

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

January 14, 2020

*** corrected 2/21/2020 by mh ***

1. CALL TO ORDER AND ROLL CALL. Thomas called the meeting to order at 7:00 p.m. Members present: Thomas, Kuhl & Griffin. Absent: none. Also attending: Mayor Quimby and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL – December 19, 2019. MOTION: Moved by Kuhl, seconded by Griffin to approve the minutes. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT. None.
4. NEW BUSINESS
 - a. Municipal Policy Review – Purchasing And Procurement. DISCUSSION: Existing policy from Resolution #2009-33 was reviewed. Kuhl and Quimby spoke generally in favor of oversight. Thomas described examples of purchasing a replacement engine for a squad car and the recent Public Works Department request for a tooth bucket. Kuhl said an oversight procedure should exist for when department heads buy items using previously unspent dollars. Quimby said if dollars are unspent, was too much budgeted and those dollars perhaps should revert back to fund balance. Referencing Fire Department Budget meetings, Kuhl said policy should be in place regarding donations and bequeaths with suitable legislative oversight. Quimby suggested the League as a potential policy source. Hansen suggested a multi-community General Code ordinance search. Thomas suggested modifying the existing policy to include a \$5,000 minimum for items to go before the whole Council for approval within the existing policy parameters. MOTION: Moved by Kuhl, seconded by Griffin to direct the Clerk/Treasurer to draft language amending the policy inserting a dollar value of \$5,000 to trigger Council approval, otherwise the consideration would begin and end with the Finance, Insurance & Personnel Committee. VOICE VOTE: Motion carried.
 - b. 2019 Carry Overs. DISCUSSION: Hansen said the draft resolution was inaccurate and needed correction. Griffin asked for sufficient time to review the revision. MOTION: Moved by Kuhl, seconded by Griffin to table the matter. VOICE VOTE: Motion carried.
 - c. Converting To A Biennial Budget Process. DISCUSSION: Thomas noted the Wisconsin statutes, allowing for a biennial budget. Quimby indicated a preference for giving department heads a sum to start with and encouraging them to figure out the best way to allocate dollars. She added that not much would change over a two-year period. Griffin noted fluctuations in repair costs as an implementation challenge. Thomas said he was not opposed, but adjustments must be planned for in the second year. Kuhl spoke in favor generally. Quimby said an immediate decision was not necessary. Hansen spoke in favor saying the Mayor wanted to focus on multi-year budgeting; and it could free up department head time to operate departments. No Action Taken.
 - d. December Financial Statements. MOTION: Moved by Thomas, seconded by Kuhl to recommend Council approval of items i, ii & iii below. VOICE VOTE: Motion carried.
 - i. General Disbursements - \$228,914.69
 - ii. Payroll – being calculated - \$88,890.77
 - iii. Preliminary Treasurer's Report & Budget Reports
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Future Agenda Items
 - i. Closure of Tax Incremental Finance District #4 (Thomas)
 - ii. Examining means & methods to rebuild fund balance for the General Fund (Thomas)
 - iii. Tax Incremental Finance Districts 1-4, Return On Investment By Project Report. Noted.
 - iv. Committee Calendar. Noted
 - b. Announcements
 - i. The Mayor described Fire Chief Officer appointments and said she would talk with the Chief about the appointment process and how it relates to the governing body.
6. ADJOURNMENT. MOTION: Moved by Kuhl, seconded by Griffin to adjourn. VOICE VOTE: Motion carried. The time was approximately ~~6:45 pm~~ 7:45 pm.

Mo Hansen

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Clerk/Treasurer