

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, FEBRUARY 12, 2014

1. The meeting was called to order by Ald. Saryan at 6:30 P.M.

Roll Call:	Ald. Saryan	Present
	Ald. Kastner	Present
	Ald. Pietrowski	Present

Also Present: Paula Schafer, Finance Director
Ben Granberg, Director of Human Resources
Mayor Neitzke
Darren Rausch, Health Director
Rick Sokol, Director of Neighborhood Services
Scott Jaquish, Director of Parks and Recreation
Jon Cohn, Fire Chief

2. Approval of the December 11, 2013 Finance and Human Resources Committee minutes

Approve 12/11/13 minutes

It was moved by Ald. Pietrowski, seconded by Ald. Kastner, to approve the December 11, 2013 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision to approve a contract amendment between the State of Wisconsin Department of Health Services and the Greenfield Health Department related to Public Health Preparedness grant funding (D. Rausch)

Mr. Rausch said the state is issuing contract amendments instead of new contracts. This contract amendment provides \$2,560 for travel and training purposes.

Discussion took place on when to bring contract amendments forward to Committee and Council. Mayor Neitzke said addendums that have a substantive impact on the finances of the City are brought forward. Otherwise, he routinely signs them.

It was moved by Ald. Kastner, seconded by Ald. Pietrowski, to approve a contract amendment between the State of Wisconsin Department of Health Services and the Greenfield Health Department related to Public Health Preparedness grant funding. The motion carried unanimously.

Approve contract amendment for preparedness grant funding
COUNCIL

4. Discussion and decision to approve a contract amendment between the State of Wisconsin Department of Health Services and the Greenfield Health Department related to Public Health Infrastructure and Quality Improvement grant (D. Rausch)

Mr. Rausch said this is an addendum to the Consolidated Contract grant approved in December 2013. This amendment provides funds for the continued development of the department Quality Improvement Plan, and provides funds to host quality improvement training for staff. Quality improvement means streamlining processes that maximize budget and resources.

It was moved by Ald. Pietrowski, seconded by Ald. Kastner, approve a contract amendment between the State of Wisconsin Department of Health Services and the Greenfield Health Department related to Public Health Infrastructure and Quality Improvement grant. The motion carried unanimously.

Approve contract amendment re Quality Improvement grant
COUNCIL

- 4a. Discussion and decision to approve a contract agreement between MerchantSource and the Greenfield Health Department related to the Farmers Market transaction terminal and provider service to accept EBT/SNAP benefits (D. Rausch)

Mr. Rausch said vendors were solicited for pricing and contract comparison for providing EBT/SNAP devices and transaction fees at the Farmers Market. EBT is electronic bank transfer and SNAP is Supplemental Nutrition Assistance Program (food stamps). The device would allow staff to swipe food stamp cards and provide tokens for use at the market for people who are using food stamp benefits to purchase healthy fruits and vegetables.

Based on device cost, monthly fees and structure of fees per transaction, MerchantSource was selected. They will provide two onsite devices for EBT transactions operating wirelessly.

Mr. Rausch said this device has been used successfully at other markets. Total revenue transacted at our market could increase 20-30% by instituting debit and credit and food stamps. Many markets are going in this direction.

Ald. Kastner asked about lost tokens. Mr. Rausch said tokens would be legal tender at the market. Tokens would need to be under lock and key. They would be treated like a cash box. Each box would need to be balanced in and balanced out. Vendors need to cash in or cash out at the end of every day, or once a month if they were a smaller vendor. A procedure has been worked out with Pyramax Bank, which is one of the market's lead sponsors this year. They are willing to set up some bank accounts that can allow the City to pay the vendors back their amount of tokens in an electronic fund transfer.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve a contract agreement between MerchantSource and the Greenfield Health Department related to the Farmers Market transaction terminal and provider service to accept EBT/SNAP benefits. The motion carried unanimously.

Approve agreement with MerchantSource
COUNCIL

5. Discussion and decision to approve fund transfers among projects within the Engineering Division's capital improvement account group (R. Sokol)

Mr. Sokol said several times a year, the status of the capital improvement accounts are reviewed and adjustments are asked to be approved. This time, there are significant adjustments necessary to cover costs and balance accounts. This is necessary to adjust for bid prices that are different than preliminary budget estimates, changes in the work encountered during construction, and new priorities raised by city officials.

He mentioned bad soil and adding city street lights. In some cases, the City has been asked at the very end of a project to add street lights that were not budgeted. The street light system is designed by the Engineering Division and installed by Public Works to try and control the quality of the work and provide standardization of materials. There has been a problem with coordinating and managing costs, which has now been rectified. Some of those coordination issues are reflected in adjustments.

Ald. Pietrowski asked why two groups of fund transfers are shown. Mr. Sokol replied one is the total transfers to GENRES (general reserves account) and the other is the total transfers from GENRES. That way it is easier to track.

It was moved by Ald. Kastner, seconded by Ald. Pietrowski, to approve fund transfers among projects within the Engineering Division's capital improvement account group and close accounts, as presented. The motion carried unanimously.

Approve capital improvement fund transfers
COUNCIL

6. Discussion and decision regarding approval of 2014 Wisconsin Parks and Recreation Association Theme Park Ticket Agreement (S. Jaquish)

Mr. Jaquish said the Parks and Recreation Department has participated in this statewide program since 1990. They retain 75 cents per ticket sold. Those proceeds are put into the sponsorship fund, which helps fund recreation programs for youth/families in Greenfield that apply and meet the qualifications.

It was moved by Ald. Kastner, seconded by Ald. Pietrowski, to approve the 2014 Wisconsin Parks and Recreation Association Theme Park Ticket Agreement. The motion carried unanimously.

Approve 2014 Theme Park Ticket contract
COUNCIL

- 6a. Discussion and decision to update Advanced Life Support fee structure for 2014 (Chief Cohn)

Chief Cohn said he needs to correct the agenda item and what he distributed to committee members. It says advanced life support, but we need to stop differentiating advanced life support from basic life support. The lines have been blurred with increasing the number of paramedics. Some of the services delivered are given by EMT's at the basic level. Just this week, Greenfield's Fire Department became the first department that is going to administer naran for narcotic overdoses. That has typically been done strictly by paramedics. Greenfield is in a state pilot program that the

first people on the scene can give narcan to try and reverse the effects of a narcotic overdose.

Many of the items used strictly on the ALS side are now being used on both the basic and the advanced side. Last year, there was a different charge for basic life support vs advanced life support oxygen and mileage. Chief Cohn wants to update the 'emergency medical services charges' for 2014. Milwaukee County Fire Chiefs have looked at the adjusted rate of core services for medical for 2013. That rate has been increased by the CPI index, which is recommended by the billing service. Unfortunately, the City is collecting a stagnant amount of money that is determined by Medicare and Medicaid. They don't cover anything besides the base charge and mileage. The majority of patients transported and billed are on Medicare or Medicaid. The rate increase affects some private insurance and self-pays. Although the City is no longer bound by the Milwaukee County EMS contract with paramedic services and can set our own rates, he believes it is a good thing to have uniform rates.

Chief Cohn asked the committee to approve the Emergency Medical Services (EMS) rates for 2014, which will go into effect the day after Common Council approval.

Mayor Neitzke said at the recent Intergovernmental Cooperation Council meeting, it was agreed by everyone that has ALS or paramedic units that they will adopt the same agreement.

It was moved by Ald. Pietrowski, seconded by Ald. Kastner, to approve updating the Emergency Medical Services fee structure for 2014. The motion carried unanimously.

Approve updating
EMS fee structure
for 2014
COUNCIL

7. Discussion and decision to approve an add-on quote for additional training hours for the OneSolution Project (P. Schafer/T. Lemmers)

Ms. Schafer said the City is working on implementing a new financial software package. More training is necessary for the Finance Department and the IT staff. She seeks approval of an additional 80 hours of time at a rate of \$160 per hour for a total of \$12,800. Ald. Pietrowski asked how this will be funded. Ms. Schafer said this project was an unbudgeted project, so unbudgeted capital will be spent. Mayor Neitzke said the capital equipment schedules will have to be adjusted to reflect this.

A live date for the OneSolution project is anticipated for May. Parallels will be started in late March and April. Mayor Neitzke said this is an intense project. Training is provided by SunGard.

It was moved by Ald. Kastner, seconded by Ald. Pietrowski, to approve an add-on quote for additional training hours for the OneSolution Project. The motion carried unanimously.

Approve Add-On
Quote for the
OneSolution project
COUNCIL

8. Discussion and decision regarding revising the Long-Term Debt Policy
(P. Schafer)

Ms. Schafer was asked to update this policy. She worked with Ehlers, and they provided a draft of a new Long-Term Debt Policy incorporating policies and practices of the City and using best practices from other communities. Mayor Neitzke thinks this is a reasonable policy. He thanked Ald. Pietrowski for reminding the Committee to review this policy.

It was moved by Ald. Kastner, seconded by Ald. Pietrowski, to approve revising the Long-Term Debt Policy. The motion carried unanimously.

Approve revised
Long-Term
Debt Policy
COUNCIL

9. Approval of schedules of disbursements in the amount of \$1,487,041.87

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

Approve
disbursements
COUNCIL

AUTHORIZED (2013 EXPENSE) 1/28/14
Total \$186,600.10

AUTHORIZED (2014 EXPENSE) 1/28/14
Total \$490,973.91

AUTHORIZED (2013 EXPENSE) 1/30/14
Total \$637,996.26

AUTHORIZED (2013 EXPENSE) 1/31/14
\$ 98,947.19

AUTHORIZED (2014 EXPENSE) 1/31/14
Total \$41,556.22

TAX REFUNDS 1/27/14
Total \$9,786.50

TAX REFUNDS 2/3/14
Total \$16,015.46

TAX REFUNDS 2/4/14
Total \$5,166.23

Under discussion, Ald. Pietrowski asked about some petty cash withdrawals by two departments with receipts only. Ms. Schafer said at year end she asks departments to close out their petty cash so the city can post expenses in the proper year. The Finance Department receives the proper documentation.

The motion carried unanimously.

10. Approval of mileage reimbursements in the amount of \$606.87

It was moved by Ald. Pietrowski, seconded by Ald. Kastner, to approve mileage reimbursements in the amount of \$606.87. The motion carried unanimously.

Approve mileage
COUNCIL

11. Other topics for future agendas

Ald. Pietrowski said the City was looking for ways to manage its investments. He asked if there has been any progress in that regard, and Mayor Neitzke replied no. He wants to make sure agreements are reviewed by someone with expertise in the field.

Mayor Neitzke said there are several bills in the Legislature which could have an adverse impact on local financing (911, pilot program language, room tax).

12. It was moved by Ald. Pietrowski, seconded by Ald. Kastner, to adjourn the meeting at 7:28 P.M. The motion carried unanimously.

Adjourn

Respectfully submitted,
Joanne Waite, Human Resources Assistant

Distributed: 2/17/14