



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 COMMON COUNCIL OF THE CITY OF WATERLOO

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: May 19, 2016
TIME: 6:00 p.m.
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street

1. CALL TO ORDER AND ROLL CALL
2. MEETING MINUTES APPROVAL: APRIL 21, 2016
3. PUBLIC COMMENT
4. UNFINISHED BUSINESS
5. NEW BUSINESS
 - a. Payroll For April 2016 - \$66,811.20 ***
 - b. General Disbursements – April 22, 2016 Through May 19, 2016
 - c. Treasurer's Report & Budget Reports For April 2016 ***
 - d. Police Chief Vacancy due to Military Leave of Absence
-Interim Police Chief Compensation
 - e. Employee Handbook Changes
-Fire Department Holiday Schedule Change
 - f. Public Works Director Request For An Additional Full-Time Position
 - g. Multi-year budgeting – Operating Expenses
 - h. League of Wisconsin Municipalities Mutual Insurance
-2016 Proxy Statement/Annual Meeting Notice
-2015 Annual Report
 - i. Computer Software and Conversion Services Proposal
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
7. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

*****See Council Packet**

Committee Members: Springer, Quimby and Griffin

Posted, Emailed & Distributed: 05/16/2016

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.

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
April 21, 2016

1. CALL TO ORDER AND ROLL CALL. Committee Chair Springer called the meeting to order at 6:00 p.m. Committee members present: Springer, Quimby and Griffin. Absent: none. Others attending: Mayor Thompson and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: MARCH 17, 2016. MOTION: Moved by Quimby, seconded by Griffin to approve the meeting minutes as listed and presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. UNFINISHED BUSINESS
 - a. Tax Incremental Finance Review
 - i. A Proposal To Close Tax Incremental District #1. MOTION: By consensus the committee determined no action was warranted. Quimby and Springer placed the matter on the February 2017 meeting agenda.
5. NEW BUSINESS
 - a. Payroll For February 2016 - \$101,782.77. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of payroll in the stated amount. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
 - b. General Disbursements – March 18, 2016 Through April 21, 2016. DISBURSEMENTS: Griffin questioned a Snap Fitness check for \$50. Hansen said he would check on its purpose and report back to Griffin. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of general disbursements as presented. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
 - c. Treasurer's Report & Budget Reports For January, February & March 2016. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of the January, February and March reports. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
 - d. Insurance Claim, Mark Herrin, 1053 Jills Court. MOTION: Moved Springer, seconded by Quimby to recommend Council denial of the claim based upon the insurance provider's recommendation. VOICE VOTE: Motion carried.
 - e. Operating Fund 600 Under The Community Development Authority. DISCUSSION: Hansen said CDA member past & present took issue with operating expenses for the Maunasha Business Center being the responsibility of the CDA. He said an existing deficit was the result of unfunded accumulating operating expenses such as utilities over several years. He said the CDA is focused on grant applications and doesn't have a recurring revenue source. Mayor Thompson suggested formally transferring the building asset to the CDA so it has that asset on its books to potentially benefit the CDA in the future. Quimby asked if a completed 203 East Madison Street would be a City asset or a CDA asset? Springer said the Maunasha Business Center (MBC) and the adjacent Veterans Memorial Park could be labeled as a Parks Department space and new Parks Coordinator Gabe Haberkorn could market/rent the MBC. Mayor Thompson thought the CDA could hire Haberkorn to market it. Hansen said transferring it all from 600 to the General Fund (where it was prior to the 2010 remodeling) would adversely affect the General Fund because state mandated tax levy limits and state aid are tied to General Fund revenues and expenditures. MOTION: Moved by Springer, seconded by Quimby to direct the Clerk/Treasurer to prepare a budget amendment for Council consideration transferring funds from the General Fund to Fund 600 to eliminate its negative fund balance. VOICE VOTE: Motion carried.
 - f. Allocating \$80,000 In 2015 Generated General Fund Balance To Pay-off Two BCPL Loans. DISCUSSION: Meeting materials were reviewed. Hansen said one loan was for 2004 unfunded pension liabilities. A second for 2009/2010 road construction. MOTION: Moved by Springer, seconded by Quimby to recommend to Council allocating approximately \$80,000 to payoff BCPL loans 02005064.01 and 02010068.02. VOICE VOTE: Motion carried.
 - g. Establishing A Written Policy Regarding Delinquent Utility Penalties On The Tax Roll Remaining With The General Fund. DISCUSSION: Hansen said a written policy would document current practice. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council the establishment of a written policy regarding delinquent utility penalties on the tax roll remaining with the General Fund. VOICE VOTE: Motion carried.

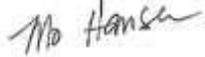
h. Review Of Clerk/Treasurer's Initiative To Redefine Clerical Staff Position. DISCUSSION: Hansen said to prepare for the Deputy Clerk/Treasurer's retirement, he intended to redefine the Administrative Assistant position so the position would become an apprentice Deputy Clerk Treasurer training under the current Deputy Clerk/Treasurer. He said he would present the opportunity first to Raynelle Butzine and then, if necessary, open it up to qualified candidates. He said the position description would be weighted heavily towards accounting, computer skills & office management. Springer said Lois Baird would be 62 in June.

6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

- a. Public Works Director Request For An Additional Full-Time Position (tabled until future meeting).
Noted.
- b. Multi-year budgeting – Operating Expenses. Noted.

7. ADJOURNMENT. MOTION: Moved by Quimby, seconded by Griffin to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:35 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

2016 WAGE SCHEDULE FOR THE CITY OF WATERLOO

	EMPLOYEE POSITION	EFFECTIVE 1ST PAY PERIOD 01/01/2016	
	Mayor	\$ 4,000.00	annually - pay quarterly \$1,000.00
	Aldersperson	\$ 1,600.00 \$ 2,000.00	annually - pay quarterly \$400.00 annually - pay quarterly \$500.00 2016 Election - Wards 4 & 5 Aldersperson 2016 Election - Aldersperson at Large 2017 Election - Ward 1 Aldersperson 2017 Election - Aldersperson at Large 2018 Election - Ward 2 Aldersperson 2018 Election - Aldersperson at Large 2019 Election - Ward 3 Aldersperson
	Special Council Meetings	\$ 10.00	per meeting - pay quarterly
	Special Committee Meetings	\$ 10.00	per meeting - pay quarterly
	Plan Commission	\$ 15.00	per meeting - pay semi-annually
	Economic Development Director	\$ 42,000.00	annually or \$20.19/hour or \$1,615.38/26 pay period
3%	Clerk/Treasurer	\$ 55,382.12	annually or \$26.6260/hour or \$2,130.08/26 pay periods
3%	Deputy Clerk/Treasurer	\$ 21.76	per hour
3%	City Hall Clerical Staff	\$ 15.83	per hour
3%	Director of Public Works	\$ 24.69	per hour
3%	Assist Director of Public Works	\$ 19.47	per hour
3%	DPW Worker III	\$ 18.38	per hour
**	DPW Worker I	\$ 16.00	per hour (one year probationary period)
0%	DPW Laborer LTE	\$ 14.00	per hour
****	Parks Seasonal Grounds Keeper	\$ 10.00	per hour
***	Parks Coordinator	\$ 30,000.00	annually or \$14.4231/hour \$1,153.85/26 pay periods
*****	Parks Bartender	\$ 10.00	per hour/paid monthly

Approved by: Morton J. Hansen, City Clerk/Treasurer

2016 WAGE SCHEDULE FOR THE CITY OF WATERLOO

	EMPLOYEE POSITION	EFFECTIVE 1ST PAY PERIOD 01/01/2016	
3%	Library Director	\$ 49,378.20	annually or \$23.7395/hour or \$1,899.16/26 pay period
3%	Library Youth Assistant & Librarian	\$ 38,241.84	per hour or \$18.3855/hour or \$1,470.84/pay period
2%	Catalog Librarian	\$ 43,412.82	annually or \$20.8715/hour or \$1,669.72/26 pay period
* 3%	ILL/Nutrition/Library Assistant II	\$ 29,994.00	annually or \$14.4202/hour or \$1,153.62/26 pay period
0%	Library Assistant I	\$ 10.62	per hour
3%	Library Assistant II	\$ 9.37	per hour
2%	Technical Services Assistant II	\$ 10.36	per hour
0%	Student Worker/Page	\$ 9.19	per hour
0%	Student Worker/Page (Probationary)	\$ 9.01	per hour

3%	WLOO Coordinator/Director	\$ 15.45	per hour
3%	WLOO Technical Consultant	\$ 18.54	per hour – pay quarterly
3%	Videographer/Assistant	\$ 10.30	per hour – 1 hour minimum
3%	Video Technician	\$ 10.30	per hour

3%	Chief of Police	\$ 68,192.89	annually or \$32.7850/hour or \$2,622.80/26 pay period
3%	Lieutenant	\$ 64,018.11	annually or \$30.7779/hour or \$2,462.23/26 pay period
	Sergeant	\$ 27.70	per hour
	Sergeant (Probationary)	\$ 27.10	per hour
	Police Officer #1	\$ 26.60	per hour
	Police Officer #2 – (0-6 months)	\$ 23.51	per hour
	Police Officer #2 – (7-12 months)	\$ 24.34	per hour
	Police Officer #2 – (0-12 months) (Hired after 01/01/15)	\$ 23.51	per hour
	Police Officer #2 – (13-24 months) (Hired after 01/01/15)	\$ 24.34	per hour
	Part Time Police Officer #1	\$ 14.25	per hour
3%	Police Department Admin Assist	\$ 17.75	per hour

	Oak Hill Cemetery Maintenance	\$ 10.00	per hour
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3%	Poll Workers	\$ 7.73	per hour
3%	Chief Inspector	\$ 7.73	per hour plus \$10.00 per election

Approved by: Morton J. Hansen, City Clerk/Treasurer

2016 WAGE SCHEDULE FOR THE CITY OF WATERLOO

	EMPLOYEE POSITION	EFFECTIVE 1ST PAY PERIOD 01/01/2015	
7.9%	Firefighter/EMT-I	\$ 18.04	per hour
7.9%	Firefighter/EMT-I (1 year probationary period)	\$ 15.56	per hour
	Firefighter/EMT-I (Part-time)	\$ 10.00	per hour

	Fire Chief	\$ 4,000.00	per year – pay monthly - \$333.33/mo
	Asst. Fire Chief	\$ 2,000.00	per year – pay June & December
	1 st Captain	\$ 900.00	per year – pay June & December
	2 nd Captain	\$ 900.00	per year – pay June & December
	1 st Lieutenant	\$ 750.00	per year – pay June & December
	2 nd Lieutenant	\$ 750.00	per year – pay June & December
	Treasurer	\$ 700.00	per year – pay June & December
	EMS Coordinator	\$ 800.00	per year – pay June & December
	Asst. EMS Coordinator	\$ 600.00	per year – pay June & December
	Secretary	\$ 700.00	per year – pay June & December

	Fire Training	\$ 10.00	per session – pay annually
	Fire Supplemental Training	\$ 3.00	per session – pay annually
	Fire Call	\$ 15.00	per fire call – pay annually
	Fire Station	\$ 1.00	per fire call – pay annually
	EMS Full Shift Driver	\$ 20.00	per shift – pay monthly
	EMS Partial 1 st Shift Driver	\$ 2.00	per shift – pay monthly
	EMS Partial 2 nd Shift Driver	\$ 3.33	per hour – pay monthly
	EMS Partial 3 rd Shift Driver	\$ 2.50	per hour – pay monthly
	EMS Full 1 st Shift EMT	\$ 30.00	per shift – pay monthly
	EMS Partial 1 st Shift EMT	\$ 3.00	per hour – pay monthly
	EMS Full 2 nd or 3 rd Shift EMT	\$ 26.00	per shift – pay monthly
	EMS Partial 2 nd Shift EMT	\$ 4.33	per hour – pay monthly
	EMS Partial 3 rd Shift EMT	\$ 3.25	per hour – pay monthly
	EMS Station EMT	\$ 1.00	per EMS call – pay monthly
	EMS Training EMT	\$ 10.00	per session – pay monthly
	EMS Supplemental Training	\$ 3.00	per session – pay monthly
	EMS Call	\$ 15.00	per EMS call – pay monthly
	Training Session	\$ 40.00	per day - all day training
	Training Session	\$ 20.00	per day - ½ day training

Approved by: Morton J. Hansen, City Clerk/Treasurer



**WATERLOO FIRE DEPARTMENT
900 INDUSTRIAL LANE
WATERLOO, WISCONSIN 53594**



Date: May 16, 2016

To: Finance, Insurance & Personnel Committee

From: Fire Chief Vern Butzine, Waterloo Fire Department

RE: Full-time Firefighter/EMT-I Holiday & Holiday Pay

The Waterloo Fire Department is proposing the following for the Waterloo Fire Department full-time employees:

Eight (8) ten (10) hour days of holiday (the normal work day is 10 hours)

- 1) New Year's Day, 2) Easter Sunday, 3) Memorial Day, 4) 4th of July, 5) Labor Day, 6) Veteran's Day, 7) Thanksgiving Day, 8) Christmas Day.

All full-time Fire Department employees may take an alternate day off for each of the holidays, subject to prior approval of the Fire Chief or Assistant Fire Chief. If the request is granted, such specified day shall be taken off during the calendar year of which the holiday was earned. Exceptions to the time table may be granted by the Fire Chief or Assistant Fire Chief.

If the holiday in question cannot be filled with a volunteer staff member, the full-time employee will be paid for the holiday at straight time for 10 hours along with their regular pay.

Appendix: D Holidays, Holiday Pay & Personal Time Off

7.1 Holidays, Holiday Pay & Personal Time Off

Full-Time Employees:

Clerk/Treasurer's Office and Police Administrative Assistant

Ten total days of holiday

- 1) New Year's Day, 2) Friday before Easter, 3) Memorial Day, 4) 4th of July, 5) Labor Day, 6) Thanksgiving Day, 7) Friday after Thanksgiving, 8) Christmas Eve Day, 9) Christmas Day, 10) ½ day (afternoon) New Year's Eve Day and ½ day personal time off

Full-Time Employees:

Library employees

Ten total days of holiday

- 1) New Year's Day, 2) Friday before Easter, 3) Memorial Day, 4) 4th of July, 5) Labor Day, 6) Thanksgiving Day, 7) Christmas Eve Day, 8) Christmas Day, 9) ½ day (afternoon) New Year's Eve Day and 1 ½ days personal time off

Full-Time Employees:

Department of Public Works

Ten total days of holiday

- 1) New Year's Day, 2) Friday before Easter, 3) Memorial Day, 4) 4th of July, 5) Labor Day, 6) Thanksgiving Day, 7) Friday after Thanksgiving, 8) Christmas Eve Day, 9) Christmas Day, 10) New Year's Eve Day

Finance Meeting

Full-Time Employees: (Common Council Approval January 21, 2016)

Fire Department, Firefighter/EMT-I

Ten total days of holiday

- ~~1) New Year's Day, 2) Memorial Day, 3) 4th of July, 4) Labor Day, 5) Thanksgiving Day, 6) Christmas Day, 7) 4 days of personal time off~~

- 1) New Year's Day, 2) Easter Sunday, 3) Memorial Day, 4) 4th of July, 5) Labor Day, 6) Veterans Day, 7) Thanksgiving Day, 8) Christmas Eve, 9) Christmas Day 10) New Year's Eve.

All full-time Fire Department employees may take an alternate day off for each of the holidays earned, subject to prior approval of the Fire Chief or Assistant Fire Chief with notification also given to the Clerk/Treasurer's office. If the request is granted, such specified day shall be taken off during the calendar year of which the holiday was earned. Exceptions to the time table may be granted by the Fire Chief or Assistant Fire Chief.

Full-Time Employees:

Police Department, Chief of Police and Lieutenant

Ten total days of holiday

- 1) New Year's Day, 2) Easter Sunday, 3) Memorial Day, 4) 4th of July, 5) Labor Day, 6) Veterans Day, 7) Thanksgiving Day, 8) Christmas Eve, 9) Christmas Day 10) New Year's Eve.

The Chief of Police and the Lieutenant may take an alternate day off for each of the holidays earned, subject to the approval of the Chief of Police. If the request is granted, such specified day shall be taken off during the calendar year of which the holiday was earned. Exceptions to the time table may be granted by the Chief of Police.

Full-Time Employees:

Waterloo Water & Light Utility

8.5 total days of holiday

- 1) New Year's Day, 2) Memorial Day, 3) 4th of July, 4) Labor Day, 5) Thanksgiving Day, 6) Christmas Eve Day 7) Christmas Day, 8) Birthday, 8.5) ½ day (afternoon) New Year's Eve Day

1 allow officers off at particular times, and shall provide unavailable dates prior to the start of the
2 vacation pick process.

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ARTICLE XVIII – HOLIDAYS

Section 18.01 Paid Holidays

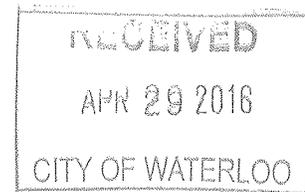
The City shall pay full-time employees for the following holidays: New Year's Day, Easter Sunday, Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve.

Section 18.02 Payment

Full-time employees shall receive eight (8) hours of holiday pay for each of the ten (10) holidays listed above. In addition, employees who work any of the listed holidays shall receive one and one-half (1½) times their regular hourly rate for all hours worked. Employees called in on a holiday shall be paid at two (2) times the regular hourly rate for all hours worked.

Section 18.03 Holiday Time Off

Full-time employees may seek, upon written request, at least seven (7) days in advance of the holiday, to take an alternate day off for each of the holidays earned, subject to the approval of the Chief of Police who shall have sole discretion to grant or deny the request. If the request is granted, such specified day shall be taken off during the calendar year of which the holiday was earned. Exceptions to the time table may be granted by the Chief of Police. An employee may submit a request for time off for either Christmas Eve or Christmas Day. An employee may submit a request for time off for either New Year's Eve or New Year's Day. These days will not be available during initial vacation picks. Exceptions may be granted by the Chief of Police prior to the posting of the December schedule. *e.g. An employee is approved for Christmas Eve off. The employee may request to have Christmas Day off if the Chief approves.*



DIRECTORS

David Benforado
Village Trustee
Village of Shorewood Hills

David De Angelis
Village Manager
Village of Elm Grove

Ronald Hayward
Village President
Village of West Milwaukee

Kathleen Morse
Clerk/Treasurer
City of Rice Lake

Mark Rohloff
City Manager
City of Oshkosh

Zachary Vruwink
Mayor
City of Wisconsin Rapids

Jerry Deschane
Executive Director
League of Wisconsin
Municipalities

OFFICER

Dennis Tweedale
Chief Executive Officer
League of Wisconsin
Municipalities Mutual
Insurance

TO: LWMMI Policyholders
FROM: Dennis Tweedale, CEO
RE: **2016 Proxy Statement / Annual Meeting Notice**
2015 Annual Report

Enclosed with this letter are:

- A. 2016 Annual Meeting Notice and Proxy Statement** – Please complete the Proxy Statement, sign and return by Friday, May 13, 2016.

You are asked to re-elect Ronald Hayward, Village President for the Village of West Milwaukee and Kathleen Morse, Clerk / Treasurer for the City of Rice Lake as Directors for three year terms.

- B. 2015 Annual Report**

This report gives a good overview of the first thirteen years of operations. The graphs show the story of an insurer in good financial health and growing.

Make sure to review the eight pages at the end of the report on “Conditional Use Permits”. This eight page easy to use guide will help your community make the right and defensible decisions when “Conditional Use Permits” are requested.

Please take a look – this is a company to be proud of – it belongs to **YOU!**

As always, please call any of the Directors (your elected representative to LWMMI) or me with questions you may have.

Thank you for your support!



402 Gammon Place
Suite 225
Madison, Wisconsin 53719

p 608.833.9595
f 608.833.8088

dennis@lwmmi.org
www.lwmmi.org

LWMMI

League of Wisconsin Municipalities Mutual Insurance

League of Wisconsin Municipalities Mutual Insurance

Notice of 2016 Annual Meeting

PLEASE CHOOSE ONE:

I will attend the Annual Meeting to be held on Wednesday, May 18, 2016 at 1:00p.m. at 9701 Brader Way, Suite 301, Middleton, WI

Policyholder City of Waterloo Name Mo Hansen
Title Clerk/Treas.

- OR -



PROXY STATEMENT

**LEAGUE OF WISCONSIN MUNICIPALITIES MUTUAL INSURANCE
ANNUAL MEETING OF MEMBERS TO BE HELD MAY 18, 2016 THIS PROXY IS
SOLICITED ON BEHALF OF THE DIRECTORS**

The undersigned policyholder of the League of Wisconsin Municipalities Mutual Insurance (LWMMI) acknowledges receipt of the Notice of Annual Meeting of LWMMI to be held on May 18, 2016, and appoints Jerry Deschane, secretary of LWMMI, with power of substitution, for and in the name of the undersigned, to vote as proxy for the undersigned according to the voting rights the undersigned would be entitled to exercise if its authorized representative was personally present at the annual meeting of the members of LWMMI to be held at 9701 Brader Way, Suite 301 Middleton, Wisconsin, on Wednesday, May 18, 2016, or at any adjournment or adjournments thereof, and to exercise the voting rights of the undersigned upon the following matters:

- (a) FOR AGAINST The election of Ronald Hayward, Village President to the Village of West Milwaukee, to be director of LWMMI, for a term of three (3) years.
- (b) FOR AGAINST The election of Kathleen Morse, Clerk / Treasurer to the City of Rice Lake, to be director of LWMMI, for a term of three (3) years.
- (c) In his discretion upon such business as may properly come before the meeting or any adjournments thereof.

THE VOTING RIGHTS COVERED BY THIS PROXY WILL BE VOTED IN ACCORDANCE WITH THE SPECIFICATION MADE. IF NO SPECIFICATION IS MADE THE VOTING RIGHTS WILL BE EXERCISED IN FAVOR OF THE ABOVE ITEMS.

Dated: 5/3/2016
Policyholder: CITY OF WATERLOO
Signature: Mo Hansen
Print Name: MO HANSEN
Title: CLERK / TREAS.

PLEASE SIGN AND RETURN TO LWMMI BY MAY 13, 2016
By fax to (608) 833-8088
Or by mail to 402 Gammon Place, Suite 225, Madison, WI 53719
Or by e-mail to sandra@lwmmi.org

LEAGUE
OF WISCONSIN
MUNICIPALITIES
MUTUAL INSURANCE

ANNUAL REPORT 2015



Protecting the Communities We Live In.

“Don’t Worry, You’re Covered”

DIRECTORS

David Benforado

Village Trustee
Village of Shorewood Hills

David De Angelis

Village Manager
Village of Elm Grove

Ronald Hayward

Village President
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OFFICER

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Insurance

2015 ANNUAL REPORT TO POLICYHOLDERS

As Yogi Berra said “You don’t have to swing hard to hit a home run. If you got the timing, it’ll go!”

Well LWMMI hit a home run in 2015 by partnering with Cities and Villages Municipal Insurance Company and Wisconsin Municipal Mutual Insurance Company to create a new insurer – Municipal Property Insurance Company (MPIC). With the changes announced in February affecting the Local Government Property Insurance Fund, MPIC was created to provide an alternative property insurance company for Wisconsin Municipalities. MPIC started insuring Municipalities last September and currently over 310 Cities, Villages and Counties, with insured values of over \$14 billion dollars, have placed their trust in MPIC. Truly a remarkable feat, a “home run”, both in timing and quality coverage.

Another benefit for League of Wisconsin Municipalities members was the participation of the LWM Insurance Trust in the review of the municipal health insurance partnership between LWM and WEA Trust. The fall of 2015 kickoff will be in full stride this year to provide health options that are affordable and tailor-made for League members.

Once again, good claims experience warrants a reward – a Dividend of \$1,600,000 for 2015 LWMMI policyholders was declared.

League of Wisconsin Municipalities and LWMMI thank you for your continued support. MPIC and WEA Trust are just two more examples of serving your needs.

On behalf of the Directors, Staff and Service Providers:

**“Thank You for Your Participation and
Don’t Worry – You’re Covered”**



David L. De Angelis
President

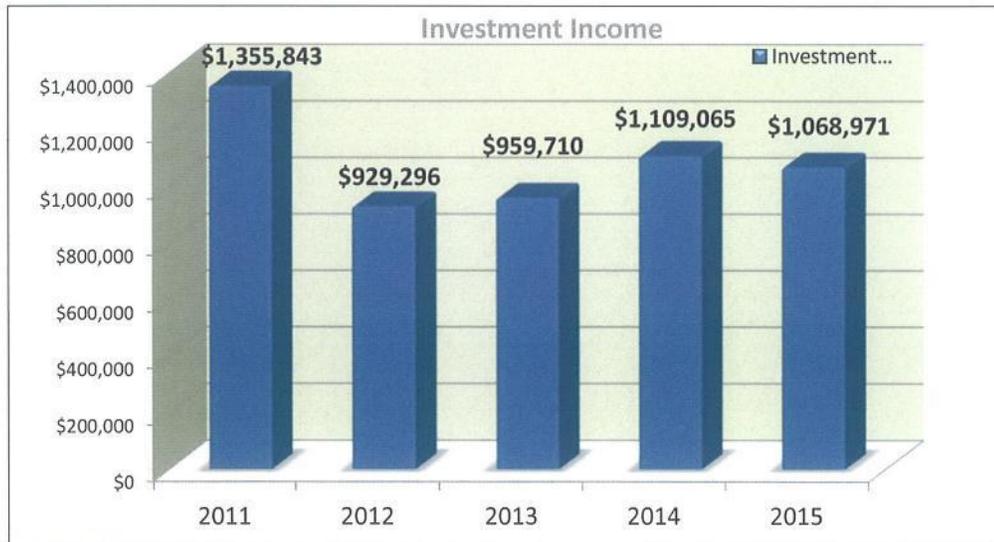
LWMMI

League of Wisconsin Municipalities Mutual Insurance

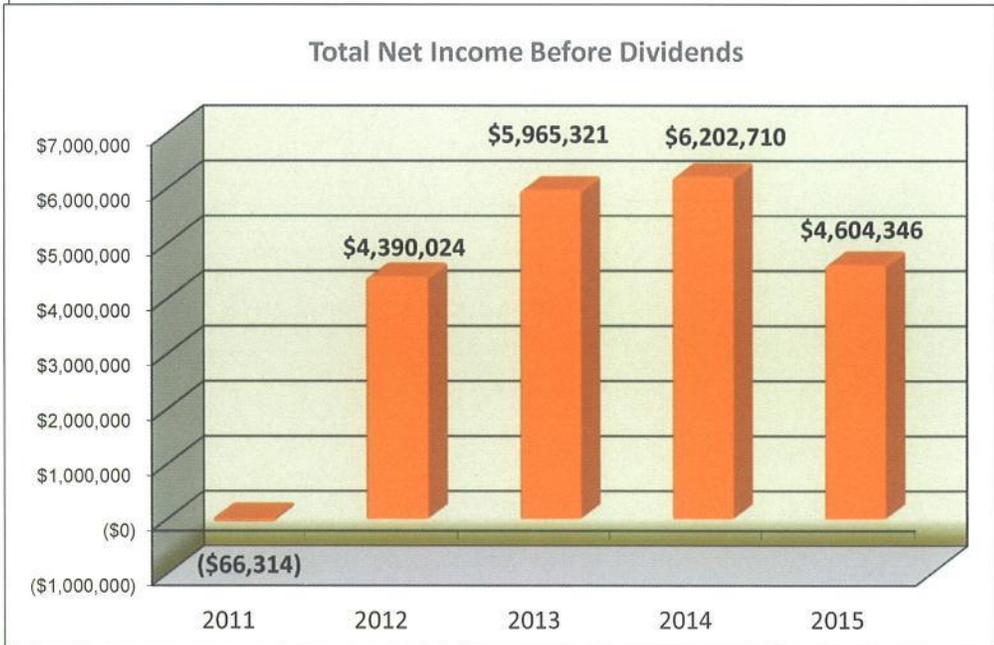
402 Gammon Place
Suite 225
Madison, Wisconsin 53719

p 608.833.9595
f 608.833.8088

dennis@lwmmi.org
www.lwmmi.org



Invested assets continue to grow. However, interest rates on bonds remain at historic lows, resulting in lower investment returns for the past four years.



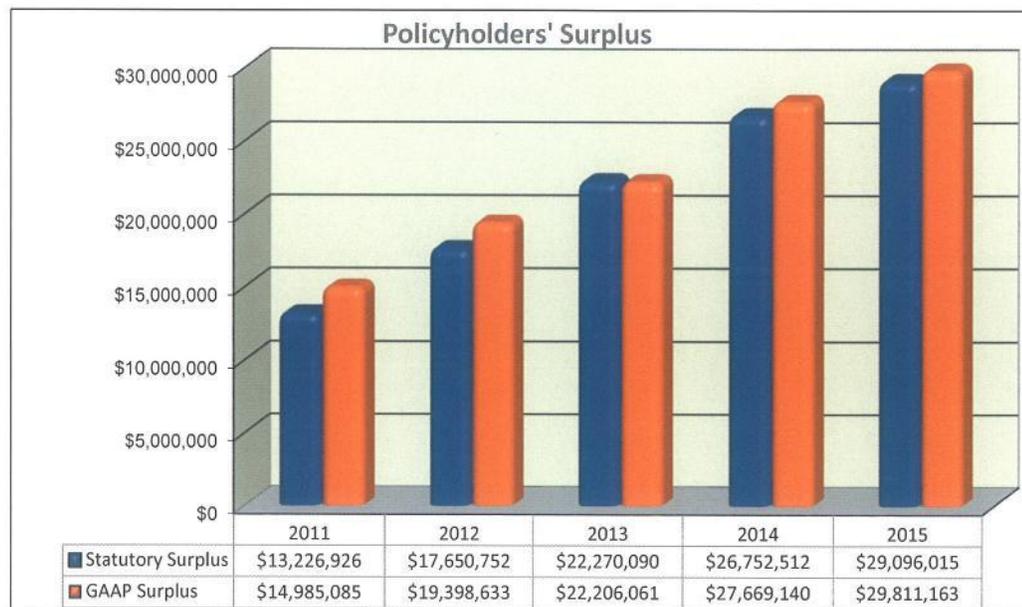
In 2011 LWMMI experienced a small Net Loss Before Dividends of \$66,314 because of unusually severe loss activity. There was Net Income in each of the other 4 years, allowing LWMMI to strengthen surplus and to pay dividends to members.



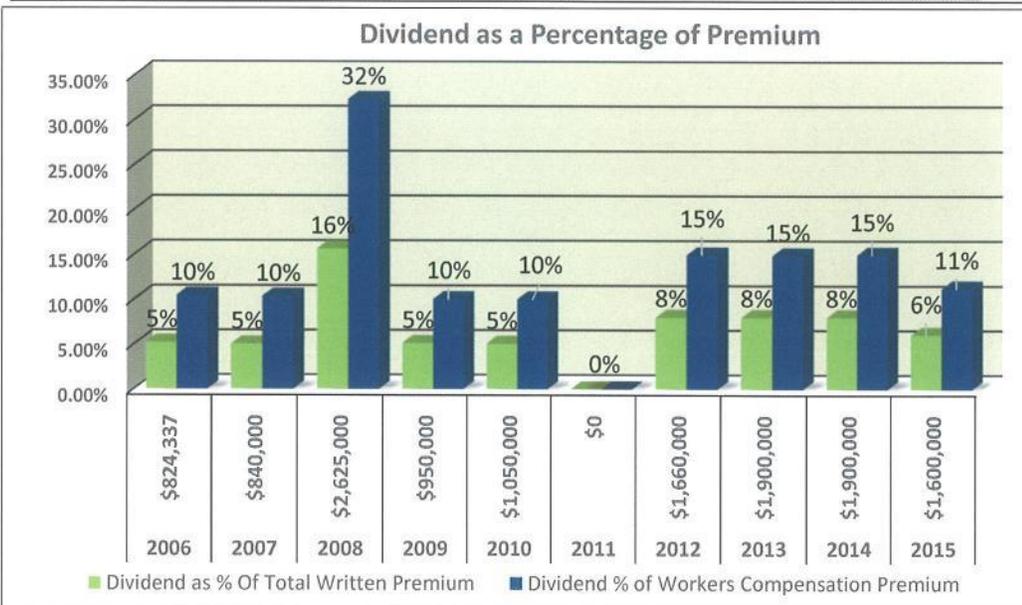
This chart shows where each premium dollar is spent by LWMMI. During 2015 \$0.17 was used to pay expenses and \$0.68 was used to pay losses.



LWMMI's statutory asset base has continued to grow as premiums are collected to cover future losses. Assets held as of December 31, 2015 were \$58.9 million, with \$53.1 million held in cash and investments.



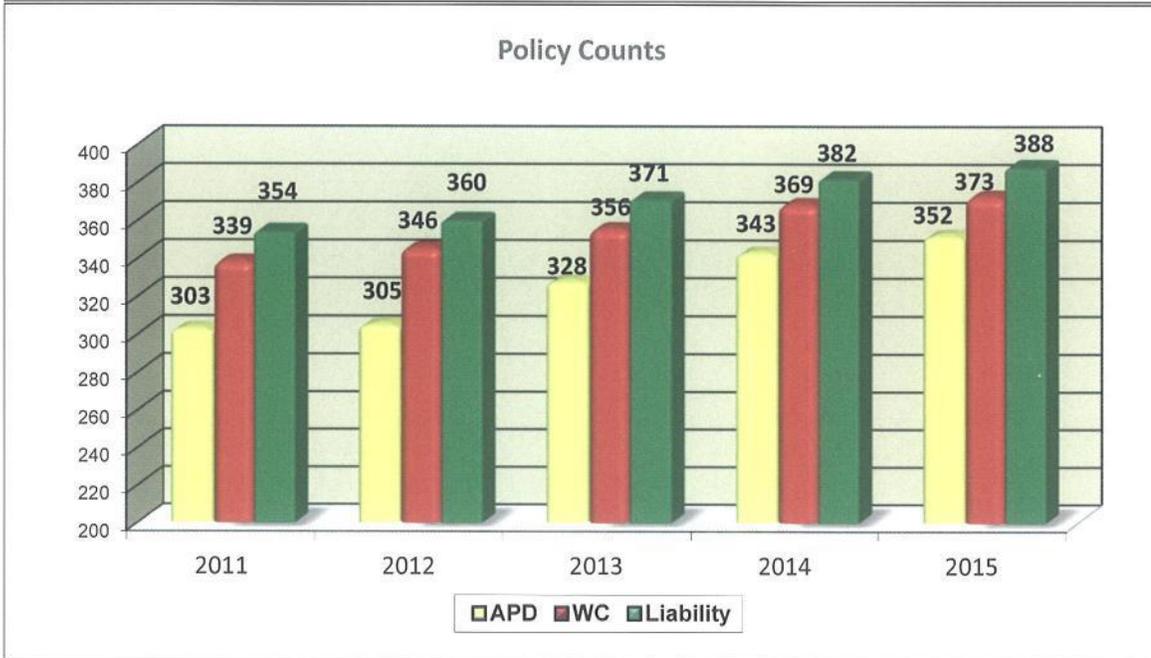
Surplus represents the net worth of LWMMI and is calculated as total assets minus liabilities. LWMMI's surplus on a GAAP basis is approximately \$29.8 million, which ensures financial stability for future years. Surplus is \$29.1 million under the Statutory basis of accounting, which is used for regulatory purposes.



LWMMI had a profitable year in 2015 and declared a \$1,600,000 dividend. To date LWMMI has returned \$13,349,337 to members via dividends.



LWMMI's total premium has increased each year as new members are added.



Policy counts for all lines of business have increased each year since LWMMI was formed.



The average cost per claim for both Workers Compensation and Liability increased slightly in 2015. The average cost per claim for Auto Physical Damage has decreased.

Year Ended December 31, 2015

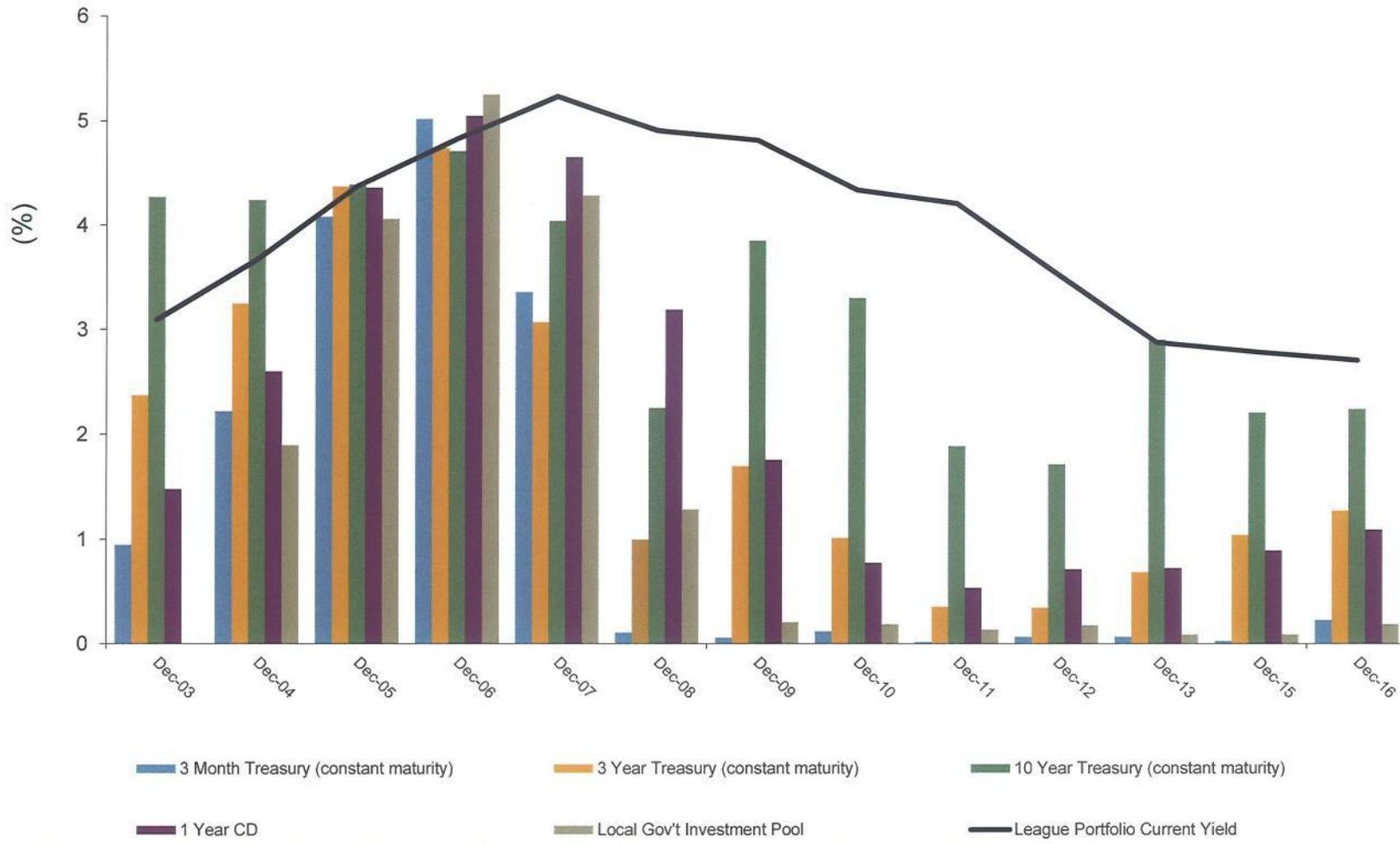
League of Wisconsin Municipalities Mutual Insurance Balance Sheet December 31, 2015 Statutory Basis of Accounting

<i>ASSETS</i>		December 31, 2015
CASH & INVESTMENTS:		
Invested Cash	\$	2,786,884
Bonds		42,616,299
Stocks		5,454,544
Money Market Mutual Fund		2,197,176
TOTAL CASH & INVESTMENTS	\$	53,054,903
Accrued Investment Income		241,990
Premiums Receivable		3,597,304
Reinsurance Recoverable		21,533
Equity in Reinsurer		2,007,332
Other Assets		10,777
TOTAL ASSETS	\$	58,933,839
<i>LIABILITIES & POLICYHOLDERS' SURPLUS</i>		
LIABILITIES:		
Net Unpaid Losses and Loss Adjusting Expenses (LAE)	\$	26,159,862
Net Unearned Premiums		3,979,960
Reinsurance Premiums Payable (Receivable)		(882,087)
Commissions Payable		289,637
Other Expenses Payable		290,452
TOTAL LIABILITIES	\$	29,837,824
POLICYHOLDERS' SURPLUS:		
Policyholders' Surplus at Beginning of Year		26,752,512
Unrealized Investment Gains		(359,875)
Nonadmitted Assets		(968)
Net Income for the Year		2,704,346
TOTAL POLICYHOLDERS' SURPLUS	\$	29,096,015
TOTAL LIABILITIES & POLICYHOLDERS' SURPLUS	\$	58,933,839

League of Wisconsin Municipalities Mutual Insurance Income Statement Year Ended December 31, 2015 Statutory Basis of Accounting

	2015	Expense as a % of Net Premium
NET PREMIUMS EARNED:		
Direct Premium Earned	\$ 26,228,388	
Reinsurance Ceded	(2,649,133)	
TOTAL NET PREMIUMS EARNED	23,579,255	
NET LOSSES AND LAE INCURRED:		
Direct Losses and LAE Incurred	15,511,074	
Reinsurance Recoveries	420,172	
TOTAL NET LOSSES AND LAE INCURRED	15,931,246	67.6%
OPERATING EXPENSES:		
Administration and Claims Service	3,759,441	15.9%
LAE and Investment Expenses	(2,317,263)	-9.8%
Office Expense	83,139	0.4%
Commissions	2,226,538	9.4%
Boards, Bureaus & Associations	31,676	0.1%
Travel, Meetings & Loss Control	117,608	0.5%
Legal, Audit & Actuarial	165,597	0.7%
Taxes, Licenses & Fees	350,967	1.5%
Gain Related to NLC Equity Position	(306,598)	-1.3%
TOTAL OPERATING EXPENSES	4,111,105	17.4%
UNDERWRITING GAIN	\$ 3,536,904	
INVESTMENT INCOME:		
Interest and Dividend Income	1,068,971	
Investment Expenses	(183,017)	
Realized Gains on Investments	181,488	
TOTAL INVESTMENT INCOME	1,067,442	
NET INCOME BEFORE DIVIDENDS	\$ 4,604,346	
POLICYHOLDER DIVIDENDS:	(1,900,000)	
NET INCOME	\$ 2,704,346	

Performance Review



IMPORTANT PHONE NUMBERS FOR THE LWMMI PROGRAM:

DIRECTORS

David Benforado
Village Trustee
Village of Shorewood Hills

David De Angelis
Village Manager
Village of Elm Grove

Ronald Hayward
Village President
Village of West Milwaukee

Kathleen Morse
Clerk/Treasurer
City of Rice Lake

Mark Rohloff
City Manager
City of Oshkosh

Zachary Vruwink
Mayor
City of Wisconsin Rapids

Jerry Deschane
Executive Director
League of Wisconsin
Municipalities

OFFICER

Dennis Tweedale
Chief Executive Officer
League of Wisconsin
Municipalities Mutual
Insurance

402 Gammon Place
Suite 225
Madison, Wisconsin 53719

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dennis@lwmmi.org
www.lwmmi.org

DIRECTORS AND CEO:

David Benforado, Village of Shorewood Hills, Trustee	608-267-2680 dbenforado@shorewood-hills.org
Dave De Angelis, Village of Elm Grove, Manager	262-782-6700 deangelis@elmgrovewi.org
Ron Hayward, Village of West Milwaukee, President	414-645-1530 ronald.hayward@westmilwaukee.org
Kathy Morse, City of Rice Lake, Clerk / Treasurer	715-234-7088 kmorse@ricelakegov.org
Mark Rohloff, City of Oshkosh, Manager	920-236-5002 mrohloff@ci.oshkosh.wi.us
Zach Vruwink, City of Wisconsin Rapids, Mayor	715-421-8200 zvruwink@wirapids.org
Jerry Deschane, League of Wisconsin Municipalities, Executive Director	608-267-2380 jdeschane@lwm-info.org
Dennis Tweedale, LWMMI, CEO	608-833-9595 dennis@lwmmi.org
Sandy Hagen, LWMMI, Office Manager	608-833-9595 sandra@lwmmi.org

AGENTS:

Mike Zagrodnik, Baer Insurance Services, LLC	608-830-5803 mikez@baerinsurance.com
Phil Burkart, Burkart-Heisdorf Insurance Agency, Inc.	920-369-0141 philb@burkart-heisdorf.com
Bill Barnes, Business Insurance Group	715-362-5557 bill@businsgroup.com
Rick Kalscheuer, R&R Insurance Services, Inc.	262-953-7215 rick.kalscheuer@rrins.com
Darrel Zaleski, Spectrum Insurance Group, LLC	715-858-9865 darrel.zaleski@spectruminsgroup.com
David Krueger, Willis Towers Watson	800-236-3311 david.krueger@willis.com

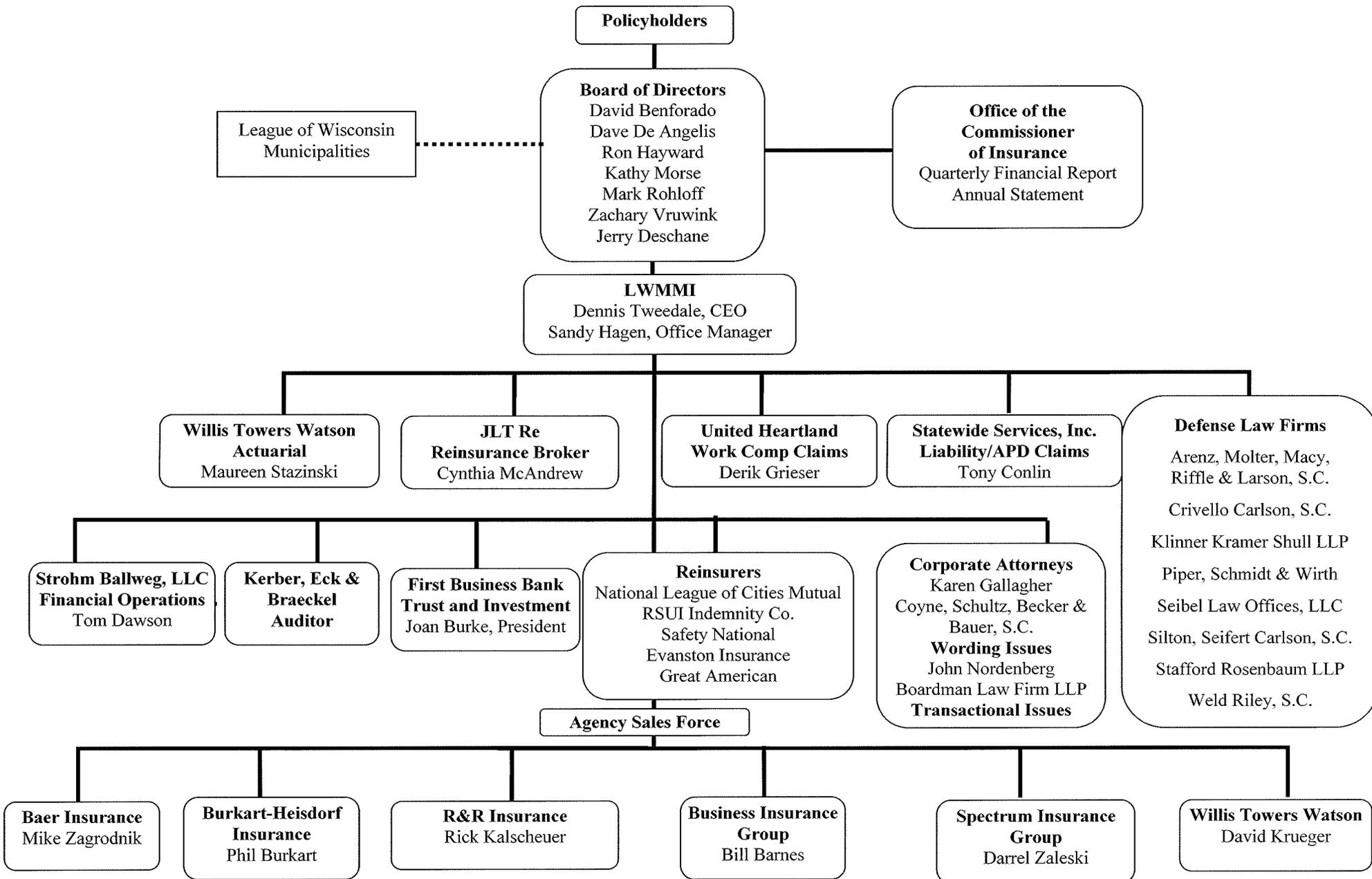
CLAIMS PROCESSING:

Workman's Compensation Claims – United Heartland Derik Grieser	262-787-7422 derik.grieser@unitedheartland.biz
Liability/Auto Damage Claims – Statewide Services, Inc. Tony Conlin	608-828-5461 aconlin@statewidesvcs.com

LWMMI

League of Wisconsin Municipalities Mutual Insurance

League of Wisconsin Municipalities Mutual Insurance Organization Chart



**Computer Software and
Conversion Services Proposal
City of Waterloo
Prepared by Civic Systems, LLC**



Civic Systems

STRONG SOFTWARE, STRONG COMMUNITY

A SUBSIDIARY OF BAKER TILLY VIRCHOW KRAUSE, LLP

Civic Systems, LLC
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707-7398
Phone: 888.241.1517
Fax: 608.249.1050
mlaesch@civicsystems.com
www.civicsystems.com

March 10, 2016

Software Purchase Agreement

Civic Systems, LLC
Ten Terrace Court
P.O. Box 7398
Madison, WI 53707-7398

City of Waterloo
136 North Monroe Street
Waterloo, WI 53594

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Payment is due upon execution of the contract unless other payment terms are negotiated.** The information provided in this proposal is valid for 90 days.

INVESTMENT SUMMARY

Clarity License Fees (2 Concurrent Users)	\$	25,500
<i>Less Clarity Upgrade Discount</i>		<i>(15,950)</i>
Conversion/Setup		2,500
Training		4,200
New Module License Fees		5,000
<i>Less: Discount</i>		<i>(2,600)</i>
Conversion/Setup		600
Training		600
		<hr/>
TOTAL INVESTMENT	\$	19,850
		<hr/>
ANNUAL SUPPORT INCREASE	\$	720
		<hr/>

*Above amounts do not include travel costs. Travel costs are invoiced at \$0.56 per mile round trip and actual costs for hotel (Holiday Inn or equivalent) and meals (max of \$35 daily).

SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance and understanding of the Computer Software and Services Contract, Attachment A – Caselle Software Distribution Agreement, and Attachment B – Civic Support Agreement.

CITY OF WATERLOO

Signature: _____
Title: _____
Date: _____

CIVIC SYSTEMS, LLC

Signature: _____
Title: _____
Date: _____



STRONG SOFTWARE, STRONG COMMUNITY

A SUBSIDIARY OF BAKER TILLY
VIRCHOW KRAUSE, LLP

Selected Modules Detailed Costs

LICENSE FEES (2 CONCURRENT USERS)

Clarity Upgrade Modules	License Fee	Conversion/ Setup	Training Cost	Total Investment
Based on 2 Concurrent User Licenses	\$ 0	\$ 0	\$ 0	\$ 0
Accounts Payable	5,500	Included	600	6,100
Fixed Assets	3,300	Included	600	3,900
General Ledger	5,500	Included	1,800	7,500
Activity Reporting	Included	Included	Included	Included
Bank Rec	Included	Included	Included	Included
Budgeting	Included	Included	Included	Included
miExcel GL	Included	Included	Included	Included
Payroll	11,200	Included	1,200	12,400
Direct Deposit	Included	Included	Included	Included
Magnetic W-2's	Included	Included	Included	Included
Conversion And Setup Estimates	Included	2,500	Included	2,500
Less: Clarity Upgrade Discount	(15,950)	--	--	(15,950)
TOTALS COSTS	<u>9,550</u>	<u>2,500</u>	<u>4,200</u>	<u>16,250</u>

New Modules Proposed	License Fee	Conversion/ Setup	Training Cost	Total Investment	Annual Support Increase
Based on 2 Concurrent User Licenses	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
miViewPoint	5,000	600	600	6,200	1,500
Less: Negotiated Discount	(2,600)	--	--	(2,600)	(780)
TOTALS COSTS	<u>2,400</u>	<u>600</u>	<u>600</u>	<u>3,600</u>	<u>720</u>

*Above amounts do not include travel expenses



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VIRCHOW KRAUSE, LLP

Optional Module Detailed Costs

OPTIONAL MODULES

Selected Product Descriptions	License Fee 2 Concurrent	One-Time conversion/setup	Training and Onsite Assistance Cost/Days	Year one Total w/o Support	Annual Fees*
Concurrent Users above 2 (each)	2,000	\$ 0	\$ 0	\$ 2,000	\$ 0
Accounts Payable Add Ons					
miExcel AP	1,000	--	--	1,000	300
Accounts Receivable	5,500	1,200	1,200	7,900	1,650
Building Permits	8,000	2,400	2,400	12,800	2,400
Code Enforcements	3,000	600	1,200	4,800	900
Business Licenses	3,300	1,200	600	5,100	990
Fixed Assets	3,300	600	600	4,500	990
Human Resources	5,500	600	600	6,700	1,650
Payroll Add Ons					
ACA Reporting	2,000	--	--	2,000	400
miExcel Payroll Import	2,000	1,000	--	3,000	600
miPay (Paperless Paystubs)	--	1,000	--	1,000	900
miViewPoint (Department Head Dashboard)	5,500	600	1,200	7,300	1,650
miAP Workflow	6,000	1,200	1,200	8,400	1,800
Utility Billing Add Ons					
Online Bill Pay and Bill Presentment	2,700	--	--	2,700	540
Service Orders	3,000	600	1,200	4,800	900
Software For Life**	--	--	--	--	2,000

*Above amounts do not include travel expenses

**Software For Life provides you the assurance that you will never have to purchase another upgrade from us in the future. Client will always be on the latest version of the purchased modules as long as they are current with annual support payments.



STRONG SOFTWARE, STRONG COMMUNITY

A SUBSIDIARY OF BAKER TILLY
VIRCHOW KRAUSE, LLP



Caselle's latest version of its financial and utility billing software suite, entitled Clarity, provides enhanced internal controls compared to its previous version, entitled Classic. One of the major differences between the two versions is the type of database engine utilized. Clarity takes full advantage of the Microsoft SQL (SQL) database engine, whereas the Classic version utilizes the Microsoft Access (Access) database engine. The SQL engine provides enhanced security features to ensure that the raw data is secure and difficult to access. One of the main reasons for Caselle's re-write and upgrade to Clarity was to provide better security and tracking capabilities to detect fraudulent activities in the financial system. The Classic version lacks these security features and, as a result, the raw data is susceptible to manipulation. Access lacks security features that, if operated improperly, would not allow for the identification of changes made to the financial data and who made those changes.

In addition to providing better security to data, Clarity gives the system Administrator the ability to enforce login password rules. These password rules include such things as setting a minimum length password, requiring both alpha and numeric characters, establish the number of failed login attempts before the user is locked out, and mandating that passwords be changed regularly without the capability to reuse old passwords.

Clarity also provides better tracking of data changes within the software. Clarity users have the ability to track changes or deletions on any field. The system will time and date stamp the user that made the modification. This log will provide you with what the change was, who changed it, when it was changed along with tracking the field's new and old values. The system can easily provide reports on the instances where changes occurred. Additionally, Clarity has the ability to generate an email when changes are made on specific fields so that appropriate people are notified of the change. The following is an example of field level security tracking by Vendor name with Clarity:

The screenshot shows the 'Modify Existing Vendors' window in Caselle Clarity. A 'History' dialog box is open, displaying a table of changes for Vendor 100. The table has columns for Column, Date, By, and Value.

Column	Date	By	Value
Name	05/17/2010	admin	From Ace Hardware & Lumber To Gibson Hardware & Lumber
			From Gibson Hardware & Lumber To Ace Hardware & Lumber
	05/18/2010	admin	From Ace Hardware & Lumber To Alex Gibson
			From Alex Gibson To Ace Hardware & Lumber

The background window shows vendor details for Vendor 100 - Ace Hardware & Lumber, including address, phone, and email information.



Clarity also enables you to keep confidential information from being manipulated by allowing you to restrict access to certain fields within the application.

Below are some other areas that Clarity provides advantages over the Access version.

- 1) Program Language and Database – The Clarity version is written in Microsoft's latest programming language, VB.Net, and will allow for SQL database to be utilized, thus eliminating and software related concerns on database sizes or potential data corruption.
- 2) Electronic Steps checklist – Electronic Workflow manager is hyperlinked for user processes and to aid in cross training.
- 3) User Customization – Every search screen, inquiry screen and favorites menu are able to be customized by user preference. This profile will follow the user's sign-in no matter which PC they are at.
- 4) User Defined Fields – The Clarity version allows for an unlimited number and type of user-defined fields by table. This could assist in tracking and scheduling meter testing and PSC reporting.
- 5) Reports – Ability to change columns within each report and export each report to PDF, Excel, Word, Rich text or delimited file format.
- 6) Attachments - Ability to attach image or content files to customers account for viewing in Inquiry or Edit screens.
- 7) Clarity miViewPoint – If you go with miViewPoint this provides read only departmental lookup of financial information that is password protected. The person signing in will only have access to view the range off accounts and information they have been given rights to. You can also provide department heads with the ability to input the subsequent year's requested budget. miViewPoint also gives employees the ability to input time and view current and past paychecks.