

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, MARCH 14, 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
Sean Licht, Police Captain
Dave Patrick, Assistant Police Chief
Kristi Johnson, Community Development Manager
Scott Jaquish, Director of Parks and Recreation
Tim Lemmers, Information Technology Manager
Jon Cohn, Fire Chief
Joel Fladwood, Firefighter
Rich Lambe, Firefighter

2. Approval of the February 14, 2018 Finance and Human Resources Committee minutes

Approve 2/14/18 minutes

It was moved by Ald. Bailey, seconded by Ald Kastner, to approve the February 14, 2018 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision to approve a resolution amending Resolution No. 3532, which approved the 2016-2018 agreement between the City of Greenfield and the Police Supervisor's Association (Chief Wentlandt)

Mayor Neitzke explained that as part of the Police union contract, residency was extended by a Side Letter of Agreement. There is no residency requirement for other employees within the city. This resolution eliminates the residency requirement for Police Sergeants. It is expected that upcoming negotiations for 2019 with the Police union will remove their residency clause.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a resolution amending Resolution No. 3532, which approved the 2016-2018 agreement between the City of Greenfield and the Police Supervisor's Association to eliminate the residency requirement. The motion carried unanimously.

Approve amending resolution eliminating residency for Police Supervisors
COUNCIL

4. Discussion and decision to approve a PILOT (Payments in Lieu of Taxes) Agreement between the City of Greenfield and Milwaukee Habitat for Humanity ReStore (K. Johnson)

Mayor Neitzke said there are two types of non-profit organizations. One is religious based. For those, the City cannot require a PILOT. The other type of non-profit, such as Habitat for Humanity, can be asked for a payment in lieu of taxes. This provides the taxes, by agreement with the entity, consistent with what they would pay for the city's portion. The PILOT agreement with Habitat for Humanity covers the municipal taxes.

Ald. Kastner asked if the PILOT is based on a yearly amount, or is it based on a fixed amount this year and goes forward. Ms. Johnson said the agreement was negotiated and calculated on what the building would be assessed if it was a taxable property. \$8,870 is the annual PILOT payment, which is the City's portion of the taxes. The agreement is for 5 years and renews automatically and indefinitely, unless a variety of terms take place which are listed in the agreement. This agreement was reviewed and recommended for approval by the City Attorney, Finance Director and City Assessor.

Ald. Kastner asked if an escalator payment clause could be added and was told no. Ms. Johnson said the City Attorney agreed, as an ordinance controls what is in this agreement. Mayor Neitzke said the payment probably will remain stagnant.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a PILOT (Payments in Lieu of Taxes) Agreement between the City of Greenfield and Milwaukee Habitat for Humanity ReStore. The motion carried unanimously.

Approve PILOT
with Habitat for
Humanity ReStore
COUNCIL

5. Discussion and decision regarding agreement with Meijer Great Lakes Limited Partnership for acceptance sponsorship addendum (S. Jaquish)

Mayor Neitzke said this is a standard agreement with Meijer. It has provisions in it that have been discussed with the City Attorney. Meijer is donating money to us, and they want us to sign this agreement. If Meijer doesn't give the City money, it states that we are not going to sue them. Last year, we entered into the same agreement and received the money, as promised. Mayor Neitzke said the money being donated is already going through Meijer's cycles. They just need this paperwork to release the funds.

Mr. Jaquish said the Common Council approved the 3-year master agreement last year. There is a 1-year addendum each year specifying the actual amount donated. He recommends approval of the sponsorship addendum.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve an agreement with Meijer Great Lakes Limited Partnership for acceptance sponsorship addendum. The motion carried unanimously.

Approve Meijer
Sponsorship
Addendum
COUNCIL

6. Discussion and decision regarding approval of 2018 Wisconsin Parks and Recreation Association Theme Park Ticket Agreement (S. Jaquish)

Mayor Neitzke said every year the Parks and Recreation Department sells discounted tickets retaining 75 cents per ticket sold. This annual agreement is good for everyone.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the 2018 Wisconsin Parks and Recreation Association Theme Park Ticket Agreement. The motion carried unanimously.

Approve 2018 WPRA
Ticket Agreement
COUNCIL

7. Discussion and decision related to Software as a Service (SaaS) Agreement with VMSG Dashboard Performance Management System and the Greenfield Health Department (D. Rausch)

Mayor Neitzke said the Health Director recommends approval of the agreement, which provides a free year of software access and support to this system. The benefits of the system include a framework to track departmental performance management, including objectives, goals and outcomes. At the end of the year, pending positive reviews from Health Department staff, they can negotiate for an annual rate (approximately \$1,200) paid for by grants.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve Software as a Service (SaaS) Agreement with VMSG Dashboard Performance Management System and the Greenfield Health Department. The motion carried unanimously.

Approve SaaS
Agreement with
Health Department
COUNCIL

8. Discussion and decision to approve the revised job description of the Environmental Health Specialist in the Health Department (D. Rausch)

Mayor Neitzke said there have been changes to the Wisconsin Administrative Code, ATCP 74, which will become effective May 27, 2018. The changes revise the Education/Training Requirements, and need to be incorporated into the job description.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the revised job description of the Environmental Health Specialist in the Health Department. The motion carried unanimously.

Approve revising
Env. Health Specialist
job description
COUNCIL

9. Discussion and decision to transfer funds from Quality of Life fund to IT CE1803 (T. Lemmers)

Mayor Neitzke said this in regard to the Konkel Park pavilion, a multi-department project. This project requires funds up to \$11,000 to complete. The Quality of Life fund is a special revenue fund from the billboards to pay for various items for the pavilion (credit card readers, menu boards, time clock and a rugged PC).

It was moved by Ald. Kastner, seconded by Ald. Bailey, to transfer funds up to \$11,000 from Quality of Life fund to IT CE1803. The motion carried unanimously.

Approve fund transfer
to IT CE1803
COUNCIL

10. Discussion and decision to revise the 1/8/2018 rate table in the 2018 Non-Represented salary resolution for several positions due to incorrect rates listed (P. Schafer)

Mayor Neitzke said there are several positions in this rate table that have incorrect amounts in the one year column. Three employees will be affected by this during 2018. One person will get retroactive pay.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to revise the 1/8/2018 rate table in the 2018 Non-Represented salary resolution for several positions due to incorrect rates listed. The motion carried unanimously.

Approve revising
1/8/2018 NR
rate table
COUNCIL

11. Discussion and decision of P-Card (Procurement Card) provider options and decision of vendor (P. Schafer) (CC 2/21/18)

Mayor Neitzke said the city is trying to use purchasing (credit) cards to pay for items instead of writing checks. Three vendors offer P-cards, with a rebate provision that goes back to the City. One option is a contract with US Bank through the state which expires 12/31/18, with a 2-year extension available.

The other option is Associated Bank, where the City has an account. Based on the information provided to them, the City would likely increase its rebate revenue if it chose Associated Bank. They would provide a service to review our expenditures to increase the volume that is paid via p-card. Rebate revenue goes into the General Fund.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the P-Card (Procurement Card) Associated Bank Agreement. The motion carried unanimously.

Approve P-Card
Associated Bank
COUNCIL

12. Discussion and direction regarding options including, but not limited to, a possible referendum, to increase revenue and expenditures for purposes of public safety enhancement (Mayor Neitzke) (FIHR 2/14/18)

Mayor Neitzke said during the budget process over the past several years, the need for more police officers has been discussed. He is asking for formal direction from the Common Council to begin the process to investigate whether the City should go to referendum to fund more public safety officers.

At the last Finance Committee meeting, there was discussion about the need to hire more police officers and firefighters. At the Police Department, there are three shifts to cover a week. That means hiring three police officers. Each police officer or firefighter generally costs \$100,000.

State law requires city expenditures remain at or below a level that is calculated according to the Expenditure Restraint Program (ERP) formula. In exchange, if we comply with keeping expenditures in line, the City receives about \$665,000. He then explained the levy limit. The amount of taxes a city can levy is based on the amount of growth. That generally does not amount to much every year. This means the City cannot raise taxes above that calculated levy limit.

The City cannot raise expenditures one million dollars (to hire 10 people). If we raise expenditures to that amount, the City would lose in the first year \$665,000 in state aid. The following year, the expenditure baseline would reset. State aid would resume, assuming you spent the entire million dollars you received the first year. It would not be good for the city if that money is not all spent.

Mayor Neitzke said in order to raise the levy limit, the state requires the City go to referendum. State legislation requires that the City specify exactly why we want to raise the levy. The City would want to hire a communications firm to help define the issues and demonstrate a need, figure out the cost, and frame a referendum question for the voting public.

South Milwaukee is the first city in southeastern Wisconsin to go to referendum successfully. Mayor Neitzke asked for authorization to start this process and have staff prepare information.

Assistant Police Chief Patrick said the Police Department is at a critical point regarding staffing due to the city's retail growth.

Ald. Kastner asked if one referendum question could be worded asking about hiring employees over a 2-year period and explaining how that would be implemented. Discussion took place regarding how the ERP would be effected in the 2 years.

It was moved by Ald. Saryan, seconded by Ald. Kastner, to authorize Mayor Neitzke to begin the investigation of a need to increase the revenue and expenditures for the purposes of public safety.

Under discussion, Ald. Bailey would like to see the numbers and how that would effect the average homeowner. Once the raw data is created, Mayor Neitzke said it would make sense to hire a communications firm to put that data into form. Elected officials can't be advocates, they can only provide information to let the people decide.

The motion carried unanimously.

13. Approval of schedules of disbursements in the amount of \$15,874,419.05

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>2/23/18</u>	<u>AP CHECKS</u>	<u>3/2/18</u>
Total	\$ 520,651.94	Total	\$ 58,935.22

<u>P-CARDS FEBRUARY 2018 STATEMENT</u>	<u>2/9/18</u>
Total	\$ 113,937.95

<u>WIRE TRANSFERS FEBRUARY 2018</u>
Total

<u>TAX REFUNDS</u>	<u>2/21/18</u>
Total	\$ 384.24

The motion carried unanimously.

14. Approval of mileage reimbursements in the amount of \$160.83.

It was moved by Ald. Bailey, seconded by Ald. Kastner,
to approve mileage reimbursements in the amount of \$160.83.
The motion carried unanimously.

Approve mileage
COUNCIL

15. 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

January 2018 Statement

December Ending Balance	\$14,307,274.13
1 Deposit in January	480,036.71
0 Withdrawals in January	--
January Interest Earnings @ 1.35%	<u>16,961.84</u>
TOTAL	\$14,804,272.68

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned
Bank Mutual/MMkt	\$514,623.20	10/5/2011	variable		\$0.00
Money Mkt/Tri-City Bank	\$2,652,942.47	12/31/2001	variable		\$335.91
Money Mkt/BMO Harris Bank	\$506,217.77	6/28/2011	variable		\$84.76
Ehlers Investment Partners X-2055705	\$6,160,236.89	12/9/2014	variable		

Associated Bank Investments	\$6,064,924.16	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	\$144,934.76	6/29/2016	variable
TD America Trade TIF # 6 (2016) X-287885	\$367,798.82	11/30/2016	variable
TD America Trade TIF # 6 (2017) X-632136	\$128,573.09	4/1/2017	variable

Totals	\$16,982,270.94	\$420.67
--------	-----------------	----------

The motion carried unanimously.

16. Other topics for future agendas

Mayor Neitzke suggested having a recurring item placed on the agenda, such as "Update on status of public safety enhancement revenue and expenditure investigation".

Place the filling of the City Attorney position on the next agenda.

17. 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 7:26 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.

18. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the closed session and reconvene into open session at 8:06 p.m. The motion carried unanimously. Reconvene

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

N/A

20. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the meeting at 8:08 P.M. The motion carried unanimously. Adjourn

Distributed: 3/16/18

Respectfully submitted,
Joanne Waite, Human Resources Coordinator

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