



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: August 2, 2018  
TIME: 6:30 pm  
LOCATION: Municipal Building Council Chamber, 136 N. Monroe Street

1. CALL TO ORDER AND ROLL CALL
2. MEETING MINUTES APPROVAL: June 21, 2018
3. PUBLIC COMMENT
4. NEW BUSINESS
  - a. General Disbursements, June 2018 - \$335,253.38 \*\*\*
  - b. Payroll, June 2018 - \$74,120.79 \*\*\*
  - c. Treasurer's Report & Budget Reports For June 2018 \*\*\*
  - d. Amending the 2018 Budget
  - e. Considering Hiring A Police Officer
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Tracking Insurance Claims
  - b. Committee Calendar
  - c. Utility Commission Recommendation, Modifying The Formula For Calculating Future Utility Payments In Lieu Of Taxes (PILOT)
6. ADJOURNMENT

*Mo Hansen*

Mo Hansen  
Clerk/Treasurer

\*\*\*See Council Packet; Digital Version As Stand Alone Document On Webpage

Committee Members: Springer, Quimby and Griffin

Posted, Emailed & Distributed: 07/26/2018

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 21, 2018**

1. CALL TO ORDER AND ROLL CALL. Alderperson Springer called the meeting to order at 6:00 p.m. Members present: Springer, Quimby & Griffin. Absent: None. Also attending: Mayor Thompson; Alderperson Tim Thomas; Police Chief Denis Sorenson; Library Director Kelli Mountford; Chris Hauptli; Assistant Public Works Director Jeff Robbins; Utility Superintendent Barry Sorenson; Waterloo Utilities Accountant Joy Bisco; Deputy Clerk/Treasurer Mike Kawula and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: May 17, 2018. MOTION: Moved by Griffin, seconded by Quimby to approve the minutes. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. STAFF REPORTS AND/OR INFORMATION UPDATES.
  - a. Considering The Closure Of Tax Incremental District No. 1. Hansen say due to changes to state law the district and all taxing jurisdictions stand to lose sizable sums if the district is closed early. No action taken.
  - b. Scheduling A Municipal-wide Property Revaluation, Board Of Review Meeting And 2019-2020 Budget Recommendation. Hansen said a municipal-wide property revaluation was discussed at the Board of Review meeting. He said he would be recommending budgeting dollars for 2019 and 2020 for a revaluation to take place in 2020.
  - c. AFLAC Update. Noted.
  - d. Telecom Fitness, Savings To Date. Hansen referenced the meeting materials identifying savings generated by Telecom Fitness work.
5. NEW BUSINESS
  - a. Utility Commission Recommendation, Modifying The Formula For Calculating Future Utility Payments In Lieu Of Taxes (PILOT). DISCUSSION: Barry Sorenson outlined a Commission proposal to modify the formula linking it to annual utility revenue rather than the current value of plant. It was noted that the annual payment in lieu of taxes is paid by the Utility to the General Fund. Sorenson said 72,000 feet of water system exist; maintaining is financial challenging, leading to borrowing. He said the proposal was not to freeze, but was to slow it down payment growth. Thompson asked for more details about the non-freeze proposal. Thomas said treatment plant costs were a concern and well as anticipated electrical system improvements. Hansen said TID #1 had already stepped-up to benefit the Water System by paying more than \$1,000,000 for STH 19 water system improvements. He said with the current PILOT formula it amounted to an interest free loan, but with the proposed change, the General Fund would not be able to recoup any dollars over time. Bisco said PILOT represents a sizable percentage of the Water Utility costs. Sorenson said action was needed. Springer said no easy answers were available and asked for further work on the matter. MOTION: Moved by Quimby, seconded by Griffin to table the matter until a future time. VOICE VOTE: Motion carried.
  - b. General Disbursements, May 2018 - \$450,858.56. MOTION: Moved by Springer, seconded by Quimby to recommend Council disbursement approval. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
  - c. Payroll, May 2018 - \$64,302.18. MOTION: Moved by Quimby, seconded by Griffin to recommend Council payroll approval. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
  - d. Treasurer's Report & Budget Reports For May 2018. MOTION: Moved by Quimby, seconded by Griffin to recommend Council report approval. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
  - e. Amending the 2018 Budget. By consensus, the body tabled this item until a future date.
    - i. December Recommended Amendment #1 Capital Fund Fix Due To No Wheel Tax Revenue
    - ii. December Recommended Amendment #2 Funding The 2018 Watertown Humane Society Contract With Contingency Line Item Dollars
    - iii. Remediying 2010 Use Of TID #2 Revenue For South Monroe Street Improvements
    - iv. Library Amendments Submitted By Director, As Needed
    - v. 333 Portland Road, Budgeting For Site Remediation And Costs Related To Future Private Sector Reuse
    - vi. Budgeting For And Fully Identifying All Inter-Fund Loans Transactions
    - vii. Correcting Debt Service Dollars Values

- viii. Making Accurate, 2018 Fee In Lieu Of Taxes Revenue, Line Item (100-41-4131-000)
- ix. Applying Available Revenue To Prepay Debt To Shrink Future Interest Payments

6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.

7. ADJOURNMENT. MOTION: Moved by Griffin, seconded by Quimby to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:44 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer

Period: 01/31/2018 (1/18)

## Report Criteria:

Transaction.Journal Code = BUDGET

Transaction.Ref No = {&gt;=} 500

Date	Ref No	Payee or Description	GL Account No	Debit Amount	Credit Amount
01/31/2018	500	2018 BUDGET AMEND-2018 DEBT	300-49-4926-000	310,175.00	
		2018 BUDGET AMEND-2018 DEBT	300-49-4928-000		103,350.00 -
		2018 BUDGET AMEND-2018 DEBT	300-49-4924-000		151,520.00 -
		2018 BUDGET AMEND-2018 DEBT	300-49-4921-000		206,825.00 -
		2018 BUDGET AMEND-2018 DEBT	412-59-5929-000	103,350.00	
		2018 BUDGET AMEND-2018 DEBT	400-59-5929-000	151,520.00	
		2018 BUDGET AMEND-2018 DEBT	410-59-5929-000		310,175.00 -
		2018 BUDGET AMEND-2018 DEBT	100-59-5925-000	206,825.00	
		2018 BUDGET AMEND-2018 DEBT	300-49-4930-000	151,520.00	
		2018 BUDGET AMEND-2018 DEBT	400-49-4921-000		151,520.00 -
		BUDGET AMEND-CONTINGENCY AMT ADJUSTED	100-59-5924-000	151,520.00	
		This Budget Amendment was made to depict the 2018 debt principal and interest payments by specific Fund. This adjustment was made to the 2017 debt principal and interest payments as part of the 2017 annual audit.			
				151,520.00*	
01/31/2018	501	BUDGET AMENDMENT-2018 HUMANE SOCIETY	100-54-5412-297	226.00	
		BUDGET AMENDMENT-2018 HUMANE SOCIETY	100-51-5190-900		226.00 -
		This Budget Amendment was made to adjust the 2018 Humane Society agreement to actual per the December 21, 2017 meeting minutes.			
				.00*	
01/31/2018	502	BUDGET AMENDMENT-2018 DPW EQUIP LEASE	400-57-5701-818		24,666.00 -
		This Budget Amendment was made to adjust the DPW 2018 Equipment Budget to allow for the lease of the skid steer instead of a purchase.			
01/31/2018	503	BUDGET AMEND-2018 POLICE HIRING FREEZE	100-52-5210-111		32,010.00 -
		BUDGET AMEND-2018 POLICE HIRING FREEZE	100-52-5210-112		208.00 -
		BUDGET AMEND-2018 POLICE HIRING FREEZE	100-52-5210-151		2,479.00 -
		BUDGET AMEND-2018 POLICE HIRING FREEZE	100-52-5210-152		3,447.00 -
		BUDGET AMEND-2018 POLICE HIRING FREEZE	100-52-5210-153		8,524.00 -
		BUDGET AMEND-2018 POLICE HIRING FREEZE	100-59-5924-000	61,667.00	
		BUDGET AMEND-2018 POLICE HIRING FREEZE	400-49-4921-000		61,667.00 -
		This Budget Amendment was made to adjust the 2018 Police Administration budget to include a hiring freeze for the position vacated by Officer Lange. Salary as well as benefits costs were adjusted to account for this freeze.			
01/31/2018	504	BUDGET AMEND-CONTINGENCY AMT ADJUSTED	100-51-5190-905		46,668.00* -
		This Budget Amendment was made to reduce the newly create contingency amount from \$45,000 to \$30,000.			
01/31/2018	505	BUDGET AMEND-2018 PILOT ESTIMATE ADJUST	100-41-4131-000	11,225.00	
		This Budget Amendment was made to reduce the anticipated revenues from the 2018 PILOT payment from Waterloo Utilities to their revised 2018 estimate.			

Period: 01/31/2018 (1/18)

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Date	Ref No	Payee or Description	GL Account No	Debit Amount	Credit Amount
01/31/2018	506	BUDGET AMEND-GF APPLICATION OF FUND BAL This Budget Amendment was made to eliminate the 2018 budgeted shortfall in the General Fund by applying funds from the General Fund's Fund Balance.	100-49-4930-000		369,569.00 -

Documents: 7 Transactions: 24

Totals: 1,148,028.00 1,441,186.00 -

\*\*\* Journal is out of balance: \$ 293,158.00 - \*\*\*

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Report Criteria:

Transaction.Journal Code = BUDGET

Transaction.Ref No = {>=} 500

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**City of Waterloo**  
**General Fund Budget Amendment**  
**Application of Fund Balance**

Capital Project Debt Principal/Interest	151,520.20
GO Refunding Bonds Principal/Interest	<u>313,725.00</u>
Total 2018 Debt Principal/Interest	<u>465,245.20</u>
Less: 2018 Tax Levy - Debt Service Fund	(104,500.00)
Less: Debt Service Fund IRS Subsidy	(1,920.00)
Less: Debt Service Fund Balance Application	<u>(480.00)</u>
Subtotal	358,345.20
2018 PILOT Adjustment	11,225.00
General Fund Application of Fund Balance	<u><u>369,570.20</u></u>