

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
April 21, 2016

1. CALL TO ORDER AND ROLL CALL. Committee Chair Springer called the meeting to order at 6:00 p.m. Committee members present: Springer, Quimby and Griffin. Absent: none. Others attending: Mayor Thompson and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: MARCH 17, 2016. MOTION: Moved by Quimby, seconded by Griffin to approve the meeting minutes as listed and presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. UNFINISHED BUSINESS
 - a. Tax Incremental Finance Review
 - i. A Proposal To Close Tax Incremental District #1. MOTION: By consensus the committee determined no action was warranted. Quimby and Springer placed the matter on the February 2017 meeting agenda.
5. NEW BUSINESS
 - a. Payroll For February 2016 - \$101,782.77. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of payroll in the stated amount. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
 - b. General Disbursements – March 18, 2016 Through April 21, 2016. DISBURSEMENTS: Griffin questioned a Snap Fitness check for \$50. Hansen said he would check on its purpose and report back to Griffin. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of general disbursements as presented. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
 - c. Treasurer's Report & Budget Reports For January, February & March 2016. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of the January, February and March reports. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
 - d. Insurance Claim, Mark Herrin, 1053 Jills Court. MOTION: Moved Springer, seconded by Quimby to recommend Council denial of the claim based upon the insurance provider's recommendation. VOICE VOTE: Motion carried.
 - e. Operating Fund 600 Under The Community Development Authority. DISCUSSION: Hansen said CDA member past & present took issue with operating expenses for the Maunasha Business Center being the responsibility of the CDA. He said an existing deficit was the result of unfunded accumulating operating expenses such as utilities over several years. He said the CDA is focused on grant applications and doesn't have a recurring revenue source. Mayor Thompson suggested formally transferring the building asset to the CDA so it has that asset on its books to potentially benefit the CDA in the future. Quimby asked if a completed 203 East Madison Street would be a City asset or a CDA asset? Springer said the Maunasha Business Center (MBC) and the adjacent Veterans Memorial Park could be labeled as a Parks Department space and new Parks Coordinator Gabe Haberkorn could market/rent the MBC. Mayor Thompson thought the CDA could hire Haberkorn to market it. Hansen said transferring it all from 600 to the General Fund (where it was prior to the 2010 remodeling) would adversely affect the General Fund because state mandated tax levy limits and state aid are tied to General Fund revenues and expenditures. MOTION: Moved by Springer, seconded by Quimby to direct the Clerk/Treasurer to prepare a budget amendment for Council consideration transferring funds from the General Fund to Fund 600 to eliminate its negative fund balance. VOICE VOTE: Motion carried.
 - f. Allocating \$80,000 In 2015 Generated General Fund Balance To Pay-off Two BCPL Loans. DISCUSSION: Meeting materials were reviewed. Hansen said one loan was for 2004 unfunded pension liabilities. A second for 2009/2010 road construction. MOTION: Moved by Springer, seconded by Quimby to recommend to Council allocating approximately \$80,000 to payoff BCPL loans 02005064.01 and 02010068.02. VOICE VOTE: Motion carried.
 - g. Establishing A Written Policy Regarding Delinquent Utility Penalties On The Tax Roll Remaining With The General Fund. DISCUSSION: Hansen said a written policy would document current practice. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council the establishment of a written policy regarding delinquent utility penalties on the tax roll remaining with the General Fund. VOICE VOTE: Motion carried.

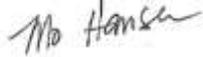
h. Review Of Clerk/Treasurer's Initiative To Redefine Clerical Staff Position. DISCUSSION: Hansen said to prepare for the Deputy Clerk/Treasurer's retirement, he intended to redefine the Administrative Assistant position so the position would become an apprentice Deputy Clerk Treasurer training under the current Deputy Clerk/Treasurer. He said he would present the opportunity first to Raynelle Butzine and then, if necessary, open it up to qualified candidates. He said the position description would be weighted heavily towards accounting, computer skills & office management. Springer said Lois Baird would be 62 in June.

6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

- a. Public Works Director Request For An Additional Full-Time Position (tabled until future meeting).
Noted.
- b. Multi-year budgeting – Operating Expenses. Noted.

7. ADJOURNMENT. MOTION: Moved by Quimby, seconded by Griffin to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:35 p.m.

Attest:



Mo Hansen
Clerk/Treasurer