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FINANCE, INSURANCE, & PERSONNEL – AGENDA

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:

Date: THURSDAY, AUGUST 20, 2026
Time: 6:00 P.M.
Location: CITY COUNCIL CHAMBERS, MUNICIPAL BUILDING, 136 N. MONROE ST.

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES:
 - a) Regular Scheduled Meetings
 - i) July 16, 2026
 - b) Special Budget Meetings
 - i) August 5, 2026
 - ii) August 12, 2026
 - iii) August 17, 2026
 - iv) August 18, 2026
- 3) CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit)
- 4) NEW BUSINESS
 - a) June 2026 Financial Statements: Payroll \$_____, General Disbursements \$_____, and Clerk/Treasurer's Reports [\[see on municipal website\]](#)
 - b) General Budget Discussion
- 5) ROLLING TASK LIST
- 6) ADJOURNMENT

Denise Knutson
Interim City Clerk

Committee Members: Haseleu, Weihert and Kuhl

Posted, Emailed & Distributed: 08/19/2026.

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

July 16, 2026

1. CALL TO ORDER AND ROLL CALL. C. Kuhl called the meeting to order at 5:30p.m. Members in person: Haseleu, Weihert and Kuhl. Absent: none Others attending in person: Alder Thomas; Alder J.Zimmermann; Mayor Quimby; Police Chief Warner; DPW Yerges; Utilities Sorenson; Asst. Fire Chief Whitebird; Treasurer Nelson; Clerk Ritter, and WLOO Cable.
2. APPROVAL OF MEETING MINUTES: June 18, 2026. Motion [Weihert/Haseleu] VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit) none
4. OLD BUSINESS
 - a. Discussion on §53-11 Fund Balance Policies- on next month's meeting -write resolution to show
5. NEW BUSINESS
 - a. June 2026 Financial Statements: Payroll \$108,825.36, General Disbursements \$683,225.20, and Clerk/Treasurer's Reports [\[see on municipal website\]](#) Motion [Kuhl/Haseleu] VOICE VOTE Motion carried.
 - b. Discussion on updating Ordinance 57 Fire dept Organization and Regulations -put on old business for council.
 - c. 2026-04 Updating Ordinance §200-1 Fire Inspectors. Motion [Kuhl/Weihert] council
 - d. 2026-08 Updating Ordinance §120-3 False Alarms. Motion [Weihert/Haseleu] VOICE VOTE: Motion carried.
 - e. Resolution 2026-37 Updating the Fee Schedule for Parks and Fire Department. Defer [Weihert/Kuhl]
 - f. Resolution 2026-34Amending the Employee Handbook Regarding Leave Payout, Forfeitures and Balances Upon Separation from Employment.Defer Motion[Haseleu/Weihert] Voice Vote: Motion carried.
 - g. Resolution 2026-35 Approving Police Dept Copier Lease Taken with h. also. Motion to approve [Haseleu/Kuhl] VOICE VOTE: Motion carried. Weihert no
 - h. Resolution 2026-36 Approving City Hall Copier Lease(see above)
 - i. Setting Upcoming Dates for Department Budget Proposals and Capital Planning. August 5,12,17,18, and 20th at 5:30pm.
 - j. Update on DPW job posting-informational
 - k. **Closed Session** Employee Insurance Discussion §19.85 (1) (c) (Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.) council
 - l. **Closed Session** Highland House PILOT §19.85 (1)(e) (Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.) council
 - m. **Closed Session** TID 3 Purchase Agreement §19.85(1)(e) (Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.) council
6. ROLLING TASK LIST
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS .
 - a. Thank you Maureen Giese for your recent donation to the Fire Dept. for repairs to the Ladder Truck.
 - b. Congratulations Treasurer Lana Nelson on earning your Certified Public Funds Investment Manager Certification
8. ADJOURNMENT. MOTION [Weihert/Haseleu]To adjourn. VOICE VOTE: Motion carried. Approximately 6:57pm.

CITY OF WATERLOO SPECIAL FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
August 5, 2026

1. CALL TO ORDER AND ROLL CALL. C. Kuhl called the meeting to order at 6:01p.m. Members in person: Weihert, Haseleu and Kuhl. Absent: none. Others attending in person: Mayor Quimby, Parks Coordinator Haberkorn, Chief Warner, Fire Chief Butzine, Lt Fire Chief Whitebird, DPW Director Yerges, Asst. DPW Director Hauptli, Library Director Montford, Amanda Brueckner, Jenny Zimmerman, Tim Thomas, & Art Biermeier.
2. APPROVAL OF MEETING MINUTES: July 16, 2026, and July 22, 2026. Kuhl pointed out that July 16, 2026, Meeting Minutes were not in the meeting packet and therefore the approval would only be for July 22, 2026, Meeting Minutes. Discussion. MOTION: Motion by Weihert to approve the July 22, 2026, Meeting Minutes, seconded by Haseleu. VOICE VOTE: Motion Carried 3-0.
3. OLD BUSINESS
 - a. Resolution 2026-34: Amending the Employee Handbook: All members spoke on behalf of the Resolution and wording in the Employee Handbook. Discussion. MOTION: Motion by Weihert to defer to the August 20, 2026, Finance, Insurance, and Personnel Committee meeting, seconded by Haseleu. VOICE VOTE: Motion Carried 3-0.
4. NEW BUSINESS
 - a. Admin Deputy Assistant Job Description: Mayor Quimby discussed the Job Description in front of the committee, that she would like approval before the resolution is approved. Mayor Quimby also discussed future Job Descriptions she would like to see approval from the Finance, Insurance, and Personnel Committee. Discussion. MOTION: Motion by Weihert to send the Job Description with the discussed amendments to City Council for approval, seconded by Haseleu. VOICE VOTE: Motion Carried 3-0.
 - b. Resolution 2026-39 Appointing Denise Kuntson Interim Clerk/Treasurer: Discussion. MOTION: Motion by Kuhl to approve Resolution 2026-39 and send it to City Council, seconded by Weihert. VOICE VOTE: Motion Carried 3-0.
 - c. Resolution 2026-40 Chief Warner Vacation and Comp Time: Discussion. MOTION: Motion by Weihert to approve Resolution 2026-40 with the requested 40 hours of Comp Time and 128 hours of Vacation, seconded by Haseleu. VOICE VOTE: Motion Carried 3-0.
 - d. 2027 Budget Outlook: Discussion.
 - e. Capital Planning: Discussion
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. August 12, 2026, at 6 pm City Council Chambers – Parks and Waterloo Police (Special Budget)
 - b. August 17, 2026, at 6 pm City Council Chambers – Department of Public Works (Special Budget)
 - c. August 18, 2026, at 6 pm Waterloo Fire Department – Waterloo Fire/EMS (Special Budget)
 - d. August 20, 2026, at 6 pm City Council Chambers – Regular Finance, Insurance, and Personnel*Notation: Library budget meeting will be announced after the next Library Board meeting*
6. ADJOURNMENT: Discussion. MOTION: Motion by Weihert to adjourn, seconded by Haseleu. VOICE VOTE: Motion Carried 3-0.

Denise Knutson
Interim City Clerk

CITY OF WATERLOO SPECIAL FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
August 12, 2026

1. CALL TO ORDER AND ROLL CALL. C. Kuhl called the meeting to order at 6:00p.m. Members in person: Weihert, Haseleu and Kuhl. Absent: none. Others attending in person: Mayor Quimby, Chief Warner, Lt Randy Bollig, Jenny Zimmerman, & Tim Thomas.
2. NEW BUSINESS
 - a. 2027 Budget Discussions
 - i. Police: Finance, Insurance, and Personnel Committee, along with Chief Warner and Lt Bollig discussed the 2027 Budget Submittal by the Waterloo Police Department. Amendments to the budget were discussed and made. Discussion. NO MOTION.
 - b. General Budget Discussion: MOTION: Motion by Weihert to send the Job Description with the discussed amendments to City Council for approval, seconded by Haseleu. VOICE VOTE: Motion Carried 3-0.
 - c. Compensation Discussion: MOTION: Motion by Weihert to move to Closed Session per Wis. Stat. 19.85(1)(c), seconded by Kuhl. ROLL CALL: Motion Carried 3-0. [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: Motion by Haseleu to move to Open Session per Wis. Stat. 19.85(1)(c), seconded by Weihert. ROLL CALL: Motion Carried 3-0.
3. ADJOURNMENT: Discussion. MOTION: Motion by Haseleu to adjourn, seconded by Weihert. VOICE VOTE: Motion Carried 3-0. Approximate time 9:24 pm.

Denise Knutson
Interim City Clerk

CITY OF WATERLOO SPECIAL FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
August 17, 2026

1. CALL TO ORDER AND ROLL CALL. C. Kuhl called the meeting to order at 6:06p.m. Members in person: Weihert, Haseleu and Kuhl. Absent: none. Others attending in person: Mayor Quimby, Park Coordinator Haberkorn, DPW Director Yerges, Chris Hauptli, Danielle Dorn, Jenny Zimmerman, & Tim Thomas.
2. NEW BUSINESS
 - a. 2027 Budget Discussions
 - i. DPW: Finance, Insurance, and Personnel Committee, along with DPW Director Chad Yerges discussed the 2027 Budget Submittal for the Department of Public Works. Amendments to the budget were discussed and made. Discussion. MOTION: Motion by Kuhl to Hide and Rename specific accounts in DPW 100 Account, seconded by Weihert. VOICE VOTE: Motion Carried 3-0.
 - ii. Parks: Finance, Insurance, and Personnel Committee, along with Park Coordinator Gabe Haberkorn discussed the 2027 Budget Submittal for Waterloo Parks Department. Haberkorn also presented the Communications Director Job Description. Discussion. NO MOTION.
 - b. General Budget Discussion: Tim Thomas raised concern that there is not a line item for the Police Department Administrative Assistant Overtime. Discussion. MOTION: Motion by Weihert to investigate or add in Fund 100-52 Police Administrative Assistant Overtime Line Item with a monetary value of \$2,000, seconded by Haseleu. VOICE VOTE: Motion Carried 3-0.
 - c. Resolution 2026-43
 - i. Credit Card for Departments: Mayor Quimby discussed credit card issues and needing approval for authorization for Credit Card services. Discussion. MOTION: Motion by Haseleu to recommend for approval to City Council Resolution 2026-43 for Credit Card Authorization, seconded by Weihert. VOICE VOTE: Motion Carried 3-0.
3. ADJOURNMENT: Discussion. MOTION: Motion by Haseleu to adjourn, seconded by Kuhl. VOICE VOTE: Motion Carried 3-0. Approximate time 8:25 pm.

Denise Knutson
Interim City Clerk

CITY OF WATERLOO SPECIAL FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
August 18, 2026

1. CALL TO ORDER AND ROLL CALL. C. Kuhl called the meeting to order at 5:06p.m. Members in person: Weihert, Haseleu and Kuhl. Absent: none. Others attending in person: Mayor Quimby, Chief Butzine, Asst. Chief Whitebird, Lt. Butzine, Colton Butzine, Tim Thomas, & Fire/EMS staff.
2. NEW BUSINESS
 - a. 2027 Budget Discussions
 - i. Fire: Finance, Insurance, and Personnel Committee, along with Chief Butzine discussed the 2027 Budget Submittal for the Fire Department/EMS. Amendments to the budget were discussed and made. Discussion. NO MOTION.
 - b. General Budget Discussion: Discussion. NO MOTION.
3. ADJOURNMENT: Discussion. MOTION: Motion by Haseleu to adjourn, seconded by Weihert. VOICE VOTE: Motion Carried 3-0. Approximate time 6:54 pm.

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Interim City Clerk

10/8/2025**Capital Improvement Plan & Funding Uses****City of Waterloo, WI**

Projects	Purpose/Dept.	Plan Issue	Funding	2027	2028	2029	2030	2031	2032	2033	2034	2035	Totals
Brush Truck Purchase	Fire		G.O. Debt		200,000								200,000
Engine 68 (2005)	Fire	GO Promissory Notes	G.O. Debt					1,500,000					1,500,000
Ladder 73 (2001)	Fire	GO Promissory Notes	G.O. Debt	1,400,000									1,400,000
Tender 95 1987/1998	Fire	GO Promissory Notes	G.O. Debt			600,000							600,000
Ambulance	Fire		Funds on Hand										0
Station Maintenance-Parking Lot	Fire		Computer Aids										10,000
Power Stair Chair	Fire		Funds on Hand										7,800
Radios	Fire	GO Promissory Notes	G.O. Debt		350,000								350,000
Commercial Vehicle Replacement	Fire	GO Promissory Notes	G.O. Debt	80,000									80,000
Lifepack	Fire		Computer Aids										93,203
Lifepack	Fire		Funds on Hand										36,797
Training Center Upgrade	Fire		Funds on Hand				35,000						35,000
Floors	Fire	GO Promissory Notes	G.O. Debt		90,000								90,000
Overhead Doors	Fire		Funds on Hand										50,000
SCBA (Grant pending results 8/26)	Fire	GO Promissory Notes	G.O. Debt	330,000									330,000
Lucas Systems replacement	Fire		Funds on Hand						60,000				60,000
SCBA-TANKS ONLY Grant Pending?	Fire		Computer Aids										0
WiFi and Equipment (WiFi installed 2017)	Library		Funds on Hand	5,000									5,000
Outdoor Sign Software	Library		Funds on Hand				3,000						3,000
Parking Lot Maintenance	Library		Funds on Hand			6,500							13,000
Replace Community Room Metal Door	Library		Funds on Hand		5,000								5,000
Security System	Library		Funds on Hand		5,000								5,000
Server (last replaced 2022)	Library		Funds on Hand			12,000							12,000
Flat Roof Replacement (last done 2015)	Library		Funds on Hand				30,000						30,000
Painting Inside Building	Library		Funds on Hand					5,000					5,000
Gutters	Library		Funds on Hand					10,000					10,000
Meeting Room Kitchen Counter	Library		Funds on Hand			5,000							5,000
Main Entrance Doors Repl	Library		Funds on Hand		20,000								20,000
Masonry Work	Library		Funds on Hand	3,500									3,500
Computers	Library		Funds on Hand	1,000	2,400	2,400	2,400	2,400					15,400
Field Lazer S100 Field Liner	Parks		Computer Aids										4,250
Skalitzky Field Sound System	Parks		Computer Aids										14,000
Upper Pavillion Ceiling	Parks		Computer Aids	150,000									150,000
Lower Pavilion Services Counter	Parks		Computer Aids		35,000								35,000
Lower Pavilion Reno-Finish	Parks		Computer Aids										35,000
Carousel Fence	Parks		Computer Aids		21,000								21,000
Painting Outer Buildings	Parks		Computer Aids										15,000
Sidewalk Replacement	Parks		Computer Aids										15,000
New Coolers	Parks		Computer Aids										10,000
Carousel Maintenance	Parks		Computer Aids					90,000					90,000
Upper Pavilion Walls/Closet	Parks		Computer Aids										13,000
Lower Pavilion Ceiling	Parks		Computer Aids			62,400							62,400
Outer Building Siding	Parks		Computer Aids			40,000							40,000
Carousel Painting	Parks		Computer Aids			35,000							35,000
Basketball/Pickleball Court Renovation	Parks		Computer Aids							125,000			125,000
Disc Golf Course Update	Parks		Computer Aids							25,000			25,000
Bingo Hall Bathrooms	Parks		Computer Aids										0
Lower Parking Lot Repaving	Parks		Computer Aids										0

Projects	Purpose/Dept.	Plan Issue	Funding	2027	2028	2029	2030	2031	2032	2033	2034	2035	Totals
Pavilion New Siding	Parks		Computer Aids		111,839								111,839
Pavilion New Siding	Parks	GO Promissory Notes	G.O. Debt		13,161								13,161
Gator B	Parks	GO Promissory Notes	G.O. Debt		20,000								20,000
Stadium Steps/Seating	Parks		Computer Aids						437,782				437,782
Stadium Steps/Seating	Parks	GO Promissory Notes	G.O. Debt						412,218				412,218
Firemens Park Lower Parking Lot	Parks	GO Promissory Notes	G.O. Debt					100,000					100,000
Park Maintenance	Parks		Computer Aids					50,000					70,000
Field A-3rd Base Fence	Parks		Computer Aids		10,000								10,000
Morrison Soccer Street	Parks	GO Promissory Notes	G.O. Debt		96,524								96,524
Carousel Roof	Parks	GO Promissory Notes	G.O. Debt				90,000						90,000
Skalitzky Field Lighting System	Parks	GO Promissory Notes	G.O. Debt										0
Kitchen Renovation	Parks		Computer Aids				60,000						60,000
Taser *Use Expense Account*	Police		Computer Aids			1,600							1,600
Squad Radar *Use Expense Account*	Police	GO Promissory Notes	G.O. Debt		1,500	1,500							3,000
Squad Computers/Mobile Data	Police		Computer Aids										18,500
In Squad WiFi Internet	Police		Computer Aids										0
Body Wearable Camera	Police		Computer Aids	80,000									80,000
Squad Car	Police						70,000						70,000
Squad Car	Police					70,000							70,000
Squad Car	Police			70,000									70,000
Badge update replace	Police			7,000									7,000
Squad Trunk Storage	Police			6,000									6,000
Chevy Pick Up Truck	Public Works		Computer Aids	55,000									55,000
Dump Freightliner Truck #5	Public Works		Computer Aids			225,000							225,000
Dump Freightliner Truck #2	Public Works		Computer Aids						225,000				225,000
Dump Freightliner Truck #7	Public Works	GO Promissory Notes	G.O. Debt	250,000									250,000
Dump Freightliner Truck #8	Public Works	GO Promissory Notes	G.O. Debt									250,000	250,000
Scag- Cheeta Mower	Public Works		Computer Aids										13,600
John Deere End Loader Tractor	Public Works		Computer Aids				260,182						260,182
John Deere End Loader Tractor	Public Works	GO Promissory Notes	G.O. Debt				159,990						159,990
John Deere 2555 Tractor	Public Works	GO Promissory Notes	G.O. Debt				80,000						80,000
Elgin Street Sweeper	Public Works	GO Promissory Notes	G.O. Debt				67,057						67,057
Elgin Street Sweeper	Public Works		Computer Aids				307,943						307,943
Tandem Axle Utility Trailer	Public Works		Computer Aids										8,000
Roller Wacker Unit	Public Works		Computer Aids		8,000								8,000
DPW Yard Chain Fence	Public Works		Computer Aids										13,500
Park Pedestrian Bridge	Public Works		State Aid - GTA										40,000
Scag Mower/Turf Tiger	Public Works		Computer Aids	14,000									14,000
Lum/Henry Sidewalk Project	Public Works		Computer Aids										0
DPW Parking Lot/Gutters	Public Works	GO Promissory Notes	G.O. Debt										0
203 E Madison Street - Phase 3	Public Works	GO Promissory Notes	G.O. Debt										211,820
203 E Madison Street - Phase 3	Public Works		Computer Aids										64,729
203 E Madison Street - Phase 3	Public Works		State Aid - GTA										34,344
Hendricks Street Recon \$1,512,617	Public Works		ARPA Funds										0
Hendricks Street Reconstruction	Public Works		State Aid- LRIP										0
Hendricks Street Reconstruction	Public Works		Wheel Tax										0
Hendricks Street Reconstruction	Public Works	GO Promissory Notes	G.O. Debt										0
Indian Hills Drive Mill and Overlay	Public Works		State Aid - GTA										0
Indian Hills Drive Mill and Overlay	Public Works	GO Promissory Notes	G.O. Debt										0
Crack Fill/Chip Seal	Public Works		State Aid - GTA										60,000
Chipper Truck	Public Works		Computer Aids										0
Chipper Truck	Public Works		Funds on Hand										0

Projects	Purpose/Dept.	Plan Issue	Funding	2027	2028	2029	2030	2031	2032	2033	2034	2035	Totals
Hickory-Maple \$194,623	Public Works	GO Promissory Notes	G.O. Debt			75,841							75,841
Hickory-Maple	Public Works		Computer Aids			118,782							118,782
State Highway 89 \$605,059	Public Works	GO Promissory Notes	G.O. Debt		281,990								281,990
State Highway 89	Public Works		State Aid - GTA		276,069								276,069
State Highway 89	Public Works		Wheel Tax		47,000								47,000
Maple \$419,430 * Need to Hwy 19	Public Works	GO Promissory Notes	G.O. Debt			96,361							96,361
Maple	Public Works		State Aid - GTA			276,069							276,069
Maple	Public Works		Wheel Tax			47,000							47,000
Van Buren (S)-Full Length \$1,312,795	Public Works	GO Promissory Notes	G.O. Debt	942,728									942,728
Van Buren (S) - Milw Ave to Dead End	Public Works		State Aid - GTA	276,069									276,069
Van Buren (S) - Milw Ave to Dead End	Public Works		Wheel Tax	94,000									94,000
Van Buren (N)-Madison St/DeadEnd M&O	Public Works		State Aid- LRIP										19,925
Van Buren (N)-Madison St/DeadEnd M&O	Public Works		State Aid - GTA										69,675
Van Buren (N)- to Harrison St	Public Works		State Aid - GTA										72,050
Hwy 19 (Kwik Trip to Main St) \$1,817,200	Public Works	GO Promissory Notes	G.O. Debt							1,144,827			1,144,827
Hwy 19 (Kwik Trip to Main St)	Public Works		State Aid - GTA							290,591			290,591
Hwy 19 (Kwik Trip to Main St)	Public Works		Computer Aids							287,782			287,782
Hwy 19 (Kwik Trip to Main St)	Public Works		Wheel Tax							94,000			94,000
Actual CIP Costs				3,764,297	1,594,483	1,675,453	1,165,572	1,757,400	1,135,000	1,967,200			14,270,898

Sources of Funding	2027	2028	2029	2030	2031	2032	2033			Totals
G.O. Debt	2026 \$211,820	2025 \$787,987	3,002,728	1,053,175	773,702	397,047	1,600,000	412,218	1,144,827	8,595,517
State Aid- LRIP	0	0	0	0	0	0	0	0	0	19,925
Computer Aids	299,000	185,839	482,782	628,125	140,000	437,782	287,782			2,809,092
State Aid - GTA	276,069	276,069	276,069	0	0		290,591			1,394,867
Wheel Tax	94,000	47,000	47,000	0	0		94,000			282,000
Tax Levy	0	0	0	0	0					0
Funds on Hand	9,500	32,400	25,900	70,400	17,400					261,497
ARPA Funds	0	0	0	0	0					0
Total	3,681,297	1,594,483	1,605,453	1,095,572	1,757,400	850,000	1,817,200			13,362,898

GO Debt by Department	2027	2028	2029	2030	2031	2032	2033			Totals
City Hall	0	0	0	0	0					0
Fire	1,810,000	640,000	600,000	0	1,500,000					4,550,000
Library	0	0	0	0	0					0
Parks	0	129,685	0	90,000	100,000					319,685
Police	0	1,500	1,500	0	0					3,000
Public Works	1,192,728	281,990	172,202	307,047	0		2,316,682			2,165,787
Total	3,002,728	1,053,175	773,702	397,047	1,600,000		2,316,682			7,038,472

Notes: N Van Buren \$678,392 total and S Van Buren \$956,795 total

Parks not updated

City Hall
Fire
Library
Parks
Police
Public Works
Streets



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

City of Waterloo Communications Director

POSITION PURPOSE

The Communications Director holds a position within the City Administration, reporting directly to the City Council and Mayor. The position serves as the City's Chief Spokesperson and Public Information Officer (PIO). The position directs dissemination of comprehensive public information and messaging on a wide variety of issues.

The Communications Manager directs day-to-day messaging and communications, leads emergency crisis communications, and ensures brand standards. The position also supports the City Council and Mayor with Common Council relations and incoming requests. The position is responsible for developing and implementing an equity driven city-wide communications strategy that leverages the press, social media, community involvement.

ESSENTIAL DUTIES

- Develop and implement high-impact communications strategies that ensure accuracy, clarity, and accessibility of information related to the Mayor's Administration, City of Waterloo operations, programs, services, concerns, issues, and interests.
- Elevate media relations efforts to encompass proactive and reactive approaches, fostering positive and constructive relationships with local, regional, and national media outlets.
- Develop key messages and communication strategies during high-profile and sensitive issues especially related to natural disasters and public safety emergencies.
- Must stay current on National Incident Management Systems (NIMS) in accordance with FEMA and Incident Command System (ICS) training and certification requirements.
- Other duties and responsibilities as defined and directed by the Mayor and Common Council.

ENVIRONMENTAL/WORKING CONDITIONS OF THE POSITION

Any and all-weather conditions, excluding hazardous conditions. Indoors, outdoors, and all four seasons.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Communications, Journalism, Public Relations, or a related field from an accredited college or university.
- Demonstrated expertise with a minimum of five years of progressive experience in Communications/media relations, legislative or policy research, or public relations.
- Valid Driver's license at time of hire and throughout employment and availability of a properly insured vehicle for use on the job.

Equivalent combinations of education and experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Present sensitive and/or complex issues, both orally and in writing, to large diverse groups in a relatable and easy-to-understand fashion
- Write clear, concise, effective, professional, and grammatically and factually accurate content
- Make sound decisions and communicate effectively with the members of the press and public with little advance notice
- Work with individuals from diverse backgrounds and experiences while exhibiting patience, empathy, and professionalism
- Must communicate with a political non-bias when performing job duties and communicating with the public and citizens of the City of Waterloo
- Develop and maintain effective working relationships, work in an open and approachable manner with elected and appointed officials, media, members of the public, and city staff at all levels
- Manage multiple projects and tasks simultaneously, often under tight deadlines and in a changing, complex environment; demonstrate strong organizational and management skills
- Research, analyze, and present background information on a wide variety of assigned projects, programs, and topics, relative to issues pending before the city council
- Achieve desired results amid changing deadlines, project requirements, or project needs
- Maintain strict confidentiality
- Display an attitude of cooperation and work harmoniously with all levels of city employees, the public, and other organizations
- Communicate effectively in the English language at a level necessary for efficient job performance
- Complete assignments in a timely fashion
- Proficiency with Content Management Systems (CMS) & graphic design tools such as: Canva, Kofax PDF (or similar), and social media scheduling platforms.

PHYSICAL DEMANDS OF THE POSITION

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken words levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities.

EQUIPMENT USED

Computer and keyboard, copy machine, fax machine, cell phone, cell phone apps, and telephone.

This job description is intended to identify essential duties and also illustrates other types of duties that may be assigned. It should not be interpreted as describing all the duties that will be required of an employee or be used to limit the nature and extent of assignments that an individual is required to perform. In addition to the responsibilities and duties listed, it is expected that employees will maintain a consistent and reliable attendance record. Job descriptions are subject to revision at any time at the discretion of the City of Waterloo.

The City of Waterloo is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Waterloo will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.