

**CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES  
NOVEMBER 19, 2015**

1. Call to Order and Roll Call. Chair Springer called the meeting to order at 6:00 p.m. Committee members present: Springer, Griffin and Quimby. Absent: None. Others attending: None.
2. Meeting Minutes Approval: September 3, September 17, October 1, October 6, & October 15, 2015. MOTION: Moved by Griffin, seconded by Quimby to approve the October 6, 2015 minutes. VOICE VOTE: Motion carried. MOTION: Moved by Quimby, seconded by Griffin to table the September 3, September 17, October 1, & October 15, 2015 meeting minutes. VOICE VOTE: Motion carried.
3. Public Comment. None.
4. Unfinished Business. None.
5. New Business
  - a. Payroll for October, 2015 - \$92,155.03. MOTION: Moved by Quimby, seconded by Griffin to approve the payroll for October 2015 in the stated amount. ROLL CALL VOTE: Ayes: Quimby, Griffin and Springer. Noes: none. Motion carried.
  - b. General Disbursements – October 16, 2015 through November 19, 2015. MOTION: Moved by Quimby, seconded by Griffin to approve the general disbursements for October 16, 2015 through November 19, 2015 as presented. ROLL CALL VOTE: Ayes: Quimby, Griffin and Springer. Noes: none. Motion carried.
  - c. Treasurer's Report & Budget Reports for October 2015, MOTION: Moved by Quimby, seconded by Griffin to table the Treasurer's Report & Budget Reports for October 2015. ROLL CALL VOTE: Ayes: Quimby, Griffin and Springer. Noes: none. Motion carried.
  - d. Employee Handbook Amendments Submitted By Clerk/Treasurer's Office. DISCUSSION: Hansen and Springer explained the process for the Health Insurance and Life Insurance (incorrectly identified as Income Continuation by Springer. There was some discussion from the committee.
    - i. Health Insurance - Amend 60 Day Waiting Period To Match 2015 Wisconsin Act 55, Insurance Effective The First Of The Month After The Hiring Date: DISCUSSION: Griffin viewed amending the 60 day waiting period to a shorter period as an additional expense. Quimby said no action was required if a consensus to change was not present. No action taken.
    - ii. Life Insurance - Elimination Of The Six-Month WRS Waiting Period, Effective January 1, 2016 And Other Changes As Required To Remain In The Wisconsin Retirement System. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council that the handbook be changed to eliminate the 60 day waiting period. VOICE VOTE: Motion carried.
  - e. Resolution #2015-28 Updating The Waterloo Fee Schedule. DISCUSSION: Clerk/Treasurer Hansen described changes. MOTION: Moved by Quimby, seconded by Springer to recommend to Council for the approval of Resolution #2015-28 updating the Waterloo Fee Schedule as presented. ROLL CALL VOTE: Ayes: Quimby, Griffin and Springer. Noes: none. Motion carried.
  - f. Amending The 2016 Recommended Budget Reallocating A Trustee Appropriation: (A) \$10,000 To DPW For Firemen's Park Grounds Maintenance [Two LTE Positions] And (B) \$30,000 For Non-Grounds Park Operations. DISCUSSION: The committee had some discussion about the item. MOTION: Moved by Quimby, seconded by Griffin to approve the amendment to the 2016 Recommended Budget Reallocating a Trustee Appropriation (A) \$10,000 to DPW for Firemen's Park Grounds Maintenance (Two LTE Positions) and (B) \$30,000 for Non-Grounds Park Operations. ROLL CALL VOTE: Ayes: Quimby, Griffin and Springer. Noes: none. Motion carried.
  - g. Amending The 2016 Recommended Budget Reallocating Revenues And Expenditures

To Qualify For The State Expenditure Restraint Program. DISCUSSION: Clerk/Treasurer Hansen explained modification saying compliance with the Expenditure Restraint Program was achieved with the amendment. MOTION: Moved by Quimby, seconded by Griffin to approve the amendment to the 2016 Recommended Budget Reallocating Revenues and Expenditures to Qualify for the State Expenditure Restraint Program. ROLL CALL VOTE: Ayes: Quimby, Griffin and Springer. Noes: none. Motion carried.

- h. Resolution #2015-27 Authorizing Impact Fee Expenditures. DISCUSSION: Clerk/Treasurer Hansen explained the reason for Resolution #2015-27. MOTION: Moved by Quimby, seconded by Griffin to approve Resolution #2015-27 Authorizing Impact Fee Expenditures as presented. ROLL CALL VOTE: Ayes: Quimby, Griffin and Springer. Noes: none. Motion carried.
- i. Amending the 2015 Budget To Address A Fund 225 Deficit (Waterloo Regional Trailhead Facility). DISCUSSION: Clerk/Treasurer Hansen explained the reason for the amendment and answered questions that were brought up. MOTION: Moved by Quimby, seconded by Griffin to instruct Clerk/Treasurer Hansen to approach the CATV Cable Board to transfer \$8,000 from the Cable Fund to the Fund 225 Deficit. ROLL CALL VOTE: Ayes: Quimby, Griffin and Springer. Noes: none. Motion carried.
- j. Amending The Maunsha Business Center Rental Agreement Increasing Rent To \$350 Per Month For Tucker's Driving Academy. DISCUSSION: Clerk/Treasurer Hansen explained the reason for the amendment. MOTION: Moved by Quimby, seconded by Griffin to approve the amendment of the Maunsha Business Center Rental Agreement Increasing Rent to \$350 Per Month for Tucker's Driving Academy, to begin January 2016. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.

6. Future Agenda Items and Announcements. Clerk/Treasurer explained some TIF recommendations to the Finance Committee.

7. Adjournment. MOTION: Moved by Quimby, seconded by Griffin to adjourn. VOICE VOTE: Motion carried. Approximate time: 7:00 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer