

**CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES  
THE MUNICIPAL BUILDING COUNCIL CHAMBERS - 136 NORTH MONROE ST  
August 18, 2011**

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Forman called the meeting to order at 6:00 p.m. Alderpersons present – Forman and Cotting with Quimby arriving late. Absent – none. Others present – Library Director Cecilia Wiltzius, Mayor Thompson, Police Chief Tim Thomas, Maureen Giese and Clerk/Treasurer Hansen.
2. **APPROVAL OF THE JULY 21, 2011 MEETING MINUTES.** **Motion:** Moved by Cotting, seconded by Forman to approve the July 21, 2011 minutes as presented. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** **Discussion:** Maureen Giese, representing the Historical Society, inquired about possible budget cuts. She was told by the Thompson and Forman that the committee had just received the budget binder and that no decisions would be made this night.
4. **MISCELLANEOUS BUSINESS AND COMMUNICATIONS**
  - a. **2011 Budgetary Watch List.** Noted.
5. **UNFINISHED BUSINESS**
6. **NEW BUSINESS**
  - a. **Consideration Of A 2012 Budget Recommendation.** **Discussion:** The committee reviewed the binder information, discussed various levy amounts and asked the Clerk/Treasurer to run scenarios with different tax levy amounts. Hansen reviewed an August 18, 2011 discussion memo. By consensus the Finance Committee set the next budget meeting for September 15, 2011 at 6:00 p.m.
  - b. **Payroll For July 2011 - \$60,029.26.** **Motion:** Moved by Forman, seconded by Quimby to recommend Council approval. **Voice vote:** Motion carried.
  - c. **Pay Vouchers – July 22, 2011 – August 18, 2011.** **Motion:** Moved by Forman, seconded by Cotting to recommend Council approval. **Voice vote:** Motion carried.
  - d. **Treasurer’s Report & Budget Report For July 2011.** **Motion:** Moved by Forman, seconded by Cotting to recommend Council approval. **Voice vote:** Motion carried.
7. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS ##** Cotting was interested in reviewing the audit.
  - a. **2012 Budget Process Timeline.** Noted.
  - b. **GASB 54.** Noted.
  - c. **Employee Handbook.** Hansen to get rough figure for hiring consultant for employee handbook
  - d. **Engineering Services Bid Process.** Noted.
  - e. **Audit Services Bid Process.** Noted.
  - f. **Addressing April 25, 2011 Email - Action Items.** Noted.
8. **ADJOURN.** **Motion:** Moved by Cotting, seconded by Quimby to adjourn. The approximate time was 6:55 p.m.

Attest:

Mo Hansen, Clerk/Treasurer