



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

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

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

COMMITTEE: FINANCE, INSURANCE & PERSONNEL COMMITTEE
DATE: May 15, 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: April 17, 2025
- 3) PUBLIC COMMENT
- 4) NEW BUSINESS
 - a) April 2025 Financial Statements: Payroll \$89,316.99, General Disbursements \$349,631.82 and Clerk/Treasurer's Reports [\[see on municipal website\]](#)
 - b) 2025-23 Resolution Approving the Receipt of an Innovation Grant
 - c) Fire Department-Equipment maintenance contract.
 - d) Discussion on Police LT Wages and Comp. Time
 - e) Job Descriptions for DPW Supervisor and Parks Coordinator
- 5) OLD BUSINESS
 - a) Rolling Task List
 - i) Anti-Bullying
 - ii) Fire Chief Meeting [NOTES:(1)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
- 7) ADJOURNMENT

Jeanne Ritter
Clerk/ Deputy Treasurer

Committee Members: Thomas, Weihert and Kuhl

Posted, Emailed & Distributed: 05/08/2025.

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

April 17, 2025

- 1) CALL TO ORDER AND ROLL CALL. Thomas called the meeting to order at 6:00 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; Lt. David Warner; DPW Director Yerges; FD Chief C. Butzine; B. Sorenson; Alderperson J. Haseleu; Treasurer Nelson; Clerk Ritter, and WLOO Cable.
- 2) APPROVAL OF MEETING MINUTES: March 20, 2025. Motion [Kuhl/Weihert] VOICE VOTE: Motion carried.
- 3) PUBLIC COMMENT (3 Minute Time Limit) none
- 4) REPORTS
 - a) Rolling Task List-Discussion
- 5) NEW BUSINESS
 - a) March 2025 Financial Statements: Payroll \$94,351.17, General Disbursements \$196,643.73 and Clerk/Treasurer's Reports [\[see on municipal website\]](#) [C. Kuhl/Weihert] VOICE VOTE: Motion carried
 - b) 2025-22 Resolution Approving the Fire Department DNR Grant to Update Old Equipment. [Weihert/C. Kuhl] VOICE VOTE: Motion carried
 - c) Resolution 2025-18 Accepting a Bid from Dorner Inc. for Hendricks Street Reconstruction and DPW Parking Lot. Recommendation to the Council. [C. Kuhl/Weihert] VOICE VOTE: Motion carried
- 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."] Deferred until the Union has an agreement. [Weihert/C. Kuhl] VOICE VOTE: Motion carried
- 7) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 8) ADJOURNMENT. MOTION: [Weihert/C. Kuhl] To adjourn. VOICE VOTE: Motion carried. Approximate time 7:00 pm.

Jeanne Ritter
Clerk/Deputy Treasurer



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Resolution No. 2025-23

A Resolution Approving the Receipt of an Innovation Grant

WHEREAS, the City of Waterloo was approved for a non-matching Innovation Grant; and

WHEREAS, Last fall, the Jefferson County Board approved the creation of an EMS Working Group to discuss issues that are shared by EMS systems countywide and determine whether there is any role for Jefferson County to play in creating some sustainability and uniformity amongst the different providers. The City is looking to use the grant for an Emergency Service feasibility study for services in Jefferson County; and

WHEREAS, the Grant will cover 100% or \$41,140.00; and

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

1. **Acceptance of Proposal:** The City Council hereby accepts the Innovation Grant.
2. **Authorization:** The City Council authorizes the study to be started in conjunction with Jefferson County EMS Working Group which Waterloo is a member of.
3. **Effective Date:** This resolution shall take effect immediately upon its adoption.

Passed and adopted by the City Council of Waterloo on this 15th of May, 2025.

City of Waterloo

Attest:

Jeanne Ritter Clerk/Deputy Treasurer

Signed: _____
Jenifer Quimby
Mayor

Department of Public Works Director Position Description

Class Title: DPW Director
Department: Department of Public Works
Location: 211 Hendricks Street, Waterloo WI 53594
Updated: March 2025

GENERAL PURPOSE

Perform a variety of supervisory duties as a hands-on, in the field supervisor, managing the Department of Public Works operations. Perform skilled and semi-skilled work for the operation and maintenance of streets, public right-of-way and municipal properties.

SUPERVISION RECEIVED

Work under the direction of the Mayor of the City of Waterloo.

SUPERVISION EXERCISED

Provide direct supervision to Public Works staff; assigns, directs, and evaluates their performance. Make recommendations regarding salary increases, promotions, hiring and termination.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinate and direct work activities and schedule Public Works staff to maintain streets, storm water infrastructure, department equipment, non-parks municipal grounds, forestry and assist the Parks Director with maintenance of municipal parks as requested and achievable -- given other Public Work Department responsibilities. In-field activities including, but not limited to:

1. Street cleaning, repair and maintenance including traffic signage and striping
2. Report municipal pavement conditions annually; parking lots, paths, sidewalks
3. Snow and ice control
4. Collection and disposal of tree and brush material
5. Storm sewer maintenance and repair
6. Weed control and turf management
7. Minor municipal building inspections and maintenance, not including electrical or plumbing
8. Municipal cemetery maintenance
9. Special event traffic control barricades
10. Maintain seasonal decorations and planters
11. Assist Police Department with stray animals, wildlife and private property inspections according to codes
12. Attend monthly Public Works meetings, department head meetings, council meetings, and others as requested.

Select, train, motivate and evaluate Public Works personnel including seasonal employees; provide and coordinate staff training and cross training; work with employees to correct deficiencies; implement discipline and terminations procedures; meet with staff to identify and resolve problems.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Provide staff assistance to the mayor on operational studies and investigations; recommend modifications to programs, policies and procedures.

Work in partnership with the City Engineer to review all public project development plans to ensure adequate infrastructure including street curb cuts, drainage facilities and stormwater management.

Produce required regulatory reports and ensure compliance with regulatory requirements, laws, codes and enforcement actions. Inspect City facilities to ensure ADA and safety compliance.

Attend various community and intergovernmental meetings as City representatives to obtain/share information, explain policies and goals, and gain cooperation and support.

Prepare and administer annual department budget requests; assure all work is carried out within budget; monitor revenues and expenditures to ensure sound fiscal control and maximum cost-efficiency.

Create and adhere to a department vehicle maintenance schedule.

Perform related duties as required.

REQUIRED KNOWLEDGE SKILLS & ABILITIES

- Professional ability to manage multiple tasks simultaneously and to provide constant oversight of department activities and emergency response (such as snow removal and storm damage).
- Considerable knowledge of the practices, procedures, materials, and equipment utilized in the repair and maintenance of public facilities.
- Ability to establish and maintain effective and positive working relationships and communicate effectively with other city employees, city council, and the public.
- Able to work in emergencies in all types of weather conditions at any hour of day or night.
- Participate in the development and administration of long- and short-term departmental goals, objectives, and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Demonstrate continuous effort to improve operations and streamline work processes.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work. Work cooperatively and jointly to provide quality customer service.
- Originate, process, and complete specifications for bids and requests for proposals for work functions pertinent to the department.
- Ensure compliance with city and department safety rules and regulations including training per Federal (OSHA) and State (DSPS) regulations.

SPECIAL REQUIREMENTS

You must possess a Class A Commercial Driver's License or the ability to acquire one within 6 months after hire.

TOOLS & EQUIPMENT USED

Heavy and light apparatus and vehicles necessary for field work; standard office equipment including but not limited to phone, cell and radio communication systems and personal computers.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed 50% in a standard office setting, public works facilities, and 50% in outdoor areas. Exposure to extreme hot or cold temperatures.

Physical:

DISCLAIMER

The duties listed above are intended only to serve as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer. Management has the right to add or change these duties of the position at any time.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Public Works Director position, and I

certify that I can perform these functions.

Employee Signature

Date

Parks Coordinator Position Description

Class Title: Parks Coordinator
Department: Parks Department
Location: 136 N. Monroe Street, Waterloo WI 53594
Updated: March 2025

GENERAL PURPOSE

The Park Coordinator represents the department and the City of Waterloo in contact with a variety of public and private groups and individuals. Manages, plans, and implements activities and programs which serve the social, educational, wellness and service needs of citizens in Waterloo. The coordinator promotes and maintains working relationships with local agencies to render assistance to and promote for citizens. This position plans, assigns, supervises, reviews, and evaluates work for the Park Department employees and is responsible for the overall maintenance and management of all Waterloo parks facilities and grounds.

SUPERVISION RECEIVED

Works under supervision of the Mayor of the City of Waterloo.

SUPERVISION EXERCISED

Directly supervises Park department employees, seasonal employees, event bartenders and volunteers

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee and participate in the management of the Parks Department.
2. Manages the Parks Department offering multiple programs and services for citizens during weekdays, evenings, and weekends, and provides facilities available for community activities.
3. Manages and coordinates facility and property maintenance and repairs.
4. Prepare and administer annual department budget requests; assure all work is carried out within budget; monitor revenues and expenditures to ensure sound fiscal control and maximum cost-efficiency.
5. Compiles equipment inventory and replaces equipment as needed.
6. Maintains accurate records and files and prepares monthly and special reports.
7. Select, train, supervise, coordinate and evaluate staff including seasonal, custodial employees and volunteers.
8. Creates and implements large City events, including fundraising efforts to sponsor community events.
9. Administers office and program purchases for the Park Department.
10. Administers Park department newsletters, fliers, and brochures to market and promote the department.
11. Advertise programming and special events for the department.
12. Provides updates and maintains calendars for all municipal Parks on city websites and social media sites.
13. Coordinates, facilitates, and encourages participation in Park programs and events.
14. Works with Waterloo Business Association, Friends of Firemen's Park, and other organizations and businesses in Waterloo to promote Park and community events.
15. Works with the Waterloo Youth Sports Organization, Waterloo School District, and other organizations and maintains yearly contracts with organizations and collects field use fees.
16. Works with Public Works regarding park and facility maintenance and on all department rental facilities.
17. Attend bi-monthly Parks Commission meetings; department head and city council meetings; and other meetings as requested and appropriate to the position.
18. Attends educational offerings, such as conferences and workshops and maintains all certifications.
19. Assists the updating and maintenance of the Park Open Space Plan.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Professional ability to manage multiple tasks simultaneously and to provide constant oversight of department activities and emergency response (such as snow removal and storm damage).
- Considerable knowledge of the practices, procedures, materials, and equipment utilized in the repair and maintenance of park facilities.
- Ability to direct and evaluate the work of staff and to train and/or correct deficiencies.

- Ability to establish and maintain effective and positive working relationships and communicate effectively with other city employees, the city council, and the public.
- Provide aid to the Public Works Department where needed.
- Able to work in emergencies in all types of weather conditions at any hour of day or night.
- Participate in the development and administration of long-and short-term departmental goals, objectives, and procedures.
- Oversee preparation of clear and concise administrative and financial reports.
- Demonstrate tact and diplomacy with the public.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Demonstrate continuous effort to improve operations and streamline work processes.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work. Work cooperatively and jointly to provide quality customer service.
- Originate, process, and complete specifications for bids and requests for proposals for work functions pertinent to the department.
- Ensure compliance with city and department safety rules and regulations including training per Federal (OSHA) and State (DPS) regulations.
- Working knowledge of computers and Microsoft Programs.

SPECIAL REQUIREMENTS

Maintain and keep up to date with current State of Wisconsin laws and regulations when pertaining to Alcohol and Raffle sales.

TOOLS AND EQUIPMENT USED

Heavy and light apparatus and vehicles necessary for park space and facilities; standard office equipment including but not limited to phone, cell and radio communication systems and personal computers.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed 50% in a standard office setting, park facilities, and 50% in outdoor areas. Exposure to extreme hot or cold temperatures.

Physical:

Primary functions require sufficient physical ability and mobility; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate equipment or vehicles requiring repetitive movement and fine coordination.

DISCLAIMER

The duties listed above are intended only to serve as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer. Management has the right to add or change these duties of the position at any time.

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Parks Coordinator position, and I certify that I can perform these functions.

Employee Signature

Date

§ 273-1. Park management. [Amended by Ord. No. 97-3; 5-20-2010 by Ord. No. 2010-04; 3-17-2016 by Ord. No. 2016-01]

- A. The Parks Coordinator, or alternatively a Council-appointed designee, shall be responsible for the day-to-day operation and maintenance of all City parks in accordance with policies established by the Parks Commission and the Council.
- B. (Reserved)
- C. In addition to its other powers and duties, the Parks Commission shall have oversight of the budget and operation of Waterloo parks. The Parks Commission shall advise the Common Council on matters related to the operation and funding of Waterloo parks.

§ 273-2. Definitions.

As used in this chapter, the following terms shall have the meaning indicated:

PARK — All lands and water heretofore and hereafter acquired by the City for park or recreational purposes, or placed under the jurisdiction of the Parks Commission, and includes, without limitation, parks, greenways, recreational facilities and structures, and privately owned lands, the use of which has been granted or leased to the City for park, recreational or like public purposes.

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 3rd 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.

Waterloo Harassment Policy

Introduction

The City Of Waterloo ("the city or City") is committed to maintaining an environment free from bullying and harassment, which can be a form of workplace discrimination. All employees have a right to work in an environment free from bullying or harassing conduct, including sexual harassment. The city requires that all employees (including contractors) refrain from bullying or harassing anyone, including coworkers, members of the public, vendors, and clients.

Policy Statement

1. This policy applies to all employees (including contractors) and to non-employees who bully or harass others on city time or property.
2. The city will not tolerate harassment of any kind. A confirmed complaint of harassment will result in disciplinary action, up to and including termination.
3. This policy will be distributed to all current employees and posted in a prominent location in the workplace. The policy will also be distributed to new employees during orientation.
4. Individuals that report bullying or harassment in good faith are protected from retaliation by the city or any employee. Retaliation includes but is not limited to employee discipline, discharge, further acts of discrimination, or other adverse actions when those acts are intended to punish an employee for reporting harassment, opposing discrimination, or filing or assisting with a complaint to local, state, or federal antidiscrimination agencies.
5. The city will promptly investigate complaints of bullying, harassment, or retaliation. Such investigations will be fair and impartial. All employees of the city are required to cooperate with investigations of workplace bullying, harassment, or retaliation. ***Do we need to point to reporting in handbook***

Definitions

Bullying is verbal or physical conduct that seeks to harm, intimidate, or coerce another person. Bullying is not necessarily based on a person's membership in a protected category like race, sex, age, or disability, among others.

Harassment is persistent and unwelcome conduct because of any of the bases protected by law (race, sex, age, disability, etc.). Harassment exists whenever:

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment,
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Unwelcome verbal or physical conduct of a sexual nature includes the repeated making of unsolicited, inappropriate gestures or comments and the display of sexual materials not necessary for our work.

Recognizing Harassment

It is impossible to list every type of behavior that can be considered bullying or harassment in violation of this policy. In general, any conduct that could interfere with an individual's work performance or create a hostile work environment is forbidden. This is the case even if the offending employee did not mean to be offensive – employees must be sensitive to the feelings of others. Even mild offensive conduct can be considered bullying or harassment if someone has made it clear that it is unwelcome. Some examples include:

Verbal: Jokes, insults, and innuendoes; threats; degrading sexual remarks; whistling; cat calls; comments on a person's body or sex life; or pressures for sexual favors; participating in derogatory or insulting gossip.

Non-Verbal: Intimidating or confrontational body language; gestures, staring, touching, hugging, or patting; blocking a person's movement; standing too close; brushing against a person's body; display of sexually suggestive or degrading pictures; racist or other derogatory cartoons or drawings.

Employee Responsibilities

Employees who experience, witness or suspect bullying or harassing behavior must report the behavior to their direct supervisor, or to another supervisor or human resources if their direct supervisor is involved in the bullying or harassment. Employees that feel comfortable directly intervening in situations where they perceive bullying or harassment are encouraged to do so.

Supervisor Responsibilities

Supervisors and managers who receive a complaint of bullying or harassment, who observe such behavior, or suspect that such behavior is occurring have a duty to investigate the behavior and address it as necessary, or to report such suspected harassment to Clerk, or alternatively the Mayor of Waterloo.

In addition to being subject to discipline if they engage in harassing conduct, supervisors and department heads are subject to discipline for failing to report suspected harassment or otherwise knowingly allowing harassment to continue, or for engaging in retaliation or failing to report retaliatory acts.

Complaint and Investigation of Harassment

The City takes all reports of harassment seriously. The City will promptly and thoroughly investigate any complaint, information, or knowledge of harassment. The investigation will be as confidential as possible. All persons involved, including complainants, witnesses, and alleged perpetrators may be required to cooperate in an investigation, will receive fair and impartial treatment, and will not be subject to retaliation for information disclosed.

The City will take any interim actions necessary to protect complainants from further acts of bullying, harassment, or retaliation during the investigation. The City may review documents, interview employees, or take whatever investigatory steps it deems necessary to determine whether harassment occurred.

The City will notify the complainant of the outcome of the investigation, although the City may decline to reveal specific disciplinary actions taken where there are confidentiality issues with such disclosures.

External Remedies Available

Harassment because of a protected characteristic (race, sex, age, disability, etc.) is illegal under applicable local, state, and federal laws. Aside from the City's internal process, employees may choose to pursue legal remedies with appropriate governmental entities at any time, including:

[Wisconsin Equal Rights Division](#)

201 E Washington Ave

Room A100

Madison, WI 53703

608-266-6860

[Equal Employment Opportunity](#)

Reuss Federal Plaza

310 W Wisconsin Ave, Ste 500

Milwaukee, WI 53203-2292

800-669-4000

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

revised: 12/26/2024

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

JANUARY
<input type="checkbox"/> Review of Department Heads as needed.
<input type="checkbox"/> Audit Prep
FEBRUARY
<input type="checkbox"/> Audit
MARCH
<input type="checkbox"/> Fee Schedule Review
APRIL
<input type="checkbox"/> § 53-12 Review of debt schedules & debt refunding opportunities.
<input type="checkbox"/> Audit Presentation third Thursday
MAY
<input type="checkbox"/> Addressing items raised in financial audit.
<input type="checkbox"/> Resolution for carryover after audit is complete
JUNE
<input type="checkbox"/> Mayor's Budget start date; build Council consensus for budget policy objectives
<input type="checkbox"/> Tax Incremental Finance Districts, review.
<input type="checkbox"/> WPPA Contract multi-year contract, renewal (when applicable) 2024-26
JULY
<input type="checkbox"/> Addressing items raised in worker compensation audit.
<input type="checkbox"/> <u>Review and recommend Current Year Budget Amendment #1 (Jan. – June)</u>
AUGUST
<input type="checkbox"/> Budget deliberation.
SEPTEMBER
<input type="checkbox"/> § 53-14 Updating capital improvement plan.
<input type="checkbox"/> Budget deliberation.
OCTOBER
<input type="checkbox"/> Initial review of calendar year insurance renewal policies.
<input type="checkbox"/> Final Committee budget recommendation to full City Council.
NOVEMBER
<input type="checkbox"/> Final review of calendar year insurance renewal policies.
DECEMBER
<input type="checkbox"/> <u>Review and recommend Current Budget Amendment #2 (July – Dec.)</u>