

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, SEPTEMBER 14, 2016

1. The meeting was called to order by Ald. Saryan at 6:33 P.M.

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

Also Present: Paula Schafer, Finance Director
Mayor Neitzke
William Wingo, Director of Human Resources (arrived 6:43 p.m.)
Jeff Katz, Director of Neighborhood Services
Darren Rausch, Health Director
Scott Jaquish, Director of Parks and Recreation
Karen Malecki, Senior & Volunteer Services Supervisor
Jennifer Goergen, City Clerk (closed session)

2. Approval of the August 10, 2016 Finance and Human Resources Committee minutes Approve 8/10/16 minutes

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the August 10, 2016 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision to approve fund transfers among projects within the Engineering Division's capital improvement account group (J. Katz)

Mr. Katz said every year adjustments are made to account balances, primarily for capital projects. He provided a list of recommended capital improvement account funds transfers. For those projects that are complete, balances are transferred into other projects mostly to close them out.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve fund transfers among projects within the Engineering Division's capital improvement account group, as presented.

Approve fund transfers among Eng. projects
COUNCIL

Mayor Neitzke explained the large amount transfer from the 43rd Street Edgerton to Grange project to the Konkel Park parking lot project. Part of that money is from MMSD grant funding.

The motion carried unanimously.

4. Discussion and decision to approve the Alverno College Access Service MOU between the City of Greenfield and Alverno (T. Lemmers)

Mayor Neitzke said this agreement provides internet access to the worldwide web through WiscNet. Greenfield will be connecting to the service provider

located on Alverno College property. Ald. Kastner asked if the City has control over our system, and Mayor Neitzke said yes.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the Alverno College Access Service MOU between the City of Greenfield and Alverno. The motion carried unanimously.

Approve Alverno College Access Service MOU
COUNCIL

5. Discussion and decision related to Program Addendum to the College of Health Sciences Affiliation Agreement for Community Health Education (Carroll University) for the Public Health Program and the Greenfield Health Department (D. Rausch)

Mr. Rausch said this agreement is an addendum to our existing contract with Carroll University to host public health students in internships in field placements. Greenfield hosts and educates students in what public health does. They work on several projects that are to the benefit of the Health Department.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a Program Addendum to the College of Health Sciences Affiliation Agreement for Community Health Education (Carroll University) for the Public Health Program and the Greenfield Health Department. The motion carried unanimously.

Approve Program Addendum with Carroll University
COUNCIL

6. Discussion and decision regarding approving a contract amendment between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to 2017 Consolidated Contract grant funding related to core public health services (D. Rausch)

Mr. Rausch said this is an amendment to last year's contract. Rather than issue a new contract every year, the State of Wisconsin issues an amendment to continue with new funding into another calendar year. Core funding for public health services includes lead poisoning prevention, childhood immunizations, maternal and child health, and the prevention grant.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a contract amendment between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to 2017 Consolidated Contract grant funding related to core public health services. The motion carried unanimously.

Approve contract amendment with State of WI re core public health services grant funding
COUNCIL

7. Discussion and decision regarding a contract amendment between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to 2017 Consolidated Contract funding related to public health emergency preparedness (D. Rausch)

Mr. Rausch said this is an amendment for 2017. The funding cycle for 2017 represents year five of five from the federal government. 2018 and beyond

would be at the desire of the new presidential administration. The Health Department's objectives will continue as they have in the previous years.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a contract amendment between the State of Wisconsin Department of Health and Family Services and the Greenfield Health Department related to 2017 Consolidated Contract funding related to public health emergency preparedness. The motion carried unanimously.

Approve contract amendment with State of WI re public health emergency preparedness
COUNCIL

8. Discussion and decision regarding contract allowing for the continuation of the Stockbox program (S. Jaquish)

Mr. Jaquish said this is a monthly program serving 75-100 seniors in need with a supply of healthy food items provided by the Hunger Task Force. The Common Council Chambers is utilized for the distribution area, and older adult volunteers check in participants and help load vehicles. Ald. Saryan thanked Karen Malecki and her volunteers.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a contract allowing for the continuation of the Stockbox program. The motion carried unanimously.

Approve Stockbox program contract
COUNCIL

9. Approval of schedules of disbursements in the amounts of \$5,128,670.94

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

Approve disbursements
COUNCIL

AP CHECKS 8/5/16
Total \$128,998.25

AP CHECKS 8/12/16
Total \$1,305,071.62

AP CHECKS 8/19/16
Total \$903,461.50

AP CHECKS 8/26/16
Total \$ 678,181.88

AP CHECKS 9/2/16
Total \$930,856.96

WIRE TRANSFERS AUGUST 2016
Total \$1,182,100.73

The motion carried unanimously.

10. Approval of mileage reimbursements in the amounts of \$1,031.09

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve mileage reimbursements in the amount of \$1,031.09. The motion carried unanimously.

Approve mileage
COUNCIL

11. 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

July 2016 Statement

June Ending Balance	\$21,826,306.31
7 Deposits in July	7,861,337.75
2 Withdrawals in July	4,500,000.00
July Interest Earnings @ 0.42%	7,696.78
TOTAL	\$21,195,340.84

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned
Bank Mutual/MMkt	\$513,155.94	10/5/2011	variable		
Money Mkt/Tri-City Bank	\$856,889.71	12/31/2001	variable		\$109.17
Money Mkt/BMO Harris Bank	\$504,946.45	6/28/2011	variable		\$62.92
Ehlers Investment Partners	\$6,122,510.71	12/9/2014	variable		
Associated Bank Investments	\$6,090,502.18	12/10/2014	variable		
TD America Trade TIF # 6 (2015)	\$730,311.90	10/1/2015	variable		
TD America Trade TIF # 6 (2016)	\$2,709,962.45	6/29/2016	varibale		
Totals	\$17,528,279.34				\$172.09

The motion carried unanimously.

12. Accept financial statement

It was moved by Ald. Kastner, seconded by Ald. Bailey, to accept the July 2016 financial statement. The motion carried unanimously.

Accept July 2016 financial statement
COUNCIL

13. Other topics for future agendas

Mayor Neitzke said he is working on finalizing the 2017 budget.

14. 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 6:46 p.m. to consider the following:

Closed Session

- a. Discussion regarding structural organizational changes in the Finance Department (P. Schafer)
- b. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a

closed session (wages, insurance, or investing of public funds
(W. Wingo)

- c. Discussion of specific personnel problems as related to personnel matters (W. Wingo)

On a roll call vote, the motion carried unanimously.

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

Reconvene

- 16. Decision regarding structural organizational changes in the Finance Department

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve structural organizational changes in the Finance Department. The motion carried unanimously.

Approve Finance
Dept. organizational
changes
COUNCIL

- 17. Decision regarding deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (wages, insurance, or investing of public funds)

No action required.

- 18. Decision of specific personnel problems as related to personnel matters

It was moved by Ald. Kastner, seconded by Ald. Bailey, for the Human Resources Director to proceed, as directed. The motion carried unanimously.

- 19. Discussion and decision to approve the job descriptions for the positions of Deputy Treasurer and Finance Clerk in the Treasurer's Department and Administrative Assistant, Senior Accountant, Accountant and Accounting Associate Part-Time in the Accounting Department (P. Schafer)

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the job descriptions for the positions of Deputy Treasurer and Finance Clerk in the Treasurer's Department and Administrative Assistant, Senior Accountant, Accountant and Accounting Associate Part-Time in the Accounting Department. The motion carried unanimously.

Approve Finance
Department job
descriptions
COUNCIL

- 20. Discussion and decision to approve setting the salary for the positions of Deputy Treasurer, Accounting Associate Part-Time and Finance Clerk in the Finance Department (P. Schafer)

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve setting the salary for the positions of Deputy Treasurer, Accounting Associate Part-Time and Finance Clerk in the Finance Department. The motion carried unanimously.

Approve setting salaries in the Finance Department
COUNCIL

21. Discussion and decision to approve filling a Finance Clerk position in the Treasurer's Office (P. Schafer)

Ms. Shafer said this is a new position.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve filling a Finance Clerk position in the Treasurer's Office. The motion carried unanimously.

Approve filling a Finance Clerk job
COUNCIL

22. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the meeting at 7:47 P.M. The motion carried unanimously.

Adjourn

Distributed: 9/16/16

Respectfully submitted,
Joanne Waite, Human Resources Coordinator