



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

PUBLIC NOTICE OF A COMMITTEE MEETING OF THE CITY OF WATERLOO COMMON COUNCIL

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and news media, that a public meeting will be held to consider the following:

COMMITTEE: FINANCE, INSURANCE & PERSONNEL COMMITTEE
DATE: June 19, 2025
TIME: 6:00 pm
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES: May 15, 2025 and June 5, 2025
- 3) PUBLIC COMMENT
- 4) NEW BUSINESS
 - a) May 2025 Financial Statements: Payroll \$144,080.38, General Disbursements \$146,199.85 and Clerk/Treasurer's Reports [\[see on municipal website\]](#)
 - b) Health Insurance Opt Out Program
- 5) OLD BUSINESS
 - a) Fire Department-Equipment maintenance contract.
 - b) Job Descriptions for Parks Coordinator
- 6) ROLLING TASK LIST
 - a) Anti-Bullying /Article II
 - b) AI
 - c) Fire Chief Meeting [NOTES:(1) The committee may convene in 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."]
- 7) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 8) ADJOURNMENT

Jeanne Ritter
Clerk/ Deputy Treasurer

Committee Members: Haseleu, Weihert and Kuhl

Posted, Emailed & Distributed: 06/12/2025.

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 noted. 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
May 15, 2025

- 1) CALL TO ORDER AND ROLL CALL. C. Kuhl called the meeting to order at 6:00 p.m. Members in person: Weihert, J. Haseleu, and Kuhl. Remote: none Absent: none. Others attending in person or remote: Mayor Quimby; Police Chief D. Sorenson; Lt. David Warner; DPW Director Yerges; Assistant DPW Hauptli, M Petrie(6:30pm); Haberkorn; Treasurer Nelson; Clerk Ritter, and WLOO Cable.
- 2) APPROVAL OF MEETING MINUTES: April 17, 2025. Motion [Weihert/Haseleu] VOICE VOTE: Motion carried.
- 3) PUBLIC COMMENT (3 Minute Time Limit) none
- 4) NEW BUSINESS
 - a) April 2025 Financial Statements: Payroll \$89,316.99, General Disbursements \$349,631.82 and Clerk/Treasurer's Reports [\[see on municipal website\]](#) [Weihert/Haseleu] VOICE VOTE: Motion carried
 - b) 2025-23 Resolution Approving the Receipt of an Innovation Grant. No match needed. [Weihert/Haseleu] VOICE VOTE: Motion carried
 - c) Fire Department-Equipment maintenance contract. Deferred [Weihert/Haseleu] VOICE VOTE: Motion carried Revisit when Lt2 was in attendance again Motion [Weihert/Haseleu] VOICE VOTE: Motion carried. Deferred Motion [Weihert/Haseleu] VOICE VOTE: Motion carried.
 - d) Discussion on Police LT Wages and Comp Time-Authorized temp comp time [Weihert/Haseleu] VOICE VOTE: Motion carried
 - e) Job Descriptions for DPW Supervisor and Parks Coordinator. Motion to defer to next meeting [Kuhl/Weihert] VOICE VOTE: Motion carried
- 5) OLD BUSINESS
 - a) Rolling Task List
 - i) Anti-Bullying defer [Weihert/C. Kuhl] VOICE VOTE: Motion carried
 - ii) Fire Chief Meeting [NOTES:(1) The committee may convene in 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."}] no action
- 6) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 7) ADJOURNMENT. MOTION: [Weihert/Haseleu] To adjourn. VOICE VOTE: Motion carried. Approximate time 6:53 pm.

Jeanne Ritter
Clerk/Deputy Treasurer

CITY OF WATERLOO SPECIAL FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
June 5, 2025

- 1) CALL TO ORDER AND ROLL CALL. Kuhl called the meeting to order at 5:30p.m. Members in person: Weihert and Kuhl. Remote: none. Absent: Haseleu. Others attended in person or remote: Treasurer Nelson; Mayor Quimby; Chief Sorenson; DPW Director Yerges; Fire Chief Butzine and Clerk Ritter.
- 2) NEW BUSINESS
 - a) Resolution 2025-26 Temporarily Exempting Lt Warner from the 80-comp max, vacation payout and overtime exemption through December 31, 2025 Motion [Weihert/Kuhl] VOICE VOTE: Motion carried.
- 3) ADJOURNMENT. MOTION: [Kuhl/Weihert] To adjourn. VOICE VOTE: Motion carried. Approximate time 5:39 pm.

Jeanne Ritter
Clerk/Deputy Treasurer

HEALTH INS-OPT OUT PROJECTION

CURRENT # OF OPT OUT - CITY

NUMBER

YRLY PREMIUM

11

\$140,019

HEALTH COVERAGE PAID BY CITY

NUMBER

YRLY PREMIUM

12

325,488

TOTAL CITY EXPENSE \$465,507 YRLY CURRENT

ESTIMATE OF 75% WILL MOVE TO CITY HEALTH PLAN W/ REDUCTION OF OPT OUT INCENTIVE

NEW OPT OUT ESTIMATE - AT 50% OF CURRENT-FAMILY AMT

3

\$21,404.00

HEALTH COVERAGE PAID BY CITY ESTIMATE

20

570,720

TOTAL CITY EXPENSE \$592,124 YRLY ESTIMATE

CITY CURRENTLY PAYS \$2378 FOR FAMILY/\$966 FOR SINGLE - 11 FAMILY AND 1 SINGLE UNDER HEALTH PLAN

OPT OUT CITY PAYS \$1189.12 AFTER YR 1 FOR FAMILY/\$483.09 AFTER YR 1 FOR SINGLE - 9 FAMILY AND 2 SINGLE UNDER OPT OUT

IF NUMBERS REMAINED THE SAME WITH 50% REDUCTION IN OPT OUT INCENTIVE

11

\$70,010

12

\$325,488

TOTAL CITY EXPENSE \$395,498 WITH NO CHANGE TO CURRENT ENROLLMENT(UNLIKELY)

OPT OUT INFORMATION
2022-2025

Opt Out Information: 2022		
First year 45%	Family	Single
Opt Out Monthly (45% of 88%)	740.53	301.81
Opt Out Annual	8,886.36	3,621.72
Opt Out Per Pay Period	341.78	139.3
Opt Out Monthly (50% of 88%)	822.81	335.34
Opt Out Annual	9,873.72	4,024.08
Opt Out Per Pay Period	379.76	154.77

Opt Out Information: 2023		
First year 45%	Family	Single
Opt Out Monthly (45% of 88%)	772.14	314.07
Opt Out Annual	9,265.68	3,768.84
Opt Out Per Pay Period	356.37	144.96
Opt Out Monthly (50% of 88%)	857.93	348.97
Opt Out Annual	10,295.16	4,187.64
Opt Out Per Pay Period	395.97	161.06

Opt Out Information: 2024		
First year 45%	Family	Single
Opt Out Monthly (45% of 88%)	841.86	342.65
Opt Out Annual	10,102.32	4,111.83
Opt Out Per Pay Period	388.55	158.15
Opt Out Monthly (50% of 88%)	935.41	380.73
Opt Out Annual	11,224.92	4,568.70
Opt Out Per Pay Period	431.73	175.72

Opt Out Information: 2025		
First year 45%	Family	Single
Opt Out Monthly (45% of 88%)	1,070.21	434.78
Opt Out Annual	12,842.52	5,217.32
Opt Out Per Pay Period	493.94	200.67
Opt Out Monthly (50% of 88%)	1,189.12	483.09
Opt Out Annual	14,269.44	5,797.02
Opt Out Per Pay Period	548.82	222.96

Community	Opt Out	Opt Out
City of Pittsville	Yes	Full-Time=\$300 per month; Majority-Time=230.78 per month
City of Viroqua	Yes	Single: \$112.50 per payperiod; Employee plus Child(ren): \$162.50 per payperiod; Employee plus spouse: \$175 per payperiod; Family: \$250 per payperiod
Village of Summit	Yes	\$4,200 Annually divided among paychecks as fringe benefit
Village of Bellevue	Yes	\$6,000 Annually
Village of Hobart	Yes	\$7,000 Annually
Village of Genoa City	Yes	\$2,500/year paid out once a month at 208.33 per month
Village of Campbellsport	Yes	\$250 per month
Village of Chenequa	Yes	\$2400 Annual Full-Time; \$1,200 Annual Part-Time.
Village of Turtle Lake	Yes	\$200 a month
Village of West Milwaukee	Yes	\$200 a month Single coverage and \$500 a month family.
City of White Water	Yes	\$400 per month; \$200 each check. 3rd payroll of the month is not included
Village of Siren	Yes	\$450 per month
City of New Holstein	Yes	19% of the amount the city would pay towards the premium
Village of Athens	Yes	851.56 per month
City of Hurley	Yes	\$500 per month
City of Waterloo	Yes	50% of premium paid by City
City of Waupaca	Yes	\$5,000 per month disbursed in 24 payments
City of Niagara	Yes	\$4,000 per year
Sherwood	No	
City of Durand	No	
Village of Marshall	Yes	26.3% of Premium paid by Village

2025 vs 2026 HEALTH INSURANCE PREMIUMS

2026 Projected Rates; 11% Increase

	Total Premium	Employer Share	Employee per month	Per Paycheck
Tier 1 (2025) SMP-Dean	\$2,999.82	\$2,639.84	\$359.98	\$166.14
Dean Health	\$3,114.48	\$2,639.84	\$474.64	\$237.32
GHC-SCW Neighbors	\$2,882.60	\$2,639.84	\$242.76	\$121.38
Quartz UW Health	\$2,653.21	\$2,639.84	\$13.37	\$6.69

	Total Premium	Employer Share	Employee per month	Per Paycheck
Tier 1 (2025) SMP-Dean	\$1,218.69	\$1,072.45	\$146.24	\$67.50
Dean Health	\$1,264.56	\$1,072.45	\$151.75	\$70.04
GHC-SCW Neighbors	\$1,006.70	\$1,072.45	\$0.00	\$0.00
Quartz UW Health	\$1,080.05	\$1,072.45	\$7.60	\$3.80

2025 Family and Single Rates

Family Rates (No Dental):

Provider	Total Monthly Premium	Employer Share	Employee Share
GHC-SCW Neighbors	\$2,596.94	\$2,378.24	\$218.70
Dean Health Insurance	\$2,805.84	\$2,378.24	\$427.60
MercyCare Health	\$2,449.08	\$2,378.24	\$70.84
Quartz UW Health	\$2,390.28	\$2,378.24	\$12.04
GHC-SCW Dane Choice	\$2,225.08	\$2,378.24	\$0.00
State Maintenance Plan (SMP)-Dean	\$2,702.54	\$2,378.24	\$324.30

Single Rates (No Dental):

Provider	Total Monthly Premium	Employer Share	Employee Share
GHC-SCW Neighbors	\$1,055.68	\$966.17	\$89.51
Dean Health Insurance	\$1,139.24	\$966.17	\$173.07
MercyCare Health	\$996.54	\$966.17	\$30.37
Quartz UW Health	\$973.02	\$966.17	\$6.85
GHC-SCW Dane Choice	\$906.94	\$966.17	\$0.00
State Maintenance Plan (SMP)-Dean	\$1,097.92	\$966.17	\$131.75



RE: Waterloo LIFEPAK LUCAS ProCare: update quote

From Barfknecht, Connor <connor.barfknecht@stryker.com>

Date Mon 2/24/2025 9:38 AM

To 2 lt <2lt@waterloowi.us>

Sounds great, thanks for the update. And yes – this service contract will cover the costs of all parts/labor/travel for any service calls during the life of the contract. It also includes battery coverage for your LP15's – so when they expire, they will be replaced under this contract. LUCAS batteries are not covered, reason being that these batteries were replaced in 2024 and they have a 4-year recommended service life. If they die early for whatever reason, we can get them replaced for you. You will also get annual preventative maintenance, where I will inspect all covered devices to ensure they are in peak working condition. Any replacements/updates/repairs found are covered by this service agreement. It is a great way to keep your devices working and looking like new.

If you have any other questions, feel free to let me know! Otherwise, once finance gets the approval, just send the signed quote over to me and I will send it in to be booked.

Thank you,

Connor Barfknecht

Stryker Medical

Field Service – South WI/North IL

C 608 622 2236

connor.barfknecht@stryker.com

From: 2 lt <2lt@waterloowi.us>

Sent: Monday, February 24, 2025 9:29 AM



3 Year Prevent

Quote Number: 11116889

Version: 1

Prepared For: WATERLOO FIRE DEPT

Attn:

Rep: Julie Schmitz

Email:

Phone Number:

GPO: EMS

Quote Date: 05/12/2025

Expiration Date: 06/11/2025

Contract Start: 05/31/2025

Contract End: 05/30/2028

Service Rep: Connor Barfknecht

Email:

Delivery Address

Name: WATERLOO FIRE DEPT

Account #: 20116809

Address: 900 INDUSTRIAL LN

WATERLOO

Wisconsin 53594-1285

Bill To Account

Name: WATERLOO FIRE DEPT

Account #: 20116809

Address: 900 INDUSTRIAL LN

WATERLOO

Wisconsin 53594-1285

ProCare Products:

#	Product	Description	Months	Qty	List Price	Discount %	Sell Price	Total
1.0	LIFEPK-FLD-PROCARE	PROCARE-SVC-LIFEPAK-FIELD-REPAIR ✓Parts, Labor, Travel ✓Preventative Maintenance ✓ Batteries Service	36	2	\$2,281.00	12.0%	\$6,021.84	\$12,043.68
2.0	LUCAS-FLD-PROCARE	PROCARE-SVC-LUCAS-FIELD-REPAIR ✓Parts, Labor, Travel ✓Preventative Maintenance ✓ Batteries Service	36	2	\$1,779.00	12.0%	\$4,696.56	\$9,393.12
3.0	POWERLOAD-PROCARE	PROCARE-SVC-POWER-LOAD ✓Parts, Labor, Travel ✓Preventative Maintenance ✓ Batteries Service	36	2	\$2,352.00	12.0%	\$6,209.28	\$12,418.56
4.0	POWERPRO-PROCARE	PROCARE-SVC-POWERPRO ✓Parts, Labor, Travel ✓Preventative Maintenance ✓ Batteries Service	36	1	\$1,656.00	12.0%	\$4,371.84	\$4,371.84
5.0	POWERPRO-PROCARE	PROCARE-SVC-POWERPRO ✓Parts, Labor, Travel ✓Preventative Maintenance ✓ Batteries Service	36	1	\$1,656.00	12.0%	\$4,371.84	\$4,371.84
6.0	STR-CHAIR-PROCARE	PROCARE-SVC-STAIR-CHAIR ✓Parts, Labor, Travel ✓Preventative Maintenance	36	1	\$316.00	12.0%	\$834.24	\$834.24
ProCare Annual Payment:								\$14,477.76



3 Year Prevent

Quote Number: 11116889

Version: 1

Prepared For: WATERLOO FIRE DEPT

Attn:

Rep: Julie Schmitz

Email:

Phone Number:

GPO: EMS

Quote Date: 05/12/2025

Expiration Date: 06/11/2025

Contract Start: 05/31/2025

Contract End: 05/30/2028

Service Rep: Connor Barfknecht

Email:

Price Totals:

Grand Total:

\$43,433.28

Authorized Customer Signer (Printed)

Date

Stryker Authorized Signature (Printed)

Date

Authorized Customer Signature

Date

Stryker Authorized Signature

Date

Purchase Order Number



3 Year Prevent

Quote Number: 11116889

Version: 1

Prepared For: WATERLOO FIRE DEPT

Attn:

Rep: Julie Schmitz

Email:

Phone Number:

GPO: EMS

Quote Date: 05/12/2025

Expiration Date: 06/11/2025

Contract Start: 05/31/2025

Contract End: 05/30/2028

Service Rep: Connor Barfknecht

Email:

Service Terms and Conditions:

The Terms and Conditions of this quote and any subsequent purchase order of the Customer are governed by the Terms and Conditions located at www.stryker.com/stnc. The terms and conditions referenced in the immediately preceding sentence do not apply where Customer and Stryker are parties to a Master Service Agreement. The terms and conditions referenced in the immediately preceding sentence do not apply where Customer and Stryker are parties to a written agreement governing the purchase/sale of goods and/or services.

Payment Schedule

Starting Balance: \$43,433.28

Date	Payment	Balance
05/31/2025	\$14,477.76	\$28,955.52
05/31/2026	\$14,477.76	\$14,477.76
05/31/2027	\$14,477.76	\$ -

Equipment Service Plan

Line Item #	Model	Serial #
1.0	PROCARE-SVC-LIFEPAK-FIELD-REPAIR	47385389
1.0	PROCARE-SVC-LIFEPAK-FIELD-REPAIR	47384966
2.0	PROCARE-SVC-LUCAS-FIELD-REPAIR	3520R838
2.0	PROCARE-SVC-LUCAS-FIELD-REPAIR	3520R433
3.0	PROCARE-SVC-POWER-LOAD	2111012400242
3.0	PROCARE-SVC-POWER-LOAD	2111012400241
4.0	PROCARE-SVC-POWERPRO	061239329
5.0	PROCARE-SVC-POWERPRO	140240045
6.0	PROCARE-SVC-STAIR-CHAIR	080441133

Purchase Order Form



Account Manager _____
Cell Phone _____

Purchase Order Date _____
Expected Delivery Date _____
Stryker Quote Number _____

Check box if Billing same as Shipping ☐

BILL TO		CUSTOMER #
Billing Account Num		
Company Name		
Contact or Department		
Street Address		
Add'l Address Line		
City, ST ZIP		
Phone		

SHIP TO		CUSTOMER #
Shipping Account Num		
Company Name		
Contact or Department		
Street Address		
Add'l Address Line		
City, ST ZIP		
Phone		

Authorized Customer Initials _____

Authorized Customer Initials _____

DESCRIPTION	QTY	TOTAL
REFERENCE QUOTE		

Accounts Payable Contact Information

Name _____
Email _____
Phone _____

Stryker Terms and Conditions
www.stryker.com/stnc

Authorized Customer Signature

Printed Name _____
Title _____
Signature _____
Date _____

Attachment Stryker Quote Number

*Sales or use taxes on domestic (USA) deliveries will be invoiced in addition to the price of the goods and services on the Stryker Quote.

Parks Coordinator Position Description

Class Title: Parks Coordinator
Department: Parks Department
Location: 136 N. Monroe Street
Updated: March 2025

GENERAL PURPOSE

The Parks Coordinator serves as a key liaison between the City of Waterloo and various public and private organizations. This position is responsible for planning, implementing, and managing recreational programs and events that address the social, educational, and wellness needs of the community. The Coordinator also oversees park maintenance operations and supervises staff, ensuring the proper upkeep of all municipal park facilities and grounds.

In addition to supervisory responsibilities, the Parks Coordinator functions as a working manager and is expected to physically assist with the maintenance, repair, and general care of parks and recreational facilities. This includes operating equipment, performing manual labor, and responding directly to maintenance needs alongside department staff. The position may also be temporarily assigned to assist other departments within the City at the discretion of the Mayor or their designee, particularly during high-demand periods or emergency situations.

SUPERVISION RECEIVED

Reports to the Mayor of the City of Waterloo.

SUPERVISION EXERCISED

Directly supervises Parks Department employees, seasonal staff, volunteers, and event bartenders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee day-to-day operations and long-term planning for the Parks Department.
- Coordinate a variety of recreational programs and services during weekdays, evenings, and weekends.
- Manage maintenance and repair projects for all park facilities and properties.
- Prepare and manage the department's annual budget; monitor expenditures to ensure cost-effective operations.
- Maintain equipment inventories and coordinate equipment replacement as needed.
- Keep accurate records and generate monthly and special reports.
- Recruit, train, supervise, and evaluate department staff, volunteers, and seasonal workers.
- Plan and execute large-scale city events, including managing fundraising efforts.
- Manage department purchasing and procure supplies for both administrative and program needs.
- Develop and distribute marketing materials including newsletters, flyers, and brochures.
- Promote department programs and special events through the city website and social media.
- Maintain current and accurate online calendars for all municipal parks.
- Foster community engagement by coordinating with local businesses and organizations.
- Manage contracts and facility usage with Waterloo Youth Sports, Waterloo School District, and other partners.
- Work with the Department of Public Works on facility and park maintenance coordination.
- Attend Parks Commission meetings, city council meetings, and other relevant gatherings.
- Stay current through training and maintain all required certifications.
- Assist with updating the Park Open Space Plan.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong organizational and multitasking skills, especially during emergencies or high-demand situations.
- Knowledge of park maintenance practices, equipment, and safety procedures.
- Proven leadership skills with the ability to evaluate and guide staff.
- Excellent communication and interpersonal skills to build positive relationships with coworkers and the public.
- Ability to support and assist Public Works as needed.
- Willingness to work in adverse weather and flexible hours as required.
- Capable of developing and achieving departmental goals and streamlining operations.
- Experience in preparing administrative and financial reports.
- Ability to analyze issues, develop solutions, and implement improvements.
- Competency in interpreting and applying local, state, and federal regulations.
- Skilled in bid and proposal processes.
- Commitment to safety compliance and staff training per OSHA and DSPS standards.
- Proficiency with Microsoft Office and standard software tools.

SPECIAL REQUIREMENTS

Must remain compliant with current Wisconsin laws regarding alcohol and raffle sales.

TOOLS AND EQUIPMENT USED

Heavy and light equipment for park maintenance; standard office tools including phones, radios, and computers.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed 50% in an office setting and 50% outdoors in park environments. Exposure to extreme weather conditions is expected.

Physical demands include the ability to sit or stand for long periods, occasionally lift and move moderate weight, and perform tasks that require bending, twisting, and reaching. Must be able to operate vehicles and equipment safely.

DISCLAIMER

This description outlines the representative duties of the position and does not include every task that may be assigned. The City of Waterloo reserves the right to change job duties as needed.

ACKNOWLEDGMENT

I acknowledge that I have reviewed the job description for the Parks Coordinator position and understand the responsibilities and expectations outlined.

Employee Signature

Date

Waterloo Harassment Policy

Introduction

The City Of Waterloo ("the city or City") is committed to maintaining an environment free from bullying and harassment, which can be a form of workplace discrimination. All employees have a right to work in an environment free from bullying or harassing conduct, including sexual harassment. The city requires that all employees (including contractors) refrain from bullying or harassing anyone, including coworkers, members of the public, vendors, and clients.

Policy Statement

1. This policy applies to all employees (including contractors) and to non-employees who bully or harass others on city time or property.
2. The city will not tolerate harassment of any kind. A confirmed complaint of harassment will result in disciplinary action, up to and including termination.
3. This policy will be distributed to all current employees and posted in a prominent location in the workplace. The policy will also be distributed to new employees during orientation.
4. Individuals that report bullying or harassment in good faith are protected from retaliation by the city or any employee. Retaliation includes but is not limited to employee discipline, discharge, further acts of discrimination, or other adverse actions when those acts are intended to punish an employee for reporting harassment, opposing discrimination, or filing or assisting with a complaint to local, state, or federal antidiscrimination agencies.
5. The city will promptly investigate complaints of bullying, harassment, or retaliation. Such investigations will be fair and impartial. All employees of the city are required to cooperate with investigations of workplace bullying, harassment, or retaliation. ***Do we need to point to reporting in handbook***

Definitions

Bullying is verbal or physical conduct that seeks to harm, intimidate, or coerce another person. Bullying is not necessarily based on a person's membership in a protected category like race, sex, age, or disability, among others.

Harassment is persistent and unwelcome conduct because of any of the bases protected by law (race, sex, age, disability, etc.). Harassment exists whenever:

- Submission to harassing conduct is made, either explicitly or implicitly, a term or condition of an individual's employment,
- Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.
- The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

Sexual harassment is one type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. Unwelcome verbal or physical conduct of a sexual nature includes the repeated making of unsolicited, inappropriate gestures or comments and the display of sexual materials not necessary for our work.

Recognizing Harassment

It is impossible to list every type of behavior that can be considered bullying or harassment in violation of this policy. In general, any conduct that could interfere with an individual's work performance or create a hostile work environment is forbidden. This is the case even if the offending employee did not mean to be offensive – employees must be sensitive to the feelings of others. Even mild offensive conduct can be considered bullying or harassment if someone has made it clear that it is unwelcome. Some examples include:

Verbal: Jokes, insults, and innuendoes; threats; degrading sexual remarks; whistling; cat calls; comments on a person's body or sex life; or pressures for sexual favors; participating in derogatory or insulting gossip.

Non-Verbal: Intimidating or confrontational body language; gestures, staring, touching, hugging, or patting; blocking a person's movement; standing too close; brushing against a person's body; display of sexually suggestive or degrading pictures; racist or other derogatory cartoons or drawings.

Employee Responsibilities

Employees who experience, witness or suspect bullying or harassing behavior must report the behavior to their direct supervisor, or to another supervisor or human resources if their direct supervisor is involved in the bullying or harassment. Employees that feel comfortable directly intervening in situations where they perceive bullying or harassment are encouraged to do so.

Supervisor Responsibilities

Supervisors and managers who receive a complaint of bullying or harassment, who observe such behavior, or suspect that such behavior is occurring have a duty to investigate the behavior and address it as necessary, or to report such suspected harassment to Clerk, or alternatively the Mayor of Waterloo.

In addition to being subject to discipline if they engage in harassing conduct, supervisors and department heads are subject to discipline for failing to report suspected harassment or otherwise knowingly allowing harassment to continue, or for engaging in retaliation or failing to report retaliatory acts.

Complaint and Investigation of Harassment

The City takes all reports of harassment seriously. The City will promptly and thoroughly investigate any complaint, information, or knowledge of harassment. The investigation will be as confidential as possible. All persons involved, including complainants, witnesses, and alleged perpetrators may be required to cooperate in an investigation, will receive fair and impartial treatment, and will not be subject to retaliation for information disclosed.

The City will take any interim actions necessary to protect complainants from further acts of bullying, harassment, or retaliation during the investigation. The City may review documents, interview employees, or take whatever investigatory steps it deems necessary to determine whether harassment occurred.

The City will notify the complainant of the outcome of the investigation, although the City may decline to reveal specific disciplinary actions taken where there are confidentiality issues with such disclosures.

External Remedies Available

Harassment because of a protected characteristic (race, sex, age, disability, etc.) is illegal under applicable local, state, and federal laws. Aside from the City's internal process, employees may choose to pursue legal remedies with appropriate governmental entities at any time, including:

[Wisconsin Equal Rights Division](#)

201 E Washington Ave

Room A100

Madison, WI 53703

608-266-6860

[Equal Employment Opportunity](#)

Reuss Federal Plaza

310 W Wisconsin Ave, Ste 500

Milwaukee, WI 53203-2292

800-669-4000

ARTICLE II – EMPLOYMENT

OPEN DOOR POLICY

The City encourages open communication between employees and management to promptly resolve issues that may arise. Employees are encouraged to discuss any questions or concerns related to their employment with their supervisor or any member of the City's management staff. Your supervisor may not be aware of a potential concern unless you specifically bring it to their attention.

AT-WILL EMPLOYMENT

Employment with the City is on an at-will basis, meaning the employment relationship may be terminated by the employee or the City at any time and for any reason not prohibited by law. Nothing in this handbook or any other personnel document alters the at-will employment status or creates contractual, due process, or property rights in employment with the City.

EQUAL EMPLOYMENT OPPORTUNITY

The City makes employment decisions based on merit, qualifications, and abilities, providing equal employment opportunities to all employees and job applicants without discrimination based on age, race, creed, color, disability, marital status, gender, sexual orientation, national origin, ancestry, arrest or conviction record, membership in the armed forces, or any other basis prohibited by law. The City will provide reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. This policy applies to all aspects of the employment process, including recruiting, hiring, transfer, promotion, training, compensation, benefits, discipline, and termination.

NON-DISCRIMINATION, HARASSMENT, BULLYING, AND RETALIATION

The City is committed to maintaining a professional work environment where all individuals are treated with respect and dignity, free from unlawful discrimination, harassment, bullying, and retaliation. Such conduct is strictly prohibited, and employees who violate this policy will face disciplinary action, up to and including immediate termination. This policy applies to all employees (including contractors) and non-employees who engage in prohibited conduct on City time or property.

A. Prohibition Against Harassment

Harassment is persistent and unwelcome conduct based on any characteristic protected by law, such as race, sex, age, disability, creed, color, marital status, gender, sexual

orientation, national origin, ancestry, arrest or conviction record, membership in the armed forces, or any other protected basis. Harassment exists when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for employment decisions; or
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

B. Prohibition Against Sexual Harassment

Sexual harassment, a form of discrimination illegal under federal, state, and some local laws, includes unwelcome sexual advances, requests for sexual favors, or other verbal, physical, or visual conduct of a sexual nature. Examples include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors;
- Sexual jokes, innuendo, or comments about an individual's body, sexual prowess, or deficiencies;
- Leering, catcalls, whistling, or touching;
- Insulting or obscene comments or gestures;
- Display or circulation of sexually suggestive or degrading objects, pictures, or materials (including via email);
- Repeated unsolicited, inappropriate gestures or comments.

Sexual harassment may involve individuals of the same or different genders and includes subtle or overt behaviors.

C. Prohibition Against Bullying

Bullying is verbal or physical conduct intended to harm, intimidate, or coerce another person, whether or not it is based on a protected characteristic. Examples include threats, intimidating body language, blocking movement, or participating in derogatory gossip. Bullying is prohibited even if it does not target a protected characteristic.

D. Recognizing Prohibited Conduct

Prohibited conduct, including harassment and bullying, may interfere with work performance or create a hostile work environment, even if the offender did not intend to offend. Employees must be sensitive to others' feelings, as even mild conduct can be considered harassment or bullying if it is unwelcome. Examples include:

- Verbal: Jokes, insults, innuendoes, threats, degrading remarks, or comments on a person's body or protected characteristics.
- Non-Verbal: Intimidating gestures, staring, inappropriate touching, hugging, patting, standing too close, or displaying offensive materials (e.g., racist cartoons or sexually suggestive images).

E. Complaint Procedure: Reporting Incidents

Employees who experience, witness, or suspect harassment, bullying, discrimination, or retaliation must immediately report the concern to their supervisor, another member of management, human resources, the City Clerk, or the Mayor of Waterloo, depending on whom they feel comfortable contacting. Early reporting is essential for prompt investigation and resolution. Employees who feel comfortable intervening directly in such situations are encouraged to do so. Reports will be investigated promptly, thoroughly, and as confidentially as possible, with fair and impartial treatment for all involved, including complainants, witnesses, and alleged perpetrators.

Supervisors and managers who receive complaints, observe, or suspect prohibited conduct must investigate or report it to the City Clerk or Mayor. Failure to report suspected conduct or knowingly allowing it to continue may result in disciplinary action.

The City may take interim actions to protect complainants during investigations, such as separating parties or reviewing documents. All employees are required to cooperate with investigations. Complainants will be notified of the investigation's outcome, though specific disciplinary actions may remain confidential due to privacy concerns.

F. Prohibition Against Retaliation

The City prohibits retaliation against any individual who, in good faith, reports or opposes discrimination, harassment, bullying, or retaliation, or participates in an investigation. Retaliation includes, but is not limited to, discipline, discharge, or further acts of discrimination intended to punish an individual for reporting or assisting with a complaint. Employees who engage in or fail to report retaliatory acts will face disciplinary action.

G. Supervisor Responsibilities

Supervisors are responsible for addressing and reporting suspected harassment, bullying, or retaliation. They will face discipline for engaging in prohibited conduct, failing to report suspected violations, knowingly allowing such conduct to continue, or engaging in or failing to report retaliation.

H. External Remedies

Harassment based on protected characteristics is illegal under federal, state, and local laws. Employees may pursue legal remedies through external agencies, including:

- Wisconsin Equal Rights Division
201 E Washington Ave, Room A100, Madison, WI 53703
Phone: 608-266-6860
- Equal Employment Opportunity Commission
Reuss Federal Plaza, 310 W Wisconsin Ave, Ste 500, Milwaukee, WI 53203-2292
Phone: 800-669-4000

I. Policy Distribution

This policy will be distributed to all current employees, posted prominently in the workplace, and provided to new employees during orientation.

City of Waterloo Finance, Insurance & Personnel Committee - - Annual Calendar

revised: 12/26/2024

- ☐ **Meeting night: 3rd Thursday of month at 6:00 pm**
- ☐ **Monthly recurring: review of disbursements, payroll, and treasurer's reports**

JANUARY
<input type="checkbox"/> Review of Department Heads as needed.
<input type="checkbox"/> Audit Prep
FEBRUARY
<input type="checkbox"/> Audit
MARCH
<input type="checkbox"/> Fee Schedule Review
APRIL
<input type="checkbox"/> § 53-12 Review of debt schedules & debt refunding opportunities.
<input type="checkbox"/> Audit Presentation third Thursday
MAY
<input type="checkbox"/> Addressing items raised in financial audit and Workman's Comp audit
<input type="checkbox"/> Resolution for carryover after audit is complete
JUNE
<input type="checkbox"/> Mayor's Budget start date; build Council consensus for budget policy objectives
<input type="checkbox"/> Tax Incremental Finance Districts, review.
<input type="checkbox"/>
JULY
<input type="checkbox"/> Meet with Dept. Heads on Budget Expectation & Concerns
<input type="checkbox"/>
AUGUST
<input type="checkbox"/> Budget deliberation.
SEPTEMBER
<input type="checkbox"/> § 53-14 Updating capital improvement plan.
<input type="checkbox"/> Budget deliberation.
OCTOBER
<input type="checkbox"/> Initial review of calendar year insurance renewal policies.
<input type="checkbox"/> Final Committee budget recommendation to full City Council.
NOVEMBER
<input type="checkbox"/> Final review of calendar year insurance renewal policies.
DECEMBER
<input type="checkbox"/> <u>Review and recommend Current Budget Amendment #2 (July – Dec.)</u>