



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

CITY OF WATERLOO COUNCIL AGENDA
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET
Thursday, August 6, 2026 – 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.) Special Business
 - a. Approving the hiring of New Full Time Officer
 - i. Swearing in of Casey R. Colleran
- 3.) MEETING MINUTES APPROVAL: July 16, 2026 and July 27, 2026
- 4.) CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit)
- 5.) MEETING SUMMARIES (since last Council meeting)
 - a. 07/27/2026 Fire/EMS
 - b. 07/21/2026 CDA
 - c. 07/28/2026 Plan Commission-Cancelled
 - d. 07/29/2026 Library Board
 - e. 08/04/2026 Water & Light
 - f. 08/05/2026 Park Commission
 - g. 08/05/2026 Special Finance -Budget
 - h. 08/06/2026 Public Safety- Cancelled
 - i. 08/06/2026 Public Works
- 6.) OLD BUSINESS
 - a. Ordinance #2026-04 §200-1 Fire Inspector
 - b. Ordinance #2026-04 §120-3 False Alarms
 - c. Resolution #2026-37 Fee Schedule Update
- 7.) RECOMMENDATIONS OF BOARDS, COMMITTEES, and COMMISSIONS
 - a. FINANCE
 - i. Resolution 2026-42 Admin. Deputy Assistant Job Description
 - ii. Resolution 2026-39 Appointing Denise Knutson as Interim Clerk/Treasurer
 - iii. Resolution 2026-40 Chief Warner Vacation Pay and Comp Time Payout
- 8.) NEW BUSINESS
 - a. Application for Special Event for a fundraiser for Friends of the Library, September 12, 2026
 - b. Resolution 2026-38 Purchase TID 3 Freeze Valido
- 9.) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 10.) ADJOURNMENT

Jeanne Ritter
Clerk/Deputy Treasurer

Posted & Emailed: 08/03/2026

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



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OFFICIAL OATH

STATE OF WISCONSIN,)
JEFFERSON COUNTY,)
CITY OF WATERLOO)

I, Casey R. Colleran, having been appointed to the office of **Police Officer I**, swear that I will support the constitution of the United States and the constitution of the State of Wisconsin, and will faithfully and impartially discharge the duties of said office to the best of my ability.

So help me God.

(Signature of Officer Appointed)

Subscribed and sworn to before me this day of August 2026.

(Signature of person authorized to administer oaths)

My commission expires _____ or is permanent ☐

Notary Public ☐, or _____
(Official title, if not a notary)

CITY OF WATERLOO COMMON COUNCIL - MEETING MINUTES: July 16, 2026

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

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Mayor Quimby called the meeting to order at 7:01 p.m. Alderpersons present: Cummings, Dorn, C.Kuhl, J.Zimmermann, T. Thomas, R. Weihert, and J. Haseleu. Absent: Others attending in-person: Police Chief Warner; DPW Supervisor Yerges; Utilities Sorenson; Clerk Ritter and WLOO Videographers. The Pledge of Allegiance was recited.
- 2) MEETING MINUTES APPROVAL: July 2, 2026 Motion [Cummings/Dorn] VOICE VOTE: Motion carried.
- 3) CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit)-
- 4) MEETING SUMMARIES (since last Council meeting)
 - a) 07/07/2026 Water & Light
 - b) 07/18/2026 Finance
- 5) CONSENT AGENDA ITEMS Motion [Cummings/Dorn] VOICE VOTE Motion carried
 - a) 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
- 6) OLD BUSINESS
 - a) Update on Solarium Liquor License-update only talk to attorney
 - b) Update on Mobile Home Park- information received.
- 7) RECOMMENDATIONS OF BOARDS, COMMITTEES, AND COMMISSIONS
 - a) Finance
 - i) June 2026 Financial Statements: Payroll \$108,825.36, General Disbursements \$683,225.20 and Clerk/Treasurer's Reports [\[see on municipal website\]](#) Motion [Kuhl/Cummings] ROLL CALL: Yes 6 No 1 Motion carried.
 - ii) 2026-35 Resolution Copier Lease for Police Dept Motion.[Kuhl/Haseleu] ROLL CALL: Y-6 N-1 Motion carried.
 - iii) 2026-36 Resolution Copier Lease for City Hall. Motion [Kuhl/Dorn] ROLL Call: Y-6 N-1 Motion carried.
 - iv) 2026-04 Ordinance §200-1 Fire Inspectors Motion[Kuhl/Zimmermann] VOICE VOTE: Motion carried.
 - v) 2026-08 Ordinance §120-3 False Alarms Motion [Kuhl/Weihert] ROLL CALL: Yes 7 No 0 Motion carried.
 - vi) 2026-37 Resolution Fee Schedule update for Parks and Fire Dept. Motion to defer [Kuhl/Weihert] ROLL CALL: Y- 7 N-0 Motion carried.
 - vii) 2026-34 Resolution Amending the Employee Handbook Regarding Leave Payout, Forfeitures and Balances Upon Separation from Employment. Defer[Kuhl/Zimmerman] MOTION to go into CLOSED [Cummings/Weihert] ROLL CALL: Y-7 N-0 Motion carried.
 - viii) **Closed Session** Employee Insurance Discussion §19.85 (1)(c) (Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.)
 - ix) **Closed Session** Highland House PILOT §19.85 (1)(e) (Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever

competitive or bargaining reasons require a closed session.)

- x) **Closed Session** TID 3 Purchase Agreement §19.85 (1)(e) (Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.)

MOTION to go into OPEN Session[Haseleu/Weihert] 8:36 pm ROLL CALL: Yes-7 No-0 Motion carried.

Motion to Move (b) and 8) to above (7) (a) (viii)

- b) Waterloo Water & Light
 - i) DR #26 informational
 - ii) Portzen Pay #34 Motion [Cummings/Weihert] ROLL CALL Y-7 No-0
 - iii) SDW DR #13 informational

8) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

- a) Thank you Maureen Giese for your recent donation to the Fire Dept. for repairs to the Ladder Truck.
- b) Congratulations Treasurer Lana Nelson on earning your Certified Public Funds Investment Manager Certification

9) ADJOURNMENT [Haseleu/Dorn] VOICE VOTE: Motion carried. Approx. 8:36 pm

Attest:Jeanne Ritter Clerk/Deputy Treasurer

CITY OF WATERLOO COMMON COUNCIL - MEETING MINUTES: July 27, 2026

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Mayor Quimby called the meeting to order at 6:00 p.m. Alderpersons present: Cummings, C.Kuhl, J.Zimmermann, DJ Dorn, R. Weihert and T. Thomas Absent: none Remote: Haseleu.

MOTION to go into Closed Session [Cummings/Kuhl] ROLL CALL: Yes-6 No-0 6:02 pm

2) NEW BUSINESS

- i) **Closed Session** Employee Discussion §19.85 (1)(c) (Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.)

MOTION to come out of Closed Session into OPEN [Cummings/Zimmermann] Roll Call Yes-6 No-0

MOTION: Approve temp help contracts, budget assistance contract and appoint interim Deputy Clerk/Treasurer.{Cummings/Kuhl} ROLL CALL: Yes 7 No 0

- 3) ADJOURNMENT [Dorn/Cummings] VOICE VOTE: Motion carried. Approx. 8:15 pm

Attest:Jeanne Ritter Clerk/Deputy Treasurer



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ORDINANCE #2026-04
Update §200-1 Fire Inspectors

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

Section 1: §200-1 Fire Inspectors

- A. Fire Chief to be Fire Inspector. The Fire Chief shall hold the office of Fire Inspector with power to appoint one or more Deputy Fire Inspectors, who shall perform the same duties and have the same powers as the Fire Inspector.
- B. Inspection duties. The Fire Inspectors shall inspect, semiannually, all public buildings and places of employment, as defined in § 101.01(11), Wis. Stats., within the City limits for the purpose of noting and causing to be corrected any conditions liable to cause fires. Repairs or alterations necessary to remove the hazardous condition shall be made within a reasonable time at the expense of the owner. The Inspector shall also investigate the storage and handling of explosives and inflammable liquids within the City.
- C. Procedure. Fire inspection procedures and forms shall be developed in accordance with § 101.14, Wis. Stats., and applicable codes of the National Fire Prevention Association.
- D. Written record of inspections. The Chief shall keep a written record card of each property inspected which shall conform to the requirements of the State Department of Commerce and shall make the semiannual report of inspections required by said Department.
- E. Correction of fire hazards. When any inspection by the Fire Chief or his deputies reveals a fire hazard, the Chief or his deputies may serve a notice, in writing, upon the owner of the property giving said owner a reasonable time in which to remove the hazard. If the fire hazard is not removed within the time allowed it shall be deemed a nuisance, and the Fire Chief or his deputy may have the same removed by the City, and the cost of such removal shall be recovered in an action by the City against the owner of the property and may also be entered on the tax roll as a special charge against the property.
- F. Entering on premises. No person shall deny the Fire Inspector or his deputies free access to any property within the City at any reasonable time for the purpose of making fire inspections. No person shall hinder or obstruct the Fire Inspector in the performance of his duty or refuse to observe any lawful direction given by him.
- G. No fee shall be charged for the reinspection if the property owner brings the property into compliance. City of Waterloo Fee schedule reflects fees for 2nd, 3rd and subsequent inspections. A fee of \$100.00 shall be charged for a second reinspection, a fee of \$200.00 for a third reinspection and a fee of \$400.00 for each subsequent reinspection for the same condition. A reinspection fee shall also be charged when a city staff member, employee, or officer finds a condition that is similar to a condition which was subject to a correction order within one (1) year prior to the inspection. Reinspection fees shall be charged against the real estate upon which the reinspection was made, shall be a lien upon the real estate and shall be assessed and collected as a special charge.

- (1) A \$50.00 fee shall be charged (see City Fee Schedule)-for any inspection or reinspection when a contractor or property owner requests an inspection for permit-related work and the work is not ready at the time of the requested inspection. Failure to pay reinspection fees after notice of the fee shall result in withholding future permits.
- (2) Any property owner or lessor receiving a fourth offense reinspection fee, for the same violation, may have the payment of the fee waived if the party or his or her representative personally meets with the Fire Chief, or designee, within seven (7) days of receipt of the notice of the fee imposition. At the meeting, the Fire Chief or designee and owner shall review the problems occurring at the property. Within ten (10) days of the meeting, the owner shall submit to the Fire Chief, or designee, a detailed written abatement

Section 2: This ordinance shall take effect and be in force after its passage and publication in a manner provided by law.

Acted on and adopted at a result meeting of the Common Council on _____, 2026.

CITY OF WATERLOO

Jenifer Quimby, Mayor

Attest:

Jeanne Ritter, City Clerk

Date Adopted:

Date Published:



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ORDINANCE #2026-08

AN ORDINANCE UPDATING §120-3 False Alarms

Chapter §120 Alarm Systems

§ 120-3. False alarms.

- A. Fees. An alarm user shall pay to the Fire Department, within 10 days after activation, the following service fees for false fire alarms which occur within a calendar year (January 1 through December 31). [Amended 7-11-2019 by Ord. No. 2019-05]
- (1) First false alarm: ~~\$0. See fee schedule.~~
 - (2) Second false alarm: ~~\$100. See fee schedule.~~
 - (3) Each subsequent false alarm: ~~\$300. See fee schedule.~~
 - (4) In the instance of any fourth or subsequent false alarm response within any twelve-month period, the City of Waterloo Fire Department shall cause to be issued to an alarm user a due and payable invoice for response costs in the minimum sum as set by the Common Council and provided under separate fee schedule, the date payment is due, the right of the alarm user to a hearing before the Fire Chief if a request therefor is made before the date payment is due, and a warning that any unpaid response fee will be allocated to the alarm user's property tax roll as a special charge pursuant to § 66.0627, Wis. Stats., at the alarm user's last known address with copy to the owner, at the owner's last known address as well as any occupant, lessee or legal possessor of the address summoning a response. The City of Waterloo Fire Department shall collect such additional amounts at the same rate in fifteen-minute increments if the time expended by the Fire Department exceeds 1/2 hour.
 - (5) In the instance of any fifth or subsequent false alarm response within any twelve-month period, the City of Waterloo Fire Department shall cause to be issued to an alarm user a due and payable invoice for response costs in the minimum sum as set by the Common Council and provided under separate fee schedule, the date payment is due, the right of the alarm user to a hearing before the Fire Chief if a request therefor is made before the date payment is due, and a warning that any unpaid response fee will be allocated to the alarm user's property tax roll as a special charge pursuant to § 66.0627, Wis. Stats., at the alarm user's last known address with copy to the owner, at the owner's last known address, as well as any occupant, lessee or legal possessor of the address summoning a response. The City of Waterloo Fire Department shall collect such additional amounts at the same rate in fifteen-minute increments if the time expended by the Fire Department exceeds 1/2 hour.
- B. Periodic alarm testing will not result in a response fee, as long as prior notification with the Fire Department dispatch center was made, along with notification once the testing is completed.
- C. Storm-related false alarms which can be reasonably verified shall be exempt from any response fees.
- D. Collection of fees.
- (1) For the purposes of this section, an alarm user who is lessee, occupant, or tenant of the premises from which the false alarm originated shall be deemed agent of the owner thereof.

(2) All charges for response fees are due and payable to the City of Waterloo within 30 days of mailing of the notice required under this section, except, if a hearing is requested in a timely manner, the charges are due within 10 days after an adverse decision is rendered at such hearing.

- E. Determination of false alarm. The Fire Chief shall determine whether or not the activation of an alarm was a false alarm as defined in § 120-2 above.
- F. Correction of alarm deficiencies. An alarm user shall correct any deficiencies in equipment or operation of ~~his~~ **their** alarm system within 15 days following either ~~his~~ **their** actual knowledge of such deficiency or the mailing of a written notice from the Clerk-Treasurer, whichever date is earlier. In the event that such deficiency cannot be corrected within the fifteen-day period, the alarm system shall be deactivated until such corrections are completed.
- G. Appeal. Any person aggrieved by any provision of this section may, within five business days, submit a written appeal to the Council. The Council shall hear the matter at a time scheduled by the City Clerk and render its decision, in writing, within three days.

[
Adopted at the Organizational meeting of the Common Council on July 16, 2026.

CITY OF WATERLOO

Signed: _____
Jenifer Quimby, Mayor

Attest:

Jeanne Ritter Clerk /Deputy Treasurer
Date Adopted: _____
Date Published: The Courier, _____



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RESOLUTION #2026-37
Fee Schedule Update

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

Whereas, from time to time it is beneficial to review and revise municipal fees charged for services and goods provided by the City of Waterloo, and;

Whereas, the Fire/EMS and the Parks Department need to make updates to the fee schedule, and;

Whereas, an updated schedule is attached for City Council consideration.

Therefore Be It Resolved, that the Waterloo City Council adopts the fee schedule as presented.

Date: _____

Vote: _____

City of Waterloo

Signed: _____
Jenifer Quimby, Mayor

Attest:

Jeanne Ritter Clerk/Deputy Treasurer

SPONSOR(S) – Various

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Fire/EMS	Emergency Fee	False alarm fee	1st	no fee	no fee	§ 120-3 False alarms.		
Fire/EMS	Emergency Fee	(Occurring within a continuous 12 month period)	2nd	\$100.00	\$100.00	§ 120-3 False alarms.		
Fire/EMS	Emergency Fee	(Occurring within a continuous 12 month period)	3rd	\$200.00	\$200.00	§ 120-3 False alarms.		
Fire/EMS	Apparatus Fee	Ambulance, Brush Truck, or Command Car	Per Hour	\$200.00		§ 120-3 False alarms.		
Fire/EMS	Apparatus Fee	Tender	Per Hour	\$250.00		§ 120-3 False alarms.		
Fire/EMS	Apparatus Fee	Engine Company	Per Hour	\$300.00		§ 120-3 False alarms.		
Fire/EMS	Apparatus Fee	Ladder Company	Per Hour	\$400.00		§ 120-3 False alarms.		
Fire/EMS	Apparatus Fee	Person (for Apparatus use cost)		Billed Separately		§ 120-3 False alarms.		
Fire/EMS	Fire Inspections	First Re-Inspection	1st occurrence of non-compliance	\$100.00		§ 200-1 Fire Inspector.		
Fire/EMS	Fire Inspections	Second Re-Inspection	2nd occurrence of non-compliance	\$200.00		§ 200-1 Fire Inspector.		

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Fire/EMS	Fire Inspections	Third Re-Inspection	3rd occurrence of non-compliance	\$300.00		§ 200-1 Fire Inspector.		
Fire/EMS	Fire Inspections	Fourth Re-Inspection	4th occurrence of non-compliance	\$400.00		§ 200-1 Fire Inspector.		
Fire/EMS	Fire Inspections	Payment Requirements	All re-inspection fees	Paid within 60 Days of the last scheduled re-inspection		§ 200-1 Fire Inspector.		

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Parks	Facility Rent	Waterloo Regional Trailhead - Rental	Per Half Day (less than 4 hours)	\$150.00	\$150.00			
Parks	Facility Rent	Waterloo Regional Trailhead - Rental	Per Full Day (4 hours or more)	\$250.00	\$250.00			
Parks	Facility Rent	Waterloo Regional Trailhead-Special Event Rental (multiple days)			\$500.00			
Parks	Facility Rent	Firemen's Park Entire Park	See Parks Coordinator for Special Events					
Parks	Facility Rent	Entire Pavilion-Private		\$2,900.00	\$2,400.00			
Parks	Facility Rent	Entire Pavilion-Non Resident Private		\$3,100.00	\$2,600.00			
Parks	Facility Rent	Entire Pavilion-Resident Public		\$2,200.00	\$1,700.00			
Parks	Facility Rent	Entire Pavilion-Non Resident Public		\$2,400.00	\$1,900.00			
Parks	Facility Rent	Upper Pavilion-Resident Private		\$2,400.00	\$1,900.00			
Parks	Facility Rent	Upper Pavilion-Non-Resident Private		\$2,500.00	\$2,000.00			
Parks	Facility Rent	Upper Pavilion Resident Public		\$2,050.00	\$1,550.00			
Parks	Facility Rent	Upper Pavilion-Non-Resident Public		\$2,150.00	\$1,650.00			
Parks	Facility Rent	Lower Pavilion -Resident Private		\$650.00	\$650.00			
Parks	Facility Rent	Lower Pavilion - Non Resident Private		\$750.00	\$750.00			
Parks	Facility Rent	Lower Pavilion-Resident Public		\$300.00	\$300.00			
Parks	Facility Rent	Lower Pavilion-Non-Resident Public		\$400.00	\$400.00			
Parks	Facility Rent	Kitchen Rental per Month		\$75.00	\$75.00			
Parks	Facility Rent	Kitchen Rental per Hour		\$15.00	\$15.00			
Parks	Facility Rent	Bingo Hall-Resident		\$250.00	\$250.00			
Parks	Facility Rent	Bingo Hall-Non-Resident		\$350.00	\$350.00			
Parks	Facility Rent	Camping Weekday	Monday pm thru Friday am	\$20.00	\$20.00			
Parks	Facility Rent	Camping Weekend	Friday pm thru Monday am	\$25.00	\$25.00			
Parks	Facility Rent	Veteran Park Bandstand		\$75.00	\$75.00			

Parks	Facility Rent	Veterans Park Special Events		\$200.00	\$200.00			
Parks	Facility Rent	Bandstand/Gazebo		\$75.00	\$75.00			
Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Parks	Facility Rent	Maunesha Business Center	Per Half Day (less than 4 hours)	\$150.00	\$150.00			
Parks	Facility Rent	Maunesha Business Center	Per Full Day (4 hours or more)	\$200.00	\$200.00			
Parks	Facility Rent	Hamburger/Concession Stand		\$100.00	\$100.00			
Parks	Facility Rent	Baseball Diamond-Skalitzky Field (3 hours or less)		\$125.00	\$125.00			
Parks	Facility Rent	Baseball Diamond-Skalitzky Field All Day		\$250.00	\$250.00			
Parks	Facility Rent	Baseball Tournament Fee-1 Day		\$300.00 includes concession stand	\$300.00 includes concession stand			
Parks	Facility Rent	Baseball Tournament Fee-2 Day		\$600.00 includes concession stand	\$600.00 includes concession stand			
Parks	Facility Rent	Baseball Tournament Fee-3 Day		\$900.00 includes concession stand	\$900.00 includes concession stand			
Parks	Facility Rent	Softball Diamond -Little League (3 hours or less)		\$75.00	\$75.00			
Parks	Facility Rent	Softball Diamond - Little League All Day		\$150.00	\$150.00			
Parks	Facility Rent	Softball Tournament Fee 1 Day		\$200.00 includes concession stand	\$200.00 includes concession stand			
Parks	Facility Rent	Softball Tournament Fee 2 Day		\$400.00 includes concession stand	\$400.00 includes concession stand			
Parks	Facility Rent	Softball Tournament Fee 3 Day		\$600.00 includes concession stand	\$600.00 includes concession stand			
Parks	Service	Baseball Field Lights	per hr.	\$25.00	\$25.00			
Parks	Service	Park Laborer	per hr.	\$50.00	\$50.00			
Parks	Service	Field Marking (Field Lime)	a bag	\$10.00	\$10.00			
Parks	Service	Diamond Dry	a bag	\$25.00	\$25.00			
Parks	Service	Field Clay	a bag	\$30.00	\$30.00			
Parks	Service	Bartender	per hour	\$20.00	\$20.00			
Parks	Service	Ceremony Area		\$25.00	\$25.00			
Parks	Service	Road Closure		\$25.00	\$25.00			
Parks	Service	Outdoor Chairs	per hour	\$150.00	\$200.00			
Parks	Service	Outdoor Chairs Setup	per hour	\$100.00	\$100.00			

Parks	Service	Projection Screen		\$25.00	\$25.00			
Parks	Service	Projector		\$25.00	\$25.00			
Parks	Service	Outdoor Speakers		\$50.00	\$50.00			
Parks	Service	Outdoor Wireless Mic		\$50.00	\$50.00			
Parks	Service	Movable Fencing Set-Up	per hour	\$100.00	\$100.00			
Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Parks	Service	Prep of Baseball Field (each time)		\$25.00	\$25.00 *All field rentals include: Dragging of diamond if dry enough & moving of bases and pitching rubber to desired distance			
Parks	Service	Charitable Non-Profit Discount	50% Discount					
Parks	Service	Parks Rental & Fee Disclaimer						



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DEPUTY CLERK/TREASURER ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

Your Impact

You will be expected to be responsible for assigned processes and can drive process improvements to build administrative efficiencies. You will have the opportunity to engage in many aspects of municipal government with a core objective of providing quality services in a cost-effective manner.

Reporting Relationships

Under general supervision of the Clerk, Treasurer and Mayor, performs a variety of complex, responsible and confidential secretarial and administrative duties requiring a thorough knowledge of organization procedure and policies. This position requires the ability to work independently, exercising good judgment, discretion and initiative.

What You Will Be Doing

- Provide customer service to internal and external customers
- Responding to office inquiries & routing printed and digital communications to municipal departments
- Proficient daily use of Microsoft applications and other online applications to effectively manage assigned department operations
 - Office 365, Outlook, Word, Excel, OneDrive, SharePoint and others
- Assist in preparation and distribution of agendas, meeting materials, meeting minutes, and attend meetings when needed
- Regular website and social media updating
- Prepare, track & update rosters of appointed and elected officials and corresponding oaths
- Update and maintain municipal code book, ordinance publications, and resolutions
- Processing and issuing various municipal licenses and permits
- Bi-weekly payroll and payroll record maintenance
- Assist with accounts payable and receivables, and assist with year-end audit activities
- Tax preparation, collection & receipt of municipal revenue
- Election administration; oversee absentee ballot process, distribution, recording and filing
- Performing notary duties
- Assistant deputy to clerk and treasurer
- Assist with park rental and related inquiries
- Ordering office and maintenance supplies

Effective 08/06/26



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RESOLUTION #2026-42

Approving of Deputy Clerk/Treasurer Administrative Assistant Job Description

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

WHEREAS, the City of Waterloo requires efficient, accurate, and professional management of its daily administrative, clerical, and financial operations; and

WHEREAS, the combined role of Deputy Clerk/Deputy Treasurer Administrative Assistant provides critical statutory support to both the City Clerk and City Treasurer, ensuring continuity of municipal services, accurate record keeping, and secure financial processing; and

WHEREAS, the City Council and the City of Waterloo periodically review municipal staffing structures, job descriptions, and compensation models to ensure internal equity, market competitiveness, and alignment with the evolving needs of the municipality.

THEREFORE, BE IT RESOLVED, the City Council of the City of Waterloo, Wisconsin, approves the Deputy Clerk/Treasurer Administrative Assistant Job Description.

Passed and adopted: _____

City of Waterloo

Signed: _____
Jenifer Quimby, Mayor

Attest: _____
Charles Kuhl, Council President

Sponsor(s) – City of Waterloo Finance, Insurance, and Personnel Committee



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RESOLUTION #2026-39
Council Confirmation Of Denise Knutson
As Interim Clerk/Treasurer

WHEREAS, The Clerk/Deputy Treasurer and The Treasurer/Deputy Clerk Positions are open, and;

WHEREAS, Mayor Quimby will on August 6, 2026 appoint Denise Knutson as Interim Clerk/Treasurer with a rate increase of 10% to ensure department continuity until such time as these positions are filled.

THEREFORE, BE IT RESOLVED, that the City of Waterloo Common Council confirms the Mayoral appointment of Denise Knutson as Interim Clerk/Treasurer until such time as a Clerk/Deputy Treasurer and a Treasurer/Deputy Clerk are appointed and confirmed.

PASSED AND ADOPTED this 6th day of August 2026.

CITY OF WATERLOO

Signed: _____
Jenifer Quimby, Mayor

Attest:

Charles Kuhl, Council President



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

RESOLUTION #2026-40

**Request from Chief Warner to pay out all or a portion of Comp. Time and Paying out
Unused Vacation Time on his Anniversary Date**

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

WHEREAS, the Police Chief is requesting payout of his Comp Time as he has been maxed out for some time;
and

WHEREAS, the City Council encourages Chief Warner to use as much vacation as he can, but due to being
short staffed he has been unable to use it.

THEREFORE BE IT RESOLVED, the City of Waterloo Common Council agrees to pay Chief Warner out
_____ hours of Comp. time and _____ hours of vacation time on his August 20th, 2026 check
date.

PASSED AND ADOPTED this ____ day of _____ 2026.

City of Waterloo

Signed: _____
Jenifer Quimby, Mayor

Attest:

Charles Kuhl, Council President



WATERLOO POLICE DEPARTMENT

136 NORTH MONROE STREET # WATERLOO, WI 53594-1198
PHONE: EM. 911 # BUS. (920) 478-2343 # FAX (920) 478-4746

CHIEF OF POLICE
DAVID N. WARNER

LIEUTENANT
RANDY P. BOLLIG

SERGEANT

OFFICERS

KYLE M. STORMOEN

RANDY B. BURNS

DANIEL A. AGUERO

BAILEY A. NORTH

CHRIS REGENAUER

ADMINISTRATIVE
ASSISTANT

SASHA J. KOHN

REQUEST FOR VACATION AND COMPENSATORY TIME PAYOUT

TO: City of Waterloo Personnel and Finance Committee
Aldersperson Charles Kuhl
Aldersperson Richard Weihert
Aldersperson Jodie Haseleu

FROM: Chief David Warner
Waterloo Police Department

DATE: July 23, 2026

RE: Request for Vacation and Compensatory Time Payout

Alderspersons:

Due to unforeseen staffing levels within the Waterloo Police Department, along with my current work responsibilities and operational demands, I have unfortunately been unable to utilize my accrued vacation time as I normally would. As of July 23, 2026, pay period, I currently have **128 hours of unused vacation time**. Due to the current staffing situation and the needs of the Department, I will be unable to utilize these hours prior to my anniversary date of **August 14th, 2026**.

In addition, I currently have a maximum of **80 hours of accrued compensatory time**. I have made ongoing efforts to utilize and reduce these hours; however, as a working patrol chief, it has been extremely difficult to do so. The current staffing levels, patrol responsibilities, daily operational needs of the City, and my overall administrative duties have made it challenging to take sufficient time away from the Department.

Unfortunately, the nature of my position has also resulted in situations where I continue to accumulate compensatory time faster than I am able to use it. At times, I am also required to work additional hours without compensation in order to meet the operational and administrative needs of the Department. While I understand that additional work hours are, at times, part of the responsibilities associated with my



WATERLOO POLICE DEPARTMENT

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CHRIS REGENAUER

ADMINISTRATIVE
ASSISTANT

SASHA J. KOHN

position, I believe it is important to find a reasonable balance between the hours worked, time taken off, and compensation for accrued time.

Therefore, I respectfully request that the Personnel and Finance Committee approve the following:

1. Payout of my 128 hours of accrued and unused vacation time, which I will be unable to utilize prior to my August 14, 2026, anniversary date; and
2. Payout of 40 hours of my 80 hours of accrued compensatory time, allowing me to reduce my accrued compensatory time balance while retaining 40 hours for future use.

I understand there may be budgetary considerations associated with this request. However, I have reviewed the Police Department's 2026 budget, and this requested payout can be accommodated within the 2026 Police Department Administration budget without causing a budget overage.

I believe this request is a reasonable solution that will allow me to address the significant amount of accrued time that I have been unable to use due to the Department's current staffing levels and operational needs. It will also assist me in better managing my accumulated hours and maintaining a more appropriate balance between work responsibilities, time off, and compensation.

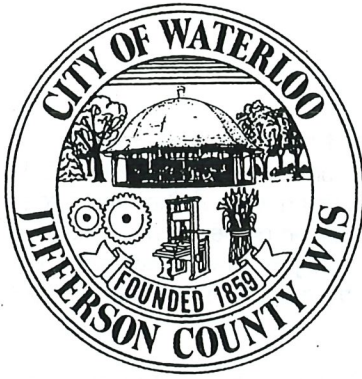
I respectfully ask the Personnel and Finance Committee to consider and approve this request.

Thank you for your time and consideration of this matter. Please feel free to contact me if there are any questions or if additional information is needed.

Respectfully,

CHIEF DAVID WARNER

Waterloo Police Department



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021
cityhall@waterloowis.com

APPLICATION FOR SPECIAL EVENT or ENTERTAINMENT LICENSE

Any Special Event or Entertainment Event sponsor requesting municipal approvals, services, assistance, and/or other support from the City of Waterloo for a special or entertainment event on public or private property must provide the following information.

Submittal of application does not constitute approval. All applications must be reviewed.

NAME OF SPONSOR (Applicant): Friends of the Library 5013(c)
STATUS: (circle one) unincorporated ~~(incorporated)~~ individual ~~(other)~~ non profit non-profit
CONTACT NAME: Tammy Renforth
PHONE NUMBER: 1-920-988-7854 DAYTIME EVENING FAX
EMAIL ADDRESS: fazrenforth@hotmail.com
NAME OF EVENT: Weiner & Kraut 5K
TYPE OF EVENT: (circle one) Festival Race Parade Tag Caravan Day Rally Other March
PURPOSE OF EVENT: fundraiser for Friends of the Library
DATE OF EVENT: September 12, 2026
EVENT HOURS: 2 SET UP HOURS 2 BREAKDOWN 1
DESCRIPTION OF EVENT: 5K run/walk
SITE/ADDRESS FOR EVENT (list if multiple locations) 625 N Monroe
PROJECTED ATTENDANCE: 40-50 PAST ATTENDANCE: 30
NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 8-10
RAIN POLICY: rain or shine
DATE APPLICATION MADE 7/8/20

Pursuant to Section 12.06 Waterloo Municipal Code
Application for Special Event or Entertainment License

Form created: 03/11/2004

HOLD HARMLESS CLAUSE:

The special event or entertainment sponsor hereby agrees to indemnify and hold harmless the City of Waterloo, Wisconsin, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor's operation of the event, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Waterloo acting within the scope of their employment.

Further, the event sponsor agrees to indemnify the City of Waterloo and any of its agents, public officers, officials or employees and authorized volunteers for any attorneys fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor's use of public property or operation of the event as set forth in the application for special permit.

INSURANCE REQUIREMENTS:

Proof of insurance is required of all Special or Entertainment Event Sponsors before the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a Certificate of Insurance with your completed application by, _____ 20__ to the **City Clerk's Office 136 N. Monroe Street, Waterloo, WI. 53594.** Insurance coverage shall be from companies and in amounts acceptable to the City of Waterloo. Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.

PERMITTED USE OF PUBLIC PROPERTY:

Whereas the Special or Entertainment Event Sponsor agrees to use the public property at 625 N Monroe in Waterloo, Wisconsin, known as, for staging of, the City of Waterloo does hereby agree to permit for use, at no cost, these premises for the date(s) of September 12 through Sept 12 2026. Sponsor does hereby agree to conduct only that business/activity which is described in the Special Event Permit Application, and agrees to all municipal requirements. Sponsor further agrees that within thirty (30) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen portions of the subject property including, but not limited to landscaping, street or buildings and/or pavement.

LIABILITY WAIVER:

The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Waterloo, its agents, public officers, officials or employees and authorized volunteers from said sponsored event or activity, except for acts caused by the willful and wanton misconduct by employees of the City of Waterloo acting within the scope of their employment.

AUTHORIZED SIGNATURES:

I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulations outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a Special Event in the City of Waterloo, as outlined herein. I/we understand that our lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed Special or Entertainment Event. **Permit applied for and all terms and stipulations agreed to by:**

<u>Lynn Anderson</u> Name (please print)	<u>Lynn Anderson</u> Signature
 	<u>7/8/2026</u> Date
_____ Signatory Title (if applicable)	

Pursuant to Section 12.06 Waterloo Municipal Code
Application for Special Event or Entertainment License

Form created: 03/11/2004

THIS APPLICATION, WITH A DETAILED SITE PLAN ATTACHED, AND ANY OTHER APPLICABLE DOCUMENTS AS OUTLINED HEREIN, MUST BE REMITTED TO THE CLERK'S OFFICE NO LATER THAN NINETY DAYS (90) PRIOR TO THE OPENING DAY OF THE EVENT. Application received late or incomplete may be denied. Direct mail to the **City Clerk, City of Waterloo, 136 N. Monroe Street, Waterloo, WI. 53594.** A copy of the application will then be forwarded to the appropriate committees and or Departments for consideration of approval, denial, and scheduling.

Date application received:

7/17/26

Received by:



Clerk's Office to complete the section below:

Cc:

_____ Police Department

_____ Council Approval

_____ Date

_____ Fire Department

_____ Public Works

_____ Certificate of Insurance

_____ Waterloo Utilities

Fee for Profit Events = \$50.00 per event.

Fee is WAIVED for events held or sponsored by educational, charitable, nonprofit, or religious organizations when the proceeds are devoted to the purposes of such organization.

Fee Paid: _____

Date Paid: _____

Receipted by: _____

Attachment 1

CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

1. The City of Waterloo requires submission of a Certificate of Insurance along with the Special or Entertainment Events Application prior to review by the City's Government Operations Committee.
2. The Certificate of Insurance must include the following **minimum** limits of insurance coverage required for special events on City property:

\$300,000 Injury or death of one person; \$1,000,000 for any one accident; \$50,000 for Property Damage.

3. The City of Waterloo must be named on the Certificate of Insurance as **primary, non-contributory additional insured** under the general liability policy for the event.

4. The Certificate of Insurance must include the name of the special event, and the date, time and location of the event.

5. The City of Waterloo reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.

6. No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.

Any questions regarding these insurance requirements should be directed to the City Clerk's Office at (920) 478-3025

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: Weiner + Kraut 5K

DATE (S) OF EVENT: September 12, 2026 HOURS: 2 (not including setup)

LOCATION/PROPERTY: 625 N Monroe KM1~~2~~ ~~library~~ library

SAFETY PROCEDURES:

1) Will you be providing private on-site security? YES ☒ NO

If yes, list security company name. _____

Where will security be needed? _____

What times will security be needed? _____

Will WPD officers be required?

☒ YES

NO

Just at the 8am start

Municipal estimation of cost: _____ WPD Personnel @ \$ _____ /hour = \$ _____

2) What are your plans for medical assistance? _____

Municipal estimation of cost: _____ WFD equipment/personnel @ _____ \$ hours = \$ _____

3) Will there be fireworks at your event? YES ☒ NO

Date of fireworks _____ Time of Fireworks _____

Name/Address of company supplying fireworks _____

Fire Marshall must be contacted for approval and consultation.

SET UP / CLEAN UP PROCEDURES:

1) Name of person in charge of set up: Tammy Renforth phone # 920-988-7854

2) What time will set up begin: night before for route marking

3) Name of clean up contact person: Tammy Renforth Cell Phone# 920-988-7854

4) Estimated time for clean up after event: 10:30am - 11:30am

FEES AND PROCEEDS:

1) Will admission be charged for this event? YES ☒ NO

If yes, how much: Adult \$25 30 days Seniors _____ Students _____

Children 5 & under _____ Families \$50 - \$60 day of

2) If a participant fee is charged, please indicate the amount: Booth: _____

Concessionaire: _____

3) Will alcoholic beverage(s) be sold?

YES

NO

If yes, what beverage and at what cost? _____

4) What does the Sponsor intend to do with any revenue over and above the expenditures? _____

Fundraiser for Friends of KMD Library

(If this is a first year event, please provide a budget. If it is a repeat event, provide last year's financials.)

ENTERTAINMENT AND PROMOTIONS:

2) List names of performers and entertainment groups:

2) Describe other entertainment / activities planned for your event: _____

3) How will your event be promoted? Television Radio Newspapers Posters Flyers
other _____

PUBLIC PROPERTIES PROCEDURES:

If you are requesting city services, please complete the following area:

1) Will you need barricades? YES

NO

If I could get 20 orange cones on Friday to mark

Purpose of barricades: _____

Location of placement: _____ Amount needed the route

Date barricades needed _____ Time of placement _____

Name of company providing service if other than City _____

2) Will you require electrical service(s)

YES

NO

Entertainment: number of amps _____ = _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location _____ Entainer name _____

Entertainment: number of amps _____ = _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: _____ Entainer name _____

Waterloo, WI

Concessions: _____ amps= _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: _____

Concessions: _____ amps= _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: _____

Name of company providing service if other than City: _____

3) Will you need fencing installed? YES ☒ NO

Purpose of fencing: _____

Location: _____ Amount: _____

Date needed _____ Time needed _____

Estimated costs: _____ locations @ \$100. = \$ _____ Total costs

4) Will parking considerations be needed YES ☒ NO

Type(s) _____

Location: _____ Amount _____

Date: _____ Time: _____

5) Will picnic tables be needed? YES ☒ NO

Location _____ Amount _____

Date needed: _____ Time needed _____

Estimated cost(s) _____ Picnic tables @ \$5.00 per table = \$ _____

6) Is a street sweeper needed? YES ☒ NO

Location _____ Date _____ Time _____

Estimated cost(s) _____ hours @ _____ = \$ _____ total cost

Name of company providing service, if not City: _____

7) Will you need additional trash bins? YES ☒ NO

If yes how many requested? Cardboard trash bins _____ Barrels _____

Where do you want them placed? _____

Name of disposal company if other than the City: _____

Where will dumpster be place: _____

8) Will water connection be needed?

YES

NO

Location _____ Amount _____

Date _____ Time _____

Estimated costs: _____ connection(s) @ \$20.00 = \$ _____ Total water costs



136 North Monroe Street
Waterloo, WI 53594-1198
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

RESOLUTION #2026-38
Authorizing a Purchase Agreement Freeze for 290-0813-0531-001

Whereas, ACS RBHS, LLC (aka Valido Homes, Jim Hartung) has a purchase agreement freeze on parcel #290-0813-0531-001 in the City of Waterloo, WI. The terms described below:

TERMS OF PURCHASE AGREEMENT:

1. Real Estate. Property defined with access from Hendricks Street to Parcel 290-0813-0531-001, a parcel with legal description of Lot 2 of Certified Survey Map No. 6641, Document No. 1504842, City of Waterloo, Jefferson County, WI. Located in TID 3.
2. Freeze Agreement. This purchase freeze agreement would be in effect until December 31, 2026.

Therefore, Be It Resolved, by the Common Council of the City of Waterloo, Wisconsin, that the sale is authorized, with the terms described above. It further directs the Mayor and Clerk/Treasurer to carry out all necessary tasks to assist with the purchase freeze.

PASSED AND ADOPTED this _____, 2026.

Signed: _____
Jenifer Quimby
Mayor City of Waterloo

Attest:

Jeanne Ritter
City Clerk/Treasurer