

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

1. The meeting was called to order by Ald. Saryan at 6:32 P.M.

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

Also Present: Paula Schafer, Finance Director
Mayor Neitzke
Scott Jaquish, Director of Parks and Recreation
Nick Buerger, Recreation Supervisor

2. Approval of the December 9, 2015 Finance and Human Resources Committee minutes

Approve 12/9/15
Finance minutes

It was moved by Ald. Bailey, seconded by Ald. Saryan, to approve the December 9, 2015 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision to approve an agreement with Ehlers, City financial consultant, to provide Project Pro Forma Analysis as it relates to TIF #4 and a proposed Culver's Restaurant at 6031 W. Layton (currently Wendt's Tavern site) (C. Erickson)

Mayor Neitzke said at this point this is just a Pro Forma exercise to see what the feasibility is for this economic incentive at that location. A Plan Commission meeting was held last night, and all were in favor of the restaurant. However, there are some site issues.

Ald. Kastner said those issues need to be addressed, but didn't think the city should be spending incentive money to do it. The developer should make sure a site is improved in the proper way. He didn't hear once from the developer last night that he wants the City's money.

Mayor Neitzke said this is a staff initiative, and there are development assistance dollars in the TIF. Communication between Culver's and the adjacent property owners hasn't taken place, so it might be premature to authorize this. Further discussion took place on this matter. It was decided this item would be held and placed on a future agenda.

4. Discussion and decision to approve a job description for the Parks and Recreation Program Coordinator position within the Park and Recreation Department (S. Jaquish)

Mayor Neitzke said this position was funded in the 2016 budget,

and it is a cooperative effort with the Greenfield School District. The job description was created by Mr. Jaquish and his staff. While other positions are called this elsewhere, the job duties are unique and not as inclusive as what is being presented. This would be an exempt salaried position.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a job description for the Parks and Recreation Program Coordinator position within the Park and Recreation Department. The motion carried unanimously.

Approve
job desc.
Park & Rec
Program Coord.
COUNCIL

5. Discussion and decision to set the salary for the Parks and Recreation Program Coordinator position within the Park and Recreation Department (S. Jaquish)

Mayor Neitzke said with the recent Fair Labor Standard Act changes, it is important to avoid the salary floor to avoid the potential overtime ramifications. The listed salary floor for the Department of Labor is \$50,440. A 4-step salary scale will be created by the Finance Director, with a starting salary of \$50,440.

Ald. Kastner asked if this person will work 60 hours per week. Mr. Jaquish replied there are three main legs to this position. One is coordinating the Before and After School care programs, which starts at 6:00 AM with pick-up until 5:30 PM. The person isn't there everyday during all those times, but they are responsible for that program. The second leg is related to scheduling and supervising the Konkel Park Amphitheater. That involves evening and weekend events. The third leg is the outside rental of the Community Center, with administrative and seasonal help. Mayor Neitzke said the primary duty of this position is the Before and After School care programs.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to set the salary for the Parks and Recreation Program Coordinator position within the Park and Recreation Department, as presented, and authorize the Finance Director to create the necessary pay scale in the 4-step System, and authorize the Interim Director of Human Resources to create an addendum to the Non-Represented employees salary resolution to include this position.

Approve salary
Parks & Rec.
Program Coord.
COUNCIL

Under discussion, Ald. Bailey asked Mr. Jaquish how this position came about. Mr. Jaquish said there have been ongoing discussions with both the Greenfield and Whitnall School Districts to assume the responsibility of taking over the Before and After School care programs. That is what initiated this cooperative effort with the Greenfield School District. He is hopeful the Whitnall School District will join in the future. The City didn't have the staff or capacity to start this initiative.

Ald. Bailey asked who did the programs. Mr. Jaquish replied the YMCA. The City offers summer playground programs. This would be the Before and After School care programs throughout the entire school year and also encompassing days off of school. The City will not do this programming for free, but there will not be a negative impact on the Parks and Recreation budget. The recreation side of things will be 100% self-sustaining the program itself, other than the wages of the Coordinator. Any program supplies, expenses, and the seasonal staff will be covered 100% by the users of the programs.

Mayor Neitzke said a benefit to this position is it will probably fuel more recreational program registrations. The Before and After School care programs will be less expensive than through the YMCA.

The motion carried unanimously.

6. Approval of schedules of disbursements in the amount of \$894,624.16

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

Approve disbursements
COUNCIL

<u>AUTHORIZED</u>	<u>12/23/15</u>	<u>AUTHORIZED</u>	<u>12/30/15</u>
Total	\$510,155.53	Total	\$143,991.27
 <u>TAX REFUNDS</u>	 <u>1/6/16</u>	 <u>WIRE TRANSFERS DEC. 2015</u>	
Total	\$5,299.86	Total	\$253,177.50

The motion carried unanimously.

7. Approval of mileage reimbursements in the amount of \$3,488.47

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve mileage reimbursements in the amount of \$3,488.47. The motion carried unanimously.

Approve mileage
COUNCIL

8. Other topics for future agendas

Mayor Neitzke spoke about road projects and bonding. The Greenfield School District has been working closely with a law firm to create an agreement that the City and Whitnall would sign regarding the fiber issue.

Ald. Bailey asked about the status of filling the P/T Director of Human Resources position. After a discussion, an item will be placed on the next Common Council agenda.

9. It was moved by Ald. Bailey, seconded by Ald. Kastner, for the Committee to go into closed session, pursuant to Wisconsin Statutes, Section 19.85 (1)(c) and (e) at 6:57 p.m. to consider the following:

Closed Session

- a. Discussion of specific personnel problems as related to personnel matters (Mayor Neitzke)
- 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) (Mayor Neitzke)

On a roll call vote, the motion carried unanimously.

10. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the closed session and reconvene into open session at 7:59 p.m. The motion carried unanimously. Reconvene

11. Decision of specific personnel problems as related to personnel matters

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

12. 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) (Mayor Neitzke)

It was moved by Ald. Kastner, seconded by Ald. Saryan, for Mayor Neitzke to proceed, as directed. The motion carried unanimously.

13. It was moved by Ald. Bailey, seconded by Ald. Kastner, to adjourn the meeting at 8:00 P.M. The motion carried unanimously. Adjourn

Distributed: 1/15/16

Respectfully submitted,
Joanne Waite, Human Resources Assistant