



136 North Monroe Street
Waterloo, WI 53594
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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: November 16, 2023
TIME: 6:00 p.m.
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES: 10-19-2023 (1), 10-19-2023, 10-23-2023, 11-07-2023
- 3) PUBLIC COMMENT (3 Minute Time Limit)
- 4) OLD BUSINESS
- 5) NEW BUSINESS
 - a) October 2023 Financial Statements: Payroll \$ 91,387.76, General Disbursements \$ 695,705.21 and Clerk/Treasurer's Reports[[see on municipal website](#)]
 - b) Resolution 2023-29 Adopting an Annual Budget and Appropriating the Necessary Funds for the Operation of the City of Waterloo, Wisconsin for the Year of 2024
- 6) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 7) ADJOURNMENT

Jeanne Ritter
Clerk/ Deputy Treasurer

Committee Members: Thomas, Weihert and Kuhl

Posted, Emailed & Distributed: 11/10/2023.

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noted. 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

October 19, 2023

[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 5:30p.m. Members in person: Thomas, Kuhl and Weihert. Remote: none. Absent: none Others attending in person or remote: Mayor Quimby; City Clerk Ritter; Police Chief Sorenson; Fire Chief Benisch; 1st Lt. Butzine; DPW Supervisor Yerges; and Treasurer Nelson.
2. APPROVAL OF MEETING MINUTES: Motion to approve Meeting Minutes: September 21,2023 Motion [Weihert/Kuhl]
3. PUBLIC COMMENT: none
4. OLD BUSINESS
 - a. Police Union Contract [NOTE: The Finance Committee may meet 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 exercise responsibility. Upon concluding a closed session, the Committee will reconvene in open session.] Motion to approve 2024-2026 Contract [Weihert/Kuhl] VOICE VOTE: Motion carried.
 - b. 2024 Budget Deliberations- Review and Action [NOTE: The Finance Committee may meet 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 exercise responsibility. Upon concluding a closed session, the Committee will reconvene in open session.]
 1. CDA
 2. Parks
 3. Fire
 4. Police
5. NEW BUSINESS
 - a. September 2023 Financial Statements: Payroll\$ 91,609.73, General Disbursements \$172,836.61 and Clerk/Treasurer’s Reports[[see on municipal website](#)] Motion [Weihert/Kuhl] VOICE VOTE: Motion carried.
 - b. EMS Billing Contract with EMS Management and Consultants Tabled [Kuhl/Weihert] VOICE VOTE: Motion carried.
 - c. New Fire Dept. Hire – 1st LT will send date/Job description and link to city hall. Resume’s to come to city hall. Motion [Kuhl/Weihert] VOICE VOTE: Motion carried.
Approve Fire Dept Full Time uniform allowance increase to \$800 from fund balance for 2023.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Committee Calendar (for reference)
7. ADJOURNMENT. MOTION: [Kuhl/Thomas] To adjourn. VOICE VOTE: Motion carried.

Jeanne Ritter
Clerk/Deputy Treasurer

CITY OF WATERLOO SPECIAL FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES

October 19, 2023

[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 7:26 p.m.. Members in person: Thomas, Kuhl and Weihert. Remote: none. Absent: none Others attending in person or remote: Mayor Quimby; City Treasurer Nelson; Denis Sorenson, and Clerk Ritter.
2. APPROVAL OF MEETING MINUTES:none
3. PUBLIC COMMENT: none
4. OLD BUSINESS
 - a. 2024 Budget Deliberations- Review and Action [NOTE: The Finance Committee may meet 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 exercise responsibility. Upon concluding a closed session, the Committee will reconvene in open session.] Discussion only. See Mi-View for all updates.
5. NEW BUSINESS
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
7. ADJOURNMENT. MOTION: [Kuhl/Weihert] To adjourn. VOICE VOTE: Motion carried. Approximate time 8:19pm

Jeanne Ritter
Clerk/Deputy Treasurer

CITY OF WATERLOO SPECIAL FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES

October 23, 2023

[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 6:01 p.m.. Members in person: Thomas, Kuhl and Weihert. Remote: none. Absent: none Others attending in person or remote: Mayor Quimby; City Treasurer Nelson; Police Chief D. Sorenson, DPW Asst. Supervisor Hauptli and Clerk Ritter.
2. APPROVAL OF MEETING MINUTES:none
3. PUBLIC COMMENT: none
4. OLD BUSINESS
 - a. 2024 Budget Deliberations- Review and Action [NOTE: The Finance Committee may meet 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 exercise responsibility. Upon concluding a closed session, the Committee will reconvene in open session.]
Motion to approve up to \$50,000 for survey/design of City Hall parking lot and up to \$500,000 for updating of bank and parking lot. [Weihert/Kuhl] VOICE VOTE: Motion carried.
Motion to approve CDA budget less \$50,000 for BID District/improvements [Thomas/Weihert] VOICE VOTE: Motion carried.
Motion to approve the 2024 budget [Thomas/Weihert] VOICE VOTE: Motion carried.
See Mi-View for all updates.
5. NEW BUSINESS
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
7. ADJOURNMENT. MOTION: [Kuhl/Weihert] To adjourn. VOICE VOTE: Motion carried. Approximate time 7:26pm

Jeanne Ritter
Clerk/Deputy Treasurer

CITY OF WATERLOO SPECIAL FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES

October 19, 2023

[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 6:00 p.m.. Members in person: Thomas, Kuhl and Weihert. Remote: none. Absent: none Others attending in person or remote: Mayor Quimby.

2. NEW BUSINESS
 - a. Fire Department – Discussion only
 - i. By-Laws
 - ii. Policy and Procedures

3. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

4. ADJOURNMENT. MOTION: [Kuhl/Thomas] To adjourn. VOICE VOTE: Motion carried. Approximate time 9:30pm

Jeanne Ritter
Clerk/Deputy Treasurer



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 Website: www.waterloowi.us

RESOLUTION #2023-29

ADOPTING AN ANNUAL BUDGET AND APPROPRIATING THE NECESSARY FUNDS FOR THE OPERATION OF THE CITY OF WATERLOO, WISCONSIN, FOR THE YEAR 2024

WHEREAS, it is necessary for the City of Waterloo to levy taxes and appropriate monies for expenditures;

BE IT RESOLVED that the following narrative, summary documents and detail documents are recommended by the Finance, Insurance & Personnel Committee and represent the entirety of the recommended 2024 budget for the City of Waterloo.

NOW, THEREFORE BE IT FURTHER RESOLVED, by the Common Council of the City of Waterloo that the Common Council adopts the proposed budget as submitted in summary and detail and hereby levies a tax of \$2,274,432. (with an additional levy amount for Tax Incremental District 2, 3 & 4 generated by DOR formula) for necessary purposes within the City of Waterloo for expenditures by the City of Waterloo for 2024. The said levy being distributed across the governmental funds as follows:

FUND DESCRIPTION		Levy
100	General	\$1,240,477
200	Cable TV	-
220	Fire & EMS	\$291,231
225	Parks	\$113,018
300	Debt Service	\$422,586
400	Capital	-
402	Special Assessment	-
600	Community Development	\$2,120
812	Library	\$205,000
Non-TID Total		\$2,274,432

Passed and adopted this ____ day of November 2023.

City of Waterloo

 Jenifer Quimby, Mayor

Attest:

 Jeanne M Ritter, Clerk/Deputy Treasurer

SPONSOR(S) – Finance Insurance & Personnel Committee with a proposed amendment submitted by the Clerk/Treasurer at this time
 FISCAL NOTES – See narrative, summary and detail documents

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

revised: 08/21/2023

- 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
<input type="checkbox"/> Audit Prep
FEBRUARY
<input type="checkbox"/> Audit
MARCH
<input type="checkbox"/> Fee Schedule Review
APRIL
<input type="checkbox"/> § 53-12 Review of debt schedules & debt refunding opportunities.
<input type="checkbox"/> Audit Presentation third Thursday
MAY
<input type="checkbox"/> Addressing items raised in financial audit.
<input type="checkbox"/> Resolution for carryover after audit is complete
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"/> WPPA Contract multi-year contract, renewal (when applicable) 2024-26
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.
NOVEMBER
<input type="checkbox"/> Final review of calendar year insurance renewal policies.
DECEMBER
<input type="checkbox"/> Review and recommend Current Budget Amendment #2 (July – Dec.)