

**CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES**  
**May 18, 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: Barry Sorenson, Chad Yerges, Jeff Robbins, Mike Kawula and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: April 20, 2017. 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. Payroll For April 2017 - \$68,328.52. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approve payroll in the stated amount. ROLL CALL VOTE: Motion carried unanimously.
  - b. General Disbursements – April 20, 2017 Through May 18, 2017. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approve of disbursements as presented. ROLL CALL VOTE: Motion carried unanimously.
  - c. Treasurer's Report & Budget Reports For April 2017. MOTION: Moved by Quimby, seconded by Griffin recommend approval of all reports as listed. VOICE VOTE: Motion carried.
  - d. Review Of Clerk/Treasurer's Office Cross-Training. DISCUSSION: Hansen presented a chart showing Clerk/Treasurer's office administration responsibility assignments. Quimby noted past interest in Saturday or evening work hours. Springer confirmed that Hansen was working on payroll. No further taken.
  - e. Public Works Director Job Description. DISCUSSION: Quimby said no description had been updated since probably prior to the hire of Gary Yerges. He asked Chad Yerges and the Clerk/Treasurer to draft a revised. She said she reviewed examples from other communities and like Columbus. Springer said Columbus has an office-based director. Quimby asked that the revised description be considered by the Public Works & Property Committee in July. No action taken.
  - f. A Recommendation To The Mayor Regarding The Appointment Of A Public Works Director (referred by Public Works & Property Committee) MOTION: Moved by Griffin, seconded by Quimby to convene to closed session. The 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 which the governmental body has jurisdiction or exercises responsibility." Upon completion of the closed session the committee reconvened into Open Session. MOTION: Moved by Griffin, seconded by Quimby to recommend to Council the appointment of Chad Yerges as Public Works Director. VOICE VOTE: Motion carried unanimously.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
  - a. Action Items From 2016 Audit. Noted.
6. 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