

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES – OPEN SESSION
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
December 15, 2011

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Forman called the meeting to order at 6:30 p.m. Members present: Forman, Cotting and Quimby. Absent – none. Others present: Dale Van Holten, Cecilia Wiltzius, Herb Lenius, Bill Springer, and Clerk/Treasurer Hansen.
2. **APPROVAL OF THE PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Forman, seconded by Cotting to table approval of meeting minutes. **Voice Vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **MISCELLANEOUS BUSINESS AND COMMUNICATIONS.** None.
5. **UNFINISHED BUSINESS.** None.
6. **NEW BUSINESS**
 - a. **#2011-53 Updating The Official Depository Designations And Authorizing Signature Cards To Be Created.** **Motion:** Moved by Cotting, seconded by Quimby to recommend approval of the resolution as presented. **Voice Vote:** Motion carried.
 - b. **Budget Review Of 2012 And Planning For 2013 And Beyond.** **Discussion:** A handout presented by the Clerk/Treasurer comparing tax rates across communities was reviewed. Quimby said the budget process has been the same year after year. She said she was looking for a way to challenge people to find a way forward. She said discussing what our spending role should be should start now. She was looking for a way to define now what we are going to spend our money on. Forman suggested having something in place by the organizational meeting. Thompson said he would chair the committee until the vacancy was filled. Cotting added that she would like to see an update for capital expenditure items.
 - c. **Payroll For November 2011 - \$59,303.00.** **Motion:** Moved by Forman, seconded by Quimby to recommend approval of payroll in the stated amount. **Voice Vote:** Motion carried.
 - d. **Pay Vouchers – November 18, 2011 – December 15, 2011.** **Motion:** Moved by Forman, seconded by Quimby to recommend approval of pay vouchers in the stated amount. **Voice Vote:** Motion carried.
 - e. **Treasurer’s Report & Budget Report For November 2011.** **Motion:** Moved by Forman, seconded by Quimby to recommend approval of the reports stated amount. **Voice Vote:** Motion carried.
7. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.**
 - a. **Employee Handbook.** Noted.
 - b. **Audit Services Bid Process.** Noted.
 - c. **Addressing April 25, 2011 Email - Action Items.** Noted.
 - i. **Tentative Baker Tilly Presentation Scheduled For January 19, 2012**
8. **ADJOURN.** **Motion:** Moved by Cotting, seconded by Quimby to adjourn **Voice Vote:** Motion passed. Time: 6:55 p.m.

Attest:

Morton Hansen
Clerk/Treasurer