



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, December 21, 2023 – 7:00 p.m.**

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and news media, that a public meeting will be held to consider the following:

- 1.) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL
- 2.) MEETING MINUTES APPROVAL: December 7, 2023
- 3.) CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit)
- 4.) MEETING SUMMARIES (since last Council meeting)
- 5.) REPORTS AND PRESENTATIONS
  - a. 2024 Insurance Renewals - League of Municipalities Mutual Insurance Company, Invited Paul Lessila with R & R Insurance
- 6.) MEETING SUMMARIES (since last Council meeting
  - a. 12/14/2023 Finance
- 7.) CONSENT AGENDA ITEMS
  - a. November 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
    - ix. Cable TV
- 8.) RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
  - a) Public Safety & Health
    - a. Ordinance 278-5 Loud and Unnecessary Noise
  - b) Parks
    - a. Purchase of Radio Equipment
  - c) Finance
    - a. November 2023 Financial Statements: Payroll \$132,974.66 , General Disbursements \$104,781.60 and Clerk/Treasurer's Reports[[see on municipal website](#)]
    - b. DPW Furnace
    - c. Associated Appraisal Consultants Contract
    - d. 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.]
- 9.) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Proclamation Recognizing Joel Zibell for 43 with the Karl Junginger Memorial Library
  - b. Proclamation Recognizing Nathaniel Cullen for 16 years with the Waterloo Police Department
- 10.) ADJOURNMENT

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 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



WATERLOO FIRE & RESCUE  
 900 INDUSTRIAL LANE  
 WATERLOO, WISCONSIN 53594



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

**EMS Calls:**

City of Waterloo	29
Town of Waterloo Extra	2
2 <sup>nd</sup> Ambulance Unit for City of Waterloo	1

**Total EMS 32**

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

Town of Waterloo	1
Mutual Aid for Watertown	1
Mutual Aid for Marshall	1

**Total MVC 3**

**Alarms:**

City of Waterloo	2
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**Fire Calls:**

Town of Portland	2
Mutual Aid for Lake Mills	2
Mutual Aid for Reeseville	1
Mutual Aid for Jefferson	1

**Hazardous Condition:**

City of Waterloo	1
Mutual Aid for Marshall	1

**Weather Related Call:**

Waterloo Fire District	0
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**Service Calls:**

City of Waterloo	3
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**Rescue Calls:**

Township of Portland	0
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**Total Fire 13**

**November Total 48**

**Up to Date Call Totals**

Fire (Structure, Wild land, Motor Vehicle)	49
Rescue/EMS: BLS - 204 ALS - 103	364
Hazardous Conditions (No Fire)	16
False Alarm or Call	13
Motor Vehicle Crash	12
Service Calls	49
Rescue Calls	1
Weather Related Calls	2

**Up to Date Total 506**

**Fire Mutual Aid Given 36 Fire Mutual Aid Received 2**

**2<sup>nd</sup> Out Unit 18 3<sup>rd</sup> Out Unit 3 EMS Mutual Aid Given 10 EMS Mutual Aid Received 9 Paramedic Intercept 11**

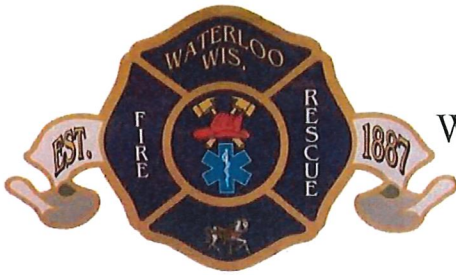
**Total Personnel Response: 1702 (for the month): 177**

Monthly Response Time (**EMS Incidents**) **172** (From 1<sup>st</sup> page to enroute times) average **5.0** min (for the month)  
 Minutes Spent Responding **94** (Enroute time to on scene time) average **2.7** min (for the month)

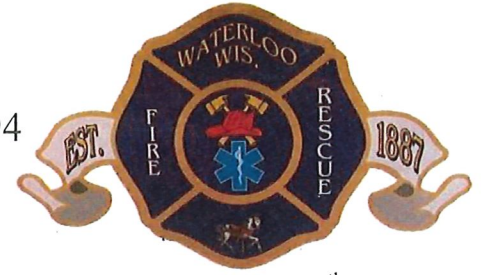
Monthly Response Time (**FIRE Incidents**) **47** (From 1<sup>st</sup> page to enroute times) average **5.2** min (for the month)  
 Minutes Spent Responding **27** (Enroute time to on scene time) average **3.0** min (for the month)

EMS Mutual Aid Average Enroute **1** Scene **12** FIRE Mutual Aid Average Enroute **6.5** Scene **8**

**(920) 478-2535 • FAX (920) 478-9597 • chief@waterloowi.us**



WATERLOO FIRE & RESCUE  
900 INDUSTRIAL LANE  
WATERLOO, WISCONSIN 53594



Friday December 8<sup>th</sup>, 2023

On Monday November 6<sup>th</sup>, 2023 we had our monthly Operator training. Training was on setting up for initial attack with master stream and nurse feeding with tender. The first due pump operator has to look at the big picture, set up in a position to be able to use the master stream but also allow other apparatus to be set up if need be. Once set the operator only has a few minutes of water with the master stream. Nurse feeding is when the tender connects directly to the engine giving us 3,000 to 4,000 gallons of water. When this is happening, we have time to set up the portable tank for the next arriving tender to dump in.

On Monday November 13<sup>th</sup>, 2023 we had our monthly EMS training. Training was on pediatric respiratory problems. Al Davies from Aurora Medical Center was here to assist our training with a pediatric manikin. We went through all the different lung sounds and what we need to do for those types of lungs sounds. What we need to look for with pediatric breathing difficulties. With the manikin we were able to listen to lung sounds, feel pulses, watch for skin color changing and watch the chest rise with each breath.

On Monday November 20<sup>th</sup>, 2023 we had our monthly Fire training. Training was on hose loads and deploys. We went through and practiced how to deploy the hose with one person so the hose is completely deployed from the bed and lays out properly for easier entrance into the structure. We reviewed and practiced how to load the hose back on the trucks so they deploy easily.

Sincerely,

Lieutenant Jason Butzine  
Waterloo Fire Department  
900 Industrial Ln.  
Waterloo WI 53594  
920-478-2535  
[1lt@waterloowi.us](mailto:1lt@waterloowi.us)

(920) 478-2535

• FAX (920) 478-9597

• [chief@waterloowi.us](mailto:chief@waterloowi.us)

## Waterloo Fire Rescue Calls per area 2023

### City of Waterloo

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire	1	1	0	1	1	1	0	3	2	0	0	
EMS	26	21	25	19	25	36	22	29	31	47	30	
Hazards	1	1	0	0	0	1	1	2	1	3	1	
Alarm	1	1	0	2	2	1	0	2	2	0	2	
Crash	0	0	1	1	1	0	0	0	0	0	0	
Service	3	4	3	3	4	3	3	1	7	6	3	
Rescue	0	0	0	0	0	0	0	0	0	0	0	
											Total	388

### Township of Waterloo

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire	0	0	0	0	0	0	0	0	0	0	0	
EMS	2	0	0	4	1	1	3	4	0	0	0	
EMS EX	-	-	-	-	-	-	2	0	1	1	2	
Hazards	0	0	0	0	0	1	0	1	0	0	0	
Alarm	0	0	0	0	0	0	0	0	0	0	0	
Crash	0	0	0	0	0	0	0	0	0	1	1	
Service	0	0	0	0	0	0	0	0	0	1	0	
Rescue	0	0	0	0	0	0	0	0	0	0	0	
											Total	26

### Township of Portland

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire	0	0	1	1	0	1	0	1	0	1	3	
EMS	2	3	3	1	1	2	1	2	2	3	0	
Hazards	0	0	0	0	0	1	1	1	0	0	0	
Alarm	0	0	0	0	0	0	0	0	0	0	0	
Crash	0	0	0	0	0	0	0	0	0	1	0	
Service	0	0	2	1	0	0	1	1	1	2	0	
Rescue	0	0	0	0	0	0	0	0	0	1	0	
											Total	41

## Waterloo Fire Rescue Calls per area 2023

### Township of Shields

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire	0	0	0	0	0	0	0	0	0	0	0	
EMS	0	0	0	0	0	0	0	0	0	0	0	
Hazards	0	0	0	0	0	0	0	0	0	0	0	
Alarm	0	0	0	0	0	0	0	0	0	0	0	
Crash	0	0	0	0	0	0	0	0	0	0	0	
Service	0	0	0	0	0	0	0	0	0	0	0	
Rescue	0	0	0	0	0	0	0	0	0	0	0	
											Total	0

### Township of Milford

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Fire	0	0	0	0	0	1	0	0	0	0	0	
EMS	0	0	0	0	0	0	0	0	0	0	0	
EMS EX	-	-	-	-	-	-	0	1	0	0	0	
Hazards	0	0	0	0	0	1	0	0	0	0	0	
Alarm	0	0	0	0	0	0	0	0	0	0	0	
Crash	1	0	0	0	0	0	0	0	0	0	0	
Service	0	0	0	0	0	0	0	0	0	0	0	
Rescue	0	0	0	0	0	0	0	0	0	0	0	
											Total	4



# Machinery and Equipment Maintenance

NOVEMBER

2023 DPW

Equipment		Mileage			TTI Fuel	GPH
		Start	End	Total		
End loader	544	4380	4430	50	0	#DIV/0!
John Deere Tractor	2555	4945	4975	30	17.51	1.71
Wood Chipper	Chipper	84	93	9	13.073	0.69
John Deere Lawn Tractor	1025R	340	345	5	22.196	0.41
John Deere	X750-T	214	216	2	22.196	0.41
John Deere	X750-R	184	186	2	22.196	0.41
Wacker Roller	roller	444	444	0	0	#DIV/0!
2023 International Truck	#8	1718	1956	238	16.27	14.63
2020 International Truck	#2	7290	7324	34	0	#DIV/0!
Paint Gator		2059	2059	0	0	#DIV/0!
2017 Chevrolet Truck	#4	62520	63038	518	52.456	9.87
2018 Frieghtliner Truck	#5	13815	13887	72	45.828	1.57
2006 Elgin Pelican Street Sweeper	sweeper	43927	43927	0	0	#DIV/0!
2011 Ford F-550 Truck	#6	47141	47239	98	46.616	2.10
2015 Frieghtliner Trucki	#7	16590	16820	230	0	#DIV/0!
2023 Bobcat	S66	22.4	45	22.6	0	#DIV/0!

**MONTHLY TIME REPORT**

2023

**NOVEMBER**

JOB	DPW	Chad	Ryan	Chris	Travis
Police Adm		0	2	0	1
Fire Dept		0	0	0	0
Mach/Equip		2	37	28	5
Garage/Shed		15	0	9	25
Meeting/Seminars		1.5	0	0	0
Street Repair/Maintenance		8	0	0	0
Street Cleaning		0	0	0	0
Snow & Ice	Reg Hrs	10	8	3	1
	OT Hrs	3.5	3	3.5	3
Storm Sewer		0	0	0	0
Traffic Control		0	0	0	0
Bridges/Culvers		0	0	0	0
Tree/Brush		0	0	0	0
Refuse Collection		29.25	74.5	79	70.5
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	3	1	1
Firemans Park		0	7	4	1
Other Parks		0	0	4	0
Trail Head		0	0	0	0
Celeb/Enter		7	7	0	6
Weed Control		0	0	0	0
Vac/Holiday/SL		95.75	37.5	48	64.5



# WATERLOO POLICE DEPARTMENT OFFICER'S DAILY -NOVEMBER

Patrol:	528.5
Investigative:	67
Radar:	92
Court:	0

Office:	203
Special:	5.5
School/Training:	8
On Call:	2

Total Hours Worked: 906

COMPLAINTS	
Family:	1
Off Road Vehicles:	0
Vandalism:	0
Minor Theft - \$500:	3
Major Theft + \$500:	4
Burglary:	0
Doors Found Open:	1
Animal Case:	3
Late Bar Closings:	0
Alarms:	1
Loud Music/Parties:	3
Tavern Complaints:	0
Prowler Complaints:	0
Battery to Person:	0
Domestic Abuse:	1
Sexual Assault:	0
Runaways:	0
Worthless Checks:	0
All Other Complaints:	35
<b>TOTAL COMPLAINTS:</b>	<b>52</b>

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

ASSISTS	
Assist Jefferson County:	2
Assist Dodge County:	2
Assist Dane County:	0
Assist Marshall PD:	1
Assist Fire/Rescue:	21
Assist Other Agencies:	5
Assist Public:	60
Assist With Escort:	0
Assist All Others:	7
<b>TOTAL ASSISTS:</b>	<b>98</b>

	Warnings	Arrests
Speeding:	7	6
Too Fast For Conditions:	0	0
Inattentive Driving:	0	0
Failure to Yield:	2	1
Stop Sign Violation:	5	3
Illegal Passing:	1	0
No Driver's License:	0	6
Illegal Parking:	1	46
Left of Highway:	0	0
Drunk Driving:	0	1
Unregistered Vehicle:	2	1
Driving While Sus/Rev:	0	2
Hit And Run:	0	1
Off Road Vehicle:	0	0
Power Display:	0	0
Equipment:	11	0
Illegal "U" Turn:	1	2
Following Too Close:	0	0
Seatbelt Violation:	0	0
<b>ALL OTHER TRAFFIC:</b>	<b>13</b>	<b>8</b>
<b>TOTAL</b>	<b>43</b>	<b>77</b>

INQUIRIES/CHECKS	
Registration Checks:	0
D.L. Checks:	0
NCIC/CIB/VIN Checks:	0
Check Welfare:	0
<b>TOTAL INQUIRIES:</b>	<b>0</b>

MISCELLANEOUS	
Personal Contacts:	1285
Investigations/Follow-up:	53
Traffic Control:	9
Radar Operations:	174
Special Assignment:	3
Speech/Presentation:	0
Serve Papers:	0
Other Miscellaneous:	5
<b>TOTAL:</b>	<b>1529</b>

Disorderly Conduct:	0	1
Underage Alcohol:	0	0
Warrants:	0	2
Theft:	0	0
Trespassing:	0	0
Burglary/Break & Enter:	0	0
Vandalism:	0	0
<b>ALL OTHER MIS/CRIM:</b>	<b>0</b>	<b>5</b>
<b>TOTALS:</b>	<b>0</b>	<b>8</b>



# Waterloo Police Department Fleet Maintenance Report

VIN	1FM5K8AR4FGC07739	For Period	11/1-11/30/2023
Year	2021	Fuel Cost	\$618.47
Vehicle Description	Ford EXPLORER	Miles per gallon	11.48

Date	Fuel	Fuel Costs	Mileage	Maintenance Items	Main. Cost	Officer
11/1/2023	7.576	\$23.86	25231			12
11/1/2023			25197	\$177.65		10
11/3/2023	9.316	29.34	25330			18
11/3/2023	4.186	\$13.18	25383			7
11/4/2023	4.916	\$15.48	25436			18
11/5/2023	9.527	\$30.00	25528			10
11/7/2023	11.725	\$35.75	25669			8
11/7/2023	2.978	\$9.38	25698			7
11/9/2023	6.678	\$21.00	25847			7
11/11/2023	12.571	\$39.59	25989			18
11/11/2023	4.545	\$14.08	26041			7
11/12/2023	5.52	\$17.12	26111			10
11/13/2023	4.461	\$13.81	26176			18
11/14/2023	7.521	\$22.56	26274			8
11/15/2023	4.571	\$14.17	26344			7
11/16/2023	6.331	\$19.62	26426			7
11/17/2023	7.486	\$23.20	26496			7
11/18/2023	9.337	\$28.00	26589			11
11/19/2023	6.671	\$20.00	26666			11
11/20/2023	4.708	\$14.12	26719			10
11/21/2023	3.894	\$11.38	26761			7
11/22/2023	8.569	\$24.84	26872			8
11/22/2023	3.671	\$11.01	26910			11
11/23/2023	4.257	\$12.77	26975			12
11/24/2023	9.043	\$27.12	27062			7
11/25/2023	7.271	\$20.72	27129			8
11/26/2023	7.704	\$21.95	27217			8
11/27/2023	8.647	\$25.50	27310			10



Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
11/21/2023	11/21/2023	ALL	ALL

Court Date	Name	Ticket	Officer/Court Type
11/21/23 10:45 AM	[REDACTED]	[REDACTED]	[REDACTED]

Charge	Description	Fine	Collected
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

11/21/23 AQUINO VAZQUEZ,ALBERTO DOB: 06/08/86 No: T-BJ837502-1 GIROUX,KEVIN  
 11:00 AM 819 LUM AVE # 4 Age: 37 Issued: 10/09/23  
 WATERLOO WI, 53594 Inc #: 23-000402

Comments: OFFICER: BADGE #: 7, NAME: KEVIN J GIROUX

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

11/21/23 BETANCO RAJARDO,GERSON JOVANI DOB: 04/08/99 No: T-BH526884-1 GIROUX,KEVIN  
 11:00 AM 508 N MONROE APT 2 Age: 24 Issued: 10/22/23  
 WATERLOO WI, 53594

Comments: OFFICER: BADGE #: 7, NAME: KEVIN J GIROUX

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

11/21/23 CHRISTOPHER,ISIAH,M DOB: 12/22/00 No: C-1F80PBQ6VL  
 11:00 AM 734 N MONROE ST Age: 22 Issued: 09/23/23  
 WATERLOO WI, 53594-

Comments: OFFICER: BADGE #: 17, NAME: JASON J MOCZYNSKI

Charge	Description	Fine	Collected
278-1-947.01	DISORDERLY CONDUCT	\$263.50	\$0.00

11/21/23 DRIVER,JACOB,THOMAS DOB: 02/18/94 No: T-BJ837501-0 GIROUX,KEVIN  
 11:00 AM 235 N MONROE ST Age: 29 Issued: 10/05/23  
 WATERLOO WI, 53594

Comments: OFFICER: BADGE #: 7, NAME: KEVIN J GIROUX

Charge	Description	Fine	Collected
346.68	HIT AND RUN-UNATTENDED VEHICLE	\$263.50	\$0.00

Court Date	Name	Ticket	Officer/Court Type
11/21/23 11:00 AM	[REDACTED]	[REDACTED]	[REDACTED]

Charge	Description	Fine	Collected
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]



Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
11/21/2023	11/21/2023	ALL	ALL

Court Date	Name	Ticket	Officer/Court Type
11/21/23	[REDACTED]	[REDACTED]	BOLLIG,RANDY,P
11:00 AM	[REDACTED]	[REDACTED]	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
278-4B	POSSESSION OF MARIJUANA < 25 GRAMS	\$263.50	\$0.00

Court Date	Name	DOB:	No:	Officer/Court Type
11/21/23	ANDRADE,GUADALUPE,M	07/29/62	T-BH526869-0	GIROUX,KEVIN
11:00 AM	565 CRESTVIEW #2 WATERLOO WI, 53594	Age: 61	Issued: 10/05/23 Inc #: 23-000396	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:	No:	Officer/Court Type
11/21/23	BARBER,MICAH,DARNELL	03/09/99	T-BH527399-5	STORMOEN,KYLE,MATTHEW
11:00 AM	6810 MILWAUKEE ST # 414 MADISON WI, 53718	Age: 24	Issued: 10/05/23 Inc #: 23-000398	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
343.44(1)(B)	OPERATING WHILE REVOKED (FORFEITURE 2ND)	\$263.50	\$0.00

Court Date	Name	DOB:	No:	Officer/Court Type
11/21/23	BARBER,MICAH,DARNELL	03/09/99	T-BH527400-6	STORMOEN,KYLE,MATTHEW
11:00 AM	6810 MILWAUKEE ST # 414 MADISON WI, 53718	Age: 24	Issued: 10/05/23 Inc #: 23-000398	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.57(5)	EXCEEDING SPEED ZONES, ETC. (25-29 MPH)	\$250.90	\$0.00

Court Date	Name	DOB:	No:	Officer/Court Type
11/21/23	BETANCO RAJARDO,GERSON JOVANI	04/08/99	T-BH526885-2	GIROUX,KEVIN
11:00 AM	508 N MONROE APT 2 WATERLOO WI, 53594	Age: 24	Issued: 10/22/23 Inc #: 23-000429	JEFFERSON CO CIRCUIT CT

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

Court Date	Name	DOB:	No:	Officer/Court Type
11/21/23	CASTANEDA DE SANTIAGO,MARTHA,C	07/10/78	T-BH526875-6	CULLEN,NATHANIEL,J
11:00 AM	536 MARIGOLD DR MADISON WI, 53713	Age: 45	Issued: 10/15/23 Inc #: 23-000416	JEFFERSON CO CIRCUIT CT

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

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
11/21/2023	11/21/2023	ALL	ALL

Court Date	Name	DOB	Ticket No	Officer/Court Type
11/21/23	CASTRO,ARIEL	04/18/01	T-BH526881-5	CULLEN,NATHANIEL,J
11:00 AM	505 MADISON BEAVER DAM WI, 539162664	Age: 22	Issued: 10/22/23 Inc #: 23-000426	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.57(5)	EXCEEDING SPEED ZONES, ETC. (30-34 MPH)	\$295.00	\$0.00

Court Date	Name	DOB	Ticket No	Officer/Court Type
11/21/23	CASTRO,ARIEL	04/18/01	T-BH526882-6	CULLEN,NATHANIEL,J
11:00 AM	505 MADISON BEAVER DAM WI, 539162664	Age: 22	Issued: 10/22/23 Inc #: 23-000426	JEFFERSON CO CIRCUIT CT

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

Court Date	Name	DOB	Ticket No	Officer/Court Type
11/21/23	DEMBA,MOSES,J	01/04/68	C-1F80SSFB4C	WARNER,DAVID,N
11:00 AM	915 HERRON DR WATERLOO WI, 53594	Age: 55	Issued: 10/08/23 Inc #: 23-000427	JEFFERSON CO CIRCUIT CT

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

Court Date	Name	DOB	Ticket No	Officer/Court Type
11/21/23	DOLPHIN,TROY,HARLAN	09/06/83	T-BH526879-3	WARNER,DAVID,N
11:00 AM	N3964 CAMPBELL ST COLUMBUS WI, 53925	Age: 40	Issued: 10/21/23 Inc #: 23-000424	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
11/21/23	GOMEZ,MARIA,R	05/27/69	T-BH527398-4	
11:00 AM	301 ARBOR VITAE DR MARSHALL WI, 53559	Age: 54	Issued: 09/30/23 Inc #: 23-000385	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
11/21/23	HACHERIAN,JOHN,CHARLES	08/12/50	T-BH526888-5	WARNER,DAVID,N
11:00 AM	500 RIVERSIDE DR WATERLOO WI, 53594	Age: 73	Issued: 10/28/23 Inc #: 23-000435	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
11/21/23	HERNANDEZ CARRILLO, RAMON	02/13/59	T-BH526872-3	BURNS,RANDY
11:00 AM	823 LUM AVE APT 2 WATERLOO WI, 53594	Age: 64	Issued: 10/09/23 Inc #: 23-000406	JEFFERSON CO CIRCUIT CT

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

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
11/21/2023	11/21/2023	ALL	ALL

Court Date	Name		Ticket	Officer/Court Type
11/21/23	HUDGINS,RODRICK,LARON	DOB: 05/31/92	No: T-BH526886-3	GIROUX,KEVIN
11:00 AM	817 N THOMPSON DR MADISON WI, 53704	Age: 31	Issued: 10/23/23 Inc #: 23-000430	JEFFERSON CO CIRCUIT CT

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

11/21/23	HUDGINS,RODRICK,LARON	DOB: 05/31/92	No: T-BH526887-4	GIROUX,KEVIN
11:00 AM	817 N THOMPSON DR MADISON WI, 53704	Age: 31	Issued: 10/23/23 Inc #: 23-000430	JEFFERSON CO CIRCUIT CT

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

11/21/23	JAMES,ANTHONY	DOB: 08/29/70	No: T-BH526883-0	GIROUX,KEVIN
11:00 AM	2528 STATE ROAD 33 PORT WASHINGTON WI, 53074	Age: 53	Issued: 10/22/23 Inc #: 23-000428	JEFFERSON CO CIRCUIT CT

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

11/21/23	JOHNSON,SAMANTHA,FAYE	DOB: 07/13/02	No: C-1F80SNQ6N7	WARNER,DAVID,N
11:00 AM	5113 REGENT STREET MADISON WI, 53713	Age: 21	Issued: 09/15/23 Inc #: 23-000362	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
126-5D	FAILURE TO COMPLY WITH QUARANTINE	\$175.30	\$0.00

11/21/23	KUHL,MICHAEL,R	DOB: 02/17/65	No: T-BH526861-6	BOLLIG,RANDY,P
11:00 AM	565 CRESTVIEW DRIVE 2 WATERLOO WI, 53594	Age: 58	Issued: 09/28/23 Inc #: 23-000380	JEFFERSON CO CIRCUIT CT

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

11/21/23	MEAD,TRAVIS,WILLIAM	DOB: 06/07/70	No: T-BF359226-0	BURNS,RANDY
11:00 AM	104 CANAL RD WATERLOO WI, 53594	Age: 53	Issued: 10/19/23 Inc #: 23-000423	JEFFERSON CO CIRCUIT CT

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

11/21/23	MEAD,TRAVIS,WILLIAM	DOB: 06/07/70	No: T-BH526878-2	BURNS,RANDY
11:00 AM	104 CANAL RD WATERLOO WI, 53594	Age: 53	Issued: 10/19/23 Inc #: 23-000423	JEFFERSON CO CIRCUIT CT

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

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
11/21/2023	11/21/2023	ALL	ALL

Court Date	Name	DOB	Ticket No:	Officer/Court Type
11/21/23	MIRANDA PEREZ,NORLAN ELIAS	12/22/95	T-BH526862-0	WARNER,DAVID,N
11:00 AM	130 1/2 EAST MADISON STREET WATERLOO WI, 53594	Age: 27	Issued: 09/30/23 Inc #: 23-000384	JEFFERSON CO CIRCUIT CT

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

Court Date	Name	DOB	Ticket No:	Officer/Court Type
11/21/23	MIRANDA PEREZ,NORLAN ELIAS	12/22/95	T-BH526863-1	WARNER,DAVID,N
11:00 AM	130 1/2 EAST MADISON STREET WATERLOO WI, 53594	Age: 27	Issued: 09/30/23 Inc #: 23-000384	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
11/21/23	MIRANDA PEREZ,NORLAN ELIAS	12/22/95	T-BH526864-2	WARNER,DAVID,N
11:00 AM	130 1/2 EAST MADISON STREET WATERLOO WI, 53594	Age: 27	Issued: 09/30/23 Inc #: 23-000384	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
11/21/23	MORQUECHO RODRIGUEZ,JESUS,BULMARO	08/31/97	T-BH526877-1	GIROUX,KEVIN
11:00 AM	606 KNOWLTON ST APT 2 WATERLOO WI, 53594	Age: 26	Issued: 10/15/23 Inc #: 23-000418	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
11/21/23	PADILLA,DANIELA,AYLIN	04/23/96	T-BH526873-4	WARNER,DAVID,N
11:00 AM	N198 RICH RD WATERTOWN WI, 53098	Age: 27	Issued: 10/12/23 Inc #: 23-000410	JEFFERSON CO CIRCUIT CT

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

11/21/23	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
11:00 AM	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Comments: [REDACTED]

Charge	Description	Fine	Collected
[REDACTED]	[REDACTED]	[REDACTED]	\$0.00

Court Calendar Report

Report Criteria:

Start Date	End Date	Officer	Court Type
11/21/2023	11/21/2023	ALL	ALL

Court Date	Name	Ticket	Officer/Court Type
11/21/23	[REDACTED]	[REDACTED]	[REDACTED]
11:00 AM	[REDACTED]	[REDACTED]	[REDACTED]

Charge	Description	Fine	Collected
[REDACTED]	[REDACTED]	[REDACTED]	\$0.00

11/21/23	PUENTES,NACNY	DOB: 04/20/95	No: T-BH526868-6	BURNS,RANDY
11:00 AM	463 W MADISON ST WATERLOO WI, 53594	Age: 28	Issued: 10/03/23 Inc #: 23-000395	JEFFERSON CO CIRCUIT CT

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

11/21/23	ROTH,CHRISTOPHER,GEORGE	DOB: 09/08/82	No: C-1F80SSFB39	BOLLIG,RANDY,P
11:00 AM	425 BRADFORD DR WATERLOO WI, 53594	Age: 41	Issued: 09/29/23 Inc #: 23-000383	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
126-4G(3)		\$175.30	\$0.00

11/21/23	RUIZ,EDWIN,S	DOB: 04/23/05	No: C-1F80SSFB3C	BURNS,RANDY
11:00 AM	1058 PERRY STREET APT #1 WATERTOWN WI, 53098	Age: 18	Issued: 10/02/23 Inc #: 23-000391	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
350-10	UNNECESSARY NOISE/POWER DISPLAY BY A MOTOR VEHICLE	\$175.30	\$0.00

11/21/23	RUIZ,EDWIN,S	DOB: 04/23/05	No: T-BH526865-3	BURNS,RANDY
11:00 AM	1058 PERRY STREET APT #1 WATERTOWN WI, 53098	Age: 18	Issued: 10/02/23 Inc #: 23-000391	JEFFERSON CO CIRCUIT CT

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

11/21/23	RUIZ,EDWIN,S	DOB: 04/23/05	No: T-BH526866-4	BURNS,RANDY
11:00 AM	1058 PERRY STREET APT #1 WATERTOWN WI, 53098	Age: 18	Issued: 10/02/23 Inc #: 23-000391	JEFFERSON CO CIRCUIT CT

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

11/21/23	SHARKEY,BRAD,TIMOTHY	DOB: 03/11/82	No: T-BH526880-4	GIROUX,KEVIN
11:00 AM	5928 N KENT AVE WHITEFISH BAY WI, 53217	Age: 41	Issued: 10/21/23 Inc #: 23-000425	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.57(5)	EXCEEDING SPEED ZONES, ETC. (16-19 MPH)	\$200.50	\$0.00



**Court Calendar Report**

**Report Criteria:**

Start Date	End Date	Officer	Court Type
11/21/2023	11/21/2023	ALL	ALL

Court Date	Name		Ticket	Officer/Court Type
11/21/23	STURGILL,MOLLY,KATHLEEN	DOB: 04/08/02	No: T-BH526874-5	WARNER,DAVID,N
11:00 AM	1021 JAMIE ST WATERLOO WI, 53594	Age: 21	Issued: 10/14/23 Inc #: 23-000415	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.46(1)	Fail/Stop at Stop Sign	\$175.30	\$0.00

11/21/23	SVENDSEN,ZACHARY,ROBERT	DOB: 03/07/98	No: T-BH526867-5	BURNS,RANDY
11:00 AM	161 N MUSKET RIDGE DR SUN PRAIRIE WI, 53590	Age: 25	Issued: 10/03/23 Inc #: 23-000395	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
346.89(1)	INATTENTIVE DRIVING	\$187.90	\$0.00

11/21/23	WOLFF,MATTHEW,D	DOB: 04/13/82	No: T-BH526876-0	WARNER,DAVID,N
11:00 AM	W6469 HIGHWAY 19 WATERTOWN WI, 53094	Age: 41	Issued: 10/15/23 Inc #: 23-000417	JEFFERSON CO CIRCUIT CT

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

11/21/23	WOMACK,QUINTEN,PHILIP	DOB: 09/28/96	No: C-1F80SSF49	BOLLIG,RANDY,P
11:00 AM	230 PORTLAND RD WATERLOO WI, 53594	Age: 27	Issued: 10/10/23 Inc #: 23-000422	JEFFERSON CO CIRCUIT CT

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

11/21/23	WOMACK,QUINTEN,PHILIP	DOB: 09/28/96	No: C-1F80SSF4B	BOLLIG,RANDY,P
11:00 AM	230 PORTLAND RD WATERLOO WI, 53594	Age: 27	Issued: 10/10/23 Inc #: 23-000422	JEFFERSON CO CIRCUIT CT

Charge	Description	Fine	Collected
126-4A	FAILURE TO LICENSE DOG	\$175.30	\$0.00

**Ticket Count: 44**

**Total Fines: \$10260.20**  
**Total Payments: \$0.00**  
**Total Due: \$10260.20**

Monthly Incident Comparison Report

Report Criteria:

Current Month: 11/2023

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
No Category						
	Assist Watertown Police Department	0	0	0	0	1
	Assist citizen	0	0	0	0	1
	assist human services	0	0	0	0	1
	<b>Total for No Category:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>
ASSIST						
	Assist Business	0	0	0	0	2
	Assist Citizen	1	1	12	1	21
	Assist Dane County Sheriff	0	0	2	0	2
	Assist Dodge County Sheriff	2	0	7	1	12
	Assist Jefferson County Sheriff	1	0	11	2	11
	Assist Marshall PD	0	3	18	1	20
	Assist Motorist	0	0	0	0	1
	Assist Social Services	2	0	11	4	19
	Assist Wisconsin State Patrol	0	0	1	0	0
	Assist/School District	0	0	0	0	1
	Civil Dispute	0	0	1	0	0
	Custody for Other Department	1	1	8	0	0
	EMS Calls	0	0	2	0	4
	Fire Calls	0	0	2	1	3
	Neighbor Problems	0	0	0	0	1
	Other Mutual Aid Assists	0	0	3	0	1
	Runaway Adult	0	0	1	0	0
	<b>Total for ASSIST:</b>	<b>7</b>	<b>5</b>	<b>79</b>	<b>10</b>	<b>98</b>
CRIMINAL						
	Abuse of Elderly/Vulnerable	0	0	0	0	1

Monthly Incident Comparison Report

Report Criteria:

Current Month: 11/2023

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
CRIMINAL						
	Aggravated/Substantial Battery	0	0	0	0	1
	Bail Jumping/Escapes	0	0	0	0	4
	Battery to Police Officer/Fireman	0	0	0	0	1
	Burglary - Non-Residential/Forced	0	0	0	0	1
	Burglary - Residential/No Force	0	0	1	0	0
	Child Enticement	0	0	0	0	1
	Computer Crimes	0	0	0	0	2
	Criminal Damage To Property/vandalism	0	2	8	3	13
	Disorderly Conduct - All Other	1	0	13	0	6
	Disorderly Conduct - Fight, Disturbance	0	2	5	0	2
	Domestic Disturbance	0	1	13	1	7
	Domestic Offense - Child Abuse/Neglect	0	0	1	1	2
	Drug Investigations	0	2	2	0	3
	Drug Possession	0	0	3	0	4
	Forgery/Counterfeiting	0	0	3	0	0
	Fraud	0	0	7	1	6
	Harassment - Harassing Telephone Calls	0	0	2	0	1
	Harassment - Threats	1	1	3	0	7
	Interfere with Child Custody	0	0	0	0	2
	Motor Vehicle Theft	0	0	0	0	0
	Obstruct/Resist Police Officer	0	0	0	0	2
	Operate Vehicle Without Owner's Consent	0	0	0	0	1
	Other Sex Offenses	0	1	5	1	6
	Other Weapon Violations	0	0	1	0	1
	Probation Hold	1	0	2	0	0
	Probation/Parole Violation	0	0	3	0	1
	Simple Battery	0	0	2	1	1
	Suicide - Attempts/Threats	0	1	1	0	2
	Theft - All Other	2	3	11	3	15
	Theft - Bicycles	0	0	0	0	3
	Theft - From Building	0	0	0	0	3
	Theft - From a Motor Vehicle	1	0	1	0	0
	Theft - Motor Vehicle Parts/Accessories	1	0	1	0	2
	Theft - Retail/Shoplifting	0	0	0	0	4
	Trespassing	0	0	3	0	3
	Violation of Court/Restraining Order	0	0	1	0	0
	<b>Total for CRIMINAL:</b>	<b>7</b>	<b>13</b>	<b>92</b>	<b>11</b>	<b>108</b>
ORDINANCE						
	Animal Bite	1	1	8	1	6
	Animal Licensing/Shots/Etc.	0	1	1	0	0

Monthly Incident Comparison Report

Report Criteria:

Current Month: 11/2023

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
<b>ORDINANCE</b>						
	Animal Running at Large	0	0	2	0	4
	Burning Violation	0	0	0	0	1
	Disturbance	0	0	1	0	3
	Harassment	0	0	0	1	1
	Loitering	0	0	1	0	1
	Municipal Code Violation	1	1	8	0	2
	Possession of Tobacco by Minor	0	1	7	0	1
	Public Nuisance Violations	0	0	1	0	0
	Truancy	1	1	4	0	13
	Under Age Drinking - Adult (18-21)	0	0	0	0	3
	Under Age Drinking - Minor (Under 18)	0	0	0	0	1
	<b>Total for ORDINANCE:</b>	<b>3</b>	<b>5</b>	<b>33</b>	<b>2</b>	<b>36</b>
<b>Other</b>						
	Continuous Violations	0	0	1	0	0
	Investigation/Take Report	0	0	2	0	0
	Other Animal Calls - Dead, Etc.	0	1	2	1	4
	Receive Information	5	2	31	1	31
	Unknown	0	0	1	0	0
	<b>Total for Other:</b>	<b>5</b>	<b>3</b>	<b>37</b>	<b>2</b>	<b>35</b>
<b>SERVICE</b>						
	Death Investigation	2	0	5	0	8
	Emergency Detention/Detoxification	0	0	0	0	2
	Found Items/Property	0	1	4	0	6
	Missing Adult	0	0	0	0	2
	Missing Juvenile	0	0	0	0	1
	Runaway Juvenile	0	0	1	1	1
	Suspicious Person/Activity, Prowler	0	0	1	0	2
	Suspicious Vehicle	0	0	0	0	2
	Uncontrollable Adult	0	0	0	0	1
	Uncontrollable Juvenile	0	1	3	0	2
	Warrant Pickup - Other Agency	0	1	6	0	8
	Welfare Check	1	1	9	1	10
	<b>Total for SERVICE:</b>	<b>3</b>	<b>4</b>	<b>29</b>	<b>2</b>	<b>45</b>
<b>TRAFFIC</b>						
	Driver's License Violations (Ex OAS/OAR)	5	2	34	0	29
	Eluding Police Officer	0	0	0	0	1
	Following Too Close	1	0	1	0	0
	Illegal Turns	1	1	6	0	3
	Lane Violations - Left of Center, Etc.	0	0	0	0	3
	License/Permit Violation	1	2	8	0	4

Monthly Incident Comparison Report

Report Criteria:

Current Month: 11/2023

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
TRAFFIC						
	Miscellaneous Rules Violation	0	0	2	0	0
	Motor Vehicle Insurance Violation	1	5	20	1	4
	OAS/OAR/Other License Violations	0	1	19	4	35
	Open Intoxicants - Driver	0	0	0	0	2
	Operate Motor Vehicle While Intoxicated	1	1	10	0	18
	Other Traffic Violations	0	0	0	0	1
	Power Display/Squeal Tires	0	0	0	0	1
	Registration/Title Violation	0	0	6	0	1
	Right of Way Violation	0	0	1	0	0
	Seatbelt Violation	0	0	4	0	2
	Speeding Violation	5	3	41	1	20
	Stop Sign/Signal Violation	3	3	26	6	26
	Tow Vehicle	0	0	0	0	4
	Traffic Accident - Hit and Run (Damage)	1	3	8	0	10
	Traffic Accident - Non-Reportable	0	0	1	1	5
	Traffic Accident - Personal Injury	0	0	0	0	4
	Traffic Accident - Property Damage	2	3	19	2	24
	Vehicle Equipment Violation - Lights	0	0	1	0	1
	Vehicle in Ditch/Off Road	0	0	1	0	1
	<b>Total for TRAFFIC:</b>	<b>21</b>	<b>24</b>	<b>208</b>	<b>15</b>	<b>199</b>
	<b>Grand Totals:</b>	<b>46</b>	<b>54</b>	<b>478</b>	<b>42</b>	<b>524</b>



Karl Junginger Memorial Library / Mayor/Council/Board Report -November 2023

<b>NOVEMBER MONTHLY STATISTICS</b>		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
<b>Library Card Holders</b>	2022	2400	2410	2420	2432	2453	2485	2516	2537	2570	2583	2592	2581
	2023	2595	2605	2621	2632	2652	2686	2699	2718	2313	2325	2342	
	% of Change	8.13%	8.09%	8.31%	8.22%	8.11%	8.09%	7.27%	7.13%	-10.00%	-9.99%	-9.65%	-100.00%
<b>Checkouts (Circulation)</b>	2022	3920	3624	4192	3486	3361	4768	4306	4936	3780	3798	3707	3300
	2023	4084	2941	4240	4093	4071	5845	5438	4562	3835	4103	3774	
	% of Change	4.18%	-18.85%	1.15%	17.41%	21.12%	22.59%	26.29%	-7.58%	1.46%	8.03%	1.81%	-100.00%
<b>eBook/Audio Checkouts (Circulation)</b>	2022	663	711	705	669	633	639	663	701	643	648	718	657
	2023	767	624	724	754	787	646	802	842	853	897	870	
	% of Change	15.69%	-12.24%	2.70%	12.71%	24.33%	1.10%	20.97%	20.11%	32.66%	38.43%	21.17%	-100.00%
<b>Library Visits</b>	2022	1462	1584	1820	1710	1627	1530	2118	2065	2138	1801	1633	1397
	2023	1618	1081	980	1808	1812	2435	2599	2555	1823	2433	2023	
	% of Change	10.67%	-31.76%	-46.15%	5.73%	11.37%	59.15%	22.71%	23.73%	-14.73%	35.09%	23.88%	-100.00%
<b>Meeting Room Use BY PUBLIC</b>	2022	10	10	8	8	16	11	6	9	7	7	7	10
	2023	7	2	9	12	10	9	2	9	3	7	11	
	% of Change	-30.00%	-80.00%	12.50%	50.00%	-33.33%	-18.18%	-66.67%	0.00%	-57.14%	0.00%	57.14%	-100.00%
<b>Public Computer Use</b>	2022	60	73	74	61	57	73	72	91	64	51	57	55
	2023	34	31	68	84	117	68	60	82	129	176	140	
	% of Change	-43.33%	-57.53%	-8.11%	37.70%	105.26%	-6.85%	-16.67%	-9.89%	101.56%	245.10%	145.61%	-100.00%
<b>WiFi Use</b>	2022	174	189	206	210	216	254	217	217	271	214	185	179
	2023	177	139	180	211	194	225	196	219	191	158	195	
	% of Change	1.72%	-26.46%	-12.62%	0.48%	-10.19%	-11.42%	-9.68%	0.92%	-29.52%	-26.17%	5.41%	-100.00%
<b>Outreach to local residents -Checkouts</b>	2022	114	90	132	89	155	63	177	61	101	137	146	81
	2023	60	152	81	138	96	122	69	110	68	61	92	
	% of Change	-47.37%	68.89%	-38.64%	55.06%	-38.06%	93.65%	-61.02%	80.33%	-32.67%	-55.47%	-36.99%	-100.00%
<b>Adult Number of Programs</b>	2022	21	19	18	18	17	14	14	11	7	21	21	16
	2023	21	8	20	19	23	24	19	16	21	28	26	
	% of Change	0.00%	-57.89%	11.11%	5.56%	35.29%	71.43%	35.71%	45.45%	200.00%	33.33%	23.81%	-100.00%
<b>Adult Attendance</b>	2022	193	114	117	139	126	154	144	62	107	159	114	99
	2023	194	44	130	114	128	253	95	107	110	182	131	
	% of Change	0.52%	-61.40%	11.11%	-17.99%	1.59%	64.29%	-34.03%	72.58%	2.80%	14.47%	14.91%	-100.00%
<b>Teen (12-18) Number of programs</b>	2022	3	2	2	2	1	10	9	3	2	3	2	2
	2023	4	2	3	3	3	11	9	4	3	4	3	
	% of Change	33.33%	0.00%	50.00%	50.00%	100.00%	10.00%	0.00%	33.33%	50.00%	33.33%	50.00%	-100.00%
<b>Attendance</b>	2022	39	25	36	24	24	90	91	48	25	29	30	24
	2023	66	24	25	1	3	167	82	61	31	39	31	
	% of Change	69.23%	-4.00%	-30.56%	-95.83%	-48.84%	85.56%	-9.89%	27.08%	24.00%	100.00%	3.33%	
<b>Children's Number of programs</b>	2022	17	30	16	6	14	29	25	17	11	21	14	10
	2023	13	11	13	16	19	34	31	15	17	22	17	
	% of Change	-23.53%	-63.33%	-18.75%	166.67%	35.71%	17.24%	24.00%	-11.76%	54.55%	4.76%	21.43%	-100.00%
<b>Attendance</b>	2022	307	257	308	255	904	1457	1173	348	575	415	285	221
	2023	342	198	349	342	1009	1854	1303	413	411	456	305	
	% of Change	11.40%	-22.96%	13.31%	34.12%	11.62%	27.25%	11.08%	18.68%	-28.52%	9.88%	7.02%	-100.00%

**Regular meeting of the Waterloo Water & Light Commission held December 5, 2023**

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, and Superintendent Barry Sorenson.

**Minutes**

It was moved by Butzine, seconded by Schumann, to approve the minutes of the November 7, 2023 meeting. Motion carried.

**Expenditures**

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

**Citizen Input**

None.

**WWTP Pay Request**

It was moved by Bergan, seconded by Wallace, to recommend approval of the Portzen's Pay Request #7 in the amount of \$1,242,211.35. Motion carried.

**WWTP Construction Update**

Barry updated the Commission on equipment delays that could result in a six month delay. The Commission was also updated on the Clean Water Fund (CWF) Supplemental Funding for the WWTP Upgrade.

**Prescription Safety Glasses**

After discussion, it was moved by Thomas, seconded by Butzine, to add the following language to the Utility Personnel Manual "Prescription Safety Glasses: An allowance of not to exceed \$800 every other year to employees requiring prescription safety glasses." Motion carried.

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

Respectfully submitted,  
Tim Thomas  
Secretary

**List of Bills**

APG of Southern Wisconsin	39.04	Millennium	4,304.80
Border States	8,423.16	New ERA Graphics	164.81
BP Credit Card Center	1,323.18	North Central Lab	1,961.88
Cady Business Technologies	1,560.00	Payment Service Network	12.95
Charter Communications	244.96	Payroll	77,020.67
City of Lake Mills Utilities	371.86	PSC	870.68
City of Waterloo Treasurer	110,247.48	Piggly Wiggly	15.96
City of Oconomowoc	181.71	Portland Sanitary District	11,201.19
Columbus Utilities	1,517.07	Resco	4,778.80
Core & Main	1,575.00	Seera	1,302.47
Crescent Electric	1,440.75	The Expeditors Inc	4,902.00
C&M Hydraulic Tool Supply	809.99	Uline	493.13
Diverse Electric	3,565.73	United Liquid Waste Recycling	1,407.24
Dunneisen Excavating	567.53	Universal Recycling Technologies	175.52
DNR	100.00	US Cellular	221.97
Earthscapes	4,717.20	Unifirst Corp	211.36
Electric Testing Lab	1,191.24	USA Blue Book	84.95
Frontier	447.39	Utility Sales & Service	128.00
GFC Leasing	104.00	UPS	79.97
GLS Utility LLC	2,415.50	Visa	3,512.71
Hawkins Inc	1,771.51	Waterloo Building Center	47.50
Howie's Hardware	1,073.75	Waterloo Utilities	9,681.40
Huntington National Bank	134,326.14	Wastewater Training Solutions	330.00
Infosend	996.58	WE Energies	236.37
J&R Underground	4,098.00	Wisconsin Dept. of Revenue	10,042.71
JWR	1,814.40	Wisconsin State Lab of Hygiene	333.00
Lou's Gloves	97.00	WPPI Energy	197,979.75
Midwest Meter	16,665.00		

Total Disbursements \$633,186.96

**Checking Account #102-613:**

Balance 10/31/23	\$257,240.37
Deposits	648,543.66
Disbursements	(633,186.96)
Interest	513.76
Balance 11/30/23	<u><u>\$273,110.83</u></u>

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

Balance 10/31/23	\$554,985.67
Deposit/ (Withdrawal)	
Interest	1,596.53
Balance 11/30/23	<u><u>\$556,582.20</u></u>

**Debt Service Account #3015323:**

Balance 10/31/23	\$95,742.34
Deposit	49,210.00
Bond Payment	
Interest	360.36
Balance 11/30/23	<u><u>\$145,312.70</u></u>

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

Balance 10/31/23	1,154,397.63
Deposits	
Transfer	(49,210.00)
Disbursements	
Interest	3,272.13
Balance 11/30/23	<u><u>\$1,108,459.76</u></u>

**Transportation Fund**

Balance 10/31/23	\$12,586.00
Transfer	
Balance 11/30/23	<u><u>\$12,586.00</u></u>

**WWTP Interim Financing:**

Balance 10/31/23	\$56,582.38
Transferred in	
Transferred out	
Interest	495.76
Service Charge	(51.48)
Balance 11/30/23	<u><u>\$57,026.66</u></u>

**Avestar CD #3596 (Bond Reserve):**

Balance 10/31/23	312,791.33
Interest	
Balance 11/30/23	<u><u>\$312,791.33</u></u>

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

Balance 10/31/23	224,180.21
Interest	
Balance 11/30/23	<u><u>\$224,180.21</u></u>

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

**§ 278-5 Loud and unnecessary noise.**

**[Amended by Ord. No. 2-00; 2-15-2018 by Ord. No. 2018-02]**

- A. General. No person shall make or cause to be made any loud, disturbing, or unnecessary sounds or noises such as may tend to annoy or disturb a person of ordinary sensibilities in or about any public street, alley or park or any private residence.
- B. Sound-amplifying equipment. The following regulations shall apply to the use of sound-amplifying equipment within the City:
  - (1) Sound-amplifying equipment shall be permitted only to publicize events of community-wide interest and importance which are of a noncommercial nature.
  - (2) The only sounds permitted shall be music and human speech.
  - (3) Sound-amplifying equipment shall be used only between ~~9:00 a.m. and 5:00 p.m~~ 7:00 a.m. and 7:00 p.m.
  - ~~(4) No sound advertising shall be permitted on Sundays or legal holidays.~~
  - (5) The volume of sound shall be controlled so that it will not be audible for a distance in excess of 200 feet from its source and so that the volume of sound emitted therefrom shall not be unreasonably loud, raucous, jarring, disturbing or a nuisance to persons within the area of audibility.
- C. Construction and machinery noise. Except for emergencies, all Public Works Department snow/ice removal and nonmunicipal snow/ice removal, between the hours of 9:00 p.m. and 7:00 a.m. no person shall do construction work or operate any chain saw, lawn mower or any other loud machinery of a similar nature. The use of loud machinery for nonmunicipal snow/ice removal shall be prohibited between the hours of 10:00 p.m. to 5:00 a.m.
- D. Dynamic braking devices. It is unlawful for any person to operate any motor vehicle within the City limits with a dynamic braking device (commonly referred to as "Jake brakes," "Jacobs brake," "engine brake" or "compression brake") engaged, except for the aversion of imminent danger.



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.

<b>Subtotal</b>	\$1,739.50
<b>Freight</b>	\$0.00
<b>Sales Tax</b>	\$0.00
<b>Sales Order Total</b>	\$1,739.50



**Jensen Plumbing Heating & Air Inc**

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

# PROPOSAL

<b>PROPOSAL #</b>	1033879565
<b>DATE</b>	12/18/2023
<b>PROPOSAL CREATED BY</b>	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

<b>PAYMENT TERMS</b>	50% DOWNPAYMENT, REMAINDER OF BALANCE DUE UPON COMPLETION OF WORK	<b>EXPIRATION</b>	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

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!!





# 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<sub>CORE</sub><sup>3</sup> 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<sub>CORE</sub><sup>2</sup> 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<sub>CORE</sub><sup>2</sup> 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](http://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](http://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](http://ReznorHVAC.com) or call 800-695-1901.

Printed in U.S.A.

657F-0321

**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 30<sup>th</sup> 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