

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
January 19, 2012

1. **CALL TO ORDER AND ROLL CALL.** Mayor Thompson, in the absence of a third committee member called the meeting to order at 6:05 p.m. Members present: Cotting and Quimby. Absent – none. Others present: Mayor Thompson, Police Chief Tim Thomas and Clerk/Treasurer Hansen.
2. **APPROVAL OF THE PREVIOUSLY UNAPPROVED MEETING MINUTES. MOTION:** Moved by Cotting, seconded by Quimby to approve the October 20, 2011 (open and closed sessions), October 26, 2011, October 31, 2011, November 17, 2011 (open and closed sessions), and December 15, 2011 meeting minutes. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **MISCELLANEOUS BUSINESS AND COMMUNICATIONS**
 - a. **Communication To City Staff Regarding Finance Committee Planning For 2013 And Beyond. Discussion:** A December 16, 2011 email from the Clerk/Treasurer was noted.
5. **UNFINISHED BUSINESS.** Noted.
6. **NEW BUSINESS**
 - a. **Municipal Priorities Ranking Exercise. Discussion:** Hansen reviewed the multi-page hand-out. He explained details related to how to complete the exercise. Quimby called for ways to reduce expenditures questioning the need to fund items not required by state statutes or ordinance. Quimby cited an example of using I-pads to reduce printing costs. Cotting said she was interested in seeing a multi-year capital plan. Thompson said he was inclined to just strike those things he didn't see as a priority. Quimby said she wanted the full Council to be in on decisions as to what was, or was not, a priority. In reply to a Hansen question, Quimby said the Department Heads should, as a follow-up exercise, to identify what would be cut with a 5% expenditure reduction and what would be cut with a 10% expenditure reduction. No action taken.
 - b. **Payroll For December 2011 - \$103,714.94. Motion:** Moved by Quimby, seconded by Cotting to recommend Council approval of payroll in the stated amount. **Voice vote:** Motion carried.
 - c. **Pay Vouchers – December 15, 2011 – January 19, 2012. Motion:** Moved by Quimby, seconded by Cotting to recommend Council approval of pay vouchers for the periods stated. **Voice vote:** Motion carried. **Note:** Two separate documents were approved.
 - d. **Treasurer's Report & Budget Report For December 2011. Motion:** Moved by Quimby, seconded by Cotting to recommend Council approval of reports. **Voice vote:** Motion carried.
7. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**
 - a. **Employee Handbook.** Noted.
 - b. **Audit Services Bid Process.** Noted.
 - c. **Tentative Baker Tilly Presentation Re- scheduled For March 15, 2012.** It was noted that Baker Tilly would meet with the Council at 7:00 p.m.
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