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

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: July 21, 2016
TIME: 6:30 p.m.
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street

1. CALL TO ORDER AND ROLL CALL
2. MEETING MINUTES APPROVAL: JUNE 16, 2016
3. PUBLIC COMMENT
4. NEW BUSINESS
 - a. Rental Rates for Tucker's Driving Academy, 117 E. Madison Street
 - b. Payroll For June 2016 - \$70,740.68 ***
 - c. General Disbursements – June 17, 2016 Through July 21, 2016
 - d. Treasurer's Report & Budget Reports For May and June 2016 ***
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. 2017 Budget Deliberations
 - b. Donation From The Estate Of Dorothy Ballentine
6. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

*****See Council Packet**

Committee Members: Springer, Quimby and Griffin

Posted, Emailed & Distributed: 07/18/2016

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at 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 FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
June 16, 2016

1. CALL TO ORDER AND ROLL CALL. Committee Chair Springer called the meeting to order at 6:30 p.m. Members present: Springer, Quimby & Griffin (arriving at approximately 6:40 pm). Absent: none. Also attending: Jim Reynolds, Maureen Giese, Diane Graff, Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: MAY 19, 2016. MOTION: Moved by Quimby, seconded by Springer to approve the meeting minutes as listed and presented. VOICE VOTE: Motion carried with Griffin absent.
3. PUBLIC COMMENT. None.
4. NEW BUSINESS
 - a. Economic Development Strategic Plan Follow-up Item: Waterloo Farmer's Market. DISCUSSION: Springer questioned a \$6,000 request saying Sun Prairie is paying \$3,000 for the first time this year adding Sun Prairie was run on a volunteer basis previously. Springer said it was a poor time of year to start; market fees should support a market. Griffin questioned spending \$6,000 asking if \$1,000 would work for advertising expenses. Springer said a Saturday market would compete against, Sun Prairie, Jefferson and the Marshall tent. Quimby said it could be tried on a trial basis. Maureen Giese said prior market managers should be consulted. No action taken.
 - b. Waterloo Area Historical Society June 10, 2016 Donation Request. DISCUSSION: Maureen Giese and Jim Reynolds representing the Waterloo Area Historical Society followed up on a June 10th written request to the Mayor, Clerk/Treasurer, the City Council and City Departments -- which the Mayor had directed to this committee -- requesting a one-time donation of \$2,000 to meet a matching fund of \$10,000 to repair the museum. Reynolds described steeple repairs noting that masonry is falling out on the exterior and interior. Giese said a drone took pictures of the building and estimates had been gathered. She added that the building is considered a landmark. Griffin said it was a matter of safety as bricks were falling down. It was noted that the museum is not municipal property. Springer said he could not give away \$2,000 of tax money that wasn't budgeted. No action was taken with Springer stating that the item should be a 2017 budget request.
MOTION: Due to time, a motion was made by Quimby and seconded by Griffin to take no action on items 4c, 4d and 4e below. VOICE VOTE: Motion carried.
 - c. Payroll For May 2016 - \$63,936.68.
 - d. General Disbursements – May 20, 2016 Through June 16, 2016.
 - e. Treasurer's Report & Budget Reports For May 2016
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
6. ADJOURNMENT. MOTION: Moved by Quimby, seconded by Griffin to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:55 p.m.

Attest:



Mo Hansen
Clerk/Treasurer

TO: FINANCE, INSURANCE & PERSONNEL COMMITTEE
FROM: CLERK/TREASURER
SUBJECT: RENT RATE FOR TUCKER'S DRIVING ACADEMY AT 117 EAST MADISON STREET
DATE: JULY 6, 2016

MEL TUCKER REQUESTING MODIFICATION OF RENTAL RATE

Yesterday, at his request, I met with Mel Tucker, of Tucker's Truck Driving Academy LLC, about rental rates for the Academy at the Maunessa Business Center located at 117 Madison Street. I've added this item to the July 21, 2016 Finance, Insurance & Personnel Committee and will notify the Community Development Authority (CDA) members.

Mel is seeking an adjustment in the rental rate which with the passage of the 2016 budget in November was set at \$500 per month, or \$6,000 annually. At this time, the Academy uses the Maunessa Business Center roughly one week per month for driving classroom training.

Mel made the case that the Academy uses the space one week a month; the major building expense is electricity which is consumed by Food Pantry freezers and refrigerators and by the City Band, which leaves the A/C on when it should be turned off; and going from \$60 per month to \$500 per month adversely affects the Academy's cash flow.

BACKGROUND.

This building is the former library. For many years its month-to-month expenses were covered as part of the General Fund. In 2010 the City was awarded a federal grant to remodel/update the first floor, the roof and the exterior. At that time month-to-month operational costs were shifted from the General Fund (fund 100) to the Community Development Authority (fund 600). At that time Community Development Authority members objected to this change because the CDA had had no recurring revenue stream. Madison College used the facility for Advanced Manufacturing Training as part of the remodeling grant and paid no rent. Those classroom opportunities have since moved to the Madison College Watertown and Fort Atkinson campuses.

Roughly one-third of the first floor is used to store City Band equipment. The lower level is used by the Marshall-Waterloo Food Pantry. The first floor has Wi-Fi, an overhead projector and screen and an instructor's table which allows for the projection of table top items on the projection screen.

ACADEMY RENTAL INFORMATION.

The Academy has been renting the facility for almost three years. 2015 rental payments totaled to \$660 and 2014 rental payment totaled to \$740. 2016 rent was increased to \$6,000. During Finance, Insurance & Personnel Committee meetings, it was stated that covering the cost of operating the building was a priority.

BUILDING COST OF OPERATIONS.

Attached are details for 2014 costs, \$7,425.14; and 2015 costs, \$6,283.48.

OVERALL FACILITY USE.

Single meeting rental rates, approved by the CDA in 2011, are in place. Rental use other than for the Academy has been nil. No rental fees have been asked of the City Band or the Food Pantry.

CITY OF WATERLOO
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2015

FUND 600 - COMMUNITY DEVELOP AUTHORITY

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|--|-------------------|---------------------|------------------------|---------------------|----------------|
| <u>MAUNESHA BUSINESS CENTER</u> | | | | | |
| 600-51-5162-220 MAUNESHA BUSINESS TELEPHONE | .00 | 334.15 | 350.00 | 15.85 | 95.47 |
| 600-51-5162-221 MAUNESHA BUSINESS ELECTRIC | 411.03 | 2,696.97 | 2,800.00 | 103.03 | 96.32 |
| 600-51-5162-222 MAUNESHA BUSINESS HEAT | .00 | 661.74 | 1,500.00 | 838.26 | 44.12 |
| 600-51-5162-223 MAUNESHA BUSINESS WATER/SEWER | 90.20 | 528.28 | 550.00 | 21.72 | 96.05 |
| 600-51-5162-290 MAUNESHA BUSINESS CLEAN CONTRA | 148.80 | 818.40 | 900.00 | 81.60 | 90.93 |
| 600-51-5162-341 MAUNESHA BUSINESS INTERNET | .00 | 678.77 | 1,000.00 | 321.23 | 67.88 |
| 600-51-5162-350 MAUNESHA BUSINESS CLEANING SUP | .00 | .00 | 500.00 | 500.00 | .00 |
| 600-51-5162-351 MAUNESHA BUSINESS REPAIRS/MAIN | .00 | 565.17 | 1,000.00 | 434.83 | 58.52 |
| TOTAL MAUNESHA BUSINESS CENTER | 650.03 | 6,283.48 | 8,600.00 | 2,316.52 | 73.06 |
| <u>PLANNING AND CONSERVATION</u> | | | | | |
| 600-56-5630-220 PROJECT CDA PROGRAMS | .00 | 200.00 | .00 (200.00) | .00 | .00 |
| TOTAL PLANNING AND CONSERVATION | .00 | 200.00 | .00 (200.00) | .00 | .00 |
| <u>CAPITAL PROJECT</u> | | | | | |
| 600-57-5701-800 CAPITAL PROJ OUTLAY BLDG | .00 (.46) | 5,000.00 | 5,000.46 (.01) | .01 | .01 |
| TOTAL CAPITAL PROJECT | .00 (.46) | 5,000.00 | 5,000.46 (.01) | .01 | .01 |
| TOTAL FUND EXPENDITURES | 650.03 | 6,483.02 | 13,600.00 | 7,116.98 | 47.67 |
| NET REVENUES OVER EXPENDITURES | (650.03) | (5,823.02) | .00 | (5,823.02) | .00 |

CITY OF WATERLOO
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2014

FUND 600 - COMMUNITY DEVELOP AUTHORITY

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|--|----------------------|----------------------|----------------------|----------------------|-------------------|
| <u>MAUNESHA BUSINESS CENTER</u> | | | | | |
| 600-51-5162-220 MAUNESHA BUSINESS TELEPHONE | .00 | 283.89 | 343.00 | 59.11 | 82.77 |
| 600-51-5162-221 MAUNESHA BUSINESS ELECTRIC | .00 | 2,664.06 | 2,788.00 | 123.94 | 95.55 |
| 600-51-5162-222 MAUNESHA BUSINESS HEAT | .00 | 1,109.76 | 612.00 (| 497.76) | 181.33 |
| 600-51-5162-223 MAUNESHA BUSINESS WATER/SEWER | .00 | 516.06 | 443.00 (| 73.06) | 116.49 |
| 600-51-5162-290 MAUNESHA BUSINESS CLEAN CONTRA | .00 | 892.80 | 1,000.00 | 107.20 | 89.28 |
| 600-51-5162-341 MAUNESHA BUSINESS INTERNET | .00 | 820.93 | 866.00 | 45.07 | 94.80 |
| 600-51-5162-350 MAUNESHA BUSINESS CLEANING SUP | .00 | 229.65 | .00 (| 229.65) | .00 |
| 600-51-5162-351 MAUNESHA BUSINESS REPAIRS/MAIN | .00 | 907.99 | .00 (| 907.99) | .00 |
| TOTAL MAUNESHA BUSINESS CENTER | .00 | 7,425.14 | 6,052.00 (| 1,373.14) | 122.69 |
| <u>PLANNING AND CONSERVATION</u> | | | | | |
| 600-56-5630-220 PROJECT CDA PROGRAMS | .00 | 27,436.27 | 30,000.00 | 2,563.73 | 91.45 |
| TOTAL PLANNING AND CONSERVATION | .00 | 27,436.27 | 30,000.00 | 2,563.73 | 91.45 |
| <u>CAPITAL PROJECT</u> | | | | | |
| 600-57-5701-800 CAPITAL PROJ OUTLAY BLDG | 13,374.00 | 13,374.00 | .00 (| 13,374.00) | .00 |
| TOTAL CAPITAL PROJECT | 13,374.00 | 13,374.00 | .00 (| 13,374.00) | .00 |
| TOTAL FUND EXPENDITURES | 13,374.00 | 48,235.41 | 36,052.00 (| 12,183.41) | 133.79 |
| NET REVENUES OVER EXPENDITURES | (13,374.00) | (47,345.41) | (35,052.00) | (12,293.41) | (135.07) |