

**CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES
THE MUNICIPAL BUILDING COUNCIL CHAMBERS - 136 NORTH MONROE ST
September 15, 2011**

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Forman called the meeting to order at 6:00 p.m. Alderpersons present – Forman, Quimby and Cotting. Absent – none. Others present – Mayor Thompson, Wes Benisch, Maureen Giese and Clerk/Treasurer Hansen.

1. **APPROVAL OF THE MAY 27, 2011 AND AUGUST 18, 2011 MEETING MINUTES.** **Motion:** Moved by Quimby, seconded by Cotting to approve the August 18, 2011 meeting minutes and to table approval of the May 27, 2011 meeting minutes. **Voice Vote:** Motion carried.

2. **CITIZEN INPUT.** **Discussion:** Maureen Giese asked if civic organizations would face budget cuts.

3. **MISCELLANEOUS BUSINESS AND COMMUNICATIONS**
 - a. **2011 Budgetary Watch List.** Noted.

4. **UNFINISHED BUSINESS**
 - a. **Consideration Of A 2012 Budget Recommendation.** **Motion:** Moved by Forman, seconded by Quimby to convene in closed session. **Voice Vote:** Motion carried. At 6:30 p.m. the committee reconvened in open session. **Discussion:** Cotting noted that changes had been proposed by the Waterloo Fire Department and that due to the upcoming meeting with the towns it was beneficial to settle on a Fire Department appropriation amount. Thompson suggested a 4% reduction in expenditures coupled with a 4% appropriation increase. **Motion:** Moved by Forman, seconded by Cotting to increase the appropriation of the Waterloo Fire Department by 4% and to request that the Department resubmit its expenditure plan showing a 4% reduction. **Voice Vote:** Motion carried.

5. **NEW BUSINESS**
 - b. **Payroll For August 2011 - \$59,451.10.** No action.
 - c. **Pay Vouchers – August 19, 2011 – September 15, 2011.** No action.
 - d. **Treasurer’s Report & Budget Report For August 2011.** No action.
 - e. **Audit Review – Fiscal Year Ending December 31, 2010.** No action.

6. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.** Items a - e noted.
 - a. **2012 Budget Process Timeline**
 - b. **GASB 54**
 - c. **Employee Handbook**
 - d. **Audit Services Bid Process**
 - e. **Addressing April 25, 2011 Email - Action Items**

7. **ADJOURN.** **Motion:** Moved by Cotting, seconded by Quimby to adjourn. The approximate time was 6:55 p.m.

Attest:

Mo Hansen, Clerk/Treasurer