

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
January 17, 2013

1. **CALL TO ORDER AND ROLL CALL.** Alderperson Springer called the meeting to order at 6:00 p.m. Members present: Springer and Cotting. Absent – Quimby. Others present: Mayor Thompson, Police Chief Thomas, Maureen Giese, Fire Chief Vern Butzine, Assistant Fire Chief Wes Benisch, Library Director Cecilia Wiltzius, Deputy Clerk/Treasurer Lois Baird and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Cotting, seconded by Springer to table approval of meeting minutes as none were presented. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **NEW BUSINESS**
 - a. **Employee Handbook – Post Attorney Review.** **Discussion:** Chief Thomas recommended and reviewed multiple changes to the document that were arrived at after the City Attorney's staff had forwarded changes to the document and after a follow-up meeting with the department heads had taken place. Mayor Thompson brought to the Committee's attention the fact that longevity pay began after one year of service. Various modifications about longevity pay were discussed. **Motion:** Moved by Cotting, seconded by Springer to recommend to Council that it approve the Employee Handbook with the recommended changes outlined by Chief Thomas and with modifications to longevity pay language setting three benefit tiers at 5 to 10 years; 11-15 years; and more than 15 years. **Roll call vote:** Ayes: Springer and Cotting. Noes: none with Quimby absent. Motion carried. Springer noted that the item should be placed on the February 21st Council agenda.
 - b. **Writing Off Loan To McLain Engineering.** **Discussion:** Hansen outlined the steps leading to his recommendation to write-off the loan. He said the City Attorney had reviewed options and found none to recoup dollars from the company. Hansen said generating projects in TID #3 producing funds equal to the loan balance of \$41,000 would be a direction for recouping the loaned dollars. **Motion:** Moved by Springer, seconded by Cotting to recommend to the Council that the City write-off a \$41,000 loan to McLain Engineering. **Roll call vote:** Ayes: Springer and Cotting. Noes: none with Quimby absent. Motion carried.
 - c. **Tax Incremental Finance Growth Rate Summary.** Handout noted.
 - d. **EMC Insurance Companies Benchmark History.** Handout noted.
 - e. **Waterloo Youth Center & CORP Plan – Offered For Sale.** **Discussion:** Hansen showed that the site was listed on the municipal website as an available property. Mayor Thompson said he was asking that this project be delayed until such time as the path and trailhead facility project details for the proposed trailhead at 203 East Madison Street are known. Hansen said inquiries about the Youth Center building property would be brought to the committee's attention. No action taken.
 - f. **Payroll For December, 2012 - \$74,696.41.** **Motion:** Moved by Cotting, seconded by Springer to recommend Council approval of payroll in the stated amount. **Roll call vote:** Ayes: Springer and Cotting. Noes: none with Quimby absent. Motion carried.
 - g. **Pay Vouchers – January 1, 2013 through January 17, 2013.** **Motion:** Moved by Cotting, seconded by Springer to recommend Council approval of the pay vouchers in the stated amount. **Roll call vote:** Ayes: Springer and Cotting. Noes: none with Quimby absent. Motion carried.
 - h. **Treasurer's Report & Budget Reports For October, November & December 2012.** **Motion:** Moved by Springer, seconded by Cotting to table approval of the reports listed until such time as they are available. **Voice vote:** Motion carried.
5. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**
 - a. **Municipal Credit Card.** Noted.
 - b. **Capital Planning.** Noted.
 - c. **Request For A Special February 7th Finance Meeting.** Noted.
6. **ADJOURN.** **Motion:** Moved by Cotting, seconded by Springer to adjourn **Voice Vote:** Motion passed. Time: 6:55 p.m.

Attest:

Mo Hansen, Clerk/Treasurer