

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER
April 18, 2013

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: Mayor Robert Thompson, Police Chief Thomas, Library Director Cecilia Wiltzius, Lois A.M. Baird, Deputy Clerk/Treasurer and Clerk/Treasurer Hansen.
2. **APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES.** **Motion:** Moved by Springer, seconded by Cotting to table approval of meeting minutes as none were presented. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **UNFINISHED BUSINESS**
 - a. **Waterloo-Marshall Food Pantry Door Replacement – Revised Estimate.** The estimate provided is more than the previous estimate. Clerk/Treasurer advised the committee that the estimate provided was the one that is suggested for approval. **Motion:** Moved by Springer, seconded by Cotting to recommend Council approval of the Waterloo-Marshall Food Pantry Door Replacement estimate from Zellmer Construction in the amount of \$2,096.45. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - b. **Waterloo Water & Light – Sanitary Sewer Funding And City Capital Projects Fund.** No written communication from Eugene Weihert, but the commission members met and directed him to proceed in the manner of the May 4th email, which is to transfer \$124,000 of unrestricted cash from the Utility to the City Fund 400 for Sanitary Sewer work completed since the fund was dedicated. They will put in place in 2014 and 2015 additional transfers in the amount of approximately \$144,000 each year to replenish the amount in question. December of each year Clerk/Treasurer Hansen is to report to the Utility Commission the amount of expenditures expected for this activity the following calendar year. The committee continued to discuss the issue at some length.
5. **NEW BUSINESS**
 - a. **Longevity Budget Amendment.** The committee discussed the issue and a resolution is to be compiled.
 - b. **Waterloo Fire Department And Timing of Financial Reports.** Eric Cotting, Waterloo Fire & EMS Treasurer appeared before the committee regarding the timing of Financial Reports. Lois Baird explained the process of the Clerk/Treasurer's office.
 - c. **Payroll For March, 2013 - \$57,950.71.** **Motion:** Moved by Quimby, seconded by Cotting to recommend Council approval of payroll in the stated amount. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - d. **Pay Vouchers – March 22, 2013 through April 18, 2013.** **Motion:** Moved by Cotting, seconded by Quimby to recommend Council approval of the pay vouchers in the stated amount. **Roll call vote:** Ayes: Springer, Cotting and Quimby. Noes: none. Motion carried.
 - e. **Treasurer's Report & Budget Reports For January, February and March 2013.** **Motion:** Moved by Quimby, seconded by Cotting to table approval of the reports listed until such time as they are available. **Voice vote:** Motion carried.
6. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS**
 - a. **Tax Incremental Finance – Reporting.** No action
 - b. **Capital Planning.** No action
 - c. **Baker-Tilly scheduled May 16, 2013.**
7. **ADJOURN.** **Motion:** Moved by Springer, seconded by Cotting to adjourn. **Voice Vote:** Motion passed. Time: 6:57 p.m.

Attest:

Mo Hansen, Clerk/Treasurer