

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, MAY 25, 2016

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

2. Approval of the May 11, 2016 Finance and Human Resources Committee minutes

Approve 5/11/16
minutes

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve the May 11, 2016 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision to approve the Gold Hardware Preventative Maintenance/Support and Firmware Agreement with Election Systems & Software, Inc. (ES&S) for the DS200 and AutoMARK voting equipment (J. Goergen)

Mayor Neitzke said there aren't many vendors that service this equipment, and this quote is a competitive price.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the Gold Hardware Preventative Maintenance/Support and Firmware Agreement with Election Systems & Software, Inc. (ES&S) for the DS200 and AutoMARK voting equipment.

Approve ES&S
agreement
COUNCIL

Under discussion, Ald. Bailey asked for clarification of the August 1, September 1 and October 1 dates. Mayor Neitzke said the City will be invoiced quarterly as opposed to annually.

Discussion was held regarding a malfunctioning printer on one of the new voting machines during the last election. The back-up voting machine was used. The software failure was repaired. It was agreed the City would get a second back-up machine.

The motion carried unanimously.

4. Discussion and decision to approve a COBRA Service Agreement with Diversified Benefit Services, Inc. effective July 1, 2016 (Mayor Neitzke)

Mayor Neitzke said it is his goal to get the City out of the COBRA business. There is an expense associated with this agreement. In this increasingly litigious world, it is money well spent because regulations are constantly changing. DBS administers our Section 125 and Section 105 plans, so they are a good fit.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a COBRA Service Agreement with Diversified Benefit Services, Inc. effective July 1, 2016.

DBS COBRA
Service Agreement
COUNCIL

Under discussion, annual costs were estimated at \$1,200.

The motion carried unanimously.

5. Approval of schedules of disbursements in the amount of \$201,473.94

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

Approve
disbursements
COUNCIL

<u>AUTHORIZED</u>	<u>5/6/16</u>	<u>AUTHORIZED</u>	<u>5/13/16</u>
Total	\$156,860.76	Total	\$44,613.18

The motion carried unanimously.

6. Approval of mileage reimbursements in the amount of \$177.20

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve mileage reimbursements in the amount of \$177.20
The motion carried unanimously.

Approve mileage
COUNCIL

7. 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 2016 Statement

March Ending Balance	\$20,674,211.66
2 Deposits in April	1,129,532.38
0 Withdrawals in April	-
April Interest Earnings @ 0.42%	7,220.24
TOTAL	\$21,810,964.28

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned
Bank Mutual/MMkt	\$512,964.60	10/5/2011	variable		\$0.00
WaterStone Bank	\$500,000.00	4/16/2014	5/15/2016	1.00%	

Money Mkt/Tri-City Bank	\$3,356,158.44	12/31/2001	variable	\$413.78
Money Mkt/BMO Harris Bank	\$504,761.86	6/28/2011	variable	\$60.83
Ehlers Investment Partners	\$6,048,904.46	12/9/2014	variable	
Associated Bank Investments	\$6,055,401.36	12/10/2014	variable	
TD America Trade TIF # 6	\$727,790.54			

Totals	\$17,705,981.26			\$474.61
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The motion carried unanimously.

8. Accept financial statement

It was moved by Ald. Kastner, seconded by Ald. Bailey, to accept the January and February 2016 financial statements. The motion carried unanimously.

Accept Jan/Feb 2016 financial statements
COUNCIL

9. Other topics for future agendas

Mayor Neitzke spoke about health insurance and matters discussed at today's Health Insurance Committee meeting. The trend for premium increases is 9.7%.

10. 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) and (e) at 6:45 p.m. to consider the following:

Closed Session

- a. Discussion regarding Department of Human Resources staffing and functions, and potential contractual relations related thereto (Mayor Neitzke)

On a roll call vote, the motion carried unanimously.

11. It was moved by Ald. Kastner, seconded by Ald. Bailey to adjourn the closed session and reconvene into open session at 7:44 p.m. The motion carried unanimously.

Reconvene

12. Discussion and decision to approve an agreement with HR Directions, Inc. to provide human resources management consulting services to the City of Greenfield (Mayor Neitzke)

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve an agreement with HR Directions, Inc. to provide human resources management consulting services to the City of Greenfield and authorize the Mayor to sign after review by the City Attorney. The motion carried unanimously.

Approve agreement
HR Directions, Inc.
COUNCIL

13. Discussion and decision to revise the job description of Administrative Assistant Mayor's Office/Human Resources Assistant to Administrative Assistant Mayor's Office/Human Resources Coordinator (Mayor Neitzke)

It was moved by Ald. Bailey, seconded by Ald. Kastner, to revise the job description of Administrative Assistant Mayor's Office/Human Resources Assistant to Administrative Assistant Mayor's Office/Human Resources Coordinator. The motion carried unanimously.

Approve revised job
description
HR Department
COUNCIL

14. Discussion and decision to approve setting the salary of the Administrative Assistant Mayor's Office/Human Resources Coordinator position (Mayor Neitzke)

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve setting the salary of the Administrative Assistant Mayor's Office/Human Resources Coordinator position, as presented, effective July 11, 2016. The motion carried unanimously.

Approve salary
HR Department
COUNCIL

15. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the meeting at 7:46 P.M. The motion carried unanimously.

Adjourn

Respectfully submitted,
Joanne Waite, Human Resources Assistant

Distributed: 5/27/16