



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: April 18, 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: March 21, 2024.
- 3) PUBLIC COMMENT
- 4) NEW BUSINESS
 - a) Bylaws Discussion with the Fire Dept.
 - b) Town of Waterloo Radio Payment Update
 - c) March 2024 Financial Statements: Payroll \$88,327.18, General Disbursements \$240,977.91 and Clerk/Treasurer's Reports[[see on municipal website](#)]
 - d) 2023 Audit Review Discussion
 - e) Correction on Hawthorn and Stone Guaranteed TIF Revenue
 - f) 2024-04 Resolution 2023 Financial Carry-Over Approvals
 - g) Discussion on Plan-It Software fee increase
 - h) ARPA Funds Discussion
 - i) Ordinance 53-8 update
- 5) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 6) ADJOURNMENT

Jeanne Ritter
Clerk/ Deputy Treasurer

Committee Members: Thomas, Weihert and Kuhl

Posted, Emailed & Distributed: 04/12/2024

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

March 21, 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; Chief W. Benisch; Alder J. Haseleu; Police Chief D. Sorenson; DPW Supervisor C. Yerges 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) 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 pmMotion to go into closed session [Kuhl/Weihert] ROLL CALL Yes 3 No 0 Motion carried.
Motion to return to open session [Kuhl/Weihert] ROLL CALL Yes 3 No 0 Motion carried.
 - b) City of Waterloo Organizational Chart. Informational
 - c) February 2024 Financial Statements: Payroll \$83,050.67, General Disbursements \$1,170,733.27 and Clerk/Treasurer's Reports[[see on municipal website](#)] [Kuhl/Weihert] VOICE VOTE: Motion carried.
 - d) Town of Waterloo Fire Radio Payment Extension Request – add to next agenda in April.
 - e) Jensen Proposal to Replace 2 Furnaces in Municipal Building. Motion to approve 2 furnaces [Kuhl/Weihert] Motion carried.
 - 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.] [Kuhl/Weihert] Motion to recommend to council. VOICE VOTE: Motion carried.
- 5) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS Reduce Special Meetings if possible. Update ordinance 53-8.
- 6) ADJOURNMENT. MOTION: [Kuhl/Weihert] To adjourn. VOICE VOTE: Motion carried. Approximate time 6:52pm

Jeanne Ritter
Clerk/Deputy Treasurer

BYLAWS
OF THE WATERLOO FIRE & RESCUE DEPARTMENT
WATERLOO, WISCONSIN

Revised on 11/24/2021, 5/30/2023, 2/28/2024, 4/1/2024

You are a member of the Waterloo Fire & Rescue Department as such, your special attention is called to the provisions of these By-laws, it is to our mutual and individual interest that this be strictly observed in all its provisions.

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ARTICLE ONE

Section 1- This organization shall be known and designated as the WATERLOO FIRE & RESCUE DEPARTMENT of Waterloo, Wisconsin, which shall be known as WFRD

Section 1A- All Bylaws or any part thereof, may be altered, amended or annulled at the Annual WFRD meeting or by special meeting. A majority vote by all WFRD members present at the meeting of the WFRD shall be needed to pass and subject to City Council approval.

Section 1B-These Bylaws shall be reviewed twice a year by a committee consisting of 4 members of the WFRD.

Section 1C – All policies will be set by the Chief and the elected Officers of the WFRD.

ARTICLE TWO

Section 1 – Application:

Any person (18) eighteen years old or older, who is a resident of the City of Waterloo or a resident of our Fire District or within a (15) fifteen-mile radius of the Waterloo City limits, with the exception of EMS personnel. All persons must file with the City Clerk an application in writing for membership in the WFRD. The names of all applicants for active membership shall be announced at a regular WFRD meeting and submitted to City Hall for insurance purposes. New member(s) shall then serve a (1) one-year probationary period. Upon passing a physical, drug and alcohol test, and criminal background check, which will be provided by the WFRD the member is eligible for membership in the WFRD. Tests will be within the (1) one-year probationary period.

Section 2- Interview:

The interview committee will consist of at least 3 members of the WFRD and should contain at least 1 firefighter and 1 EMS, if possible, if not cross trained. All new members to the WFRD shall be interviewed by the interview committee members, brought to the officers for approval and be voted on after their probationary period has expired.

Section 3- Probationary Period

The first twelve (12) months of employment with the WFRD are considered a probationary period. For all new members during their probationary period, members job skills will be evaluated every ninety (90) days by an Asst. Chief or designated officer. If during this period, members' work habits, attitude, attendance, or performance do not meet WFRD standards, employment can be terminated immediately with or without cause or hearing.

At the end of the probationary period all members shall have completed the Probationary Training (see Appendix A and B) and undergo a performance review with the Chief or Asst. Chief. This review will be similar to the job performance review that is held for fulltime members on an annual basis. Members are encouraged to communicate comments and ideas with the officers during performance reviews.

At the next regular WFRD meeting, after your probationary period has ended, your name will be put forth to the membership for confirmation. Their election shall be by ballot, and it shall be necessary for the candidate to receive a majority of the votes of the members present and no member shall be excused from voting unless by unanimous consent of this meeting. Upon confirmation your name will be forwarded to the Waterloo City Council.

Section 4- It shall be up to the WFRD to determine staffing levels.

ARTICLE THREE

Section 1- Uniforms for the WFRD members and Officers will be provided as funds allow.

Section 1A - All members, when hired, are issued one WFRD logoed navy-blue t-shirt (when in stock) and after one year, are given one WFRD logoed navy-blue polo shirt (when in stock). Additional clothing items are personally purchased.

Members are expected to be clean, neat and to use good taste in their personal appearance and dress when representing the WFRD.

Section 1B - WFRD coats are given to active members, as funds allow, or when coat orders are placed.

Section 1C - Class A uniforms will be provided to members, as funds allow and after your probationary period. Full Dress Class A uniforms are comprised of dress coat, long sleeved gray shirts, black tie, black pants, black hat, black belt, black socks with black dress shoes and badge, name pin, and accommodation bars. You are required to wear your uniform, in full, when told to do so as determined by the Chief. Full Dress Class A uniform will be worn for funerals, weddings, and other WFRD functions such as photos, receptions or dinners.

Class B uniform is comprised of short sleeved grey shirt, black shorts (at least mid-thigh no shorter). If there is an allowed variation of the uniform it will be communicated to you by the Chief. (i.e., black shorts are allowed or no tie is required)

Class C uniform is comprised of polo shirt, duty pants, black socks, and black shoes or boots. Some events will require you to wear your blue logoed polo. If you have not been issued a polo, a blue logoed WFRD t-shirt in good condition will do.

Section 2 - If the Officer in charge determines that an employee's appearance is not appropriate or professional, and the member has not taken corrective measures, he or she may be subject to disciplinary action. Officers will determine if your apparel or appearance is appropriate, and will speak to you if an adjustment is needed, and give you a reasonable timeframe to make adjustments. Questions pertaining to what is appropriate should be addressed to an officer or the fulltime staff.

Section 2A - While on call, EMS personnel are to wear their WFRD logoed navy-blue items, dark blue or black pants, black closed toe shoes and their pager when on call. Wearing the polo is preferred. Wearing a WFRD logoed navy-blue sweatshirt or t-shirt, in good condition, is also considered professional. All clothing must be clean, neat and in good condition, this includes pants, socks, shoes/boots and coat. In cold weather wearing a dark long-sleeved shirt under WFRD logoed items is acceptable. In hot weather members may wear shorts on call, if the shorts are dark blue or black, professional looking and reach to at least mid-thigh.

EMS members will be issued a WFRD EMS parka for cold weather. This is WFRD property and must be returned. Parkas are issued to active EMS members who are past probation and as they are available. All members can purchase the logoed navy-blue clothing through the current vendor. It is the member's responsibility to purchase adequate amounts of additional logoed clothing. When acknowledging on 'I am responding' as available for the second out call, please make an attempt to respond clean, neatly attired in some sort of WFRD logoed item.

Section 2B - Members are required to wear full protective gear while performing their fire/rescue job. In accordance with Wisconsin Statute 103.14, employers who extend offers of employment must notify potential employees of WFRD requirements regarding hairstyle, facial hair and clothing. NFPA 1500 every suppression member will refrain from having beards, goatees, heavy sideburns and untrimmed hair that interferes with the proper and safe wearing of the SCBA.

Section 2C - WFRD uniforms shall not be worn where alcoholic beverages are sold or consumed as the primary function, except in the performance of WFRD duties.

ARTICLE FOUR

Section 1- Resignation:
Reference Policies and Procedures Article 5.7

Section 2 – All members of the WFRD will make themselves available to work at all major functions of the WFRD throughout the year.

Section 3- All members of the WFRD will be trained to the standards as mandated by the State of Wisconsin. Reference Policies and Procedures Article 5.3.4

ARTICLE FIVE

Section 1-The Chief shall have complete charge of all emergency equipment and supervision thereof. The WFRD shall respond to all emergency alarms. All funds received from these emergency responses and from State insurance refund shall be deposited in the appropriate WFRD revenue account.

ARTICLE SIX

Section 1 -The position of Chief shall be appointed by the mayor and confirmed by the City Council, UPON recommendation of the WFRD members. A (3) three-year term commencing from the January WFRD Meeting. If there are no qualified candidates for the elected position of Chief; and it cannot be resolved within the membership, it shall be brought to the mayor and personnel committee of the City for guidance and advice.

Section 2 - The WFRD shall hold an Annual Meeting at the first regular meeting of the year, and at this meeting shall elect the following Officers for a term of two (2) years:

Assistant Chief
Captain
Captain
Lieutenant
Lieutenant
Secretary
Public Information Officer

Section 3 - In the event an Officer leaves their position before the end of their term. All other officers will move up with the lowest ranking position will be the appointed officer position, with the officers having the correct qualifications. The Chief, along with the recommendation of the officers, shall appoint a member of the WFRD with the correct qualifications to fill out the remaining term of the office.

Section 4 – Chief officers and officers will meet state requirements.

Requirements of Chief Officer:

- A. Minimum of (10) Ten years in the fire service
- B. Must have completed Level II Firefighter (State Certification) with additional training of Officer
- C. Reference SPS 330 Prior to Elections.
- D. Must have served as a company officer for at least (2) two years.
- E. Must have an AEMT certification prior to election.

Requirements of Assistant Chief Officer:

- A. Minimum of (10) Ten years in the fire service
- B. Must have completed Level II Firefighter (State Certification) with additional training of Officer
- C. Reference SPS 330 prior to elections.
- D. Must have served as a company officer for at least (2) two years.
- E. Must have an AEMT certification prior to election.

Requirements of Captains:

- A. Must have served as a Lieutenant for at least (2) two years.
- B. Must have completed Level II Firefighter (State Certification) with additional training of Officer.
- C. Reference SPS 330
- D. Holds an EMR, EMT license or higher.

Requirements of Lieutenants:

- A. Minimum of (3) Three years in fire service
- B. Must have completed Level II Firefighter (State Certification) with additional training of Officer.
- C. Reference SPS 330
- D. Holds an EMR, EMT license or higher.

Requirements of Public Information Officer:

- A. Must have completed Level II Firefighter
- B. Public Information course completion
- C. Holds an EMR, EMT license or higher.

ARTICLE SEVEN

Section 1- RULES OF ELECTION -The election of Officers for the WFRD shall be conducted by taking nominations from the floor for each elected position starting with the highest position up for election. All nominations shall be posted for all members voting to see the members nominated for each position up for election. A motion and a second shall close nomination for each position from the floor. The motion shall be approved and seconded by voice. After nominations are closed, voting will be done by ballot, with the highest-ranking officer appointing a ballot committee of (3) three members (probation members if any) of the WFRD. The top (2) two nominees receiving the most votes shall be voted on one final time, with the person receiving the most votes being appointed to that respective position. All voting to be done by ballot; the highest-ranking officer present shall act as Chairperson of the meeting. If only one (1) person is nominated, the membership may cast a unanimous vote for the nominee.

Section 2- Any member interested in running for an officer position who meets the qualifications as stated in Article Six Section 4 may address all members at the WFRD meeting (4) four months prior to the election.

Section 3- Once a vote has been taken it shall be considered final and binding.

Section 4- We shall implement EMS personnel to assist in the staffing of our EMS functions. EMS shall fall under the charge of the WFRD. It should be up to the WFRD Administration to determine staffing levels. All EMS members shall adhere to all rules of the WFRD. It should be so stated that EMS contrives of the following: any member(s), which has physical duties that pertain to EMS in general. (i.e.: shall consist of but not limited to AEMT, EMT'S AND EMR'S, AND DRIVERS). EMS members in good standing are allowed to partake in the voting of the officers, new members, and bylaws.

Section 5 - Election of Officers and Officer Requirements

WFRD Officers are elected by the membership from within the membership.

The election of officers occurs at the January WFRD Meeting (Fourth Monday). The highest-ranking officer present will act as Chairperson of the meeting.

Members present who are past their probationary period, meet the attendance requirement for voting, are eligible to vote. Fulltime employees are eligible to vote on Captains on down.

Section 5A - Attendance requirement for voting / Member in good standing

Members must be past probation and attended all trainings; and/or are current on their make-up trainings. Fire members need to have responded to a minimum of 10% of the yearly runs to qualify to vote. EMS members need to meet their yearly 288-hour requirement each year since the last election. Personnel on both fire and EMS need to qualify in both to vote for WFRD Officers.

ARTICLE EIGHT

Section 1 - Grievance proceedings Reference Policy and procedures Article 7.12

ARTICLE NINE

Section 1- The Chief to decree what action to be taken on illness or funerals of members, their immediate family or past members.

ARTICLE TEN

Section 1- The format of the WFRD meeting shall follow the Roberts rule of order.

Section 2- The Chief shall appoint all standing committees.

Section 3- Every member wishing to speak, shall address the Chair, standing in their place, and confine themselves to the question under consideration and avoid personalities.

Section 4 When (2) two or more members arise at the same time, the Chair shall name the person who is to speak first.

Section 5 When a member is called to order, they shall resume their seat until the Chair shall have decided whether he/she be in order or not. Any member may appeal a decision of the Chair on a point of order and the question shall be: "Do you sustain the Chair?" and it shall be decided by a majority vote of the members present.

Section 6- When a question is under consideration, no motion shall be received unless to adjourn, to lie on the table, to postpone to a certain day, to amend or postpone indefinitely and these several motions Shall have precedence in the order in which they stand arranged.

Section 7- It shall be order for any member who voted in the minority on any question to move a reconsideration of such a vote at the same or the next succeeding meeting.

Section 8- All business not provided for in the proceeding rules shall be transacted in accordance with Roberts Rule of Order.

Section 9- A motion to adjourn shall always be in order.

Section 10- All Regular WFRD meeting will be on the 4th Monday of each month starting with the Officers meeting at 5:30 PM and WFRD meeting starting at 7:00 PM.

Section 11- Any member that serves (10) ten or more years in the WFRD will be invited back to the annual dinner every year. Any member not serving (10) ten years will be invited back every (5) five years until they have been out of the WFRD for (15) fifteen years and then they are invited back every year after the (15) fifteen-year date. (5) five years of no response to the invitation will be dropped from the list.

APPENDIX A
New Hire EMS Training

Policy Orientation	Members initials	Date
I have been shown the location of the Waterloo EMS Protocols and know where to find them for my reference.		
I have been explained the job duties of paid on call member and understand the requirements for the EMS job that I am entering and/or in probation with.		
I have been shown the EMS supply equipment/inventory room and explained the process of documenting replacement equipment		
I have been shown the location where all cleaning supplies for inside and outside of the rigs are and the use of such power washer and how it is stored.		
I have been shown how to use Core Elite run report system and Aladtec for scheduling.		
EMS crew scheduling: Aladtec Scheduling – I understand the shift times and breakdowns, trading shifts and the responsibility of covering my own shifts		
Ambulance Orientation	Members Initials	Date
I have been taken through all the external compartments of each ambulance and have a good understanding of where all equipment is located.		
I have been properly instructed on the drivers control panel of each ambulance and understand the basic operation of each button and control.		
I have been shown the mobile and portable radios in each ambulance and have been briefed on general radio etiquette for Jefferson, Dane and Dodge Counties.		
I have been briefed on the map book in each ambulance		
I have been briefed on the location and procedure of the conceal weapons box and understand the procedure for transporting		
I have been shown all the inside compartments of each ambulance and know the general location of the supplies		

APPENDIX A
New Hire EMS Training

I have been shown and instructed on the use of the cot operation and battery change out procedure		
I have been shown and instructed on the use of the stair-chair operation.		
I have been shown how to use the Lifepak 15 unit in all aspects and understand how to use the buttons and situations to use for.		
I have been shown the inventory and sanitation procedures that are done after every call to ensure everything is replaced and cleaned correctly.		
DRIVING: I understand that before driving I must go through EVOC/CEVO and be tested off.		
DRIVING: I understand that I will know the driving operations, engine compartment, checked off on drive time and be tested.		
Other Orientation	Members Initials	Date
I understand how to check the portable and main oxygen tank in the ambulance and when to change them out.		
I understand, when possible, to leave dirty linens at the hospital.		
I understand how to use the security system for the doors entering into the Dane County Hospitals (UW, UW East, St. Mary's, and Meriter Emergency Rooms)		
I have been explained the process on No Transport/Refusal forms and where to find them in the clipboard. Also, the transfer forms between services.		
I have been explained the appropriate scene safety issues and familiarization on where safety vests and cones are for traffic concerns		
I have been shown how to use and put on turn out gear and can put it on within one minute.		

APPENDIX A
New Hire EMS Training

Requirements for EMR Levels	Mentor Initials	Date
Able to perform a proficient and complete medical and trauma assessment		
Able to efficiently obtain a manual set of vitals		
Able to show proficiency in basic trauma care i.e. splinting and bandaging		
Able to show proficiency in oxygen delivery and its appropriate application		
The proper use and application of I-Gel, king, OPA and NPA airways		
Able to show use of Lifepak i.e. vitals, O2, capnography and defib		
The proper placement of cardiac leads		
Able to prepare IV bag and assisting AEMT with IV start		
Able to show knowledge in use and assisting in ASA, Glucagon, Albuterol and Narcan		
Able to show how to properly place a tourniquet on		
Requirements for EMT Levels	Mentor Initials	Date
Able to show knowledge in use and assisting in Nitro, Epi and Atrovent		
Requirements for AEMT Levels	Mentor Initials	Date
Shows proficiency in starting and maintaining an IV: Catheter gauge, location and drip rate for patient		
Able to show knowledge in use and applications on Narcan, D10, Nitro, Nitrous Oxide, IV acetaminophen and Ondansetron (Zofran)		
Able to demonstrate use and list locations for IO and knowledge of when to use them		

I, the undersigned, hereby certify that I have been properly taken through the above orientation process and all the initials are mine and complete. I also certify that I have been given the opportunity to ask any questions throughout or after the orientation process and I have a good understanding of the basic operations of the service.

After the general orientation checklist is complete you may ride as an attendant in an ambulance.

APPENDIX A
New Hire EMS Training

EMR Medications		Mentors Initials	Date
Oxygen – Dose:	Reason:		
Aspirin – Dose:	Reason:		
Glucagon – Dose:	Reason:		
Oral Glucose – Dose:	Reason:		
Albuterol – Dose:	Reason:		
Nitro – Dose:	Reason:		
Narcan – Dose:	Reason:		
EMT Medications		Mentors Initials	Date
EPI – Dose:	Reason:		
Atrovent – Dose:	Reason:		
AEMT Medications		Mentors Initials	Date
0.9 Sodium Chloride – Dose:	Reason:		
D10 – Dose:	Reason:		
Nitrous Oxide – Dose:	Reason:		
IV Acetaminophen – Dose:	Reason:		
Ondansetron (Zofran) – Dose:	Reason:		

Members Print Name

Completion Date

Member Signature

Mentor Print Name

Date

Mentor Signature

APPENDIX B
New Hire Firefighter Training

Name: _____

PROTECTIVE CLOTHING (TURN-OUT GEAR)

The New Hire Firefighter will demonstrate proper donning of his/her protective clothing (turn-out gear) in one (1) minute or less. This includes bunker pants, coat (including all snaps, buckles, Velcro, zippers) with collar up, hood in place, helmet on with ear flaps and face shield down (or goggles in place) and gloves on.

Date completed _____

Officer's signature _____

SELF CONTAINED BREATHING APPARATUS (SCBA)

The New Hire Firefighter will demonstrate proper SCBA unit check and bottle exchange techniques per Wisconsin State training requirements.

SCBA unit checks to include the back pack, frame, straps, buckles, bottle, tank gauge, pressure, warning bells, regulator, and emergency bypass operation.

Date completed _____

Officer's signature _____

Donning, as listed in the IFSTA Essentials of Firefighting current edition, may use over the head or coat method and must include a positive pressure (inhalation) and negative pressure (exhalation) seal check. This exercise will be completed in the one (1) minute or less.

Doffing – as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed _____

Officer's signature _____

Bottle Exchange – as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed _____

Officer's signature _____

Filling Bottles – how to properly fill the bottles off of the Cascade system and the MAKO air compressor

Date completed _____

Officer's signature _____

ATTACK LINES

The New Hire Firefighter will demonstrate proper deployment and re-packing techniques for the following attack lines (handling of the hose lines will be as listed in the IFSTA Essentials of Firefighting current Edition):

1 ¾" Cross lays, (single person).

Date completed _____

Officer's signature _____

APPENDIX B
New Hire Firefighter Training

2 ½" Attack line, (two person).

Date completed _____ Officer's signature _____

2 ½" Exposure line, (single person).

Date completed _____ Officer's signature _____

Right Rear skid load 2 ½" to 1 ¾" attack lines, (single person).

Date completed _____ Officer's signature _____

HYDRANT CONNECTIONS

The New Hire Firefighter will properly perform a large diameter hose (LDH) hydrant connection as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed _____ Officer's signature _____

GROUND LADDERS

The New Hire Firefighter will demonstrate the ability to safely and efficiently perform the following ground ladder operations (the techniques used are as listed in the IFSTA Essentials of Firefighting current Edition):

The New Hire Firefighter will properly identify all ground ladders by type and size on all Waterloo Fire & Rescue Apparatus.

Date completed _____ Officer's signature _____

The New Hire Firefighter will verbalize ladder inspection and cleaning procedures.

Date completed _____ Officer's signature _____

The New Hire Firefighter will safely and efficiently raise, both flat and beam methods, fully extend, set angle, tie halyard for climbing, 24' extension ladder as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed _____ Officer's signature _____

APPENDIX B

New Hire Firefighter Training

The New Hire Firefighter will safely and efficiently carry and set a 14" roof ladder up a previously set extension ladder and properly set the roof ladder on a roof as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed _____ Officer's signature _____

The New Hire Firefighter will safely and efficiently demonstrate and encumbered climb up an extension ladder as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed _____ Officer's signature _____

The New Hire Firefighter will safely and efficiently demonstrate a leg lock on a fully extended 24' extension ladder as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed _____ Officer's signature _____

EQUIPMENT INVENTORIES

The New Hire Firefighter will verbalize the inventory compliment of Engine 68.

Date completed _____ Officer's signature _____

The New Hire Firefighter will verbalize the inventory compliment of Engine 67.

Date completed _____ Officer's signature _____

The New Hire Firefighter will verbalize the inventory compliment of Ambulances outside compartments.

Date completed _____ Officer's signature _____

The New Hire Firefighter will verbalize the inventory compliment of Ladder 73.

Date completed _____ Officer's signature _____

The New Hire Firefighter will verbalize the inventory compliment of Tender 95.

Date completed _____ Officer's signature _____

The New Hire Firefighter will verbalize the inventory compliment of Tender 94.

Date completed _____ Officer's signature _____

APPENDIX B
New Hire Firefighter Training

The New Hire Firefighter will verbalize the inventory compliment of Brush Truck 84 and Brush units.

Date completed _____ Officer's signature _____

ROPES AND KNOTS

The New Hire Firefighter will successfully tie each of the following fire service knots and hitches with a safety where required, in thirty, (30), seconds or less.

Figure "8" Knot

Time: _____ Date: _____ Officer's signature _____

Figure "8" Follow Through Knot

Time: _____ Date: _____ Officer's signature _____

Single Loop Figure "8" Knot

Time: _____ Date: _____ Officer's signature _____

Double Loop Figure "8" Knot

Time: _____ Date: _____ Officer's signature _____

In-Line Figure "8" Knot

Time: _____ Date: _____ Officer's signature _____

Munter Hitch

Time: _____ Date: _____ Officer's signature _____

Scott,

Thank you for the update!

I have attached an updated invoice to include 2022, 2023 and 2024 with a due date of 12/31/2024.

For all future payments starting in 2025, please use the amortization schedule as your invoice.

If you have any questions, please let me know.

Thank you,

Lana

From: Scott Hassett <pshassett@yahoo.com>

Sent: Thursday, April 11, 2024 8:41 AM

To: Jeni Quimby <mayor@waterloowi.us>

Cc: Tim Thomas <alder3@waterloowi.us>; Lana Nelson <lnelson@waterloowi.us>; Schroeder Cindy <clschroeder@hotmail.com>; Frey Laurie <towntreas9267@gmail.com>

Subject: Re: Radio Share-Payment plan

Hi Jeni. Last night we decided to bring the original payment plan up-to-date by the end of the year.

That would include \$4518.53 for 2022, \$5237.88 for 2023, and \$5147 for 2024.

Let me know if that works.

Scott

Sent from my iPhone



City of Waterloo

Financial highlights

April 18, 2024

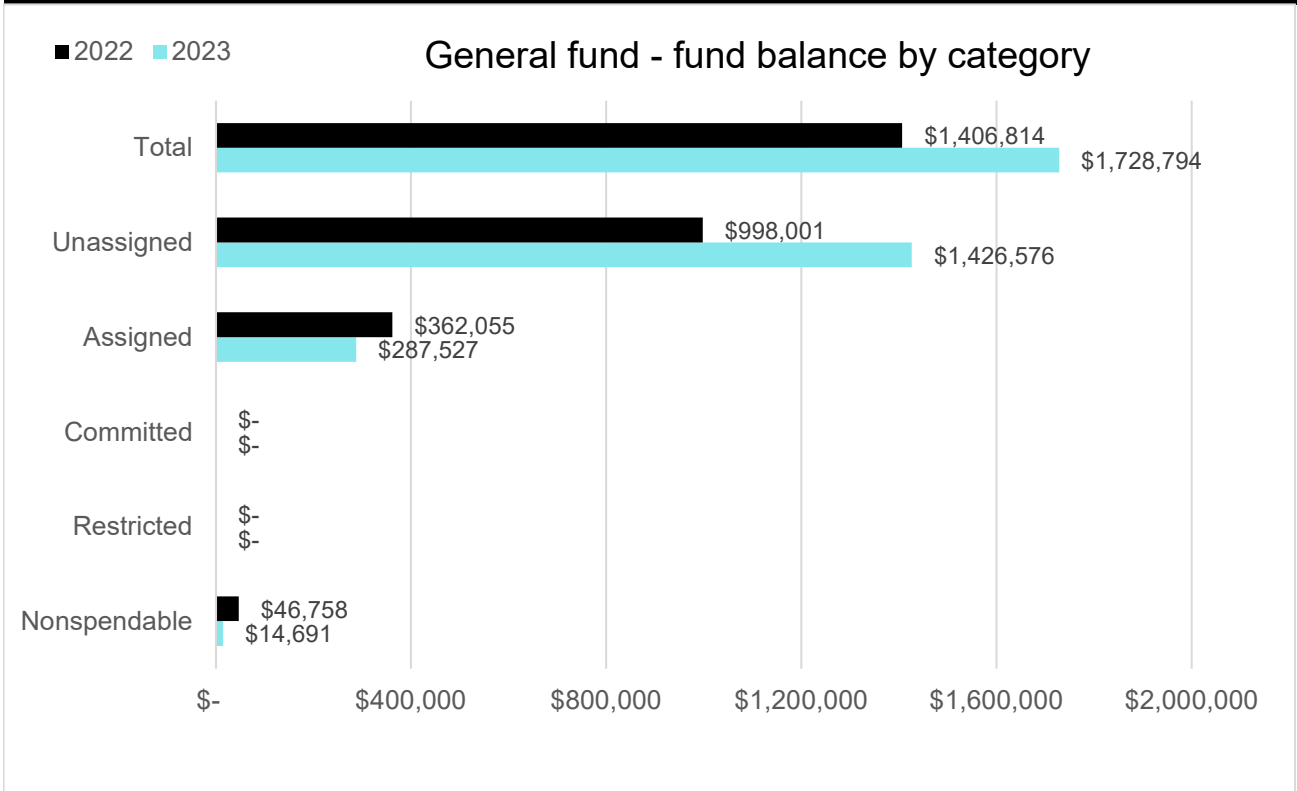
Client service team

Justin Hoagland, Senior Manager, CPA



City of Waterloo

General fund results



Summarized income statement

	Actual	Final budget	Variance
Revenues and other financing sources	\$ 2,486,360	\$ 2,218,558	\$ 267,802
Expenditures and other financing uses	2,164,380	2,257,816	93,436
Net change in fund balance	<u>\$ 321,980</u>	<u>\$ (39,258)</u>	<u>\$ 361,238</u>

Fund balance category definitions

Nonspendable - amounts cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained in tact.

Restricted - amounts that can be spent only for the specific purposes stipulated by an external source.

Committed - amounts constrained for specific purposes that are internally imposed through formal action of the governing body.

Assigned - spendable amounts that are intended to be used for specific purposes that are not considered restricted or committed.

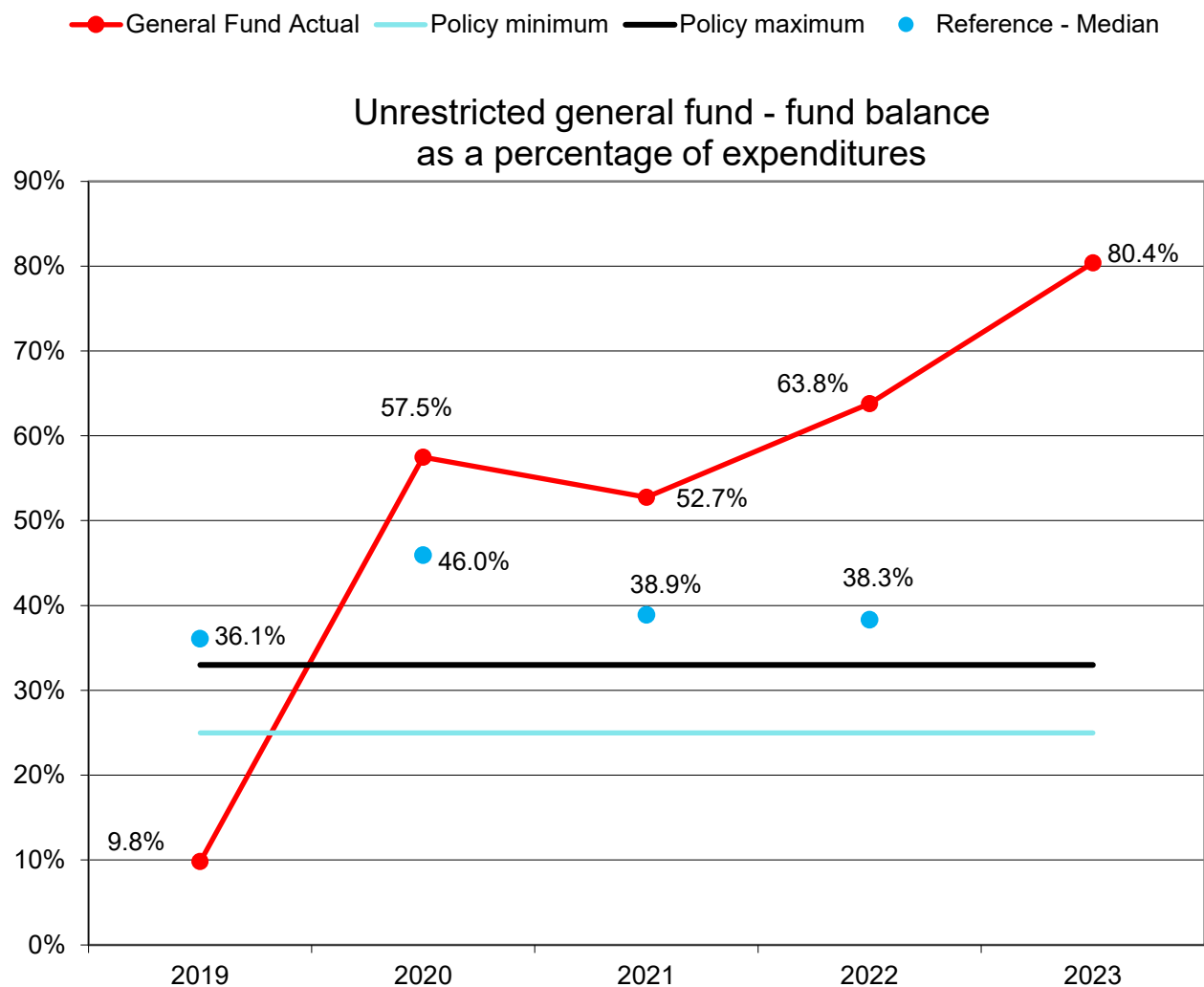
Unassigned - residual amounts that have not been classified within other categories above.

City of Waterloo

General fund - fund balance trends

Fund balance policy:

The policy is to maintain a working capital fund of 25% - 33% of the current year general fund final budgeted expenditures. The balance at year-end was \$1,426,576 or 66.9%. The graph below includes both unassigned and assigned fund balance, which is why it's showing 80.4% at year-end.



Other reference values

GFOA recommends a minimum of no less than 2 months (16.7%) of general fund expenditures.

Median reference value generated from 2019 - 2022 Baker Tilly municipal client data for population ranges less than 10,000.

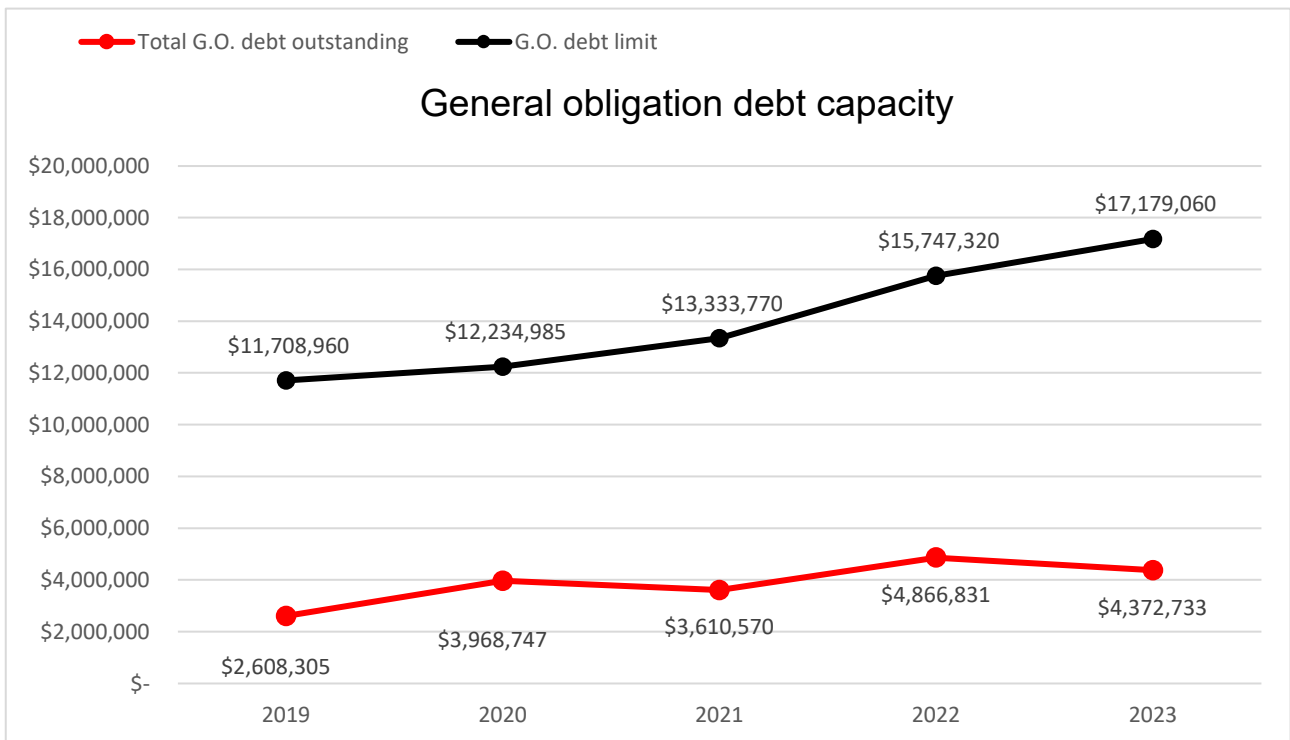
City of Waterloo

General obligation debt

Debt management policy:

The City does not currently have a debt management policy.
 Legal debt margin capacity (5% of the city's total equalized value).

Actual percentage of debt limit at 12/31/23: **25%**



Total debt outstanding by type at 12/31/2023

	General obligation	Revenue Debt	Other	Total
City	\$ 3,912,733	\$ -	\$ -	\$ 3,912,733
Utility	460,000	14,312,549	-	14,772,549
Total	\$ 4,372,733	\$ 14,312,549	\$ -	\$ 18,685,282

Comparative metrics available online through the Wisconsin Policy Forum.

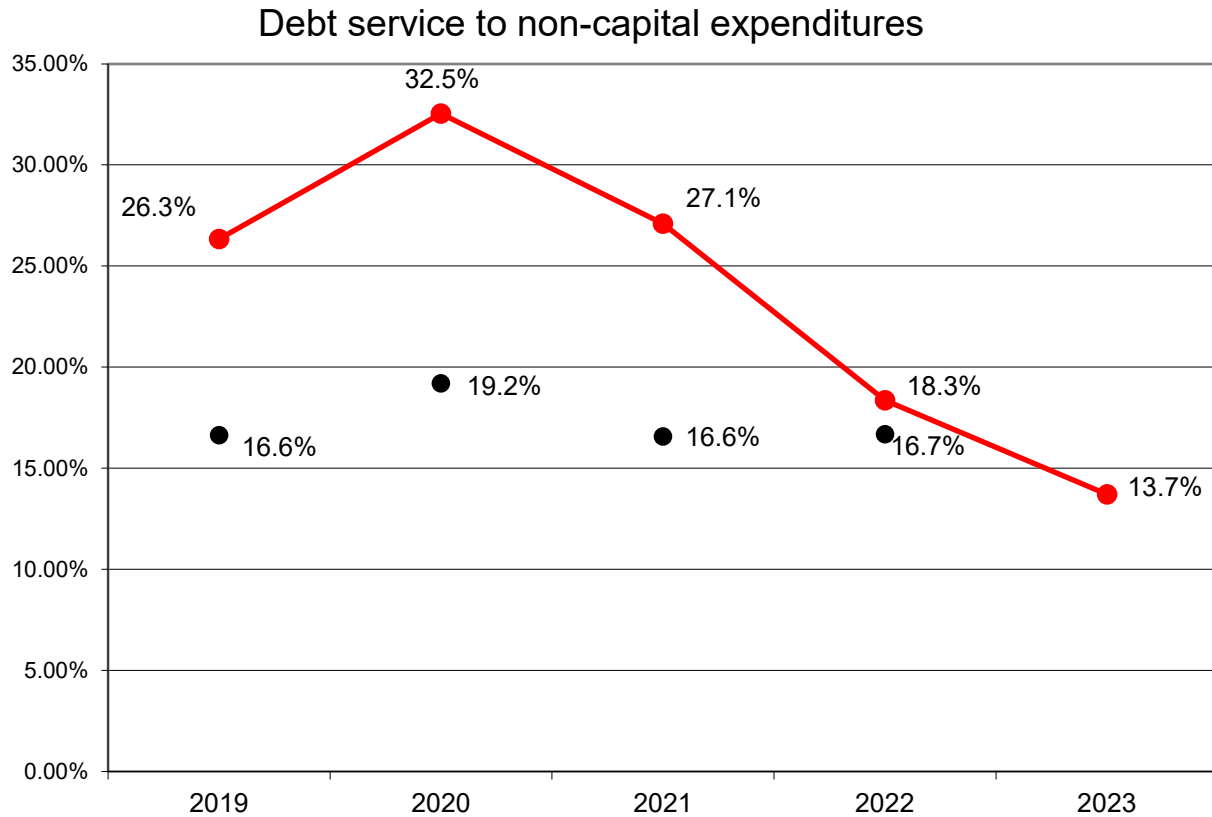
<https://wispolicyforum.org/research/municipal-datatool-examining-and-comparing-wisconsin-cities-and-villages/>

Select "Debt" -- options for custom comparisons or comparisons by county

City of Waterloo

Governmental funds - debt service

● City of Waterloo ● Reference - Median



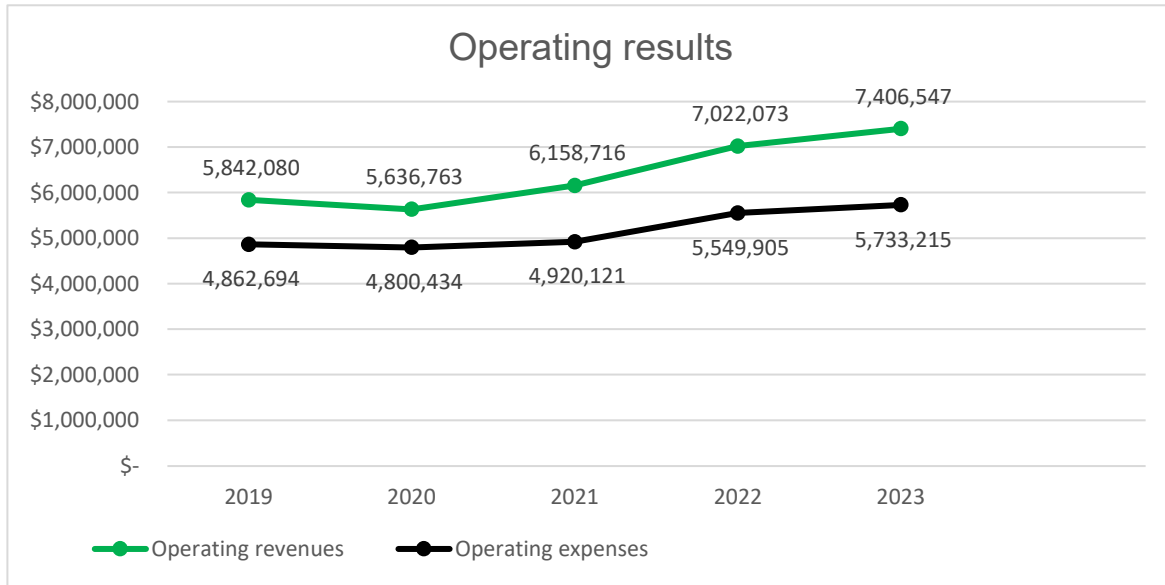
Current and prior year data

	<u>2023</u>	<u>2022</u>
Principal	\$ 454,098	\$ 683,739
Interest	118,615	76,030
Total	<u>\$ 572,713</u>	<u>\$ 759,769</u>
Non-capital expenditures	<u>\$ 4,178,282</u>	<u>\$ 4,140,701</u>

Other reference values

Median reference value generated from 2019 - 2022 Baker Tilly municipal client data for population ranges less than 10,000.

Waterloo Water & Light Commission



Unrestricted Reserves

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Year end balance	\$ 731,550	\$ 812,038	\$ 545,015	\$ 1,067,766	\$ 1,472,866
Months on hand	1.50	1.73	1.06	1.82	2.39

Debt Coverage

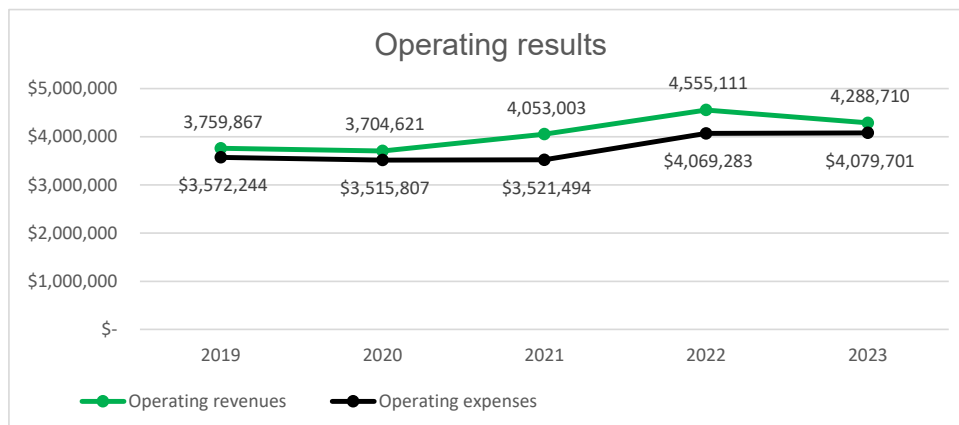
	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
Actual	2.51	2.30	2.80	3.15	3.63
Required	1.25	1.25	1.25	1.25	1.25

Investment in Capital

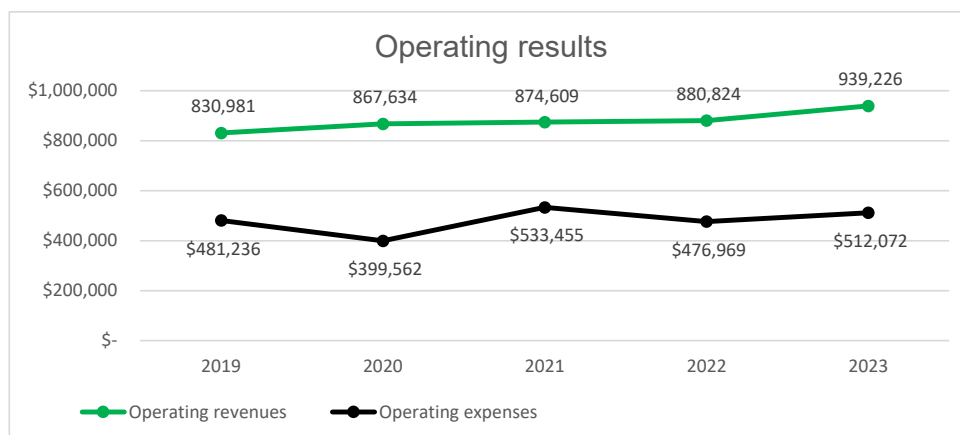




Waterloo Water & Light Commission Electric Utility Results



Water Utility Results



Sewer Utility Results



LANA NELSON, TREASURER
 136 N MONROE ST
 WATERLOO WI 53594-1198
 www.waterloowi.us
 (920) 478-3025

**2023 REAL ESTATE
 PROPERTY TAX BILL
 STATE OF WISCONSIN
 JEFFERSON COUNTY
 CITY OF WATERLOO**

RIVERWALK OF WATERLOO LLC
Parcel #: 290-0813-0644-065
 Bill Number: 876

**RIVERWALK OF WATERLOO LLC
 5274 COUNTY ROAD KP
 CROSS PLAINS WI 53528**

Important: See reverse side for important information.

Be sure this description covers your property. Note that this description is for property tax bill only and may not be a full legal description.

10.274 ACRES

Document No: 1349817

477 W MADISON ST

LOT 1, CSM 5708-32-127, DOC 1370234. EX PAR 13, TRANS PROJ PLAT 3050-02-20-4.02, DOC 1357316. DEED 1373976.

Please inform treasurer of address changes.

Assessed Value Land	Assessed Value Improvements	Total Assessed Value	Average Assessment Ratio			Net Assessed Value
246,500	2,565,000	2,811,500	82.88%			.020424902
Est. Fair Market Land	Est. Fair Market Improvement	Total Est. Fair Market	School Taxes Reduced By School Levy Tax Credit			A star in this box means unpaid prior year taxes
297,400	3,094,900	3,392,300	4,893.97			
2022	2023	2022	2023	%Tax	Net	
Est. State Aids	Est. State Aids	Net Tax	Net Tax	Change	Property Tax	57,355.46
Allocated Tax Dist	Allocated Tax Dist					
JEFFERSON COUNTY	133,850	160,919	11,011.78	10,724.29	-2.6	
CITY OF WATERLOO	711,143	833,510	22,561.84	23,283.23	3.2	
WATERLOO SCH DIST	3,636,507	3,570,945	18,163.21	21,172.10	16.6	
MATC	219,814	209,343	2,239.44	2,244.99	0.2	
Total		53,976.27	57,424.61	6.4	Total	57,355.46
First Dollar Credit		60.71	69.15	13.9		
Lottery & Gaming Credit			0			
Net Property Tax		53,915.56	57,355.46	6.4	Total	57,355.46

FOR INFORMATIONAL PURPOSES ONLY - Voter Approved Temporary Tax Increase			
Taxing Jurisdiction	Total Additional Taxes	Total Additional Taxes Applied to Property	Year Increase Ends
Waterloo School RF-4659	\$319,047	\$3,150.13	2038
Waterloo School RF-4658	\$256,826	\$2,535.78	2038
Waterloo School RF-5464	\$295,858	\$2,921.17	2026

Make Check Payable to:
 CITY OF WATERLOO
 LANA NELSON, TREASURER
 136 N MONROE ST
 WATERLOO WI 53594-1198

After January 31, 2024
 Make Check Payable to:
 JEFFERSON COUNTY TREASURER
 Kelly M. Stade
 311 S. CENTER AVENUE
 JEFFERSON WI 53549-1701

TOTAL DUE FOR FULL PAYMENT	
Pay by JANUARY 31, 2024	\$57,355.46
INSTALLMENT OPTIONS	
Pay by JANUARY 31, 2024	\$28,678.46
Pay by JULY 31, 2024	\$28,677.00
Warning: If not paid by due dates, installment option is lost and total tax is delinquent and subject to interest and if applicable penalty.	
Failure to pay on time See Reverse.	

REMIT THIS STUB WITH FULL PAYMENT OR 1st INSTALLMENT

2023 REAL ESTATE Bill Number 876

Correspondence should refer to
 Parcel # 290-0813-0644-065
 CITY OF WATERLOO

RIVERWALK OF WATERLOO LLC
 5274 COUNTY ROAD KP
 CROSS PLAINS WI 53528

To: CITY OF WATERLOO
 LANA NELSON, TREASURER
 136 N MONROE ST
 WATERLOO WI 53594-1198

- FULL PAYMENT \$57,355.46 BY JANUARY 31, 2024
 OR
 FIRST INSTALLMENT \$28,678.46 BY JANUARY 31, 2024

To receive receipt, enclose a self-addressed stamped envelope

EXHIBIT B

Financial Schedule

REVENUE YEAR	*TIF REVENUES	DEVELOPER PAYMENT	CITY PAYMENT	REVENUE YEAR
2013	\$0	\$0	\$0	2013
2014	\$0	\$0	\$0	2014
2015	\$0	\$0	\$0	2015
2016	\$0	\$0	\$0	2016
2017	\$81,906	\$0	\$81,906	2017
2018	\$68,562	\$0	\$68,562	2018
2019	\$69,076	\$0	\$69,076	2019
2020	\$139,188	\$0	\$139,188	2020
2021	\$140,232	\$0	\$140,232	2021
2022	\$141,284	\$0	\$141,284	2022
2023	\$142,344	\$0	\$142,344	2023
2024	\$143,412	\$63,438	\$79,974	2024
2025	\$144,487	\$62,924	\$81,563	2025
2026	\$145,571	\$132,000	\$13,571	2026
2027	\$146,663	\$132,000	\$14,663	2027
2028	\$147,763	\$132,000	\$15,763	2028
2029	\$148,871	\$132,000	\$16,871	2029
2030	\$149,987	\$132,000	\$17,987	2030
2031	\$151,112	\$132,000	\$19,112	2031
2032	\$152,246	\$132,000	\$20,246	2032
2033	\$153,388	\$132,000	\$21,388	2033
2034	\$154,538	\$0	\$154,538	2034
2035	\$155,697	\$0	\$155,697	2035
2036	\$156,865	\$0	\$156,865	2036
2037	\$158,041	\$0	\$158,041	2037
2038	\$159,227	\$0	\$159,227	2038
TOTAL	\$3,050,460	\$1,182,362	\$1,868,098	

*TIF Revenues constitute "Guaranteed TIF Revenues Through Revenue Year 2023"



136 North Monroe Street
 Waterloo, WI 53594
 Phone: (920) 478-3025
 Fax: (920) 478-2021
www.waterloowi.us

RESOLUTION #2024-04
2023 Financial Carry-Over Approvals

Whereas, the following chart defines the line item categories proposed for 2023-2024 carry over designation by the Clerk/Treasurer's office, with minor residual debit modifications expected to account for remaining 2023 invoices received in 2024.

CITY OF WATERLOO
Revenue Assignments WORKPAPER
FOR THE YEAR ENDED 12/31/2023

ACCOUNT #	DESCRIPTION	BEGINNING YEAR BALANCE	TRANSFER (LOSS)	CURRENT YEAR EXPENSES	CURRENT YEAR REVENUE/ALLOWANCE	YEAR END ASSIGNMENT
FUND 100						
100-32610	POLICE DONATION DEFIBULATOR	667.01	-	-	-	667.01
100-32631	POLICE DONATION SPEED LIMIT ALERT SIGN	240.15	-	-	-	240.15
100-32635	POLICE PATROL UNIFORM ALLOWANCE	592.04	(540.27)	(3,181.49)	5,100.00	1,970.28
100-32640	DPW UNIFORM ALLOWANCE	414.52	-	(1,091.90)	1,000.00	322.62
	FUND 100 TOTAL	1,913.72	(540.27)	(4,273.39)	6,100.00	3,200.06
FUND 220						
220-32635	FIRE DEPT UNIFORM ALLOWANCE	199.60	-	(1,809.43)	1,800.00	190.17
220-34100	FUND BALANCE CAPITAL PROJECT	377,151.34	-	-	108,861.00	486,012.34
	FUND 220 TOTAL	377,350.94	-	(1,809.43)	110,661.00	486,202.51
FUND 225						
225-32601	TRAILHEAD-WRT	-	-	-	-	-
225-32625	PARK EQUIPMENT CARRYOVER (BLACKTOP)	45,000.00	-	(34,897.63)	-	10,102.37
225-32605	JULY 4TH CELEBRATION	-	-	-	-	-
225-32629	MAUNESHA RIVER DOG PARK	-	-	-	-	-
225-34105	FUND BALANCE SHOE FACTORY	8,280.39	(8,280.39)	-	-	-
225-39999	CAROUSEL	30,678.98	-	-	750.00	31,428.98
	FUND 225 TOTAL	83,959.37	(8,280.39)	(34,897.63)	750.00	41,531.35
FUND 400						
400-32601	DPW VEHICLE ACCOUNT	-	-	-	-	-
400-32602	SQUAD CAR FUND	100,009.60	-	(52,931.10)	-	47,078.50
400-32606	EMERGENCY GOVT SIRENS FUND	8,000.00	-	-	-	8,000.00
	FUND 400 TOTAL	108,009.60	-	(52,931.10)	-	55,078.50
FUND 600						
600-34310	PROFESSIONAL SERVICES CARRYOVER	25,000.00	-	-	-	25,000.00
	FUND 600 TOTAL	25,000.00	-	-	-	25,000.00
FUND 812						
812-34105	LIBRARY CARRYOVER COUNTY	113,891.69	-	(91,200.35)	93,941.00	116,632.34
812-34106	LIBRARY CARRYOVER CLARK	62,304.71	-	(65,930.67)	40,500.00	36,874.04
812-34107	LIBRARY CARRYOVER MEMORIAL-DONATION FUND	-	-	-	64,769.57	64,769.57
	FUND 812 TOTAL	176,196.40	-	(157,131.02)	199,210.57	153,506.38

Therefore Be It Resolved, by the Common Council of the City of Waterloo, Wisconsin, that it hereby authorizes the 2023-2024 carry over amounts as stated with final amounts to include any residential debits for accounts listed which have may have remaining 2023 invoices, received in 2024, after resolution adoption.

PASSED AND ADOPTED this _____, 2024.

City of Waterloo

Signed:

 Mayor Jenifer Quimby

Attest:

 Jeanne Ritter, City Clerk



136 North Monroe Street
Waterloo, WI 53594
Phone: (920) 478-3025
Fax: (920) 478-2021
www.waterloowi.us

ORDINANCE #2024-10

An Ordinance Amending Section §53-8 Purchases.

The Common Council of the City of Waterloo, Wisconsin do ordain as follows:

Section 1: § 53-8 **Purchases.**

No equipment or supplies shall be purchased by any City official unless previously budgeted. Equipment and supplies which cost over ~~\$2,500~~ ~~\$500~~ shall also be approved by the appropriate committee and the Council; however, emergency purchases not to exceed ~~\$2,500~~ ~~\$500~~ may be approved by the department head and the Mayor or the appropriate committee chairperson.

Section 2: This ordinance shall take effect and be in force after its passage and publication in a manner provided for by law.

Acted on and adopted at a result meeting of the Common Council on April 18, 2024.

CITY OF WATERLOO

Jenifer Quimby, Mayor

Attest:

Jeanne Ritter, City Clerk

Date Adopted _____

Date Published _____

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.)