

**CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES**  
**WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER**  
**July 12, 2012**

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 6:00 p.m. Members present: Springer, Cotting and Quimby. Absent – none. Others present: Police Chief Thomas, Library Director Wiltzius, Fire Chief Vern Butzine, Deputy Clerk/Treasurer Lois Baird and Clerk/Treasurer Hansen.
2. **CITIZEN INPUT.** None.
3. **RECURRING BUSINESS**
  - a. **2013 Budget. Note:** A budget handout was distributed and noted. No action was taken as the committee wanted to focus on item 3b.
  - b. **Employee Handbook. Discussion:** Deputy Clerk/Treasurer Baird, Police Chief Thomas and the attending department heads reviewed a draft of a revised handbook with the committee members actively participating. Numerous draft revisions were identified. **Motion:** By consensus the committee directed that the revised draft be submitted to the attorney for a review.
4. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**
5. **ADJOURN. Motion:** Moved by Quimby, seconded by Cotting to adjourn **Voice Vote:** Motion passed. Time: 7:53 p.m.

Attest:

Morton Hansen  
Clerk/Treasurer