



136 North Monroe Street, Waterloo, Wisconsin 53594-1198  
Phone (920) 478-3025  
Fax (920) 478-2021

**PUBLIC NOTICE OF A COMMITTEE MEETING OF THE  
COMMON COUNCIL OF THE CITY OF WATERLOO**

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and to the news media, that the following meeting will be held:

**COMMITTEE: FINANCE, INSURANCE & PERSONNEL COMMITTEE**

**DATE: August 7, 2014 TIME: 6:00 p.m.**

**LOCATION: Council Chamber of the Municipal Building  
136 N. Monroe Street**

to consider the following:

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES
3. CITIZEN INPUT
4. UNFINISHED BUSINESS
  - a. Economic Development Consulting Services – Approval Of Request For Proposal
5. NEW BUSINESS
  - a. Payroll for June - \$66,297.75 \*\*\*
  - b. Pay Vouchers – June 20, 2014 Through July 17, 2014 \*\*\*
  - c. Treasurer's Report & Budget Reports For June 2014 \*\*\*
  - d. Wisconsin League Of Municipalities Annual Conference, October 15-17, Middleton WI
  - e. 2015 Cleaning Contract, D & D Cleaning Service
  - f. 2015 Budget Schedule And Organizational Calendar
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Request For Proposal – Building Inspection Services
7. ADJOURNMENT

Mo Hansen  
Clerk/Treasurer

Committee Members: Springer, Quimby and Griffin

Posted, Emailed & Distributed: August 4, 2014

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE MINUTES  
THE MUNICIPAL BUILDING COUNCIL CHAMBERS – 136 NORTH MONROE STREET  
July 17, 2014

No meeting held.

Attest:

A handwritten signature in black ink, appearing to read "Morton J. Hansen".

Morton J. Hansen  
Clerk/Treasurer



# 116<sup>th</sup> Annual Conference

October 15-17, 2014  
Marriott West, Middleton, Wisconsin

Please print or type. Use a separate form for each person; or register on-line at <www.lwm-info.org>.

Name \_\_\_\_\_ Title \_\_\_\_\_

Name Tag should read: \_\_\_\_\_

Municipality/Company \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_ e-mail \_\_\_\_\_

Guest Name Tag should read: \_\_\_\_\_

(Guest Program includes Thursday's excursion for guests and all conference receptions.)

Includes conference materials, admission to all workshops, general sessions, reception Wednesday evening and Thursday lunch. Early bird registrations paid by Monday, September 3, 2014 will have reduced rates. This year the League is introducing a one-day registration which allows attendees the option of attending the conference on Thursday only. Contact the Marriott West at (608) 831-2000.

Conference registration fees, less the \$10 processing fee, are refundable if the League receives the cancellation by 4:45 p.m., Thursday, October 9, 2014. No refunds are made after this date.

**Early Bird  
Deadline:  
September 3**

**Register  
early for  
discounted  
rates!**

	Registration Fee		Amount
	Early Bird	Regular	
Preconference Workshop (check one only)	\$65	\$80	\$ _____
Non-member Preconference (check one only)	90	105	\$ _____
<input type="checkbox"/> New Officials Workshop <input type="checkbox"/> Economic Dev 101 <input type="checkbox"/> Intergovernmental Cooperation			
Member Full Conference Registration	155	180	\$ _____
Non-member Full Conference Registration	180	205	\$ _____
Member Thurs. Only Registration	100	125	\$ _____
Non-member Thurs. Only Registration	125	150	\$ _____
Guest	65	80	\$ _____
Chief Executive Breakfast	25	30	\$ _____
<b>Total</b>			<b>\$ _____</b>

Payment Method (Payment must accompany registration for Early Bird Rate to apply.)

Check Enclosed (make checks payable to: League of Wisconsin Municipalities)

Credit Card

Type:  Master Card  Visa or  Discover

Number \_\_\_\_\_

Exp: \_\_\_\_\_ Vcode \_\_\_\_\_ Zip \_\_\_\_\_

**p** Please place an "X" through the box if you need an accommodation regarding a disability or dietary need. We will contact you to make the necessary arrangements.

Return to: League of Wisconsin Municipalities, **CLERK'S OFFICE**  
131 W. Wilson St., Suite 505, Madison, WI 53703; Fax: (608) 267-0645

## Preconference Workshops

Wednesday, October 15, 2014

Marriott West Middleton, Wisconsin

Early conference attendees may select one of three Wednesday morning workshops that will run concurrently from 9 a.m. to noon. Fees for the workshops are on the registration form and in addition to the general conference fee. You do not need to attend the annual conference to attend the preconference workshops.

Use the  
registration  
form to  
indicate which  
of the

Three  
Concurrent  
Preconference  
Workshops

you wish to  
attend

### New Officials Mini-Workshop

Claire Silverman, Legal Counsel, League of Wisconsin Municipalities; Philip Freeburg, J.D., UW-Extension Local Government Center; Daniel Olson, Assistant Legal Counsel, League of Wisconsin Municipalities

This workshop is based on the popular LWM New Officials Workshops presented in spring and will include the basics of organization and powers of municipalities, recognizing and avoiding conflicts of interest, and Wisconsin's open government laws.

### Economic Development 101

Presented by a team of Certified Economic Development Professionals from the Wisconsin Economic Development Association

When municipal officials understand what economic development is and how it can improve the community's bottom line, as well as its quality of life, the community will be in a better position to make it happen. Our team of economic development professionals will cover: common traits of successful programs; setting priorities and goals; incentives, resources and tools; deal structure; due diligence; and ethics in economic development.

### Examples of Intergovernmental Cooperation

Gary Becker, Local Government Institute

This workshop will examine various options for intergovernmental cooperation, agreements, and finances, including case studies and public safety examples.

**City of Waterloo  
Budget 2015: Legislative Deliberations**

ID	Activity	Task	%		Lead	Notes	
		(Days)	Start Date	End Date			Done
<b>1.00</b>	<b>Distribute Blank Budget Submittal Forms to Dept. Heads</b>	<b>1</b>	<b>07/28/14</b>	<b>07/29/14</b>		<b>CT</b>	
1.10	Draft all docs	1	07/28/14	07/29/14		CT	
1.20	Pull 2014 actuals through 6/30	1	07/28/14	07/29/14		CT	
<b>2.00</b>	<b>Department Submittals</b>	<b>21</b>	<b>07/29/14</b>	<b>08/19/14</b>		<b>Dept. Heads</b>	
2.10	Compile/Enter/transfer data	22	07/29/14	08/20/14		CT	
2.20	Create Binders	22	07/29/14	08/20/14		Raynelle	
2.30	Confirm any updates w/Dept. Heads	1	08/20/14	08/21/14		CT	
<b>3.00</b>	<b>Finance Committee Deliberations</b>	<b>77</b>	<b>08/21/14</b>	<b>11/06/14</b>		<b>Finance</b>	
3.10	Schedule Fin. Comm. meetings	81	07/28/14	10/17/14		Springer	
3.20	ID Committee priorities	81	07/28/14	10/17/14		Springer & CT	This can occur at any time...
3.30	Schedule Dept. Heads meetings	3	08/22/14	08/25/14		CT	Is the Committee going to meet with them?
3.40	Finance meeting #1 - (Capital Plan & Fire Department)	4	08/25/14	08/29/14		Finance	Exact date to be determined...
3.41	Finance meeting #2 - (All other Funds)	0	09/01/14	09/01/14		Finance	Exact date to be determined...
3.42	Finance meeting #3 - (All other Funds as needed)	4	09/08/14	09/12/14		Finance	Exact date to be determined...
3.50	Recommend Capital Plan	49	08/21/14	10/09/14		Finance	10/09/2014 is deadline for completion of Finance's work
3.60	Recommend Rev/Exp all funds	49	08/21/14	10/09/14		Finance	
3.70	Recommend Funding of positions with wages	49	08/21/14	10/09/14		Finance	
3.80	Post Fin. Comm. minutes	77	08/21/14	11/06/14		CT	
<b>4.00</b>	<b>Publish Summary/Hearing Notice</b>	<b>0</b>				<b>CT</b>	
4.10	Draft/finalize notice	1	10/09/14	10/10/14		CT	
4.20	Prepare CT summary	1	10/09/14	10/10/14		CT	
4.30	Update website / notify Council & Mayor	1	10/09/14	10/10/14		CT	
4.40	Submit to Courier	1	10/09/14	10/10/14		CT	
4.50	Courier publication date	1	10/15/14	10/16/14		CT	
<b>5.00</b>	<b>Budget Public Hearing</b>	<b>0</b>	<b>11/06/14</b>	<b>11/06/14</b>		<b>Council</b>	<b>Public Hearing same night as action. Desirable?</b>
5.10	Complete minutes	4	11/07/14	11/11/14		CT	
<b>6.00</b>	<b>Council Consideration</b>	<b>0</b>	<b>11/06/14</b>	<b>11/06/14</b>		<b>Council</b>	<b>Public Hearing same night as action. Desirable?</b>
6.10	Single Resolution with Capital Plan; Revenue & Expense for all funds And Position with Wages	21	10/09/14	10/30/14		CT	
<b>7.00</b>	<b>Post Adoption Budget Tasks</b>	<b>10</b>	<b>11/07/14</b>	<b>11/17/14</b>		<b>CT</b>	
7.10	Load all line items into Casselle	10	11/07/14	11/17/14		CT	
7.20	Proof all transferred amounts	10	11/07/14	11/17/14		CT	
7.30	Complete all minutes	10	11/07/14	11/17/14		CT	