MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, SEPTEMBER 26, 2018.

1. The meeting was called to order by Ald. Saryan at 6:34 P.M.

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

Also Present: Paula Schafer, Finance Director
Mayor Neitzke
John Laskoski, Director, DPW
Julie Foley, Human Resources

2. Approval of the September 12, 2018 Finance and Human Resources Committee minutes — Approve 9/12/18 Minutes

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve the September 12, 2018 Finance and Human minutes as presented.

The motion carried unanimously.

3. Discussion and decision to approve the Humana health insurance plan renewal with a 3.4% premium increase for 1/1/19 through 12/31/19 with no plan design changes. — Approve the Humana health insurance plan renewal with a 3.4% premium increase for 1/1/19 through 12/31/19 with no plan design changes **Council**

Mayor Neitzke stated the renewal originally came in at approximately 16%. The Go365 Wellness component was pushed over the past few months. There will be a more aggressive push at the beginning of the year. This was an effort by all to make this happen, it also took some negotiating.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve the Humana health insurance plan renewal with a 3.4% premium increase for 1/1/19 through 12/31/19 with no plan design changes.

The motion carried unanimously.

4. Discussion and decision to approve the Section 105 Health Reimbursement Arrangement (HRA) Plan amendment between the City and Diversified Benefit Services, Inc. effective 1/1/19 to reimburse deductible expenses only. — Approve Discussion and decision to approve the Section 105 Health Reimbursement Arrangement (HRA) Plan amendment between the City and Diversified

Mayor Neitzke stated the HRA agreement has been reimbursing co-pay expenses. Under the agreement, only deductibles should be reimbursed. With this plan amendment, it will change the HRA to not reimburse the co-pays.

Ald. Bailey asked if this requires negotiation. Mayor Neitzke stated there have been significant conversations with the insurer and health plan; the language should have been stated to not include the reimbursement of co-pays. Mayor Neitzke stated this will save the City money.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve the Section 105 Health Reimbursement Arrangement (HRA) Plan amendment between the City and Diversified Benefit Services, Inc. effective 1/1/19 to reimburse deductible expenses only.

The motion carried unanimously.

Benefit Services, Inc. effective 1/1/19 to reimburse deductible expenses only
Council

5. Discussion and decision to approve the Section 105 Health Reimbursement Arrangement (HRA) Plan renewal between the City and Diversified Benefit Services, Inc. for 1/1/19 through 12/31/19.

Mayor Neitzke stated this goes along with the previous item. This is the renewal with Diversified Benefit Services.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve the Section 105 Health Reimbursement Arrangement (HRA) Plan renewal between the City and Diversified Benefit Services, Inc. for 1/1/19 through 12/31/19.

The motion carried unanimously.

Approve the Section 105 Health Reimbursement Arrangement (HRA) Plan renewal between the City and Diversified Benefit Services, Inc. for 1/1/19 through 12/31/19
Council

6. Discussion and decision to create Deputy Comptroller position job description within the Finance Division.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve creating Deputy Comptroller position job description within the Finance Division.

The motion carried unanimously.

Approve creating Deputy Comptroller position job description within the Finance Division
Council

7. Discussion and decision to set salary for Deputy Comptroller position.

It was moved by Ald. Kastner, seconded by Ald. Bailey to set salary for Deputy Comptroller position.

The motion carried unanimously.

Approve setting salary for Deputy Comptroller position
Council

8. Discussion and decision to approve recruiting and hiring for the Deputy Comptroller position within the Finance Division.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve recruiting and hiring for the Deputy Comptroller position within the Finance Division.

Approve recruiting and hiring for the Deputy Comptroller position within

The motion carried unanimously.

the Finance Division
Council

9. Discussion and decision to create Human Resources Administrator position job description within the Human Resources Department.

It was moved by Ald. Kastner, seconded by Ald. Bailey to create Human Resources Administrator position job description within the Human Resources Department.

The motion carried unanimously.

Approve creating Human Resources Administrator position job description within the Human Resources Department
Council

10. Discussion and decision to set salary for Human Resources Administrator position.

It was moved by Ald. Kastner, seconded by Ald. Bailey to set salary for Human Resources Administrator position.

The motion carried unanimously.

Approve setting salary for Human Resources Administrator position
Council

11. Discussion and decision to approve recruiting and hiring for the Human Resources Administrator position within the Human Resources Department.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve hiring for the Human Resources Administrator position within the Human Resources Department.

The motion carried unanimously.

Approve hiring for the Human Resources Administrator position within the Human Resources Department
Council

12. Presentation of proposed 2019 budget and brief discussion.

Authorize Finance Director to release for publication the Proposed 2019 budget

Ms. Schafer distributed the proposed 2019 budget. Mayor Neitzke stated most of the budget is dictated by state requirements. There are two major requirements to follow. There is a formula with how much the levy can be raised, the total amount of taxes the City collects and there is another formula that talks about the Expenditure Restraint Program (ERP). That is the amount of expenditures that the City can raise annually. If the City raises the levy more than allowed, that has negative impact. With the expenditure restraint, if the City raises the expenditures more than allowed, then the City does not get the state aid that comes in the form of the ERP.

Mayor Neitzke stated the City was allowed to raise the levy by 2.93%, which is the equivalent of $708,343. The budget is increased by $707,468, which is about $875 less than allowed. The tax rate for the 2018 tax bills which go out in December is approximately $8.75 vs $8.68 per $1,000, which is an increase of .07 per $1,000. That assumes everything stays the same for value.

Mayor Neitzke discussed the concern regarding the Dark Store issue. If a large taxpayer, such as Walmart, has the value of their tax bill go down dramatically, the total amount of levy (taxes collected) would decrease and that portion of taxes would be spread around everyone else.

Mayor Neitzke stated the payment for ERP in 2018 is $656,900. It is expected to increase about $28,000 next year. The allowable ERP expenditures the City can increase is $1,078,337; however, we can only raise the levy by $700,000. This means that in order to maximize the return on the ERP dollars, the City has to make sure the expenditures increase by the million, but do not go over. However, we cannot raise taxes to do this because the City is $300,000 short. Under this budget, the City has raised expenditures by approximately $850,000, which is approximately $150,000 or so short of what we can raise expenditures. The City is not raising expenditures by $150,000 to maximize the ERP coming to the City.

Mayor Neitzke stated he would like to applaud Ms. Schafer because this was one of the years that they both had to go through every schedule, every expenditure and deviation to not interrupt service and still hope to improve or stabilize service.

Mayor Neitzke stated there is not an entire budget as being presented as if the referendum passed; however, there is a sheet that has been prepared showing the budget with the referendun. Mayor Neitzke stated the budget needs to be published in the paper and a public hearing.

Mayor Neitzke stated the tax rate for the tax bills would be $8.75 vs $8.68, this is without the referendum. With the referendum, the tax rate would be $9.09 vs $8.68. This is an increase of $.41 or 4.71% assuming all properties stay the same. The total levy, which is the total amount of taxes collected, with a successful referendum would be 6.96%.

Ald. Bailey asked what the increase in taxes would be on a $100,000 home without the referendum. Mayor Neitzke stated last year was $868 and next year would be $875, which is a $7 increase. If the referendum passed, it would be a $41 increase.

It was moved by Ald. Bailey, seconded by Ald. Kastner to authorize Finance Director to release for publication the Proposed 2019 budget.

The motion carried unanimously.

13. Approval of schedules of disbursements in the amount of $1,052,635.12. Approve disbursements **Council**

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

AP CHECKS	9/7/18	$ 94,937.97

AP CHECKS	9/14/18	$ 848,144.48
P-CARDS/AUG	8/23/18	$ 109,552.67
TOTAL		**$1,052,635.12**

The motion carried unanimously.

14. Approval of mileage reimbursements in the amount of $181.15.

Approve mileage **Council**

It was moved by Ald. Bailey, seconded by Ald. Kastner to approve the mileage in the amount of $181.15.

The motion carried unanimously.

15. Investments and reinvestments.

Investments & reinvestments **Council**

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve the investments and reinvestments as follows:

LOCAL GOVERNMENT INVESTMENT POOL

August 2018 Statement	
July Ending Balance	$23,587,898.13
0 Deposits in August	$ -
2 Withdrawals in August	$ 3,225,000.00
Aug Interest Earnings @2.00%	$ 38,542.50
Total:	$20,401,440.63

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned	ID #
Money Mkt/Tri-City Bank	$654,819.00	12/31/2001	variable		$83.43	21901270
Money Mkt/BMO Harris Bank	$507,344.63	6/28/2011	variable		$171.13	46370511
Ehlers Investment Partners X-2055705	$6,208,595.00	12/9/2014	variable			
Associated Bank Investments	$6,098,857.52	12/10/2014	variable			
TD America Trade TIF # 6 (2015) X-031566	$277,660.92	10/1/2015	variable			
TD America Trade TIF # 6 (2016) X-130060	$0.00	6/29/2016	variable			
TD America Trade TIF # 6 (2016) X-287885	$187,539.36	11/30/2016	variable			

TD America Trade TIF # 6 (2017) X-632136	$87,808.00	4/1/2017	variable

Totals	$14,022,624.43	$254.56

The motion carried unanimously.

16. Accept August Financial Statements.

Accept August Financial Statements **Council**

It was moved by Ald. Kastner, seconded by Ald. Bailey to accept August 2018 financial statements.

The motion carried unanimously.

17. Other topics for future agendas

The budget is a future agenda item.

18. 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 7:15p.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.

19. It was moved by Ald. Bailey, seconded by Ald. Kastner, to adjourn the closed session and reconvene into open session at 8:17 p.m.

Reconvene

The motion carried unanimously.

20. Decision of Specific personnel problems as related to personnel matters

No action needed.

21. Adjourn

Adjourn

It was moved by Ald. Kastner, seconded by Ald. Bailey to adjourn the meeting at 8:20 p.m.

The motion carried unanimously.