



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: March 18, 2021
 TIME: **5:30 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/81919543178?pwd=NmdFS3BJV1lKTINSRlsvZ2tuZ0dJUT09>
 Meeting ID: 819 1954 3178 Passcode: 945122

Dial-in by phone
 +1 312 626 6799 US (Chicago)
 Meeting ID: 819 1954 3178 Passcode: 945122

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF January 21, 2021 MEETING MINUTES
3. PUBLIC COMMENT
4. UNFINISHED BUSINESS
 - a. 2022 Budget Deliberations - <https://www.waterloowi.us/budget/pages/budget-2022>
 - b. 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."]
5. NEW BUSINESS
 - a. Review Of Performance And Department Activities – Clerk/Treasurer. [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."]
 - b. February Financial Statements
 - i. General Disbursements, \$1,593,541.27 ***
 - ii. Payroll, \$67,540.09 ***
 - iii. Preliminary Treasurer’s Report & Budget Reports ***
 - c. Oak Hill Cemetery Update - Tim Haldiman, Larry Holzhueter & Jim Beyer (last update 2017)
 - d. Fire Department Radios, Fire Chief Request For Radio Purchasing Modifications
 - e. Resolution #2021-07 Updating The Municipal Employee Handbook
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Comprehensive Plan Update Process Is In Progress See www.waterloowi.us
 - b. Committee Calendar (for reference)

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: 03/11/2021

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
February 18, 2021

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: Mayor Quimby; Police Chief Sorenson; Utility Superintendent Barry Sorenson; Library Director Kelli Mountford; Public Works Director Chad Yerges; Assistant Director Chris Hauptli and Clerk/Treasurer Hansen.
2. APPROVAL OF January 21, 2021 MEETING MINUTES. MOTION: Moved by Kuhl, seconded by Rhynes to approve the minutes. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. UNFINISHED BUSINESS
 - a. 2022 Budget Forecast, Including Debt Review. DISCUSSION: Hansen reviewed a hand-out distributed prior to the meeting consisting of three reports: (a) All Funds Combined; (b) 2021-2025 Debt Service; and (c) General Fund Summary by Department. Thomas said the committee would review detail at its next meeting. Thomas said he met with Department Head saying they had been provided only with an excel file to submit 2022 budgets. No action taken.
5. NEW BUSINESS
 - a. January Financial Statements. MOTION: Moved by Kuhl, 2nd by Rhynes to recommend Council approval of the items 5a(i), 5a(ii) and 5a(iii). VOICE VOTE: Motion carried.
 - 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. DISCUSSION: Barry Sorenson asked if the resolution should be a 75% 25% split. Hansen said to address a Sorenson concern about several property owners with high estimates in hand, the only change from the prior grant program was an increase in the maximum award from \$2,300 to \$3,750 matching Lake Mills. Kuhl said those with high estimates purchased their homes with those costs existing. Hansen expressed concerns that contractors would be drawn to other communities. Sorenson questioned the necessity for an award maximum. Hansen said he had gathered information from the Watertown, Lake Mills and Jefferson water utilities. MOTION: Moved Kuhl, seconded by Rhynes to recommend Council approval of the resolution. VOICE VOTE: Motion carried.
 - c. Resolution #2021-05 Authorizing Revenue Assignments (Formerly Called "Carry Overs"). MOTION: Moved by Kuhl, seconded by Rhynes to recommend Council approval. VOICE VOTE: Motion carried.
 - d. Review Of Performance And Department Activities - Fire Chief. MOTION: Moved by Kuhl, seconded by Rhynes to table the matter to the next meeting. VOICE VOTE: Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Thomas briefed attendees on initial discussions with the Mayor regarding a potential \$20 million dollar waste treatment plan update and municipal participation. He said the discussion was for the municipality to pay for five years of future sewer improvements as part of street improvements. Sorenson said working with Chad Yerges, he had assembled a revised future street list. Sorenson said the Utility Commission was facing an initial decision point of either: (a) a \$15 million dollar phase 1, coming back five years later for more, or (b) a single \$20 million dollar update as a single project. Sorenson and Thomas spoke of a USDA grant application. As a recipient of Waterloo Utilities services, it was noted that the Portland Sanitary Sewer District would also be affected. Thomas provided a document to those in the room. The Clerk/Treasurer asked to be included in on internal discussions for this topic. He asked if the Utility has any public documents relating to the contemplated \$20 million dollar project.
 - b. Comprehensive Plan Update in progress. Noted.
 - c. Committee Calendar. Noted.
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

City Hall

From: Jason Butzine <jbutzine33@gmail.com>
Sent: Wednesday, March 10, 2021 12:55 PM
To: City Hall
Subject: WFD radio qoute
Attachments: 20210310125657397.pdf

Here is the quote we have received for the radio's. This is supposed to get on the list for the finance meeting.

*Lieutenant Jason Butzine
Waterloo Fire & Rescue
900 Industrial Lane
Waterloo WI, 53594
920-478-2535
Cell: 920-253-6897
jbutzine33@gmail.com*



BAYCOM, Inc. Date: 3/5/2021
 4009 Felland Road, Suite 116
 Madison, WI 53718 Quote Number: DF-210305-7
 Phone: (608) 241-7700 Fax: (608) 241-7705 Email: dfoster@baycominc.com

Prepared for: Waterloo Fire Department
 Attn: Jason Butzine
 Address: 900 Industrial Lane
 City, State, Zip: Waterloo, WI 53594
 Phone: 920-253-6897
 E-Mail: jbutzine33@gmail.com

Qty.	Item ID	Description	Unit Price	Total
<u>Quote for Baycom Services and Miscellaneous Equipment</u>				
✓ 1	a	Codeplug Development for Motorola APX6000XE (one-time fee)	\$435.00	\$435.00
✓ 50	b	Programming New APX6000XE Portables & APX8500 Mobiles	\$65.00	\$3,250.00
✓ 1	c	Firecom Headset Cable for APX Mobile Radio	\$260.00	\$260.00
✓ 10	d	Mini-UHF Connector for Current Antenna Systems	\$2.00	\$20.00
✓ 6	e	New Coaxial Cable for Antennas	\$17.00	\$102.00
✓ 11	f	New VHF Rooftop Antenna	\$46.00	\$506.00
✓ 4	g	Gamber Johnson Faceplate for APX O2 Control Head	\$36.00	\$144.00
✓ 1	h	Havis Faceplate for APX O2 Control Head	\$44.00	\$44.00
✓ 2	i	David Clark Wireless Headset Systems for 68 & 73	\$2,952.25	\$5,904.50
✓ 10	j	Gamber Johnson Magnetic Mic Clip	\$34.00	\$340.00
✓ 1	k	Baycom Installation of all Quoted Equipment	\$11,424.00	\$11,424.00

Item Total: \$22,429.50
 Shipping: N/A
 Sub Total: \$22,429.50
 Tax: Exempt
 Total: \$22,429.50

Price valid 60 days from date of Quote

Quoted by: Derek Foster

Date: 3/5/2021

Accepted by: _____

Date: _____

Note: Price quoted for payment by check or ACH transfer

BAYCOM

serious mobility.
when it matters most.

BAYCOM, Inc.
 4009 Felland Road, Suite 116
 Madison, WI 53718
 Phone: (608) 241-7700 Fax: (608) 241-7705 Email: dfoster@baycominc.com

Date: 3/5/2021
 Quote Number: DF-210305-6

Prepared for: Waterloo Fire Department
 Attn: Jason Butzine
 Address: 900 Industrial Lane
 City, State, Zip: Waterloo, WI 53594
 Phone: 920-253-6897
 E-Mail: jbutzine33@gmail.com

Qty.	Item ID	Description	Unit Price	Total
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Quote for Motorola APX Radios with 42% Off List Price for Jefferson County

This Quote is provided by BAYCOM acting as an MR for Motorola Solutions

✓ 40	a	Motorola APX6000XE Model 2.5 Portable w/ DaneCom - Green	\$3,778.28	\$151,131.20
✓ 40	b	Motorola XE500 Remote Speaker Microphone w/ Channel Selector Knob	\$357.28	\$14,291.20
✓ 4	c	Motorola IMPRES 2 Multi-Unit Charger	\$797.50	\$3,190.00
✓ 7	d	Motorola IMPRES 2 Vehicular Charger	\$273.76	\$1,916.32
✓ 11	e	Motorola IMPRES 2 Single Unit Charger	\$95.70	\$1,052.70
✓ 5	f	Motorola APX8500 Dual Control Head Mobile - DaneCom	\$4,931.73	\$24,658.63
✓ 4	g	Motorola APX8500 Single Control Head Mobile - DaneCom	\$4,495.57	\$17,982.26
✓ 1	h	Motorola APX8500 Base Station - DaneCom	\$4,786.15	\$4,786.15

Quote does not include programming and/or installations

Item Total:	\$219,008.46
Shipping:	N/A
Sub Total:	\$219,008.46
Tax:	Exempt
Total:	\$219,008.46

Price valid 60 days from date of Quote

Quoted by: Derek Foster

Date: 3/5/2021

Accepted by: _____

Date: _____

Note: Price quoted for payment by check or ACH transfer

Grand Total
241,437.96



136 North Monroe Street
Waterloo, WI 53594-1198
Phone: (920) 478-3025
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RESOLUTION #2021-07

Revising The Employee Handbook As It Relates To Sick Leave And The Start Of Health Insurance Coverage

Whereas, from time to time the City Council deems it necessary to update the City of Waterloo Employee Handbook, and;

Whereas, to align the handbook to be the same as the current police union contract as it relates to sick leave, the Police Chief is recommending allowing for sick leave to be earned during the first three calendar months of employment and available to an employee after 90 days of employment, and;

Whereas, to allow for consistency across starting employees, and to acknowledge that in multiple cases a 90 start date for health insurance coverage has been waived at the time of recruiting candidates, the Clerk/Treasurer is recommending that the handbook language be amended to strike the 90 day waiting period for health coverage to begin.

Now Therefore Be It Resolved, by the Common Council of the City of Waterloo, Wisconsin, that it authorizes the revisions as documented in the attached redline version of select handbook pages, and directs the Clerk/Treasurer to update the handbook and post it on the municipal webpage.

PASSED AND ADOPTED this ____ day of _____ 2021.

City of Waterloo

Signed: _____
Jenifer Quimby
Mayor

Attest:

Mo Hansen
City Clerk/Treasurer

Resolution #2021-07 Attachment
SELECT PAGES OF EMPLOYEE HANDBOOK WITH
REDLINED TEXT
SHOWING TEXT AMENDMENTS

CITY OF WATERLOO

EMPLOYEE

HANDBOOK



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employees working a nonstandard workweek a scheduled holiday shall be observed on the exact day that the holiday falls.

Library employees working a standard workweek, a scheduled holiday that falls on a Saturday shall be scheduled by the Library Director in advance of the holiday for a day of the week before that Saturday.

Library employees working a standard workweek, a scheduled holiday that falls on a Sunday shall be scheduled by the Library Director in advance of the holiday for a day of the week following that Sunday.

Any employee, who qualifies for the benefit and is obligated to work on an official holiday, shall be compensated at 1½ times their normal rate of pay, plus holiday pay. Any shift that starts on a paid holiday gets holiday pay.

Holiday pay will be equal up to a maximum of eight (8) hours of pay at the employee's straight time rate at the time of the holiday. Employees scheduled to work seven consecutive days, and their normal day off falls on a scheduled holiday, will be permitted to reschedule an alternative holiday in lieu of the scheduled holiday. The rescheduling will be subject to the approval of the Department Head. Holidays shall be taken in the year earned unless carry over is approved by the Department Head

To be eligible for holiday compensation, employees must work their scheduled workday before the holiday and their scheduled workday after the holiday. Notwithstanding any other provisions in the Employee Manual, employees absent from work the scheduled workday before and/or the scheduled workday after the holiday, shall not be eligible for holiday compensation unless the absence is pre-approved by the Department Head, such as vacation time.

Under no circumstances are employees compensated with both holiday and sick leave pay when the employee is unable to report to work on a scheduled holiday.

All holiday pay and personal time off shall be paid at straight time.

7.2 Vacation Policy

The City shall grant all full-time permanent employees vacation hours as listed in Appendix F, as modified from time to time.

- A.** Vacation schedules are to be approved by the Department Heads. 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 Department Head may an employee carry over unused vacation time into the next anniversary year for a short period of time.

7.3 Health Insurance

Eligible employees may enroll in the City's current group health insurance plan. 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 and their dependents as prescribed within the terms and conditions of the policy in effect. Employees are eligible for 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.~~

A. The City is a participating employer under the Wisconsin Public Employer Group Health Insurance program administered through the State of Wisconsin.

1. Eligibility: An eligible employee for group health insurance purposes is defined as:
 - a. Any employee who qualifies as an active participant under the Wisconsin Retirement System (WRS).
2. Employer 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 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 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 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.

7.4 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 coverage shall provide up to seventy percent (70%) of the employee's gross earnings after a thirty (30) day waiting period. 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. Whether the employee actually works that minimum is immaterial; as long as the appointment specifies a minimum of 1,044 work hours, the amount of employer contributions remains the same.

7.5 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. Whether the employee actually works that minimum is immaterial; as long as the appointment specifies a minimum of 1,044 work hours, the amount of employer contributions remains the same.

Spouse, dependent, and one or two more units of additional life insurance may be selected by the employee and is financed through employee premiums.

03/03/2016

7.6 Flexible Spending Account (FSA)

The City is currently a participating employer under a flexible spending account administered by Employee Benefits Corporation.

1) Health Care FSA

This is a program that permits participants to elect to put pre-tax dollars into a Flexible Spending Account (FSA) to cover the cost of certain out-of-pocket health care expenses for you, your spouse and or dependents. You decide how much money to put into an account during the enrollment period. Then when you incur an eligible expense, you receive tax-free reimbursements.

2) Dependent Care FSA

This account covers expenses you incur for dependent care while you are at work. Eligible expenses include daycare, nursery school and day camp for children, as well as services for older dependents that cannot care for themselves.

7.7 Retirement and Pension

The City is currently a participating employer under the Wisconsin Retirement Fund. Full-time employees are eligible under the Wisconsin Retirement System upon the first day of employment. The employer will contribute 100% of employer required contribution (ERC) rate. ERCs are taxable to the employee when a benefit is taken. The employee will contribute 100% of the employee required contribution (EERC) rate. When paid by the employee, the EERC is post tax. When paid by the employer, the EERC is taxable to the employee when a benefit is taken. Rates are established by state statute. Police Administration employer/employee contribution rates shall be the same as established in the Waterloo Professional Police Association agreement.

A. Eligibility for retirement benefit

1. Part-time, seasonal, or temporary employees hired prior to July 1, 2011 must meet the following criteria:
 - a. Upon hire to work more than 600 hours per calendar year
 - b. When expectations change
 - c. On their one-year anniversary date of employment
 - d. During a 12-month rolling look-back
2. A new employee who was initially employed on or after July 1, 2011, who had no prior employment with a participating WRS employer would be evaluated under the new eligibility requirement of:
 - a. expected to work at least two-thirds of full time per year (defined as 1,200 hours) and
 - b. expected to be employed for a least one year (365 consecutive days, 366 in a leap year) from employee's date of hire
3. A new employee hired on or after July 1, 2011 who had any employment with a participating WRS employer prior to July 1, 2011. Is evaluated under the old eligibility requirements of:
 - a. expected to work at least one-third of full time per year (defined as 600 hours) and
 - b. expected to be employed for at least one year (365 consecutive days, 366 in leap year) from employee's date of hire

7.8 Deferred Compensation Plans

The City currently provides a deferred compensation plan through the State of Wisconsin Deferred Compensation Plan. Participation in the plan is strictly voluntary and receives no contributions from the City. Beginning in July of 2011 a ROTH deferred compensation plan is also offered.

7.9 Sick Leave

Regular full-time employees may be entitled to eight (8) hours of sick leave with pay for each month or major fraction thereof of actual service up to an accumulated total of one hundred thirty-five (135) work days or 1,080 hours. Waterloo Water & Light Utility employees can accumulate up to one hundred (100) work days or 800 hours. The sick leave time earned during the first ~~six (6)~~ three (3) calendar months of employment shall ~~not~~ be available to an employee ~~until the end of the six (6) month period~~ 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 department head concerned.

Any employee that falsely reports to his/her department head 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 their supervisor or department head. If the supervisor or department head cannot be reached, the City 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.

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 by the Council. In the event of the employee's death after such retirement, accumulated sick leave shall be used to continue spouse/dependent health insurance.

7.10 Personal Leave of Absence

A Leave of Absence is any period in which an employee is not working for or receiving earnings from an employer, and has not terminated the employer-employee relationship.

The department head, at his/her sole discretion, may grant up to five (5) days leave of absence without pay in any calendar year. Any leaves other than the 5 days previously mentioned or outside of Family Medical Leave, shall be approved by the Finance, Insurance and Personnel Committee. For leaves of absence in connection with family medical leave, the provisions of Wisconsin State Statutes and Federal law shall apply.

If an employee takes another job, (except military service), the leave will be immediately canceled and the employee subject to termination.

If an employee does not report for work at the end of a leave, they will be considered to have voluntarily terminated their employment.