

**CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES**  
**August 18, 2016**

1. CALL TO ORDER AND ROLL CALL. The meeting was called to order at 5:30 p.m. Members present: Springer, Quimby & Griffin. Absent: none. Also attending: Maureen Giese, Fire Department Treasurer Marlys Schmidt, Assistant Fire Chief Wes Benisch, Fire Chief Vern Butzine, Library Director Kelli Mountford, Mayor Thompson (arriving at 5:50 pm) and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: JULY 21, 2016. MOTION: Moved by Quimby, seconded by Griffin to approve the meeting minutes as listed and presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. Maureen Giese asked when the Historical Society request would be considered. She said she was told it would occur in August. Springer said the matter would not be take up tonight. Springer said the Mayor was requesting a 5% reductions in department budgets along with no pay raises.
4. NEW BUSINESS 2017 BUDGET
  - a. 2017 Budget Deliberations – Fund 220 Fire/EMS Department. DISCUSSION: Marlys Schmidt was thanked for a submittal with detailed notes. Chief Butzine said the \$110,000 annual reserve, was being used by Peter to pay Paul. \$114,000 in capital expenses were requested for 2017. It was noted that a funding gap exists between expected reserve funds in 2018 and the purchase of Fire Engine to replace Engine 11 in 2018. Butzine said a ten year old ambulance was being kept for twenty years. He said in the past Wes Benisch had taken on many shifts. Benisch was now to be employed full-time as the Lake Mills EMS Director. Butzine said a third full-time person was needed. He said a legal crew was two. He said the FLSA rule of 53 hours before overtime should be checked. Bill Springer and Butzine agreed that line item: 220-52-5230-2690 should be zero and not \$4,000. Wes Benisch said this would be the year when EMS run rates would be reviewed. Regarding EMS run rates, Butzine said Waterloo was in the middle compared to others. Butzine said only 10% of EMS runs call for paramedics therefore it was not advisable to staff to a paramedic level as Johnson Creek and others do. Thompson said the submittal was an increase of 20%, yet he called for a 5% decrease. Butzine said replacing outdated turn-out gear was needed. He said concrete work was a need, along with the need for a 3<sup>rd</sup> full-time person. The Mayor said officers should talk it over. No action taken.
  - b. 2017 Budget Overview. DISCUSSION: Hansen reviewed a yellow one page hand-out dated August 17, 2016. Quimby requested the ability to modify budget line items in real time and see the net adjustments to the various budgets. No action taken.
5. NEW BUSINESS 2016 ITEMS
  - a. Reducing Operating Expenses At The Maunessa Business Center, 117 East. Madison St. DISCUSSION: Hansen said Mel Tucker had expressed interest in sharing costs for the internet. Communications from Greg Hoffmann and Dave Zastrow were noted. Griffin suggested that Tucker could get a hot spot. Quimby asked if Marshall could contribute a regular sum to the Waterloo/Marshall
  - b. 2016 Parks Commission Recommended Budget Amendment, Transfer \$1,600 From Security To Seasonal Employees. DISCUSSION: Thompson asked why Trustees were not asked for prior year costs? Hansen said information was collected and 2016 is a learning experience. Quimby said the Trustees employed three while two were employed in 2016. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council a 2016 budget amendment transferring \$1,600 from security to seasonal employees. VOICE VOTE: Motion carried.
  - c. FLSA Overtime Laws Affecting Library and Parks Staff. DISCUSSION: It was noted that Joel Zibell, Amanda Brueckner and Gabe Haberkorn were the three employees affected by new FLSA overtime rules. Hansen said Haberkorn has submitted two separate budget with two wage variations going forward. No action taken.
  - d. Employee Health Insurance Premium Comparison / Update. Hansen said information was being collected and any discussion of health insurance premiums caused a loss of productivity in the workplace.
  - e. Payroll For July 2016 - \$69,349.15. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of payroll in the stated amount. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
  - f. General Disbursements – July 22, 2016 Through August 18, 2016. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of general disbursements as presented. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.

- g. Treasurer's Report & Budget Reports For July 2016. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of the reports as presented. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. # By consensus the next budget meeting was set for September 8, 2016 at 5:30pm. Springer asked that Police and Library be covered.
7. ADJOURNMENT. MOTION: Moved by Quimby, seconded by Griffin to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:50 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer