



136 North Monroe Street  
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## 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: May 19, 2022  
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: <https://us02web.zoom.us/j/86257439360?pwd=204A1x7DFNv32QON4Kx6ST5oXwidgT.1>  
Meeting ID: 862 5743 9360 Passcode: 188597  
Dial by phone +1 312 626 6799 US (Chicago)

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES:
  - a) April 21, 2022
  - b) Closed session April 7, 2022
- 3) PUBLIC COMMENT
- 4) NEW BUSINESS
  - a) April 2022 Financial Statements: General Disbursements \$590,049.03; Payroll \$74,259.92 & Clerk/Treasurer's Reports [\[see on municipal website\]](#)
  - b) Update of Municipal Code 57 Fire Department
  - c) Updating Ordinance 2007-22
  - d) Resolution 2022-15 Temporarily exempting Jeanne Ritter from 80 hour max cap for comp time
  - e) Police Department purchase of 2023 vehicle. Also, discussion on what will be happening with Police vehicle being retired.
- 5) UNFINISHED BUSINESS
  - a) Riverside Dr/Minnehaha Lane overlay bids
- 6) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a) Committee Calendar (for reference)
- 7) ADJOURNMENT

Jeanne Ritter  
Clerk/ Deputy Treasurer

Committee Members: Thomas, Weihert and Kuhl

Posted, Emailed & Distributed: 05/13/2022

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**

**April 21, 2022**

[a digital recording of this meeting also serves as the official record]

1. CALL TO ORDER AND ROLL CALL. Thomas called the meeting to order at 5:30 p.m. Members in person or remote: Thomas and Kuhl. Absent: none. Other attending in person or remote: Mayor Quimby; Police Chief Sorenson; Deputy Clerk/Treasurer Tschanz; Public Works Director Yerges; Utility Superintendent Sorenson; City Clerk Ritter.
2. APPROVAL OF MEETING MINUTES: Motion to approve March 17, 2022 & Tabled Closed Session April 7, 2022 MOTION: [Kuhl/Thomas] to approve all meeting minutes as listed. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. NEW BUSINESS
  - a. March 2022 Financial Statements: General Disbursements \$117,563.79; Payroll \$76,883.40 & Clerk/Treasurer's Reports [\[see on municipal website\]](#) [Kuhl/Thomas] Voice Vote: Motion carried.
  - b. Path lighting through the park. One light off Mill St around the bend and one light on the other side of the bridge lighting the path at Boorman/Park Ave. Discussion Mayor has had a request from a citizen to light paths better. Two options City pays for installation of lights then \$9.00 a month for each light or pays a rental fee of \$20 and Water & Light owns the lights. [Kuhl/Thomas] Motion to have the DPW handle lighting like it currently does with the Utilities. Rental without purchasing. Voice Vote: Motion carried.
  - c. HVAC Proposal –City of Waterloo Garage Jensen Plumbing, Heating & Air INC. Quote received. Unable to repair and will need to be replaced. Discussion of age of all City owned furnaces/air conditioning units. This is information only. Making the Finance Committee aware for the upcoming budget.
  - d. Ordinance 2022-04 Record Retention Schedule. Treasurer Tschanz explained retention plan going forward. We are going to follow the State retention plan and if items aren't listed there it would be an automatic 7 year retention. Police to add an addendum for their policy. Utility already follows states guidelines. [Kuhl/Thomas] Motion to recommend to council with a police record retention amendment to follow. Voice Vote: Motion carried.
  - e. 2022 Debt Summary Sheet. Update from Tschanz. \$325,000 from 2010(refunding bond) will be completed in August and will come off the debt amount. Any borrowing we do this year we won't start paying on until next year. Mayor discussed maintaining a steady debt amount. Discussion on TID 3 regarding improvements. Tschanz to get tax income from TID 3 for the committee. Informational only no action taken.
  - f. Riverside Dr/Minnehaha Lane overlay bid. DPW Director Yerges updated current road conditions. Two bids received. \$279,000 approximately for just road work not utilities.
  - g. 2022 Debt borrowing proceeds from Ehlers proposals (packet page 75 option 1) shows Jefferson St with the Utility (packet page 69 option 2) shows Jefferson St + mill and overlay +Utility (packet page 68 option 3) shows without Utility. Tschanz recommends doing Jefferson St + mill and overlay without the Utility. [Thomas/Kuhl] Motion to go with Jefferson + mill and overlay without the Utility. Voice Vote: Motion carried.
5. UNFINISHED BUSINESS
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Committee Calendar (for reference)
7. ADJOURNMENT. MOTION: [Kuhl/Thomas] To adjourn. VOICE VOTE: Motion carried. Approximate time 6:56 pm

Jeanne Ritter  
Clerk/Deputy Treasurer

*The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.*

## Article I Organization and Regulations

**[Adopted 10-19-1987 by Ord. No. 87-6 as §§ 5.01 to 5.09, 5.13, 5.14, 5.17 and 5.20 of the 1987 Code]**

### **§ 57-1 Composition.**

The Waterloo Fire Department shall consist of the Fire Chief, an Assistant Fire Chief, a First and Second Captain, a First and Second Lieutenant, a Secretary and a Treasurer, and as many drivers and firemen who live and normally work within the City as may be appointed by the Chief and approved by the Council, provided that at no time shall the Department consist of fewer than 28 active members.

### **§ 57-2 Appointments.**

- A. Fire Chief. See Chapter 85, § 85-3, of this Code.
- B. Subordinates. The members of the Fire Department shall be appointed by the Fire Chief, subject to the Department bylaws and confirmation by the Council.

### **§ 57-3 Regulations.**

Members of the Department shall be governed by the bylaws of the Department, the resolutions and ordinances of the City, the lawful orders of the Council and the Mayor, and the Wisconsin Statutes. The Department bylaws and amendments thereto shall be subject to approval by the Council.

### **§ 57-4 Training.**

All members of the Department shall participate in the Department training program in accordance with the Department's bylaws. Department training sessions shall be held every month and all members shall be required to attend unless excused by the Fire Chief.

### **§ 57-5 Disciplinary action.**

The Fire Chief shall have the power to suspend, demote, expel or otherwise discipline members of the Department, subject to appeal to the Council.

### **§ 57-6 Fire Chief.**

- A. General supervision. The Chief shall have the general supervision of the Department, which supervision shall be subject to and not in conflict with this article and the rules and regulations of the Department.
- B. Command of fire-fighting operations. The Chief shall be present at all fires, if possible, and have complete command and entire responsibility of all fire-fighting operations, plan the control of the same, direct the action of the Department when it arrives at a fire, observe that the Department does its duty, grant leaves of absence at a fire when he may deem it proper, and see that the fire apparatus is kept in proper condition at all times.
- C. Reports to the Council. On or about October 1 of each year, the Chief shall submit to the Council a proposed budget for the coming year and a report relating to the conditions of all fire apparatus and the drill and training program of the Department, together with other pertinent information, including recommendations for such improvements as he deems proper and necessary for the operation of the Department.
- D. Enforcement of fire prevention laws and ordinances. He shall enforce all fire prevention ordinances of the City and the state laws and regulations pertaining to fire prevention and shall keep citizens informed on fire prevention methods and on the activities of the Department.

- E. Fire record book. He shall keep a fire record book of every fire to which the Department was called and shall enter in such book the location of the fire; the time the alarm was received; the cause of the fire; where the fire started; the cause of delay, if any, in responding; the amount of insurance carried on buildings and contents; estimated fire loss; the time the fire was extinguished; the names of the firemen responding; and general remarks.
- F. Apparatus inventory. He shall keep an inventory of all apparatus and equipment, and an inventory of all hose, showing dates and results of tests on each length, which shall be individually numbered.
- G. Duties as commanding officer. He shall perform such other duties as are usually incumbent on the commanding officer of the Fire Department.

**§ 57-7 Assistant Chief.**

In the absence of the Chief, the Assistant Chief shall take command and perform the duties of the Chief. In the absence of both the Fire Chief and the Assistant Chief, the highest ranking officer or fireman shall be in charge.

**§ 57-8 Control and use of apparatus.**

- A. The Chief shall have control of all apparatus used by the Department and shall be responsible for its proper maintenance. Emergency repairs may be authorized by the Chief.
- B. Unless approved by the Fire Chief and the Mayor, no apparatus shall be used for any purpose except for fire fighting within the City limits, or in training therefor, except in towns which have contracted with the City for fire protection or in municipalities with which the City has entered into mutual aid agreements. Upon the approval of the Chief, such apparatus may be used for emergency purposes within the City and participating municipalities.

**§ 57-9 Police power at fires.**

- A. Police authority at fires. The Chief and his assistant or officers in command at any fire are hereby vested with full and complete police authority. Any officer of the Department may cause the arrest of any person failing to give the right-of-way to the Fire Department in responding to a fire.
- B. Control of fires. The Fire Chief may prescribe certain limits in the vicinity of any fire within which no persons except firemen and policemen and those admitted by order of any officer of the Department shall be permitted to enter. The Chief may cause the removal of any property whenever it shall become necessary for the preservation of such property from fire or to prevent the spreading of fire or to protect the adjoining property, and during the progress of any fire, he may order the removal or destruction of any property necessary to prevent the further spread of the fire. He may also cause the removal of all wires or other facilities and the turning off of all electricity, gas or other services where the same impedes the work of the Department during the progress of a fire.
- C. Entering premises. Any fireman, while acting under the direction of the Fire Chief or other officer in command, may enter upon the premises adjacent to or in the vicinity of any building or other property then on fire for the purpose of extinguishing such fire, and if any person shall hinder, resist or obstruct any fireman in the discharge of his duty as is hereinbefore provided, the person so offending shall be deemed guilty of resisting firemen in the discharge of their duties.
- D. Duties of bystanders. Every person who shall be present at a fire shall be subject to the orders of the Fire Chief or officer in command and may be required to render assistance in fighting the fire or removing or guarding property. Such officer may cause the arrest of any person refusing to obey said orders.

- E. Injury to equipment prohibited. No person shall willfully injure in any manner any hose, hydrant or fire apparatus belonging to the City, and no vehicle or railroad equipment shall be driven over any unprotected hose of the Fire Department when laid down on any street, private driveway, track or other place to be used at any fire or alarm of fire without the consent of the Fire Department official in command.

**§ 57-10 Right-of-way of fire apparatus.**

The officers and members of the Fire Department, with their fire equipment of every kind, when going to or on duty at a fire, shall have the right-of-way over all other vehicles upon City streets, and the operator of any other vehicle, whether motor or otherwise, upon the approach of such fire apparatus, shall immediately drive such other vehicle as far as possible to the right of the thoroughfare and shall keep such vehicle stationary until such fire apparatus shall have passed. Except when actually responding to a fire alarm or other emergency call, or when on duty at a fire, the apparatus and vehicles of the Fire Department shall, however, have no special right-of-way or other privileges of any kind but shall be subject to all traffic regulations applied to other vehicles. Emergency vehicles responding to a call, and exceeding the posted speed limit, shall have all emergency lights and siren in operation.

**§ 57-11 Traffic laws apply to volunteers.**

All volunteer firemen, when responding to a fire call with a private vehicle, shall comply with all traffic regulations, except nonmoving traffic regulations.

**§ 57-12 Rescue service.**

**[Amended 4-5-2018 by Ord. No. 2018-03]**

- A. Rescue service for the City and participating town residents shall be provided by the Waterloo Fire Department.
- B. When the Waterloo Fire Department is called upon to extinguish a vehicle fire, extricate a person from a vehicle, provide on-scene cleanup of flammable or hazardous substances, or provide on-scene care or assistance to a vehicle occupant, the driver or owner of the vehicle will pay a service fee to the Waterloo Fire Department in an amount not to exceed \$500, or as amended from time to time by the Waterloo City Council upon recommendation of the Waterloo Fire Department.

**§ 57-13 Violations and penalties.**

Any person who shall violate any provision of this article or any order, rule or regulation made hereunder shall be subject to a penalty as provided in Chapter 1, § 1-4, of this Code.

## Article II Fire Volunteer Funds

**[Adopted 12-20-2007 by Ord. No. 2007-22]**

**§ 57-14 Intent.**

This article imposes a number of obligations on the Waterloo Fire Company with respect to certain funds provided to it from time to time.

**§ 57-15 Purpose.**

The purpose of this article is to authorize the deposit of certain funds into a members' account to be held and administered by the Fire Company.

**§ 57-16 Authority.**

The City Council adopts this article, pursuant to § 66.0608, Wis. Stats., and it is to be interpreted in conformance with that section as it may be amended from time to time.

**§ 57-17 Definitions.**

In this article, the following terms have the following assigned meanings:

**CITY**

The City of Waterloo.

**CITY COUNCIL**

The City Council of the City of Waterloo.

**FIRE CHIEF**

The Fire Chief of the Fire Company.

**FIRE COMPANY**

The active division of the Waterloo Fire Department.

**FIRE COMPANY ACCOUNT**

Has the meaning set forth in § 57-18B below.

**FIRE VOLUNTEER FUNDS**

Volunteer funds that are raised by members of the Fire Company, by volunteers, or by donation to the Fire Company, for the exclusive benefit of the Fire Company.

**PUBLIC DEPOSITORY**

Has the meaning given in § 34.01(5), Wis. Stats.

**§ 57-18 Description of accounts.**

The following separate accounts are hereby established for the Fire Company, to be accounted for and administered according to the conditions stated in this article:

- A. Members' account. This account shall be used for the deposit of all fire volunteer funds raised by the Fire Company through fundraising activities, donations, and similar sources.
- B. Fire Company account. This account shall be used for the deposit of all funds raised by the Fire Company through the provision of emergency medical services to the public by the Fire Company; through payments by the municipalities served by the Fire Company for the provision of fire and other municipal services; and through appropriations by the City from time to time.

**§ 57-19 Authorization for deposit of funds.**

The Fire Chief or his/her designated representative shall deposit fire volunteer funds to the members' account, held in the name of the Fire Company. All such fund deposits shall be in a public depository in which other City funds are being held by the City Treasurer. All other funds shall be held in the Fire Company account, to be administered by the City Treasurer in accordance with applicable provisions of law.

**§ 57-20 Control of funds.**

The Fire Company, through the Fire Chief or his/her designated representative, is granted exclusive control over the expenditure of the funds in the members' account, subject to any restrictions imposed by the donors or the organizational documents for the Fire Company. All of the funds comprising the Fire Company account shall be controlled by the City.

**§ 57-21 Limitations, requirements, and withdrawals.**

The following limitations and requirements shall apply to the handling and disbursement of funds from the members' account:

- A. Expenditures withdrawn from the members' account shall be made only upon majority vote of the Fire Chief and the elected officers of the Fire Company.
- B. Withdrawals and expenditures from the members' account may be made for any purpose that promotes the ability of the Fire Company to provide the services for which it is organized.
- C. The funds in the members' account shall remain the property of the City until the funds are disbursed in accordance with this article.

§ 57-22 **Accounting; audit.**

The members' account shall be maintained in accordance with generally accepted accounting principles and shall be included in any annual audit of the City funds, and shall be audited in the same manner.



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**ORDINANCE #2007-22**  
**RE: FIRE VOLUNTEER FUNDS**

The Common Council for the City of Waterloo does ordain as follows:

SECTION 1. The following Section 5.21 of the Municipal Code of Waterloo, Wisconsin, is hereby created as follows:

"5.21 **Fire Volunteer Funds.** This section imposes a number of obligations on the Waterloo Fire Company with respect to certain funds provided to it from time to time.

- (a) **Purpose.** The purpose of this section is to authorize the deposit of certain funds into a "Members' Account" to be held and administered by the Fire Company.
- (b) **Authority.** The City Council adopts this section pursuant to Section 66.0608, Wis. Stats., and it is to be interpreted in conformance with that section as it may be amended from time to time.
- (c) **Definitions.** In this Section 5.21, the following terms have the following assigned meaning.
  - (1) "City" means the City of Waterloo.
  - (2) "City Council" means the City Council of the City of Waterloo.
  - (3) "Fire Chief" means the Fire Chief of the Fire Company.
  - (4) "Fire Company" means the Active Division of the Waterloo Fire Department.
  - (5) "Fire Company Account" has the meaning set forth in Section 5.21(d)(2) below.
  - (6) "Fire volunteer funds" means volunteer funds that are raised by members of the Fire Company, by volunteers, or by donation to the Fire Company, for the exclusive benefit of the Fire Company.
  - (7) "Public depository" has the meaning given in Section 34.01(5), Wis. Stats.
- (d) **Description of Accounts.** The following separate accounts are hereby established for the Fire Company, to be accounted for and administered according to the conditions stated in this Section 5.21.
  - (1) **Members' Account.** This account shall be used for the deposit of all fire volunteer funds raised by the Fire Company through fundraising activities, donations, and similar sources.
  - (2) **Fire Company Account.** This account shall be used for the deposit of all funds raised by the Fire Company through the provision of emergency medical services to the public by the Fire Company; through payments by the municipalities served by the Fire Company for the provision of fire and other municipal services; and through appropriations by the City from time to time.



- (e) **Authorization for Deposit of Funds.** The Fire Chief or his/her designated representative shall deposit fire volunteer funds to the Members' Account, held in the name of the Fire Company. All such fund deposits shall be in a public depository in which other City funds are being held by the City Treasurer. All other funds shall be held in the Fire Company Account, to be administered by the City Treasurer in accordance with applicable provisions of law.
- (f) **Control of Funds.** The Fire Company, through the Fire Chief or his/her designated representative, is granted exclusive control over the expenditure of the funds in the Members' Account, subject to any restrictions imposed by the donors or the organizational documents for the Fire Company. All of the funds comprising the Fire Company Account shall be controlled by the City.
- (g) **Limitations, Requirements, and Withdrawals.** The following limitations and requirements shall apply to the handling and disbursement of funds from the Members' Account.
  - (1) Expenditures withdrawn from the Members' Account shall be made only upon majority vote of the Fire Chief and the elected officers of the Fire Company.
  - (2) Withdrawals and expenditures from the Members' Account may be made for any purpose that promotes the ability of the Fire Company to provide services for which it is organized.
  - (3) The funds in the Members' Account shall remain the property of the City until the funds are disbursed in accordance with Section 5.21.
- (h) **Accounting/Audit.** The Members' Account shall be maintained in accordance with generally accepted accounting principles and shall be included in any annual audit of the City funds, and shall be audited in the same manner.
- (i) **Severability.** If any provision of this section is invalid or unconstitutional, or if the application of this section to any person or circumstance is invalid or unconstitutional, the invalidity or unconstitutionality shall not affect the provisions or applications of this section which can be given effect without the invalid or unconstitutional provision or application."

**SECTION 2.** This ordinance shall take effect on January 1, 2008. The provisions in this Ordinance shall prevail over any previous ordinances of the City that are or may be in conflict therewith.

**Acted on and adopted** at a regular meeting of the Common Council on December 20, 2007.

**CITY OF WATERLOO**

Signed: *Robert H. Thompson*  
Robert H. Thompson, Mayor

Attest: *Morton J. Hansen*  
Morton J. Hansen, Clerk/Treasurer

Date Adopted: December 20, 2007

Date Published: The Courier, January 17, 2008

{note: all text is new} = New Text  
 STRIKETHROUGH = Deleted Text  
 SPONSOR (S) – Directed by Council Action (Resolution #2007-58)



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**RESOLUTION #2022-15**  
**Temporarily Exempting Jeanne Ritter**  
**From The 80 Hour Compensatory Time Accrual Maximum Cap**

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

**WHEREAS**, the City Council recommends temporarily exempting Jeanne Ritter from the 80 hour compensatory time accrual maximum cap found in the employee handbook for the period May 19, 2022 to February 3, 2023.

**THEREFORE BE IT RESOLVED**, the City of Waterloo Common Council temporarily exempts City Hall Staff as described above.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2022.

**City of Waterloo**

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

Attest:

\_\_\_\_\_  
Mike Tschanz Treasurer/Deputy Clerk

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

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

- Meeting night: 3<sup>rd</sup> 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.)