

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, JULY 13, 2016

1. The meeting was called to order by Ald. Saryan at 6:35 P.M.

Roll Call: Ald. Saryan Present
 Ald. Bailey Present

Also Present: Paula Schafer, Finance Director
 Mayor Neitzke
 Jennifer Goergen, City Clerk
 Darren Rausch, Health Director
 Jeff Katz, Director of Neighborhood Services
 Chief Wentlandt, Police Department

Excused: Ald. Kastner

2. Approval of the June 8, 2016 Finance and Human Resources Committee minutes Approve 6/8/16 minutes

It was moved by Ald. Bailey, seconded by Ald. Saryan, to approve the June 8, 2016 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision to revise the job description for the Deputy City Clerk position in the City Clerk's office (J. Goergen)

Ms. Goergen said she added some administrative tasks. This position will have a greater responsibility and role in assisting with election worker training and training independently with the new election laws. The proposed job description is being condensed.

Mayor Neitzke asked if there is a line 'other duties as assigned'. Ms. Goergen said that is noted on page one of the job description. Mayor Neitzke preferred that line be listed at the end of the section.

It was moved by Ald. Saryan, seconded by Ald. Bailey, to approve revising the job description for the Deputy City Clerk position in the City Clerk's office, with the change noted above. The motion carried unanimously.

Approve revised Deputy City Clerk job description **COUNCIL**

At this time, Item #9 was discussed.

4. Discussion and decision related to service agreement between the City of Greenfield and Aurora Health Care's Total Health regarding health risk appraisals for Fall 2016 as part of the City's employee wellness program, Wellness Works (D. Rausch)

Mr. Rausch said this will be the 7th year for health risk assessments.

This is a successful program, which is a benefit to both employees and to the City's insurance renewals. Participation is about 65%. The contract will be received for signature in a few weeks. Dates are being scheduled for late October/early November for health risk appraisals.

Ald. Bailey asked about the total cost of this program. Mr. Rausch said about \$25,000 is budgeted based on 100% participation. The account is underspent.

It was moved by Ald. Saryan, seconded by Ald. Bailey, to approve a service agreement between the City of Greenfield and Aurora Health Care's Total Health regarding health risk appraisals for Fall 2016 as part of the City's employee wellness program, Wellness Works. The motion carried unanimously.

Approve Service Agreement with Aurora Wellness **COUNCIL**

5. Discussion and decision regarding agreement for Use of Vital Records Birth Record Data between the Greenfield Health Department and the Wisconsin Department of Health Services (D. Rausch)

Mr. Rausch said this is an annual agreement for the use of birth record data through the state's Vital Records office. Birth record data is important to the Health Department because that allows us to track high risk pregnancies and high risk newborns that may need some case management. It provides a data source to send letters about immunizations and services the City offers.

Ald. Bailey asked if there is any cost to the City, and Mr. Rausch replied no.

It was moved by Ald. Bailey, seconded by Ald. Saryan, to approve an agreement for Use of Vital Records Birth Record Data between the Greenfield Health Department and the Wisconsin Department of Health Services. The motion carried unanimously.

Approve Birth Record Data Agreement **COUNCIL**

6. Discussion and decision to approve Agreement for Services by and between the Greenfield Health Department and Wisconsin Disaster Medical Response Team Medical Reserve Corps (D. Rausch)

Mr. Rausch said this agreement is a means for the City to use the Medical Services Response Team. That is a supplementary volunteer workforce for public Health Departments and cities to use in the event of a public health or other emergency. He and Captain Johnson met with their representative to find out what they could offer. They have hundreds of personnel and many assets, such as tent hospitals which can be erected in parking lots, and search and rescue dog teams. This is an asset that has been deployed throughout southeastern and northeastern Wisconsin. Approving this agreement prioritizes Greenfield in emergency situations ahead of other departments who are lacking an agreement with this organization.

Mayor Neitzke said the most important part of this agreement is that it brings additional resources to the City in a broad emergency. The biggest need in an emergency would be manpower. Mr. Rausch said there is no cost at this point, but there would be costs if we would consume something in an emergency. FEMA disaster aid could be applied for.

It was moved by Ald. Saryan, seconded by Ald. Bailey, to approve an Agreement for Services by and between the Greenfield Health Department and Wisconsin Disaster Medical Response Team Medical Reserve Corps. The motion carried unanimously.

Approve Agreement
WI Disaster Medical
Response Team
COUNCIL

7. Discussion and decision to approve contract to administer the Retail Food and Recreational Programs for the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) (D. Rausch)

Mr. Rausch said this contract reflects merger of the Food Safety and Recreational Licensing program from the State of Wisconsin Department of Health Services with the Department of Agriculture, Trade and Consumer Protection's Food Safety program. This merger at the state level eliminated some redundancies and created some efficiencies.

This contract reflects the merger and voids any previous contracts. It went into effect July 1st. The Greenfield Health Department has been an agent for all the different food, safety and recreational licensing programs for almost 30 years. There is a benefit to inspecting our own restaurants and licensed facilities. The City can provide better service at a much lower cost.

Ald. Bailey asked about the cost to the city. Mr. Rausch replied that the cost to us is the City collects the license fee and provides back a small percentage (8-9%) of each license collected. That fee includes access to a free database and licensing software, trainers and legal advice through the state that the Health Department has been using for 5 years.

Ald. Bailey asked how often does a restaurant get inspected. Mr. Rausch said the agreement requires an inspection at least once a year. Problem establishments get visited more and complaints are followed up on.

It was moved by Ald. Saryan, seconded by Ald. Bailey, to approve contract to administer the Retail Food and Recreational Programs for the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP). The motion carried unanimously.

Approve contract
State of WI
Retail Food
COUNCIL

8. Discussion and decision to approve an Ordinance charging a \$15 fee for one time use passes and a \$45 fee for a yearly pass for the Drop Off Center for Greenfield residents not currently part of the city's solid waste disposal program (N/S)

Mr. Katz said this ordinance addresses a problem that has come up with the Recycling Center. In the past, the drop off center has been free and open to residents. Johns Disposal said the cost to run the DOC has risen. They suggested implementation of a pass so that only people who pay for garbage service could utilize the DOC.

Condominium owners, who have a private contract for their waste disposal, want to use the DOC too. Mr. Katz spoke with Johns Disposal, and they recommend charging a \$15 fee for one time use passes and a \$45 fee for a yearly pass. These passes would not allow disposal of electronics or building materials. There will be a cost to produce the passes.

Mr. Katz said electronics and building materials (drywall, windows, doors) are very expensive to dispose of. Ald. Saryan said what do residents do with those. Mr. Katz said there is a program run through the state for electronics, and he is looking into that. Mayor Neitzke spoke about building materials abuses.

Mr. Katz said residents have DOC key tags. If someone loses their key tag, they are issued a new one with a different number. The old one won't work, so can't be passed on to others to use.

It was moved by Ald. Saryan, seconded by Ald. Bailey, to approve an Ordinance charging a \$15 fee for one time use passes and a \$45 fee for a yearly pass for the Drop Off Center for Greenfield residents not currently part of the city's solid waste disposal program. The motion carried unanimously.

Approve DOC
pass fees
COUNCIL

9. Discussion and decision to approve a Memorandum of Understanding between the City of Greenfield Police Department and School District of Greenfield for the provision of Crossing Guard Services (Chief Wentlandt)

Chief Wentlandt said that for many years the City has employed Crossing Guards that have been Police Department employees at four different locations in the Greenfield School District. The City has only one Crossing Guard, who is ready to retire. They can't find replacements. It is hard to find anyone to work 15 minutes in the morning and afternoon for about \$15 per day.

Two years ago, an MOU was done with the Whitnall School District for Crossing Guards. We trained their custodial staff to act as Crossing Guards, as they are already at the school. Right now, the city spends \$12,000 a year on Crossing Guards. The School District reimburses us \$4,000. This MOU will save the City about \$8,000 per

year. The Police Department will train the School District of Greenfield employees, and they will take over Crossing Guard duties.

Chief Wentlandt said the Greenfield School District MOU is identical to that with the Whitnall School District, and has already been approved and signed by them. Chief Wentlandt mentioned that when a Crossing Guard is unavailable, a Police Officer is sent to cross the students. The MOU improves services and is more efficient.

It was moved by Ald. Saryan, seconded by Ald. Bailey, to approve a Memorandum of Understanding between the City of Greenfield Police Department and School District Of Greenfield for the provision of Crossing Guard Services. The motion carried unanimously.

Approve MOU
Crossing Guard
Services
COUNCIL

10. Approval of schedules of disbursements in the amounts of \$1,073,458.57 and \$914,578.77

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

Approve
disbursements
COUNCIL

| | |
|-------------------|---------------|
| <u>AUTHORIZED</u> | <u>6/3/16</u> |
| Total | \$239,920.12 |

| | |
|-------------------|----------------|
| <u>AUTHORIZED</u> | <u>6/10/16</u> |
| Total | \$516,026.19 |

| | |
|-------------------|----------------|
| <u>AUTHORIZED</u> | <u>6/17/16</u> |
| Total | \$317,512.26 |

| | |
|-------------------|----------------|
| <u>AUTHORIZED</u> | <u>6/24/16</u> |
| Total | \$419,430.49 |

| | |
|-------------------|---------------|
| <u>AUTHORIZED</u> | <u>7/1/16</u> |
| Total | \$476,270.98 |

| | |
|---------------------------------|-------------|
| <u>WIRE TRANSFERS JUNE 2016</u> | |
| Total | \$18,877.30 |

The motion carried unanimously.

11. Approval of mileage reimbursements in the amount of \$1,391.86

It was moved by Ald. Bailey, seconded by Ald. Saryan, to approve mileage reimbursements in the amount of \$1,391.86. The motion carried unanimously.

Approve mileage
COUNCIL

12. Approval of investments and reinvestments

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

Investments
& reinvestments
COUNCIL

LOCAL GOVERNMENT INVESTMENT POOL

May 2016 Statement

| | |
|-------------------------------|-----------------|
| April Ending Balance | \$21,810,964.28 |
| 0 Deposits in May | - |
| 0 Withdrawals in May | - |
| May Interest Earnings @ 0.42% | 7,762.84 |
| TOTAL | \$21,818,727.12 |

| 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% | \$10,524.51 |
| Money Mkt/Tri-City Bank | \$856,572.22 | 12/31/2001 | variable | | \$211.86 |
| Money Mkt/BMO Harris Bank | \$504,822.69 | 6/28/2011 | variable | | \$62.91 |
| Ehlers Investment Partners | \$6,099,145.53 | 12/9/2014 | variable | | |
| Associated Bank Investments | \$6,057,135.92 | 12/10/2014 | variable | | |
| TD America Trade TIF # 6 | \$728,866.20 | 10/1/2015 | variable | | |
| Totals | \$15,259,507.16 | | | | \$10,799.28 |

The motion carried unanimously.

13. Accept financial statements

It was moved by Ald. Bailey, seconded by Ald. Saryan, to accept the March and April 2016 financial statements. The motion carried unanimously.

Accept Mar/Apr 2016 financial statements
COUNCIL

14. Other topics for future agendas

Mayor Neitzke said there is no need for a closed session to discuss the 2017 budget. The majority of City employees are police and fire, subject to collective bargaining agreements. That agreement is for 3 years, 2016-2018. The 2017 agreements call for a 2% increase, and that is what we are budgeting for all employees. Health insurance costs are expected to rise 10-15%. He will assume 10% for budget purposes.

Mayor Neitzke is projecting a flat budget for next year, besides salaries and benefits. State numbers are unknown at this time. He spoke about capital equipment. There is one item from DPW that isn't on the schedule (Holder), which is a critical piece of equipment. The biggest road project next year is Edgerton Avenue. While interest rates are low, an analysis is being done to figure out what the City should spend and what road projects should be done.

15. 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

16. Adjourn closed session and reconvene into open session.

N/A

17. Decision regarding 2017 budget assumptions

N/A

18. It was moved by Ald. Bailey, seconded by Ald. Saryan, to adjourn the meeting at 7:18 P.M. The motion carried unanimously.

Adjourn

Distributed: 7/15/16

Respectfully submitted,
Joanne Waite, Human Resources Assistant