



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
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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: December 21, 2023
TIME: 6:00 p.m.
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES: November 16, 2023
- 3) PUBLIC COMMENT (3 Minute Time Limit)
- 4) OLD BUSINESS
- 5) NEW BUSINESS
 - a) November 2023 Financial Statements: Payroll \$132,974.66 , General Disbursements \$104,781.60 and Clerk/Treasurer's Reports[[see on municipal website](#)]
 - b) Review and Council Recommendation 2024 Insurance Renewal League of Municipalities Mutual Insurance Company, Invited Paul Lessila with R&R Insurance
 - c) Park Purchase of Radio Equipment
 - d) Fire Department Tender 95 Repairs Needed
 - e) DPW Furnace
 - f) Associated Appraisal Consultants Contract
 - g) Lateral Entry into Waterloo PD – Compensation discussion [NOTE: Finance 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.]
- 6) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 7) ADJOURNMENT

Jeanne Ritter
Clerk/ Deputy Treasurer

Committee Members: Thomas, Weihert and Kuhl

Posted, Emailed & Distributed: 12/15/2023.

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noted. 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

November 16, 2023

[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 6:00 p.m. Members in person: Thomas and Kuhl. Remote: none. Absent: Weihert Others attending in person or remote: Mayor Quimby, Treasurer Nelson, Yerges, Cummings, and Clerk Ritter.
- 2) APPROVAL OF MEETING MINUTES: 10-19-2023 (1), 10-19-2023, 10-23-2023, 11-07-2023 Motion [Kuhl/Thomas] VOICE VOTE: Motion carried.
- 3) PUBLIC COMMENT (3 Minute Time Limit) none
- 4) OLD BUSINESS
- 5) NEW BUSINESS
 - a) October 2023 Financial Statements: Payroll \$ 91,387.76, General Disbursements \$ 695,705.21 and Clerk/Treasurer's Reports[[see on municipal website](#)] Motion [Kuhl/Thomas] VOICE VOTE: Motion carried.
 - b) Resolution 2023-29 Adopting an Annual Budget and Appropriating the Necessary Funds for the Operation of the City of Waterloo, Wisconsin for the Year of 2024. Motion to remove \$50,000 from the CDA budget that was never approved but put in published notice. Motion to remove \$50,000 from undesignated funds as it was already in capital projects for parking lot study. [Thomas/Kuhl] VOICE VOTE: Motion carried. Motion to recommend to council using carryover amount of \$22,523. [Thomas/C.Kuhl] VOICE VOTE: Motion carried.
- 6) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 7) ADJOURNMENT. MOTION: [Kuhl/Thomas] To adjourn. VOICE VOTE: Motion carried. Approximate time 6: 40pm

Jeanne Ritter
Clerk/Deputy Treasurer



Madison - (608)271-4848
 Milwaukee - (262)439-2000
 Eau Claire - (715)225-7604
 WI Rapids - (715)424-3050
 McHenry - (815)385-4224

2880 Commerce Park Drive
 Madison, WI 53719

800-356-3200 | www.gencomm.com

SALES QUOTE

Sales Quote No: 30774
Date: 11/1/23
Account No: 7522

Bill To: Waterloo DPW
 136 North Monroe Street
 Waterloo, WI 53594-1125
 USA

Ship To: Waterloo DPW
 Attn: Chad Yerges
 136 North Monroe Street
 Waterloo, WI 53594-1125
 USA

Sales Person	P.O. Number	Ship Method	Payment Terms	Quote Expires On
Ron Sampson	Pending	Installation	NET 30 Days	12/1/23

Notes

Gabe Haberkorn 920-478-3025 For Waterloo Parks

1st vehicle is a Ford Utility (old squad car)
 2nd vehicle is a dump truck

Use file:
 WATERLOO WATER & LIGHT-2360.DAT

CALL SIGN IS KLY991

Item No	Description	Quantity	UM	Price	Amount
NX-1700HAVK	Kenwood VHF (136-174MHz), 5/25/50W, 260 CH, Analog	2.00	Each	\$465.00	\$930.00
PROG	Programming of radio equipment	2.00	Each	\$20.00	\$40.00
KLF-2	Kenwood Line Filter (suppresses alternator whine, 25dB, 25A max)	2.00	Each	\$46.00	\$92.00
E-123	Metra Relay	2.00	Each	\$15.00	\$30.00
NMO58UCP	PCTEL Roof Mount Mobile Antenna Mounting Kit - 0-960 MHz, 3/4" Hole, Brass, 17' Cable, PL259 Incl	2.00	Each	\$25.95	\$51.90
NMOQW152	Pulse Larson VHF Antenna, w/o cables 152-162MHz, 200 W. No connector supplied	2.00	Each	\$22.80	\$45.60
LABORINSTALL	Installation Labor of mobiles into a Ford Utility and dumptruck	2.00	Each	\$200.00	\$400.00
LABORINSTALL	Travel charge to complete installations at Waterloo	1.00	Each	\$150.00	\$150.00

Returns & exchanges are accepted within 30 days of purchase and require an RMA Number. Items must be in unused condition and in original packaging. Special order items are non-returnable and may not be canceled once shipped from vendor.

Subtotal	\$1,739.50
Freight	\$0.00
Sales Tax	\$0.00
Sales Order Total	\$1,739.50



Jensen Plumbing Heating & Air Inc

204 W LAKE ST
LAKE MILLS WI 53551
(920) 648-8373

PROPOSAL

PROPOSAL #	1033879565
DATE	12/18/2023
PROPOSAL CREATED BY	KENNY KENNY@JENSENPH.COM

Providing 24/7 Reliable Quality Service

SERVICE LOCATION	CUSTOMER
CITY OF WATERLOO 136 N MONROE ST WATERLOO, WI, 53594 (920) 478-3025 (920) 478-9797 dpw@waterloowi.us	CITY OF WATERLOO CHAD YERGES 136 N MONROE ST WATERLOO, WI, 53594 (920) 478-3025 (920) 478-9797 dpw@waterloowi.us

PAYMENT TERMS	50% DOWNPAYMENT, REMAINDER OF BALANCE DUE UPON COMPLETION OF WORK	EXPIRATION	PROPOSAL PRICING IS GOOD FOR 30 DAYS FROM 12/18/2023
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Single Unit

Description

Description of work

We propose to replace the two existing unit heaters with one unit heater. The new unit will be installed in the northwest corner of the building and be reconnected to the existing gas, electric and venting. The existing units will be removed and recycled. The new units will carry a commercial 1-year part and labor warranty. After completion the new unit will be properly started and tested.

Single Unit

Total: \$3,800.00

CUSTOMER MESSAGE

Thank you for having us out.
Signed proposal and down payment are required to schedule.

Two Units

Description

Description of work

We propose to replace the two existing unit heaters with two new unit heaters. The old units will be removed and recycled. The new unit heaters will be installed in the same locations as the old units. We will reconnect to the existing gas, electric and venting. New thermostats will be



UNIT HEATERS



Leading the Industry
Since 1920

REZNOR®

When you choose Reznor®, you get more than a unit heater. You get a high-quality system built by the industry's best and backed by an outstanding warranty. For more than 100 years, we've brought our customers the latest innovations. We were the first to mount our units, first to offer high-efficiency models and first to offer separated combustion. Our latest innovation brings homeowners and business owners peace of mind while offering contractors a product that is safer to install and easier to service.



INSTALLATION & SERVICE

- Single burner combustion system
- External terminal strip for 24-volt wiring
- External gas connection
- Compact design
- Hinged service door with quarter turn latch
- Door attached to the chassis to prevent door drops
- Optional integrated downturn nozzle and integrated vertical louvers

MINIMIZE DOWNTIME

- External status indicating LED blinks if there is a problem that needs service
- 7-segment display board shows fault code for quick and easy troubleshooting

ATTRACTIVE APPEARANCE

- Two-tone black and white powder coat, scratch-resistant paint scheme
- Clean metal panels without any visible screws or fasteners
- Tooled rounded vertical corners (30-125 MBH) and edges
- Reznor embossed on bottom of premium models



Model	UDX	UBX	UDZ	UBZ	UEZ
Thermal Efficiency (%)	82-83	82-83	82-83	82-83	91-93
Axial Propeller Fan	X		X		X
Ductable Blower		X		X	
Power Vented	X	X			
Separated Combustion			X	X	X
Heating Range (MBH)	30 - 400	30 - 400	30 - 400	30 - 400	130 - 310

INDUSTRY-LEADING LINEUP

SEPARATED COMBUSTION

Reznor® separated combustion systems use outside air for combustion to prevent dirt, lint, dust or other contaminants in the indoor atmosphere from being burned.

High-Efficiency UEZ

- Up to 93% efficiency
- T_{CORE}³ 409 stainless steel primary heat exchanger
- MacroChannel® design on the secondary heat exchanger for easier maintenance
- Sealed control compartment houses all electrical components
- Sleek design embossed with the Reznor logo

UDZ & UBZ

- T_{CORE}² titanium stabilized aluminized steel heat exchanger
- Sealed control compartment houses all electrical components
- Vibration/noise isolated fan and venter motors designed for low noise operation
- UDZ sizes 30-400 certified for commercial/industrial applications
- UDZ sizes 30-125 approved for use in residential garages and workshops
- Sleek design embossed with the Reznor logo

UEZ Technical Data

Size		130	180	260	310
Input Heating Capacity	BTUH	131,000	175,000	260,000	305,000
Thermal Efficiency		93%	91%	92%	91%
Discharge Air Temperature Rise (°F)		50	60	50	60

POWER VENTED

UDX & UBX

- T_{CORE}² titanium stabilized aluminized steel heat exchanger
- Multi-try, direct spark ignition with time lockout
- Vibration/noise isolated fan and venter motors designed for low noise operation
- UDX sizes 30-400 certified for commercial/industrial heating applications
- UDX sizes 30-125 approved for use in residential garages and workshops

UDZ, UBZ, UDX, UBX TECHNICAL DATA

Size		30	45	60	75	100	125	150
Input Heating Capacity	BTUH	30,000	45,000	60,000	75,000	105,000	120,000	150,000
Thermal Efficiency		82%	83%	83%	83%	83%	83%	83%
Discharge Air Temperature Rise (°F)	UDX/UDZ	50	55	60	60	60	60	60
	UBX/UBZ	75	75	75	75	75	75	75

Size		175	200	225	250	300	350	400
Input Heating Capacity	BTUH	175,000	200,000	225,000	250,000	300,000	350,000	400,000
Thermal Efficiency (%)		83	83	83	83	83	83	83
Discharge Air Temperature Rise (°F)	UDX/UDZ	60	60	60	60	60	60	60
	UBX/UBZ	75	75	75	75	75	75	80

BRING ONE HOME

Reznor unit heaters aren't only for industrial and commercial applications. They're also a great solution for home space heating needs. Our units include a transformer for 24-volt controls for easy hookup to a thermostat. Bring warmth and comfort to any garage or workshop with a unit that feels good and looks great too.



Reznor also offers ...

- WS hydronic steam or hot water unit heaters
- EGHB electric unit heaters for high airflow applications
- EXUB explosion resistant unit heaters for applications with combustibles
- And a variety of other electric heaters including:
 - Portable unit heaters
 - Architectural cabinet heaters
 - Wall-mounted heaters
 - Ceiling-mounted heaters
 - Wash-down stainless steel heaters

MORE THAN UNIT HEATERS

Our unit heaters are second to none, but that's not all we're focused on. Reznor offers a complete line of HVAC solutions to meet all your heating, cooling, makeup air and dehumidification needs. Explore our complete product line on ReznorHVAC.com.



Note: In keeping with our policy of continuous product improvement, we reserve the right to alter, at any time, the design, construction, dimensions, weights, etc., of equipment information shown here.

REZNOR®

reznorhvac.com

Specifications and illustrations subject to change without notice and without incurring obligation.

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For complete catalog information including submittals, energy calculations, dimension drawings, and more go to ReznorHVAC.com or call 800-695-1901.

Printed in U.S.A.

657F-0321

installed. The new units will carry a commercial 1-year part and labor warranty. After completion the new units will be properly started and tested.

2 Unit Heaters

Total: \$5,815.00

CUSTOMER MESSAGE

Thank you for having us out.
Signed proposal and down payment are required to schedule.

SIGNATURE

ACCEPTANCE OF PROPOSAL

ALL MATERIAL USED ARE AT THE DISCRETION OF THE PLUMBER OR HVAC TECHNICIAN. ANY WORK REQUESTED OUTSIDE OF WHAT IS DESCRIBED ABOVE (IF TIME ALLOWS) WILL BE AT CURRENT TIME AND MATERIAL RATE (CURRENT RATE OF \$128 AS OF 4/1/2023), THIS RATE IS PER TECHNICIAN OR PLUMBER, PLUS ANY MATERIAL USED. ACCEPTING THIS PROPOSAL YOU AGREE TO THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY. JENSEN PLUMBING HEATING AND AIR INC. IS AUTHORIZED TO PERFORM THE WORK AS SPECIFIED. ALL OVERDUE INVOICES ARE SUBJECT TO A 1.5% MONTHLY INTEREST RATE.

ALL MATERIAL PRICING IS SUBJECT TO CHANGE BASED ON MARKET VALUE IF THE ABOVE OUTLINED WORK IS NOT SCHEDULED WITHIN 30 DAYS (SCHEDULED DATE TO PERFORM WORK DOES NOT HAVE TO BE WITHIN 30 DAYS), AND ALL WORK COMPLETED WITHIN 120 DAYS OF ACCEPTANCE OF PROPOSAL, INCLUDING DOWNPAYMENT. ANY ACCEPTED PROPOSAL THAT IS NOT COMPLETED WITHIN 120 DAYS, PAYMENT TERMS WILL CHANGE TO PROGRESSIVE BILLING AND PAYMENT UPON DRAW REQUEST.

LIEN RIGHTS, AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER HEREBY NOTIFIES OWNER THAT PERSON 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 ANY MATERIAL PROVIDED BY OTHERS. ALL PROPOSED WORK WILL BE COMPLETED DURING NORMAL BUSINESS HOURS (7 AM TO 4PM, MONDAY THROUGH FRIDAY, HOLIDAYS THAT THE OFFICE IS CLOSED ARE NOT NORMAL WORKING HOURS). PLUMBING AND HVAC PERMITS ARE NOT INCLUDED. CONCRETE THAT IS MORE THAN 4 INCHES THICK OR CONTAINS RE-BAR OR WIRE MESH WILL BE REMOVED AT A TIME AND MATERIAL RATE. (TIME AND MATERIAL RATE DISCLOSED ABOVE). ALL WORK AND MATERIAL WILL CONFORM TO THE STATE OF WISCONSIN CODES. ALL MATERIAL THAT IS PROVIDED BY JENSEN PLUMBING HEATING AND AIR IS GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMANSHIP LIKE MANNER ACCORDING TO THE STANDARD PRACTICES. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS, OR ANY DELAYS BEYOND OUR CONTROLS.

OWNER TO CARRY FIRE, TORNADO, AND OTHER NECESSARY INSURANCE. ALL JENSEN EMPLOYEES ARE FULLY COVERED BY WORKMENS COMPENSATION INSURANCE.

THANK YOU FOR YOUR BUSINESS!!

**CONTRACT FOR
MAINTENANCE
ASSESSMENT SERVICES**

Prepared for the
City of Waterloo
Jefferson County

By



**Appleton Office
W6237 Neubert Rd. | P.O. Box 291
Greenville, WI 54942-0291
Phone (920) 749-1995/Fax (920) 731-4158**

Lake Geneva Office
Walworth County
Lake Geneva, WI 53147

Ironwood, Michigan Office
Ironwood, MI 49938

Hurley Office
Iron County
Hurley, WI 54534

CONTRACT FOR MAINTENANCE ASSESSMENT SERVICES

This Contract is by and between the **City of Waterloo, Jefferson County, State of Wisconsin**, a municipal corporation (hereafter referred to as "Municipality") and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Assessor").

IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree as follows:

I. SCOPE OF SERVICES. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this Contract. This Contract is being provided under the assumption all property records are in digital format. Digital property records include digital photographs, sketches and property record data compliant with the Wisconsin Department of Revenue mandates. In the event the property assessment records are not digital, there shall be additional costs charged to the Municipality for collection and or conversion. Additional scope of services performed by the Assessor are further described in Appendix A that is attached hereto and incorporated herein by reference.

A. INSPECTIONS. The following inspection cycle is to be completed by the Assessor annually:

- 1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.
- 2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.
- 3) Improved properties under construction over the term of the contract years shall be re-inspected.
- 4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure an accurate and fair assessment.
- 5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
- 6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

B. PARCEL IDENTIFICATION. The legal description and size of each land parcel shall be contained in the existing property records. The drawings and measurements of each primary improvement shall be contained in the existing property records. For all new records, the Assessor shall provide digital drawings and digital photographs of each primary improvement. In the event of a discrepancy found in existing records, the Assessor shall investigate and correct the record.

C. PREPARATION OF RECORDS. Appropriate records shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as

provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records in a computer readable format compatible with the Municipality's computer system and update records within fourteen (14) days of final adjournment of the Board of Review. Records shall be updated prior to open book and again to reflect any changes made at Board of Review.

D. **APPROACH TO VALUE.** Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach, and the income approach in the valuation of all property.

- 1) **Sales Comparison Approach.** Assessor will collect, compile and analyze all available sales data for the Municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including pictures of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.
- 2) **Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual* or similar cost manual. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service or similar cost manual. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.
- 3) **Income Approach.** Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

E. **ASSESSMENT NOTICES.** A notice of changed assessment as prescribed under §70.365, Wis. Stats., shall be mailed for each applicable taxable parcel or property whose assessed value has changed from the previous year. The notice form used shall be that prescribed and approved for use by the Department of Revenue and include the time and place of when the open book conference(s) and board of review meeting(s) will be held. Assessor shall be responsible for the preparation and timely mailing of all assessment notices by First Class Mail.

F. **OPEN BOOK.** Upon completion of the Assessor's review of assessments and prior to completion of the assessment roll, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall take the phone calls to schedule appointments for the open book conference as needed. The Assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two (2) hours or as needed. Assessor shall provide necessary staff to handle projected attendance.

G. COMPLETION OF ASSESSMENT ROLL AND REPORTS. The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the Wisconsin Property Assessment Manual. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall arrange and provide the Personal Property and Real Estate Assessment Roll for viewing by the public as prescribed in Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under §70.09 (3) (c), Wis. Stats. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue.

H. BOARD OF REVIEW. Assessor shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath regarding the values determined. In the event of appeal to the Wisconsin Department of Revenue or Circuit Court, Assessor shall be available upon request of Municipality to furnish testimony in defense of the values determined for up to eight employee hours per parcel. Testimony in excess of eight employee hours will require an addendum to this Contract. If deemed necessary and mutually agreed upon by both parties, any outside counsel services requested by the Assessor shall be provided and paid for by the Municipality as agreed upon by both parties.

I. MONTHLY MUNICIPAL PERMIT FEE. Manufactured and Mobile home statement of monthly municipal permit fee calculations shall be completed. Assessor shall maintain an electronic copy of the property record data for each account as contained on the PA-117 form, Manufactured & Mobile Home Valuation Worksheet or similarly approved form as prescribed in Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year.

J. OPEN RECORD REQUESTS. The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the Wisconsin Statutes, including §70.35(3), Wis. Stats., regarding the personal property return, §70.47(7)(af), Wis. Stats., regarding income and expense information provided to the assessor and board of review; and §77.265, Wis. Stats., regarding the real estate transfer return.

K. AVAILABILITY. The Assessor shall maintain telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays and Assessor time off. Internet and voicemail communication are available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within four business days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor. Assessor shall be available to attend City meetings at the request of the Municipality for up to two (2) hours annually not including annual assessment required meetings. Any additional meetings the Assessor shall be asked to attend beyond two (2) hours shall be compensated at the customary rates charged by the Assessor. The Municipality and the Assessor shall discuss the cost prior to attendance.

L. MUNICIPALITY RECORDS. The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and property assessment records, sewer, and water layouts, permits, tax records, records of special assessments, plats, condominium documents, maps, and any other pertinent documents currently in the possession of the Municipality at no cost. If such records necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County Surveyor, Register of Deeds, or other sources at the Municipality's expense.

M. MAPS. Municipality shall provide at no cost to Assessor any plat maps, zoning maps, cadastral maps, GIS related maps, or any other maps currently in the possession of the Municipality. If such maps necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

N. **MAILING SERVICES.** Assessor shall be responsible for the cost of all postage and mailing services. This cost includes, but is not limited to, personal property forms, notices of changed assessment, written requests to view property, questionnaires, and mailing of documents such as maps and assessment rolls. If Municipality requires Assessor to send any letters by certified mail, Municipality shall be responsible for the postage and mailing services costs of all certified mail.

II. GENERAL REQUIREMENTS

A. **OATH OF OFFICE.** As Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to §19.01, Wis. Stats., and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of City Assessor as per §62.09 (1)(c), and §70.05(1), Wis. Stats., for the duration of this Contract and shall perform all statutory duties appertaining to such office. The Assessor shall be considered a public officer and afforded the protection from civil liability under §895.46(1), Wis. Stats., for carrying out duties while acting within the scope of the Assessor's employment as an officer of the Municipality. As such, and except for those claims and liabilities based upon intentional acts of Assessor, Municipality shall hold harmless Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under §74.35, and §74.37, Wis. Stats., and circuit court claims, unless otherwise specified in this Contract.

B. **QUALIFICATIONS AND CONDUCT OF PERSONNEL.** The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

- 1) All personnel providing services shall be currently certified in compliance with §70.05 and §73.09, Wis. Stats., and the administrative rules prescribed by the Wisconsin Department of Revenue.
- 2) Assessor's field representatives shall carry photo identification cards.
- 3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
- 4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality, such request stating reasons for removal.

C. **INSURANCE.** The Assessor agrees as follows:

- 1) The Assessor shall obtain and maintain during the term of this Contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:

(a) Workers Compensation State of Wisconsin requirements

(b) General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000

Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000
Fire Damage	\$ 100,000
Medical Expense	\$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit	\$ 1,000,000
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- 2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.
- 3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor.

D. OWNERSHIP OF RECORD. All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property records, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data (e) if the Municipality requires a conversion of the electronic assessment records to a neutral file format, such as but not limited to a text file format or a tab delimited format, the Municipality shall pay the actual cost of such conversion.

III. TERM AND TERMINATION

A. TERM. The term of this Contract is for the **2024, 2025, and 2026** assessment year(s). The assessor shall have completed all work under this Contract on or before July 1 of each year, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this Contract and by mutual consent.

B. TERMINATION. Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, the Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records. If termination occurs during the course of ongoing assessment work, the Assessor shall be paid for work completed as of the date of termination on a percentage basis in light of all work to be performed during the year of termination. Additional compensation to the Assessor upon termination may be required due to the combination of revaluation and maintenance assessment fees under Addendum A having been amortized over the contract term.

C. ENTIRE CONTRACT. This Contract contains the complete and entire Contract between the parties and may not be altered or amended except in writing, executed, making


specific references to this Contract, by a duly authorized officer of the Assessor and by a duly authorized official of the Municipality.

D. **AUTOMATIC RENEWAL.** This Contract will automatically renew for successive annual assessment years upon the expiration of the original term unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

IV. COMPENSATION

- A. The Municipality shall pay the Assessor **Eighteen Thousand Dollars (\$18,000.00)** for 2024, **Eighteen Thousand Five Hundred Dollars (\$18,500.00)** for 2025, and **Nineteen Thousand Dollars (\$19,000.00)** for the 2026 assessment year(s) for maintenance assessment services.
- B. The compensation due to the Assessor shall be paid in monthly or quarterly installments throughout the 2024, 2025, and 2026 assessment year(s).
- C. Renewal Adjustments: An increase of not more than five percent (5.0%) may be applied on an annual basis for each year of automatic renewal after 2026.
- D. Additional compensation that may be due to the Assessor as a result of services that are beyond the scope of this Contract will be invoiced in the month subsequent to the month in which the services were provided.
- E. **Optional Website Posting:** The Municipality shall have the option to post assessment data on our website for an additional cost per parcel per month payable to a third-party vendor. Should the parcel count change, this cost would decrease or increase at the annual third-party charged rate per parcel. Estimated monthly cost as of the contract date is as follows: $\$0.022 * 1,436 = \31.59 per month.
***** Please initial yes or no to post data to the website. *****
Yes ___ No ___

V. SIGNATURES



Mark Brown
President
Associated Appraisal Consultants, Inc.

12/15/2023

Date

Authorized Signature
City of Waterloo

Date

**APPENDIX A
ADDITIONAL SCOPE OF SERVICES**


This Appendix A is now attached to and incorporated into the 2024-2026 Contract for Maintenance Assessment Services made by and between the **City of Waterloo, Jefferson County, State of Wisconsin**, a municipal corporation (hereafter referred to as "Municipality") and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Assessor").

IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree as follows:

INTERIM MARKET UPDATE REVALUATION

- I. **SCOPE OF SERVICES.** Assessor shall perform one interim market update revaluation during the **2024 assessment year** of all taxable real estate during this additional scope of services agreement.
- II. **DURATION.** Assessor shall complete all work on or before October 30th of the assessment year in which the interim market update revaluation services are conducted. If unforeseen circumstances delay the completion of work, the parties agree to cooperate in good faith to reach an agreement on an extension of time.
- III. **COST OF SERVICES**
This additional scope of services agreement runs simultaneously with the 2024-2026 Contract for Maintenance Assessment Services. The Municipality shall pay the Assessor an additional **Fifteen Thousand Dollars (\$15,000.00)** for the 2024 interim market update revaluation assessment year. The Municipality shall pay the Assessor an additional **Five Thousand Dollars (\$5,000.00)** for each of the 2024, 2025, and 2026 assessment year(s) for the combined 2024, 2025, and 2026 maintenance and 2024 revaluation services.
 - A. The total compensation due to the Assessor shall be paid in monthly or quarterly installments throughout the 2024, 2025, and 2026 assessment year(s).

SIGNATURES



Mark Brown
President
Associated Appraisal Consultants, Inc.

12/15/2023
Date

Authorized Signature
City of Waterloo

Date

CITY OF WATERLOO COMMON COUNCIL - MEETING MINUTES: August 18, 2022

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

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Council President Thoma called the meeting to order at 7:00 p.m. Alderpersons present: Cummings, A. Kuhl, C. Kuhl, Griffin, Weihert and Petts. Alderpersons/Mayor attending remotely: Mayor Quimby. Absent:none. Others attending remotely or in-person: Police Chief Sorenson; Utility Supervisor Sorenson; Library Director Kelli Mountford; DPW Director Yerges; Clerk Jeanne Ritter, Ben Heidemann and WLOO videographers. The pledge of allegiance was recited.
- 2) MEETING MINUTES APPROVAL: August 4, 2022 [Griffin/Cummings] VOICE VOTE: Motion Carried.
- 3) CITIZEN INPUT / PUBLIC COMMENT – none
- 4) OLD BUSINESS - none
- 5) MEETING SUMMARIES (since last Council meeting)
 - a) 08/16/2022 Community development Authority
 - b) 08/18/2022 Finance, Insurance & Personnel Committee
- 6) CONSENT AGENDA ITEMS
 - a) July Reports of City Officials & Contract Service Providers Motion [Weihert/Griffin] VOICE VOTE Motion carried.
 - i) Parks
 - ii) Fire & Emergency Medical Services – no report
 - iii) Building Inspections
 - iv) Public Works
 - v) Police
 - vi) Library Board
 - vii) Water & Light Utility Commission
 - viii) Watertown Humane Society
 - ix) Cable Television
- 7) RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
 - a) Waterloo Utilities
 - i) Industrial Sewer Agreements – Final [C.Kuhl/Cummings] VOICE VOTE: Motion carried.
 - b) Finance, Insurance & Personnel
 - i) July 2022 Financial Statements: General Disbursements \$824,227.05; Payroll \$82,316.02 & Clerk/Treasurer's Reports [see on municipal website] [C. Kuhl/Cummings] Roll Call: Ayes: Cummings, A. Kuhl, C. Kuhl, Griffin, Weihert and Petts. Noes: none Motion carried.
 - ii) Resolution 2022-28 Establishing a 2023 municipal Vehicle Registration Fee Status Per adopted Ordinance #2019-08 [A. Kuhl/Cummings] Roll Call Ayes: Cummings, A. Kuhl, C. Kuhl, Weihert and Petts. Noes: Griffin. Motion Carried.
 - iii) 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 a public employee over which the governmental body has jurisdiction or exercise responsibility. Upon concluding a closed session, the Council will reconvene in open session.] Motion to convene in closed session [C. Kuhl/Petts] VOICE VOTE: Motion carried. Motion to reconvene in open session [C. Kuhl/Cummings]VOICE VOTE: Motion carried. Motion \$5,000 Signing bonus with \$2,500 on signing and remaining \$2,500 at the successful completion of one year with the department. Unsuccessful completion of the year would result in repayment of all disbursed bonus money by signee. Additional allowance for vacation,carryover up to 12 years of employment, and pay would be allowed with 1 year of experience would be considered Officer 1 (13-24 months) pending agreement by the police union. [C. Kuhl/ Petts] ROLL CALL: AYES:Cummings, A. Kuhl, C. Kuhl, Griffin, Weihert, and Petts. NOES: none. Motion carried.
- 8) NEW BUSINESS
 - a) Class A Beer, Liquor & Cider License Applications Along With a Cigarette License Application For The Period 8/10/2022 – 6/30/2023. Piggly Wiggly Store/Day's Family Foods INC. 810 N Monroe St. Waterloo Nathan Perry Agent. [Weihert/Griffin] VOICE VOTE: Motion carried.

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

revised: 08/21/2023

- 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. <input type="checkbox"/> Audit Prep
FEBRUARY
<input type="checkbox"/> Audit
MARCH
<input type="checkbox"/> Fee Schedule Review
APRIL
<input type="checkbox"/> § 53-12 Review of debt schedules & debt refunding opportunities. <input type="checkbox"/> Audit Presentation third Thursday
MAY
<input type="checkbox"/> Addressing items raised in financial audit. <input type="checkbox"/> Resolution for carryover after audit is complete
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"/> WPPA Contract multi-year contract, renewal (when applicable) 2024-26
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.
NOVEMBER
<input type="checkbox"/> Final review of calendar year insurance renewal policies.
DECEMBER
<input type="checkbox"/> Review and recommend Current Budget Amendment #2 (July – Dec.)