



136 North Monroe Street
Waterloo, WI 53594
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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 18, 2017
TIME: 6:00 pm
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street

1. CALL TO ORDER AND ROLL CALL
2. MEETING MINUTES APPROVAL: April 20, 2017
3. PUBLIC COMMENT
4. NEW BUSINESS
 - a. Payroll For April 2017 - \$68,328.52 ***
 - b. General Disbursements – April 20, 2017 Through May 18, 2017 ***
 - c. Treasurer's Report & Budget Reports For April 2017 ***
 - d. Review Of Clerk/Treasurer's Office Cross-Training
 - e. Public Works Director Job Description
 - f. A Recommendation To The Mayor Regarding The Appointment Of A Public Works Director (referred by Public Works & Property Committee) [NOTE: The Committee may convene to 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." Upon completion of the Closed Session the committee will reconvene into Open Session.]
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Action Items From 2016 Audit
6. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

*****See Council Packet**

Committee Members: Springer, Quimby and Griffin

Posted, Emailed & Distributed: 05/12/2017

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
April 20, 2017

1. CALL TO ORDER AND ROLL CALL. Alderperson Springer called to order at 6:00 p.m. Members present: Springer, Quimby & Griffin. Absent: none. Also attending: Mayor Thompson, Fire Chief Vern Butzine, Mike Kawula, Wes Benisch and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: March 16, 2017 & December 15, 2016. MOTION: Moved by Quimby, seconded by Griffin to approve the minutes as listed and presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. NEW BUSINESS
 - a. In-Person Absentee Voting Hours. DISCUSSION: Springer and Thompson questioned the need for in-person absentee voting hours outside of regular business hours. Springer said the hours were not mandatory. Hansen said the office was open for the November, February and April elections; no additional cost was incurred because he is a salary employee; commuting residents appreciated the service; and meeting voting immigrants that fully appreciated the opportunity to participate in a democracy was rewarding. Thompson asked for numbers of individuals coming in. Hansen estimated figures for the three elections and said exact totals are available. Hansen said the process uses low-cost community outreach methods that could benefit other departments. No action taken.
 - b. Estimates For Installation Of 2nd Electrical Meter At Maunsha Business Center. DISCUSSION: Hansen said the Food Pantry was willing to pay monthly charges. Two estimates were presented. Griffin questioned why 200 amp service was needed. Thompson said future first floor needs may increase. The body directed Hansen to ask Dave Zastrow if the Food Pantry would pay for installation. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council awarding installation work to Midwest Electric. VOICE VOTE: Motion carried.
 - c. Fire Chief's Request To Increase Waterloo Fire Department Part-Time Pay Rate To \$14 Per Hour. DISCUSSION: Butzine said the increase was needed to recruit qualified applicants. He said he current budgeted dollars for part-time staff was OK. Butzine said he recently lost 4 EMTs. MOTION: Moved by Springer, seconded by Griffin to recommend to Council a \$14 pay rate as long as the hours do not exceed the budget. VOICE VOTE: Motion carried.
 - d. Purchasing And Payroll Services For The Oak Hill Cemetery Association. MOTION: Moved by Quimby, seconded by Griffin to remove the service of doing payroll for the Association unless they agree to pay for the service. VOICE VOTE: Motion carried.
 - e. Ehler's & Associates Proposed Expanded Services Agreement. DISCUSSION: Hansen reviewed the Ehler's service proposal suggesting the best value would be to have Ehler's staff present for Joint Review Board meetings only. MOTION: Moved by Quimby, seconded by Griffin to forward the Clerk/Treasurer's recommendation to the Council. VOICE VOTE: Motion carried.
 - f. Directing The Drafting And Distribution Of A Request For Proposal For Assessment Services. DISCUSSION: Thompson said Associated Appraisal Consultants Inc was not willing to pay the City for municipal legal fees relating to the recent challenged assessment. Hansen said the contract has an annual July notification for opting-out. MOTION: Moved by Springer, seconded by Quimby to direct the Clerk/Treasurer to draft and distribute a request for proposal for assessment services. VOICE VOTE: Motion carried.
 - g. Payroll For March 2017 - \$98,164.14. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approve payroll in the stated amount. VOICE VOTE: Motion carried.
 - h. General Disbursements – March 17, 2017 Through April 20, 2017. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approve disbursements in the stated amount. VOICE VOTE: Motion carried.
 - i. Treasurer's Report & Budget Reports For January, February & March 2017. MOTION: Moved by Quimby, seconded by Griffin recommend approval of all reports as listed. VOICE VOTE: Motion carried.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Review Of Clerk/Treasurer's Office Cross-Training – May 2017.
 - b. Action Items From 2016 Audit. Noted.
6. ADJOURNMENT. MOTION: Moved by Griffin, seconded by Quimby to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:55 p.m.

Attest:

Mo Hansen

Mo Hansen
Clerk/Treasurer

WATERLOO MUNICIPAL ADMINISTRATION

Responsibility Assignments

5/12/2017 7:53 AM

AREA	SUB-AREA	CT	Dep. CT	Sec.	NOTES
ACCOUNTING					
	Accounts Payable	2	1	3	Teamwork /w uniform procedures; 2&3 receipt & coding
	Accounts Receivable	2	1	3	
	Annual Audit	2	1	3	
	Annual TIF review	1	2	3	April after audit
	Deposits/Transfers	2	1	3	
	Financial Reconciations	2	1	3	
	General Ledger Maintenance	2	1	3	
	Month End Close-out / Statements	2	1	3	
	Payroll	1	3	2	separation of duties
	Sales Tax	2	1	3	
ADVISE MAYOR/COUNCIL		1	2	3	
ATTEND INTERGOV. FUNCTIONS		1	2	3	
	Jefferson Co. Economic Development Consortium	1	3	3	citizen volunteer?
	Jefferson Co. Tourism Council	3	3	3	Rep: Kris Paape
BUDGETING					
	Annual Budgeting	1	2	3	
	Capital Assets	1	2	3	
	Capital Planning	1	2	3	multi-year w/ departments
	Expenditure Restraint Program	1	2	3	
CALENDAR ***		1	1	1	goal: no surprises; plan lead time
CAPITAL PROJECTS					
	Concept Development	1	2	3	
	Funding (see Capital Planning)	1	2	3	
	Project Management [bidding, contracts, timeline management]	1	2	3	rely on KEG depending upon project
CEMETERY		1	3	2	
CITIZEN INQUIRIES					
	Email, mail, phone, in-person	2	3	1	customer service minimizing hand-offs
	Notary	2	3	1	
COORDINATE CITY OFFICES & DEPARTMENTS		1	2	3	"what does this actually mean?"
ECONOMIC DEVELOPMENT COORDINATION					
	Strategic Plan Implementation	1	3	2	

WATERLOO MUNICIPAL ADMINISTRATION

Responsibility Assignments

5/12/2017 7:53 AM

EFFICIENCY & QUALITY OF SERVICE RECOMMENDATIONS		1	2	3	
ELECTION ADMINISTRATION		1	3	2	
EMERGENCY GOVERNMENT					
	Public Information Officer	1	2	3	
FACILITY MANAGEMENT					
	Maunsha Business Center	1	3	2	
	Municipal Blding	1	3	2	
	Remnant Lands Project	1	3	2	
FINANCIAL REPORTING	To be determined	2	1	3	website based; dashboard?
GRANT ADMINISTRATION					
	Grant Tracking/Reporting	1	3	2	
GRANT APPLICATIONS		1	3	2	
HUMAN RESOURCES					
	Benefits Management	?	?	3	
	Maintain personnel files	1	2	3	
	Wellness Program				
IMPACT FEES					
	Annual fee review	1	2	3	
	Tracking receipts / expenditures	1	3	2	
INSURANCE					
	Annual Renewal	1	2	3	
	Claims Management	1	2	3	
	Premium Distribution By Dept	1	2	3	
INTERGOV REVENUE					
	Computer Aid	1	2	3	2, A/R
	DNR Recycling Grant	1	2	3	2, A/R
	Shared Reveue	1	2	3	2, A/R
INVESTMENTS		1	2	3	
	Annual Planning				
	Tracking Investments	1	2	3	
	Updating Maturing Investments	1	2	3	
LICENSES & PERMITS					
	Alcohol & tobbaoco	1	3	2	3, A/R
	Building Permits	1	3	2	3, A/R
	Dog licensing	1	3	2	3, A/R
	Mobile Home	1	3	2	3, A/R
	Other	1	3	2	3, A/R
MAPPING		1	3	2	
ORDINANCE / RESOLUTION ADMINISTRATION		1	3	2	
PLANNING					

WATERLOO MUNICIPAL ADMINISTRATION

Responsibility Assignments

5/12/2017 7:53 AM

	Comprehensive Plan Implementation	1	3	2	
	Plan Commission Administration	1	3	2	
PROPERTY ASSESSMENT					
PUBLIC INFORMATION					
PUBLIC CHARGES					
	All	1	3	2	3, A/P
	public service emails	1	3	2	
	social media	1	3	2	
	video from CATV	1	3	2	
	website management	1	3	2	
PUBLISHING LEGAL NOTICES					
	Ordinances, Public Hearing	1	3	2	
	Weed Notice	1	3	2	
PURCHASING					
	Contract Services RFPs	1	2	3	
	Optimization	1	2	3	
RECORDS CUSTODIAN***					
					goal: intuitive digital filing, 100% fast retrieval. How: a simple standardized system
	Digital back-ups	1	2	3	
	Digital filing ***	1	1	1	
	Maintaining Filing System ***	1	1	1	
	Mobile Home Tax	1	2	3	
	Tax Settlement w/ Taxing Jurisdictions	1	2	3	
	Taxes From Utility	1	2	3	
TAX COLLECTION					
	Property Tax Billing & Collection	1	3	2	
TAX INCREMENTAL FINANCE					
	Annual Joint Review Bd	1	2	3	
	Annual Report	1	2	3	
	Contract compliance	1	2	3	
TRAINING ***					
		1	1	1	goal: skills building so "we control work;; "not work controlling us"
ZONING ADMINISTRATION					
	Board of Review Administration	1	2	3	

Mo Hansen

From: Jeni Quimby <jeni@highenergydj.com>
Sent: Wednesday, May 10, 2017 1:08 PM
To: 'Mo Hansen'; bspringr@charter.net
Subject: RE: Director job description
Attachments: JOB DESCRIPTION-DPW.PDF; 20170508124625.pdf; 20170508125716.pdf; 20170508125509.pdf; Public Works Manager 10182011.doc

Hi Mo, I would like to see the following included & attached for both Finance & Council on May 18th:

- 1) APPOINTING AND BACKGROUND ABOUT THE PUBLIC WORK DIRECTOR POSITION. Municipal ordinances: 85-3 Appointed Officials

Position: Public Works Director

Appointed By: Mayor, confirmation by Council, upon recommendation of the Board of Public Works (i.e. Public Works Committee)

85-4 General provisions relating to City officials.

D. Probationary period. All appointed City officials and employees shall be subject to a six-month probationary period, beginning with the first day of their employment, during which period they may be removed or terminated without cause by a two-thirds majority of the members of the appointing authority.

E. Removal from office. All City officials, except the Police Chief and the Utility Superintendent, may be removed from office for cause by a three-fourths majority of the members-elect of the Council.

85-7 F Director of Public Works. The Director of Public Works shall have powers and duties as follows:

(1) The Director shall be subject to the direction of the Council, the Mayor and the Board of Public Works and shall be responsible for the administration and supervision of all maintenance, repair and construction of streets, alleys, curbs and gutters, sidewalks, bridges, street signs, traffic control devices, storm sewers, culverts and drainage facilities, and all machinery, equipment and property used in any activity under the Director's control. He shall be available in an advisory and supervisory capacity to all departments of the City upon request.

(2) The Director shall have charge of such public services as the refuse collection and disposal, snow and ice removal, street cleaning and flushing and such other activities as may be assigned to him, from time to time, by the Council.

**** THIS SHOULD BE UPDATED TO REFERENCE THE JOB DESCRIPTION. Some of this information may omitted as it will be redundant in the job description, the PW's committee can advise. ****

THE INTERIM POSITION. Gary Yerges' last working day was April 12th. He is using up vacation time between now and his official last day before retirement. Mayor Thompson appointed Chad Yerges as Interim Director effective April 13th. The Council confirmed the interim appointment on April 6th.

POSTING/HIRING A DPW WORKER 1. On March 2 the Public Works Committee met in closed session to discuss the Public Works Department staffing. The Committee voted to direct the posting of a DPW Worker 1 position. A public posting occurred, five interviews were conducted and on April 6th, the Committee voted to recommend to Council the hiring of Travis Schaller as a DPW Worker 1.

HIRING A DPW DIRECTOR. It is for the Public Works Committee to determine how it will make a recommendation to the Mayor.

- 2) Do we also have a DPW Worker #1 job description? I'm assuming #2 doesn't exist, so it simply goes from #1 to #3, with #3 being the last or highest position before the director?
 - a. And I'm assuming we still haven't found an old or current Director of Public Works job description? Both attachments you sent me are for a non-directors position, with the most current 'looking' one stating DPW #3. If an old Director description does exist, or if we have exhausted all attempts to find one, that is OK, a new one will be created and noted that it **supersedes** any prior description, and reference in the ordinance above.

- 3) I like the Columbus job description (*which includes who the director supervises – need all listed #1, #3, etc. and*) to use as a referral to the Public Works committee, to be amended to Waterloo’s needs. Having it attached for Finance & Council to show a more thorough description, dated & signed by the employee (old ones need to be marked as obsolete and the new document to be referenced in the above ordinance 85-7 F).
- 4) I would also recommend that any other PW job descriptions simply be amended to have an actual date, making the 2 attachments ‘obsolete’. DPW #1 & #3 may need some amendments to be current as well, again up to the PW committee.

Bill, would you like to add anything else? I believe you mentioned Chad is going through some training now for this new position which should also be noted in our meeting. As well as, any future or continuous training needs for the position/department; ex: WFD & WPD undergo continuous training. Don’t know what, or if, there is such an avenue for DPW. Perhaps attending any of the League of Municipalities meeting as I have previously referenced below. This too, should be included in the job description if the committee finds this to be applicable to the department.

This covers my train of thought, thanks again!!

Jenifer Quimby
Aldersperson At-Large
2008 – 2020
jeni@highenergydj.com
920-478-2352

From: Mo Hansen [<mailto:cityhall@waterloowi.us>]
Sent: Wednesday, May 10, 2017 7:46 AM
To: 'Jeni Quimby' <jeni@highenergydj.com>
Subject: RE: Director job description

Jeni,
What documents would you like in the meeting packet. The Mayor also has this appointment on the Council agenda on 5/18.
-Mo

From: Jeni Quimby [<mailto:jeni@highenergydj.com>]
Sent: Tuesday, May 09, 2017 5:18 PM
To: 'Mo Hansen' <cityhall@waterloowi.us>
Subject: RE: Director job description

Thank you Mo for all your help! Talked with both Bill and Angie and we are on the same page now and I believe we have everything we need for the May 18th finance and council meetings. Just wanted to thank you for all your efforts. In the end, we will come up with a current job description that will be beneficial to Chad and the city!

Jeni

From: Mo Hansen [<mailto:cityhall@waterloowi.us>]
Sent: Monday, May 08, 2017 1:00 PM
To: 'Jeni Quimby' <jeni@highenergydj.com>
Cc: 'Angie Stinnett' <angie.stinnett@yahoo.com>; 'Ziaja, Matt' <matt.ziaja@gmail.com>; 'City of Waterloo, Mayor' <mayor@waterloowi.us>; bspringr@charter.net
Subject: RE: Director job description

Jeni,

CITY OF WATERLOO
DEPARTMENT OF PUBLIC WORKS
POSITION DESCRIPTION

DEPARTMENT:	Department of Public Works
Reports To :	Director of Public Works.
Position Purpose:	Maintain and care for all public property, storm and sanitary sewer, Parks and streets to ensure a safe environment for the residents of Waterloo.
Public Works, Worker #3	Duties and Responsibilities
1. MACHINERY & EQUIPMENT:	Be able to operate equipment used by city employees (lawn mowers, paint striper, dump truck) And be able to perform some maintenance .
2. STREET REPAIR AND MAINTENANCE:	Patch holes in the street, assist in replacing or repairing curbs, Sidewalks, assist with raising and lowering of manholes.
3. STREET CLEANING:	Clean small areas of streets with a broom.
4. SNOW AND ICE CONTROL:	Assist in clearing approximately 1 mile of sidewalk with a shovel, snow blower or tractor/blade.
5. REFUSE COLLECTION:	Pick up grass, Leaves and Garden debris, Scrap iron, Lumber and some building materials. Primarily hand work with regular heavy lifting. (50 pounds)
6. TREE AND BRUSH:	Chip brush and small limbs.
7. STORM SEWER:	Help with maintenance and the repair of approximately 280 storm sewer inlets. Repairs consist of repairing bricks or block with tar or mortar, inside the catch basin.
8. SANITARY SEWER:	Assist with cleaning and unplugging of sanitary sewer lines with the sewer vactor, a 2 (two) man operation when possible. Repair brick or blocks in the manhole with tar or mortar from The above ground position only.
9. DAM REPAIR AND MAINTENANCE:	Open flood gates when necessary (2 person operation) , clean Debris from flues under the walk bridge (2 person operation,) Maintain gravel road to dam.

10. TRAFFIC CONTROL: Painting crosswalks and parking stalls, flagging for construction or repair, replace old signs when necessary (overhead work) Use a post hole digger for new or replacement sign post.
11. WEED CONTROL: Mow all rural roads (i.e. Canal rd , Clarkson rd. , Fisher rd
A complete list is posted at the shop. Spray for weeds with
A hand sprayer or a small sprayer pulled behind a lawn
Lawn tractor.
12. BUILDING MAINTENANCE
AND CLEANING : Perform minor repairs to city buildings when needed.
13. OTHER DUTIES. Set up election booth and arrange tables.
General building maintenance (exterior and interior)
Tree and shrub trimming.
Lawn mowing.
Cemetery maintenance ,head stone repair.
Shovel sidewalks at the library.
Set up barricades up for special events.
Maintain Christmas decorations,deliver and assist Utility in
hanging decorations.
Pick up stray dogs and cats.
Perform other duties as required.
14. EDUCATION REQUIRED: High school diploma or equivalent
15. EXPERIENCE REQUIRED: Ability to drive trucks and other heavy equipment,
Mechanical ability, and must have a commercial drivers
License.
16. QUALIFICATIONS : Ability to work with minimal supervision, must have
effective working relationship with fellow employees and
and general public.
17. ESSENTIAL FUNCTIONS: Ability to lift 50 to 80 pounds, move 90 to 120 pound
manhole covers, shovel snow, lift brush and branches
into the wood chipper, must be able to work in hot and
cold weather ,and wear proper clothing, Occasionally
exposed to high levels of noise, dust, fumes and chemical
Ability to drive snow plow and/or street sweeper and
Operate controls, operate a snow blower, drive a garden
Tractor with mower or snow blower, and operate a lawn
Mower.

The above list of essential functions is not exhaustive and may be supplemented as necessary.

**COLUMBUS EXAMPLE
POSITION DESCRIPTION**

Class Title: Department of Public Works Manager
Department: Public Works
Location: Public Works Dept.
Date: Approved 10/18/2011

GENERAL PURPOSE

Performs a variety of administrative and supervisory duties to manage the operations of the Public Works Department. Performs a variety of skilled and semi-skilled work for the operation and maintenance of the streets, heavy equipment, wastewater utility, parks and buildings.

SUPERVISION RECEIVED

Works under the direction of the City Administrator.

SUPERVISION EXERCISED

Provides direct supervision to Public Works staff; assigns, directs and evaluates their performance. Make effective recommendations regarding salary increases, promotions, hiring and termination.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates and directs work activities and schedules of Public Works staff required to maintain city buildings, motor equipment, grounds, parks, forestry, turf management, Udey dam, recreation facilities, athletic fields, aquatic center, and streets, including snow and ice removal.

Select, train, motivate, and evaluate Public Works personnel; provide or coordinate staff training: work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for Public Works staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.

Provide responsible staff assistance to the City Administrator; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures as appropriate.

Produce required regulatory reports and ensure compliance with regulatory requirements, laws codes, and enforcement actions.

Works in partnership with City Engineer in the review of all private project development plans to ensure adequate infrastructure planning and compliance of plans to construction standards for all related infrastructure development, including street, curb cuts, drainage facilities, wastewater and water connections.

Attends various community and intergovernmental meetings as City representative to obtain/share information, explain policies and goals, and gain cooperation and support.

Assures all work is carried out within budget; monitors revenues and expenditures to assure sound fiscal control and maximum cost-efficiency; prepares annual departmental budget requests.

Creates and adheres to vehicle maintenance schedule for city fleet. Ensures maintenance of an accurate inventory system of all Public Works parts, tools, materials and equipment. Maintains informed replacement schedule based on this inventory.

Performs inspections of City facilities to ensure ADA and safety compliance.

Care and maintenance of Hillside Cemetery; responsible for burial procedures.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform related duties as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Highly responsible professional ability to manage multiple tasks simultaneously and to provide constant oversight of department activities and emergency response (such as snow removal).
- Considerable knowledge of the practices, procedures, materials, and equipment utilized in the repair and maintenance of public facilities.
- Ability to direct and evaluate the work of staff and to train and/or correct deficiencies including cross training within department's job classifications.
- Ability to establish and maintain effective and positive working relationships and communicate effectively with other city employees, the city council, and the public.
- Oversee and participate in the management of Public Works Department.
- Oversee, direct, and coordinate staff including seasonal and custodial employees.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of long and short term departmental goals, objectives, and procedures.
- Prepare and administer budgets.
- Oversee preparation of clear and concise administrative and financial reports.
- Demonstrate tact and diplomacy with the public.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Demonstrate continuous effort to improve operations and streamline work processes.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work. Work cooperatively and jointly to provide quality customer service.
- Originate, process and complete specifications for bids and requests for proposals for work functions pertinent to the department
- Ensure compliance with city and department safety rules and regulations including training per Federal (OSHA) and State (DOC) regulations.

TOOLS & EQUIPMENT USED

Personal computer, including word processing, spreadsheet and data base software; calculator, phone, copy machine, fax machine.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Minimum of a high school diploma; possesses specialized training to obtain required licenses if required. Associates Bachelor's degree desired.

Five (5) years' experience in municipal/county public works department or equivalent private sector experience in fields such as streets maintenance, light/heavy equipment maintenance and/or operations, road engineering and /or construction, water/wastewater engineering and/or operations, facilities management/maintenance/construction. Two (2) years supervisory experience within a public works-related field. A combination of equivalent education or training will be considered. Must possess appropriate driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

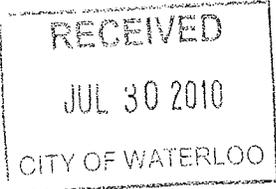
Environment: Work is performed primarily in a standard office setting. Exposure to extreme hot or cold temperatures.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive and movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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Chad M. Yerges
W11050 Faltersack Road | Waterloo, WI 53594 | Phone: 920.988.9686

Experience

March '10 - Present - Blair Lawn & Landscape, Inc. | Madison, WI
Landscape Foreman

- Supervision and training of landscape crew
- Prepared materials and machinery for job site
- Operated skid loader, mini excavator, and dump truck
- Installed sod, shrubs, plants, trees, retaining walls & patio's
- Tree & shrub trimming and Spring lawn maintenance
- Minor equipment maintenance

April '05 - April '09 - MJ Landscapers | Lake Mills, WI
Landscape Foreman

- Supervised and trained landscape crew
- Maintained employee time cards and job costing sheets
- Prepared materials and machinery for job site
- Machine operator experience included: Skid loader, Mini excavator, Tractors, Dump trucks
- Installation of lawns, shrubs, plants, trees and retaining walls
- Snow plowing and minor equipment maintenance

October '02 - April '05 - Country Meat Cutters | Reeseville, WI
Meat Cutter and Supervisor

- Supervised 2nd shift employees
- Prepared meat to standards and maintained equipment

Professional Trade Skills

- Welding, Carpentry, Concrete flatwork and Minor Electrical
- HVAC Ruff-in installation

Education and Certifications

- Graduate of Waterloo High School
- MATC: Minor Auto Mechanics (6 credits)
- Commercial Drivers License (Class A, B, C, and D)
- CPR certified
- State of Wisconsin Firefighter Certification

Personal interests

- Volunteer for the Waterloo Fire Department
- Lifetime member of the Waterloo Gun Club
- Hunting, fishing, trap shooting and mechanics

City of Waterloo, Wisconsin
 Application for Employment
 We Are an Equal Opportunity Employer

NOTICE: Application must be typewritten or clearly printed in ink. All questions must be answered, if applicable. If not, indicate NA (not applicable). Applications which are incomplete or illegible will not be considered. If space provided is insufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions.

1. PERSONAL INFORMATION

Name in Full (Last, First, Middle) <u>Yerges, Chad M</u>			Social Security Number	
Address (Apartment, Street, P.O. Box) <u>W11050 Fallersack Rd</u>			Home Telephone Number <u>(920) 988-9686</u>	
City <u>Waterloo</u>	State <u>WI</u>	Zip Code <u>53594</u>	Work Telephone Number <u>() N/A</u>	

Are you over the age of 18? Yes No Are you a United States citizen? Yes No

Do you have a valid Wisconsin driver's license? Yes No Do you have a valid driver's license from another state? Yes No

Have you ever been convicted of a felony? Yes No
 If yes, please attach a separate sheet giving full information.

2. EDUCATION

Name of School	Location	Dates		Course Pursued	Degree, Diploma, or Credits Earned
		From	To		
High Schools	<u>Waterloo HS</u>	<u>Aug 2000</u>	<u>May 2001</u>	<u>General Studies</u>	<u>High School Diploma</u>
College	<u>MATC</u>	<u>Aug 2003</u>	<u>May 2004</u>	<u>Minor Auto Repair</u>	<u>6 Credits</u>
Graduate School					

List any scholarships, apprenticeships, licenses, certifications, membership in professional organizations or other information you believe should be considered in evaluating your qualifications.

Commercial Drivers License - ABCD
State of Wisconsin Firefighter Certification
1st Aid & CPR Certified

POSITION APPLIED FOR: _____ DATE OF APPLICATION: _____

3. EMPLOYMENT

Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. All time must be accounted for. If unemployed for a period, provide dates. To furnish additional employment information, attach sheets of the same size and format as this application.

Name and Address of Employer	Dates	Position and Kind of Work
Name <u>Blair Lawn & Landscape, Inc.</u> Street <u>3030 Gateway Place</u> City, State <u>Madison, WI 53704</u> Supervisor's Name/Telephone: <u>Jason Reimer</u> May we contact the employer/supervisor? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	From <u>March 2010</u> To <u>Present</u> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Annual Salary/Wages: <u>16.00/hour</u>	<ul style="list-style-type: none"> • Supervise and training of landscape crew • Prepare materials for job site, prepare machinery for job site • Operates: Skid loader, Mini excavator, Tractors, Dump truck • Installation of: lawns, shrub plants, trees, and retaining walls. • Minor equipment repair and maintenance
Name <u>MS Landscapes</u> Street <u>PO Box 309</u> City, State <u>Lake Mills, WI 53551</u> Supervisor's Name/Telephone: <u>Brian Hafenstein (847) 507 2009</u> May we contact the employer/supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From <u>April 2008</u> To <u>April 2009</u> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Annual Salary/Wages: <u>20.00/hour</u>	<ul style="list-style-type: none"> • Same as above plus maintaining of employee time cards and job costing sheets. • Snow plowing and maintenance <p style="text-align: center;">Reason for Leaving</p> <p style="text-align: center;">Company Downsized</p>
Name <u>Country Meat Cutters</u> Street <u>W9851 City GG</u> City, State <u>Reeseville, WI 53599</u> Supervisor's Name/Telephone: <u>Greg Schaller (920) 927-5577</u> May we contact the employer/supervisor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	From <u>Oct 2008</u> To <u>April 2009</u> Full-Time <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Annual Salary/Wages: <u>10.00/hour</u>	<ul style="list-style-type: none"> • General Clean up/ facility and equipment maintenance • Meat Cutter <p style="text-align: center;">Reason for Leaving</p> <p style="text-align: center;">Career Change</p>
Name _____ Street _____ City, State _____ Supervisor's Name/Telephone: _____ May we contact the employer/supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No	From _____ To _____ Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Annual Salary/Wages: _____	<p style="text-align: center;">Reason for Leaving</p>

4. MILITARY SERVICE

Branch of Service	Month/Year Served		Active Duty or Reserve	Highest Grade	Skill Specialty or Primary Duty
	From	To			
N/A					

List special schools attended/skills acquired during military service.

N/A

5. REFERENCES

Give three references (not relatives, or present employer; avoid listing members of the clergy).

Name <u>Charlie Kilian</u> Address <u>N8295 St Rd 89</u> City/State/Zip <u>Waterloo, WI 53594</u> Telephone Number <u>(920) 478-6837</u>	Number of Years Acquainted 20 Position/Title/Profession Wildlife Biologist
Name <u>Sam Renforth</u> Address <u>N2529 N Kohn Rd</u> City/State/Zip <u>Reeseville, WI 53579</u> Telephone Number <u>(920) 988-0820</u>	Number of Years Acquainted 15 Position/Title/Profession HVAC Technician
Name <u>John Benninger</u> Address <u>N2353 City Rd</u> City/State/Zip <u>Reeseville, WI 53579</u> Telephone Number <u>(920) 988-9825</u>	Number of Years Acquainted 8 Position/Title/Profession Owner of Jelm Landscapes

6. GENERAL

COMPLETE IF INSTRUCTED TO DO SO BY EMPLOYING AGENCY.

For questions A-C, attach no more than one additional page for each answer.

- A. Why have you chosen to apply for this position?
- B. Discuss things you have done which have contributed to your life experience. Remember to include information regarding volunteer work with civic, school, or professional organizations. Be specific about names and dates.
- C. Why do you believe you could relate to and/or work with people of different races, sexes, cultures, ages, socio-economic groups, and educational levels?

CITY OF WATERLOO DEPARTMENT OF PUBLIC WORKS

Employee Performance Review

EMPLOYEE INFORMATION

Name *Chad Verges*

Job Title *Worker #1*

Date *Aug 14, 2012*

Review Period *9:50 am to 10:00 am*

RATINGS

1 = Poor 2 = Fair 3 = Satisfactory 4 = Good 5 = Excellent

Job Knowledge

Comments *doing work well beyond worker #1 position*

Work Quality

Comments

Attendance/Punctuality

Comments

Initiative

Comments *always looking for things to do*

Communication/Listening Skills

Comments

Dependability

Comments *Can let Chad at the job knowing it will be done*

Overall Rating (average the rating numbers above) *(25)*

EVALUATION

ADDITIONAL COMMENTS

GOALS (as agreed upon by employee and manager) *make sure of running knowledge of equipment*

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature *Chad Verges*

Date *8-14-12*

Dept Head Signature *Ray Gerge*

Date *Aug 14, 2012*