

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, OCTOBER 29, 2014

1. The meeting was called to order by Ald. Saryan at 6:32 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
Ald. Lubotsky, 1st District (arrived at 6:33 P.M.; left a 7:20 P.M.)
Jon Cohn, Fire Chief
Paul Schlecht, Asst. Police Chief
Dave Patrick, Police Captain

Excused: Ald. Akers, 4th District

2. Approval of the October 15, 2014 Finance and Human Resources Committee minutes Approve 10/15/14 minutes

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the October 15, 2014 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision to amend a resolution regarding the benefit package of the Municipal Judge of the City of Greenfield commencing January 1, 2015 (B. Granberg) NEXT AGENDA
4. Discussion and decision to approve amending Ordinance No. 2516 regarding health insurance benefits for Alderpersons (B. Granberg) NEXT AGENDA
5. Discussion and decision to repeal Ordinance No. 2766 and create an ordinance regarding the expense allowances of the Alderpersons (B. Granberg) NEXT AGENDA

Mr. Granberg asked that the above three items be placed on the next agenda. They were sent to the City Attorney for his review.

6. Discussion and decision to approve a job description for the position of Emergency Management Coordinator in the Police Department (B. Granberg)

Assistant Police Chief Schlecht said the Police Department has identified a need to update the City's Emergency Operations Plan. This is a very large project, which includes training. He estimates it will take about two years to get the Emergency Operations Plan up and running. The Emergency Management Coordinator will hold the rank of Captain in the Police Department or Battalion Chief in the Fire Department. He explained the essential duties of the job, which is to direct emergency management functions for the City.

If there is an emergency situation or catastrophe in the City, the City will be ready and able to meet that task.

Fire Chief Cohn spoke and said he currently serves as Emergency Management Director. Emergency management is becoming increasingly important and ties multiple departments together. The Coordinator would be the person who oversees training, policy and implementation. Although the position would report to the Assistant Police Chief, they would work directly with the emergency management team. The threats are no different for Greenfield than they would be for a larger city, and he spoke about Greenfield being a 'soft' target. The public expects the City to be ready to handle an emergency. The City has to do planning, preparation and training, and not just have a position in theory. He supports the creation of this position.

Ald. Kastner asked Chief Cohn if he agreed that the Coordinator should report to the Assistant Police Chief, as opposed to reporting to the Assistant Chiefs in both the Fire and Police Departments. He replied that he understands the direct 'report to' would be in the Police Department structure, but there would be a lot of cross-collaboration among all departments. Assistant Chief Schlecht said the Coordinator is ultimately responsible to the Director of Emergency Management.

Mayor Neitzke said this position creates a solid action plan where everyone is trained and knows exactly what to do in an emergency situation such as a tornado or an infectious disease. Assistant Chief Schlecht gave an example of a tanker spill on the freeway with noxious gas and fumes. Chief Cohn mentioned an anthrax, biological or chemical incident. Assistant Chief Schlecht said an Emergency Operations Plan in place for all departments to work together is needed. The plan would be practiced with tabletop exercises. Such a plan takes time and effort. A full-time position is needed to get this up and running.

Mayor Neitzke agreed with the need for the full-time position to focus on this project. Recently, the county, state and federal governments are providing numerous, conflicting types of guidance on what to do in certain types of situations. Someone needs to manage that and not add the duty onto someone's existing position.

Ald. Saryan thought for years the City lacked in emergency coordination and preparation. Would this person also coordinate schools and the School Districts? Assistant Chief Schlecht said that would be up to the School Boards, but that Greenfield's Coordinator would be happy to assist. A school may be needed to house people during an emergency. Mayor Neitzke said while there may be plans in place now, a situation might not be taken care of as quickly and efficiently as it could be. He thinks the position is critically important to the City.

Ald. Lubotsky asked if this position could start as a part-time position, with no benefits. Perhaps the City could work with Milwaukee County, or other entities such as FEMA. Do other municipalities in the area have a similar position? Milwaukee has one, but that City has a population of 700,000. She is not saying this isn't a good idea, but how sustainable is creating a position with a salary and benefits totaling approximately \$150,000. Two years ago the City had furlough days and no raises. Greenfield also has a Health Director who handles emergencies. What are our other neighbors doing to get by in emergencies? This is a lot of

money, and there are other resources we can use. How many more people do we need at the top? We need more people on the streets in squads.

Mayor Neitzke said there are 3 new Police Officers added to the 2015 budget. One of them is this person, and 2 more on the street, which brings the Police Department back to the staffing levels of 2005. That would include the Command Staff level at 2005. No one is being taken off the street, as 2 more Police Officers are being added. This person would continue to be a Police Officer. Ald. Lubotsky then asked if the Emergency Management Coordinator would be going in a squad. Assistant Chief Schlecht said no, he would not be on patrol. If the Coordinator was working and something big came down, he would respond.

Mayor Neitzke said Mr. Granberg did a survey on the salaries and who is technically the Emergency Management Director in neighboring communities. Each community has the position, and it is usually just attached to a Fire Chief, Police Chief, or Health Director. That doesn't mean that they are doing the kinds of things we are talking about, which is much more intense. Ald. Lubotsky clarified she is referring to other communities that don't have Emergency Management Coordinators.

Mayor Neitzke said he could have asked for another Police Captain in the budget, and that Captain could have been made the Emergency Management Coordinator. Instead, he asked for more Command Staff because there are items that need to be done city-wide that are critical. After a discussion, Ald. Lubotsky asked to start this position part-time, non-benefited, to save money and see how that goes.

Ald. Bailey asked if the Coordinator position is approved, will this person do duties that will free up the other Police Captains? Assistant Chief Schlecht said the Coordinator's main focus will be to get the emergency management plan up and running. In the beginning, that will take most of the time. Later, the position will become sort of an Administrative Captain position, which will allow him to take over some of the Administrative duties that the shift Captains are handling now. Ald. Bailey asked if the Coordinator will be in charge of all training for the Police Department, or just emergency management training. AC Schlecht said for now it is just emergency management training, but as things evolve, duties can be rearranged to relieve the other Captains.

Ald. Bailey asked if the Coordinator will have enough to do. Assistant Chief Schlecht said yes. He cited training and getting and merging plans from Police, Fire, DPW, and the Health Departments. Chief Cohn said the Fire Department received a grant to do a mock exercise of a straight-line wind event for Jansen Fest. That would be a perfect opportunity for the Coordinator to come in.

Ald. Lubotsky asked if any grant money is available for this position. Chief Cohn said most grant money goes to the region. He thought that Milwaukee's position might be funded through grant money. Both Chief Cohn and Assistant Chief Schlecht spoke about staffing comparables with other communities. Mayor Neitzke said unless we dedicate resources to this important function, it isn't going to happen as quickly as we would like, because we are very busy.

Assistant Chief Schlecht said the Police Department's Command Staff has intimate knowledge of the police, fire and DPW in order for this position to work. If a part-time person were hired, it would take that person at least a year before they could even start putting a plan together, as they wouldn't be acquainted with the daily operations of any of the departments. Training, teaching, and organization skills are necessary.

Ald. Bailey said he can justify this position, as he thinks both the Fire and Police Departments are understaffed.

Mayor Neitzke spoke about the furlough days and pay freezes done in the past. He said they were done with an eye towards the future. Now we can return to 2005 staffing levels, which is still below 2000 staffing levels.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve a job description for the position of Emergency Management Coordinator in the Police Department. The motion carried unanimously.

Approve Emergency
Mgt. Coordinator
job description
COUNCIL

7. Discussion and decision to approve an agreement with Key Benefits Concepts for an updated OPEB (Other Post-Employment Benefits) Valuation as of January 1, 2015 (P. Schafer)

Ms. Schafer said GASB Statement #45 established that the City needs to report our expenses for post-employment benefits in our financial statements. It is required that every 2 years we have a valuation done. That is due in 2015. Since 2007, Key Benefits has done our study. They will charge us \$6,850, which is the same as the 2011 and 2013 rate.

Mayor Neitzke said there aren't many companies that do this valuation, so those companies are in high demand. He recommends approving this agreement, so the City can schedule the valuation.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve an agreement with Key Benefits Concepts or an updated OPEB (Other Post-Employment Benefits) Valuation as of January 1, 2015. The motion carried unanimously.

Approve OPEB
Valuation
COUNCIL

8. Discussion and decision regarding proposed 2015 budget (Mayor Neitzke)

Mayor Neitzke said change sheets were distributed by Ms. Schafer, with no substantive change. There will be a change to the published budget at the November 18th public hearing. The ERP may be adjusted, and the levy limit is \$2,700 higher than what we can be. The Consumer Price Index from the League of WI Municipalities is 1.6. She will wait for the state's CPI number. None of these changes have a material impact on the budget.

When the city goes to bid early for road projects in big blocks, contractors give more competitive pricing. That means the City would bond earlier, also.

Mayor Neitzke said if there are any concerns about road projects or sewers to contact him as soon as possible.

Mayor Neitzke noted that Ald. Lubotsky asked to be excused from the last Finance and Human Resources Committee meeting.

9. Approval of schedules of disbursements in the amount of \$1,916,855.21

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

Approve
disbursements
COUNCIL

<u>AUTHORIZED</u>	<u>10/3/14</u>	<u>AUTHORIZED</u>	<u>10/10/14</u>
Total	\$1,088,799.70	Total	\$92,979.07

<u>AUTHORIZED</u>	<u>10/17/14</u>
Total	\$649,245.91

<u>P-CAARDS SEPTEMBER 2014 STATEMENT</u>	
Total	\$85,830.53

The motion carried unanimously.

10. Approval of mileage reimbursements in the amount of \$2,856.54

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve mileage reimbursements in the amount of \$2,856.54. The motion carried unanimously.

Approve mileage
COUNCIL

11. Approval of investments and reinvestments

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

Investments
& reinvestments
COUNCIL

LOCAL GOVERNMENT INVESTMENT POOL

September 2014 Statement

August Ending Balance	\$12,739,202.47
0 Deposits in September	--
1 Withdrawal in September	(2,500,000.00)
September Interest Earnings @ 0.08%	813.07
TOTAL	\$10,240,015.54

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	\$511,495.91	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	6/2/2014	11/2/2015	0.48%
Tri City Bank/CD	\$500,000.00	5/14/2014	11/14/2015	0.25%
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	4/16/2014	5/15/2016	1.00%
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	4/15/2014	4/15/2015	0.25%
The Equitable Bank	\$500,000.00	8/14/2014	3/14/2015	0.75%
Money Mkt/Tri-City Bank	\$4,199,879.66	12/31/2001	variable	
Money Mkt/BMO Harris Bank	\$503,564.90	6/28/2011	variable	

Totals	\$10,469,076.03			
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The motion carried unanimously.

12. Accept financial statement

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

Accept Sept. 2014
financial statement
COUNCIL

13. Other topics for future agendas

Mayor Neitzke said the Kulwicki Park lease is expected to be on the County Board's agenda in November or December. If it is adopted by the County Board and the Common Council, there would be a transition period to share responsibility.

With regard to the investment services, both contracts with Ehlers and Associated Bank have been signed. Today, the gradual transition of the City investing those dollars to our two outside advisors was discussed. It was agreed that will be 50/50.

The I-Series will be completely gone by April 2015. There will be a data migration from the I-Series to the new financial system.

14. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the meeting at 7:35 P.M. The motion carried unanimously.

Adjourn

Respectfully submitted,
Joanne Waite, Human Resources Assistant

Distributed: 11/3/14