

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
November 17, 2016

1. CALL TO ORDER AND ROLL CALL. The meeting was called to order at 6:30 p.m. Members present: Springer, Quimby & Griffin. Absent: none. Also attending: Barry Sorenson, Tim Thomas, Mayor Thompson and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: Previously Unapproved Minutes. MOTION: Moved by Springer, seconded by Quimby to table approval of minutes. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. UNFINISHED BUSINESS 2017 BUDGET
 - a. Resolution #2016-62 Adopting An Annual Budget And Appropriating The Necessary Funds For The Operation Of The City Of Waterloo For The Year 2017. DISCUSSION: Hansen noted an omission in funding election official wages. MOTION: Moved by Springer, seconded by Quimby to recommend Council approval of the resolution with the amendment that \$900 should be moved from General Fund contingency to fund election official wages. VOICE VOTE: Motion carried.
5. NEW BUSINESS
 - a. Payroll For October 2016 - \$62,637.67. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council payroll approval. VOICE VOTE: Motion carried.
 - b. General Disbursements – October 21, 2016 Through November 17, 2016. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council general disbursement approval. VOICE VOTE: Motion carried.
 - c. Treasurer's Report & Budget Reports For October 2016. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council report approval. VOICE VOTE: Motion carried.
 - d. Resolution #2016-63 Changing Two Library Staff Positions From Salary To Hourly And Related Overtime Restrictions In Response To Fair Labor Standards Act Regulations Taking Effect December 1, 2016. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of the resolution. VOICE VOTE: Motion carried.
 - e. Considering An Employee Dental Insurance Benefit, Delta Dental Small Group Options. DISCUSSION: Sorenson said Utility employees were interested in dental coverage as a benefit. Hansen presented three costs from Delta Dental, all of which had no employer premium expense. The consensus of the committee members was that if there was no direct cost to the municipality, that it would be OK to proceed with implementing a dental benefit which was paid in full by the an employee electing the benefit. In reply to a Sorenson question, Quimby suggested that the benefit be further spelled out with approval as necessary following.
 - f. To Discuss Possible Discipline Of A Public Employee. The Finance, Insurance & Personnel Committee convened to closed session per Wis. Stat. 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over the governmental body has jurisdiction or exercises responsibility." Upon completion of the Closed Session the committee reconvened into open session. NOTE: Close session minutes are listed here. DISCUSSION: Springer said the agreement for rehiring Hansen called for Clerk/Treasurer learning payroll and other accounting procedures within a six month time period. It was noted that this has not occurred. Hansen was instructed to complete training so that training of a new hire may take place in an efficient manner. Springer said the committee should follow up on the item in six month's time. MOTION: Moved by Quimby, second by Griffin to end the closed session and reconvene in open session. VOICE VOTE: Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
7. ADJOURNMENT. MOTION: Moved by Griffin, seconded by Quimby to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:54 p.m.

Attest:



Mo Hansen
Clerk/Treasurer