



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

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

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

COMMITTEE: SPECIAL FINANCE, INSURANCE & PERSONNEL COMMITTEE -BUDGET
DATE: August 5, 2026
TIME: 6:00 p.m.
LOCATION: Municipal Building Council Chamber, 136 N Monroe St

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES: July 16, 2026 and July 22, 2026
- 3) OLD BUSINESS
 - a) Resolution 2026-34 Amending the Employee Handbook
- 4) NEW BUSINESS
 - a) Admin Deputy Assistant Job Description
 - b) Resolution 2026-39 Appointing Denise Knutson Interim Clerk/Treasurer
 - c) Resolution 2026-40 Chief Warner Vacation and Comp Time
 - d) 2027 Budget Outlook Discussion
 - e) Capitol Planning
 - f) Setting Future Meeting Agendas
- 5) ADJOURNMENT

Denise Knutson
Interim Clerk/Treasurer

Committee Members:

Posted, Emailed & Distributed: 8/03/26

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

CITY OF WATERLOO SPECIAL FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
July 22, 2026

1. CALL TO ORDER AND ROLL CALL. C. Kuhl called the meeting to order at 3:20p.m. Members in person: Haseleu, and Kuhl. Absent: Weihert Others attending in person: Alder J.Zimmermann; Mayor Quimby; Police Chief Warner; Police Officer Stormoen; Police Officer North; Police Lieutenant Burns; LeCaptain WPPA; Casey Sandreni – Axley; Dru Jasnoch – Axley; ? – Axley; ? Axley.
2. OLD BUSINESS
MOTION to go into Closed Session. [Kuhl/Haseleu] ROLL CALL Yes-3 No-0 Motion Carried.
 - a) Police Union Negotiations [NOTE: The Finance Committee may meet in closed session per Wis. Stat. 19.85(1)(c) “considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. Upon concluding a closed session, the Committee will reconvene in open session.]MOTION to go out of Closed Session back to Open. [Kuhl/Quimby] ROLL CALL Yes-3 No-0 Motion Carried.
3. ADJOURNMENT. MOTION [Quimby/Kuhl]]To adjourn. VOICE VOTE: Motion carried. Approximately 6:08pm.

Jeanne Ritter
Clerk/Deputy Treasurer

CITY OF WATERLOO
COMMON COUNCIL
RESOLUTION 2026-34

A RESOLUTION AMENDING THE EMPLOYEE HANDBOOK REGARDING LEAVE PAYOUTS, FORFEITURES, AND BALANCES UPON SEPARATION FROM EMPLOYMENT, INCLUDING INTRA-MUNICIPAL TRANSITIONS TO RATEPAYER-FUNDED ENTERPRISE ACCOUNTS.

WHEREAS, the City of Waterloo grants certain municipal employees front-loaded annual vacation allotments on January 1st of each calendar year; and

WHEREAS, the Municipal Utility and other enterprise operations of the City are funded independently through dedicated utility ratepayers and user fees, rather than the general tax levy; and

WHEREAS, the Common Council seeks to establish a uniform policy governing leave balances upon separation from employment, including separation for private-sector employment, employment with another public agency, retirement, or transition to a separate ratepayer-funded enterprise account.

NOW, THEREFORE, BE IT RESOLVED, by the City Council, the Employee Handbook is amended to create section 7.20 as follows:

A. Scope and Definition of Separation of Employment

This section applies to all separations from employment with a general municipal department. For purposes of this section “separation from employment” includes, but is not limited to:

1. Voluntary resignation to accept employment in the private sector or with an outside public agency.
2. Involuntary termination, discharge, or layoff.
3. Retirement.
4. An internal transition, transfer, or hire into a separate municipal enterprise account, board, or commission, including the Municipal Utility, that operates under an independent budgetary, payroll, or ratepayer structure.

B. Proration and Payout of Front-Loaded Leave

Upon separation from employment in good standing, including a voluntary separation with at least fourteen (14) calendar days’ written notice, an employee’s front-loaded vacation or Paid Time Off (PTO) allotment shall be audited and prorated to reflect only the hours earned during that calendar year.

1. **Calculation of Earned Leave:** Earned leave shall be calculated by dividing the total annual front-loaded allotment by twelve (12) and multiplying the result by the

number of full calendar months worked in the calendar year through the effective date of separation.

2. **Lump-Sum Payout:** Earned, unused vacation hours shall be paid as a lump-sum amount calculated at the employee's final regular rate of pay and issued on the employee's final paycheck from the separating department.

C. Overuse and Wage Deductions (Clawback)

If an employee separates from employment after using more front-loaded vacation or PTO hours than earned under the proration calculation in Section II, the excess hours shall constitute an advanced wage debt owed to the City.

1. **Mandatory Recovery:** The City is authorized and directed to deduct the gross cash value of the overused leave hours from the employee's final paycheck, to the extent permitted by applicable law, regardless of the employee's destination employment or internal transition status.

D. Absolute Forfeiture of Sick Leave

1. Legislative Findings

- **Insurance, Not Deferred Compensation:** The Common Council declares that sick leave is a conditional health and wellness benefit, and a form of short-term income protection, intended solely to protect employees from loss of income during periods of personal illness or injury. Sick leave is not deferred compensation and does not constitute a vested wage asset earned for services rendered.
- **Enterprise Account Protection:** Because the Municipal Utility and other enterprise operations are funded through independent ratepayer or user-fee structures, transfer of accumulated sick leave liabilities from general tax-funded departments would impose liabilities on ratepayers for costs incurred outside the enterprise account.
- **Fiscal Uniformity Across All Job Types:** To maintain uniform treatment, an employee transitioning internally to a ratepayer-funded utility or enterprise account shall be treated in the same manner as an employee separating for employment with an outside private or public employer. Liquidation or transfer of sick leave upon mid-career separation would create unbudgeted and unfunded liabilities.

2. Forfeiture Rule

Any employee separating from employment, including an employee moving to a utility or separate enterprise account, shall forfeit all accumulated, unused sick leave effective at

11:59 p.m. on the employee’s final day in the current position. Forfeited sick leave has no cash value, shall not be paid as a lump-sum amount, and shall not be transferred to or recognized by any receiving utility, enterprise account, or outside employer.

3. Retirement Exception

The forfeiture rule does not apply to an employee who immediately retires under the Wisconsin Retirement System (WRS) and qualifies for any sick-leave-to-health-insurance conversion program authorized under a separate City retirement ordinance or policy.

E. Balance and Accrual Reset for Internal Enterprise Transitions

An employee transitioning from a general municipal department to a ratepayer-funded utility or enterprise account shall be treated as a new hire for leave-benefit purposes.

1. **Leave Balance Reset:** The transitioning employee shall begin employment in the utility or enterprise account with a zero (0) hour balance for all categories of leave.
2. **Accrual Schedule Reset:** The employee’s monthly or annual leave accrual rate in the utility or enterprise account shall be established at the introductory “Year 1” level specified in the receiving entity’s personnel handbook, unless a different accrual baseline is expressly authorized in writing in the employee’s offer letter or employment contract.

F. Administration and Implementation

The City Clerk, Treasurer, Human Resources designee, or other authorized official shall audit applicable leave balances, calculate prorated earned leave, determine any overuse amount, and coordinate any final payout or authorized deduction in accordance with this section.

G. Severability

If any provision of this section is declared invalid or unenforceable by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

Adopted this ____ day of _____, 2026.

BY ORDER OF THE CITY COUNCIL

By: _____
Jenifer Quimby, Mayor

ATTEST: _____

Jeanne Ritter, City Clerk

Date Introduced: _____ Date Adopted: _____



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DEPUTY CLERK/TREASURER ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

Your Impact

You will be expected to own assigned processes and have the ability to drive process improvements to build administrative efficiencies. You will have the opportunity to engage in many aspects of municipal government with a core objective of providing quality services in a cost-effective manner.

Reporting Relationships

Under general supervision of the Clerk, Treasurer and Mayor, performs a variety of complex, responsible and confidential secretarial and administrative duties requiring a thorough knowledge of organization procedure and policies. This position requires the ability to work independently, exercising good judgment, discretion and initiative.

What You Will Be Doing

- Provide Customer Service to Internal and External Customers
- Responding To Office Inquiries & Routing Printed and Digital Communications to Municipal Departments
- Proficient Daily Use of Microsoft Applications and Other Online Applications to Effectively Carry Out Department Operations
 - Office 365, Outlook, Word, Excel, OneDrive, SharePoint and others
- Assist In Preparation and Distribution of Agendas, Meeting Materials, Meeting Minutes, and Attend Meetings when needed
- Regular Website and Social Media Updating
- Prepare, Track & Update Rosters of Appointed and Elected Officials and Corresponding Oaths
- Update and Maintain Municipal Code Book, Ordinance Publications, and Resolutions
- Processing and Issuance of Various Municipal Licenses and Permits
- Bi-Weekly Payroll and Payroll Record Maintenance
- Assist with Accounts Payable and Receivables, and Assist with Year-End Audit Activities
- Tax Preparation, Collection & Receipting of Municipal Revenue
- Election Administration; Oversee Absentee Ballot Process, Distributing, Recording and Filing
- Perform Notary Duties
- Assistant Deputy to Clerk and Treasurer
- Assist with Park Rental and Related Inquiries
- Ordering Office and Maintenance Supplies

Effective 08/06/26



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
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E-Mail: cityhall@waterloowi.us
Website: www.waterloowi.us

RESOLUTION #2026-39
Council Confirmation Of Denise Knutson
As Interim Clerk/Treasurer

WHEREAS, The Clerk/Deputy Treasurer and The Treasurer/Deputy Clerk Positions are open, and;

WHEREAS, Mayor Quimby will on August 6, 2026 appoint Denise Knutson as Interim Clerk/Treasurer with a rate increase of 10% to ensure department continuity until such time as these positions are filled.

THEREFORE, BE IT RESOLVED, that the City of Waterloo Common Council confirms the Mayoral appointment of Denise Knutson as Interim Clerk/Treasurer until such time as a Clerk/Deputy Treasurer and a Treasurer/Deputy Clerk are appointed and confirmed.

PASSED AND ADOPTED this 6th day of August 2026.

CITY OF WATERLOO

Signed: _____
Jenifer Quimby, Mayor

Attest:

Charles Kuhl, Council President



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RESOLUTION #2026-40

**Request from Chief Warner to pay out all or a portion of Comp. Time and Paying out
Unused Vacation Time on his Anniversary Date**

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

WHEREAS, the Police Chief is requesting payout of his Comp Time as he has been maxed out for some time;
and

WHEREAS, the City Council encourages Chief Warner to use as much vacation as he can, but due to being
short staffed he has been unable to use it.

THEREFORE BE IT RESOLVED, the City of Waterloo Common Council agrees to pay Chief Warner out
_____ hours of Comp. time and _____ hours of vacation time on his August 20th, 2026 check
date.

PASSED AND ADOPTED this ____ day of _____ 2026.

City of Waterloo

Signed: _____
Jenifer Quimby, Mayor

Attest:

Charles Kuhl, Council President



WATERLOO POLICE DEPARTMENT

136 NORTH MONROE STREET # WATERLOO, WI 53594-1198
PHONE: EM. 911 # BUS. (920) 478-2343 # FAX (920) 478-4746

CHIEF OF POLICE
DAVID N. WARNER

LIEUTENANT
RANDY P. BOLLIG

SERGEANT

OFFICERS

KYLE M. STORMOEN

RANDY B. BURNS

DANIEL A. AGUERO

BAILEY A. NORTH

CHRIS REGENAUER

ADMINISTRATIVE
ASSISTANT

SASHA J. KOHN

REQUEST FOR VACATION AND COMPENSATORY TIME PAYOUT

TO: City of Waterloo Personnel and Finance Committee
Aldersperson Charles Kuhl
Aldersperson Richard Weihert
Aldersperson Jodie Haseleu

FROM: Chief David Warner
Waterloo Police Department

DATE: July 23, 2026

RE: Request for Vacation and Compensatory Time Payout

Alderspersons:

Due to unforeseen staffing levels within the Waterloo Police Department, along with my current work responsibilities and operational demands, I have unfortunately been unable to utilize my accrued vacation time as I normally would. As of July 23, 2026, pay period, I currently have **128 hours of unused vacation time**. Due to the current staffing situation and the needs of the Department, I will be unable to utilize these hours prior to my anniversary date of **August 14th, 2026**.

In addition, I currently have a maximum of **80 hours of accrued compensatory time**. I have made ongoing efforts to utilize and reduce these hours; however, as a working patrol chief, it has been extremely difficult to do so. The current staffing levels, patrol responsibilities, daily operational needs of the City, and my overall administrative duties have made it challenging to take sufficient time away from the Department.

Unfortunately, the nature of my position has also resulted in situations where I continue to accumulate compensatory time faster than I am able to use it. At times, I am also required to work additional hours without compensation in order to meet the operational and administrative needs of the Department. While I understand that additional work hours are, at times, part of the responsibilities associated with my



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CHIEF OF POLICE
DAVID N. WARNER

LIEUTENANT
RANDY P. BOLLIG

SERGEANT

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KYLE M. STORMOEN

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CHRIS REGENAUER

ADMINISTRATIVE
ASSISTANT

SASHA J. KOHN

position, I believe it is important to find a reasonable balance between the hours worked, time taken off, and compensation for accrued time.

Therefore, I respectfully request that the Personnel and Finance Committee approve the following:

1. Payout of my 128 hours of accrued and unused vacation time, which I will be unable to utilize prior to my August 14, 2026, anniversary date; and
2. Payout of 40 hours of my 80 hours of accrued compensatory time, allowing me to reduce my accrued compensatory time balance while retaining 40 hours for future use.

I understand there may be budgetary considerations associated with this request. However, I have reviewed the Police Department's 2026 budget, and this requested payout can be accommodated within the 2026 Police Department Administration budget without causing a budget overage.

I believe this request is a reasonable solution that will allow me to address the significant amount of accrued time that I have been unable to use due to the Department's current staffing levels and operational needs. It will also assist me in better managing my accumulated hours and maintaining a more appropriate balance between work responsibilities, time off, and compensation.

I respectfully ask the Personnel and Finance Committee to consider and approve this request.

Thank you for your time and consideration of this matter. Please feel free to contact me if there are any questions or if additional information is needed.

Respectfully,

CHIEF DAVID WARNER

Waterloo Police Department