

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT
THE GREENFIELD CITY HALL ON WEDNESDAY, AUGUST 14, 2019.

1. The meeting was called to order by Ald. Saryan at 6:03 P.M.

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

Also Present: Mayor Neitzke
Paula Schafer, Finance Director
Scott Jaquish, Parks & Recreation Director
Darren Rausch, Health Officer/Director
Jennifer Goergen, City Clerk
Tim Sowinski, Deputy Comptroller

2. Approval of the July 10, 2019 Finance and Human Resources Committee minutes. Approve
7/10/19

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve the July 10, 2019 Finance and Human minutes as presented. Minutes

The motion carried unanimously.

3. Discussion and decision to approve a revised job description for Administrative Assistant in the Department of Neighborhood Services. Approve
revising job
description for
Administrative
Assistant in the
Department of
Neighborhood
Services
Council
- Mayor Neitzke stated this is cleaning up the job description for this position as is being done for all the other positions. The changes are minimal, there is a focus on customer service to the job description as well. It is providing more flexibility, there are no substantive changes to the job description.
- It was moved by Ald. Saryan, seconded by Ald. Bailey to approve revising job description for Administrative Assistant in the Department of Neighborhood Services.

The motion carried unanimously.

4. Discussion and decision to transfer of remaining balances from capital projects "2016 Body Worn Video," and "2019 Narcotic Scanner," to project "2018 Tasers". Approve
transferring of
remaining
balances from
capital projects
"2016 Body
Worn Video,"
and "2019
Narcotic
Scanner," to
project "2018
Tasers"
- Ms. Schafer stated there is approximately \$117,000 between those projects so it will easily cover the \$215,000 for the tasers.
- It was moved by Ald. Kastner, seconded by Ald. Saryan to approve transferring of remaining balances from capital projects "2016 Body Worn Video," and "2019 Narcotic Scanner," to project "2018 Tasers".
- The motion carried unanimously.

Council

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

Approve
agreement with
Meijer Great
Lakes Limited
Partnership for
acceptance
sponsorship
addendum
Council

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

The motion carried unanimously.

6. Discussion and decision regarding the polling location for Wards 19, 20 and 21.

Proceed as
directed

Ms. Goergen stated they have been searching for a polling place for Wards 19, 20 and 21. They currently vote at Elm Dale School. It has been more difficult to find a suitable location to replace Elm Dale. They looked at the Greenfield High School Community Board Room, but it is too small for three Wards. The Christ United Methodist Church was thought to be a good option and that is used by Goodwill Monday through Friday therefore it is not available. Mount Zion Lutheran Church was another option, but there are quite a few concerns. The building is not air conditioned, there are not enough electrical outlets and miscellaneous concerns such as parking and the entrance. Although they could make it work, it would require a lot of fixes. Some other options would be the Salvation Army Church or Adoration Lutheran Church. The Salvation Army Church is a new facility, it is large and nice, up to code for ADA, plenty of parking. The only issue is that it is outside of the Aldermanic District. The Statutes do not require a polling place to be within an Aldermanic District or even within the City if you do not have other options. The Statutes ask that it is not a major inconvenience to electors. The Salvation Army Church is about two miles from Elm Dale School, but it is outside of the Aldermanic District. The other option is the Adoration Lutheran Church. They were told that this is an evacuation site that Elm Dale School uses. The only problem is that they currently do not have a Pastor on board. They have not had an opportunity to look at the Church because the Board does not want to make any decision until the new Pastor is there, the Board feels as though that should be the new Pastor's decision. It would be a good option, the school thinks that it would be, but they are not looking to get that new Pastor in place until sometime between January and April 2020. The elections start February 2020 and legally any changes have to be in place 30 days before an election, therefore this change needs to be done as soon as possible because there are a lot more things that go in to this, such as notifying Milwaukee County and the State. Ms. Goergen stated she is looking for direction on how to proceed.

Ald. Kastner stated he does not want a temporary location, if it is going to be moved, then move it once. Mayor Neitzke stated Wards 19, 20 and 21 include Tuckaway and they are some of the highest turnout within the City. Mayor Neitzke stated the best choice would be Adoration Lutheran Church because it would be close to Tuckaway and those Aldermanic Districts. The difficulty is that we cannot do it in time. Ald. Saryan asked if it was ok to use Elm Dale School until Adoration Lutheran Church was an option. Ms. Goergen stated it was a good question and if that was the direction advised to proceed,

they can set up a meeting to find out. Mayor Neitzke stated the best choice would be to continue to use Elm Dale School until they can find a more permanent place. Salvation Army is a good site, but it is hard to get there, the preference is to keep it local. Mayor Neitzke stated the school districts have been extremely great to work with, there was no ultimatum, the first step would be to discuss with the school district. Mayor Neitzke stated to continue with Adoration Lutheran Church as the next step. If the school district says no and Adoration Lutheran is not an option, then they will probably have to go to the Salvation Army with the potential to change it in the future. This would be the least desirable thing though.

Ms. Goergen is to proceed as directed.

7. Discussion and decision to approve Facility Use Agreement with King of Glory Church for Use of the North and South Rooms for Voting.

Approve
Discussion and
decision to
approve
Facility Use
Agreement with
King of Glory
Church for Use
of the North
and South
Rooms for
Voting
Council

Ms. Goergen stated the King of Glory Church Facility Use Agreement is presented because they are trying to move some of the polling places out of the schools which cannot secure the gym areas from the rest of the schools to keep it safe. It is a trend among many municipalities to get polling locations out of the schools if the area cannot be secured. They looked at King of Glory Church for an option for Maple Grove. Maple Grove school has Wards 13, 14 and 15. King of Glory Church would be a positive change because it has more parking, there are approximately 52 more parking stalls. The polling location of King of Glory is just down the street from Maple Grove school, so it would be convenient for voters.

Ald. Bailey asked if Ms. Goergen looked at City Hall as an option. Ms. Goergen stated she knows the Council Chambers room is not large enough for three Wards. They did do it as a temporary fix when Maple Grove was having some renovations done and it was tight. Two Wards would work but not three. In addition to that, part of the contingency plan is if there is a problem at a polling place and they need to move out of there in an emergency, this is the emergency location. All of the Wards would be brought to City Hall. King of Glory Church is excited to work with the City because they are involved in a lot of community outreach, they like to work with the municipality. They did ask if the City would reimburse them for any cost they incurred, which is why there is the Facility Use Agreement. The cost would be approximately \$200 per election. Ms. Goergen did a survey with approximately six to eight other municipalities who use Churches, such as Oak Creek, Wauwatosa, the lowest cost is about \$200, averaging \$250 per election. On page two of the agreement, under item 5B, King of Glory had a concern with the snow plowing aspect because they did not feel as though they could keep up on election day and it would be costly and do not have the staff. They asked if the City would be willing to do the snow plowing on election day if it were to snow. Ms. Goergen stated John Laskoski agreed this would not be a problem. Ms. Goergen stated item 5B would need to have a revision to reflect this.

Ald. Kastner asked how many mailings there would be for this notification. Ms. Goergen stated they would advertise the new location everywhere. There is a postcard mailing, it would be on cable, website. This would affect approximately 2,500 voters. Ald. Bailey wanted to confirm that there would be a sign at Maple Grove with the correct place. Ald.

Saryan stated with the directions on how to get there. Ms. Goergen stated they can do that.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve Facility Use Agreement with King of Glory Church for Use of the North and South Rooms for Voting.

The motion carried unanimously.

8. Discussion and decision to approve a Resolution moving the polling location for Wards 13, 14 and 15 from Maple Grove School, 6921 W Cold Spring Rd to King of Glory Church, 4330 S 84th St beginning in 2020 for all future elections.

Ms. Goergen stated the Wisconsin Statutes require a Resolution be adopted in order to make a polling place change.

It was moved by Ald. Saryan, seconded by Ald. Kastner to approve a Resolution moving the polling location for Wards 13, 14 and 15 from Maple Grove School, 6921 W Cold Spring Rd to King of Glory Church, 4330 S 84th St beginning in 2020 for all future elections.

The motion carried unanimously.

Approve a Resolution moving the polling location for Wards 13, 14 and 15 from Maple Grove School, 6921 W Cold Spring Rd to King of Glory Church, 4330 S 84th St beginning in 2020 for all future elections

Council

9. Discussion and decision regarding purchasing a First Party Cyber Crime Insurance Policy with Chubb.

Ms. Goergen stated this is Cyber Crime Insurance because they are seeing it become more prevalent and there is an uptick in their client's exposure to cybercrimes. This would sit parallel to the League's third-party coverage the City already has. The first party coverage would pay benefits to the insured for losses that are incurred to themselves or the property that they own. The third party would benefit someone else who is bringing action against an insured. The way they would define cyber terrorism or attacks is an act that is expressly directed at a computer system operated by an insured. People could click on things or malware is installed on computers and it puts the information on the computer at risk. Since this is becoming more prevalent, the insurance is there to protect the City from the cost or problems associated with this. There are two options of purchasing the insurance. They can go with the short-term policy, which would be approximately \$1,550 and extend from August 23 through January 1, 2020. The other recommendation would be to choose an annual package for \$3,875 with separate renewal dates of August 2020.

Approve purchasing a First Party Cyber Crime Insurance Policy with Chubb

Council

Mayor Neitzke stated this insurance is not expensive, he spoke to the IT Director about this. He stated his idea would be to pay the premium through the end of the year so everything is renewed the first of the year. The other option is to not take it until January 2020. It seems as though this is good insurance to have.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve purchasing a First Party Cyber Crime Insurance Policy with Chubb through December 31, 2019.

The motion carried unanimously.

10. Discussion and decision to approve a contract amendment between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to 2020 Consolidated Contract grant funding related to public health emergency preparedness.

Mr. Rausch stated funding continues for emergency preparedness for 2020. The funding continues with slight reductions due to federal appropriation changes which are listed, approximately \$50,000 is coming in for emergency health preparedness. This is a standard contract they have had for a number of years and Mr. Rausch is recommending the approval.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve contract amendment between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to 2020 Consolidated Contract grant funding related to public health emergency preparedness.

The motion carried unanimously.

Approve contract amendment between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to 2020 Consolidated Contract grant funding related to public health emergency preparedness
Council

11. Discussion and decision to approve an Ancillary Participation Agreement between Anthem Blue Cross and Blue Shield, and the Greenfield Health Department.

Mr. Rausch stated in July, Humana and ChoiceCare were presented, this is the last of the big insurance companies the Health Department would like to set up agreements with for billing for influenza and other services. This is the Anthem contract, everything has been shared with the City Attorney appropriately. This would primarily cover services billed for including influenza and pneumonia vaccinations; however, there are other services they can bill for as well including children which are on the Anthem insurance for immunizations as well.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve an Ancillary Participation Agreement between Anthem Blue Cross and Blue Shield, and the Greenfield Health Department.

The motion carried unanimously.

Approve an Ancillary Participation Agreement between Anthem Blue Cross and Blue Shield, and the Greenfield Health Department
Council

12. Discussion and decision to approve a contract amendment between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to 2020 Consolidated Contract grant funding related to core public health services.

Approve contract amendment between the

Mr. Rausch stated this contract is similar to the emergency preparedness funding; however, this is dollars passed through by the Centers for Disease Control (CDC) through the State of Wisconsin for other areas of health importance, such as lead poisoning, maternal and child health, immunizations and prevention. The dollar amount is approximately \$33,000 worth of categorical funding to the Health Department and Mr. Rausch would recommend approving this contract amendment.

State of Wisconsin
Department of Health and Family Services
and the Greenfield Health Department
related to 2020 Consolidated Contract grant funding related to core public health services
Council

Ald. Bailey asked if the State gives the funding for lead poisoning, is there something the Health Department has to do to justify that regarding lead poisoning prevention. Mr. Rausch stated that each of these contracts has objectives tied to it. This specific contract says that the Health Department will follow up on all lead poisoning cases over 10 micrograms per deciliter. Anyone with an elevated lead would have case management, education. If it was significant, the Health Department would collect paint samples, work on remediation. In any given year, there are about five elevated lead cases and in the last 10 to 12 years, they have successfully abated one property. Because the housing stock in Greenfield is relatively new and lead paint was phased out in the 70's, they do not have quite as many lead poisoning problems as Milwaukee, Racine, or older communities in the area.

Mayor Neitzke stated that even if they did not get the grant, they would still be doing these things. Mr. Rausch stated this does not necessarily cover everything, they have to do it anyway, but the dollars help cover for education and outreach.

Ald. Bailey asked if this includes lead pipes and water pipes. Mr. Rausch stated from what he understands there is one lead lateral and yes there are lead pipes throughout the Milwaukee region and yes lead pipes are a concern. However, from a public health perspective, the main concerns for lead poisoning have been and always been lead in paint, gasoline. Children eat paint chips, they taste sweet, which is how people get poisoned. The primary source still remains to be lead in paint. Mr. Rausch stated if you continue to add the phoshorus agent which protects the lead pipes from leaching lead into the water there are no problems.

It was moved by Ald. Saryan, seconded by Ald. Kastner to approve contract amendment between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to 2020 Consolidated Contract grant funding related to core public health services.

The motion carried unanimously.

13. Approval of schedule of disbursements in the amount of \$6,562,106.23.

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

AP CHECKS	7/5/2019	\$92,875.90
AP CHECKS	7/12/2019	\$437,350.67
AP CHECKS	7/19/2019	\$626,646.51
AP CHECKS	7/26/2019	\$215,727.37

Approve schedule of disbursements in the amount of \$6,562,106.23
Council

AP CHECKS	8/2/2019	\$141,854.70
TAX REFUNDS	7/10/2019	\$678.45
TAX REFUNDS	7/17/2019	\$383.66
WIRE TRANSFERS	JUNE 2019	\$856,670.63
WIRE TRANSFERS	JULY 2019	\$4,057,958.26
P-CARDS / JUNE 2019 STATEMENT	6/23/2019	\$131,960.08
	TOTAL	\$6,562,106.23

The motion carried unanimously.

14. Approval of mileage reimbursements in the amount of \$1,825.95.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve the mileage in the amount of \$1,825.95.

Approve
mileage in the
amount of
\$1,825.95
Council

The motion carried unanimously.

15. Investments and reinvestments.

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

Approve
investments &
reinvestments
Council

LOCAL GOVERNMENT INVESTMENT POOL

June 2019 Statement			
May Ending Balance		\$	23,154,561.04
0 Deposit (s) in June			-
0 Withdrawal(s) in June			-
June Interest Earnings @ 2.42%			46,109.19
	TOTAL:	\$	23,200,670.23

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned
Money Mkt/Tri-City Bank	\$642,508.53	12/31/2001	variable		\$79.21
Money Mkt/BMO Harris Bank	\$509,283.26	6/28/2011	variable		\$208.06
Ehlers Investment Partners X-2055705 GRD GEN INV	\$6,362,755.25	12/9/2014	variable		
Associated Bank Investments	\$6,293,954.57	12/10/2014	variable		
Totals	\$13,808,501.61				\$287.27

The motion carried unanimously.

16. Accept June 2019 Financial Statements.

It was moved by Ald. Kastner, seconded by Ald. Bailey to accept June 2019 financial statements.

Accept June
2019 Financial
Statements
Council

The motion carried unanimously.

17. Other topics for future agendas.

2020 Budget.

18. Adjourn.

Adjourn

It was moved by Ald. Kastner, seconded by Ald. Bailey to adjourn the meeting at 6:52 p.m.

The motion carried unanimously.