

**CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES**  
**April 19, 2018**

1. CALL TO ORDER AND ROLL CALL. Mayor Thompson called the meeting to order at 6:00 p.m. Members present: Quimby & Griffin. Absent: Springer. Also attending: Mayor Thompson; Tim Thomas; Police Chief Denis Sorenson; Dawn Gunderson of Ehlers & Associates and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: MOTION: Moved by Quimby, seconded by Griffin to table approval. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. UNFINISHED BUSINESS
  - a. Considering The Closure Of Tax Incremental District No. 1. DISCUSSION: Dawn Gunderson reviewed handout details relating to consideration of closing District #1 saying: a resolution needs to be adopted in advance of April 15, 2019; revenue would then be collected up to 2020. She was checking on the definitive answer to the question of if or how computer aid would be split. No action taken.
  - b. Considering Hiring A Police Officer. DISCUSSION: Springer's meeting memo was noted. Thompson asked, how much it will cost to fill the Lieutenant (Lt) position. Sorenson said the Department was short two positions; core hours are covered; sufficient time was needed to plan for vacations special events and case load; additional overtime may be generated. He said additional action would need to be taken if a person was lost due to injury or illness. Thompson suggested filling the Lt position but not the Sergeant position. Alternatively he suggested adding another patrol position and not filling the Lt position. Tim Thomas said the Lt and Sergeant are not union positions; he added only the Lt has access to the Chief's files. In response to a Quimby question, Thompson said the City is responsible for determining force strength. Sorenson said a Lt does not receive overtime. Quimby asked about filling hours with more part-time officers. Sorenson said part-time officers are only kept a short-time. Thomas said the Lt position is more important than other positions due to supervisory responsibilities. The Mayor suggested lifting the moratorium on part-time officers with consideration of 4<sup>th</sup> quarter Lt hire, with the matter sent to Council. Thomas questioned putting the question to Council. Quimby asked Sorenson if he was comfortable with items suggested. MOTION: Moved by Quimby, seconded by Griffin to direct the Police Chief to start Lieutenant and part-time officer searches with hires not to occur prior to July 1 VOICE VOTE: Motion carried.
5. NEW BUSINESS
  - a. General Disbursements, March 2018 - \$271,058.46. MOTION: Moved by Quimby, seconded by Griffin to recommend Council disbursement approval. ROLL CALL VOTE: Ayes: Quimby and Griffin. Noes: none, with Springer absent. MOTION CARRIED.
  - b. Payroll, March 2018 - \$96,683.87. MOTION: Moved by Quimby, seconded by Griffin to recommend Council payroll approval. ROLL CALL VOTE: Ayes: Quimby and Griffin. Noes: none, with Springer absent. MOTION CARRIED.
  - c. Treasurer's Report & Budget Reports For March 2018. MOTION: Moved by Quimby, seconded by Griffin to recommend Council report approval. ROLL CALL VOTE: Ayes: Quimby and Griffin. Noes: none, with Springer absent. MOTION CARRIED.
  - d. Public Works Department - Request To Establish 4 Day Work Week With Mon – Thurs Coverage. DISCUSSION: It was noted that the employee handbook calls for department heads to present work hours to this committee for final consideration. Hansen addressed a Quimby question by saying the request meant no DPW staff would be available on Fridays unless called in. Springer's request that the period be defined as the "first pay period of April, to the last pay period of October" was noted. MOTION: Moved by Quimby, seconded by Griffin to approve the request using the Springer definition for the period. ROLL CALL VOTE: Ayes: Quimby and Griffin. Noes: none, with Springer absent. MOTION CARRIED.
  - e. Clerk/Treasurer's Office - Request To Establish A Flexible 4 Day / 10 Hour Work Week With Mon – Fri Coverage. DISCUSSION: Hansen referred to the handout, noting 4 ten-hour days would be the regular shift. He said the 8-4:30 M-F office hours would not change. MOTION: Moved by Quimby, seconded by Griffin to approve the request. ROLL CALL VOTE: Ayes: Quimby and Griffin. Noes: none, with Springer absent. 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: 6:35 p.m.

Attest:

A handwritten signature in black ink that reads "Mo Hansen". The signature is written in a cursive, slightly slanted style.

Mo Hansen  
Clerk/Treasurer