

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

April 21, 2022

[a digital recording of this meeting also serves as the official record]

1. CALL TO ORDER AND ROLL CALL. Thomas called the meeting to order at 5:30 p.m. Members in person or remote: Thomas and Kuhl. Absent: none. Other attending in person or remote: Mayor Quimby; Police Chief Sorenson; Deputy Clerk/Treasurer Tschanz; Public Works Director Yerges; Utility Superintendent Sorenson; City Clerk Ritter.
2. APPROVAL OF MEETING MINUTES: Motion to approve March 17, 2022 & Tabled Closed Session April 7, 2022 MOTION: [Kuhl/Thomas] to approve all meeting minutes as listed. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. NEW BUSINESS
 - a. March 2022 Financial Statements: General Disbursements \$117,563.79; Payroll \$76,883.40 & Clerk/Treasurer's Reports [\[see on municipal website\]](#) [Kuhl/Thomas] Voice Vote: Motion carried.
 - b. Path lighting through the park. One light off Mill St around the bend and one light on the other side of the bridge lighting the path at Boorman/Park Ave. Discussion Mayor has had a request from a citizen to light paths better. Two options City pays for installation of lights then \$9.00 a month for each light or pays a rental fee of \$20 and Water & Light owns the lights. [Kuhl/Thomas] Motion to have the DPW handle lighting like it currently does with the Utilities. Rental without purchasing. Voice Vote: Motion carried.
 - c. HVAC Proposal –City of Waterloo Garage Jensen Plumbing, Heating & Air INC. Quote received. Unable to repair and will need to be replaced. Discussion of age of all City owned furnaces/air conditioning units. This is information only. Making the Finance Committee aware for the upcoming budget.
 - d. Ordinance 2022-04 Record Retention Schedule. Treasurer Tschanz explained retention plan going forward. We are going to follow the State retention plan and if items aren't listed there it would be an automatic 7 year retention. Police to add an addendum for their policy. Utility already follows states guidelines. [Kuhl/Thomas] Motion to recommend to council with a police record retention amendment to follow. Voice Vote: Motion carried.
 - e. 2022 Debt Summary Sheet. Update from Tschanz. \$325,000 from 2010(refunding bond) will be completed in August and will come off the debt amount. Any borrowing we do this year we won't start paying on until next year. Mayor discussed maintaining a steady debt amount. Discussion on TID 3 regarding improvements. Tschanz to get tax income from TID 3 for the committee. Informational only no action taken.
 - f. Riverside Dr/Minnehaha Lane overlay bid. DPW Director Yerges updated current road conditions. Two bids received. \$279,000 approximately for just road work not utilities.
 - g. 2022 Debt borrowing proceeds from Ehlers proposals (packet page 75 option 1) shows Jefferson St with the Utility (packet page 69 option 2) shows Jefferson St + mill and overlay +Utility (packet page 68 option 3) shows without Utility. Tschanz recommends doing Jefferson St + mill and overlay without the Utility. [Thomas/Kuhl] Motion to go with Jefferson + mill and overlay without the Utility. Voice Vote: Motion carried.
5. UNFINISHED BUSINESS
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Committee Calendar (for reference)
7. ADJOURNMENT. MOTION: [Kuhl/Thomas] To adjourn. VOICE VOTE: Motion carried. Approximate time 6:56 pm

Jeanne Ritter
Clerk/Deputy Treasurer