

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
April 20, 2017

1. CALL TO ORDER AND ROLL CALL. Alderperson Springer called to order at 6:00 p.m. Members present: Springer, Quimby & Griffin. Absent: none. Also attending: Mayor Thompson, Fire Chief Vern Butzine, Mike Kawula, Wes Benisch and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: March 16, 2017 & December 15, 2016. MOTION: Moved by Quimby, seconded by Griffin to approve the minutes as listed and presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. NEW BUSINESS
 - a. In-Person Absentee Voting Hours. DISCUSSION: Springer and Thompson questioned the need for in-person absentee voting hours outside of regular business hours. Springer said the hours were not mandatory. Hansen said the office was open for the November, February and April elections; no additional cost was incurred because he is a salary employee; commuting residents appreciated the service; and meeting voting immigrants that fully appreciated the opportunity to participate in a democracy was rewarding. Thompson asked for numbers of individuals coming in. Hansen estimated figures for the three elections and said exact totals are available. Hansen said the process uses low-cost community outreach methods that could benefit other departments. No action taken.
 - b. Estimates For Installation Of 2nd Electrical Meter At Maunsha Business Center. DISCUSSION: Hansen said the Food Pantry was willing to pay monthly charges. Two estimates were presented. Griffin questioned why 200 amp service was needed. Thompson said future first floor needs may increase. The body directed Hansen to ask Dave Zastrow if the Food Pantry would pay for installation. MOTION: Moved by Quimby, seconded by Griffin to recommend to Council awarding installation work to Midwest Electric. VOICE VOTE: Motion carried.
 - c. Fire Chief's Request To Increase Waterloo Fire Department Part-Time Pay Rate To \$14 Per Hour. DISCUSSION: Butzine said the increase was needed to recruit qualified applicants. He said he current budgeted dollars for part-time staff was OK. Butzine said he recently lost 4 EMTs. MOTION: Moved by Springer, seconded by Griffin to recommend to Council a \$14 pay rate as long as the hours do not exceed the budget. VOICE VOTE: Motion carried.
 - d. Purchasing And Payroll Services For The Oak Hill Cemetery Association. MOTION: Moved by Quimby, seconded by Griffin to remove the service of doing payroll for the Association unless they agree to pay for the service. VOICE VOTE: Motion carried.
 - e. Ehler's & Associates Proposed Expanded Services Agreement. DISCUSSION: Hansen reviewed the Ehler's service proposal suggesting the best value would be to have Ehler's staff present for Joint Review Board meetings only. MOTION: Moved by Quimby, seconded by Griffin to forward the Clerk/Treasurer's recommendation to the Council. VOICE VOTE: Motion carried.
 - f. Directing The Drafting And Distribution Of A Request For Proposal For Assessment Services. DISCUSSION: Thompson said Associated Appraisal Consultants Inc was not willing to pay the City for municipal legal fees relating to the recent challenged assessment. Hansen said the contract has an annual July notification for opting-out. MOTION: Moved by Springer, seconded by Quimby to direct the Clerk/Treasurer to draft and distribute a request for proposal for assessment services. VOICE VOTE: Motion carried.
 - g. Payroll For March 2017 - \$98,164.14. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approve payroll in the stated amount. VOICE VOTE: Motion carried.
 - h. General Disbursements – March 17, 2017 Through April 20, 2017. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approve disbursements in the stated amount. VOICE VOTE: Motion carried.
 - i. Treasurer's Report & Budget Reports For January, February & March 2017. MOTION: Moved by Quimby, seconded by Griffin recommend approval of all reports as listed. VOICE VOTE: Motion carried.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Review Of Clerk/Treasurer's Office Cross-Training – May 2017.
 - b. Action Items From 2016 Audit. Noted.
6. ADJOURNMENT. MOTION: Moved by Griffin, seconded by Quimby to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:55 p.m.

Attest:

Mo Hansen

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Clerk/Treasurer