



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 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: February 16, 2017
TIME: 6:30 p.m.
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street

1. CALL TO ORDER AND ROLL CALL
2. MEETING MINUTES APPROVAL: 10/6/16; 10/13/16; 1/19/17 & 2/2/17
3. PUBLIC COMMENT
4. PROJECT UPDATES
 - a. Hiring An Assistant Clerk/Treasurer
 - b. Maunsha Business Center, Lowering Operating Expenses
5. NEW BUSINESS
 - a. Payroll For January 2017 - \$68,442.10 ***
 - b. General Disbursements – January 20, 2017 Through February 16, 2017
 - c. Treasurer's Report & Budget Reports For January 2017 ***
 - d. 2016 Real Estate And Personal Property Taxes As Of 1/31/2017 (informational only) ***
 - e. Funding A Department of Public Works Safety Training Program Provided By Municipal Electric Utilities of Wisconsin As Part Of An Existing Waterloo Utilities Services Agreement
 - f. Authorizing A TIF #2 Financing Agreement Between The City Of Waterloo And Tina Roth, Property Owner at 100 East Madison Street ***
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Review Of Clerk/Treasurer's Office Cross-Training – May 2017
7. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

*****See Council Packet**

Committee Members: Springer, Quimby and Griffin

Posted, Emailed & Distributed: 02/10/2017

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
October 6, 2016

1. CALL TO ORDER AND ROLL CALL. The meeting was called to order at 5:30 p.m. by Springer. Members present: Springer, Quimby & Griffin. Absent: none. Also attending: Mayor Thompson, Alder Tim Thomas, Interim Police Chief Randie Lange, WFD Treasurer Marlys Schmidt, WFD 2nd Captain Craig Strobel, Assistant Public Works Director Jeff Robbins, Library Director Kelli Mountford and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: SEPTEMBER 8, 2016. 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. 2017 BUDGET DELIBERATIONS
 - i. Fund 100 Department of Public Works. DISCUSSION: A review of the department submittal took place. Hansen said the department has requested an additional full time person which is not reflected in the submittal. The committee review various line items with Public Works Director Gary Yerges. The Mayor asked how prior year audits show unspent dollars yet we are unable to afford a new staff position. It was suggested to hire LTE college kids. The need to work on the sanitary sewer system was mentioned as a concern. Revenue constraints due to state levy limits were reviewed. Yerges said variable snow fall posed challenges. His department worked to get all the snow plowed in an eight hour period eliminating overtime pay. He said employees are called in when need and work eight hours and then are sent home. No action taken.
 - ii. Fund 100 Clerk & General Government. DISCUSSION: A review of the department submittal took place. No action taken
 - iii. All Other Funds. No action taken. DISCUSSION: Springer said no change in positions would be needed for this budget. Springer said generally he was OK with the rest of the budget.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
6. ADJOURNMENT. MOTION: Moved by Griffin, seconded by Quimby to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:15 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
October 13, 2016

1. CALL TO ORDER AND ROLL CALL. Alderperson Springer called to order at 5:45 p.m. Members present: Springer, Quimby & Griffin. Absent: none. Also attending: Kurt Dornacker, Craig Strobel, Gary Yerges, Randie Lange, Tim Thomas, and Vern Butzine and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: October 6, 2016. MOTION: Moved by Quimby, seconded by Griffin to table approval of meeting minutes until such time as they are ready. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. UNFINISHED BUSINESS
 - a. 2017 Budget Deliberations
 - i. All Other Funds. DISCUSSION: Alderperson Tim Thomas raised a concern over municipal building maintenance saying the roof needed to be repaired and the phones replaced. Springer asked the Interim Police Chief to get solid roof repair estimates. Fire Chief Vern Butzine said funding an additional fulltime position for the Fire Department was his priority. He said concrete driveway repairs had been deferred. Public Works Director Gary Yerges said funding an additional position for the Public Works Department was his priority. Thomas and Lange noted the need for in-car cameras. Springer said to do it now using existing unassigned General Fund revenue. MOTION: Moved by Quimby, seconded by Griffin to use 2016 unassigned funds for roof repairs and Police Department in-car cameras. VOICE VOTE Motion carried.

The Committee reviewed the out-year request by the WFD for a new apparatus, the request for a new position and other 2017 requests. Hansen indicated how WFD fund balance could not support the 2018 purchase of a new apparatus. Springer indicated that new staff positions while worthy, were not achievable financially. Hansen read a list of 2017 budget modifications from the submitted. MOTION: Moved by Quimby, seconded by Griffin to direct the drafting of a budget as listed, absent new Fire Department or Public Works positions. VOICE VOTE Motion carried.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
6. ADJOURNMENT. MOTION: Moved by Quimby, seconded by Griffin to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:40 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
January 19, 2017

1. CALL TO ORDER AND ROLL CALL. The meeting was called to order at 6:30 p.m. Members present: Quimby & Griffin. Absent: Springer. Also attending: Mayor Thompson and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: Previously Unapproved Minutes. MOTION: Moved by Quimby, seconded by Griffin to table meeting minute approval until such time as they are prepared. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. NEW BUSINESS
 - a. Payroll For December 2016 - \$83,792.87. MOTION: Moved by Griffin, seconded by Quimby to recommend Council approval of payroll. VOICE VOTE: Motion carried.
 - b. General Disbursements – December 16, 2016 Through December 31, 2016. MOTION: Moved by Griffin, seconded by Quimby to recommend Council approval of general disbursements. VOICE VOTE: Motion carried.
 - c. General Disbursements – January 1, 2017 Through January 19, 2017. MOTION: Moved by Griffin, seconded by Quimby to recommend Council approval of general disbursements. VOICE VOTE: Motion carried.
 - d. Treasurer's Report & Budget Reports For December 2016. MOTION: Moved by Griffin, seconded by Quimby to recommend Council report acceptance. VOICE VOTE: Motion carried.
 - e. Public Works Director's Recommendation Promoting Chris Hauptli To The Position Of DPW Worker III. MOTION: Moved by Griffin, seconded by Quimby to recommend to the Council the promotion of Chris Hauptli as listed in the agenda. VOICE VOTE: Motion carried.
 - f. Review Of 2017 Insurance Renewal. DISCUSSION: Hansen reviewed insurance modifications put in place as of 1/1/2017. They included increasing the deductible for property loss from \$10,000 to \$25,000. He said a thorough property valuation for insurance purposes was completed in late 2016 and the property value increased dramatically from the 2016 listing because figures had not been updated in many years. He said the carrier lowered the insurance rate to mitigate an increase in premium. Hansen said he notified department heads that individual funds would have to cover the deductible in a property loss claim situation. Griffin questioned why the matters were not brought before the committee prior to 1/1/2017. Hansen said the budget process and the timing of the 2016 property valuations compressed the renewal consideration window considerably. No action taken.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Review Of Clerk/Treasurer's Office Cross-Training – May 2017
 - b. At the request of the Clerk/Treasurer committee members agreed to meet next on February 2nd for a brief meeting.
6. ADJOURNMENT. MOTION: Moved by Griffin, seconded by Quimby to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:50 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
February 2, 2017

1. CALL TO ORDER AND ROLL CALL. Alderperson Springer called to order at 5:45 p.m. Members present: Springer, Quimby & Griffin. Absent: none. Also attending: Mayor Thompson and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: Previously Unapproved Minutes. MOTION: Moved by Griffin, seconded by Quimby to table approve of minutes. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. NEW BUSINESS
 - a. Resolution #2017-04 Approval Of 2016 Fiscal Year Assignments. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of the resolution. VOICE VOTE: Motion carried.
 - b. Resolution #2017-05 Amending The 2016 Municipal Budget. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of the resolution. VOICE VOTE: Motion carried.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Review Of Clerk/Treasurer's Office Cross-Training – May 2017. Noted.
6. ADJOURNMENT. MOTION: Moved by Griffin, seconded by Quimby to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:00 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

Mo Hansen

From: Mo Hansen <cityhall@waterloowi.us>
Sent: Friday, February 10, 2017 1:37 PM
To: City of Waterloo, Mayor
Cc: 'dpw@waterloowi.us'; Barry Sorenson (bsorenson@wppienergy.org); Randie Lange (rrlange@waterloowi.us)
Subject: Funding a Department of Public Works Safety Program
Attachments: 20170210124009.pdf

Mayor Thompson & City Council

This item is on the 2/16 Finance, Insurance & Personnel Committee agenda.

Public Works Director Gary Yerges and Utility Superintendent Barry Sorenson have indicated the two departments would like to split a current Utility recurring cost of a Safety Coordinator and associated Safety Program services provided by [Municipal Electric Utilities of Wisconsin \(MEUW\)](#). The current annual cost to the Utility is \$23,793 for services provided by MEUW. The services are outlined in the attached Compliance Services Agreement. This action is a reaction to anticipate a notice from either the Wisconsin Department of Safety and Professional Services or the US Occupational Safety and Health Administration indicating that improved procedures are required by the Public Works Department staff in the area of Confined Space Entry/Rescue and other work safety areas.

Barry Sorenson indicated the Utility will split the cost of MEUW services in 2017 (\$11,896.50 from the General Fund and \$11,896.50 from Utility Funds). He said he could revisit cost allocations in 2018. The Utility has nine employees under the current program, setting up a separate DPW Safety Program would add an additional four to the attached agreement. As Barry has indicated, in 2017 perhaps 75% of MEUW time & effort will be spent making current a Department of Public Works Safety Program. In 2018 and beyond I would recommend a cost allocation for MEUW services closer to 30% DPW – 70% Utility, basing it on head count by department (4 of the 13 covered would be DPW staff) rather and a 50-50 split.

To fund a DPW Safety Program as described above an unbudgeted, unanticipated General Fund expense of \$11,896.50 would occur. Funding options to consider:

1. The 2017 Police Department budget was approved with 12 months of Police Lieutenant salary & benefits and 12 months of Police Chief salary & benefits. ACTION: Direct 2017 savings generated by Denis Sorenson being on military leave until May to the DPW budget to fund the Safety Program. [an amount equivalent to approximately 75 days of leave]
2. Gary Yerges is contemplating a 2017 retirement date. ACTION: Defer filling a DPW vacancy. [deferment period estimated at 100 days calculated using DPW 3 position wage rate]
3. ACTION: Allocate all of the 2017 General Fund Contingency dollars, budgeted at \$8,100. [would cover 68% of proposed new General Fund expenditure]
4. A combination of 1-3 above.

Mo Hansen
Clerk/Treasurer
City of Waterloo
office: 920.478.3025
CityHall@Waterloowi.us

| [MUNICIPAL WEBPAGE](#) | [INFO ALERTS SIGN-UP](#) |





Municipal Electric Utilities of Wisconsin
Service. Advocacy. Safety.
1230 S. D. Ave.
J. in Waukegan, WI 53090
1-800-837-2260
- 408-867-0200
www.meuw.org

COMPLIANCE SERVICES AGREEMENT

This Compliance Services Agreement (“Agreement”), dated 1/6/2017, is entered into between the Municipal Electric Utilities of Wisconsin (“MEUW”), nonprofit corporation organized under Wisconsin law, and Waterloo Utilities, a political subdivision of the State of Wisconsin (“Client”).

RECITALS

WHEREAS, the MEUW's Regional Safety Program helps municipal employers achieve and maintain a high level of compliance with workplace health and safety standards under state and federal laws and regulations; and

WHEREAS, Client is a Wisconsin municipality interested in participating in MEUW's Regional Safety Program in order to provide its employees with high quality safety compliance training in a cost-effective manner.

NOW, THEREFORE, for good and valuable consideration, MEUW and Client do hereby agree as follows:

AGREEMENT

- Services:** MEUW will provide and deliver for the term of this Agreement the services of one of its Regional Safety Coordinators (“RSC”). The assigned RSC will comply with the job tasks outlined on Schedule 1 of the Agreement (“Services”). Services not expressly set forth in this Agreement are excluded, unless otherwise provided by mutual agreement of the parties, as provided in Section 3, below. Such Services will be provided to department(s) of Client listed on Schedule 2 of this Agreement.
- Term:** This Agreement shall commence on 1/6/2017 (“Effective Date”) and continue for an Initial Term of two years ending on 1/6/2019 (“Expiration Date”). The Agreement shall renew automatically for successive one-year terms (each a “Renewal Term”) following the Expiration Date. The Initial Term and the Renewal Terms are collectively referred to as the “Term.” Either party may terminate this Agreement by giving written notice at least sixty (60) days prior to the Expiration Date or the end of the then current Term.
- Amendment:** This Agreement may be amended or modified upon the mutual agreement of both parties, but only if in writing. Such amendment or addendum shall be signed, dated and appended to this Agreement.

4. Compensation: For the Services, Client shall pay MEUW an annual fee of \$23,793 ("Annual Fee"). The Annual Fee shall be due and payable within 30 days upon receipt of an invoice according to the selected payment terms below.
- a. Payment terms for the Annual Fee shall be based on one of the following options (select one):
 - Annual payment
 - Quarterly payments
 - b. For any Term less than twelve (12) full calendar months, including the Initial Term, the Annual Fee shall be pro-rated based on the number of calendar months or partial calendar months in which the services were provided as a percentage of twelve (12).
 - c. In the event that assigned RSC terminates employment with MEUW, billing will be suspended and fees pro-rated until the position is filled. During this time another RSC will be designated by MEUW, at MEUW's sole discretion, as Client's interim contact for the delivery of critical, time sensitive services at no cost.
 - d. The above program cost is intended to be all inclusive.
 - e. If Client is part of a newly forming regional group, initial payment will not be due until MEUW hires a new RSC and that coordinator begins their employment with MEUW. Fees will be pro-rated accordingly.
 - f. MEUW shall give written notice of any increase in the Annual Fee to Client at least 90 days prior to start of next calendar year.
5. Delivery of Services: The Annual Fee constitutes a 20% share of MEUW's cost to employ the RSC and support the Services identified on Schedule 1. The service level under this Agreement allocates to Client is applicable share of the RSC's work days per month. Work-day calculations include time the RSC spends attending continuing education, MEUW meetings, and other off-site meetings, as well as time spent on administrative duties, all of which MEUW deems to be integral to performance and delivery of the Services, but excludes holidays, vacation, and sick days.

Upon receiving notice from Client of a serious incident or unannounced inspection by the Wisconsin Department of Safety and Professional Services ("DSPS"), the RSC will respond as soon as practicable to a location designated by Client. In the event of an incident that triggers MEUW's Mutual Aid Program, the RSC and other MEUW staff shall be available on a 24/7 basis for assistance.

In the event more than one serious incident or unannounced inspection by the DSPS occurs simultaneously within the territory of the Client's RSC, RSC shall determine which client(s) to assist first, based on gravity of the situation or such other circumstances as RSC in his/her sole discretion deems appropriate. Client shall respect the RSC's decision on which client(s) to assist first.

At any time, MEUW may re-evaluate the territory structure of its member communities, at which point, when a re-evaluation is completed, MEUW may assign a new RSC to Client.

Normal working hours each day the RSC is at Client's location is 8 hours, except that any travel time that is above 30 minutes from the RSC office to Client's location, one way, is considered work time.

6. Client Obligations: Client shall be responsible for the following:

- a. Provide work space for RSC when he/she is on site;
- b. Provide a file cabinet for safety recordkeeping on-site;
- c. Provide copier and internet access for RSC when he/she is on-site;
- d. Provide limited clerical support for RSC;
- e. Schedule required training for employees as recommended and delivered by RSC;
- f. Provide employee accountability support regarding safety infractions as mutually agreed by RSC and Client's management personnel;
- g. Establish and maintain a Safety Committee comprised of Client employees;
- h. Schedule participation of employees in regular safety meetings;
- i. Provide appropriate feedback to MEUW Regional Safety Manager ("RSM"), throughout the year, regarding the RSC's performance when necessary;
- j. Complete the annual written evaluation of services of MEUW and the RSC; and
- k. Provide to MEUW, in a timely manner, any information that MEUW reasonably requests as necessary to perform the Services. It is understood and acknowledged that MEUW may rely on the accuracy of information provided by Client and its representatives.

7. MEUW Obligations: MEUW shall be responsible for the following:

- a. Employ, assign, and supervise the RSC;
- b. Ensure the RSC carries out all essential job functions as outlined by the RSC job description contained on Schedule 2;
- c. Provide management support to Client during safety- or health-related conflicts or personnel issues;

- d. Monitor and ensure completion of RSC's professional development including, but not limited to, safety training/certification/licensure, as applicable; and
 - e. Apply an industry standard interpretation of applicable safety- or health-related laws, rules, codes and regulations as they pertain to compliance.
8. Independent Contractor: In the performance of the Services, MEUW is an independent contractor and shall not be considered an employee, agent or representative of Client for any purpose. All employees of MEUW providing services under the Agreements shall at all times remain employees of MEUW and shall not be considered employees or agents of Client.
9. Prohibition on Third Party Beneficiaries and Assignment of Rights and Duties: The Services performed by MEUW under this Agreement are solely for the benefit of Client and nothing in this Agreement shall be construed to create any obligation, duty or liability on the part of either party to any third party. Assignments of benefits and delegations of duties created by this Agreement are prohibited and without effect.
10. Standard of Care: Client acknowledges that MEUW undertakes to provide the Services described herein to Client in a manner consistent with MEUW's status as a nonprofit corporation that serves public sector entities. Client acknowledges that MEUW will perform Services provided hereunder on a reasonable efforts basis in accordance with MEUW's understanding of applicable safety- and health-related laws, rules codes and regulations. Client bears the risk of its own actions or inactions as regards Client's compliance with applicable federal and state laws, rules, codes and regulations as they relate to workplace health and safety.
11. Limitation of Liability: Notwithstanding any other provision of this Agreement, MEUW shall not incur any liability whatsoever to Client, whether based on contract, tort, strict liability, warranty or any other legal or equitable claim or theory, relating in any way to the Services provided hereunder, except in cases of reckless conduct or willful misconduct. MEUW shall not be liable to Client for any indirect, incidental, consequential punitive, multiple, delay-related, performance-related, loss of use, loss of opportunity, loss of goodwill, special or exemplary damages or lost profits of government or regulatory penalties or sanctions arising out of, due to, or in connection with either party's performance or nonperformance under this Agreement, or any of its obligations herein, whether based on contract, tort, strict liability, warranty or otherwise.
12. Disputes: If any controversy or claims arise out of, or relate to this Agreement, including, but not limited to, an alleged breach of the Agreement, the parties shall attempt to resolve the dispute by direct discussion and negotiation by the principals (who, for MEUW shall be the Executive Director). If the parties cannot resolve the dispute within sixty (60) days or whatever extended period the parties may agree to, then either party may pursue any remedies it has in law or equity.

- 13. Program Materials: Client agrees not to use any materials, programs, or processes developed by MEUW and provided to Client under this Agreement (collectively, "Program Materials") for any use other than Client's own use. Client may duplicate the Program Materials without obligation of royalty or first seeking MEUW's consent.
- 14. No Solicitation of MEUW Employees: Client shall not, directly or indirectly, solicit any MEUW employee to terminate his or her employment with MEUW so that Client may employ the MEUW employee.

Client shall not hire or enter into a contract for any services with any MEUW RSC whose employment with MEUW terminated within the immediately preceding 12-month period.

- 15. Notices: Any notice provided for or concerning the Agreement shall be (a) in writing and delivered by person, mail, or facsimile, or (b) sent by electronic transmission with reasonable verification of receipt by the party to whom the notice is transmitted, to the following:

If to MEUW:

Attention:

Michael Czuprynko
 Regional Safety Manager
 Municipal Electric Utilities of Wisconsin
 725 Lois Dr. Sun Prairie, WI 53590
 P: 608-478-2530
 Email: mczuprynko@meuw.org

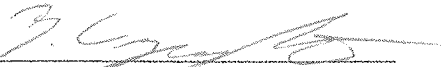
If to Client:

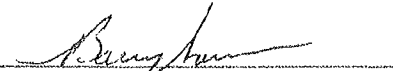
Attention:

- 16. Counterparts: This Agreement may be executed in counterparts.
- 17. Governing Law: This Agreement shall be governed by the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the date first written above.

**MUNICIPAL ELECTRIC UTILITIES OF [WATERLOO UTILITES]
WISCONSIN**

By: 
Name: Michael Czupryko
Title: Regional Safety Manager

By: 
Name: Barry SACKSON
Title: Superintendent

SCHEDULE 1

Job Title: Regional Safety Coordinator (“Coordinator”)

JOB ANALYSIS

The Coordinator manages a multi-employer safety and health program (“Program”) designed to foster a safe work environment by focusing on the creation and maintenance of a safe and healthy workplace. The Coordinator’s primary function is to ensure compliance with applicable health and safety regulations through development of safety programs materials, periodic inspections, application of risk management procedures, and employee training. The Coordinator serves multiple municipal employers (“Communities”) and, therefore, the position requires regular travel to the Communities within the Coordinator’s assigned territory.

SUPERVISION

The Coordinator is under the general supervision of MEUW’s Regional Safety Manager. However, the Coordinator is responsible for setting his/her own daily work activity schedule within the context of established MEUW policies and procedures.

ESSENTIAL JOB FUNCTIONS

The essential job functions of this position are performed on site within each Community location.

- A. Perform general safety and health related duties including, but not limited to, written Program management, employee training, inspections, incident analysis/investigation and Program audits as necessary to ensure state of federal safety compliance.
- B. Visit each employer site according to the allocated percentage of Community time and specific Program needs.
- C. Develop and maintain a monthly schedule to include time spent in the Community, training sessions, meetings and general workload.
- D. Perform site-specific safety training sessions according to community needs and regulatory compliance requirements.
- E. Participate in Safety Committee meetings and events
- F. Write, modify and maintain written programs including, but not limited to, Blood borne Pathogens, Confined Space Entry/Rescue, Excavation, Hazard Communication, Hazardous Energy Control, Hearing Conservation, Personal Protective Equipment, Respiratory Protection and General Safety to ensure state and federal safety compliance.
- G. Develop and maintain an accurate safety Program recordkeeping and reporting system to ensure state and federal safety compliance.

- H. Create and submit monthly safety reports as required.
- I. Create and submit an employee training schedule as required.
- J. Develop and maintain documentation to support work performance.
- K. Complete and submit required safety and health reports as required.

REQUIRED ABILITIES AND COMMITMENTS

- A. Ability to work as a team player in the absence of or minimal supervision.
- B. Ability to communicate effectively in written and oral communications.
- C. Ability to work efficiently and accurately when there is time, pressure, or emotional strain.
- D. Ability to maintain reliability and sound professional judgement.
- E. Ability to work in the presence of distractions under monotonous conditions without significant loss of efficiency.
- F. Ability to prioritize multiple tasks.
- G. Commitment to meet scheduled deadlines.
- H. Ability to demonstrate knowledge of principles and practices of public management.
- I. Ability to function as a team player.
- J. Possess excellent troubleshooting and problem solving skills.
- K. Possess working knowledge of general office equipment and computer software.
- L. Possess excellent proficiency in grammar, spelling, punctuation, and arithmetic.
- M. Possess strong leadership skills.

QUALIFICATIONS

- A. Minimum of three years practical experience working with Wisconsin and federal safety and health regulatory compliance.
- B. Must have an insurance acceptable driver's license.
- C. Maintain certification and training standards
- D. Occupational health and safety degree or related discipline preferred.

ENVIRONMENTAL CONDITIONS OF THE WORKPLACE

- A. Work indoors in a controlled environment.
- B. Work outdoors exposed to changing weather conditions.

SCHEDULE 2

The safety services provided by the Regional Safety Coordinator will be provided in the following departments (include ALL departments in the Program):

A.	<u>Electric/Water</u>	# of employees	<u>4</u>
B.	<u>WWT</u>	# of employees	<u>2</u>
C.	<u>Office</u>	# of employees	<u>3</u>
D.		# of employees	
E.		# of employees	
F.		# of employees	
G.		# of employees	
H.		# of employees	
I.		# of employees	