

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, JUNE 8, 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
Chuck Erickson, Community Development Manager
Darren Rausch, Health Director
Megan Noggle, Public Health Nurse Supervisor
Tim Lemmers, Information Technology Manager
Wendi Unger, Baker Tilly

Excused: Mayor Neitzke

2. Approval of the May 25, 2016 Finance and Human Resources Committee minutes

Approve 5/25/16 minutes

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the May 25, 2016 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision regarding approval and acceptance of the City of Greenfield 2015 Financial Statements and Independent Auditor's Report and Baker Tilly Virchow Krause, LLP management letter (P. Schafer)

Ms. Unger distributed an Executive Summary of the 2015 audit of the city's financial statements. She described the audit process. A letter dated June 1, 2016 to the City said the audit went well, and they received the full cooperation of city personnel. Cyber security, TIF law changes in effect October 1st, and new additional reporting required in July 2017 were items informational in nature. A new GASB was effective in 2015 for transparency purposes regarding the position of the pension plan, WRS. New GASB's will be forthcoming each year.

Financial statement highlights showed a decrease in net position of \$7.6 million and an increase of \$7.9 million in operating expenses. The main reason for this was borrowing money for TIF #6. 2015 was a very positive year for the general fund. Refuse and recycling funds broke even, and the sanitary sewer fund increased its net position by \$371,000.

Long-term debt increased \$10 million. OPEB liability is \$8 million and accumulated sick and vacation benefits is \$1.4 million. The City has the ability to borrow 5% of its equalized value, which is \$87.3 million.

Ald. Bailey asked about the fund balance. Ms. Unger said the unassigned portion is at 33%, which is exceptionally positive. This level of fund balance allows the city to do some things without borrowing money. It is not excessive.

It was moved by Ald. Saryan, seconded by Ald. Kastner, to approve and accept the City of Greenfield 2015 Financial Statements and Independent Auditor's Report and Baker Tilly Virchow Krause, LLP management letter. The motion carried unanimously.

Approve 2015
Financial Audit
COUNCIL

4. Discussion and decision to allocate funds from the "GENBID" non-rollover account toward the S. 27th Street Strategic Action Plan currently underway as a combined effort with the 27th Street Business Improvement District and the City of Milwaukee Department of Development (C. Erickson)

Mr. Erickson said 5 years ago money was allocated for a joint project with the 27th Street BID District, but that project never materialized. A long-range strategic planning effort was approved at the May 17th Common Council meeting, and the city is looking at potential areas along South 27th Street for the planning charrette. Costs are associated with the city's participation, and he would like to allocate funds that were established in 2011 for that purpose. Milwaukee is allocating approximately \$20,000, the BID District \$10,000, and Greenfield has \$10,000 in that line item. Ald. Saryan clarified that the City's contribution would not exceed \$10,000.

Ald. Kastner stated that the BID District was created to have funds available for these type of things. Why aren't they funding the whole thing? Mr. Erickson said he didn't know if the BID District has this amount of discretionary money.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to allocate funds from the "GENBID" non-rollover account toward the S. 27th Street Strategic Action Plan currently underway as a combined effort with the 27th Street Business Improvement District and the City of Milwaukee Department of Development, not to exceed \$10,000.

Approve GENBID
allocation of \$10K
for S. 27th Street
BID District
COUNCIL

Under discussion, Ald. Bailey said Mr. Erickson's write-up originally asked for a \$5,000 limit. Upon further review, Mr. Erickson suggested allocating the full amount of \$10,000.

The motion carried unanimously.

5. Discussion and decision to approve a resolution pertaining to Exhibit C of the Member Agreement with the Milwaukee Area Domestic Animal Control Commission (MADACC) (D. Rausch)

Mr. Rausch said MADACC has been in existence for over 20 years doing animal control throughout Milwaukee County. The MADACC Board

approved changes to Exhibit C of the MADACC Member Agreement. These were statutory changes due to Act 10 and other legislation dealing with animals. MADACC is asking all 19 municipalities in Milwaukee County to approve the resolution before the end of June.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a resolution pertaining to Exhibit C of the Member Agreement with the Milwaukee Area Domestic Animal Control Commission (MADACC). The motion carried unanimously.

Approve MADACC
resolution
COUNCIL

6. Discussion and decision to approve a Memorandum of Understanding (MOU) between Impact 2-1-1 and the City of Greenfield (D. Rausch)

Mr. Rausch said Impact 2-1-1 is a human services help line. It has been in existence for 12 years and operates out of an office in West Allis. This is a 'go to' referral hotline. The City has used them in the past to disseminate information during H1N1 flu and flooding incidents.

Due to some changes in management structure, Impact 2-1-1 wants a formal MOU. Mr. Rausch shared this MOU with the City's Emergency Management team of Chief Cohn, Chief Wentlandt, and Captain Johnson, Emergency Management Coordinator. This is another tool at the City's disposal to handle calls if we have an emergency. 2-1-1 is staffed 24/7 and can add other call centers throughout the country to answer questions and provide information.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a Memorandum of Understanding (MOU) between Impact 2-1-1 and the City of Greenfield. The motion carried unanimously.

Approve MOU
Impact 2-1-1
COUNCIL

7. Discussion and decision related to approve Amendment #1 to the previously approved 2016 Consolidated Contract grant between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to adult immunization grant (D. Rausch)

Mr. Rausch said the state received grant funding from the Centers for Disease Control to perform outreach and education related to adult immunizations. This grant represents the first time that grant funding has been provided for this purpose. This amendment to the previously approved contract will allow Greenfield to bring in \$3,905 for the time period May 1, 2016 through June 30, 2017. The money will be primarily used for provider and community resident education about the importance of adult vaccinations, especially a pneumonia vaccine for adults aged 65 and older.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve Amendment #1 to the previously approved 2016 Consolidated Contract grant between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to adult immunization grant.

Approve 2016
Consolidated
Contract grant
amendment
COUNCIL

Under discussion, Ald. Saryan asked if anyone in Greenfield is given these vaccines. Mr. Rausch said this contract amendment isn't about providing the vaccines, but educating and informing the public and providers about the importance of vaccinations. The Health Department said they will probably give and bill for this vaccine, but that providers and pharmacies are usually the places where adults get vaccines.

The motion carried unanimously.

8. Discussion and decision related to a Memorandum of Understanding (MOU) with the Division of Public Health, Bureau of Communicable Diseases, for the provision of TB Dispensary Services (D. Rausch)

Mr. Rausch said this MOU was approved by the Common Council in the Fall of 2010. At that time, we were unable to secure a formal agreement with a medical service provider to provide tuberculosis clinical services. Our new medical adviser practices out of the Aurora Edgerton clinic. They have agreed to provide the necessary clinical services needed to fulfill this MOU. Per the MOU, the Health Department will be able to bill for TB services related to care plans and public health case management.

Greenfield has a few TB clients that would meet the requirements of this dispensary. Being a dispensary means that Greenfield can provide additional services without referring clients to clinics in other cities. As a Health Department, we can receive reimbursement for those services at Medicare rates.

This contract runs on the state's fiscal year, which starts July 1st. Mr. Rausch has spoken to Hales Corners, Greendale and Franklin. They are all interested in being part of this as a subcontract so we can work as a region in Zone D In Milwaukee County. He will return to this committee at a future date with contracts with them and Aurora.

Ald. Saryan clarified that this MOU will be reviewed by the City Attorney. Mr. Rausch said he provided Committee members a draft MOU. The final agreement was received this morning.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to a Memorandum of Understanding (MOU) with the Division of Public Health, Bureau of Communicable Diseases, for the provision of TB Dispensary Services with review of the City Attorney. The motion carried unanimously.

Approve MOU for
TB Dispensary
Services
COUNCIL

9. Discussion and decision to approve the WiscNet Membership Memorandum of Understanding (MOU) between the City of Greenfield and WiscNet (T. Lemmers)

Mr. Lemmers said the City is moving forward with its fiber project and will be changing its internet service provider to WiscNet. Currently, we use Time Warner Cable. The move to WiscNet will significantly increase available speed to provide existing services at an acceptable level and

allow for new services. They specialize in providing internet for government entities. A \$4,000 cost savings plus more speed will be the result of this change.

Upon executing the Membership MOU, WiscNet will invoice the City an annual association fee of \$1,500.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the WiscNet Membership Memorandum of Understanding (MOU) between the City of Greenfield and WiscNet. The motion carried unanimously.

Approve WiscNet Membership MOU
COUNCIL

- 10. Discussion and decision to approve the WiscNet Network Access Service Memorandum of Understanding (MOU) between the City of Greenfield and WiscNet (T. Lemmers)

Mr. Lemmers said this MOU approves the payment required for equipment and the cost of the services based on the size of our city. Ald. Kastner asked if the payment would remain relatively flat even if we provide services to neighboring communities. Mr. Lemmers said each community passing through us to get to WiscNet will have to have their own Membership Agreement and will pay for their own service costs. Ald. Kastner asked if we would lease the line to neighboring communities. Mr. Lemmers said existing we are doing a one-time payment to allow them through. Anybody in the future coming on will also pay those one-time payments. The idea is not to have a leasing program, but to provide access.

The City is asking for a 10 gig router. The cost is fairly high, but it is a one time purchase of \$8,330.00. This router will be housed in the basement of the Library.

Mr. Lemmers is planning on going live August 20th. Conduits are already in place, but not the fiber lines.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the WiscNet Network Access Service Memorandum of Understanding (MOU) between the City of Greenfield and WiscNet. The motion carried unanimously.

Approve WiscNet Network Access Service MOU
COUNCIL

- 11. Approval of schedules of disbursements in the amount of \$7,460,024.90

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

Approve disbursements
COUNCIL

AUTHORIZED 5/20/16
Total \$550,600.70

AUTHORIZED 5/27/16
Total \$686,601.35

P-CARDS APRIL 2016 STATEMENT
Total \$96,719.81

WIRE TRANSFERS MAY 2016
Total \$6,126,103.04

The motion carried unanimously.

12. Approval of mileage reimbursements in the amount of \$144.18

It was moved by Ald. Bailey, seconded by Ald. Kastner,
to approve mileage reimbursements in the amount of \$144.18.
The motion carried unanimously.

Approve mileage
COUNCIL

13. Other topics for future agendas

N/A

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

- a. Discussion regarding 2017 budget assumptions (P. Schafer)

The Committee did not go into closed session.

15. Adjourn closed session and reconvene into open session.

N/A

16. Decision regarding 2017 budget assumptions

N/A

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

Adjourn

Distributed: 6/13/16

Respectfully submitted,
Joanne Waite, Human Resources Assistant