

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
JANUARY 21, 2016

1. CALL TO ORDER AND ROLL CALL. Committee Chair Springer called the meeting to order at 6:00 p.m. Committee members present: Springer, Quimby and Griffin. Absent: none. Others attending: Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: MOTION: Moved by Quimby, seconded by Griffin to approve the December 17, 2015 meeting minutes and to table approval of all previously unapproved meeting minutes. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. Those present made known the need to complete meetings promptly.
4. UNFINISHED BUSINESS.
 - a. Gary Yerges, Public Works Director, Request For An Additional Full-Time Position – Tabled From A Prior Meeting. DISCUSSION: To attempt to reduce DPW summer lawn care responsibilities in a cost effect manner, Hansen said DPW Director Yerges and Jefferson County Parks Director Joe Nehmer agreed to a one-time test mow to measure the County's costs and to measure the quality of mowing Firemen's Park ball diamonds, Morrison Field, Youker Park, and the Waterloo Regional Trailhead were identified as test areas with future potential County services to the City to be evaluated after the test. Hansen said Brian Schleif had announced his retirement effective February 22. He said hiring of a fourth DPW staff person would commence. Quimby said to hold off on a decision regarding additional staff until an evaluation of the value a new hire adds to the department can take place. No action taken.
5. NEW BUSINESS
 - a. Payroll For December 2015 - \$75,039.03. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of general disbursements for the period listed and as presented. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
 - b. Disbursements – December 18, 2015 Through December 31, 2015. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of general disbursements for the period listed and as presented. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
 - c. General Disbursements – January 1, 2016 Through January 21, 2016. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of general disbursements for the period listed and as presented. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
 - d. Treasurer's Report & Budget Reports For October, November & December 2015. MOTION: Moved by Quimby, seconded by Griffin to table approval until February 4, 2016. VOICE VOTE: Motion carried.
 - e. Employee Handbook Changes.
 - i. Fire Department Holiday Schedule Change. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council approval of the changes as proposed by Alderperson Springer in consultation with Chief Butzine and Lois Baird. VOICE VOTE: Motion carried.
 - f. Tax Incremental Finance Review. DISCUSSION: Hansen provided background information on the Façade Grant program and the companion Tenant Improvement Grant program. He said a review should be considered. He said parameters such as how many times a property might be eligible should be considered. No action taken.
 - g. Service Provider Contract Review. DISCUSSION: Hansen presented a handout titled Contract Services Costs Over Time showing existing provider expenses. He asked the Committee for direction on which service to consider for a 2016 thorough review and perhaps rebidding of work. No action taken.
 - h. Multi-year Budgeting. DISCUSSION: Hansen presented handout outlining the value of a multi-year budget approach. No action taken.
 - i. Property Assessment Review. DISCUSSION: Hansen documented that the City currently is technically in compliance with state law regarding the ratio of assessed value of property and the state calculated equalized fair market value of property in Waterloo. But he indicated that absent a revaluation, overtime, distortions and inequities can occurring when comparing similar property. No action taken.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

a. The body agreed to meet on 2/4/2016 for 2015 budget matters.

7. ADJOURNMENT. MOTION: Moved by Quimby, seconded by Griffin to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:55 p.m.

Attest:

A handwritten signature in black ink that reads "Mo Hansen". The signature is written in a cursive, slightly slanted style.

Mo Hansen
Clerk/Treasurer