

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD ON
WEDNESDAY, NOVEMBER 1, 2023

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

Present:

Ald. Kastner (excused)

Ald. Saryan

Ald. Bailey

Also present:

Michael Neitzke, Mayor

Paula Schafer, Finance Director (excused)

Tim Sowinski, Deputy Comptroller

Julie Foley, Human Resources Director

Thomas Konieczka, Fire Chief

2. Approval of the October 11, 2023 Finance & Human Resources minutes.

Motion by Ald. Bailey, seconded by Ald. Saryan, to approve the October 11, 2023 Finance & Human Resources minutes.

The motion carried unanimously.

3. Discussion and decision to approve the grant agreement between the State of Wisconsin Department of Health Services and the Greenfield Fire Department for the purpose of the Wisconsin Coverdell Stroke Program.

Mayor Neitzke noted it's a grant and he urges approval.

Motion by Ald. Saryan, seconded by Ald. Bailey, to approve the grant agreement between the State of Wisconsin Department of Health Services and the Greenfield Fire Department for the purpose of the Wisconsin Coverdell Stroke Program.

The motion carried unanimously.

4. Discussion and decision to approve a change to Amendment #4 of the Intergovernmental Agreement for Emergency Medical Services (EMS).

Chief Konieczka stated this is a change to licensure. This would allow a change with the paramedic licensure requirements to remove the need for national registry licensure. This change will help with hiring and recruiting.

Ald. Bailey asked how many of the City's firefighters are paramedics. Chief Konieczka said all but two are at this time. Mayor Neitzke noted that the City is having a very hard time recruiting firefighters.

Chief Konieczka said the City will most likely have to hire non-paramedic EMTS in the future and pay for them to go through training due to the competitive market for this position.

Motion by Ald. Saryan, seconded by Ald. Bailey, to approve a change to Amendment #4 of the Intergovernmental Agreement for Emergency Medical Services (EMS).

The motion carried unanimously.

5. Discussion and decision to approve Federal Grant from DOT, Community Orientated Policing Services for the Greenfield Police Department.

Mayor Neitzke has already signed the documents for items 5 and 6, due to deadlines and time limitations. This grant covers two years and enhances EAP services in regards to mental health with treatment and counseling for Police Officers.

Motion by Ald. Saryan, seconded by Ald. Bailey, to approve items 5 and 6, approving a Federal Grant from DOT, Community Orientated Policing Services for the Greenfield Police Department.

The motion carried unanimously.

6. Discussion and decision to approve agreement between the Greenfield Police Department and Lexipol for purposes of CordicoShield Law Enforcement Wellness App for 1/1/2024 through 12/31/2025.

Approved under Item #5.

Motion by Ald. Saryan, seconded by Ald. Bailey, to approve an agreement between the Greenfield Police Department and Lexipol for purposes of CordicoShield Law Enforcement Wellness App for 1/1/2024 through 12/31/2025.

The motion carried unanimously.

7. Discussion and decision to approve grant agreement modification between DHS and Greenfield Health Department pertaining to the Communicable Disease and Prevention Program.

Ms. Foley stated this is an amendment to the current agreement, updating the grant allotment. The amount is just over \$4,000 for the time frame of July 2023 through June 2024. This is a recurring grant.

Motion by Ald. Saryan, seconded by Ald. Bailey, to approve a grant agreement modification between DHS and Greenfield Health Department pertaining to the Communicable Disease and Prevention Program.

The motion carried unanimously.

8. Discussion and decision to approve agreement between DHS and Greenfield Health Department pertaining to a Public Health Infrastructure Grant.

Ms. Foley stated this grant is in the amount of \$142,000. It is retroactive back to December 2022 through November 2027. The purpose of this grant is very specific for the recruitment, retention, and training for

the Health Department. The infrastructure dollars will be put to good use for current open nursing positions and the eventual training with West Allis Health Department.

Motion by Ald. Saryan, seconded by Ald. Bailey, to approve an agreement between DHS and Greenfield Health Department pertaining to a Public Health Infrastructure Grant.

The motion carried unanimously.

9. Discussion and decision to approve license agreement between the QPR Institute and City of Greenfield Health Department.

Ms. Foley said this allows one of our Health Department staff members to be trained for QPR (question, persuade, and refer), which is a suicide prevention program. Historically, the Health Department had two staff members that were trained and rolled it out to the department and within the community. This license agreement exists because of the requirements of the program to be approved as a trainer.

There is grant money available to pay the approximate \$500 fee for this training.

Motion by Ald. Saryan, seconded by Ald. Bailey, to approve a license agreement between the QPR Institute and City of Greenfield Health Department.

The motion carried unanimously.

10. Discussion and decision to approve agreement between the City of Greenfield Health Department and Hayat Pharmacy 6, LLC, pertaining to the location of a harm reduction vending machine.

Ms. Foley explained that the City's first inside Narcan vending machine was placed on a temporary basis in the Police Department. Hayat Pharmacy on S. 27th Street has agreed to partner with our Health Department, with Hayat Pharmacy providing space for this vending machine at no cost to the City. The Health Department will be responsible for restocking the machine and provide any maintenance.

This is a one-year agreement that will automatically renew, with a 60-day notice to cancel, if necessary.

Ms. Foley noted that the current vending machine is specifically for indoor use. A second outdoor machine is located at the Fire Department on S. 92nd Street.

Motion by Ald. Saryan, seconded by Ald. Bailey, to approve an agreement between the City of Greenfield Health Department and Hayat Pharmacy 6, LLC, pertaining to the location of a harm reduction vending machine.

The motion carried unanimously.

11. Discussion and decision to update the City's Investment Policy.

Mr. Sowinski stated it's been a number of years since the Investment Policy has been reviewed. It was recommended by the City's investment advisors to get it updated. The policy follows State Statutes so there haven't been many changes, other than adding our Deputy Comptroller to the policy and changing our Deputy Treasurer's title, as well as updating the list of authorized banks.

Motion by Ald. Saryan, seconded by Ald. Bailey, to approve an update to the City's Investment Policy.

The motion carried unanimously.

12. Discussion and decision to approve audit service fees, either a 3 year or 5-year commitment, with Baker Tilly US, LLP for the basic financial statements of the City of Greenfield.

Mr. Sowinski stated the last audit presented in June for the 2022 audit was the final audit year covered under our current agreement. Baker Tilly has provided both 3 or 5 year options; our Finance Department is not recommending any change in auditors at this time.

Ald. Saryan asked which is the better deal. Mr. Sowinski stated typically the 5-year option is the better deal, locking in better prices unless there are newer GASB standards, and then there would be an additional fee, which is out of the City's control and Baker Tilly's control.

Motion by Ald. Saryan, seconded by Ald. Bailey, to approve audit service fees, for a 5-year commitment, with Baker Tilly US, LLP for the basic financial statements of the City of Greenfield.

The motion carried unanimously.

13. Approval of schedules of disbursements in the amount of \$2,086,894.76 and \$1,800,389.29.

AP DISBURSEMENT SCHEDULES:

AP CHECKS	10/13/2023	\$	270,390.64
AP CHECK	10/20/2023	\$	1,236,806.37
WIRE TRANSFERS - SEPT 2023		\$	579,697.75
		TOTAL \$	2,086,894.76

AP DISBURSEMENT SCHEDULES:

AP CHECKS	10/27/2023	\$	1,043,802.41
WIRE TRANSFERS - OCT 2023		\$	756,586.88
		TOTAL \$	1,800,389.29

Motion by Ald. Bailey, seconded by Ald. Saryan, to approve of schedules of disbursements in the amount of \$2,086,894.76 and \$1,800,389.29.

The motion carried unanimously.

14. Approval of mileage reimbursements in the amount of \$887.40.

Motion by Ald. Bailey, seconded by Ald. Saryan, to approve mileage reimbursements in the amount of \$887.40.

The motion carried unanimously.

15. Approve investments and reinvestments for September 2023.

SEPTEMBER 2023 INVESTMENTS						
Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned	ID #
Money Mkt/Tri-City Bank	\$735,955.49	12/31/2001	variable		\$30.25	21901270
Ehlers Investment Partners X-2055705 GRD GEN INV	\$6,592,893.18	12/9/2014	variable			
Ehlers Investment Partners X- GRD 2021A INV	\$145,442.11					
Ehlers Investment Partners X- GRD 2021B	\$515,200.74	7/1/2021	variable			
Ehlers Investment Partnes X - ARPA	\$2,962,507.67					
Ehlers Investment Partnes X - 2022A X-3025	\$1,484,144.47					
Associated Bank Investments	\$6,342,126.38	3/15/2022	variable			
Totals	\$18,778,270.04				\$30.25	

LOCAL GOVERNMENT INVESTMENT POOL

September 2023 Statement

August Ending Balance	\$	33,465,593.81
1 Deposit (s) in September		9,906.82
4 Withdrawal(s) in September		3,750,000.00
September Interest Earnings @ 5.35%		143,622.46
TOTAL	\$	29,869,123.09

Motion by Ald. Bailey, seconded by Ald. Saryan, to approve investments and reinvestments for September 2023.

The motion carried unanimously.

16. Accept September 2023 financial statements.

10/20/2023 02:08 PM User: Paula_S DB: Greenfield		BUDGET REPORT FOR GREENFIELD Fund: 010 GENERAL Calculations as of 09/30/2023		Page: 1/1	
ACCOUNT CLASSIFICA AND FUNCTION	DESCRIPTION	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 ACTIVITY THRU 09/30/23	BALANCE REMAINING
ESTIMATED REVENUES					
TAXES	TAXES	19,668,963	20,139,625	20,074,891	64,734.00
INTGOV	INTERGOVERNMENTAL	4,201,440	4,180,894	2,897,503	1,283,391.00
L&P	LICENSES AND PERMITS	1,298,719	1,219,300	899,692	319,608.00
FINES	FINES-FORFEITS-PENALTIES	690,209	803,000	597,057	205,943.00
CHRG	PUBLIC CHARGE FOR SERVICE	2,120,576	1,960,500	1,667,848	292,652.00
INT CHRG	INTERGOVERNMENTAL CHARGES	1,365,014	1,353,727	773,745	579,982.00
MISC REV	MISCELLANEOUS REVENUE	370,911	382,969	428,272	(45,303.00)
OTH FIN	OTHER FINANCING SOURCES	73,705	748,276		748,276.00
TOTAL ESTIMATED REVENUES		29,789,537	30,788,291	27,339,008	3,449,283.00
APPROPRIATIONS					
GENERAL	GENERAL GOVERNMENT	3,831,659	4,051,447	3,096,134	955,313.00
PS	PUBLIC SAFETY	19,126,618	20,227,742	14,296,011	5,931,731.00
PW	PUBLIC WORKS	3,874,226	3,981,096	3,423,703	557,393.00
HHS	HEALTH AND HUMAN SERVICES	911,629	976,750	438,329	538,421.00
CRE	CULTURE, REC AND EDUCATION	1,139,612	1,293,176	878,347	414,829.00
PD	PLANNING AND DEVELOPMENT	200,050	243,080	135,440	107,640.00
OTHER	OTHER FINANCING SOURCES(USES)	360,558	15,000	84,118	(69,118.00)
TOTAL APPROPRIATIONS		29,444,352	30,788,291	22,352,082	8,436,209.00
NET OF REVENUES/APPROPRIATIONS - FUND 010		345,185		4,986,926	4,986,926.00
BEGINNING FUND BALANCE		9,115,224	9,460,411	9,460,411	
ENDING FUND BALANCE		9,460,409	9,460,411	14,447,337	

Motion by Ald. Bailey, seconded by Ald. Saryan, to accept September 2023 financial statements.

The motion carried unanimously.

17. Items for future agenda.

Public hearing on the budget is November 21, 2023.

Recurring agenda item for updates on Spring Mall.

18. Adjourn

Motion by Ald. Bailey, seconded by Ald. Saryan, to adjourn the meeting at 6:58 pm.

The motion carried unanimously.