



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

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

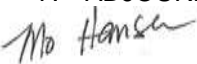
Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and news media, that a public meeting will be held to consider the following:

COMMITTEE: FINANCE, INSURANCE & PERSONNEL COMMITTEE  
DATE: February 18, 2021  
TIME: 6:00 p.m.  
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street  
via remote conference or in-person for participants and public

Join Zoom Meeting: <https://us02web.zoom.us/j/86839271323?pwd=SIN0QkFsLzhXZ3lPcTZERTBiMwI3Zz09>  
Meeting ID: 868 3927 1323 Passcode: 389251

Dial-in By Phone  
+1 312 626 6799 US (Chicago)  
Meeting ID: 868 3927 1323 Passcode: 389251

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF January 21, 2021 MEETING MINUTES
3. PUBLIC COMMENT
4. UNFINISHED BUSINESS
  - a. 2022 Budget Forecast, Including Debt Review
5. NEW BUSINESS
  - a. January Financial Statements
    - i. General Disbursements, \$1,518,976.69 \*\*\*
    - ii. Payroll, \$73,797.26 \*\*\*
    - iii. Preliminary Treasurer's Report & Budget Reports \*\*\*
  - b. Resolution #2021-04 Authorizing A 2021 Lead Service Line Replacement Program For Private Property Owners \*\*\*
  - c. Resolution #2021-05 Authorizing Revenue Assignments (Formerly Called "Carry Overs")
  - d. Review Of Performance And Department Activities - Fire Chief. [Note: the body is scheduled to meet in closed session per Wis. Stat. 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over the governmental body has jurisdiction or exercises responsibility."]
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Comprehensive Plan Update Process Is In Progress See [www.waterloowi.us](http://www.waterloowi.us)
  - b. Committee Calendar (for referenced)
7. ADJOURNMENT

  
Mo Hansen  
Clerk/Treasurer

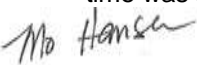
\*\*\*See Council Packet \*\*\*\*\* Digital Version As Stand Alone Document On Webpage  
Committee Members: Thomas, Rhynes and Kuhl

Posted, Emailed & Distributed: 02/12/2021

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**  
**January 21, 2021**

1. CALL TO ORDER AND ROLL CALL. Thomas called the meeting to order at 5:00 p.m. Members present Thomas, Kuhl & Rhynes. Absent: none. Those also participating remotely or in-person: Raynelle Butzine; Alder Kuhl; Mayor Quimby; Police Chief Sorenson; Library Director Mountford; Public Works Director Yerges and Clerk/Treasurer Hansen.
2. APPROVAL OF December 17, 2020 MEETING MINUTES. MOTION: Moved by Rhynes, seconded by Kuhl to approve the minutes. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. UNFINISHED BUSINESS
  - a. Reviewing Ordinances Relating To Department Head Reviews. DISCUSSION: Kuhl said he was OK with the ordinance. Rhynes asked why there would not be annual reviews, saying it is common. Thomas said there was no need to change the ordinance. Hansen commented that he could update the Committee Calendar noting a review period. No action taken.
5. NEW BUSINESS
  - a. December Financial Statements. MOTION: Moved by Kuhl, seconded by Rhynes to recommend Council approval of items 5a(i), (ii) and (iii). VOICE VOTE: Motion carried.
    - i. General Disbursements, \$3,817,905.45 \*\*\*
    - ii. Payroll, \$131,234.85
    - iii. Preliminary Treasurer's Report & Budget Reports \*\*\*
  - b. 2022 Budget Forecast. DISCUSSION: Hansen said a forecast was not prepared. Kuhl said benchmarks would be helpful. Mayor Quimby said the intent was to switch to a 2-year budgeting process. Hansen said the original reasoning was to reduce the process by half. Hansen suggested reverting to an out-year focus on capital planning, revenue and other specific, adding Department Heads are unsure as to what to submit when forecasting. Thomas restated that the process was incomplete. He said he would reach out to Department Heads regarding submittal of data. No action taken.
  - c. Department Reviews. MOTION: Moved by Kuhl, seconded by Rhynes to table the 5c(i) and 5c(ii). VOICE VOTE: Motion carried.
    - i. Police Department
    - ii. Department of Public Works
  - d. Clerk/Treasurer's Office Administrative Assistant Position. DISCUSSION: The Committee reviewed the Clerk/Treasurer's submittal which include a task outline by Raynelle Butzine. Hansen described a process of taking the month of February to fill the position. 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 6:58 pm.



Mo Hansen  
Clerk/Treasurer

# Finance Committee Meeting Material Notes

Budget Forecast Information  
To Be Presented At Meeting



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## RESOLUTION #2021-04

### Authorizing A 2021 Lead Service Line Replacement Program For Private Property Owners

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

**Whereas**, the City of Waterloo Comprehensive Plan calls for Waterloo to be a Green and Healthy Community, and;

**Whereas**, the Federal Environmental Protection Agency has set the maximum contaminant level goal for lead in drinking water at zero because lead is a toxic metal that can be harmful to human health even at low exposure levels. Lead is persistent, and it can bioaccumulate in the body over time, and;

**Whereas**, Waterloo Utilities has found elevated levels of lead in drinking water in some homes and buildings. Lead can cause serious health problems, especially for pregnant women and young children. By removing lead water services in-home water quality will improve, and;

**Whereas**, the Clerk/Treasurer's office has sought additional grant funding and has been notified of a forthcoming Wisconsin Department of Natural Resources grant award estimated at \$237,041.

**And Whereas**, a program allocating a prior round of funding was administered by the Clerk/Treasurer's office.

**Therefore, Be It Resolved**, that the Waterloo City Council takes the following action:

1. It pro-actively accepts the Wisconsin Department of Natural Resources grant award and directs the Mayor and Clerk/Treasurer to review and sign all documents related to the grant.
2. It authorizes the immediately implementation of a 2021 Municipal Lead Service Line Replacement Program in accordance with Wisconsin Department of Natural Resources program requirements with the following grant allocation instructions:
  - a. Municipal grant awards benefitting qualifying properties are to cover 75% of qualify contractor costs with a maximum award of \$3,750.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2021.

**City of Waterloo**

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

Attest:

\_\_\_\_\_  
Mo Hansen, Clerk/Treasurer

SPONSOR(S) – Clerk/Treasurer

FISCAL NOTES –

- No municipal fiscal effect as program dollars are dollars due to a Clerk/Treasurer office grant award.
- Grant award based on 106 homes with an average award of \$1,975.
- DNR confirmation received that this round of funding can be allocated to close out 2020 loans for qualifying properties.



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**RESOLUTION #2021-05**  
**Authorizing Revenue Assignments (Formerly Called "Carry Overs")**

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

**Whereas**, the assignment of revenue allows for the municipal governing body to reserve revenue dollars to fund future expenditures, and;

**Whereas**, the Clerk/Treasurer's office has presented a compilation of assigned revenues to be carried over from the prior calendar year to the current calendar year, as attached.

**Therefore, Be It Resolved**, that the Waterloo City Council authorizes the revenue assignments as attached to fund future expenditures.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2021.

**City of Waterloo**

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

Attest:

\_\_\_\_\_  
Mo Hansen, Clerk/Treasurer

SPONSOR(S) – Clerk/Treasurer's office  
FISCAL NOTES – None.

**CITY OF WATERLOO**  
**Revenue Assignments WORKPAPER**  
**FOR THE YEAR ENDED 12/31/2020**

<b>ACCOUNT #</b>	<b>DESCRIPTION</b>	<b>BEGINNING YEAR BALANCE</b>	<b>TRANSFER (LOSS)</b>	<b>CURRENT YEAR EXPENSES</b>	<b>CURRENT YEAR REVENUE/ALLOWANCE</b>	<b>YEAR END ASSIGNMENT</b>
<b>FUND 100</b>						
100-32610	POLICE DONATION DEFIBULATOR	567.01			100.00	667.01
100-32631	POLICE DONATION SPEED LIMIT ALERT SIGN	240.15				240.15
100-32635	POLICE PATROL UNIFORM ALLOWANCE	(881.67)		(5,528.54)	7,498.37	1,088.16
100-32640	DPW UNIFORM ALLOWANCE	1,028.86		(1,493.01)	1,250.00	785.85
100-32650	RETIRED HEALTH INSURANCE	38,823.58		(11,273.28)	10,581.60	38,131.90
	<b>FUND 100 TOTAL</b>	<b>39,777.93</b>	<b>-</b>	<b>(18,294.83)</b>	<b>19,429.97</b>	<b>40,913.07</b>
<b>FUND 220</b>						
220-32635	FIRE DEPT UNIFORM ALLOWANCE	-		(828.93)	1,000.00	171.07
220-34100	FUND BALANCE CAPITAL PROJECT	826,564.90		(779,413.56)	110,000.00	157,151.34
	<b>FUND 220 TOTAL</b>	<b>826,564.90</b>	<b>-</b>	<b>(780,242.49)</b>	<b>111,000.00</b>	<b>157,322.41</b>
<b>FUND 225</b>						
225-34105	FUND BALANCE SHOE FACTORY	8,280.39				8,280.39
225-39999	CAROUSEL	30,678.98				30,678.98
	<b>FUND 225 TOTAL</b>	<b>38,959.37</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>38,959.37</b>
<b>FUND 400</b>						
400-32601	DPW VEHICLE ACCOUNT	3,043.76		(43,309.40)	50,000.00	9,734.36
400-32602	SQUAD CAR FUND	100,679.47		(40,501.40)	6,048.75	66,226.82
400-32606	EMERGENCY GOVT SIRENS FUND	7,000.00			1,000.00	8,000.00
400-32615	REVAL CARRYOVER	-		(12,600.00)	24,000.00	11,400.00
	<b>FUND 400 TOTAL</b>	<b>110,723.23</b>	<b>-</b>	<b>(96,410.80)</b>	<b>81,048.75</b>	<b>95,361.18</b>
<b>FUND 600</b>						
600-34310	PROFESSIONAL SERVICES CARRYOVER	25,000.00			-	25,000.00
	<b>FUND 600 TOTAL</b>	<b>25,000.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000.00</b>
<b>FUND 812</b>						
812-34105	LIBRARY CARRYOVER COUNTY	108,209.93		(77,083.24)	79,342.00	110,468.69
812-34106	LIBRARY CARRYOVER CLARK	64,186.13		(40,749.50)	48,641.08	72,077.71
	<b>FUND 812 TOTAL</b>	<b>172,396.06</b>	<b>-</b>	<b>(117,832.74)</b>	<b>127,983.08</b>	<b>182,546.40</b>

[https://waterloowi.sharepoint.com/sites/Fileshares/data/Mike/AB Audit/2020 Audit/2020 WP/\[CARRYOVERS 2020.xlsx\]2020](https://waterloowi.sharepoint.com/sites/Fileshares/data/Mike/AB Audit/2020 Audit/2020 WP/[CARRYOVERS 2020.xlsx]2020)

# City of Waterloo Finance, Insurance & Personnel Committee

## Annual Calendar

(revised by : 2/12/2021 by CT)

**Meeting night: 3<sup>rd</sup> Thursday of month at 6:00 pm**

**Monthly recurring: review of disbursements, payroll and treasurer's reports available online: at the municipal**

JANUARY <input type="checkbox"/> Review of Department Heads as needed
FEBRUARY <input type="checkbox"/> Review of potential closure of Tax Incremental District No. 4
MARCH
APRIL <input type="checkbox"/> § 53-12 Review of debt schedules & debt refunding opportunities.
MAY <input type="checkbox"/> Addressing items raised in financial audit. <input type="checkbox"/> 2020 Budgeting tool upgrade decision point. <input type="checkbox"/> 2020 Website vendor decision point.
JUNE <input type="checkbox"/> Mayor's 2020 Budget start date; build Council consensus for budget policy objectives; practice two-year budgeting. <input type="checkbox"/> Tax Incremental Finance Districts, review. <input type="checkbox"/> Impact Fees, review. <input type="checkbox"/> 2020 Lt. Thom Comp Time Waiver, review. <input type="checkbox"/> 2020 Hiring of Full-Time Police Officer (start).
JULY <input type="checkbox"/> Traditional beginning of budget consideration with budget memo to department heads. <input type="checkbox"/> Addressing items raised in worker compensation audit. <input type="checkbox"/> 2020 Clerk/Treasurer Evaluation, review. <input type="checkbox"/> 2020 Hiring of Full-Time Police Officer (finish).
AUGUST <input type="checkbox"/> Budget deliberation.
SEPTEMBER <input type="checkbox"/> Traditional department submittals received. <input type="checkbox"/> § 53-14 Updating capital improvement plan. <input type="checkbox"/> Budget deliberation.
OCTOBER <input type="checkbox"/> § 53-4 Budget - Departmental budget submittals each year, on or before October 1. <input type="checkbox"/> Initial review of calendar year insurance renewal policies. <input type="checkbox"/> Final Committee budget recommendation to full City Council. <input type="checkbox"/> 2020 Clerk/Treasurer Evaluation, review.
NOVEMBER <input type="checkbox"/> Final review of calendar year insurance renewal policies.
DECEMBER <input type="checkbox"/> WPPA Contract multi-year contract, renewal (when applicable)

### NOTES FROM MUNICIPAL CODE

[§ 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 by the Finance, Insurance and Personnel Committee. The Finance, Insurance and Personnel Committee shall report its finding to the full Council in closed session, as deemed necessary.

#### § 53-12 Debt policies.

Refunding: (a) Periodic reviews of outstanding debt by City of Waterloo staff will be undertaken to determine refunding opportunities. Refunding will be considered by the Finance, Insurance and Personnel Committee if and when there is a net economic benefit of the refunding.

#### § 53-14 Capital improvement program policy.

Policy. The City will make all capital improvements in accordance with an adopted capital improvement program. The City will develop a five-year plan for capital improvements and update it annually.

C. Procedure. The City of Waterloo Finance, Insurance and Personnel Committee or its designee shall, prior to each annual budget process, submit a capital improvement plan consisting of a project description, estimated costs and probable funding sources to the Council for its consideration. The Council shall act on the recommendations in a timely manner.

#### Qualifications and duties.

##### A. Clerk-Treasurer.

Appointment. The Finance, Insurance and Personnel Committee shall solicit applications for the position of City Clerk-Treasurer and shall review the applications and submit a list of at least three qualified candidates to the Council for initial interviews. The Council and the Mayor shall interview the selected candidates and select at least two candidates for a second interview. The Council shall then recommend one applicant to the Mayor for appointment.

#### § 53-4 Budget.

A. Departmental estimates. Each year, on or before October 1, each officer, department and committee shall timely file with the Clerk-Treasurer an itemized statement of anticipated disbursements made to carry out the powers and duties of such officer, department or committee during the preceding fiscal year, and a detailed statement of the receipts and disbursements on account of any special fund under the supervision of such officer, department or committee during such year, and of the condition and management of such fund, along with detailed estimates of the same matters for the current fiscal year and for the ensuing fiscal year. Such statements shall be presented in the form prescribed by the Clerk-Treasurer and shall be designated as "Departmental Recommended Budgets" and shall be as nearly uniform as possible for the main division of all departments for incorporation into the budget document.

##### B. Preparation procedure.

(1) Budget to include. Each year the Finance, Insurance and Personnel Committee, with the assistance of the Clerk-Treasurer and the appropriate committees, officers and department heads, shall prepare and submit to the Council a proposed budget presenting a financial plan for conducting the affairs of the City for the ensuing calendar year. The budget shall include the following information:

##### (a)

The expense of conducting each department and activity of the City for the ensuing fiscal year and corresponding items for the current year and last preceding fiscal year, with reasons for increase and decrease recommended as compared with appropriations for the current year.

##### (b)

An itemization of all anticipated income of the City from sources other than general property taxes and bonds issued, with a comparative statement of the amounts received by the City from each of the same or similar sources for the last preceding and current fiscal year.



[§ 30-4 Standing rules.](#)

The standing rules for the government of the Council shall be as follows:

E. Ordinances and resolutions referred to committee. All ordinances, resolutions, communications and other matters submitted to the Council shall be read by title and author and may be referred to the appropriate committee by the Mayor. The Clerk-Treasurer shall read and record each such reference by title. Any Alderperson may require the reading in full of any matter at any time it is before the Council. All bills and other financial claims against the City shall, upon receipt thereof, be immediately referred by the Clerk-Treasurer to the Finance, Insurance and Personnel Committee for report thereon at the ensuing meeting of the Council.