

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD ON
WEDNESDAY, DECEMBER 15, 2021

1. The meeting was called to order by Ald. Saryan at 6:03 P.M.

Present:

Ald. Kastner
Ald. Saryan
Ald. Bailey

Also present:

Michael Neitzke, Mayor
Paula Schafer, Finance Director
Tim Sowinski, Deputy Comptroller
Julie Foley, HR Director
Jennifer Goergen, City Clerk
Jay Johnson, Police Chief
Darren Rausch, Health Officer/Director
Kristi Porter, Community Development Manager
Ald. Collins

2. Approval of the October 27, 2021 Finance & Human Resources minutes.

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve the October 27, 2021 Finance & Human Resources minutes.

The motion carried unanimously.

3. Discussion/decision regarding renewing the City's 2021 insurance policies (which include: liability, auto liability, worker's comp, property, crime, cyber liability, employment practices liability, equipment breakdown/B&M, pollution liability, and storage tanks) and authorize the City Clerk and Mayor to sign related paperwork.

Ms. Goergen stated this is the annual insurance renewal consideration to renew with our current carriers. The first is CVMIC, which includes liability, auto, workers compensation, crime, cyber liability, employment practices, equipment breakdown. CVMIC gives a premium pricing projection range of \$494,330 and \$504,717. At this time the broker has gone out to bid, but not all bids are back, but expected to be coming in within this price range. Recommending approval with CVMIC with this price range.

Ms. Goergen stated MPIC, which is the municipal property insurance, quote came in at \$48,257. MPIC pointed out that the increase in premium is directly related to the increase in values that were discovered during the appraisal process. Due to large valuation change, MPCPI minimized their rate increase.

Ms. Goergen stated the storage tanks are with Gallagher with a premium of \$5,793.75, this is a 50.42% reduction due to new storage tanks.

Mayor stated CVMIC has been great to work with and done some positive things, strongly recommend to continue using them.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve renewing the City's 2021 insurance policies (which include: liability, auto liability, worker's comp, property, crime, cyber liability, employment practices liability, equipment breakdown/B&M, pollution liability, and storage tanks) and authorize the City Clerk and Mayor to sign related paperwork.

The motion carried unanimously.

4. Approve MOU between the Milwaukee County Register of Deeds and the City of Greenfield for free Laredo access.

This is requesting to be signed each year which allows certain individuals to view records, certain individuals use this during year.

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve MOU between the Milwaukee County Register of Deeds and the City of Greenfield for free Laredo access.

The motion carried unanimously.

5. Discussion and decision to transfer unused 2021 funds from the Community Development Authority account and the Plan Commission account to a project to be used in 2022.

Ms. Porter stated last year there was the same amount transferred to this project and this year the funds will be put towards hiring a consultant for updating zoning code, it has not been updated since 1998. The combination of 2020, 2021 and 2022 funds should be sufficient to hire an experienced and capable consultant.

Mayor stated this takes a number of years to save enough money to complete.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve transferring unused 2021 funds from the Community Development Authority account and the Plan Commission account to a project to be used in 2022.

The motion carried unanimously.

6. Discussion and decision related to contracting with Environmental Health Consultant.

Mr. Rausch stated this is a Memorandum of Understanding with Dan Koralewski and the City to do backup consulting work with the City for restaurant and retail food inspections in addition to taking over Weights and Measures responsibilities from the other consultant position who has retired. This is an update of Dan's contract from 3 years ago, cost and hourly rate remains the same, however, updating duties.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve contracting with Environmental Health Consultant.

The motion carried unanimously.

7. Discussion and decision to revise salary schedule for Emergency Services Dispatcher effective January 3, 2022.

Chief Johnson stated there have been two dispatchers recently who have resigned. A job posting with Clerk's Office came out with a starting pay of \$24.10 per hour. Employees starting talking about the pay ranges. Dispatchers work various hours and dispatchers wanting to go to other jobs. Employees have been asked to do more.

Mayor Neitzke stated that the positions will be funded through other gaps. Long-term there is a lot of things going on with dispatching. Mayor Neitzke would prefer to remain independent, but needs to work more closely with neighbors, which is a long ways away. The City needs to retain dispatchers. Mayor stated it is worth doing. To make up for these, delaying hiring is an option. Chief Johnson stated they are delaying hirings to replace retirements.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve revising salary schedule for Emergency Services Dispatcher effective January 3, 2022.

The motion carried unanimously.

8. Discussion and decision to revise salary schedule for Police Clerk Typist effective January 3, 2022.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve revising salary schedule for Police Clerk Typist effective January 3, 2022.

The motion carried unanimously.

9. Discussion and decision to approve revised Accountant job description in the Finance Department and new pay scale for 2022.

Ms. Schafer stated before them is the revised job description along with a new wage scale. The additional funds will be absorbed within the budget.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve revising Accountant job description in the Finance Department and new pay scale for 2022.

The motion carried unanimously.

10. Discussion/decision to approve contact between the Municipal Court and nCourt.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve contact between the Municipal Court and nCourt.

The motion carried unanimously.

11. Discussion and decision to approve an addendum to the UnitedHealthcare Flexible Spending Account (FSA) to increase the plan to the IRS maximum contribution and carryover limits automatically and authorize Mayor to sign plan addendum.

Ms. Foley stated the current plan document for the FSA plan specifies the dollar amount maximum contributions and carry over limits. When these limits increase per IRS regulations, if the City would like to adopt the IRS changes, a plan addendum needs to be created. By creating a plan addendum to remove dollar amounts on the limits and replacing the language to state "increase in accordance with IRS regulations", the Plan automatically adopts the changes without the necessity to request committee approval and sign another plan addendum.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve an addendum to the UnitedHealthcare Flexible Spending Account (FSA) to increase the plan to the IRS maximum contribution and carryover limits automatically and authorize Mayor to sign plan addendum.

The motion carried unanimously.

12. Approval of schedules of disbursements in the amount of \$1,238,518.54.

AP Checks	12/3/2021	51,794.49
AP Checks	12/10/2021	393,019.72
Wire Transfers-Nov 2021 (Add'l)		639,570.73
P-Cards Nov 2021		154,133.60
Total		1,238,518.54

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve schedules of disbursements in the amount of \$1,238,518.54.

The motion carried unanimously.

13. Approval of mileage reimbursements in the amount of \$799.28.

Motion by Ald. Bailey, seconded by Ald. Kastner to approve of mileage reimbursements in the amount of \$799.28.

The motion carried unanimously.

14. Discussion and decision to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c)(e) to consider the following:

- Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (wages, insurance, or investing of public funds).
- Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion by Ald. Bailey, seconded by Ald. Kastner to go into closed session at 6:45 pm.

The motion carried unanimously on a roll call vote.

15. Adjourn closed session and reconvene into open session.

Motion by Ald. Bailey, seconded by Ald. Kastner to adjourn closed session and reconvene into open session at 7:47 pm.

The motion carried unanimously.

16. Decision to approve a resolution for the 2022 Non-Rep Resolution and Command Staff and various adjustments to job descriptions, salary ranges and organizational charts as required.

Motion by Ald. Kastner, seconded by Ald. Bailey to approve a resolution for the 2022 Non-Rep Resolution and Command Staff and various adjustments to job descriptions, salary ranges and organizational charts as presented.

The motion carried unanimously.

17. Decision to approve a resolution to set the salary and benefits of the City Attorney for 2022.

Motion by Ald. Bailey, seconded by Ald. Kastner to approve a resolution to set the salary and benefits of the City Attorney for 2022.

The motion carried unanimously.

18. Items for future agenda.

Cancel 12/29 F&HR Meeting.

19. Adjourn

Motion by Ald. Bailey, seconded by Ald. Kastner, to adjourn the meeting at 7:50 pm.

The motion carried unanimously.