



136 North Monroe Street
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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: January 15, 2026
TIME: 6:00 pm
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES: December 18, 2025
- 3) CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit)
- 4) OLD BUSINESS
- 5) NEW BUSINESS
 - a) December 2025 Financial Statements: Payroll \$122,924.64, General Disbursements \$732,686.46, and Clerk/Treasurer's Reports [\[see on municipal website\]](#)
 - b) Mi-view AP/GL Product Demonstration
 - c) Mi Pay Discussion
- 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: 01/12/2026.

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
December 18, 2025

1. CALL TO ORDER AND ROLL CALL. C. Kuhl called the meeting to order at 5:33p.m. Members in person: Weihert and Kuhl. Absent: Haseleu Others attending in person: Mayor Quimby; Alderperson Thomas; DPW Director Yerges; Utilities B. Sorenson; 1 Lt. Butzine; Fire/EMS Ciha; Parks Haberkorn(5:50p.m); Chief of Police Sorenson (5:51 p.m.) Treasurer Nelson; Deputy Admin Knutson; Clerk Ritter and WLOO Cable.
2. APPROVAL OF MEETING MINUTES: November 20, 2025, Motion [Weihert/Kuhl] VOICE VOTE: Motion carried.
3. PUBLIC COMMENT (3 Minute Time Limit) none
4. OLD BUSINESS
 - a. 2025-51 Resolution Updating the DPW On Call Employee Handbook Policy Approve with changes. Motion[C.Kuhl/Weihert] VOICE VOTE: Motion carried.
5. NEW BUSINESS
 - a. November 2025 Financial Statements: Payroll \$102,462.05, General Disbursements \$1,575,121.06, and Clerk/Treasurer's Reports [\[see on municipal website\]](#) Motion [Kuhl/Weihert] VOICE VOTE: Motion carried.
 - b. 2025-14 Update Ordinance 340-2 Water & Light Utility Commission D. (7) Motion[Weihert.Kuhl]VOICE VOTE: Motion carried.
 - c. 2025-59 Resolution Approving Waterloo Utilities to join LGIP. Motion [Weihert/Kuhl] VOICE VOTE: Motion carried.
 - d. 2025-61 Resolution Approving Town & Country for Hwy 89 Utilities design and Bidding Engineering. Motion [Weihert/Kuhl] VOICE VOTE: Motion carried.
 - e. 2025-62 Resolution Approving Town & Country for Bluegrass Trail Water Main Extension Design and Bidding Engineering Motion [Weihert/Kuhl] VOICE VOTE: Motion carried.
 - f. 2025-58 Resolution Updating the Employee Handbook 6.2 Overtime Compensation. Motion [Kuhl/Weihert] VOICE VOTE: Motion carried.
 - g. 2025-64 Resolution Updating the Fire/EMS Department By-Laws. Motion to defer to February. [Kuhl/Weihert] Motion carried.
 - h. 2025-65 Fire Department Union Ratification. Motion[Kuhl/Weihert] VOICE VOTE: Motion carried.
 - i. HRA funding for new hires after 1/1/2026-Informational
 - j. Mobile Home Utility Delinquency Update-Informational
 - k. Raises for Seasonal Park Workers -Informational
 - l. 2025-63 Resolution Approving the Park Purchase of Turbine Blower. Motion [Weihert/Kuhl] VOICE VOTE: Motion carried.
6. ROLLING TASK LIST
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
8. ADJOURNMENT. MOTION: [Weihert/Kuhl] To adjourn. VOICE VOTE: Motion carried. Approximate time 6:53pm.

Jeanne Ritter
Clerk/Deputy Treasurer

FINANCE AND PERSONNEL COMMITTEE

ROLLING TASK LIST

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

*Vacation policy*Sick Leave – updated*Residency requirement

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

3. NEW HANDBOOK POLICY – AI

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

4. FIRE CHIEF MEETING - ROLE AND EXPECTATIONS FOR POSITION

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

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

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

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

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

8. UTILITIES/CITY WRITE-OFF FROM AUDIT

*Lana zeroed out, need to review issue and bill back Utility if needed (from 2019, 2022)**In process of reconciliation of the account.

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

10. POLICY FOR ROADS AND SHARING COST WITH UTILITIES

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

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

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

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