

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
January 21, 2021

1. CALL TO ORDER AND ROLL CALL. Thomas called the meeting to order at 5:00 p.m. Members present Thomas, Kuhl & Rhynes. Absent: none. Those also participating remotely or in-person: Raynelle Butzine; Alder Kuhl; Mayor Quimby; Police Chief Sorenson; Library Director Mountford; Public Works Director Yerges and Clerk/Treasurer Hansen.
2. APPROVAL OF December 17, 2020 MEETING MINUTES. MOTION: Moved by Rhynes, seconded by Kuhl to approve the minutes. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. UNFINISHED BUSINESS
 - a. Reviewing Ordinances Relating To Department Head Reviews. DISCUSSION: Kuhl said he was OK with the ordinance. Rhynes asked why there would not be annual reviews, saying it is common. Thomas said there was no need to change the ordinance. Hansen commented that he could update the Committee Calendar noting a review period. No action taken.
5. NEW BUSINESS
 - a. December Financial Statements. MOTION: Moved by Kuhl, seconded by Rhynes to recommend Council approval of items 5a(i), (ii) and (iii). VOICE VOTE: Motion carried.
 - i. General Disbursements, \$3,817,905.45 ***
 - ii. Payroll, \$131,234.85
 - iii. Preliminary Treasurer's Report & Budget Reports ***
 - b. 2022 Budget Forecast. DISCUSSION: Hansen said a forecast was not prepared. Kuhl said benchmarks would be helpful. Mayor Quimby said the intent was to switch to a 2-year budgeting process. Hansen said the original reasoning was to reduce the process by half. Hansen suggested reverting to an out-year focus on capital planning, revenue and other specific, adding Department Heads are unsure as to what to submit when forecasting. Thomas restated that the process was incomplete. He said he would reach out to Department Heads regarding submittal of data. No action taken.
 - c. Department Reviews. MOTION: Moved by Kuhl, seconded by Rhynes to table the 5c(i) and 5c(ii). VOICE VOTE: Motion carried.
 - i. Police Department
 - ii. Department of Public Works
 - d. Clerk/Treasurer's Office Administrative Assistant Position. DISCUSSION: The Committee reviewed the Clerk/Treasurer's submittal which include a task outline by Raynelle Butzine. Hansen described a process of taking the month of February to fill the position. No action taken.
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
7. ADJOURNMENT. MOTION: Moved by Kuhl, seconded by Rhynes to adjourn. VOICE VOTE: Motion carried. The time was approximately 6:58 pm.



Mo Hansen
Clerk/Treasurer