

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD ON
WEDNESDAY, OCTOBER 11, 2023

1. The meeting was called to order by Ald. Saryan at 6:02 P.M.

Present:

Ald. Kastner
Ald. Saryan
Ald. Bailey

Also present:

Michael Neitzke, Mayor
Paula Schafer, Finance Director
Tim Sowinski, Deputy Comptroller
Julie Foley, Human Resources Director (excused)
Jennifer Goergen, City Clerk

2. Approval of the September 13, 2023 Finance & Human Resources minutes.

Motion by Ald. Bailey, seconded by Ald. Saryan, to approve the September 13, 2023 Finance & Human Resources minutes.

The motion carried unanimously.

3. Consider/approve a Memorandum of Understanding (MOU) between the Wisconsin Elections Commission (WEC) and the City of Greenfield to participate in the Badger Book program and utilize the electronic poll book software created by the Commission, and authorize the Mayor to sign.

Ms. Goergen stated the Wisconsin Election Commission (WEC) is now requiring all municipalities to sign the Memorandum of Understanding (MOU) if they are going to use the Badger Book systems. We have been using the system since 2020. The MOU ensures that all users are following the same rules and requirements to ensure a reliable system. Requirements include maintaining the current version, follow recordkeeping requirements, refrain from sharing with 3rd parties and prevent unauthorized users. Some hardware requirements include that hardware can only be purchased from WEC approved vendors, cannot connect to the internet, and users must be trained and certified to use the program.

Ald. Bailey inquired if this makes election work easier for the Clerk's office. Ms. Goergen responded this is really no change. Ald. Kastner asked how many municipalities are using this program. Ms. Goergen said the program is becoming more popular and municipalities are trending towards it.

Motion by Ald. Kastner, seconded by Ald. Saryan, to approve a Memorandum of Understanding (MOU) between the Wisconsin Elections Commission (WEC) and the City of Greenfield to participate in the Badger Book program and utilize the electronic poll book software created by the Commission, and authorize the Mayor to sign.

The motion carried unanimously.

4. Decision to approve the UnitedHealthcare health, dental, vision, flexible spending account, health reimbursement account and Cobra benefits as presented for 1/1/2024 through 12/31/2024 and authorize Mayor to sign Acceptance of UnitedHealthcare Offer of Coverage letter.

Mayor Neitzke said that Ms. Foley couldn't attend the meeting but forwarded all information to Alderpersons in regards to this. Initially, the renewal increase came in at about 23%, but after broker negotiations, the increase is now at 9.9%. There's a rebate in 2024 that will effectively lower the increase to 6.9% after that credit. The rate increase remains in the budget at 10%.

The dental plan is changing to 4 available tiers, where currently there are only 2 tiers available – single and family. COBRA is also increasing from \$.40 to \$.55 per eligible employee. Otherwise there are no substantive changes to the plan.

Mayor Neitzke strongly urges approval of this item.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve the UnitedHealthcare health, dental, vision, flexible spending account, health reimbursement account and Cobra benefits as presented for 1/1/2024 through 12/31/2024 and authorize Mayor to sign Acceptance of UnitedHealthcare Offer of Coverage letter.

The motion carried unanimously.

5. Discuss the 2024 Budget and authorize the Finance Director to publish it.

Mayor Neitzke said the handout provided has been updated with no substantial changes.

Ms. Schafer stated the numbers now reflect the actual State Aid payments that will be received, which decreased a little. It also reflects an increase in Milwaukee County EMS reimbursements as this is tracking higher than anticipated and helps to offset the decrease in State Aid. Also, the Administrative Assistant position in Human Resources has been updated and will now be split between Human Resources and Fire Department.

Mayor Neitzke pointed out that the proposed budget is essentially no increase for general property taxes for the City portion. However, the tax rate is still unknown at this time. It is important to note that there's a shift in the tax responsibility as residential property has exploded in value and commercial property has not seen that same increase in property values.

The City's expenses have risen around 3% - which is low in comparison to the current rate of inflation.

Mayor Neitzke would like to have this budget published so the Public Hearing can occur on November 21, 2023. Hopefully by then, the City will have a better idea of the 2023 tax rate.

City of Greenfield
Proposed 2024 Budget
Statement of Revenues and Expenditures and Tax Levy

REVENUES/EXPENDITURES CATEGORY	Year Ending 12/31/21	Year Ending 12/31/22	Actual YTD 7/31/23	Est. Year Ending 12/31/23	Adopted 2023 Budget	Proposed 2024 Budget	Percent Change
REVENUES							
GENERAL PROPERTY TAXES	18,957,501	19,668,963	20,146,024	20,146,024	20,139,625	20,125,403	-0.07%
INTERGOVERNMENTAL REVENUES	4,307,865	4,201,440	2,895,361	4,215,466	4,180,894	5,074,404	21.37%
LICENSES & PERMITS	1,202,125	1,298,719	734,594	1,227,917	1,219,300	1,218,950	-0.03%
FINES, FORFEITURES & PENALTIES	626,376	690,209	536,207	803,467	803,000	802,000	-0.12%
PUBLIC CHARGES FOR SERVICES	1,832,313	2,139,747	1,378,781	2,001,936	1,975,500	1,998,500	1.16%
INTERGOVERNMENTAL CHARGES	1,312,503	1,345,843	702,210	1,372,935	1,338,727	1,373,561	2.60%
MISCELLANEOUS REVENUES	263,361	370,911	366,779	399,417	382,969	487,369	27.26%
OTHER FINANCING SOURCES	6,000	73,705	-	45,556	748,276	629,273	-15.90%
TOTAL REVENUES	28,508,044	29,789,537	26,759,956	30,212,718	30,788,291	31,709,460	2.99%
EXPENDITURES							
GENERAL GOVERNMENT	3,918,917	3,981,420	2,501,122	4,491,270	4,492,387	4,579,745	1.94%
PUBLIC SAFETY	18,722,824	18,978,325	10,686,124	19,804,663	19,788,269	20,448,282	3.34%
DEPT OF NEIGHBORHOOD SERVICES	3,817,379	3,873,149	2,650,436	4,184,175	3,961,629	4,080,639	2.49%
DEPT OF NEIGHBORHOOD SERVICES (Community Development)	194,609	199,660	97,743	241,383	241,080	212,863	-11.70%
HEALTH & HUMAN SERVICES	833,092	911,629	359,630	627,184	976,750	972,687	-0.42%
RECREATION & EDUCATION	1,072,458	1,139,612	624,232	1,293,364	1,293,176	1,400,244	8.28%
OTHER FINANCING USES	39,000	360,558	84,118	84,118	15,000	15,000	0.00%
TOTAL EXPENDITURES	28,598,279	29,444,353	17,013,405	30,726,157	30,788,291	31,709,460	2.99%

All Governmental Funds Combined	Estimated Fund Balance 1/1/24	2024 Total Revenue	2024 Total Expenditures	Other Financing Sources (Uses)	Estimated Fund Balance 12/31/23	Property Tax Contribution
General Fund	8,946,970	31,709,460	31,709,460	(629,273)	8,317,697	20,099,738
Special Revenue Funds	12,590,363	15,328,873	16,169,112	-	11,750,124	2,649,517
Enterprise Funds	29,533,552	7,589,461	7,589,461	-	29,533,552	-
Capital Project Funds	3,045,992	3,233,787	10,789,606	7,259,389	2,749,562	127,217
Debt Service Funds	699,121	8,579,051	9,086,781	50,000	241,391	5,902,610
TOTAL	54,815,998	66,440,632	75,344,420	6,680,116	52,592,326	28,779,082

Motion by Ald. Bailey, seconded by Ald. Saryan, to authorize the Finance Director to publish the 2024 budget.

The motion carried unanimously.

6. Approval of mileage reimbursements in the amount of \$591.87.

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve mileage reimbursements in the amount of \$591.87.

The motion carried unanimously.

7. Approval of schedules of disbursements in the amount of \$1,633,919.29.

AP DISBURSEMENT SCHEDULES:			
AP CHECKS	9/29/2023	\$	758,817.70
AP CHECK	10/6/2023	\$	720,874.51
P-CARDS - SEPTEMBER 2023		\$	154,227.08
		TOTAL \$	1,633,919.29

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve schedules of disbursements in the amount of \$1,633,919.29.

The motion carried unanimously.

8. Items for future agenda.

Update on Spring Mall property.

9. Adjournment.

Motion by Ald. Kastner, seconded by Ald. Bailey, to adjourn the meeting at 6:29 pm.

The motion carried unanimously.