

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
August 20, 2020

1. CALL TO ORDER AND ROLL CALL. Thomas called the meeting to order at 6:00 p.m. Members present Thomas and Kuhl. Absent: Rhynes. Those also participating remotely or in-person: Mayor Quimby; Library Director Mountford; Fire Chief Wes Benisch; Police Chief Sorenson; and Clerk/Treasurer Hansen.
2. PUBLIC COMMENT. None.
3. MEETING MINUTES APPROVAL – Prior unapproved minutes. MOTION: Moved by Kuhl, seconded by Thomas to table minutes approvals. VOICE VOTE: Motion carried.
4. PUBLIC COMMENT. None.
5. UNFINISHED BUSINESS
 - a. Purchasing And Procurement Policy Changes – Draft 3. MOTION: Moved to exempt both the Utility and the Library from this policy document. VOICE VOTE: Motion carried.
 - b. 2021-2022 BUDGET DELIBERATIONS – All Committee deliberation motions are as attached, including for this meeting.
6. NEW BUSINESS
 - a. July Financial Statements. MOTION: Moved by Kuhl, seconded by Thomas to recommend Council approval of the statements. ROLL CALL VOTE: Motion carried unanimously with Rhynes absent.
 - i. General Disbursements, \$395,510.82 *****
 - ii. Payroll, \$102,992.30 *****
 - iii. Treasurer's Report & Budget Reports *****
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Scheduled 2021-2022 Budget Meetings. Noted.
 - i. 9/10/2020, 5:30 pm (Fire/EMS)
 - ii. 9/17/2020, 5 pm (Library & Parks)
 - iii. 9/22/2020, 6pm (Police & Public Works)
8. ADJOURNMENT. MOTION: Moved by Kuhl, seconded by Thomas to adjourn. VOICE VOTE: Motion carried. The time was approximately 6:45 pm.



Mo Hansen
Clerk/Treasurer

City of Waterloo
Finance, Insurance Personnel Comm.
2021-2022
Budget Actions

ID	Date	Fund(s)	CT Actions	Finance Committee Actions	Made By	2nd By	Outcome	Notes
1	9/10/20	220		Set 200-52-5231-352 Training Maintenance from \$900 to \$0; (b) 200-52-5231-353 Storage Maintenance from \$200 to \$0; (c) 200-525231-354 from \$500 to \$0	Kuhl	Rhynes	Unanimous	CT needs to update miView
2	9/10/20	220		Fund 2 FT positions (220-52-5224-110) striking request for 3rd. Fund PT (220-52-5224-124) at \$16k increasing fund balance applied (220-49-4930-000) by 8k	Kuhl	Rhynes	Unanimous	CT needs to dial in SS & benefits
3	9/10/20	200		Approve CATV Bd Fund as submitted	Rhynes	Kuhl	Unanimous	CT needs to dial in SS & benefits
4	9/10/20	600		Approve CDA as submitted	Kuhl	Rhynes	Unanimous	
5	9/15/20	400	Adams Street work scope increase, per Yerges changed 400-57-5701-802 from \$346,450 to \$811,624	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
6	9/15/20	100	Update shared revenue and expenditure restraint revenue based on 9/14 DOR notice from current year amount, \$461,777.98 to \$453,258.90	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
7	9/17/20	812		Approve Library Budget as submitted except reducing City contribution by 8k and reducing 812-55-5511-221 (Electric) by 8k	Rhynes	Kuhl	Unanimous	CT needs to dial in SS & benefits
8	9/17/20	225		Approve Parks Budget operations, not capital, as submitted with reduction in 225-55-5510-222 Firemens Park Heat from \$4500 to \$4000	Kuhl	Rhynes	Unanimous	CT needs to dial in SS & benefits
9	9/30/20	100	Move 9k from 100-51-5153-113 to 100-51-5153-234 aligning assessment expenditure	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
10	9/30/20	100	\$1048. Add new expenditures for PD Patrol for email accounts (100-52-5211-380)	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
11	9/30/20	100	\$688. Add new expenditures for PD Admin for email accounts (100-52-5230-380)	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
12	9/30/20	100	\$1,120. Add new expenditures for City Council email, backups, etc accounts (100-51-5142-380)	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
13	9/30/20	100	\$364 Add new expenditures for Mayor email, backups, etc accounts (100-51-5141-380)	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	duplicate
14	9/30/20	100	\$364 Add new expenditures for Mayor email, backups, etc accounts (100-51-5141-380)	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
15	9/30/20	100	\$364 Add new expenditures for DPW email, backups, etc accounts (100-53-5327-380)	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
16	9/30/20	200	\$364 Add new expenditures for CABLE TV email, backups, etc accounts (100-55-5560-380)	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
17	9/30/20	225	\$364 Add new expenditures for PARKS email, backups, etc accounts (100-55-5560-380)	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
18	9/30/20	412	\$437 Add new expenditures for TID2 email, backups, etc accounts (412-53-5310-380)	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
19	9/30/20	400	Correct submittal total and allocate project costs across the engineering and project line item Chad Y. submitted a revised of \$811,624; corrected to 400-53-5310-215 Eng/Contingency @ \$68,494 and 400-57-5701-802 Const @ \$684,494	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
20	10/1/20	220	Wes requests 4k upper for new radio programming and installation (220-52-5226-341)	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
21	10/1/20	220	Wes request removal of 1 portable radio and charger from the quote; reduction of \$3,274.32 (220-57-5701-800)	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	

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22	10/1/20	220	Wes request 5211-380 (computers) changed to \$3,000 from \$10,150	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
23	10/1/20	220	Wes request 5211-381 (computer software) changed \$0 to \$5,300	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
24	10/1/20	220	Wes request Engine 8 (220-52-5227-368 from \$7k to \$4k	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
25	10/1/20	220	Wes request Ladder 3 (220-52-5227-361 from \$10,250 to \$13,250 for cost of ladder test	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
26	10/1/20	220	West request Station Maint (220-52-5231-351 from \$17 k to 7k	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
27	10/1/20		Wes request increase radios (220-52-5226-341) to \$12k for new radio installation and programming cost from 8k to 12k	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
28	10/5/20	225	Per Finance Comm action amend requested 250k to 157k with match 7k for match for 203 East Madison St (225-57-5701-800) with only 7k corresponding upper in computer aid (225-43-4360-000); add DNR grant award revenue to 225-48-4800-000	Approved by 10/5 committee action	Thomas	Kuhl	Unanimous	less than Dept Head request
29	10/1/20	100	Correcting CT office compensation entry entry errors; resolved noting Tschanz 10,420 upper for ins opt-out	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
30	10/1/20	100	Cleaning Contract update per new agreement for Non-PD side of building from 11k to \$9,600	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
31	10/1/20	225	Cleaning Contract update per new agreement for WRT \$0 to \$1,200	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
32	10/1/20	414	Update increment revenue with projected from \$22,007 to \$28,120	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
33	10/1/20	100	Revise down computer program from 15k to \$10,224 to take into account InterQuest allocatin (100-51-5142-231)	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
34	10/2/20	100	Revise 100-53-5360-290 Refuse Exp from 123,608 to 104,627.10 to align with 2.78% upper in contract and new vendor trash to recycling expense ratio	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
35	10/2/20	100	Revise 100-53-5360-292 Recycling Exp from 48,132 to 69,751.40 to align with 2.78% upper in contract and new vendor trash to recycling expense ratio	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
36	9/22/20	100 & 400	Revise 100-52-5250-341 from 45,000 to 4,500 for install, set-up maintenance; move capital purchase cost \$45,000 to 400-57-5701-823 Police	Approved by 9/22 committee action	Thomas	Kuhl	Unanimous	
37	10/14/20	400	Moved Police Chief's submittal for reservation of \$25k from 400-57-5701-817 to 400-57-5711-812					
38	9/22/20	100	Amend PD gas & oil from \$18k to \$15k	Approved by 9/22 committee action	Thomas	Rhynes	Unanimous	
39	10/5/20	220	Approve WFD budget with prior modifications	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
40	10/14/20	220	Fire Chief request for moving \$2150 from 220-52-5224 (EMS member) to 220-52-5224-110 (FT) to create a 2% wage rate increase. Inserted by CT					
41	10/5/20	multiple	Move 200k from debt service to capital fund; raise overall property tax by 1.3% or \$23,??? from prior CT email; borrow for radios only	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
42	10/5/20	100		Approved by 10/5 committee action; Increase Election Official wages to \$10 with a \$15 per hour shift increase for Chief Inspector; estimate 30% over original submittal for 2021	Thomas	Kuhl	Unanimous	
43	10/5/20	100	DPW changes by 10/5 committee action; "810" \$1000 to \$500; "222" \$4000 to 3500; "5327-223" from 2600 to 2200; "5332-350" from 2500 to 2000; "5324-368" from 2000 to 1000; "5324-369" sweeper from 3000 to 2000; "5344-350 from 1000 to 5000	DPW changes by 10/15 committee action	Kuhl	Rhynes	Unanimous	
44	10/5/20	100	100-51-5141-811 Mayor capital from 1000 to zero	Approved by 10/5 committee action	Kuhl	Rhynes	Unanimous	
45	10/14/20	200	updated estimated for WI Dept. of Revenue video service provider aid to \$8065.67 - 200-43-4363-000	Approved by 10/15 committee action	Kuhl	Rhynes	Unanimous	
46	10/14/20	100	Revised Fund 100 revenue figures: 100-44-4432-000 plumbing permits from zero to \$2000 and 100-45-4513-000 parking violations to \$5k	Approved by 10/15 committee action	Kuhl	Rhynes	Unanimous	
47	10/14/20	100	Revised fund 100 Expense figures CT health insurance 100-51-5153-192 to 55,655.34 (3 months overlap); assessment expense 100-51-5153-192 to \$250; assessment DOR charge to 1500; muni building contact maintenance increased to \$2200; employee bonds 100-51-5193-520 to \$78; PD Admin health insurance from \$57,888 to \$51,907.29; DPW health insurance to \$72,747	Approved by 10/15 committee action	Kuhl	Rhynes	Unanimous	

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48	10/14/20	200, 220 & 225	Revised CT health insurance premium figures applying 2021 rates for CATV [from \$4,019 to \$4,697.40]; WFD [from \$41,291 to 29,331.36] and Parks [from \$20,006 to \$20839.32]	Approved by 10/15 committee action	Kuhl	Rhynes	Unanimous	
49	10/14/20	225	Align parks debt service with actual not previously projected 225-59-5929-001 Transfer To Debt Service from 7400 to 1150	Approved by 10/15 committee action	Kuhl	Rhynes	Unanimous	
50	10/14/20	300	Align TID #2 debt with actual new debt structure, +103,350; revise total interest and principle given new debt structure	Approved by 10/15 committee action	Kuhl	Rhynes	Unanimous	
51	10/14/20	400	No squad sale therefore no squad revenue 400-48-4831-000 to zero; debt proceeds only for borrowing for radios to \$45,000	Approved by 10/15 committee action	Kuhl	Rhynes	Unanimous	
52	10/14/20	413	Revised debt service to reflect new debt structure	Approved by 10/15 committee action	Kuhl	Rhynes	Unanimous	
53	10/14/20	812	Revise Library Health Insurance Premium based on 2021 rates [from \$66,917 to \$71,010]	Approved by 10/15 committee action	Kuhl	Rhynes	Unanimous	
54	10/14/20	220	Reduce Funds applied to 80k as radios funding by borrowing	Approved by 10/15 committee action	Kuhl	Rhynes	Unanimous	
55	10/15/20	400	Relocate entry for assessment expense from reservation of dollars [400-57-5711-824] to budget year expense [400-57-5701-841] \$30,000 as 2021 is 2nd of two years for revaluation expense	Approved by 10/15 committee action	Kuhl	Rhynes	Unanimous	
56	10/15/20	multiple	Change application of and reservation of fund balances; zero our revenues and expenses for these line items with application and reservation recorded separately and noted as necessary fund balance outcomes. 100-49-4930-000 38,000 retiree health premiums; 220-57-5711-810 \$110,000 WFD future apparatus; 225-49-4924-000 25,000 future parks expenditure; 400-49-4934-000 capital fund \$200,000 road construction; 400-57-5711-812 future squad card \$25,000; 400-57-5711-813 \$50,000 future DPW equipment; 400-57-5711-820 future emergency siren	Approved by 10/15 committee action	Kuhl	Rhynes	Unanimous	
57	10/15/20	225	225-57-5701-5701-800 changed corrected to \$150k reflecting committees earlier vote on Parks capital items	Approved by 10/15 committee action	Kuhl	Rhynes	Unanimous	
58	10/15/20	412	412-48-4800-000 increased to reflect projected Hawthorn & Stone payment in lieu of taxes, as much as \$139,188, estimated at \$50,000	Approved by 10/15 committee action	Kuhl	Rhynes	Unanimous	
59	10/15/20	400 & 100	Move prior year tax levy (\$140,000) and some WisDOT General Transportation Aid (\$33,901) from Capital Fund to General Fund to bring General Fund into balance	Approved by 10/15 committee action	Kuhl	Rhynes	Unanimous	
60	10/15/20	412	Fund 203 East Madison Street project from TID #2 Funds (dollar amount not stated)	Approved by 10/15 committee action	Kuhl	Rhynes	Unanimous	
61	10/20/20	225 & 400	Delete existing reservation of dollars for 225 (amount \$25,000) changing it from a reservation to a transfer from Capital Fund to the Parks Fund	Approved by 10/22 committee action	Kuhl	Rhynes	Unanimous	
62	10/20/20	412	Applying figures to approved item #60 (Funding 203 East Madison Street, TID portion). Fund balance applied of \$71,489 and corresponding expense of 412-57-5701-800.	Approved by 10/22 committee action	Kuhl	Rhynes	Unanimous	
63	10/20/20	100	Adjusting down the Election Official expense accounting for shift increase rather than hourly rate for Chief Election Official decrease of \$100	Approved by 10/22 committee action	Kuhl	Rhynes	Unanimous	
64	10/20/20	100 & 400	Given changes, adjustment to set \$23,713 in total TID-out tax levy increase per Committee motion. Move back \$18,149 in General Transportation Aids to Capital for the purposes of generating \$38,000 in expenditures greater than revenue covered by \$38k in General Fund balance.	Approved by 10/22 committee action	Kuhl	Rhynes	Unanimous	
65	10/22/20	100, 400 & 412	Amend the amount of Clerk/Treasurer's salary expensed to TID #2 from \$20,000 to \$25,000 [412-51-5142-110]. Increase TID #2 Fund Balance Applied by \$5,000 [Shown on Application of Applied Balance Worksheet]. Adjust General Fund Expenses by -\$5,000 [100-51-5142-110]. Adjust General Fund Revenue by -\$5,000 moving this sum back to the Capital Fund in the form of General Transportation Aid [from 100-43-4361-000 to 400-43-4353-000].	Approved by 10/22 committee action	Kuhl	Rhynes	Unanimous	
66								