



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

Updated 1/17/2022 1:00 pm

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 20, 2022
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/84297788947?pwd=SHdxWlNtdEZOMllzTGNYMkUxUnZCZz09>
Dial-In By Phone: +1 929 436 2866 US (New York)
Meeting ID: 842 9778 8947 Passcode: 670960

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES:
 - a. December 16, 2021
 - b. January 6, 2021 (provided by Committee Chair)
3. PUBLIC COMMENT
4. UNFINISHED BUSINESS
 - a. COVID And Municipal Policy
5. NEW BUSINESS
 - a. Pending Completion - December 2021 Financial Statements: General Disbursements; Payroll & Clerk/Treasurer's Reports [[see on municipal website](#)]
 - b. Car Issues - Parks Department
 - c. Resolution 2022-05 Appointing Lois Baird As A Temporary Employee To Assist in the City Clerks Office During Clerk Vacancy
 - d. January 2022 Department Head Reviews [NOTES:(1) Documents provided by Committee Chair. (2) The committee may convene 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 exercises responsibility." Upon completion of the closed session the committee will reconvene in open session.]
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Committee Calendar (for reference)
7. ADJOURNMENT

Mike Tschanz
Deputy Clerk/Treasurer

***See Council Packet

Committee Members: Thomas, Rhynes and Kuhl

Posted, Emailed & Distributed: 01/14/2021

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 16, 2021

1. CALL TO ORDER AND ROLL CALL. Thomas called the meeting to order at 5:30 p.m. Members present: Thomas & Kuhl. Absent: Rhynes. Other attending: Mayor Quimby; Paul Lessila with R& R Insurance; LaRon Davis; Police Chief Sorenson; Fire Chief Benisch; Utility Supervisor Sorenson; Deputy Clerk/Treasurer Tschanz; Library Director Mountford; Public Works Director Yerges and Clerk/Treasurer Hansen.
2. APPROVAL OF MEETING MINUTES: November 18, 2021. MOTION: [Kuhl/Thomas] to approve the minutes as presented.
3. PUBLIC COMMENT. None.

NOTE: The Committee voted to amend the agenda sequence at this time. For recording of the minutes, the original sequence is maintained in this document.

4. UNFINISHED BUSINESS
 - a. Plumbing Issues in Firemen's Park Lower Pavilion, Additional Estimates Requested. MOTION: [Kuhl/Thomas] to recommend accepting the S&S Plumbing estimate in an amount not to exceed \$8,000. VOICE VOTE: Motion carried.
 - b. Review And Council Recommendation 2022 Insurance Renewal League Of Municipalities Mutual Insurance Company, Invited Paul Lessila With R & R Insurance. DISCUSSION: Lessila reviewed the new proposed policy. Hansen suggested starting earlier in the budget season for renewals. Barry Sorenson asked if he could meet with Lessila to discuss a custom policy for only Waterloo Utilities. Lessila said the workers compensation rates were very good. He said cyber insurance was a challenge due to nationwide claims levels. MOTION: [Kuhl/Thomas] to recommend Council approval as presented. VOICE VOTE: Motion carried.
5. NEW BUSINESS
 - a. Authorizing An Expenditure Not To Exceed \$108,000 In Waterloo Area Community Foundation Funding And Park Board Trustees Funding For Playground Equipment At Multiple Park Locations. MOTION: [Thomas/Kuhl] to authorize an expenditure not to exceed \$108,000. VOICE VOTE: Motion carried.
 - b. COVID And Municipal Policy. DISCUSSION: Sorenson and Benisch verbally described differing policies. Thomas said the Library policy was a third different written policy and was like the School District policy. In response to a Quimby question, Sorenson and Benisch said they did not have written policies. Quimby asked for written policies. Thomas asked the agenda item to be placed on the January Committee agenda.
 - c. Resolution #2021-49 Amending The 2021 Budget – Amendment #2 (handout at time of meeting). MOTION [Kuhl/Thomas] to recommend Council approval. VOICE VOTE: Motion carried.
 - d. November 2021 Financial Statements: General Disbursements \$109,811.49; Payroll \$70,238.76 & Clerk/Treasurer's Reports. MOTION [Kuhl/Thomas] to recommend Council approval. VOICE VOTE: Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. Noted.
 - a. Committee Calendar (for reference)
 - b. January 2022 Department Head Reviews
7. ADJOURNMENT. MOTION: [Kuhl/Thomas] To adjourn. VOICE VOTE: Motion carried. Approximate time 6:12 pm



Mo Hansen
Clerk/Treasurer

Mo Hansen

From: Mo Hansen
Sent: Friday, January 07, 2022 12:25 PM
To: Tim Thomas
Cc: Eric Rhynes; Charles Kuhl; Jeanne Ritter; Mike Tschanz
Subject: 1/20 Finance Committee meeting preparation -- FW: The Centers for Disease Control and Prevention Posts Updated COVID-19 Quarantine and Isolation Guidance

Tim,

Question: How best to proceed in preparation for 1/20 meeting? Seeing below, I pivoted to the 1/20 Finance Committee COVID follow-up on the draft agenda. I have not received any written COVID document from Barry or Wes, which was verbally requested by the Mayor at the meeting. You may recall they verbally stated a departmental practice saying nothing was written down. Given the dynamic nature of COVID, with the state at three new record highs for cases – just this week -- does the most recent CDC quarantine and isolation guidance suffice for the meeting to address this on-going public health emergency?

Mo Hansen | Clerk/Treasurer | [City of Waterloo](https://www.cityofwaterloo.com) | 920.478.3025

From: Fire Chief <chief@waterloowi.us>
Sent: Friday, January 07, 2022 12:12 PM
To: City Hall <cityhall@waterloowi.us>; Tim Thomas <alder3@waterloowi.us>; Charles Kuhl <alderatlargea@waterloowi.us>; Eric Rhynes <alder2@waterloowi.us>; Denis Sorenson <dpsorenson@waterloowi.us>; Jeni Quimby <mayor@waterloowi.us>
Subject: Fw: The Centers for Disease Control and Prevention Posts Updated COVID-19 Quarantine and Isolation Guidance

From: Davies, Alan <Alan.Davies@aah.org>

Subject: The Centers for Disease Control and Prevention Posts Updated COVID-19 Quarantine and Isolation Guidance

Hello,

Just sharing the most recent information form CDC

AL Davies RN, CHEC
Emergency Services Community Educator
Aurora Medical Center Summit
ACS Level II Trauma Center
262-434-1995 Office
262-707-2887 Cell
Alan.davies@aah.org

From: Wisconsin Department of Health Services <widhs@public.govdelivery.com>
Sent: Wednesday, January 5, 2022 10:10 AM
To: Davies, Alan <Alan.Davies@aah.org>
Subject: [EXTERNAL] The Centers for Disease Control and Prevention Posts Updated COVID-19 Quarantine and Isolation Guidance

Attention: This email originated from outside of Advocate Aurora Health. Always validate the sender's email address before clicking on links or attachments as they may not be safe. Never provide your username or password to a site you do not trust. Use the Report Phish button if you think an email is suspicious.



Bureau of Communicable Diseases Information Update

The Centers for Disease Control and Prevention (CDC) Posts Updated COVID-19 Quarantine and Isolation Guidance

On Tuesday, January 4, the CDC posted the updated COVID-19 quarantine and isolation guidance to their [website](#). With the Omicron variant surging throughout Wisconsin and the United States, these recommendations are motivated by the latest science on the severity of disease, when transmission occurs, and for how long a person is maximally infectious. The new quarantine and isolation guidance also reflects the societal impacts the pandemic is having on families and employers across the country.

This new guidance applies to the general population in the community, including workplaces and [K-12 schools](#). To accompany the guidance, the CDC has developed a corresponding [rationale and FAQs](#). This guidance does not apply to [healthcare personnel](#), [correctional institutions](#), or [homeless shelters](#). Additional updates for these settings will be forthcoming.

DHS encourages local and tribal health departments to review and implement this guidance in their jurisdictions. DHS will work to incorporate the new recommendations into Wisconsin specific quarantine and isolation guidance, along with the corresponding communications materials including the DHS website, fact sheets, and publications. Please distribute this message widely within your organization and with your partners.

Please do not reply directly to this email message. If you have a question, please email the [Bureau of Communicable Diseases](#).

Stay Connected with the Wisconsin Department of Health Services



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This email was sent to Alan.davies@aah.org using GovDelivery Communications Cloud on behalf of:
Wisconsin Department of Health Services · 1 West Wilson Street · Madison, WI 53703





1/14/2022 NOTES:

(a) Gail Scott and the County Administrator's office said Jefferson County's emergency order was rescinded.

(b) After legal action the state's 2020 emergency order was also rescinded.

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TO: All Municipal, Utility and Library Employees
FR: Mayor Jeni Quimby
DT: March 19, 2020
RE: Employee Emergency Measures

In these extraordinary times, our employees are essential to maintaining city services. We are taking the following measures to protect our employees, their families and the public while delivering as many services as possible.

1. As always, we ask employees to coordinate with Department Heads relating to scheduling matters during the time the state and county emergency declarations are in effect.
2. City employees will be allowed to telework where feasible. Department Heads will determine feasibility.
3. Effective March 22, 2020 (the beginning of municipal payroll #8), all employees will be granted two weeks of emergency unpaid leave time for pandemic-related absences. Until state and county emergency declarations are rescinded, employees with sick leave benefits may use 2020 sick-leave balances and, if needed, 2021 projected sick-leave balances, in conjunction with the emergency leave to help ensure that absences do not result in a loss of pay.
 - a. Pandemic-related absences means: a quarantine situation, or similar. It also includes a general absence due to an employee need to care for a family member including children or eldercare absent a quarantine situation.
 - b. The purpose of linking the granted emergency leave and sick-leave balances is to temporarily broaden the definition of sick leave providing greater employee flexibility in navigating the coming weeks.
 - c. Use of emergency leave either by itself (unpaid), or in combination with sick leave must be indicated on the employees submitted payroll time sheet.

Additionally we will be implementing the new Federal Families First Coronavirus Response Act, signed into law on March 17th. Attached is an abbreviated summary of this new law provided by the law firm Quarles and Brady.

Thank you for your public service.

New Federal Leave Requirements: Families First Coronavirus Response Act

Labor & Employment Alert 03/18/20 Sean M. Scullen, Otto W. Immel, Alexis Barkis

The federal government has now passed the Families First Coronavirus Response Act (the “Act”) to help employees and businesses facing challenges related to the coronavirus. The bill was passed with a bipartisan vote of 363 to 40 in the House of Representatives and with a 90 to 8 vote in the Senate. The Act was signed into law by the President on March 18, 2020 and contains numerous provisions aimed at addressing the impacts of the coronavirus on Americans’ personal safety and financial security, including leave provisions that will become effective no later than 15 days after its enactment. The Families First Coronavirus Response Act guarantees free coronavirus testing, secures paid emergency leave, enhances Unemployment Insurance, strengthens food security initiatives, and increases federal Medicaid funding to states. Here are some of the key provisions:

Expanded Family and Medical Leave

As of today, employees of employers with fewer than 500 employees and government employers, who have been on the job for at least 30 days, are provided with 12 weeks of paid family and medical leave for employees unable to work (or telework), due to a need for leave to care for a child of an employee if the child’s school or place of care has been closed or if the child care provider is unavailable, due to the coronavirus. This is much more limited than the version initially approved by the House and widely reported in the media.

The first 10 days of the leave may be unpaid under FMLA (but the paid sick leave described below would be available, if not already taken). Employees may choose to use any accrued paid time off, including vacation and sick leave, to cover this initial 10-day period. To the extent an employee needs leave beyond the initial 10-day period and continues to meet the requirements for paid leave under the FMLA, the employee will be paid not less than two-thirds of the employee’s regular rate of pay for the regular hours worked. In no event, however, shall the paid leave exceed \$200.00 per day and \$10,000.00 in the aggregate.

The current FMLA regulations used for calculating the employee threshold for coverage purposes will apply in determining whether interrelated entities are examined together under the Act. As set forth in § 825.104, “[w]here one corporation has an ownership interest in another corporation, it is a separate employer unless it meets the joint-employment test discussed in § 825.106, or the integrated-employer test contained in paragraph (c)(2) of this section.” Employers ordinarily resist classifying separate entities as a single employer for virtually every other labor and employment issue and should proceed cautiously in taking a different position just to reach an employee count to avoid coverage, as that would likely have a significant impact if the same issue arises in other contexts.

Employers will receive a payroll tax credit for the qualified sick leave wages paid out by the employer, subject to caps based on the reason for the leave and daily maximums.

Employers are required to restore employees to their same or similar position unless the following conditions are met:

- The employer has fewer than 25 employees;
- The position held by the employee no longer exists due to economic or other operating conditions that affect employment and are caused by the public health condition;
- The employer attempts to restore the employee to a similar position;
- The attempts to restore to a similar position fail, and the employer contacts the employee if such a position becomes available.

The Act authorizes the Secretary of Labor to exclude certain health care providers and emergency responders from providing extended Family and Medical Leave as well as small businesses with fewer than 50 employees if providing the leave “would jeopardize the viability of the business.” It remains unclear when and how these exclusions will be promulgated.

Paid Sick Leave

Employers with fewer than 500 employees and government employers are required to provide two weeks of paid sick leave to their employees. Paid sick leave can be used for the following reasons:

- (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to coronavirus;
- (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to coronavirus;
- (3) The employee is experiencing coronavirus symptoms and seeking a medical diagnosis;
- (4) The employee is caring for an individual who is subject to an order as described in reason (1) or has been advised as described in reason (2).
- (5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to the coronavirus.
- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Employees who go on paid sick leave for reasons (1), (2), or (3) will be paid at their regular rate of pay. Employees who use their leave for reasons (4), (5), or (6) will be paid at two-thirds the employee’s regular rate of pay. In no event, however, shall the paid sick leave exceed \$511.00 per day and \$5,110.00 in the aggregate for reasons (1), (2), or (3), or \$200.00 per day and \$2,000.00 in the aggregate for reasons (4), (5), or (6).

Full-time employees are entitled to two weeks (80 hours) and part-time employees are entitled to the typical number of hours they work in a typical two-week period.

Employers cannot require employees to use other paid leave provided by the employer before using Paid Sick Leave under the Families First Coronavirus Response Act. Employers with existing sick leave policies must provide paid sick leave under the Families First Coronavirus Response Act in addition to the existing leave available.

Employers can receive a payroll tax credit for the qualified sick leave wages paid out by the employer, subject to caps based on the reason for the leave and both daily and quarterly maximums.

The Act authorizes the Secretary of Labor to exclude certain health care providers and emergency responders from providing the paid sick leave as well as small businesses with fewer than 50 employees if providing the leave “would jeopardize the viability of the business.” It remains unclear when and how these exclusions will be promulgated.

COVID-19 Testing

The Families First Coronavirus Response Act requires all private health plans to provide coverage for COVID-19 diagnostic testing, including the cost of a provider, urgent care, and emergency room visits in order to receive testing. Coverage for testing must be provided **at no cost to the consumer**. This provision is effective immediately.

Additional Provisions

The Families First Coronavirus Response Act also contains provisions to ensure that children and low-income seniors have access to meals and that there is adequate funding for unemployment compensation for eligible individuals. The one-week waiting period for unemployment compensation will remain up to the states, but the Act will provide for temporary federal matching for the first week for those states with no waiting week.



Karl Junginger Memorial Library

**COVID-19 Policies and Procedures
Adopted: 9/1/2021**

Introduction:

The Karl Junginger Memorial Library (KJML) strives to bring people, information, and ideas together to enrich lives and strengthen community. Though COVID-19 has changed our daily lives, our library recognizes that achieving the KJML mission could not be more important during these unprecedented times. This policy was created with two guiding principles in order to fulfill our mission:

1. Establish operations that maximize availability of our library; and
2. Create an inclusive and safe environment for our patrons and staff.

Though safety and availability may be juxtaposed at times, we believe that these principles are not mutually exclusive. As the pandemic unfolds, we anticipate that this policy will see continued revisions.

We thank our patrons for their understanding and welcome any constructive feedback as we continue to navigate coronavirus pandemic. We would also like to acknowledge the KJML staff who have demonstrated flexibility, resourcefulness, patience, and grace.

We enjoy serving our community, and we encourage anyone to contact our team with any questions or concerns about this policy.

Decision from the Library Board:

At the August 24, 2021 meeting, the library board voted to give full authority and decision-making capacity to the library director as it pertains to COVID-19 precautions.

Decision Making Process:

The KJML recognizes that the following considerations need to be incorporated into a plan in order to secure a safe environment for patrons and staff: regional, state, and/or federal orders; regional, state, and/or federal health recommendations; library staffing needs; and safe patronage. Though the library director was given the authority to incorporate additional information, it is important to recognize that our library does not have the credentials required to provide sound medical advice, and, as a result, the aforementioned considerations will guide decisions that govern how the KJML will operate.

Policies and Procedures:

Expected Changes: Due to the changing nature of the coronavirus pandemic, we anticipate that the policies and procedures within this document may change to meet the needs of our library.

Remote library services:

In recognition of the strong feelings that many people have developed with respect to COVID-19 precautions, we want to remind everyone that there are many ways that individuals can access

library services remotely without the need to come into the library. The following services should be routinely recommended to all patrons, especially for individuals who do not feel comfortable abiding by the library policies. We expect that all staff become familiar with the following resources and/or work-flows:

- Curbside Pickup
- Outreach program for Seniors
- Online Digital Media Services (Overdrive/Libby/Hoopla)
- Online Databases

Screening:

All patrons and staff will be expected to screen themselves prior to entering our library to ensure no COVID-19 symptoms are present. Staff members will monitor individuals throughout the day for symptoms.

Unless able to provide recent documentation of a negative COVID-19 PCR test result, any patrons or staff (staff please speak with the Director or Assistant Director if you have any of the symptoms below and it will be judged on a case by case basis) will be prohibited from entering the library if they have these symptoms or combinations of symptoms:

- Cough (new onset or worsening of chronic cough)
- Shortness of breath/difficulty breathing
- Fever of at least 100.4 degrees
- Chills
- Sore throat
- Congestion/runny nose
- Muscle pain/body aches
- Headache
- Diarrhea
- Abdominal pain
- Nausea/vomiting
- New loss of taste or smell
- Fatigue or tiredness

For many individuals, symptoms are mild with no fever. It is important to know that people can still spread the virus to others even with mild or no symptoms.

Signage:

- Expected COVID precautions (current procedures about masking, distancing, etc) will be posted on all exterior entrance doors and at the front desk.
- Expected hand hygiene will be posted in all bathrooms.
- COVID-19 symptoms reminders will be posted on all exterior entrance doors and at the front desk.

Physical Distancing:

All individuals on library grounds are required to maintain a distance of at least 3-6 feet from other people whenever possible.

Hand Hygiene:

Hand hygiene is recommended throughout the day, and the following routine is recommended for any individuals in the library:

- Washing hands with soap and water at the beginning of the day and when hands are visibly soiled; otherwise, hand sanitizer can be used as well.
- Recommended times for hand hygiene should include, but are not limited to:
 - Before and after eating.
 - After using the restroom.
 - After putting on or taking off masks.

Hand sanitizer will be made available.

Library Cleaning:

The library will use liquid disinfectants to sanitize commonly used surfaces such as tables, door handles, handrails, and computers. Otherwise, standard library cleaning practices will be observed.

Eating and drinking:

Eating within the circulation area and atrium of the library is not permitted. Eating in the community room, small group room, and staff only areas is permitted as long as at least 6 feet of physical distance can be maintained. No additional restrictions exist for drinking within the library.

Face Coverings:

All individuals in the library ages 2 years and older are strongly recommended to wear a face covering over the nose and mouth. All KJM library staff are required to wear a face covering over the nose and mouth until the Library Director or Library Board state otherwise.

Acceptable times to remove masks include:

- Vigorous physical activity.
- When actively eating or drinking; otherwise, all people should be wearing masks even when in designated eating areas.
- When outdoors in small or medium sized groups.

Ideal face coverings should have two or more layers of washable, breathable fabric, they should fit snugly against the sides of the face and don't have gaps, and they should have a nose wire to prevent air from leaking out of the top of the mask. Neck gaiters are an acceptable form of face covering as long as they are doubled up over the nose and mouth.

Face shields, costume masks, and coverings with holes, mesh, exhalation valves, or lace are not acceptable.

Medical Exemptions to Masking:

People may be exempt from wearing a mask if a healthcare provider deems it detrimental to an individual's health. Those individuals or their caregiver(s) must supply a letter written by a US licensed MD, DO, MBBS, NP, or PA. The letter should be on office letterhead and include:

- the date that the letter was written

- the name of the individual for whom the exemption is being made
- a statement that masking would be harmful to the health of that individual
- the healthcare provider's NPI number
- a stamped or written signature

Medical exemptions will be in effect for up to one year from the date of the letter, but they may be modified or revised at any time by the medical provider at that provider's discretion.

Medical exemption letters will be stored in a secure staff-only location that is accessible to all front-desk staff. Medical exemption letters will be securely disposed of one year from the date of the letter.

Reduced capacity and shorter visits:

Patrons and visitors are encouraged to limit their time spent indoors at the library. Should library capacity be reached, visits will be limited to 60 minutes per day. Patrons may need to wait to enter the building or be asked to leave when the allowed time has passed, so that others can enter.

Exposure Notification(s)/Contact Tracing:

Should contact tracers or infected community members (or their caregivers) notify the library of a possible exposure to COVID-19, information documenting the date and time that the infected individual was in the library (as available) will be posted at the front desk. Exposures are defined as any individual who tested positive for COVID-19 who spent longer than 15 minutes within the library. Exposure notifications will be available for 2 weeks from the time of the exposure to the library. Any other information about the individual infected with COVID-19 will not be disclosed.

Quarantine Guidelines:

Staff who were within 6 feet for 15 minutes or more, or had any physical contact with someone who tested positive for COVID-19 will be required to follow quarantine procedures. All staff may be required to show proof of vaccination or proof of COVID-19 PCR testing per the procedures below.

Vaccinated staff: Asymptomatic staff members who are fully vaccinated do NOT need to quarantine after exposure. They are required to get tested 4 days after their exposure, even if they don't have symptoms. If the test is negative, then they may continue to come to work. If the test is positive, then they will be required to quarantine outside of the library for a total of 14 days from the time of the initial exposure. Vaccinated staff members who develop symptoms are required to quarantine for 10 days from the onset of symptoms.

Unvaccinated staff: Asymptomatic staff members who are not fully vaccinated are required to quarantine immediately after exposure and may NOT come to work. Staff members may return to work after a 7-day quarantine if they test negative (COVID-19 PCR) on or after the 5th day from exposure and do not have any symptoms of COVID-19. If staff members have a positive COVID test on or after the 5th day from exposure, then they are required to quarantine for a total of 14 days from the initial exposure. Unvaccinated staff members who develop symptoms

are required to quarantine for 10 days from the onset of symptoms.

Closure(s):

Due to the small size of the KJML staff, the library director may be required to issue temporary closures if too many staff members are ill or in quarantine due to COVID-19.

Volunteer Policy:

Volunteers are welcome at the KJML as long as they follow all COVID precautions. They are also asked to carefully monitor themselves for COVID-19 symptoms.

Requirements for private/public organizations seeking library services:

We look forward to continuing partnerships within our community. KJML staff members are available to provide library services to outside groups both in and out of the library. Staff members and partnering groups are expected to follow this policy in order for those library services to be offered.

Enforcement:

Patrons and visitors: The KJML staff will provide warnings and are available to answer questions about any procedures within this policy; however, if patrons or visitors refuse to observe the procedures, any staff may ask patrons to leave after consulting with staff leadership.

Groups: The KJML staff will provide warnings and are available to answer questions about any procedures within this policy; however, any groups who refuse to observe the procedures will be subject to the following disciplinary actions*:

- First violation - warning and discussion with leadership
- Second violation - immediate cancellation of the group function
- Third violation - immediate cancellation of the group function, and all members are suspended from library group activities for 1 month
- Fourth and subsequent violations - immediate cancellation of the group function, and all members are suspended from library group activities for 6 months

**disciplinary actions for groups of minors may be altered at the discretion of the library leadership.*

Staff and Volunteers: The KJML leadership will provide warnings and are available to answer questions about any procedures within this policy; however, if staff and volunteers refuse to observe the procedures, then the leadership may institute disciplinary action against them.

Library Board Members: The KJML leadership or other board members will provide warnings and are available to answer questions about any procedures within this policy; however, if board members refuse to observe the procedures, then KJML leadership and/or other library board members may ask non-compliant board members to leave the library. Board members will continue to have the option to attend meetings virtually.

Mo Hansen

From: Mike Tschanz
Sent: Friday, January 14, 2022 8:29 AM
To: Mo Hansen
Subject: FW: Car Issues - Parks Department

From: Jeni Quimby <mayor@waterloowi.us>
Sent: Thursday, January 13, 2022 4:57 PM
To: Gabe Haberkorn <parks@waterloowi.us>; Tim Thomas <alder3@waterloowi.us>; Eric Rhynes <alder2@waterloowi.us>; Charles Kuhl <alderatlargea@waterloowi.us>
Cc: Mike Tschanz <mtschanz@waterloowi.us>; Denis Sorenson <dpsorenson@waterloowi.us>
Subject: RE: Car Issues - Parks Department

Hello all. I talked with Paul from R&R Insurance today and he'll send me an estimate tomorrow for insurance for a Park/city owned vehicle. I stated that this should compare to the Fire Department vehicle, city owned and used by employees. Gabe had mentioned perhaps the next rotation of a PD SUV that perhaps we would purchase it. To be discussed, but that's what he's using to quote with – the oldest PD vehicle.

He did state it would be better to have a city insured vehicle for employees who's job requires a lot of traveling, similar to the PD who drive around (mostly) in the city. If Gabe were to get in any kind of accident, his insurance would kick in 1st and the city's 2nd, but he may risk paying a lot more out of pocket. Gabe mentioned a scenario below that the city did help out with, which is good, but then he runs the personal risk of increased premiums.

We can discuss this at finance next week for at least a start to the conversation. I'm not advocating one way or another, just gathering data to have the discussion, pro's and con's. In the meantime, we should discuss the tire situation.

If OK **Tim**, please have Mike add to the agenda for discussion. **Mike:** do you know if the fire's vehicle is titled to the city? It was a question from Paul.

Thanks,

Jenifer Quimby / Mayor 2019 City of Waterloo, WI
920-478-3025 / 608-516-3363 cell
mayor@waterloowi.us

From: Charles Kuhl <alderatlargea@waterloowi.us>
Sent: Monday, January 10, 2022 8:54 PM
To: Jeni Quimby <mayor@waterloowi.us>; Gabe Haberkorn <parks@waterloowi.us>; Tim Thomas <alder3@waterloowi.us>; Eric Rhynes <alder2@waterloowi.us>; Mike Tschanz <mtschanz@waterloowi.us>
Subject: Re: Car Issues - Parks Department

There is a bigger issue with use of personal equipment or vehicles from a risk management side as well. I agree we should look closer. We have assets with our work comp that we could bring to bear here. At least to know the risks to protect both the city and employees.

Charles Kuhl
Alderman at Large

City of Waterloo, Wisconsin

From: Jeni Quimby <mayor@waterloowi.us>
Sent: Monday, January 10, 2022 8:26:31 PM
To: Gabe Haberkorn <parks@waterloowi.us>; Tim Thomas <alder3@waterloowi.us>; Charles Kuhl <alderatlargea@waterloowi.us>; Eric Rhynes <alder2@waterloowi.us>; Mike Tschanz <mtschanz@waterloowi.us>
Subject: Re: Car Issues - Parks Department

Gabe & I did talk about this briefly today, not only about tires, but long term planning.

City hall doesn't have a vehicle, and the majority of the time, it really isn't needed, but we should have a policy. The fire department had a vehicle donated, I believe. I'm not sure if it was or wasn't a necessity or an actual need, but its an example to discuss.

Tim, put this on the Finance agenda to discuss?

Jenifer Quimby, Mayor
Sent from my U.S.Cellular©

From: Gabe Haberkorn <parks@waterloowi.us>
Sent: Monday, January 10, 2022 3:13:11 PM
To: Tim Thomas <alder3@waterloowi.us>; Charles Kuhl <alderatlargea@waterloowi.us>; Eric Rhynes <alder2@waterloowi.us>; Jeni Quimby <mayor@waterloowi.us>
Subject: Car Issues - Parks Department

Some of you may or may not know that I use my own personal car for work within the Parks Department. Making trips to the different Parks can be a daily occurrence and during the 6 years I have never charged any mileage, car usage or gas to the City of Waterloo and do not plan to. A few years ago, my car got dinged up at work and the City of Waterloo did take care of the deductible and my personal insurance took care of the rest.

Today, while out doing rounds my back tire took a nail right along the fold in the tire where tread and side wall converge. DPW was able to plug it but Chris Hauptli said with where it is at he didn't know if would stick or not. What I am wondering if it does not hold up, if the City of Waterloo would pay or help pay for new tires for the vehicle? Obviously I would get quotes from K&B before hand or other dealers if needed. I would want to act on this as soon as we can just in case it does not work and I would have to get moving on the tires for the vehicle. Thank you in advance.

Gabe Haberkorn
City of Waterloo – Parks Coordinator
136 N. Monroe Street
Waterloo, WI 53594

Office: (920) 478-3025
E-Mail: parks@waterloowi.us
Website: <http://www.waterloowi.us/>



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RESOLUTION #2022-05

Appointing Lois Baird As A Temporary Employee To Assist In The City Clerks Office During Clerk Vacancy

Whereas, the City of Waterloo seeks to conduct a well-administered City Clerks Office, and;

Whereas, Lois Baird is a valued retired employee, having been with the municipality during her career, and;

Whereas, Lois Baird has previously served as the interim Clerk during other vacancies, and has shown to be an indispensable team member in the Clerk/Treasurer's office, and;

Whereas, the Clerk/Treasurer's office seeks to conduct a well-administered office, with an additional Temporary Employee during the vacancy period of the Clerk/Deputy Treasurer thus adding greater office efficiency and flexibility.

Therefore, Be It Resolved, by the Common Council of the City of Waterloo, Wisconsin, that it hereby appoints Lois Baird as a Temporary Employee and thanks her for her work.

PASSED AND ADOPTED this _____, 2022.

City of Waterloo
Signed:

Mayor Jenifer Quimby

Attest:

Mike Tschanz, Interim Clerk/Treasurer

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.)