

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
May 21, 2020

1. CALL TO ORDER AND ROLL CALL. Thomas called the meeting to order at 6:00 p.m. Members present Thomas, Kuhl & Rhynes. Absent: none. Those also participating remotely or in-person: Public Works Director Chad Yerges; Library Director Kelli Mountford; Mayor Quimby and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL – Prior unapproved open and closed session minutes. MOTION: Moved by Kuhl, seconded by Rhynes to approve the April 16, April 2, March 19 and January 14 open session minutes and the and April 16 closed meeting minutes. VOICE VOTE: Motion carried with Rhynes abstaining.
3. PUBLIC COMMENT. None.
4. UNFINISHED BUSINESS. MOTION: Kuhl/ Rhynes to skip items 4a & 4b moving to New Business and returning to Unfinished Business upon completion of items under New Business. VOICE VOTE: Motion carried.
 - a. Purchasing And Procurement Policy Review – Draft Amendment To Resolution #2009-33 And Examples From Other Communities. DISCUSSION: Thomas confirmed all had read prior documents on this topic. Thomas referenced the concept of different levels of spending requiring different steps prior to the purchase. The consensus was that Baraboo and Sun Prairie each had policy sections which could be incorporated into a Waterloo policy revision. Kuhl said he was interested in fuel cards, credit cards and donations. CONSENSUS ACTION: The body decided to hold on June 9th at 7 pm special meeting to address this agenda item.
 - b. Tax Incremental Finance Districts 2, 3 & 4, Return On Investment Reports. MOTION: Moved by Rhynes, seconded by Kuhl to table the matter due to time constraints. VOICE VOTE: Motion carried.
5. NEW BUSINESS
 - a. Public Works & Property Committee Recommendation
 - i. Establishing DPW Summer Service Hours And Updating The Employee Handbook (Service Hours: Annually The 1st Full Week In May To Last Full Week In September) Per 5.1 And 5.2 Employee Handbook. DISCUSSION: Thomas described the motion. Quimby asked that it be called DPW seasonal hours, minimum. Thomas not a fan of going to four days, saying status quo was working. Rhynes spoke in favor of the proposal saying 4-ten hour days aided productivity in the hot summer, also minimizing project set-up time involved. Rhynes said other communities did rotating shifts. MOTION: Moved by Rhynes, seconded by Kuhl to approve the changes in hours including the Mayor's suggested updates. VOICE VOTE: Motion carried.
 - b. Outlining Dollar Flow For 2020 Debt Repayment Schedules – Asking for guidance, Hansen directed the Committee to the meeting material packet, describing his memo. Thomas said the intention of his add-on to the debt package was to enable the Parks Department to request a greater amount of tax levy to cover the multi-year cost of borrowing to zero out the 2019 Parks Department deficit. He said tax levy should pay for the debt service, and the Park Department should not be responsible for generating non-levy revenue to pay for this debt service. No formal action taken.
 - c. Resolution #2020-24 Refunding 2019-2020 Liquor License Fee Payments Considering State Shelter In Place Order. DISCUSSION: Thomas said taverns were closed due the Safer At Home order. The Mayor suggested a two month payback for liquor license fees at the time new licenses are issued. MOTION: Moved by Thomas, seconded by Kuhl to recommend to the Council waiving 2/12th of 2020-2021 Class B liquor license application fee for establishments upon the request of the applicants. VOICE VOTE: Motion carried.
 - d. Resolution #2020-25 Authorizing An Expenditure Not To Exceed \$6,500 To Purchase Budgeting Workflow Software And Services From Civic Systems LLC Applying General Fund Contingency Dollars. DISCUSSION: Committee members referenced participation on a Civic System call about the product and spoke favorably of the purchase. MOTION: Moved by Kuhl, seconded by Rhynes to recommend the purchase as described in the agenda title. VOICE VOTE: Motion carried.
 - e. Resolution #2020-26 Authorizing An Expenditure Not To Exceed \$3,200 To Enter Into A Three-Year Website Product And Service Agreement With GovOffice Applying General Fund Contingency Dollars. DISCUSSION: Kuhl spoke in favor or looking broadly for vendors. Rhynes indicated the vendor was not adding value as a municipal website specific firm. MOTION: Moved by Kuhl, seconded by Rhynes to table the agenda item with each requesting more information. VOICE VOTE: Motion carried.
 - f. April Financial Statements – MOTION: Moved by Thomas, seconded by Rhynes to recommend Council approval of disbursements, payroll and the reports as listed below. ROLL CALL VOTE: Ayes: Kuhl, Rhynes and Thomas. Noes: None. Motion carried.
 - i. General Disbursements - \$325,703.93 *****
 - ii. Payroll – \$66,464.00 *****
 - iii. Treasurer's Report & Budget Reports *****

6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. Items below noted.

- a. Committee Calendar
- b. Ordinance #2020-02 Amending Municipal Code Section §53-4 Budget, Revising The Budget Deliberation Sequence
- c. Website – More information requested.
- d. Audit review- June

7. ADJOURNMENT. MOTION: Moved by Kuhl, seconded by Rhynes to adjourn. VOICE VOTE: Motion carried. The time was approximately 6:50 pm.



Mo Hansen
Clerk/Treasurer