

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
March 3, 2016

1. CALL TO ORDER AND ROLL CALL. Committee Chair Springer called the meeting to order at 5:30 p.m. Committee members present: Springer and Griffin. Absent: Quimby. Others attending: Public Works Director Gary Yerges, Utility Superintendent Barry Sorenson, Maureen Giese, Richard Korth, Andrew Lewandowski, Asher Lewandowski and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: September 3, September 17, October 1, October 15, 2015, November 19, 2015 and February 4, 2016. MOTION: Moved by Griffin, seconded by Springer to approve all meeting minutes as listed. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. # Maureen Giese reminded attendees of the necessity to complete meeting minutes. She asked why Oak Hill Cemetery was on the agenda. Griffin replied it was an annual report for information purposes only. Springer said if the private association were to become insolvent in the future, it would revert to the municipality.
4. UNFINISHED BUSINESS
 - a. Tax Incremental Finance Review
 - i. Façade Grant & Interior Build-out Grant Proposed Changes. DISCUSSION: Hansen reviewed program guideline modifications. MOTION: Moved by Springer, seconded by Griffin to recommend to Council approval of program guidelines as presented. VOICE VOTE: Motion carried.
 - ii. A Proposal To Close Tax Incremental District #1. DISCUSSION: Hansen reviewed meeting materials including a memo, and multi-year figures for state computer aid and tax increment for TID districts. He said a deadline of May 15 exists to notify the Department of Revenue regarding a closing. Springer added the item to the next meeting agenda.
 - b. Service Provider Contract Review, Determining 2016 Priorities
 - i. Engineering Cost Comparisons. DISCUSSION: A rate comparison was reviewed by the Committee. No action taken and Springer removed the item as a future agenda item.
 - ii. A Proposal For SAFE BUILT Wisconsin LLC To Provide Commercial Plan Building Review Services. DISCUSSION: Hansen described the proposal as a substitute for developers submitting plans to the state for approvals. He described it as having potential to speed approvals with a small amount of new revenue to the City. No action taken.
 - c. Multi-year Budgeting: 2016 – 2020 Capital Improvement Plan Review With Public Works Director & Utility Superintendent. DISCUSSION: Springer confirmed that Sorenson and Yerges were on the same page with respect to the projects listed. He sighted Hiawatha as a past example of the lack of coordination. No changes or modifications to the list were requested by Sorenson or Yerges. No action taken.
 - d. Public Works Director Request For An Additional Full-Time Position. DISCUSSION: Yerges said a new hire filling a position vacant due to a retirement was working out well. Springer said a decision on an additional position should be put off, but the item should remain on the next agenda. No action taken.
 - e. Transferring Remnant Municipal Parcels To Adjacent Property Owners. DISCUSSION: Hansen said with affirmative action he would proceed with contacting property owners and finalized agreements would then be routed to the City Council for consideration. MOTION: Moved by Springer, seconded by Griffin to approve the concept and forms presented. VOICE VOTE: Motion carried.
 - f. Resolution #2016-02 Approval Of Fiscal Year Assignments MOTION: Moved by Griffin, seconded by Springer to recommend Council approval. ROLL CALL VOTE: Ayes: Griffin and Springer. Noes: none with Quimby absent. Motion carried.
5. NEW BUSINESS
 - a. Payroll For January 2016 - \$65,549.53. MOTION: Moved by Griffin, seconded by Springer to recommend Council approval of payroll in the stated amount. ROLL CALL VOTE: Ayes: Griffin and Springer. Noes: none with Quimby absent. Motion carried.
 - b. General Disbursements – January 22, 2016 Through February 18, 2016. MOTION: Moved by Griffin, seconded by Springer to recommend Council approval of general disbursements as presented. ROLL CALL VOTE: Ayes: Griffin and Springer. Noes: none with Quimby absent.

Motion carried.

- c. Treasurer's Report & Budget Reports For January 2016 MOTION: Moved by Griffin, seconded by Springer to table action until such time as they are prepared. VOICE VOTE: Ayes: Griffin and Springer. Noes: none with Quimby absent. Motion carried.
- d. Resolution #2016-03 Amending The 2015 Budget. MOTION: Moved by Griffin, seconded by Springer to recommend Council approval of the resolution as presented. ROLL CALL VOTE: Ayes: Griffin and Springer. Noes: none with Quimby absent. Motion carried.
- e. 2015 Real Estate And Personal Property Taxes As Of 2/11/2016 (informational only). Noted.
- f. Oak Hill Cemetery Association 2015 Annual Report. Noted.

6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.

7. ADJOURNMENT. MOTION: Moved by Griffin, seconded by Quimby to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:25 p.m.

Attest:



Mo Hansen
Clerk/Treasurer