



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
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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: July 15, 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/81594334042?pwd=QXk5TUd3Wml3bFpUJZVB0UEl4aVNyZz09>
Meeting ID: 815 9433 4042 Passcode: 009510

Join By Phone
+1 312 626 6799 US (Chicago)
Meeting ID: 815 9433 4042 Passcode: 009510

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES: June 17, 2021
3. PUBLIC COMMENT
4. UNFINISHED BUSINESS
 - a. 4/1 Assignment Of Dollars For Capital Purchases – A Proposal To Create A New Municipal Fund To Track And Display Assigned Dollars
 - b. Recommending Municipal Allocations Of American Rescue Act Of 2021 Funds, \$330,000
 - c. Review And Consideration Of March 2021 Oak Hill Cemetery Update
 - d. Resolution #2021-27 Authorizing The Purchase Of A Replacement Public Works Department Mower After A 6/16 Equipment Fire Incident And Directing The Creation Of A Budget Amendment Formally Applying Contingency Dollars To Make The Purchase ***
 - e. May Financial Statements ([Reports Available Online](#))
 - i. Disbursements, \$135,626.58; Payroll, \$75,245.94 & Clerk/Treasurer's Reports
5. NEW BUSINESS
 - a. 2022 Budget Deliberations, Review And Action Capital Plan Department Submittals
 - i. See Online Reports: <https://www.waterloowi.us/budget/pages/budget-2022>
 - b. June Financial Statements ([Reports Available Online](#))
 - i. Disbursements, \$449,738.21; \$84,026.79 & Clerk/Treasurer's Reports
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Committee Calendar (for reference)
7. ADJOURNMENT


Mo Hansen
Clerk/Treasurer

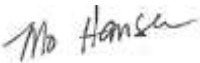
***See Council Packet
Committee Members: Thomas, Rhynes and Kuhl

Posted, Emailed & Distributed: 7/9/2021

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
June 17, 2021

1. CALL TO ORDER AND ROLL CALL. Thomas called the meeting to order at 5:30 p.m. Members present: Thomas, Kuhl & Rhynes. Absent: none. Other attending: Mayor Quimby; Chief Sorenson; Utility Superintendent Sorenson; Library Director Mountford; Assistant Public Works Director Hauptli; Maureen Giese and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES: June 3, 2021 & May 20, 2021. MOTION: [Kuhl/Rhynes] To approve the minutes as presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. UNFINISHED BUSINESS
 - a. 4/1 Finance Committee Follow-Up / Public Works And Assignment Of Dollars For Capital Purchases, Further Clarification – A Proposal To Create A New Municipal Fund To Track And Display Assigned Dollars. DISCUSSION: Hansen presented a concept of creating a new fund to track and display Assigned Dollars. By consensus the body asked for a mock-up to be presented.
 - b. Recommending Municipal Allocations Of American Rescue Act Of 2021 Funds, \$330,000. By consensus the body directed that the Towns be invited to participate in the manner specified in the memo. Thomas raised a concern that Towns would not pay for the loan if they did not participate.
5. NEW BUSINESS
 - a. May Financial Statements. DISCUSSION: Kuhl said the material was not available. MOTION: [Rhynes/Kuhl] To table approval of items i, ii & iii. VOICE VOTE: Motion carried.
 - i. General Disbursements, \$135,626.58
 - ii. Payroll, \$75,245.94
 - iii. Preliminary Treasurer's Report & Budget Reports
 - b. Resolution #2021-23 Authorizing The Issuance Of Debt To 2020 Fund Expenses. MOTION: [Kuhl/Rhynes] To recommend Council adoption. VOICE VOTE: Motion carried.
 - c. Review And Consideration Of March 2021 Oak Hill Cemetery Update. DISCUSSION: Association members were not in attendance. Giese commented on prior Association funding including the means of paying for mowing expenses. MOTION: [Thomas/Kuhl] To table the matter to the next meeting. VOICE VOTE: Motion carried.
 - d. Purchase Of A New Scag Mower After 6/16 Equipment Fire Incident. DISCUSSION: Hauptli indicated a mower was needed. Thomas requested insurance information prior to decision. MOTION: [Rhynes/Kuhl] To table the matter to the next meeting. VOICE VOTE: Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Committee Calendar. Noted.
7. ADJOURNMENT



Mo Hansen
Clerk/Treasurer



REQUESTED MOCK-UP
TO BE PRESENTED
AT THE MEETING

136 North Monroe Street
Waterloo, WI 53594
Phone (920) 478-3025
E-mail (cityhall@waterloowi.us)

TO: FINANCE, INSURANCE & PERSONNEL COMMITTEE
FROM: CLERK/TREASURER
SUBJECT: A PROPOSAL TO CREATE A NEW MUNICIPAL FUND TO TRACK AND DISPLAY ASSIGNMENT DOLLARS
DATE: JUNE 15, 2021

A PROPOSAL TO CREATE A NEW MUNICIPAL FUND TO TRACK AND DISPLAY ASSIGNMENT DOLLARS

PROBLEM: Assignment of dollars are not clearly presented and visible to interested parties on a recurring basis.

SOLUTION: Create a new fund for Assignments where all assigned dollars would be transferred to and transferred from.

Benefits.

- On a monthly basis in real time, the fund goes before the City Council as part of its monthly approvals.
- Updated monthly, interested parties can view assigned balances.
- On an annual basis on as part of the budgeting process, the governing body, through the budget process, can make transfer determinations.
- On an as needed basis, the governing body can amend the assignments.

Actions required.

- An enabling resolution based on this Committee's recommendation to the governing.
- Recurring (incorporated into budget process): Assignments defined and quantified as part of the annual budget.
 - It may be of value to define target assignment values early in the budget process to aid in determining the budget year level of expenditures and the budget year level of debt issuance.
- Recurring (Jan/Feb each year prior to conclusion of audit process for prior year): Assignments reaffirmed as part of a resolution prior to conclusion of the annual audit process.

Reporting.

- The monthly Treasurer's Report will show transfers-in and transfers-out for all assignment within this new fund. The new fund's sole purpose will be to document the assignment values.



**CONCEPT ON
TOWN OF PORTLAND AND
TOWN OF WATERLOO
MEETING AGENDAS**

**136 North Monroe Street
Waterloo, WI 53594
Phone (920) 478-3025
E-mail (cityhall@waterloowi.us)**

TO: FINANCE, INSURANCE & PERSONNEL COMMITTEE
FROM: CLERK/TREASURER
SUBJECT: A RECOMMENDATION FOR AN THE ALLOCATION OF FEDERAL DOLLARS GRANTED TO THE CITY (ARPA FUNDS)
DATE: JUNE 15, 2021

**A RECOMMENDATION TO
ALLOCATE ARPA FUNDS TO PAY FOR FIRE DEPARTMENT RADIO UPDATES
INCORPORATING IN CONTRIBUTIONS FROM SERVED TOWNSHIPS**

OPPORTUNITY: The City of Waterloo has been awarded \$348,860.29 by the federal government to fund ARPA qualifying expenditures. If dollars are allocated to fund the known 2021 expenditure of \$229,937.96 for Fire Department radio upgrades, the Department would forego ten-years of debt service payments (principle & interest) for the 2022-2031 period.

SOLUTION: In concert with those Towns served by the Department, allocate ARPA funds in relation to the standard Fire Department funding percentages as shown below. *Why this route?* The Department Fund (meaning indirectly both the City & the Towns) would otherwise borrow money and pay interest over ten-year for the same radio upgrades.

					PROPOSED	
	PRIOR BUDGET YR	2019	2021	Tax Funding 2021 FINAL	ARPA Fire Department Radios Funding (same % as 2021 tax share)	Total ARPA Funds Awarded By Federal Govt To Local Govt (source ***)
DESCRIPTION	% Tax Share	Equalized Value ***	% Tax Share	Finance Comm.		
TAX SHARE TOWN OF MILFORD	0.9589%	3,667,979	0.9919%	4,519	\$2,280.79	\$118,903.48
TAX SHARE TOWN OF PORTLAND	18.7120%	72,444,100	19.5908%	89,258	\$45,046.61	\$110,425.33
TAX SHARE TOWN OF SHIELDS	0.3959%	1,455,100	0.3935%	1,793	\$904.80	\$58,195.72
TAX SHARE TOWN OF WATERLOO	18.3140%	65,400,492	17.6860%	80,580	\$40,666.81	\$98,283.77
TAX SHARE CITY OF WATERLOO	61.6192%	226,819,279	61.3378%	279,464	\$141,038.95	\$348,860.29
TOTAL	100.0000%	369,786,950	100.0000%	455,614	\$229,937.96	\$734,668.59
NOTE: *** Equalized real estate property value data provided by Jesse O'Neill (Dodge Co.) and Tracy Saxby (Jefferson Co.)					American Rescue Plan Act - Local Fiscal Recovery Funds	Wisconsin Department of Revenue - State and Local Finance Division ***

NEXT STEPS: All Wisconsin municipalities are having this allocation decision discussion. Outreach to the Towns is a valuable next step.

ADDITIONAL ALLOCATION OPPORTUNITIES. Remaining City awarded dollars:

- Parks in amount equal to documented 2020 Parks rental losses.
- 2022 capital expenses relating to water or sewer improvements.
- Other qualifying expenses.

Oak Hill Cemetery Assn

For more than twenty year prior to 2011 the City of Waterloo allocated funds to the cemetery assn for operating expenses. Allocation for 2010 was \$4,000.00 which was reduced to \$2,000.00 in 2011. No funds have been allocated since 2011.

Last time the assn met with the City Council was July 16, 2015. At that time we requested and yearly allocation of \$4,000.00. That request was denied.

Over the past 9 years our balances have been reduced by \$32,726.00.

Average loss for 9 years	\$3,636.00
Loss without \$10,000. donation	\$4,747.00

If the city would have maintained the allocation of \$4,000.00 per year, our treasury would have remained stable.

LOOKING FORWARD

Estimated annual loss based on history	\$4,747.00
Increase cost of mowing - \$12,000.00 now versus past \$8,000.00	<u>\$4,000.00</u>
Estimated annual loss of cemetery balances	\$8,700.00

OPTIONS

The association will operate the property and when funds are depleted, the property will be turned over to the City of Waterloo

OR

The City of Waterloo will allocate money to cover the operating deficit on a yearly basis with the association operating the cemetery on a day to day basis.

OR

The City of Waterloo would take responsibility for lawn mowing and snow plowing with the association operating the cemetery on a day to day basis.

Oak Hill Cemetery Assn.

Year Ending	Balances of Assn.	Cost of Mowing
12/31/11	\$90,006.	\$ 7,676.
12/31/12	\$87,870.	\$ 6,451.
12/31/13	\$82,526.	\$ 7,984.
12/31/14	\$78,225.	\$ 6,712.
12/31/15	\$72,421.	\$ 7,169.
12/31/16	\$65,703.	\$ 8,430.
12/31/17	\$57,238.	\$ 8,135.
12/31/18	\$46,261. (repair sign \$3,700. seal coat driveway \$4,816.)	\$ 5,635.*
12/31/19	\$45,864.	\$ 5,795.*
12/31/20	\$57,280. (Lot sales \$10,200. Donation \$10,000.)	\$11,200.*
12/31/21	?	\$12,000. Est. (24 mowings @ \$500.)

*Went to individual contractor for mowings.

For years 2011 thru 2017 the cost of mowing does not include the cost of mower equipment.

Where does cemetery income come from:

\$250.00 per burial

\$700.00 per lot sale

Interest income on balances are very low due to market rates.



www.midstateequipment.com

3660 Scenic Dr. Jackson, WI 53037 262-677-8400

WATERLOO N8690 Highland Rd. Watertown, WI 53094 920-261-8118

8841 Antioch Rd PO Box 10 Salem, WI 53168 262-843-2326

W1115 Bristol Rd. Columbus, WI 53925 920-623-4020

4323 E US Hwy 14 Janesville, WI 53546 608-754-8450

S9711 Hwy 12 Prairie Du Sac, WI 53578 608-643-3307

355 Transit Dr. RENTALS Columbus, WI 53925 920-623-4300

CUSTOMER INVOICE

Customer Name CITY OF WATERLOO
Address
City WATERLOO
State WI Zip 53594
County
Customer PO#

Ship To Address form with fields for Name, Address, City, State, Zip, and Email.

Date 16JUNE21
Customer Acct#
Phone# 920 478 9597
Cell#
Fax#

PAYMENT TYPE

- Cash, Farm Plan, Internal charge, Check#, JD note, JDCRP, Mastercard, Visa, Customer Clearing, Other

EQUIPMENT INFORMATION

Table with columns: New, Used, Make, Model, Description, Hrs, Tag#, Serial#, Amount, GVW (lbs.). Includes entry for SCAG 8A47 CHEETAH II 38.5 HP, 61" DECK.

Summary table with columns: Description/Notes, Amount, Freight and Delivery, Subtotal, Less Trade, Convenience Fee, Subtotal, Sales Tax, Payoff Amount, <Down Payment>, Total Cash price.

TRADE INFORMATION table with columns: Year, Mke, Model, Description, Hrs, Tag#, Serial#, Trade Value.

WARRANTY INFORMATION section with checkboxes for New, Extended, Manufacture, Used, No Warranty, Other/See below. Includes Term and Hours fields.

All known defects of trades have been disclosed to Mid-State Representative prior to agreement. (Customer Initials)

I CERTIFY THAT THE PROPERTY ABOVE IS [] IS NOT [] EXEMPT FROM WISCONSIN SALES TAX BECAUSE IT WILL BE USED OR LEASED IN PRODUCTION OF AGRICULTURE.

ALL INVOICES DUE UPON RECEIPT. A FINANCE CHARGE computed by the periodic rate of 1.5% per month which is an ANNUAL RATE of 18% will be applied to the adjusted balance that has become more than 30 days past due as of the billing date shown on the statement.

CUSTOMER SIGNATURE

GEORGE PEEPER MID-STATE SALES REPRESENTATIVE

DATE

Auth. Dealer Signature

Thank you for your business!

Rev. 10/17/2018

ALL WARRANTIES, IF ANY, MADE WITH RESPECT TO THIS EQUIPMENT ARE THOSE WARRANTIES MADE BY THE MANUFACTURE. DEALER MAKES NO WARRANTIES EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

City of Waterloo Finance, Insurance & Personnel Committee -- Annual Calendar

revised: 3/27/2021 -- by Committee Chair

- Meeting night: 3rd Thursday of month at 6:00 pm
- Monthly recurring: review of disbursements, payroll and treasurer's reports

JANUARY <input type="checkbox"/> Review of Department Heads as needed
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.
JUNE <input type="checkbox"/> Mayor's 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.
JULY <input type="checkbox"/> Addressing items raised in worker compensation audit. <input type="checkbox"/> Review and recommend Current Year Budget Amendment #1 (Jan. – June)
AUGUST <input type="checkbox"/> Budget deliberation.
SEPTEMBER <input type="checkbox"/> § 53-14 Updating capital improvement plan. <input type="checkbox"/> Budget deliberation.
OCTOBER <input type="checkbox"/> Initial review of calendar year insurance renewal policies. <input type="checkbox"/> Final Committee budget recommendation to full City Council. <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) <input type="checkbox"/> Review and recommend Current Budget Amendment #2 (July – Dec.)