



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: October 17, 2019
TIME: 5:30 pm
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street

1. CALL TO ORDER AND ROLL CALL
2. MEETING MINUTES APPROVAL: 08/29/2019, 09/03/2019 and 10/01/2019 Budget Meetings and 08/15/2019 and 09/09/19/2019 Meetings
3. PUBLIC COMMENT
4. 2020 BUDGET DELIBERATIONS [All Budget Areas Under Consideration With Emphasis Finalizing]
5. UNFINISHED BUSINESS
 - a. Private Lead Service Replacement Funding - Post DNR Grant Period, Draft Proposal To Modify The Existing Program To 50% Of Eligible Expenses (currently 75%).
6. NEW BUSINESS
 - a. September Financial Statements
 - i. General Disbursements - \$1,865,502.07 ***
 - ii. Payroll - \$69,194.87 ***
 - iii. Treasurer's Report & Budget Reports ***
 - b. Municipal Building Roof Repairs, Contingency Funding Request – Not To Exceed \$5,000, Mayor
 - c. Review Of 2020 Property And Liability Insurance Renewals
 - d. Amending the 2019 Budget
 - i. Authorizing And Accounting For A 2019 Fire Department Apparatus Purchase
 - ii. Veterans Parks Stone Wall Repair, Contingency Funding Request, \$740.00
 - e. Seeking Bids For Municipal Trash And Recycling Services
 - f. Timing Of Next Department Of Public Works Hire
 - g. Exempting Police Department Administrative Staff From The 80 Hour Compensatory Time Accrual Maximum Cap
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Tax Incremental Finance Districts 1-4, Return On Investment By Project Report (report incomplete)
 - b. Committee Calendar
8. ADJOURNMENT

Mo Hansen

Mo Hansen
Clerk/Treasurer

***See Council Packet; Digital Version As Stand Alone Document On Webpage

Committee Members: Thomas, Griffin and Kuhl

Posted, Emailed & Distributed: 10/14/2019

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

10/17/2019 Finance Committee Notes

Minutes, budget, insurance renewal and trash/recycling RFP documents
to made available prior to Thursday meeting

Mayor's September 2019 Roof Summary

Location	Year	Size Sq/Ft	Grade	Repair Fall 19	Replace	08/30/19	Timeline	Year	NRI Yrly	Stormguard
City Hall - Sec 1	1999	11,450	D	\$2,355.00	\$90,873	Hustad	2-3 yrs	2021	\$2,000	
City Hall - Sec 2	1999	410	C	\$150.00	\$3,480		5-7 yrs	2023		
City Hall - Sec 3	1999	1,793	C	\$1,555.00	\$11,968		5-7 yrs	2023		
Total				\$4,060.00	\$106,321	Hustad	<i>Includes repairs for this year</i>			\$92,365

Sec 1 = PD to council chamber & up to front office
 Sec 2 = Back entrance arean
 Sec 3 = Back entrance down hall & offiecs to Gabes office

Fire Dept	1998	15,507	B	Recoat 1-3 yrs	\$93,043	Hustad	10+	2029+	\$1,900
*coating should last 1-3 years									

Public Works - Sec 1	1999	8,141	A	\$0.00	\$56,987	Hustad	10+ yrs	2029+	\$1,000
Public Works - Sec 2	2009	3,096	B	\$75.00	\$0		8-10 yrs	2027+	
Public Works - Sec 3	1990	2,501	D	\$2,682.00	\$20,000				
#1 Eves & Downspouts				\$5,125.00					
#3 Downspouts				\$1,600.00					
Total				\$9,482.00	\$76,987	Hustad			

Sec 1 = Lg vehicle building; eves, downspouts N. Side, and ice cleats
 Sec 2 = Office Cleveland street
 Sec 3 = Back shed, needs downspouts

Library	?	16,000	A				10+ yrs		\$1,700
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Traihead (12/13/14)	2014	3,500	B	repairs needed			8-10 yrs	2024	\$1,200
All Firemens inspected too									

2019		Contingency or roof fund	\$13,542.00	Hustad	Stormguard
City Hall 2021		<i>Replace all at same time?</i>		\$106,321	\$92,365
2027-2029		<i>All others</i>			

Annual	\$6,100
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CITY OF WATERLOO

EMPLOYEE

HANDBOOK



Find Your Path Here

5.3 Rest Periods

All employees are entitled to a fifteen minute break for every four-hour shift worked. The scheduling of these periods and location is entirely discretionary with the department supervisor and will be arranged as he/she feels is most compatible with departmental operations. These rest periods cannot be taken at the beginning of the day or end of the day and not in conjunction with lunch periods.

5.4 Meal Periods

A half (½) hour unpaid meal period will be provided for all employees who are scheduled to work six (6) hours or more in one (1) day. Meal periods are to be taken at a time as designated by their supervisor.

Police Officers and Fire/EMT personnel will be provided with a 30 minute paid meal period during their shift. That time is to be taken within the City limits, unless out of the City on business. Fire/EMT personnel will be granted an additional 30 minute paid meal period if they are scheduled a 16 hour work shift.

5.5 Record-Keeping of Hours

All employees are required to maintain, on a daily basis on their timesheet, a record of all hours worked, as well as the starting and ending times of each work day and meal periods. Employees may not complete time records for other employees. Employees must turn their timesheets in to their Department Head or designee on a bi-weekly basis. Employees who violate this policy, or who submit incomplete, inaccurate, or false time records will be subject to appropriate disciplinary action, up to and including immediate termination, as well as potential civil and/or criminal liability.

ARTICLE VI – WAGE AND SALARY ADMINISTRATION

6.1 Employee Compensation

The wage and salaries for all City positions shall be determined by the Finance, Insurance and Personnel Committee and approved by the Common Council at budget time.

6.2 Overtime Compensation

Employees may be required to work overtime when requested to do so. However, employees working overtime without approval or pre-approval of a supervisor will be subject to appropriate disciplinary action, up to and including immediate termination. Overtime will be paid for all hours over forty (40) hours per week, except Fire Department employees, who will be paid for all hours over 53 hours. All paid vacation time, paid holidays and paid sick leave shall be considered as "time worked" for purpose of this section.

Employees working overtime shall have the alternative to be paid for such overtime at the overtime rate or take compensatory time off at a later date. Compensatory time shall be earned at the rate of one and one-half (1 ½) times the number of overtime hours worked, and may be accrued to a maximum of eighty (80) hours at any one time and may be carried over to the following year. Compensatory time off shall be scheduled at a time mutually agreeable between the employee and the City.

Department of Public Works, Police Department and Waterloo Water & Light Utility employees Sunday and Holiday pay.(See Appendix C, as modified from time to time.)

6.3 Payroll Periods

The payroll period is two weeks beginning on Sunday morning and ending on the second following Saturday.

Employees shall be paid on the Thursday following the end of the pay period. If the payday falls on a holiday, checks will be direct deposited on the last work day preceding the holiday. Each employee should review their

mhansen@waterloowi.us

From: DPW <dpw@waterloowi.us>
Sent: Wednesday, October 09, 2019 6:10 AM
To: mhansen@waterloowi.us
Subject: New hire

Mo

In talking yesterday about the budget yesterday Jeff Robbins will be retiring in December of 2020. I talked with Mayor Jeni and I asked her if the DPW would be able to hire a person before he leaves. She said to put this on the finance committee meeting agenda 10-17-19 to possible have a person hired by 11/2/2020.

Thanks

Chad Yerges
City of Waterloo – DPW Director
211 Hendricks Street
Waterloo, WI 53594

(920) 478-3025