

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD ON  
WEDNESDAY, JUNE 8, 2022

1. The meeting was called to order by Ald. Saryan at 6:00 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  
Scott Jaquish, Parks & Recreation Director  
Jeff Katz, Neighborhood Services Director  
Dan Weber, Fire Department Battalion Chief  
Wendi Unger, Baker Tilly

2. Approval of the May 11, 2022 Finance & Human Resources minutes.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve the May 11, 2022 Finance & Human Resources minutes.

The motion carried unanimously.

3. Election of Chairperson and Vice-Chairperson of the Finance and Human Resources Committee.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve electing Chairperson as Ald. Saryan and Vice-Chairperson as Ald. Kastner of the Finance and Human Resources Committee.

The motion carried unanimously.

4. Discussion and decision regarding approval and acceptance of the City of Greenfield 2021 Financial Statements and Independent Auditor's Report and Baker Tilly US, LLP reporting and insights from the 2021 audit.

Ms. Unger presented the 2021 audit. She said part of the process is looking at the internal controls of the City and testing those controls. Of note, we have received a clean unmodified opinion. Ms. Unger also wanted to mention that there will be a new governmental accounting standard effective for 2022 where the City will need to inventory all of our leases, which are primarily office equipment and one police car.

Mayor Neitzke stated the important piece of information is that the City only used about 10% of reserve funds that were budgeted to be used. He said it was encouraging to see that a significant portion of TID

related debt provided an incredible return on investment to the City. Mayor Neitzke also noted that there are multiple indicators that hopefully our bond rating will remain the same.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve and accept the City of Greenfield 2021 Financial Statements and Independent Auditor's Report and Baker Tilly US, LLP reporting and insights from the 2021 audit.

The motion carried unanimously.

5. Discussion and decision to approve an agreement with a collection agency to collect non-ambulance debts.

Ms. Schafer stated the City has been using Frank's Adjustment Bureau for over 20 years, and the owner has now decided to retire. They did collections for personal property taxes and other miscellaneous invoices so the City needs a new collection agency. The two agreements being presented are from companies that were used by our former ambulance billing company. Ms. Schafer is recommending Certified Recovery of Eau Claire. There are not a lot of collections as we place most of these charges on tax bills. City Attorney has reviewed and approved either company.

Ms. Schafer explained that if it is owner related charges, we can place it on the tax bill. Mayor Neitzke asked for clarification on non-owner vs owner. Ms. Schafer stated non-owner related is an accident, such as if the City needs to replace a fence or a light pole. Owner related charges are things such as sewer, snow removal, grass cutting, etc.

Mayor Neitzke remarked that the amount of recovery that this company goes after is small but it is still necessary.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve an agreement with Certified Recovery to collect non-ambulance debts.

The motion carried unanimously.

6. Discussion/decision regarding agreement SESAC (Society of European Stage Authors & Composers) for the authorized use of musical compositions on City Premises.

Mr. Jaquish stated this is an annual agreement to allow performance at AMP concerts, and use of music for fitness classes and water aerobics. There are three companies used, but this particular one requires an annual agreement.

Mayor Neitzke stated the City needs to do this.

Ald. Kastner asked if the music can be posted on Facebook. Mr. Jaquish answered it cannot. Ald. Saryan asked what needs to be done to post the music on Facebook and Mr. Jaquish answered that the City would need to purchase the appropriate licenses.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve an agreement with SESAC (Society of European Stage Authors & Composers) for the authorized use of musical compositions on City Premises.

The motion carried unanimously.

7. Approve fund transfers between Engineering Division capital improvement accounts.

Mr. Katz stated this is moving money between capital accounts, primarily to create accounts for projects being started. One is the reconstruction of a neighborhood, one is the powerline trail, and the other is for Beloit Road work.

Mayor Neitzke asked if Beloit Road was mostly sidewalk work. Mr. Katz answered it is and we will also participate in the cost of the traffic signal as it's on a City street and County road.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve fund transfers between Engineering Division capital improvement accounts.

The motion carried unanimously.

8. Discussion and decision to approve a grant agreement with the State of Wisconsin Department of Health Services.

Battalion Chief (BC) Weber stated this grant was applied for and received. This allows for the Fire Department to receive referrals from partner hospitals – such as Froedtert, Aurora, and Ascension Hospitals - and do home visit after discharge with one of our community paramedics. The goal is to reduce 911 calls and prevent residents from going back to the hospital. Our Fire Department provides this service already, so this simply allows us to be reimbursed for each home visit in the amount of \$300.00.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve a grant agreement with the State of Wisconsin Department of Health Services.

The motion carried unanimously.

9. Discussion and decision on Amendment No. 3 to Intergovernmental Agreement for Emergency Medical Services.

BC Weber stated this is a change in the agreement due to the current County Executive providing more funding for EMS services for the entire County. They were providing \$1.5 million, and this new agreement will now be \$3 million distributed among all EMS agencies throughout the County.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve Amendment No. 3 to Intergovernmental Agreement for Emergency Medical Services.

The motion carried unanimously.

10. Approval of schedules of disbursements in the amount of \$7,786,348.97.

AP DISBURSEMENT SCHEDULES:

|                                       |           |    |              |
|---------------------------------------|-----------|----|--------------|
| AP CHECKS                             | 5/13/2022 | \$ | 518,499.00   |
| AP CHECKS - TAX REFUNDS WK OF 5/13/22 | 5/13/2022 | \$ | 3,524.34     |
| AP CHECKS                             | 5/20/2022 | \$ | 392,969.41   |
| AP CHECKS                             | 5/27/2022 | \$ | 505,013.28   |
| AP CHECKS                             | 6/3/2022  | \$ | 10,701.34    |
| WIRE TRANSFERS - MAY 22               |           | \$ | 6,355,641.60 |
| P-CARDS                               |           | \$ |              |
| TOTAL \$                              |           |    | 7,786,348.97 |

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve schedules of disbursements in the amount of \$7,786,348.97.

The motion carried unanimously.

11. Approval of mileage reimbursements in the amount of \$263.89.

Motion by Ald. Bailey, seconded by Ald. Kastner to approve of mileage reimbursements in the amount of \$263.89.

The motion carried unanimously.

12. Approval of the April 2022 Investments and Reinvestments.

**April 2022 Statement**

|                                 |    |               |
|---------------------------------|----|---------------|
| March Ending Balance            | \$ | 11,931,471.39 |
| 1 Deposit (s) in April          |    | 471,636.65    |
| 0 Withdrawal(s) in April        |    | -             |
| April Interest Earnings @ 0.30% |    | 3,002.84      |
| TOTAL                           | \$ | 12,406,110.88 |

APRIL 2022  
INVESTMENTS

| Institution                                      | Princ Amt<br>Invested  | Investment<br>Date | Maturity<br>Date | Yield | Interest Earned | ID #     |
|--------------------------------------------------|------------------------|--------------------|------------------|-------|-----------------|----------|
| Money Mkt/Tri-City Bank                          | \$2,441,933.11         | 12/31/2001         | variable         |       | \$100.36        | 21901270 |
| Ehlers Investment Partners X-2055705 GRD GEN INV | \$6,493,038.27         | 12/9/2014          | variable         |       |                 |          |
| Ehlers Investment Partners X- GRD 2021A INV      | \$1,093,532.56         |                    |                  |       |                 |          |
| Ehlers Investment Partners X- GRD 2021B          | \$1,895,448.69         | 7/1/2021           | variable         |       |                 |          |
| Ehlers Investment Partners X - ARPA              | \$1,931,629.19         |                    |                  |       |                 |          |
| Ehlers Investment Partners X - 2022A             | \$4,645,504.61         |                    |                  |       |                 |          |
| Associated Bank Investments                      | \$6,270,522.30         | 3/15/2022          | variable         |       |                 |          |
| <b>Totals</b>                                    | <b>\$24,771,608.73</b> |                    |                  |       | <b>\$100.36</b> |          |

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve the April 2022 Investments and reinvestments.

The motion carried unanimously.

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

Motion by Ald. Kastner, seconded by Ald. Bailey to go into closed session at 6:37 pm.

The motion carried unanimously.

Motion by Ald. Bailey, seconded by Ald. Kastner to go into open session at 7:12 pm.

14. Decision regarding City of Greenfield and Greenfield Police Association labor negotiations.

Motion by Ald. Kastner, seconded by Ald. Bailey for the HR Director to proceed as directed.

The motion carried unanimously.

15. Items for future agenda.

New lease for the cell tower on land acquired from the WI Department of Transportation for \$1.00.

16. Adjourn

Motion by Ald. Bailey, seconded by Ald. Kastner, to adjourn the meeting at 7:16 pm.

The motion carried unanimously.

