

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, SEPTEMBER 13, 2017

1. The meeting was called to order by Ald. Saryan at 6:33 P.M.

Roll Call:	Ald. Saryan	Present
	Ald. Kastner	Present

Also Present: Paula Schafer, Finance Director
Mayor Neitzke
William Wingo, Director of Human Resources
Jeff Katz, Director of Neighborhood Services
Scott Jaquish, Director of Parks and Recreation

Excused: Ald. Bailey

2. Approval of the August 30, 2017 Finance and Human Resources Committee minutes Approve 8/30/17 minutes

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve the August 30, 2017 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Presentation of proposed 2018 budget and brief discussion (Mayor Neitzke)

Mayor Neitzke distributed budget information. He stated that no state aid information has been received from the state as yet. We put in assumptions consistent with last year. Mayor Neitzke then explained the expenditure restraint, which means our expenditures can only rise about 2.51%. Our levy can only rise 1.89%.

Health insurance and wages are expensive items in the budget. A significant part of our employee base are fire and police union employees. Mayor Neitzke explained how he cannot add more police officers and firefighters because of the ERP number or the levy. The only additional hire in this budget is a change from a part-time to a full-time Inspector. He explained the revenue stream to pay for that change comes from permits. Ald. Kastner added that if we did not upgrade the position to full-time, the City would have to outsource help. Mayor Neitzke said we need to have someone on staff who is not at the whim of a private contractor. A number of other positions were desired. We have the money for that in reserves, but it is not sustainable to continue to add positions.

He reminded everyone that the city's portion of the property tax bill is approximately 29%. Every year, the Mayor gets information from the WI Taxpayers Alliance. They analyze what every municipality in the state does regarding expenditures. He looks at where we fit in our category of cities. In most categories, we are at or below the median. The only area where we are above the median in spending is street maintenance. This budget represents a

1.9% increase.

Other municipalities he speaks with face the same problems as Greenfield. Mayor Neitzke expects some changes to this budget, since we have not received the state aid information. The budget has to be published timely.

4. Discussion and decision to amend the contract with SAFEbuilt Wisconsin, LLC to continue providing fill-in building/plumbing/electrical inspection services through 12/31/19 (C. Erickson)

Mr. Katz said this is the company that provides fill-in inspection services. It is the only company that provides those services. A change in this contract is a 4-hour minimum will no longer be required.

Mayor Neitzke added that if we were to hire their employees on a full-time basis at their hourly rate, it would cost the city \$150,000 a year in salary plus benefits. It is cheaper to have our own inspectors.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to amend the contract with SAFEbuilt Wisconsin, LLC to continue providing fill-in building/plumbing/electrical inspection services through 12/31/19. The motion carried unanimously.

Approve contract
SAFEbuilt WI, LLC
COUNCIL

5. Discussion and decision regarding approving contract allowing for the continuation of the Stockbox program (S. Jaquish)

Mr. Jaquish said this is the continuation of the Hunger Task Force Stockbox program. We have been participating in this program for several years. The program is held monthly and serves 75-100 eligible seniors monthly. It is staffed by volunteers and run by our Older Adult Supervisor.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve a contract allowing for the continuation of the Stockbox program. The motion carried unanimously.

Approve Stockbox
program contract
COUNCIL

6. Discussion and decision regarding adoption of amended ordinance regarding Public Park Land Fees (S. Jaquish)

Mr. Jaquish said this is reference to the 2017-2022 Greenfield Comprehensive Outdoor Recreation plan that was approved by the Common Council in July. The final part of this process is the adoption of this amended ordinance regarding payment in lieu of park land dedication fees per dwelling unit. The current impact fee set in 2006 is \$1,497 per unit. The proposed calculation sets the rate at \$1,806 per unit. Mayor Neitzke added that the new cost per unit is still below other cities. The fee is paid upon approval of the building permit. Mr. Jaquish added that because of this ordinance, the City is grant eligible through the DNR through 2022.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve adoption of an amended ordinance regarding Public Park Land fees. The motion carried unanimously.

Approve amended ord
Public Park Land fee
COUNCIL

7. Discussion and decision to approve clarifying the language of the Long-Term Debt Policy (P. Schafer)

Ms. Schafer said while working on the budget, some of our debt schedules make reference to our Long-Term Debt Policy. It says the debt service will not exceed 20% of the total operating budget for any given year. When that policy was adopted, we did not have TIF's. The City needs language to clarify that the total levy based debt service will not exceed 20% of the total operating budget for any given year. Also, the City will pay debt service (principal and interest) from current revenue sources, including capitalized interest, if any, and tax incremental revenue streams. Mayor Neitzke recommends approval.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve clarifying the language of the Long-Term Debt Policy. The motion carried unanimously.

Approve Long-Term
Debt Policy language
COUNCIL

8. Approval of schedules of disbursements in the amount of \$2,281,466.29

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>8/25/17</u>	<u>AP CHECKS</u>	<u>9/1/17</u>
Total	\$ 519,130.45	Total	\$ 711,469.08

<u>WIRE TRANSFERS AUGUST 2017</u>	
Total	\$1,050,866.76

The motion carried unanimously.

9. Approval of mileage reimbursements in the amount of \$1,205.10

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve mileage reimbursements in the amount of \$1,205.10. The motion carried unanimously.

Approve mileage
COUNCIL

10. Other topics for future agendas

Mayor Neitzke said the budget will be discussed.

11. It was moved by Ald. Kastner, seconded by Ald. Saryan, for the Committee to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c) and (e) at 7:23 p.m. to consider the following:

Closed Session

- a. Discussion of specific personnel problems as related to personnel matters
- b. Discussion regarding contract negotiations
- c. Discussion to conduct specific public business of competitive or bargaining nature related to the procurement of insurance

On a roll call vote, the motion carried unanimously.

12. It was moved by Ald. Kastner, seconded by Ald. Saryan, to adjourn the closed session and reconvene into open session at 8:40 p.m. The motion carried unanimously.

Reconvene

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

No action necessary.

14. Decision regarding contract negotiations

It was moved by Ald. Saryan, seconded by Ald. Kastner, to approve the Side Letter of Agreement between the City of Greenfield and the Greenfield Professional Police Association regarding residency and drug testing. The motion carried unanimously.

Approve
Side Letter
police union
COUNCIL

15. Decision to conduct specific public business of competitive or bargaining nature related to the procurement of insurance

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

16. It was moved by Ald. Kastner, seconded by Ald. Saryan, to adjourn the meeting at 8:42 P.M. The motion carried unanimously.

Adjourn

Distributed: 9/15/17

Respectfully submitted,
Joanne Waite, Human Resources Coordinator

Minutes are not official until formally approved at the next scheduled meeting