

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
August 16, 2012

1. **CALL TO ORDER AND ROLL CALL.** In Alderperson Springer's absence Mayor Thompson called the meeting to order at 6:00 p.m. Members present: Cotting and Quimby. Absent – Springer. Others present: Mayor Thompson, Police Chief Thomas, Library Director Wiltzius, John Andres of Baker/Tilly, Errin Welty, Herb Lenius, Alyssa Skiba and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Cotting, seconded by Quimby to table the approval of meeting minutes. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **UNFINISHED BUSINESS**
 - a. **2013 Budget.** No action taken.
 - b. **Employee Handbook – Status Update.** No action taken.
 - c. **120 West Madison Street – Defining The Scope Of Work For Improvements Related To The Proposed Demolition.** **Discussion:** Cotting questioned if this project represented a high enough priority. She noted that project estimates were approaching \$70,000. Hansen informed the committee that a DNR grant for acquisition of the Knapton property was approved. Cotting and Quimby noted and Welty confirmed from the Vierbicher parking study that the Knapton site was the #1 priority. Welty said the Springer parcel was part of the parking study. Welty said if a restaurant went into the Muir property (103 North Monroe) the Springer property would be beneficial for parking access. Cotting & Quimby requested periodic updates on TIF projects. Mayor Thompson asked that it be left on the agenda for the next meeting. No action taken.
5. **NEW BUSINESS**
 - a. **Fire Department Request -- Transfer Of Operating Fund Balance To Capital Fund Balance.** **Discussion:** Hansen said the request from the department was to transfer a fund balance amount to its internal fund 220 capital fund, a transfer which could not be done at the discretion of the Department Head. Thompson said the equipment purchase was for breathing equipment for fighting fires. **Motion:** Moved by Cotting, seconded by Quimby to recommend Council approval of the transfer as requested in the amount of \$130,000. **Roll call vote:** Ayes: Quimby and Cotting. Noes: none with Springer absent. Motion carried.
 - b. **Audit Services Request For Proposal – Council Recommendation.** **Discussion:** Hansen described a bid process which generated eight proposals. The Clerk/Treasurer and Deputy Clerk/Treasurer submitted a written recommendation to stay with Baker Tilly, noting that the submittal from that firm was 10% less than previous. Thompson and Quimby noted the need for an RFP to get firms to reduce costs. **Motion:** Moved by Cotting, seconded by Quimby to recommend to Council awarding a contract to Baker/Tilly for audit services per the submittal. **Roll call vote:** Ayes: Quimby and Cotting. Noes: none with Springer absent. Motion carried.
 - c. **Meet With Baker/Tilly Staff On Utility And Audit -- John Andres.** **Discussion:** Andres addressed the Committee at its request.
 - d. **Payroll For July, 2012 - \$69,123.23.** **Motion:** Moved by Quimby, seconded by Cotting to recommend Council approval of payroll in the stated amount. **Roll call vote:** Ayes: Quimby and Cotting. Noes: none with Springer absent. Motion carried.
 - e. **Pay Vouchers – July 20, 2012 – August 16, 2012.** **Motion:** Moved by Quimby, seconded by Cotting to recommend Council approval of pay vouchers in the stated amount. **Roll call vote:** Ayes: Quimby and Cotting. Noes: none with Springer absent. Motion carried.
 - f. **Treasurer's Report & Budget Reports For July 2012.** **Motion:** Moved by Quimby, seconded by Cotting to recommend Council approval of the reports as presented. **Roll call vote:** Ayes: Quimby and Cotting. Noes: none with Springer absent. Motion carried.
 - g. **Fund Balances and Fund 400 (Capital Fund).** **Note:** Hansen described the need to address a Fund 400 structural deficit. The item was left for the September 20, 2012 committee agenda.

6. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.** None.

7. **ADJOURN. Motion:** Moved by Quimby, seconded by Cotting to adjourn **Voice Vote:** Motion passed. Time: 6:55 p.m.

Attest:

Morton Hansen
Clerk/Treasurer