

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT
THE GREENFIELD CITY HALL ON WEDNESDAY, OCTOBER 10, 2018.

1. The meeting was called to order by Ald. Saryan at 6:32 P.M.

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

Also Present: Paula Schafer, Finance Director
Mayor Neitzke
Julie Foley, Human Resources Administrator
Scott Jaquish, Director, Parks & Recreation
Jeff Katz, Director, Neighborhood Services
Darren Rausch, Director, Health Department

2. Approval of the September 26, 2018 Finance and Human Resources Committee minutes Approve
9/26/18
Minutes
- It was moved by Ald. Kastner, seconded by Ald. Bailey to approve the September 26, 2018 Finance and Human minutes as presented.

The motion carried unanimously.

3. Discussion and decision to approve a wage scale for the position of Working Foreman. Approve a
wage scale for
the position of
Working
Foreman
Council
- Mr. Katz stated most of the positions within the City have a wage scale that increases over time. The steps increase over time based on the number of years which someone is in the position. Having steps recognizes people would gain experience within that position over time and provides an incentive to stay within the City. Currently the position does not have steps, it has one wage. Compared to the Senior Operator, which is where most Working Foremen come from, it is a big jump. The top wage would be maintained; however, it has the normal increases the City would have.

Mayor Neitzke stated the next Working Foreman would start at the lowest step as opposed to the current highest step. Mr. Katz stated this would not affect any current Working Foreman in the position, this is only for new Working Foremen. Ald. Kastner asked if all have been within the position that long already. Mr. Katz stated no; however, they are all very experienced.

It was moved by Ald. Kastner, seconded by Ald. Saryan to approve a wage scale for the position of Working Foreman.

The motion carried unanimously.

4. Approval of 2019 & 2020 Agreement for July 4th Fireworks display at Konkel Park. Approval of
2019 & 2020
Agreement for
July 4th
- Mr. Jaquish stated the fireworks are very volatile in pricing, so there is a need to try to have price security for an extended period of time. This is for 2019 and 2020. The

thought is to at least maintain the current show and based on conversation, improve upon the show. The consideration was to how the mid-level part of the show and the finale can be improved. Everyone remembers the finale. There are new items listed for 2019 and 2020. All of the pre-meetings stay in place.

Fireworks display at Konkell Park for \$22,250 per year
Council

Mr. Bailey asked if the dollar amount was for one or two year price. Mr. Jaquish stated it is for a one year price and locked in for two years. Mayor Neitzke stated this is a very good price and the goal is to make the show better.

It was moved by Ald. Bailey, seconded by Ald. Kastner to approve 2019 & 2020 Agreement for July 4th Fireworks display at Konkell Park for \$22,250 per year.

The motion carried unanimously.

5. Discussion and decision to approve an audit service agreement with Baker Tilly Virchow Krause, LLP for the basic financial statements of the City of Greenfield.

Approve an audit service agreement for a 5 year contract with Baker Tilly Virchow Krause, LLP for the basic financial statements of the City of Greenfield
Council

Ms. Schafer stated the City has been using Baker Tilly for a number of years now and the contract expired with the last audit in December 2017. They provided a 3-year and a 5-year contract. The 3-year would provide a 3% increase and the 5-year would be a 2% for the first 3 years and 2.9% for the remaining 2 years.

Mayor Neitzke stated if there were ideas about going out to bid for this, Baker Tilly is the preeminent municipal government accounting firm. The question would be to do a longer or shorter contract.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve an audit service agreement for a 5 year contract with Baker Tilly Virchow Krause, LLP for the basic financial statements of the City of Greenfield.

The motion carried unanimously.

6. Memorandum of Understanding between the Greenfield Health Department and Clement Manor related to a Closed Point of Dispensing.

Approve Memorandum of Understanding between the Greenfield Health Department and Clement Manor related to a Closed Point of Dispensing
Council

Mr. Rausch stated this item is related to the emergency public health preparedness. In an anthrax situation there may be a need to vaccinate or provide antibiotics within 48 hours to the entire populous of Greenfield. By creating memorandums of understanding related to a closed point of dispensing, the City can section off portions of the City and have them operate themselves. Clement Manor is the first who has come forward to create such an agreement. If this situation were to happen, the City would get the antibiotics or vaccinations, depending on what the public health emergency is, and then would work with Clement Manor to get those to them and they would take care of staff, families of staff, the residents who live there or attend daycare, etc. This is a great way to get high risk personnel having to be shipped here to attend one of the City's clinic. The City Attorney is reviewing the Memorandum of Understanding at this time.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve Memorandum of Understanding between the Greenfield Health Department and Clement Manor related to a Closed Point of Dispensing.

The motion carried unanimously.

7. Contract between Community Advocates, Inc., and the Greenfield Health Department (and Healthiest Greenfield Coalition) related to 2019 Partnering for Success grant funding.

Mr. Rausch stated there are grant dollars available and what they are looking to do is host a large community event on February 1, 2019, the high school basketball game, boys/girls varsity doubleheader between Greenfield and Whitnall and use this as a splash to get the community involved and rally behind the issues related heroin and opioids especially in the schools. This will build upon the Light & United Red week which is happening county wide the week earlier.

It was moved by Ald. Kastner, seconded by Ald. Bailey to Contract between Community Advocates, Inc., and the Greenfield Health Department (and Healthiest Greenfield Coalition) related to 2019 Partnering for Success grant funding.

The motion carried unanimously.

8. Contract between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to 2019 Opioid Harm Prevention Program grant funding.

Mr. Rausch stated last year they received a small allocation to do billboard ads, bus stop ads and radio station ads. Because they were part of that process last year, the State came to them and offered \$20,000 in order to continue to push out those messages along with providing technical assistance with those CDC national scale messages on heroin and opioid, which can be tailored to our community. This is an opportunity to provide some technical assistance to the staff in using CDC resources to leverage resources that can be used across the City and the timing for this should work out well for Ethan's Run. The more messages that can be put out, the better off we will be. The heroin and opioid situation has to be addressed at many levels and if it can be addressed at the prevention level, this is as important and maybe more important.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve Contract between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to 2019 Opioid Harm Prevention Program grant funding.

The motion carried unanimously.

9. Contract between Community Advocates, Inc., and the Healthiest Greenfield Coalition related to 2019 State Targeted Response grant funding.

Approve
Contract
between
Community
Advocates,
Inc., and the
Greenfield
Health
Department
(and Healthiest
Greenfield
Coalition)
related to 2019
Partnering for
Success grant
funding
Council

Approve
Contract
between the
State of
Wisconsin
Department of
Health and
Family Services
and the
Greenfield
Health
Department
related to 2019
Opioid Harm
Prevention
Program grant
funding
Council

Approve
contract
between

Mr. Rausch stated there are two community advocate contracts tonight. Community advocates is a coalition resource in the Milwaukee area. It is led by former assembly member John Richards and some others; they are a big support of coalition statewide. Previously there was the partnering for success grant funding. This is funding from State Targeted Response, specifically responding to Heroin and Opioids. The focus of this is more narrow; however, it is funding that will be leverage for the February 1, 2019 event at Whitnall.

Community Advocates, Inc., and the Healthiest Greenfield Coalition related to 2019 State Targeted Response grant funding
Council

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve Contract between Community Advocates, Inc., and the Healthiest Greenfield Coalition related to 2019 State Targeted Response grant funding.

The motion carried unanimously.

10. Discussion regarding proposed 2019 budget.

Mayor Neitzke stated there is not much to add. Mayor Neitzke wanted to point out that Ald. Bailey discussed the Emerald Ash Borer epidemic that is going on in the City. Last year there was approximately \$10,000 in the budget to replace trees. This has been increased by 50% to \$15,000, which is levy based. The other issue was the fireworks and Ald. Bailey wanted to see more funding because he wanted to make sure that we had the best show. This was managed within the budget without any increased cost to the taxpayers. The beautification effort along the City Center was another concern. There are places for banners on the poles; there are banners designed and holiday banners are being looked at, along with holiday decorations at no cost to the taxpayers. There are two American flags on Layton Ave. Part of the reason for the flags is because the Traveling Vietnam War Memorial will be coming to Greenfield next year during Memorial Day weekend. It would be nice to have the American flags along Layton Ave. and along the City Center due to this.

Ms. Schafer stated that the budget is anticipated to be in the paper on October 17, 2018 and the public hearing is scheduled for November 7, 2018, which is Wednesday due to the election being held on November 6, 2018. Mayor Neitzke stated this may be helpful since it may be known if the referendum passed or not.

11. Approval of schedules of disbursements in the amount of \$1,845,100.57.

Approve disbursements
Council

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

AP CHECKS	9/21/18	\$ 684,044.75
AP CHECKS	9/28/18	\$ 367,864.97
WIRE TRANSFERS	SEPT 2018	<u>\$ 793,190.85</u>
<u>TOTAL</u>		<u>\$1,845,100.57</u>

The motion carried unanimously.

12. Approval of mileage reimbursements in the amount of \$1,118.83.

Approve
mileage
Council

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve the mileage in the amount of \$1,118.83.

The motion carried unanimously.

13. Other topics for future agendas

Recommendation from Don Carlson to eliminate the committee payment.

14. Committee to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c) to consider the following:

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

N/A

15. Adjourn the closed session and reconvene into open session.

N/A

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

N/A

17. Adjourn

Adjourn

It was moved by Ald. Kastner, seconded by Ald. Bailey to adjourn the meeting at 7:13 p.m.

The motion carried unanimously.