



136 North Monroe Street
Waterloo, WI 53594
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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: November 20, 2025
TIME: 6pm
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES: October 16, 2025
- 3) CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit)
- 4) OLD BUSINESS
- 5) NEW BUSINESS
 - a) October 2025 Financial Statements: Payroll \$151,540.48, General Disbursements \$1,755,202.57 and Clerk/Treasurer's Reports [\[see on municipal website\]](#)
 - b) Review and Recommend to Council 2026 Insurance Renewal. League of Municipalities Mutual Insurance.
 - c) 2026 Budget Updates
 - d) Review Budget Narrative
 - e) Resolution 2025-50 Resolution Approving the 2026 City of Waterloo Budget
 - f) Police Department – Hiring new Officer
 - g) Resolution 2025-54 Police Department- Hiring Bonus for 2026 Police Hires
 - h) Discussion on Tax Roll -Mobile Homes for 2024
 - i) Resolution 2025-56 Fire Dept Bay Doors Quote
 - j) Resolution 2025-53 Updating the City of Waterloo's Fee Schedule
 - k) Update Ordinance 340-2 Water & Light Utility Commission D. (7)
 - l) Administrative Assistant Job Posting
 - m) Fire/EMS Department By-Laws
- 6) ROLLING TASK LIST
- 7) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 8) ADJOURNMENT

Jeanne Ritter
Clerk/ Deputy Treasurer

Committee Members: Haseleu, Weihert and Kuhl

Posted, Emailed & Distributed: 11/14/2025.

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.

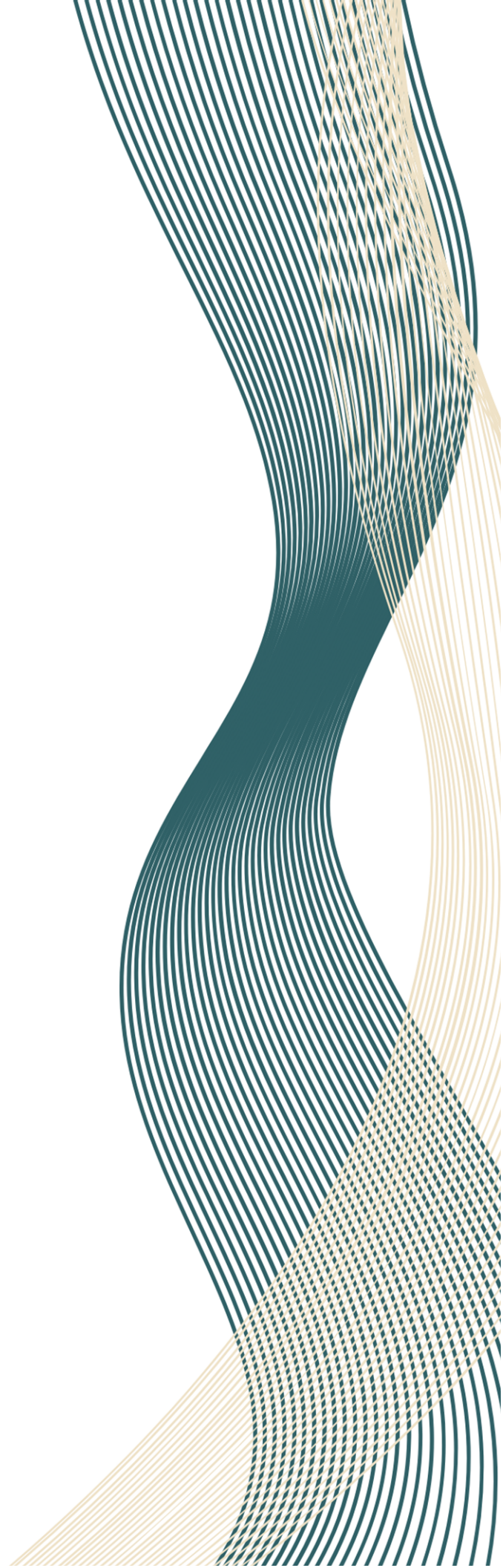
CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
October 16, 2025

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. Absent: none. Others attending in person: Mayor Quimby; Police Chief D. Sorenson; Lt. Warner; Alderperson Thomas; DPW Director Yerges; Librarian Mountford; Fire Chief Butzine; Parks Haberkorn; Treasurer Nelson; Clerk Ritter, and WLOO Cable.
2. APPROVAL OF MEETING MINUTES: September 18, 2025, September 22, 2025 and October 2, 2025. Motion [Haseleu/Weihert] VOICE VOTE: Motion carried.
3. PUBLIC COMMENT (3 Minute Time Limit) none
4. OLD BUSINESS
5. NEW BUSINESS
 - a. September 2025 Financial Statements: Payroll \$104,496.28, General Disbursements \$104,423.29 and Clerk/Treasurer's Reports [\[see on municipal website\]](#) Motion[Weihert/Haseleu] VOICE VOTE: Motion carried.
 - b. On-Call Pay for DPW. Motion [Weihert/Haseleu] Finance approves. Send back to Public Works then Council VOICE VOTE: Motion carried.
 - c. 2025-49 Borrowing Resolution
Motion to move 5 c. to after 6 a. [Weihert/Kuhl] VOICE VOTE: Motion carried.
6. 2026 BUDGET
 - a. General Discussion
 - i. Motion to Levy the whole amount \$103,900. [Kuhl/Weihert] VOICE VOTE: Motion carried.
 - ii. Motion to remove \$2,341. From Parks Maintenance Fund to balance the budget. VOICE VOTE: [Kuhl/Weihert] Motion carried.
 - b. 2025-49 Borrowing Resolution – Motion to approve [Weihert/Haseleu] VOICE VOTE: Motion carried.
7. ROLLING TASK LIST
8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
9. ADJOURNMENT. MOTION: [Weihert/Kuhl] To adjourn. VOICE VOTE: Motion carried. Approximate time 6:40 pm.

Jeanne Ritter
Clerk/Deputy Treasurer

City of Waterloo

1/1/2026 – 1/1/2027

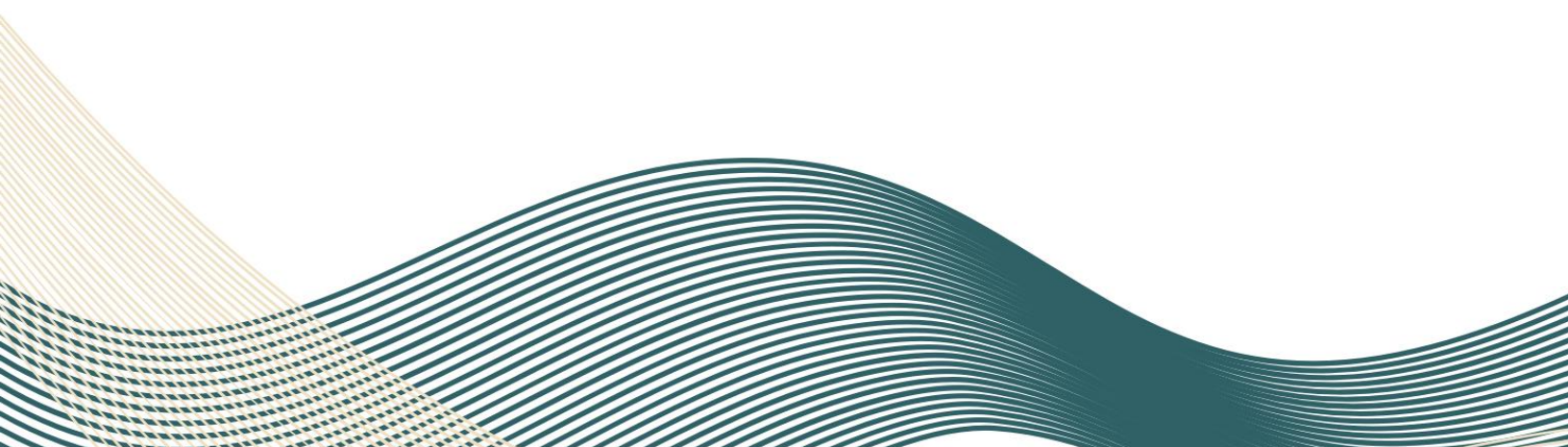


The LWMMI



**Protection for League Members and the
communities they call home.
That is our business and we do it well**

Created in 1984 and governed by a board of your peers, League Insurance insures more than 500 cities, villages and special districts. We are 100% member owned and our financial security, broad coverages and customized services are specifically designed to serve Wisconsin municipalities.



- 1 Premium Comparison
- 2 Proposal
- 3 Property
- 4 Crime
- 5 Cyber Liability
- 6 Premier Services

Insured Name: City of Waterloo Paul Lessilla / Jacob McQuestion Effective: 1/1/2026		Premium Comparison			
Company	Prior Year	Current Year - By Companies Quoting			
Year	<u>LWMMI</u>	<u>LWMMI</u>			
Coverages	2025	2026	Difference		
General Liability	\$10,617.00	\$11,062.00	\$445.00	4.2%	
Police Prof Liability	\$4,902.00	\$7,087.00	\$2,185.00	44.6%	
Public Officials Liability	\$15,408.00	\$16,053.00	\$645.00	4.2%	
Auto Liability	\$7,315.00	\$7,683.00	\$368.00	5.0%	
Auto Physical Damage	\$26,143.00	\$25,272.00	-\$871.00	-3.3%	
Crime	\$777.00	\$783.00	\$6.00	0.8%	
Cyber	\$4,456.00	\$5,338.00	\$882.00	19.8%	
Package Total	\$69,618.00	\$73,278.00	\$3,660.00	5.3%	
Property	\$40,073.00 <i>MPIC</i>	\$41,825.00 <i>MPIC</i>	\$1,752.00	4.4%	
Other Coverages Subtotal	\$40,073.00	\$41,825.00	\$1,752.00	4.4%	
Workers Compensation	\$37,700.00	\$38,678.00	\$978.00	2.6%	
Estimated Premium	\$147,391.00	\$153,781.00	\$6,390.00	4.3%	
Exposure changes					
	<u>2025</u>	<u>2026</u>	<u>Difference</u>		
Package Changes					
Total Payroll	\$2,548,903	\$2,682,244	133,341	5.2%	
# of Full Time Police Officers	6	8.5	3	41.7%	
Number of Vehicle	33	34	1	3.0%	
Population	3,644	3,644	0	0.0%	
APD - Total Value Covered	\$3,276,999	\$3,108,910	(168,089)	-5.1%	
APD - Total Number of Vehicles	33	34	1	3.0%	
Number of Employees	45.75	47	1	2.2%	
Property (See Additional Page) Property premium does not include builders risk project - \$15,856 total.					
Work Comp (See additional page)					

Insured Name: City of Waterloo		Workers' Compensation Comparison									
Effective: 1/1/2026											
Code	Classification	2025 Payroll Exposure	2025 Rate	2025 Premium	2026 Payroll Exposure	2026 Rate	2026 Premium	Exposure Difference	Rate Difference	% Rate Difference	Premium Difference
7520	Waterworks Operation	63,865	2.83	1,807	76,244	2.59	1,975	12,379	-0.24	-8.5%	168
7539	Electric Power	431,834	1.24	5,355	584,372	1.19	6,954	152,538	-0.05	-4.0%	1,599
7704	Fire Dept Non-Volunteer	178,095	3.07	5,468	242,448	3.19	7,734	64,353	0.12	3.9%	2,266
7709	Fire Department - Volunteer	4,810	0.00	2,601	0	0.00	0		0.00	0.0%	(2,601)
7710	Civil Defense Workers	19,574	2.87	562	19,574	2.73	534	0	-0.14	-4.9%	(28)
7720	Police Officers	604,235	2.32	14,018	655,431	2.14	14,026	51,196	-0.18	-7.8%	8
8810	Clerical Office	596,500	0.16	954	626,776	0.16	1,003	30,276	0.00	0.0%	49
9412	Municipal Operations-Cty/Town	654,800	2.53	16,566	654,800	2.50	16,370	0	-0.03	-1.2%	(196)
Totals		2,553,713		47,331	2,859,645		48,596	310,742			1,265
Experience Mod			0.85	(7,100)		0.85	(7,289)		0.00		(189)
Premium Discount			6.80%	(2,751)		6.90%	(2,849)		0.10%		(98)
Expense Constant				220			220				0
Terrorism Coverage			0.00	0		0.00	0				0
Total Premium				\$37,700			\$38,678				\$978

Insured Name: City of Waterloo	Property Comparison			
Effective: 1/1/2026				
	Prior Year MPIC 2025	Current Year MPIC 2026	Difference	
Building, BPP, PITO				
Premium	\$34,320.00	\$37,208.00	\$2,888.00	8%
Coverage Limit	62,393,270	63,565,644	\$1,172,374.00	2%
Rate	\$0.0550	\$0.0585	\$0.00	6%
Deductible	\$10,000.00	\$10,000.00	\$0.00	0%
Contractor's Equipment Over \$25K				
Premium	\$2,146.00	\$2,246.00	\$100.00	5%
Coverage Limit	975,343	1,020,997	\$45,654.00	5%
Rate	\$0.22	\$0.22	\$0.00	0%
Deductible	\$1,000.00	\$1,000.00	\$0.00	0%
Contractor's Equipment under \$25K				
No Charge	\$0.00	\$0.00	\$0.00	0%
Coverage Limit	504,862	509,913	\$5,051.00	1%
Deductible	\$1,000.00	\$1,000.00	\$0.00	0%
Manuscript Endorsement				
Premium	-\$3,574.00	-\$5,069.00	-\$1,495.00	42%
Pedestrian Bridges				
Premium	\$283.00	\$289.00	\$6.00	2%
Coverage Limit	493,999	503,879	\$9,880.00	2%
Rate	\$0.0573	\$0.0574	\$0.00	0%
Deductible	\$10,000.00	\$10,000.00	\$0.00	0%
Equipment Breakdown				
Premium	\$6,898.00	\$7,151.00	\$253.00	4%
Coverage Limit	63,427,056	63,565,644	\$138,588.00	0%
Rate	\$0.0109	\$0.0112	\$0.00	3%
Deductible	\$1,000.00	\$10,000.00	\$9,000.00	900%
Property Total	\$40,073.00	\$41,825.00	\$1,752.00	4%
Manuscript Endorsements: Credit applies for total exclusion of concrete				



Proposal

LEAGUE INSURANCE – COVERAGE HIGHLIGHTS

COVERAGE PROVIDED FOR:

- Elected/Appointed Officials
- Commissions
- Departments
- Employees
- Mutual Aid Assistance
- Volunteers

COMPREHENSIVE COVERAGE INCLUDES:

- Auto Liability
- Auto Physical Damage
- Crime
- Cyber Liability
- Employee Benefits Liability
- Employment Practices Liability
- General Liability
- Law Enforcement
- Public Officials
- Self-Insured Retention Workers' Compensation
- Workers' Compensation

ADDITIONAL COVERAGE ENHANCEMENTS

Liability:

- Airports
- Back Wages in Employment Claims
- Breach of Contract
- Care, Custody, & Control
- Communicable Disease
- Contractual Liability
- Cyber
- Damages to Rented Premises
- Dams
- Defense Costs in Addition to Limit
- Discrimination
- Drones
- EEOC actions
- Failure to Supply
- Land Use, Permits, & Zoning Claims
- Medical Payments
- No Fault Sewer Backup Optional Coverage
- Non-monetary Claims
- Occurrence Based
- Pollution
- Sexual Harassment/Abuse Coverage
- Special Events Included
- Tax Assessment Claims
- Volunteers
- Watercraft
- Wrongful Termination

Auto:

- Automatic New Auto Coverage
- Autos of Others in Your Care, Custody, or Control
- Commandeered Autos
- Hired Auto Physical Damage
- Hired/Non-owned
- Lease Gap
- Personal Auto Physical Damage Deductible Reimbursement
- Temporary Transportation Expense
- Towing Expense
- Uninsured/Underinsured

PREMIER SERVICES – CUSTOMIZED FOR YOU

HUMAN RESOURCES ASSISTANCE

League Insurance has partnered with *Stafford Rosenbaum LLP* to provide the following human resources services:

- HR Hotline – phone assistance with HR-related issues.
- Talent Management – support with recruitment, hiring, background screening, onboarding, performance management, coaching, feedback, disciplinary counseling, termination management, and organizational and staff development.
- Employment Law Compliance – WI and Federal Fair Employment, wage & hour, safety, FMLA, I-9 Employment Verification, and more.
- Documents – development/review of job descriptions, **handbooks, policies, procedures**, and forms customized for the municipality.
- Compliance and HR practices assessments and development of remedial plans.
- Workplace Training – related to compliance and HR-related topics for supervisors and/or employees.
- Workplace investigations.
- Sample handbooks, toolkits addressing various HR subjects and best practices, and online harassment and discrimination training webinars.

EMPLOYEE SAFETY & RISK MANAGEMENT

With loss control resources provided by United Heartland, we can analyze loss trends and municipal operations to **customize a safety program for your community**. Included are comprehensive safety manuals, job site analysis, newsletters, webinars, and information on many topics including:

- Confined Space
- Excavating/Trenching
- Hearing Conservation
- Ladder Safety/Fall Protection
- Lawn Care/Mowers/Trimming/Landscaping
- Lockout Tagout/Electrical Arc Flash
- Motor Vehicle & Construction Equipment Safety
- Outside Contractor Qualification
- Power Platforms/Aerial Lifts
- Respiratory Protection
- Rigging/Slings/Hoists
- Tools – Hand Tools/Power Tools
- Tree Trimming/Chainsaw & Chipper Safety
- Water Hazards – Pools, Ponds, Lakes
- Welding, Cutting, or Brazing
- Work Zone Safety/Traffic Control

LEAGUE INSURANCE UNIVERSITY

League Insurance has partnered with *Lexipol* to provide self-paced online courses *written specifically* for local government and public safety professionals. Courses are available on demand from any computer or mobile device with internet access, 24/7.

- League Insurance University offers all employees access to over **200 online training topics** including HR & Management, Safety, Public Works, Law Enforcement, and much more.
- For Water and Wastewater, League Insurance University courses can be used to fulfill annual training hours requirements. Wastewater professionals will simply need to submit their certificate of course completion directly to the DNR for training approval.
- For law enforcement, League Insurance Police University can be used to fulfill 8 of the 24 hours of annual training requirements with Department level approval.

CYBER UNIVERSITY

League Insurance is partnered with leading cyber insurance provider, *Tokio Marine HCC*. With cyber liability coverage from League Insurance, you have **access to state-of-the-art cyber coverage and resources** including:

- Training courses on many topics including ransomware, phishing emails, network security, and more.
- Sample policies and procedures for best practices and breach response plans.
- Cyber security advisors for technical information and scenario planning.

LAW ENFORCEMENT POLICIES/PROCEDURES ASSISTANCE

League Insurance members are **eligible to receive reimbursement** for updating law enforcement and fire department manuals through an accredited policy manual service provider, as well as reimbursement for law enforcement accreditation.

REBOUND RETURN TO WORK PROGRAM

League Insurance has contracted with *Rebound*, a company which specializes in rehabilitation of injured municipal employees. The program gets your employees seen by top specialists quickly, and with better outcomes. This helps employees recover and saves departments money. Under the *Rebound* program, members are **100% reimbursed** by League Insurance for Rebound expenses incurred.

NURSE TRIAGE & TELEHEALTH

League Insurance is partnered with *CorVel* to provide nurse triage and telehealth services. CorVel's proactive healthcare solution offers injured workers the following medical services:

- Nurse Triage – **24-7 access to registered nurse hotline** to evaluate injuries to determine immediate medical needs.
 - Telehealth – Provides immediate referral to medical physicians when needed via computer, tablet, or phone.
-

YOUR LEAGUE INSURANCE TEAM

LEAGUE INSURANCE

316 W. Washington Avenue
Suite 600
Madison, WI 53703
(608) 833-9595

Matt Becker
Chief Executive Officer
matt@lwmmi.org

Emily Eagon
Director of Training and Member Services
EEagon@lwm-info.org

Craig Sherven
Public Safety Specialist
csherven@lwmmi.org

R & R INSURANCE SERVICES

N14 W23900 Stone Ridge Drive
Waukesha, WI 53188

Paul Lessila
paul.lessila@rrins.com
(262) 502-3823

WORKERS COMPENSATION CLAIMS ADMINISTATOR

United Heartland
PO Box 3026
Milwaukee, WI 53201-3026
(800) 258-2667

Denise Kawczynski
Senior Claims Representative
denise.kawczynski@unitedheartland.com
(262) 787-7646

LIABILITY CLAIMS ADMINISTRATOR

Statewide Services, Inc.
PO Box 5555
Madison, WI 53705
(800) 858-1536

Dan Lowndes
Managing Attorney
dlowndes@statewidesvcs.com
(608) 828-5687

League Insurance Quote Summary

Policy Effective Date: 1/1/2026

Proposal Number: 13317

Insured Name: Waterloo, City of

Contact Name: Lana Nelson

Contact Phone:

Contact Email: lnelson@waterloowi.us

Agency: R & R Insurance Services

Agent Name: Lessila, Paul

Agent Email: paul.lessila@rrins.com

Agent Phone: (262) 502-3823

PREMIUM:

	Expiring Policy			Renewal		
	Deductible	Limit	Premium	Deductible	Limit	Premium
General Liability	0	5,000,000	10,617	0	5,000,000	11,062
Police Professional Liability	2,500	5,000,000	4,902	2,500	5,000,000	7,087
Public Official Liability	2,500	5,000,000	15,408	2,500	5,000,000	16,053
Auto Liability	0	5,000,000	7,315	0	5,000,000	7,683
Auto Physical Damage	N/A	N/A	26,143			25,272
Airport	N/A	N/A	0	N/A	N/A	0
Dam	N/A	N/A	0	N/A	N/A	0
No Fault Sewer						
Railroad	N/A	N/A	0	N/A	N/A	0
UM & UIM Higher Limit	N/A	25,000/50,000	0	N/A	25,000/50,000	0
Crime & Bonds	1,000	1,000,000	777	1,000	1,000,000	783
Cyber	2,500	1,000,000	4,456	2,500	1,000,000	5,338
Total Premium			69,618.00			73,278.00

EXPOSURES AND LIMITS:

Base Exposures:	Expiring	Renewal
Total Payroll	2,548,903	2,682,244
Number for FTE Police	6.00	8.50
Number of Vehicles (Auto Liability)	33	34
Population	3,644	3,644
APD – Total Value	3,276,999	3,108,910
APD – Total Number of Vehicles	33	34
Number of Employees	45.75	46.75
Supplemental Exposures:		
UM & UIM limit	\$25K Per Person / \$50k Occurrence	\$25K Per Person / \$50k Occurrence
Cyber Limit	1,000,000	1,000,000
Operating Expenditures (Cyber)	9,159,282	11,273,233
Number of Dams		
Number of Railroads	N/A	N/A
Airport Coverage	No	No
Airport Refueling	N/A	N/A
Population Base for No Fault Sewer Coverage	3,644	3,644

ADDITIONAL INSURED:

Name	Reason
City of Waterloo Water and Light Commission (FEIN 39-6006401)	

CITY OF
WATERLOO, WISCONSIN
2026 MUNICIPAL BUDGET
DELIBERATIONS

**Finance, Insurance &
Personnel Committee
Recommended Budget
-- Narrative --**

Lana Nelson, Treasurer

November 17, 2025

BUDGET DELIBERATION PROCESS

On August 5, 2025 , Mayor Quimby issued budget parameters for the process:

CAPITAL PLAN SUBMITTAL DUE DATE. Department Heads are to submit a capital plan for at least the 2026-2030 period on or before August 20, 2025 (more out-years are welcomed). The plan consists of revisions to the existing plan. Capital expenditure will be the primary early focus of the budget process.

COMPLETE BUDGET SUBMITTAL DUE DATE. All Department Heads are to submit a complete 2026 budget submittal on or before August 30, 2025, to the Clerk/Treasurer's Office using the miViewPoint budgeting tool and other means provided.

GENERAL FUND BUDGET PARAMETERS. For the Clerk/Treasurer's Office, Mayor Office, Police Department, Public Works Department -- and other parts of the General Fund -- 2026 operational budget submittals are to be at, or below, the 2025 expenditure figure. NOTE: Expense for wages & benefits are excluded from the above calculation.

PROPERTY TAX LEVY TARGET. The 2026 municipal property tax levy target is: \$2,354,448. This figure is slightly higher than the 2025 tax levy.

WAGE RATE. The Waterloo Police Department wages under the union contract for 2026 as follows:

1/1/2026 3.5%

8/1/2026 1.0%

The 2026 wages for non-represented employees were based per department and ranged from 2.5% to 4.5%.

GAS FUEL RATE FOR BUDGETING. The estimate of \$4.00 per gallon is to be used when calculating fuel purchase expenditures.

CONTRACTUAL OBLIGATIONS. Budget for contract items per the terms of the respective contract.

HEALTH INSURANCE BENEFIT. Submit budgets for health insurance benefits at the current year levels. Projected increases will be established as part of the overall deliberations.

The Finance, Insurance & Personnel Committee members (Alders Haseleu, Kuhl and Weihert) met in public session on August 21st, September 3rd, September 4, September 15th, September 16th, September 22nd, October 2nd, October 6th, October 13th, October 16th, and October 20th It reviewed department submittals, had a dialogue with department heads and received citizen input.

On October 20, 2025, the Committee is scheduled to recommend a 2026 budget for City Council consideration. A budget summary has been scheduled for publication in the official newspaper, the Courier, on October 30, 2025.

A public hearing is scheduled for November 20, 2025, at 7:00 pm in the Council Chambers. Council consideration will take place the same night. After a budget is approved, property tax bills will be prepared and mailed by mid-December.

MUNICIPAL FUNDS DESCRIBED

The General Fund (Fund 100) accounts for the bulk of municipal operations including legislative and general government, elections, property assessment, police administration & police patrol, building & zoning inspections & permit issuance, civil defense, public works and planning.

The General Fund along with the funds listed below represent the Governmental Funds maintained by the City of Waterloo.

Separate stand-alone funds exist to account for the specific revenues and expenditures of the following:

- 200 - CATV/WLOO Cable TV Stations. Charter cable television stations channels 991 and 992.
- 220 – Waterloo Fire and Rescue Department Fund. Includes both operations and capital considerations for Waterloo Fire and Emergency Medical Services. The department serves the City of Waterloo and all, or a portion, of the Town of Waterloo, Town of Portland, Town of Shields and Town of Milford.
- 225 – Parks Department Fund. Includes all revenues & expenses for municipal parks, along with capital expenditure for parks.
- 300 – Debt Service Fund. Municipal debt excluding debt incurred by Waterloo Utilities.
- 400 – Capital Fund. Includes capital projects and equipment purchases for the departments in the General Fund.
- 402 – Special Assessment Fund. Maintains and tracks revenues and expenditures resulting from special assessment projects (typically sidewalk or other public infrastructure) approved by the City Council. Additionally, municipal loans to property owners for private lead service replacements are recorded and tracked in this fund
- 412, 413, 414, 415 – Tax Incremental Districts 2-5. These four funds maintain and track all new revenue (tax increment) and allowable expenditures for geographically distinct tax incremental finance districts created by the City Council. Each district has a statutory lifespan of between 15 and 22 years.
- 600 – Community Development Authority. The Waterloo Community Development Authority (CDA) is charged with economic development functions. This fund receives revenue from the rental of the Maunesh Business Center at 117 East Madison Street. Rental revenue is meant to cover recurring operational expenditure. The Waterloo City Band and the Waterloo-Marshall Food Pantry use the facility. No revenue is collected from the band or food pantry.
- 812 – Library Fund. Dedicated to the operations and facility care of the Karl Junginger Memorial Library.

Three City of Waterloo funds not covered here operate under the auspices of Waterloo Utilities (water, sewer and electric) represent the Proprietary Funds maintained by the City of Waterloo.

- Waterloo Utilities. The public utility owned by the City of Waterloo provides water, sewer and electric service within the City of Waterloo and water & sewer service to a portion of the Town of Portland. As part of its financial responsibilities, Waterloo Utilities maintains three separate funds to account for each of these services.

REVENUE HIGHLIGHTS

Allocation State Computer Aid. \$166,250 in State Computer Aid is allocated to the Parks Department and \$271,532 is allocated to the Capital Fund.

Municipal Vehicle Registration Fee. On August 21, 2025, the City Council voted to continue a \$15 per vehicle registration fee collected as part of the Wisconsin Department of Transportation vehicle registration process. The fee will generate an estimated \$47,000 annually which by state law would be dedicated to improvements in transportation.

Municipal Borrowing. The budget for 2026 will call for borrowing due to upcoming road projects.

State Aids.

- Shared Revenue is slated to increase from \$449,157 to \$462,783.
- Supplemental Shared Revenue Aid increased from \$93,000 to \$96,163
- General Transportation Aid decreased from \$290,591 to \$276,069.
- DNR Recycling Aid is projected to increase from \$12,397 to \$12,400.
- LRIP Grant for \$19,825

EXPENDITURE HIGHLIGHTS

Police Department Staffing. The 2026 budget has allocated wages of a 4.5% increase for Police Administration staff that include the Police Chief, Lieutenant and Administrative Assistant. All other Police staff are covered by the collective bargaining agreement.

Employee Wages. The Finance, Insurance & Personnel Committee recommends the following:

- Wage increases for non-represented employees except for the Police Administration, Park Bartenders and Election Officials will receive a 2.5% increase in 2026.
- Employees covered under the collective bargaining agreement (Police Patrol Officers) will receive a 3.5% raise on 01/01/2026 and 1.0% on 08/01/26.

Employee Benefits.

The City offers employees a health insurance benefit program administered through the State of Wisconsin Department of Employee Trust Funds. The employer pays 88% of the average premium costs of qualified Tier 1 health plans within Jefferson County. In 2026, the City of Waterloo approved a plan change to the high-deductible plan through ETF. The City of Waterloo approved the offering of a HRA plan for all full-time employees covered under the city health plan. Employees that are covered under the family plan will receive \$3400 and employees under the single plan will receive \$1700 to cover the standard deductible.

Liability Insurance, Property Insurance and Worker's Compensation Insurance. Amounts vary across departments but in the aggregate insurance premiums for liability, property and worker compensation are

not expected to increase. The arrival of new assets such as the new Fire Department Truck is an example of an anticipated increase.

Economic Development.

\$15,766 (25%) of the City Clerk's salary is an expense for Tax Incremental District No. 2.

ADDITIONAL HIGHLIGHTS – BY FUND AND DEPARTMENTS

CATV (200). Revenues are \$49,323 for the 2026 budget year and expenses of \$47,280.

Waterloo Fire and Rescue Department (220). The revenue tax share from each of the municipalities served (City of Waterloo, Town of Waterloo, Town of Portland, Town of Milford and Town of Shields) The distribution of the respective shares changed due to changes in the equalized value of property. For the 2026 budget the City of Waterloo tax share increased from \$291,231 to \$297,556 For the 2026 budget, each municipality serviced by the Waterloo Fire and Rescue Department agreed to pay 50% of their portion due to help fund 2026 capital improvements. The amount was based on the same equalized value calculation used for the townships tax share and the City of Waterloo agreed to accept 50% of the full amount for 2026. A committee will be formed in 2026 with a representative from each township to develop a plan for future shared capital expense calculation for the municipalities serviced by the City of Waterloo.

The department has four full-time employees. We are currently in union negotiations with IAFF Local 877.

Parks Department – Fund (225). Proposed revenue increased from \$391,057 to \$394,277 from the prior year. Expenditures are expected to decrease from the budgeted \$396,838 to \$394,247. The Parks Facility Maintenance budget was increased from \$15,000 in 2025 to \$30,052 for 2026.

The department has a full-time Parks Coordinator, three part-time seasonal groundskeepers and seasonal bartenders.

Debt Service (300). Governmental fund debt service (non-Utility) is budgeted to pay principal of and interest of \$557,778. Revenue is transferred from tax incremental finance districts to this fund to specifically cover debt service incurred by the respective Districts. Taxes are levied to specifically cover debt service for capital projects. In 2025, Finance and Personnel approved that the debt for capital projects be adjusted to be paid from general property taxes rather than from capital improvements revenue base.

Capital Projects (400). The proposed budget allocates \$271,532 of State Computer Aid. All General Transportation Aid, \$276,069 and Wheel Tax, \$47,000 are also dedicated to current and future capital projects.

Seal Coating projected expenses is \$60,000 for 2026.

See the 5 Year Capital Plan (2026-2030) for current and future year department plans.

Special Assessment Fund (402). This fund tracks special assessments and lead loan program loans. No new special assessments are anticipated.

Tax Incremental District #2 (412). Revenue of \$19,700 is made up primarily of tax increment and fees paid in lieu of taxes from 575 West Madison Street. Top expenditures payments are 25% of the City Clerks wages of \$15,766 and Economic Development at an estimated \$6,000. Starting from 2026 to 2033, payments will be due to Hawthorn & Stone per the developers' agreement. The amounts will vary and are based on the general property taxes.

Tax Incremental District #3 (413). \$111,959 in revenue and \$126,005 in expense are projected, adding a net deficit of \$14,046. Expenditure is for debt service.

Tax Incremental District #4 (414). \$30,015 in Revenue and \$1,650 of Expenses.

Tax Incremental District #5 (415). \$29,372 in Revenue and \$2,500 of Expenses.

Community Development Authority District (600). Projected revenue consists of tax levy and building rental fees. Expenditures are focused on the operation of the Mauneshia Business Center at 117 East Madison.

Library Fund (812). The municipal contribution to this fund remained at 208,000 for 2026. This fund does not expect a deficit for 2026. The full-time received a 4% pay increase for 2026.

DISCLAIMER

The full budget detail associated summaries, and this narrative represents the full budget resolution going before the City Council for consideration. All documents are posted on the municipal website (www.waterloowi.us).



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

RESOLUTION #2025-50

ADOPTING AN ANNUAL BUDGET AND APPROPRIATING THE NECESSARY FUNDS FOR THE OPERATION OF THE CITY OF WATERLOO, WISCONSIN, FOR THE YEAR 2026

WHEREAS, it is necessary for the City of Waterloo to levy taxes and appropriate monies for expenditures.

BE IT RESOLVED that the following narrative, summary documents and detail documents are recommended by the Finance, Insurance & Personnel Committee and represent the entirety of the recommended 2026 budget for the City of Waterloo.

NOW, THEREFORE BE IT FURTHER RESOLVED, by the Common Council of the City of Waterloo that the Common Council adopts the proposed budget as submitted in summary and detail and hereby levies a tax of \$2,354,448 (with an additional levy amount for Tax Incremental District 2, 3, 4 & 5) generated by DOR formula) for necessary purposes within the City of Waterloo for expenditures by the City of Waterloo for 2026. The said levy being distributed across governmental funds is as follows:

FUND DESCRIPTION		Levy
100	General	\$1,206,638
200	Cable TV	-
220	Fire & EMS	\$297,556
225	Parks	\$129,173
300	Debt Service	\$510,961
400	Capital	-
402	Special Assessment	-
600	Community Development	\$2,120
812	Library	\$208,000
Non-TID Total		\$2,354,448

Passed and adopted this 20th day of November 2025.

City of Waterloo

Jenifer Quimby, Mayor

Attest:

Jeanne M Ritter, Clerk/Deputy Treasurer

SPONSOR(S) – Finance Insurance & Personnel Committee with a proposed amendment submitted by the Clerk/Treasurer at this time

FISCAL NOTES – See narrative, summary and detail documents



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

Resolution 2025-54

Resolution Setting the Hiring Bonus for 2026 Police Hires

WHEREAS, the City of Waterloo, WI, will be hiring new police officers in 2026 to replace current openings as needed; and

WHEREAS, The City of Waterloo, WI needs to establish a hiring bonus package; and

WHEREAS, the Police Department would like to set the hiring bonus at \$5,000, with \$2,500 paid when employee starts work with the City and \$2,500 at the successful completion of one year. If new hire leaves before their probation is up the bonus dollars must be repaid;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Waterloo, WI, agrees with the above hiring bonus for new hires in 2026. This will be paid for with Funds from Unpaid Wages and Health Insurance.

BE IT FURTHER RESOLVED that the City of Waterloo directs the Waterloo Police Department to execute any necessary agreements or documents to complete this.

ADOPTED this 20th day of November 2025, by the City Council of the City of Waterloo, WI.

Signed: _____
Jenifer Quimby Mayor of Waterloo

Attest: _____
Jeanne Ritter, City Clerk/Deputy Treasurer

From: Christopher T. Nelson <CNelson@axley.com>
Sent: Friday, February 28, 2025 3:47 PM
To: Lana Nelson <lnelson@waterloowi.us>
Cc: Erin E. Lye <ELye@axley.com>
Subject: RE: MBHM follow-up

Hello Lana,

The penalty imposed for delinquency must be 10% of the amount of arrears under Wis. Stat. Sec. 66.0809(3). Given that the statute dictates the arrearage penalty, the City may not charge a penalty in excess of the statutory amount.

I have updated the attached ordinance to make clear that the lien amount will be the delinquent amount plus the penalty.

Regarding the City payments to the Utility, there is no requirement that the City make payment prior to receiving payment for the amount owed.

Finally, to file liens on the mobile homes, I would need statements showing in whose name the utilities are, the delinquency amount, the October 15 notice letter, and any financial statements accompanying the letter or related to the delinquency.

Christopher Nelson

Attorney



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

Resolution No. 2025-56

A Resolution Authorizing the Purchase of Three New Bay Doors, 2 Openers and Additional Accessories

WHEREAS, the Fire Dept needs 3 new bay doors(3,4,5), 2 new heavy duty garage door openers with other equipment on them ; and

WHEREAS, two estimates were received from Peak Garage Doors for \$27,375.00 and Consolidated Doors Inc for \$27,876.00 ; and

WHEREAS, the funds would come from the Fire Department Fund Balance; and

WHEREAS, the Fire Dept recommends going with the quote from Peak Garage Doors for \$27,375.00;

THEREFORE, BE IT RESOLVED, the City Council of Waterloo, WI does hereby approve the purchase of the bay doors from Peak Garage Doors for \$27,375.00

Passed and adopted by the City Council of Waterloo on this 20th of November, 2025.

Attest:

Jeanne Ritter
Clerk/Deputy Treasurer

City of Waterloo

Signed: _____
Jenifer Quimby
Mayor



Updated 10/10/2025

Project: Waterloo Fire Department Doors 2-5

Consolidated Door is pleased to provide the following overhead door estimate –

Quoted off of Site Meeting with Lt. Jason Butzine, and Matching New Raynor Doors 1 & 2 and Lift Master Operators

New Doors # 3, 4 & 5

(3) 12'-1" x 14' Raynor Model AP200C Standard Color White Match Existing

- o 2" Polyurethane Core 18 R Value
- o Windows 40" x 12" Clear Insulated Sections 3 & 5
- o 25,000 torsion springs
- o 2" Track Standard Lift
- o Weather Strip Included
- o Lift to install supplied by Fire Department

Complete and Installed, Excludes WI Use Tax - (All 3 Doors) \$21,536.00

Motor Operated

(1) Lift Master Commercial Trolley Operator J501L5 Match Existing

Surface Mounted Control Station

(1) Set Photo Safety Eyes

(1) Three Button Remote Controls

Complete and Installed, Excludes WI Use Tax - Each \$2,027.00

Alternate Red/Green Light

(1) LiftMaster Red/Green Light Match existing

Excludes WI Use Tax - Per Door \$463.00

Alternate – 2nd Set Photo Eyes

To add 2nd Set of Photo Eyes 2' to 3' Above Primary Set

Excludes WI Use Tax - Per Door \$340.00

Door #1 We will not be doing any work on

See Summary on Page 2

Summary of Scope of Work

<u>New Doors # 3, 4 & 5</u>	\$21,536.00
(3) 12'-1" x 14' Raynor Model AP200C Standard Color White Match Existing	
<u>New Motor Operators Doors #2 & 3</u>	\$4,054.00
(2) Lift Master Commercial Trolley Operator J501L5 Match Existing	
<u>New Red/Green Light Doors # 2 & 3</u>	\$926.00
(2) LiftMaster Red/Green Light Match existing	
<u>Add 2nd Set Photo Eyes Doors # 2, 3, 4 & 5</u>	<u>\$1,360.00</u>
(4) 2 nd Set of Photo Eyes 2' to 3' Above Primary Set	
Complete and Installed, Excludes WI Use Tax -	\$27,876.00

Respectfully submitted,

John Klotz

John Klotz
Project Manager

*Due to the current volatility in the steel and aluminum industries we only guarantee our quotes for 30 days.

*All doors are quoted to be installed in a prepared opening; no blocking included – (wood bucks by others)

*If we work on the door or operator, we have to set the photo eyes to code max 6" above floor

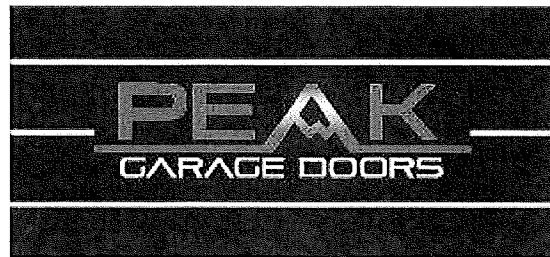
*Excludes Union / Davis Bacon, Prevailing Wage Labor

*All electrical wiring and empty conduits if needed to be performed by others.

*Warranty not to exceed manufacturer's warranty time frame. Labor Warranty 1 Year.

*All dimensions and clearances to be field verified before ordering, pricing may vary according to site conditions

214B West Main Street Marshall, WI 53559 608-712-1226



Salesperson

Boyd Olbert

Job

Waterloo Fire & Rescue

Replace apparatus doors 3,4,5

TO
Waterloo Fire & Rescue
900 Industrial Lane
Waterloo, WI 53594

Date:
11/12/2025

Description

We are pleased to present the following for your review and consideration.

3 - 12'x14' Raynor AP200C, R-value 18.0

- White 26 ga exterior and White 27 ga interior
- Flush beadline embossment, 2" thick sections
- 16 ga end stiles
- 2 rows 41x18 rigid frame insulated windows
- Full perimeter seal
- Heavy duty nylon rollers
- 25,000 cycle springs
- Full angle to shaft mounting
- Normal headroom 2", 13 ga track
- Removal and disposal of existing doors

2 - LIFTMASTER T75 1L5 14'

- ¾ H.P. 115V 1Phase operator
- Heavy Duty motor with brake
- Photo eyes to reverse
- 1-3 Button Open, Close, Stop wall control
- 1-Transmitter each
- Red / Green traffic light

Labor, material & freight f.o.b. jobsite.....\$ 27,375.00

Quotation prepared by: _____

Openings are to be prepared by others in accordance with our specifications. The above price does not include glass, glazing, painting or wiring from electric operator, unless included in above proposal. Above proposal is made for prompt acceptance. Prices subject to review after 15 days. Agreements are contingent upon accidents or other conditions beyond our control. We carry manufacturers contracts, and employers liability and workman's compensation insurance. We reserve the right to add finance charges to past due accounts.

To accept this quotation, sign here and return: _____

Thank you for your business!



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

RESOLUTION #2025-53
Fee Schedule Update

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

Whereas, from time to time it is beneficial to review and revise municipal fees charged for services and goods provided by the City of Waterloo, and;

Whereas, an updated schedule is attached for City Council consideration.

Therefore Be It Resolved, that the Waterloo City Council adopts the fee schedule as presented.

Date: _____

Vote: _____

City of Waterloo

Signed: _____
Jenifer Quimby, Mayor

Attest:

Jeanne Ritter Clerk/Deputy Treasurer

SPONSOR(S) – Various

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Bldg Insp	Land Use	Erosion & sediment control plan permit fee		\$200.00	\$200.00	§ 385-31 Changes and amendments		
Bldg Insp	Land Use	Final Plat review	\$4.00 per lot +	\$100.00	\$100.00	§ 385-31 Changes and amendments		
Bldg Insp	Land Use	Final plat review, reapplication	\$1.00 per lot +	\$50.00	\$50.00	§ 385-31 Changes and amendments		
Bldg Insp	Land Use	Land use rezoning		\$285.00	\$285.00	§ 385-31 Changes and amendments		
Bldg Insp	Bldg Res 1&2 Units	New Dwelling/Addition	\$0.21 per sq ft all areas \$0.44 per sq ft all areas	\$125.00 minimum	\$125.00 minimum \$160.00 minimum	§ 140-9 Permit fees		
Bldg Insp	Bldg Res 1&2 Units	Erosion Control	New	\$125.00	125 \$205	§ 372-10 Fee schedule		
Bldg Insp	Bldg Fee	Erosion Control	Addition	\$75.00	\$75.00	§ 372-10 Fee schedule		
Bldg Insp	Bldg Fee	Remodel	\$10.00 per thousand of valuation 15/1000 of valuation	\$85.00 minimum	\$85.00	§ 140-9 Permit fees		
Bldg Insp	Bldg Fee	Accessory Structure	\$0.21 \$0.36 per sq ft all areas	\$60. minimum	\$60.00	§ 140-9 Permit fees		
Bldg Insp	Bldg Fee	Deck	less than 100 sqft		\$100.00	§ 140-9 Permit fees		
Bldg Insp	Bldg Fee	Deck	100 sqft or more		\$190.00	§ 140-9 Permit fees		
Bldg Insp	Bldg Fee	Occupancy Permit	per dwelling unit	\$60.00	60 \$65	§ 140-9 Permit fees	\$65	
Bldg Insp	Bldg Fee	Temporary Occupancy Permit		\$ 100.00	\$100.00	§ 140-9 Permit fees	100	
Bldg Insp	Bldg Fee	Early Start (footings and foundations)		\$135.00	135 \$330.00	§ 140-9 Permit fees	330	
Bldg Insp	Bldg Fee	Plumbing New Bldg/Addition/Alteration (For Alterations use sq ft of alteration area)	\$0.055 \$0.12 sq ft, all areas; \$45.00 Base Fee	\$50.00 minimum	\$50.00 \$100.00 minimum	§ 140-9 Permit fees	0.12 minimum 100	
Bldg Insp	Bldg Res 1&2 Units	Plumbing Replacement & Misc. Items	\$10.00 per thousand of plumbing project valuation	\$50.00 minimum	\$50.00 \$100.00 minimum	§ 140-9 Permit fees	100	
Bldg Insp	Bldg Res 1&2 Units	Electrical New Bldg./Addition/Alteration	\$0.055 \$0.12 per sq ft, all areas; \$45.00 Base Fee	\$50.00 minimum	\$50.00 \$100.00 minimum	§ 193-5 Fees	.12 minimum 100	
Bldg Insp		Electrical Replacement & Misc. Items	\$10.00 per thousand of electrical project	\$50.00 minimum	\$50.00 \$100.00 minimum	§ 193-5 Fees	100	
Bldg Insp		HVAC New Bldg/Addition/Alteration	\$0.055 per sq ft, all areas; \$45.00 base Fee	\$50.00 minimum	\$50.00 \$100.00 minimum	§ 140-9 Permit fees	\$100	
Bldg Insp		HVAC Replacement & Misc. Items	\$10.00 per thousand of HVAC project valuation;	\$50.00 minimum	\$50.00 \$100.00 minimum	§ 140-9 Permit fees	100	
Bldg Insp		Razing Fee	\$0.05 \$0.14 per sq ft all areas	\$75.00 minimum	\$75.00 \$102.00 minimum	§ 140-9 Permit fees.	.14 minimum 102	

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Bldg Insp		Other		\$50.00	50 \$65	§ 140-9 Permit fees.	65	
Bldg Insp		Commercial New Structure/Addition	\$0.21 \$0.44 per sq ft all areas	\$150.00minimum	\$150.00 \$160.00minimum	§ 140-9 Permit fees	.44 minimum 160	
Bldg Insp		Commercial Erosion Control	\$350.00 first acre plus \$150.00 per acre or portion thereof			§ 140-9 Permit fees		
Bldg Insp		Commercial Remodel	\$11.00 \$15.00 per thousand of valuation	\$135.00	\$135.00	§ 140-9 Permit fees	15/1000	
Bldg Insp		Commercial Occupancy	per unit	\$70.00	70 \$255	§ 140-9 Permit fees	\$255	
Bldg Insp		Commercial Temp Occupancy, Change of Use	per unit	\$70.00	70 \$102	§ 140-9 Permit fees	\$102	
Bldg Insp		Commercial Early Start Permit		\$165.00	165 \$330.00	§ 140-9 Permit fees	\$330	
Bldg Insp		Plumbing New Bldg./Addition/Alteration	\$.065 \$0.12 per sq ft. all areas; \$50.00 Base Fee	see notes	\$55.00 \$100.00 minimum	§ 140-9 Permit fees	\$50 based; \$55 minimum	
Bldg Insp		Plumbing Replacement & Misc. Items	\$10.00 per thousand of plumbing project valuation	\$10.00	\$55.00 \$100.00-minimum	§ 140-9 Permit fees	\$100.00	
Bldg Insp	Inspect	Plumbing New Construction Outside Sewer & Water Laterals	\$100.00 for the 1st 100 ft + then .50 thereafter			§ 140-9 Permit fees	\$100	
Bldg Insp	Inspect	Electrical New Bldg./Addition/Alteration	\$.065 \$0.12 per sq ft all areas; \$50.00 Base Fee	see notes	\$55.00 \$100.00 minimum	§ 193-5 Fees	.12 minimum 100	
Bldg Insp	Inspect	Electrical Replacement & Misc. Items	\$10.00 per thousand of electrical project valuation	\$10.00	\$55.00 \$100.00 minimum	§ 193-5 Fees	\$100.00	
Bldg Insp	Inspect	HVAC New Bldg/Addition/Alteration	\$.065 \$0.12 per sq. ft all areas; \$50.00 Base Fee	see notes	\$55.00 minimum	§ 140-9 Permit fees	\$0.12	
Bldg Insp	Inspect	HVAC Replacement & Misc. Items	\$10.00 per thousand of HVAC project valuation	\$55.00 minimum	\$55.00 \$100.00 minimum	§ 140-9 Permit fees	\$100	
Bldg Insp	Inspect	Commercial Fees Razing Fee	\$.05 \$0.14 per sq ft of floor area	\$75.00 minimum	\$75.00 minimum	§ 140-9 Permit fees.	\$0.14	
Bldg Insp	Inspect	Commercial Fees Other		\$70.00 minimum	\$70.00 \$100.00 minimum	§ 140-9 Permit fees.	\$100	
Bldg Insp	Inspect	Agricultural Buildings (unheated) New Structure/Addition/Remodel	\$.08 \$0.36 per sq ft all floor area	\$50.00 minimum	\$50.00 minimum	§ 140-9 Permit fees.	\$0.36	

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Bldg Insp	Inspect	Pools (Separate Electric Permit Required)	15/1000 Minimum \$65 Maximum \$540	\$85.00	\$85.00	§ 140-9 Permit fees.	15/1000 Minimum \$65 Maximum \$540	
Bldg Insp	Inspect	Re-inspection Fee -each occurrence		\$50.00	50-\$65.00	§ 140-9 Permit fees.	\$65	
Bldg Insp	Inspect	Failure to Call for Inspection - each occurrence		\$50.00	50-\$65.00	§ 140-9 Permit fees.	\$65	
Bldg Insp	Inspect	Double Fees are due if work is started before the permit is issued				§ 140-9 Permit fees.		
Bldg Insp	Inspect	Permit Renewal - 50% of the permit fee based on current fee schedule, but not less than minimum fee				§ 140-9 Permit fees.		
Bldg Insp	Inspect	State Seal		\$41.00	41-\$80.00	§ 140-9 Permit fees.	\$80	\$80
Bldg Insp	Inspect	Moving of building	\$1.50 per 1000 cubic feet + 270 plus 0.14 per sq ft	\$20.00	\$20.00	§ 144-3 Permit fee.	270 plus 0.14 per sq ft	270 plus 0.14 per sq ft
Bldg Insp	Inspect	Commercial Plan Review Fee Schedule			SBD 118	§ 140-9 Permit fees.	SBD 118	SBD 118
Bldg Insp	Review Fee	1. New construction, additions, alterations and parking lots fees are computed per this table (SPS 302.31)			See charges per area below	§ 140-9 Permit fees.	See charges per area below	
Bldg Insp	Review Fee	2. New construction and additions are calculated based on total gross floor area of the structure			See charges per area below	§ 140-9 Permit fees.	See charges per area below	
Bldg Insp	Review Fee	3. A separate plan review fee is charged for each type of plan review			See charges per area below	§ 140-9 Permit fees.	See charges per area below	
Bldg Insp	Review Fee	Area (Square Feet)	Building Plans		Note 1. A Plan Entry fee of \$100.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees. Note 2. This fee shall be waived for construction areas less than 2,500 square feet. Note 3. If deemed by the reviewer as a minor plan review to waive fee - minimum fee of \$60.00	§ 140-5 Adoption of codes.	Note 1. A Plan Entry fee of \$100.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees. Note 2. This fee shall be waived for construction areas less than 2,500 square feet. Note 3. If deemed by the reviewer as a minor plan review to waive fee - minimum fee of \$60.00	
Bldg Insp	Review Fee	Less than 2,500 sq ft	Single Fee	\$250.00*	\$250.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	2,500 - 5,000	Single Fee	\$300.00	\$300.00	§ 140-5 Adoption of codes.		

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Bldg Insp	Review Fee	5,001 - 10,000	Single Fee	\$500.00	\$500.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	10,001 - 20,000	Single Fee	\$700.00	\$700.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	20,001 - 30,000	Single Fee	\$1,100.00	\$1,100.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	30,001 - 40,000	Single Fee	\$1,400.00	\$1,400.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	40,001 - 50,000	Single Fee	\$1,900.00	\$1,900.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	50,001 - 75,000	Single Fee	\$2,600.00	\$2,600.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	75,001 - 100,000	Single Fee	\$3,300.00	\$3,300.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	100,001 - 200,000	Single Fee	\$5,400.00	\$5,400.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	200,001 - 300,000	Single Fee	\$9,500.00	\$9,500.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	300,001 - 400,000	Single Fee	\$14,000.00	\$14,000.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	400,001 - 500,000	Single Fee	\$16,700.00	\$16,700.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	Over 500,000	Single Fee	\$18,000.00	\$18,000.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	Area (Square Feet)	HVAC Plans					
Bldg Insp	Review Fee	Less than 2,500	Single Fee	\$150.00*	\$150.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	2,500 - 5,000	Single Fee	\$200.00	\$200.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	5,001 - 10,000	Single Fee	\$300.00	\$300.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	10,001 - 20,000	Single Fee	\$400.00	\$400.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	20,001 - 30,000	Single Fee	\$500.00	\$500.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	30,001 - 40,000	Single Fee	\$800.00	\$800.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	40,001 - 50,000	Single Fee	\$1,100.00	\$1,100.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	50,001 - 75,000	Single Fee	\$1,400.00	\$1,400.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	75,001 - 100,000	Single Fee	\$2,000.00	\$2,000.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	100,001 - 200,000	Single Fee	\$2,600.00	\$2,600.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	200,001 - 300,000	Single Fee	\$6,100.00	\$6,100.00	§ 140-5 Adoption of codes.		

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Bldg Insp	Review Fee	300,001 - 400,000	Single Fee	\$8,800.00	\$8,800.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	400,001 - 500,000	Single Fee	\$10,800.00	\$10,800.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	Over 500,000	Single Fee	\$12,100.00	\$12,100.00	§ 140-5 Adoption of codes.		
Bldg Insp	Review Fee	Determination of Area			The area of floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.	§ 140-5 Adoption of codes.	The area of floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.	
Bldg Insp	Review Fee	Structural Plans and other Component Submittals			When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, the review fee is \$250.00 per plan with additional \$100.00 plan entry fee per each plan set.	§ 140-9 Permit fees.	When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, the review fee is \$250.00 per plan with additional \$100.00 plan entry fee per each plan set.	
Bldg Insp	Build Fee	Early Start less than 2500 sq ft			The plan review fee for permission to start construction shall be \$75.00 for all structures less than 2,500 sf. All other structures shall be \$150. The square footage shall be computed as the first floor of the building or structure.	§ 140-9 Permit fees.	The plan review fee for permission to start construction shall be \$75.00 for all structures less than 2,500 sf. All other structures shall be \$150. The square footage shall be computed as the first floor of the building or structure.	

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Bldg Insp	Review Fee	Transmission Towers			The total fee for review of transmission tower plans shall be \$350.00 (with an additional \$100.00 plan entry fee) and shall include the review of plans for building accessory to the tower that are submitted with the tower plans.	§ 140-9 Permit fees.	The total fee for review of transmission tower plans shall be \$350.00 (with an additional \$100.00 plan entry fee) and shall include the review of plans for building accessory to the tower that are submitted with the tower plans.	
Bldg Insp	Review Fee	Plan Examination Extensions			The fee for the extension of approved plan review shall 50% of the original plan review fee, not to exceed \$3,000.00	§ 140-9 Permit fees.	The fee for the extension of approved plan review shall 50% of the original plan review fee, not to exceed \$3,000.00	
Bldg Insp	Review Fee	Resubmittals & Revisions to approved plans			When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. All other reviews shall be \$150.00	§ 140-9 Permit fees.	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. All other reviews shall be \$150.00	
Bldg Insp	Review Fee	Submittal of plans after construction			When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. All other reviews shall be \$150.00	§ 140-9 Permit fees.	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. All other reviews shall be \$150.00	
Bldg Insp	Review Fee	Expedited Priority Plan Review			The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.	§ 140-9 Permit fees.	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.	
Bldg Insp	Build Fee	Impact Fee: Park & Recreation	per Residential Equivalent Unit at time of occupancy	\$0.00	\$0.00	§ 380-50 Impact fees.		
Bldg Insp	Bldg Fee	Impact Fee: Public Works	per Residential Equivalent Unit at time of occupancy	\$0.00	\$0.00	§ 380-50 Impact fees.		
Bldg Insp	Bldg Fee	Impact Fee: Sanitary Sewer System	per Residential Equivalent Unit at time of occupancy	\$0.00	\$0.00	§ 380-50 Impact fees.		
Bldg Insp	Bldg Fee	Impact Fee: Storm Water	per Residential Equivalent Unit at time of occupancy	\$0.00	\$0.00	§ 380-50 Impact fees.		

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Clerk/Treas	Service	Audio or data - Clerk/Tres. Office records request	per CD or available media	\$3.00	\$3.00	§ 100-8 Fee Schedule.		
Clerk/Treas	Service	Faxing		\$5.00	\$5.00	§ 100-8 Fee Schedule.		
Clerk/Treas	Service	Municipal ordinance book	per printed book	\$145.00	\$145.00	§ 100-8 Fee Schedule.		
Clerk/Treas	Service	Municipal parking lot parking rental	per month	10 \$15.00	\$15.00	Ord. No. 2021-09	\$15.00	
Clerk/Treas	Service	Poll Book Reports	per order	\$15.00	\$15.00	§ 100-8 Fee Schedule.		
Clerk/Treas	Service	Poll Book Reports	per page	\$0.25	\$0.25	§ 100-8 Fee Schedule.		
Clerk/Treas	Service	Returned Check	per occurrence	\$30.00	\$30.00	§ 100-8 Fee Schedule.		
Clerk/Treas	Service	Rummage & Garage Sale	after four or more occurrences in a year	\$10.00	\$10.00	§ 300-3 License fee; duration of sale.		
Clerk/Treas	Service	Special Assessment letter	each	\$25.00	\$30.00	§ 100-8 Fee Schedule.		
Clerk/Treas	Service	Special meeting charge	per meeting	\$200.00	\$200.00	§ 100-8 Fee Schedule.		
Clerk/Treas	Licenses	Cigarette license	per year	\$100.00	\$100.00	§ 165-1 Cigarette retailer license.		
Clerk/Treas	Licenses	Carnival, circus or concert	per event	\$50.00	\$50.00			
Clerk/Treas	Licenses	Dog license	unaltered male/female	\$15.00	\$15.00	§ 126-4 Regulation and licensing of dogs.		
Clerk/Treas	Licenses	Dog license	spayed/neutered	\$11.00	\$11.00	§ 126-4 Regulation and licensing of dogs.		
Clerk/Treas	Licenses	Dog license	additional fee after April 1	\$10.00	\$30.00	§ 126-4 Regulation and licensing of dogs.	\$30.00	
Clerk/Treas	Licenses	Kennel license	per year	\$30.00	\$30.00	§ 126-4 Regulation and licensing of dogs.		
Clerk/Treas	Licenses	Boarding Fee	per day	\$15.00	\$15.00	§ 126-4 Regulation and licensing of dogs.		
Clerk/Treas	Fee	Cat and Dog intake fee - 1st Occurrence		\$25.00	\$25.00	§ 126-4 Regulation and licensing of dogs.		
Clerk/Treas	Fee	Cat and Dog intake fee - Any occurrence thereafter		\$50.00	\$50.00	§ 126-4 Regulation and licensing of dogs.		
Clerk/Treas	Fee	Dog Park Fee - Annual Tag	per year	\$10.00	\$10.00	§ 126-4 Regulation and licensing of dogs.		
Clerk/Treas	Fee	Dog Park Fee - Replacement Tag	per year	\$5.00	\$5.00	§ 126-4 Regulation and licensing of dogs.		
Clerk/Treas	Fee	Dog Park Fee - Daily Fee	per day	\$3.00	\$3.00	§ 126-4 Regulation and licensing of dogs.		
Clerk/Treas	Fee	Natural Lawn Permit	one-time initial	\$50.00	\$50.00	§ 261-8.5 Regulation of Natural Lawns	Fees/Land Use	
Clerk/Treas	Fee	Massage Parlors	one-time initial	\$50.00	\$50.00			
Clerk/Treas	Licenses	Class "A" malt beverage	per year	\$500.00	\$500.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Class "B" malt beverage	per year	\$100.00	\$100.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	"Class B" liquor	per year	\$500.00	\$500.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Temporary Class "B" (Picnic License)	per event	\$10.00	\$10.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Reserve "Class B" liquor	one-time initial	\$10,000.00	\$10,000.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	"Class C" wine	per year	\$100.00	\$100.00	§ 223-5 License fees.		

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Clerk/Treas	Licenses	Wholesalers fermented malt beverage	per year	\$25.00	\$25.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Transfer of license to another premise	per year	\$10.00	\$10.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Agent Appointment		\$10.00	\$10.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Class A & B Liquor License Publication Fee	per year	\$10.00	\$25.00	§ 223-5 License fees.	\$25.00	
Clerk/Treas	Licenses	Operator's license (Picnic)		\$10.00	\$10.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Operator's license - New	expires odd year	\$60.00	\$60.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Renewal	expires odd year	\$30.00	\$30.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Provisional	60 days	\$15.00	\$15.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Temporary	14 days	\$15.00	\$15.00	§ 223-5 License fees.		
Clerk/Treas	Licenses	Transient merchant license		\$20.00	\$40.00	§ 178-4 Registration requirements; application fee.	\$40.00	
Clerk/Treas	Licenses	Mobile home park operation	\$2 each space	Minimum \$25.00	\$25.00 minimum	§ 252-5 Parking permit fees.		
Clerk/Treas	Licenses	Junk dealers	per year	\$25.00	\$25.00	§ 230-4 License fee.		
Clerk/Treas	Land Use	Conditional use application		\$285.00	\$285.00	§ 385-21 Conditional uses.		
Clerk/Treas	Land Use	Design review	.02 per disturbed area			§ 385-31 Changes and amendments.		
Clerk/Treas	Land Use	Minor subdivision review/certified survey map submittal		\$50.00	\$50.00	§ 380-23 Certified survey map.		
Clerk/Treas	Land Use	Preliminary plat review	4.00 per lot +	\$475.00	\$475.00	§ 385-31 Changes and amendments.		
Clerk/Treas	Land Use	Preliminary plat review, reapplication	2.00 per lot +	\$100.00	\$100.00	§ 385-31 Changes and amendments.		
Clerk/Treas	Land Use	Street opening/sidewalks		\$30.00	\$50.00	§ 385-31 Changes and amendments.	\$50.00	
Clerk/Treas	Land Use	Sign permit		\$10.00 minimum, \$50.00 maximum with \$1/each sq. ft. over 10 sq ft	\$10.00 minimum, \$50.00 maximum with \$1/each sq. ft. over 10 sq ft	§ 385-26 Signs and billboards.		
Clerk/Treas	Land Use	Variance application		\$285.00	\$285.00	§ 385-31 Changes and amendments.		
Clerk/Treas	Land Use	Zoning map and others provided by City Engineer		\$10.00	\$10.00	§ 385-31 Changes and amendments.		
DPW/Clerk	Private Well	Private Well Operation - Renewal		\$175.00 5 year permit	\$175.00 5 yr permit	§ 340-7 Private well abandonment.		
DPW/CLERK	Private Well	Private Well Operation - Renewal Late Fee		\$50.00	\$50.00	§ 340-7 Private well abandonment.		
DPW	Private Well	Private Well Operation - Well Abandonment		\$50.00	\$50.00	§ 340-7 Private well abandonment.		

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
DPW	Land Use	Driveway & culvert cuts		\$ 75.00	\$75.00	§ 184-2 Fee.		
DPW	Services	Residential & commercial trash disposal	per month	\$ 12.50	12.5 \$13.50			
DPW	Services	End loader with operator	per hr.	\$95.00	\$95.00			
DPW	Services	Skid Steer loader with operator	per hour, 1 hour minimum	\$95.00	\$95.00			
DPW	Services	Truck or pick-up with operator	per hour, 1 hour minimum	\$85.00	\$85.00			
DPW	Services	Truck-wood chipper with two operators	per hour, 1 hour minimum	\$125	125 \$225.00			
DPW	Services	Tractor-mower with operator	per hour, 1 hour minimum	\$75 .00	\$75.00			
DPW	Services	Riding lawn mower with operator	per hour, 1 hour minimum	\$75.00	\$75.00			
DPW	Services	Truck-snow plow and/or sander with operator	per hour, 1 hour minimum	\$85.00	\$85.00			
DPW	Services	Tractor/snow blower/blade with operator	per hour, 1 hour minimum	\$75.00	\$75.00			
DPW	Services	Snow shoveling and/or salting	per hour, 1 hour minimum	\$95.00	\$95.00			
DPW	Services	Street sweeper with operator	per hour, 1 hour minimum	\$95.00	\$95.00			
DPW	Services	Chain saw with operator	per hour, 1 hour minimum	\$95.00	\$95.00			
DPW	Services	Paint marker with operator	per hour, 1 hour minimum plus material	\$65.00	\$95.00			
DPW	Services	Public works labor	per hour	\$65.00	\$65.00			
DPW/Clerk	Services	Small Cell (5G) Application	One-time initial application for access to government pole and/or ground based site for small cell wireless facility		\$500 for five or fewer facility installations; \$100 more for each additional thereafter; For annual recurring pole rental see Waterloo Utilities		\$500 for five or fewer facility installations; \$100 more for each additional thereafter; For annual recurring pole rental see Waterloo Utilities	
DPW	Services	Grave Opening & Closing Services, City Cemetery		\$550.00 per opening & closing + \$25 admin fee	\$550.00 per opening & closing + \$25 admin fee	§ 159-2 Finances.		
DPW/Clerk	Private Well	Private Well Operation - Initial		\$450.00 5 year permit	\$450.00 5 yr permit	§ 340-7 Private well abandonment.		
DPW/Clerk	Private Well	Private Well Operation - Renewal		\$175.00 5 year permit	\$175.00 5 yr permit	§ 340-7 Private well abandonment.		
DPW/CLERK	Private Well	Private Well Operation - Renewal Late Fee		\$50.00	\$50.00	§ 340-7 Private well abandonment.		
DPW	Private Well	Private Well Operation - Well Abandonment		\$50.00	\$50.00	§ 340-7 Private well abandonment.		

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Parks	Facility Rent	Waterloo Regional Trailhead-Rental	Non-Profit		\$0.00			
Parks	Facility Rent	Waterloo Regional Trailhead - Rental	Per Half Day (less than 4 hours)	\$100.00	\$150.00			
Parks	Facility Rent	Waterloo Regional Trailhead - Rental	Per Full Day (4 hours or more)	\$150.00	300 -\$250			
Parks	Facility Rent	Waterloo Regional Trailhead-Special Event Rental (multiple days)			\$500.00			
Parks	Facility Rent	Firemen's Park Entire Park	See Parks Coordinator for Special Events					
Parks	Facility Rent	Entire Pavilion- Resident Private		\$1,750.00	\$2,400.00			
Parks	Facility Rent	Entire Pavilion-Non Resident Private		\$1,950.00	\$2,600.00			
Parks	Facility Rent	Entire Pavilion-Resident Public		\$1,250.00	\$1,700.00			
Parks	Facility Rent	Entire Pavilion-Non Resident Public		\$1,250.00	\$1,900.00			
Parks	Facility Rent	Upper Pavilion-Resident Private		\$1,250.00	\$1,900.00			
Parks	Facility Rent	Upper Pavilion-Non-Resident Private		\$1,350.00	\$2,000.00			
Parks	Facility Rent	Upper Pavilion Resident Public		\$900.00	\$1,550.00			
Parks	Facility Rent	Upper Pavilion-Non-Resident Public		\$1,000.00	\$1,650.00			
Parks	Facility Rent	Lower Pavilion -Resident Private		\$650.00	\$650.00			
Parks	Facility Rent	Lower Pavilion - Non Resident Private		\$750.00	\$750.00			
Parks	Facility Rent	Lower Pavilion-Resident Public		\$300.00	\$300.00			
Parks	Facility Rent	Lower Pavilion-Non-Resident Public		\$400.00	\$400.00			
Parks	Facility Rent	Kitchen Rental per Month			\$75.00			
Parks	Facility Rent	Kitchen Rental per Hour			\$15.00			
Parks	Facility Rent	Bingo Hall-Resident Private		\$200.00	\$250.00			
Parks	Facility Rent	Bingo Hall-Non-Resident Private		\$300.00	\$350.00			
Parks	Facility Rent	Bingo Hall-Resident Public		\$150.00	\$350.00			
Parks	Facility Rent	Bingo Hall-Non-Resident Public		\$200.00	\$350.00			

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Parks	Facility Rent	Camping Weekday	Monday pm thru Friday am	\$20.00	\$20.00			
Parks	Facility Rent	Camping Weekend	Friday pm thru Monday am	\$25.00	\$25.00			
Parks	Facility Rent	Veteran Park Bandstand over 4 Hours		\$75.00	\$75.00			
Parks	Facility Rent	Veterans Park Bandstand Special Events		\$200.00	\$200.00			
Parks	Facility Rent	Bandstand/Gazebo		\$25.00	\$75.00			
Parks	Facility Rent	Maunesha Business Center	Per Half Day (less than 4 hours)	\$150.00	\$150.00			
Parks	Facility Rent	Maunesha Businees Center	Per Full Day (4 hours or more)	\$200.00	\$200.00			
Parks	Facility Rent	Hamburger/Concession Stand-Resident Private		\$50.00	\$100.00			
Parks	Facility Rent	Hamburger/Concession Stand-Non Private		\$50.00	\$100.00			
Parks	Facility Rent	Baseball Diamond-Skalitzky Field (3 hours or less)		\$85.00	\$125.00			
Parks	Facility Rent	Baseball Diamond-Skalitzky Field All Day		\$250.00	\$250.00			
Parks	Facility Rent	Baseball Tournament Fee-1 Day		\$100.00	\$300.00 includes concession stand			
Parks	Facility Rent	Baseball Tournament Fee-2 Day			\$600.00 includes concession stand			
Parks	Facility Rent	Baseball Tournament Fee-3 Day			\$900.00 includes concession stand			
Parks	Facility Rent	Softball Diamond -Little League (3 hours or less)		\$50.00	\$75.00			
Parks	Facility Rent	Softball Diamond - Little League All Day			\$150.00			
Parks	Facility Rent	Softball Tournament Fee 1 Day			\$200.00 includes concession stand			
Parks	Facility Rent	Softball Tournament Fee 2 Day			\$400.00 includes concession stand			
Parks	Facility Rent	Softball Tournament Fee 3 Day			\$600.00 includes concession stand			
Parks	Service	Baseball Field Lights	per hr.	\$25.00	\$25.00			
Parks	Service	Park Laborer	per hr.	\$15.00	\$50.00			
Parks	Service	Field Marking (Field Lime)	a bag		\$10.00			
Parks	Service	Diamond Dry	a bag		\$25.00			
Parks	Service	Field Clay	a bag		\$30.00			
Parks	Service	Bartender	per hour	\$15.00	\$20.00			
Parks	Service	Ceremony Area		\$25.00	\$25.00			
Parks	Service	Road Closure		\$25.00	\$25.00			

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Parks	Service	Outdoor Chairs		\$200.00	\$200.00			
Parks	Service	Outdoor Chairs Setup	per hour	\$100.00	\$100.00			
Parks	Service	Projection Screen			\$25.00			
Parks	Service	Projector			\$25.00			
Parks	Service	Outdoor Speakers			\$50.00			
Parks	Service	Outdoor Wireless Mic			\$50.00			
Parks	Service	Movable Fencing Set-Up	per hour		\$100.00			
Parks	Service	Prep of Baseball Field (each time)		\$25.00	\$25.00 *All field rentals include: Dragging of diamond if dry enough & moving of bases and pitching rubber to desired distance			
Parks	Service	Charitable Non-Profit Discount	50% Discount					
Parks	Service	Parks Rental & Fee Disclaimer						
Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Police	Service	Audio or video-Police Dept. records request	per request	\$20.00	\$20.00	§ 100-8 Fee Schedule.		
Police	Service	Bicycle registration	for life of ownership of bike	\$5.00	\$5.00	§ 133-1 Bicycles.		
Police	Service	Finger Printing (service to City of Waterloo residents and employees)	per request	\$15.00	\$15.00	§ 100-8 Fee Schedule.		
Police	Service	Hearing Officer for grievance process	1/2 of the total expense			§ 100-8 Fee Schedule.		

Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Utility	Utility	Electric Rates	See Waterloo Utilities [link included]		https://www.waterlooutilities.com/sites/waterlooutilities.com/files/ERate_Increase_2021_0.pdf	§ 340-4 Rates, Rules, & Regulations		
Utility	Utility	Water Rates	See Waterloo Utilities [link included]		https://www.waterlooutilities.com/rates	§ 340-4 Rates, Rules, & Regulations		
Utility	Utility	Sewer Rates	See Waterloo Utilities [link included]		https://www.waterlooutilities.com/sewer-rate-change-effective-jan-1-2022	§ 340-4 Rates, Rules, & Regulations		
Utility	Bldg Fee	Water Booster Station / Water Hook-up Treyburn farms 1st Addition Lots 17-25, 68 and 76-83 & Waterloo Assessment District No. 1	per lot		\$866.94	§ 100-8 Fee Schedule.		
Utility	Bldg Fee	Sanitary Sewer Connection	Per Equivalent Residential Unit at time of occupancy	\$853.97	\$853.97	§ 340-21 Connection charges.	City to update	
Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
CATV	Service	Audio or video - Cable TV Station- Governmental	per CD or available media	\$3.00	\$3.00	§ 100-8 Fee Schedule.		
CATV	Service	Audio or video - Cable TV Station- Non-Governmental	per CD or available media	\$10.00	\$10.00	§ 100-8 Fee Schedule.		
Dept	Category	Fee Schedule Item	Formula Description / Unit Charge	Current Amount	Fee Effective 11/20/2025	Ordinance Ref.	NOTE	NOTE 2
Fire/EMS	Emergency Fee	False alarm fee	1st	no fee	no fee	§ 120-3 False alarms.		
Fire/EMS	Emergency Fee	(Occurring within a continuous 12 month period)	2nd	\$100.00	\$100.00	§ 120-3 False alarms.		
Fire/EMS	Emergency Fee	(Occurring within a continuous 12 month period)	3rd	\$200.00	\$200.00	§ 120-3 False alarms.		



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

ORDINANCE #2025-14

An Ordinance Amending Section §340-2

The Common Council of the City of Waterloo, Wisconsin do ordain as follows:

Section 1: § 340-2
is hereby amended as follows:

D. Powers and duties.

(7)Disbursements. No money shall be drawn from the funds of the Utility, nor shall any obligation for the expenditure of money be incurred, except in conformity with authorization by the Commission. No claim against the Utility shall be paid unless evidenced by a voucher approved by the Commission. All bills of the Utility shall be approved by the Commission and said bills shall be paid out of the City treasury pursuant to § 66.0607(4), Wis. Stats., and shall be signed by the ~~Clerk/Deputy~~ Treasurer and Utility Superintendent.

Section 2: This ordinance shall take effect and be in force after its passage and publication in a manner provided for by law.

Acted on and adopted at a result meeting of the Common Council on November 20, 2025.

CITY OF WATERLOO

Jenifer Quimby, Mayor

Attest:

Jeanne Ritter, City Clerk

Date Adopted:

Date Published:

BYLAWS
OF THE WATERLOO FIRE & RESCUE DEPARTMENT
WATERLOO, WISCONSIN

Revised on 11/24/2021, 5/30/2023, 2/28/2024, 4/1/2024, 8/25/2025

You are a member of the Waterloo Fire & Rescue Department as such, your special attention is called to the provisions of these By-laws, it is to our mutual and individual interest that this be strictly observed in all its provisions.

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APPENDICES

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ARTICLE ONE

Section 1- This organization shall be known and designated as the WATERLOO FIRE & RESCUE DEPARTMENT of Waterloo, Wisconsin, which shall be known as WFRD.

Section 1A- All Bylaws or any part thereof, may be altered, amended or annulled at the January WFRD meeting or by special meeting. A majority vote by all WFRD members present at the meeting of the WFRD shall be needed to pass and subject to City Council approval.

Section 1B- These Bylaws shall be reviewed twice a year by a committee consisting of 4 members of the WFRD.

Section 1C – All policies will be set by the Chief and the elected Officers of the WFRD.

ARTICLE TWO

Section 1 – Application:

Any person (18) eighteen years old or older, who is a resident of the City of Waterloo or a resident of our Fire District or within a (15) fifteen-mile radius of the Waterloo City limits, with the exception of EMS personnel. All persons must file an application in writing for membership in the WFRD. The names of all applicants for active membership shall be announced at a regular WFRD meeting and submitted to City Hall for insurance purposes. New member(s) shall then serve a (1) one-year probationary period. Upon passing a drug and alcohol test, and criminal background check, which will be provided by the WFRD the member is eligible for membership in the WFRD. Tests will be within the (1) one-year probationary period.

Section 2- Interview:

The interview committee will consist of at least 3 members of the WFRD and should contain at least 1 firefighter and 1 EMS, if possible, if not cross trained. All new members to the WFRD shall be interviewed by the interview committee members, brought to the officers for approval and be voted on after their probationary period has expired.

Section 3- Probationary Period

The first twelve (12) months of employment with the WFRD are considered a probationary period. For all new members during their probationary period, members job skills will be evaluated every ninety (90) days by an Asst. Chief or designated officer. If during this period, members' work habits, attitude, attendance, or performance do not meet WFRD standards, employment can be terminated immediately with or without cause or hearing. During probation members shall not be permitted to vote on department business and/or be on department committees.

At the end of the probationary period all members shall have completed the Probationary Training (see Appendix A and B) and undergo a performance review with the Chief or Asst. Chief. This review will be similar to the job performance review that is held for fulltime members on an annual basis. Members are encouraged to communicate comments and ideas with the officers during performance reviews.

At the next regular WFRD meeting, after your probationary period has ended, your name will be put forth to the membership for confirmation. Their election shall be by ballot, and it shall be necessary for the candidate to receive a majority of the votes of the members present and no member shall be excused from voting unless by unanimous consent of this meeting. Upon confirmation your name will be forwarded to the Waterloo City Council for confirmation.

Section 4- It shall be up to the WFRD & the Mayor to determine staffing levels.

ARTICLE THREE

Section 1- Uniforms for the WFRD members and Officers will be provided as funds allow.

Section 1A - All members, when hired, are issued one WFRD logoed navy-blue t-shirt (when in stock) and after one year, are given one WFRD logoed navy-blue polo shirt (when in stock). Additional clothing items are personally purchased.

Members are expected to be clean, neat and to use good taste in their personal appearance and dress when representing the WFRD.

Section 1B - WFRD coats are given to active members, as funds allow.

Section 1C - Class A uniforms will be provided to members, as funds allow and after your probationary period. Full Dress Class A uniforms are comprised of dress coat, long sleeved gray shirts, black tie, black pants, black hat, black belt, black socks with black dress shoes and badge, name pin, and accommodation bars. You are required to wear your uniform, in full, when told to do so as determined by the Chief. Full Dress Class A uniform will be worn for funerals, weddings, and other WFRD functions such as photos, receptions or dinners.

Class B uniform is comprised of short sleeved grey shirt, black shorts (at least mid-thigh no shorter). If there is an allowed variation of the uniform it will be communicated to you by the Chief.

Class C uniform is comprised of polo shirt, duty pants, black socks, and black shoes or boots. Some events will require you to wear your blue logoed polo. If you have not been issued a polo, a blue logoed WFRD t-shirt in good condition will do.

Section 2 - If the Officer in charge determines that a member's appearance is not appropriate or professional, and the member has not taken corrective measures, he or she may be subject to disciplinary action. Officers will determine if your apparel or appearance is appropriate, and will speak to you if an adjustment is needed, and give you a reasonable timeframe to make adjustments. Questions pertaining to what is appropriate should be addressed to an officer or the fulltime staff.

Section 2A - While on call, EMS personnel are to wear their WFRD logoed navy-blue items, dark blue or black pants, black closed toe shoes and their pager when on call. Wearing the polo is preferred. Wearing a WFRD logoed navy-blue sweatshirt or t-shirt, in good condition, is also considered professional. All clothing must be clean, neat and in good condition, this includes pants, socks, shoes/boots and coat. In cold weather wearing a dark long-sleeved shirt under WFRD logoed items is acceptable. In hot weather members may wear shorts on call, if the shorts are dark blue or black, professional looking and reach to at least mid-thigh.

EMS members will be issued a WFRD EMS parka for cold weather. This is WFRD property and must be returned. Parkas are issued to active EMS members who are past probation and as they are available. All members can purchase the logoed navy-blue clothing through the current vendor. It is the member's responsibility to purchase adequate amounts of additional logoed clothing. When acknowledging on 'I am responding' as available for the second out call, please make an attempt to respond clean, neatly attired in some sort of WFRD logoed item.

Section 2B - Members are required to wear full protective gear while performing their fire/rescue job. In accordance with Wisconsin Statute 103.14, employers who extend offers of employment must notify potential employees of WFRD requirements regarding hairstyle, facial hair and clothing. NFPA 1500 every suppression member will refrain from having beards, goatees, heavy sideburns and untrimmed hair that interferes with the proper and safe wearing of the SCBA.

Section 2C - WFRD uniforms shall not be worn where alcoholic beverages are sold or consumed as the primary function, except in the performance of WFRD duties.

ARTICLE FOUR

Section 1- Resignation:

Reference Policies and Procedures Article 5.7

Section 2 – All members of the WFRD will make themselves available to work at all major functions of the WFRD throughout the year.

Section 3- All members of the WFRD will be trained to the standards as mandated by the State of Wisconsin. Reference Policies and Procedures Article 5.3.4

ARTICLE FIVE

Section 1-The Chief shall have complete charge of all emergency equipment and supervision thereof. The WFRD shall respond to all emergency alarms. All funds received from these emergency responses and from State insurance refund shall be deposited in the appropriate WFRD revenue account.

ARTICLE SIX

Section 1 -The position of Chief shall be appointed by the mayor and confirmed by the City Council, UPON recommendation of the WFRD members. A (3) three-year term commencing from the January WFRD Meeting. If there are no qualified candidates for the elected position of Chief; and it cannot be resolved within the membership, it shall be brought to the mayor and personnel committee of the City for guidance and advice.

Section 2 - The WFRD shall hold an Annual Meeting at the first regular meeting of the year, and at this meeting shall elect the following Officers for a term of two (2) years: and confirmed by City Council.

Assistant Chief

Captain

Captain

Lieutenant

Lieutenant

Secretary

Public Information Officer

Section 3 - In the event an Officer leaves their position before the end of their term. All other officers will move up with the lowest ranking position will be the appointed officer position, with the officers having the correct qualifications. The Chief, along with the recommendation of the officers, shall appoint a member of the WFRD with the correct qualifications to fill out the remaining term of the office.

Section 4 – Chief officers and officers will meet state requirements.

Requirements of Chief Officer:

- A. Minimum of (10) Ten years in the fire service
- B. Must have completed Level II Firefighter (State Certification) with additional training of Officer Certification
- C. Must be SPS 330 compliant or be enrolled in qualifying courses within the first year of the term. Successful certification as Fire Officer 1 is required to be eligible for continuation in this role.
- D. Must have served as a company officer for at least (2) two years.
- E. Must have an AEMT certification prior to election.

Requirements of Assistant Chief Officer:

- A. Minimum of (10) Ten years in the fire service
- B. Must have completed Level II Firefighter (State Certification) with additional training of Officer Certification
- C. Must be SPS 330 compliant or be enrolled in qualifying courses within the first year of the term. Successful certification as Fire Officer 1 is required to be eligible for continuation in this role.
- D. Must have served as a company officer for at least (2) two years.
- E. Must have an AEMT certification or be enrolled in an AEMT class within the first year of the term. Successful certification as an AEMT is required to be eligible for continuation in this role.

Requirements of Captains:

- A. Must have served as a Lieutenant for at least (2) two years.
- B. Must have completed Level II Firefighter (State Certification) with additional training of Officer Certification
- C. Must be SPS 330 compliant or be enrolled in qualifying courses within the first year of the term. Successful certification as Fire Officer 1 is required to be eligible for continuation in this role.
- D. Holds an EMR, EMT license or higher.

Requirements of Lieutenants:

- A. Minimum of (3) Three years in fire service
- B. Must have completed Level II Firefighter (State Certification) with additional training of Officer Certification
- C. Must be SPS 330 compliant or be enrolled in qualifying courses within the first year of the term. Successful certification as Fire Officer 1 is required to be eligible for continuation in this role.

Requirements of Public Information Officer:

- A. Must have completed Level II Firefighter
- B. Public Information course completion
- C. Holds an EMR, EMT license or higher.

ARTICLE SEVEN

Section 1- RULES OF ELECTION -The election of Officers for the WFRD shall be conducted by taking nominations from the floor for each elected position starting with the highest position up for election. All nominations shall be posted for all members voting to see the members nominated for each position up for election. A motion and a second shall close nomination for each position from the floor. The motion shall be approved and seconded by voice. After nominations are closed, voting will be done by ballot, with the highest-ranking officer appointing a ballot committee of (3) three members (probation members if any) of the WFRD. The top (2) two nominees receiving the most votes shall be voted on one final time, with the person receiving the most votes being appointed to that respective position. All voting to be done by ballot; the highest-ranking officer present shall act as Chairperson of the meeting. If only one (1) person is nominated, the membership may cast a unanimous vote for the nominee.

Section 2- Any member interested in running for an officer position who meets the qualifications as stated in Article Six Section 4 may address all members at the WFRD meeting (4) four months prior to the election.

Section 3- Once a vote has been taken it shall be considered final and binding.

Section 4- We shall implement EMS personnel to assist in the staffing of our EMS functions. EMS shall fall under the charge of the WFRD. It should be up to the WFRD Administration to determine staffing levels. All EMS members shall adhere to all rules of the WFRD. It should be so stated that EMS contrives of the following: any member(s), which has physical duties that pertain to EMS in general. (i.e.: shall consist of but

not limited to AEMT, EMT'S AND EMR'S, AND DRIVERS). EMS members in good standing are allowed to partake in the voting of the officers, new members, and bylaws.

Section 5 - Election of Officers and Officer Requirements

WFRD Officers are elected by the membership from within the membership.

The election of officers occurs at the January WFRD Meeting (Fourth Monday). The highest-ranking officer present will act as Chairperson of the meeting.

Members present who are past their probationary period, meet the attendance requirement for voting, are eligible to vote. Fulltime employees are eligible to vote on Captains on down.

Section 5A - Attendance requirement for voting / Member in good standing

Members must be past probation and attended all trainings; and/or are current on their make-up trainings. Fire members need to have responded to a minimum of 10% of the yearly runs to qualify to vote. EMS members need to meet their yearly 192-hour requirement each year since the last election. Personnel on both fire and EMS need to qualify in both to vote for WFRD Officers.

ARTICLE EIGHT

Section 1 - Grievance proceedings Reference Policy and procedures Article 7.12

ARTICLE NINE

Section 1- The Chief to direct what action to be taken on illness or funerals of members, their immediate family or past members.

ARTICLE TEN

Section 1- The format of the WFRD meeting shall follow the Roberts rule of order.

Section 2- The Chief shall appoint all standing committees.

Section 3- Every member wishing to speak, shall address the Chair, standing in their place, and confine themselves to the question under consideration and avoid personalities.

Section 4 When (2) two or more members arise at the same time, the Chair shall name the person who is to speak first.

Section 5 When a member is called to order, they shall resume their seat until the Chair shall have decided whether he/she be in order or not. Any member may appeal a decision of the Chair on a point of order and the question shall be: "Do you sustain the Chair?" and it shall be decided by a majority vote of the members present.

Section 6- When a question is under consideration, no motion shall be received unless to adjourn, to lie on the table, to postpone to a certain day, to amend or postpone indefinitely and these several motions Shall have precedence in the order in which they stand arranged.

Section 7- It shall be order for any member who voted in the minority on any question to move a reconsideration of such a vote at the same or the next succeeding meeting.

Section 8- All business not provided for in the proceeding rules shall be transacted in accordance with Roberts Rule of Order.

Section 9- A motion to adjourn shall always be in order.

Section 10- All Regular WFRD meeting will be on the 4th Monday of each month starting with the Officers meeting at 5:30 PM and WFRD meeting starting at 7:00 PM.

Section 11- Any member that serves (10) ten or more years in the WFRD will be invited back to the annual dinner every year. Any member not serving (10) ten years will be invited back every (5) five years until they have been out of the WFRD for (15) fifteen years and then they are invited back every year after the (15) fifteen-year date. (5) five years of no response to the invitation will be dropped from the list.

APPENDIX A
New Hire EMS Training

Policy Orientation	Members initials	Date
I have been shown the location of the Waterloo EMS Protocols and know where to find them for my reference.		
I have been explained the job duties of paid on call member and understand the requirements for the EMS job that I am entering and/or in probation with.		
I have been shown the EMS supply equipment/inventory room and explained the process of documenting replacement equipment		
I have been shown the location where all cleaning supplies for inside and outside of the rigs are and the use of such power washer and how it is stored.		
I have been shown how to use Core Elite run report system and Aladtec for scheduling.		
EMS crew scheduling: Aladtec Scheduling – I understand the shift times and breakdowns, trading shifts and the responsibility of covering my own shifts		
Ambulance Orientation	Members Initials	Date
I have been taken through all the external compartments of each ambulance and have a good understanding of where all equipment is located.		
I have been properly instructed on the drivers control panel of each ambulance and understand the basic operation of each button and control.		
I have been shown the mobile and portable radios in each ambulance and have been briefed on general radio etiquette for Jefferson, Dane and Dodge Counties.		
I have been briefed on the map book in each ambulance		
I have been briefed on the location and procedure of the conceal weapons box and understand the procedure for transporting		
I have been shown all the inside compartments of each ambulance and know the general location of the supplies		

APPENDIX A
New Hire EMS Training

I have been shown and instructed on the use of the cot operation and battery change out procedure		
I have been shown and instructed on the use of the stair-chair operation.		
I have been shown how to use the Lifepak 15 unit in all aspects and understand how to use the buttons and situations to use for.		
I have been shown the inventory and sanitation procedures that are done after every call to ensure everything is replaced and cleaned correctly.		
DRIVING: I understand that before driving I must go through EVOC/CEVO and be tested off.		
DRIVING: I understand that I will know the driving operations, engine compartment, checked off on drive time and be tested.		
Other Orientation	Members Initials	Date
I understand how to check the portable and main oxygen tank in the ambulance and when to change them out.		
I understand, when possible, to leave dirty linens at the hospital.		
I understand how to use the security system for the doors entering into the Dane County Hospitals (UW, UW East, St. Mary's, and Meriter Emergency Rooms)		
I have been explained the process on No Transport/Refusal forms and where to find them in the clipboard. Also, the transfer forms between services.		
I have been explained the appropriate scene safety issues and familiarization on where safety vests and cones are for traffic concerns		
I have been shown how to use and put on turn out gear and can put it on within one minute.		

APPENDIX A
New Hire EMS Training

Requirements for EMR Levels	Mentor Initials	Date
Able to perform a proficient and complete medical and trauma assessment		
Able to efficiently obtain a manual set of vitals		
Able to show proficiency in basic trauma care i.e. splinting and bandaging		
Able to show proficiency in oxygen delivery and its appropriate application		
The proper use and application of I-Gel, king, OPA and NPA airways		
Able to show use of Lifepak i.e. vitals, O2, capnography and defib		
The proper placement of cardiac leads		
Able to prepare IV bag and assisting AEMT with IV start		
Able to show knowledge in use and assisting in ASA, Glucagon, Albuterol and Narcan		
Able to show how to properly place a tourniquet on		
Requirements for EMT Levels	Mentor Initials	Date
Able to show knowledge in use and assisting in Nitro, Epi and Atrovent		
Requirements for AEMT Levels	Mentor Initials	Date
Shows proficiency in starting and maintaining an IV: Catheter gauge, location and drip rate for patient		
Able to show knowledge in use and applications on Narcan, D10, Nitro, Nitrous Oxide, IV acetaminophen and Ondansetron (Zofran)		
Able to demonstrate use and list locations for IO and knowledge of when to use them		

APPENDIX A
New Hire EMS Training

EMR Medications	Mentors Initials	Date
Oxygen – Dose: Reason:		
Aspirin – Dose: Reason:		
Glucagon – Dose: Reason:		
Oral Glucose – Dose: Reason:		
Albuterol – Dose: Reason:		
Nitro – Dose: Reason:		
Narcan – Dose: Reason:		
EMT Medications	Mentors Initials	Date
EPI – Dose: Reason:		
Atrovent – Dose: Reason:		
AEMT Medications	Mentors Initials	Date
0.9 Sodium Chloride – Dose: Reason:		
D10 – Dose: Reason:		
Nitrous Oxide – Dose: Reason:		
IV Acetaminophen – Dose: Reason:		
Ondansetron (Zofran) – Dose: Reason:		

I, the undersigned, hereby certify that I have been properly taken through the above orientation process and all the initials are mine and complete. I also certify that I have been given the opportunity to ask any questions throughout or after the orientation process and I have a good understanding of the basic operations of the service.

After the general orientation checklist is complete you may ride as an attendant in an ambulance.

Members Print Name

Completion Date

Member Signature

Mentor Print Name

Date

Mentor Signature

APPENDIX B
New Hire Firefighter Training

Name: _____

PROTECTIVE CLOTHING (TURN-OUT GEAR)

The New Hire Firefighter will demonstrate proper donning of his/her protective clothing (turn-out gear) in one (1) minute or less. This includes bunker pants, coat (including all snaps, buckles, Velcro, zippers) with collar up, hood in place, helmet on with ear flaps and face shield down (or goggles in place) and gloves on.

Date completed _____

Officer's signature _____

SELF CONTAINED BREATHING APPARATUS (SCBA)

The New Hire Firefighter will demonstrate proper SCBA unit check and bottle exchange techniques per Wisconsin State training requirements.

SCBA unit checks to include the back pack, frame, straps, buckles, bottle, tank gauge, pressure, warning bells, regulator, and emergency bypass operation.

Date completed _____

Officer's signature _____

Donning, as listed in the IFSTA Essentials of Firefighting current edition, may use over the head or coat method and must include a positive pressure (inhalation) and negative pressure (exhalation) seal check. This exercise will be completed in the one (1) minute or less.

Doffing – as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed _____

Officer's signature _____

Bottle Exchange – as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed _____

Officer's signature _____

Filling Bottles – how to properly fill the bottles off of the Cascade system and the MAKO air compressor

Date completed _____

Officer's signature _____

ATTACK LINES

The New Hire Firefighter will demonstrate proper deployment and re-packing techniques for the following attack lines (handling of the hose lines will be as listed in the IFSTA Essentials of Firefighting current Edition):

1 ¾" Cross lays, (single person).

Date completed _____

Officer's signature _____

APPENDIX B
New Hire Firefighter Training

2 ½" Attack line, (two person).

Date completed _____

Officer's signature _____

2 ½" Exposure line, (single person).

Date completed _____

Officer's signature _____

Right Rear skid load 2 ½" to 1 ¾" attack lines, (single person).

Date completed _____

Officer's signature _____

HYDRANT CONNECTIONS

The New Hire Firefighter will properly perform a large diameter hose (LDH) hydrant connection as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed _____

Officer's signature _____

GROUND LADDERS

The New Hire Firefighter will demonstrate the ability to safely and efficiently perform the following ground ladder operations (the techniques used are as listed in the IFSTA Essentials of Firefighting current Edition):

The New Hire Firefighter will properly identify all ground ladders by type and size on all Waterloo Fire & Rescue Apparatus.

Date completed _____

Officer's signature _____

The New Hire Firefighter will verbalize ladder inspection and cleaning procedures.

Date completed _____

Officer's signature _____

The New Hire Firefighter will safely and efficiently raise, both flat and beam methods, fully extend, set angle, tie halyard for climbing, 24' extension ladder as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed _____

Officer's signature _____

APPENDIX B
New Hire Firefighter Training

The New Hire Firefighter will safely and efficiently carry and set a 14" roof ladder up a previously set extension ladder and properly set the roof ladder on a roof as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed _____ Officer's signature _____

The New Hire Firefighter will safely and efficiently demonstrate and encumbered climb up an extension ladder as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed _____ Officer's signature _____

The New Hire Firefighter will safely and efficiently demonstrate a leg lock on a fully extended 24' extension ladder as listed in the IFSTA Essentials of Firefighting current Edition.

Date completed _____ Officer's signature _____

EQUIPMENT INVENTORIES

The New Hire Firefighter will verbalize the inventory compliment of Engine 68.

Date completed _____ Officer's signature _____

The New Hire Firefighter will verbalize the inventory compliment of Engine 67.

Date completed _____ Officer's signature _____

The New Hire Firefighter will verbalize the inventory compliment of Ambulances outside compartments.

Date completed _____ Officer's signature _____

The New Hire Firefighter will verbalize the inventory compliment of Ladder 73.

Date completed _____ Officer's signature _____

The New Hire Firefighter will verbalize the inventory compliment of Tender 95.

Date completed _____ Officer's signature _____

The New Hire Firefighter will verbalize the inventory compliment of Tender 94.

Date completed _____ Officer's signature _____

APPENDIX B
New Hire Firefighter Training

The New Hire Firefighter will verbalize the inventory compliment of Brush Truck 84 and Brush units.

Date completed _____ Officer's signature _____

ROPES AND KNOTS

The New Hire Firefighter will successfully tie each of the following fire service knots and hitches with a safety where required, in thirty, (30), seconds or less.

Figure "8" Knot

Time: _____ Date: _____ Officer's signature _____

Figure "8" Follow Through Knot

Time: _____ Date: _____ Officer's signature _____

Single Loop Figure "8" Knot

Time: _____ Date: _____ Officer's signature _____

Double Loop Figure "8" Knot

Time: _____ Date: _____ Officer's signature _____

In-Line Figure "8" Knot

Time: _____ Date: _____ Officer's signature _____

Munter Hitch

Time: _____ Date: _____ Officer's signature _____

FINANCE AND PERSONNEL COMMITTEE

ROLLING TASK LIST

1. EMPLOYEE HANDBOOK – REFRESH (Dept Heads reviewing and bringing suggestions to Finance.

- *Vacation policy

- *Sick Leave – updated

- *Residency requirement

~~2. NEW HANDBOOK POLICY – ANTI-BULLYING~~ **Approved - June 2025**

3. NEW HANDBOOK POLICY – AI

- *Committee of department heads* - 1st meeting 7/8/25

4. FIRE CHIEF MEETING - ROLE AND EXPECTATIONS FOR POSITION

- a. Sale of Equipment; wants 3rd Ambulance & another Brush Truck

~~5. DPW/PARKS DEPT HEADS – PERSONNEL SUPERVISION PROCEDURES~~

Approved in May (DPW) and June (Parks) 2025

6. WU DELINQUENT UTILITIES – MBHM/COLLECTION FEES & LEGAL FEES

7. FIRE DEPARTMENT – DONATIONS/ORDINANCE (3 accounts)

8. UTILITIES/CITY WRITE-OFF FROM AUDIT

- *Lana zeroed out, need to review issue and bill back Utility if needed (from 2019, 2022)

- **In process of reconciliation of the account.

9. PLANS FOR HICKORY AND MAPLE ST – REVIEW-HOUSING

10. POLICY FOR ROADS AND SHARING COST WITH UTILITIES

- * 33% has been prior practice, not written anywhere. Hendricks will be split as part of USDA information.

11. Fund balance policy – procedure Chapter 53 - Finance and Taxation (53-11)

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