



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

**CITY OF WATERLOO COUNCIL AGENDA**  
**COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET**  
**Thursday, December 18, 2025 – 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. MEETING MINUTES APPROVAL: December 4, 2025
3. CITIZEN INPUT / PUBLIC COMMENT
4. MEETING SUMMARIES (since last Council meeting)
  - a. 12/16/2025 CDA
  - b. 12/18/2025 FINANCE
5. CONSENT AGENDA ITEMS
  - a. November 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
6. RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
  - a. Finance, Insurance & Personnel
    - i. November 2025 Financial Statements: General Disbursements \$1,575,121.06; Payroll \$102,462.05 & Clerk/Treasurer's Reports [\[available on municipal website\]](#)
    - ii. 2025-51 Resolution On-Call Policy for DPW Handbook
    - iii. 2025-14 Update Ordinance 340-2 Water & Light Utility Commission D.(7)
    - iv. 2025-58 Resolution Employee Handbook Update to 6.2 Overtime Compensation
    - v. 2025-64 Resolution Approving the Fire/EMS By-Laws
    - vi. 2025-65 Resolution Approving the Fire Department/EMS Union Ratification
    - vii. Raises for Seasonal Park Workers
    - viii. 2025-63 Resolution Approving Park Purchase of Turbine Blower
  - b. Waterloo Water & Light
    - i. 2025-59 Resolution Approving Waterloo Utilities to Join LGIP
    - ii. 2025-61 Resolution Approving Town & Country for Hwy 89 Utilities Design and Bidding Engineering
    - iii. 2025-62 Resolution Approving Town & Country for Bluegrass Trail Water Main Extension Design and Bidding Engineering
  - c. CDA
    - i. 139-143 N. Monroe St. Façade Grant
    - ii. CDA Year in Review
7. UNFINISHED BUSINESS
8. NEW BUSINESS

## 9. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

## 10. ADJOURNMENT

Jeanne Ritter  
Clerk/Deputy Treasurer

Posted & Emailed: 12/16/2025

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

## **CITY OF WATERLOO COMMON COUNCIL - MEETING MINUTES: December 4, 2025**

[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 7:02 p.m. Alderpersons present: S.Cummings ,C. Kuhl, Griffin, Thomas, Weihert and Haseleu. Absent: A.Kuhl. Others attending in-person: Police Chief Sorenson; Utilities Sorenson; DPW Director Yerges; Clerk Ritter; Parks Coordinator Haberkorn, M. Herbst, and WLOO Videographers. The Pledge of Allegiance was recited.
- 2) MEETING MINUTES APPROVAL: November 20, 2025 [Haseleu/Cummings] VOICE VOTE: Weihert abstain.Motion Carried.
- 3) CITIZEN INPUT / PUBLIC COMMENT none
- 4) MEETING SUMMARIES (since last Council meeting)
  - a. 11/25/2025 Plan Commission – cancelled
  - b. 12/02/2025 Waterloo Utilities
  - c. 12/02/2025 WLOO-CATV
  - d. 12/3/2025 Parks
  - e. 12/4/2025 Public Safety
  - f. 12/4/2025 Public Works
- 5) NEW BUSINESS-none
- 6) RECOMMENDATIONS OF BOARDS, COMMITTEES, AND COMMISSIONS
  - a) Public Safety and Health
    - i) Updating 2025-16 Updating §200-1 Fire Inspectors Regarding Re-inspection fees. Motion to refer back to Public Safety [Cummings/Thomas] VOICE VOTE: Motion carried.
  - b) Public Works
    - i) Update Ordinance 2025-15 §261-8.5 Regulation of Natural Lawns and Application. Motion [Weihert/C.Kuhl] VOICE VOTE: Motion carried.
    - ii) Resolution 2025-51 On Call Policy for DPW. (at the attorney waiting to hear back)-informational
    - iii) Resolution 2025-57 Exempting Certain Sidewalks/Bike Paths from Snow/Ice Clearing. Motion to approve Resolution removing Crestview and Minnetonka exclusion. Motion[Weihert/Haseleu] VOICE VOTE: Motion carried.
- 7) OLD BUSINESS- none
- 8) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 9) ADJOURNMENT [C. Kuhl/Cummings] VOICE VOTE: Motion carried. Approx. 7:29pm

Attest:

Jeanne Ritter Clerk/Deputy Treasurer



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## **PARKS COORDINATOR REPORT**

Sept – Nov 2025

### **EVENTS AND HIGHLIGHTS**

- W&K Day – Well Attended and lots of compliments

### **ONGOING PROJECTS**

- RFP's for:
  - Bathroom Vanity (Countertops)
  - Lower Pavilion Floor

### **FINISHED PROJECTS**

- UPPER PAVILION FLOORS
- UPPER PAVILION DOORS

### **CAROUSEL**

- CAROUSEL WORKS (OHIO)
  - 2 more Crankshafts are in Ohio
  - Possible finish of the rest in 2026

### **PROJECTS FOR 2025**

- None

### **UPCOMING EVENTS**

- Wiener and Kraut Day – September 13, 2025

### **DONATION CAMPAIGNS**

- None

### **GRANT OPPORTUNITIES**

- None at the moment
  - Looking into – Skalitzky Field Historic Landmark Registration
  - Research has started on Carousel Grants



**Waterloo Fire & Rescue Meeting Minutes**  
**November 24th, 2025 at 7:00pm**

The meeting was called to order at 6:59pm.

The sign in sheet was passed around for roll call.

Minutes from the last meeting were read by Kaitlin. Motion to approve as read by Eric, 2nd by Craig. Motion passed.

Public Comments/Items not on the agenda - none

Old Business:

1. EMS Scheduling - A couple shifts still open, please see where you can help out.
2. Training Log - Supplemental training due Dec 5th to Aiden, no later. Contact Tina with any questions about pay. Tina also notified the membership that AHA updated their guidelines and we will have new information coming out in 2026. AHA instructors, please complete your updated guidelines by Dec. 30th and submit to Tina.
3. Ambulance Update - Inspection in the middle of December, looking at delivery in the first couple of weeks of January 2026.
4. Policy - should be able to start making progress on these again.
5. Fire Siren - still another 4 weeks out, Chad will notify us when it's working again.
6. Working Still Pages - Will do a working still tones test page to make sure we're getting the tones we need to. Please continue to listen to these pages carefully.
7. Dispatch Discussion - Chad contacted dispatch and asked if dispatch could automatically do an all call page for 2nd out EMS calls, they are unable to do this. If you hear the 2nd out page, please acknowledge the page and ask for an EMS & fire all call.
8. MABAS Cards - are done but still working on the large area search card. Discussed doing a county wide card, this is not ideal for us and we still will be doing our own.
9. Appreciation Dinner - Thank you to everyone that helped and came to the dinner.
10. Any other old business? none.

New Business:

1. Critique past calls if needed
  - a. Working still request to Lake Mills, canceled.
  - b. Cornfield fire in Lake Mills, sent UTVs.
  - c. Tender to Lake Mills, no water dropped.
  - d. Truck to Watertown for the garage fire, went to staging.
  - e. Vehicle fire on Oak Street discussed.
  - f. Structure fire on
  - g. Structure fire on Newville Rd, engine and tender sent. Crew praised by Keenan, a lot of work done, good job everyone.
  - h. Gas leak on Gregor St, a leak was found underneath the trailer. Marshall FD assisted. WE energies said there were multiple leaks under the trailer.
  - i. Kevin mentioned trouble getting the pump started on 95. Once it was started it was fine.
2. Updates

- a. Bylaws: job descriptions - we need to add a couple of job descriptions.
3. County Chiefs update - Chad attended this meeting last Wednesday.
  - a. Dispatch is addressing some issues, they are hiring more people. If you have an issue please let Chad know.
  - b. Mark from the DNR will do an "Intro to Wildland Firefighting" course early next year, believe in Feb. 2026.
  - c. MABAS cards filled out and put in.
  - d. Discussed the possibility of county wide EMS in Jefferson County. Chad does not foresee this happening in the near future due to staffing, pay, and fire department revenue challenges.
4. Responses have increased - Our call volume has increased, thank you to those who have been coming down.
5. Reminder for those who want to be voted on for officers - election is in January.
6. Christmas Parade? - Dec 13th, 5:30pm start time. Line up at the Van Holtons parking lot.
7. Website and facebook - Discussed redoing the website and options. If any members are interested in possibly redoing the website, please come forward.
8. Third ambulance (revenue opportunities) - Discussed doing IFT's, still would need the medical director to sign off. Also still need to look into billing for IFT's.

Training Next Month:

EMS training: Operations.

Fire Training: RIT at the training house.

MPO Training: TBD

5th Monday Training in Dec: TBD

9. Upcoming Trainings will be posted on the board
10. New members, probationary members, transfers - Welcome Aaron Brey.
11. Any other old business?
  - a. AI policy discussed by Garry.

Truck starters for next month:

- a. EMS: Ron Boyer, Kevin Seibert, and Antone Baumgartner
- b. Fire: Kory Wilke, Daniel Aguero, and Mitchell Lauersdorf

Motion to adjourn the meeting by Eric, 2nd by Craig. The meeting adjourned at 7:54pm.

Submitted by Kaitlin Butzine, Secretary



WATERLOO FIRE & RESCUE  
900 INDUSTRIAL LANE  
WATERLOO, WISCONSIN 53594



Thursday December 4<sup>th</sup>, 2025

On Monday November 3<sup>rd</sup>, 2025 we had our monthly Operators training. Training was on rural drafting. Both Engine 67 and Engine 68 were used with a single portable tank that is dropped off from the tenders. The tender drops the load of water and goes back to town to set up a hydrant to fill from. The operator has to maintain the tank level in the truck to make sure that we have a reserve for safety measures, maintain suction and not run out of water from the portable tank.

On Monday November 10<sup>th</sup>, 2025 we had our monthly EMS training. Training was with a family from the community that has a child with a chronic illness and case review with Medical Director Dr. CJ. The family came in to talk to the members about the child's condition and history, so the membership new what to expect if we were called to there residence. We also were able to set up a plan if we needed transport this patient. Case reviews are when we have odd or difficult calls that the medical director would like to review. This helps us understand what we could do better with for the patient. The medical director is pleased with our staff and the work they do.

On Monday November 17<sup>th</sup>, 2025 we had our monthly Fire training. Training was on gas monitors, mask fit testing and mask up/mask exchange drills. With the colder season coming up we reviewed our gas monitors, we discussed placement of the trucks when going to a possible gas leak call, and how the monitors should be used and how to read the readings and what measures need to be taken if there is a confirmed leak.

Every year we have to get fit tested for our SCBA masks, all firefighters must be tested our they are not able to go interior until test is complete.

Mask up drills is where the member has to show that they can place a mask on and be on air within 20 seconds and make entry into the structure for attack or search.

Mask exchange is when there is a down firefighter and their mask is compromised and we need to change it with the rapid intervention bag mask.

Courses:

Aiden Ciha has completed his MPO course.

Cody Lee and Aiden Ciha have completed Instructor course.

Events:

Vitals at the library 11/5/25

Public Library Reading Challenge Ride to School 11/11/25

Fire station tour from a class from the public school 11/18/25

New Members:

Aaron Brey has joined the department he is currently in the EMT course and has his firefighter II training.

Sincerely,

Lieutenant Jason Butzine  
Waterloo Fire Rescue  
900 Industrial Lane  
Waterloo WI 53594  
920-478-2535

[1lt@waterloowi.us](mailto:1lt@waterloowi.us)

(920) 478-2535

FAX (920) 478-9597

[chief@waterloowi.us](mailto:chief@waterloowi.us)

## Waterloo Fire Rescue Calls per area 2025

## City of Waterloo

[illegible]

# Township of Waterloo

[illegible]

## Township of Portland

[illegible]

## Waterloo Fire Rescue Calls per area 2025

## Township of Shields

[illegible]

# Township of Milford

[illegible]



Machinery and Equipment Maintenance		NOVEMBER			
2025 DPW		Mileage		TTI Fuel	GPH
Equipment		Start	End	Total	
End loader	544	4655	4664	9	0.16
John Deere Tractor	2555	5046	5046	0	#DIV/0!
Wood Chipper	200XP	538	538	0	#DIV/0!
John Deere Lawn Tractor	1025R	463	482	19	1.93
John Deere	X758	146	148	2	1.93
John Deere	X750-R	436	437	1	1.93
Wacker Roller	Roller	453	453	0	#DIV/0!
2023 Freightliner Truck	#8	4413	4572	159	5.03
2020 International Truck	#2	9225	9423	198	3.46
Paint Gator	#1	2131	2131	0	#DIV/0!
2017 Chevrolet Truck	#4	78378	78896	518	20.07
2018 Freightliner Truck	#5	16904	17143	239	14.29
2006 Elgin Pelican Street Sweeper	Sweeper	44599	44599	0	#DIV/0!
2011 Ford F-550 Truck	#6	54229	54473	244	5.40
2015 Freightliner Truck	#7	18556	18670	114	2.85
2023 Bobcat	S66	362	371	9	#DIV/0!
2023 Titan Leaf Vac	Pro Plus	77	131	54	1.15
2025 Ford F-550	#6 NEW	970	1220	250	#DIV/0!

# MONTHLY TIME REPORT

2025

NOVEMBER

JOB	DPW	Chad	Ryan	Chris	Travis
Police Adm		0	1	0	0
Fire Dept		0	0	0	0
Mach/Equip		3	15	17	10
Garage/Shed		11.5	2	1	2
Meeting/Seminars		10.5	0	0	0
Street Repair/Maintenance		12.5	4	6	0
Street Cleaning		0	0	0	0
Snow & Ice	Reg Hrs	10	4	2	0
	OT Hrs	10.5	14	16.5	14
Storm Sewer		0	0	0	0
Traffic Control		9.5	5	1	0
Bridges/Culvers		0	0	0	0
Tree/Brush		0	0	0	0
Refuse Collection		30.25	74.5	82	73
Sanitary Sewer		0	0	0	0
Insect Control		0	0	0	0
Animal Control		0	0	0	0
Cemetary		2	0	0	0
Library		0	0	0	0
Firemans Park		13	8	0	0
Other Parks		0	0	0	0
Trail Head		0	2	0	0
Celeb/Enter		0	0	0	0
Weed Control		0	0	0	0
Vac/Holiday/SL		60.25	41.5	51	75

# WATERLOO POLICE DEPARTMENT OFFICER'S DAILY -DEC

Patrol:	422	Office:	238
Investigative:	45	Special:	
Radar:	97	School/Training:	9
Court:		On Call:	
Total Hours Worked:		811	

## COMPLAINTS

Family:	1
Off Road Vehicles:	0
Vandalism:	0
Minor Theft - \$500:	3
Major Theft + \$500:	1
Burglary:	0
Doors Found Open:	1
Animal Case:	1
Late Bar Closings:	0
Alarms:	2
Loud Music/Parties:	0
Tavern Complaints:	0
Prowler Complaints:	0
Battery to Person:	0
Domestic Abuse:	0
Sexual Assault:	0
Runaways:	2
Worthless Checks:	0
All Other Complaints:	29
TOTAL COMPLAINTS:	40

## ACCIDENTS

More than \$1,000:	0
Less than \$1,000:	0
Pedestrian Accidents:	0
Bicycle Accidents:	0
Number Injured:	0
Number Killed:	0
TOTAL ACCIDENTS:	0

## ASSISTS

Assist Jefferson County:	1
Assist Dodge County:	1
Assist Dane County:	1
Assist Marshall PD:	5
Assist Fire/Rescue:	26
Assist Other Agencies:	0
Assist Public:	72
Assist With Escort:	0
Assist All Others:	1
TOTAL ASSISTS:	107

## MISCELLANEOUS

Personal Contacts:	1024
Investigations/Follow-up:	97
Traffic Control:	1
Radar Operations:	168
Special Assignment:	0
Speech/Presentation:	0
Serve Papers:	0
Other Miscellaneous:	6
TOTAL:	1290

## INQUIRIES/CHECKS

Registration Checks:	255
D.L. Checks:	231
NCIC/CIB/VIN Checks:	0
Check Welfare:	1
TOTAL INQUIRIES:	487

## Warnings Arrests

Speeding:	13	4
Too Fast For Conditions:	0	0
Inattentive Driving:	0	0
Failure to Yield:	0	0
Stop Sign Violation:	7	2
Illegal Passing:	0	0
No Driver's License:	0	3
Illegal Parking:	2	12
Left of Highway:	0	3
Drunk Driving:	0	0
Unregistered Vehicle:	1	2
Driving While Sus/Rev:	0	0
Hit And Run:	0	0
Off Road Vehicle:	0	0
Power Display:	0	0
Equipment:	13	0
Illegal "U" Turn:	0	2
Following Too Close:	0	0
Seatbelt Violation:	0	0
ALL OTHER TRAFFIC:	14	4

Disorderly Conduct:	0	1
Underage Alcohol:	0	1
Warrants:	0	0
Theft:	0	0
Trespassing:	0	0
Burglary/Break & Enter:	0	0
Vandalism:	0	0
ALL OTHER MIS/CRIM:	2	5
TOTALS:	52	39



# Waterloo Police Department Fleet Maintenance Report

VIN	1FM5K8AR4FGC07739	For Period	11/1-11/30
	2021		\$633.07
	Ford EXPLORER		11.14
Vehicle Description		Fuel Cost	
		Miles per gallon	

Date	Fuel	Fuel Costs	Mileage	Maintenance Items	Main. Cost	Officer
11/1/2025	7.79	\$22.21	86845			12
11/2/2025	2.85	\$8.22	86876			7
11/3/2025	6.895	\$19.85	86957			7
11/3/2025	4.533	\$13.05	87015			7
11/4/2025	8.78	\$26.08	87109			12
11/5/2025	8.6	\$25.80	87215			12
11/6/2025	8.3	\$25.01	87312			12
11/7/2025	6.602	\$19.80	87391			7
11/9/2025	7.346	\$22.03	87499			7
11/10/2025	6.165	\$18.49	87567			7
11/10/2025	6.335	\$19.00	87636			11
11/11/2025	7.614	\$22.83	87709			7
11/12/2025	7.692	\$23.07	87799			12
11/13/2025	7.082	\$21.24	87886			13
11/15/2025	3.76	\$11.29	88032			7
11/15/2025	10.104	\$30.30	87999			18
11/16/2025	6.678	\$20.00	88163			10
11/17/2025	7.003	\$21.00	88183			11
11/20/2025	12.67	\$38.00	88329			12
11/21/2025	8.788	\$26.00	88433			10
11/22/2025	4.054	\$12.00	88486			11
11/23/2025	10.002	\$28.00	88597			10
11/24/2025	9.967	\$19.50	88671			10
11/25/2025	4.83	\$14.00	88717			11
11/26/2025	6.66	\$24.64	88808			12
11/27/2025	6.78	\$18.78	88889			12



# Waterloo Police Department Fleet Maintenance Report

VIN	1FM5K8ABOLGB67	For Period	11/1-11/30
Year	2020	Fuel Cost	\$137.04
Vehicle Description	Ford Explorer	Miles per gallon	15.69

Date	Fuel	Fuel Cost	Mileage	Maintenance Items	Main. Cost	Officer
11/4/2025	10.67	\$32.01	31495			20
11/11/2025	10.33	\$31.01	31707			20
11/19/2025	14.67	\$44.01	32011			20
11/26/2025	10.72	\$30.01	32223			20
	46.39	\$137.04				

## Court Calendar Report

## Report Criteria:

Start Date	End Date	Officer		Court Type
11/18/2025	11/18/2025	ALL		ALL

Court Date	Name	Ticket		Officer/Court Type
11/18/25	ABI,AZAT	DOB: 03/12/01	No: T-BK704738-6	BURNS,RANDY
11:00 AM	85A GRAND CANYON DR # 102 BARABOO WI, 53913	Age: 24	Issued: 10/13/25 Inc #: 25-000439	JEFFERSON CO CIRCUIT CT
Charge		Description	Fine	Collected
343.05(3)(A)		OPERATE W/O VALID LICENSE	\$200.50	\$0.00

11/18/25	BECKER,ANNIKA,JOY	DOB: 09/14/03	No: T-BM594331-3	BURNS,RANDY
11:00 AM	W9143 COUNTY ROAD H BLANCHARDVILLE WI, 53516	Age: 22	Issued: 10/03/25 Inc #: 25-000422	JEFFERSON CO CIRCUIT CT
Charge		Description	Fine	Collected
346.57(5)		EXCEEDING SPEED ZONES, ETC. (16-19 MPH)	\$200.50	\$0.00

11/18/25	BOEDEFELD,KYLE,J	DOB: 06/09/93	No: C-1F80DJJ9K4	BURNS,RANDY
11:00 AM	542 MILWAUKEE AVE WATERLOO WI, 53594	Age: 32	Issued: 10/12/25 Inc #: 25-000434	JEFFERSON CO CIRCUIT CT
Charge		Description	Fine	Collected
278-1-943.50(4)(A)		SHOPLIFTING/RETAIL THEFT	\$200.50	\$0.00

11/18/25	DIAZ OCAMPO,CRISTIAN	DOB: 05/15/00	No: T-BK704743-4	BOLLIG,RANDY,P
11:00 AM	2151 COUNTY ROAD MM TRLR 8 FITCHBURG WI, 53575	Age: 25	Issued: 10/21/25 Inc #: 25-000454	JEFFERSON CO CIRCUIT CT
Charge		Description	Fine	Collected
343.44(1)(A)		OPERATING WHILE SUSPENDED	\$200.50	\$0.00

11/18/25	GEROU,DESIRAE,ANN	DOB: 03/17/95	No: T-BK704740-1	WARNER,DAVID,N
11:00 AM	2012 S EAST AVE # 4 WAUKESHA WI, 53189	Age: 30	Issued: 10/15/25 Inc #: 25-000444	JEFFERSON CO CIRCUIT CT
Charge		Description	Fine	Collected
346.18(3)		FAIL/YIELD RIGHT/WAY FROM STOP SIGN	\$175.30	\$0.00

11/18/25	HOLT,TYLER,J	DOB: 08/15/87	No: T-BM594333-5	GIROUX,KEVIN
11:00 AM	2220 JACKSON ST STOUGHTON WI, 53589	Age: 38	Issued: 10/05/25 Inc #: 25-000427	JEFFERSON CO CIRCUIT CT
Charge		Description	Fine	Collected
346.57(5)		EXCEEDING SPEED ZONES, ETC. (11-15 MPH)	\$175.30	\$0.00

11/18/25	HUGHES,JENNIFER,GAY	DOB: 12/13/70	No: C-1F80PBQ6XX	GIROUX,KEVIN
11:00 AM	507 JACKSON ST WATERLOO WI, 53594	Age: 54	Issued: 10/15/25 Inc #: 25-000446	JEFFERSON CO CIRCUIT CT
Charge		Description	Fine	Collected
126-4G(4)		DOG - HABITUALLY BARKING	\$175.30	\$0.00

## Court Calendar Report

## Report Criteria:

Start Date	End Date	Officer	Court Type
11/18/2025	11/18/2025	ALL	ALL

Court Date	Name		Ticket	Officer/Court Type
11/18/25	MACHORRO,MARTIN,A	DOB: 03/31/93	No: T-BM594332-4	GIROUX,KEVIN
11:00 AM	5146 RIDGE RD	Age: 32	Issued: 10/04/25	JEFFERSON CO CIRCUIT CT
	MARSHALL WI, 53559		Inc #: 25-000425	
Charge	Description	Fine	Collected	
344.62(1)	OPERATE MOTOR VEHICLE W/O INSURANCE	\$200.50	\$0.00	

11/18/25	[REDACTED]	[REDACTED]	No: [REDACTED]	GIROUX,KEVIN
11:00 AM	[REDACTED]	[REDACTED]	Issued: [REDACTED]	JEFFERSON CO CIRCUIT CT
	[REDACTED]		Inc #: [REDACTED]	
Charge	Description	Fine	Collected	
350-10	[REDACTED]	\$55.00	\$0.00	

11/18/25	[REDACTED]	[REDACTED]	No: [REDACTED]	GIROUX,KEVIN
11:00 AM	[REDACTED]	[REDACTED]	Issued: [REDACTED]	JEFFERSON CO CIRCUIT CT
	[REDACTED]		Inc #: [REDACTED]	
Charge	Description	Fine	Collected	
[REDACTED]	[REDACTED]	\$55.00	\$0.00	

11/18/25	ONOFRE SOBERANO,MARISOL	DOB: 01/07/87	No: T-BK704745-6	GIROUX,KEVIN
11:00 AM	214 FRANCES LN	Age: 38	Issued: 10/22/25	JEFFERSON CO CIRCUIT CT
	WATERLOO WI, 53594		Inc #: 25-000457	
Charge	Description	Fine	Collected	
343.05(3)(A)	OPERATE W/O VALID LICENSE	\$200.50	\$0.00	

11/18/25	SHAW,MARQUES,D	DOB: 07/01/93	No: T-BK704739-0	BOLLIG,RANDY,P
11:00 AM	4732 N 45TH ST	Age: 32	Issued: 10/14/25	JEFFERSON CO CIRCUIT CT
	MILWAUKEE WI, 53218		Inc #: 25-000441	
Charge	Description	Fine	Collected	
346.57(5)	EXCEEDING SPEED ZONES, ETC. (20-24 MPH)	\$225.70	\$0.00	

11/18/25	SPATCHEK,DANIEL,MICHAEL	DOB: 02/09/90	No: T-BK704737-5	WARNER,DAVID,N
11:00 AM	23048 HWY 151	Age: 35	Issued: 10/11/25	JEFFERSON CO CIRCUIT CT
	CHILTON WI, 53014		Inc #: 25-000433	
Charge	Description	Fine	Collected	
346.57(5)	EXCEEDING SPEED ZONES, ETC. (11-15 MPH)	\$175.30	\$0.00	

## Court Calendar Report

## Report Criteria:

Start Date	End Date	Officer	Court Type
11/18/2025	11/18/2025	ALL	ALL

Court Date	Name		Ticket	Officer/Court Type
11/18/25	SPOHR,SAMANTHA,ELLEN	DOB: 06/10/98	No: T-BK704741-2	BURNS,RANDY
11:00 AM	5111 308TH AVE	Age: 27	Issued: 10/18/25	JEFFERSON CO CIRCUIT CT
	SALEM WI, 53168		Inc #: 25-000451	

Charge	Description	Fine	Collected
346.57(5)	EXCEEDING SPEED ZONES, ETC. (20-24 MPH)	\$225.70	\$0.00

11/18/25	SULLIVAN,COLLIN,MICHAEL	DOB: 08/14/94	No: T-BK704746-0	GIROUX,KEVIN
11:00 AM	1913 CHRISTINE LN	Age: 31	Issued: 10/22/25	JEFFERSON CO CIRCUIT CT
	MADISON WI, 53716		Inc #: 25-000457	

Charge	Description	Fine	Collected
346.14(1M)	AUTOMOBILE FOLLOWING TOO CLOSELY	\$200.50	\$0.00

Ticket Count: 15

Total Fines:	\$2666.10
Total Payments:	\$0.00
Total Due:	\$2666.10

## Incident Synopsis Report

Page: 1

## Report Criteria:

Start Date	End Date
11/01/2025	11/30/2025

Report Date	Incident Synopsis
11/05/2025	Ordinance violation---citation issued.
11/04/2025	Traffic stop ---citation issued.
11/01/2025	Traffic stop---citation issued.
11/02/2025	Traffic stop---citation issued.
11/03/2025	Officer requested to assist Marshall PD.
11/04/2025	Officer took a report of found property.
11/04/2025	Traffic stop ---citation issued
11/04/2025	Traffic stop-citation issued.
11/05/2025	Traffic stop---citations issue.
11/05/2025	Traffic stop---citation issued.
11/06/2025	Officer handled a hit and run case
11/06/2025	Officer responded to a deer hit
11/06/2025	Traffic stop---citation issued.
11/07/2025	Traffic stop---citation issued.
11/07/2025	Officer handled a case of disorderly conduct and bail jumping. Suspect was arrested.
11/08/2025	Officers handled a death investigation.
11/10/2025	Officer issued a citation on an ordinance issue.
11/12/2025	Officer assisted Marshall PD
11/13/2025	Traffic stop---citation issued.
11/15/2025	Office requested to assist Marshall PD.
11/15/2025	Officer assisted with a civil dispute.
11/15/2025	Officer conducted a traffic stop leading to citations.
11/15/2025	Officer handled a case---citations issued.
11/17/2025	Officer assisted citizen
11/17/2025	Traffic stop ---citation issued.
11/18/2025	Ordinance --dog barking
11/19/2025	Officer issued citation for ordinance violation.
11/19/2025	Officer has received info on case that happened out of jurisdiction.
11/20/2025	Officer assisted EMS.
11/21/2025	Traffic stop---citation issued.
11/22/2025	Officer requested to assist Marshall PD.
11/22/2025	Traffic stop---citation issued.
11/23/2025	Officer took a report of found property
11/23/2025	Traffic stop---citation issued.
11/24/2025	Traffic stop---citation issued.
11/24/2025	Traffic stop---citation issued.

**Incident Synopsis Report**

**Report Criteria:**

Start Date	End Date
11/01/2025	11/30/2025

Report Date	Incident Synopsis
11/26/2025	officer dispatched into Jefferson County to assist with traffic control
11/26/2025	officer took report of a theft by fraud
11/26/2025	Traffic stop---citation issued.
11/26/2025	Officer took a report for found property.
11/28/2025	Officer requested to assist Dodge County.
11/28/2025	Officer requested to assist Marshall PD.
11/29/2025	Traffic stop ---citation issued.
11/29/2025	officer assist subject with scam information
11/30/2025	Officer handled a case on the blight list and citation issued.
11/21/2025	Officer issued citation for ordinance violation--dog barking.

**Incident/Offense Count: 46**



## Monthly Incident Comparison Report

## Report Criteria:

Current Month: 11/2025

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
No Category						
	Assist Columbia County Sheriff	0	0	1	0	0
	Blank Description	0	0	3	0	2
	speeding	0	0	0	0	1
	<b>Total for No Category:</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>3</b>
ASSIST						
	Assist Business	0	0	1	0	1
	Assist Citizen	2	2	6	1	18
	Assist DNR	0	0	0	0	1
	Assist Dane County Sheriff	0	0	4	0	6
	Assist Dodge County Sheriff	1	1	16	2	19
	Assist Jefferson County Sheriff	1	1	7	0	7
	Assist Marshall PD	5	3	35	0	27
	Assist Public Works	0	0	0	0	1
	Assist Social Services	0	1	12	0	23
	Assist Watertown PD	0	1	3	0	1
	Assist/School District	0	1	1	0	2
	Civil Dispute	1	0	3	0	1
	Custody for Other Department	1	0	1	0	3
	EMS Calls	1	0	3	0	3
	Fire Calls	0	0	2	0	3
	Neighbor Problems	0	0	1	0	2
	Other Mutual Aid Assists	0	0	0	0	1
	Sex Offender Registration	0	0	1	0	0
	<b>Total for ASSIST:</b>	<b>12</b>	<b>10</b>	<b>96</b>	<b>3</b>	<b>119</b>
CRIMINAL						
	Bail Jumping/Escapes	0	0	1	0	3

## Monthly Incident Comparison Report

## Report Criteria:

Current Month: 11/2025

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Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
CRIMINAL						
	Burglary - Attempted Non-Residential	0	0	1	0	0
	Child Enticement	0	0	1	0	0
	Criminal Damage To Property/vandalism	0	1	3	1	1
	Disorderly Conduct - All Other	1	0	5	1	7
	Disorderly Conduct - Fight, Disturbance	0	0	7	1	3
	Domestic Disturbance	0	3	12	2	19
	Domestic Offense - Child Abuse/Neglect	0	0	1	0	0
	Drug Investigations	0	0	3	0	5
	Drug Paraphernalia Possession	0	0	0	0	2
	Drug Possession	0	0	1	1	8
	Endanger Safety/Reckless Behavior	0	0	1	0	0
	Fraud	1	0	9	0	3

## Monthly Incident Comparison Report

Page: 3

## Report Criteria:

Current Month: 11/2025

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
CRIMINAL						
	Harassment - Harassing Telephone Calls	0	0	0	0	2
	Harassment - Stalking	0	0	1	0	0
	Harassment - Threats	0	0	1	0	3
	Indecent Language/Conduct	0	0	0	1	1
	Obstruct/Resist Police Officer	1	0	1	0	0
	Other Sex Offenses	0	0	1	0	4
	Postal Crime	0	0	0	0	1
	Probation/Parole Violation	0	0	1	0	0
	Simple Battery	0	0	0	0	2
	Theft - All Other	0	2	10	1	7
	Theft - Bicycles	0	0	0	0	1
	Theft - From Building	0	2	2	0	3
	Theft - From a Motor Vehicle	0	0	1	0	1
	Theft - Motor Vehicle Parts/Accessories	0	0	0	0	1
	Theft - Retail/Shoplifting	0	1	4	2	6
	Trespassing	0	0	0	0	3
	Violation of Court/Restraining Order	0	0	0	0	4
	<b>Total for CRIMINAL:</b>	<b>3</b>	<b>9</b>	<b>67</b>	<b>10</b>	<b>90</b>
ORDINANCE						
	Abandoned Property/Vehicle Violation	0	0	1	0	1
	Animal Bite	0	0	8	1	5
	Animal Licensing/Shots/Etc.	0	0	3	0	1
	Animal Noise Complaint	3	1	5	0	0
	Animal Running at Large	0	0	0	1	1
	Bicycle, Moped, etc. Violation	0	0	0	0	1
	Contributing to Delinquency of a Minor	0	0	1	0	0
	Disturbance	0	0	2	0	5
	Illegal Dumping	0	2	3	1	1
	Municipal Code Violation	3	0	8	3	10
	Possession of Tobacco by Minor	0	0	1	2	8
	Truancy	0	0	0	0	5
	<b>Total for ORDINANCE:</b>	<b>6</b>	<b>3</b>	<b>32</b>	<b>8</b>	<b>38</b>
Other						
	Investigation/Take Report	0	0	2	0	2
	Other Animal Calls - Dead, Etc.	0	0	2	1	8
	Receive Information	1	6	36	2	25
	Request Assist	0	0	1	0	0
	<b>Total for Other:</b>	<b>1</b>	<b>6</b>	<b>41</b>	<b>3</b>	<b>35</b>
SERVICE						
	911 Disconnect (Hang-Up)	0	0	0	0	1

## Monthly Incident Comparison Report

## Report Criteria:

Current Month: 11/2025

Category	Description	Current Month	Prior Month	Year To Date	Same Mo. Last Year	Last Year
SERVICE						
	Death Investigation	1	0	11	1	3
	Found Items/Property	3	0	16	1	13
	Lost Items/Property	0	1	1	0	0
	Other Service	0	0	0	0	1
	Paper Service/Civil Process	0	0	1	0	0
	Uncontrollable Adult	0	0	0	0	1
	Uncontrollable Juvenile	0	0	1	0	1
	Warrant Pickup - Other Agency	0	0	7	1	7
	Welfare Check	0	0	4	0	3
	<b>Total for SERVICE:</b>	<b>4</b>	<b>1</b>	<b>41</b>	<b>3</b>	<b>30</b>
TRAFFIC						
	Disobey Sign/Marker	0	0	0	0	1
	Driver's License Violations (Ex OAS/OAR)	5	2	58	4	80
	Illegal Turns	1	1	11	1	7
	Lane Violations - Left of Center, Etc.	1	0	1	1	2
	License/Permit Violation	1	0	4	0	2
	Miscellaneous Rules Violation	0	1	4	0	2
	Motor Vehicle Insurance Violation	1	1	9	0	9
	OAS/OAR/Other License Violations	0	0	6	0	6
	Operate Motor Vehicle While Intoxicated	0	1	5	0	29
	Operate Snowmobile While Intoxicated	0	0	0	0	2
	Other Traffic Violations	0	0	0	0	3
	Registration/Title Violation	1	0	6	0	3
	Seatbelt Violation	0	0	1	0	2
	Speeding - School Zone	0	0	0	0	1
	Speeding Violation	6	7	73	2	47
	Stop Sign/Signal Violation	2	1	13	2	19
	Traffic Accident - Hit and Run (Damage)	2	0	6	0	10
	Traffic Accident - Hit and Run (Injury)	0	0	2	0	0
	Traffic Accident - Non-Reportable	0	0	1	0	2
	Traffic Accident - Personal Injury	0	0	0	0	1
	Traffic Accident - Property Damage	0	4	21	4	27
	Vehicle Equipment Violation - Other	0	0	1	0	1
	<b>Total for TRAFFIC:</b>	<b>20</b>	<b>18</b>	<b>222</b>	<b>14</b>	<b>256</b>
	<b>Grand Totals:</b>	<b>46</b>	<b>47</b>	<b>503</b>	<b>41</b>	<b>571</b>

NOVEMBER MONTHLY STATISTICS		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Library Card Holders	2024	2370	2380	2391	2403	2415	2443	2470	2486	2436	2434	2274	2292
	2025	2301	2315	2317	2330	2353	2400	2422	2432	2439	2446	2460	
	% of Change	-2.91%	-2.73%	-3.09%	-3.04%	-2.57%	-1.76%	-1.94%	-2.17%	0.12%	0.49%	8.18%	-100.00%
NEW Library Card Holders													
NEW TO 2025 STATS	2025	13	18	20	25	30	47	24	14	12	21	16	
	% of Change	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Checkouts (Circulation)	2024	4024	4344	3645	4306	3595	5529	6002	4483	3947	4284	4186	4178
	2025	4662	4182	4539	4122	4134	6254	6777	4945	4562	4401	3783	
	% of Change	15.85%	-3.73%	24.53%	-4.27%	14.99%	13.11%	12.91%	10.31%	15.58%	2.73%	-9.63%	-100.00%
eBook/Audio Checkouts (Circulation)	2024	986	887	914	826	785	710	875	778	762	882	723	747
	2025	868	856	840	909	935	950	1029	1041	1036	1111	1045	
	% of Change	-11.97%	-3.49%	-8.10%	10.05%	19.11%	33.80%	17.60%	33.80%	35.96%	25.96%	44.54%	-100.00%
Library Visits	2024	1759	1725	1864	2207	2299	3064	3030	2000	2052	2157	1922	1381
	2025	1956	1970	2384	2280	2387	3002	2997	2142	2048	2037	1854	
	% of Change	11.20%	14.20%	27.90%	3.31%	3.83%	-2.02%	-1.09%	7.10%	-0.19%	-5.56%	-3.54%	-100.00%
Meeting Room Use BY PUBLIC	2024	8	12	8	14	13	9	9	9	11	11	11	6
	2025	9	17	20	18	9	13	13	18	8	11	9	
	% of Change	12.50%	41.67%	150.00%	28.57%	-22.22%	44.44%	44.44%	100.00%	-27.27%	0.00%	-18.18%	-100.00%
Public Computer Use	2024	101	130	91	118	106	74	75	73	87	75	82	77
	2025	77	73	105	100	108	97	80	72	75	80	80	
	% of Change	-23.76%	-43.85%	15.38%	-15.25%	1.89%	31.08%	6.67%	-1.37%	-13.79%	6.67%	-2.44%	-100.00%
WiFi Use	2024	135	181	182	200	204	203	202	221	254	208	188	165
	2025	230	232	200	217	202	209	202	179	190	179	171	
	% of Change	70.37%	28.18%	9.89%	8.50%	-0.98%	2.96%	0.00%	-19.00%	-25.20%	-13.94%	-9.04%	-100.00%
Outreach to local schools, daycares, & residents Checkouts	2024	63	152	57	183	133	70	84	63	91	74	119	78
	2025	114	186	131	139	109	83	50	80	78	63	62	
	% of Change	80.95%	22.37%	129.82%	-24.04%	-18.05%	18.57%	-40.48%	26.98%	-14.29%	-14.86%	-47.90%	-100.00%
Adult Number of Programs	2024	20	20	20	21	18	19	20	16	19	22	18	15
	2025	15	14	18	15	15	16	18	17	14	16	19	
	% of Change	-25.00%	-30.00%	-10.00%	-28.57%	-16.67%	-15.79%	-10.00%	6.25%	-26.32%	-27.27%	5.56%	-100.00%
Adult Attendance	2024	162	153	201	161	121	265	188	159	153	244	122	147
	2025	197	103	188	119	197	261	153	117	79	196	116	
	% of Change	21.60%	-32.68%	-6.47%	-26.09%	62.81%	-1.51%	-18.62%	-26.42%	-48.37%	-19.67%	-4.92%	-100.00%
Teen (12-18) Number of programs	2024	4	4	3	3	3	9	10	4	4	4	3	3
	2025	4	3	3	1	0	7	10	1	2	3	3	
	% of Change	0.00%	-25.00%	0.00%	-66.67%	-100.00%	-22.22%	0.00%	-75.00%	-50.00%	-25.00%	0.00%	-100.00%
Attendance	2024	50	26	32	25	24	166	108	38	27	44	29	24
	2025	21	10	24	24	0	185	99	36	36	41	32	
	% of Change	-58.00%	-61.54%	-25.00%	-4.00%	-100.00%	11.45%	-8.33%	-5.26%	33.33%	-6.82%	10.34%	-100.00%
Children's Number of programs	2024	15	17	17	18	16	28	33	14	16	17	14	12
	2025	12	14	12	17	13	19	28	12	14	16	13	
	% of Change	-20.00%	-17.65%	-29.41%	-5.56%	-18.75%	-32.14%	-15.15%	-14.29%	-12.50%	-5.88%	-7.14%	-100.00%
Attendance	2024	367	264	425	465	1035	2016	1694	425	435	591	429	393
	2025	355	329	351	613	943	1715	1249	399	396	649	399	
	% of Change	-3.27%	24.62%	-17.41%	31.83%	-8.89%	-14.93%	-26.27%	-6.12%	-8.97%	9.81%	-6.99%	-100.00%
GENERAL ALL AGE PROGRAMS													
NEW 2025													
Number of Programs		1	1	1	4	4	4	4	1	2	3	2	
Attendance		69	67	84	342	699	671	185	97	133	254	121	

Karl Junginger Memorial Library  
Board of Trustees Meeting Minutes  
**October 29, 2025 @ 5:30 pm**

- I. Call to Order & Introductions  
*The meeting was called to order at 5:30 p.m. Present: Art Biermeier, Diane Graff, Leslie Fugate, Tracy Grant, Susan McDermott, Miriam Schilling, and Kelli Mountford.*
- II. Approval of agenda  
*The agenda was approved as written*
- III. Approval of open minutes from September 24, 2025.  
*Fugate moved to approve the September 2025 minutes. Graff seconded. The motion passed unanimously.*
- IV. Correspondence, Appearance, Public Comments
- V. Director's Report  
Mountford also reported that Waterloo Utilities is installing a substation on the library property by the south school driveway. It was also reported that a small window was shattered, most likely from a rock thrown by the lawnmower. Jefferson Glass has been called for replacement.
- VI. Unfinished Business
  - A. **Financial monthly report for September 2025 - Action**  
*Schilling moved to approve the September 2025 monthly invoices as presented. Grant seconded. The motion passed unanimously.*
  - B. **2026 Budget – Action**  
*Mountford stated that the budget is not complete, waiting for health insurance and other insurance numbers. Biermeier made a motion to table the 2026 budget until the November meeting. Fugate seconded. The motion passed unanimously.*
  - C. **Flat Roof Update Invoice – Informational**  
*Mountford stated that Pioneer Roof was trying to email my old email from the past library system when the roof was installed. They called and then sent the invoice for the roof. The amount was \$964.00.*
  - D. **Policy 410 Circulation Policy – Action**  
*Schilling made a motion to approve Policy 410 with the updates. McDermott Seconded. The motion passed unanimously.*
- VII. New Business
  - A. **2026 Annual Addendum Bridges Library System Member & Café Agreement – Action**  
Mountford discussed the 2026 Bridges fees. Grant made a motion to approve the 2026 Annual Addendum Bridges Library System Member & Café Agreement. Fugate seconded. The motion passed unanimously.

**B. Policy 503 Code of Conduct – Informational**

*Mountford discussed Policy 503 Code of Conduct, and that it will be brought up next month for approval.*

**C. Read and Discuss the Library Board Trustee Handbook Chapter 25, “Liability Issues” – Informational**

- VIII. Future agenda items – Budget 2026, Adult Fiction shelving, Policy 503, Update on Substation, December Meeting, 2026 Dates Closed
- IX. Date, place, and time of the next meeting: Wednesday, **November 19**, at 5:30 p.m. in the Hyer Conference Room. Please make note that this is the **Third** Wednesday of the month due to Thanksgiving.
- X. Adjournment  
Grant moved to adjourn at 5:57 p.m. Schilling seconded. The motion passed unanimously.

Respectfully submitted,  
Kelli Mountford

Karl Junginger Memorial Library  
Board of Trustees Meeting Minutes  
**November 19, 2025 @ 5:30 pm**

- I. Call to Order & Introductions  
*The meeting was called to order at 5:32 p.m. Present: Art Biermeier, Diane Graff, Leslie Fugate, Tracy Grant, Susan McDermott, Miriam Schilling, Cindy Kreuger, Sara Cummings, and Kelli Mountford.*
- II. Approval of agenda  
*Cummings made a motion to move Unfinished Business Letter B. Budget 2026 above Letter A. Graff seconded. Motion passed unanimously.*
- III. Approval of open minutes from October 22, 2025.  
*Fugate moved to approve the October 2025 minutes. Cummings seconded. The motion passed unanimously.*
- IV. Correspondence, Appearance, Public Comments  
Mountford presented all board with thank-you notes for Community Appreciation Day. Thank you to the board members for their volunteer service and dedication serving on the library board.
- V. Director's Report  
Mountford reported that Jefferson Glass has been able to replace the glass in the window, and it did not take 3 to 4 weeks like initially stated.
- VI. Unfinished Business
  - A. **2026 Budget – Action**  
*City Tax Dollars stayed the same amount given from 2025 at \$208,000. Two employees opted out of insurance, allowing funds that were cut from line items to be placed back. Library Expenditures were down by \$15,617 from the City's posted budget. Total library revenue and expenditures balance out at \$403,666. Grant made a motion to approve the new 2026 budget. Krueger seconded. The motion passed unanimously.*
  - B. **Financial monthly report for October 2025 - Action**  
*McDermott moved to approve the October 2025 monthly invoices as presented. Fugate seconded. The motion passed unanimously.*
  - C. **Policy 503 Code of Conduct – Action**  
*Grant made a motion to approve Policy 503 with the updates. Schilling Seconded. The motion passed unanimously.*
  - D. **Waterloo Utilities Substation update – Informational**  
No updates to report at this time.
  - E. **Adult Fiction shelving update – Informational**  
No updates to report at this time.



**VII. New Business**

**A. December 2025 meeting – Action**

Krueger made a motion to cancel the December Library Board meeting unless a Special meeting needs to be called. McDermott seconded. The motion passed unanimously.

**B. Library email addresses – Informational**

*Mountford discussed that the board members may want to create email addresses that are used only for the library board and city use. Due to the open records law and the public has access to their email addresses.*

**C. Review Jefferson County Library Service Guidelines – Informational**

**D. Discuss web accessibility requirements – Informational**

*The KJM Library's website will need to be ADA accessible by April 2027 per Federal law. This is something that the library will need to hire someone to do, since it has to do with coding. Mountford will be looking into this. The website may need a complete overhaul.*

**E. 2026 Closed Dates: 1/1, 1/19(staff in-service), 4/3, 4/4/, 5/23, 5/25, 7/3, 7/4, 9/5, 9/7, 11/26, 11/27, 11/28, 12/24, 12/25, 12/26, 12/31 (open ½ day from 9 to 1) - Action**

*Fugate moved to approve the 2026 library closed dates. Grant seconded. The motion passed unanimously.*

**F. Review and Discuss Library board Trustee handbook Chapter 26 "The Public Library System Board – The Broad Viewpoint" and Chapter 27 "Trustee Orientation and Continuing Education" - Informational**

**VIII. Future agenda items – Budget 2025 and 2026, Adult Fiction shelving, Update on Substation, August In-Service closed date**

**IX. Date, place, and time of the next meeting: Wednesday, **January 28, 2026**, at 5:30 p.m. in the Hyer Conference Room.**

**X. Adjournment**

Biermeier moved to adjourn at 6:32 p.m. Krueger seconded. The motion passed unanimously.

Respectfully submitted,  
Cindy Krueger

### **Regular meeting of the Waterloo Water & Light Commission held December 2, 2025**

Meeting called to order by President Devin Schumann at 7:00pm at the Waterloo Utilities office. Present were Commissioners Vern Butzine, Pam Kuhl, Michael Tschanz, Richard Weihert, Superintendent Barry Sorenson, and Mayor Jenifer Quimby.

### **Minutes**

Motion by Butzine, seconded by Tschanz to approve the minutes of the November 4, 2025 meeting. Motion carried.

### **Expenditures**

Motion by Schumann, seconded by Kuhl to approve the November disbursements as presented. Motion carried.

### **Citizen Input**

Discussion on dismantling the water tower in 2026 due to selling of land to a developer. Mayor to have meeting on 12/16 with Holy Family and developer. Mayor will notify the utility of meeting outcome.

### **Portzen Pay Request**

Not available.

### **Town & Country Contracts**

Motion by Kuhl, seconded by Butzine, to approve contract for Scope of Service for Reservoir. Motion carried.

Motion by Schumann, seconded by Kuhl, to recommend approval of the contract for Scope of Service for Hwy 89 Water and Sewer Design to City Council. Motion carried.

Motion by Butzine, seconded by Tschanz, to approve contract for Scope of Service for GIS Upgrade. Motion carried.

Motion by Weihert, seconded by Butzine, to recommend approval of the contract for Scope of Service for Bluegrass Trail Water Main Extension. Motion carried.

### **Reservoir Scope Discussion**

Possible fencing – Ben unavailable to discuss.

### **LGIP**

Motion by Schumann, seconded by Kuhl, to approve Local Government Investment Pool resolution with the exception of removing Ritter and adding Nelson. Motion passed.

Motion by Butzine, seconded by Schumann, to adjourn the meeting at 7:33pm. Motion carried.

Respectfully submitted,  
Pam Kuhl - Secretary



## Jeanne Ritter

---

**From:** Watertown Humane Society <info@whsadopt.org>  
**Sent:** Wednesday, December 3, 2025 10:17 AM  
**To:** Jeanne Ritter  
**Subject:** November 2025 numbers

November 2025

Feline Stray: 1  
Feline Surrender: 0

Canine Stray: 0  
Canine Surrender: 0

---

**From:** Watertown Humane Society <info@whsadopt.org>  
**Sent:** Friday, November 7, 2025 2:43 PM  
**To:** Jeanne Ritter <jritter@waterloowi.us>  
**Subject:** October 2025 numbers

October 2025

Feline Stray: 5  
Feline Surrender: 0

Canine Stray: 0  
Canine Surrender: 0

---

**From:** Watertown Humane Society <info@whsadopt.org>  
**Sent:** Friday, October 17, 2025 11:37 AM  
**To:** Jeanne Ritter <O>  
**Subject:** Re: City of Waterloo

Hi Jeanne,  
I'm not sure if I sent this over yet

September 2025

Feline Stray: 2  
Feline Surrender: 0

Canine Stray: 0  
Canine Surrender: 1

**Minutes for December 3rd 2025 CATV Board Meeting, 5:00 pm**  
**The Solarium, 575 West Madison St. Waterloo, WI**

**1. Roll Call and Call to Order** Abitz and Cotting with one vacancy. Videographer Michelle Nighthoak present. Jordyn Kovacs and Glenna McKay present, because they might be interested in joining the CATV Board. Cotting called meeting to order at 5:06 pm.

**2. Approval of Previously Unapproved Meeting Minutes:** All caught up.

**3. Citizen Input:** None

**4. Acting Manager's report. (Cotting)**

By the end of October, WLOO spent 45% of its budget. In November there was continued uncertainty about whether or not WLOO would be forced to find new quarters immediately due to Fire code violations. Cotting and Nighthoak attended the Utilities Commission meeting, during which Commission approval was given for Barry Sorenson to draft a rental agreement between WLOO CATV and Waterloo Utilities. However, The Solarium management installed an appropriate, functioning fire alarm system by the November 25<sup>th</sup> deadline, which means WLOO will not be forced to vacate immediately. The elevator is also back in working order. School Board, Common Council, and Standing Committee meetings were recorded, uploaded, and tagged. Landino and Sparks disconnected the cable station equipment and dismantled the storage rack. 991/992 is now dark. Landino reengineered the visual effects rack and board in the City Hall alcove. Improvements included streamlining the setup, making it so each city council member has their own channel of sound, allowing WLOO to implement real-time visual effects during City Council Meetings, and cable managing and cleaning out the layout of the streaming closet at City Hall. Sparks and Landino made significant improvements to the wiring in the Council chambers, including giving it a cleaner look and removing the potential tripping hazards. Their ultimate goal is a renovated set-up that's uncomplicated, produces a quality signal, is ergonomic, and relatively easy for a beginner to learn how to operate. Documentation of the re-engineered layout is underway. Landino's technical talents have saved WLOO significant consultant billable hours. November ended with filming an episode of Chris Classic Cinema that features Gene Wilder, a heavy snowstorm (and an unplowed parking lot), Microsoft issues, and greatly slowed Internet speeds.

**5. New Business**

- a. Station Relocation: Rental agreement forms from F&M Bank and Waterloo Power and Light were compared to the existing agreement with The Solarium. Differences between the agreements were discussed. The rationale for relocating WLOO was discussed. It was agreed that the crisis was over for the time being but the matter of relocation should be revisited in the Spring.

**Motion: Table Agenda Item 5a until the April CATV Board meeting.** Abitz/Cotting. Unanimous.

- b. Year End Fiscal Review. The October Monthly Report and expenditures to date were discussed. WLOO is coming in substantially under budget because 1) WLOO will not be upgrading the cable station to HD. It has been shut down instead due to lack of demonstrable community interest. 2) Much lower labor costs due to fewer employee hours worked than those budgeted.
- c. End of Year Employee Recognition, including Promotion of Videographer Michelle Nighthoak to Station Manager.

[NOTE: The Cable Television Regulatory Board 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 Board will reconvene in open session.]

Cotting's letter of recommendation to promote Michelle Nighthoak to Station Manager was reviewed. Cotting requested a short recess to show Kovacs and McKay the WLOO office before they left.

**Adjourn to Closed Session: Cotting/Abitz. Unanimous. Adjourned to Closed session 5:45 pm.**

**6. Unfinished Business.** None

**7. Future Agenda Items and Announcements.** Kate Abitz is resigning from the WLOO CATV Board effective December 10, 2025 due to demanding work/life balance.

Kate requested the following comments be entered into the public record: Cotting has been doing an excellent job as Acting Manager for WLOO CATV. It has been a pleasure working with her on the Board. Serving on the Board was a valuable experience.

Next Meeting Date: **TBD**

**8. Adjournment Motion** Cotting/Abitz. Unanimous. Meeting Adjourned at 6:40 pm

Minutes respectfully submitted 12/10/25 by Laura Cotting



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## **Resolution 2025-51**

### **A Resolution Amending the On-Call Policy for DPW**

**WHEREAS**, the City and the Department of Public Works see a need to update the current DPW On-Call Policy;  
and

**WHEREAS**, it has been recommended that the DPW has a year round On-Call Policy with defined pay and hours;  
and

**WHEREAS**, the new policy is attached to this resolution.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Waterloo, WI, does hereby approve the changes to City of Waterloo Employee Handbook 6.2 completed on December 18, 2025.

**ADOPTED** this \_\_\_\_\_ day of December 2025, by the City Council of the City of Waterloo, WI.

Signed: \_\_\_\_\_  
Jenifer Quimby Mayor of Waterloo

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

## Appendix: C Overtime Compensation

### 6.2 Overtime Compensation

#### Department of Public Works Employees:

Overtime work performed on Sunday and/or holidays shall be paid at two (2) times the regular rate.

On-Call Schedule: Employees on-call for a weekend shall receive (8) hours at one and one-half (1 ½) times the employee's regular rate of pay pay beginning at end of shift of work week until start of beginning shift Monday. This will be a 52 week employee rotation. Employees who are on the on-call schedule may use their time away from work in an unrestricted manner as they see fit until they are called-in, at which time the employee must respond within a reasonable timeframe.

Employees on call for a holiday, as the term "holiday" is defined in appendix D, shall receive four (4) hours pay at one and one-half pay (1 ½) times the employee's regular rate of pay, plus double time pay for actual time spent on the job, with a minimum of two (2) hours. Holidays are defined in appendix D. On-call employees are required to respond to work as soon as possible but no later than forty five (45) minutes.

Call-In Pay: Any employee who is called in for work at a time other than when he or she is scheduled shall be compensated a minimum of two (2) hours at the overtime rate of one and one-half (1 ½) times the employee's regular rate of pay for work performed Monday through Saturday, and at a minimum of two (2) hours at two (2) times the employee's regular rate of pay for work performed on Sunday and/or holidays, as the term "holiday" is defined in appendix D. —Call-in pay shall start when an employee arrives at the shop, or at the work site, whichever comes first.

**Commented [CH1]:** I suggest using the language that employees must respond "within a reasonable time" rather than a set amount of time (like 45 minutes) because courts look to many factors, including a required response timeframe, when determining whether on-call time is compensable. If the time is compensable, then paying only an 8 hour flat fee for the weekend would be a violation of state and federal wage laws.

**Commented [CH2]:** I removed the reference in the above paragraph to receiving double pay for time actually spent on the job for holidays because the "Call In Pay" paragraph establishes that call-in pay is two times the regular rate for Sundays and holidays.





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## ORDINANCE #2025-14

### An Ordinance Amending Section §340-2

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

Section 1: § 340-2  
is hereby amended as follows:

D. Powers and duties.

(7)Disbursements. No money shall be drawn from the funds of the Utility, nor shall any obligation for the expenditure of money be incurred, except in conformity with authorization by the Commission. No claim against the Utility shall be paid unless evidenced by a voucher approved by the Commission. All bills of the Utility shall be approved by the Commission and said bills shall be paid out of the City treasury pursuant to § 66.0607(4), Wis. Stats., and shall be signed by the ~~Clerk/Deputy~~ Treasurer and Utility Superintendent.

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 December 18, 2025.

**CITY OF WATERLOO**

\_\_\_\_\_  
Jenifer Quimby, Mayor

Attest:

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

Date Adopted:

Date Published:

## Jeanne Ritter

---

**From:** Lana Nelson  
**Sent:** Monday, December 15, 2025 2:39 PM  
**To:** Jeanne Ritter  
**Subject:** FW: Bank signer for utility accounts

On Nov 21, 2025, at 5:21 PM, William S. Cole <[WCole@axley.com](mailto:WCole@axley.com)> wrote:

Hi Lana,

Sec. 66.0607(1) permits the treasurer to sign checks. It contemplates the clerk processes the payment vouchers.

Bill

### William Cole

Attorney

AXLEY LLP  
2 E. Mifflin St. Ste 200 | Madison, WI 53703  
P.O. Box 1767 | Madison, WI 53701-1767  
Phone: 608.283.6766 | Fax: 608.257.5444  
Email: [WCole@axley.com](mailto:WCole@axley.com) | bio | [axley.com](http://axley.com)

**Legal Assistant:** Sandi Holcomb  
Phone: 608.283.6732 | Email: [SHolcomb@axley.com](mailto:SHolcomb@axley.com)

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**From:** Lana Nelson <[lnelson@waterloowi.us](mailto:lnelson@waterloowi.us)>  
**Sent:** Friday, November 21, 2025 9:02 AM  
**To:** William S. Cole <[wcole@axley.com](mailto:wcole@axley.com)>  
**Subject:** Bank signer for utility accounts  
**Importance:** High

**Caution** - This email originated from outside your organization.

Good Morning Attorney Cole,

We are trying to update our ordinance 340-2 to change from Clerk/Deputy Treasurer to Treasurer/Deputy Clerk. Since I handle the financial part of the City the mayor feels that this should be changed to me. The clerk is not comfortable being a signer either plus it's not part of her primary responsibilities. The utility is stating that the Wisconsin Statute § 66.0607 will only allow the clerk to be a signer on their bank accounts which we find odd. I do see clerk in parts, but I also see the treasurer listed and technical I am the Treasurer/Deputy Clerk. This all seems odd that as the treasurer would not be able to be a signer on a bank account. I am signer with the city accounts so why is it different for the utilities.

The mayor asked that I consult you in this matter so I'm hoping you can let us know soon so we know how to proceed.

*Lana Nelson*

Treasurer  
City of Waterloo  
136 N Monroe St  
Waterloo, WI 53594  
920.478.3025 x102



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**RESOLUTION #2025-58**

**UPDATING the EMPLOYEE HANDBOOK 6.2 REGARDING FIRE DEPT OVERTIME**

**Whereas**, the City of Waterloo will be acting on a new union contract for the Fire Department/EMS, and;

**Whereas**, the employee handbook will need to be updated regarding overtime for full time fire department/EMS and;

**Whereas**, in the past overtime was paid after 53 hours each week, it will now be paid after 106 hours per 14 day payroll period;and

**Whereas**, a copy of the new policy will be attached to this resolution.

**Now Therefore Be It Resolved**, by the Common Council of the City of Waterloo, Wisconsin, that this new policy on overtime pay will go into effect on \_\_\_\_\_.

**PASSED AND ADOPTED ON** this 18th day of December 2025.

**City of Waterloo**

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

Attest:

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

## **6.2 Overtime Compensation**

Employees may be required to work overtime when requested to do so. However, employees working overtime without approval or pre-approval of a supervisor will be subject to appropriate disciplinary action, up to and including immediate termination. Overtime will be paid for all hours over forty (40) hours per week, except Fire Department employees, who will be paid for all hours ~~over 53~~ **in excess of 106 hours per 14 day payroll period**. All paid vacation time, paid holidays and paid sick leave shall be considered as "time worked" for purpose of this section.

Employees working overtime shall have the alternative to be paid for such overtime at the overtime rate or take compensatory time off at a later date. Compensatory time shall be earned at the rate of one and one-half ( $1 \frac{1}{2}$ ) times the number of overtime hours worked, and may be accrued to a maximum of eighty (80) hours at any one time and may be carried over to the following year. Compensatory time off shall be scheduled at a time mutually agreeable between the employee and the City.

Department of Public Works, Police Department and Waterloo Water & Light Utility employees Sunday and Holiday pay.(See Appendix C, as modified from time to time.)



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**Resolution 2025-64**

**A Resolution Approving the FIRE/EMS BY-LAWS**

**A RESOLUTION AUTHORIZING THE REVISION AND ADOPTION OF UPDATED BY-LAWS FOR WATERLOO FIRE/EMS**

WHEREAS, the City of Waterloo recognizes the importance of clear, current, and effective by-laws to ensure the proper governance, administration, and operation of Waterloo Fire/EMS; and

WHEREAS, the existing by-laws of Waterloo Fire/EMS require review and revision to reflect current operational practices, regulatory requirements, and organizational needs; and

WHEREAS, Waterloo Fire/EMS has undertaken the process of redoing and updating its by-laws to better serve the City of Waterloo and its residents; and

WHEREAS, the revised by-laws have been reviewed and approved by Waterloo Fire/EMS;

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

1. The revised by-laws for Waterloo Fire/EMS are hereby accepted and approved.
2. Waterloo Fire/EMS is authorized to implement and enforce the revised by-laws effective upon adoption of this resolution.
3. All prior by-laws or provisions inconsistent with the revised by-laws are hereby repealed to the extent of such inconsistency.

PASSED AND ADOPTED by the City Council of the City of Waterloo this \_\_\_\_ day of \_\_\_\_\_, 2025.

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

**City of Waterloo**

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

Attest:

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

BYLAWS  
OF THE WATERLOO FIRE & RESCUE DEPARTMENT  
WATERLOO, WISCONSIN

Revised on 11/24/2021, 5/30/2023, 2/28/2024, 4/1/2024, 8/25/2025, 12/16/2025

You are a member of the Waterloo Fire & Rescue Department as such, your special attention is called to the provisions of these By-laws, it is to our mutual and individual interest that this be strictly observed in all its provisions.

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## APPENDICES

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## ARTICLE ONE

**Section 1-** This organization shall be known and designated as the WATERLOO FIRE & RESCUE DEPARTMENT of Waterloo, Wisconsin, which shall be known as WFRD.

**Section 1A-** All Bylaws or any part thereof, may be altered, amended or annulled at the January WFRD meeting or by special meeting. A majority vote by all WFRD members present at the meeting of the WFRD shall be needed to pass and subject to City Council approval.

**Section 1B-** These Bylaws shall be reviewed twice a year by a committee consisting of 4 members of the WFRD.

**Section 1C –** All policies will be set by the Chief and the elected Officers of the WFRD.

## ARTICLE TWO

### **Section 1 – Application:**

Any person (18) eighteen years old or older, who is a resident of the City of Waterloo or a resident of our Fire District or within a (15) fifteen-mile radius of the Waterloo City limits, with the exception of EMS personnel. All persons must file an application in writing for membership in the WFRD. The names of all applicants for active membership shall be announced at a regular WFRD meeting and submitted to City Hall for insurance purposes. New member(s) shall then serve a (1) one-year probationary period. Upon passing a drug and alcohol test, and criminal background check, which will be provided by the WFRD the member is eligible for membership in the WFRD. Tests will be within the (1) one-year probationary period.

### **Section 2- Interview:**

The interview committee will consist of at least 3 members of the WFRD and should contain at least 1 firefighter and 1 EMS, if possible, if not cross trained. All new members to the WFRD shall be interviewed by the interview committee members, brought to the officers for approval and be voted on after their probationary period has expired.

### **Section 3- Probationary Period**

The first twelve (12) months of employment with the WFRD are considered a probationary period. For all new members during their probationary period, members job skills will be evaluated every ninety (90) days by an Asst. Chief or designated officer. If during this period, members' work habits, attitude, attendance, or performance do not meet WFRD standards, employment can be terminated immediately with or without cause or hearing. During probation members shall not be permitted to vote on department business and/or be on department committees.

At the end of the probationary period all members shall have completed the Probationary Training (see Appendix A and B) and undergo a performance review with the Chief or Asst. Chief. This review will be similar to the job performance review that is held for fulltime members on an annual basis. Members are encouraged to communicate comments and ideas with the officers during performance reviews.

At the next regular WFRD meeting, after your probationary period has ended, your name will be put forth to the membership for confirmation. Their election shall be by ballot, and it shall be necessary for the candidate to receive a majority of the votes of the members present and no member shall be excused from voting unless by unanimous consent of this meeting. Upon confirmation your name will be forwarded to the Waterloo City Council for confirmation.

**Section 4-** It shall be up to the WFRD & the Mayor to determine staffing levels.

## ARTICLE THREE

**Section 1-** Uniforms for the WFRD members and Officers will be provided as funds allow.

**Section 1A** - All members, when hired, are issued one WFRD logoed navy-blue t-shirt (when in stock) and after one year, are given one WFRD logoed navy-blue polo shirt (when in stock). Additional clothing items are personally purchased.

Members are expected to be clean, neat and to use good taste in their personal appearance and dress when representing the WFRD.

**Section 1B** - WFRD coats are given to active members, as funds allow.

**Section 1C** - Class A uniforms will be provided to members, as funds allow and after your probationary period. Full Dress Class A uniforms are comprised of dress coat, long sleeved gray shirts, black tie, black pants, black hat, black belt, black socks with black dress shoes and badge, name pin, and accommodation bars. You are required to wear your uniform, in full, when told to do so as determined by the Chief. Full Dress Class A uniform will be worn for funerals, weddings, and other WFRD functions such as photos, receptions or dinners.

Class B uniform is comprised of short sleeved grey shirt, black shorts (at least mid-thigh no shorter). If there is an allowed variation of the uniform it will be communicated to you by the Chief.

Class C uniform is comprised of polo shirt, duty pants, black socks, and black shoes or boots. Some events will require you to wear your blue logoed polo. If you have not been issued a polo, a blue logoed WFRD t-shirt in good condition will do.

**Section 2** - If the Officer in charge determines that a member's appearance is not appropriate or professional, and the member has not taken corrective measures, he or she may be subject to disciplinary action. Officers will determine if your apparel or appearance is appropriate, and will speak to you if an adjustment is needed, and give you a reasonable timeframe to make adjustments. Questions pertaining to what is appropriate should be addressed to an officer or the fulltime staff.

**Section 2A** - While on call, EMS personnel are to wear their WFRD logoed navy-blue items, dark blue or black pants, black closed toe shoes and their pager when on call. Wearing the polo is preferred. Wearing a WFRD logoed navy-blue sweatshirt or t-shirt, in good condition, is also considered professional. All clothing must be clean, neat and in good condition, this includes pants, socks, shoes/boots and coat. In cold weather wearing a dark long-sleeved shirt under WFRD logoed items is acceptable. In hot weather members may wear shorts on call, if the shorts are dark blue or black, professional looking and reach to at least mid-thigh.

EMS members will be issued a WFRD EMS parka for cold weather. This is WFRD property and must be returned. Parkas are issued to active EMS members who are past probation and as they are available. All members can purchase the logoed navy-blue clothing through the current vendor. It is the member's responsibility to purchase adequate amounts of additional logoed clothing. When acknowledging on 'I am responding' as available for the second out call, please make an attempt to respond clean, neatly attired in some sort of WFRD logoed item.

**Section 2B** - Members are required to wear full protective gear while performing their fire/rescue job. In accordance with Wisconsin Statute 103.14, employers who extend offers of employment must notify potential employees of WFRD requirements regarding hairstyle, facial hair and clothing. NFPA 1500 every suppression member will refrain from having beards, goatees, heavy sideburns and untrimmed hair that interferes with the proper and safe wearing of the SCBA.

**Section 2C** - WFRD uniforms shall not be worn where alcoholic beverages are sold or consumed as the primary function, except in the performance of WFRD duties.

## **ARTICLE FOUR**

**Section 1**- Resignation:

Reference Policies and Procedures Article 5.7

**Section 2** – All members of the WFRD will make themselves available to work at all major functions of the WFRD throughout the year.

**Section 3**- All members of the WFRD will be trained to the standards as mandated by the State of Wisconsin. Reference Policies and Procedures Article 5.3.4

## **ARTICLE FIVE**

**Section 1**-The Chief shall have complete charge of all emergency equipment and supervision thereof. The WFRD shall respond to all emergency alarms. All funds received from these emergency responses and from State insurance refund shall be deposited in the appropriate WFRD revenue account.

## **ARTICLE SIX**

**Section 1** -The position of Chief shall be appointed by the mayor and confirmed by the City Council, upon recommendation of the WFRD members. A (3) three-year term commencing from the January WFRD Meeting. If there are no qualified candidates for the elected position of Chief; and it cannot be resolved within the membership, it shall be brought to the mayor and personnel committee of the City for guidance and advice.

**Section 2** - The WFRD shall hold an Annual Meeting at the first regular meeting of the year, and at this meeting shall elect the following Officers for a term of two (2) years: and confirmed by City Council.

Assistant Chief

Captain

Captain

Lieutenant

Lieutenant

Lieutenant

Secretary

EMS Training Coordinator

Assistant Service Director

Public Information Officer

**Section 3** - In the event an Officer leaves their position before the end of their term. All other officers will move up with the lowest ranking position will be the appointed officer position, with the officers having the correct qualifications. The Chief, along with the recommendation of the officers, shall appoint a member of the WFRD with the correct qualifications to fill out the remaining term of the office.

#### **Section 4 – Chief officers and officers will meet state requirements.**

##### **Requirements of Chief Officer:**

- A. Minimum of (10) Ten years in the fire service
- B. Must have completed Level II Firefighter (State Certification) with additional training of Officer Certification
- C. Must be SPS 330 compliant or be enrolled in qualifying courses within the first year of the term. Successful certification as Fire Officer 1 is required to be eligible for continuation in this role.
- D. Must have served as a company officer for at least (2) two years.
- E. Must have an AEMT certification prior to election.

##### **Requirements of Assistant Chief Officer:**

- A. Minimum of (10) Ten years in the fire service
- B. Must have completed Level II Firefighter (State Certification) with additional training of Officer Certification
- C. Must be SPS 330 compliant or be enrolled in qualifying courses within the first year of the term. Successful certification as Fire Officer 1 is required to be eligible for continuation in this role.
- D. Must have served as a company officer for at least (2) two years.
- E. Must have an AEMT certification or be enrolled in an AEMT class within the first year of the term. Successful certification as an AEMT is required to be eligible for continuation in this role.

##### **Requirements of Captains:**

- A. Must have served as a Lieutenant for at least (2) two years.
- B. Must have completed Level II Firefighter (State Certification) with additional training of Officer Certification
- C. Must be SPS 330 compliant or be enrolled in qualifying courses within the first year of the term. Successful certification as Fire Officer 1 is required to be eligible for continuation in this role.
- D. Holds an EMR, EMT license or higher.

##### **Requirements of Lieutenants:**

- A. Minimum of (3) Three years in fire service
- B. Must have completed Level II Firefighter (State Certification) with additional training of Officer Certification
- C. Must be SPS 330 compliant or be enrolled in qualifying courses within the first year of the term. Successful certification as Fire Officer 1 is required to be eligible for continuation in this role.

##### **Requirements of Public Information Officer:**

- A. Must have completed Level II Firefighter
- B. Public Information course completion
- C. Holds an EMR, EMT license or higher.

## ARTICLE SEVEN

**Section 1- RULES OF ELECTION** -The election of Officers for the WFRD shall be conducted by taking nominations from the floor for each elected position starting with the highest position up for election. All nominations shall be posted for all members voting to see the members nominated for each position up for election. A motion and a second shall close nomination for each position from the floor. The motion shall be approved and seconded by voice. After nominations are closed, voting will be done by ballot, with the highest-ranking officer appointing a ballot committee of (3) three members (probation members if any) of the WFRD. The top (2) two nominees receiving the most votes shall be voted on one final time, with the person receiving the most votes being appointed to that respective position. All voting to be done by ballot; the highest-ranking officer present shall act as Chairperson of the meeting. If only one (1) person is nominated, the membership may cast a unanimous vote for the nominee.

**Section 2-** Any member interested in running for an officer position who meets the qualifications as stated in Article Six Section 4 may address all members at the WFRD meeting (4) four months prior to the election.

**Section 3-** Once a vote has been taken it shall be considered final and binding.

**Section 4-** We shall implement EMS personnel to assist in the staffing of our EMS functions. EMS shall fall under the charge of the WFRD. It should be up to the WFRD Administration to determine staffing levels. All EMS members shall adhere to all rules of the WFRD. It should be so stated that EMS contrives of the following: any member(s), which has physical duties that pertain to EMS in general. (i.e.: shall consist of but not limited to AEMT, EMT'S AND EMR'S, AND DRIVERS). EMS members in good standing are allowed to partake in the voting of the officers, new members, and bylaws.

### **Section 5 - Election of Officers and Officer Requirements**

WFRD Officers are elected by the membership from within the membership.

The election of officers occurs at the January WFRD Meeting (Fourth Monday). The highest-ranking officer present will act as Chairperson of the meeting.

Members present who are past their probationary period, meet the attendance requirement for voting, are eligible to vote. Fulltime employees are eligible to vote on Captains on down.

### **Section 5A - Attendance requirement for voting / Member in good standing**

Members must be past probation and attended all trainings; and/or are current on their make-up trainings. Fire members need to have responded to a minimum of 10% of the yearly runs to qualify to vote. EMS members need to meet their yearly 192-hour requirement each year since the last election. Personnel on both fire and EMS need to qualify in both to vote for WFRD Officers.

## ARTICLE EIGHT

**Section 1** - Grievance proceedings Reference Policy and procedures Article 7.12

## ARTICLE NINE

**Section 1-** The Chief to direct what action to be taken on illness or funerals of members, their immediate family or past members.

## ARTICLE TEN

**Section 1-** The format of the WFRD meeting shall follow the Roberts rule of order.

**Section 2-** The Chief shall appoint all standing committees.

**Section 3-** Every member wishing to speak, shall address the Chair, standing in their place, and confine themselves to the question under consideration and avoid personalities.

**Section 4** When (2) two or more members arise at the same time, the Chair shall name the person who is to speak first.

**Section 5** When a member is called to order, they shall resume their seat until the Chair shall have decided whether he/she be in order or not. Any member may appeal a decision of the Chair on a point of order and the question shall be: "Do you sustain the Chair?" and it shall be decided by a majority vote of the members present.

**Section 6-** When a question is under consideration, no motion shall be received unless to adjourn, to lie on the table, to postpone to a certain day, to amend or postpone indefinitely and these several motions Shall have precedence in the order in which they stand arranged.

**Section 7-** It shall be order for any member who voted in the minority on any question to move a reconsideration of such a vote at the same or the next succeeding meeting.

**Section 8-** All business not provided for in the proceeding rules shall be transacted in accordance with Roberts Rule of Order.

**Section 9-** A motion to adjourn shall always be in order.

**Section 10-** All Regular WFRD meeting will be on the 4<sup>th</sup> Monday of each month starting with the Officers meeting at 5:30 PM and WFRD meeting starting at 7:00 PM.

**Section 11-** Any member that serves (10) ten or more years in the WFRD will be invited back to the annual dinner every year. Any member not serving (10) ten years will be invited back every (5) five years until they have been out of the WFRD for (15) fifteen years and then they are invited back every year after the (15) fifteen-year date. (5) five years of no response to the invitation will be dropped from the list.

APPENDIX A  
New Hire EMS Training

<b>Policy Orientation</b>	<b>Members initials</b>	<b>Date</b>
I have been shown the location of the Waterloo EMS Protocols and know where to find them for my reference.		
I have been explained the job duties of paid on call member and understand the requirements for the EMS job that I am entering and/or in probation with.		
I have been shown the EMS supply equipment/inventory room and explained the process of documenting replacement equipment		
I have been shown the location where all cleaning supplies for inside and outside of the rigs are and the use of such power washer and how it is stored.		
I have been shown how to use Core Elite run report system and Aladtec for scheduling.		
EMS crew scheduling: Aladtec Scheduling – I understand the shift times and breakdowns, trading shifts and the responsibility of covering my own shifts		
<b>Ambulance Orientation</b>	<b>Members Initials</b>	<b>Date</b>
I have been taken through all the external compartments of each ambulance and have a good understanding of where all equipment is located.		
I have been properly instructed on the drivers control panel of each ambulance and understand the basic operation of each button and control.		
I have been shown the mobile and portable radios in each ambulance and have been briefed on general radio etiquette for Jefferson, Dane and Dodge Counties.		
I have been briefed on the map book in each ambulance		
I have been briefed on the location and procedure of the conceal weapons box and understand the procedure for transporting		
I have been shown all the inside compartments of each ambulance and know the general location of the supplies		

APPENDIX A  
New Hire EMS Training

I have been shown and instructed on the use of the cot operation and battery change out procedure		
I have been shown and instructed on the use of the stair-chair operation.		
I have been shown how to use the Lifepak 15 unit in all aspects and understand how to use the buttons and situations to use for.		
I have been shown the inventory and sanitation procedures that are done after every call to ensure everything is replaced and cleaned correctly.		
DRIVING: I understand that before driving I must go through EVOC/CEVO and be tested off.		
DRIVING: I understand that I will know the driving operations, engine compartment, checked off on drive time and be tested.		
<b>Other Orientation</b>	<b>Members Initials</b>	<b>Date</b>
I understand how to check the portable and main oxygen tank in the ambulance and when to change them out.		
I understand, when possible, to leave dirty linens at the hospital.		
I understand how to use the security system for the doors entering into the Dane County Hospitals (UW, UW East, St. Mary's, and Meriter Emergency Rooms)		
I have been explained the process on No Transport/Refusal forms and where to find them in the clipboard. Also, the transfer forms between services.		
I have been explained the appropriate scene safety issues and familiarization on where safety vests and cones are for traffic concerns		
I have been shown how to use and put on turn out gear and can put it on within one minute.		



APPENDIX A  
New Hire EMS Training

<b>Requirements for EMR Levels</b>	<b>Mentor Initials</b>	<b>Date</b>
Able to perform a proficient and complete medical and trauma assessment		
Able to efficiently obtain a manual set of vitals		
Able to show proficiency in basic trauma care i.e. splinting and bandaging		
Able to show proficiency in oxygen delivery and its appropriate application		
The proper use and application of I-Gel, king, OPA and NPA airways		
Able to show use of Lifepak i.e. vitals, O2, capnography and defib		
The proper placement of cardiac leads		
Able to prepare IV bag and assisting AEMT with IV start		
Able to show knowledge in use and assisting in ASA, Glucagon, Albuterol and Narcan		
Able to show how to properly place a tourniquet on		
<b>Requirements for EMT Levels</b>	<b>Mentor Initials</b>	<b>Date</b>
Able to show knowledge in use and assisting in Nitro, Epi and Atrovent		
<b>Requirements for AEMT Levels</b>	<b>Mentor Initials</b>	<b>Date</b>
Shows proficiency in starting and maintaining an IV: Catheter gauge, location and drip rate for patient		
Able to show knowledge in use and applications on Narcan, D10, Nitro, Nitrous Oxide, IV acetaminophen and Ondansetron (Zofran)		
Able to demonstrate use and list locations for IO and knowledge of when to use them		

APPENDIX A  
New Hire EMS Training

<b>EMR Medications</b>	<b>Mentors Initials</b>	<b>Date</b>
Oxygen – Dose: Reason:		
Aspirin – Dose: Reason:		
Glucagon – Dose: Reason:		
Oral Glucose – Dose: Reason:		
Albuterol – Dose: Reason:		
Nitro – Dose: Reason:		
Narcan – Dose: Reason:		
<b>EMT Medications</b>	<b>Mentors Initials</b>	<b>Date</b>
EPI – Dose: Reason:		
Atrovent – Dose: Reason:		
<b>AEMT Medications</b>	<b>Mentors Initials</b>	<b>Date</b>
0.9 Sodium Chloride – Dose: Reason:		
D10 – Dose: Reason:		
Nitrous Oxide – Dose: Reason:		
IV Acetaminophen – Dose: Reason:		
Ondansetron (Zofran) – Dose: Reason:		

I, the undersigned, hereby certify that I have been properly taken through the above orientation process and all the initials are mine and complete. I also certify that I have been given the opportunity to ask any questions throughout or after the orientation process and I have a good understanding of the basic operations of the service.

After the general orientation checklist is complete you may ride as an attendant in an ambulance.

\_\_\_\_\_  
Members Print Name

\_\_\_\_\_  
Completion Date

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Mentor Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mentor Signature

APPENDIX B  
New Hire Firefighter Training

Name: \_\_\_\_\_

**PROTECTIVE CLOTHING (TURN-OUT GEAR)**

The New Hire Firefighter will demonstrate proper donning of his/her protective clothing (turn-out gear) in one (1) minute or less. This includes bunker pants, coat (including all snaps, buckles, Velcro, zippers) with collar up, hood in place, helmet on with ear flaps and face shield down (or goggles in place) and gloves on.

Date completed \_\_\_\_\_

Officer's signature \_\_\_\_\_

**SELF CONTAINED BREATHING APPARATUS (SCBA)**

The New Hire Firefighter will demonstrate proper SCBA unit check and bottle exchange techniques per Wisconsin State training requirements.

SCBA unit checks to include the back pack, frame, straps, buckles, bottle, tank gauge, pressure, warning bells, regulator, and emergency bypass operation.

Date completed \_\_\_\_\_

Officer's signature \_\_\_\_\_

Donning, as listed in the IFSTA Essentials of Firefighting current edition, may use over the head or coat method and must include a positive pressure (inhalation) and negative pressure (exhalation) seal check. This exercise will be completed in the one (1) minute or less.

Doffing – as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed \_\_\_\_\_

Officer's signature \_\_\_\_\_

Bottle Exchange – as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed \_\_\_\_\_

Officer's signature \_\_\_\_\_

Filling Bottles – how to properly fill the bottles off of the Cascade system and the MAKO air compressor

Date completed \_\_\_\_\_

Officer's signature \_\_\_\_\_

**ATTACK LINES**

The New Hire Firefighter will demonstrate proper deployment and re-packing techniques for the following attack lines (handling of the hose lines will be as listed in the IFSTA Essentials of Firefighting current Edition):

1 ¾" Cross lays, (single person).

Date completed \_\_\_\_\_

Officer's signature \_\_\_\_\_

APPENDIX B  
New Hire Firefighter Training

2 ½" Attack line, (two person).

Date completed \_\_\_\_\_

Officer's signature \_\_\_\_\_

2 ½" Exposure line, (single person).

Date completed \_\_\_\_\_

Officer's signature \_\_\_\_\_

Right Rear skid load 2 ½" to 1 ¾" attack lines, (single person).

Date completed \_\_\_\_\_

Officer's signature \_\_\_\_\_

**HYDRANT CONNECTIONS**

The New Hire Firefighter will properly perform a large diameter hose (LDH) hydrant connection as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed \_\_\_\_\_

Officer's signature \_\_\_\_\_

**GROUND LADDERS**

The New Hire Firefighter will demonstrate the ability to safely and efficiently perform the following ground ladder operations (the techniques used are as listed in the IFSTA Essentials of Firefighting current Edition):

The New Hire Firefighter will properly identify all ground ladders by type and size on all Waterloo Fire & Rescue Apparatus.

Date completed \_\_\_\_\_

Officer's signature \_\_\_\_\_

The New Hire Firefighter will verbalize ladder inspection and cleaning procedures.

Date completed \_\_\_\_\_

Officer's signature \_\_\_\_\_

The New Hire Firefighter will safely and efficiently raise, both flat and beam methods, fully extend, set angle, tie halyard for climbing, 24' extension ladder as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed \_\_\_\_\_

Officer's signature \_\_\_\_\_

APPENDIX B  
New Hire Firefighter Training

The New Hire Firefighter will safely and efficiently carry and set a 14" roof ladder up a previously set extension ladder and properly set the roof ladder on a roof as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed \_\_\_\_\_ Officer's signature \_\_\_\_\_

The New Hire Firefighter will safely and efficiently demonstrate and encumbered climb up an extension ladder as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed \_\_\_\_\_ Officer's signature \_\_\_\_\_

The New Hire Firefighter will safely and efficiently demonstrate a leg lock on a fully extended 24' extension ladder as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed \_\_\_\_\_ Officer's signature \_\_\_\_\_

**EQUIPMENT INVENTORIES**

The New Hire Firefighter will verbalize the inventory compliment of Engine 68.

Date completed \_\_\_\_\_ Officer's signature \_\_\_\_\_

The New Hire Firefighter will verbalize the inventory compliment of Engine 67.

Date completed \_\_\_\_\_ Officer's signature \_\_\_\_\_

The New Hire Firefighter will verbalize the inventory compliment of Ambulances outside compartments.

Date completed \_\_\_\_\_ Officer's signature \_\_\_\_\_

The New Hire Firefighter will verbalize the inventory compliment of Ladder 73.

Date completed \_\_\_\_\_ Officer's signature \_\_\_\_\_

The New Hire Firefighter will verbalize the inventory compliment of Tender 95.

Date completed \_\_\_\_\_ Officer's signature \_\_\_\_\_

The New Hire Firefighter will verbalize the inventory compliment of Tender 94.

Date completed \_\_\_\_\_ Officer's signature \_\_\_\_\_

APPENDIX B  
New Hire Firefighter Training

The New Hire Firefighter will verbalize the inventory compliment of Brush Truck 84 and Brush units.

Date completed \_\_\_\_\_ Officer's signature \_\_\_\_\_

**ROPES AND KNOTS**

The New Hire Firefighter will successfully tie each of the following fire service knots and hitches with a safety where required, in thirty, (30), seconds or less.

Figure "8" Knot

Time: \_\_\_\_\_ Date: \_\_\_\_\_ Officer's signature \_\_\_\_\_

Figure "8" Follow Through Knot

Time: \_\_\_\_\_ Date: \_\_\_\_\_ Officer's signature \_\_\_\_\_

Single Loop Figure "8" Knot

Time: \_\_\_\_\_ Date: \_\_\_\_\_ Officer's signature \_\_\_\_\_

Double Loop Figure "8" Knot

Time: \_\_\_\_\_ Date: \_\_\_\_\_ Officer's signature \_\_\_\_\_

In-Line Figure "8" Knot

Time: \_\_\_\_\_ Date: \_\_\_\_\_ Officer's signature \_\_\_\_\_

Munter Hitch

Time: \_\_\_\_\_ Date: \_\_\_\_\_ Officer's signature \_\_\_\_\_



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**Resolution No. 2025-65**

**A RESOLUTION RATIFYING THE RECOGNITION OF A NEW UNION REPRESENTING  
WATERLOO FIRE & EMS EMPLOYEES**

**WHEREAS**, the City of Waterloo employs firefighters and emergency medical services personnel within the Waterloo Fire & EMS Department; and

**WHEREAS**, the employees of Waterloo Fire & EMS have exercised their rights under applicable federal and state labor laws to select a labor organization as their exclusive bargaining representative; and

**WHEREAS**, the City of Waterloo recognizes the importance of maintaining cooperative and constructive labor relations that promote public safety, operational effectiveness, and fiscal responsibility; and

**WHEREAS**, it is in the best interests of the City of Waterloo and its residents to formally ratify the recognition of the newly selected union representing Waterloo Fire & EMS employees and to proceed in good faith with collective bargaining as required by law.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
WATERLOO:**

1. That the City Council hereby ratifies and recognizes the newly selected labor union as the exclusive bargaining representative for eligible employees of the Waterloo Fire & EMS Department, effective upon certification and in accordance with applicable law.
2. That this resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Waterloo, this 18th day of December, 2025.

**City of Waterloo**

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

Attest:

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

**COLLECTIVE BARGAINING AGREEMENT**

**Between**

**CITY OF WATERLOO**

**And**

**WATERTOWN FIREFIGHTERS INTERNATIONAL ASSOCIATION OF  
FIREFIGHTERS, LOCAL 877, AFL-CIO on behalf of the WATERLOO  
FIREFIGHTERS**

**January 1, 2026 – December 31, 2028**



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## AGREEMENT

This Agreement (“Agreement”) is made and entered into by and between the City of Waterloo, a municipal corporation (“City” or “Employer”), and the International Association of Fire Fighters Local 877 (“Association” or “Union”).

### ARTICLE I: BARGAINING UNIT

**Section 1.01: Scope of Bargaining Unit:** The bargaining unit covered by this Agreement shall be limited to full-time professional employees of the City whose primary function includes fire fighting, fire prevention, and emergency medical services, excluding law enforcement officers, independent contractors, supervisors, chiefs, assistant chiefs, part-time, temporary, and seasonal employees, and confidential, managerial, and executive employees pursuant to the Wisconsin Employment Relations Commission’s Certification of Representative in Case ID 544.0002 (Decision No. 40425-A) dated October 23, 2024.

**Section 1.02: Employee Right to Work:** The Union, as the exclusive bargaining representative of all employees in the bargaining unit, shall represent all such employees, including union members and non-members, fairly and equally. No employee shall be required to join the Union or pay dues.

**Section 1.03: Dues Authorization & Deduction:** The City agrees that effective beginning the first complete payroll period of after the effective date of this Agreement, it will deduct the monthly earnings of bargaining unit employees who have elected to join the Union and who have executed a voluntary dues deduction authorization, the amount certified by the Union to the City, such amount being the monthly dues certified by the Union as the current dues uniformly required of all members, and any such amount will be sent to the Treasurer of the Union on or before the end of the month following the month in which such deduction is made.

**Section 1.04: Union Indemnification of City:** The Union shall indemnify and hold the City harmless from and against any and all claims, complaints, grievances, liability, damages, and costs of defense which may arise against the City and its employees, agents, representatives, and volunteers as a result of the City’s compliance with this Article. Upon receiving notice of any claim, complaint, or grievance against it, the City shall notify the Union in writing of the same.

**Section 1.05: Termination of Dues Deduction:** The employee may authorize or terminate the employee’s authorization of the City’s deduction of Union dues from the employee’s wages by giving thirty (30) days’ written notice to the City and the Union. The authorization or termination is effective as of the pay period following the expiration of the thirty (30) days.

## ARTICLE II: COOPERATION

**Section 2.01: Performance of Duties:** Employees in the bargaining unit will individually and collectively perform their work and fulfill their duties in a loyal, safe, prompt, and efficient manner and will use their influence and best efforts at all times to protect the property of the City and to protect and promote the City's best interests.

**Section 2.02: Union Activities:** No Union business shall be conducted in work areas or during working time, unless with permission of the Fire Chief. Union business is defined as contract administration, grievance and investigatory meetings, and labor-management activities where the parties mutually attend. If employees are on duty they must remain available for call and without additional delay. The City reserves the right to require the employee to return to duty.

**Section 2.03: Outside Employment:** Full-time employees are hired by the City with the understanding that the City is their primary employer. On an annual basis between January 1 and 15, each employee shall disclose in writing to the Mayor and Treasurer / Deputy Clerk all secondary employment, self-employment, and commercial activity and within 30 days of any changes thereto. If an employee has already disclosed all current secondary employment, self-employment, and commercial activity, in compliance with this Section, there is no need for the employee to re-disclose the same information in subsequent years.

**Section 2.04: Financial Interest in Other Business:** Neither an employee nor the employee's family may own or hold any interest in a supplier or vendor of the City, except where such ownership or interest consists of securities in a publicly-owned Company and where those securities are regularly traded on the open market, or where such ownership or interest has been disclosed, in writing, to the Mayor and Treasurer / Deputy Clerk.

**Section 2.05: Conflicts of Interest:** Employees shall disclose to the City any potential or actual conflict of interest immediately when it arises so the City may timely evaluate and act or decline to act to prevent the potential or actual conflict of interest from arising or impacting the City. A potential or actual conflict of interest occurs whenever an employee is arguably in a position to obtain a personal gain, or influence a decision that may result in a personal gain, for the employee, a family member, or other interested party because of the employee's position in the City.

**Section 2.06: Employment of Relatives:** The City prohibits a direct reporting relationship between employees who are relatives, or employees and volunteers who are relatives, without written approval of the Mayor.

### ARTICLE III: MANAGEMENT RIGHTS

**Section 3.01: Management Rights:** The Union recognizes the prerogatives of the City to operate and manage its affairs in all respects in accordance with its responsibility and in the manner provided by law, and the powers or authority which the City has not specifically and expressly abridged, delegated, or modified by other provisions of this agreement, are retained exclusively by the City. Such powers and authority, in general, include, but are not limited to the following:

- A. To determine its general business practices and policies and to utilize personnel, methods, and means in the most appropriate and efficient manner possible.
- B. To manage and direct the employees of the City, to make assignment of jobs, to determine the size and composition of the work force and each employee, to determine the work to be performed by the work force and each employee, and to determine the competence and qualifications of each position and the employees.
- C. To determine the method and means by which the operations of the City are to be conducted.
- D. To utilize part-time employees.
- E. To hire and promote employees, to transfer employees within the Department, and to make promotions to supervisory positions in the manner most advantageous to the City.
- F. To lay off employees.
- G. To discipline, suspend, demote, and discharge employees.
- H. To establish or alter the number of shifts, hours of work, work schedules, methods, and processes.
- I. To schedule overtime work.
- J. To create new positions or Department, to introduce new or improved operations, technology, or work practices, to terminate or modify existing positions, Departments, operations, technology, or work practices, to consolidate existing positions, Department, or operations, and to contract with others to provide services.
- K. To make and alter the rules and regulations for the conduct of its business and of its employees.

L. To take any lawful action necessary to carry out the functions of the City.

**Section 3.02: Limitations:** The City's exercise of the foregoing functions shall be limited only by the express provisions of this Agreement. The City has all the rights which it had at common law, except those expressly bargained away in this Agreement.

#### **ARTICLE IV: NO STRIKE OR SLOW DOWN**

**Section 4.01: No Strike or Slow Down:** The Union agrees, individually and collectively, not to strike, slow down, engage in a mass sick call, or in any other manner impede the full working efficiency of the City's Fire Department or any other Department, including, but not limited to, any refusal to perform an assigned duty.

**Section 4.02: Union Responsibility:** The Union shall neither cause nor counsel any employee to engage in the acts prohibited by Section 4.01. Upon written notification by the City to the Union, the Union shall immediately, in writing, order that bargaining unit employees comply with the Agreement and return to work immediately. Nothing in this Agreement prevents the City from disciplining or discharging an employee who violates this Agreement, irrespective whether the City has asked the Union to order employee compliance with this Agreement.

#### **ARTICLE V: RULES AND REGULATION**

Employees will abide by the City's rules, regulations, policies, and procedures that the City establishes and modifies from time to time. The City may establish, modify, or terminate rules, regulations, policies, and procedures in its discretion. The City agrees to give the Union ten (10) days' advance notice of any amended or new rule, regulation, policy, or procedure prior to implementation, unless emergent in nature due to an unforeseen circumstance.

#### **ARTICLE VI: PROBATION**

**Section 6.01: New Hires:** Each new employee shall serve a probationary period of twelve (12) months beginning after the later of the date of hire or any City field training. The City may extend the probationary period by the length of any approved leave of absence and an additional period of up to six (6) months in its discretion. During the probationary period, discipline, suspension, or discharge will not be subject to the grievance or arbitration procedures.

**Section 6.02: Existing Employees:** Employees promoted, transferred, or hired into a different position or classification shall serve a six (6) month trial period. Prior to the conclusion of the trial period, the City may revoke the promotion, transfer, or hire, and return the employee to the

employee's previous position or classification. During the trial period, the City's decision to revoke the promotion, transfer, or hire, and return the employee to the employee's previous position or classification is not subject to the grievance or arbitration procedures.

## **ARTICLE VII: SENIORITY**

**Section 7.01: Definition:** Seniority is established by the total years of continuous service as a bargaining unit employee, calculated to begin with the first date for which compensation was paid to the employee. An approved leave of absence shall not constitute a break in seniority. A new employee shall not obtain any seniority rights until the employee has completed the probationary period. An employee who leaves a bargaining unit position to work in any position outside the bargaining unit or other employment and later returns to the bargaining unit shall lose all seniority upon the last day worked in the bargaining unit position before starting the other position or employment.

**Section 7.02: Termination of Seniority:** Seniority and the employment relationship shall be broken and terminated when:

- A. An employee quits.
- B. An employee is discharged.
- C. A laid off employee is given at least three (3) days' notice of recall, mailed to his/her last known address, by registered or certified mail, and does not report for work at the time notified to return to work.
- D. An employee is absent from work two (2) consecutive workdays without notifying the City of the reason for the absence, in which case the employee shall be considered having resigned.
- E. An employee performs no work for the City for a period of twelve (12) months or the length of his/her seniority, whichever is less, unless otherwise agreed between the City and the Union.
- F. An employee fails to return to work upon expiration of the leave of absence.

## **ARTICLE VIII: LAYOFF**

The City will administer layoffs of bargaining unit employees in the order of the shortest length of service in the Department.



## **ARTICLE IX: GRIEVANCE AND ARBITRATION**

**Section 9.01: Definition of Grievance:** Only matters involving interpretation, application, or enforcement of the terms of this Agreement shall constitute a grievance under the provisions set forth herein.

**Section 9.02: Time Limits:** The time limits set forth in the grievance procedure are of material importance but exclusive of Saturdays, Sundays, and the holidays identified in this Agreement. The time limits may be extended upon mutual agreement in writing. Failure to abide by such time limits, or any written extension thereof, shall cause the grievance to be barred. Grievances not responded to by the City within the prescribed time limitations, or any extension thereof, shall be considered timely denied by the City.

**Section 9.03: Grievance Procedure:**

**Step 1:** The employee shall take up the grievance orally with the employee's immediate supervisor within ten (10) days of knowledge of the occurrence of the event causing the grievance, which in no case shall be more than ten (10) days after the actual occurrence of the event. The supervisor shall attempt to make a mutually satisfactory adjustment and, in any event, shall give an answer within ten (10) days.

**Step 2:** Grievances shall be considered settled in Step 1 unless, within ten (10) days after the supervisor's answer is due, the grievance is reduced to writing by the employee or Union and presented as a Step 2 grievance to the Mayor and Treasurer / Deputy Clerk. The Mayor, or the Mayor's assignee, shall respond to the written Step 2 grievance in writing within ten (10) days.

**Step 3:** The written Step 2 grievance shall be considered settled in Step 2 unless, within ten (10) days after the Mayor's answer is due, the dissatisfied party shall request in writing to the Mayor and Treasurer / Deputy Clerk that the dispute be submitted to an impartial arbitrator.

**Section 9.04: Arbitration Procedure:**

A. The impartial arbitrator shall, if possible, be mutually agreed upon by the parties. If agreement on the arbitrator is not reached within ten (10) days after the date of the notice of arbitration or if the parties do not agree upon the method of selection, the Wisconsin Employment Relations Commission ("WERC") shall be asked to provide a panel of five (5) WERC arbitrators (or three (3) arbitrators when five (5) are not available). The parties shall alternately strike names until one (1) remains. The party requesting arbitration shall be first to strike a name.

B. The arbitrator shall neither add to, nor subtract from, nor modify the language of this Agreement in arriving at a determination of any issue presented that is proper for arbitration within the limitations expressed herein. The arbitrator shall have no authority to change wage rates or other economic provisions of this Agreement. The arbitrator shall be expressly confined to the precise issues submitted for arbitration and shall have no authority to determine any other issue not so submitted.

C. All expenses which may be involved in the arbitration proceedings shall be borne equally by the parties. However, expenses relating to the calling of witnesses or any other similar expenses associated with such proceeding, shall be borne by the party at whose request such witness or witnesses are required. Prior to the arbitration hearing, the City may take the depositions of the grievant and other fact witnesses to the events that form the basis of the grievance. The depositions will be conducted in a manner consistent with the Wisconsin Rules of Civil Discovery at Wis. Stat. ch. 804. The City may rely on the deposition transcript or live testimony or both of the grievant and any witness who has been deposed.

D. The arbitrator shall have initial authority to determine whether the dispute is arbitrable under the express terms of this Agreement. If the arbitrator determines that the dispute is arbitrable, the arbitrator may proceed in accordance with this Article to determine the merits of the grievance after holding a hearing at the City of Waterloo City Hall, or alternative location mutually agreed upon by the parties, at a time and date mutually agreeable to the parties. The arbitrator shall take such evidence as in her or his judgment is appropriate for the disposition of the dispute.

E. At any time before commencement of the hearing, either party may demand that the proceedings be recorded by a court reporter, in which case the party making the demand shall make the arrangements to secure the attendance of a court report, to record all the testimony and all of the proceedings. The cost of a court reporter and transcript, if any, for a grievance-arbitration shall be paid by the party requesting the reporter and transcript. However, the cost of a court reporter and transcript for interest-arbitration shall be shared equally by the parties.

F. The Arbitrator shall render a decision within thirty (30) days of the close of the hearing or within thirty (30) days of receipt of the last briefs filed in connection with said hearing, or as soon as practicable thereafter. The written decision of the arbitrator shall be final and binding on the parties.

G. The grievance procedures set forth herein shall be the exclusive remedy for any complaint of any employee as to any matter involving the interpretation of application of this agreement.

## **ARTICLE X: HOURS OF EMPLOYMENT**

**Section 10.01: Normal Work Schedule:** The normal work schedule will generally be seven (7) days on and seven (7) days off as reasonably determined by the City. However, the City reserves the right to reasonably schedule employees in its discretion. The City shall provide affected employees at least one (1) week's notice of a temporary or permanent change in their work schedule. Currently, the Department's hours are:

- Monday: 16 hours;
- Tuesday: 10 hours;
- Wednesday: 10 hours;
- Thursday through Sunday: 16 hours;
- Off-week Mondays: 6:00 p.m. to 9:00 p.m. for training.

**Section 10.02: Time Cards:** All employees are required to maintain, on a daily basis on their timecards, a record of all hours worked, as well as the starting and ending times of each work day and meal periods. Employees may not complete time records for other employees. If an employee forgets to record any working time, the employee must promptly notify the Treasurer / Deputy Clerk in writing so the time may be accurately recorded.

## **ARTICLE XI: OVERTIME**

Fire and rescue employees are entitled to overtime compensation at the rate of one and one-half (1.5) times the regular rate of pay for all hours worked in excess of 106 hours in a 14-day payroll period. Employees may be required to work overtime when requested to do so.

## **ARTICLE XII: COMPENSATORY TIME**

In lieu of receiving pay for overtime hours worked, employees may accumulate up to a maximum of eighty (80) hours of compensatory time ("comp time"). Employees who use compensatory time off may replenish their bank up to a maximum of eighty (80) hours.

Employees must elect whether to receive cash compensation or compensatory time off for the overtime worked by the end of the pay period in which the overtime was worked. Priority for time off shall be in the following order: vacations, holidays, compensatory time. Approval of the use of compensatory time off shall be mutually agreed upon by both the employee and the Chief or his designee. The compensatory time off bank will be paid out at the current contractual rate at the time of separation of employment. An employee may request payment of up to sixteen (16) hours of compensatory time off, per pay period, in lieu of compensatory time off. Only compensatory time off accrued during the current year may be paid in lieu of time off. Compensatory time not used by the end of the first full pay period in December of any year will be computed at the hourly rate in effect at the end of the first full pay period in December and paid out to the employee on

the last paycheck of each year. Compensatory time may not be earned and used in the same pay period.

### **ARTICLE XIII: TRADES**

Trading tours of duty within the shorter of six (6) months or end of the calendar year shall be permitted with the consent and approval of the Fire Chief. Trades shall not result in overtime. It shall be the responsibility of the employee who has agreed to cover the shift to be on duty that day. Trades cannot cause out of class pay.

### **ARTICLE XIV: BULLETIN BOARDS**

The City agrees to make available a bulletin board for the Union's use for posting notices regarding affairs of the Union and restricted to notices of Union meetings, notices of Union elections, notices of Union appointments, and results of Union elections, notices of Union recreational and social events, and notices concerning bona fide Union activities such as cooperatives, credit unions, and unemployment compensation information and other notices concerning Union news and view bulletins, conditioned upon compliance with the City's standards of conduct.

Upon written notice of the City, the Union shall promptly remove from such bulletin board any material which is libelous, scurrilous, violative of any City standards, or objectionable to the City. The City retains ownership of the bulletin board and in the event the Union fails to remove materials in violation of this Article, the City reserves the right to remove such materials and the bulletin board.

### **ARTICLE XV: TRAINING**

**Section 15:01: Training Periods:** Mandated initial and continuing training after being hired, and when assigned, will be done on duty or while on overtime at the discretion of the Fire Chief. Fire fighters who voluntarily take job related classes may not be compensated for attendance but may be allowed to attend on duty at the discretion of the Fire Chief.

### **ARTICLE XVI: VACATION**

The City shall grant all full-time non-probationary employees vacation hours as follows:

<b>Years of Service Compared to Anniversary Date of Hire</b>	<b>Vacation Hours</b>
After 1 Years of Employment	40 hours
After 2 Years of Employment	80 hours
After 3 Years of Employment	88 hours

<b>Years of Service Compared to Anniversary Date of Hire</b>	<b>Vacation Hours</b>
After 4 Years of Employment	96 hours
After 5 Years of Employment	104 hours
After 6 Years of Employment	112 hours
After 7 Years of Employment	120 hours
After 8 Years of Employment	128 hours
After 9 Years of Employment	136 hours
After 10 Years of Employment	144 hours
After 11 Years of Employment	152 hours
After 12 Years of Employment	160 hours
After 13 Years of Employment	160 hours
After 14 Years of Employment	168 hours
After 15 Years of Employment	168 hours
After 16 Years of Employment	176 hours
After 17 Years of Employment	176 hours
After 18 Years of Employment	184 hours
After 19 Years of Employment	184 hours
After 20 Years of Employment	192 hours
After 21 Years of Employment	192 hours
After 22 Years of Employment	200 hours maximum

A. Vacation schedules are to be approved by the Chief. While due consideration may be given to the employee's convenience, the needs of the City in scheduling work shall be the controlling criterion. Preference in scheduling vacations for non-management employees shall be based upon seniority.

B. A vacation year will be based on the anniversary date of hire.

C. An employee will be paid at their regular straight time rate at the time they take their vacation.

D. Use of vacation leave:

1. All vacation must be taken in the anniversary year in which an employee is eligible and cannot be carried over into the next vacation year. Only with prior written approval of the Chief may an employee carry over unused vacation time into the next anniversary year for a short period of time.

## **ARTICLE XVII: HOLIDAYS**

The City recognizes eight (8) ten (10) hour days of holiday:

1. New Year's Day

2. Easter Sunday
3. Memorial Day
4. 4th of July
5. Labor Day
6. Veteran's Day
7. Thanksgiving Day
8. Christmas Day.

All full-time Fire Department employees may take an alternate day off for each of the holidays, subject to prior approval of the Fire Chief or Assistant Fire Chief. If the request is granted, such specified day shall be taken off during the calendar year of which the holiday was earned. Exceptions to the timetable may be granted by the Fire Chief or Assistant Fire Chief. If the holiday in question cannot be filled with a volunteer staff member, the full-time employee will be paid for the holiday at straight time for the shift hours worked on the day of the holiday along with their regular pay.

#### **ARTICLE XVIII: SICK LEAVE**

An active full-time employee not on any leave of absence during the course of a month may accrue up to twelve (12) hours of sick leave with pay per month up to an accumulated total of 1,620 hours, subject to a 1,080-hour cap on retirement health insurance premium conversion as described in greater detail below.

The sick leave with pay earned during the first three (3) calendar months of employment shall be available to an employee after ninety (90) days of employment. Such sick leave with pay shall be granted in case of bona fide illness of the employee or the employee's immediate family (as defined in the Wisconsin Family and Medical Leave Act), as well as diagnostic treatment, dental procedures and optician's services when performed by a duly authorized and licensed practitioner, and the necessary time to travel to and from the place of treatment. A maximum of eighty (80) hours per calendar year of paid sick leave may be taken for the employee's immediate family.

In the case of illness extending beyond (2) day's duration, the employee shall furnish a certificate issued by a licensed practitioner upon the request of the Chief.

Any employee that falsely reports that he/she is ill for the purpose of using sick leave as an additional paid vacation, shall be subject to disciplinary action and shall forfeit five (5) days of accumulated sick leave for each day or fraction thereof falsely reported.

To the extent permitted by law, no employee shall be entitled to sick leave while absent from duty for any of the following reasons or causes:

A. Any sickness or injury purposely self-imposed or inflicted or caused by any of his/her willful misconduct.

B. Sickness or injury sustained while on leave of absence without pay.

Employees shall be required to give prompt notification of the absence from work to the Chief. If the Chief cannot be reached, the Treasurer / Deputy Clerk shall be notified before 9:00 a.m. on the first day of absence as is reasonably possible. Employees shall make reasonable efforts to keep the employer informed as to the duration of the absence so that the employer can plan the schedule accordingly. Failure to comply with this provision for reasonable and prompt notification shall result in forfeiture of sick leave benefits for the hours or days involved, and the employee may be subject to disciplinary action, including termination. Up to 1,080 hours of sick leave may be used to acquire paid health insurance for employees who qualify for retirement under the guidelines of the Wisconsin Retirement System, if employed by the City fifteen (15) years or longer, or other exceptions as granted to an employee by the Council, to the extent used contemporaneous with retirement (no banking for later post-retirement use).

#### **ARTICLE XIX: JURY DUTY**

Any employee reporting for jury duty or jury service shall be granted time off with pay upon presentation of satisfactory evidence relating to this duty or service. An employee is expected to report for work if they are fully released from jury duty or service and a portion of the working day remains. Compensation from such duty or service (exclusive of travel pay or pay for jury duty or service on off days) shall be signed over to the City through the Treasurer / Deputy Clerk upon receipt.

#### **ARTICLE XX: FUNERAL LEAVE**

An employee shall be granted funeral leave with pay for the purpose of attending the funeral of a member of the employee's immediate family. Said leave shall not exceed three (3) days for any one funeral. The funeral of more than one (1) person at any one time shall be considered one funeral. Immediate family shall be defined as: spouse of the employee, parents, stepparents, parents-in-law, stepparents-in-law, grandparents, children, stepchildren, grandchildren, brothers, stepbrothers, sisters, stepsisters, brothers-in-law, and sisters-in-law, sons-in-laws and daughters-in-law. In-laws shall be limited to current marital status.

#### **ARTICLE XXI: MILITARY LEAVE**

Employees who have served at least (3) months of their probationary period, who are duly enrolled members of the reserve components of the armed forces for the United States, will be entitled to leave of absence as follows:

A. Active Military Service

Any employee, other than temporary and seasonal employees, who leave active employment for the purpose of being inducted, entering, determining physical fitness to enter, or performing training duty in the armed forces or Coast Guard either by enlistment, draft or recall, will be granted a Military Leave of Absence.

Upon the expiration of such Leave of Absence, each employee will be restored to his/her former job classification or to a position of like seniority, status and pay, unless circumstances of the City have so changed as to make it impossible or unreasonable to do so.

B. Military Training (Reserve/National Guard)

Any full-time employee who is a member of a military unit of the United States, or State of Wisconsin, who attends special training assignments, shall be given leave – not to exceed fifteen (15) calendar days a year. This special leave shall in no way affect Vacation or Sick Leave benefits or the employee's job status.

## **ARTICLE XXII: MEDICAL INSURANCE**

Eligible employees may enroll in the City's group health insurance plan subject to the terms, conditions, and eligibility requirements of the plan as amended from time to time. Please contact the City for specific details concerning the current group health insurance plan.

The City currently makes available medical health insurance coverage for all permanent full-time and eligible part-time employees who elect coverage as prescribed within the terms and conditions of the policy in effect. Employees are eligible to elect insurance coverage at the start of employment after sixty (60) days of employment, effective on the first day of the month following the sixty (60) days.

Employer Premium Share Eligibility:

A. If an employee is employed in a position that requires at least 2,080 work hours per year, the employer contribution shall be up to 88% of the average premium cost of the qualified Tier 1 health plan within the county, as long as the appointment specifies a minimum of 2,080 work hours, the amount of employer contributions remains the same.



B. If an employee is employed in a position that requires at least 1,044 work hours per year, the employer contribution shall be up to 50% of the average premium cost of the qualified Tier 1 health plan within the county, as long as the appointment specifies a minimum of 1,044 work hours, the amount of employer contributions remains the same.

C. If an employee is employed in a position that requires working less than 1,044 work hours per year, the employer contribution shall be up to 25% of the average premium cost of the qualified Tier 1 health plan within the county, as long as the appointment specifies less than 1,044 work hours, the amount of employer contributions remains the same.

### **ARTICLE XXIII: INCOME CONTINUATION INSURANCE**

The City currently provides income continuation insurance to employees who have been enrolled in the Wisconsin Retirement Program for six (6) months. The City shall pay one hundred percent (100%) of the premium for each full-time employee normally scheduled to work 2,080 hours per year enrolled in the plan. The employer shall pay fifty percent (50%) of the monthly premium for part-time employees working at least 1,044 hours per year and twenty-five percent (25%) of the monthly premium for part-time employees working less than 1,044 hours per year.

### **ARTICLE XXIV: LIFE INSURANCE**

The City currently provides group term life insurance to employees enrolled in the Wisconsin Retirement Program. The City shall pay one hundred percent (100%) of the premium for Basic, Supplemental and one (1) unit of Additional insurance for each full-time employee normally scheduled to work 2,080 hours per year. The City also pays an amount equal to 20% of the employee Basic premium for post-retirement coverage at the 25% of Basic level. The employer shall pay fifty percent (50%) of the monthly premium for part-time employees working at least 1,044 hours per year and twenty-five percent (25%) of the monthly premium for part-time employees working less than 1,044 hours per year.

### **ARTICLE XXV: ADDITIONAL COMPENSATION (LIEUTENANTS)**

Lieutenants appointed by the Chief are eligible to receive an annual stipend of \$750 each at the end of the fiscal year paid in December, beginning as of December 2026.

### **ARTICLE XXVI: UNIFORM ALLOWANCE**

The City currently provides full-time employees with a uniform allowance of up to \$550 per year for purchase of clothing and equipment unique to the job duties of such employees. The allowance

must be used within the year and must be billed to the City by December 31 of that year, except that up to \$100 per year may be carried over into a subsequent year, up to a maximum of \$500 in carry over, for purchase of such work-related clothing and equipment.

Employees making purchases shall submit a paid receipt/invoice to the Treasurer / Deputy Clerk or invoice the City directly. The City shall then reimburse the employee or pay the vendor directly, deducting the amount from the employee's uniform allowance. If an employee exceeds the annual amount, he/she shall pay the difference to the City within ten (10) days, unless other arrangements are made with approval of the Treasurer / Deputy Clerk.

## **ARTICLE XXVII: EDUCATIONAL INCENTIVE**

Training is per direction of the Fire Chief.

## **ARTICLE XXVIII: DUTY INCURRED INJURY PAY**

A. The City provides worker's compensation insurance on behalf of its employees per applicable law. In the event an employee believes the employee has sustained a work injury or condition, no matter how slight, the employee must at once report the injury or condition to the Chief and Treasurer / Deputy Clerk in order that the injury-causing event may promptly be investigated and reported to the City's worker's compensation insurance carrier. The employee must also complete an Employee's Accident Report and provide the completed form to the Treasurer / Deputy Clerk as soon as possible following the injury. In all cases, it is the decision of the insurance carrier to initially accept or deny a claim. Employees with temporary work restrictions must keep their supervisor and the Treasurer / Deputy Clerk regularly advised as to the employee's current medical treatment/restricted work status in order that the City can assess whether there is any suitable, temporary light duty work within the employee's work restrictions.

B. Time lost and wages paid because of injury shall not be deducted from accrued sick days of the employees. An employee shall not accrue sick leave for the period of time off from work as a result of injury under this Section. When the City shall have made any payment under this Section and the employee makes a claim against any third party or insurer, the City shall be entitled to receive, from any damages recovered by such employee, reimbursement for such wages paid in the same proportion as prescribed by Section 102.29, Wisconsin Statutes, for Wisconsin Compensation payments.

C. Temporary Light Duty: Duty-incurred injury takes precedence over non-duty incurred injury. The Fire Chief will be responsible for the determination on the number of employees, length of time on light duty, and the hours they work, including the ability to assign an employee on light duty to a 40 or 56 hour work week. All personnel assigned to

light duty shall have a doctor's certificate stating that light duty is permissible. In the event it is medically determined that an employee will not be able to return to work as a firefighter for the City, such employee shall be separated from employment. Such separation is not discipline and as such is not subject to the just cause provisions of this Agreement.

D. Regarding vacation and holidays for employees, who return to active duty after being off work due to duty-incurred injury or illness, the following rules shall apply:

For employees who return to active duty after being off work due to duty-incurred injury or illness, such employees shall make every effort to use the vacation to which they are entitled by the end of the year in which they return. Holiday rollover will be permitted for such holiday earned during the period other than the disability period. The City may require the employee to schedule and use such vacation prior to the end of the year in which they return, on available days, based on staffing requirements. If all vacation is not scheduled or used, the employee shall be allowed to carry over the remaining vacation, to be used prior to March 15 of the next year or lost (i.e., any vacation carried over from 2025 must be used by March 15 of 2026.).

#### **ARTICLE XXIX: DEATH AND SEPARATION GRATUITIES**

In the event of the death of any employee, the City shall pay any accumulated wages and unused vacation allowance of such employee in the manner provided by Section 109.03, Wisconsin Statutes.

#### **ARTICLE XXX: RETIREMENT**

Each employee shall be covered under the State of Wisconsin Retirement System, in accordance with Chapter 40 of the Wisconsin Statutes. Employees will pay a percentage of each payment of earnings equal to the full amount of the employee's share of the WRS payment as approved by the Department of Employee Trust Funds from time to time, consistent with General Employees.

#### **ARTICLE XXXI: RESIGNATION**

**Section 31.01 Notification:** Unless waived by the Mayor, employees planning to voluntarily terminate their employment with the City are to notify the Fire Chief as far in advance as possible, but not less than two (2) weeks prior to their last day on the job. Paid leave may not be taken as part of a required two (2) week termination notice, unless approved in writing by the Fire Chief.

**Section 31.02:** Terminating employees must turn in all City property including but not limited to keys, tools, equipment, and supplies to the Fire Chief or other designated personnel as directed.

Failure to return City property by the final day of employment will result in forfeiture of accumulated paid leave otherwise subject to payout at separation.

## **ARTICLE XXXII: WAGE & LONGEVITY SCHEDULE**

### **Across-The-Board Wage Increases (effective at beginning of first complete payroll period in listed year)**

Year	ATB%	New Hire Rate	Step 1 (0 – 12 mos)	Step 2 (13 – 24 mos)	Step 3 (25 – 36 mos)	Step 4 (37 – 60 mos)	Step 5 (61+ mos)
2026	4.5%	\$18.78	\$0.50	\$0.50	\$0.50	\$0.50	See below
2027	3.0%	\$19.34	\$0.50	\$0.50	\$0.50	\$0.50	See below
2028	3.0%	\$19.92	\$0.50	\$0.50	\$0.50	\$0.50	See below

### **Hourly Rates After Across-The Board Wage Increases**

Year	ATB%	New Hire Rate	Step 1 (0 – 12 mos)	Step 2 (13 – 24 mos)	Step 3 (25 – 36 mos)	Step 4 (37 – 60 mos)	Step 5 (61+ mos)
2026	4.5%	\$18.78	\$19.28	\$19.78	\$20.28	\$20.78	\$22.20
2027	3.0%	\$19.34	\$19.84	\$20.34	\$20.84	\$21.34	\$22.70
2028	3.0%	\$19.92	\$20.42	\$20.92	\$21.42	\$21.92	\$23.20

Non-probationary employees with more than ten (10) years of service are eligible for a **Step 6** as follows (effective at beginning of first complete payroll period in listed year):

- 2026: \$22.75
- 2027: \$23.43
- 2028: \$24.13

*[NOTE: Aiden is not eligible for the 4.5% across-the-board increase in 2026 because he received an unintended wage increase in 2025. As of first payroll period he goes to Step 1 in 2026 at \$19.28 per hour. Then, effective his anniversary date in February 2026, he will move to Step 2 at \$19.78 per hour.]*

The current Firefighter/EMT Probation rate is **\$17.97** per hour. All Firefighters/EMTs will be eligible for the across-the-board increases (*with the exception of Aiden in 2026*). If a Firefighter/EMT is already above the wage rate for the Step that they would fall in under the above table, they will be red-circled in that Step, plus any future across-the-board increases, until they move in the next Step that would result in a wage increase.

**ONE-TIME CBA SIGNING BONUS:** The City will pay a one-time signing bonus to non-probationary employees, in lieu of a retroactive wage increase for 2025, in the following amounts to the extent each such employees remains actively employed full-time as of the payment date:

- Jason: \$600

- Matt: \$600
- Aiden: \$400

The signing bonus will be paid to eligible employees within 30 days after the parties' execution of this Agreement. The City may accelerate the payment to employees earlier in its discretion.

### **ARTICLE XXXIII: COMPLETE AGREEMENT**

This Agreement constitutes the complete agreement between the parties without regard to any past statements of the parties.

### **ARTICLE XXXIV: SAVINGS**

If any Article or Section of this Agreement, or any addenda hereto, shall be held invalid by operation of law or by a court or agency of competent jurisdiction, or if compliance with or enforcement of any Article or Section shall be restrained by such agency or court, the remainder of this Agreement and any addenda shall not be affected thereby and the parties shall enter into immediate collective bargaining negotiations for the purpose of negotiating a substitute clause of such Article or Section.

### **ARTICLE XXXV: DURATION OF AGREEMENT**

This Agreement shall become effective as of January 1, 2026, and remain in full force and effect up to, and including, December 31, 2028.

### **SIGNATURES**

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement to be effective as of the first day of January, 2026.

#### **FOR THE CITY OF WATERLOO**

By: \_\_\_\_\_  
Jenifer Quimby  
Mayor

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

#### **FOR IAFF LOCAL 877**

By: \_\_\_\_\_  
Jerry Biggart  
President

By: \_\_\_\_\_  
Jason Butzine  
Member



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

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**Resolution 2025-63**

**Resolution to Approve the Purchase of a Turbine Blower for the Park**

**Whereas**, the Park is in need of a Turbine Blower to assist with leaf removal and field drying; and

**Whereas**, an Estimate/Proposal has been received Reinders for \$12,562.24 and Revels for \$ 23,450.00; and\_

**Whereas**, the funds would come from \$\_\_\_\_\_: and

**Whereas**, the Parks Department recommends going with the estimate from Reinders for \$ 12,562.24(new/dot approved).

**Therefore, Be It Resolved**, the City Council of Waterloo, WI does hereby approve the purchase of the turbine blower from Reinders for \$12,562.24.

Passed and adopted by the Waterloo City Council this 18<sup>th</sup> day of December 2025.

Signed: \_\_\_\_\_  
Jenifer Quimby Mayor of Waterloo

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

**Prepared For**

GABE HABERKORN  
CITY OF WATERLOO  
136 N MONROE ST  
WATERLOO, WI 535941125

**Prepared By**

Kevin Lakoma  
Revels Turf and Tractor, LLC  
717 Main Street  
Allenton, WI 53002  
414-234-3317  
klakoma@revelstractor.com

**Quote Id** 1407600

**Creation Date** 15-Dec-2025

**Expiration Date** 28-Feb-2026



**Prepared For**

GABE HABERKORN  
CITY OF WATERLOO  
136 N MONROE ST  
WATERLOO, WI 535941125

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**Quote Id** 1407600**Creation Date** 15-Dec-2025**Expiration Date** 28-Feb-2026

## Quote Summary

Equipment Summary	Selling Price	QTY In Group	Extended
Turfco Torrent 4 Torrent 4 w/Magnapoint Installed Golf Product Implements	\$11,800.00	1	\$11,800.00
Buffalo Turbines KB-7	\$11,650.00	1	\$11,650.00
<b>Equipment Total</b>			<b>\$23,450.00</b>

**Quote Summary**

Total Selling Price	\$23,450.00
<b>Sub-total</b>	<b>\$23,450.00</b>
<b>Balance Due</b>	<b>\$23,450.00</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_





# Selling Equipment

Quote # 1407600  
Customer CITY OF WATERLOO

Turfco Torrent 4 Torrent 4 w/Magnapoint Installed Golf Product Implements		QTY In Group : 1
Equipment Notes		Selling Price
Hours - - -		\$11,800.00
Serial Number		
Stock Number - - -		
PUK Parent Serial # - - -		

## Equipment Summary

Code	Description	Qty	Adjusted Selling Price
1	Turfco Torrent 4 Torrent 4 w/Magnapoint Installed Golf Product Implements	1	\$11,200.00
Total Base / Options			\$11,200.00

## Other Charges

Description	List Price
Freight	\$300.00
Set Up	\$300.00
Total Adjustments	\$600.00
Selling Price Subtotal	\$11,800.00
Total Selling Price	\$11,800.00



Buffalo Turbines KB-7

QTY In Group : 1

Equipment Notes		Selling Price
Hours	- - -	\$11,650.00
Serial Number		
Stock Number	- - -	
PUK Parent Serial #	- - -	

Equipment Summary

Code	Description	Qty	Adjusted Selling Price
1	Buffalo Turbines KB-7 Cyclone KB7 Debris Blower with Heavy Duty Air Cleaner, Maintenance Meter, 26.5 HP Fuel Injected Engine and Wireless Remote w/throttle and Auto Nozzle Postion System EPA Certified	1	\$11,050.00
Total Base / Options			\$11,050.00

Other Charges

Description	List Price
Freight	\$300.00
Set Up	\$300.00
Total Adjustments	\$600.00
Selling Price Subtotal	\$11,650.00
Total Selling Price	\$11,650.00

The Toro logo, featuring the word "TORO" in white, bold, sans-serif capital letters inside a red rounded rectangle.

# Pro Force®

TURBINE DEBRIS BLOWER

## F E A T U R E S

- 24.6 hp (18.3 kW) Kohler® Command Pro™ engine:
  - Heavy-duty air cleaner
  - Air-cooled
  - Electronically-governed
- Efficient turbine-type axial flow fan assembly design
- Wireless Remote Control:
  - Start and stop the engine from the utility vehicle platform for complete operational control
  - 360 degree nozzle rotation in either direction
  - Adjust engine throttle for power through full RPM range of operation
  - Ergonomic weather-resistant design
- Single-piece impact-resistant plastic nozzle
- Fully-enclosed exhaust system
- Rugged construction includes steel trailer frame and sturdy plastic wheel fenders
- Heavy-Duty Trailer & Tow Hitch is adjustable in height and length to accommodate different towing utility vehicles
- Warranty: Two-year or 1,500 hour limited manufacturer's warranty



Chute Angle Indicator



Also available – Groundsmaster® 3200/3300 Pro Force front mount model

## A force to be reckoned with.

The Toro® Pro Force® debris blower delivers tremendous air power for fast removal of grass clippings, leaves, aeration cores, or other debris from your golf course, sports field, and maintained turf areas, as well as paved areas such as golf car paths, park trails or parking lots. Operated by a wireless remote control with unmatched functionality, and with design features such as the durable one-piece plastic nozzle, the Pro Force sets a new standard. Experience the Pro Force debris blower—the better way to get your job done.



Pro Force trailer model – DOT trailer model available

**Call your Toro distributor at 800-803-8676**

# Pro Force®

The Pro Force is a self-contained engine-driven Debris Blower operated with a hand-held wireless RF controller. It utilizes a high-efficiency turbine-type fan assembly designed to deliver greater air power to clear turf or pavement of leaves, grass clippings, twigs, pine needles or other undesirable debris.



PRO FORCE DEBRIS BLOWER*	
<b>MODEL</b>	44552 - standard blower    44553 - D.O.T. approved trailer    44554 - tethered controller
<b>ENGINE</b>	24.6 hp (18.3 kW) Kohler® Command Pro™ 725 cc, gas, 2-cylinder, air-cooled, electronically-governed
<b>FUEL CAPACITY</b>	Standard 5 gallon (18.9 liter) tank. Optional 10 gallon (37.8 liter) tank part number 130-4371
<b>FAN DESIGN</b>	High-efficiency, axial flow, turbine-type fan assembly.
<b>CONTROL</b>	Hand held wireless RF controller provides capability to start and stop the engine, adjust engine throttle up and down for high to low RPM range of operation, and rotate nozzle 360 degrees in either direction. Ergonomic, weather resistant. <b>Note:</b> Model 44554 includes tethered controller and is offered in regions where wireless control is not available.
<b>NOZZLE</b>	Single-piece impact-resistant plastic with 13" outlet diameter.
<b>ROTOR DIAMETER</b>	14" (35.5 cm)
<b>FAN ASSEMBLY DIAMETER</b>	14" (35.5 cm)
<b>WEIGHT</b>	475 lbs. (215.4 kg)
<b>LENGTH</b>	Standard 97" (246 cm) from adjustable tow hitch to nozzle outlet. 18" (45.7 cm) adjustable length for length range of 79"-115" (200.6 - 292.1 cm)
<b>WIDTH</b>	48" (122 cm)
<b>HEIGHT</b>	44" (111.7 cm)
<b>TOW-BEHIND TRAILER</b>	Lawn-tractor style hitch (Category 1). Three hole locations to accommodate varying receiver heights.
<b>TIRE SIZE:</b>	20 x 10-8, 4-ply turf tire.
<b>FENDERS</b>	Custom injection molded plastic.
<b>ACCESSORIES</b>	Optional LED light kit model 44559
<b>WARRANTY</b>	Two-year or 1,500 hour limited warranty. See operator's manual for details.

\*Specifications and design subject to change without notice. Products depicted in this literature are for demonstration purposes only.  
Actual products offered for sale may vary in use, design, required attachments and safety features. See distributor for details on all warranties.





# Pro Force® Attachment – Groundsmaster 3200/3300

The front mounted Pro Force blower for the GM3200/3300 is driven by the traction unit's implement PTO shaft and is conveniently controlled by the operator from the steering column control pod. Pro Force blowers utilize a high-efficiency turbine-type fan assembly designed to deliver superior air flow to clear turf or pavement of leaves, grass, clippings, twigs, pine needles or other undesirable debris.



PRO FORCE DEBRIS BLOWER ATTACHMENT FOR GM3200/3300, MODEL 31916*	
<b>POWER SUPPLY</b>	Traction unit standard drive shaft
<b>FAN DESIGN</b>	High-efficiency, axial flow, turbine-type fan assembly.
<b>CONTROL</b>	PTO Switch on traction unit, Blower Lift on traction unit, Chute Control with rocker switch on Accessory Control POD
<b>NOZZLE</b>	Single-piece impact-resistant plastic with 12.75 inch (32.39 cm) outlet diameter.
<b>ROTOR DIAMETER</b>	14" (35.5 cm)
<b>FAN ASSEMBLY DIAMETER</b>	14" (35.5 cm)
<b>WEIGHT</b>	435 lbs (197.3 kg)
<b>LENGTH</b>	54.5 inches (138.4 cm)
<b>WIDTH</b>	60 inches (152.4 cm) front caster wheel to caster wheel
<b>HEIGHT</b>	48.7 inches (133.7 cm)
<b>GROUND CLEARANCE</b>	9.6 inches (24.38)
<b>TRACTOR MOUNTED</b>	For Groundsmaster 3200/3300 (models 31900, 31901, 31902, 31903)
<b>REQUIRED KITS</b>	Toro Auxiliary Hydraulic Kit 31966 and the Toro Control Kit 31994. For Groundsmaster 3200 models Speed Reduction Kit (144-3587) is required for optimum performance.
<b>WARRANTY</b>	Two-year or 1,500 hour limited warranty. See operator's manual for details.

\*Specifications and design subject to change without notice. Products depicted in this literature are for demonstration purposes only.  
Actual products offered for sale may vary in use, design, required attachments and safety features. See distributor for details on all warranties.

# Reinders

## Quote

Account: COD

**City of Waterloo**

136 North Monroe St

Waterloo, WI 53594

Attn: Gabe Haberkorn

Prepared By:

**Ryan Maier**

Territory Manager

13400 Watertown Plank Rd.

Elm Grove, WI 53122-2227

Cell (262) 443-0363

Fax (847) 678-5511

[rmaier@reinders.com](mailto:rmaier@reinders.com)

<u>Quote ID</u> Pro Force Blower	PRICE SUBJECT TO CHANGE
<u>Quote Date</u> 12/2/25	Contract Quote

Sourcewell #112624-TTC / Omnia #2023261

QTY	CODE	DESCRIPTION	PRICE DETAILS
1	44552	Pro Force Debris Blower	\$11,574.42



**\*\* Wireless Remote**

**\*\* Hitch Pin Hookup**

Configured Contract Price:	\$11,574.42
Dealer Assembly & Delivery:	\$462.98
Trade Totals:	<u>\$0.00</u>
<b>Final Sale Price:</b>	<b>\$12,037.40</b>

# Reinders Quote

Account: COD

**City of Waterloo**

136 North Monroe St

Waterloo, WI 53594

Attn: Gabe Haberkorn

Prepared By:

**Ryan Maier**

Territory Manager

13400 Watertown Plank Rd.

Elm Grove, WI 53122-2227

Cell (262) 443-0363

Fax (847) 678-5511

[rmaier@reinders.com](mailto:rmaier@reinders.com)

<u>Quote ID</u> Pro Force Blower	PRICE SUBJECT TO CHANGE
<u>Quote Date</u> 12/2/25	Contract Quote

Sourcewell #112624-TTC / Omnia #2023261

QTY	CODE	DESCRIPTION	PRICE DETAILS
1	44553	Pro Force - D.O.T. Approved Trailer	\$12,079.08



**\*\* Wireless Remote**

**\*\*2" Reciver for Hookup**

**\*\*Standard Tailights & License Plate Bracket**

Configured Contract Price:	\$12,079.08
Dealer Assembly & Delivery:	\$483.16
Trade Totals:	\$0.00
<b>Final Sale Price:</b>	<b>\$12,562.24</b>

# Reinders Quote

Account: COD

**City of Waterloo**

136 North Monroe St

Waterloo, WI 53594

Attn: Gabe Haberkorn

Prepared By:

**Ryan Maier**

Territory Manager

13400 Watertown Plank Rd.

Elm Grove, WI 53122-2227

Cell (262) 443-0363

Fax (847) 678-5511

[rmaier@reinders.com](mailto:rmaier@reinders.com)

<u>Quote ID</u> Pro Force Blower	PRICE SUBJECT TO CHANGE
<u>Quote Date</u> 12/2/25	Contract Quote

Sourcewell #112624-TTC / Omnia #2023261

QTY	CODE	DESCRIPTION	PRICE DETAILS
1	44554	Pro Force Blower Tethered	\$11,671.14



**\*\* Corded Remote**

**\*\* Hitch Pin Hookup**

Configured Contract Price:	\$11,671.14
Dealer Assembly & Delivery:	\$466.85
Trade Totals:	<u>\$0.00</u>
<b>Final Sale Price:</b>	<b>\$12,137.99</b>



# Reinders

## Quote

Account: COD

**City of Waterloo**

136 North Monroe St

Waterloo, WI 53594

Attn: Gabe Haberkorn

Prepared By:

**Ryan Maier**

Territory Manager

13400 Watertown Plank Rd.

Elm Grove, WI 53122-2227

Cell (262) 443-0363

Fax (847) 678-5511

[rmaier@reinders.com](mailto:rmaier@reinders.com)

<u>Quote ID</u> Pro Force Blower	PRICE SUBJECT TO CHANGE
<u>Quote Date</u> 12/2/25	Contract Quote

Sourcewell #112624-TTC / Omnia #2023261

QTY	CODE	DESCRIPTION	PRICE DETAILS
1	44553	<b>Demo DOT Pro Force Blower</b> YT5050 Estimated 71 Hours on it.	\$11,450.00

Configured Contract Price:	\$11,450.00
Dealer Assembly & Delivery:	INC
Trade Totals:	<u>\$0.00</u>
<b>Final Sale Price:</b>	<b>\$11,450.00</b>

## Toro Pro Force Blower Cost Estimates

Work as of 2025					
Item	Cost/Hour	Hours	Total	Notes	
DPW Loader	\$	95.00	30 \$	2,850.00	Total # of Hours - Includes Labor
DPW Dump Truck	\$	85.00	30 \$	2,550.00	Total # of Hours - Includes Labor
DPW Skidster	\$	95.00	30 \$	2,850.00	Total # of Hours - Includes Labor
SW - Kegler Hill	\$	15.00	24 \$	360.00	3 X's per Year (8 hours/event)
SW - Lum Ave. Hill	\$	15.00	24 \$	360.00	3 X's per Year (8 hours/event)
SW - Entrance Triangle	\$	15.00	9 \$	135.00	3 X's per Year (3 hours/event)
SW - All Other Areas	\$	15.00	30 \$	450.00	3 X's per Year (10 hours/event)
*SW = Season Worker		Total Cost	\$	9,555.00	Total Cost per year - without Equipment wear and tear

### Toro Pro Force Blower

Toro Pro Force Blower - Demo Model (DOT Approved)	\$	11,450.00	Total Blower Cost w/Delivery
Toro Pro Force Blower - DOT Approved	\$	12,562.24	Total Blower Cost w/Delivery
Above are wireless with DOT Approved Lights, Plate Holders, & 2" Receiver Hookups			
Toro Pro Force Blower - Tethered with Hitch Pin Hookup	\$	12,137.99	Total Blower Cost w/Delivery
Toro Pro Force Blower - Wireless with Hitch Pin Hookup	\$	12,037.40	Total Blower Cost w/Delivery

Above are not DOT approved for use on roads/highways

### Work estimates with Toro Pro Force Blower

DPW Blower	\$	95.00	30 \$	2,850.00	Total # of Hours - Includes Labor
DPW Dump Truck	\$	85.00	30 \$	2,550.00	Total # of Hours - Includes Labor
SW - Kegler Hill	\$	15.00	6 \$	90.00	3 X's per Year (2 hours/event)
SW - Lum Ave. Hill	\$	15.00	6 \$	90.00	3 X's per Year (2 hours/event)
SW - Entrance Triangle	\$	15.00	3 \$	45.00	3 X's per Year (1 hours/event)
SW - All Other Areas	\$	15.00	7.5 \$	112.50	3 X's per Year (2.5 hours/event)
		Total Cost	\$	5,737.50	Total Cost per year - without Equipment wear and tear
		Differential	\$	3,817.50	Total Cost Differential per year - Does not include other areas of use

This does not include other areas where the Toro Pro Force can be used. Such Examples would be:

Drying of Fields after rain for play  
 Cleaning Roadways and Bike Paths of debri  
 Usage by other Departments  
 Cleaning of Firemen's Park Gravel Driveway

Savings over 1 Year	\$	3,817.50	
Savings over 2 Years	\$	7,635.00	
Savings over 3 Years	\$	11,452.50	Cost estimates has it paying for itself in 3-3.5 Years
Savings over 4 Years	\$	15,270.00	

## Toro Pro Force Blower Cost Estimates

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Item	Cost/Hour	Hours	Total	Notes	
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Savings over 4 Years	\$	15,270.00	



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

---

**RESOLUTION #2025-59**  
**Waterloo Water & Light Commission joining LGIP**

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

**Whereas**, the State of Wisconsin has created a Local Government Investment Pool, and;

**Whereas**, it may prove beneficial for the Waterloo Water & Light Commission to participate in the program, and;

**Therefore, Be It Resolved**, that the Waterloo Water & Light Commission participate in the state of Wisconsin's Local Government Investment Pool, pursuant to provisions of Section 25.50 of the Wisconsin Statutes. **BE IT FURTHER RESOLVED**, that the following officers and officials be designated as the "Local Official" authorized to transfer funds to or from the Local Government Investment Pool. Notification of changes in authorized officials may be made to the Department of Administration in writing without modification to this resolution.

- Joy Bisco, Office Manager
- Barry Sorenson, Superintendent
- Lana Nelson, Treasurer

City Council approves the above resolution on December 18, 2025.

City of Waterloo

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

Attest:

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



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

## **Resolution 2025-61**

### **A Resolution Approving Town & Country for Hwy 89 Utilities Design and Bidding Engineering**

**WHEREAS**, the State of Wisconsin, has identified the need for reconstruction of State Highway 89 to enhance infrastructure and improve safety for residents and motorists.; and

**WHEREAS**, Waterloo Utilities will be using Town and Country as their engineering service for this design and bidding; and

**WHEREAS**, the City of Waterloo agrees to designate Town and Country Engineer for this project(Task Order No. 2).

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Waterloo, WI, does hereby approve Town and Country Engineering for the Highway 89 Project, as detailed above.

**ADOPTED** this 18<sup>th</sup> day of December 2025, by the City Council of the City of Waterloo, WI.

Signed: \_\_\_\_\_  
Jenifer Quimby Mayor of Waterloo

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

## **Task Order – Standard Hourly Rates Basis**

---

In accordance with Paragraph 1.01 of the Agreement Between Waterloo Utilities (Owner) and Town & Country Engineering, Inc. (Engineer) for Professional Services – Task Order Edition, dated February 4, 2021 ("Agreement"), Owner and Engineer agree as follows:

### **1. Background Data**

- a. Effective Date of Task Order: November 25, 2025
- b. Specific Project (title): STH 89 Utilities Design and Bidding Engineering
- c. Specific Project (description): Per Attachment A

### **2. Services of Engineer**

- A. The specific services to be provided or furnished by Engineer under this Task Order are described in Attachment A and the services (and related terms and conditions) set forth in the following sections of Exhibit A, as attached to the Agreement referred to above, such sections being hereby incorporated by reference:
  - Study and Report Services (Exhibit A, Paragraph A1.01)
  - Preliminary Design Phase (Exhibit A, Paragraph A1.02)
  - Final Design Phase (Exhibit A, Paragraph A1.03)
  - Bidding or Negotiating Services (Exhibit A, Paragraph A1.04)
- B. Resident Project Representative (RPR) Services (Not Used)
- C. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

### **3. Additional Services**

Those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

#### 4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, as attached to the Agreement referred to above, such Article and Exhibit being hereby incorporated by reference, subject to the following: **None**

#### 5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A, as attached to the Agreement referred to above, or elsewhere, the parties shall meet the schedule set forth in Attachment A.

#### 6. Payments to Engineer

- A. Owner shall pay Engineer for Basic Services set forth above, except for services of Engineer's Resident Project Representative, if any, as follows:
  - 1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's personnel times Standard Hourly Rates for each applicable billing class for all services performed on the Project, plus Reimbursable Expenses and Engineer's Consultants' charges, if any.
  - 2. Engineer's Standard Hourly Rates Schedule is shown below.
  - 3. The total compensation for services under this Task Order is estimated to be \$172,000.
- B. Compensation for Reimbursable Expenses
  - 1. Owner shall pay Engineer for all Reimbursable Expenses at the rates set forth below.

---

## Standard Hourly Rates and Reimbursable Expense Rates Schedule

---

Standard Hourly Rates and Reimbursable Expense Rates are set forth below. Standard Hourly Rates include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.

### *Schedule:*

Principal .....	\$180.00
Senior Project Manager .....	\$175.00
Senior Project Engineer .....	\$165.00
Project Engineer IV .....	\$155.00
Project Engineer III.....	\$150.00
Project Engineer II.....	\$145.00
Project Engineer I .....	\$140.00
Staff Engineer II.....	\$125.00
Staff Engineer I .....	\$120.00
Senior Engineering Technician.....	\$120.00
Engineering Technician III.....	\$110.00
Engineering Technician II .....	\$105.00
Engineering Technician I .....	\$90.00
GIS Analyst .....	\$115.00
GIS Technician.....	\$105.00
Survey Crew Chief.....	\$120.00
Construction Technician III .....	\$110.00
Construction Technician II .....	\$105.00
Construction Technician I .....	\$90.00
Administrative II.....	\$85.00
Administrative I.....	\$80.00
Mileage – per mile 2025 rate.....	\$0.73
Total Station/GPS Survey Equipment .....	\$25.00
Computer used for CADD .....	\$15.00
Plotter – per plan page .....	\$15.00

## 7. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.



The Effective Date of this Task Order is November 25, 2025.

OWNER: City of Waterloo, Wisconsin

ENGINEER: Town & Country Engineering, Inc.

By:

By:



Print Name: Jennifer Quimby

Print Name: Ben Heidemann, P.E.

Title: Mayor

Title: Vice-President

Date: \_\_\_\_\_

Date: November 25, 2025

Engineer License or Firm's

Certificate No. (if required): 37471-006

State of: Wisconsin

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: \_\_\_\_\_

Name: Ben Heidemann, P.E.

Title: \_\_\_\_\_

Title: Vice-President

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: 6264 Nesbitt Road  
Madison, WI 53719

E-Mail  
Address: \_\_\_\_\_

E-Mail  
Address: ben@tcengineers.net

Phone: \_\_\_\_\_

Phone: (608) 273-3350

# ATTACHMENT A

## MEMORANDUM

---

Date: November 24, 2025

To: Barry Sorenson, Waterloo Utilities Superintendent – City of Waterloo

From: Ben Heidemann, P.E., Vice President – Town and Country Engineering

Subject: Scope of Services – STH 89 Utility Design and Bidding Engineering

---

The City and Utilities desire to replace water main (from the eastern Mauneshia River bridge to the east City limit) and sanitary sewer (from Hendricks Street to Maple Drive) along State Highway 89 (E. Madison Street) in early 2028 prior to street improvements of STH 89 in the same corridor being planned by the Wisconsin DOT for mid-summer 2028 construction.

We propose to provide the following services to support that effort:

**Topographic Site Survey:** Utilize the DOT field survey data and our own field survey of inverts of existing sanitary and storm sewer structures along with existing pipe diameters, and identify any conflicts between the surveyed conditions and the Utility's existing maps for resolution with City and Utility staff. We anticipate that field survey will be via unmanned aircraft system (UAS) and supplemented by ground survey where tree cover and additional accuracy requires.

**Engineering Plans:** As part of the engineering plan development, we will provide plans to compliment the DOT's workflow requiring 30%, 60%, 90% and complete plans for review and comment. The plans will contain plan/profile sheets and will be provided in both hard copy and digital format (PDF and/or AutoCAD DWG). Storm sewer is expected to be updated by DOT. We will review the DOT design and provide suggested adjustments as needed.

**Public Meetings:** As part of the project delivery process, the DOT and City will host several public meetings. We will plan on attending and presenting at three such meetings. Attendance at additional meetings can be handled on a time and materials basis.

**Specifications:** Construction specifications will include a complete bidding package for anticipated 2028 construction that will be used to obtain bids and provide guidance during construction of the project. This will include the Advertisement for Bid, Instruction to Bidders, Bidders Proof of Responsibility, all bidding documents themselves (bid proposal form, affidavit of organization, bid bond, disclosure of ownership), and standard construction contract documents as published by the EJCDC. We will also provide technical specifications outlining the materials and performance that will be required of the contractor. It is anticipated that one bid period will be needed for a single general contractor.

**Bidding Services:** We will answer questions from bidders and suppliers regarding plans and specifications. We will attend the bid openings, analyze the bids received, and attend a meeting with City officials to formally recommend award.

**DNR Funding Assistance:** We will prepare and submit all necessary items to qualify the project for funding via the DNR's Safe Drinking Water and Clean Water funding programs.

### **TOWN & COUNTRY ENGINEERING, INC.**

Madison ♦ Rhinelander ♦ Kenosha ♦ Platteville  
6264 Nesbitt Road • Madison, WI 53719 • (608) 273-3350 • tce@tcengineers.net

**The total estimated cost for the above-referenced services is \$172,000.** This is considered to be a not-to-exceed figure, unless prior authorization is received from the City and Utilities. The work will be performed using our current chargeout rates and will not change during this task order period.

It should be noted that the following tasks are anticipated to be part of a separate future agreement:

- Construction Administration
- Resident Construction Observation
- Construction Staking
- DNR funding administration during and after construction (including the Fiscal Sustainability Plan required by Clean Water Fund)

We further understand that Wisconsin DOT has agreed to be responsible for:

- Soil borings
- Design of street improvements including curb and gutter, sidewalk, and driveway aprons
- Design of storm sewer replacements, including stormwater modelling
- Design of all curb ramps at intersections

It should be noted that the following services are not included. These can be added at the City direction, or carried out by a third party and invoiced directly to the City separate from this agreement:

- Wetland determinations and delineations
- Archeology services, if needed
- Right-of-way delineation or acquisition
- Trench and soil compaction tests during construction
- Permit fees
- Sewer and Water utility rate case

We at Town & Country Engineering, Inc. wish to thank you for the opportunity to present this scope of services to Waterloo Utilities and look forward to continuing to serve you. If you have any questions regarding the above scope, please feel free to call.

BJH:brb

J:\JOB#S\Waterloo Water & Light\WW-00-00\O&E\2021 Task Order\Task Order No. 3 - STH 89 Design Engineering\Attachment A.docx

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

## **Resolution 2025-62**

### **A Resolution Approving Town & Country for Bluegrass Trail Water Main Extension Design and Bidding Engineering**

**WHEREAS**, the City and Utilities have determined that a water main extension needs to be installed on Bluegrass Trail; and

**WHEREAS**, Waterloo Utilities will be using Town and Country as their engineering service for this design and bidding; and

**WHEREAS**, the City of Waterloo agrees to designate Town and Country Engineer for this project. (Task Order No. 3).

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Waterloo, WI, does hereby approve Town and Country Engineering for the Bluegrass Project, as detailed above.

**ADOPTED** this 18<sup>th</sup> day of December 2025, by the City Council of the City of Waterloo, WI.

Signed: \_\_\_\_\_  
Jenifer Quimby Mayor of Waterloo

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

## **Task Order – Standard Hourly Rates Basis**

---

In accordance with Paragraph 1.01 of the Agreement Between Waterloo Utilities (Owner) and Town & Country Engineering, Inc. (Engineer) for Professional Services – Task Order Edition, dated February 4, 2021 ("Agreement"), Owner and Engineer agree as follows:

### **1. Background Data**

- a. Effective Date of Task Order: November 25, 2025
- b. Specific Project (title): Bluegrass Trail Water Main Extension Design and Bidding Engineering
- c. Specific Project (description): Per Attachment A

### **2. Services of Engineer**

- A. The specific services to be provided or furnished by Engineer under this Task Order are described in Attachment A and the services (and related terms and conditions) set forth in the following sections of Exhibit A, as attached to the Agreement referred to above, such sections being hereby incorporated by reference:
  - Study and Report Services (Exhibit A, Paragraph A1.01)
  - Preliminary Design Phase (Exhibit A, Paragraph A1.02)
  - Final Design Phase (Exhibit A, Paragraph A1.03)
  - Bidding or Negotiating Services (Exhibit A, Paragraph A1.04)
- B. Resident Project Representative (RPR) Services (Not Used)
- C. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

### **3. Additional Services**

Those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

#### 4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, as attached to the Agreement referred to above, such Article and Exhibit being hereby incorporated by reference, subject to the following: **None**

#### 5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A, as attached to the Agreement referred to above, or elsewhere, the parties shall meet the schedule set forth in Attachment A.

#### 6. Payments to Engineer

- A. Owner shall pay Engineer for Basic Services set forth above, except for services of Engineer's Resident Project Representative, if any, as follows:
  - 1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's personnel times Standard Hourly Rates for each applicable billing class for all services performed on the Project, plus Reimbursable Expenses and Engineer's Consultants' charges, if any.
  - 2. Engineer's Standard Hourly Rates Schedule is shown below.
  - 3. The total compensation for services under this Task Order is estimated to be \$22,000.
- B. Compensation for Reimbursable Expenses
  - 1. Owner shall pay Engineer for all Reimbursable Expenses at the rates set forth below.

## Standard Hourly Rates and Reimbursable Expense Rates Schedule

---

Standard Hourly Rates and Reimbursable Expense Rates are set forth below. Standard Hourly Rates include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.

### *Schedule:*

Principal .....	\$180.00
Senior Project Manager .....	\$175.00
Senior Project Engineer .....	\$165.00
Project Engineer IV .....	\$155.00
Project Engineer III.....	\$150.00
Project Engineer II.....	\$145.00
Project Engineer I .....	\$140.00
Staff Engineer II.....	\$125.00
Staff Engineer I .....	\$120.00
Senior Engineering Technician.....	\$120.00
Engineering Technician III.....	\$110.00
Engineering Technician II .....	\$105.00
Engineering Technician I .....	\$90.00
GIS Analyst .....	\$115.00
GIS Technician.....	\$105.00
Survey Crew Chief.....	\$120.00
Construction Technician III .....	\$110.00
Construction Technician II .....	\$105.00
Construction Technician I .....	\$90.00
Administrative II.....	\$85.00
Administrative I.....	\$80.00
Mileage – per mile 2025 rate.....	\$0.73
Total Station/GPS Survey Equipment .....	\$25.00
Computer used for CADD .....	\$15.00
Plotter – per plan page .....	\$15.00

## 7. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is November 25, 2025.

OWNER: City of Waterloo, Wisconsin

ENGINEER: Town & Country Engineering, Inc.

By:

By:



Print Name: Jennifer Quimby

Print Name: Ben Heidemann, P.E.

Title: Mayor

Title: Vice-President

Date: \_\_\_\_\_

Date: November 25, 2025

Engineer License or Firm's

Certificate No. (if required): 37471-006

State of: Wisconsin

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: \_\_\_\_\_

Name: Ben Heidemann, P.E.

Title: \_\_\_\_\_

Title: Vice-President

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: 6264 Nesbitt Road  
Madison, WI 53719

E-Mail  
Address: \_\_\_\_\_

E-Mail  
Address: ben@tcengineers.net

Phone: \_\_\_\_\_

Phone: (608) 273-3350



# ATTACHMENT A MEMORANDUM

---

Date: November 24, 2025

To: Barry Sorenson, Waterloo Utilities Superintendent – City of Waterloo

From: Ben Heidemann, P.E., Vice President – Town and Country Engineering

Subject: Scope of Services – Bluegrass Trail Water Extension Design Engineering

---

We understand the City and Utilities desire to replace extend water main from a current dead end at the southern terminus of Bluegrass Trail to loop with existing water main in Firemen's Park to address redundancy concerns. We propose to provide the following services to support that effort:

**Topographic Site Survey:** We will perform field survey of all existing features including inverts of existing sanitary and storm sewer structures along with existing pipe diameters, and identify any conflicts between the surveyed conditions and the City's existing utility maps for resolution with City and Utility staff. We anticipate that field survey will be via unmanned aircraft system (UAS) and supplemented by ground survey where tree cover and additional accuracy requires.

**Engineering Plans:** As part of the engineering plan development, we will provide plans at 60%, 90% and fully complete plans for review and comment. The plans will contain plan/profile sheets and will be provided in both hard copy and digital format (PDF and/or AutoCAD DWG).

**Public Meetings:** As part of the project delivery process, the City may host public meetings. We will plan on attending and presenting at two such meetings. Attendance at additional meetings can be handled on a time and materials basis.

**Specifications:** Construction specifications will include a complete bidding package for construction that will be used to obtain bids and provide guidance during construction of the project. This will include the Advertisement for Bid, Instruction to Bidders, Bidders Proof of Responsibility, all bidding documents themselves (bid proposal form, affidavit of organization, bid bond, disclosure of ownership), and standard construction contract documents as published by the EJCDC. We will also provide technical specifications outlining the materials and performance that will be required of the contractor. It is anticipated that one bid period will be needed for a single general contractor.

**Bidding Services:** We will answer questions from bidders and suppliers regarding plans and specifications. We will attend the bid openings, analyze the bids received, and attend a meeting with City officials to formally recommend award.

**DNR Funding Assistance:** We will prepare and submit all necessary items to qualify the project for funding via the DNR's Safe Drinking Water and Clean Water funding programs.

**The total estimated cost for the above-referenced services is \$22,000.** This is considered to be a not-to-exceed figure, unless prior authorization is received from the City and Utilities. The work will be performed using our current chargeout rates and will not change during this task order period.

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It should be noted that the following tasks are anticipated to be part of a separate future agreement:

- Construction Administration
- Resident Construction Observation
- Construction Staking
- DNR funding administration during and after construction

It should be noted that the following services are not included. These can be added at the City direction, or carried out by a third party and invoiced directly to the City separate from this agreement:

- Wetland determinations and delineations
- Soil borings and reports
- Archeology services, if needed
- Right-of-way delineation or acquisition
- Trench and soil compaction tests during construction
- Permit fees
- Water utility rate case

We at Town & Country Engineering, Inc. wish to thank you for the opportunity to present this scope of services to Waterloo Utilities and look forward to continuing to serve you. If you have any questions regarding the above scope, please feel free to call.

BJH:brb

J:\JOB#S\Waterloo Water & Light\WW-00-00\O&E\2021 Task Order\Task Order No. 4 - Bluegrass Trail Water Extension Design Engineering\Attachment A - Bluegrass.docx

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## **DOWNTOWN FACADE & COMMERCIAL INTERIOR BUILD-OUT GRANT PROGRAMS**

**Revised/Updated March 8, 2017**

**January 19, 2023**

### **SUMMARY**

This is a matching grant program for eligible property improvement projects. Matching grants are available to fund 50% of eligible project costs up to \$5,000 per project. The minimum total project size to be considered for a matching grant is \$1,000 (for a matching award of up to \$500).

## Downtown Facade & Commercial Interior Build-Out Grant Programs

**Eligible Applicants:** Property owners and current tenants located within Tax Increment District #2. Awards may be made no more frequently than every 36 months to an applicant and an address.

**The Opportunity.** This program offers a matching grant for eligible property improvement projects. Matching grants are available to fund 50% of eligible project costs up to \$5,000 per application. The minimum total project size to be considered for a matching grant is \$1,000 (for up to \$500 match). Total annual municipal award expenditures shall not exceed \$25,000.

**How to Apply.** Prior to applying, interested parties will be able to contact the City Clerk to propose a project and review its eligibility. During the initial evaluation process, staff will collaborate with each applicant to ensure a complete grant application. The Community Development Authority (CDA) will meet after the complete grant submittal has been received to review applications and potentially award funds.

- Once complete, City staff will initially review the applicant's project plan, credit, and background checks, confirm any code violations, and summarize the project purpose, based upon the application and discussions with the applicant. A complete application shall include the following:

- ❖ Application form,
- ❖ Planned project renderings (including colors and materials),
- ❖ Photos of the existing façade/space which demonstrate the need for improvements,
- ❖ Project cost estimate by at least two qualified, licensed contractors,
- ❖ Applications for tenant improvement upgrades must also include a signed lease agreement, and if the application is submitted by the tenant, a written letter of permission from the property owner approving the project.

Complete applications will be considered and evaluated according to adherence with the area's overall development plan or vision and will be based on available funding, grants will be awarded to qualified projects based on anticipated project impact.

City staff will then submit the completed application and summary to the Community Development Authority (CDA) for their consideration.

Grant applicants must attend the Community Development Authority meetings when their representative is requested to respond to any application and project-specific questions.

All applicants awarded any grant funds will be required to execute a grant agreement and provide a W-9 with the agreement.

If denied by the CDA, staff will inform the applicant in written form of the application decision with the reasons for the denial. Applicants receiving a denial may re-apply for a new project grant twelve months after submission of the application which was denied.

The City reserves the right to offer a lesser dollar amount than requested. Grant offers may also be made contingent on adjustments to proposed plan of work to better meet City goals and objectives. Applicants must accept or reject the grant funds in writing within 30 days of award. All grant awards are conditioned upon available funding. Projects must obtain all required building permits at the applicant's cost and comply with all City, State and Federal regulations regarding construction activities.

Applicants must submit itemized, third-party receipts for all project costs upon completion of work, and work must be reviewed to ensure project reflects application materials. Following project approval, building inspection (if required by the City) and submission and acceptance of all applicable receipts, grant funds will be released to applicant.

Participant Applicant shall prominently display a sign (provided by the City) indicating participation in the program, either on the exterior or in the front window of the property during all periods of construction and to remain for a 30- day period following project completion.



## SUGGESTED ADDITIONAL PROVISIONS

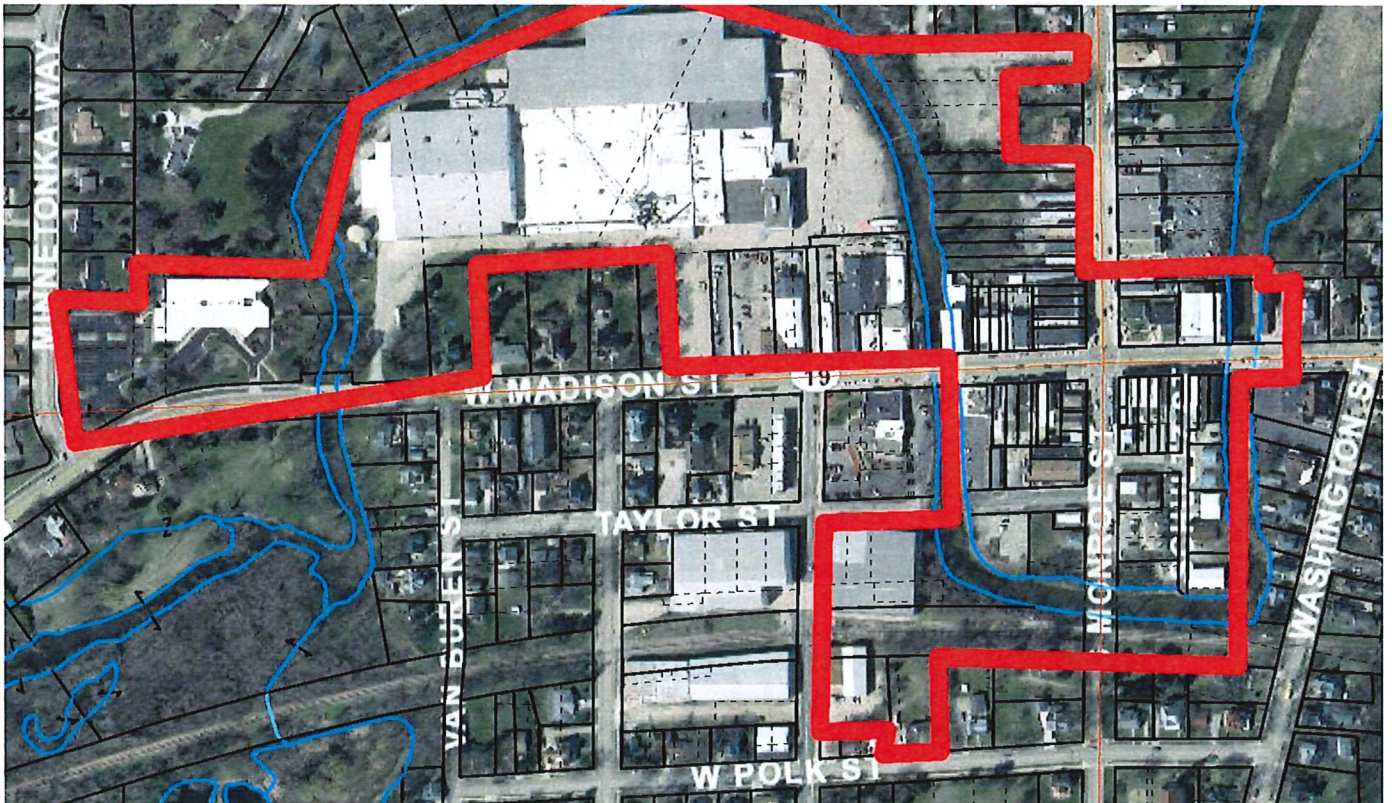
Improvements that receive funding must improve the visual appearance and aesthetic quality of the building frontage that faces the public street. Plans and designs must conform to the City Zoning Code and all other City ordinances. Eligible project costs for which grant funding can be applied are, but not limited to the following:

- Exterior improvements, such as: awnings, materials, entranceways, masonry work, lighting, etc.
- Site improvements such as decorative walkways, permanent planters, patios, landscaping, etc., as well as professional design fees may be eligible uses of grant funding

The successful grant recipient will receive a 50% match reimbursement of all eligible project costs to the amount approved by the City, with a total grant amount not to exceed \$10,000. The applicant is responsible for the other 50% of all eligible project costs for which the grant is applied. The applicant is also responsible for 100% of all non-eligible project costs and 100% of all project costs more than \$20,000. The intention is to award only one (1) grant of \$10,000 maximum per building.

**The Program's Future is Not Guaranteed.** The annual municipal budgeting process will determine the lifespan of these programs. Future rounds of funding will be available on an annual basis as funds become available.

**Eligible Project Area.** Parcels located inside the TIF #2 boundaries illustrated on the map.



### **General Program Guidelines:**

- Applicant must:–Apply for funds to be used within the Tax Increment District # 2.
- Be in a building which, in the determination of the City, contributes to Waterloo’s property tax base.
- Projects that have already begun construction or which were completed in the past are not eligible to apply for funds.
- Be current on all mortgage, tax and utility payments, and tenant applicants must be current in lease payments to the property owner. Prospective businesses interested in renting and opening in Waterloo are eligible to apply with approval from landlord and with a signed lease agreement in place (lease may be contingent upon project funding).
- Property owners may apply for both façade and tenant improvement program funds under separate applications and a tenant may apply for improvement funds even if the landlord has also applied for façade improvements. Each project will be judged on its own merits and no preference or penalty will be given for multiple projects.
- Eligible project costs include both hard costs (construction) as well as soft costs (design and engineering). However, the majority of total project costs should be hard costs.
- Preference will be given to projects which will leverage the most private investment for each dollar of public funds and provide the greatest public benefit.
- Work must be completed according to the approved plan within 120 days of approval of the grant unless a specific exemption is granted. Any changes to the work plan must be approved by the City in advance. Failure to do so may result in the forfeiture of grant money.
- Once the project is complete, the applicant will notify the City, which will review final work to ensure that the results are consistent with the approved proposal. The building inspector will also review the property for code violations associated with the project area (i.e., in first floor space for a tenant improvement grant, or on the exterior of the building for a façade grant). Any identified violations must be corrected prior to project approval. Only after a project is inspected and approved will grant funds be released to the applicant.

### **Facade Improvement - Program Guidelines:**

- Planned improvement must be compatible with historic zoning overlay district standards where applicable. Improvements should try to preserve or restore the historic character of the building.
- Eligible projects include:
  - Window and door repairs/replacement
  - Brick tuck pointing or masonry repair.
  - Storefront rehabilitation
  - Signage, shutters, or awnings
  - Painting or siding, brick cleaning
  - Correction of exterior code violations
  - Exterior repairs (on façade only)
  - Energy efficiency upgrades
- Non-eligible costs include non-façade related improvements such as roof repair, rear or side wall improvements (unless a corner property), landscaping, paving or other property related improvements not associated with the façade of the building.

### **Commercial Interior Build-Out - Program Guidelines:**

- Eligible improvements include the following activities, as applies to the commercial storefront portion of the property.
  - Hazardous materials abatement, such as asbestos removal
  - Demolition and shell reconstruction
  - Plumbing, mechanical, electrical, cabling and HVAC improvements
  - New restaurant equipment (i.e., hoods, vents, etc.)
  - Americans with Disabilities Act (ADA) Compliance
  - Storefront Improvements
  - Historic restoration of interior features
- Non-eligible costs include non-permanent fixtures such as security systems, merchandise or display items, furniture, or interior décor items. Costs associated with improvements to upper floors or basements are not eligible.

## APPLICATION

### Downtown Facade & Commercial Interior Build-Out Grant Programs

Prior to submitting this application, please review the complete program guidelines regarding eligible projects and grant amounts. Contact the City of Waterloo at 920-478-3025 with questions or for additional clarification prior to submitting a project application. Incomplete applications will not be considered for funding. Completed applications should be submitted to City of Waterloo, 136 N Monroe St, Waterloo, WI 53595

Date:	9-17-25
Applicant Name:	Tim Haldiman
Applicant is: (circle one):	<u>Property Owner</u> Business Tenant
Applicant mailing address:	139 N Monroe Street
Daytime Phone:	920-728-2585
Email Address:	tim@serviceinsurance.us
Address of property for proposed improvement:	139 N Monroe St
Property owner (if different than applicant):	
Anticipated total project cost:	
Grant request amount:	\$5,000.
Describe project: (attach an additional sheet if necessary)	
Start date:	December 22 for roof + the lien + on the rear was 12-2-24

Thank you for submitting your project for consideration. The following are to be included with the application:

- Photos of existing building/space to be improved.

- Project renderings, including materials and colors to be used.
- Project estimates provided by qualified, licensed contractor.
- Lease document (for tenant improvement projects)
- Project approval from landlord (if applicant is a business)

## Downtown Facade & Commercial Interior Build-Out Grant Programs

### GRANT ACCEPTANCE FORM

KEEP TOP PORTION FOR YOUR RECORDS -- RETURN BOTTOM PORTION TO:  
 CITY OF WATERLOO FAÇADE/TENANT IMPROVEMENT GRANT  
 136 NORTH MONROE STREET, WATERLOO, WI 53594-1198  
 920-478-3025

#### **PROGRAM GUIDELINES AND REQUIREMENTS**

Guidelines and requirements must be met. Failure to do so may result in forfeiture of grant money.

- Applicant must accept or reject the grant funds within 30 days of award. Failure to reply will result in a loss of the grant award.
  - Projects must obtain all required building permits and follow all City, State and Federal regulations regarding construction activities.
  - Applicant must be current on all mortgage, tax, and utility payments. Tenants must be current in lease payments to the property owner.
  - Eligible project costs include both hard costs (construction) as well as soft costs (design and engineering). Most of the total project cost should be hard costs.
  - Work must be completed according to the approved plan within 120 days of approval of the grant unless a specific exemption is granted. Any changes to the work plan as documented in the application must be approved by the City in advance.
  - Applicant must execute all items listed on the checklist provided with the award notice.
  - Applicant agrees final work will be inspected to ensure that the results are comparable to the initial proposal. The building inspector will review the property for code violations associated with the project area. Applicant agrees to correct identified building code violations prior to the release of grant funds.
  - Applicant shall display a sign (provided by the City) indicating participation in the program, either on the exterior or in the front window of the property during improvements and for a 30-day period following project completion.
-



136 NORTH MONROE STREET  
WATERLOO, WI 53594-1198  
920-478-3025



## Jeanne Ritter

---

**From:** Steve Parker <sparker835@yahoo.com>  
**Sent:** Wednesday, November 12, 2025 3:54 PM  
**To:** Jeanne Ritter  
**Subject:** Re: Haldiman Receipt

Hi Jeanne, Regarding the total Invoice of \$16,370.00, the breakdown is as follows:

Front fascia work, which included front roof work necessary to waterproof new fascia work. \$ 10,740.00

Rear porch work and rear roof work to integrate porch work. \$ 5,630.00

Please let me know if you need anything else. Thank you, Steve

On Wednesday, October 22, 2025 at 09:49:20 AM CDT, Jeanne Ritter <jritter@waterloowi.us> wrote:

Yes. I would need a breakdown. But only for the front items. Item and cost.

Thank you,

Jeanne Ritter

City of Waterloo | Clerk/Deputy Treasurer

136 N Monroe St. Waterloo WI 53594

920-478-3025 | jritter@waterloowi.us

---

**From:** Steve Parker <sparker835@yahoo.com>  
**Sent:** Wednesday, October 22, 2025 9:48 AM  
**To:** Jeanne Ritter <jritter@waterloowi.us>  
**Subject:** Re: Haldiman Receipt

Good Morning Jeanne,

**Jeff Krueger Construction, LLC**  
**W10671 Port Road**  
**Reeseville, WI 53579**  
**Phone# 920-988-2598**

**Tim Haldiman**  
**1226 Chestnut St.**  
**Waterloo, WI 53594**

**Job Invoice breakdown**

This invoice breakdown shows cost of two projects done on office building and includes the following:

**Project #1**

Installation of new window total cost \$2313

**Project #2**

Installation of aluminum soffit panels on front overhang total cost \$1327

QUALITY CONTROL SOLUTIONS, LLC

P.O. BOX 8640  
MADISON, WI 53708  
(608) 575-9095

INVOICE

Mr. Tim Haldiman  
Service Insurance  
139-143 N. Monroe Street  
Waterloo, WI 53594

August 27, 2024

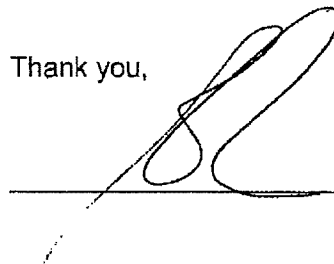
Re: Building Repairs

The following is the invoice for the front facade and rear overhang repair:

- 1.) Remove existing cap metal from front upper facade.
- 2.) Install necessary Ice & Water shield to frame work in order to create watertight seal.
- 3.) Install cap metal to bring to original condition.
- 4.) Remove siding from building in order to expose original framing of building.
- 5.) Install main header to cover both office doors, extending 4 feet on each side.
- 6.) Install rafters 8 feet out from building, covering entrance stairs for both offices.
- 7.) Install necessary sheathing to close in. Integrate with existing roof edge.
- 8.) Install GAF Timberline dimensional shingles to entire area, running up to transition to EPDM roof.
- 9.) Fabricate and install necessary Roof-to-Roof flashing at the transition.
- 10.) Fabricate and install new steps to the office doors.
- 11.) All clean up and haul away of debris.

Total Amount Due: \$16,370.00

Thank you,



Steve Parker

PD in Sal  
8/26/24



**PROGRESSIVE**  
Service  
Insurance Agency

OPEN

139

GRINNELL  
MUTUAL

BUSINESS  
HOURS  
MON - FRI 9:00 - 5:00  
SAT 9:00 - 12:00  
SUN 12:00 - 5:00  
Call us at 781-781-7811  
OPEN

PROFESSIONAL  
PIA  
SERVICE

SCOTT SKALITZKY  
MEMORIAL  
SCHOLARSHIP  
FUND RAISER  
Helping children in 2008  
All 12th graders at Grinnell High School  
are eligible to receive a scholarship  
of \$1,000.00. The scholarship is given  
to the student with the highest GPA.  
Donations of \$10.00 or more will  
be accepted through the end of the  
year. For more information, please  
contact Scott Skaltzky at 781-781-7811  
or visit our website at www.pia.com

PROGRESSIVE

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BUSINESS  
HOURS

FOR



# ***2025 COMMUNITY DEVELOPMENT AUTHORITY ANNUAL REPORT***

## **COMPOSITION & ORGANIZATION:**

Chairperson: Jennifer Zimmermann

Vice Chairperson: Jodie Haseleu

[NOTE: A roster is attached for reference.]

The Community Development Authority (“CDA”) met in January, March, April, September, October, December 2025. Meetings were held in the Council Chambers. The Clerk/Treasurer provided staff support.

## **POWERS AND DUTIES:**

As granted by Chapter 35 of the municipal code, the CDA shall have all powers and duties in §§ 66.1333 Wis. Stats. (Operating as a Redevelopment Authority for the purposes of blight elimination and slum clearance). Furthermore, it shall have all powers and duties in §§ 66.1201 Wis. Stats. (Run municipal housing projects; none currently). The CDA also has the powers, duties and functions related to community development as are conferred upon it by the Common Council. These most recent ordinance changes have assigned authority relating to Tax Incremental Finance to the CDA.

## **GOALS & OBJECTIVES:**

CDA received monthly reports reporting on its goals and objectives.

## **ACTIVITIES:**

1. Duquaine Development - N Monroe and Clarkson Rd. The developer is still looking into other funding sources or additional dollars from the City.
2. 333 Portland Road. Interest in property development, looking to close part of the property in 2025.
3. Façade Grants – 139-143 N. Monroe St. fo be decided in December.
4. Maunesha Business Center. During 2025 the building was rented for yoga, art studio and stained-glass sales.
5. Financial Activity and Fund 600 (Community Development Authority). Revenues and expenses for the CDA are segregated to Fund 600. The CDA was presented with monthly financial statements for this fund as well as Funds 412, 413 and 414 (the three tax incremental finance district funds).
6. Tax Base Growth – Mayor Quimby has been working very hard to get some building to happen in Waterloo.
7. The 2025 year-end fund balance for Fund 600 (CDA) is: \$42,407.36.



# Waterloo City Council - Annual Calendar Announcements & Recognition

Meeting nights: 1<sup>st</sup> & 3<sup>rd</sup> Thursdays at 7:00 pm

JANUARY
FEBRUARY - Audit Prep
MARCH - Review Appointed Committee Assignments - Waterloo incorporated March 19, 1859 (Village status)
APRIL - Anniversary April 11, 1962 (City status) - National Library Week (generally 2 <sup>nd</sup> full week in April) 1 <sup>st</sup> mtg - National Linework Day 18 <sup>th</sup> 1 <sup>st</sup> mtg - Annual Organizational Mtg & Appointments - 2nd mtg after regular election - Update Emergency Response Plan - Audit Presentation 2 <sup>nd</sup> mtg
MAY - National Firefighters Day (always May 4 <sup>th</sup> ) 1 <sup>st</sup> mtg - National Police Week (w/o May 15 <sup>th</sup> ) 1 <sup>st</sup> mtg - National EMS Week (3 <sup>rd</sup> full week of May Sat-Sun) 2 <sup>nd</sup> mtg - National Public Works Day (3 <sup>rd</sup> full week of May) 2 <sup>nd</sup> mtg
JUNE
JULY - Budget Kick off
AUGUST
SEPTEMBER - Annual Wheel Tax Ordinance – 1 <sup>st</sup> mtg
OCTOBER - National Government Week (2 <sup>nd</sup> week)
NOVEMBER - Budget public hearing and consideration of a Finance, Insurance & Personnel Committee budget recommendation
DECEMBER

## ONLINE LINKS

- [Municipal Code Chapter 30 -- CITY COUNCIL](#)
- [2021-2026 Comprehensive Plan Update](#)