



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

PUBLIC NOTICE OF A COMMITTEE MEETING OF THE CITY OF WATERLOO COMMON COUNCIL

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:

COMMITTEE: FINANCE, INSURANCE & PERSONNEL COMMITTEE
DATE: September 15, 2022
TIME: 6:00 p.m.
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street
via remote conference or in-person for participants and public

Join Zoom Meeting: [https://us02web.zoom.us/j/81708213329?pwd=OEp0Tm5hUUuUQ1IRS1ByTVVuaWRVZz09](https://us02web.zoom.us/j/81708213329?pwd=OEp0Tm5hUUUuUQ1IRS1ByTVVuaWRVZz09)
Meeting ID: 817 0821 3329 Passcode: 496219
Dial by your location: +1 312 626 6799 US (Chicago)

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES: Open & Closed August 18, 2022
- 3) PUBLIC COMMENT
- 4) OLD BUSINESS
 - a) Update of Municipal Code 57 Fire Department
 - b) Updating Ordinance 5.21RE: Fire Volunteer Funds 2007-22
- 5) NEW BUSINESS
 - a) August 2022 Financial Statements: General Disbursements \$1,112,306.20; Payroll \$77,860.93 & Clerk/Treasurer's Reports [\[see on municipal website\]](#)
 - b) Lateral Entry into Waterloo PD – Compensation discussion [NOTE: Council may meet in closed session per Wis. Stat. 19.85 (1)(c) “considering employment, promotion, compensation or performance evaluation data of an public employee over which the governmental body has jurisdiction or exercise responsibility. Upon concluding a closed session, the Council will reconvene in open session.]
 - c) 2022 Budget Deliberations -
 - i) CDA & TID's
 - ii) Budget Deliberations
 - d) City of Waterloo Fire Dept. Agreements with Surrounding Towns
 - e) Mike Tschanz letter of resignation
 - f) Waterloo 10" Signs
- 6) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a) Committee Calendar (for reference)
 - b) 2023 Budget Calendar (attached)
- 7) ADJOURNMENT

Jeanne Ritter
Clerk/ Deputy Treasurer

Committee Members: Thomas, Weihert and Kuhl

Posted, Emailed & Distributed: 09/09/2022

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 FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES

August 18, 2022

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

1. CALL TO ORDER AND ROLL CALL. Thomas called the meeting to order at 5:37 p.m. Members in person or remote: Thomas, Weihert and Kuhl. Absent: none. Other attending in person or remote: Mayor Quimby; Police Chief Sorenson; Deputy Clerk/Treasurer Tschanz; Public Works Director Yerges; Utility Superintendent Sorenson; City Clerk Ritter; Library Director Mountford; Fire Chief Benisch.
2. APPROVAL OF MEETING MINUTES: Motion to approve Special Meeting August 1, 2022 MOTION: [Kuhl/Weihert] to approve all meeting minutes as listed. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT
4. OLD BUSINESS
 - a. Update of Municipal Code 57 Fire Department
 - b. Updating Ordinance 5.21RE: Fire Volunteer Funds 2007-22 Motion to create an account at F&M for Members account. [Kuhl/Weihert] VOICE VOTE: Motion carried.
5. NEW BUSINESS
 - a. July 2022 Financial Statements: General Disbursements \$824,227.05; Payroll \$82,316.02 & Clerk/Treasurer's Reports [[see on municipal website](#)] [Weihert/Kuhl] VOICE VOTE: Motion carried. Go into closed session [Kuhl/Weihert] VOICE VOTE: Motion carried.
 - b. Lateral Entry into Waterloo PD – Compensation discussion [NOTE: Council may meet in closed session per Wis. Stat. 19.85 (1)(c) “considering employment, promotion, compensation or performance evaluation data of an public employee over which the governmental body has jurisdiction or exercise responsibility. Upon concluding a closed session, the Council will reconvene in open session.] back to open session [Weihert/Kuhl] VOICE VOTE: Motion carried.
Approval of \$5000. Signing bonus with \$2500. on signing and remaining \$2500. at successful completion of one year. Unsuccessful completion of year would result in paying disbursed dollars back to the City
Lateral transfer of vacation up to 12 years of employment.
Lateral transfer Officer with one or more years would start out at full pay at officer 1.
Pending agreement of the lateral transfer by the union. [Thomas/C.Kuhl] VOICE VOTE: Motion carried.
 - c. 2022 Budget Deliberations - Review And Action
 - i. Budget Status, Summary. Review Starting August 23rd Library and Public Works at 7pm. August 25th Police and Fire department 6pm. August 31st Parks and General 6pm.
 - ii. Continuation Of Capital Planning, Multiple Funds
 - iii. Scheduling of Department meetings for Budget Review
 - d. Resolution 2022-28 Establishing A 2023 Municipal Vehicle Registration Fee Status Per Adopted Ordinance #2019-08 Motion to keep \$15 wheel tax [Thomas/Kuhl] VOICE VOTE: Motion carried.
 - e. City of Waterloo Fire Dept. Agreements with Surrounding Towns
Update contract. Attorney to look over and update. Refer this to the City Attorney.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Committee Calendar (for reference)
 - b. 2023 Budget Calendar (attached)
7. ADJOURNMENT. MOTION: [Kuhl/Weihert] To adjourn. VOICE VOTE: Motion carried. Approximate time 6:57 pm

Jeanne Ritter
Clerk/Deputy Treasurer

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

Article I Organization and Regulations

[Adopted 10-19-1987 by Ord. No. 87-6 as §§ 5.01 to 5.09, 5.13, 5.14, 5.17 and 5.20 of the 1987 Code]

§ 57-1 **Composition.**

The Waterloo Fire/Rescue Department shall consist of the Fire Chief, an Assistant Fire Chief, a First and Second Captain, a First and Second Lieutenant, a Secretary, **and a Treasurer**, and as many drivers and ~~firemen~~ firefighters who live and normally work within the City as may be appointed by the Chief and approved by the Council, provided that at no time shall the Department consist of fewer than 28 active members.

§ 57-2 **Appointments.**

- A. Fire Chief. See Chapter **85**, § **85-3**, of this Code.
- B. Subordinates. The members of the Fire/Rescue Department shall be appointed by the Fire Chief, subject to the Department bylaws and confirmation by the Council.

§ 57-3 **Regulations.**

Members of the Department shall be governed by the bylaws of the Department, the resolutions and ordinances of the City, the lawful orders of the Council and the Mayor, and the Wisconsin Statutes. The Department bylaws and amendments thereto shall be subject to approval by the Council.

§ 57-4 **Training.**

All members of the Department shall participate in the Department training program in accordance with the Department's bylaws. Department training sessions shall be held every month and all members shall be required to attend unless excused by the Fire Chief.

§ 57-5 **Disciplinary action.**

The Fire Chief shall have the power to suspend, demote, expel, or otherwise discipline members of the Department, subject to appeal to the Council.

§ 57-6 **Fire Chief.**

- A. General supervision. ~~He~~ The Fire Chief shall have the general supervision of the Department, which supervision shall be subject to and not in conflict with this article and the rules and regulations of the Department.
- B. Command of fire-fighting operations. ~~He~~ The Fire Chief shall be present at all fires, if possible, and have complete command and entire responsibility of all fire-fighting operations, plan the control of the same, direct the action of the Department when it arrives at a fire, observe that the Department does its duty, grant leaves of absence at a fire when he may deem it proper, and see that the fire apparatus is always kept in proper condition.
- C. **Reports to the Council. On or about ~~October~~ July 1 of each year, ~~He~~ the Fire Chief shall submit to the Council a proposed budget for the coming year and a report relating to the conditions of all fire apparatus and the drill and training program of the Department, together with other pertinent information, including recommendations for such improvements as he deems proper and necessary for the operation of the Department.**
- D. Enforcement of fire prevention laws and ordinances. ~~He~~ The Fire Chief shall enforce all fire prevention ordinances of the City and the state laws and regulations pertaining to fire prevention and

shall keep citizens informed on fire prevention methods and on the activities of the Department.

- E. Fire record book. ~~He~~ The Fire Chief shall keep a fire record book of every fire to which the Department was called and shall enter in such book the location of the fire; the time the alarm was received; the cause of the fire; where the fire started; the cause of delay, if any, in responding; the amount of insurance carried on buildings and contents; estimated fire loss; the time the fire was extinguished; the names of the ~~firemen~~ firefighter responding; and general remarks.
- F. Apparatus inventory. ~~He~~ The Fire Chief shall keep an inventory of all apparatus and equipment, and an inventory of all hose, showing dates and results of tests on each length, which shall be individually numbered.
- G. Duties as commanding officer. ~~He~~ The Fire Chief shall perform such other duties as are usually incumbent on the commanding officer of the Fire/Rescue Department.

§ 57-7 Assistant Chief.

In the absence of the Fire Chief, the Assistant Chief shall take command and perform the duties of the Chief. In the absence of both the Fire Chief and the Assistant Chief, the highest-ranking officer or ~~fireman~~ firefighter shall be in charge.

§ 57-8 Control and use of apparatus.

- A. The Chief shall have control of all apparatus used by the Department and shall be responsible for its proper maintenance. Emergency repairs may be authorized by the Fire Chief.
- B. Unless approved by the Fire Chief and the Mayor, no apparatus shall be used for any purpose except for firefighting within the City limits, or in training therefor, except in towns which have contracted with the City for fire protection or in municipalities with which the City has entered into mutual aid agreements. Upon the approval of the Fire Chief, such apparatus may be used for emergency purposes within the City and participating municipalities.

§ 57-9 Police power at fires.

- A. Police authority at fires. The Fire Chief and ~~his~~ the assistant or officers in command at any fire are hereby vested with full and complete police authority. Any officer of the Department may cause the arrest of any person failing to give the right-of-way to the Fire/Rescue Department in responding to a fire.
- B. Control of fires. The Fire Chief may prescribe certain limits in the vicinity of any fire within which no persons except ~~firemen~~ firefighter and ~~police~~ Police Officer and those admitted by order of any officer of the Department shall be permitted to enter. The Fire Chief may cause the removal of any property whenever it shall become necessary for the preservation of such property from fire or to prevent the spreading of fire or to protect the adjoining property, and during the progress of any fire, ~~he~~ the Fire Chief may order the removal or destruction of any property necessary to prevent the further spread of the fire. ~~He~~ The Fire Chief may also cause the removal of all wires or other facilities and the turning off all electricity, gas, or other services where the same impedes the work of the Department during the progress of a fire.
- C. Entering premises. Any ~~fireman~~ firefighter, while acting under the direction of the Fire Chief or other officer in command, may enter upon the premises adjacent to or in the vicinity of any building or other property then on fire for the purpose of extinguishing such fire, and if any person shall hinder, resist or obstruct any ~~fireman~~ Firefighter in the discharge of his duty as is hereinbefore provided, the person so offending shall be deemed guilty of resisting ~~firemen~~ firefighter in the

discharge of their duties.

- D. Duties of bystanders. Every person who shall be present at a fire shall be subject to the orders of the Fire Chief or officer in command and may be required to render assistance in fighting the fire or removing or guarding property. Such officer may cause the arrest of any person refusing to obey said orders.
- E. Injury to equipment prohibited. No person shall willfully injure in any manner any hose, hydrant or fire apparatus belonging to the City, and no vehicle or railroad equipment shall be driven over any unprotected hose of the Fire/Rescue Department when laid down on any street, private driveway, track, or other place to be used at any fire or alarm of fire without the consent of the Fire/Rescue Department official in command.

§ 57-10 Right-of-way of fire apparatus.

The officers and members of the Fire/Rescue Department, with their fire equipment of every kind, when going to or on duty at a fire, shall have the right-of-way over all other vehicles upon City streets, and the operator of any other vehicle, whether motor or otherwise, upon the approach of such fire apparatus, shall immediately drive such other vehicle as far as possible to the right of the thoroughfare and shall keep such vehicle stationary until such fire apparatus shall have passed. Except when responding to a fire alarm or other emergency call, or when on duty at a fire, the apparatus and vehicles of the Fire/Rescue Department shall, however, have no special right-of-way or other privileges of any kind but shall be subject to all traffic regulations applied to other vehicles. Emergency vehicles responding to a call, and exceeding the posted speed limit, shall have all emergency lights and siren in operation.

§ 57-11 Traffic laws apply to volunteers.

All volunteer ~~firemen~~ firefighters, when responding to a fire call with a private vehicle, shall comply with all traffic regulations, except nonmoving traffic regulations.

§ 57-12 Rescue service.

[Amended 4-5-2018 by Ord. No. 2018-03]

- A. Rescue service for the City and participating town residents shall be provided by the Waterloo Fire/Rescue Department.
- B. When the Waterloo Fire/Rescue Department is called upon to extinguish a vehicle fire, extricate a person from a vehicle, provide on-scene cleanup of flammable or hazardous substances, or provide on-scene care or assistance to a vehicle occupant, the driver or owner of the vehicle will pay a service fee to the Waterloo Fire/Rescue Department in an amount not to exceed \$500, or as amended from time to time by the Waterloo City Council upon recommendation of the Waterloo Fire/Rescue Department.

§ 57-13 Violations and penalties.

Any person who shall violate any provision of this article or any order, rule or regulation made hereunder shall be subject to a penalty as provided in Chapter 1, § 1-4, of this Code.

**Article II
Fire Volunteer Funds**

[Adopted 12-20-2007 by Ord. No. 2007-22]

§ 57-14 Intent.

This article imposes several obligations on the Waterloo Fire/Rescue ~~Company~~ with respect to certain funds provided to it from time to time.

§ 57-15 Purpose.

The purpose of this article is to authorize the deposit of certain funds into a **members' account** to be held and administered by the Fire/Rescue **Company** Department.

§ 57-16 Authority.

The City Council adopts this article, pursuant to § 66.0608, Wis. Stats., and it is to be interpreted in conformance with that section as it may be amended from time to time.

§ 57-17 Definitions.

In this article, the following terms have the following assigned meanings:

CITY

The City of Waterloo.

CITY COUNCIL

The City Council of the City of Waterloo.

FIRE CHIEF

The Fire Chief of the Fire/Rescue **Company** Department.

FIRE/RESCUE DEPARTMENT

The active division of the Waterloo Fire/Rescue Department.

FIRE/RESCUE DEPARTMENT ACCOUNT

Has the meaning set forth in § **57-18B** below.

FIRE VOLUNTEER FUNDS

Volunteer funds that are raised by members of the Fire/Rescue **Company** Department, by volunteers, or by donation to the Fire/Rescue **Company** Department, for the exclusive benefit of the Fire/Rescue **Company** Department.

PUBLIC DEPOSITORY

Has the meaning given in § 34.01(5), Wis. Stats.

§ 57-18 Description of accounts.

The following separate accounts are hereby established for the Fire/Rescue **Company** Department, to be accounted for and administered according to the conditions stated in this article:

- A. **Members' account.** This account shall be used for the deposit of all fire volunteer funds raised by the Fire/Rescue **Company** Department through fundraising activities, donations, and similar sources.
- B. **Fire/Rescue **Company** Department account.** This account shall be used for the deposit of all funds raised by the Fire/Rescue **Company** Department through the provision of emergency medical services to the public by the Fire/Rescue **Company** Department; through payments by the municipalities served by the Fire/Rescue **Company** Department for the provision of fire and other municipal services; and through appropriations by the City from time to time.

§ 57-19 Authorization for deposit of funds.

The Fire Chief or **his/her** their designated representative shall deposit fire volunteer funds to the members' account, held in the name of the Fire/Rescue **Company** Department. All such fund deposits shall be in a public depository in which other City funds are being held by the City Treasurer. All other funds shall be held in the Fire/Rescue **Company** Department account, to be administered by the City Treasurer in accordance with applicable provisions of law.

§ 57-20 Control of funds.

The Fire/Rescue Company Department, through the Fire Chief or his/her their designated representative, is granted exclusive control over the expenditure of the funds in the members' account, subject to any restrictions imposed by the donors or the organizational documents for the Fire/Rescue Company Department. All the funds comprising the Fire/Rescue Company Department account shall be controlled by the City.

§ 57-21 Limitations, requirements, and withdrawals.

The following limitations and requirements shall apply to the handling and disbursement of funds from the members' account:

- A. Expenditures withdrawn from the members' account shall be made only upon majority vote of the Fire Chief and the elected officers of the Fire/Rescue Company Department.
- B. Withdrawals and expenditures from the members' account may be made for any purpose that promotes the ability of the Fire/Rescue Company Department to provide the services for which it is organized.
- C. The funds in the members' account shall remain the property of the City until the funds are disbursed in accordance with this article.

§ 57-22 Accounting; audit.

The members' account shall be maintained in accordance with generally accepted accounting principles and shall be included in any annual audit of the City funds and shall be audited in the same manner.



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

ORDINANCE #2007-22
RE: FIRE VOLUNTEER FUNDS

The Common Council for the City of Waterloo does ordain as follows:

SECTION 1. The following Section 5.21 of the Municipal Code of Waterloo, Wisconsin, is hereby created as follows:

"5.21 **Fire Volunteer Funds.** This section imposes a number of obligations on the Waterloo Fire Company with respect to certain funds provided to it from time to time.

- (a) **Purpose.** The purpose of this section is to authorize the deposit of certain funds into a "Members' Account" to be held and administered by the Fire Company.
- (b) **Authority.** The City Council adopts this section pursuant to Section 66.0608, Wis. Stats., and it is to be interpreted in conformance with that section as it may be amended from time to time.
- (c) **Definitions.** In this Section 5.21, the following terms have the following assigned meaning.
 - (1) "City" means the City of Waterloo.
 - (2) "City Council" means the City Council of the City of Waterloo.
 - (3) "Fire Chief" means the Fire Chief of the Fire Company.
 - (4) "Fire Company" means the Active Division of the Waterloo Fire Department.
 - (5) "Fire Company Account" has the meaning set forth in Section 5.21(d)(2) below.
 - (6) "Fire volunteer funds" means volunteer funds that are raised by members of the Fire Company, by volunteers, or by donation to the Fire Company, for the exclusive benefit of the Fire Company.
 - (7) "Public depository" has the meaning given in Section 34.01(5), Wis. Stats.
- (d) **Description of Accounts.** The following separate accounts are hereby established for the Fire Company, to be accounted for and administered according to the conditions stated in this Section 5.21.
 - (1) **Members' Account.** This account shall be used for the deposit of all fire volunteer funds raised by the Fire Company through fundraising activities, donations, and similar sources.
 - (2) **Fire Company Account.** This account shall be used for the deposit of all funds raised by the Fire Company through the provision of emergency medical services to the public by the Fire Company; through payments by the municipalities served by the Fire Company for the provision of fire and other municipal services; and through appropriations by the City from time to time.

- (e) **Authorization for Deposit of Funds.** The Fire Chief or his/her designated representative shall deposit fire volunteer funds to the Members' Account, held in the name of the Fire Company. All such fund deposits shall be in a public depository in which other City funds are being held by the City Treasurer. All other funds shall be held in the Fire Company Account, to be administered by the City Treasurer in accordance with applicable provisions of law.
- (f) **Control of Funds.** The Fire Company, through the Fire Chief or his/her designated representative, is granted exclusive control over the expenditure of the funds in the Members' Account, subject to any restrictions imposed by the donors or the organizational documents for the Fire Company. All of the funds comprising the Fire Company Account shall be controlled by the City.
- (g) **Limitations, Requirements, and Withdrawals.** The following limitations and requirements shall apply to the handling and disbursement of funds from the Members' Account.
 - (1) Expenditures withdrawn from the Members' Account shall be made only upon majority vote of the Fire Chief and the elected officers of the Fire Company.
 - (2) Withdrawals and expenditures from the Members' Account may be made for any purpose that promotes the ability of the Fire Company to provide services for which it is organized.
 - (3) The funds in the Members' Account shall remain the property of the City until the funds are disbursed in accordance with Section 5.21.
- (h) **Accounting/Audit.** The Members' Account shall be maintained in accordance with generally accepted accounting principles and shall be included in any annual audit of the City funds, and shall be audited in the same manner.
- (i) **Severability.** If any provision of this section is invalid or unconstitutional, or if the application of this section to any person or circumstance is invalid or unconstitutional, the invalidity or unconstitutionality shall not affect the provisions or applications of this section which can be given effect without the invalid or unconstitutional provision or application."

SECTION 2. This ordinance shall take effect on January 1, 2008. The provisions in this Ordinance shall prevail over any previous ordinances of the City that are or may be in conflict therewith.

Acted on and adopted at a regular meeting of the Common Council on December 20, 2007.

CITY OF WATERLOO

Signed: *Robert H. Thompson*
 Robert H. Thompson, Mayor

Attest: *Morton J. Hansen*
 Morton J. Hansen, Clerk/Treasurer

Date Adopted: December 20, 2007

Date Published: The Courier, January 17, 2008

{note: all text is new}	= New Text
STRIKETHROUGH	= Deleted Text
SPONSOR (S) – Directed by Council Action (Resolution #2007-58)	

City of Waterloo Finance, Insurance & Personnel Committee -- Annual Calendar

revised: 3/27/2021 -- by Committee Chair

- Meeting night: 3rd Thursday of month at 6:00 pm
- Monthly recurring: review of disbursements, payroll and treasurer's reports

JANUARY <input type="checkbox"/> Review of Department Heads as needed
FEBRUARY <input type="checkbox"/>
MARCH
APRIL <input type="checkbox"/> § 53-12 Review of debt schedules & debt refunding opportunities.
MAY <input type="checkbox"/> Addressing items raised in financial audit.
JUNE <input type="checkbox"/> Mayor's Budget start date; build Council consensus for budget policy objectives; practice two-year budgeting. <input type="checkbox"/> Tax Incremental Finance Districts, review. <input type="checkbox"/> Impact Fees, review.
JULY <input type="checkbox"/> Addressing items raised in worker compensation audit. <input type="checkbox"/> Review and recommend Current Year Budget Amendment #1 (Jan. – June)
AUGUST <input type="checkbox"/> Budget deliberation.
SEPTEMBER <input type="checkbox"/> § 53-14 Updating capital improvement plan. <input type="checkbox"/> Budget deliberation.
OCTOBER <input type="checkbox"/> Initial review of calendar year insurance renewal policies. <input type="checkbox"/> Final Committee budget recommendation to full City Council. <input type="checkbox"/> 2020 Clerk/Treasurer Evaluation, review.
NOVEMBER <input type="checkbox"/> Final review of calendar year insurance renewal policies.
DECEMBER <input type="checkbox"/> WPPA Contract multi-year contract, renewal (when applicable) <input type="checkbox"/> Review and recommend Current Budget Amendment #2 (July – Dec.)

September 7, 2022

Mayor Quimby and Clerk Ritter-

I am writing to inform you of my decision to resign from my position as Treasurer/Deputy Clerk with the City of Waterloo.

It has been an honor to server as the Treasurer/Deputy Clerk for the City of Waterloo. I have learned and grown from the opportunities presented during my time at the city. I appreciate my co-workers for the job they do day in and day out.

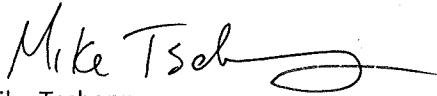
I want to complete the 2023 budget process after my transition away from the city if allowed. I would like to see that process through.

I would commit to at most 10-20 hrs per week to complete this process and get a budget completed for 2023. Those hours would mostly be accumulated during non-workday time. This would also include helping the CT office in the interim.

For my compensation during this time, I would like to be at \$28/hr

My last day would be Tuesday September 20th. As with other employees who have left, I would expect my earned leave time (vacation time, floating holiday, and comp time)

Respectfully submitted,


Mike Tschanz

BUSCH'S

Signs & Designs, Inc.

225 Bruce Street Verona, WI 53593 (608) 848-1900

<http://www.buschsigns.com>

PROPOSAL

PROPOSAL SUBMITTED TO City of Waterloo	PHONE 920-478-3025 Main# 608-516-3363 Cell#	DATE 09/12/2022 NUMBER 14351
STREET 136 North Monroe Street	JOB NAME WATERLOO ENTRANCE SIGNS	
CITY, STATE AND ZIP CODE Waterloo, WI 53594-1198	LOCATION 2-LOCATIONS Waterloo, WI 53594	JOB PHONE 608-516-3363 Cell#

We hereby propose to furnish materials and labor necessary for the completion of:

Quantity	Description	Unit Price	Total
2	WATERLOO ENTRANCE SIGNS \$12,435.00 each x Quantity 2 = \$24,870.00 TOTAL. 2- LOCATIONS: 1st- HWY O (Headed North from Cambridge, WI in to Waterloo, WI). 2nd- HWY 89 (Headed South from Columbus, WI in to Waterloo, WI).		
2	SIGNS 7'0" (84") x 10'0" (120") x 1 1/2" Thick 15 Lb HDU (High Density Urethane) Sign Foam Dimensionally Engraved Single-Sided Signs		
10	2" x 6" x 11'0" (132") Treated Horizontal Mounting Supports, 4-Per Each Main Sign and 1-Per Future Info. Panel		
8	4" x 6" x 16'0" Treated Inner Posts, w/Horizontal Mounting Supports Trapped between 2 Posts on each end of Sign. 4-Posts per Sign		
4	6" x 6" x 14'0" Treated Outer Posts. 2-per Sign		
4	4" x 6" x 12'0" Treated End Posts. 2-per Sign		
2	Diggers Hotlines (1-per Each LOCATION), Digging of 4-Holes (2 @ Each Location), Assemblies, Hardware and Installations. 2-Seperate Trips		
1	Color Design Layout for Customer Approval City of Waterloo TAX EXEMPTION CERTIFICATE and NUMBER NOTES: 1) ALL Sign Permits, Etc. Responsibility of the City of Waterloo. 2) Removal of 2-Existing Signs, ALL Existing Posts, Etc., Haul-Away and Disposal Responsibility of the City of Waterloo or ADDITIONAL Charges to be ADDED. 3) Price Has Been DISCOUNTED Based on Ordering Quantity 2-Signs		

SubTotal	\$24,870.00
0.00 % EXEMPT Tax	\$0.00
TOTAL	\$24,870.00

BUSCH'S SIGNS & DESIGNS INC. ARE NOT RESPONSIBLE FOR REMOVAL OF EXISTING SIGNS, POSTS OR STRUCTURES UNLESS AGREED UPON IN WRITING IN ADVANCE OF INSTALLATION DATE.
ALL NECESSARY PERMITS ARE THE RESPONSIBILITY OF THE OWNER.

WE PROPOSE hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of: _____ dollars (\$ <u>24,870.00</u>)	
Payment to be made as follows:	
DOWN PAYMENT OF	\$12,435.00
BALANCE DUE OF	\$12,435.00 UPON COMPLETION
All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to the specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.	Authorized Signature <u><i>Donald J. Busch</i></u> <u>9/12/2022</u> Note: This proposal may be withdrawn by us if not accepted within <u>10</u> days.
ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.	Signature _____
Date of Acceptance _____	Signature _____

Mayor's Parameter, Capital, and Dept Submittals

July 2021

MON	TUE	WED	THU	FRI	SAT	SUN
			1	2	3	4
			Mayor's Parameters emailed out to all City Dept Head	Start-Capital Plan 2022-2026 Emailed to All Dept Heads		
5	6	7	8	9	10	11
				DUE-Capital Plan 2022-2026 to Clerk's Office		
12	13	14	15	16	17	18
			Finance Committee Mtg-Budget	START-Dept Head emailed 2022 Budget Report Set		
19	20	21	22	23	24	25
26	27	28	29	30	31	
			DUE-Dept Head Budget Reports to Clerk's Office			

August 2021

Department Meetings at End of Month

MON	TUE	WED	THU	FRI	SAT	SUN
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
DUE: CT reports to Finance Committee Members						
16	17	18	19	20	21	22
			Finance Committee Mtg-Budget REV 1			
23	24	25	26	27	28	29
	CAPITAL-FC Mtg- All Dept		Dept Mtg A Dept Mtg B			
30	31					
	Dept Mtg D Dept Mtg E					

September 2021

Highlights for September

MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	5
			Dept Mtg E Dept Mtg F			
6	7	8	9	10	11	12
13	14	15	16	17	18	19
			Finance Committee Mtg-Budget REV 2			
20	21	22	23	24	25	26
27	28	29	30			

October 2021

Highlights for October

MON	TUE	WED	THU	FRI	SAT	SUN
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
			Finance Committee Mtg-Budget REV 3			
25	26	27	28	29	30	31

November 2021

Highlights for November

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3	4	5	6	7
		DUE: Budget Final to Paper				
8	9	10	11	12	13	14
15	16	17	18	19	20	21
			Finance Committee Mtg-Budget FINAL			
22	23	24	25	26	27	28
29	30					

Highlights for December

December 2021

MON	TUE	WED	THU	FRI	SAT	SUN
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		