



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: February 15, 2024  
TIME: 5:30 p.m.  
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street  
via remote conference or in-person for participants and public

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES: January 18, 2024, January 24, 2024, February 1, 2024
- 3) PUBLIC COMMENT
- 4) NEW BUSINESS
  - a) 2023 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."]
    - i) Treasurer – 5:30 pm
    - ii) Department of Public Works – 6:00 pm
  - b) January 2023 Financial Statements: Payroll \$94,388.45 , General Disbursements \$1,936,093.88 and Clerk/Treasurer's Reports [see on municipal website](#)
  - c) Fire Dept. – Spring Quote for Engine 68
  - d) Fire Dept. – AFG Grant – Gear for Wildland/Extraction
  - e) Walk Bridge off Mill St
  - f) Property Taxes – Accepting Cash
- 5) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 6) ADJOURNMENT

Jeanne Ritter  
Clerk/ Deputy Treasurer

Committee Members: Thomas, Weihert and Kuhl

Posted, Emailed & Distributed: 02/09/2023

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 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**

**January 18, 2024**

[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, Weihert and Kuhl. Remote: none. Absent: none. Others attending in person or remote: Mayor Quimby; Treasurer Nelson; Police Chief Sorenson; Parks Coordinator Haberkorn, WLOO and Clerk Ritter.
- 2) APPROVAL OF MEETING MINUTES: December 21, 2023 Motion [Weihert/Kuhl] VOICE VOTE: Motion carried.
- 3) PUBLIC COMMENT (3 Minute Time Limit) none
- 4) OLD BUSINESS
  - a) Parks Purchase of Radio Equipment for Vehicle – No action taken.
- 5) NEW BUSINESS
  - a) December 2023 Financial Statements: Payroll \$ 107,936.04, General Disbursements \$ 324,096.60 and Clerk/Treasurer's Reports[[see on municipal website](#)] Motion [Kuhl/Weihert] VOICE VOTE: Motion carried.
  - b) Funding for Parks Vehicle will need to be a budget amendment to move from City Hall to Parks. No action.
- 6) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 7) ADJOURNMENT. MOTION: [Kuhl/Weihert] To adjourn. VOICE VOTE: Motion carried. Approximate time 6:35pm

Jeanne Ritter  
Clerk/Deputy Treasurer

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

**January 24, 2024**

[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, Weihert and Kuhl. Remote: none. Absent: none. Others attending in person or remote: Mayor Quimby; Raynelle Butzine, Vern Butzine, Tina Lange, Matt Petrie, Keenan Herring, Ron Boyer, Susan Seibert, Jim Seibert, Coltin Butzine, Kaitlin Butzine, Wes Benisch, Brad Hering, Dan Aguero, Larry Holzhueter, Jeremy Ellis, Pam Benisch, Rachel Geise, Chad Chadwick, Ben Weber, Ryan Weber, Craig Strobel, Eric Cotting, Laura Cotting, Linda Joyce, John Joyce, Garry Whitebird, Laurie Frey, Chuck Crave, Jeff Spoke, Chad Butzine, Christine Butzine, and Alex Hernandez.
- 2) OLD BUSINESS
  - a) Fire Dept
    - i) By-Laws - Discussion
    - ii) Policy and Procedures – Discussion
- 3) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 4) ADJOURNMENT. MOTION: [Kuhl/Weihert] To adjourn. VOICE VOTE: Motion carried. Approximate time 8:25pm

Jeanne Ritter  
Clerk/Deputy Treasurer

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

**February 1, 2024**

[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 7:15 p.m. Members in person: Thomas, Weihert and Kuhl. Remote: none. Absent: none. Others attending in person or remote: Mayor Quimby; Alder Haseleu.

2) NEW BUSINESS

a) 2023 Department Head Evaluation Pre- Discussion [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.”]

Motion to go into closed session [Kuhl/Weihert] VOICE VOTE: Motion carried.

Motion to come out of closed session [Weihert/Kuhl] VOICE VOTE: Motion carried.

3) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

4) ADJOURNMENT. MOTION: [Kuhl/Weihert] To adjourn. VOICE VOTE: Motion carried. Approximate time 7:58pm

Jeanne Ritter  
Clerk/Deputy Treasurer

**Fire Service, Inc. - Lake Mills**  
 105 S Industrial Dr  
 Lake Mills, WI 53551  
 gwellach@fireserviceinc.com  
 920-945-0166

Estimate **WI-6173**Date: **9/25/2023****Bill To**

Waterloo Fire Department (WI)  
 900 Industrial Ln.  
 Waterloo, WI 53594  
 P: 920-478-2535

**Remit Payment To**

Fire Service Inc.  
 9545 North Industrial Drive  
 Saint John, IN 46373

**Service Order****Purchase Order****Authorizer**

WI-6173

Item	Description	Quantity	Rate	Amount
Labor	Replace Front Leaf Springs			\$1,860.00
Parts	Front Leaf Spring			\$3,463.61
Parts	U- Bolt 7/8x3.0x10.50			\$160.45
Parts	Nut Deep 7/8			\$30.34
Parts	Hanger Front			\$4,857.11
Parts	Spring Pin Front			\$471.52
Parts	Shackle Pin Front			\$160.99
Parts	U-Bolt Washer			\$28.22
			<b>Subtotal</b>	<b>\$11,032.24</b>
Labor	Replace Rear Leaf Springs			\$1,860.00
Parts	Rear Leaf Spring Assy			\$3,149.00
Parts	U-Bolt			\$175.68
Parts	Nut 1-1/8-12			\$105.84
Parts	Spring Pin F of F			\$235.95
Parts	Spring Bolt F of F			\$216.70
Parts	Nut 1-1/8x12 Stop Reg HEx			\$20.58
Parts	Nut 1-1/4-12 Stop Reg Hex			\$20.58
			<b>Subtotal</b>	<b>\$5,784.33</b>
	Shop Supplies			\$186.00

Item	Description	Quantity	Rate	Amount
Unit: Engine 68 (78C62)	VIN: 1F9E628T65CST2030	Labor		\$3,720.00
License Plate: (Wisconsin)	60528	Parts		\$13,096.57
2005SeagravePumper		Subtotal		\$17,002.57
Chassis: 19,435 Miles		Exempt (0% of \$0.00)		\$0.00
Engine: 1,887 Hours		Total		\$17,002.57

\*: Core charges not included in total. You will be charged for any core that is not in returnable condition. This charge may be applied on a separate invoice.

The details and the estimate for the repairs provided above are based on our first inspection and do not constitute a guarantee that no further work or parts will be required. The estimate is not a guarantee of the final price of the repairs. The total bill of work and final price will be as per the details available on completion of the repairs. Other terms and conditions as applicable. If you authorize us to perform the above repairs, either verbally or in writing, you agree to pay in full for the work performed and parts required.

Customer Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

A 3% fee will be assessed for credit card payments. For questions regarding your account, email [fsi.ar@fireserviceinc.com](mailto:fsi.ar@fireserviceinc.com) or call 219-365-7157



**PROFESSIONAL SERVICES AGREEMENT**

Project: City of Waterloo - Pedestrian Bridge Inspections

Client: Kunkel Engineering Group  
Client Address: 1115 South Main Street, West Bend, WI 53095  
Contact: Mitchell Leisses  
Phone: 920-356-9447  
Email: mleisses@geo-logic.com



**Description of Services to be performed:**

City of Waterloo - Pedestrian Bridge Inspections

Inspect one or two pedestrian structures within Firemen's Park in the City of Waterloo, create condition inspection reports, and provide any maintenance recommendations.



**Assumptions:**

This agreement is subject to the following assumptions/conditions:

- Cultural, historic, archeological, or wetland assessment investigations or site remediation activities are not included.
- No structural analysis will completed (load posting calculations) or structural reviews with calculations.
- No streambed profile will be completed for the structure inspections.
- No underwater dive inspection will be preformed.
- No Non-destructive testing will be preformed.
- No critical findings are anticipated or part of the contract.
- Scour plan of action update not included with contract.



**Compensation for these services will be as follows:**

Lump Sum: 1 Inspection - \$2800  
or  
2 Inspections - \$3400



**Schedule: Structure inspections and reports completed by March 31<sup>st</sup>, 2024, if signed contract received by March 1<sup>st</sup>, 2024.**



The services described above will commence upon receipt of a signed copy of this Agreement, subject to all Terms and Conditions on reverse (second page).

Issued for:  
Jewell Associates Engineers, Inc.  
By: Robert Hanold, P.E. \_\_\_\_\_  
Title: Project Manager \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Accepted & Approved for:  
\_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



## TERMS AND CONDITIONS

### HOURLY RATES:

Senior Project Manager	\$175
Project Manager	\$145
Senior Engineer	\$140
Staff Engineer	\$120
Senior Design Engineer - EIT	\$110
Design Engineer - EIT	\$100
Professional Land Surveyor	\$140
Survey Technician	\$100
Grant Specialist	\$170
Prof. Traffic Operations Engineer	\$155
Real Estate Negotiator	\$135
Real Estate Negotiator Assistant	\$90
Administrative/Clerical	\$95
Mileage	IRS Rates

*\* Rates are subject to change*

### TERMINATION:

This Contract may be terminated at any time upon seven (7) calendar days' notice by either party should the other party fail to perform its obligations hereunder. In the event of termination for any reason whatsoever, the Client shall pay the Consultant for all services rendered to the date of termination, and all reimbursable expenses incurred prior to termination.

### ATTORNEY'S FEES:

In the event of any litigation arising or related to this Contract or the services provided hereunder, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs incurred, including staff time, court costs, attorney's fees, and all other related expenses in such litigation.

### CONSEQUENTIAL DAMAGES:

Notwithstanding any other provision of this Contract, and to the fullest extent permitted by law, neither the Client nor the Consultant, their respective officers, directors, partners, employees, contractors or subconsultants, shall be liable to the other or shall make any claim for incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Contract. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty.

### INDEMNIFICATION:

The parties to this contract shall, to the fullest extent permitted by law,

indemnify and hold harmless the other parties to this contract, their officers, directors, partners, employees, agents, and subconsultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance of the services under this Contract, excepting only those damages, liabilities, or costs attributable to the sole negligence or willful misconduct.

### OWNERSHIP OF INSTRUMENTS OF SERVICE:

All reports, drawings, specifications, computer files, field data, note and other documents and instruments prepared by the Consultant as instruments of service shall remain the property of the Consultant. The Consultant shall retain all common law, statutory and other reserved rights, including the copyright thereto.

### TIMELINESS OF PERFORMANCE / DELAYS:

The Consultant will perform services under this Contract with reasonable diligence and expediency consistent with sound professional practices. The Client agrees that the Consultant is not responsible for damages arising directly or indirectly from any delays for causes beyond the Consultant's control. For purposes of this Contract, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters; failure of any government agency to act in a timely manner; failure of performance by the Client or the Client's contractors or consultants; or discovery of any hazardous substances or differing site conditions. If the delays resulting from any such causes increase the cost or time required by the Consultant to perform its services in an orderly and efficient manner, the Consultant shall be entitled to an equitable adjustment in schedule and/or compensation.

If the basic services covered by this Agreement have not been completed within 12 months of the date hereof, through no fault of the Consultant, extension of the Consultant's services beyond that time shall be renegotiated.

### DELIVERY OF ELECTRONIC FILES:

In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by the Consultant, the Client agrees that all such electronic files are

instruments of service of the Consultant, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights.

The Client agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the Project. The Client agrees not to transfer these electronic files to others without the prior written consent of the Consultant. The Client further agrees to waive all claims against the Consultant resulting in any way from any unauthorized changes to or reuse of the electronic files for any other project by anyone other than the Consultant. In addition, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants (collectively, Consultant) against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising from any changes made by anyone other than the Consultant or from any reuse of the electronic files without the prior written consent of the Consultant.

In the event of a conflict between the signed construction documents prepared by the Consultant and electronic files, the signed or sealed hard-copy construction documents shall govern.

Under no circumstances shall delivery of electronic files for use by the Client be deemed a sale by the Consultant, and the Consultant makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall the Consultant be liable for indirect or consequential damages as a result of the Client's use or reuse of the electronic files.

### LIMITATION OF LIABILITY:

To the maximum extent permitted by law, the Client agrees to limit the Consultant's liability for the Client's damages to the sum of \$25,000 or the Consultant's fee, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

### DISPUTE RESOLUTION:

Any claims or disputes between the Client and the Consultant arising out of the services to be provided by the Consultant or out of this Contract shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

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

revised: 08/21/2023

- 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. <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.)