



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

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

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

COMMITTEE: FINANCE, INSURANCE & PERSONNEL COMMITTEE
DATE: January 21, 2021
TIME: 5:00 p.m.
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street
via remote conference or in-person for participants and public

Remote Access Information

Join Zoom Meeting: <https://us02web.zoom.us/j/84775423486?pwd=Q2JMSjZrMXVhQkZMU2Zja2ZjT3F2QT09>
Meeting ID: 847 7542 3486
Passcode: 541311

Dial by your location
+1 312 626 6799 US (Chicago)
+1 669 900 6833 US (San Jose)
Meeting ID: 847 7542 3486
Passcode: 541311

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF December 17, 2020 MEETING MINUTES
3. PUBLIC COMMENT
4. UNFINISHED BUSINESS
 - a. Reviewing Ordinances Relating To Department Head Reviews (tabled from 12/17)
5. NEW BUSINESS
 - a. December Financial Statements
 - i. General Disbursements, \$3,817,905.45 ***
 - ii. Payroll, \$131,234.85
 - iii. Preliminary Treasurer's Report & Budget Reports ***
 - b. 2022 Budget Forecast
 - c. Department Reviews
 - i. Police Department
 - ii. Department of Public Works
 - d. Clerk/Treasurer's Office Administrative Assistant Position
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
7. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

See Council Packet ** Digital Version As Stand Alone Document On Webpage
Committee Members: Thomas, Rhynes and Kuhl

Posted, Emailed & Distributed: 01/19/2021

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

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
December 17, 2020

1. CALL TO ORDER AND ROLL CALL. Thomas called the meeting to order at 6:00 p.m. Members present Thomas, Kuhl & Rhynes. Absent: none. Those also participating remotely or in-person: Paul Lessila R&R Insurance; Matt Becker Wisconsin League of Municipalities Mutual Insurance; Jason Navarro; Mayor Quimby; Library Director Kelli Mountford; Police Chief Denis Sorenson; Public Works Director Chad Yerges; and Clerk/Treasurer Hansen.
2. APPROVAL OF NOVEMBER 19, 2020 MEETING MINUTES (OPEN AND CLOSED SESSION). MOTION: Moved by Kuhl, seconded by Rhynes to approve the meeting minutes. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. UNFINISHED BUSINESS
 - a. Review And Council Recommendation Of 2021 Insurance Renewal Policies, Paul Lessila, R&R Insurance Invited
 - i. Cyber-Liability Insurance Quote Consideration. MOTION: Moved by Rhynes, seconded by Kuhl to recommend Council approval of the 2021 insurance renewal as previously presented, also including the cyber-liability insurance quote from Chubb for \$4,016.70. VOICE VOTE: Motion carried.
5. NEW BUSINESS
 - a. November Financial Statements. MOTION: Moved by Kuhl, seconded by Rhynes to approve items 5ai, 5aaii and 5aiii. ROLL CALL VOTE: Ayes: Kuhl, Rhynes and Thomas. Noes: none. Motion carried.
 - i. General Disbursements, \$130,197.65
 - ii. Payroll, \$70,450.04
 - iii. Treasurer's Report & Budget Reports
 - b. Resolution #2020-54 Amending The 2020 Budget. MOTION: Moved by Kuhl, seconded by Rhynes to recommend Council adoption of the resolution. VOICE VOTE: Motion carried.
 - c. Considering Department Head Reviews. MOTION: Moved by Kuhl, seconded by Rhynes to table the item to review the ordinance at the next meeting. VOICE VOTE: Motion carried.
 - d. 2021 Budget Process Debriefing. The 2021 budget process was reviewed. No action taken.
 - e. Review Of 2022 Budget Submittals. DISCUSSION: Committee members provided input into the process. Thomas said it was incomplete and failed. Kuhl called for achieving a two-year budget in the January – March period. Mountford said libraries do not know out-year revenue figures until at least February each year. No action taken.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
7. ADJOURNMENT. MOTION: Moved by Kuhl, seconded by Rhynes to adjourn. VOICE VOTE: Motion carried. The time was approximately 6:50 pm.



Mo Hansen
Clerk/Treasurer



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ORDINANCE #2011-02

An Ordinance Amending Section § 85-9 Of The Municipal Code Deleting The Requirement For Annual Appointed Staff Performance Reviews

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

SECTION 1: Chapter 85-9 of the City of Waterloo Code of Ordinances is hereby amended as follows:

§ 85-9. Appointed staff job performance reviews.

A. The job performance of the Clerk-Treasurer, City Attorney, Police Chief, Fire Chief, Assessor, Director of Public Works, Building Inspector, Emergency Management Director, Parks Director and City Engineer shall be reviewed ~~annually~~ by the Finance, Insurance and Personnel Committee. The Finance, Insurance and Personnel Committee shall report its finding to the full Council in closed session, ~~on or before the first meeting in November~~ as deemed necessary.

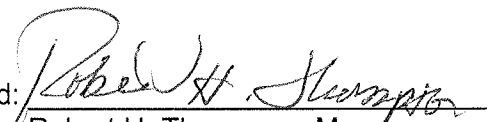
B. In connection with the ~~annual~~ review process, the Mayor and/or Council may assign special limited-duration projects or duties for the upcoming year, as may be necessary to support the goals of the City. The performance of appointed staff in completing these projects or fulfilling these duties shall be evaluated. ~~in the following year's review process.~~

SECTION 2: This Ordinance shall take effect upon its adoption and publication in the manner provided for by law. This ordinance was adopted in book form and is available for public inspection at the City Clerk/Treasurer's Office, 136 North Monroe Street, Waterloo Wisconsin (Wis. Statutes 66.0130).

Acted on and adopted at a regular meeting of the Common Council on March 17, 2011.

CITY OF WATERLOO

Signed:


Robert H. Thompson, Mayor

Attest:


Morton J. Hansen, Clerk/Treasurer

Date Adopted: March 17, 2011

Date Published: The Courier, March 31, 2011

NEW	- New Text
STRIKETHROUGH	- Deleted Text
SPONSOR(S)	- Public Safety & Health Committee

Finance Committee Meeting Material Notes
1/19/2021 5:16 PM

2022 Budget Forecast Information To Be
Presented As Available Prior To Meeting



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CLERK/TREASURER ADMINISTRATIVE ASSISTANT

JOB POSTING/DESCRIPTION

The City of Waterloo, Wisconsin (pop. 3,371) located in Jefferson County is accepting applications for the career position of Administrative Assistant in the Clerk/Treasurer's office. Preferred candidates will have municipal government experience and/or sizable experience using Microsoft applications including Office 365 and associated applications. Strong organizational, accounting, communication and computer skills are required.

Your Opportunity

If your friends describe you as being "uber organized" and having an eagle's eye for detail -- WE WANT YOU! We are seeking a career-oriented professional to join our team.

This role promises a variety of work duties, a team culture, the stability of working for a municipality and regular 8:00 a.m. to 4:30 p.m. Monday-Friday work hours with options for flexibility. Waterloo offers the Wisconsin Retirement System's highly acclaimed Retirement and Health Insurance programs, as well!

Anticipated start date is March 1, 2021.

Your Impact

You will be expected to own assigned processes and have the ability to drive process improvements to build administrative efficiencies. You will have the opportunity to engage in many aspects of municipal government with a core objective of providing quality services in a cost effective manner.

What You Will Be Doing

- Proficient Daily Use Of Microsoft Applications And Other Online Applications To Effectively Carry Out Department Operations
 - Office 365, Outlook, Word, Excel, OneDrive, SharePoint and others
- Regular Website Updating
- Bi-Weekly Payroll And Payroll Record Maintenance
- Assist In Preparation And Distribution Of Agendas, Meeting Materials, And Meeting Minutes
- Election Administration
- Prepare, Track & Update Rosters Of Appointed And Elected Officials And Corresponding Oaths
- Tax Collection & Receipting Of Municipal Revenue
- Processing And Issuance Of Municipal Licenses and Permits
- Responding To Office Inquiries & Routing Printed And Digital Communications To Municipal Department
- Ordering Office Supplies
- Perform Notary Duties

Necessary Qualities

- Self-motivated + Positive attitude

Required or Preferred

- High level of proficiency using the most current Microsoft tools listed above - required
- Associates Degree, or greater, from an accredited institution with an office management focus, or comparable work experience - required
- Governmental experience preferred, but comparable private sector experience is satisfactory
- Must be a bondable individual, required

Please see a job duties outline crafted by the retiring Administrative Assistance and attached here, for general reference.

Great Benefits

- Employer Retirement Contribution
- Health Insurance
- Life Insurance
- Income Continuation
- Flexible Benefit Plans-Health Care and Dependent Day Care Accounts
- Vacation
- Sick Leave
- Paid Holidays

Compensation

Negotiable, depending upon qualifications.

Environmental Adaptability

The City of Waterloo is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Your Next Step

Submit a cover letter highlighting relevant experience, a resume, three professional references and salary requirements to:

Mo Hansen
Clerk/Treasurer
City of Waterloo
136 North Monroe Street
Waterloo, WI 53594

This position is open until filled.

ADMINISTRATIVE ASSISTANT LIST OF DUTIES AND RESPONSIBILITIES (1/18/2021)

- Customer service - Answer telephone - Relay information on the city radio when needed
- Open & distribute mail to departments (city hall, police, parks, public works, cable, mayor, etc.)
- Review emails received both on the city email and mine
- Payroll - biweekly:
 - Print timesheets for seasonal park employees & DPW accounts (6 months at a time)
 - Review timesheets received from departments for input to the payroll system (Mo proofs)
 - Distribute pay slips after Mo completes payroll and is transferred to the bank
 - Keep employee records current (sick leave, vacation, comp time, & police department holiday banked)
- Put together some forms for new employees (withholding forms, direct deposit)
- Assist in preparation of agendas and packets for Council and committee meetings - make copies, distribute, email, etc.
- Assist with placing items on new website (I'm not involved too much)
- Maintain city forms
- Perform Notary Public duties
- Maintain committee rosters and prepare oaths for new committee members
- Update and maintain Municipal Code Book revisions (ordinances)
- Prepare proclamations (not used extensively anymore)
- Put yearly license packets together for bar owners – applications, invoices, tavern information from the state (yearly task)
- Print licenses
 - Beer, alcohol, cigarette & mobile home licenses - yearly (except when there are new owners)
 - Operator's licenses - every odd year or as needed
 - Picnic & provisional operator's licenses - as needed
- Parking permits – Municipal lots and on street
- Prepare fire pit permits, Fire Dept. approves, email to applicants and email updated list to police dept. (open burn permits usually not allowable)
- Weed Notices – Prepare notices to be posted (verified by Weed Commissioner-Public Works Director)
- Weed Notices to property owners for Public Works Director
- Private Well Permits (every 5 years) – prepare letters to applicants, receive applications back, prepare permits, Utility Superintendent to sign each, send permits to applicants.
- Real estate & personal property taxes & dog licenses & dog park tags
 - Receive 95% of real estate and personal property taxes during December and January
 - Receive 95% of dog licenses (call delinquent dog owners after April 1st)
 - Prepare excel spreadsheet of checks received to reconcile to the tax system (then Mike puts checks through the process to the bank and does the deposit)
- Write 95% of receipts for checks that are received
- Prepare property special assessment verification letters to title companies - then fax, email, send, etc.
- Update bulletin boards (agendas, notices, etc.)
- Election - assist with voter registration, make entries into WisVote election system (Post election notices, election day registrations, absentee applications, send out absentee ballots, record votes, reconcile voter participation, etc.) Responsible for election notices for 4 other municipalities until 2022 (Village of Marshall, Town of Medina, Town of Waterloo, Town of Portland-shared). (I have done 95% of election processing for the last 3+ years)
- Order office supplies and paper products when necessary for city hall, police dept, parks dept
- Schedule repairs on some office equipment – copier and telephones
- Update bulletin boards in the hallway and outer cabinet

- Assist where needed

Future responsibilities

- Website
- Cross training
 - elections
 - payroll
- Agendas & minutes
 - after CT office staff meeting my feeling is that Clk/Treas be responsible for assembling agendas and completing minutes since he is actually at the meetings and helps his awareness of activity. Admin Assist can assist with copies and distribution