



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

**CITY OF WATERLOO COUNCIL AGENDA**  
**COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET**  
**Thursday, April 1, 2021 – 7:00 p.m.**  
**Participate Remotely Or In-Person**

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:

**Remote Meeting Information**

Join Zoom Meeting: <https://us02web.zoom.us/j/84671883933?pwd=a3JKbDNFTmxRczdzWkFjU21LS01LZz09>

Meeting ID: 846 7188 3933      Passcode: 215701

**Join By Phone**

+1 312 626 6799 US (Chicago)

Meeting ID: 846 7188 3933      Passcode: 215701

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL
2. MEETING MINUTES APPROVAL: March 18, 2021
3. CITIZEN INPUT / PUBLIC COMMENT
4. MAYORAL AWARD PRESENTATION
  - a. Recognizing City Of Waterloo Police Officers Randy Bollig, Ben Brickey and David Warner For Life Saving Heroism
5. MEETING SUMMARIES (since last Council meeting)

a. 3/22 Fire/EMS Library Board	b. 3/23 Plan Commission
c. 4/1 Public Safety & Health Committee	d. 4/1 Public Works & Property Committee
6. RECOMMENDATION OF BOARDS, COMMITTEES AND COMMISSIONS
  - a. Plan Commission
    - i. Conditional Use Application, Matthew Frankey, Prospective Owner Of 255 Jefferson Street. (H2Owners LLC, a light manufacturing/assembly company producing outdoor specialty products seeks to operate out of the ground floor of 255 Jefferson St. It seeks a conditional use to allow for uses similar in character with the permitted uses and the manufacture or treatment of products clearly incidental to the conduct of a retail business on the premises.)
7. UNFINISHED BUSINESS
  - a. Resolution #2021-07 Revising The Employee Handbook As It Relates To Sick Leave And The Start Of Health Insurance
8. NEW BUSINESS
  - a. Resolution #2021-10 Entering Into A Developer Agreement, City of Waterloo And JGP Land Development LLC, DeYoung Farm Subdivision (Remainder)
  - b. Resolution #2021-09 Appointing Jeanne Ritter As A Deputy Clerk For Election Administration Purposes
  - c. Resolution #2021-11 Recognizing Angie Stinnett For Her Municipal Service As A Member Of The Waterloo Common Council
9. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Ordinance #2021-03 Rescinding Ordinance #2020-02 And Amending Section §53-4 Budget Reverting To An Annual Budget Process With Anticipated Future Process Modifications
  - b. 2020 Audit Presentation, Baker Tilly
10. ADJOURNMENT



Mo Hansen  
Clerk/Treasurer

Posted & Emailed: 03/29/2021

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically 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 COMMON COUNCIL MEETING MINUTES: March 18, 2021**

Digital audio files are archived with these written minutes additionally serving as the official record.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Mayor Quimby called the meeting to order at 7:00 p.m. Alderpersons present: Rhynes, Schoenwetter, Kuhl, Griffin, Thomas, Stinnett and Petts. Others attending remotely or in-person: Mark Herbst; Amber Gerber with the Courier; Parks Coordinator Gabe Haberkorn; Fire Chief Wes Benisch; Utility Superintendent Barry Sorenson; Utility Office Manager Joy Bisco; Police Chief Denis Sorenson; WLOO videographers; and Clerk/Treasurer Hansen. The pledge of allegiance was recited.
2. MEETING MINUTES APPROVAL: March 4, 2021. MOTION: Moved by Kuhl, 2<sup>nd</sup> by Griffin to approve the minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT. Maureen Giese objected to website items and to Clerk/Treasurer office use of Facebook to convey municipal communications. She objected to previous website items, now not on the current site.

4. MEETING SUMMARIES. Brief verbal descriptions were provided, see respective minutes for details.

a. 3/9 Library Board	b. 3/10 Cable TV Regulatory Board
c. 3/16 Community Development Authority	d. 3/18 Finance, Insurance & Personnel Comm

5. CONSENT AGENDA ITEMS

- a. February Reports Of City Officials And Contract Service Providers. MOTION: Moved by Schoenwetter, seconded by Griffin to approve the consent agenda items. VOICE VOTE: Motion carried.

i. Parks	iv. Public Works	vii. Water & Light Utility Commission
ii. Fire & EMS	v. Police	viii. Watertown Humane Society
iii. Building Inspections	vi. Library Board	

6. RECOMMENDATION OF BOARDS, COMMITTEES AND COMMISSIONS

- a. Finance, Insurance & Personnel Committee

- i. February 2021 Financial Statements

1. General Disbursements, \$1,593,541.27. MOTION: Moved by Thomas, seconded by Kuhl to approve disbursements in the amount stated. ROLL CALL VOTE: Ayes: Schoenwetter, Rhynes, Kuhl, Thomas, Griffin, Stinnett and Petts. Noes: none. Motion carried.
2. Payroll, \$67,540.09. MOTION: Moved by Thomas, seconded by Schoenwetter to approve payroll in the amount stated. ROLL CALL VOTE: Ayes: Schoenwetter, Rhynes, Kuhl, Thomas, Griffin, Stinnett and Petts. Noes: none. Motion carried.
3. Treasurer's Report & Budget Reports. MOTION: Moved by Thomas, seconded by Rhynes to accept the reports. ROLL CALL VOTE: Ayes: Schoenwetter, Rhynes, Kuhl, Thomas, Griffin, Stinnett and Petts. Noes: none. Motion carried.

- ii. Resolution #2021-07 Revising The Employee Handbook As It Relates To Sick Leave And The Start Of Health Insurance. MOTION: Moved by Thomas, seconded by Griffin to table the item until a later date. VOICE VOTE: Motion carried.

- b. Water & Light Commission

- i. Resolution #2021-08 Authorizing An Increase In Sanitary Sewer Rates And The Restructuring Of How Sewer Rates Are Calculated. DISCUSSION: Alder Thomas asked Superintendent Sorenson to provide background. Sorenson said: the utility had lost a major customer; a \$168,000 revenue shortfall was anticipated due the loss; Utility Commissioners had reviewed three options presented by staff and had formulated a fourth option which it was before the City Council. The proposal created a tiered charge for sewer service based on the water meter size. In response to a Mark Herbst question, Sorenson said if a large new customer were to seek service sewer rates could be reduced. In reply to a Petts questions, Sorenson said the last rate increase was 2018. Bisco said there were no costs to reduce, adding the Utility had to clean sanitary sewer flow to DNR standards discharging it into the river. Failure to do so would mean the loss of treatment plant's license. In reply to Rhynes questions, Sorenson said yesterday the engineer estimated a 10% - 15% reduction in operating cost due

to the loss of the customer. He said cost were being shifted to other customers. He said the sewer still has fixed costs. Sorenson listed the fixed costs. He said sizing the treatment plant was a dilemma for bringing in wet industry or not. In reply to Quimby questions, he said the savings was not considered when formulating the increase. He said a huge increase was coming, likely in two years. He said Commissioners did not want to raise rates for the future treatment plant costs. He said they wanted only to cover the costs due to the customer loss. He said the loss of this one wet industry is equal to 500 new residential homes. He invited attendees to come down to the office to discuss further. Kuhl said the increase would affect the profitability of the affected businesses. He asked if they had been notified. Bisco said no because it had not been approved. It was clarified that the proposal was just the meter, fixed charge – not volume. The Mayor said our rates would be different from Marshall's because they have more residential parcels and Waterloo had more business. Sorenson said the volume charge would be consistent across communities. Petts looked up Marshall's rates online and said the Marshall 6" rate was \$323, Waterloo \$924. She said Marshall's 2 inch rate was \$56, Waterloo \$148. She said the increases were excessive. Petts asked if there had been a public hearing, or input from customers? The Mayor said no. Sorenson said these rates would change drastically, doubling in the next two years with the sewer plant updates. He said this proposal is to get the Utility through the next two years. Petts said there must be a better way.

Looking at his bill, Rhynes asked how customers know their meter size? And how they would determine where they are at, and what level they are going to? Sorenson and Bisco said the size that determines the sewer charge is on the bill under the water charge section. Rhynes said his bill just shows a dollar value for the water figure. Sorenson said information was on the website. Sorenson said the size could be reduced by a homeowner or plumber. Rhynes asked if, no matter how many customers, the costs are fixed, is there savings in chemicals. He asked to see additional information and a cost analysis. Sorenson said the cost analysis was the one-sheet of paper distributed to Alders. The Mayor said anything greater than the savings would go towards the future treatment plant update. Sorenson said a cost study costs \$20,000. Sorenson said a study would be done when a proposal for updating the treatment plant was presented. Petts and Quimby asked questions about interpreting the handout. Bisco and Sorenson described the handout. Petts said 63 customers get a sizable increase. Sorenson said those with 1 inch water services could have a plumber change it to 5/8 inch, to reduce the monthly recurring charge. Sorenson said Commissioners wanted the charge more directed towards volume, his preference was to have the base charge higher because it was guaranteed income. Thomas said Commissioners were not happy with the numbers that came across. He said treatment plant update planning was taking place. Sorenson clarified that the proposed option was option #4. Rhynes asked if these changes in charges were arbitrary. Sorenson replied yes. Bisco, Quimby and Rhynes calculated the rate of increase for a residential 1" customers. Bisco confirmed an average 1" customer would have a \$34.78 increase per month. Sorenson clarified that the proposed option #4. Bisco said the scale used was in the ordinance and was now being applied. Kuhl said it was the responsibility of the Utility to review the ordinances. Hansen asked about Town of Portland users. Bisco and Sorenson described services provided to the Town of Portland. Sorenson talked about fixed versus volume, and the ability of users to change a charge based on less use. MOTION: Moved by Kuhl, seconded by Schoenwetter to approve the resolution as presented. ROLL CALL VOTE: Ayes: Schoenwetter, Rhynes, Kuhl, Thomas, Griffin and Stinnett. Noes: Petts. Motion carried.

7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. # Haberkorn referenced the Firemen's Park Easter Hunt.
8. ADJOURNMENT. Moved by Schoenwetter, seconded by multiple to adjourn. Motion carried. Approximate time: 8:16 p.m.

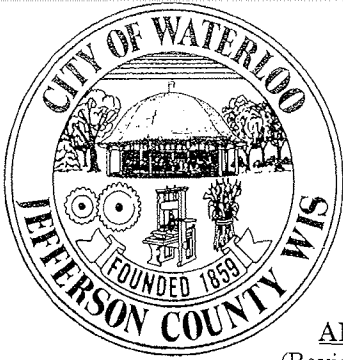


Attest:  
Mo Hansen, Clerk/Treasurer

**Background Text From Fire Chief Wes Benisch  
Relating To 4/1/2021 Mayoral Award Presentations**

On 5/29/2020 Waterloo Police department along with Waterloo Fire and EMS responded to a report of a person that was unresponsive and not breathing. Waterloo Officers Warner and Brickey were the first to arrive and started CPR on the patient and applied the AED. Waterloo Fire and EMS personal arrived just after the Waterloo Police officer and with the efforts of all personal the patient was revived and transported to the Hospital with the assistance of Watertown Paramedic.

On 1/30/2021 Waterloo Police department with the Waterloo Fire and EMS responded to a report of a person that was having problems breathing. Prior to arrival it was reported that the patient was unresponsive and not breathing. CPR was started by bystanders. Waterloo police officers Bollig and Brickey arrived and put the AED on the patient. Waterloo Fire and EMS personal arrived shortly after. CPR continued and Lucas device was placed onto the Patient. With the efforts of the bystanders, Waterloo Police officer and Fire and EMS the patient was revived and transported to the hospital with the assistance of Watertown Paramedic.



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198  
Phone (920) 478-3025  
Fax (920) 478-2021  
cityhall@waterloowis.com

**APPLICATION FOR CONDITIONAL USE PERMIT**  
(Review and Action by City Plan Commission/Common Council)

RECEIPT  
#

Number: \_\_\_\_\_ Date Filed: 3/17/21 Fee Paid: 285<sup>00</sup> 035589

Location of Property: 255 JEFFERSON ST, WATERLOO

Applicant: MATTHEW FRANKY

Address: 4602 GORDON AVE, MONONA, 53716 Telephone: 608-575-0014

Owner of Property: JEFFERSON ST. MARKET, LLC

Address: N6522 SHOREWOOD HILLS, LAKE MILLS 53551 Telephone: \_\_\_\_\_

Contractor: TBD

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Architect or Professional Engineer: TBD

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Legal Description of Property: OUT LOT 19, ASR PLT

PARCEL # 290-0813-0822-070

Land Parcel Size: .930 ACRES Present Use: COMMERCIAL Zoning District: C1

Type of Existing Structure (if any): 3 STORY BRICK + TIMBER

Proposed Use of the Structure or Site: \_\_\_\_\_ Number of Employees: 4+

Terms of Municipal Code

Conditional Use Requested

SEE ATTACHED

Specify Reason(s) for Application: (for example, insufficient lot area, setback, etc.)

SEE ATTACHED

**ATTACH THE FOLLOWING:**

1. Adjoining owners, all names and addresses of all abutting and opposite property owners within 200 feet.
2. Site Plan showing the area involved, its location, dimensions, elevations, drainage, parking, etc., and location of adjacent structures within 200 feet.

Date: 3/16/21 20 21

Signature of Applicant

## 255 Jefferson St. Conditional Use Application Attachment

### Conditional Use Type:

***Per Waterloo Code - Chapter 385-12 C-1 Commercial District, Section B-1 "Conditional Uses":***

*"Any other uses similar in character with the permitted uses and the manufacture or treatment of products clearly incidental to the conduct of a retail business on the premises."*

### Conditional Use Description:

#### ***Current Use Of Property-***

#### ***Current usage of the property is:***

- 3<sup>rd</sup>/Top Floor – 50% Retail Antiques Mall/50% Office Space
- 2<sup>nd</sup>/Mid Floor – Retail Antiques Mall
- Ground Floor - Storage/Vacant

#### ***Applied For Conditional Use-***

- Both the 3<sup>rd</sup> Top Floor and the 2<sup>nd</sup> Mid Floor use will remain as is.
- H2Owners LLC, is a light manufacturing/assembly company producing outdoor specialty products seeking to operate out of the Ground Floor of 255 Jefferson St.
- H2Owners ships direct to consumers via online sales, and will be open for in person retail at the 255 Jefferson St. location with M-F operating hours of 9-5.
- Primary functional uses of the space by H2Owners will include the storage of materials used in production, finished products, shipping/packing supplies, hardware, as well as work tables, and a mix of hand tools/power drills/saws used in manufacturing. Note: H2Owners does NOT employ any heavy machinery in production of its products. Machinery used are common drill presses, lathes, and saws found in many local outlets.

### Code Compliance:

- H2Owners has contacted and arranged for a design professional (architect) to review the property and proposed use.
- A completed use plan is expected within weeks outlining any and all potential modifications to the property which may be required for occupancy.
- Upon receipt of the architects plan and code compliance needs a copy will be provided to the Waterloo authorities.
- H2Owners will be responsible to complete the modifications, and will work with local officials to insure operations are within code requirements.



136 North Monroe Street  
Waterloo, WI 53594-1198  
Phone: (920) 478-3025  
Fax: (920) 478-2021  
[www.waterloowi.us](http://www.waterloowi.us)

---

**RESOLUTION #2021-07**

**Revising The Employee Handbook As It Relates To Sick Leave And The Start Of Health Insurance Coverage**

**Whereas**, from time to time the City Council deems it necessary to update the City of Waterloo Employee Handbook, and;

**Whereas**, to align the handbook to be the same as the current police union contract as it relates to sick leave, the Police Chief is recommending allowing for sick leave to be earned during the first three calendar months of employment and available to an employee after 90 days of employment, and;

**Whereas**, to allow for consistency across starting employees, and to acknowledge that in multiple cases a 90 start date for health insurance coverage has been waived at the time of recruiting candidates, the Clerk/Treasurer is recommending that the handbook language be amended to strike the 90 day waiting period for health coverage to begin.

**Now Therefore Be It Resolved**, by the Common Council of the City of Waterloo, Wisconsin, that it authorizes the revisions as documented in the attached redline version of select handbook pages, and directs the Clerk/Treasurer to update the handbook and post it on the municipal webpage.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2021.

**City of Waterloo**

Signed: \_\_\_\_\_  
Jenifer Quimby  
Mayor

Attest:

\_\_\_\_\_  
Mo Hansen  
City Clerk/Treasurer



Resolution #2021-07 Attachment  
SELECT PAGES OF EMPLOYEE HANDBOOK WITH  
**REDLINED TEXT**  
SHOWING TEXT AMENDMENTS

# CITY OF WATERLOO

## EMPLOYEE

## HANDBOOK



<b>ARTICLE I - INTRODUCTION</b>	<b>1</b>
<b>ARTICLE II - EMPLOYMENT</b>	<b>2</b>
<b>ARTICLE III - DEPARTMENT ORGANIZATION UNITS</b>	<b>3</b>
3.1 Chain of Command	3
<b>ARTICLE IV – RECRUITMENT SELECTION PLACEMENT</b>	<b>4</b>
4.1 Residency	4
4.2 Licenses and Certifications	4
4.3 Applications	4
4.4 Classification of Employment	5
4.5 Probationary Period	5
4.6 Employee Performance Evaluation	5
4.7 Lay-offs	5
<b>ARTICLE V - HOURS OF WORK</b>	<b>5</b>
5.1 The Workweek	5
5.2 The Workday	5
5.3 Rest Periods	6
5.4 Meal Periods	6
5.5 Record-Keeping of Hours	6
<b>ARTICLE VI - WAGE AND SALARY ADMINISTRATION</b>	<b>6</b>
6.1 Employee Compensation	6
6.2 Overtime Compensation	6
6.3 Payroll Periods	6
6.4 Payroll Deductions	7
6.5 Stand-By/Emergency Status (on call/pager)	7
<b>ARTICLE VII – EMPLOYEE BENEFITS</b>	<b>7</b>
7.1 Holidays, Holiday Pay & Personal Time Off	7
7.2 Vacation Policy	8
7.3 Health Insurance	8
7.4 Income Continuation	9
7.5 Life Insurance	9
7.6 Flexible Spending Account (FSA)	10
7.7 Retirement and Pension	10
7.8 Deferred Compensation Plans	10
7.9 Sick Leave – Revision effective 01/01/2021	11
7.10 Personal Leave of Absence	11
7.11 Military Leave of Absence	12
7.12 Family Leave/Medical Leave	12
7.13 Jury or Witness Duty Leave	16
7.14 Bereavement Leave	16
7.15 Firefighter Leave	16
7.16 Uniforms	16
7.17 Mileage Reimbursement	16
7.18 Education & Travel Reimbursement	17
7.19 Employee Injuries and Medical Illnesses	17
<b>ARTICLE VIII - DISCIPLINE, RULES, CODE OF ETHICS AND EMPLOYEE COMMUNICATION PROCEDURES</b>	<b>17</b>
8.1 Political Activity	17
8.2 Outside Employment	18
8.3 Accepting Gifts or Gratuities	18
8.4 Use of City Telephones	18
8.5 Use of City Equipment and Supplies	19
8.6 Punctuality	19

8.7 Personal Mail	19
8.8 Absenteeism and Tardiness	19
8.9 Housekeeping, Dress and Cleanliness	19
8.10 Name and Address Changes	19
8.11 On the Job Safety	19
8.12 Performance and Expectations	19
8.13 Employee Grievance Policy and Procedure	21
<b>ARTICLE IX - MISCELLANEOUS</b>	<b>24</b>
9.1 Drug and Alcohol Abuse Policy	24
9.2 Commercial Driving License Policy	29
9.3 Computer Use Policy	30
9.4 Use of Communication Technologies & Devices	33
<b>ARTICLE X – SEPARATION OF EMPLOYMENT</b>	<b>38</b>
10.1 Resignation	38
10.2 Disposition of the Final Paycheck	38
<b>Appendix A – Residency</b>	<b>39</b>
<b>Appendix B – Employee Compensation – Longevity Pay</b>	<b>40</b>
<b>Appendix C – Overtime Compensation</b>	<b>41</b>
<b>Appendix D – Holidays, Holiday Pay &amp; Personal Time Off</b>	<b>42</b>
<b>Appendix E – Uniforms</b>	<b>43</b>
<b>Appendix F – Vacation Policy</b>	<b>44</b>
<b>Appendix G – Driver Background Check</b>	<b>45</b>
<b>Appendix H – Formal Employee Grievance Form</b>	<b>46</b>
<b>Appendix I – Sexual/Harassment Form</b>	<b>48</b>
<b>Appendix J – Request for Leave of Absence Form</b>	<b>50</b>
<b>Appendix K – Acknowledgement of Receipt of Handbook and Statement of Employee Understanding</b>	<b>51</b>

employees working a nonstandard workweek a scheduled holiday shall be observed on the exact day that the holiday falls.

Library employees working a standard workweek, a scheduled holiday that falls on a Saturday shall be scheduled by the Library Director in advance of the holiday for a day of the week before that Saturday.

Library employees working a standard workweek, a scheduled holiday that falls on a Sunday shall be scheduled by the Library Director in advance of the holiday for a day of the week following that Sunday.

Any employee, who qualifies for the benefit and is obligated to work on an official holiday, shall be compensated at 1½ times their normal rate of pay, plus holiday pay. Any shift that starts on a paid holiday gets holiday pay.

Holiday pay will be equal up to a maximum of eight (8) hours of pay at the employee's straight time rate at the time of the holiday. Employees scheduled to work seven consecutive days, and their normal day off falls on a scheduled holiday, will be permitted to reschedule an alternative holiday in lieu of the scheduled holiday. The rescheduling will be subject to the approval of the Department Head. Holidays shall be taken in the year earned unless carry over is approved by the Department Head

To be eligible for holiday compensation, employees must work their scheduled workday before the holiday and their scheduled workday after the holiday. Notwithstanding any other provisions in the Employee Manual, employees absent from work the scheduled workday before and/or the scheduled workday after the holiday, shall not be eligible for holiday compensation unless the absence is pre-approved by the Department Head, such as vacation time.

Under no circumstances are employees compensated with both holiday and sick leave pay when the employee is unable to report to work on a scheduled holiday.

All holiday pay and personal time off shall be paid at straight time.

## **7.2 Vacation Policy**

The City shall grant all full-time permanent employees vacation hours as listed in Appendix F, as modified from time to time.

- A.** Vacation schedules are to be approved by the Department Heads. While due consideration may be given to the employee's convenience, the needs of the City in scheduling work shall be the controlling criterion. Preference in scheduling vacations for non-management employees shall be based upon seniority.
- B.** A vacation year will be based on the anniversary date of hire.
- C.** An employee will be paid at their regular straight time rate at the time they take their vacation.
- D.** Use of vacation leave:
  - 1. All vacation must be taken in the anniversary year in which an employee is eligible and cannot be carried over into the next vacation year. Only with prior written approval of the Department Head may an employee carry over unused vacation time into the next anniversary year for a short period of time.

## **7.3 Health Insurance**

Eligible employees may enroll in the City's current group health insurance plan. Please contact the City for specific details concerning the current group health insurance plan.

The City currently makes available medical health insurance coverage for all permanent full-time and eligible part-time employees and their dependents as prescribed within the terms and conditions of the policy in effect. Employees are eligible for insurance coverage at ~~the start of employment after sixty (60) days of employment, effective on the first day of the month following the sixty (60) days.~~

A. The City is a participating employer under the Wisconsin Public Employer Group Health Insurance program administered through the State of Wisconsin.

1. Eligibility: An eligible employee for group health insurance purposes is defined as:
  - a. Any employee who qualifies as an active participant under the Wisconsin Retirement System (WRS).
2. Employer Share Eligibility:
  - a. If an employee is employed in a position that requires at least 2,080 work hours per year, the employer contribution shall be 88% of the average premium cost of the qualified Tier 1 health plan within the county, as long as the appointment specifies a minimum of 2,080 work hours, the amount of employer contributions remains the same.
  - b. If an employee is employed in a position that requires at least 1,044 work hours per year, the employer contribution shall be 50% of the average premium cost of the qualified Tier 1 health plan within the county, as long as the appointment specifies a minimum of 1,044 work hours, the amount of employer contributions remains the same.
  - c. If an employee is employed in a position that requires working less than 1,044 work hours per year, the employer contribution shall be 25% of the average premium cost of the qualified Tier 1 health plan within the county, as long as the appointment specifies less than 1,044 work hours, the amount of employer contributions remains the same.

#### **7.4 Income Continuation Insurance**

The City currently provides income continuation insurance to employees who have been enrolled in the Wisconsin Retirement Program for six (6) months. The City shall pay one hundred percent (100%) of the premium for each full time employee normally scheduled to work 2,080 hours per year enrolled in the plan. The coverage shall provide up to seventy percent (70%) of the employee's gross earnings after a thirty (30) day waiting period. The employer shall pay fifty percent (50%) of the monthly premium for part-time employees working at least 1,044 hours per year and twenty-five percent (25%) of the monthly premium for part-time employees working less than 1,044 hours per year. Whether the employee actually works that minimum is immaterial; as long as the appointment specifies a minimum of 1,044 work hours, the amount of employer contributions remains the same.

#### **7.5 Life Insurance**

The City currently provides group term life insurance to employees enrolled in the Wisconsin Retirement Program. The City shall pay one hundred percent (100%) of the premium for Basic, Supplemental and one (1) unit of Additional insurance for each full time employee normally scheduled to work 2,080 hours per year. The City also pays an amount equal to 20% of the employee Basic premium for post-retirement coverage at the 25% of Basic level. The employer shall pay fifty percent (50%) of the monthly premium for part-time employees working at least 1,044 hours per year and twenty-five percent (25%) of the monthly premium for part-time employees working less than 1,044 hours per year. Whether the employee actually works that minimum is immaterial; as long as the appointment specifies a minimum of 1,044 work hours, the amount of employer contributions remains the same.

Spouse, dependent, and one or two more units of additional life insurance may be selected by the employee and is financed through employee premiums.

03/03/2016

## **7.6 Flexible Spending Account (FSA)**

The City is currently a participating employer under a flexible spending account administered by Employee Benefits Corporation.

### **1) Health Care FSA**

This is a program that permits participants to elect to put pre-tax dollars into a Flexible Spending Account (FSA) to cover the cost of certain out-of-pocket health care expenses for you, your spouse and or dependents. You decide how much money to put into an account during the enrollment period. Then when you incur an eligible expense, you receive tax-free reimbursements.

### **2) Dependent Care FSA**

This account covers expenses you incur for dependent care while you are at work. Eligible expenses include daycare, nursery school and day camp for children, as well as services for older dependents that cannot care for themselves.

## **7.7 Retirement and Pension**

The City is currently a participating employer under the Wisconsin Retirement Fund. Full-time employees are eligible under the Wisconsin Retirement System upon the first day of employment. The employer will contribute 100% of employer required contribution (ERC) rate. ERCs are taxable to the employee when a benefit is taken. The employee will contribute 100% of the employee required contribution (EERC) rate. When paid by the employee, the EERC is post tax. When paid by the employer, the EERC is taxable to the employee when a benefit is taken. Rates are established by state statute. Police Administration employer/employee contribution rates shall be the same as established in the Waterloo Professional Police Association agreement.

### **A. Eligibility for retirement benefit**

1. Part-time, seasonal, or temporary employees hired prior to July 1, 2011 must meet the following criteria:
  - a. Upon hire to work more than 600 hours per calendar year
  - b. When expectations change
  - c. On their one-year anniversary date of employment
  - d. During a 12-month rolling look-back
2. A new employee who was initially employed on or after July 1, 2011, who had no prior employment with a participating WRS employer would be evaluated under the new eligibility requirement of:
  - a. expected to work at least two-thirds of full time per year (defined as 1,200 hours) and
  - b. expected to be employed for a least one year (365 consecutive days, 366 in a leap year) from employee's date of hire
3. A new employee hired on or after July 1, 2011 who had any employment with a participating WRS employer prior to July 1, 2011. Is evaluated under the old eligibility requirements of:
  - a. expected to work at least one-third of full time per year (defined as 600 hours) and
  - b. expected to be employed for at least one year (365 consecutive days, 366 in leap year) from employee's date of hire

## **7.8 Deferred Compensation Plans**

The City currently provides a deferred compensation plan through the State of Wisconsin Deferred Compensation Plan. Participation in the plan is strictly voluntary and receives no contributions from the City. Beginning in July of 2011 a ROTH deferred compensation plan is also offered.

## **7.9 Sick Leave**

Regular full-time employees may be entitled to eight (8) hours of sick leave with pay for each month or major fraction thereof of actual service up to an accumulated total of one hundred thirty-five (135) work days or 1,080 hours. Waterloo Water & Light Utility employees can accumulate up to one hundred (100) work days or 800 hours. The sick leave time earned during the first ~~six (6)~~ three (3) calendar months of employment shall ~~not~~ be available to an employee ~~until the end of the six (6) month period~~ after ninety (90) days of employment. Such sick leave with pay shall be granted in case of bona fide illness of the employee or the employee's immediate family (as defined in the Wisconsin Family and Medical Leave Act), as well as diagnostic treatment, dental procedures and optician's services when performed by a duly authorized and licensed practitioner, and the necessary time to travel to and from the place of treatment. A maximum of eighty (80) hours per calendar year of paid sick leave may be taken for the employee's immediate family.

In the case of illness extending beyond (2) day's duration, the employee shall furnish a certificate issued by a licensed practitioner upon the request of the department head concerned.

Any employee that falsely reports to his/her department head that he/she is ill for the purpose of using sick leave as an additional paid vacation, shall be subject to disciplinary action and shall forfeit five (5) days of accumulated sick leave for each day or fraction thereof falsely reported.

To the extent permitted by law, no employee shall be entitled to sick leave while absent from duty for any of the following reasons or causes:

- A. Any sickness or injury purposely self-imposed or inflicted or caused by any of his/her willful misconduct.
- B. Sickness or injury sustained while on leave of absence without pay.

Employees shall be required to give prompt notification of the absence from work to their supervisor or department head. If the supervisor or department head cannot be reached, the City Clerk shall be notified before 9:00 a.m. on the first day of absence as is reasonably possible. Employees shall make reasonable efforts to keep the employer informed as to the duration of the absence so that the employer can plan the schedule accordingly. Failure to comply with this provision for reasonable and prompt notification shall result in forfeiture of sick leave benefits for the hours or days involved, and the employee may be subject to disciplinary action, including termination.

Sick leave may be used to acquire paid health insurance for employees who qualify for retirement under the guidelines of the Wisconsin Retirement System, if employed by the City fifteen (15) years or longer, or other exceptions as granted by the Council. In the event of the employee's death after such retirement, accumulated sick leave shall be used to continue spouse/dependent health insurance.

## **7.10 Personal Leave of Absence**

A Leave of Absence is any period in which an employee is not working for or receiving earnings from an employer, and has not terminated the employer-employee relationship.

The department head, at his/her sole discretion, may grant up to five (5) days leave of absence without pay in any calendar year. Any leaves other than the 5 days previously mentioned or outside of Family Medical Leave, shall be approved by the Finance, Insurance and Personnel Committee. For leaves of absence in connection with family medical leave, the provisions of Wisconsin State Statutes and Federal law shall apply.

If an employee takes another job, (except military service), the leave will be immediately canceled and the employee subject to termination.

If an employee does not report for work at the end of a leave, they will be considered to have voluntarily terminated their employment.

## City Council Meeting Material Notes

### **AGENDA ITEM 8A a. Resolution #2021-10 Entering Into A Developer Agreement, City of Waterloo And JGP Land Development LLC, DeYoung Farm Subdivision (Remainder)**

As of 3/29/2021 5:00 PM

The reviews by internal municipal 3<sup>rd</sup> party service providers (attorney and engineer) are not likely to be completed in time for the City Council to consider the resolution in its entirety.

As occurred at the 3/23 Plan Commission meeting, the agenda item may allow for a broader briefing of meeting attendees on this topic.





136 North Monroe Street  
Waterloo, WI 53594-1198  
Phone: (920) 478-3025  
Fax: (920) 478-2021  
[www.waterloowi.us](http://www.waterloowi.us)

---

**RESOLUTION #2021-09**  
**Appointing Jeanne Ritter As A Deputy Clerk For Election Administration Purposes**

**Whereas**, the City of Waterloo seeks to conduct well-administered elections, and;

**Whereas**, Jeanne Ritter is a valued employee, having recently started her municipal career, and;

**Whereas**, Jeanne Ritter has the highest Wisconsin Election Commission certification available to municipal employees, and is an indispensable team member in the Clerk/Treasurer's office, and;

**Whereas**, the Clerk/Treasurer's office seeks to conduct well-administered elections, with an additional Deputy adding greater office efficiency and flexibility.

**Therefore, Be It Resolved**, by the Common Council of the City of Waterloo, Wisconsin, that it hereby appoints Jeanne Ritter as a Deputy Clerk for election administration purposes and thanks her for her work.

**PASSED AND ADOPTED** this \_\_\_\_\_, 2021.

**City of Waterloo**  
Signed:

\_\_\_\_\_  
Mayor Jenifer Quimby

Attest:

\_\_\_\_\_  
Mo Hansen, Clerk/Treasurer



**RESOLUTION #2021-11  
RECOGNIZING ANGIE STINNETT  
FOR HER MUNICIPAL SERVICE AS A  
MEMBER OF THE WATERLOO COMMON COUNCIL**

*The Common Council of the City of Waterloo, Wisconsin does hereby resolve:*

**WHEREAS**, *Angie Stinnett has served the City of Waterloo with distinction for eight years as a member of the Waterloo Common Council as Alderperson-At-Large, and;*

**WHEREAS**, *Angie Stinnett has also served the City of Waterloo with distinction for ten years as a member of various Committees and Commissions:*

*Community Development Authority – 2011 – 2021*

*Karl Junginger Memorial Library Board – 2017 – 2021*

*Parks Commission – 2013 – 2021*

*Board of Review – 2011 – 2013*

*Emergency Response Plan Committee – 2013 – 2018, and;*

**WHEREAS**, *the Mayor and the Common Council of the City of Waterloo wish to express their thanks for her valued services rendered in the public interest.*

**BE IT RESOLVED**, *that the Mayor and the Common Council recognize Angie Stinnett for her outstanding service to the community.*

*In witness whereof I have hereunto set my hand  
and caused this seal to be affixed.*

---

*Mayor Jenifer Quimby*

---

*Morton J. Hansen  
Clerk/Treasurer*

*April 1, 2021*