



136 North Monroe Street  
Waterloo, WI 53594  
Phone: (920) 478-3025  
Fax: (920) 478-2021  
[www.waterloowi.us](http://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: August 21, 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: July 17, 2025
- 3) CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit)
- 4) OLD BUSINESS
  - a) Repairs to Water Fountain in City Hall
  - b) Handbook changes for Fire Personnel from 53 hours per week to 103 per pay period-informational
  - c) Update Ordinance for Fire Inspection 2025-09 §200-1 Fire Inspector and 2025-10 §200-2 Update to Reflect Administrative Code
- 5) NEW BUSINESS
  - a) July 2025 Financial Statements: Payroll \$100,948.59, General Disbursements \$290,344.92 and Clerk/Treasurer's Reports [\[see on municipal website\]](#)
  - b) 2026 Wheel Tax
  - c) 2026 Budget
  - d) Available Dates for Budget Meetings
- 6) ROLLING TASK LIST
- 7) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 8) ADJOURNMENT

Jeanne Ritter  
Clerk/ Deputy Treasurer

Committee Members: Haseleu, Weihert and Kuhl

Posted, Emailed & Distributed: 08/14/2025.

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**  
**July 17, 2025**

1. CALL TO ORDER AND ROLL CALL. C. Kuhl called the meeting to order at 5:31p.m. Members in person: Weihert, J. Haseleu, and Kuhl. Remote: none Absent: none. Others attending in person or remote: Mayor Quimby; Police Chief D. Sorenson; Lt. Warner; Alderperson Thomas; DPW Director Yerges; DPW Rostad; DPW Hauptli; Parks Coordinator Haberkorn; Utilities Superintendent Sorenson; Librarian Mountford; Fire Chief Butzine; Treasurer Nelson; Clerk Ritter; Library Brueckner, A. Biermeier and WLOO Cable.
2. APPROVAL OF MEETING MINUTES: June 19, 2025. Motion [Weihert/Haseleu] VOICE VOTE: Motion carried.
3. PUBLIC COMMENT (3 Minute Time Limit) none
4. OLD BUSINESS Move into CLOSED Session Motion [Weihert/Haseleu] ROLL CALL Y-3 N-0
  - a. 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."] Move into OPEN Session [Weihert/Haseleu] ROLL CALL: Motion carried.
  - b. Health Insurance Opt Out Program - Discussion
5. NEW BUSINESS
  - a. June 2025 Financial Statements: Payroll \$107,156.81, General Disbursements \$148,689.30 and Clerk/Treasurer's Reports [\[see on municipal website\]](#) Motion[Weihert/Haseleu] VOICE VOTE: Motion carried.
  - b. 2026 Budget Parameters with Department Heads Motion [Kuhl/Weihert] to send to council.
  - c. Repairs to Water Fountain in City Hall Motion [Weihert/Kuhl] to send to council VOICE VOTE: Motion carried.
  - d. Resolution 2025-30 Police Vehicle Purchase from Kayser Motion [Kuhl/Weihert] to send to council. VOICE VOTE: Motion carried.
  - e. Fire Protection and Ambulance Service Motion [Kuhl/Weihert] to council VOICE VOTE: Motion carried.
  - f. Handbook changes for Fire Personnel from 53 hours per week to 103 per pay period. Motion to defer to next meeting. [Kuhl/Weihert] VOICE VOTE: Motion carried.
  - g. Update on Ordinance for Fire Inspection 2025-09 §200-1 Fire Inspection and Resolution 2025-10 §200-2 Adoption of WFD Code. Motion to defer [Weihert/Haseleu] VOICE VOTE: Motion carried.
6. ROLLING TASK LIST
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
8. ADJOURNMENT. MOTION: [Haseleu/Weihert] To adjourn. VOICE VOTE: Motion carried. Approximate time 6:56 pm.

Jeanne Ritter  
Clerk/Deputy Treasurer

**S&S Plumbing**  
PO Box 570  
Lake Mills, WI 53551-0570



**PROPOSAL**

**Presented to:**  
**City of Waterloo**  
136 N. Monroe St.  
Waterloo, WI 53594-1198

**Job #** 18281  
**Job Name** Leaking Water Line  
at City Hall  
**Proposal #** P-18281-1  
**Technician**  
**Issue Date** Jun 24 2025

**Customer Contact:**  
H: (920) 478-2260  
E: [jbisco@waterlooutilities.com](mailto:jbisco@waterlooutilities.com)

**Service Location:**  
136 N. Monroe St.  
Waterloo, WI 53594-1198

Price: \$2,950.00		
Description	Qty	Price
<b>Remodel</b>  We propose to furnish & install the following: - Remove existing chiller for drinking fountain - Install new elkay chiller in same location - Use existing stand and water and power - All labor and materials included	1	\$2,950.00
Price		\$2,950.00

**Review and Sign**

**Customer Approval:**  
☐ I accept this proposal and agree to the terms and conditions.

## Contract Terms:

### ESTIMATE GOOD FOR 30 DAYS:

- WE RESERVE THE RIGHT TO ADJUST PRICES OF FIXTURES ACCORDING TO ANY UNFORESEEN INDUSTRY COST INCREASES.

**\* NOTE \*** *If this estimate includes a shower installation, the purchase and installation of a shower door is NOT part of the quote, unless specifically written into the quote at the homeowner's request and acceptance of said quote.*

As soon as fixtures are decided on by the homeowner, we will purchase them right away to avoid any future price increases to the estimate.

### Payment Terms:

50% down with signed estimate (an invoice will be sent when we are notified of signed estimate).

Final payment due upon completion of work.

PAYMENT TO BE DETERMINED AS LISTED ABOVE, INTEREST CHARGED AT A RATE OF 1.0% PER MONTH ON ANY OUTSTANDING BALANCES. ANY

LEGAL EXPENSES INCURRED FOR COLLECTION WILL BE AT THE OWNER'S EXPENSE.

### Exclusions:

Electrical, carpentry, drywall, tile, tile safing, insulation, patching or painting, wall or floor repair, roof flashing, cutting or drilling counter tops, location or repairs to private underground conduits or utilities, floor scanning or x-ray, concrete cutting or coring, removal or disposal of hazardous or unusable materials, trenching, excavation, select fill, tidewater, frost/rock excavation, temporary water, temporary heat, temporary electric, fire stop or fire protection, high hazard back flow protection, dumpster fees, E&O Insurance, plumbing permits

### Notes:

- A 30% restocking charge is applied to all canceled or returned orders
- S&S Plumbing cannot warranty materials provided by others
- Work to be done during normal working hours
- Plumbing permit fees are based on cost per fixture; Permits that are based on total square foot or total job cost are not included
- Concrete more than 4" thick, or concrete with wire mesh/rebar, will be removed on a Time & Materials basis
- Any alterations or deviations from the above specifications involve extra costs executed over and above the original proposal
- All work and materials will conform to the State of Wisconsin Plumbing Codes
- All materials guaranteed to be as specified
- All work completed in a worker-like manner, according to standard practices
- All agreements are contingent upon strikes, accidents, or delays beyond our control
- Owner is to carry fire, flood, and other necessary insurance
- Our workers are fully covered by Worker's Compensation insurance

### Notice of Lien Rights:

As required by the Wisconsin Construction Lien Law, builders hereby notify the owner that persons or companies furnishing labor or materials for the construction on owners' land may have lien rights on owners' land and buildings, if not paid. Those entitled to lien rights, in addition to the undersigned builder, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, the owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to his lender, if any. Builder agrees to cooperate with the owner and the lender, if any, to see that all potential lien claimants are duly paid.

The above prices, specifications & conditions are satisfactory and are hereby accepted. S & S Plumbing is authorized to do the work as specified.

Ed Spiegelhoff, Owner  
S & S Plumbing, LLC

**S&S Plumbing**  
PO Box 570  
Lake Mills, WI 53551-0570



**PROPOSAL**

**Presented to:**  
**City of Waterloo**  
136 N. Monroe St.  
Waterloo, WI 53594-1198

**Job #** 18281  
**Job Name** Leaking Water Line  
at City Hall  
**Proposal #** P-18281-2  
**Technician**  
**Issue Date** Jun 24 2025

**Customer Contact:**  
H: (920) 478-2260  
E: [jbisco@waterlooutilities.com](mailto:jbisco@waterlooutilities.com)

**Service Location:**  
136 N. Monroe St.  
Waterloo, WI 53594-1198

Price: \$690.00		
Description	Qty	Price
<b>Remodel</b>  We propose to furnish & install the following: - Remove existing remote chiller unit for drinking fountain - Tie water lines together - Existing drinking fountain will be standard cold water temp - Remove and dispose of existing unit - All labor and materials included	1	\$690.00
Price		\$690.00

**Review and Sign**

**Customer Approval:**  
☐ I accept this proposal and agree to the terms and conditions.

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LEGAL EXPENSES INCURRED FOR COLLECTION WILL BE AT THE OWNER'S EXPENSE.

### Exclusions:

Electrical, carpentry, drywall, tile, tile safing, insulation, patching or painting, wall or floor repair, roof flashing, cutting or drilling counter tops, location or repairs to private underground conduits or utilities, floor scanning or x-ray, concrete cutting or coring, removal or disposal of hazardous or unusable materials, trenching, excavation, select fill, tidewater, frost/rock excavation, temporary water, temporary heat, temporary electric, fire stop or fire protection, high hazard back flow protection, dumpster fees, E&O Insurance, plumbing permits

### Notes:

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- S&S Plumbing cannot warranty materials provided by others
- Work to be done during normal working hours
- Plumbing permit fees are based on cost per fixture; Permits that are based on total square foot or total job cost are not included
- Concrete more than 4" thick, or concrete with wire mesh/rebar, will be removed on a Time & Materials basis
- Any alterations or deviations from the above specifications involve extra costs executed over and above the original proposal
- All work and materials will conform to the State of Wisconsin Plumbing Codes
- All materials guaranteed to be as specified
- All work completed in a worker-like manner, according to standard practices
- All agreements are contingent upon strikes, accidents, or delays beyond our control
- Owner is to carry fire, flood, and other necessary insurance
- Our workers are fully covered by Worker's Compensation insurance

### Notice of Lien Rights:

As required by the Wisconsin Construction Lien Law, builders hereby notify the owner that persons or companies furnishing labor or materials for the construction on owners' land may have lien rights on owners' land and buildings, if not paid. Those entitled to lien rights, in addition to the undersigned builder, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, the owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to his lender, if any. Builder agrees to cooperate with the owner and the lender, if any, to see that all potential lien claimants are duly paid.

The above prices, specifications & conditions are satisfactory and are hereby accepted. S & S Plumbing is authorized to do the work as specified.

Ed Spiegelhoff, Owner  
S & S Plumbing, LLC



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## ORDINANCE #2025-09

### An Ordinance Amending Section §200-1

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

Section 1: § 200-1 **Fire Inspection.**

- 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.

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

Acted on and adopted at a result meeting of the Common Council on August 21, 2025.

**CITY OF WATERLOO**

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Jenifer Quimby, Mayor

Attest:

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Jeanne Ritter, City Clerk

Date Adopted:

Date Published:





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## ORDINANCE #2025-10

### AN ORDINANCE TO ADOPT THE ADMINISTRATIVE CODE of the DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES

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

#### SECTION 1: § 200-2 Adoption of Administrative Code provisions.

- A. The following chapters of the Wisconsin Administrative Code, Rules of the ~~Department of Commerce~~ **Department of Safety and Professional Services**, are hereby amended as follows:

<del>COMM 2</del> SPS 302	Fee Schedule
<del>COMM 7</del> SPS307	Explosives and Fireworks
<del>COMM 10</del>	<del>Flammable and Combustible Liquids</del>
<del>COMM 14</del> SPS 314	Fire Prevention
<del>COMM 32</del> SPS332	Public Employee Safety and Health
<del>COMM 40</del> SPS340	Gas Systems
<del>COMM 61 to 65</del> SPS 361-366	Commercial Building Code

- B. ~~A copy of the above codes is on file in the office of the Fire Chief.~~ A copy of the above SPS code is available at <https://dsps.wi.gov/Pages/Programs/AdministativeRules.aspx>

NFPA 1 is on File in the Inspection Office

**SECTION 2:** This Ordinance shall take effect upon passage by a majority vote of the members-elect of the City Council and publication/posting as required by law.

**Adopted** at a regular meeting of the Common Council on August 21, 2025.

**CITY OF WATERLOO**

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

Attest: \_\_\_\_\_  
Jeanne Ritter, Clerk/Deputy Treasurer

Date Adopted:

Date Published:



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**RESOLUTION #2025-34**  
**Establishing A 2026 Municipal Vehicle Registration Fee Status**  
**Per Adopted Ordinance #2019-08**

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

**WHEREAS**, Ordinance 2019-08 directs the City Council to annually establish a Municipal Vehicle Registration fee status for the coming calendar year, and;

**WHEREAS**, the Clerk/Treasurer's office has presented a revenue summary as part of this recurring resolution.

**THEREFORE BE IT RESOLVED**, by the City of Waterloo Common Council that it sets the 2026 fee status as follows:

- ☐ Maintain a \$15 annual registration fee.
- ☐ Modify the existing fee: \_\_\_\_\_
- ☐ Rescind this fee.

**PASSED AND ADOPTED** this \_\_\_\_\_ of 2025.

**City of Waterloo**

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

Attest:

\_\_\_\_\_  
Jeanne Ritter, Clerk

# FINANCE AND PERSONNEL COMMITTEE

## ROLLING TASK LIST

### 1. EMPLOYEE HANDBOOK – REFRESH

\*Vacation policy

\*Sick Leave – updated

\*Residency requirement

~~2.-NEW HANDBOOK POLICY - ANTI-BULLYING~~ Approved - June 2025

### 3. NEW HANDBOOK POLICY – AI

\*Committee of department heads\* - 1<sup>st</sup> meeting 7/8/25

### 4. FIRE CHIEF MEETING - ROLE AND EXPECTATIONS FOR POSITION

a. Sale of Equipment; wants 3<sup>rd</sup> Ambulance & another Brush Truck

~~5.-DPW/PARKS DEPT HEADS – PERSONNEL SUPERVISION PROCEDURES~~

Approved in May (DPW) and June (Parks) 2025

### 6. WU DELINQUENT UTILITIES – MBHM/COLLECTION FEES & LEGAL FEES

### 7. FIRE DEPARTMENT – DONATIONS/ORDINANCE (3 accounts)

### 8. UTILITIES/CITY WRITE-OFF FROM AUDIT

\*Lana zeroed out, need to review issue and bill back Utility if needed  
(from 2019, 2022)

\*\*In process of reconciliation of the account.

### 9. PLANS FOR HICKORY AND MAPLE ST – REVIEW-HOUSING

### 10. POLICY FOR ROADS AND SHARING COST WITH UTILITIES

\* 33% has been prior practice, not written anywhere. Hendricks will be split as part of USDA information.

# 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**

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 and Workman's Comp 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"/>
JULY
<input type="checkbox"/> Meet with Dept. Heads on Budget Expectation & Concerns
<input type="checkbox"/>
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>