



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

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

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

COMMITTEE: FINANCE, INSURANCE & PERSONNEL COMMITTEE
DATE: March 17, 2022
TIME: 6:00 p.m.
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street
via remote conference or in-person for participants and public

Join Zoom Meeting <https://us02web.zoom.us/j/82743403615?pwd=anovV1ozOFFCcjIzUIZCdl05TUhlUT09>
Dial by phone: +1 312 626 6799 US (Chicago)
Meeting ID: 827 4340 3615 Passcode: 958073

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES:
 - a) February 17, 2022 & Closed Session?
- 3) PUBLIC COMMENT
- 4) NEW BUSINESS
 - a) Resolution 2022-10 Appointing Mike Tschanz Interim Clerk until a new Clerk is announced.
 - b) February 2022 Financial Statements: General Disbursements \$1,388,619.63; Payroll \$73,177.23 & Clerk/Treasurer's Reports [\[see on municipal website\]](#)
- 5) UNFINISHED BUSINESS
 - a) 2022 Department Head Reviews [NOTES:(1) Documents provided by Committee Chair. (2) The committee may convene in closed session per Wis. Stat. 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."
- 6) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a) Committee Calendar (for reference)
- 7) ADJOURNMENT

Mike Tschanz
Deputy Clerk/Treasurer

Committee Members: Thomas, Rhynes and Kuhl

Posted, Emailed & Distributed: 03/15/2022

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
February 17, 2022

1. CALL TO ORDER AND ROLL CALL. Thomas called the meeting to order at 5:02 p.m. Members in person or remote: Thomas, Kuhl & Rhynes. Absent: none. Other attending in person or remote: Mayor Quimby; Police Chief Sorenson; Deputy Clerk/Treasurer Tschanz; Fire Chief Wes Benisch; Public Works Director Yerges; Ritter; Utilities Supervisor Sorenson
2. APPROVAL OF MEETING MINUTES: January 20, 2022 MOTION: [Kuhl/Rhynes] to approve all meeting minutes as listed. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. NEW BUSINESS
 - a. City Clerk Position Opening – Interview. [NOTE: The Finance, Insurance and Personnel Committee may meet in closed session per Wis. Stat. 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. Upon concluding a closed session, the Committee will reconvene in open session.] MOTION [Rhynes/Kuhl] VOICE VOTE: Motion Carried.
 - b. January 2022 Financial Statements: General Disbursements \$1,753,033.71; Payroll \$79,789.28 & Clerk/Treasurer’s Reports [[see on municipal website](#)] MOTION [Kuhl/Rhynes] VOICE VOTE: Motion carried.
 - c. Department of Public Works Updated Quote to Replace 2010 International Truck. \$135,000 was budgeted price is now \$20,000 more. Discussion with Yerges regarding trade-in value and how long it will take to get trucks. Motion to accept the quotes MOTION [Kuhl/Rhynes] VOICE VOTE: Motion carried.
 - d. Ambulance & Emergency Medical Service Agreement. Wes Benisch discussed changes. Waterloo picking up more territory. Response time would be approximately 11-12 minutes. 350 additional people. Waiting for attorney to approve contract. Motion to accept the agreement pending attorney approval. MOTION [Kuhl/Rhynes] VOICE VOTE: Motion carried.
 - e. Ordinance 2022-02. Amending chapter §85-7 Officers and Employees and §85-9 Appointed staff job performance reviews. Motion to accept changes and send to City Council. MOTION [Rhynes/Kuhl] VOICE VOTE: Motion carried.
5. UNFINISHED BUSINESS
 - a. Municipal Covid Policy. Motion to send new covid policy to City Council. MOTION [Rhynes/Kuhl] Voice Vote: Motion carried.
 - b. 2022 Department Head Reviews [NOTES:(1) Documents provided by Committee Chair. (2) The committee may convene in closed session per Wis. Stat. 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” Tabled [Kuhl/Rhynes] Voice Vote: Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Committee Calendar (for reference)
 - i. Fire contract added in May
 - ii. Remove closing TIF 4 from calendar
7. ADJOURNMENT. MOTION: [Kuhl/Rhynes] To adjourn. VOICE VOTE: Motion carried. Approximate time 6:50 pm

Mike Tschanz
Deputy Clerk/Treasurer



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
Phone: (920) 478-3025
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E-Mail: cityhall@waterloowi.us
Website: www.waterloowi.us

RESOLUTION #2022-10
Council Confirmation Of Mike Tschanz
As Interim Clerk

WHEREAS, Clerk/DeputyTreasurer Position is open, and;

WHEREAS, the Mayor Quimby will on March 17, 2022 appoint Mike Tschanz as Interim Clerk/Deputy Treasurer at his current rate of pay to ensure department continuity until such time as a new clerk is announced.

THEREFORE, BE IT RESOLVED, that the City of Waterloo Common Council confirms the Mayoral appointment of Mike Tschanz as Interim Clerk until such time as a Clerk is appointed and confirmed.

PASSED AND ADOPTED this 17th day of March 2022.

CITY OF WATERLOO

Signed: _____
Jenifer Quimby, Mayor

Attest:

Tim Thomas, Council President

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

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

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

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