

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, DECEMBER 9, 2015

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
Mayor Neitzke
Chuck Erickson, Community Development Manager
Jennifer Goergen, City Clerk
Roger Pyzyk, City Attorney

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| 2. Approval of the November 11, 2015 Finance and Human Resources Committee minutes | Approve 11/11/15 Finance minutes |
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It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve the November 11, 2015 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

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| 3. Approval of the November 11, 2015 Committee of the Whole minutes | Approve 11/11/15 Committee of the Whole minutes |
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It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the November 11, 2015 Committee of the Whole minutes, as presented. The motion carried unanimously.

4. Discussion and decision to renew the contract with SAFEbuilt Wisconsin, LLC (f/k/a: Independent Inspections, Ltd.) to continue providing fill-in building inspection services on an on-call/as-needed basis through 12/31/16 (C. Erickson)

Mr. Erickson said an inspection service is used periodically when inspectors are not available for a lengthy period of time (vacation, seminars, etc.). Independent Inspections was used. That firm has been acquired by SAFEbuilt Wisconsin. He recommends continuing with them for 2016.

Ald. Bailey asked how frequently this service is used. Mr. Erickson said this service has been used for field work during the past two weeks, while the inspectors are being trained on the new BS&A software. Otherwise, the service is used only a few days per year.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to renew the contract with SAFEbuilt Wisconsin, LLC (f/k/a: Independent Inspections, Ltd.) to continue providing fill-in building inspection services on an on-call/as-needed basis through 12/31/16. The motion carried unanimously.

Approve inspection services contract
COUNCIL

5. Discussion and decision regarding Municipal Court entering into an agreement with Wisconsin Department of Revenue (C. Edmonds)

City Attorney Pyzyk said this contract is for the collection of fines. The Municipal Court already participates in a tax intercept system. This is another resource, through the court system, which has a wider scope at no cost to the city. The program can do garnishment of wages, bank accounts, and also taps into their federal tax return. He recommends approval of this agreement for collecting forfeitures.

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve the Municipal Court entering into an agreement with the Wisconsin Department of Revenue for collection of Municipal Court forfeitures. The motion carried unanimously.

Approve WI Dept.
of Revenue
forfeiture collection
agreement
COUNCIL

6. Discussion and decision regarding renewing the City's insurance package with the League of Wisconsin Municipalities Mutual Insurance (LWMMI) for 2016 through R&R Insurance; liability with the League of Wisconsin Municipalities, property and boiler and machinery with either Chubb or MPIC and decision on property values assigned, workers comp with United Heartland, crime and public officials with CAN Surety, and storage tanks with Nautilus; and authorize the Mayor to sign paperwork for the self-insured retention, and sign for the Acceptance or Rejection of terrorism insurance (Nautilus and Chubb) (J. Goergen)

Ms. Goergen provided an informational packet to Committee members. Our insurance package is still with the League of Wisconsin Municipalities through R&R Insurance, but we have a choice on our property carrier to go with Chubb or MPIC. She said our experience mod stays the same, which results in an 11% premium discount. The City also has the decision to accept or reject terrorism coverage. Last year, the Common Council decided to add that coverage. It adds about \$800 to our insurance premium.

Chubb did property valuation reports on the City Hall building and the Law Enforcement Center. It is their opinion those two buildings are under valued. In order to be eligible for blanket coverage (total limit of \$40 million at one location), the City has to be properly insured. Our insurance representative recommends the City keep the blanket coverage in place by increasing the limit to the recommended values and avoid the potential for these buildings to be underinsured. This would add about \$2,658 to our premium costs.

Four insurance options were provided. Ms. Goergen said MPIC is a new insurance company created this year by 3 municipal insurance companies. Committee members reviewed the quotes. She then reviewed other cost comparisons.

Ald. Saryan asked about terrorism insurance. Ms. Goergen said terrorism is defined by the federal government. Almost every commercial policy gives the option to accept or reject terrorism insurance. Mayor Neitzke said last year the Common Council approved it.

Ald. Kaster recommended that Committee members accept the terrorism insurance, insure the buildings at the values recommended by Chubb and use Chubb, and take the liability without deductibles.

Mayor Neitzke noted that the LEC built at \$7-8 million is now valued at \$14 million.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to renew the City's insurance package with the League of Wisconsin Municipalities Mutual Insurance (LWMMI) for 2016 through R&R Insurance; liability with the League of Wisconsin Municipalities, property and boiler and machinery with Chubb and decision on property values assigned to accept the increased valuations, as provided through the reevaluation by Chubb, workers compensation with United Heartland, crime and public officials with CNA Surety, and storage tanks with Nautilus; and authorize the Mayor to sign paperwork for the self-insured retention, and sign for the Acceptance of terrorism insurance (Nautilus and Chubb). The motion carried unanimously.

Approve renewing
City's insurance
package with
LWMMI for 2016
COUNCIL

7. Discussion and decision to approve a resolution to set the salaries and benefits of Non-Represented and Command Staff employees of the City for 2016 (Mayor Neitzke)

Mayor Neitzke said this resolution is still being drafted and reviewed by staff. He asked that it be forwarded directly to the Common Council.

A change to the salary table will reflect a salary range for the Fire and Police Chiefs as opposed to a step system. The City would never hire either at the lowest salary step, which would be below their Assistant Chiefs. Some of the references in the resolution with regard to health insurance plan design have been removed and shifted around. For instance, eligibility for health insurance is detailed in the Employee Policy Handbook.

Copies provided to the Common Council will show deletions/additions, as well as a clean copy.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to forward to the Common Council without recommendation a resolution to set the salaries and benefits of Non-Represented and Command Staff employees of the City for 2016. The motion carried unanimously.

2016 Non-Rep.
salary resolution
COUNCIL

8. Discussion and decision to approve a resolution to set the salaries and benefits of Sergeants in the City of Greenfield Police Department for 2016 (Mayor Neitzke)

Mayor Neitzke said he met with the Sergeants yesterday. They are not a unionized organization, but a bargaining unit. They typically receive what is in the police union contract. A 5% salary increase is included for the Detective Sergeant, who doesn't get overtime. Otherwise, the resolution is the same as the police union contract. He asks that this resolution, which is still being drafted, be forwarded to the Common Council without recommendation.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to forward to the Common Council without recommendation a resolution to set the salaries and benefits of Sergeants in the City of Greenfield Police Department for 2016. The motion carried unanimously.

Sergeants salary
resolution 2016
COUNCIL

9. Discussion and decision to approve a resolution setting the salaries and benefits of the City Attorney and City Prosecutor for 2016 (Mayor Neitzke)

Mayor Neitzke said the salary for the City Attorney has been adjusted for 2016 in accordance with the 2016 non-represented employees salary resolution. The City Prosecutor salary will not change.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a resolution setting the salaries and benefits of the City Attorney and City Prosecutor for 2016. The motion carried unanimously.

City Attorney salary
resolution 2016
COUNCIL

10. Approval of schedules of disbursements in the amount of \$1,255,148.20

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

<u>AUTHORIZED</u>	<u>11/20/15</u>	<u>AUTHORIZED</u>	<u>11/25/15</u>
Total	\$243,089.30	Total	\$399,489.73

<u>WIRE TRANSFERS NOV. 2015</u>
Total

Approve
disbursements
COUNCIL

The motion carried unanimously.

11. Approval of mileage reimbursements in the amount of \$2,057.90

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve mileage reimbursements in the amount of \$2,057.90. The motion carried unanimously.

Approve mileage
COUNCIL

12. Accept financial statement

It was moved by Ald. Kastner, seconded by Ald. Bailey, to accept the October 2015 financial statement. The motion carried unanimously.

Accept October 2015
Financial statement
COUNCIL

13. Other topics for future agendas

Mayor Neitzke said a future topic will be an inter-cooperation agreement with the Greenfield School District regarding the fiber project. The agreement is being drafted by the School District at their expense. He signed a waiver not objecting to the law firm being used, because the law firm represents both the City and the School District. Mayor Neitzke will have the agreement reviewed after it is prepared.

Ald. Kastner asked if the Whitnall School District to close to having an agreement, and Mayor Neitzke said yes. The Enterprise Fund has been set up in the city's budget for this project. The money from the Greenfield School District will be accepted in 2016.

14. It was moved by Ald. Bailey, seconded by Ald. Saryan, for the Committee to go into closed session, pursuant to Wisconsin Statutes, Section 19.85 (1)(c) and (e) at 7:02 p.m. to consider the following:

Closed Session

- a. Discussion of specific personnel problems as related to personnel matters (Mayor Neitzke)
- b. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (wages, insurance, or investing of public funds) (Mayor Neitzke)

On a roll call vote, the motion carried unanimously.

15. It was moved by Ald. Bailey, seconded by Ald. Kastner, to adjourn the closed session and reconvene into open session at 7:49 p.m. The motion carried unanimously.

Reconvene

16. Decision of specific personnel problems as related to personnel matters

It was moved by Ald. Kastner, seconded by Ald. Bailey, for the Interim Director of Human Resources to proceed, as directed. The motion carried unanimously.

17. Decision regarding deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (wages, insurance, or investing of public funds) (Mayor Neitzke)

No action necessary.

18. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the meeting at 7:50 P.M. The motion carried unanimously.

Adjourn

Distributed: 12/11/15

Respectfully submitted,
Joanne Waite, Human Resources Assistant

