



136 North Monroe Street, Waterloo, Wisconsin 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021

**PUBLIC NOTICE OF A COMMITTEE MEETING OF THE
COMMON COUNCIL OF THE CITY OF WATERLOO**

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and to the news media, that the following meeting will be held:

COMMITTEE: FINANCE, INSURANCE & PERSONNEL COMMITTEE

DATE: Thursday, February 21, 2013 TIME: 6:00 p.m.

**LOCATION: Council Chamber of the Municipal Building
136 N. Monroe Street**

to consider the following:

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES
3. CITIZEN INPUT
4. UNFINISHED BUSINESS
 - a. 120 West Madison Street – Defining The Scope Of Work For Improvements Related To The Proposed Demolition
 - b. Waterloo-Marshall Food Pantry Door Replacement – Revised Estimate
5. NEW BUSINESS
 - a. Municipal Credit Card Policy
 - b. Capital Planning
 - c. Tax Incremental Finance – Hawthorn & Stone Inc. Redevelopment Of RR Donnelley Leased Properties, Letter Of Intent
 - d. Payroll For January, 2013 - \$56,671.08 ***
 - e. Pay Vouchers – January 18, 2013 through February 14, 2013 ***
 - f. Treasurer's Report & Budget Reports For January 2012
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Tax Incremental Finance – Reporting
 - b. Employee Handbook
 - c. Other

7. ADJOURN

Mo Hansen

Mo Hansen
Clerk/Treasurer

***** See Council Packet**

Committee Members: Springer, Quimby and Cotting

Posted, Emailed & Distributed: February 18, 2013

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location.



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RESOLUTION #2013-??

**A RESOLUTION ESTABLISHING A CREDIT CARD POLICY AND PROCEDURES
FOR THE CITY OF WATERLOO**

The Common Council of the City of Waterloo, Wisconsin does hereby resolve as follows:

WHEREAS, the City of Waterloo desires to authorize certain city employees to use credit cards for the purchase of goods and services for the official business of the municipality;

NOW, THEREFORE, BE IT RESOLVED, that the Waterloo City Council does hereby adopt and establish the following policy for the use of credit cards for the purchase of goods and services for the official business of the City of Waterloo:

1. ISSUANCE OF CREDIT CARDS

Credit cards may only be issued to the following City employees: City Clerk/Treasurer, Chief of Police, Fire Chief, Public Works Director, Utility Superintendent and Library Director. The City Clerk/Treasurer shall be the officer responsible for the issuance, accounting, monitoring, and retrieval of any and all credit cards issued in the name of the City of Waterloo. Any credit card issued in the name of the City of Waterloo may only be used for the purchase of goods and services for the official business of the City of Waterloo. No person shall be allowed to have custody or possession of a credit card in the name of the City of Waterloo unless said person is an active employee of the City. To this end, any person terminated or voluntarily discontinuing their employment with the City of Waterloo, any persons on sick leave, or any person on leave of absence for any reason other than vacation shall deposit any City credit cards in their possession with the City Clerk/Treasurer.

2. TRANSACTION PROCEDURE

Credit card transactions may be performed in person, over the telephone, through the internet, or through the mail. When using a City credit card, authorized employees are required to follow the below listed procedures, in addition to procedures for management approval and payment of the charges:

- A. If the transaction is in person, present the credit card to the vendor or merchant and advise that the item(s) is being purchased with a city government credit card. If the transaction is via a telephone, internet, or mail order, the vendor or merchant must be provided with the credit card account number and expiration date of the card.
- B. Retain all receipts and credit card slips.
- C. Each authorized employee making use of a City credit card shall make a full accounting of any expenditures at the same time the periodic credit card billing is received by the City. This full accounting shall include, but not be limited to, the following:
 1. A specific listing of any goods and services purchased;
 2. The cost of any such goods and services;
 3. The dates that the purchases were made; and
 4. A statement of the official business purpose for which the goods or services were purchased.

3. TAX EXEMPT STATUS

An authorized employee using a City credit card shall notify the vendor or merchant that the credit card transaction is tax exempt for goods and services purchased in the State of Wisconsin (use the attached letter certifying the City's tax exempt status).

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4. CREDIT CARD SECURITY

An authorized employee possessing a City credit card shall always treat the credit card with a level of care that will secure the credit card and the account number.

- a. STORAGE OF THE CREDIT CARD. The City credit card shall be kept in an accessible but secure location at all times.
- b. CREDIT CARD ACCOUNT NUMBER. The City credit card account number shall be guarded carefully. The account number should not be written down or posted.
- c. LOST OR STOLEN CREDIT CARDS. If a City credit card is lost or stolen, the employee shall immediately notify the City Clerk/Treasurer and the organization issuing the card to report the same.
- d. PERSONAL LIABILITY. The City issued credit card is a corporate liability card, not a personal liability card. The cardholder does have a responsibility to use the credit card in an approved manner only and will be held personally liable for using the card for unauthorized purchases or purposes.

5. PROCEDURES FOR CREDIT CARD PAYMENT

The authorized employee shall review and approve all credit card billings received for payment prior to the submission of the billing to the City Clerk/Treasurer. The City Clerk/Treasurer shall review each credit card billing and all documentation as provided in Section 3 above to guarantee compliance with this Resolution prior to submitting any such bills to the City Council for approval and payment. The City Clerk/Treasurer shall bring any discrepancies to the attention of the Finance, Insurance and Personnel Committee for resolution. The outstanding balance due on any credit card account billing statement shall always be paid in full by the due date listed on the billing.

6. PENALTY FOR WRONGFUL USE

Any employee of the City of Waterloo who violates the provisions of this policy shall be subject to disciplinary action up to, and including, dismissal, and may be subject to civil or criminal action.

Adopted: _____, 2013

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City of Waterloo

Signed: _____
Robert H. Thompson, Mayor

Attest:

Morton J. Hansen, Clerk/Treasurer

SPONSOR(S) – Clerk/Treasurer and Finance, Insurance & Personnel Committee

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