

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, JANUARY 31, 2018

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 (left at 7:35 p.m.)  
Tim Lemmers, IT Manager  
Jon Cohn, Fire Chief  
Garret Cieczka, Fire Union President  
Scott Jaquish, Parks and Recreation Director  
Roger Pyzyk, City Attorney

2. Approval of the January 10, 2018 Finance and Human Resources Committee minutes

Approve 1/10/18 minutes

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve the January 10, 2018 Finance and Human Resources Committee minutes, as presented. The motion carried, with Ald. Bailey abstaining. (Ald. Bailey was not in attendance at the meeting)

3. Discussion and decision related to Independent Contractor Agreement by and between Community Advocates Public Policy Institute and the Greenfield Health Department (D. Rausch)

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the Independent Contractor Agreement by and between Community Advocates Public Policy Institute and the Greenfield Health Department. The motion carried unanimously.

Approve Community Advocates Public Policy Institute contractor agreement  
**COUNCIL**

4. Discussion and decision related to Memorandum of Understanding between the Wisconsin Institute for Healthy Aging and the Greenfield Health Department (D. Rausch)

Mayor Neitzke said he supports this MOU, which provides funding over the next 18 months to train up to four employees (Health and Fire Departments) to conduct a minimum of five workshops on 'Living Well with Chronic Conditions'. This program helps older adult residents.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a Memorandum of Understanding between the Wisconsin Institute for Healthy Aging and the Greenfield Health Department. The motion carried unanimously.

Approve MOU WI Institute for Healthy Aging  
**COUNCIL**

5. Discussion and decision to transfer capital equipment funds in the amount of \$78,094.59 from the Common Council AV project to a Document Management project (T. Lemmers)

Mr. Lemmers said this transfer is necessary to begin a document management project this year to facilitate the conversion of paper documents to digital storage. This project is a priority for City Hall functions. The product he wants to use allows for the city to use existing scanners. He also will work with a company to do bulk scanning. The benefit to the software is the search and retrieval.

Ald. Saryan asked if the city is obligated to keep documents for a certain number of years before they are destroyed. Mr. Lemmers said document retention for digital documents is no different than it is for physical documents.

The Common Council Audio Visual project will be delayed for a year.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve a transfer capital equipment funds in the amount of \$78,094.59 from the Common Council AV project to a Document Management project. The motion carried unanimously.

Approve fund transfer for IT Department  
**COUNCIL**

- 5a) Discussion and decision on Side Letter of Agreement between the City of Greenfield and IAFF Local 1963 regarding 2016-2018 CBA Section 27.02 regarding Acting Officer In Charge pay, only (Chief Cohn)

Chief Cohn said the city has a 3-year Fire union contract. Things changed within that time, and one of those was how Battalion Chiefs operate. They are essentially the Fire Chief for the day, overseeing operations in a command vehicle. In 2016, Chief Cohn began to shift Fire Lieutenant personnel to this command vehicle when a Battalion Chief was not on duty. However, the contract language only allowed for the Lieutenants to be paid in 12 hour increments.

Chief Cohn proposed changing this language to four or more consecutive hours to compensate Lieutenants for taking on extra responsibilities. He estimates this will cost the city an additional \$1,000-\$2,000 annually, which he can absorb into his budget. Lieutenants will be paid \$2.00 more per hour. This provision is not retroactive. For ease of payroll purposes, it will start on the next full payroll.

Mr. Wingo said this is a good proposal, and helps with succession planning and training. It doesn't open the contract and only deals with this one issue. Garret Cieczka, Fire Union President, supports this Side Letter.

It was moved by Ald. Kastner, seconded by Ald. Bailey, Side Letter of Agreement between the City of Greenfield and IAFF Local 1963 regarding 2016-2018 CBA Section 27.02 regarding Acting Officer In Charge pay, only, as presented. The motion carried unanimously.

Approve Fire contract Side Letter  
**COUNCIL**

5b) Discussion and decision of fee schedule for Emergency Medical Services for 2018 (Chief Cohn)

Chief Cohn said this is an ordinance that is updated annually. In the past, all municipalities followed the same increase. That changed, and now everyone determines their own. He explained why he is recommending a 15% increase, which is due to changes with Milwaukee County and Medicare reimbursements to sustain service. Discussion took place on what other communities are charging. Greenfield's increase is the median.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve an ordinance to set the fee schedule for 2018 Emergency Medical Services. The motion carried unanimously.

Approve 2018  
Emergency Medical  
Service Fees  
**COUNCIL**

6. Discussion and decision to approve an agreement with U.S. Bank to provide Procurement Card (P-Card) services to the city through the State of Wisconsin contract as a political subdivision (P. Schafer)

Ms. Schafer said in May 2013, the city started using P-Cards. They worked with a consortium led by Waukesha County, using JP Morgan Chase as the card holder. The contract expires February 28<sup>th</sup>, and they were not able to come to an agreement with JP Morgan Chase. Waukesha County then decided to join the State of Wisconsin program using U.S. Bank. Ms. Schafer agrees, as the U.S. Bank rebate program is better.

Mayor Neitzke asked the Finance Director to contact Associated Bank to see if they will meet or beat the U.S. Bank rates before the Common Council meeting. Much of the city's finances are tied electronically to Associated Bank. Ms. Schafer said the contracts have been forwarded to the City Attorney for review.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve an agreement with U.S. Bank to provide Procurement Card (P-Card) services to the city through the State of Wisconsin contract as a political subdivision, as presented, with Associated Bank to be contacted to meet the terms. The motion carried unanimously.

Approve P-Card  
agreement  
**COUNCIL**

7. Approval of schedules of disbursements in the amount of \$996,567.82

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

Approve  
disbursements  
**COUNCIL**

|                  |               |
|------------------|---------------|
| <u>AP CHECKS</u> | <u>1/5/18</u> |
| Total            | \$ 94,561.28  |

|                  |                |
|------------------|----------------|
| <u>AP CHECKS</u> | <u>1/12/18</u> |
| Total            | \$ 447,753.83  |

|                  |                |
|------------------|----------------|
| <u>AP CHECKS</u> | <u>1/19/18</u> |
| Total            | \$ 374,299.22  |

|                    |               |
|--------------------|---------------|
| <u>TAX REFUNDS</u> | <u>1/4/18</u> |
| Total              | \$ 3,241.41   |

|                    |                |
|--------------------|----------------|
| <u>TAX REFUNDS</u> | <u>1/10/18</u> |
| Total              | \$ 10,518.64   |

|                    |                |
|--------------------|----------------|
| <u>TAX REFUNDS</u> | <u>1/15/18</u> |
| Total              | \$ 10,694.59   |

TAX REFUNDS                      1/17/18  
Total                      \$    22,476.91

TAX REFUNDS                      1/22/18  
Total                      \$    23,423.38

TAX REFUNDS                      1/23/18  
Total                      \$      9,598.56

The motion carried unanimously.

8. Approval of mileage reimbursements in the amount of \$310.53

It was moved by Ald. Bailey, seconded by Ald. Kastner,  
to approve mileage reimbursements in the amount of \$310.53.  
The motion carried unanimously.

Approve mileage  
**COUNCIL**

9. 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

December 2017 Statement

|                                    |                  |
|------------------------------------|------------------|
| November Ending Balance            | \$15,292,491.39  |
| 0 Deposits in December             | -                |
| 1 Withdrawal in December           | 1,000,000.00     |
| December Interest Earnings @ 1.21% | <u>14,782.74</u> |
| TOTAL                              | \$14,307,274.13  |

| Institution                              | Princ Amt<br>Invested | Investment<br>Date | Maturity<br>Date | Yield | Interest Earned |
|------------------------------------------|-----------------------|--------------------|------------------|-------|-----------------|
| Bank Mutual/MMkt                         | \$514,206.79          | 10/5/2011          | variable         |       | \$416.41        |
| Money Mkt/Tri-City Bank                  | \$2,473,274.07        | 12/31/2001         | variable         |       | \$149.21        |
| Money Mkt/BMO Harris Bank                | \$506,217.77          | 6/28/2011          | variable         |       | \$84.76         |
| Ehlers Investment Partners X-2055705     | \$6,169,438.44        | 12/9/2014          | variable         |       |                 |
| Associated Bank Investments              | \$6,087,076.83        | 12/10/2014         | variable         |       |                 |
| TD America Trade TIF # 6 (2015) X-031566 | \$442,019.78          | 10/1/2015          | variable         |       |                 |
| TD America Trade TIF # 6 (2016) X-130060 | \$144,894.16          | 6/29/2016          | varibale         |       |                 |
| TD America Trade TIF # 6 (2016) X-287885 | \$367,798.82          | 11/30/2016         | variable         |       |                 |
| TD America Trade TIF # 6 (2017) X-632136 | \$128,608.54          | 4/1/2017           | variable         |       |                 |
| Totals                                   | \$16,833,535.20       |                    |                  |       | \$650.38        |

The motion carried unanimously.

10. Other topics for future agendas

Many personnel issues are coming up that will be added, as necessary.

11. 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)(c) at 7:02 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.

12. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the closed session and reconvene into open session at 8:18 p.m. The motion carried unanimously.

Reconvene

13. 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.

14. Discussion and decision to approve a job description and salary for the Recreation Coordinator (Senior Adult/Volunteers) in the Parks and Recreation Department (S. Jaquish)

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a job description and salary for the Recreation Coordinator (Senior Adult/Volunteers) in the Parks and Recreation Department, as presented. The motion carried unanimously.

Approve job desc.  
& salary for Rec.  
Coord./Senior Adults  
**COUNCIL**

15. Discussion and decision to approve a job description and salary for the Graphics Coordinator in the Parks and Recreation Department (S. Jaquish)

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a job description and salary for the Graphics Coordinator in the Parks and Recreation Department, as presented. The motion carried unanimously.

Approve job desc.  
& salary for  
Graphics Coord.  
**COUNCIL**

16. Discussion and decision to approve filling the Recreation Coordinator (Senior Adult/Volunteers) position in the Parks and Recreation Department (S. Jaquish)

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve filling the Recreation Coordinator (Senior Adult/Volunteers) position in the Parks and Recreation Department. The motion carried unanimously.

Approve filling  
Rec. Coord/Senior  
Adult position  
**COUNCIL**

17. Discussion and decision to approve filling the Graphics Coordinator in the Parks and Recreation Department on a part-time basis (S. Jaquish)

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve filling the Graphics Coordinator in the Parks and Recreation Department on a part-time basis. The motion carried unanimously.

Approve filling  
P/T Graphics  
Coord. position  
**COUNCIL**

18. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the meeting at 8:20 P.M. The motion carried unanimously.

Adjourn

Respectfully submitted,  
Joanne Waite, Human Resources Coordinator

Distributed: 2/2/18

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