

**CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES**  
**February 16, 2017**

1. CALL TO ORDER AND ROLL CALL. Alderperson Springer called to order at 6:30 p.m. Members present: Springer, Quimby & Griffin. Absent: none. Also attending: Mayor Thompson, Alderperson Thomas, Interim Police Chief Lange, Utility Superintendent Sorenson and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: 10/6/16; 10/13/16; 1/19/17 & 2/2/17. MOTION: Moved by Quimby, seconded by Griffin to approve minutes as listed. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. PROJECT UPDATES
  - a. Hiring An Assistant Clerk/Treasurer. Hansen said postings and other actions were taken to generate qualified applicants.
  - b. Maunasha Business Center, Lowering Operating Expenses. Hansen reported that Waterloo-Marshall Food Pantry head Dave Zastrow agreed with the concept of installing a second meter covering the lower level of the building thus lowering the municipal building operation costs.
5. NEW BUSINESS
  - a. Payroll For January 2017 - \$68,442.10
  - b. General Disbursements – January 20, 2017 Through February 16, 2017. MOTION: Moved by Quimby, seconded by Griffin to recommend Council disbursement approval. VOICE VOTE: Motion carried.
  - c. Treasurer's Report & Budget Reports For January 2017. MOTION: Moved by Quimby, seconded by Griffin to table action until reports are prepared. VOICE VOTE: Motion carried.
  - d. 2016 Real Estate And Personal Property Taxes As Of 1/31/2017 (informational only). Noted
  - e. Funding A Department of Public Works Safety Training Program Provided By Municipal Electric Utilities of Wisconsin As Part Of An Existing Waterloo Utilities Services Agreement.  
DISCUSSION: Sorenson proposed adding the Department of Public Works (DPW) staff to an existing Waterloo Utilities contract with Municipal Electric Utilities of Wisconsin to begin a process of bringing the DPW into compliance with current worker safety standards. He further proposed splitting the cost 50-50 between the Utility and the General Fund saying much work was needed to bring DPW into compliance. It was noted that a letter from the state identifying DPW safety deficiencies may be in the works. The proposal was described as a pro-active step to address deficiencies. Springer asked about General Fund balances. Hansen said the audit was yet to be completed, but the amount was positive. Hansen said spending unassigned fund balance reduces available dollars for future road construction work. Quimby asked if other departments need training. Griffin said the Fire Department was in compliance. Hansen said future cost splits should be by head count rather than 50% of total contract costs. Springer said safety training was not mandatory for office staff. MOTION: Moved by Springer, seconded by Quimby to recommend to Council a budget amendment to allocate 2017 unassigned fund balance to pay for 50% of the 2017 MEUW contract costs. VOICE VOTE: Motion carried.
  - f. Authorizing A TIF #2 Financing Agreement Between The City Of Waterloo And Tina Roth, Property Owner at 100 East Madison Street. DISCUSSION: Hansen said the proposal was the same as provided to the property owner at 118 West Madison Street except the term was shortened and the project amount was less. He said approval fostered private downtown investment. MOTION: Moved by Springer, seconded by Quimby to recommend to Council that it authorize the agreement. VOICE VOTE: Motion carried.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Review Of Clerk/Treasurer's Office Cross-Training – May 2017. Noted.
7. ADJOURNMENT. MOTION: Moved by Griffin, seconded by Quimby to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:50 p.m.

Attest:



Mo Hansen  
Clerk/Treasurer