



136 North Monroe Street  
Waterloo, WI 53594  
Phone: (920) 478-3025  
Fax: (920) 478-2021  
[www.waterloowi.us](http://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: December 18, 2025  
TIME: 5:30 pm  
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES: November 20, 2025
- 3) CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit)
- 4) OLD BUSINESS
  - a) 2025-51 Resolution Updating the DPW On Call Employee Handbook Policy
- 5) NEW BUSINESS
  - a) November 2025 Financial Statements: Payroll \$102,462.05, General Disbursements \$1,575,121.06, and Clerk/Treasurer's Reports [\[see on municipal website\]](#)
  - b) 2025-14 Update Ordinance 340-2 Water & Light Utility Commission D. (7)
  - c) 2025-59 Resolution Approving Waterloo Utilities to join LGIP
  - d) 2025-61 Resolution Approving Town & Country for Hwy 89 Utilities design and Bidding Engineering
  - e) 2025-62 Resolution Approving Town & Country for Bluegrass Trail Water Main Extension Design and Bidding Engineering
  - f) 2025-58 Resolution Updating the Employee Handbook 6.2 Overtime Compensation
  - g) 2025-64 Resolution Updating the Fire/EMS Department By-Laws
  - h) 2025-65 Fire Department Union Ratification
  - i) HRA funding for new hires after 1/1/2026
  - j) Mobile Home Utility Delinquency Update
  - k) Raises for Seasonal Park Workers
  - l) 2025-63 Resolution Approving the Park Purchase of Turbine Blower
- 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: 12/16/2025.

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**  
**November 20, 2025**

1. CALL TO ORDER AND ROLL CALL. C. Kuhl called the meeting to order at 6:00 p.m. Members in person: J. Haseleu, and Kuhl. Absent: Weihert. Others attending in person: Mayor Quimby; Lt. Warner; Alderperson Thomas; DPW Director Yerges; Librarian Mountford; Utilities B. Sorenson; 1 Lt. Butzine; Fire/EMS Ciha; Parks Haberkorn; Library Jacobs; Treasurer Nelson; Clerk Ritter, R&R Insurance and WLOO Cable.
2. APPROVAL OF MEETING MINUTES: October 16, 2025, Motion [Haseleu/Kuhl] VOICE VOTE: Motion carried.
3. PUBLIC COMMENT (3 Minute Time Limit) none
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 [\[see on municipal website\]](#) Motion [C. Kuhl/Haseleu] VOICE VOTE: Motion carried.
  - b. Review and Recommend to Council 2026 Insurance Renewal. League of Municipalities Mutual Insurance.
  - c. 2026 Budget Updates-informational
  - d. Review Budget Narrative
  - e. Resolution 2025-50 Resolution Approving the 2026 City of Waterloo Budget. Motion [Kuhl/Haseleu] VOICE VOTE: Motion carried.
  - f. Police Department – Hiring new Officer informational.
  - g. Resolution 2025-54 Police Department- Hiring Bonus for 2026 Police Hires. Motion [Haseleu/Kuhl] VOICE VOTE: Motion carried.
  - h. Discussion on Tax Roll -Mobile Homes for 2024- informational
  - i. Resolution 2025-56 Fire Dept Bay Doors Quote Motion [Haseleu/Kuhl] VOICE VOTE: Motion carried.
  - j. Resolution 2025-53 Updating the City of Waterloo's Fee Schedule Motion [Kuhl/Haseleu] VOICE VOTE: Motion carried.
  - k. Update Ordinance 340-2 Water & Light Utility Commission D. (7) Defer. Nelson to investigate. Motion [Kuhl/Haseleu] VOICE VOTE: Motion carried.
  - l. Administrative Assistant Job Posting -informational.
  - m. Fire/EMS Department By-Laws. Defer Motion [Kuhl/Haseleu] VOICE VOTE: Motion carried.
6. ROLLING TASK LIST
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
8. ADJOURNMENT. MOTION: [Kuhl/Haseleu] To adjourn. VOICE VOTE: Motion carried. Approximate time 7:00 pm.

Jeanne Ritter  
Clerk/Deputy Treasurer



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## **Resolution 2025-51**

### **A Resolution Amending the On-Call Policy for DPW**

**WHEREAS**, the City and the Department of Public Works see a need to update the current DPW On-Call Policy;  
and

**WHEREAS**, it has been recommended that the DPW has a year round On-Call Policy with defined pay and hours;  
and

**WHEREAS**, the new policy is attached to this resolution.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Waterloo, WI, does hereby approve the changes to City of Waterloo Employee Handbook 6.2 completed on December 18, 2025.

**ADOPTED** this \_\_\_\_\_ day of December 2025, by the City Council of the City of Waterloo, WI.

Signed: \_\_\_\_\_  
Jenifer Quimby Mayor of Waterloo

Attest: \_\_\_\_\_  
Jeanne Ritter, City Clerk/Deputy Treasurer

## Appendix: C Overtime Compensation

### 6.2 Overtime Compensation

#### Department of Public Works Employees:

Overtime work performed on Sunday and/or holidays shall be paid at two (2) times the regular rate.

On-Call Schedule: Employees on-call for a weekend shall receive (8) hours at one and one-half (1 ½) times the employee's regular rate of pay pay beginning at end of shift of work week until start of beginning shift Monday. This will be a 52 week employee rotation. Employees who are on the on-call schedule may use their time away from work in an unrestricted manner as they see fit until they are called-in, at which time the employee must respond within a reasonable timeframe.

Employees on call for a holiday, as the term "holiday" is defined in appendix D, shall receive four (4) hours pay at one and one-half pay (1 ½) times the employee's regular rate of pay, plus double time pay for actual time spent on the job, with a minimum of two (2) hours. Holidays are defined in appendix D. On-call employees are required to respond to work as soon as possible but no later than forty five (45) minutes.

Call-In Pay: Any employee who is called in for work at a time other than when he or she is scheduled shall be compensated a minimum of two (2) hours at the overtime rate of one and one-half (1 ½) times the employee's regular rate of pay for work performed Monday through Saturday, and at a minimum of two (2) hours at two (2) times the employee's regular rate of pay for work performed on Sunday and/or holidays, as the term "holiday" is defined in appendix D. —Call-in pay shall start when an employee arrives at the shop, or at the work site, whichever comes first.

**Commented [CH1]:** I suggest using the language that employees must respond "within a reasonable time" rather than a set amount of time (like 45 minutes) because courts look to many factors, including a required response timeframe, when determining whether on-call time is compensable. If the time is compensable, then paying only an 8 hour flat fee for the weekend would be a violation of state and federal wage laws.

**Commented [CH2]:** I removed the reference in the above paragraph to receiving double pay for time actually spent on the job for holidays because the "Call In Pay" paragraph establishes that call-in pay is two times the regular rate for Sundays and holidays.





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## 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 December 18, 2025.

**CITY OF WATERLOO**

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Jenifer Quimby, Mayor

Attest:

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Jeanne Ritter, City Clerk

Date Adopted:

Date Published:

## Jeanne Ritter

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**From:** Lana Nelson  
**Sent:** Monday, December 15, 2025 2:39 PM  
**To:** Jeanne Ritter  
**Subject:** FW: Bank signer for utility accounts

On Nov 21, 2025, at 5:21 PM, William S. Cole <[WCole@axley.com](mailto:WCole@axley.com)> wrote:

Hi Lana,

Sec. 66.0607(1) permits the treasurer to sign checks. It contemplates the clerk processes the payment vouchers.

Bill

### William Cole

Attorney

AXLEY LLP  
2 E. Mifflin St. Ste 200 | Madison, WI 53703  
P.O. Box 1767 | Madison, WI 53701-1767  
Phone: 608.283.6766 | Fax: 608.257.5444  
Email: [WCole@axley.com](mailto:WCole@axley.com) | bio | [axley.com](http://axley.com)

**Legal Assistant:** Sandi Holcomb  
Phone: 608.283.6732 | Email: [SHolcomb@axley.com](mailto:SHolcomb@axley.com)

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**From:** Lana Nelson <[lnelson@waterloowi.us](mailto:lnelson@waterloowi.us)>  
**Sent:** Friday, November 21, 2025 9:02 AM  
**To:** William S. Cole <[wcole@axley.com](mailto:wcole@axley.com)>  
**Subject:** Bank signer for utility accounts  
**Importance:** High

**Caution** - This email originated from outside your organization.

Good Morning Attorney Cole,

We are trying to update our ordinance 340-2 to change from Clerk/Deputy Treasurer to Treasurer/Deputy Clerk. Since I handle the financial part of the City the mayor feels that this should be changed to me. The clerk is not comfortable being a signer either plus it's not part of her primary responsibilities. The utility is stating that the Wisconsin Statute § 66.0607 will only allow the clerk to be a signer on their bank accounts which we find odd. I do see clerk in parts, but I also see the treasurer listed and technical I am the Treasurer/Deputy Clerk. This all seems odd that as the treasurer would not be able to be a signer on a bank account. I am signer with the city accounts so why is it different for the utilities.

The mayor asked that I consult you in this matter so I'm hoping you can let us know soon so we know how to proceed.

*Lana Nelson*

Treasurer  
City of Waterloo  
136 N Monroe St  
Waterloo, WI 53594  
920.478.3025 x102



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**RESOLUTION #2025-59**  
**Waterloo Water & Light Commission joining LGIP**

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

**Whereas**, the State of Wisconsin has created a Local Government Investment Pool, and;

**Whereas**, it may prove beneficial for the Waterloo Water & Light Commission to participate in the program, and;

**Therefore, Be It Resolved**, that the Waterloo Water & Light Commission participate in the state of Wisconsin's Local Government Investment Pool, pursuant to provisions of Section 25.50 of the Wisconsin Statutes. **BE IT FURTHER RESOLVED**, that the following officers and officials be designated as the "Local Official" authorized to transfer funds to or from the Local Government Investment Pool. Notification of changes in authorized officials may be made to the Department of Administration in writing without modification to this resolution.

- Joy Bisco, Office Manager
- Barry Sorenson, Superintendent
- Lana Nelson, Treasurer

City Council approves the above resolution on December 18, 2025.

City of Waterloo

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

Attest:

\_\_\_\_\_  
Jeanne Ritter Clerk/Deputy Treasurer



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## **Resolution 2025-61**

### **A Resolution Approving Town & Country for Hwy 89 Utilities Design and Bidding Engineering**

**WHEREAS**, the State of Wisconsin, has identified the need for reconstruction of State Highway 89 to enhance infrastructure and improve safety for residents and motorists.; and

**WHEREAS**, Waterloo Utilities will be using Town and Country as their engineering service for this design and bidding; and

**WHEREAS**, the City of Waterloo agrees to designate Town and Country Engineer for this project(Task Order No. 2).

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Waterloo, WI, does hereby approve Town and Country Engineering for the Highway 89 Project, as detailed above.

**ADOPTED** this 18<sup>th</sup> day of December 2025, by the City Council of the City of Waterloo, WI.

Signed: \_\_\_\_\_  
Jenifer Quimby Mayor of Waterloo

Attest: \_\_\_\_\_  
Jeanne Ritter, City Clerk/Deputy Treasurer

## **Task Order – Standard Hourly Rates Basis**

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In accordance with Paragraph 1.01 of the Agreement Between Waterloo Utilities (Owner) and Town & Country Engineering, Inc. (Engineer) for Professional Services – Task Order Edition, dated February 4, 2021 ("Agreement"), Owner and Engineer agree as follows:

### **1. Background Data**

- a. Effective Date of Task Order: November 25, 2025
- b. Specific Project (title): STH 89 Utilities Design and Bidding Engineering
- c. Specific Project (description): Per Attachment A

### **2. Services of Engineer**

- A. The specific services to be provided or furnished by Engineer under this Task Order are described in Attachment A and the services (and related terms and conditions) set forth in the following sections of Exhibit A, as attached to the Agreement referred to above, such sections being hereby incorporated by reference:
  - Study and Report Services (Exhibit A, Paragraph A1.01)
  - Preliminary Design Phase (Exhibit A, Paragraph A1.02)
  - Final Design Phase (Exhibit A, Paragraph A1.03)
  - Bidding or Negotiating Services (Exhibit A, Paragraph A1.04)
- B. Resident Project Representative (RPR) Services (Not Used)
- C. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

### **3. Additional Services**

Those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.



#### 4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, as attached to the Agreement referred to above, such Article and Exhibit being hereby incorporated by reference, subject to the following: **None**

#### 5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A, as attached to the Agreement referred to above, or elsewhere, the parties shall meet the schedule set forth in Attachment A.

#### 6. Payments to Engineer

- A. Owner shall pay Engineer for Basic Services set forth above, except for services of Engineer's Resident Project Representative, if any, as follows:
  - 1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's personnel times Standard Hourly Rates for each applicable billing class for all services performed on the Project, plus Reimbursable Expenses and Engineer's Consultants' charges, if any.
  - 2. Engineer's Standard Hourly Rates Schedule is shown below.
  - 3. The total compensation for services under this Task Order is estimated to be \$172,000.
- B. Compensation for Reimbursable Expenses
  - 1. Owner shall pay Engineer for all Reimbursable Expenses at the rates set forth below.

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## Standard Hourly Rates and Reimbursable Expense Rates Schedule

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Standard Hourly Rates and Reimbursable Expense Rates are set forth below. Standard Hourly Rates include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.

### *Schedule:*

Principal .....	\$180.00
Senior Project Manager .....	\$175.00
Senior Project Engineer .....	\$165.00
Project Engineer IV .....	\$155.00
Project Engineer III.....	\$150.00
Project Engineer II.....	\$145.00
Project Engineer I .....	\$140.00
Staff Engineer II.....	\$125.00
Staff Engineer I .....	\$120.00
Senior Engineering Technician.....	\$120.00
Engineering Technician III.....	\$110.00
Engineering Technician II .....	\$105.00
Engineering Technician I .....	\$90.00
GIS Analyst .....	\$115.00
GIS Technician.....	\$105.00
Survey Crew Chief.....	\$120.00
Construction Technician III .....	\$110.00
Construction Technician II .....	\$105.00
Construction Technician I .....	\$90.00
Administrative II.....	\$85.00
Administrative I.....	\$80.00
Mileage – per mile 2025 rate.....	\$0.73
Total Station/GPS Survey Equipment .....	\$25.00
Computer used for CADD .....	\$15.00
Plotter – per plan page .....	\$15.00

## **7. Terms and Conditions**

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is November 25, 2025.

OWNER: City of Waterloo, Wisconsin

ENGINEER: Town & Country Engineering, Inc.

By:

By:



Print Name: Jennifer Quimby

Print Name: Ben Heidemann, P.E.

Title: Mayor

Title: Vice-President

Date: \_\_\_\_\_

Date: November 25, 2025

Engineer License or Firm's

Certificate No. (if required): 37471-006

State of: Wisconsin

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: \_\_\_\_\_

Name: Ben Heidemann, P.E.

Title: \_\_\_\_\_

Title: Vice-President

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

Address: 6264 Nesbitt Road  
Madison, WI 53719

E-Mail  
Address: \_\_\_\_\_

E-Mail  
Address: ben@tcengineers.net

Phone: \_\_\_\_\_

Phone: (608) 273-3350

# ATTACHMENT A

## MEMORANDUM

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Date: November 24, 2025

To: Barry Sorenson, Waterloo Utilities Superintendent – City of Waterloo

From: Ben Heidemann, P.E., Vice President – Town and Country Engineering

Subject: Scope of Services – STH 89 Utility Design and Bidding Engineering

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The City and Utilities desire to replace water main (from the eastern Mauneshia River bridge to the east City limit) and sanitary sewer (from Hendricks Street to Maple Drive) along State Highway 89 (E. Madison Street) in early 2028 prior to street improvements of STH 89 in the same corridor being planned by the Wisconsin DOT for mid-summer 2028 construction.

We propose to provide the following services to support that effort:

**Topographic Site Survey:** Utilize the DOT field survey data and our own field survey of inverts of existing sanitary and storm sewer structures along with existing pipe diameters, and identify any conflicts between the surveyed conditions and the Utility's existing maps for resolution with City and Utility staff. We anticipate that field survey will be via unmanned aircraft system (UAS) and supplemented by ground survey where tree cover and additional accuracy requires.

**Engineering Plans:** As part of the engineering plan development, we will provide plans to compliment the DOT's workflow requiring 30%, 60%, 90% and complete plans for review and comment. The plans will contain plan/profile sheets and will be provided in both hard copy and digital format (PDF and/or AutoCAD DWG). Storm sewer is expected to be updated by DOT. We will review the DOT design and provide suggested adjustments as needed.

**Public Meetings:** As part of the project delivery process, the DOT and City will host several public meetings. We will plan on attending and presenting at three such meetings. Attendance at additional meetings can be handled on a time and materials basis.

**Specifications:** Construction specifications will include a complete bidding package for anticipated 2028 construction that will be used to obtain bids and provide guidance during construction of the project. This will include the Advertisement for Bid, Instruction to Bidders, Bidders Proof of Responsibility, all bidding documents themselves (bid proposal form, affidavit of organization, bid bond, disclosure of ownership), and standard construction contract documents as published by the EJCDC. We will also provide technical specifications outlining the materials and performance that will be required of the contractor. It is anticipated that one bid period will be needed for a single general contractor.

**Bidding Services:** We will answer questions from bidders and suppliers regarding plans and specifications. We will attend the bid openings, analyze the bids received, and attend a meeting with City officials to formally recommend award.

**DNR Funding Assistance:** We will prepare and submit all necessary items to qualify the project for funding via the DNR's Safe Drinking Water and Clean Water funding programs.

### **TOWN & COUNTRY ENGINEERING, INC.**

Madison ♦ Rhinelander ♦ Kenosha ♦ Platteville  
6264 Nesbitt Road • Madison, WI 53719 • (608) 273-3350 • tce@tcengineers.net

**The total estimated cost for the above-referenced services is \$172,000.** This is considered to be a not-to-exceed figure, unless prior authorization is received from the City and Utilities. The work will be performed using our current chargeout rates and will not change during this task order period.

It should be noted that the following tasks are anticipated to be part of a separate future agreement:

- Construction Administration
- Resident Construction Observation
- Construction Staking
- DNR funding administration during and after construction (including the Fiscal Sustainability Plan required by Clean Water Fund)

We further understand that Wisconsin DOT has agreed to be responsible for:

- Soil borings
- Design of street improvements including curb and gutter, sidewalk, and driveway aprons
- Design of storm sewer replacements, including stormwater modelling
- Design of all curb ramps at intersections

It should be noted that the following services are not included. These can be added at the City direction, or carried out by a third party and invoiced directly to the City separate from this agreement:

- Wetland determinations and delineations
- Archeology services, if needed
- Right-of-way delineation or acquisition
- Trench and soil compaction tests during construction
- Permit fees
- Sewer and Water utility rate case

We at Town & Country Engineering, Inc. wish to thank you for the opportunity to present this scope of services to Waterloo Utilities and look forward to continuing to serve you. If you have any questions regarding the above scope, please feel free to call.

BJH:brb

J:\JOB#S\Waterloo Water & Light\WW-00-00\O&E\2021 Task Order\Task Order No. 3 - STH 89 Design Engineering\Attachment A.docx

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## **Resolution 2025-62**

### **A Resolution Approving Town & Country for Bluegrass Trail Water Main Extension Design and Bidding Engineering**

**WHEREAS**, the City and Utilities have determined that a water main extension needs to be installed on Bluegrass Trail; and

**WHEREAS**, Waterloo Utilities will be using Town and Country as their engineering service for this design and bidding; and

**WHEREAS**, the City of Waterloo agrees to designate Town and Country Engineer for this project. (Task Order No. 3).

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Waterloo, WI, does hereby approve Town and Country Engineering for the Bluegrass Project, as detailed above.

**ADOPTED** this 18<sup>th</sup> day of December 2025, by the City Council of the City of Waterloo, WI.

Signed: \_\_\_\_\_  
Jenifer Quimby Mayor of Waterloo

Attest: \_\_\_\_\_  
Jeanne Ritter, City Clerk/Deputy Treasurer



## **Task Order – Standard Hourly Rates Basis**

---

In accordance with Paragraph 1.01 of the Agreement Between Waterloo Utilities (Owner) and Town & Country Engineering, Inc. (Engineer) for Professional Services – Task Order Edition, dated February 4, 2021 ("Agreement"), Owner and Engineer agree as follows:

### **1. Background Data**

- a. Effective Date of Task Order: November 25, 2025
- b. Specific Project (title): Bluegrass Trail Water Main Extension Design and Bidding Engineering
- c. Specific Project (description): Per Attachment A

### **2. Services of Engineer**

- A. The specific services to be provided or furnished by Engineer under this Task Order are described in Attachment A and the services (and related terms and conditions) set forth in the following sections of Exhibit A, as attached to the Agreement referred to above, such sections being hereby incorporated by reference:
  - Study and Report Services (Exhibit A, Paragraph A1.01)
  - Preliminary Design Phase (Exhibit A, Paragraph A1.02)
  - Final Design Phase (Exhibit A, Paragraph A1.03)
  - Bidding or Negotiating Services (Exhibit A, Paragraph A1.04)
- B. Resident Project Representative (RPR) Services (Not Used)
- C. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

### **3. Additional Services**

Those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

#### 4. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B, as attached to the Agreement referred to above, such Article and Exhibit being hereby incorporated by reference, subject to the following: **None**

#### 5. Task Order Schedule

In addition to any schedule provisions provided in Exhibit A, as attached to the Agreement referred to above, or elsewhere, the parties shall meet the schedule set forth in Attachment A.

#### 6. Payments to Engineer

- A. Owner shall pay Engineer for Basic Services set forth above, except for services of Engineer's Resident Project Representative, if any, as follows:
  - 1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's personnel times Standard Hourly Rates for each applicable billing class for all services performed on the Project, plus Reimbursable Expenses and Engineer's Consultants' charges, if any.
  - 2. Engineer's Standard Hourly Rates Schedule is shown below.
  - 3. The total compensation for services under this Task Order is estimated to be \$22,000.
- B. Compensation for Reimbursable Expenses
  - 1. Owner shall pay Engineer for all Reimbursable Expenses at the rates set forth below.

## Standard Hourly Rates and Reimbursable Expense Rates Schedule

---

Standard Hourly Rates and Reimbursable Expense Rates are set forth below. Standard Hourly Rates include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.

### *Schedule:*

Principal .....	\$180.00
Senior Project Manager .....	\$175.00
Senior Project Engineer .....	\$165.00
Project Engineer IV .....	\$155.00
Project Engineer III.....	\$150.00
Project Engineer II.....	\$145.00
Project Engineer I .....	\$140.00
Staff Engineer II.....	\$125.00
Staff Engineer I .....	\$120.00
Senior Engineering Technician.....	\$120.00
Engineering Technician III.....	\$110.00
Engineering Technician II .....	\$105.00
Engineering Technician I .....	\$90.00
GIS Analyst .....	\$115.00
GIS Technician.....	\$105.00
Survey Crew Chief.....	\$120.00
Construction Technician III .....	\$110.00
Construction Technician II .....	\$105.00
Construction Technician I .....	\$90.00
Administrative II.....	\$85.00
Administrative I.....	\$80.00
Mileage – per mile 2025 rate.....	\$0.73
Total Station/GPS Survey Equipment .....	\$25.00
Computer used for CADD .....	\$15.00
Plotter – per plan page .....	\$15.00

## 7. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is November 25, 2025.

OWNER: City of Waterloo, Wisconsin

ENGINEER: Town & Country Engineering, Inc.

By:

By:



Print Name: Jennifer Quimby

Print Name: Ben Heidemann, P.E.

Title: Mayor

Title: Vice-President

Date: \_\_\_\_\_

Date: November 25, 2025

Engineer License or Firm's

Certificate No. (if required): 37471-006

State of: Wisconsin

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: \_\_\_\_\_

Name: Ben Heidemann, P.E.

Title: \_\_\_\_\_

Title: Vice-President

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

Address: 6264 Nesbitt Road  
Madison, WI 53719

E-Mail  
Address: \_\_\_\_\_

E-Mail  
Address: ben@tcengineers.net

Phone: \_\_\_\_\_

Phone: (608) 273-3350

# ATTACHMENT A MEMORANDUM

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Date: November 24, 2025

To: Barry Sorenson, Waterloo Utilities Superintendent – City of Waterloo

From: Ben Heidemann, P.E., Vice President – Town and Country Engineering

Subject: Scope of Services – Bluegrass Trail Water Extension Design Engineering

---

We understand the City and Utilities desire to replace extend water main from a current dead end at the southern terminus of Bluegrass Trail to loop with existing water main in Firemen's Park to address redundancy concerns. We propose to provide the following services to support that effort:

**Topographic Site Survey:** We will perform field survey of all existing features including inverts of existing sanitary and storm sewer structures along with existing pipe diameters, and identify any conflicts between the surveyed conditions and the City's existing utility maps for resolution with City and Utility staff. We anticipate that field survey will be via unmanned aircraft system (UAS) and supplemented by ground survey where tree cover and additional accuracy requires.

**Engineering Plans:** As part of the engineering plan development, we will provide plans at 60%, 90% and fully complete plans for review and comment. The plans will contain plan/profile sheets and will be provided in both hard copy and digital format (PDF and/or AutoCAD DWG).

**Public Meetings:** As part of the project delivery process, the City may host public meetings. We will plan on attending and presenting at two such meetings. Attendance at additional meetings can be handled on a time and materials basis.

**Specifications:** Construction specifications will include a complete bidding package for construction that will be used to obtain bids and provide guidance during construction of the project. This will include the Advertisement for Bid, Instruction to Bidders, Bidders Proof of Responsibility, all bidding documents themselves (bid proposal form, affidavit of organization, bid bond, disclosure of ownership), and standard construction contract documents as published by the EJCDC. We will also provide technical specifications outlining the materials and performance that will be required of the contractor. It is anticipated that one bid period will be needed for a single general contractor.

**Bidding Services:** We will answer questions from bidders and suppliers regarding plans and specifications. We will attend the bid openings, analyze the bids received, and attend a meeting with City officials to formally recommend award.

**DNR Funding Assistance:** We will prepare and submit all necessary items to qualify the project for funding via the DNR's Safe Drinking Water and Clean Water funding programs.

**The total estimated cost for the above-referenced services is \$22,000.** This is considered to be a not-to-exceed figure, unless prior authorization is received from the City and Utilities. The work will be performed using our current chargeout rates and will not change during this task order period.

**TOWN & COUNTRY ENGINEERING, INC.**

Madison ♦ Rhinelander ♦ Kenosha ♦ Platteville  
6264 Nesbitt Road • Madison, WI 53719 • (608) 273-3350 • tce@tcengineers.net

It should be noted that the following tasks are anticipated to be part of a separate future agreement:

- Construction Administration
- Resident Construction Observation
- Construction Staking
- DNR funding administration during and after construction

It should be noted that the following services are not included. These can be added at the City direction, or carried out by a third party and invoiced directly to the City separate from this agreement:

- Wetland determinations and delineations
- Soil borings and reports
- Archeology services, if needed
- Right-of-way delineation or acquisition
- Trench and soil compaction tests during construction
- Permit fees
- Water utility rate case

We at Town & Country Engineering, Inc. wish to thank you for the opportunity to present this scope of services to Waterloo Utilities and look forward to continuing to serve you. If you have any questions regarding the above scope, please feel free to call.

BJH:brb

J:\JOB#S\Waterloo Water & Light\WW-00-00\O&E\2021 Task Order\Task Order No. 4 - Bluegrass Trail Water Extension Design Engineering\Attachment A - Bluegrass.docx

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**RESOLUTION #2025-58**

**UPDATING the EMPLOYEE HANDBOOK 6.2 REGARDING FIRE DEPT OVERTIME**

**Whereas**, the City of Waterloo will be acting on a new union contract for the Fire Department/EMS, and;

**Whereas**, the employee handbook will need to be updated regarding overtime for full time fire department/EMS and;

**Whereas**, in the past overtime was paid after 53 hours each week, it will now be paid after 106 hours per 14 day payroll period;and

**Whereas**, a copy of the new policy will be attached to this resolution.

**Now Therefore Be It Resolved**, by the Common Council of the City of Waterloo, Wisconsin, that this new policy on overtime pay will go into effect on \_\_\_\_\_.

**PASSED AND ADOPTED ON** this 18th day of December 2025.

**City of Waterloo**

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

Attest:

\_\_\_\_\_  
Jeanne Ritter  
Clerk/Deputy Treasurer

## **6.2 Overtime Compensation**

Employees may be required to work overtime when requested to do so. However, employees working overtime without approval or pre-approval of a supervisor will be subject to appropriate disciplinary action, up to and including immediate termination. Overtime will be paid for all hours over forty (40) hours per week, except Fire Department employees, who will be paid for all hours ~~over 53~~ **in excess of 106 hours per 14 day payroll period**. All paid vacation time, paid holidays and paid sick leave shall be considered as "time worked" for purpose of this section.

Employees working overtime shall have the alternative to be paid for such overtime at the overtime rate or take compensatory time off at a later date. Compensatory time shall be earned at the rate of one and one-half ( $1 \frac{1}{2}$ ) times the number of overtime hours worked, and may be accrued to a maximum of eighty (80) hours at any one time and may be carried over to the following year. Compensatory time off shall be scheduled at a time mutually agreeable between the employee and the City.

Department of Public Works, Police Department and Waterloo Water & Light Utility employees Sunday and Holiday pay.(See Appendix C, as modified from time to time.)



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**Resolution 2025-64**

**A Resolution Approving the FIRE/EMS BY-LAWS**

**A RESOLUTION AUTHORIZING THE REVISION AND ADOPTION OF UPDATED BY-LAWS FOR WATERLOO FIRE/EMS**

WHEREAS, the City of Waterloo recognizes the importance of clear, current, and effective by-laws to ensure the proper governance, administration, and operation of Waterloo Fire/EMS; and

WHEREAS, the existing by-laws of Waterloo Fire/EMS require review and revision to reflect current operational practices, regulatory requirements, and organizational needs; and

WHEREAS, Waterloo Fire/EMS has undertaken the process of redoing and updating its by-laws to better serve the City of Waterloo and its residents; and

WHEREAS, the revised by-laws have been reviewed and approved by Waterloo Fire/EMS;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Waterloo that:

1. The revised by-laws for Waterloo Fire/EMS are hereby accepted and approved.
2. Waterloo Fire/EMS is authorized to implement and enforce the revised by-laws effective upon adoption of this resolution.
3. All prior by-laws or provisions inconsistent with the revised by-laws are hereby repealed to the extent of such inconsistency.

PASSED AND ADOPTED by the City Council of the City of Waterloo this \_\_\_\_ day of \_\_\_\_\_, 2025.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2025.

**City of Waterloo**

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

Attest:

\_\_\_\_\_  
Jeanne Ritter Clerk/Deputy Treasurer

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, 12/16/2025

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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## 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

Lieutenant

Secretary

EMS Training Coordinator

Assistant Service Director

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 4<sup>th</sup> 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

<b>Policy Orientation</b>	<b>Members initials</b>	<b>Date</b>
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		
<b>Ambulance Orientation</b>	<b>Members Initials</b>	<b>Date</b>
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.		
<b>Other Orientation</b>	<b>Members Initials</b>	<b>Date</b>
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

<b>Requirements for EMR Levels</b>	<b>Mentor Initials</b>	<b>Date</b>
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		
<b>Requirements for EMT Levels</b>	<b>Mentor Initials</b>	<b>Date</b>
Able to show knowledge in use and assisting in Nitro, Epi and Atrovent		
<b>Requirements for AEMT Levels</b>	<b>Mentor Initials</b>	<b>Date</b>
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

<b>EMR Medications</b>	<b>Mentors Initials</b>	<b>Date</b>
Oxygen – Dose: Reason:		
Aspirin – Dose: Reason:		
Glucagon – Dose: Reason:		
Oral Glucose – Dose: Reason:		
Albuterol – Dose: Reason:		
Nitro – Dose: Reason:		
Narcan – Dose: Reason:		
<b>EMT Medications</b>	<b>Mentors Initials</b>	<b>Date</b>
EPI – Dose: Reason:		
Atrovent – Dose: Reason:		
<b>AEMT Medications</b>	<b>Mentors Initials</b>	<b>Date</b>
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 \_\_\_\_\_



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

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**Resolution No. 2025-65**

**A RESOLUTION RATIFYING THE RECOGNITION OF A NEW UNION REPRESENTING  
WATERLOO FIRE & EMS EMPLOYEES**

**WHEREAS**, the City of Waterloo employs firefighters and emergency medical services personnel within the Waterloo Fire & EMS Department; and

**WHEREAS**, the employees of Waterloo Fire & EMS have exercised their rights under applicable federal and state labor laws to select a labor organization as their exclusive bargaining representative; and

**WHEREAS**, the City of Waterloo recognizes the importance of maintaining cooperative and constructive labor relations that promote public safety, operational effectiveness, and fiscal responsibility; and

**WHEREAS**, it is in the best interests of the City of Waterloo and its residents to formally ratify the recognition of the newly selected union representing Waterloo Fire & EMS employees and to proceed in good faith with collective bargaining as required by law.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
WATERLOO:**

1. That the City Council hereby ratifies and recognizes the newly selected labor union as the exclusive bargaining representative for eligible employees of the Waterloo Fire & EMS Department, effective upon certification and in accordance with applicable law.
2. That this resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Waterloo, this 18th day of December, 2025.

**City of Waterloo**

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

Attest:

\_\_\_\_\_  
Jeanne Ritter Clerk/Deputy Treasurer

**COLLECTIVE BARGAINING AGREEMENT**

**Between**

**CITY OF WATERLOO**

**And**

**WATERTOWN FIREFIGHTERS INTERNATIONAL ASSOCIATION OF  
FIREFIGHTERS, LOCAL 877, AFL-CIO on behalf of the WATERLOO  
FIREFIGHTERS**

**January 1, 2026 – December 31, 2028**

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## AGREEMENT

This Agreement (“Agreement”) is made and entered into by and between the City of Waterloo, a municipal corporation (“City” or “Employer”), and the International Association of Fire Fighters Local 877 (“Association” or “Union”).

### ARTICLE I: BARGAINING UNIT

**Section 1.01: Scope of Bargaining Unit:** The bargaining unit covered by this Agreement shall be limited to full-time professional employees of the City whose primary function includes fire fighting, fire prevention, and emergency medical services, excluding law enforcement officers, independent contractors, supervisors, chiefs, assistant chiefs, part-time, temporary, and seasonal employees, and confidential, managerial, and executive employees pursuant to the Wisconsin Employment Relations Commission’s Certification of Representative in Case ID 544.0002 (Decision No. 40425-A) dated October 23, 2024.

**Section 1.02: Employee Right to Work:** The Union, as the exclusive bargaining representative of all employees in the bargaining unit, shall represent all such employees, including union members and non-members, fairly and equally. No employee shall be required to join the Union or pay dues.

**Section 1.03: Dues Authorization & Deduction:** The City agrees that effective beginning the first complete payroll period of after the effective date of this Agreement, it will deduct the monthly earnings of bargaining unit employees who have elected to join the Union and who have executed a voluntary dues deduction authorization, the amount certified by the Union to the City, such amount being the monthly dues certified by the Union as the current dues uniformly required of all members, and any such amount will be sent to the Treasurer of the Union on or before the end of the month following the month in which such deduction is made.

**Section 1.04: Union Indemnification of City:** The Union shall indemnify and hold the City harmless from and against any and all claims, complaints, grievances, liability, damages, and costs of defense which may arise against the City and its employees, agents, representatives, and volunteers as a result of the City’s compliance with this Article. Upon receiving notice of any claim, complaint, or grievance against it, the City shall notify the Union in writing of the same.

**Section 1.05: Termination of Dues Deduction:** The employee may authorize or terminate the employee’s authorization of the City’s deduction of Union dues from the employee’s wages by giving thirty (30) days’ written notice to the City and the Union. The authorization or termination is effective as of the pay period following the expiration of the thirty (30) days.

## ARTICLE II: COOPERATION

**Section 2.01: Performance of Duties:** Employees in the bargaining unit will individually and collectively perform their work and fulfill their duties in a loyal, safe, prompt, and efficient manner and will use their influence and best efforts at all times to protect the property of the City and to protect and promote the City's best interests.

**Section 2.02: Union Activities:** No Union business shall be conducted in work areas or during working time, unless with permission of the Fire Chief. Union business is defined as contract administration, grievance and investigatory meetings, and labor-management activities where the parties mutually attend. If employees are on duty they must remain available for call and without additional delay. The City reserves the right to require the employee to return to duty.

**Section 2.03: Outside Employment:** Full-time employees are hired by the City with the understanding that the City is their primary employer. On an annual basis between January 1 and 15, each employee shall disclose in writing to the Mayor and Treasurer / Deputy Clerk all secondary employment, self-employment, and commercial activity and within 30 days of any changes thereto. If an employee has already disclosed all current secondary employment, self-employment, and commercial activity, in compliance with this Section, there is no need for the employee to re-disclose the same information in subsequent years.

**Section 2.04: Financial Interest in Other Business:** Neither an employee nor the employee's family may own or hold any interest in a supplier or vendor of the City, except where such ownership or interest consists of securities in a publicly-owned Company and where those securities are regularly traded on the open market, or where such ownership or interest has been disclosed, in writing, to the Mayor and Treasurer / Deputy Clerk.

**Section 2.05: Conflicts of Interest:** Employees shall disclose to the City any potential or actual conflict of interest immediately when it arises so the City may timely evaluate and act or decline to act to prevent the potential or actual conflict of interest from arising or impacting the City. A potential or actual conflict of interest occurs whenever an employee is arguably in a position to obtain a personal gain, or influence a decision that may result in a personal gain, for the employee, a family member, or other interested party because of the employee's position in the City.

**Section 2.06: Employment of Relatives:** The City prohibits a direct reporting relationship between employees who are relatives, or employees and volunteers who are relatives, without written approval of the Mayor.

### ARTICLE III: MANAGEMENT RIGHTS

**Section 3.01: Management Rights:** The Union recognizes the prerogatives of the City to operate and manage its affairs in all respects in accordance with its responsibility and in the manner provided by law, and the powers or authority which the City has not specifically and expressly abridged, delegated, or modified by other provisions of this agreement, are retained exclusively by the City. Such powers and authority, in general, include, but are not limited to the following:

- A. To determine its general business practices and policies and to utilize personnel, methods, and means in the most appropriate and efficient manner possible.
- B. To manage and direct the employees of the City, to make assignment of jobs, to determine the size and composition of the work force and each employee, to determine the work to be performed by the work force and each employee, and to determine the competence and qualifications of each position and the employees.
- C. To determine the method and means by which the operations of the City are to be conducted.
- D. To utilize part-time employees.
- E. To hire and promote employees, to transfer employees within the Department, and to make promotions to supervisory positions in the manner most advantageous to the City.
- F. To lay off employees.
- G. To discipline, suspend, demote, and discharge employees.
- H. To establish or alter the number of shifts, hours of work, work schedules, methods, and processes.
- I. To schedule overtime work.
- J. To create new positions or Department, to introduce new or improved operations, technology, or work practices, to terminate or modify existing positions, Departments, operations, technology, or work practices, to consolidate existing positions, Department, or operations, and to contract with others to provide services.
- K. To make and alter the rules and regulations for the conduct of its business and of its employees.

L. To take any lawful action necessary to carry out the functions of the City.

**Section 3.02: Limitations:** The City's exercise of the foregoing functions shall be limited only by the express provisions of this Agreement. The City has all the rights which it had at common law, except those expressly bargained away in this Agreement.

#### **ARTICLE IV: NO STRIKE OR SLOW DOWN**

**Section 4.01: No Strike or Slow Down:** The Union agrees, individually and collectively, not to strike, slow down, engage in a mass sick call, or in any other manner impede the full working efficiency of the City's Fire Department or any other Department, including, but not limited to, any refusal to perform an assigned duty.

**Section 4.02: Union Responsibility:** The Union shall neither cause nor counsel any employee to engage in the acts prohibited by Section 4.01. Upon written notification by the City to the Union, the Union shall immediately, in writing, order that bargaining unit employees comply with the Agreement and return to work immediately. Nothing in this Agreement prevents the City from disciplining or discharging an employee who violates this Agreement, irrespective whether the City has asked the Union to order employee compliance with this Agreement.

#### **ARTICLE V: RULES AND REGULATION**

Employees will abide by the City's rules, regulations, policies, and procedures that the City establishes and modifies from time to time. The City may establish, modify, or terminate rules, regulations, policies, and procedures in its discretion. The City agrees to give the Union ten (10) days' advance notice of any amended or new rule, regulation, policy, or procedure prior to implementation, unless emergent in nature due to an unforeseen circumstance.

#### **ARTICLE VI: PROBATION**

**Section 6.01: New Hires:** Each new employee shall serve a probationary period of twelve (12) months beginning after the later of the date of hire or any City field training. The City may extend the probationary period by the length of any approved leave of absence and an additional period of up to six (6) months in its discretion. During the probationary period, discipline, suspension, or discharge will not be subject to the grievance or arbitration procedures.

**Section 6.02: Existing Employees:** Employees promoted, transferred, or hired into a different position or classification shall serve a six (6) month trial period. Prior to the conclusion of the trial period, the City may revoke the promotion, transfer, or hire, and return the employee to the

employee's previous position or classification. During the trial period, the City's decision to revoke the promotion, transfer, or hire, and return the employee to the employee's previous position or classification is not subject to the grievance or arbitration procedures.

## **ARTICLE VII: SENIORITY**

**Section 7.01: Definition:** Seniority is established by the total years of continuous service as a bargaining unit employee, calculated to begin with the first date for which compensation was paid to the employee. An approved leave of absence shall not constitute a break in seniority. A new employee shall not obtain any seniority rights until the employee has completed the probationary period. An employee who leaves a bargaining unit position to work in any position outside the bargaining unit or other employment and later returns to the bargaining unit shall lose all seniority upon the last day worked in the bargaining unit position before starting the other position or employment.

**Section 7.02: Termination of Seniority:** Seniority and the employment relationship shall be broken and terminated when:

- A. An employee quits.
- B. An employee is discharged.
- C. A laid off employee is given at least three (3) days' notice of recall, mailed to his/her last known address, by registered or certified mail, and does not report for work at the time notified to return to work.
- D. An employee is absent from work two (2) consecutive workdays without notifying the City of the reason for the absence, in which case the employee shall be considered having resigned.
- E. An employee performs no work for the City for a period of twelve (12) months or the length of his/her seniority, whichever is less, unless otherwise agreed between the City and the Union.
- F. An employee fails to return to work upon expiration of the leave of absence.

## **ARTICLE VIII: LAYOFF**

The City will administer layoffs of bargaining unit employees in the order of the shortest length of service in the Department.

## **ARTICLE IX: GRIEVANCE AND ARBITRATION**

**Section 9.01: Definition of Grievance:** Only matters involving interpretation, application, or enforcement of the terms of this Agreement shall constitute a grievance under the provisions set forth herein.

**Section 9.02: Time Limits:** The time limits set forth in the grievance procedure are of material importance but exclusive of Saturdays, Sundays, and the holidays identified in this Agreement. The time limits may be extended upon mutual agreement in writing. Failure to abide by such time limits, or any written extension thereof, shall cause the grievance to be barred. Grievances not responded to by the City within the prescribed time limitations, or any extension thereof, shall be considered timely denied by the City.

**Section 9.03: Grievance Procedure:**

**Step 1:** The employee shall take up the grievance orally with the employee's immediate supervisor within ten (10) days of knowledge of the occurrence of the event causing the grievance, which in no case shall be more than ten (10) days after the actual occurrence of the event. The supervisor shall attempt to make a mutually satisfactory adjustment and, in any event, shall give an answer within ten (10) days.

**Step 2:** Grievances shall be considered settled in Step 1 unless, within ten (10) days after the supervisor's answer is due, the grievance is reduced to writing by the employee or Union and presented as a Step 2 grievance to the Mayor and Treasurer / Deputy Clerk. The Mayor, or the Mayor's assignee, shall respond to the written Step 2 grievance in writing within ten (10) days.

**Step 3:** The written Step 2 grievance shall be considered settled in Step 2 unless, within ten (10) days after the Mayor's answer is due, the dissatisfied party shall request in writing to the Mayor and Treasurer / Deputy Clerk that the dispute be submitted to an impartial arbitrator.

**Section 9.04: Arbitration Procedure:**

A. The impartial arbitrator shall, if possible, be mutually agreed upon by the parties. If agreement on the arbitrator is not reached within ten (10) days after the date of the notice of arbitration or if the parties do not agree upon the method of selection, the Wisconsin Employment Relations Commission ("WERC") shall be asked to provide a panel of five (5) WERC arbitrators (or three (3) arbitrators when five (5) are not available). The parties shall alternately strike names until one (1) remains. The party requesting arbitration shall be first to strike a name.



B. The arbitrator shall neither add to, nor subtract from, nor modify the language of this Agreement in arriving at a determination of any issue presented that is proper for arbitration within the limitations expressed herein. The arbitrator shall have no authority to change wage rates or other economic provisions of this Agreement. The arbitrator shall be expressly confined to the precise issues submitted for arbitration and shall have no authority to determine any other issue not so submitted.

C. All expenses which may be involved in the arbitration proceedings shall be borne equally by the parties. However, expenses relating to the calling of witnesses or any other similar expenses associated with such proceeding, shall be borne by the party at whose request such witness or witnesses are required. Prior to the arbitration hearing, the City may take the depositions of the grievant and other fact witnesses to the events that form the basis of the grievance. The depositions will be conducted in a manner consistent with the Wisconsin Rules of Civil Discovery at Wis. Stat. ch. 804. The City may rely on the deposition transcript or live testimony or both of the grievant and any witness who has been deposed.

D. The arbitrator shall have initial authority to determine whether the dispute is arbitrable under the express terms of this Agreement. If the arbitrator determines that the dispute is arbitrable, the arbitrator may proceed in accordance with this Article to determine the merits of the grievance after holding a hearing at the City of Waterloo City Hall, or alternative location mutually agreed upon by the parties, at a time and date mutually agreeable to the parties. The arbitrator shall take such evidence as in her or his judgment is appropriate for the disposition of the dispute.

E. At any time before commencement of the hearing, either party may demand that the proceedings be recorded by a court reporter, in which case the party making the demand shall make the arrangements to secure the attendance of a court report, to record all the testimony and all of the proceedings. The cost of a court reporter and transcript, if any, for a grievance-arbitration shall be paid by the party requesting the reporter and transcript. However, the cost of a court reporter and transcript for interest-arbitration shall be shared equally by the parties.

F. The Arbitrator shall render a decision within thirty (30) days of the close of the hearing or within thirty (30) days of receipt of the last briefs filed in connection with said hearing, or as soon as practicable thereafter. The written decision of the arbitrator shall be final and binding on the parties.

G. The grievance procedures set forth herein shall be the exclusive remedy for any complaint of any employee as to any matter involving the interpretation of application of this agreement.

## **ARTICLE X: HOURS OF EMPLOYMENT**

**Section 10.01: Normal Work Schedule:** The normal work schedule will generally be seven (7) days on and seven (7) days off as reasonably determined by the City. However, the City reserves the right to reasonably schedule employees in its discretion. The City shall provide affected employees at least one (1) week's notice of a temporary or permanent change in their work schedule. Currently, the Department's hours are:

- Monday: 16 hours;
- Tuesday: 10 hours;
- Wednesday: 10 hours;
- Thursday through Sunday: 16 hours;
- Off-week Mondays: 6:00 p.m. to 9:00 p.m. for training.

**Section 10.02: Time Cards:** All employees are required to maintain, on a daily basis on their timecards, a record of all hours worked, as well as the starting and ending times of each work day and meal periods. Employees may not complete time records for other employees. If an employee forgets to record any working time, the employee must promptly notify the Treasurer / Deputy Clerk in writing so the time may be accurately recorded.

## **ARTICLE XI: OVERTIME**

Fire and rescue employees are entitled to overtime compensation at the rate of one and one-half (1.5) times the regular rate of pay for all hours worked in excess of 106 hours in a 14-day payroll period. Employees may be required to work overtime when requested to do so.

## **ARTICLE XII: COMPENSATORY TIME**

In lieu of receiving pay for overtime hours worked, employees may accumulate up to a maximum of eighty (80) hours of compensatory time ("comp time"). Employees who use compensatory time off may replenish their bank up to a maximum of eighty (80) hours.

Employees must elect whether to receive cash compensation or compensatory time off for the overtime worked by the end of the pay period in which the overtime was worked. Priority for time off shall be in the following order: vacations, holidays, compensatory time. Approval of the use of compensatory time off shall be mutually agreed upon by both the employee and the Chief or his designee. The compensatory time off bank will be paid out at the current contractual rate at the time of separation of employment. An employee may request payment of up to sixteen (16) hours of compensatory time off, per pay period, in lieu of compensatory time off. Only compensatory time off accrued during the current year may be paid in lieu of time off. Compensatory time not used by the end of the first full pay period in December of any year will be computed at the hourly rate in effect at the end of the first full pay period in December and paid out to the employee on

the last paycheck of each year. Compensatory time may not be earned and used in the same pay period.

### **ARTICLE XIII: TRADES**

Trading tours of duty within the shorter of six (6) months or end of the calendar year shall be permitted with the consent and approval of the Fire Chief. Trades shall not result in overtime. It shall be the responsibility of the employee who has agreed to cover the shift to be on duty that day. Trades cannot cause out of class pay.

### **ARTICLE XIV: BULLETIN BOARDS**

The City agrees to make available a bulletin board for the Union's use for posting notices regarding affairs of the Union and restricted to notices of Union meetings, notices of Union elections, notices of Union appointments, and results of Union elections, notices of Union recreational and social events, and notices concerning bona fide Union activities such as cooperatives, credit unions, and unemployment compensation information and other notices concerning Union news and view bulletins, conditioned upon compliance with the City's standards of conduct.

Upon written notice of the City, the Union shall promptly remove from such bulletin board any material which is libelous, scurrilous, violative of any City standards, or objectionable to the City. The City retains ownership of the bulletin board and in the event the Union fails to remove materials in violation of this Article, the City reserves the right to remove such materials and the bulletin board.

### **ARTICLE XV: TRAINING**

**Section 15:01: Training Periods:** Mandated initial and continuing training after being hired, and when assigned, will be done on duty or while on overtime at the discretion of the Fire Chief. Fire fighters who voluntarily take job related classes may not be compensated for attendance but may be allowed to attend on duty at the discretion of the Fire Chief.

### **ARTICLE XVI: VACATION**

The City shall grant all full-time non-probationary employees vacation hours as follows:

<b>Years of Service Compared to Anniversary Date of Hire</b>	<b>Vacation Hours</b>
After 1 Years of Employment	40 hours
After 2 Years of Employment	80 hours
After 3 Years of Employment	88 hours

<b>Years of Service Compared to Anniversary Date of Hire</b>	<b>Vacation Hours</b>
After 4 Years of Employment	96 hours
After 5 Years of Employment	104 hours
After 6 Years of Employment	112 hours
After 7 Years of Employment	120 hours
After 8 Years of Employment	128 hours
After 9 Years of Employment	136 hours
After 10 Years of Employment	144 hours
After 11 Years of Employment	152 hours
After 12 Years of Employment	160 hours
After 13 Years of Employment	160 hours
After 14 Years of Employment	168 hours
After 15 Years of Employment	168 hours
After 16 Years of Employment	176 hours
After 17 Years of Employment	176 hours
After 18 Years of Employment	184 hours
After 19 Years of Employment	184 hours
After 20 Years of Employment	192 hours
After 21 Years of Employment	192 hours
After 22 Years of Employment	200 hours maximum

A. Vacation schedules are to be approved by the Chief. While due consideration may be given to the employee's convenience, the needs of the City in scheduling work shall be the controlling criterion. Preference in scheduling vacations for non-management employees shall be based upon seniority.

B. A vacation year will be based on the anniversary date of hire.

C. An employee will be paid at their regular straight time rate at the time they take their vacation.

D. Use of vacation leave:

1. All vacation must be taken in the anniversary year in which an employee is eligible and cannot be carried over into the next vacation year. Only with prior written approval of the Chief may an employee carry over unused vacation time into the next anniversary year for a short period of time.

## **ARTICLE XVII: HOLIDAYS**

The City recognizes eight (8) ten (10) hour days of holiday:

1. New Year's Day

2. Easter Sunday
3. Memorial Day
4. 4th of July
5. Labor Day
6. Veteran's Day
7. Thanksgiving Day
8. Christmas Day.

All full-time Fire Department employees may take an alternate day off for each of the holidays, subject to prior approval of the Fire Chief or Assistant Fire Chief. If the request is granted, such specified day shall be taken off during the calendar year of which the holiday was earned. Exceptions to the timetable may be granted by the Fire Chief or Assistant Fire Chief. If the holiday in question cannot be filled with a volunteer staff member, the full-time employee will be paid for the holiday at straight time for the shift hours worked on the day of the holiday along with their regular pay.

#### **ARTICLE XVIII: SICK LEAVE**

An active full-time employee not on any leave of absence during the course of a month may accrue up to twelve (12) hours of sick leave with pay per month up to an accumulated total of 1,620 hours, subject to a 1,080-hour cap on retirement health insurance premium conversion as described in greater detail below.

The sick leave with pay earned during the first three (3) calendar months of employment shall be available to an employee after ninety (90) days of employment. Such sick leave with pay shall be granted in case of bona fide illness of the employee or the employee's immediate family (as defined in the Wisconsin Family and Medical Leave Act), as well as diagnostic treatment, dental procedures and optician's services when performed by a duly authorized and licensed practitioner, and the necessary time to travel to and from the place of treatment. A maximum of eighty (80) hours per calendar year of paid sick leave may be taken for the employee's immediate family.

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

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

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

A. Any sickness or injury purposely self-imposed or inflicted or caused by any of his/her willful misconduct.

B. Sickness or injury sustained while on leave of absence without pay.

Employees shall be required to give prompt notification of the absence from work to the Chief. If the Chief cannot be reached, the Treasurer / Deputy Clerk shall be notified before 9:00 a.m. on the first day of absence as is reasonably possible. Employees shall make reasonable efforts to keep the employer informed as to the duration of the absence so that the employer can plan the schedule accordingly. Failure to comply with this provision for reasonable and prompt notification shall result in forfeiture of sick leave benefits for the hours or days involved, and the employee may be subject to disciplinary action, including termination. Up to 1,080 hours of sick leave may be used to acquire paid health insurance for employees who qualify for retirement under the guidelines of the Wisconsin Retirement System, if employed by the City fifteen (15) years or longer, or other exceptions as granted to an employee by the Council, to the extent used contemporaneous with retirement (no banking for later post-retirement use).

#### **ARTICLE XIX: JURY DUTY**

Any employee reporting for jury duty or jury service shall be granted time off with pay upon presentation of satisfactory evidence relating to this duty or service. An employee is expected to report for work if they are fully released from jury duty or service and a portion of the working day remains. Compensation from such duty or service (exclusive of travel pay or pay for jury duty or service on off days) shall be signed over to the City through the Treasurer / Deputy Clerk upon receipt.

#### **ARTICLE XX: FUNERAL LEAVE**

An employee shall be granted funeral leave with pay for the purpose of attending the funeral of a member of the employee's immediate family. Said leave shall not exceed three (3) days for any one funeral. The funeral of more than one (1) person at any one time shall be considered one funeral. Immediate family shall be defined as: spouse of the employee, parents, stepparents, parents-in-law, stepparents-in-law, grandparents, children, stepchildren, grandchildren, brothers, stepbrothers, sisters, stepsisters, brothers-in-law, and sisters-in-law, sons-in-laws and daughters-in-law. In-laws shall be limited to current marital status.

#### **ARTICLE XXI: MILITARY LEAVE**

Employees who have served at least (3) months of their probationary period, who are duly enrolled members of the reserve components of the armed forces for the United States, will be entitled to leave of absence as follows:

A. Active Military Service

Any employee, other than temporary and seasonal employees, who leave active employment for the purpose of being inducted, entering, determining physical fitness to enter, or performing training duty in the armed forces or Coast Guard either by enlistment, draft or recall, will be granted a Military Leave of Absence.

Upon the expiration of such Leave of Absence, each employee will be restored to his/her former job classification or to a position of like seniority, status and pay, unless circumstances of the City have so changed as to make it impossible or unreasonable to do so.

B. Military Training (Reserve/National Guard)

Any full-time employee who is a member of a military unit of the United States, or State of Wisconsin, who attends special training assignments, shall be given leave – not to exceed fifteen (15) calendar days a year. This special leave shall in no way affect Vacation or Sick Leave benefits or the employee's job status.

## **ARTICLE XXII: MEDICAL INSURANCE**

Eligible employees may enroll in the City's group health insurance plan subject to the terms, conditions, and eligibility requirements of the plan as amended from time to time. Please contact the City for specific details concerning the current group health insurance plan.

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

Employer Premium Share Eligibility:

A. If an employee is employed in a position that requires at least 2,080 work hours per year, the employer contribution shall be up to 88% of the average premium cost of the qualified Tier 1 health plan within the county, as long as the appointment specifies a minimum of 2,080 work hours, the amount of employer contributions remains the same.

B. If an employee is employed in a position that requires at least 1,044 work hours per year, the employer contribution shall be up to 50% of the average premium cost of the qualified Tier 1 health plan within the county, as long as the appointment specifies a minimum of 1,044 work hours, the amount of employer contributions remains the same.

C. If an employee is employed in a position that requires working less than 1,044 work hours per year, the employer contribution shall be up to 25% of the average premium cost of the qualified Tier 1 health plan within the county, as long as the appointment specifies less than 1,044 work hours, the amount of employer contributions remains the same.

### **ARTICLE XXIII: INCOME CONTINUATION INSURANCE**

The City currently provides income continuation insurance to employees who have been enrolled in the Wisconsin Retirement Program for six (6) months. The City shall pay one hundred percent (100%) of the premium for each full-time employee normally scheduled to work 2,080 hours per year enrolled in the plan. The employer shall pay fifty percent (50%) of the monthly premium for part-time employees working at least 1,044 hours per year and twenty-five percent (25%) of the monthly premium for part-time employees working less than 1,044 hours per year.

### **ARTICLE XXIV: LIFE INSURANCE**

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

### **ARTICLE XXV: ADDITIONAL COMPENSATION (LIEUTENANTS)**

Lieutenants appointed by the Chief are eligible to receive an annual stipend of \$750 each at the end of the fiscal year paid in December, beginning as of December 2026.

### **ARTICLE XXVI: UNIFORM ALLOWANCE**

The City currently provides full-time employees with a uniform allowance of up to \$550 per year for purchase of clothing and equipment unique to the job duties of such employees. The allowance



must be used within the year and must be billed to the City by December 31 of that year, except that up to \$100 per year may be carried over into a subsequent year, up to a maximum of \$500 in carry over, for purchase of such work-related clothing and equipment.

Employees making purchases shall submit a paid receipt/invoice to the Treasurer / Deputy Clerk or invoice the City directly. The City shall then reimburse the employee or pay the vendor directly, deducting the amount from the employee's uniform allowance. If an employee exceeds the annual amount, he/she shall pay the difference to the City within ten (10) days, unless other arrangements are made with approval of the Treasurer / Deputy Clerk.

## **ARTICLE XXVII: EDUCATIONAL INCENTIVE**

Training is per direction of the Fire Chief.

## **ARTICLE XXVIII: DUTY INCURRED INJURY PAY**

A. The City provides worker's compensation insurance on behalf of its employees per applicable law. In the event an employee believes the employee has sustained a work injury or condition, no matter how slight, the employee must at once report the injury or condition to the Chief and Treasurer / Deputy Clerk in order that the injury-causing event may promptly be investigated and reported to the City's worker's compensation insurance carrier. The employee must also complete an Employee's Accident Report and provide the completed form to the Treasurer / Deputy Clerk as soon as possible following the injury. In all cases, it is the decision of the insurance carrier to initially accept or deny a claim. Employees with temporary work restrictions must keep their supervisor and the Treasurer / Deputy Clerk regularly advised as to the employee's current medical treatment/restricted work status in order that the City can assess whether there is any suitable, temporary light duty work within the employee's work restrictions.

B. Time lost and wages paid because of injury shall not be deducted from accrued sick days of the employees. An employee shall not accrue sick leave for the period of time off from work as a result of injury under this Section. When the City shall have made any payment under this Section and the employee makes a claim against any third party or insurer, the City shall be entitled to receive, from any damages recovered by such employee, reimbursement for such wages paid in the same proportion as prescribed by Section 102.29, Wisconsin Statutes, for Wisconsin Compensation payments.

C. Temporary Light Duty: Duty-incurred injury takes precedence over non-duty incurred injury. The Fire Chief will be responsible for the determination on the number of employees, length of time on light duty, and the hours they work, including the ability to assign an employee on light duty to a 40 or 56 hour work week. All personnel assigned to

light duty shall have a doctor's certificate stating that light duty is permissible. In the event it is medically determined that an employee will not be able to return to work as a firefighter for the City, such employee shall be separated from employment. Such separation is not discipline and as such is not subject to the just cause provisions of this Agreement.

D. Regarding vacation and holidays for employees, who return to active duty after being off work due to duty-incurred injury or illness, the following rules shall apply:

For employees who return to active duty after being off work due to duty-incurred injury or illness, such employees shall make every effort to use the vacation to which they are entitled by the end of the year in which they return. Holiday rollover will be permitted for such holiday earned during the period other than the disability period. The City may require the employee to schedule and use such vacation prior to the end of the year in which they return, on available days, based on staffing requirements. If all vacation is not scheduled or used, the employee shall be allowed to carry over the remaining vacation, to be used prior to March 15 of the next year or lost (i.e., any vacation carried over from 2025 must be used by March 15 of 2026.).

#### **ARTICLE XXIX: DEATH AND SEPARATION GRATUITIES**

In the event of the death of any employee, the City shall pay any accumulated wages and unused vacation allowance of such employee in the manner provided by Section 109.03, Wisconsin Statutes.

#### **ARTICLE XXX: RETIREMENT**

Each employee shall be covered under the State of Wisconsin Retirement System, in accordance with Chapter 40 of the Wisconsin Statutes. Employees will pay a percentage of each payment of earnings equal to the full amount of the employee's share of the WRS payment as approved by the Department of Employee Trust Funds from time to time, consistent with General Employees.

#### **ARTICLE XXXI: RESIGNATION**

**Section 31.01 Notification:** Unless waived by the Mayor, employees planning to voluntarily terminate their employment with the City are to notify the Fire Chief as far in advance as possible, but not less than two (2) weeks prior to their last day on the job. Paid leave may not be taken as part of a required two (2) week termination notice, unless approved in writing by the Fire Chief.

**Section 31.02:** Terminating employees must turn in all City property including but not limited to keys, tools, equipment, and supplies to the Fire Chief or other designated personnel as directed.

Failure to return City property by the final day of employment will result in forfeiture of accumulated paid leave otherwise subject to payout at separation.

## **ARTICLE XXXII: WAGE & LONGEVITY SCHEDULE**

### **Across-The-Board Wage Increases (effective at beginning of first complete payroll period in listed year)**

Year	ATB%	New Hire Rate	Step 1 (0 – 12 mos)	Step 2 (13 – 24 mos)	Step 3 (25 – 36 mos)	Step 4 (37 – 60 mos)	Step 5 (61+ mos)
2026	4.5%	\$18.78	\$0.50	\$0.50	\$0.50	\$0.50	See below
2027	3.0%	\$19.34	\$0.50	\$0.50	\$0.50	\$0.50	See below
2028	3.0%	\$19.92	\$0.50	\$0.50	\$0.50	\$0.50	See below

### **Hourly Rates After Across-The Board Wage Increases**

Year	ATB%	New Hire Rate	Step 1 (0 – 12 mos)	Step 2 (13 – 24 mos)	Step 3 (25 – 36 mos)	Step 4 (37 – 60 mos)	Step 5 (61+ mos)
2026	4.5%	\$18.78	\$19.28	\$19.78	\$20.28	\$20.78	\$22.20
2027	3.0%	\$19.34	\$19.84	\$20.34	\$20.84	\$21.34	\$22.70
2028	3.0%	\$19.92	\$20.42	\$20.92	\$21.42	\$21.92	\$23.20

Non-probationary employees with more than ten (10) years of service are eligible for a **Step 6** as follows (effective at beginning of first complete payroll period in listed year):

- 2026: \$22.75
- 2027: \$23.43
- 2028: \$24.13

*[NOTE: Aiden is not eligible for the 4.5% across-the-board increase in 2026 because he received an unintended wage increase in 2025. As of first payroll period he goes to Step 1 in 2026 at \$19.28 per hour. Then, effective his anniversary date in February 2026, he will move to Step 2 at \$19.78 per hour.]*

The current Firefighter/EMT Probation rate is **\$17.97** per hour. All Firefighters/EMTs will be eligible for the across-the-board increases (*with the exception of Aiden in 2026*). If a Firefighter/EMT is already above the wage rate for the Step that they would fall in under the above table, they will be red-circled in that Step, plus any future across-the-board increases, until they move in the next Step that would result in a wage increase.

**ONE-TIME CBA SIGNING BONUS:** The City will pay a one-time signing bonus to non-probationary employees, in lieu of a retroactive wage increase for 2025, in the following amounts to the extent each such employees remains actively employed full-time as of the payment date:

- Jason: \$600

- Matt: \$600
- Aiden: \$400

The signing bonus will be paid to eligible employees within 30 days after the parties' execution of this Agreement. The City may accelerate the payment to employees earlier in its discretion.

### **ARTICLE XXXIII: COMPLETE AGREEMENT**

This Agreement constitutes the complete agreement between the parties without regard to any past statements of the parties.

### **ARTICLE XXXIV: SAVINGS**

If any Article or Section of this Agreement, or any addenda hereto, shall be held invalid by operation of law or by a court or agency of competent jurisdiction, or if compliance with or enforcement of any Article or Section shall be restrained by such agency or court, the remainder of this Agreement and any addenda shall not be affected thereby and the parties shall enter into immediate collective bargaining negotiations for the purpose of negotiating a substitute clause of such Article or Section.

### **ARTICLE XXXV: DURATION OF AGREEMENT**

This Agreement shall become effective as of January 1, 2026, and remain in full force and effect up to, and including, December 31, 2028.

### **SIGNATURES**

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement to be effective as of the first day of January, 2026.

#### **FOR THE CITY OF WATERLOO**

By: \_\_\_\_\_  
Jenifer Quimby  
Mayor

By: \_\_\_\_\_  
Jeanne Ritter  
Clerk / Deputy Treasurer

#### **FOR IAFF LOCAL 877**

By: \_\_\_\_\_  
Jerry Biggart  
President

By: \_\_\_\_\_  
Jason Butzine  
Member

**Jeanne Ritter**

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**From:** Lana Nelson  
**Sent:** Tuesday, December 16, 2025 11:42 AM  
**To:** Jeanne Ritter  
**Subject:** FW: MBHM collection  
**Attachments:** City of Waterloo - Manufactured Home Title Search.pdf

Here's the information from the attorney on collection of the mobile homes. I would include the attachments to in the packet.

**From:** Christopher T. Nelson <cnelson@axley.com>  
**Sent:** Tuesday, December 16, 2025 11:19 AM  
**To:** Lana Nelson <treasurer@waterloowi.us>  
**Cc:** Erin E. Lye <ELye@axley.com>  
**Subject:** RE: MBHM collection

Hello Lana,

2024/2025 – Midian Villalobos Romero / Lluvia Romero Ayala  
2024/2025 – Julian Octaviano  
2024/2025 – Margarita Villa Lopez  
2025 – Sara Galvez Padilla  
2025 – Jacqueline Tonche-Aguero  
2024 – Maria Rodela  
2024 – Maria Edith Heredia / Natalio Suarez Tonche

Of the names you provided, only those highlighted are listed as titled owners of manufactured homes with the State of Wisconsin Department of Safety and Professional Services. I have attached titling information to this email. Margarita Villa Lopez, as noted in the attached documents, is a titled owner of a manufactured home, but that home is listed as being in Dane County, not Jefferson County, so I lack sufficient information to place a lien on the home. There is a Sara Esperanza Galvez who is a titled owner of a manufactured home, but the location of the home is not available, so I also lack sufficient information to place a lien on the home.

Neither Midian Villalobos Romero nor Lluvia Romero Ayala are listed as titled owners of a manufactured home.

Therefore, based on the information available, only \$1,166.72 of the \$2,248.08 unpaid manufactured home utility payments are eligible for lien.

I am working with DSPS to place the eligible liens.

Sincerely,

**Christopher Nelson**

**Jeanne Ritter**

---

**From:** Lana Nelson  
**Sent:** Tuesday, December 16, 2025 11:55 AM  
**To:** Jeanne Ritter  
**Subject:** FW: Collection for MBHM  
**Attachments:** Notices for MBHM utilities.pdf

2024 information sent – after removal of levy on parcels (WI statute does not allow)

**From:** Lana Nelson  
**Sent:** Thursday, March 13, 2025 3:15 PM  
**To:** Christopher T. Nelson <CNelson@axley.com>  
**Cc:** Erin E. Lye <ELye@axley.com>  
**Subject:** Collection for MBHM

Good Afternoon,

Here are the notices sent for the delinquent utilities that you requested. We would like to place the liens on the homes and start collection efforts.

If you need anything else, please let me know.

Thank you,

*Lana Nelson*

Treasurer  
City of Waterloo  
136 N Monroe St  
Waterloo, WI 53594  
920.478.3025 x102

Attorney

AXLEY LLP  
2 E Mifflin St #200 | Madison, WI 53703  
P.O Box 1767 | Madison, WI 53701-1767  
Phone: 608.283.6707 | Fax: 608.257.5744  
Email: CNelson@axley.com | bio | axley.com

Legal Assistant: Erin Lye  
Phone: 608.283.6730 | Email: ELye@axley.com

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**From:** Lana Nelson <lnelson@waterloowi.us>  
**Sent:** Tuesday, December 2, 2025 1:10 PM  
**To:** Christopher T. Nelson <cnelson@axley.com>  
**Subject:** MBHM collection

**Caution** - This email originated from outside your organization.

Good Afternoon,

I'm just following up on the 2024 and 2025 collection efforts for the mobile home delinquent utility bills. Our finance committee would like a status update for our 12/18 meeting.

Hope all is well.

Thank you,

*Lana Nelson*  
Treasurer  
City of Waterloo  
136 N Monroe St  
Waterloo, WI 53594  
920.478.3025 x102

**Jeanne Ritter**

---

**From:** Lana Nelson  
**Sent:** Tuesday, December 16, 2025 11:57 AM  
**To:** Jeanne Ritter  
**Subject:** FW: 2025 MBHM UTILITIES  
**Attachments:** 20251118084826.pdf; 2025 tax roll for city.xlsx

2025 delinquency – sent to attorney 11/19/25

**From:** Lana Nelson  
**Sent:** Wednesday, November 19, 2025 12:47 PM  
**To:** Christopher T. Nelson <cnelson@axley.com>  
**Cc:** Erin E. Lye <elye@axley.com>  
**Subject:** 2025 MBHM UTILITIES

Attached are the letters sent along with a spreadsheet that should have everything you need.

Thank you,

Lana Nelson  
Treasurer





# Public Lookup

12/16/2025 10:23 AM

## VICTOR JULIAN OCTAVIANO ENRIQUEZ

Status	Active
Name	VICTOR JULIAN OCTAVIANO ENRIQUEZ
Serial Number	9776
Title Number	DPCP-121700052
Lien Holders	NA
Age of home	1969
Home Size (L X W)	64 X Not Available
Make (manufacturer)	MARSH
Issue Date	12/1/2017
County	Jefferson
State	WI
Country	United States

Current date & time: **12/16/2025 10:23 AM**

**Disclaimer:** Public lookup using eSLA reflects an accurate representation of information maintained by DSPS. Information accessed through this website is provided as a public service. No user may claim detrimental reliance thereon.



# Public Lookup

12/16/2025 10:27 AM

## JACQUELINE TONCHE-AGUERO

Status	Active
Name	JACQUELINE TONCHE-AGUERO
Serial Number	KH3174
Title Number	MH-062502785
Lien Holders	NA
Age of home	1983
Home Size (L X W)	60 X Not Available
Make (manufacturer)	CMNCR
Issue Date	6/19/2025
County	Jefferson
State	WI
Country	United States

Current date & time: **12/16/2025 10:27 AM**

**Disclaimer:** Public lookup using eSLA reflects an accurate representation of information maintained by DSPS. Information accessed through this website is provided as a public service. No user may claim detrimental reliance thereon.



# Public Lookup

12/16/2025 10:33 AM

## SARA ESPERANZA GALVEZ

Status	Active
Name	SARA ESPERANZA GALVEZ
Serial Number	177
Title Number	MH-072003653
Lien Holders	NA
Age of home	1972
Home Size (L X W)	70 X 14
Make (manufacturer)	ARTCRAFT
Issue Date	8/25/2021
County	NA
State	WI
Country	United States

Current date & time: **12/16/2025 10:33 AM**

**Disclaimer:** Public lookup using eSLA reflects an accurate representation of information maintained by DSPS. Information accessed through this website is provided as a public service. No user may claim detrimental reliance thereon.



# Public Lookup

12/16/2025 10:39 AM

## MARIA E HEREDIA

Status	Active
Name	MARIA E HEREDIA
Serial Number	13391
Title Number	MH-092304052
Lien Holders	NA
Age of home	1971
Home Size (L X W)	60 X 14
Make (manufacturer)	MARSH
Issue Date	9/13/2023
County	Jefferson
State	WI
Country	United States

Current date & time: 12/16/2025 10:39 AM

**Disclaimer:** Public lookup using eSLA reflects an accurate representation of information maintained by DSPS. Information accessed through this website is provided as a public service. No user may claim detrimental reliance thereon.



# Public Lookup

12/16/2025 10:38 AM

## MARIA D RODELA

Status	Active
Name	MARIA D RODELA
Serial Number	0630875H
Title Number	MH-072303315
Lien Holders	NA
Age of home	1974
Home Size (L X W)	60 X 14
Make (manufacturer)	ARLTN
Issue Date	7/31/2023
County	Jefferson
State	WI
Country	United States

## Co-Owners List

Co-Owner Name	Type	State
RAUL SALAS	AND	NA

Current date & time: 12/16/2025 10:38 AM

**Disclaimer:** Public lookup using eSLA reflects an accurate representation of information maintained by DSPS. Information accessed through this website is provided as a public service. No user may claim detrimental reliance thereon.



# Public Lookup

12/16/2025 10:41 AM

## MARGARITA VILLA LOPEZ

Status	Active
Name	MARGARITA VILLA LOPEZ
Serial Number	SKYP065063M013521WI
Title Number	DPCP-091800260
Lien Holders	NA
Age of home	1973
Home Size (L X W)	60 X 12
Make (manufacturer)	SKYL
Issue Date	9/7/2018
County	Dane
State	WI
Country	United States

Current date & time: 12/16/2025 10:41 AM

**Disclaimer:** Public lookup using eSLA reflects an accurate representation of information maintained by DSPS. Information accessed through this website is provided as a public service. No user may claim detrimental reliance thereon.



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

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**Resolution 2025-63**

**Resolution to Approve the Purchase of a Turbine Blower for the Park**

**Whereas**, the Park is in need of a Turbine Blower to assist with leaf removal and field drying; and

**Whereas**, an Estimate/Proposal has been received Reinders for \$12,562.24 and Revels for \$ 23,450.00; and\_

**Whereas**, the funds would come from \$\_\_\_\_\_: and

**Whereas**, the Parks Department recommends going with the estimate from Reinders for \$ 12,562.24(new/dot approved).

**Therefore, Be It Resolved**, the City Council of Waterloo, WI does hereby approve the purchase of the turbine blower from Reinders for \$12,562.24.

Passed and adopted by the Waterloo City Council this 18<sup>th</sup> day of December 2025.

Signed: \_\_\_\_\_  
Jenifer Quimby Mayor of Waterloo

Attest: \_\_\_\_\_  
Jeanne Ritter, City Clerk/Deputy Treasurer

## Toro Pro Force Blower Cost Estimates

Work as of 2025					
Item	Cost/Hour	Hours	Total	Notes	
DPW Loader	\$	95.00	30 \$	2,850.00	Total # of Hours - Includes Labor
DPW Dump Truck	\$	85.00	30 \$	2,550.00	Total # of Hours - Includes Labor
DPW Skidster	\$	95.00	30 \$	2,850.00	Total # of Hours - Includes Labor
SW - Kegler Hill	\$	15.00	24 \$	360.00	3 X's per Year (8 hours/event)
SW - Lum Ave. Hill	\$	15.00	24 \$	360.00	3 X's per Year (8 hours/event)
SW - Entrance Triangle	\$	15.00	9 \$	135.00	3 X's per Year (3 hours/event)
SW - All Other Areas	\$	15.00	30 \$	450.00	3 X's per Year (10 hours/event)
*SW = Season Worker		Total Cost	\$	9,555.00	Total Cost per year - without Equipment wear and tear

### Toro Pro Force Blower

Toro Pro Force Blower - Demo Model (DOT Approved)	\$	11,450.00	Total Blower Cost w/Delivery
Toro Pro Force Blower - DOT Approved	\$	12,562.24	Total Blower Cost w/Delivery
Above are wireless with DOT Approved Lights, Plate Holders, & 2" Receiver Hookups			
Toro Pro Force Blower - Tethered with Hitch Pin Hookup	\$	12,137.99	Total Blower Cost w/Delivery
Toro Pro Force Blower - Wireless with Hitch Pin Hookup	\$	12,037.40	Total Blower Cost w/Delivery

Above are not DOT approved for use on roads/highways

### Work estimates with Toro Pro Force Blower

DPW Blower	\$	95.00	30 \$	2,850.00	Total # of Hours - Includes Labor
DPW Dump Truck	\$	85.00	30 \$	2,550.00	Total # of Hours - Includes Labor
SW - Kegler Hill	\$	15.00	6 \$	90.00	3 X's per Year (2 hours/event)
SW - Lum Ave. Hill	\$	15.00	6 \$	90.00	3 X's per Year (2 hours/event)
SW - Entrance Triangle	\$	15.00	3 \$	45.00	3 X's per Year (1 hours/event)
SW - All Other Areas	\$	15.00	7.5 \$	112.50	3 X's per Year (2.5 hours/event)
		Total Cost	\$	5,737.50	Total Cost per year - without Equipment wear and tear
		Differential	\$	3,817.50	Total Cost Differential per year - Does not include other areas of use

This does not include other areas where the Toro Pro Force can be used. Such Examples would be:

Drying of Fields after rain for play  
 Cleaning Roadways and Bike Paths of debri  
 Usage by other Departments  
 Cleaning of Firemen's Park Gravel Driveway

Savings over 1 Year	\$	3,817.50	
Savings over 2 Years	\$	7,635.00	
Savings over 3 Years	\$	11,452.50	Cost estimates has it paying for itself in 3-3.5 Years
Savings over 4 Years	\$	15,270.00	





JOHN DEERE

**Prepared For**

GABE HABERKORN  
CITY OF WATERLOO  
136 N MONROE ST  
WATERLOO, WI 535941125

**Prepared By**

Kevin Lakoma  
Revels Turf and Tractor, LLC  
717 Main Street  
Allenton, WI 53002  
414-234-3317  
klakoma@revelstractor.com

**Quote Id** 1407600

**Creation Date** 15-Dec-2025

**Expiration Date** 28-Feb-2026



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**Quote Id** 1407600**Creation Date** 15-Dec-2025**Expiration Date** 28-Feb-2026

## Quote Summary

Equipment Summary	Selling Price	QTY In Group	Extended
Turfco Torrent 4 Torrent 4 w/Magnapoint Installed Golf Product Implements	\$11,800.00	1	\$11,800.00
Buffalo Turbines KB-7	\$11,650.00	1	\$11,650.00
<b>Equipment Total</b>			<b>\$23,450.00</b>

**Quote Summary**

Total Selling Price	\$23,450.00
<b>Sub-total</b>	<b>\$23,450.00</b>
<b>Balance Due</b>	<b>\$23,450.00</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



# Selling Equipment

Quote # 1407600  
Customer CITY OF WATERLOO

Turfco Torrent 4 Torrent 4 w/Magnapoint Installed Golf Product Implements		QTY In Group : 1
Equipment Notes		Selling Price
Hours - - -		\$11,800.00
Serial Number		
Stock Number - - -		
PUK Parent Serial # - - -		

Equipment Summary			
Code	Description	Qty	Adjusted Selling Price
1	Turfco Torrent 4 Torrent 4 w/Magnapoint Installed Golf Product Implements	1	\$11,200.00
Total Base / Options			\$11,200.00

Other Charges	
Description	List Price
Freight	\$300.00
Set Up	\$300.00
Total Adjustments	\$600.00
Selling Price Subtotal	\$11,800.00
Total Selling Price	\$11,800.00



Buffalo Turbines KB-7

QTY In Group : 1

Equipment Notes		Selling Price
Hours	- - -	\$11,650.00
Serial Number		
Stock Number	- - -	
PUK Parent Serial #	- - -	

Equipment Summary

Code	Description	Qty	Adjusted Selling Price
1	Buffalo Turbines KB-7 Cyclone KB7 Debris Blower with Heavy Duty Air Cleaner, Maintenance Meter, 26.5 HP Fuel Injected Engine and Wireless Remote w/throttle and Auto Nozzle Postion System EPA Certified	1	\$11,050.00
Total Base / Options			\$11,050.00

Other Charges

Description	List Price
Freight	\$300.00
Set Up	\$300.00
Total Adjustments	\$600.00
Selling Price Subtotal	\$11,650.00
Total Selling Price	\$11,650.00

# Reinders Quote

Account: COD

**City of Waterloo**

136 North Monroe St

Waterloo, WI 53594

Attn: Gabe Haberkorn

Prepared By:

**Ryan Maier**

Territory Manager

13400 Watertown Plank Rd.

Elm Grove, WI 53122-2227

Cell (262) 443-0363

Fax (847) 678-5511

[rmaier@reinders.com](mailto:rmaier@reinders.com)

<u>Quote ID</u> Pro Force Blower	PRICE SUBJECT TO CHANGE
<u>Quote Date</u> 12/2/25	Contract Quote

Sourcewell #112624-TTC / Omnia #2023261

QTY	CODE	DESCRIPTION	PRICE DETAILS
1	44552	Pro Force Debris Blower	\$11,574.42



**\*\* Wireless Remote**

**\*\* Hitch Pin Hookup**

Configured Contract Price:	\$11,574.42
Dealer Assembly & Delivery:	\$462.98
Trade Totals:	<u>\$0.00</u>
<b>Final Sale Price:</b>	<b>\$12,037.40</b>

# Reinders Quote

Account: COD

**City of Waterloo**

136 North Monroe St

Waterloo, WI 53594

Attn: Gabe Haberkorn

Prepared By:

**Ryan Maier**

Territory Manager

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Cell (262) 443-0363

Fax (847) 678-5511

[rmaier@reinders.com](mailto:rmaier@reinders.com)

<u>Quote ID</u> Pro Force Blower	PRICE SUBJECT TO CHANGE
<u>Quote Date</u> 12/2/25	Contract Quote

Sourcewell #112624-TTC / Omnia #2023261

QTY	CODE	DESCRIPTION	PRICE DETAILS
1	44553	Pro Force - D.O.T. Approved Trailer	\$12,079.08



**\*\* Wireless Remote**

**\*\*2" Reciver for Hookup**

**\*\*Standard Tailights & License Plate Bracket**

Configured Contract Price:	\$12,079.08
Dealer Assembly & Delivery:	\$483.16
Trade Totals:	<u>\$0.00</u>
<b>Final Sale Price:</b>	<b>\$12,562.24</b>

# Reinders

## Quote

Account: COD

**City of Waterloo**

136 North Monroe St

Waterloo, WI 53594

Attn: Gabe Haberkorn

Prepared By:

**Ryan Maier**

Territory Manager

13400 Watertown Plank Rd.

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[rmaier@reinders.com](mailto:rmaier@reinders.com)

<u>Quote ID</u> Pro Force Blower	PRICE SUBJECT TO CHANGE
<u>Quote Date</u> 12/2/25	Contract Quote

Sourcewell #112624-TTC / Omnia #2023261

QTY	CODE	DESCRIPTION	PRICE DETAILS
1	44554	Pro Force Blower Tethered	\$11,671.14



**\*\* Corded Remote**

**\*\* Hitch Pin Hookup**

Configured Contract Price:	\$11,671.14
Dealer Assembly & Delivery:	\$466.85
Trade Totals:	<u>\$0.00</u>
<b>Final Sale Price:</b>	<b>\$12,137.99</b>

# Reinders

## Quote

Account: COD

**City of Waterloo**

136 North Monroe St

Waterloo, WI 53594

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Prepared By:

**Ryan Maier**

Territory Manager

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Elm Grove, WI 53122-2227

Cell (262) 443-0363

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[rmaier@reinders.com](mailto:rmaier@reinders.com)

<u>Quote ID</u> Pro Force Blower	PRICE SUBJECT TO CHANGE
<u>Quote Date</u> 12/2/25	Contract Quote

Sourcewell #112624-TTC / Omnia #2023261

QTY	CODE	DESCRIPTION	PRICE DETAILS
1	44553	<b>Demo DOT Pro Force Blower</b> YT5050 Estimated 71 Hours on it.	\$11,450.00

Configured Contract Price:	\$11,450.00
Dealer Assembly & Delivery:	INC
Trade Totals:	<u>\$0.00</u>
<b>Final Sale Price:</b>	<b>\$11,450.00</b>



The Toro logo, featuring the word "TORO" in white, bold, sans-serif capital letters inside a red rounded rectangle.

# Pro Force®

TURBINE DEBRIS BLOWER

## F E A T U R E S

- 24.6 hp (18.3 kW) Kohler® Command Pro™ engine:
  - Heavy-duty air cleaner
  - Air-cooled
  - Electronically-governed
- Efficient turbine-type axial flow fan assembly design
- Wireless Remote Control:
  - Start and stop the engine from the utility vehicle platform for complete operational control
  - 360 degree nozzle rotation in either direction
  - Adjust engine throttle for power through full RPM range of operation
  - Ergonomic weather-resistant design
- Single-piece impact-resistant plastic nozzle
- Fully-enclosed exhaust system
- Rugged construction includes steel trailer frame and sturdy plastic wheel fenders
- Heavy-Duty Trailer & Tow Hitch is adjustable in height and length to accommodate different towing utility vehicles
- Warranty: Two-year or 1,500 hour limited manufacturer's warranty



Chute Angle Indicator



Also available – Groundsmaster® 3200/3300 Pro Force front mount model

## A force to be reckoned with.

The Toro® Pro Force® debris blower delivers tremendous air power for fast removal of grass clippings, leaves, aeration cores, or other debris from your golf course, sports field, and maintained turf areas, as well as paved areas such as golf car paths, park trails or parking lots. Operated by a wireless remote control with unmatched functionality, and with design features such as the durable one-piece plastic nozzle, the Pro Force sets a new standard. Experience the Pro Force debris blower—the better way to get your job done.



Pro Force trailer model –  
DOT trailer model available

**Call your Toro distributor at 800-803-8676**

# Pro Force®

The Pro Force is a self-contained engine-driven Debris Blower operated with a hand-held wireless RF controller. It utilizes a high-efficiency turbine-type fan assembly designed to deliver greater air power to clear turf or pavement of leaves, grass clippings, twigs, pine needles or other undesirable debris.



PRO FORCE DEBRIS BLOWER*	
<b>MODEL</b>	44552 - standard blower    44553 - D.O.T. approved trailer    44554 - tethered controller
<b>ENGINE</b>	24.6 hp (18.3 kW) Kohler® Command Pro™ 725 cc, gas, 2-cylinder, air-cooled, electronically-governed
<b>FUEL CAPACITY</b>	Standard 5 gallon (18.9 liter) tank. Optional 10 gallon (37.8 liter) tank part number 130-4371
<b>FAN DESIGN</b>	High-efficiency, axial flow, turbine-type fan assembly.
<b>CONTROL</b>	Hand held wireless RF controller provides capability to start and stop the engine, adjust engine throttle up and down for high to low RPM range of operation, and rotate nozzle 360 degrees in either direction. Ergonomic, weather resistant. <b>Note:</b> Model 44554 includes tethered controller and is offered in regions where wireless control is not available.
<b>NOZZLE</b>	Single-piece impact-resistant plastic with 13" outlet diameter.
<b>ROTOR DIAMETER</b>	14" (35.5 cm)
<b>FAN ASSEMBLY DIAMETER</b>	14" (35.5 cm)
<b>WEIGHT</b>	475 lbs. (215.4 kg)
<b>LENGTH</b>	Standard 97" (246 cm) from adjustable tow hitch to nozzle outlet. 18" (45.7 cm) adjustable length for length range of 79"-115" (200.6 - 292.1 cm)
<b>WIDTH</b>	48" (122 cm)
<b>HEIGHT</b>	44" (111.7 cm)
<b>TOW-BEHIND TRAILER</b>	Lawn-tractor style hitch (Category 1). Three hole locations to accommodate varying receiver heights.
<b>TIRE SIZE:</b>	20 x 10-8, 4-ply turf tire.
<b>FENDERS</b>	Custom injection molded plastic.
<b>ACCESSORIES</b>	Optional LED light kit model 44559
<b>WARRANTY</b>	Two-year or 1,500 hour limited warranty. See operator's manual for details.

\*Specifications and design subject to change without notice. Products depicted in this literature are for demonstration purposes only.  
Actual products offered for sale may vary in use, design, required attachments and safety features. See distributor for details on all warranties.



# Pro Force® Attachment – Groundsmaster 3200/3300

The front mounted Pro Force blower for the GM3200/3300 is driven by the traction unit's implement PTO shaft and is conveniently controlled by the operator from the steering column control pod. Pro Force blowers utilize a high-efficiency turbine-type fan assembly designed to deliver superior air flow to clear turf or pavement of leaves, grass, clippings, twigs, pine needles or other undesirable debris.



PRO FORCE DEBRIS BLOWER ATTACHMENT FOR GM3200/3300, MODEL 31916*	
<b>POWER SUPPLY</b>	Traction unit standard drive shaft
<b>FAN DESIGN</b>	High-efficiency, axial flow, turbine-type fan assembly.
<b>CONTROL</b>	PTO Switch on traction unit, Blower Lift on traction unit, Chute Control with rocker switch on Accessory Control POD
<b>NOZZLE</b>	Single-piece impact-resistant plastic with 12.75 inch (32.39 cm) outlet diameter.
<b>ROTOR DIAMETER</b>	14" (35.5 cm)
<b>FAN ASSEMBLY DIAMETER</b>	14" (35.5 cm)
<b>WEIGHT</b>	435 lbs (197.3 kg)
<b>LENGTH</b>	54.5 inches (138.4 cm)
<b>WIDTH</b>	60 inches (152.4 cm) front caster wheel to caster wheel
<b>HEIGHT</b>	48.7 inches (133.7 cm)
<b>GROUND CLEARANCE</b>	9.6 inches (24.38)
<b>TRACTOR MOUNTED</b>	For Groundsmaster 3200/3300 (models 31900, 31901, 31902, 31903)
<b>REQUIRED KITS</b>	Toro Auxiliary Hydraulic Kit 31966 and the Toro Control Kit 31994. For Groundsmaster 3200 models Speed Reduction Kit (144-3587) is required for optimum performance.
<b>WARRANTY</b>	Two-year or 1,500 hour limited warranty. See operator's manual for details.

\*Specifications and design subject to change without notice. Products depicted in this literature are for demonstration purposes only.  
Actual products offered for sale may vary in use, design, required attachments and safety features. See distributor for details on all warranties.

# 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\* - 1<sup>st</sup> meeting 7/8/25

4. FIRE CHIEF MEETING - ROLE AND EXPECTATIONS FOR POSITION

a. Sale of Equipment; wants 3<sup>rd</sup> 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)

12. EBC FSA Admin Fee \$60 monthly/\$450 renewal fee– Split with WU?

HRA Set up Fee \$300



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

revised: 12/26/2024

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

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