



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

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: March 21, 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: February 12, 2024 and February 15, 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) Fire Chief – 5:30 pm
 - b) City of Waterloo Organizational Chart.
 - c) January 2024 Financial Statements: Payroll \$83,050.67, General Disbursements \$1,170,733.27 and Clerk/Treasurer's Reports[[see on municipal website](#)]
 - d) Town of Waterloo Fire Radio Payment Extension Request
 - e) Jensen Proposal to Replace 2 Furnaces in Municipal Building
 - f) Van Holten's purchase agreement [NOTE: The Finance Committee may meet in closed session per Wis. Stat. 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Upon concluding a closed session, the Committee will reconvene in open session.]
- 5) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 6) ADJOURNMENT

Jeanne Ritter
Clerk/ Deputy Treasurer

Committee Members: Thomas, Weihert and Kuhl

Posted, Emailed & Distributed: 03/15/2024

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

February 12, 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 5:30 p.m. Members in person: Thomas, Weihert and Kuhl. Remote: none. Absent: none. Others attending in person or remote: Mayor Quimby; Police Chief Sorenson; Parks Coordinator Haberkorn and Clerk Ritter.

Motion to go into CLOSED session [Weihert/Kuhl] ROLL CALL: Yes 3 No 0 Motion carried. 5:35pm

- 2) 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) Clerk – 5:30 pm
 - ii) Police Chief – 6:00 pm
 - iii) Parks – 6:30 pm
 - iv) Fire Chief – 7 pm – postponed.

Motion to go into OPEN session ROLL CALL: [Weihert/Kuhl] ROLL CALL: Yes 3 No 0 Motion carried. 7:55 pm

- 3) ADJOURNMENT. MOTION: [Kuhl/Weihert] To adjourn. VOICE VOTE: Motion carried. Approximate time 8:00pm

Jeanne Ritter
Clerk/Deputy Treasurer

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

February 15, 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 5:30 p.m. Members in person: Thomas, Weihert and Kuhl. Remote: none. Absent: none. Others attending in person or remote: Mayor Quimby; Treasurer Nelson, J.Zimmerman and Clerk Ritter.
- 2) APPROVAL OF MEETING MINUTES: January 18, 2024 , January 24, 2024 and February 1, 2024. 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.

CLOSED SESSION [Kuhl/Weihert] ROLL CALL Yes 3 No 0 Motion carried.

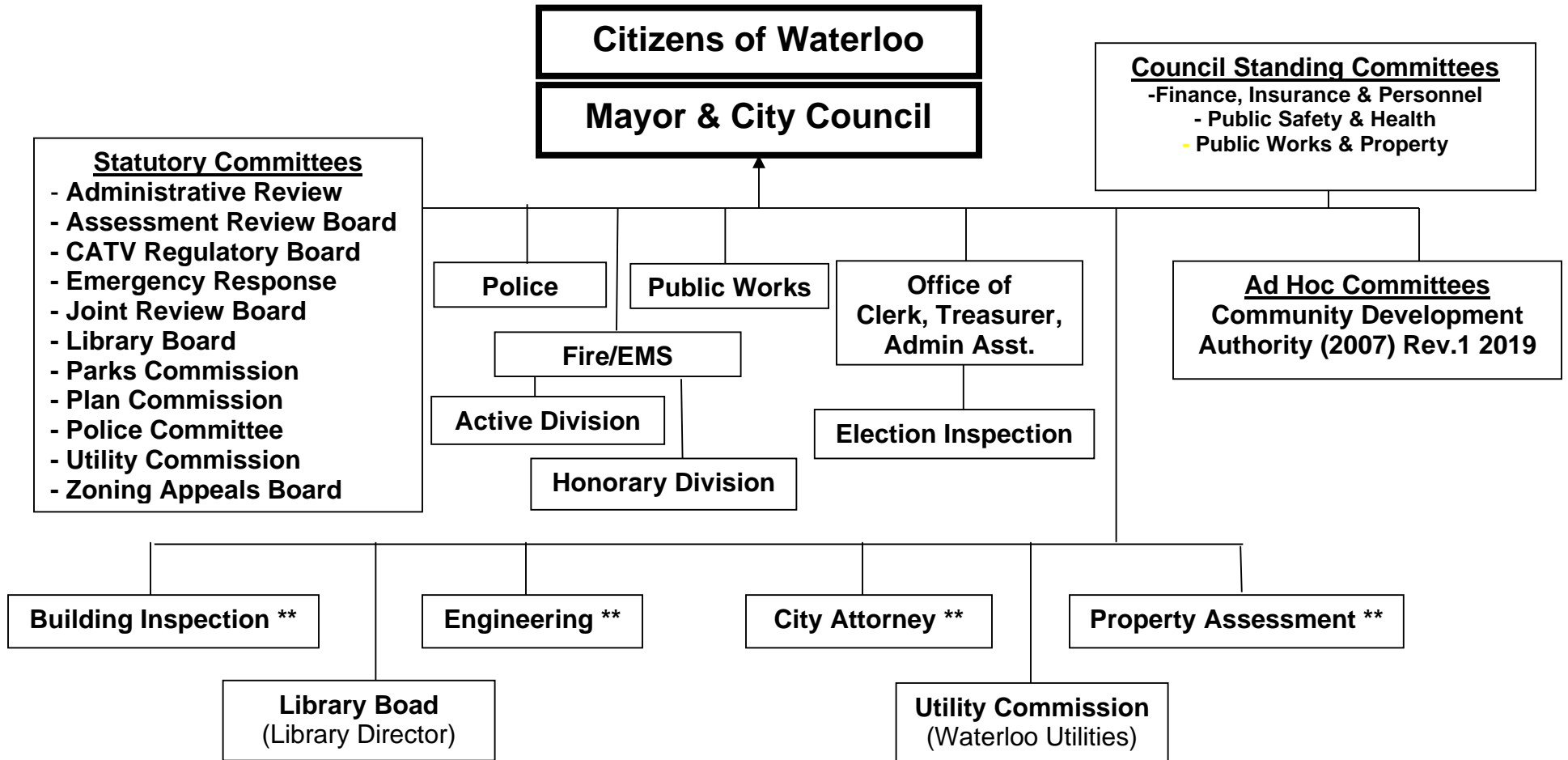
- 5) NEW BUSINESS
 - a) 2023 Department Head Reviews [NOTES:(1) Documents provided by Committee Chair. (2) The committee may convene in closed session per Wis. Stat. 19.85(1)(c) “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”]
 - i) Treasurer – 5:30 pm
 - ii) Department of Public Works – 6:00 pm

OPEN SESSION [Kuhl/Weihert] ROLL CALL: Yes 3 No 0 Motion carried.

- b) January 2024 Financial Statements: Payroll \$94,388.45 , General Disbursements \$1,936,093.88 and Clerk/Treasurer's Reports[[see on municipal website](#)] [Weihert/Kuhl] VOICE VOTE: Motion carried.
 - c) Fire Dept. – Spring Quote for Engine 68 - informational
 - d) Fire Dept. – AFG Grant – Gear for Wildland/Extraction - informational
 - e) Walk Bridge off Mill St Motion to approve DPW to accept quote for \$3400 for inspection of 2 pedestrian bridges. [Kuhl/Weihert] Voice Vote Motion carried.
 - f) Property Taxes – Accepting Cash - informational
- 6) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 7) ADJOURNMENT. MOTION: [Kuhl/Weihert] To adjourn. VOICE VOTE: Motion carried. Approximate time 6:56pm

Jeanne Ritter
Clerk/Deputy Treasurer

-- CITY OF WATERLOO ORGANIZATIONAL CHART --



** Private Contract Service Providers

02/08/24



INVOICE

DATE: February 14, 2022
#: 0014-22
DUE DATE: SEE BELOW
CUST #: 653

Bill To:
 Town of Waterloo
 Cindy Schroeder, Clerk
 N7874 STH 89
 Waterloo, WI 53594

Bill From: ***City of Waterloo***
 136 N. Monroe Street
 Waterloo, WI 53594
 Phone [920-478-3025]

DESCRIPTION	ITEM #	AMOUNT
City of Waterloo 2021 Capital Radio Purchase - Town of Waterloo Portion	1	\$ 40,666.81
Payment options: Pay in full by Dec 31, 2022 with no interest charges. If you choose to pay in installments after Dec 31, 2022 a 1.99% interest charge will be added to the balance as of Jan 1st each year. Must be paid off by Jan 2031	2	-
TOTAL		\$ 40,666.81

Please include the invoice number and make all checks payable to:

City of Waterloo



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

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

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

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

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

DESCRIPTION	PRIOR BUDGET			PROPOSED		Total ARPA Funds Awarded By Federal Govt To Local Govt (source ***)
	YR	2019	2021	Tax Funding 2021 FINAL	ARPA Fire Department Radios Funding (same % as 2021 tax share)	
	% Tax Share	Equalized Value ***	% Tax Share	Finance Comm.		
TAX SHARE TOWN OF MILFORD	0.9589%	3,667,979	0.9919%	4,519	\$2,280.79	\$118,903.48
TAX SHARE TOWN OF PORTLAND	18.7120%	72,444,100	19.5908%	89,258	\$45,046.61	\$110,425.33
TAX SHARE TOWN OF SHIELDS	0.3959%	1,455,100	0.3935%	1,793	\$904.80	\$58,195.72
TAX SHARE TOWN OF WATERLOO	18.3140%	65,400,492	17.6860%	80,580	\$40,666.81	\$98,283.77
TAX SHARE CITY OF WATERLOO	61.6192%	226,819,279	61.3378%	279,464	\$141,038.95	\$348,860.29
TOTAL	100.0000%	369,786,950	100.0000%	455,614	\$229,937.96	\$734,668.59

NOTE: *** Equalized real estate property value data provided by Jesse O'Neill (Dodge Co.) and Tracy Saxby (Jefferson Co.)

American Rescue
 Plan Act - Local
 Fiscal Recovery
 Funds

Wisconsin
 Department of
 Revenue - State and
 Local Finance Division

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

ADDITIONAL ALLOCATION OPPORTUNITIES. Remaining City awarded dollars:

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



DATE:
INVOICE #:
DUE DATE:
CUST #:

Bill To:

Town of Waterloo
Cindy Schroeder, Clerk
N7874 STH 89
Waterloo, WI 53594

Bill From:

	DESCRIPTION	ITEM #
0096-24.1	Town of Waterloo - Radio Share - Payment Schedule	1
0096-24.2	Payment due for 12/31/2022	2
0096-24.3	Payment due for 12/31/2023	3
0096-24.4		
0096-24.5		
0096-24.6		
0096-24.7		

TOTAL

Please include the invoice number and make all checks payable to

City of Waterloo

(Payment is due 15 Days from the Invoice Date)

(Interest of 1% per month will be applied to unpaid invoices)

INVOICE

Enter
Invoice #

March 14, 2024

0096-24

March 29, 2024

653

City of Waterloo

136 N. Monroe Street

Waterloo, WI 53594

Phone [920-478-3025]

AMOUNT	
\$	-
	4,518.53
	5,237.88
\$	9,756.41

able to:

as)

0096-24

TOWN OF WATERLOO - PAYMENT SCHEDULE FOR RADIO UPGRADE

\$40,666.81 1.99% AFTER 12/31/22

	AMOUNT DUE	PRINCIPAL	INTEREST	BALANCE
12/31/2022	\$ 4,518.53	\$ 4,518.53		\$ 36,148.28
12/31/2023	\$ 5,237.88	\$ 4,518.53	\$ 719.35	\$ 31,629.75
12/31/2024	\$ 5,147.96	\$ 4,518.53	\$ 629.43	\$ 27,111.22
12/31/2025	\$ 5,058.04	\$ 4,518.53	\$ 539.51	\$ 22,592.69
12/31/2026	\$ 4,968.12	\$ 4,518.53	\$ 449.59	\$ 18,074.16
12/31/2027	\$ 4,878.21	\$ 4,518.53	\$ 359.68	\$ 13,555.63
12/31/2028	\$ 4,788.29	\$ 4,518.53	\$ 269.76	\$ 9,037.10
12/31/2029	\$ 4,698.37	\$ 4,518.53	\$ 179.84	\$ 4,518.57
12/31/2030	\$ 4,608.49	\$ 4,518.57	\$ 89.92	\$ -

MUST BE PAID IN FULL BY JANUARY 1, 2031

NO PENALTY FOR EARLY PREPAYMENT

10-Year No Hassle Replacement Limited Warranty
10-year parts limited warranty

Comfortmaker Ion Series G96 CTN 100K Gas Furnace Replacement with Ion Wall control (PRICE PER FURNACE)

\$6,270.00

Comfortmaker Ion Series G96 CTN 100K Gas Furnace (2122)

-AFUE (Annual Fuel Utilization Efficiency) measures the heating efficiency of a gas furnace. The higher the number, the greater the potential for energy savings. Ion System and QuietComfort Series furnaces offer a range from 80% up to 98.3% AFUE.

- To keep your comfort consistent, our Ion 98 furnace operates nearly continuously, making subtle adjustments to modulating and adaptable-speed components and automatically selecting the best heating stage to match the changing conditions of your home.

- Easily manage your entire home's comfort using the communicating Ion system control via its full-color touch screen, Ion Home mobile app or voice commands.

- Enjoy quiet system performance by selecting models with insulated cabinet components.

- Rest easy with a 10-year parts and lifetime heat exchanger limited warranty (upon timely registration)

- 1 Year Labor Warranty

G96CTN1002122A

Ion System Wall Control Thermostat

High resolution, smartphone-like touchscreen

Wi-Fi enabled for remote access and control.

Pair with our communicating, modulating gas furnace; variable-speed fan coil; inverter-driven outdoor units; and zoning system for a complete Ion Comfort System

Capable of controlling temperatures and fan speeds in up to eight zones

Real-time energy use tracking

Local weather 5-day forecast

Humidity control for enhanced comfort

Dual fuel system management capable

Auto changeover between heating and cooling

Four levels of "constant ON" fan speeds

7-day programming with temperature control throughout the day and week (wake, away, home, sleep)

Advanced smart setback for optimal energy savings during "away" and ramp up periods.

One-button Touch-N-Go quick-settings-change feature

Simple vacation programming controls temperature and humidity

System maintenance reminders

10-Year No Hassle Replacement Limited Warranty

10-year parts limited warranty

Comfortmaker Performance Series N95 ESN 100K Gas Furnace Replacement with T805 Thermostat (PRICE PER FURNACE)

\$4,780.00

Comfortmaker Performance Series N95 ESN 100K Gas Furnace (2120)

-Up to 96% AFUE heating efficiency

-Multi-speed ECM fan motor

-Lifetime heat exchanger limited warranty

-10-year parts limited warranty

-1 Year Labor Warranty

N95ESN1002120A

T805 Thermostat

7 Day or 5/1/1 programmable

Auto Changeover

Easy menu driven programming

Intuitive wake, leave, return, sleep programming icons

8 sq. inch display

Blue backlight

Glow in the dark light button

Programmable fan

Electric or Gas configurable

Room temperature calibration adjustment

Separate heating and cooling swing (cycle rate) adjustments

Keypad lockout

Heating and cooling setpoint limits

5 minute compressor delay protection (selectable on or off)
 Filter change indicator(selectable on or off)
 Simple private label badge system
 Easy wire color coded terminal blocks
 Universal sub-base
 Mounts on wall or junction box
 Battery or 24v power
 5 year warranty

Total: \$18,535.00

CUSTOMER MESSAGE

Thank you for having us out.
 Signed proposal and down payment are required to schedule.
 WE OFFER FINANCING SEE EMAIL OR JENSENPHA.COM
 WEBSITE TO LEARN MORE

696 CTN # 6270

A/C Options

Description	Total
COMFORTMAKER 1-Stage Central Air Conditioner ICPN4A348GHB AC Replacement Labor and Materials (PRICE PER A/C) COMFORTMAKER Performance® N4A3 1-Stage Central Air Conditioner, 48000 Btu/hr Cooling Part # ICPN4A348GHB	\$6,455.00

\$ 12,735

Total: \$6,455.00

CUSTOMER MESSAGE

Thank you for having us out.
 Signed proposal and down payment are required to schedule.
 WE OFFER FINANCING SEE EMAIL OR JENSENPHA.COM
 WEBSITE TO LEARN MORE

Accessories

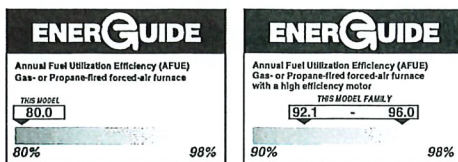
Description	Total
Installation of a Air Scrubber (PRICE PER UNIT) X4 -The Jensen Elite Air Scrubber attaches directly to the HVAC system ductwork to reduce viruses, bacteria, and other contaminants in the ambient air and on surfaces while the HVAC fan is running. -Patented ActivePure is an advanced surface and air purification technology. It has been proven to reduce up to 99.9% of many common airborne and surface contaminants. -Provides 24/7 surface decontamination and air purification -Protects your heating and cooling system from potential build-up -Limited 5 Year Warranty -1 Year Labor Warranty	\$755.00 <i>Defense of needed</i> <i>\$13,480</i>

② \$ 26,960

	ION™ SYSTEM			QUIETCOMFORT® SERIES	PERFORMANCE				
Comfortmaker® Gas Furnace Options	G97CMN	G96CTN	G80CTL	G96VTN	N96VSN	N95ESN	N92ESN	N80VSL	N80ES
Comfort Features									
Quiet Operation	Best	Best	Best	Better	Better	Good	Good	Good	Good
Temperature Control	Best	Best	Best	Better	Better	Good	Good	Good	Good
Efficiency									
Heating AFUE	Up to 98	Up to 96.7	80	Up to 96	Up to 96	Up to 96	Up to 92.1	80	80
SEER Boosting ECM Fan Motor	•	•	•	•	•	•	•	•	•
Design Features									
Ion™ Communicating System compatible	•	•	•						
Modulating (Multi-Stage) Gas Valve	•								
Two-Stage Gas Valve		•	•	•					
Variable-Speed Fan Motor	•	•	•	•	•			•	
Peace of Mind									
10-Year Parts Limited Warranty*	•	•	•	•	•	•	•	•	•
No Hassle Replacement™ Limited Warranty	10-yr	10-yr	10-yr	5-yr					
Heat Exchanger Limited Warranty*	Lifetime	Lifetime	Lifetime	Lifetime	Lifetime	Lifetime	20-yr	20-yr	20-yr

* Timely registration required for 10-year parts limited warranty and lifetime heat exchanger limited warranty. Limited warranty period is five years for parts and 20 years for heat exchanger if not registered within 90 days of installation except in jurisdictions where warranty benefits cannot be conditioned upon registration. Please see warranty certificate for further details and restrictions.

All systems tested and listed by the appropriate agencies.



ISO 9001: 2000 Registered



PO Box 128
Lewisburg, TN 37091

Comfortmaker.com

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A Carrier Company

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.)