

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

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
William Wingo, Director of Human Resources
Jennifer Goergen, City Clerk
Jon Cohn, Fire Chief

2. Approval of the November 29, 2017 Finance and Human Resources Committee minutes Approve 11/29/17 minutes

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve the November 29, 2017 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision regarding renewing the City's insurance package for 2018 through R&R Insurance; liability with the League of Wisconsin Municipalities Mutual Insurance (LWMMI), property and boiler and machinery with Chubb, worker's comp with United Heartland, crime with Hanover, and storage tanks with Nautilus; and authorize the Mayor to sign paperwork for the self-insured and retention and terrorism risk insurance (Nautilus and Chubb) (J. Goergen)

Ms. Goergen said this is the annual insurance renewal. The insurance companies remain the same, with the exception of the crime carrier. R&R Insurance recommended that we change to Hanover, as they provided better pricing and program flexibility. She then explained the quote options provided for crime coverage. It was recommended to go with the quote with the \$500,000 limits, which is Option #5. That would cost an additional \$415. Mayor Neitzke recommended approval of that option.

In terms of the LWMMI's liability program, there are no changes to coverage, limits or deductibles. Our property coverage with Chubb is top shelf from a coverage standpoint.

Ms. Goergen provided a premium comparison from 2017 to 2018 and proposal information. The highlight this year is the lower renewal premium for worker's compensation.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to recommend approving renewing the City's insurance package for 2018 through R&R Insurance; liability with the League of Wisconsin Municipalities Mutual Insurance (LWMMI), property and boiler and machinery with Chubb, worker's comp with United Heartland, crime with Hanover, and storage tanks with Nautilus; and authorize the Mayor to sign paperwork for the self-insured and retention and terrorism risk insurance (Nautilus and Chubb), including Option #5 for crime coverage.

Approve 2018
insurance package
COUNCIL

Under discussion, Ald. Bailey said it was good that the worker's compensation premium went down—a savings of over \$84,000. Mayor Neitzke explained how savings can occur.

The motion carried unanimously.

- 3a. Discussion and decision to approve a one-year agreement between Milwaukee County Office of Emergency Management – Emergency Medical Services Division and Greenfield Fire Department as American Heart Association Training Site (Chief Cohn)

Chief Cohn said this is an annual renewal, which allows the Fire Department to serve as a CPR training site for our own staff and the public.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a one-year agreement between Milwaukee County Office of Emergency Management – Emergency Medical Services Division and Greenfield Fire Department as American Heart Association Training Site. The motion carried unanimously.

Approve
American Heart
Assn. Training
Site agreement
COUNCIL

- 3b. Discussion and decision to transfer up to \$10,000 from 2017 Station 1 Building Account funding to Capital Equipment – Fire Station Building Maintenance (Chief Cohn)

Chief Cohn spoke about Items #3b, 3c and 3d. Transferring funds will allow for the allocation of additional money to be spent in 2018. Mayor Neitzke said the fund transfers are from an operating account to a capital account.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to transfer up to \$10,000 from 2017 Station 1 Building Account funding to Capital Equipment – Fire Station Building Maintenance. The motion carried unanimously.

Approve fund
transfer - Building
Maintenance
COUNCIL

- 3c. Discussion and decision to transfer up to \$15,000 from 2017 "Vehicle Repairs and Maintenance" account funding to Capital Equipment – CE Fire Equipment (Chief Cohn)

It was moved by Ald. Kastner, seconded by Ald. Bailey, to transfer up to \$15,000 from 2017 ‘Vehicle Repairs and Maintenance’ account funding to Capital Equipment –CE Fire Equipment. The motion carried unanimously.

Approve fund transfer - Vehicle Repairs
COUNCIL

- 3d. Discussion and decision to transfer up to \$30,000 from 2017 ‘New Equipment’ Account funding to Capital Equipment – CE Fire Equipment (Chief Cohn)

It was moved by Ald. Kastner, seconded by Ald. Bailey, to transfer up to \$30,000 from 2017 ‘New Equipment’ Account funding to Capital Equipment –CE Fire Department. The motion carried unanimously.

Approve fund transfer - Fire Equipment
COUNCIL

4. Approval of schedules of disbursements in the amount of \$1,962,237.10

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

Approve disbursements
COUNCIL

<u>AP CHECKS</u>	<u>11/22/17</u>	<u>AP CHECKS</u>	<u>12/1/17</u>
Total	\$ 443,074.08	Total	\$ 632,258.45

<u>P-CARDS/NOVEMBER 2017 STATEMENT 11/9/17</u>	
Total	\$ 77,724.53

<u>WIRE TRANSFERS/NOVEMBER 2017</u>	
Total	\$ 809,180.04

The motion carried unanimously.

5. Approval of mileage reimbursements in the amount of \$1,484.95

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve mileage reimbursements in the amount of \$1,484.95. The motion carried unanimously.

Approve mileage
COUNCIL

6. Other topics for future agendas

N/A

7. It was moved by Ald. Bailey, seconded by Ald. Kastner, for the Committee to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c) at 6:46 p.m. to consider the following:

Closed Session

- a. Discussion of specific personnel problems as related to personnel matters

On a roll call vote, the motion carried unanimously.

8. It was moved by Ald. Kastner, seconded by Ald. Saryan, to adjourn the closed session and reconvene into open session at 7:28 p.m. The motion carried unanimously.

Reconvene

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

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

10. Discussion and decision to approve a 2% increase effective for the Fire and Police Chiefs consistent with the Non-Represented employee's salary resolution (W. Wingo)

It was moved by Ald. Kastner, seconded by Ald. Bailey,
to approve a 2% increase effective for the Fire and Police
Chiefs consistent with the Non-Represented employee's
salary resolution. The motion carried unanimously.

Approve 2% increase
Fire/Police Chiefs
COUNCIL

11. Discussion and decision to approve a resolution to set the salaries and benefits of Non-Represented and Command staff employees of the City for 2018 (W. Wingo)

It was moved by Ald. Saryan, seconded by Ald. Kastner,
to approve a resolution to set the salaries and benefits of
Non-Represented and Command staff employees of the
City for 2018, incorporating all changes except for Item #3,
as discussed in closed session. The motion carried unanimously.

Approve 2018
Non-Rep. salary
resolution
COUNCIL

12. It was moved by Ald. Bailey, seconded by Ald. Saryan, to adjourn the meeting at 7:30 P.M. The motion carried unanimously.

Adjourn

Distributed: 12/18/17

Respectfully submitted,
Joanne Waite, Human Resources Coordinator

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