street, Code enforce.	2.00	45.00	90.00
<b>Amount Due</b>				<b>180.00</b>

02282022WATERL2-1

Remit Payment to: SAFEBuilt, LLC Lockbox# 88135  
P.O. Box 88135, Chicago, IL 60680-1135

Net Invoice:	180.00
Freight:	0.00
Sales Tax:	0.00
<b>Invoice Total:</b>	<b>180.00</b>



Machinery and Equipment Maintenance

2022 DPW Equipment

MARCH

Equipment	Mileage / Hours			TTI Fuel	GPH
	Start	End	Total		
End loader	4090	4128	38	28.034	1.36
John Deere Tractor	4813	4813	0	0	#DIV/0!
Wood Chipper	2895	3013	118	15.677	7.53
John Deere Lawn Tractor	212	219	7	44.943	0.16
John Deere	0.7	0.8	0.1	44.943	0.16
John Deere	0.1	0.2	0.1	44.943	0.16
Wacker Roller	421	421	0	0	#DIV/0!
2010 International Truck	24274	24327	53	20.704	2.56
2020 International Truck	5440	5551	111	34.457	3.22
	0	0	0	0	#DIV/0!
2017 Chevrolet Truck	49223	50226	1003	69.538	14.42
2018 Freightliner Truck	11743	11873	130	33.987	3.82
2006 Elgin Pelican Street Sweeper	0	0	0	22.481	0.00
2011 Ford F-550 Truck	41342	41600	258	51.643	5.00
2015 Freightliner Truck	14107	14254	147	24.099	6.10
Bobcat	719	749	19	0	#DIV/0!



# MONTHLY TIME REPORT

2022

## MARCH

JOB	DPW	Chad	Ryan	Chris	Travis
Police Adm		0	0	0	0
Fire Dept		0	0	0	0
Mach/Equip		16	64	46	19
Garage/Shed		29.5	14	31	56
Meeting/Seminars		15.5	1	0	0
Street Repair/Maintenance		22.5	33	10	33
Street Cleaning		0	0	0	0
Snow & Ice	Reg Hrs	23	16	22	20
	OT Hrs	0	0.5	0.5	0.5
Storm Sewer		8	0	2	0
Traffic Control		4	3	0	2
Bridges/Culvers		0	16	0	0
Tree/Brush		16	5	29	27
Refuse Collection		15	0	6	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		18	6	9	7
Other Parks		0	0	0	0
Trail Head		0	0	2	0
Celeb/Enter		0	8	13	13
Weed Control		0	0	0	0
Vac/Holiday/SL		25.5	11	14	11

# WATERLOO POLICE DEPARTMENT OFFICER'S DAILY -MARCH

Patrol:	573.25
Investigative:	137.55
Radar:	46.00
Court:	

Office:	242.02
Special:	7.50
School/Training:	14.00
On Call:	.50

Total Hours Worked: 920.82

COMPLAINTS	
Family:	0
Off Road Vehicles:	0
Vandalism:	1
Minor Theft - \$500:	1
Major Theft + \$500:	2
Burglary:	0
Doors Found Open:	3
Animal Case:	3
Late Bar Closings:	0
Alarms:	0
Loud Music/Parties:	1
Tavern Complaints:	0
Prowler Complaints:	2
Battery to Person:	3
Domestic Abuse:	1
Sexual Assault:	1
Runaways:	0
Worthless Checks:	0
All Other Complaints:	69
<b>TOTAL COMPLAINTS:</b>	<b>87</b>

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

ASSISTS	
Assist Jefferson County:	1
Assist Dodge County:	2
Assist Dane County:	1
Assist Marshall PD:	5
Assist Fire/Rescue:	22
Assist Other Agencies:	7
Assist Public:	104
Assist With Escort:	3
Assist All Others:	17
<b>TOTAL ASSISTS:</b>	<b>162</b>

MISCELLANEOUS	
Personal Contacts:	
Investigations/Follow-up:	159
Traffic Control:	1
Radar Operations:	87
Special Assignment:	0
Speech/Presentation:	0
Serve Papers:	0
Other Miscellaneous:	
<b>TOTAL:</b>	<b>247</b>

INQUIRIES/CHECKS	
Registration Checks:	542
D.L. Checks:	263
NCIC/CIB/VIN Checks:	1
Check Welfare:	12
<b>TOTAL INQUIRIES:</b>	<b>818</b>

	Warnings	Arrests
Speeding:	5	1
Too Fast For Conditions:	0	0
Inattentive Driving:	0	0
Failure to Yield:	0	0
Stop Sign Violation:	4	1
Illegal Passing:	0	0
No Driver's License:	0	7
Illegal Parking:	4	34
Left of Highway:	2	0
Drunk Driving:	0	0
Unregistered Vehicle:	5	0
Driving While Sus/Rev:	0	0
Hit And Run:	0	0
Off Road Vehicle:	0	0
Power Display:	1	0
Equipment:	8	1
Illegal "U" Turn:	0	0
Following Too Close:	0	0
Seatbelt Violation:	0	0
<b>ALL OTHER TRAFFIC:</b>	<b>5</b>	<b>5</b>
<b>TOTAL</b>	<b>37</b>	<b>57</b>

Disorderly Conduct:	0	0
Underage Alcohol:	1	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>7</b>
<b>TOTALS:</b>	<b>2</b>	<b>8</b>

# Waterloo Police Department Fleet Maintenance Report

VIN	1FM5KAR8HGB65062	For Period	3/1/2022-3/31/2022
Year	2017	Fuel Cost	\$872.84
Vehicle Description	Ford Edge Utility	Miles Per Gallon	10.73

Date	Fuel	Fuel Cost	Mileage	Maintenance Item	Maint Cost	Officer
<b>3/2/2022</b>	<b>8.978</b>	<b>30.52</b>	<b>54109</b>			<b>15</b>
3/2/2022	7.209	\$24.50	54221			10
3/3/2022	8.092	\$29.12	54295			14
3/4/2022	6.672	\$25.01	54356			11
3/5/2022	8.112	\$30.41	54421			11
3/6/2022	8.209	\$32.01	54490			10
3/7/2022	7.252	\$29.00	54569			10
3/9/2022	10.576	\$42.29	54689			14
3/10/2022	7.005	\$27.80	54749			8
3/11/2022	8.376	\$33.50	54820			11
3/12/2022	8.002	\$32.00	54873			11
3/13/2022	8.752	\$35.00	54950			11
3/14/2022	7.506	\$30.02	55025			11
3/15/2022	7.504	\$30.01	55102			11
3/18/2022	12.037	\$46.93	55404			14
3/19/2022	6.671	\$26.01	55477			11
3/20/2022	7.695	\$30.00	55545			11
3/22/2022	6.092	\$23.75	55689			10
3/23/2022	8.72	\$34.00	55771			10
3/24/2022	9.501	\$37.04	55913			14
3/25/2022	7.335	\$28.60	55992			10
3/26/2022	8.822	\$38.30	56101			10
3/27/2022	12.553	\$48.94	56251			15
3/28/2022	8.558	\$33.37	56355			15
3/29/2022	4.62	\$18.01	56392			11
3/30/2022	7.695	\$30.00	56478			11
3/31/2022	12.294	\$46.70	56635			12
	224.838	\$872.84				

# Waterloo Police Department Fleet Maintenance Report

VIN	1FM5K8ABOLGB6731	For Period	3/1/22-3/31/22
Year	2020	Fuel Cost	\$129.14
Vehicle Description	Ford Edge Utility	Miles per gallon	13.56

Date	Fuel	Fuel Cost	Odometer Begin	Maintenance Item	Officer
3/1/2022	11.184	\$36.98	9967		2
3/10/2022	11.707	\$46.82	10200		12
3/21/2022	11.628	\$45.34	10435		2
	34.519	\$129.14			

Monthly Incident Comparison Report

Report Criteria:

Current Month: 3/2022

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
No Category						
	Assist Watertown Police Department	1	0	1	0	0
	Assist citizen	1	0	1	0	0
	Blank Description	0	0	0	1	2
	assist human services	1	0	1	0	0
	<b>Total for No Category:</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>2</b>
ASSIST						
	Assist Business	0	0	1	0	1
	Assist Citizen	3	0	4	0	33
	Assist Dane County Sheriff	0	0	1	0	3
	Assist Dodge County Sheriff	1	2	5	1	14
	Assist Jefferson County Sheriff	0	1	2	0	8
	Assist Marshall PD	1	1	4	2	19
	Assist Motorist	0	1	1	0	0
	Assist Public Works	0	0	0	0	1
	Assist Social Services	3	1	6	2	16
	Assist Watertown PD	0	0	0	1	2
	Assist/School District	0	0	0	0	3
	Civil Dispute	0	0	0	0	2
	Custody for Other Department	0	0	0	2	4
	EMS Calls	1	0	1	0	2

Monthly Incident Comparison Report

Report Criteria:

Current Month: 3/2022

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
ASSIST						
	Fire Calls	0	1	1	0	1
	Neighbor Problems	0	0	0	0	1
	Other Mutual Aid Assists	0	1	1	0	3
	Probation/Parole Check Ins	0	0	0	0	1
	<b>Total for ASSIST:</b>	<b>9</b>	<b>8</b>	<b>27</b>	<b>8</b>	<b>114</b>
CRIMINAL						
	Abuse of Elderly/Vulnerable	0	1	1	0	1
	Bail Jumping/Escapes	1	1	2	0	1
	Battery to Police Officer/Fireman	0	1	1	0	1
	Burglary - Attempted Residential	0	0	0	0	3
	Burglary - Residential/Forced	0	0	0	0	2
	Burglary - Residential/No Force	0	0	0	0	1
	Computer Crimes	0	0	0	1	1
	Criminal Damage To Property/vandalism	1	0	2	2	8
	Disorderly Conduct - All Other	1	1	3	1	9
	Disorderly Conduct - Fight, Disturbance	1	0	1	0	4
	Domestic Disturbance	2	1	3	2	13
	Domestic Offense - Child Abuse/Neglect	0	0	0	0	1
	Domestic Offense - Spousal Abuse/Fights	0	0	0	1	1
	Drug Investigations	0	2	2	0	4
	Drug Paraphernalia Possession	0	0	0	0	3
	Drug Possession	0	1	1	0	7
	Fraud	1	1	3	1	7
	Harassment - Harassing Telephone Calls	0	0	0	0	3
	Harassment - Stalking	0	0	0	0	1
	Harassment - Threats	0	0	1	0	4
	Indecent Language/Conduct	0	0	0	0	1
	Interfere with Child Custody	0	0	0	0	1
	Obstruct/Resist Police Officer	1	0	1	0	0
	Operate Vehicle Without Owner's Consent	0	0	0	0	1
	Other Sex Offenses	1	1	2	1	6
	Probation Hold	0	0	0	0	1
	Probation/Parole Violation	0	1	1	1	1
	Robbery - Armed	0	0	0	1	1
	Simple Battery	0	0	0	1	4
	Suicide - Attempts/Threats	1	0	1	0	1
	Theft - All Other	3	1	6	1	20
	Theft - Bicycles	0	0	0	0	1
	Theft - From Building	0	0	1	0	2
	Theft - From a Motor Vehicle	0	0	0	0	5

## Monthly Incident Comparison Report

## Report Criteria:

Current Month: 3/2022

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
CRIMINAL						
	Theft - Motor Vehicle Parts/Accessories	0	1	1	2	6
	Theft - Retail/Shoplifting	0	0	1	0	4
	Theft of Library Materials	0	0	0	0	1
	Trespassing	0	0	0	0	1
	<b>Total for CRIMINAL:</b>	<b>13</b>	<b>13</b>	<b>34</b>	<b>15</b>	<b>132</b>
ORDINANCE						
	Abandoned Property/Vehicle Violation	0	0	0	0	3
	All-Terrain Vehicle Violation	0	0	0	0	3
	Animal Bite	0	1	1	1	9
	Animal Noise Complaint	0	0	0	0	1
	Animal Running at Large	0	0	0	1	2
	Burning Violation	0	0	1	0	0
	Disturbance	1	0	1	2	11
	Fireworks Violation	0	0	0	0	2
	Harassment	0	0	0	0	2
	Littering Violation	0	0	0	0	2
	Municipal Code Violation	0	0	0	0	2
	Possession of Tobacco by Minor	0	0	0	1	10
	Public Nuisance Violations	0	0	0	0	1
	Truancy	3	2	5	0	1
	Under Age Drinking - Adult (18-21)	1	0	1	0	4
	Under Age Drinking - Minor (Under 18)	0	0	0	0	1
	<b>Total for ORDINANCE:</b>	<b>5</b>	<b>3</b>	<b>9</b>	<b>5</b>	<b>54</b>
Other						
	Investigation/Take Report	0	0	0	0	3
	Other Animal Calls - Dead, Etc.	0	0	1	1	4
	Receive Information	3	2	10	0	14
	<b>Total for Other:</b>	<b>3</b>	<b>2</b>	<b>11</b>	<b>1</b>	<b>21</b>
SERVICE						
	Death Investigation	0	0	1	0	7
	Emergency Detention/Detoxification	1	0	1	0	0
	Found Items/Property	1	0	1	0	2
	Lost Items/Property	0	0	0	0	1
	Missing Adult	0	0	1	0	1
	Missing Juvenile	0	0	0	1	3
	Other Service	0	0	0	0	2
	Protective Custody/Placement	0	0	0	0	1
	Suspicious Person/Activity, Prowler	0	0	0	1	3
	Transport	0	0	0	0	1
	Uncontrollable Juvenile	0	0	0	0	2

Monthly Incident Comparison Report

Report Criteria:

Current Month: 3/2022

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
SERVICE						
	Warrant Pickup - Other Agency	0	0	1	0	7
	Warrant Pickup - Waterloo	0	0	0	0	1
	Welfare Check	1	1	3	0	17
	<b>Total for SERVICE:</b>	<b>3</b>	<b>1</b>	<b>8</b>	<b>2</b>	<b>48</b>
TRAFFIC						
	Disobey Sign/Marker	0	0	0	0	1
	Driver's License Violations (Ex OAS/OAR)	4	3	7	0	13
	Driving Complaint	0	0	0	0	1
	Eluding Police Officer	0	0	0	0	2



Monthly Incident Comparison Report

Report Criteria:

Current Month: 3/2022

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
TRAFFIC						
	Illegal Turns	0	1	2	0	4
	Inattentive Driving	0	0	0	0	1
	Lane Violations - Left of Center, Etc.	0	1	1	0	0
	License/Permit Violation	1	0	1	1	3
	Miscellaneous Rules Violation	0	0	0	0	1
	Motor Vehicle Carrier Violation	0	0	0	0	1
	Motor Vehicle Insurance Violation	0	0	0	2	16
	Motorcycle Violation	0	0	0	0	1
	OAS/OAR/Other License Violations	1	4	13	4	52
	Open Intoxicants - Driver	0	2	2	0	0
	Operate Motor Vehicle While Intoxicated	0	0	4	0	14
	Other Traffic Violations	0	0	0	5	12
	Power Display/Squeal Tires	0	0	1	0	0
	Registration/Title Violation	0	0	0	1	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	0	2	4	9	37
	Stop Sign/Signal Violation	0	5	5	0	15
	Tow Vehicle	0	0	1	0	1
	Traffic Accident - Hit and Run (Damage)	0	0	0	0	7
	Traffic Accident - Hit and Run (Injury)	0	0	0	0	1
	Traffic Accident - Non-Reportable	0	2	2	1	5
	Traffic Accident - Personal Injury	0	0	0	0	6
	Traffic Accident - Property Damage	3	2	6	2	19
	Vehicle Equipment Violation - Lights	0	0	0	3	3
	Warning - 5 Day Equipment Violation	0	0	0	0	2
<b>Total for TRAFFIC:</b>		<b>9</b>	<b>22</b>	<b>49</b>	<b>28</b>	<b>234</b>
<b>Grand Totals:</b>		<b>45</b>	<b>49</b>	<b>141</b>	<b>60</b>	<b>605</b>

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
03/01/2022	03/31/2022	ALL	ALL

Court Date	Name	Ticket	Officer/Court Type
03/15/22	[REDACTED]	No: [REDACTED]	[REDACTED]
10:45 AM	[REDACTED]	Issued: [REDACTED]	[REDACTED]
	[REDACTED]	Inc #: [REDACTED]	

Charge	Description	Fine	Collected
247-2	TRUANCY	\$55.00	\$0.00

Court Date	Name	Ticket	Officer/Court Type
03/15/22	[REDACTED]	[REDACTED]	[REDACTED]
10:45 AM	[REDACTED]	[REDACTED]	JEFFERSON CO JUV COURT
	[REDACTED]	[REDACTED]	

Charge	Description	Fine	Collected
247-2	TRUANCY	\$55.00	\$0.00

03/15/22	FAJARDO-RODRIQUEZ,ALFREDO	DOB: 05/11/89	No: T-BC845160-1	BURNS,RANDY
11:00 AM	554 KNOWLTON ST #7	Age: 32	Issued: 01/30/22	
	WATERLOO WI, 53594			
Comments: OFFICER: BADGE #: 12, NAME: RANDY B BURNS				

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

03/15/22	FAJARDO-RODRIQUEZ,ALFREDO	DOB: 05/11/89	No: T-BC845161-2	BURNS,RANDY
11:00 AM	554 KNOWLTON ST #7	Age: 32	Issued: 01/30/22	
	WATERLOO WI, 53594			
Comments: OFFICER: BADGE #: 12, NAME: RANDY B BURNS				

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

03/15/22	FAJARDO-RODRIQUEZ,ALFREDO	DOB: 05/11/89	No: T-BC845162-3	BURNS,RANDY
11:00 AM	554 KNOWLTON ST #7	Age: 32	Issued: 01/30/22	
	WATERLOO WI, 53594			
Comments: OFFICER: BADGE #: 12, NAME: RANDY B BURNS				

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

03/15/22	FAJARDO-RODRIQUEZ,ALFREDO	DOB: 05/11/89	No: T-BC845163-4	BURNS,RANDY
11:00 AM	554 KNOWLTON ST #7	Age: 32	Issued: 01/30/22	
	WATERLOO WI, 53594			
Comments: OFFICER: BADGE #: 12, NAME: RANDY B BURNS				

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
03/01/2022	03/31/2022	ALL	ALL

Court Date	Name	DOB	Ticket No	Officer/Court Type
03/15/22	FAJARDO-RODRIGUEZ,ALFREDO	05/11/89	T-BC845164-5	BURNS,RANDY
11:00 AM	554 KNOWLTON ST #7 WATERLOO WI, 53594	Age: 32	Issued: 01/30/22	

Comments: OFFICER: BADGE #: 12, NAME: RANDY B BURNS

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
03/15/22	FUENTES,CRISTOBAL	08/22/64	T-BH526759-2	WARNER,DAVID,N
11:00 AM	554 KNOWLTON STREET APT#3 WATERLOO WI, 53594	Age: 57	Issued: 02/18/22 Inc #: 22-000078	

Comments: OFFICER: BADGE #: 11, NAME: DAVID N WARNER

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
03/15/22	ANDERSON,BRANDT	07/06/70	T-BH526748-5	WARNER,DAVID,N
11:00 AM	503 S WHITEWATER AVE JEFFERSON WI, 53549	Age: 51	Issued: 02/01/22 Inc #: 22-000049	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
03/15/22	BERRY,DOMINIC,A	12/06/93	T-BH526647-2	BURNS,RANDY
11:00 AM	903 FIRST ST LADYSMITH WI, 54848	Age: 28	Issued: 02/06/22 Inc #: 22-000069	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
03/15/22	BESL,MAXIMOS,JAMES DEAN	12/23/03	T-BH526648-3	COFFREN,JARED
11:00 AM	135 JEFFERSON ST WATERLOO WI, 53594	Age: 18	Issued: 02/09/22 Inc #: 22-000067	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.93(1)	UNDERAGE PERSON TRANSPORT INTOXICANTS IN MV	\$263.50	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
03/15/22	CENTENO NEXFALI,DELSI	09/02/93	T-BH526649-4	THOM,TRACY
11:00 AM	508 W MAIN STREET SUN PRAIRIE WI, 53590	Age: 28	Issued: 02/20/22 Inc #: 22-000081	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
03/01/2022	03/31/2022	ALL	ALL

Court Date	Name	DOB	Ticket No	Officer/Court Type
03/15/22	CHIGUICHON PABBO,CARLOS,ENRIQUE	10/25/03	T-BH526746-3	WARNER,DAVID,N
11:00 AM	216 FRANCIS STREET WATTERLOO WI, 53594	Age: 18	Issued: 01/31/22 Inc #: 22-000047	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
343.05(3)(A)	OPERATE W/O VALID LICENSE (1ST VIOLATION)	\$200.50	\$0.00	
03/15/22	CHIGUICHON PABBO,CARLOS,ENRIQUE	10/25/03	T-BH526747-4	WARNER,DAVID,N
11:00 AM	216 FRANCIS STREET WATTERLOO WI, 53594	Age: 18	Issued: 01/31/22 Inc #: 22-000047	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
344.62(1)	OPERATE MOTOR VEHICLE W/O INSURANCE	\$200.50	\$0.00	
03/15/22	CORDOVA RODRIGUEZ,ILENIA,S	06/09/86	T-BH526745-2	THOM,TRACY
11:00 AM	554 KNOWLTON ST # 1 WATERLOO WI, 53594	Age: 35	Issued: 01/29/22 Inc #: 22-000043	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
343.05(3)(A)	OPERATE W/O VALID LICENSE (1ST VIOLATION)	\$200.50	\$0.00	
03/15/22	DICK,LARRY,A	05/05/71	T-BH526753-3	THOM,TRACY
11:00 AM	7117 STATE ROAD 73 MARSHALL WI, 53559	Age: 50	Issued: 02/05/22 Inc #: 22-000057	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
343.44(1)(B)	OPERATING WHILE REVOKED (FORFEITURE)	\$200.50	\$0.00	
03/15/22	FUENTES,CRISTOBAL	08/22/64	T-BH526758-1	WARNER,DAVID,N
11:00 AM	554 KNOWLTON STREET APT#3 WATERLOO WI, 53594	Age: 57	Issued: 02/18/22 Inc #: 22-000078	JEFFERSON CO CIRCUIT CT
Charge	Description	Fine	Collected	
343.05(3)(A)	OPERATE W/O VALID LICENSE (1ST VIOLATION)	\$200.50	\$0.00	
03/15/22	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
11:00 AM	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Charge	Description	Fine	Collected	
346.46(1)	FAIL/STOP AT STOP SIGN	\$175.30	\$0.00	

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
03/01/2022	03/31/2022	ALL	ALL

Court Date	Name	DOB	Ticket No	Officer/Court Type
03/15/22	JUISTO,TREVOR,SCOTT	04/27/00	T-BH526749-6	COFFREN,JARED
11:00 AM	208 1/2 PORTLAND ROAD WATERLOO WI, 53594	Age: 21	Issued: 02/04/22 Inc #: 22-000055	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
03/15/22	JUISTO,TREVOR,SCOTT	04/27/00	T-BH526750-0	COFFREN,JARED
11:00 AM	208 1/2 PORTLAND ROAD WATERLOO WI, 53594	Age: 21	Issued: 02/04/22 Inc #: 22-000055	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
03/15/22	JUISTO,TREVOR,SCOTT	04/27/00	T-BH526751-1	COFFREN,JARED
11:00 AM	208 1/2 PORTLAND ROAD WATERLOO WI, 53594	Age: 21	Issued: 02/04/22 Inc #: 22-000055	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
03/15/22	KASTEN,JAMES,W	11/18/58	T-BH526646-1	WARNER,DAVID,N
11:00 AM	N1804 CAHOON RD REESEVILLE WI, 53579	Age: 63	Issued: 02/02/22 Inc #: 22-000050	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
03/15/22	MCKANDES,BRANDON,ISALAH	06/15/96	T-BH526760-3	WARNER,DAVID,N
11:00 AM	690 SUMMER CREEK ROAD OCONOMOWOC WI, 53066	Age: 25	Issued: 02/20/22 Inc #: 22-000082	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
03/15/22	MULLER,RABAN,BAC	08/21/96	T-BH526650-5	BURNS,RANDY
11:00 AM	7538 MID TOWN RD # 309 MADISON WI, 53719	Age: 25	Issued: 02/22/22 Inc #: 22-000088	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.935(2)	POSSESS OPEN INTOXICANTS IN MV-DRIVER	\$263.50	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
03/15/22	REYNA,DANTAE,*NMI*	08/09/02	T-BH526755-5	COFFREN,JARED
11:00 AM	344 PORTLAND RD WATERLOO WI, 53594	Age: 19	Issued: 02/08/22 Inc #: 22-000066	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.05(1)	OPERATING LEFT OF CENTER	\$213.10	\$0.00

**Court Calendar Report**

**Report Criteria:**

Start Date	End Date	Officer	Court Type
03/01/2022	03/31/2022	ALL	ALL

Court Date	Name	DOB	Ticket No:	Officer/Court Type
03/15/22	RIVERA CASTELLANO,HUMBERTO,JOSUE	12/11/00	T-BH526756-6	WARNER,DAVID,N
11:00 AM	431 FARNHAM STREET APT#1 MARSHALL WI, 53559	Age: 21	Issued: 02/16/22 Inc #: 22-000076	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
03/15/22	RIVERA CASTELLANO,HUMBERTO,JOSUE	12/11/00	T-BH526757-0	WARNER,DAVID,N
11:00 AM	431 FARNHAM STREET APT#1 MARSHALL WI, 53559	Age: 21	Issued: 02/16/22 Inc #: 22-000076	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
03/15/22	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
11:00 AM	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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

**Ticket Count: 28**

**Total Fines: \$7521.40**  
**Total Payments: \$0.00**  
**Total Due: \$7521.40**

## Activity Log List

## Report Criteria:

Start Date	End Date	Title	Officer
03/01/2022	03/31/2022		ALL

Title	Notes	Date	Time	Officer
Traffic stop	Officer conducted a traffic stop, citation issued.	03/01/2022	09:42:00	
Assist	Officer assisted with a juvenile who was in a state of mental distress.	03/02/2022	08:34:00	
Investigation	Officer is handling a case of a possible sexual assault.	03/02/2022	14:31:00	
Investigation	Officer is handling a report of a possible bail jumping incident.	03/02/2022	14:55:00	
Traffic	Officer performed a traffic stop, citation issued.	03/03/2022	10:11:00	
Complaint	Officer handled a report, citation was issued.	03/03/2022	12:22:00	
Assist	Officer assisted with a suicidal subject, subject was admitted.	03/04/2022	11:00:00	
Assist	Officer assisted and transported a suicidal subject.	03/07/2022	09:11:00	
Family Trouble	Officer handled a report of a possible domestic situation. No charges were filed at this time.	03/09/2022	10:10:00	
Theft	Officers handled a complaint of missing property.	03/09/2022	13:32:00	
scam/theft	Officer assisted with a report of a scam/theft.	03/09/2022	14:16:00	
Scam	Officer assisted with a report of a possible scam, report was filed.	03/10/2022	08:42:00	
Disturbance	Officer assisted with two juveniles who were in an altercation.	03/11/2022	09:58:00	
Accident	Officer assisted with a 2 vehicle accident in the down area.	03/11/2022	10:47:00	
Accident	Officer responded to an incident where a vehicle struck a house.	03/11/2022	14:00:00	
Altercation	Officer was requested to respond to the school for an altercation. Report was filed.	03/14/2022	11:33:00	
Fraud/scam	Citizen was advised they won money how they needed to purchase gift cards to obtain money.	03/14/2022	13:56:00	
Traffic	Officer conducted a traffic stop, citations issued.	03/16/2022	11:05:00	
Traffic stop		03/17/2022	09:24:00	
Traffic stop	Officer performed a traffic stop, citation issued.	03/17/2022	09:25:00	
Assist	Officer requested to assist a citizen who was intoxicated and later transported/ admitted.	03/17/2022	10:41:00	
3 car accident	Officer responded to a 3 car accident, no injuries and report was filed.	03/17/2022	14:07:00	
Truancy	Officer issued a citation for truancy.	03/17/2022	14:28:00	
Truancy	Officer handled a truancy ticket for the school, citation issued.	03/18/2022	09:45:00	
Sexual assault	Officer is currently investigating a sexual assault case.	03/18/2022	12:10:00	
Found bicycle	Officers found a bicycle and a report was made.	03/21/2022	11:54:00	
Traffic stop	Officer conducted a traffic stop, citations issued.	03/22/2022	09:04:00	
Assist	Officers are assisting Human Services with a case and conducting interviews.	03/22/2022	11:44:00	
Traffic stop	Officer performed a traffic stop, citation issued.	03/22/2022	13:21:00	
Assist	Officers assisted Social Services with a suicidal subject who was later transported for medical help.	03/22/2022	14:35:00	
Traffic stop	Officer performed a traffic stop, citation was issued.	03/23/2022	13:49:00	
Assist	Officer requested to check the welfare of a citizen.	03/24/2022	11:04:00	
Assist	Officer requested to assist the Marshall Police Department with a situation.	03/24/2022	11:33:00	
Assist	Officer assisted with a transport due to mental health and patient needed to be admitted.	03/24/2022	11:59:00	





**List of Bills**

5 Alarm Fire & Safety Equipment	69.83	NAPA	220.52
APG of Southern Wisconsin	34.59	New Glarus Utilities	300.00
AC Engineering	35,437.40	Northeast Wisconsin Technical	368.22
Axley Brynelson LLP	597.50	North Central Laboratories	1,230.94
Beaver of Wisconsin	8,299.00	Payment Service Network	12.95
Tom Bergan	105.00	Dale Padfield	145.88
Bond Trust Services Corp	400.00	Pig	61.53
Border States	2,890.61	Payroll	51,162.17
BP Credit Card Center	1,033.18	Petty Cash	160.68
Brooks Tractor	170.62	PSC	145.92
Vern Butzine	105.00	Portland Sanitary District	18,387.24
Cardinal Title	12,193.00	Richter Heating & AC	510.00
City of Waterloo Treasurer	125,107.51	Resco	7,780.14
CGC, Inc	6,069.26	SEERA	1,330.29
Charter Communications	344.95	SJE Inc	5,211.66
Cooper Power Systems	219,292.36	Solenis LLC	4,284.00
Crescent Electrical Supply	1,773.00	Stella-Jones Corp	17,245.00
Diverse Electric	1,084.19	Devin Schumann	105.00
DNR Operator Certification	50.00	The Cutting Edge	375.00
Elster Solutions	20,656.00	Tim Thomas	105.00
F&M Bank	209.17	Town & Country Engineering	146,196.25
Electric Testing Lab LLC	91.48	The Courier	82.75
Frontier	384.78	United Liquid Waste Recycling	937.50
GFC Leasing	94.00	US Cellular	225.59
Hawkins	1,759.18	Unifirst Corp	486.93
Howie's Hardware	403.83	UPS	114.22
Infosend	900.73	Visa	2,190.37
Irby	5,330.00	Chuck Wallace	70.00
Jerry's Electric	53,650.00	Waterloo Building Center	99.50
K&B Auto Service	329.00	WYSO	300.00
Lakes Gas Co	41.15	Waterloo Utilities	13,521.92
LaForce	484.00	WE Energies	4,715.99
Lamp Recyclers	1,145.11	WEG Transformer USA LLC	15,173.75
Lou's Gloves	166.00	Wisconsin Dept. of Revenue	4,028.16
Midwest Meter	1,923.36	Wisconsin State Lab	26.00
Mulcahy Shaw Water	4,380.84	WPPI Energy	210,068.40

Total Disbursements \$1,014,385.10

**Checking Account #102-613:**

Balance 2/28/22	\$366,608.81
Transfer	484,094.40
Disbursements	(804,094.58)
Interest	12.44
Service Charge	(26.64)
Balance 3/31/22	<u>\$46,594.43</u>

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

Balance 2/28/22	\$86,681.02
Deposit	
Transfer for Expenses	
Interest	11.04
Balance 3/31/22	<u>\$86,692.06</u>

**Debt Service Account #3015323:**

Balance 2/28/22	\$278,145.04
Deposit	58,650.00
Bond Payment	
Interest	85.33
Balance 3/31/22	<u>\$336,880.37</u>

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

Balance 2/28/22	352,191.12
Deposits	619,510.10
Transfer	(408,650.00)
Disbursements	(210,068.40)
Interest	191.91
Service Charge	(195.48)
Balance 3/31/22	<u>\$352,979.25</u>

**Transportation Fund**

Balance 2/28/22	\$95,052.99
Transfer	
Balance 3/31/22	<u>\$95,052.99</u>

**Construction Account:**

Balance 2/28/22	547,425.76
Transferred in	
Construction Payment	(134,094.40)
Balance 3/31/22	<u>\$413,331.36</u>

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

Balance 2/28/22	311,436.57
Interest	
Transferred in	
Balance 3/31/22	<u>\$311,436.57</u>

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

Balance 2/28/22	217,863.86
Interest	
Balance 3/31/22	<u>\$217,863.86</u>

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

Checking Account #102-613:

\$464,149.88

Interest

Transfer

Balance 3/31/22

\$464,149.88

**Regular meeting of the Waterloo Water & Light Commission held April 5, 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, Lineman Evan Pratt and Jodi Dobson, Baker Tilly.

**Minutes**

It was moved by Schumann, seconded by Butzine, to approve the minutes of the March 1, 2022 meeting. Motion carried.

**Expenditures**

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

**Citizen Input**

None.

**2021 Financial Review**

Jodi Dobson, Baker Tilly, reviewed the financial health of the utility.

**Fluoride in Drinking Water**

Well water has a natural occurring amount of fluoride. The utility currently adds additional fluoride to its' water. It was moved by Bergan, seconded by Butzine, to recommend to City Council to eliminate the additional fluoride currently being added to the City's water. Motion carried.

**Discussion on Updating the Employee Handbook**

Joy discussed updates, clarifications, and changes that were needed to the Employee Handbook. Drafts will be provided at a future meeting.

**Water & Sewer Ordinance Review**

It was moved by Bergan, seconded by Schumann, to approve Town & Country's proposal for ordinance review not to exceed \$9,500. Motion carried.

**Electric GIS**

The quote from Forster was discussed. It was moved by Thomas, seconded by Wallace, to table until the next meeting, after Sorenson's meeting with Forster. Motion carried.

**General Info**

Joy reviewed the Electric and Water 2021 Rate of Returns and Final Costs of the Hwy O Substation. Commissioners were also provided information comparing Waterloo electric rates to Investor Owned electric rates in our area.

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

Respectfully submitted,  
Tim Thomas  
Secretary

## Jeanne Ritter

---

**From:** info@whsadopt.org  
**Sent:** Friday, April 01, 2022 9:20 AM  
**To:** City Hall  
**Subject:** March Intake Numbers

Number for March 2022

Stray Cats-0  
Surrendered Cats-0  
Stray Dogs-0  
Surrendered Dogs-0

---

**From:** info@whsadopt.org <info@whsadopt.org>  
**Sent:** Wednesday, March 2, 2022 9:15 AM  
**To:** 'cityhall@waterloowi.us' <cityhall@waterloowi.us>  
**Subject:** February Intake numbers

Numbers for February 2022

Stray Cats-0  
Surrendered Cats-0  
Stray Dogs-0  
Surrendered Dogs-0

---

**From:** info@whsadopt.org <info@whsadopt.org>  
**Sent:** Tuesday, February 1, 2022 9:26 AM  
**To:** 'cityhall@waterloowi.us' <cityhall@waterloowi.us>  
**Cc:** 'mhansen@waterloowi.us' <mhansen@waterloowi.us>  
**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



Virus-free. [www.avg.com](http://www.avg.com)



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

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**ORDINANCE 2022-06**

AN ORDINANCE AMENDING CHAPTER §57-11 Fire Dept Traffic Laws Apply to Volunteers

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

**SECTION I:** A) All volunteer Fire and EMS personnel when responding to an emergency call with a private vehicle, shall comply with all traffic regulations, except nonmoving traffic regulations.

B) The volunteer may have the use of courtesy dash lights only. This would be at the expense of the volunteer and not the City or the Fire Department. No other light will be allowed. The light is to be a combination of red and white light only. They can only be used within the City limits of the City of Waterloo.

**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: \_\_\_\_\_



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

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**ORDINANCE 2022-04**  
**Records Retention Schedule**

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

**SECTION I: Retention of Public Records**

- (a) General Records Schedule Adopted. The City of Waterloo hereby adopts, by reference, the Wisconsin Municipal Records Schedule (hereinafter, "Records Schedule"), pertaining to the retention and destruction of public records, and approved by the State of Wisconsin Public Records Board (hereinafter, "Records Board") on August 27, 2018. A copy of the Records Schedule will be kept on file in the City of Waterloo Clerk's office located at 136 N. Monroe St Waterloo, WI 53594 and made available for public viewing during Monday – Friday 8-4:30 pm.
- (b) Other Records. In the event the City of Waterloo creates a record not contemplated by the Records Schedule, the City of Waterloo may, subject to the Records Board's prior approval, either adopt an applicable records retention schedule set forth by the Records Board, if available, or use the default retention of 7 years in 19.21(4)(b) for any retention not set by statute or Record's Board.
- (c) Repeal. All ordinances, or portions thereof, and resolutions, or portions thereof, in conflict with any portion of the Records Schedule are hereby repealed. Any approved City of Waterloo retention schedule, or portion thereof, for any record not contemplated by the Records Schedule shall remain in full force and effect.
- (d) Effective Date. This ordinance is effective as of \_\_\_\_\_, 20\_\_.

**SECTION II: Notification of Destruction of Public Records**

- (a) At least 60-days notification is required to be given to the Wisconsin State Historical Society before destroying any public record as provided in § 19.21(4)(a), Wis. Stats. Notification is not required in instances when the Society has waived the 60-day notification period as indicated in the Wisconsin Municipal Records Schedule or in written correspondence.

**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

Attest:

\_\_\_\_\_

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

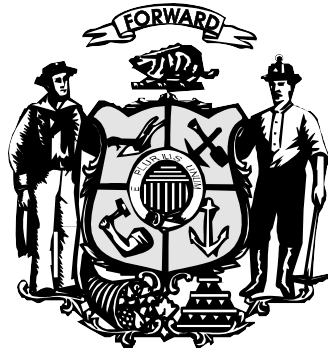
Date Published: \_\_\_\_\_

# General Records Schedule

## *Wisconsin Municipal* and Related Records

Approved by the Public Records Board:

***August 27, 2018***



Expiration: August 27, 2028

Revised: June 15, 2020

**For use by all units of Wisconsin Government at the Municipal level**

# Wisconsin Municipal Records Schedule

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## Introduction

### Wisconsin Municipal Records Schedule

Records are a basic tool of transacting business on behalf of all local government units. They are the foundation for government accountability. Records management is regulated by Wisconsin state law, and accordingly, the Wisconsin Municipal Records Schedule (WMRS), upon adoption, provides legal authorization to dispose of records on a regularly scheduled basis. The schedule serves as a mechanism for consistent retention and disposition of similar types of records across all municipal governments and provides assurance of accountability to the public.

The schedule was developed following guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitates cost-effective management of records commonly found in municipal governments.

Wisconsin Statute § 19.21(1) defines public records as “all property and things received from the officer’s predecessor or other persons and required by law to be filed, deposited, or kept in the officer’s office, or which are in the lawful possession or control of the officer or the officer’s deputies.” Records are defined by Wisconsin Statute § 19.32(2) as “any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by an authority.” Public records are also defined as being “all books, papers, maps, photographs, films, recordings, optical discs, electronically formatted documents, or other documentary materials, regardless of physical form or characteristics, made or received by any state agency or its officers or employees in connection with the transaction of public business” (Wis. Stat. § 16.61(2)(b)).

#### I. **Applicability:**

The WRMS is available for adoption by all Wisconsin cities, villages, and towns; along with other non-county local units of government. County governments should refer to the County General Schedule for their record retention requirements. The WMRS is intended to serve as guidance for records that are created or received by your particular unit. Adopting the schedule does not require local units to begin creating any record series that they currently do not produce.

Records retention guidelines apply regardless of record format. Records covered by the WMRS may be retained in electronic, paper, or other formats. The schedule applies to all records: born digital (including those created or transmitted via e-mail), data contained in database systems, tapes/cartridges and other types of electronic records and information systems maintained by agencies. Municipalities must also meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

## II. Purpose:

Record schedules are intended to be used by records creators as a tool to SIMPLIFY their records management responsibilities, not to make them more complex. It is the intention of the WMRS to streamline municipal records management by:

- Providing clear and uniform guidance for the retention and disposition of records common to most municipal governments;
- Eliminating the need for individual municipalities to develop and obtain Wisconsin Public Records Board approval of records retention/disposition schedules;
- Facilitating uniformity in the retention and disposition of records across all municipalities; and
- Promoting the cost-effective management of municipal records.

## III. Implementation:

The WMRS is a schedule that municipalities MAY adopt to manage their records. Municipalities ARE NOT required to adopt the schedule for use. The WMRS does not replace the ability of municipalities to create and adopt records schedules through the creation of ordinances. See Additional Options below for more information.

### Adopting the Schedule:

- Submit the original and two copies of the [Notification of General Schedules Adoption Form \(PRB-002\)](#) to:  
State Archivist  
Wisconsin Historical Society  
816 State St.  
Madison, WI 53706
- The Wisconsin Public Records Board (PRB) will acknowledge your Notification of Adoption by returning a signed copy of the adoption to the municipality.
- After confirmation of PRB approval, municipalities should enact an ordinance adopting the WMRS as their official schedule.

Municipalities are expected to supersede any previously approved, unique, ordinances which cover records included in the adopted Municipal Schedule. Retain any approved schedules in existing ordinances for records that ARE NOT covered by the Municipal Schedule.

### Additional Options:

All municipalities may adopt the PRB approved General Records Schedules to supplement the WMRS. See Section VI of this instruction for more information.

Specific schedules may also be set by Records Disposition Authorizations (RDAs). Visit the following PRB webpage for more information: [Information for Counties and Municipalities](#)

Municipalities that choose not to adopt the WMRS are still required to schedule the destruction of obsolete records through ordinance as stated in Wis. Stat. § 19.21(4). Retention periods that are not specifically set by state statutes CANNOT be scheduled for less than 7 years without approval from the PRB.

#### IV. Using the Schedule:

The Municipal Schedule is arranged into seven different sections, which include similar types of record series. Sections may be broken down into subsections for easier reference. All individual schedules include the title of a series, description, retention times, confidential status, and information about notifying the Historical Society.

The following is an example of the format:

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Subsection</b>				

- **Record Series Title** – Descriptive title of the record series. This is a basic title, not necessarily universally used by all municipalities.
- **Series Description** – Brief overview of the records that are included in the record series.
  - If a specific statute or legal source defines a retention period for the records it is identified in this field.
- **Retention** – Indicates the minimum time period a record series must be maintained and a description of what initiates the start of the retention clock.
  - **Creation:** Is used when the creation of the record initiates the retention time period. (*Example:* If a RDA existed for ABC Annual Reports, the event might be written as *Creation+ 3 years* meaning an ABC Annual Report must be retained for three years after it is created.)
  - **Fiscal:** Is used if the retention time period is initiated by the end of a fiscal year. (*Example:* RDAs that exist for annual budgets might be written as *Fiscal+ 6 years* meaning a budget would have to be retained for six years after the end of that fiscal year.)
  - **Event:** Is used if a specific event other than Creation or Fiscal initiates the retention time period. (*Example:* A RDA that exists for a housing relocation program has the event written as *Event+ 5 years; Event=Approval Letter for*

- Relocation Plan*". In this scenario, it means all records associated with this RDA have to be retained for five years after the official letter was sent by the state to approve the relocation plan.)
- **Permanent:** Is used if the records need to be maintained permanently by the creating municipality. See [Guidelines for the Permanent Retention of Records](#) for more information.
  - General references on retention periods for municipal records are found in Wis. Stat. § 19.21(4)(b), Wis. Stat. § 19.21(6), or Wis. Stat. § 19.21(8).
  - **Confidential** – Indicates whether or not the record series contain information that is required by statute to be kept confidential. See Section V of this guide for more information on confidential records.
  - **WHS Notification** – Wis. Stat. § 19.21(4)(a) requires that all municipal public records must be offered for transfer to the Wisconsin Historical Society 60 days prior to their destruction. This field indicates if notification to the Wisconsin Historical Society is required before records can be destroyed. Column will either state NOTIFY or WAIVED.
    - **Waived:** The Wisconsin Historical Society has determined the record series has low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a). Municipalities are free to destroy any waived records without notification once they reach their required retention period.
    - **Notify:** You are required to send written notification to the Wisconsin Historical Society before destruction. Please contact the Wisconsin Historical Society with questions on how to properly notify on the destruction of public records.
    - **N/A:** indicates that the retention is permanent.

### Final Disposition:

Municipal records, which have met the retention time outlined in the WMRS, have only two dispositions: Destroy or transfer to the Wisconsin Historical Society. Records that are held beyond their retention period but are not destroyed are still subject to all public records laws.

- **Destruction:** Records identified as “waived” in this schedule may be destroyed without notifying the Wisconsin Historical Society. Local units should dispose of all public records in a manner that ensures they are completely destroyed.
  - If records contain confidential information, or “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5) including, but not limited to names, addresses, social security numbers, and banking information it must be destroyed confidentially. This means that these records must be disposed of in a way that renders them unreadable and unable to be reconstructed. Typically, this can be achieved by cross cut shredding or pulping. Many organizations choose to hire an outside vendor to handle the process of disposing of confidential information.
  - **Note on records older than 75 years:** the waived designation does not apply. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.
- **Transfer:** Records identified as “notify” must be offered, in writing, to the Wisconsin Historical Society. Per Wis. Stat. § 19.23(2), the Wisconsin Historical Society assumes title control and public records responsibility of all transferred records. Obsolete municipal records may not be transferred to local historical societies or other repositories because the statutes

do not specify other institutions can hold title to public records. Only the records creators and the Wisconsin Historical Society are identified in statutes as being official holders of title. Information on transferring records can be found on the [Society's webpage](#) pertaining to proper handling of obsolete records.

- **Permanent:** Records identified as “permanent” have been identified as containing significant historical information and long-term business value. Municipalities are responsible for ensuring the long-term preservation of these records. The Wisconsin Historical Society will, in certain circumstances, accept “permanent” records for transfer if the municipality is unable to maintain these records.

Records that have passed their retention period should not be destroyed if any of the following conditions apply:

- Records are required for financial or performance audits either currently underway or known to be planned.
- Records are subject to a “legal hold” because they may be relevant to an existing, pending, or anticipated legal proceeding.
- A related open records request has been received and not completed, or statutorily required time periods have expired.

## V. Confidential Records and Personally Identifiable Information (PII)

### Confidential Records:

Some records series may contain confidential or restricted access records. The WMRS identifies any record series containing information required by Wisconsin Statute, administrative rule, or other legal authority to be kept confidential or protected from public access. The confidential column is marked “yes” if ANY records in the series may contain confidential information.

Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law.

When an individual or an individual’s representative makes an open records request for records containing personally identifiable information about that individual, there is no balancing test, but the disclosure exceptions under Wis. Stat. § 19.35(1)(am), must be considered. Wis. Stat. § 19.35(1)(am) exceptions include:

- endangering an individual’s life or safety;
- endangering the security of a prison, including the security of the population or staff;
- identifying a confidential informant; and
- records collected or maintained in connection with complaints, investigations, or other circumstances that may lead to various administrative or court proceedings.

It is strongly recommended that local governments consult with legal counsel when responding to an open records request. Additional resources on open records requests can be found by visiting the Wisconsin Department of Justice, [Office of Open Government's website](#).

Personally Identifiable Information (PII):

Wisconsin law defines Personally Identifiable Information (PII) as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5)). The municipal unit is responsible for evaluating their record series to determine if PII is included. The inclusion of PII does not automatically restrict records, nor does it make them confidential. The confidential column is only marked “yes” in cases where specific statutes restrict access.

**VI. Additional Schedules:**

Municipal governments should be aware that there are additional schedules that apply to public records. All Wisconsin municipalities have the option of adopting any of the [General Records Schedules](#) that have been approved by the PRB. These schedules may cover additional record series not found in the WMRS. In some cases, the WMRS points to the General Schedules for covering some specific records series (such as personnel records). Information on adopting schedules can be found on the PRB [Counties and Municipalities Resource Webpage](#).

Municipalities should also be aware that there are two separate General Records Schedules for the following:

- [Wisconsin School Districts](#)
- [Wisconsin Public Libraries and Library Systems](#)

In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in [“Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities.”](#)

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in SCR 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

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## Administrative Records

### Wisconsin Municipal Records Schedule

#### Requirements Specific to Administrative Records

The Administrative Records section is organized by the following subsections:

- Administration (general)
- Common Council/Village Board/Town Board
- Emergency Planning
- Human Resources/Personnel
- Legal
- Licenses and Permits
- Municipal Land Ownership
- Municipal Vehicles
- Payroll
- Real Property Titles

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Administrative Records General Schedule](#)
- [Fleet and Aircraft Management Records](#)
- [Human Resources and Related General Schedule](#)
- [Payroll & Related General Schedule](#)

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in Supreme Court Rule 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Administration Records (general)</b>				
Appointment Files	Materials documenting appointments and nominations to boards, task forces, councils, or other bodies. May include applications; cover sheets, letters of recommendation, resumes, and correspondence.	Event+2 years; Event=End of term	No	Notify
Appointment Files (not selected)	Unsuccessful appointments and nominations to boards, task forces, councils, or other bodies.	Event+1 year; Event=Position filled	No	Waived
Committee Records and Minutes (Excluding Common Council and Zoning Board)	Records of committees, boards, councils, and commissions, other than Common Council. Includes meeting minutes, agenda packets, reports, and resolutions. See Common Council section for retention of Common Council Minutes. See schedule for Zoning Board Records in Public Works Section.	Creation+7 years	No	Notify
Complaints (External)	File related to complaints regarding issues not related to a specific program. Complaints are not otherwise regulated by state or federal requirements.	Event+2 years; Event=Complaint resolution, dismissal or end of litigation	No	Waived



Record Series Title	Series Description	Retention	Confidential	WHS Notification
Contracts and Agreements	Any contracts or agreements to which the municipality is a party.	Event+6 years; Event=End date or cancellation of contract	No	Waived
Correspondence (Senior Level or Elected Official)	Business-related correspondence (paper and electronic) of senior level staff and elected officials.	Event+6 months; Event=Separation from position/end of term <i>(Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule)</i>	No	Notify
Correspondence (General Staff)	Business-related correspondence (paper and electronic) of non-appointed general staff.	Event+1 year; Event=Creation or receipt <i>(Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule)</i>	No	Waived
Grants	Records relating to grant-funded projects where the agency is the grant recipient or issuer, including the application process, the receipt and expenditure of grant funds, or denial.	Event+4 years; Event=Date of final report or notification of denial	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
House Number and Address Change File	Provides official control and reference source for city addresses.	Permanent	No	N/A
Internal Policies and Procedures	Established departmental policies and procedures. (Note: May also be called administrative practices or directives or executive directives).	Event+7 years; Event=Date the policy/ procedure is superseded or made obsolete	No	Waived
Memorandums of Understanding (MOU) & Service Level Agreements (SLA)	Agreements between government units. Sometimes define agreements between a large government unit's separate divisions or bureaus.	Event+4 years; Event=Ending date of the MOU or SLA.	No	Waived
Notice of Removal of Human Corpse	Form for the removal of a human corpse if death occurs in a hospital, nursing home, or under hospice care at any location.	Event+2 months; Event=Date of death	No	Waived
Oath of Office	Elected or appointed municipal officers may be required to take, and file in writing, an official oath within ten days after receiving notice of election or appointment.	Event+5 years; Event=End of term	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Open Records Requests and Responses	Records relating to regular and reformulated, repetitious, systematic or continuing requests by individuals, groups or organizations for access to general information under the provisions of the Wis. Stats. §§ 19.35-19.37.	Event+3 years; Event=Response provided	No	Waived
Organizational Chart	Repository of the official organizational structure of offices.	Event; Event=Superseded	No	Waived
Organizational Planning	Includes division and unit strategic business and operational planning files such as, but not limited to, final plan and significant work papers.	Event+7 years; Event=Completion of plan	No	Notify
Petitions	Petitions submitted to municipalities for improvements or changes to existing municipal services/structures.	Event+7 years; Event=Petition approved or denied	No	Waived
Press/News Releases	Information about municipality programs and events.	Creation+3 years	No	Notify

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Proclamations	Proclamations issued by the mayor, commissioner, or elected executive on behalf of the municipality.	Event+1 year; Event=End of elected representative's final term	No	Notify
Reports (Annual)	Annual reports produced by all departments and programs.	Event+7 years; Event=Date of issue	No	Notify
Reports (Monthly)	Monthly reports of divisions/committees.	Creation+3 years	No	Waived
Subject Files (Senior Level or Elected Official)	Subject files (paper and electronic) of senior level staff such as department heads and elected officials.	Event+6 months; Event=Separation from position/end of term	No	Notify
<b>Common Council/Village Board/Town Board</b>				
Affidavits of Publication	Records providing proof of publication for legal notices as required by law. (Note: See Wis. Stat. § 985.12 for more information on proof of publication).	Event+7 years; Event=Date of publication	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Audio Tapes	Recordings of meetings used to produce minutes. Authority provided by Wis. Stat. § 19.21(7).	Event+90 days; Event=Date the minutes have been approved and published	No	Waived
Common Council/Board Meeting Minutes	Official minutes of the Common Council/Village Board/Town Board.	Permanent	No	N/A
Ordinances	Official ordinances and any ordinance books kept by municipalities.	Permanent	No	N/A
Resolutions	Official records pertaining to resolutions passed by municipalities.	Permanent	No	N/A

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
<b>Emergency Planning<sup>1</sup></b>				
Continuity of Government/ Operational Plan and Documentation	Agency official plan and documentation of the Continuity of Operations Plan/Continuity of government plan.	Event; Event=Superseded by revised plan	No	Waived
Critical Incident Management Plans	Critical incident management plans, local site security plans, local emergency action plans, life safety, and other similar documents.	Event+3 years; Event=Superseded by revised plan	No	Waived
Disaster Recovery Records	Records created during the disaster recovery process.	Event+3 years; Event=Date recovery effort is complete <sup>2</sup>	No	Waived
<b>Human Resources/Personnel</b>				
Grievance Case File	Records of grievances filed by employees.	Event+7 years; Event=Date grievance is closed	Yes <sup>3</sup>	Waived

<sup>1</sup> No specific statutes restrict the records in this series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to release.

<sup>2</sup> Retention is 3 years from the date of the final Financial Services Report when Federal Grant money is involved.

<sup>3</sup> No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Personnel Files	Documents employee personnel actions during the employment of the employee. Applies to ALL employees.	Event+7 years; Event=End of employment/service	No <sup>4</sup>	Waived
<b>Legal</b>				
Attorney Opinions	Municipal attorney opinions given to answer specific questions regarding the interpretation and application of statutes and ordinances, or other legal matters.	Permanent	No <sup>5</sup>	N/A
Case Files	Files include, but are not limited to, pleadings and legal arguments, evidence, research, orders, legal summons and subpoenas issued. <sup>6</sup>	Event+7 years; Event=Close of case	No <sup>7</sup>	Notify on historically significant cases only <sup>8</sup>

<sup>4</sup> No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

<sup>5</sup> Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

<sup>6</sup> Records may contain the client file with information pertaining to expenses, attorney notes, medical records, government agency filings, discovery such as requests for production of documents, deposition transcripts, and evidence.

<sup>7</sup> Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

<sup>8</sup> Historically significant case files include those that have established legal precedents; cases that received widespread attention from the public and news media; and cases recognized for their uniqueness. Examples of such cases include, but are not limited to, major civil rights cases, major labor relations cases, major environmental cases, cases dealing tribal governments and treaty rights, major cases with constitutional implications, and cases related to major prosecutions of public officials.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Licenses and Permits</b>				
License Applications	Includes license applications (approved and unapproved) and license stubs. Includes all non-alcohol related licenses including, but not limited to, non-intoxicating beverages, soda water beverages, food handling and sales, mobile home park licenses, restaurant, retail dairy products, pet, and animals. Also includes permits for the excavation of streets by private utility companies.	Creation+3 years	No	Waived
Liquor and Beer Licenses	Includes license applications (approved and unapproved) and license stubs. Authority provided by Wis. Stat. § 125.04(3)(i).	Creation+4 years	No	Waived
Permits	Permits for public space usage. Includes, but not limited to, burning, street usage, and parking permits. NOTE: See Public Works Section for retention of building permits.	Creation+5 years	No	Waived
Permits (septic tanks)	Permit for a septic tank. The permit records the location and ownership of the tank.	Permanent	No	N/A



Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Municipal Land Ownership</b>				
Land Titles, Conveyances and Easements	Documentation for municipal owned land. Also includes any legal rights granted to others that relate to municipal owned land.	Permanent	No	N/A
Sales of Facilities and/or Land (Case Files)	Includes appraisals and related valuations. Projects where a municipality plans or actually sells either facilities and/or land assets.	Event+6 years; Event=date of the completion of the transaction	No	Waived
<b>Municipal Vehicles</b>				
Motor Vehicle Control and Assignment Records	Documentation of agency motor vehicle assignments to employees. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs.	Event+1 year; Event=date the vehicle is disposed	No	Waived
Motor Vehicle and Heavy Equipment Maintenance Records	Records documenting service and repair orders to motor vehicles. These records normally include maintenance orders, logs, fiscal documents, such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals and parts lists.	Event+1 year; Event=date the vehicle is disposed	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Vehicle Use Agreements	Agreements between individuals and municipalities required before driving a municipal owned vehicle.	Event+1 year; Event=termination of agreement or employment	No	Waived
Vehicle Inspection Reports	Inspections of municipal vehicles.	Event+1 year; Event=date the vehicle is disposed	No	Waived
<b>Payroll<sup>9</sup></b>				
Employee Payroll & Benefit File	Includes various documents that are maintained throughout the employee's term of employment.	Event+7 years; Event=Employee retirement, transfer or termination	No	Waived
Monthly and Quarterly Payroll Reports	Includes, but is not limited to, quarterly report of federal income tax withheld; quarterly report, payroll summary; state's quarterly report of wages paid, and monthly memorandum report.	Event+5 years; Event=Report Issued (provided record has been audited)	No	Waived

<sup>9</sup> No specific statutes restrict this record series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of information.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Payrolls and Payroll Registers	Payroll listings showing gross and net pay, as well as deductions for state employees. Referred to on questions of back pay and income taxes.	Creation+4 years	No	Waived
<b>Real Property Titles</b>				
Title Documentation	Records documenting the title of land owned by the municipality including the abstract and certificate of title, opinions of title, and title insurance policies.	Permanent	No	N/A

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## Cemetery Records

### Wisconsin Municipal Records Schedule

#### Requirements Specific to Cemetery Records

Municipalities and towns are required to assume ownership of abandoned private cemeteries. Cemeteries are considered abandoned if the cemetery association or other organization that once cared for the cemetery no longer exists and no legal owner can be found (Wis. Stat. § 157.115(1)).

- The municipality or town must care for the cemetery to the same standards as other municipal or town cemeteries.
- Six or more residents of your town or municipality may petition the circuit court to require that the town or municipality assume ownership or move any graves to another location.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Annual Report and Documentation	Includes the annual report to the cemetery board and the records needed to prepare the report. Authority provided by Wis. Stat. § 157.62(4).	Permanent	No	N/A
Care Funds	An accounting of amounts deposited in, amounts withdrawn from, other income accruing to, and the balance at the end of the reporting period of care funds of the cemetery, including the funds in Wis. Stat. § 157.11(9g)(a), Wis. Stat. § 157.12(3), and Wis. Stat. § 157.125. Includes records that show for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Permanent	Yes Confidential per Wis. Stat. § 157.62(2)(c)	N/A

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Contract for Sale	Copy of each contract for the sale of a cemetery lot, mausoleum space, or cemetery merchandise. Authority provided by Wis. Stat. § 157.62(4).	Event=3 years; Event=After all of the obligations of the contract have been fulfilled	No	Waived
Grave Registration Records	Records that identify the deceased's name, date of death, and internment and location of remains.	Permanent	No	N/A
Preneed Trust Funds	An accounting of amounts deposited in, amounts withdrawn from, income accruing to, and the balance at the close of the reporting period of any preneed trust funds of the cemetery. Include records that show for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Event+15 years; Event=Date of the deposit or withdrawal	Yes Confidential per Wis. Stat. § 157.62(2)(c)	Waived
Reburial of Human Remains	Includes records confirming an attempt to notify individuals specified in Wis. Stat. § 157.112(3)(b)1.-4. when none of the individuals specified are available. Authority provided by Wis. Stat. § 157.112(3m)	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Report for Final Disposition	<p>Report for final disposition completed by the funeral director or other person preparing the body for burial or other final disposition. The reports are filed with the local registrar, but may also be filed with the cemetery to serve as a record of interment.</p> <p>See Wis. Admin. Code § DHS 135.06(1)(a)(1) for more information.</p>	Permanent	No	N/A

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## Community Development/Public Services

### Wisconsin Municipal Records Schedule

#### Requirements Specific to Community Development/Public Services

The Community Development/Public Services section is organized by the following subsections:

- Housing Program
- Outreach
- Parks
- Public Transportation
- Sanitation

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Municipalities that have records pertaining to Public Health should use the County General Schedule to create ordinances to schedule those records.

Public Transportation Surveillance Recording records should follow the schedule for Surveillance Recording records found in the *Public Works* section; *Maintenance and Operations* subsection.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Housing Program</b>				
Program Files	Correspondence, breakdown of projects, HUD regulations, and supporting files.	Event+7 years; Event=Audit	No	Notify
<b>Outreach</b>				
Public Program Files	Outreach programs for municipality sponsored programs.	Event+7 years; Event=Superseded or end of program, whichever is first	No	Notify
<b>Parks</b>				
Park Master Plan	Master plans for parks and park systems. May include maps, drawings, photographs, and reports.	Superseded	No	Notify
Program Files	Records relating to programs, events, and activities.	Creation+3 years	No	Waived



<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Reservation Requests, Rental Agreements, Use Permits, and Contracts	Permits, agreements, and contracts for the use of parks, shelters, and facilities.	Event+3 years; Event=Date of reservation	No	Waived
Supervisors Daily Report of Work Completed	Summarizes progress made on a particular job, noting the time required, employees assigned and vehicles used.	Creation+2 years	No	Waived
<b>Public Transportation</b>				
Accessible Boarding Reports	Reports documenting the accessibility of vehicles.	Creation+5 years	No	Waived
Americans with Disabilities Act (ADA) Customer Eligibility Files	Files determining the eligibility of customers for ADA transit programs.	Event+6 years; Event=Termination of service or participation by customer	Yes (Patient health information may be protected by Wis. Stat. § 146.82)	Waived
Bus Route Schedules and Timetables	Documentation of transit schedules, timetables, routes, and route history.	Event+3 years; Event=Superseded	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Dispatch Files	Boarding and alighting, extra board weekly projections and assignments, daily work schedules, and bid mark-ups.	Creation+7 years	No	Waived
Fare Information Files	Research, background, studies, and other materials used to determine fares.	Creation+7 years	No	Waived
Operation Reports	Daily, weekly, or other periodic reports summarizing transit system operations and ridership and lost and found reports.	Creation+3 years	No	Waived
Operator Assignment Records	Documentation of assignment of individual operators to routes and shifts.	Creation+3 years	No	Waived
<b>Sanitation</b>				
Composting Regulations	Documents pertaining to the disposal of yard waste.	Event+7 years; Event=Superseded	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Curbside Recycling Program	Documentation of the curbside recycling program including policies, procedures, and administration of the program.	Event+7 years; Event=Superseded	No	Waived
Drop Off Site/Recycling Yard Waste	Site operation files and records.	Creation+7 years	No	Waived
Household Hazardous Waste Collection Center	Records related to the collection and disposal of paints, corrosives, flammables, toxics, used motor oil, and car/truck batteries.	Creation+30 years	No	Waived
Landfill/Garbage Dump Sites	Location of any fill, records of materials deposited, cover materials used, reports of leachate and methane leakage and treatment, source of fill materials, (household, commercial) source of cover materials, and inspection reports.	Permanent	No	N/A

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## Election Records

### Wisconsin Municipal Records Schedule

#### Requirements Specific to Election Records

Additional information regarding election records is available through the Wisconsin Election Commission. Municipalities are encouraged to review the [Election Administration Manual](#) available on the Wisconsin Elections Commission Website for more in-depth information about managing election related records. Retention times in this section that are not specifically stated in Wisconsin Statutes are taken from the *Election Administration Manual*.

- Federal Election records must be maintained for 22 months as specified in Wis. Stat. § 7.23(1)(f).
- Recounts or Pending Litigation are subject to a longer retention pending litigation or recounts as specified in Wis. Stat. § 7.23(2).
- All other material not described below are identified by Wis. Stat. § 7.23(1)(k) as having a retention period of 90 days after the election.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Ballots and Equipment</b>				
Applications for Absentee Ballots (Federal Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election <sup>10</sup>	No	Waived
Applications for Absentee Ballots (State, County, Local Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(k).	Event+90 days; Event=Election	No	Waived
Ballots (Federal Elections)	Federal election ballots. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election	No	Waived
Ballots (State, County, Local Elections)	State, county, local offices. Authority provided by Wis. Stat. § 7.23(1)(h).	Event+30 days; Event=Election	No	Waived

<sup>10</sup> All materials and documentation associated with a federal election must be retained at least 22 months after the election. Federal elections include those for the office of President of the U.S., U.S. Senator, and U.S. House of Representatives (Wis. Stat. § 7.23(1)(f)).

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Ballots (Unused and related Materials)	Only applies to unused ballots and materials.	Event+3 business days; Event=Completion of all election canvasses <sup>11</sup>	No	Waived
Detachable Recording Units	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+21 days; Event=Election <sup>12</sup>	No	Waived
Detachable Recording Units (Primary Elections)	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+14 days; Event=Election (see footnote 3)	No	Waived
<b>Campaign</b>				
Campaign Finance Reports	Financial disclosure reports filed by candidates during election campaigns. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=date of receipt	No	Waived

<sup>11</sup> Materials must be retained in event a petition for recount has been filed.

<sup>12</sup> Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Campaign Registration Statements	Statements filed by candidates for public office. Includes Notification of Non-candidacy for reelection forms. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=termination issued by the registrant	No	Waived
<b>Reports and Lists</b>				
Official Canvassers Statements	Prepared statement showing the results of each election. Authority provided by Wis. Stat. § 7.23(1)(i).	Event+10 years; Event=election	No	Waived
Election Notices	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event+1 year; Event=Election	No	Waived
Election Notices (Federal Elections)	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(f).	Event=22 months; Event=Election	No	Waived
Election Voting and Registration Statistics Reports	Reports filed by municipal clerks on registration, voting, and absentee voting.	Event+22 months; Event=Election	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Ineligible Elector Registrations	<p>Elector registrations deemed ineligible for voting. Status and reasons for ineligibility should be noted.</p> <p>Authority provided by Wis. Stat. § 7.23(1)(c).</p>	<p>Event+4 years; Event=When deemed ineligible</p>	No	Waived
Poll (Voter) Lists	<p>List compiled by election officials on election day showing the names and addresses of electors who actually cast votes in an election defined in Wis. Stat. § 5.02(14).</p> <p>Authority provided by Wis. Stat. § 7.23(1)(e).</p>	<p>Event+22 months; Event=Election</p>	No	Waived

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## Finance Records

### Wisconsin Municipal Records Schedule

#### Requirements Specific to Finance Records

The Finance section is organized by the following subsections:

- Budget
- Fiscal
- Purchasing

Municipalities are encouraged to adopt the following general schedules in instances where this schedule does not adequately provide coverage for all types of records that could be created:

- [Budget & Related General Records Schedule](#)
- [Fiscal & Accounting Related Records General Schedule](#)
- [Purchasing & Procurement General Schedule](#)

**Note:** Records in this series may contain confidential or restricted information. Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law. *Please consult Section V: Confidential Records and Personally Identifiable Information (PII) of the Introduction for more information on this topic.*

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Budget</b>				
Approved Annual Operating Budget	Records related to establishing the base level agency annual operating budget each fiscal year.	Fiscal+6 years	No	Waived
Audit Reports	Reports that evaluate the financial holdings of the municipality.	Event+3 years; Event=Final report issued	No	Waived
Budget Development	Records include final budget requests (forms or their equivalents), justifications/analysis, policy papers, related correspondence, and requests for information.	Fiscal+6 years	No	Waived
Final Budget Submittal	The final budget document for the municipality.	Fiscal+6 years	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Municipal Borrowing</b>				
Bond Records	All records associated with municipal bonds. Also includes the bond register, bond payment register, and any certificates of destruction when the bond agent has been authorized to destroy cancelled bonds, coupons, and promissory notes.	Event+7 years; Event=Bond issue expires or following payment of all outstanding matured bonds/notes/coupons, whichever is later	No	Waived
<b>Payments and Receipts</b>				
Bank Statements and Reconciliations	Statements received from institutions holding the municipality's funds.	Creation+7 years	No	Waived
Cashbook	Overall record accounting for receipts and disbursements, usually for fiscal or calendar year.	Event+7 years; Event=Audit	No	Waived
Collection & Disbursement Reports	Reports showing the amounts collected, amounts retained by county/local government, and portion sent to state.	Event+3 years; Event=Transaction date	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Credit Card Receipts or Information Received from Sales	Credit card receipts and related documentation associated with credit card transactions.	Event+3 years; Event=Transaction date	No	Waived
Financial Support Records	Records used in reconciling bank statements and verifying expenditures. Includes, but not limited to, credit/debit notices, cash reconciliations, and deposit stubs.	Event+1 year; Event=Audit	No	Waived
Issued Checks	Checks issued by the municipality that are outstanding or have been cleared by the bank.	Creation+7 years	No	Waived
<b>Purchasing</b>				
Contract and Request for Bid/Proposal File	Records pertaining to the procurement of all commodities and services which may require a contract. This includes both successful and unsuccessful bids.	Event+6 years; Event=End date of resulting contract or cancellation date of contract or bid/proposal	Yes <sup>13</sup> Some information may qualify for Trade Secret protection per Wis. Stat. § 19.36(5)	Waived

<sup>13</sup> Some information may qualify for other legal protection such as copyright, patent, trademark or licensing. It is possible some vendors may identify information as confidential that is not actually protected by law.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Vendor Performance Files	Documentation of vendors and contractors who fail to meet the terms and specifications of purchasing contracts.	Event+6 years; Event=End of contract	No	Waived

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## Public Works

### Wisconsin Municipal Records Schedule

#### Requirements Specific to Public Works

Records in the Public Works section are arranged under the following subsections:

- Building Inspection
- Engineering
- Maintenance and Operations
- Planning and Zoning
- Utilities

The Public Works section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Facilities Management and Related Records](#)

Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility as 2 years. In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in "[Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities.](#)"

Schedules specific to Police/First Responder records are not included in the WMRS. Consult the County General Schedule for records schedules for similar records which can be used as a basis for the creation of schedules and/or ordinances.

Surveillance recording schedule applies to municipally operated security footage for public buildings, street cameras, and public transportation. The schedule **does not apply** to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

Municipalities should have adequate and clear procedures in place that explain the proper handling and destruction of surveillance recordings. Clear communication with appropriate municipal personnel will help to ensure that the record is not destroyed prematurely and public requests and/or any legal or program needs are met in a timely manner.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
<b>Building Inspections</b>				
Building Inspection Records	Summary of inspection history of a particular property. Records include original building permit, site plans, certificate of occupancy, conditional use documents, comprehensive design reviews, and violations for both residential and commercial structures. Also includes inspection of plumbing, electrical, ventilation, heating, and air conditioning.	Event+1 year; Event=Life of building	No	Waived
Building Plan Review and Inspection	Conditionally approved building plans, calculations, and correspondence. Authority provided by Wis. Admin. Code § SPS 361.60(5)(f)1.b. Note: applies to certified municipalities only (see Wis. Admin. Code § SPS 361.60(2)). <sup>14</sup>	Event+4 years; Event=Construction completed	No	Waived
Building Plans: Residential 1 and 2 Family Dwellings	Includes architectural, design specs, structural and utility plans submitted for inspection review. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)2.	Event+4 years; Event=Construction completed	No	Waived

<sup>14</sup> Note: Refer to Wis. Admin. Code § SPS 361.60(5) for detailed information on the specific types of buildings that first class, second class, and other municipalities are authorized by the Department of Safety and Professional Services to review. Prior to applying this schedule, the Municipality must review and take the steps outlined in Wis. Admin. Code § SPS 361.60.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Building Inspection: Residential 1 and 2 Family Dwellings	Applications forms, correction orders, correspondence and inspection records. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)3.	Event+7years; Event=Construction completed	No	Waived
Code Compliance Inspection Reports	Reports completed during field investigations to determine if buildings and system installations comply with the specifications of appropriate codes.	Permanent	No	N/A
<b>Engineering</b>				
Airport Improvement Petition File	Material submitted to the Department of Transportation when a municipality wants to make an improvement to the airport. Records may include public hearing records, briefs, reports and recommendations, and correspondence.	Event+7 years; Event=petition submitted to DOT	No	Waived
Airport Master Plan	The Airport Master Plan provides information about the condition of the airport and projects development for the next 20 years.	Event+20 years; Event=new plan issued	No	Notify
Municipal Construction Plans: Final As-Built Projects	Final as-built plans and original drawings for public for buildings, streets, sewers, sidewalks, etc.	Event; Event=life of structure	No	Waived



Record Series Title	Series Description	Retention	Confidential	WHS Notification
Municipal Construction Plans: Final As-Built Projects (Historically Significant)	Use for historically significant projects. <i>(Typically large-scale projects. May include construction of a major municipal facility, as well as projects involving facilities significant to the State of WI or United States history; buildings on the State or National Register of Historic Places.)</i>	Event; Event=life of structure	No	Notify
Environmental Assessment & Impact Statements	Official copies of environmental assessments, impact statements and related documentation related to municipal construction projects. <sup>15</sup>	Event+6 years; Event=Termination of municipal ownership of the land	No	Notify
Maps: Construction and Topographical	May include maps covering environmental impact/changes, development of specific areas, and the impact on public infrastructure (utilities, roads, sidewalks).	Permanent	No	N/A
Municipal Project Records	All documents pertaining to a project including, design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, and all other related project materials. Use for buildings, streets, sewers, sidewalks, etc.	Event+10 years; Event=Date project is completed	No	Waived

<sup>15</sup> May include: environmental assessment reports and drafts, environmental impact statements (draft and final), legal notices, comments from the public, DNR and others, related correspondence and supporting materials.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Municipal Project Records (Historically Significant)	Use for historically significant projects. <i>(Projects are typically large-scale and may include new construction of a major municipal facility, as well as projects involving facilities significant to the State of WI or United States history; buildings on the State or National Register of Historic Places.)</i>	Event; Event=Life of structure	No	Notify
<b>Maintenance and Operations</b>				
American with Disabilities Act (ADA) Facility Reviews	Records cover ADA inspections, investigations, complaint investigations, facility logs and reports regarding ADA compliance relating to facilities and structures.	Event+6 years; Event=Close of review or audit	No	Waived
Asbestos and Hazardous Material and Environmental Remediation Case File	Project files on asbestos abatement and hazardous materials and environmental remediation projects at state owned buildings. <sup>16</sup>	Event+30 years; Event=Completion of the project	Yes <sup>17</sup>	Waived
Building Maintenance: Equipment Repair and Service Records	Documents the installation, maintenance, service and history of equipment commonly used to maintain facilities.	Event+1 month; Event=Removal and disposal of equipment	No	Waived

<sup>16</sup> OSHA 29CFR 1926.1101 governs asbestos abatement projects. The records include medical surveillance records for certain people who wear protective equipment performing asbestos abatement work.

<sup>17</sup> Patient health care records in this series are confidential per Wis. Stat. § 146.82.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Building Lease Files	Files on leased facilities.	Event+7 years; Event=End of lease	No	Waived
Maps	Series may document road locations or surfaces, zoning information, parks, flood plains, soils, or parcel boundaries. This record series may also include indexes to maps. <sup>18</sup>	Permanent	No	N/A
Physical Plant Monitoring and Inspection Reports	Records documenting the operation of all facets of facilities: VAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components.	Creation+6 years	No	Waived
Profile and Grade Books	Documentation of landscape and features.	Permanent	No	N/A

<sup>18</sup> Copies of maps that are retained by local government offices after originals have been sent to other government units for retention may be destroyed 90 days after they have been transferred. Example: Certified survey maps sent to the county register of deeds office for retention under Wis. Stat. § 236.34(2).

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
State Highway Aids Program Records	Records of state aid pertaining to road maintenance.	Creation+7 years	No	Waived
Street and Sidewalk Operations File	Documentation of the performance of tasks related to street and sidewalk maintenance. This may include solid waste management, street cleaning, repairs, snow removal, and garbage collection.	Creation+7 years	No	Waived
Surveillance Recordings	Monitoring and surveillance recordings for public buildings, street cameras, and public transportation. <sup>19</sup>	Event+120 days <sup>20</sup> Event=Date of recording (Note: Recordings may be subject to longer retention. See footnote for more information.) <sup>21</sup>	No	Waived
<b>Planning and Zoning</b>				
Aerial Photographs	Aerial photographs used for planning and map creation.	Event; Event=Superseded	No	Notify

<sup>19</sup> The schedule does not apply to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

<sup>20</sup> 120 days is the time within which a claim may be filed against a governmental body as defined in Wis. Stats. § 893.80.

<sup>21</sup> Surveillance recordings that are required for any legal or programming purpose (such as open records requests, claims, case file, or litigation holds) must be retained in accordance with any applicable records schedules and/or have completed their legal or programming requirements.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Annexation Records	Incorporation records such as petitions, hearing testimony and exhibits, court orders, notices, resolutions, and related correspondence. <sup>22</sup>	Permanent	No	N/A
Comprehensive Growth and Development Plan	Provides general goals, objectives, policies and implementation recommendations to guide the future growth and development of the city.	Event+14 years; Event=Superseded by new plan	No	Notify
Conditional Use Permits	Applications and related documents for a conditional use permit. Applications include site plan, applicate statement, and evidence evidence/documentation. May also include public hearing notice, reports, public hearing documentation, and decision.	Event+7 years; Event=Termination of conditional use permit	No	Waived
Easements	Grants of easement to the municipality.	Permanent	No	N/A
Final Plats	A map showing the divisions of a piece of land, this series includes vacation or alterations of plats, annexation plats, and final subdivision plats.	Permanent	No	N/A

<sup>22</sup> Records cover proposed incorporations of town areas into cities and villages pursuant to Wis. Stats. §§ 66.0201 - 66.0209, and municipal consolidations of towns with cities and villages pursuant to Wis. Stat. § 66.0229.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Preliminary Plats	Created during the development of subdivisions.	Event; Event=Superseded by final plat	No	Waived
Property Survey Records	Includes field notes, benchmark books, and section corner monument logs.	Permanent	No	N/A
Zoning Appeals, Approved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A
Zoning Appeals, Unapproved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Event+7 years; Event=Final appeal is closed	No	Notify
Zoning Board and Zoning Board of Appeals Meeting Material	Agendas, minutes, reports, plans, and other material submitted to the Zoning Board, and/or Zoning Board of Appeals.	Permanent	No	N/A

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Zoning Ordinance	The text of the zoning ordinance spells out uniform rules that apply to each zoning district including: uses of the land (permitted, conditional and prohibited uses), dimensional standards (lot size, frontage, setbacks, building height, bulk, floor area), and the density of development. Authority provided by Wis. Stat. § 60.61.	Permanent	No	N/A
Zoning, Rezoning Files	May include, but is not limited to, maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A
Zoning Variance Files	Records related to area and use variances. Documentation submitted by landowners to secure a variance to the zoning ordinance.	Permanent	No	N/A
<b>Utilities</b> <sup>23</sup>				
Abandoned Mains and Services As-Built	Records may include final designs and location maps. Includes plans of private sewer and water systems.	Permanent	No	N/A

<sup>23</sup> Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility is 2 years

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Excavation Plans of Private Utilities	Plans submitted by utilities needing to excavate to develop, expand, or repair utility lines.	Permanent	No	N/A
Inspections	Records documenting the inspection of water and sewer lines.	Permanent	No	N/A
Sewer Inspection Records	Indicates problems such as cracked or broken pipes, improper alignment, or loose lateral connections.	Event; Event=Superseded	No	Waived
Water and Sewer Main Break Records	A record documenting the history of breaks in water and sewer main lines.	Permanent	No	N/A
Water, Storm, and Sanitary Sewer Main Maps	Maps providing the location of water, storm, and sanitary sewer mains. Also provides information about the depth, slope, size and composition of these features.	Permanent	No	N/A



<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Wind Energy System Applications (Approved)	Written record of decision-making relating to applications for a wind energy system. Authority provided by Wis. Admin. Code § PSC 128.34(1)(c).	Event+7 years (Event=Wind energy system decommissioned)	No	Waived
Wind Energy System Applications (Denied)	Written record of decision-making relating to applications for a wind energy system. Authority provided by Wis. Admin. Code § PSC 128.34(1)(b)	Event+7 years (Event=year decision was issued)	No	Waived

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## Revenue Records

### Wisconsin Municipal Records Schedule

#### Requirements Specific to Revenue Records

Records in the Revenue section are arranged under the following subsections:

- Assessment
- Board of Review
- Special Assessment
- Tax Calculation and Collection

The Revenue section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Final real property assessment rolls have a retention period of 15 years and may be destroyed after that time has lapsed. However, states that no assessment roll containing forest crop acreage may be destroyed without the prior approval of the secretary of the Department of Revenue. Municipalities should assume that assessment rolls from rural areas include forest crop acreage and that this provision applies to their assessment rolls. Municipalities should contact the Wisconsin Department of Revenue, Local Government Services Bureau for more information. This step is in ADDITION TO notifying the Wisconsin Historical Society of the upcoming record destruction.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
<b>Assessment</b>				
Cadastral Maps	Includes any plats, assessor's plats, certified surveys, or aerial photographs used in determining taxable boundaries.	Permanent	No	N/A
Final Assessment Rolls	Both real and personal property rolls.	Creation+15 years (Provided no Forest Crop Acreage is recorded) <sup>24</sup>	No	Notify
Low Income Property Owner's Certification of Occupancy (PR-231)	Form used to determine property tax exemption as low-income housing, as defined by Wis. Stat. § 70.11(4a).	Event+5 years; Event=Form submitted to local assessor	No	Waived
Master Property Records	Details the appraisal of real property, based on the field inspections of the assessor. Use this schedule for any Master Property Record Cards (PA-500), Agricultural Work Cards (PA-703), or Residential Record Card Inserts.	Event+5 years; Event=Life of structure	No	Notify

<sup>24</sup> Wis. Stat. § 19.21(4)(a) states that no assessment roll that contains forest crop acreage may be destroyed without the prior approval of the secretary of revenue. Notification to the Wisconsin Historical Society is still required before approved assessment rolls can be destroyed.

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Municipal Assessment Report	Reports a taxation district's annual assessed values. It is a summary of all the Real Estate and Personal Property assessed values for a taxation district as of the close of January 1.	Event+5 years; Event=Final report filed with DOR	No	Waived
Notice of Increased Assessment (PR-301)	Notices sent to property owners informing them of change in valuation from the previous year for any real property. Also includes Notice of Personal Property Assessment (PR-299) and Agricultural Land Conversion Change (PR-298).	Creation+7 years	No	Waived
Occupational Tax Forms (PA-002; PA-006; PA-014)	Forms submitted by property owner/agent regarding iron ore concentrates, coal, and petroleum, to the local assessor.	Event+5 years; Event=Date submitted to assessor	No	Waived
Property Tax Exemption Request (PR-230)	Form used for requesting exemption from property taxes; real and personal property.	Event+6 months; Event=Submission of Taxation District Summary Report to DOR	No	Waived
Request to View Property Notice (PR-300)	Notifies property owner of their rights, options, and responsibilities with regard to view property for assessment.	Event+5 years; Event=Date of assessment	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Statement of Assessment (PA-521C)	Report of the aggregate assessed value of all personal and real property.	Event+7 years; Event=Form submitted to DOR	No	Waived
Statement of Personal Property (PA-003)	Statements filed with local assessor declaring taxable personal property.	Creation+5 years	Yes Confidential per Wis. Stat. § 70.35(3)	Waived
Tax Exemption Reports (PC-220)	Reports filed by individuals who own property exempt from personal property tax under Wis. Stat. § 70.11. The reports are submitted to the municipal clerk. Use this schedule for Multi-Parcel Tax Exemption Reports (PC-220A).	Event+6 months; Event=Submission of Taxation District Exemption Summary Report to DOR	No	Waived
Taxation District Exemption Summary Reports (PC-226)	Reports the total number of exempt properties by purpose and value. Compiled from Tax Exemption and Multi-Parcel Tax Exemption Reports.	Event+2 years; Event=Report submitted to DOR	No	Waived
<b>Board of Review</b>				
Board of Review Support Materials	Includes notes taken by clerk, written objections and all other materials submitted to the board of review, audio recordings, and any transcripts of board of review proceedings. Authority provided by Wis. Stat. § 70.47(8)(f).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Form of Objection	Objections submitted by taxpayers. Includes written objections and all other material submitted to the board of review.	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waived
Minutes of the Board of Review Proceedings	Record of all proceedings of the board of review. Also includes the Summary of Board of Review Proceedings (PA-800) Authority provided by Wis. Stat. § 70.47(5).	Creation+7 years	No	Notify
Notice of Board of Review Determination	Final decisions sent to property owners. Authority provided by Wis. Stat. § 70.47(12).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waived
<b>Special Assessments</b>				
Final Resolution	Final authorization of special assessments. Authority provided by Wis. Stat. § 66.0703(8)(d).	Permanent	No	N/A
Payment Register	Record of the receipt of scheduled payments.	Event+7 years; Event=Final collection of payments	No	Waived

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Preliminary Resolutions	Issued by municipal district describing the purpose of the project, calculations, limits of assessment district, and number of installments to be paid. See Wis. Stat. § 66.0703(4) for more information.	Creation+2 years (provided report is on file with public works project record)	No	Waived
Report of Special Assessment	Report of project that includes plans, specifications, cost estimates, and property affected. See Wis. Stats. §§ 66.0703(5)-(6) for more information.	Creation+2 years (provided report is on file with public works project record)	No	Waived
<b>Tax Calculation and Collection</b>				
Escrow Account List	List of real estate taxes paid directly from an escrow account.	Event; Event=Superseded	No	Waived
Final Tax Roll	Real and personal property rolls. Calculated from assessment rolls to include total taxes and charges to be collected.	Creation+15 years	No	Notify
Statement of Taxes	Combined record of calculations used to set final taxes.	Permanent	No	N/A

<b>Record Series Title</b>	<b>Series Description</b>	<b>Retention</b>	<b>Confidential</b>	<b>WHS Notification</b>
Tax Calculation Support Records	Any record used to calculate municipal taxes. These include any certificates, evaluations, levies, estimates, payments, and credits used to determine real and personal property tax rolls.	Event+7 years; Event=Audit	No	Waived
Tax Receipts	Receipts issued by treasurer upon payment of taxes. Includes any supporting documents associated with issuing and recording receipts of payments.	Event+7 years; Event=Audit of records by outside accounting firm	No	Waived
Tax Settlements	Used to verify tax collections compared to the taxes levied in the municipal records.	Event+7 years; Event=Audit	No	Waived
Unpaid Tax Statements	List of postponed real property, delinquent real property, and delinquent personal property taxes.	Creation+15 years (Retain with tax roll)	No	Waived

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# WATERLOO UTILITIES

# CONSTRUCTION ESTIMATE

575 COMMERCIAL AVE. WATERLOO WI 53594  
Phone 920-478-2260 Fax 920-478-9682

DATE OF ESTIMATE: 3/3/2022

ESTIMATED BY: Barry Sorenson

NAME: City

LENGTH OF LINE: 400

LOCATION: park

DESCRIPTION: Street light 2

ACCT #	MATERIAL ITEM	QTY NEEDED	UNIT COST	TOTAL COST
3640001	ANCHOR GUY		\$805.38	\$0.00
3640002	CROSSARM-6'		\$231.70	\$0.00
3640003	CROSSARM-8'		\$260.51	\$0.00
3640004	CROSSARM-10'		\$549.02	\$0.00
3640005	FIBERGLASS ARM		\$383.14	\$0.00
3640006	CROSSARM/DEADEND		\$1,126.55	\$0.00
3640007	35' POLE		\$451.00	\$0.00
3640008	40' POLE		\$1,236.02	\$0.00
3640009	45' POLE		\$921.34	\$0.00
3650002	CUTOUT-ARRESTOR-1PH		\$771.66	\$0.00
3650003	CUTOUT-ARRESTOR-3PH		\$1,479.66	\$0.00
3650004	OH PRI. 1/0 1 PHASE 150' SPAN		\$1,383.56	\$0.00
3650005	OH PRI. 1/0 3 PHASE 150' SPAN		\$3,958.57	\$0.00
3650006	OH SECONDARY 1/0 TRI 100' SPAN		\$1,349.97	\$0.00
3660001	DUCT PVC-ALL SIZES-TRENCH		\$1,370.83	\$0.00
3670001	CABLE TERMINATION 1PH 15KV URD		\$698.61	\$0.00
3670002	CABLE TERMINATION 3PH 15KV URD		\$1,988.99	\$0.00
3670003	URD PRI. 1PH-200AMP 100' SPAN		\$935.10	\$0.00
3670004	URD PRI. 3PH-200AMP 100' SPAN		\$1,797.29	\$0.00
3670005	URD PRI. 3PH-600AMP 100' SPAN		\$2,724.70	\$0.00
3670007	URD SEC- #4/0 TRI 100' SPAN		\$1,161.12	\$0.00
3670011	SEC/CABINET-3PT-200AMP 15KV		\$2,491.64	\$0.00
3670012	SEC/CABINET-9/12PT-200AMP 15KV		\$3,653.75	\$0.00
3670013	SECONDARY PEDESTAL		\$611.53	\$0.00
3670014	SEC/CABINET-9/12PT-600AMP 15KV		\$2,286.92	\$0.00
3680003	SET-1PH OH NEW TRANSFORMER		\$84.00	\$0.00
3680004	SET-3PH OH NEW TRANSFORMER		\$271.16	\$0.00
3680005	SET-1PH URD NEW TRANSFORMER		\$84.00	\$0.00
3680006	SET-3PH URD NEW TRANSFORMER		\$168.00	\$0.00
3690001	100 AMP OH SERV 2-4 TRI 75' SPAN		\$1,036.93	\$0.00
3690002	200 AMP OH SERV 1/0 TRI 75' SPAN		\$1,079.23	\$0.00
3691001	URD SERV-ALL SIZES 100' SPAN / w TRENCH		\$1,074.86	\$0.00
3691002	URD SERV- 500 MCM 100' SPAN / w TRENCH		\$2,373.56	\$0.00
3692001	OH to URD SERV. 100' SPAN / w TRENCH		\$1,293.40	\$0.00
3730001	FIBERGLASS POLE & FIXTURE	2	\$1,752.00	\$3,504.00
3730002	ALUMINUM STREET LIGHT POLE		\$1,349.49	\$0.00
3730003	STREET LIGHT ARM & FIX-150 HPS		\$876.39	\$0.00
3731002	6 DUPLEX URD STREET LIGHT 100 ft	4	\$911.82	\$3,647.28
9999999	TRENCHING		\$0.67	\$0.00

TOTAL PREPAYMENT NEEDED

\$7,151.28

GOOD FOR 90 DAYS



# PROPOSAL

## Jensen Plumbing, Heating & Air INC

Quality Service Reliability

204 W Lake St  
Lake Mills, WI 53551  
Ph 920-648-8373  
Fax 920-648-3077

JOB# 222- 547  
DATE: :03/15/2022  
JOB NAME: CITY OF WATERLOO GARAGE

EXPIRATION DATE IF NOT ACCEPTED: 04/15/2022

**JOB LOC** Chad Yerges  
City Of Waterloo  
211 Hendricks St  
Waterloo, WI 53549  
920-478-3025  
www.waterloowi.us

**BILLING** Chad Yerges  
City Of Waterloo  
211 Hendricks St  
Waterloo, WI 53549  
920-478-3025  
www.waterloowi.us

SALESPERSON	PAYMENT TERMS
Kenny Grassman	50% down, final payment due in full upon completion of work

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	We propose to replace the 2 existing natural gas boilers. The old equipment will be removed and recycled. The new boilers will be reconnected to the existing pvc venting, electrical and gas. We will replace the expansion tank, pressure reducing valve and backflow preventor. After completion the boilers will be properly bled of air, started and tested.		
2	LAARS LFTHF 199 High efficiency natural gas boilers, Expansion tank, PRV, Backflow preventor.	\$14,000.00	
	Replacement of all 3 loop pumps. 2-UPS 15/58 & 1-UPS 26/99FC pumps.	\$1,800.00	
	All materials used are at the discretion of the licensed plumber or HVAC Technician		-----
	<u>Any work outside of what is outlined above (if time allows) would be at a time and material rate of \$112 per hour, per technician or plumber, plus materials</u>		-----
			<b>JOB TOTAL</b>

Proposal Prepared By: Kenneth Grassman HVAC Project Manager  Date: 03/15/2022

### Acceptance of Proposal

The above prices, specifications & conditions are satisfactory and are hereby accepted. Jensen Plumbing, Heating & Air Inc. is authorized to do the work as specified.

**\*\*All material pricing is subject to change based on Market Value if job is not scheduled/planned within 30 days and completed within 6 months of acceptance of proposal with down payment.\*\***

To accept this proposal Sign & Date: \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**

**Lien Rights.** As required by the Wisconsin Construction Lien Law, builder hereby notifies owner that persons or companies furnishing labor or materials for the construction on owners' land may have lien rights on owners' land and buildings if not paid.

Those entitled to lien rights, in addition to the undersigned builder, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction and should give a copy of each notice received to his lender, if any. Builder agrees to cooperate with the owner and the lender, if any, to see that all potential lien claimants are duly paid.

\*A 30% re-stocking fee is applied to all cancelled or returned orders. Jensen Plumbing, Heating and Air INC cannot warranty material provided by others. All proposed work will be completed during normal business hours. Plumbing and HVAC permit fees are based on cost per fixture; permits that are based on a total square foot or total job cost are **not** included. Concrete more than 4" thick or concrete with wire mesh/re-bar will be removed on a time & material basis. All work & material will conform to the **State of Wisconsin Codes**. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

CUSTOMER INTIAL\_\_\_\_\_



Resources ▼



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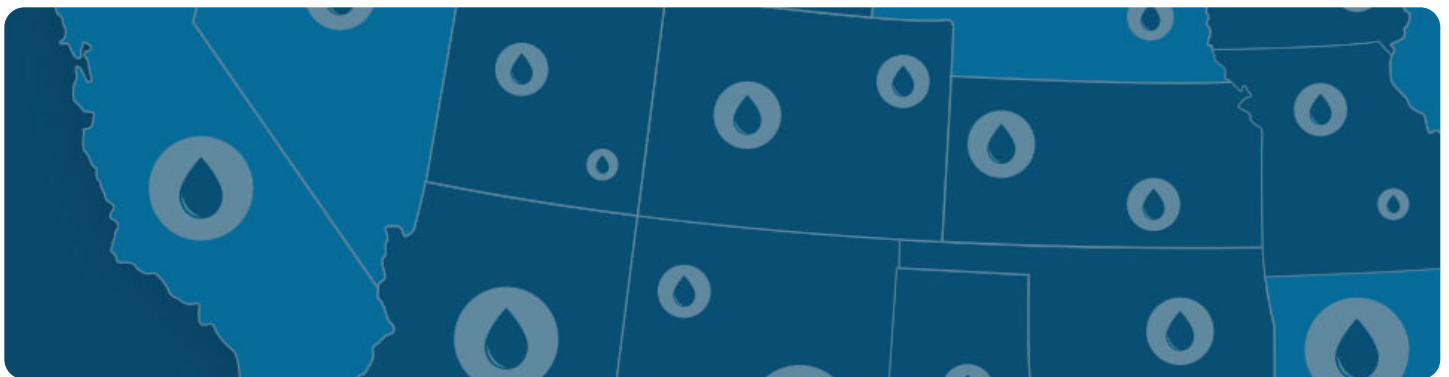
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# Water fluoridation in the USA



03/09/2017

Stephen Tamlin

## How Much is Too Much?

For decades the amount of fluoride added to our water supplies (fluoridation), has sparked some heated debate amongst those for and against its application. On one side there are many who believe fluoride in drinking water helps protect dental health from problems such as tooth decay yet on the other side there are those that believe it's only harming our overall oral health. Since 1962, communities throughout the country have been adhering to the **required Drinking Water Standards** that regulate fluoridation, however, new scientific data has made people think twice about what's in their drinking glass.





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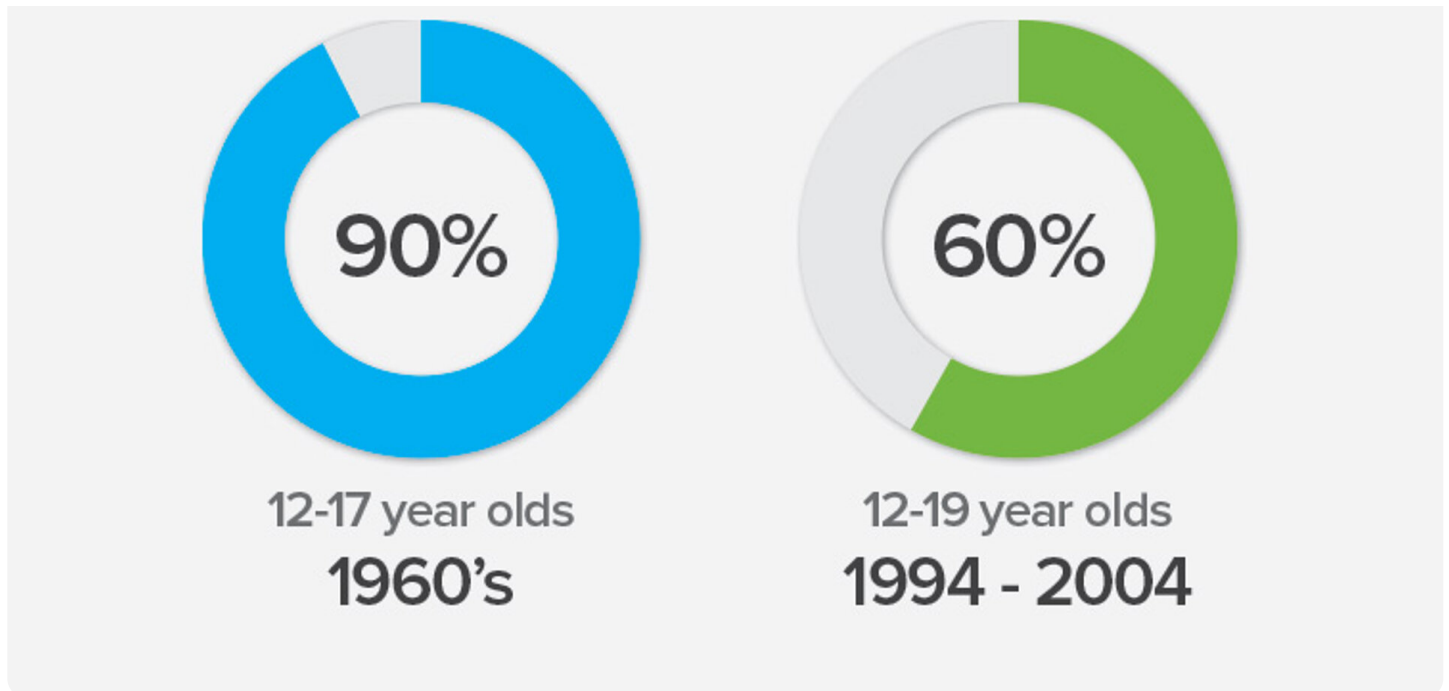


The organization is now recommending that 0.7 parts per million (ppm) or mg/L is the ideal fluoride level for communities in order to maintain the benefits of fluoridation and avoid risk of dental fluorosis. Despite this government mandate in **April 2015**, experts on both sides continue to stand their ground on the benefits and pitfalls of adding fluoride to our drinking water.

## A History of Fluoridation

In 1960s, a report showed that fluoride reduced cavities by 90% - making it an inexpensive method to allow all of the country to combat tooth decay, regardless of their age or socio-economic status. While the recommended levels of fluoridation sat between 0.7 mg/L and 1.2 mg/L, the Department of Health and Human Services concluded that there should be a lower concentration of fluoride in warmer areas because children "**drank more water on warm days.**" Such studies began to show that the higher the concentration of fluoride in the water (between 0.3 mg/L to 1.2 mg/L), the greater instances of dental fluorosis in those children, increasing from 13.5% to 41.4%. Through the years, the research continued to prove the benefits of fluoride in drinking water when it reported a **60% decline in cavities in 12-19 year olds between 1999 and 2004.**






## Current Fluoride Status

### Recent Changes

More recent studies conducted by the **National Health and Nutrition Examination Survey (NHANES), between 1988 and 2004**, surveyed more areas throughout the country. New analysis proved that outdoor temperature accounted for less than a 1% variation in water intake, meaning there was no correlation between the two. These findings have led to a change in the federally recommended amount of fluoridation in public water supplies across the US. A level of 0.7 mg/L, was deemed an appropriate, uniform standard in all temperate zones of the country, and would help to maintain a reduction in dental cavities in young people, while minimizing their risk of fluorosis.

### Individual State Levels

Although this is a federal standard, some states still show a higher level of fluoride that exceeds the recommended 0.7mg/L level. You can check the state levels of fluoride in your county's water supply using this interactive map created by Waterlogic, an industry-leading bottleless water cooler provider. Waterlogic has used the CDC's **My Water's Fluoride** database, a public database of **27 states** that  volunteered their own fluoride information, to put together Waterlogic's USA Fluoride Level



The world is a different place in 2015 than it was in 1962. Water consumption was shown to be variable in 1962. But, in the current world, water consumption is very uniform throughout the country. Why is that? Because it turns out that houses in Minnesota are better heated than they used to be 50 years ago. Houses in Texas tend to be better air-conditioned than they were in 1962. Plus, we have a more sedentary lifestyle today

- Kip Duchon

In addition, more people today receive fluoride from sources outside of their drinking water. “Your primary source of fluoride is from drinking water since you don’t get enough of it from things like toothpaste or food,” continued Duchon. “But we also realize that people were having those other beneficial exposures, so we realized that the lowest level within the recognized beneficial range would be suitable for everyone considering the fact that they would get additional fluoride from other sources:

## Most Common Sources of Fluoride Intake

### Toothpaste



95% of all toothpastes use fluoride. Apart from water this is the most common source of fluoride intake for US citizens.

### Processed Food & Beverages



Soda and Juice drinks contain up to 1.03ppm fluoride levels. Also due to use of pesticides common fruits such as grapes contain high levels of fluoride.

### Tea Drinks



Tea plants absorb fluoride from soil. The older the plant the more fluoride in the tea. Excessive tea drinking can cause several health issues related to fluoride intake.

### Teflon Pans



Whether cooking food or boiling water teflon pans can increase the fluoride levels found in food. One study found boiling water in a teflon pan for 15 minutes added 2ppm.

### Workplace




Fluoride is common air contaminant in industrial workplaces. Employees can be routinely exposed to high levels of fluoride in these environments.

## Risk with Fluoridation



affected by fluorosis and demonstrating higher sensitivity to fluoride are African Americans and Hispanics. These two groups were shown as having had more **severe cases of fluorosis** than whites.

Dr Kathy Thiessen, Director and Senior Scientist at the Oak Ridge Center for Risk Analysis in Tennessee is strongly opposed to fluoridation. As she explains:



"[Recent data] ... indicates no significant benefit from water fluoridation, but a significant association with dental fluorosis, a situation that will not be avoided by fluoridating all cities at 0.7mg/L ... At the very least, even if dental fluorosis is considered only a cosmetic problem, it takes money to treat to improve a person's appearance and perhaps his or her self-esteem ... A growing number of studies indicate associations between dental fluorosis and increased risk of various health problems. Considerable evidence indicates that water fluoridation is an unsafe and unethical practice, with little or no real benefit."

Dr. Kathy Thiessen, Director and Senior Scientist at the Oak Ridge Center for Risk Analysis in Tennessee.

## The Case For and Against Fluoridation

### Pros and Cons

Fluoridation has a history as a controversial, divisive issue. On one side, supporters of fluoridation in drinking water tout its benefits to dental health. On the other side, there are several vocal groups and individuals who cite fluoridation as the source of numerous health issues, ranging from thyroid conditions to autism and attention-deficit hyperactivity disorder (ADHD).





- Strengthens tooth enamel which reduces tooth decay, cavities and tooth loss.

- Can affect your thyroid causing fatigue, loss of hair and weight gain
- Can cause pitting on teeth
- Can cause osteomalacia, a softening of the bones
- Links to Autism & ADHD
- Linked to problems with protein digestion and tolerance
- Linked to stomach pain and indigestion
- Can cause dental fluorosis, the staining of teeth


## Argument Against

Laura Pressley, Ph.D., an anti-fluoridation advocate, believes that fluoridation was a factor in her diagnosis of Hashimoto's Thyroiditis, an autoimmune disorder that affects the thyroid. She had been taking medication for the condition and showed signs of fatigue, brain fog, loss of hair, and weight gain.



"I started doing the research, and fluoride attacks your thyroid... Fluoride is very similar to iodine electronically because it's in the same column of the periodic table. Your body uptakes fluoride from your thyroid instead of iodine and it causes your body to function improperly. When that happens, your thyroid wants to work harder to put out the chemicals your body needs. You're overtaxing your thyroid and it's exhausted, so you get hypothyroidism."

Laura Pressley, Ph.D









Dr. Pressley mentioned that many people are exposed to significant amounts of fluoride that they  not be aware of, "in your tap water, tea, and actually, sodium fluoride is a pesticide, which gets on

Resources 

bound to the calcium. The chemical being put into the tap water is an acid. There's no calcium associated with it, so the fluoride attacks the calcium in your body. It attacks your bones, it attacks your teeth – that's why you get pitting – and in your bones, you'll get osteomalacia, a softening of the bones."

With this in mind, Pressley made a decision to eliminate fluoride from her diet. After four or five months, her Hashimoto's Thyroiditis went into remission and has been in remission ever since. "I'm off all of my medications. I'm back to my normal weight. My hair filled out. I regained my energy, and I ran for City Council," she said. "My health completely rebounded."

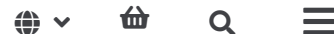
## Highest and Lowest State Fluoride Levels USA

Highest 			Lowest 		
#1 - Ohio	1.8 ppm		#1 - Hawaii	0.17 ppm	
#2 - New Mexico	1.0 ppm		#2 - Oregon	0.18 ppm	
#3 - Washington	0.9 ppm		#3 - New Jersey	0.18 ppm	

### Argument For

On the other hand, many still stand for fluoride in drinking water. Kip Duchon, an environmental engineer who provides technical direction to the water fluoridation process with the CDC, has interacted with both pro- and anti-fluoride representatives on both sides of the issue and has pointed to the 2006 National Academy of Sciences Study and a [2015 Cochrane study](#) as evidence that fluoridation in drinking water is safe.





Resources



were presented prior to the publishing of the study and the National Academy of Sciences had refuted them, deeming fluoridated water as safe. “The report said there was no scientific basis for those concerns.”

Kip Duchon

Duchon said that while there have been studies conducted that pinpoint fluoride as a culprit in health issues, these studies may not have been systematic – meaning, a review of transparent processes that examines all available research in context with each other to tell a story that helps people better understand what’s really happening.


Bruce Austin, the Statewide Dental Director for the Office of the Chief Medical Officer of Oregon, echoed many of Duchon’s concerns.

“As for public education, the internet is a huge source of disinformation and false information. The best facts tend to come from the consensus of science done by expert panels and groups of researchers, rather than cherry-picked data from individuals. I do feel that a sound education campaign based on science will only help the public’s understanding of the safety, efficiency, and cost-effectiveness of community water fluoridation.”

Bruce Austin, the Statewide Dental Director for the Office of the Chief Medical Officer of Oregon

While the question of whether to fluoridate or not remains a state and local issue, the CDC provides the science to support the states and does not play a role in managing fluoridation. It was science that prompted the CDC’s reassessment of the 1962 recommendation with public health in mind.




 every one of those years, the number of people who are getting fluoridated water increases. And that's a good thing, to increase the access to fluoridated water to people. There's still a big need for it."

Kip Duchon

In addition to a [study linking fluoridation to autism](#) and ADHD, some of the concerns the public has about fluoridation's impact on overall health stem from uncertain evidence of fluoride causing bone cancer. According to the [American Cancer Society](#), population-based studies examined the risk between water fluoride levels and cancer, comparing cancer rates in communities with lower versus higher levels of fluoridation. However, the organization recognizes that there are other factors that make it hard to conclusively prove that fluoride is the source of adverse health effects. On their [website](#), the American Cancer Society poses the question: "If fluoridation is a risk factor, is the type of fluoride used important? Also, is there a specific level of fluoride above which the risk is increased, or a certain amount of time or an age range during which a person would need to be exposed?"

On the flipside, several studies have shown fluoridation has provided significant benefits to dental health. The U.S. Task Force on Community Preventive Services concluded that fluoridated water [reduced tooth decay](#) by a median rate of 29% among children of ages 4 to 17. Similarly, the [Journal of Dental Research](#) concluded that fluoridation reduced decay in adult teeth by 27%, making fluoride the most effective and practical method for reducing the gap in decay rates between low-income and upper-income Americans.

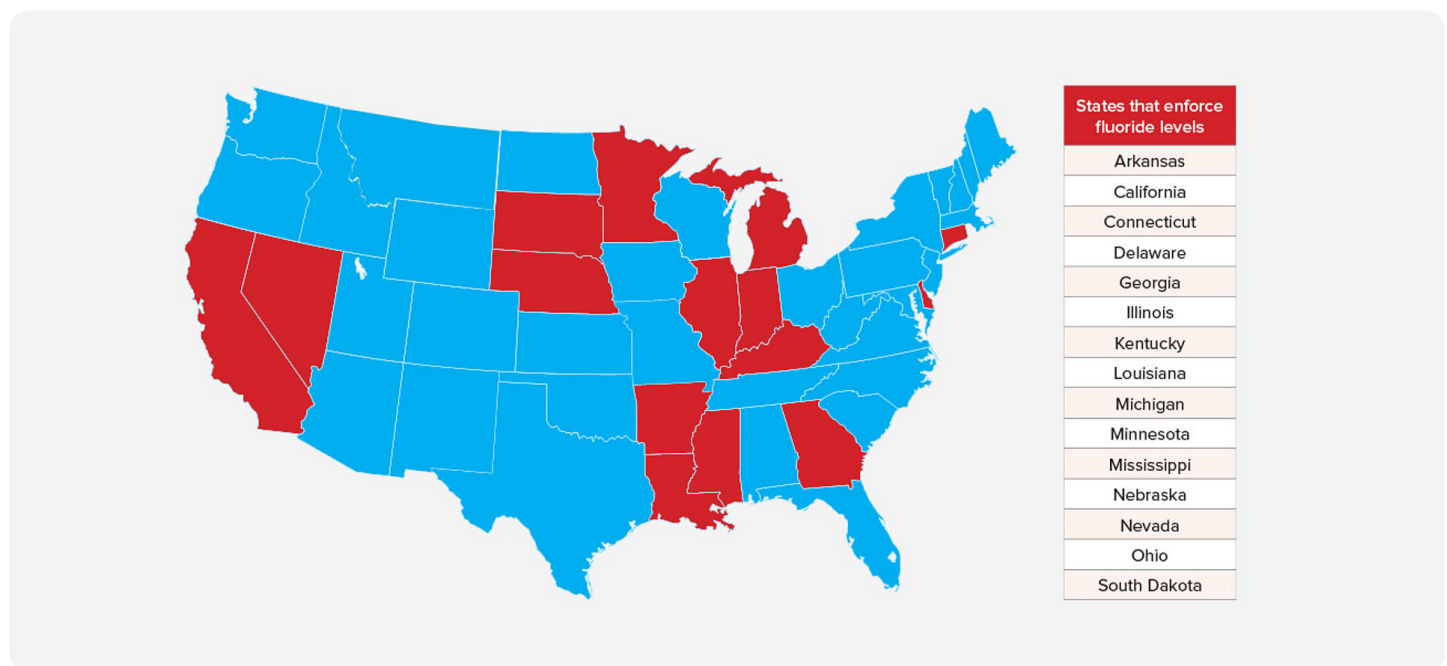
While the CDC has pointed to research that indicates fluoridation is safe, others are concerned about the amount of fluoride in drinking water and whether it is appropriate for people of all ages and sizes. Laura Pressley stated that, "When a family goes to a doctor and they all have strep throat, the doctor doesn't give them all the same dose of an antibiotic. They give a dose per weight, and per history and sensitivity of the patient."

Pressley questioned even the new, lower, recommended dose of fluoride in public water supplies, asking, "Why would we be medicating people with this fluoridated water, one-size-fits-all to a child  us a man that's 6' tall? That makes no sense to me. We should not be putting any type of water to

Although the CDC spearheaded extensive studies over a ten-year period to re-evaluate the 1962 recommendations, water fluoridation in a community's drinking supply is managed at a state level – not a national one.

Water fluoridation is not a hard and fast rule. To date, 15 states (along with Washington, D.C. and Puerto Rico) have **mandatory fluoridation regulations** where if a water system in that state is serving a specific minimum population, that system is required to fluoridate its drinking water. Arkansas, for example, must fluoridate if the system is serving 5,000 people or more.

Other U.S. states that mandate water fluoridation based on population include:



While some states have mandatory fluoridation regulations, individual towns, cities, and even counties throughout the U.S. who have **called for a ban on fluoride in their water supplies** because of the uncertainty around it's benefits.

## What does fluoridation mean for you?

## Want to Get Involved in the Debate?



## Resources

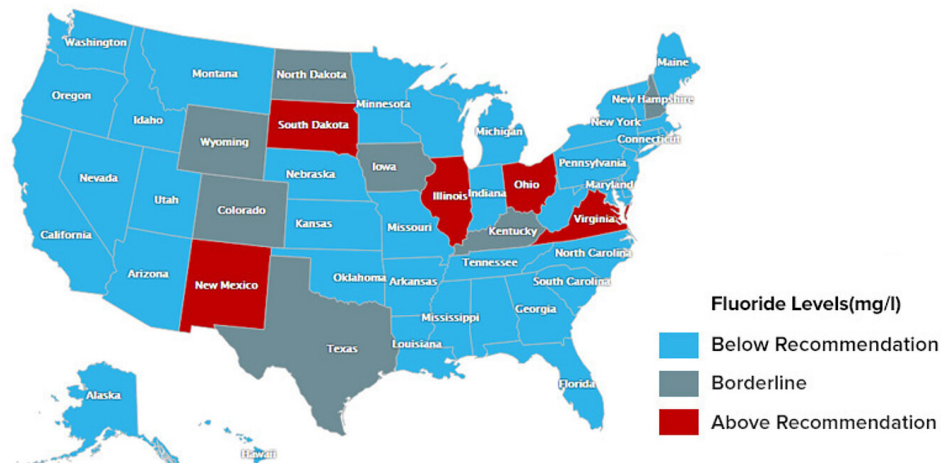


areas drinking water, get in touch with your local public water system. The CDC has listings for 37 states that participate in its **My Water's Fluoride program**, making it easy to find your county and its contact information if you have questions regarding fluoridation.

## Further Education

If you want to further educate yourself on the topic of Fluoridation below is a list of resources available.

- Here are some groups that advocate against the use of fluoride in public water systems:
  - **Fluoride Action Network**
  - **Fluoride Free Austin**
  - **NoFluoride: Citizens for Safe Drinking Water**
- Here are some groups that point towards the benefits of fluoride:
  - **Fluoride Information Network**
  - **I Like My Teeth Campaign for Dental Health**
  - **National Center for Fluoridation Policy & Research**
- Talk to your state representatives about your findings and make them aware of what matters to you as their constituent.



- If you're looking to remove fluoride from your drinking water, as you advocate for your cause, one way to do it is through the purchase of a **reverse osmosis**, deionizer, or activated alumina water filter. These three types of filters are **able to remove about 90% of fluoride** from tap





## Resources



orange juice, if they have it. I won't drink black tea with tap water. I won't drink coffee with tap water. I will bring a bottle of reverse osmosis water into a restaurant. That's how I deal with it." Pressley also looked to eating organic foods whenever possible to avoid traces of fluoride due to foods treated with pesticides.

Distillation units can also help to remove most, if not all fluoride. These units range from \$200 for a small countertop distillation unit to over \$1,000 for a much larger unit.

## The Future of Fluoridation

Although the CDC has provided a nationwide maximum of 0.7 mg/L of fluoridation in public water supplies, these levels can vary by state and locality. Geographical factors also play a role in levels of naturally occurring levels of fluoride. If you'd like to learn more about levels of fluoride in your area's drinking water, the Waterlogic's USA Fluoride Level Map is a helpful resource to garner accurate, at-a-glance information and compare your locality to surrounding areas or states throughout the country.

While these recommended levels of fluoride have been proven to reduce dental cavities and are considered the most effective way to provide widespread dental protection to the greatest number of citizens, there are a still number of people who are worried that regular exposure to fluoride may have adverse effects on health.

However, individuals who believe the concerns associated with fluoride outweigh its benefits are able to take action for themselves, either by calling for more research to be conducted on the subject, or personally taking steps to eliminate fluoride from their drinking water.

“The CDC will continue to encourage additional research on water fluoridation because we want to be the first to say that we don't know everything. We will still continue to work with partners to identify what research is important and to better understand what the salient issues are. I think the knowledge base will continue to grow as to what we need to know about water fluoridation.”



- Kip Duchhon



Resources ▾



Since Fluoridation in communities is managed at a state level and not a national level, not all states are included in the CDC's My Water's Fluoride database.

For states that did not participate in the CDC's database, we contacted each of these states' Department of Health directly, speaking with officials about the most recent fluoride data available to the public ranging from 2011 to 2015. As mentioned, not all states are required to collect and report fluoride data on a yearly basis, which accounts for gaps in the reporting years available for this data.

The fluoride levels reported in the Waterlogic Fluoride Database are considered the "final levels" in public drinking water from a specific public water system which include both natural and manual fluoride concentrations, which are added at water treatment plants.

Since public water systems can serve multiple cities and there are many water systems in a given county, we included a weighted average for counties and states that takes into account the population for those areas. Our goal was to report the fluoride concentration at the point of public consumption, regardless of the exact source of the fluoride. In doing this, we're reporting a more accurate measure of the amount of fluoride the public is consuming.

## What causes high fluoride levels?

Some regions have higher, naturally occurring levels of fluoride in the water supply than others. Groundwater typically contains more fluoride than surface water. Dry regions generally have higher fluoride levels in their water than regions that have higher average rainfall amounts. Two of the Top 3 states with fluoride levels above the .7 mg/L recommended limit – Texas and Arizona – have dry, arid climates.

According to Rae Nadler-Olenick, an advocate for [Fluoride Free Austin](#) and the Texas coordinator for the Fluoride Action Network, "Looking at average concentration by county, Texas has more areas than other states that are above the limit. Natural fluoride is high in parts of Texas, such as El Paso."

Unique conditions to a specific area – from climate to the type of soil or clay prevalent throughout the terrain, play a role in how fluoride concentrates in groundwater within a given state, as well as spatial variability of fluoride. For instance, a [report from the Arizona Department of Environmental](#)

 [lity](#) stated that:



Resources 

dissolution of the mineral fluorite. In a chemically closed hydrologic system, calcium is removed from solution by precipitation of the calcium carbonate and the formation of smectite clays; high concentrations of dissolved fluoride may occur in groundwater depleted in calcium if a source of fluoride ions is available for dissolution (Robertson, 1991). Thus, wells having soft, sodium-dominated, older water, such as artesian wells drawing from deep aquifers in southeastern Arizona, are likely to have elevated fluoride concentrations.”

Arizona Department of Environmental Quality

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## The Fluoride Debate: The Pros and Cons of Fluoridation

[Antoine Aoun](#), [Farah Darwiche](#), [Sibelle Al Hayek](#), and [Jacqueline Doumit](#)

### Abstract

Fluoride is one of the most abundant elements found in nature. Water is the major dietary source of fluoride. The only known association with low fluoride intake is the risk of dental caries. Initially, fluoride was considered beneficial when given systemically during tooth development, but later research has shown the importance and the advantages of its topical effects in the prevention or treatment of dental caries and tooth decay. Water fluoridation was once heralded as one of the best public health achievements in the twentieth century. Since this practice is not feasible or cost effective in many regions, especially rural areas, researchers and policy makers have explored other methods of introducing fluoride to the general population such as adding fluoride to milk and table salt. Lately, major concerns about excessive fluoride intake and related toxicity were raised worldwide, leading several countries to ban fluoridation. Health-care professionals and the public need guidance regarding the debate around fluoridation. This paper reviews the different aspects of fluoridation, their effectiveness in dental caries prevention and their risks. It was performed in the PubMed and the Google Scholar databases in January 2018 without limitation as to the publication period.

**Keywords:** dental caries, fluoridation, prevention, public health, toxicity

### INTRODUCTION

Fluoride is the ionic form of fluorine, the thirteenth most abundant element in the earth's crust. It is released into the environment naturally in both water and air. Its concentration in water is variable (1). Water is the major dietary source of fluoride. The variability in water content explains much of the variability in total fluoride intake. Other important sources of fluoride are tea, seafood that contains edible bones or shells, medicinal supplements, and fluoridated toothpastes (2). Fluoride compounds are also produced by some industrial processes that use the mineral apatite, a mixture of calcium phosphate compounds (2). Dietary fluoride is absorbed rapidly in the stomach and small intestine. One-quarter to one-third of the absorbed fluoride is taken up into calcified tissues, whereas the rest is lost in the urine (3–6). In bone and teeth, fluoride can displace hydroxyl ions from hydroxyapatite to produce fluorapatite or fluorohydroxyapatite. About 99% of total body fluoride is contained in bones and teeth (3), and the amount steadily increases during life. The recommended intake for fluoride is expressed as

an adequate intake rather than recommended dietary allowance, because of the limited data available to determine the population needs. The adequate intake for fluoride is 0.7 mg daily for toddlers, rising to 3 mg daily for adult women and 4 mg daily for adult men. It remains unclear whether fluoride is truly essential, although fluoride may have some beneficial effects (2). Once taken up into bone, fluoride appears to increase osteoblast activity and bone density, especially in the lumbar spine (7). Fluoride has been suggested as a therapy for osteoporosis since the 1960s, but despite producing denser bone, fracture risk is not reduced. Indeed, there is some evidence that nonvertebral fractures may be increased (8). The only known association with low fluoride intake is the risk of dental caries, acting through both pre-eruptive and post-eruptive mechanisms (5). The American Dental Association strongly supports fluoridation of community drinking water supplies (4); however, strong contradictory opinions also are held (9).

Dental caries is an infectious and multifactorial disease afflicting most people in industrialized and developing countries. Fluoride reduces the incidence of dental caries and slows or reverses the progression of existing lesions (10). Although pit and fissure sealants, meticulous oral hygiene, and appropriate dietary practices contribute to caries prevention and control, the most effective and widely used approaches include fluoride use (11).

The first 'artificial' water fluoridation for caries control was introduced in 1945 and 1946 in the United States (US) and Canada, respectively, and it was expected that caries prevalence would be reduced by as much as 50% (12). The success of water fluoridation in preventing and controlling dental caries led to the development of several fluoride-containing products, including toothpaste, mouth rinse, dietary supplements, and professionally applied or prescribed gel, foam, or varnish.

Much of the research on the efficacy and effectiveness of individual fluoride modalities in preventing and controlling dental caries was conducted before 1980, when dental caries were more common and more severe. Several modes of fluoride use have evolved, each with its own recommended concentration, frequency of use, and dosage schedule. Simultaneously, recent resistance has been growing worldwide against fluoridation, emphasizing the possible risk of toxicity. Thus, health-care professionals and the public need guidance regarding the debate around fluoridation. This review examines the different aspects of fluoridation, their effectiveness in dental caries prevention, and their risks.

## MODE OF ACTION

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Fluoride works to control early dental caries in several ways. Due to its anticariogenic and antimicrobial properties, the fluoride ion ( $F^-$ ) has been widely used in the treatment of dental caries. The antibacterial action of fluoride is due to the acidification of the bacterial cytoplasm through the formation of hydrogen ion ( $H^+$ ) and  $F^-$  from hydrogen fluoride and the disruption of the bacterial metabolism by inhibiting vital bacterial enzymes such as proton releasing adenosine triphosphatase and enolase.

Moreover, the use of fluoride lowers the pH. Bacteria will thus use more energy to maintain a neutral pH. Therefore, they will have less energy left to grow, reproduce and generate acid and polysaccharides.

The mechanisms of fluoride oral action suggested by Ullah et al. (13) include the following: reduction in de-mineralization of sound enamel by inhibiting microbial growth and metabolism; enhancement of the remineralization and the recovery of demineralized enamel, and the formation of the fluorapatite mineral phase that provides more resistance to demineralization and acid dissolution following acid production by bacteria; inhibition of enzymes such as reduction of immunoglobulin A protease

synthesis; reduction in extracellular polysaccharide production which helps in decreasing bacterial adherence to dental hard tissues. As fluoride concentrates in dental plaque, it inhibits the process by which cariogenic bacteria metabolize carbohydrates to produce acid and adhesive polysaccharides.

The laboratory and epidemiologic research led to a better understanding of the way fluoride prevents dental caries. Its predominant effect is post-eruptive and topical, and depends on the use of fluoride in the right amount, in the right place and at the right time. Fluoride works primarily after teeth have erupted, especially when small amounts of fluoride are maintained constantly in the mouth, and specifically in dental plaque and saliva. Thus, not only children benefit from fluoride as was previously assumed, but also adults since it is more readily taken up by demineralized enamel than by sound enamel (11).

## WATER FLUORIDATION

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Fluoride is naturally found in fresh water. Its concentration depends on the geographical location and source, and ranges from 0.01 ppm to a maximum of 100 ppm (13). In the 1930s, several studies reported a low prevalence of dental caries among people consuming natural drinking-water with high fluoride (14).

Water fluoridation, in which controlled amount of fluoride is added to the public water supply, was considered one of the greatest successes in public health in the twentieth century (15), and one of the most popular methods of delivering fluoride systemically to a large population with no need for its active participation (13). It is actually practiced in many countries throughout the world. In 1945, public water fluoridation was implemented for the first time in the US, and was recommended by the World Health Organization (WHO) as the main delivery method of fluoride to improve oral health (16). By 2012, more than 435 million people worldwide had access to either naturally fluoridated water (about 57 million) or water with adjusted fluoride concentrations at or near optimal level (about 378 million). Some of these countries include the US, Brazil, Australia, Canada, Spain, Argentina, South Korea, and New Zealand (17).

Over the past 60 years, research studies conducted in several countries were remarkably consistent in demonstrating substantial reductions in caries prevalence as a result of water fluoridation. Prior to 1990, around 113 studies on the effectiveness of artificial water fluoridation were conducted in 23 countries, and recorded a modal percent caries reduction of 40~50% in primary teeth and 50~60% in permanent teeth. More recent systematic reviews summarizing the extensive data have confirmed that water fluoridation substantially reduces the prevalence and incidence of dental caries in primary and permanent teeth (14). Another review of studies conducted between 1990 and 2010 in 10 countries on individuals ranging from 3 to 44 years of age reported average caries reductions of 30~59% and 40~49% in primary and permanent teeth, respectively (14). The fluoride action in the prevention of dental caries was predominantly posteruptive and topical (14).

Large sections of the population in developed countries are suffering from fluorosis as a result of the fluoridation of drinking water and dental products. Between 1999 and 2004, the prevalence of dental fluorosis was 41% in American adolescents aged 12~15 years (13). To minimize fluoride toxicity, the concentration of fluoride in drinking water has been controlled to attain the recommended level of 0.8~1.0 ppm (13).

Although water fluoridation is the most widely used public health measure for caries prevention, less than 10% of the world's population has access to this intervention, as it is not feasible in many areas because of the nature of water supplies (10).

## MILK FLUORIDATION

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Milk constitutes an essential food in early life and continues to provide benefits from childhood and adolescence up until and through old age. According to O'Mullane et al. (14), the concept of milk as a vehicle for fluoride emerged in the early 1950s and was first investigated almost simultaneously in Switzerland, the US, and Japan (18). Since 1986, programs aiming to validate the feasibility for community use of fluoridated milk for caries prevention were promoted and supported by the WHO International Programme for Milk Fluoridation (14). At present, milk fluoridation programmes, supported by the WHO and Food and Agriculture Organization, are running continuously in about 15 countries and various channels are used to provide fluoridated milk to children attending kindergarten and school.

The bioavailability of fluoride in milk and the biological plausibility of milk fluoridation were demonstrated by a significant amount of non-clinical published research. Four systematic reviews have been published on the clinical effectiveness of milk fluoridation in preventing dental caries. The first three reviews found that all studies reported a reduction in dental decay among those consuming/receiving fluoridated milk (19–21). However, the fourth wider-ranging review, including 18 studies conducted in 12 countries, found that only nine studies demonstrated caries prevention in primary teeth and 12 in the permanent dentition (22). A very recent study, conducted in Bulgaria, also showed that fluoridated milk delivered on a daily basis to children in schools resulted in substantially lowering caries development compared to children receiving milk with no added fluoride (23). In general, milk fluoridation is effective in the prevention of dental caries. In order to protect and reduce caries in primary teeth, it was recommended that fluoridated milk should be consumed by children early on, preferably before the age of 4 years, and at the eruption of their first permanent molars (24). Currently, more than one and a half million children worldwide consume fluoridated milk (24) and considerable knowledge on practical aspects of fluoridation was provided by the experience gained in this international program.

The daily dosage of fluoride per child varies from 0.50 mg to 0.85 mg (14). Children are advised to drink around 200 mL of fluoridated milk per day for about 200 days per year (22). Given that the dose is constant and related to age and background fluoride exposure, the risk of adverse effects is very low (22). However, milk fluoridation is a less efficient method for delivery of fluoride when compared to water fluoridation. The fluoride added to milk forms insoluble complexes that make fluoride absorption difficult (14).

The addition of fluoride to milk is a simple process and the costs of fluoridated and non-fluoridated milk are usually the same. Overall, the annual cost of the programs in Chile, Thailand, and the United Kingdom (UK) is around 2 to 3 US dollars per child (22,25,26).

## SALT FLUORIDATION

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The fact that the lower social strata consistently show the highest levels of caries in the population has so far remained an unsolved problem (12). The availability of water fluoridation to a large proportion of the world's population is prevented by various political, geographical, financial, and technical reasons such as few central water systems and inappropriate water infrastructure. Based on the successful use of iodized salt in preventing goiter, fluoridated salt was initiated in 1955 in Switzerland to lower the risk of dental caries (17). This practice was facilitated by the following: 1) the successful community trials, 2) WHO and Fédération Dentaire Internationale World Dental Federation recommendations, 3) the approval of the European Union on sodium and potassium fluoride as food additives, and 4) the adaptation to local political, technological, and cultural environments (19). In



1980~82, adding fluoride to table salt was authorized for human consumption (12). Fluoridated salt reaches the consumer through several channels including domestic salt, meals at schools, large kitchens and in bread, and exerts both systemic and topical effects (14).

### Effectiveness in caries prevention

Research studies initiated in the early seventies showed that fluoride, when added to salt, inhibits dental caries (12).

The first studies that assessed the effects of fluoride added to ingested salt on the incidence and prevalence of dental caries were carried out from 1965 to 1985 in Colombia, Hungary, and Switzerland. The results were similar to those observed with fluoridated water (14). The number of teeth affected by caries was reduced by approximately 50 percent. The beneficial effect of fluoridated salt in reducing dental caries was also observed among Hungarian adults in a study (1991) including the following: 1) one group who were lifetime residents in a community with access to 1.1 ppm of natural fluoride in drinking water (N=205; lowest caries experience), 2) another group who had access to fluoridated salt between 1966 and 1985 (N=213; intermediate caries experience), and 3) a third group who had minimal fluoride exposure (N=258; highest caries experience) (17). A further study, conducted by Sagheri et al. (27) in two communities (Dublin and Freiburg) with different oral health prevention strategies (water fluoridation and salt fluoridation), confirmed that both water and salt fluoridation reduced the gap in dental caries experience between middle and lower social classes. Thus, salt fluoridation can be considered a good strategy in preventing or reducing the levels of dental caries, especially where water fluoridation is not feasible. On the contrary, Armfield (9) stated that the effectiveness of fluoridated salt is doubtful since no randomized clinical trials were conducted to prove its efficacy.

### Fluoride concentration in salt

Salt fluoridation comprises the addition of a mixture of potassium fluoride and sodium fluoride to domestic or table salt to reach a concentration of 250~300 mg of fluoride/kg salt (15). At this concentration, the level of fluoride in saliva is very similar to that found in the saliva of individuals exposed to water fluoridation at 1 mg/L. In order to achieve a meaningful effect on caries control, the minimal acceptable level of fluoride is 200 mg/kg salt. Moreover, urine is used as a biomarker to monitor salt fluoridation compliance and possible excessive fluoride ingestion by individuals (17).

Domestic salt fluoridation is found to be a suitable automatic method for caries prevention. A regular and continuous consumption of domestic salt containing 250 mg of fluoride/kg significantly reduces caries in both deciduous and permanent teeth. The degree of caries reduction depends on the concentration of fluoride in salt. A domestic salt with 200 mg of fluoride/kg has a lower caries reduction than that with 250 mg of fluoride/kg. The best results are observed when domestic salt contains 350 mg of fluoride/kg. There are no side effects or significantly mottled enamel in any of the three experimental groups using salt with different concentrations: 200, 250, or 350 mg of fluoride/kg, when compared to a control group using no fluoridated salt (10).

### Availability

Salt fluoridation is a well-established public means for delivery of fluoride. According to Yeung (19), fluoridated salt is available in several countries including 12 in the American continent and 8 in Europe. It has been used mainly in Europe for decades, and increasingly since the early 1990s in South and Central America. Salt fluoridation has recently been adopted in some Asian countries including

Cambodia and Laos, and also implemented in an African country, Madagascar (17). Presently, 300 million people worldwide are using fluoridated salt, including 200 million in Latin America (available in nearly all countries except Brazil, Chile, and Panama) and 70~80 million in Europe (15).

Nowadays, according to Pollick (17), there are national regulations or authorizations for the production and marketing of fluoridated salt in eight European countries: Austria, Czech Republic, France, Germany (67% of domestic salt consumed is fluoridated), Romania, Slovakia, Spain, and Switzerland (85% of domestic salt consumed is fluoridated). In Europe, where there are major discounters, there are safeguards regarding importation of fluoridated salt across borders. There are many variants of the commercial distribution or “channels” that reach the consumer. These channels include domestic salt, meals at schools, large kitchens, and food items such as bread.

The most extensive use of fluoridated salt is in Jamaica, Costa Rica, the canton of Vaud, and Switzerland. In some Swiss cantons, France, and Germany, the domestic salt is the main basis for salt fluoridation programs. Mapping of the natural fluoride content of water is necessary to keep salt fluoridation away from regions where the fluoride content of water is higher than 0.7 ppm (17).

The impact on community coverage and health is affected by many factors such as distribution, marketing, pricing, and implementation methods. For instance, Jamaica prohibited the importation and sale of all non-fluoridated salt for human consumption and achieved reported caries reductions of up to 82% in 12-year-old (14). In Mexico, fluoridated and iodized salt and fluoridated water were used in order to achieve national fluoride coverage for its population of 112 million. In Uruguay, it was legislated that a specific percentage of domestic salt be fluoridated for human consumption. Depending on national implementation methods, part of or entire populations may be covered. The minimum level of implementation is fluoridation of domestic salt only, as practiced in France and Germany. Various levels of implementation concerning multiple products containing fluoride are in place in Costa Rica, Jamaica, and Switzerland. Population coverage is almost complete when salts used in bakeries, institutions, and domestically, are fluoridated. When only a portion of households use fluoridated salt, consumers retain the capacity to choose between different types of salt, however, the reduction of fluoride intake through salt may impact negatively on communities’ dental health (14).

### Concerns about salt use

One point of concern is the possibility of contraindication, from the perspective of general public health, when promoting salt fluoridation, because excessive salt consumption is linked to hypertension. Yet the usual behavior leading to benefits does not need to be changed by people, and if a decline in salt consumption is indicated, an increase in fluoride concentration could be considered. Essential hypertension is estimated to be uncommon among communities or groups who usually consume low-salt diets (<5 g NaCl/person/d). Estimates of normal daily salt requirements for adults range up to 15 g/d. The available margin of safety regarding fluoride intake from fluoridated salt is wide. Fluoride intake from fluoridated salt can range from 0.5 to 0.75 mg/d. The upper tolerable limit for fluoride intake is estimated to be 0.12 mg/kg/d, which is equivalent to about 5 mg/d for 9 to 14-year-old children and 7 mg/d for 15-year-old and older people, including pregnant and lactating women. No adverse health effects have been reported when using fluoridated salt, or when combining iodide and fluoride in salt (17). However, combining both salt and water fluoridation is not recommended.

### Costs of salt fluoridation

For the initial process of implementation, the equipment costs of salt fluoridation are similar to those for water fluoridation. However, during operation, the estimated cost of salt fluoridation is 10 to 100 times lower than that associated with water fluoridation programs (17). Thus, costs are minimal and coverage can be universal. The collaboration between health authorities, salt processors, distributors, and the community is indispensable for an effective program implementation. Benefits are considerably higher than the investment required for implementing the program as determined by cost-benefit studies comparing anticipated fluoridation costs versus economic resources no longer needed on dental treatment after implementation of salt fluoridation. In different countries, the price of fluoridated salt varies considerably, in comparison with iodized or non-iodized salt, and depends on local policies, regulations, and the fluctuations of the market (14).

Moreover, a recent review shows that, in some circumstances, salt fluoridation is a more cost-effective caries preventive method for children than either water or milk fluoridation or fluoridated mouth rinses (15).

The cost of salt fluoridation is very low, it ranges from 0.02 to 0.05 euros per year per capita. Children and adults from low socio-economic strata tend to have substantially more untreated caries than those from higher strata. Salt fluoridation is by far the cheapest method for improving oral health (12). [Table 1](#) describes several characteristics of the different fluoridation methods.

Table 1

## Fluoridation methods

	Water fluoridation	Milk fluoridation	Salt fluoridation
Foundation	First implemented in 1945 in USA (16).	Emerged in the early 1950s and was first investigated in Switzerland, the USA, and Japan (18).	Initiated in Switzerland in 1955 (17).
Supporting bodies	Recommended by the WHO (16).	Supported by the WHO and FAO (14).	Supported by community trials, WHO, FDI World Dental Federation recommendations and others (19).
Accessibility	More than 435 million people worldwide have access to either naturally or artificially fluoridated water (17).	More than one and a half million children worldwide currently consume fluoridated milk (24).	Presently, 300 million people worldwide use fluoridated salt (15).
Benefits	Substantially reduces the prevalence and incidence of dental caries in primary and permanent teeth (14).	Effective in caries prevention in primary and permanent teeth (22,23).	Inhibits dental caries (12); however, the effectiveness of fluoridated salt is uncertain since no randomized clinical trials were conducted to prove its efficacy (9).
Dosage	Fluoride concentration in natural water ranges from 0.01 to 100 ppm (13).	Daily dosage varies from 0.50 mg to 0.85 mg fluoride/child with children drinking around 200 mL of fluoridated milk/d for about 200 days per year (14).	Fluoride concentration ranges from 250~300 mg/kg of table salt (15).
Feasibility	Less than 10% of the world's population is able to have access to fluoridated water (10).	It is a simple process and the cost of fluoridated milk is usually the same as non-fluoridated milk (25).	During operation, the estimated cost is 10 to 100 times lower than that associated with water fluoridation programs (17).
Efficiency	Considered more	Fluoride added to milk	In some circumstances salt fluoridation

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WHO, World Health Organization; FAO, Food and Agriculture Organization; FDI, Fédération Dentaire Internationale.

## COMBINATION OF MULTIPLE FLUORIDE SOURCES

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Combining several methods of self-administered topical fluoride products with water fluoridation will lead to caries reduction benefits greater than when using only one method. Having a dose-response relationship, the exposure to multiple sources of fluoride, especially in lower concentrations administered daily, increases the caries reduction benefits. Combining topical fluoride products with the consumption of fluoridated water will benefit high-risk patients (28).

As with fluoridated water, there has been some concern about the simultaneous combination of fluoride ingested from both salt and toothpaste. Available data suggest that this combination has not resulted in objectionable enamel fluorosis levels. However, observations of increased mild dental fluorosis were seen in children who consumed fluoride tablets and fluoridated salt (17).

Thus, the statement that combining topical fluorides use and fluoridated water intake will cause fluorosis in the adult patient is uncertain. Fluorosis occurs only when fluoride is ingested in excessive amounts during the late secretion to the early maturation stage of enamel formation in the course of tooth development. Once tooth development is complete, any amount of topical fluoride exposure, whether in combination with fluoridated water or not, is not a risk factor for fluorosis. Children should be supervised when using topical products since swallowing some doses of these products regularly during tooth development has the potential to cause fluorosis (28).

## INCREASING OPPOSITION TO FLUORIDATION

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More than 80% of fluoride toxicity is seen in children before the age of 6 years, due to ingestion of fluoride-containing toothpaste or mouthwashes (29); it is rare in adults in the developed world. Acute toxicity is characterized by nonspecific gastrointestinal disturbances such as pain, nausea, vomiting, and diarrhea (30,31). In severe cases, this may progress to renal and cardiac dysfunction, coma, and ultimately death (32). In children, as little as 8.4 mg/kg may produce symptoms (30). Chronic fluoride toxicity is usually caused by high fluoride concentrations in drinking water or the use of fluoride supplements. Chronic ingestion of high doses leads to dental fluorosis, a cosmetic disorder where the teeth become mottled (1). In more severe cases, it leads to skeletal fluorosis, in which bone is radiologically dense, but fragile. Fractures can occur, and there may be calcification of ligaments and tendons, leading to reduced joint mobility (1). The syndrome also may include extensive calcification of ligaments and cartilage, as well as the bony outgrowths of osteophytes and exostoses (33).

In Europe, only Ireland, Poland, Serbia, Spain, and the UK fluoridate their water. However, most developed countries, including Japan and 97% of the European population, do not consume fluoridated water (34). In Europe, only four countries have optional salt fluoridation (Germany, France, Switzerland, and Austria), while the majority have neither fluoridated water nor fluoridated salt (34). In the US, about 70% of public water supplies are fluoridated (34). India, China, and parts of Africa have areas with high natural fluoride levels in their water, and are taking measures to remove the fluoride since it may cause health problems (34). Fluoridation has been debated in recent years, and several countries are taking measures to reduce fluoride intake because of its toxicity risk and many other concerns (Table 2) mentioned below:

Table 2

## Increasing opposition to fluoridation

Reasons to oppose fluoridation	References
Fluoride intake through fluoridated water is uncontrollable, since people are receiving varying doses regardless of age, health status, and individualized therapy.	<a href="#">35</a>
Water might get contaminated with toxic chemicals while being fluoridated.	<a href="#">37</a>
Not all countries provide certificates of analysis and the amounts of contaminants in chemicals added to water.	
Excessive fluoride intake may cause dental fluorosis.	<a href="#">50</a>
Studies on animals and humans concerning fluoride intake showed neurotoxic, nephrotoxic, and other adverse effects even when small doses are administered.	<a href="#">39</a> , <a href="#">40</a> , <a href="#">43</a> , <a href="#">48</a>
Fluoride can be received from sources other than fluoridated water, including ingested (mechanically deboned meat, pesticide residue, and tea) and non-ingested products (fluoridated toothpaste).	<a href="#">52</a> , <a href="#">53</a> , <a href="#">55</a>
The fluoride benefit is topical rather than systemic, so it is better to be directly delivered to the teeth.	<a href="#">56</a>
In fluoridated low-income countries, tooth decay is widely spread and is mainly caused by the absence of dental care and poor hygiene.	<a href="#">34</a>
The effectiveness of fluoridation was not validated by any randomized controlled trial.	<a href="#">58</a> , <a href="#">60</a> , <a href="#">61</a>
The US Food and Drug Administration have classified fluoride as an “unapproved new drug”. As of January 2012, over 4,000 professionals have signed a memorandum to end water fluoridation worldwide.	

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– Once water is fluoridated, it is difficult to control excessive fluoride intake, as people drink different amounts of water. For instance, manual laborers, patients (i.e., diabetics), athletes, and so forth, need and may consume a higher amount of water compared to other people ([34](#)). Accordingly, excess in fluoride intake can affect anyone regardless of age, health status, and individualized therapy ([35](#)). For example, children are receiving the same amount of fluoride as adults, and some patients (i.e., patients with kidney disease) are receiving the same dose as healthy people. We must also keep in mind that the amount of fluoride added to water (1 ppm) is up to 200 times higher than its amount in breast milk (0.005~0.01 ppm) ([36](#)).

– Moreover, while fluoridating water, contamination with toxic chemicals can probably occur (i.e., arsenic). Although all suppliers are required to provide certificates of analysis and the amounts of contaminants in chemicals added to water as in some countries such as New Zealand ([37](#)), this is not always the case all over the world.

– In addition, several animal and human studies on fluoride show some neurotoxic ([38–42](#)) and nephrotoxic ([43](#)) effects. Other negative effects of fluoride, even when administered in small doses (starting 0.3 ppm), occur on the levels of the thyroid function ([44](#)), the skeletal system

(45,46) and the reproductive system (47–49).

- Another major concern caused by excessive fluoride intake is dental fluorosis, which can range from mild to severe, as proved by the 2010 CDC report on fluorosis among children (50), but the 2009 New Zealand Oral Health Survey found similar cases of fluorosis in both fluoridated and non-fluoridated countries (51). However, this might not be the case everywhere.
- Nowadays, people receive fluoride from many sources other than fluoridated water. These sources include ingested products such as mechanically deboned meat (52), tea (53), pesticide residues on food (54), and non-ingested products like fluoridated dental products (55).
- The fluoride benefit is topical rather than systemic (11,56,57), hence, it is better to deliver fluoride directly to the tooth using the toothpaste instead of ingesting it (34)
- Furthermore, tooth decay is widely spread in fluoridated low-income countries where the absence of dental care and poor hygiene are the main causes of dental decay (34).
- It is important to note that there are no randomized controlled trials to validate the effectiveness of fluoridation (58). In 2000, none of the studies on fluoridation received a Grade A classification by the British Government’s “York Review” (59). Correspondingly, fluoride is classified as an “unapproved new drug” by the US Food and Drug Administration (60). As of January 2012, over 4,000 professionals have signed a memorandum to end water fluoridation worldwide (61).

## CASE STUDY: SALT FLUORIDATION IN LEBANON

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In 1994, a national Oral Health Survey was conducted in Lebanon and showed a high prevalence of dental caries in all age groups (62), which consequently encouraged the Ministry of Health (MOH) to work on the introduction of a massive oral health preventive program, particularly through systemic fluoride supplementation (63). Salt fluoridation was chosen as an alternative to water fluoridation deemed a non-feasible approach in Lebanon. On the third of September 2011, the Lebanese parliament approved the salt fluoridation law number 178 mandating that all table and kitchen salts in Lebanon be fluoridated by potassium fluoride at a concentration of 250 mg/kg salt. The law was supposed to come into effect on December 2014, but it stirred up controversy among the Lebanese population (64). On the one hand, supporters of the law argued that salt fluoridation can help reduce tooth decay especially since its rate in Lebanese children was among the highest in the world. On the other hand, their opponents claimed that fluoride is toxic and that various adverse effects may be caused by its addition to salt, thus questioning whether the assumed dental benefits outweigh the risks.

In order to reflect on the levels of fluoride exposure and intake in Lebanon, a number of local Lebanese studies, supported by the MOH, have been conducted among Lebanese school children. The results showed that the Lebanese population was not exposed to sufficient fluoride (62). However, the studies had several limitations, including a narrow age range, and 15 of the tested water sources (2 of which fall within an industrial zone) had fluoride concentrations within or above the minimum recommended level of 0.5 mg/L fluoride in water (20,65). Moreover, a significant amount of fluoride surpassing the estimated safe and adequate intake is being consumed by the Lebanese population through non-milk products (especially tea), as shown by Jurdi et al. (66). No data were found regarding local and imported foods which contain high levels of fluoride (67). Furthermore, it was found that a subgroup of the Lebanese population suffers from mild iodine deficiency (68,69) which can be aggravated in the presence of fluoride (64).



Therefore, for all these reasons, the Lebanese law number 178 of salt fluoridation was not clearly applied.

## CONCLUSION

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Dental treatments are expensive throughout the world. The cost of dentistry has hardly been reduced, even in countries where the decline in caries began 30 years ago. Thus, extension of preventive dentistry is still indispensable for improving oral health (12). The absence of dental care and poor hygiene are still considered the main causes of dental decay (34). Although multifactorial in origin, caries is a preventable disease, with fluoride as a preventive agent used worldwide. Several modes of fluoride use have evolved, each with its own recommended concentration, frequency of use, and dosage schedule. Concurrently, recent opposition has been growing worldwide against fluoridation, emphasizing the potential and serious risk of toxicity. Since the fluoride benefit is mainly topical, perhaps it is better to deliver fluoride directly to the tooth instead of ingesting it (34). Fluoride toothpaste, rinses and varnish applications have proven their effectiveness in some countries, but they are still not universally affordable.

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## Footnotes

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### AUTHOR DISCLOSURE STATEMENT

The authors declare no conflict of interest.

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[HHS Vulnerability Disclosure](#)

# What Are the Pros and Cons of Fluoride in Drinking Water?

South Florida Caribbean News December 2, 2020

Everybody needs potable drinking water for survival. Experts even recommend consuming eight to ten glasses of water a day. However, not all water is safe for human consumption, and there are even individuals who have a certain sensitivity when it comes to water purity. That's one reason not everyone can settle with the same water filtration system technology. For instance, the areas with water containing heavy metals apart from fluoride, need an advanced RO filtration system like the [Homemaster's RO system, which is meant to target heavy metals](#) and fluoride. However, in this article we will talk about the pros and cons of the presence of fluoride in drinking water so that you understand your drinking water well.

## Fluoride in Brief

Fluoride is a natural mineral that can be present in the food that you eat as well as in the water that you drink. It can also be found in soil and rocks and it is considered one of the most vital elements in the earth's crust. While its ingestion is relatively safe when done in small quantities, fluoride can have adverse effects when consumed in large doses.

## Pros

- **Tooth Decay Prevention**

One of the main advantages of drinking water with fluoride is that it can help prevent tooth decay. This is particularly beneficial for children who are not keen on [proper brushing](#). In this case, the lack of fluoride that they get from their toothpaste is supplemented in the water that they drink. The great thing about this is that fluoridation is already endorsed by the American Medical Association, as well as the American Dental Association as a safe and effective means of reducing cavities.

According to these esteemed medical organizations, the fluoride present in drinking water can protect people of various age ranges from cavities. Thus, the positive effect tends to be apparent from children to the elderly. Statistics show that communities delving into the use of water with fluoride reduced the chances of tooth decay from children to adults by almost 25%.

- **Cost-Effective**

Another advantage of drinking water packed with fluoride is that it can significantly save money on dental costs. In several cities, every dollar that is invested in the fluoridation of the water saves an individual up to \$40 in dental costs. This means that instead of having a dentist resolve dental issues, they only need to perform cleaning tasks because the teeth of their patients are already strong and healthy.

- **Natural Mineral**

Fluoride found in drinking water comes from natural sources because this mineral is naturally present in groundwater, as well as ocean water. The process of fluoridation merely adjusts the [fluoride](#) content of the water to a recommended level to ensure that it is safe for consumption. The process is known to be similar to fortifying other foods and beverages such as fortifying salt with iodine. This is the reason why water fluoridation is widely endorsed by numerous health organizations.

## **Cons**

- **Uncontrolled Dosage**

One of the primary drawbacks of having fluoride in your drinking water is the uncontrolled fluoride dosage that you garner from it. For several individuals, this is comparable to medication without consent. In this case, you can have a [fluoride water filter](#) installed to ensure that the water you are drinking is free from fluoride and other minerals such as lead. In doing so, you won't be exposed to excessive fluoride that can lead to dental fluorosis later on. Some people also argue that the effects of fluoride in strengthening the teeth are more effective when applied as a topical solution rather than when consumed directly. Thus, using a fluoride-rich toothpaste is still better in preventing tooth decay compared to drinking water that is treated with fluoridation. They also hold that there is no significant



link between fluoride exposure and tooth decay, which means that there is no proof that drinking fluoride-rich water will help prevent tooth decay.

- **Negative Health Effects**

Another drawback of having fluoride in your drinking water is the associated negative health effects that you can gain from it. Certain studies show that bone fractures as well as thyroid disorders are linked to the consumption of excessive fluoride present in drinking water. Aside from this, there are also research papers that aim to shed light on the connection of fluoride in drinking water to impaired brain development and functions. To mitigate these adverse effects of fluoride, make sure that the filtration system that you install leverages the reverse osmosis filtration technique.

The presence of fluoride in your drinking water has several advantages and disadvantages. Nevertheless, it is your responsibility to weigh each of these accordingly to ensure that you make the proper choice when it comes to the drinking water that you consume, particularly in your household. Rest assured that all these are geared towards ensuring that you are drinking high-quality water that is beneficial for your overall health.





# City of Waterloo

## Financial highlights

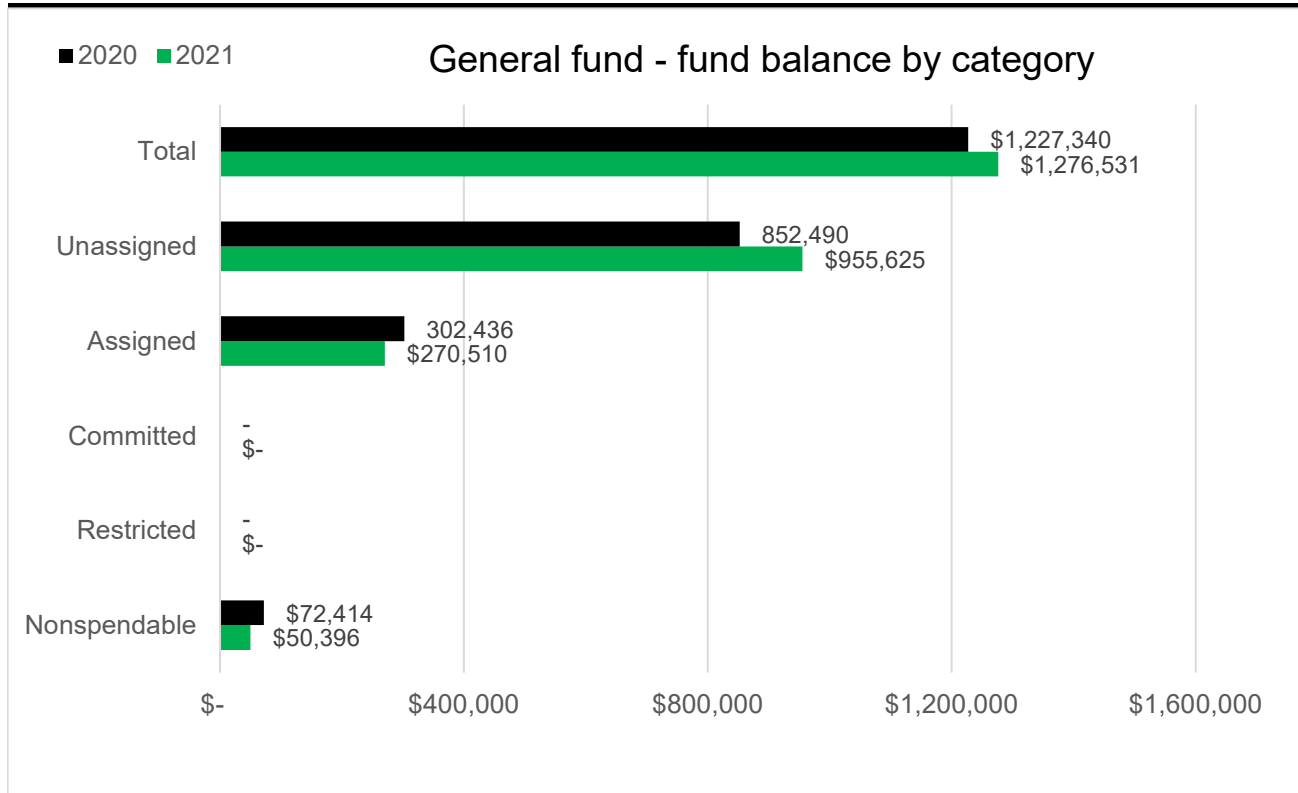
April 21, 2022

### Client service team

Jodi Dobson, Partner, CPA  
Justin Hoagland, Senior Manager, CPA

# City of Waterloo

## General fund results



### Summarized income statement

	Actual	Final budget	Variance
Revenues and other financing sources	\$ 2,237,476	\$ 2,144,781	\$ 92,695
Expenditures and other financing uses	2,188,285	2,324,781	136,496
Net change in fund balance	\$ 49,191	\$ (180,000)	\$ 229,191

### Fund balance category definitions

Nonspendable - amounts cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained in tact.

Restricted - amounts that can be spent only for the specific purposes stipulated by an external source.

Committed - amounts constrained for specific purposes that are internally imposed through formal action of the governing body.

Assigned - spendable amounts that are intended to be used for specific purposes that are not considered restricted or committed.

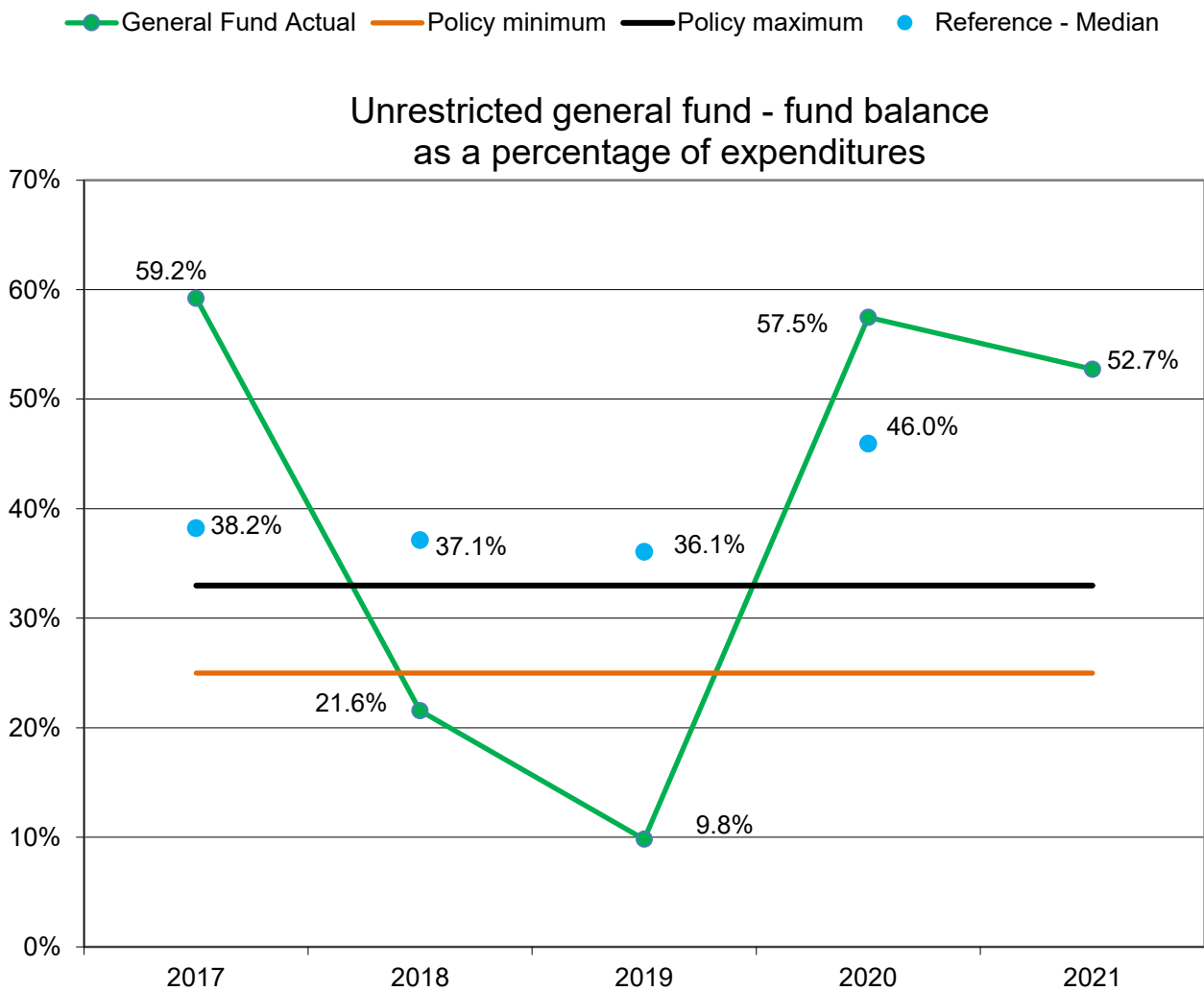
Unassigned - residual amounts that have not been classified within other categories above.

# City of Waterloo

## General fund - fund balance trends

### Fund balance policy:

The policy is to maintain a working capital fund of 25% - 33% of the current year general fund final budgeted expenditures. The balance at year-end was \$955,625 or 41%. The graph below includes both unassigned and assigned fund balance, which is why it's showing 52.7% at year-end.



### Other reference values

GFOA recommends a minimum of no less than 2 months (16.7%) of general fund expenditures.

Median reference value generated from 2017 - 2020 Baker Tilly municipal client data for population ranges less than 10,000.

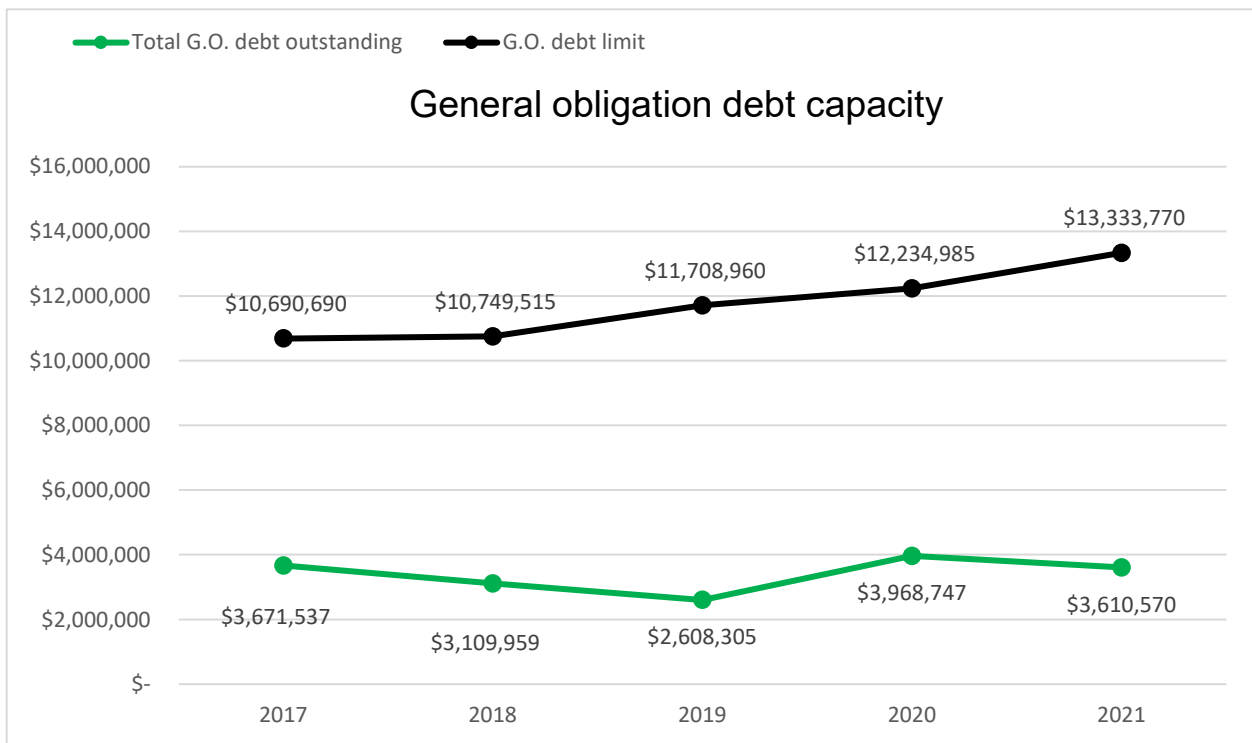
# City of Waterloo

## General obligation debt

### Debt management policy:

The City does not currently have a debt management policy.  
 Legal debt margin capacity (5% of the city's total equalized value).

Actual percentage of debt limit at 12/31/21: **27%**



### Total debt outstanding by type at 12/31/2021

	<u>General obligation</u>	<u>Revenue Debt</u>	<u>Other</u>	<u>Total</u>
City	\$ 3,610,570	\$ -	\$ -	\$ 3,610,570

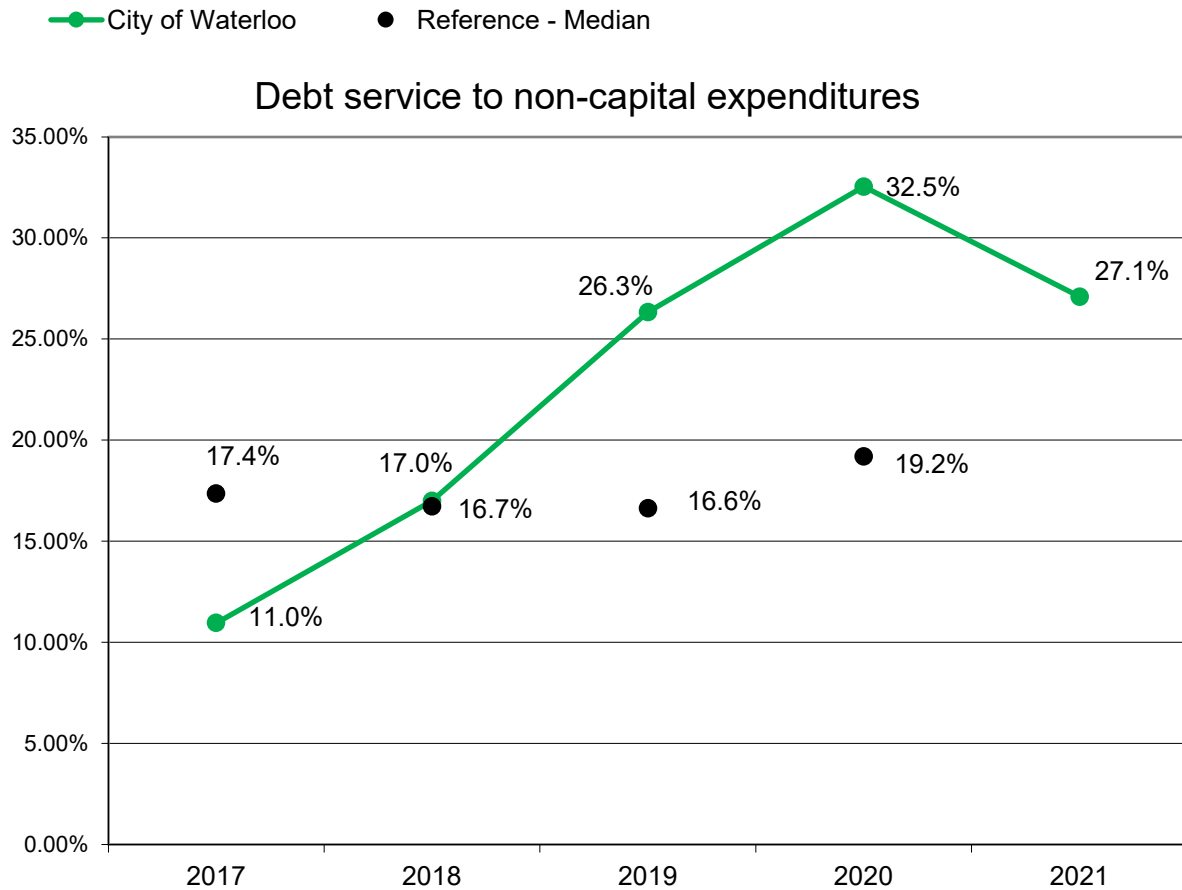
Comparative metrics available online through the Wisconsin Policy Forum.

<https://wispolicyforum.org/research/municipal-datatool-examining-and-comparing-wisconsin-cities-and-villages/>

Select "Debt" -- options for custom comparisons or comparisons by county

# City of Waterloo

## Governmental funds - debt service

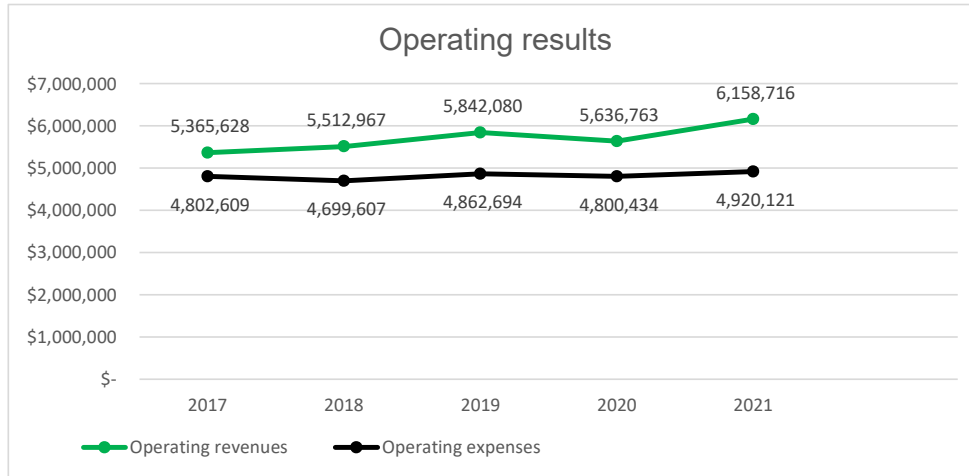


### Current and prior year data

	<u>2021</u>	<u>2020</u>
Principal	\$ 1,118,177	\$ 1,669,558
Interest	89,126	81,794
Total	<u>\$ 1,207,303</u>	<u>\$ 1,751,352</u>
Non-capital expenditures	<u>\$ 4,457,792</u>	<u>\$ 5,382,481</u>

### Other reference values

Median reference value generated from 2017 - 2020 Baker Tilly municipal client data for population ranges less than 10,000.



## Unrestricted Reserves

	2017	2018	2019	2020	2021
Year end balance	\$ 902,614	\$ 621,759	\$ 731,550	\$ 812,038	\$ 545,015
Months on hand	<b>2.02</b>	<b>1.35</b>	<b>1.50</b>	<b>1.73</b>	<b>1.06</b>

## Debt Coverage

	2017	2018	2019	2020	2021
Actual	<b>1.84</b>	<b>2.23</b>	<b>2.51</b>	<b>2.30</b>	<b>2.80</b>
Required	1.25	1.25	1.25	1.25	1.25

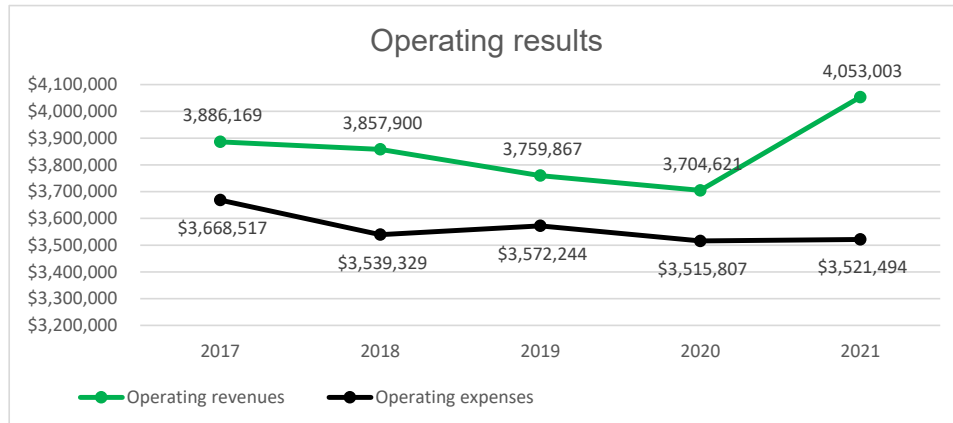
## Investment in Capital



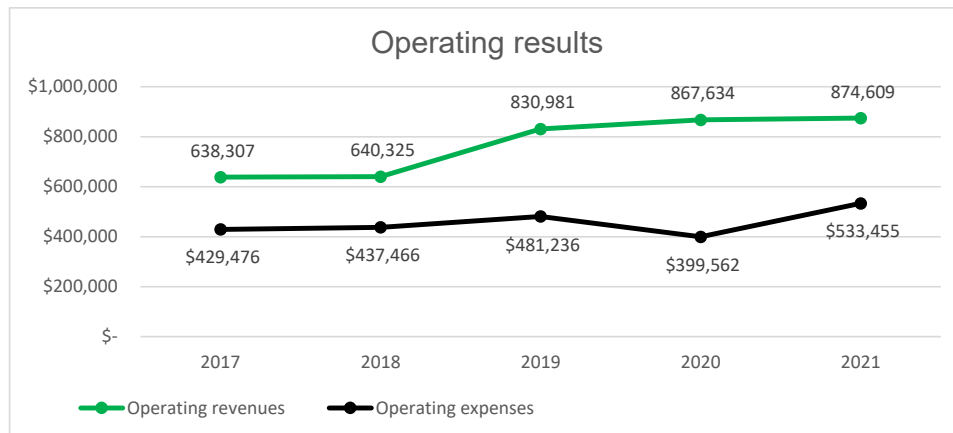


## Waterloo Water & Light Commission

### Electric Utility Results



### Water Utility Results



### Sewer Utility Results

