



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: April 17, 2025  
TIME: 6:00 pm  
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES: March 20, 2025.
- 3) PUBLIC COMMENT
- 4) REPORTS
  - a) Rolling Task List
- 5) NEW BUSINESS
  - a) March 2025 Financial Statements: Payroll \$94,351.17, General Disbursements \$196,643.73 and Clerk/Treasurer's Reports [\[see on municipal website\]](#)
  - b) 2025-22 Resolution Approving the Fire Department DNR Grant to Update Old Equipment and PPE
  - c) Resolution 2025-18 Accepting a Bid from Dorner Inc. for Hendricks Street Reconstruction and DPW Parking Lot
- 6) OLD BUSINESS
  - a) Fire Dept Policy and Procedures [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."]
  - b)
- 7) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 8) ADJOURNMENT

Jeanne Ritter  
Clerk/ Deputy Treasurer

Committee Members: Thomas, Weihert and Kuhl

Posted, Emailed & Distributed: 04/11/2025.

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

**CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES**  
**March 20, 2025**

- 1) CALL TO ORDER AND ROLL CALL. Thomas called the meeting to order at 5:31 p.m. Members in person: Thomas, Weihert and Kuhl. Remote: none Absent: none. Others attending in person or remote: Mayor Quimby; Police Chief D. Sorenson; DPW Director Yerges; WLOO Cotting; Parks Coordinator Haberkorn; Fire LT 1 J. Butzine; Fire LT2 M. Petrie; Alderperson J. Haseleu; Treasurer Nelson; Clerk Ritter, Roxanne Schneider and WLOO Cable.
- 2) APPROVAL OF MEETING MINUTES: February 20, 2025. Motion [Weihert/Kuhl] VOICE VOTE: Motion carried.
- 3) PUBLIC COMMENT (3 Minute Time Limit) none
- 4) NEW BUSINESS Motion to go into Closed Session [Weihert/Kuhl] ROLL CALL Y-3 N-0 Motion carried.
  - a) 2024 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.”]
    - i) Treasurer 5:30 pm  
Motion to go into Open Session [Weihert/Kuhl] ROLL CALL Y-3 No-0 Motion carried.
  - b) WLOO Cable. Motion to revise budget [Weihert/Kuhl] VOICE VOTE: Motion carried.
  - c) February 2025 Financial Statements: Payroll \$86,899.76, General Disbursements \$1,118,849.33 and Clerk/Treasurer’s Reports [\[see on municipal website\]](#) Motion [Kuhl/Weihert] VOICE VOTE: Motion carried.
  - d) Resolution 2025-14 Authorizing Chip and Seal for 2025 Motion to approve [Weihert/Kuhl] VOICE VOTE: Motion carried.
  - e) Resolution 2025-15 2024 Carryover. Motion [Kuhl/Weihert] VOICE VOTE: Motion carried
  - f) Resolution 2025-16 Camera Purchase for Park Motion[Kuhl/Weihert] VOICE VOTE: Motion carried.
  - g) Waterloo Fire Dept – Hire of new AEMT. Motion 3/31/2025 start date. Cody Lee [Kuhl/Weihert] VOICE VOTE: Motion carried.
  - h) Discussion on Capital Projects Presentation – discussion only.
- 5) OLD BUSINESS
  - a) Fire Dept Policy and Procedures [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.”] Deferred [Thomas/Kuhl] VOICE VOTE:
- 6) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 7) ADJOURNMENT. MOTION: [Kuhl/Weihert] To adjourn. VOICE VOTE: Motion carried. Approximate time 7:00 pm.

Jeanne Ritter  
Clerk/Deputy Treasurer

# FINANCE AND PERSONNEL COMMITTEE

## ROLLING TASK LIST

1. EMPLOYEE HANDBOOK – REFRESH
2. NEW HANDBOOK POLICY - ANTI-BULLYING
3. FIRE CHIEF MEETING - ROLE AND EXPECTATIONS FOR POSITION
  - a. Sale of Equipment; wants 3<sup>rd</sup> Ambulance & another Brush Truck
4. DPW/PARKS DEPT HEADS – PERSONNEL SUPERVISION PROCEDURES
5. WU DELINQUENT UTILITIES – MBHM/COLLECTION FEES & LEGAL FEES
6. FIRE DEPARTMENT – DONATIONS/ORDINANCE (3 accounts)
7. Utilities/City Write off from Audit – Lana zeroed out, need to review issue and bill back Utility if needed (from 2019, 2022)
8. PLANS FOR HICKORY AND MAPLE ST – REVIEW-HOUSING
9. Policy for Roads and sharing costs with Utilities – 33% has been prior practice, not written anywhere. Hendricks will be split as part of USDA information.



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**Resolution No. 2025-22**

**A Resolution Approving the Fire Department to Apply for a DNR Grant**

**WHEREAS**, the Waterloo Fire Department seeks to apply for the DNR Grant; and

**WHEREAS**, the Department is looking to use the grant for New Equipment and PPE; and

**WHEREAS**, the Grant (if received) would cover 50% or approx. \$2,123.98 of the purchase cost; and

**WHEREAS**, the Fire Department must pay 50% or approximately \$2,124.00 ;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Waterloo, WI:

1. **Acceptance of Proposal:** The City Council hereby accepts the writing of the DNR Grant by the Fire Department
2. **Authorization:** The City Council authorizes the writing and submitting of the DNR Grant.
3. **Effective Date:** This resolution shall take effect immediately upon its adoption.

Passed and adopted by the City Council of Waterloo on this 17<sup>th</sup> of April, 2025.

City of Waterloo

Attest:

\_\_\_\_\_  
Jeanne Ritter Clerk/Deputy Treasurer

Signed: \_\_\_\_\_  
Jenifer Quimby  
Mayor



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## Resolution No. 2025-18

### A Resolution Accepting a Bid from Dorner Inc. for Hendricks Street Reconstruction and DPW Parking Lot

**Whereas**, the Department of Public Works has identified the need for Hendricks Street Reconstruction; and

**Whereas**, the City of Waterloo received bids from Forest Landscaping, located in Lake Mills, WI and Dorner Inc., located in Luxemburg, WI. Dorner Inc., has submitted a bid for this project in the amount of \$2,624,231 with an additional bid for the DPW Parking lot of \$103,125. and Forest has submitted a bid of \$3,012,042.50 with an additional bid for the DPW Parking Lot of \$110,723.; and

**Whereas**, Kunkel Engineering and the DPW recommend the approval of the Dorner Inc. bid. The bid must be approved by USDA before proceeding. If final approval from the USDA is not received before April 3, 2025 meeting this resolution must be approved contingent on their final approval;

Now, therefore, be it resolved that the bids from Dorner Inc, has been accepted for the Hendricks Street Reconstruction and the DPW parking lot . The amount of \$2,727,356 will be funded by \_\_\_\_\_ .

Passed and adopted by the City of Waterloo on this 17<sup>th</sup> day of April 2025

City of Waterloo

Signed: \_\_\_\_\_

Jenifer Quimby  
Mayor

Attest:

\_\_\_\_\_  
Jeanne Ritter  
Clerk/Deputy Treasurer

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

revised: 12/26/2024

- Meeting night: 3<sup>rd</sup> Thursday of month at 6:00 pm**
- Monthly recurring: review of disbursements, payroll, and treasurer’s reports**

<p><b>JANUARY</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review of Department Heads as needed.</li> <li><input type="checkbox"/> Audit Prep</li> </ul>
<p><b>FEBRUARY</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Audit</li> </ul>
<p><b>MARCH</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Fee Schedule Review</li> </ul>
<p><b>APRIL</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> § 53-12 Review of debt schedules &amp; debt refunding opportunities.</li> <li><input type="checkbox"/> Audit Presentation third Thursday</li> </ul>
<p><b>MAY</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Addressing items raised in financial audit.</li> <li><input type="checkbox"/> Resolution for carryover after audit is complete</li> </ul>
<p><b>JUNE</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Mayor’s Budget start date; build Council consensus for budget policy objectives</li> <li><input type="checkbox"/> Tax Incremental Finance Districts, review.</li> <li><input type="checkbox"/> WPPA Contract multi-year contract, renewal (when applicable) 2024-26</li> </ul>
<p><b>JULY</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Addressing items raised in worker compensation audit.</li> <li><input type="checkbox"/> <u>Review and recommend Current Year Budget Amendment #1 (Jan. – June)</u></li> </ul>
<p><b>AUGUST</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Budget deliberation.</li> </ul>
<p><b>SEPTEMBER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> § 53-14 Updating capital improvement plan.</li> <li><input type="checkbox"/> Budget deliberation.</li> </ul>
<p><b>OCTOBER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Initial review of calendar year insurance renewal policies.</li> <li><input type="checkbox"/> Final Committee budget recommendation to full City Council.</li> </ul>
<p><b>NOVEMBER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Final review of calendar year insurance renewal policies.</li> </ul>
<p><b>DECEMBER</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <u>Review and recommend Current Budget Amendment #2 (July – Dec.)</u></li> </ul>