

**CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES**  
**THE MUNICIPAL BUILDING COUNCIL CHAMBERS - 136 NORTH MONROE ST**  
**July 21, 2011**

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Forman called the meeting to order at 6:00 p.m. Alderpersons present – Forman and Quimby. Absent – Cotting. Others present – Library Director Cecilia Wiltzius, Fire Chief Vern Butzine, Assistant Fire Chief Wes Benisch, Police Chief Tim Thomas and Clerk/Treasurer Hansen.
2. **APPROVAL OF THE JUNE 16, 2011 MEETING MINUTES.** **Motion:** Moved by Quimby, seconded by Forman to approve the June 16, 2011 minutes as presented. **Voice vote:** Motion carried.
3. **CITIZEN INPUT. ##** The Fire Chief raised a concern that he is not able to recruit sufficient volunteers to serve, especially during the day. He reviewed training requirements.
4. **MISCELLANEOUS BUSINESS AND COMMUNICATIONS**
  - a. **Budgetary Watch List.** Noted.
  - b. **Sale of Public Works Department Truck And Trailer.** **Discussion:** Hansen informed the committee that a DPW truck and trailer had been sold after being posted for sale.
  - c. **Notice Of Membership In A Class Action Lawsuit Against Morgan Stanley Regarding The Sale Of Municipal Derivatives.** Noted.
  - d. **Maunsha Business Center Recurring Expenditures.** **Discussion:** Wiltzius informed the committee of new recurring expenditures for internet access and phone service and potentially cleaning services and utility bills at the Maunsha Business Center. She suggested the matter could be ironed out in the budgeting process.
5. **UNFINISHED BUSINESS.** None.
6. **NEW BUSINESS**
  - b. **Municipal Mileage Reimbursement Rates & Municipal Mileage Reimbursements.** **Motion:** Moved by Forman, seconded by Quimby to recommend to Council adoption of a policy which sets the rate to the IRS business rate. **Voice vote:** Motion carried.
  - c. **Release For Emergency Response – Recommendation To Adopt City Of Juneau Policy.** **Discussion:** Hansen outline the policy proposal. Thomas said he was not satisfied with the language. Hansen suggested that the police department be exempted from the policy. **Motion:** Moved by Forman, seconded by Quimby to recommend to Council adoption of a policy as presented which excludes the police department. **Voice vote:** Motion carried.
  - d. **Payroll For June 2011 - \$94,562.34.** **Motion:** Moved by Forman, seconded by Quimby to recommend Council approval. **Voice vote:** Motion carried.
  - e. **Pay Vouchers – Jun 17, 2011 – July 21, 2011.** **Motion:** Moved by Forman, seconded by Quimby to recommend Council approval. **Voice vote:** Motion carried.
  - f. **Treasurer’s Report & Budget Report For June 2011.** **Motion:** Moved by Forman, seconded by Quimby to recommend Council approval. **Voice vote:** Motion carried.
7. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**
  - e. **GASB 54.** Noted.
  - f. **Employee Handbook.** Noted.
  - g. **Engineering Services Bid Process.** Noted.
  - h. **Audit Services Bid Process.** Noted.
  - i. **2012 Budget Process Timeline.** Noted.
  - j. **Addressing April 25, 2011 Email - Action Items.** Noted.
8. **ADJOURN.** **Motion:** Moved by Quimby, seconded by Forman to adjourn. The approximate time was 6:50 p.m.

Attest:

