

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, MAY 30, 2018.

1. The meeting was called to order by Ald. Saryan at 6:40 P.M.

Roll Call:	Ald. Saryan	Present
	Ald. Kastner	Present
	Ald. Bailey	Present

Also Present: Paula Schafer, Finance Director
Mayor Neitzke

2. Approval of the April 25, 2018 Finance and Human Resources Committee minutes

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve the April 25, 2018 Finance and Human Resources Committee minutes, as presented.

Approve 4/25/18 minutes

The motion carried unanimously.

3. Update on status of public safety enhancement revenue and expenditure Investigation (Mayor Neitzke)

Mayor Neitzke stated he does not have an update. The last Finance & HR Committee meeting, Chief Wentlandt stated that he was working on the public outreach component and additional statistical information to provide.

4. Approval of schedules of disbursements in the amount of \$1,322,154.71

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

Approve disbursements
COUNCIL

AP CHECKS	5/4/18	\$227,708.52
AP CHECKS	5/11/18	\$343,064.28
AP CHECKS	5/18/18	\$617,083.73
P-CARDS/APRIL	4/9/18	<u>\$134,298.18</u>
<u>TOTAL</u>		<u>\$1,322,154.71</u>

The motion carried unanimously.

5. Approval of mileage reimbursements in the amount of \$240.78

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve mileage reimbursements in the amount of \$240.78

Approve mileage
COUNCIL

The motion carried unanimously.

6. 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

April 2018 Statement

March Ending Balance	\$19,464,094.52
3 Deposits in April	\$ 2,480,036.71
0 Withdrawal in April	\$ -
April Interest Earnings @1.73%	\$ 28,885.41
Total:	\$21,973,016.64

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned
Money Mkt/Tri-City Bank	\$2,653,583.69	12/31/2001	variable		\$0.00
Money Mkt/BMO Harris Bank	\$506,591.51	6/28/2011	variable		\$245.73
Ehlers Investment Partners X-2055705	\$6,160,159.80	12/9/2014	variable		
Associated Bank Investments	\$6,062,006.87	12/10/2014	variable		
TD America Trade TIF # 6 (2015) X-031566	\$276,305.72	10/1/2015	variable		
TD America Trade TIF # 6 (2016) X-130060	\$146,611.11	6/29/2016	varibale		
TD America Trade TIF # 6 (2016) X-287885	\$187,508.52	11/30/2016	variable		
TD America Trade TIF # 6 (2017) X-632136	\$87,768.59	4/1/2017	variable		
Totals	\$16,080,535.81				\$245.73

The motion carried unanimously.

7. Accept financial statement

It was moved by Ald. Kastner, seconded by Ald. Bailey,
to accept the January, February and March 2018 financial statements.

Accept Jan, Feb and
March 2018 financial
statements
COUNCIL

The motion carried unanimously.

8. Discussion and decision to transfer the clearing account balance in excess of 7% of the total escrow fund (Fund 825) to GENRES in the amount of \$9,621.87

Ms. Schafer stated that in 2011 it was requested that any overage above 7% be transferred into the GENRES account. That account is used to fund some of the other road or construction projects. This is brought forward on an annual basis to move the funds around.

Ald. Bailey asked where the \$9,621.87 came from. Ms. Schafer stated that the money is sitting in the Fund 825 which is escrows and there are additional funds, but anything above the 7% is moved to the other projects.

Mayor Neitzke asked where the escrows come from. Ms. Schafer stated that the escrows come from payments from developers. Mayor Neitzke stated that there is nothing that has a commitment associated with it and Ms. Schafer confirmed this statement. Mayor Neitzke stated that this is not escrow payment money that is designated for something, this is undesignated escrow money.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to transfer the clearing account balance in excess of 7% of the total escrow fund (Fund 825) to GENRES in the amount of \$9,621.87.

Approve transfer
of funds
COUNCIL

The motion carried unanimously.

9. Discussion and decision to approve MOU between the Hales Corners Health Department and the Greenfield Health Department related to provision of immunization services

Darren Rausch stated that he provided the Committee with the 4th year renewal of the MOU between Hales Corners and Greenfield. Mr. Rausch stated that four years ago Hales Corners decided that they were not going to continue with the child immunizations due to the competing interests and it was too costly due to their population. They reached out to Greenfield at that time for consideration to serve their clients and they would make referrals to Greenfield within the Whitnall School District. The referrals are automatic through the school nurse. The first few years, it was approximately \$500 annually due to some budget challenges, which has decreased to \$300 this year. Greenfield served approximately four dozen clients from Hales Corners, therefore the dollar amount makes sense.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve MOU between the Hales Corners Health Department and the Greenfield Health Department related to immunization services.

Approve MOU for
Immunizations
COUNCIL

The motion carried unanimously.

10. Discussion and decision to approve purchase order for service delivery between the State of Wisconsin Department of Health Services and the Greenfield Health Department related to completion of Opioid Harm Prevention Program activities

Mr. Rausch stated that approximately three months ago the State of Wisconsin, Department of Health Services released a request for proposals. They were looking for education and awareness campaigns that would correspond with their Opioid Harm Prevention Program which was monies originally from the CDC. Greenfield submitted a proposal and it was accepted. The proposal is to focus on primary prevention education and awareness using Centers for Disease Control developed material on digital billboards throughout the City, on radio stations and on bus shelters to get the word out that Opioid is a harm. This is a small step, but any small step towards reducing Opioid use and misuse is important. Greenfield was funded in the amount of \$8,000. Typically the State has used contracts in the past, this purchase order is a new way of doing business. The reimbursement would be received within approximately 30 days once the bills are submitted.

Mayor Neitkze stated that there are a few billboards that public service announcements can be displayed and sometimes at no cost.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve purchase orders for service delivery between the State of Wisconsin Department of Health Services and the Greenfield Health Department related to completion of Opioid Harm Prevention.

Approve P.O.
for service delivery
COUNCIL

The motion carried unanimously.

- a. Ethan's Run is June 9, 2018 at Konkel Park at 8:30 a.m. Registration fee is \$30.00 + \$2.50 sign-up fee with T-shirt. Visit runsignup.com/race/wi/greenfield/ethansrunagainstadddiction for more information.

11. Other topics for future agendas

Ald. Saryan stated that Item #3 would carry forward.

12. It was moved by Ald. Bailey, seconded by Ald. Saryan, for the Committee to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c) at 6:53 p.m. to consider the following

Closed Session

- a. Discussion of specific personnel problems as related to personnel matters (Mayor Neitkze)
- b. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (wages, insurance, or investing of public funds) (P. Schafer)

On a roll call vote, the motion carried unanimously.

13. It was moved by Ald. Bailey, seconded by Ald. Saryan, to adjourn the closed session and reconvene into open session at 7:28 p.m.

Reconvene

The motion carried unanimously.

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

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

The motion carried unanimously.

15. Decision of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (wages, insurance, or investing of public funds)

It was moved by Ald. Bailey, seconded by Ald. Kastner, for the Acting Director of Human Resources and Finance Director to proceed, as directed.

The motion carried unanimously.

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

Adjourn

Respectfully submitted,
Julie Foley, Human Resources Generalist

Distributed: 6/7/18

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