

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, MARCH 29, 2017

1. The meeting was called to order by Ald. Saryan at 6:34 P.M.

Roll Call:	Ald. Saryan	Present
	Ald. Kastner	Present

Also Present: Mayor Neitzke
Chuck Erickson, Community Development Manager
Chief Wentlandt, Police Department

Excused: Ald. Bailey
Paula Schafer, Finance Director

2. Approval of the March 15, 2017 Finance and Human Resources Committee minutes Approve 3/15/17 minutes

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve the March 15, 2017 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision to approve a Letter of Engagement with Ehlers, City financial consultant, to provide assistance with the new Annual TIF District Reporting requirements per 2015 Wisconsin Act 257 (C. Erickson)

Mr. Erickson explained additional reporting requirements of any City with a TIF due to Wisconsin Act 257. A meeting of the Department of Revenue's Joint Review Board must be done to review the annual report and status of each of the municipalities TIF's. He requested assistance from Ehlers and recommends approval of their Letter of Engagement. The cost is a TIF eligible reimbursable expense.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve a Letter of Engagement with Ehlers, City financial consultant, to provide assistance with the new Annual TIF District Reporting requirements per 2015 Wisconsin Act 257. The motion carried unanimously.

Approve Ehlers
Letter of Engagement
re TIF Reporting
COUNCIL

4. Discussion and decision to approve an agreement with LexisNexis Claims Solution for providing online access to crash reports (Chief Wentlandt)

Chief Wentlandt said the Police Department processes more than 1,000 record releases for crash reports annually. He explained the process, which is the insurance company sends a letter with a check. The clerk looks up the report, prints a copy, processes the payment and mails the paper copy. This is 5-10 reports per day. LexisNexis will allow us to upload all crash reports to the state, because they are electronic. We will also upload them to LexisNexis, who has contracts with all the insurance

companies and many law firms. When the insurance companies or law firms want the report, they just request it from LexisNexis. This takes the Police Department out of the loop.

Chief Wentlandt said there is no cost to the City. The City would receive \$6 per crash report, resulting in potential revenue of \$6,000 annually. \$6 is the same price that the State of Wisconsin charges for reports, but the state will not provide them electronically. There is also a provision where members of the public can get the reports online through this service. The cost would be the same, \$6.

Ald. Kastner asked how many Police Departments utilize this service. Chief Wentlandt replied quite a few have signed up within the past 3 months. Ald. Kastner noted this process will help the consumer get the report to the insurance company, which will get the claim settled faster.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve an agreement with LexisNexis Claims Solution for providing online access to crash reports. The motion carried unanimously.

Approve LexisNexis
Claims Solution
agreement
COUNCIL

5. Approval of schedules of disbursements in the amount of \$547,625.35

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

Approve
disbursements
COUNCIL

<u>AP CHECKS</u>	<u>3/3/17</u>	<u>AP CHECKS</u>	<u>3/10/17</u>
Total	\$ 337,774.23	Total	\$ 171,121.26
<u>AP CHECKS</u>	<u>3/17/17</u>		
Total	\$ 38,729.86		

The motion carried unanimously.

6. Approval of mileage reimbursements in the amount of \$694.87

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve mileage reimbursements in the amount of \$694.87. The motion carried unanimously.

Approve mileage
COUNCIL

7. Approval of investments and reinvestments

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

Investments
& reinvestments
COUNCIL

LOCAL GOVERNMENT INVESTMENT POOL

February 2017 Statement

January Ending Balance	\$12,891,149.60
0 Deposits in February	-
0 Withdrawals in February	-
February Interest Earnings @ .58%	<u>5,730.21</u>
TOTAL	\$12,896,879.81

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned
Bank Mutual/MMkt	\$513,540.92	10/5/2011	variable		
Money Mkt/Tri-City Bank	\$2,365,658.34	12/31/2001	variable		\$272.21
Money Mkt/BMO Harris Bank	\$505,378.86	6/28/2011	variable		
Ehlers Investment Partners	\$6,121,117.57	12/9/2014	variable		
Associated Bank Investments	\$6,127,005.77	12/10/2014	variable		
TD America Trade TIF # 6 (2015) X-031566	\$456,219.88	10/1/2015	variable		
TD America Trade TIF # 6 (2016) X-130060	\$416,240.76	6/29/2016	varibale		
TD America Trade TIF # 6 (2016) X-287885	\$709,968.27	11/30/2016	variable		
Totals	\$17,215,130.37				\$272.21

The motion carried unanimously.

8. Other topics for future agendas

None

9. It was moved by Ald. Kastner, seconded by Ald. Saryan, to adjourn the meeting at 6:42 P.M. The motion carried unanimously.

Adjourn

Respectfully submitted,
Joanne Waite, Human Resources Coordinator

Distributed: 3/31/17