MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, MAY 28, 2014

1. The meeting was called to order by Ald. Saryan at 7:00 P.M.

| | | |
|---|---|---|
| Roll Call: | Ald. Saryan | Present |
| | Ald. Kastner | Present |
| | Ald. Bailey | Present |

Also Present: Paula Schafer, Finance Director
Ben Granberg, Director of Human Resources
Mayor Neitzke
Jennifer Goergen, City Clerk
Ken Herdeman, Ehlers Investment Partners
Wendi Unger, Baker Tilly Virchow Krause
Patrick Kirsenlohr, Baker Tilly Virchow Krause

2. Approval of the May 14, 2014 Finance and Human Resources Committee minutes

Approve 5/14/14 minutes

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the May 14, 2014 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision regarding approval and acceptance of the City of Greenfield 2013 Financial Statements and Independent Auditor's Report and Baker Tilly Virchow Krause, LLP management letter (P. Schafer)

Ms. Unger went through documents that were given to Committee members. A summary sheet was reviewed that described the audit process. Two new GASB standards were implemented during 2013, #61 and #65. Both had little impact on the financial statement. An issue with approving some journal entries was found, and management rectified that quickly. Also mentioned was a segregation of duties within the payroll area pertaining to the transfer of direct deposits. An Investment Policy violation was detected for one bank. The policy requires that all bank activity be either covered by state coverage (which is $400,000 per bank) or FDIC coverage.

GASB 67 will be effective for the year ending 2014. WRS is now required to have an actuarial study, and the City's portion of their liability for future retirements will be calculated. The City will be required to include that in their books and records.

The City's revenues and expenditures showed favorable results compared with the budget. Refuse and recycling operations broke even during the year. The City's long-term debt increased by $2.1 million. $6.8 million is available for working capital.

It was moved by Ald. Saryan, seconded by Ald. Bailey, to approve and accept the City of Greenfield 2013 Financial Statements and Independent Auditor's Report and Baker Tilly Virchow Krause, LLP management letter. The motion carried unanimously.

Approve 2013 Financial Statements and management letter
**COUNCIL**

4. Discussion and decision regarding renewing maintenance agreement with Pitney Bowes for the mailing machine/postage meter July 1, 2014 through June 30, 2015 (J. Goergen)

Ms. Goergen said this is the annual maintenance agreement for the postage machine. This agreement reflects an approximate 25% price increase, which she said was typical.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve renewing a maintenance agreement with Pitney Bowes for the mailing machine/postage meter July 1, 2014 through June 30, 2015. The motion carried unanimously.

Approve postage machine maintenance agreement
**COUNCIL**

5. Discussion and decision to update the City's Investment Policy (P. Schafer)

Ms. Schafer said the last time this policy was updated was in 2009. The City is looking at using investment advisors to manage some of its funds, and the current policy does not address this. She distributed the list of attachments, as described on the last page of the policy. Ehlers Investment Partners worked with the City to update this Policy.

Mayor Neitzke said the revised Investment Policy is being reviewed by the City Attorney. Ms. Schafer said the previous policy was written as a resolution, and this update is not in resolution format.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the updated City's Investment Policy, as presented, and ask the Finance Director to put it into a resolution format to be placed on the June 17, 2014 Common Council agenda, including the appropriate attachments.

Approve updated Investment Policy resolution
**COUNCIL**

Under discussion, Mr. Ken Herdeman, Ehlers Investment Partners, said he worked with Ms. Schafer to help draft the updated Investment Policy.

The motion carried unanimously.

6. Discussion and decision to approve a resolution amending the 2014 Non-Represented salary resolution (B. Granberg)

Mr. Granberg explained that the 2014 Non-Represented salary resolution needs to be amended to include the various changes previously approved by the Common Council (Public Health Specialist/exempt position instead of an hourly position; adding new position of Office Supervisor/ Administrative Communications Coordinator/PD/IT; adding a 1-year hourly rate to the Laborer position, and adding the new position of Part-Time Information Technology Specialist).

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a resolution amending the 2014 Non-Represented employees salary resolution. The motion carried unanimously.

Approve a resolution amending the 2014 Non-Rep. salary res.
**COUNCIL**

7. Discussion and decision to approve an ordinance amending the Employee Classifications ordinance (B. Granberg)

Mr. Granberg said this ordinance has not been revised since 2008. Changes to this ordinance include updating the residency requirement, and updating the wage schedule for non-clerical, Park and Recreation employees with input from the Parks and Recreation Director.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve an ordinance amending the Employee Classifications ordinance. The motion carried unanimously.

Approve an ordinance amending the Emp. Classifications ord.
**COUNCIL**

8. Approval of schedules of disbursements in the amount of $677,016.08

Approve disbursements
**COUNCIL**

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the following schedules of disbursements:

| AUTHORIZED | 5/9/14 | AUTHORIZED | 5/16/14 |
|---|---|---|---|
| Total | $251,147.30 | Total | $240,543.34 |

| P-CARDS MARCH 2014 STATEMENT 3/9/14 | |
|---|---|
| Total | $185,325.44 |

The motion carried unanimously.

9. Approval of mileage reimbursements in the amount of $1,050.82.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve mileage reimbursements in the amount of $1,050.82. The motion carried unanimously.

Approve mileage
**COUNCIL**

10. Approval of investments and reinvestments

Investments & reinvestments
**COUNCIL**

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve investments and reinvestments as follows:

LOCAL GOVERNMENT INVESTMENT POOL
April 2014 Statement

| | |
|---|---|
| March Ending Balance | $11,243,006.48 |
| 1 Deposit in April | 413,453.69 |
| 1 Withdrawal in April | (1,000,000.00) |
| April Interest Earnings @ 0.09% | 850.97 |
| TOTAL | $10,657,311.14 |

| Institution | Princ Amt Invested | Investment Date | Maturity Date | Yield |
|---|---|---|---|---|
| Park Bank/CD | $500,000.00 | 6/4/2013 | 9/4/2014 | 0.35% |
| Bank Mutual/MMkt | $510,731.41 | 10/5/2011 | variable | |
| Pyramax Bank/CD | $500,000.00 | 9/24/2013 | 3/24/2015 | 1.00% |
| Community Bank & Trust/CD | $500,000.00 | 1/2/2013 | 6/2/2014 | 0.70% |
| Tri City Bank/CD | $500,000.00 | 11/14/2012 | 5/14/2014 | 0.55% |
| Tri City Bank/CD | $250,000.00 | 2/14/2014 | 8/14/2015 | 0.25% |
| Tri City Bank/CD | $500,000.00 | 10/31/2013 | 4/30/2015 | 0.25% |
| WaterStone Bank | $500,000.00 | 5/15/2013 | 4/15/2014 | 0.45% |
| Westbury Bank /CD | $504,135.56 | 6/7/2013 | 12/7/2014 | 0.30% |
| Great Midwest Bank/CD | $500,000.00 | 12/4/2013 | 3/4/2015 | 0.55% |
| Anchor Bank/CD | $500,000.00 | 4/15/2013 | 4/15/2014 | 0.25% |
| The Equitable Bank | $500,000.00 | 8/14/2012 | 8/17/2014 | 0.80% |
| Money Mkt/Tri-City Bank | $5,196,948.18 | 12/31/2001 | variable | |
| Money Mkt/BMO Harris Bank | $503,248.40 | 6/28/2011 | variable | |
| Totals | $11,465,063.55 | | | |

Mayor Neitzke said in the future this will be more of an informational item. Mr. Herdeman said if the City is working with Ehlers, the City will receive two reports. One will be a custodial report that lists investments. The other will be a portfolio accounting report, which can be customized. That will include the same items as the custodial report, but other information such as a maturity list, cash flow list, interest accruals, performance report, etc. Ald. Kastner asked if the City could do better with its numbers in hiring Ehlers as its investment advisor, and Mr. Herdeman said yes. Ehlers maps out a cash flow forecast in order to earn a higher rate of return.

The motion carried unanimously.

11. Accept financial statement

It was moved by Ald. Kastner, seconded by Ald. Bailey, to accept the April, 2014 financial statement. The motion carried unanimously.

Accept April 2014 financial statement
**COUNCIL**

12. Other topics for future agendas

Mayor Neitzke said a relatively large expenditure is coming with regard to trucks at DPW. DPW is still getting pricing and bids. They would like to purchase more trucks than what is currently budgeted for this year to replace the old green trucks, which have significant rust and corrosion issues.

13. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the meeting at 7:48 P.M. The motion carried unanimously.

Adjourn

Respectfully submitted,
Joanne Waite, Human Resources Assistant

Distributed: 5/30/14