

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, SEPTEMBER 24, 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. Bailey	Present

Also Present: Paula Schafer, Finance Director
Ben Granberg, Director of Human Resources
Mayor Neitzke
Ald. Akers, 4th District
Rick Sokol, Director of Neighborhood Services
Tim Lemmers, IT Manager
George Weber, Assistant Fire Chief
Jeff Hohensee, Fire Battalion Chief
Sheila O'Brien, Library Director

2. Approval of the September 10, 2014 Finance and Human Resources Committee minutes

Approve 9/10/14
minutes

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve the September 10, 2014 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision to update the City's policy of filling vacant positions (B. Granberg)

Mr. Granberg said this is a follow up to the discussion held at the last Finance meeting. A City policy has been in effect since 1995 requiring Department Managers to appear before the Finance and Human Resources Committee and the Common Council to approve filling positions that have been authorized in the budget. He drafted a proposed updated policy. The intent of the new policy is that if positions are approved as titled and budgeted, that when position vacancies occur during that approved budget year, they may be filled at the discretion of the Department Head/Chief. Mr. Granberg said the updated policy simplifies the process of filling budgeted vacancies.

Mayor Neitzke spoke and said this updated policy is the result of the last meeting where the Fire Chief asked to fill positions budgeted for in his 2014 budget. The idea here is if the position is approved in the budget and in the organizational chart and there is funding for that position within the budget that the Department Managers can fill those positions without Finance Committee and Common Council action.

Ald. Kastner said he is in favor of that, as it seems a very productive thing to do. If a job description is changed, that would still come before the Finance Committee.

It was moved by Ald. Saryan, seconded by Ald. Bailey, to approve updating the City's policy of filling vacant positions. The motion carried unanimously.

Approve updating
Vacant Positions
Policy
COUNCIL

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

Mayor Neitzke distributed the budget binders. It is the Council's first chance to look at what the expenditures and revenue will be for next year. Department Managers can be asked to attend future meetings to answer questions.

This budget contains a 2.92% levy increase. Each percent of a levy increase is about \$200,000. Mayor Neitzke then explained the state levy limit law and the 'use it' or 'lose it' provision. The fiscal danger is if you don't use what is allowable, you will not have it when you may need it. He spoke about the state's Expenditure Restraint Program (ERP). This program provides state aid if you keep your expenditures increased below the allowable increase. This is a balancing act.

Property taxes are the biggest source of revenue coming into the city, along with various state aids. Not all aid numbers have come in yet, but expenditures remain the same if aids go down. This budget attempts to meet the accounting finesse required by providing sound expenditure increases.

Three positions are added to the Police Department, two Police Officers and one Emergency Management Coordinator. The inclusion of these positions brings staffing levels back to the level they were in 2005, but does not bring it to the level they were in 2000. Productivity enhancement and technology has offset staff reduction. Community Service Officers take on some of the duties that Police Officers used to do at a much higher pay scale. He believes there is public support for these positions, and they make our community safer.

This budget adds a Battalion Chief to the Fire Department. The Department of Neighborhood Services would like to create a technical position to focus on the additional reporting requirements relating to state and MMSD mandates regarding sanitary and storm water management. This position would in whole or great part be funded by sanitary and storm water funds, so it is not a tax levy position. Mayor Neitzke supports both positions.

The budget provides funds to complete financial IT needs, especially relating to utility accounting. It also provides funds to improve and increase the City's web presence, allowing our citizens more information that is easier to access. Additional operating dollars are provided to the Library, whose usage numbers continue to grow. Mayor Neitzke pointed out the City has a beautiful library that was inexpensive to build, is very efficient, and is staffed at a level that is at the bottom of the state norm.

Park and Recreation's budget increases approximately \$25,000 for the hopeful lease of Kulwicki Park from Milwaukee County. Mayor Neitzke has worked on this project for a long time. The City's long-term park

plan has long called for a west side park. We can provide for the park better and cheaper than the County can in partnership with the Greenfield Little League and the Greenfield Lion's Club. Kulwicki Park has declined over time, and a tremendous amount of maintenance has not been done. Milwaukee County dedicates no operating dollars to Kulwicki Park for its maintenance.

Most people think Kulwicki Park is a city park. The City would enter into a lease agreement with the County for \$1 per year. When the Wal-Mart building was remodeled, the City built into those developer's agreements money to build a path from their parking lot down to the ball diamonds on the south end of the park. Mayor Neitzke did not want that path constructed on a piece of property that wasn't under the City's custody and control, due to liability issues. He has been reluctant to use park developer fees on an asset that isn't ours. The Park and Recreation Board will discuss the park lease agreement at their next meeting. It is hoped the agreement will be in place by the end of the year.

Mayor Neitzke spoke about money allocated for new voting machines. Milwaukee County has put forward a potential agreement where they would cover 70% of the cost of voting machines, and the City would have three years to come up with the other 30%. The way the contract is written now, Greenfield would be forced to enter into a contract with the City of Milwaukee to program our machines. He has had conversations with City of Milwaukee and feels comfortable that they could do our programming costs less expensive than our current vendor. If not, Greenfield can use its current vendor. It is his understanding that Milwaukee County would still be responsible for programming costs that by state law it is required to pay for. Therefore, Mayor Neitzke has shifted 70% of those dollars to an unscheduled piece of capital equipment for the Division of Public Works.

The piece of equipment is called an asphalt zipper, which costs about \$143,000. Mayor Neitzke explained there are a number of asphalt issues in the city (paths and roads) that are expensive to maintain through contractors. Purchasing this machine will result in a significant cost savings over time.

Mayor Neitzke spoke about the big road project in 2015, which is the Lynndale neighborhood (near 35th & Morgan). This will be a very complicated and expensive project to complete, as it is one of the oldest neighborhoods in the City.

He then spoke about the Meijers store project at the former Mount Carmel property (60th & Layton). Meijers does not need a TIF. However, infrastructure improvements are necessary on Layton Avenue and on South 60th Street, which Greenfield does not have the money for. Mayor Neitzke spoke about the potential to use TIF dollars to enhance Layton Avenue. Some of that money might also be used to put in another entrance road to the high school from Layton Avenue. The School District has another issue with a detention pond that doesn't work on that school property. He will meet with Milwaukee County to

discuss these matters. This is a unique TIF, as four of the five major taxing entities have something to gain from its creation. This is the only opportunity we have to do these things. Once that store goes in, there will be no entrance to the school from Layton Avenue, except at considerable expense to taxpayers. There is a placeholder in the budget for this.

Finally, the City has an equalized value of \$2.76 billion. The value went up slightly this year. Mayor Neitzke then spoke about a number of Greenfield comparables. The City runs a tight ship at costs less than most communities. He could have presented a zero percent increase budget this year. That would not have addressed the concerns that many had regarding certain services, and would have given up \$600,000 of future levy capacity. Next year, most employees will get raises. Fuel and salt costs will go up. If that \$600,000 isn't there, and he can't levy for it, cuts will occur. Most likely that will be people. Our staff is lean. Mayor Neitzke spoke about all the things a City is required to do/provide. His goal is to make the City a good place.

Ald. Saryan thanked Mayor Neitzke for his informative budget summary.

5. Approval of schedules of disbursements in the amount of \$1,044,398.37

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

Approve
disbursements
COUNCIL

<u>AUTHORIZED</u>	<u>9/5/14</u>	<u>AUTHORIZED</u>	<u>9/12/14</u>
Total	\$685,734.27	Total	\$274,799.65

<u>P-CARDS AUGUST 2014 STATEMENT</u>	
Total	\$ 83,864.45

The motion carried unanimously.

6. Approval of mileage reimbursements in the amount of \$579.50

It was moved by Ald. Kastner, seconded by Ald. Bailey,
to approve mileage reimbursements in the amount of \$579.50.
The motion carried unanimously.

Approve mileage
COUNCIL

7. 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

August 2014 Statement

July Ending Balance	\$16,988,177.72
0 Deposits in August	-
3 Withdrawals in August	(4,250,000.00)
August Interest Earnings @ 0.08%	<u>1,024.75</u>

TOTAL

\$12,739,202.47

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	\$511,240.95	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	\$0.00	8/14/2012	8/14/2014	0.80%
The Equitable Bank	\$500,000.00	8/14/2014	3/14/2015	0.75%
Money Mkt/Tri-City Bank	\$4,199,344.67	12/31/2001	variable	
Money Mkt/BMO Harris Bank	\$503,500.76	6/28/2011	variable	
Totals	\$10,468,221.94			

The motion carried unanimously.

8. Accept financial statement

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

Accept August 2014
financial statement
COUNCIL

9. Other topics for future agendas

Mayor Neitzke said the 2015 proposed budget is a recurring item. He asked if Committee members want each Department Manager to make a budget presentation. Ald. Bailey asked about the proposed Emergency Management position in the Police Department. Mayor Neitzke suggested Alderpersons talk directly to the appropriate Department Manager regarding any questions they might have. Answers might be lengthy.

Ald. Kastner agreed that Alderpersons should contact a Department Manager first. If you don't get enough answers, or you think the answer needs to be shared, then invite that Department Manager to attend a Finance meeting.

Mayor Neitzke said the investment advisory agreements for Ehlers and Associated Bank should go directly to the Common Council, if available.

10. It was moved by Ald. Kastner, seconded by Ald. Bailey, for the Committee to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(e) at 7:30 P.M. to consider the following:

Closed Session

- a. Discussion regarding SunGard software license and service agreement termination

On a roll call vote, the motion carried unanimously.

11. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the closed session and reconvene into open session at 7:55 P.M. The motion carried unanimously.

Reconvene

12. Decision regarding SunGard software license and service agreement termination

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the SunGard software license and service termination agreement, and authorize the Mayor to sign the agreement after the City Attorney's review. The motion carried unanimously.

Approve SunGard
termination
agreement
COUNCIL

13. It was moved by Ald. Saryan, seconded by Ald. Bailey, to adjourn the meeting at 7:56 P.M. The motion carried unanimously.

Adjourn

Respectfully submitted,
Joanne Waite, Human Resources Assistant

Distributed: 9/29/14