

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, FEBRUARY 24, 2016

1. The meeting was called to order by Ald. Saryan at 6:30 P.M.

Roll Call:           Ald. Saryan                           Present  
                      Ald. Kastner                       Present

Also Present:       Paula Schafer, Finance Director  
                      Mayor Neitzke  
                      Darren Rausch, Health Director

Excused:           Ald. Bailey

2. Approval of the January 13, 2016 Finance and Human Resources Committee minutes

Approve 1/13/16  
minutes

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve the January 13, 2016 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision to approve a job description for the Part-Time Public Health Associate in the Health Department (D. Rausch)

Mr. Rausch said the Part-Time Public Health Associate is a new position in the Health Department that would include the duties of the Farmer's Market Manager position. This job will provide coverage for the Farmer's Market, as well as provide additional project support in the Health Department throughout the year. The position will be 20 hours per week, with Farmer's Market duties being primary.

The market components of this job include the on-site market Sunday, coordination of events and onsite education, social media, website, vendor recruitment activities, farm visits and musician recruitment. In the absence of in-office hours during the past 3 years, duties were backfilled by various Health Department staff. That was not cost effective. This position also provides more interaction with the staff.

Mr. Rausch said funding is available. The annual market budget is about \$15,000 for a position. We have under spent that every year, mostly because of the challenges in coordinating a contracted employee. A small tax levy and public health grants will also be used when the position is able to help out in other areas of the Health Department. He proposed pay between \$17-\$19 an hour. The top \$19 an hour would be about \$20,000 annually that can be accommodated.

Mayor Neitzke asked if this position would be under 1,200 hours per year. Mr. Rausch said yes. He further stated that he titled the position Public Health Associate vs Market Manager because he wanted to create an ability for upward movement (depending upon education)

to Public Health Specialist, the person to whom this job reports to, if that job becomes vacant. Mayor Neitzke asked if the pay scale would be a range or a flat rate. Mr. Rausch said he could do either. After a discussion, Mayor Neitzke recommended a flat rate.

Ald. Kastner asked about the education component in the job description noting a college graduate in the health field. Mr. Rausch said the person doesn't have to be a college graduate. It also states, 'some college required'. He has had conversations with people who may be interested in this type of job who have project experience, or health care/education experience. That is why he put in recommended degree areas. Mr. Rausch said he tried to work within the confines of the job description. He is open to suggestions to this section. Mayor Neitzke recommended striking the 'some college required' and replacing it with 'some college desired'.

Mayor Neitzke suggested a \$18 flat pay rate.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve a job description for the Part-Time Public Health Associate in the Health Department, with the language change in the education section, as discussed. The motion carried unanimously.

Approve job description  
P/T Public Health  
Associate/Health Dept.  
**COUNCIL**

4. Discussion and decision to approve setting the salary for the Part-Time Public Health Associate in the Health Department (D. Rausch)

Mayor Neitzke recommended not initiating the 4-step salary, but approving a flat rate of \$18 per hour. It is understood that this is not a WRS eligible position, and that the hours need to be kept under 1,200 per year.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve setting the salary for the Part-Time Public Health Associate in the Health Department at a flat rate of \$18 per hour. The motion carried unanimously.

Set the salary for the  
P/T Public Health  
Associate position  
**COUNCIL**

5. Approval of schedules of disbursements in the amount of \$599,591.55

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

Approve  
disbursements  
**COUNCIL**

<u>AUTHORIZED</u>	<u>2/5/16</u>	<u>AUTHORIZED</u>	<u>2/12/16</u>
Total	\$266,105.31	Total	\$326,243.20
 <u>TAX REFUNDS</u>	 <u>2/8/16</u>	 <u>TAX REFUNDS</u>	 <u>2/11/16</u>
Total	\$2,403.37	Total	\$4,839.67

The motion carried unanimously.

6. Approval of mileage reimbursements in the amount of \$39.42

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve mileage reimbursements in the amount of \$39.42. The motion carried unanimously.

Approve mileage  
**COUNCIL**

7. Approval of investments and reinvestments

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

Investments  
& reinvestments  
**COUNCIL**

LOCAL GOVERNMENT INVESTMENT POOL

July 2015 Statement

June Ending Balance	\$8,840,873.85
2 Deposits in July	7,262,390.64
1 Withdrawal in July	(2,500,000.00)
July Interest Earnings @ 0.13%	1,101.41
<b>TOTAL</b>	<b>\$13,604,365.90</b>

<b>Institution</b>	<b>Princ Amt Invested</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Yield</b>
Bank Mutual/MMkt	\$512,385.77	10/5/2011	variable	
Community Bank & Trust/CD	\$500,000.00	6/2/2014	11/2/2015	0.48%
Tri City Bank/CD	\$500,000.00	5/14/2014	11/14/2015	0.25%
Tri City Bank/CD	\$250,000.00	2/14/2014	8/14/2015	0.25%
WaterStone Bank	\$500,000.00	4/16/2014	5/15/2016	1.00%
Money Mkt/Tri-City Bank	\$2,737,174.09	12/31/2001	variable	
Money Mkt/BMO Harris Bank	\$504,192.28	6/28/2011	variable	
Ehlers Investment Partners	\$6,021,866.48	12/9/2014	variable	
Associated Bank Investments	\$6,015,191.71	12/10/2014	variable	
<b>Totals</b>	<b>\$17,540,810.33</b>			

LOCAL GOVERNMENT INVESTMENT POOL

August 2015 Statement

July Ending Balance	\$13,604,365.90
0 Deposits in August	-
1 Withdrawal in August	(1,500,000.00)
August Interest Earnings @ 0.13%	1,469.70
<b>TOTAL</b>	<b>\$12,105,835.60</b>

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield
Bank Mutual/MMkt	\$512,385.77	10/5/2011	variable	
Community Bank & Trust/CD	\$500,000.00	6/2/2014	11/2/2015	0.48%
Tri City Bank/CD	\$500,000.00	5/14/2014	11/14/2015	0.25%
WaterStone Bank	\$500,000.00	4/16/2014	5/15/2016	1.00%
Money Mkt/Tri-City Bank	\$2,737,522.80	12/31/2001	variable	
Money Mkt/BMO Harris Bank	\$504,256.51	6/28/2011	variable	
Ehlers Investment Partners	\$6,026,248.66	12/9/2014	variable	
Associated Bank Investments	\$6,005,940.10	12/10/2014	variable	
<b>Totals</b>	<b>\$17,286,353.84</b>			

LOCAL GOVERNMENT INVESTMENT POOL

September 2015 Statement

August Ending Balance	\$12,105,835.60
0 Deposits in September	-
1 Withdrawal in September	(2,500,000.00)
August Interest Earnings @ 0.14%	1,236.24
<b>TOTAL</b>	<b>\$ 9,607,071.84</b>

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield
Bank Mutual/MMkt	\$512,385.77	10/5/2011	variable	
WI Bank & Trust Community Bank & Trust/CD	\$500,000.00	6/2/2014	11/2/2015	0.48%
Tri City Bank/CD	\$500,000.00	5/14/2014	11/14/2015	0.25%
WaterStone Bank	\$500,000.00	4/16/2014	5/15/2016	1.00%
Money Mkt/Tri-City Bank	\$2,737,522.80	12/31/2001	variable	
Money Mkt/BMO Harris Bank	\$504,320.75	6/28/2011	variable	
Ehlers Investment Partners	\$6,039,389.93	12/9/2014	variable	
Associated Bank Investments	\$6,024,580.31	12/10/2014	variable	
<b>Totals</b>	<b>\$17,318,199.56</b>			

**LOCAL GOVERNMENT INVESTMENT POOL**

October 2015 Statement

September Ending Balance	\$ 9,607,071.84
1 Deposit in October	417,507.52
0 Withdrawals in October	-
October Interest Earnings @ 0.14%	1,176.17
<b>TOTAL</b>	<b>\$10,025,755.53</b>

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield
Bank Mutual/MMkt	\$512,579.52	10/5/2011	variable	
WI Bank & Trust Community Bank & Trust/CD	\$500,000.00	6/2/2014	11/2/2015	0.48%
Tri City Bank/CD	\$500,000.00	5/14/2014	11/14/2015	0.25%
WaterStone Bank	\$500,000.00	4/16/2014	5/15/2016	1.00%
Money Mkt/Tri-City Bank	\$1,238,209.10	12/31/2001	variable	
Money Mkt/BMO Harris Bank	\$504,382.93	6/28/2011	variable	

Ehlers Investment Partners	\$6,043,541.17	12/9/2014	variable
Associated Bank Investments	\$6,008,015.29	12/10/2014	variable
TD America Trade TIF # 6	\$725,824.00		

Totals	\$16,532,552.01
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LOCAL GOVERNMENT INVESTMENT POOL

November 2015 Statement

October Ending Balance	\$10,025,755.53
1 Deposit in November	793,298.49
0 Withdrawals in November	-
November Interest Earnings @ 0.14%	1,191.42
TOTAL	\$10,820,245.44

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield
Bank Mutual/MMkt	\$512,579.52	10/5/2011	variable	
WaterStone Bank	\$500,000.00	4/16/2014	5/15/2016	1.00%
Money Mkt/Tri-City Bank	\$1,238,545.61	12/31/2001	variable	
Money Mkt/BMO Harris Bank	\$504,447.19	6/28/2011	variable	
Ehlers Investment Partners	\$6,046,160.45	12/9/2014	variable	
Associated Bank Investments	\$6,003,362.71	12/10/2014	variable	
TD America Trade TIF # 6	\$725,829.96			
Totals	\$15,530,925.44			

LOCAL GOVERNMENT INVESTMENT POOL

December 2015 Statement

November Ending Balance	\$10,820,245.44
0 Deposits in December	-
0 Withdrawals in December	-
December Interest Earnings @ 0.19%	1,780.90
TOTAL	\$10,822,026.34

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield
Bank Mutual/MMkt	\$512,579.52	10/5/2011	variable	
WaterStone Bank	\$500,000.00	4/16/2014	5/15/2016	1.00%
Money Mkt/Tri-City Bank	\$3,362,672.54	12/31/2001	variable	
Money Mkt/BMO Harris Bank	\$504,509.38	6/28/2011	variable	
Ehlers Investment Partners	\$6,042,544.07	12/9/2014	variable	
Associated Bank Investments	\$6,005,639.20	12/10/2014	variable	
TD America Trade TIF # 6	\$722,648.35			
<b>Totals</b>	<b>\$17,650,593.06</b>			

LOCAL GOVERNMENT INVESTMENT POOL

January 2016 Statement

December Ending Balance	\$10,822,026.34
1 Deposit in January	429,532.38
0 Withdrawals in January	-
January Interest Earnings @ 0.33%	3,174.21
TOTAL	\$11,254,732.93

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield
Bank Mutual/MMkt	\$512,773.34	10/5/2011	variable	
WaterStone Bank	\$500,000.00	4/16/2014	5/15/2016	1.00%
Money Mkt/Tri-City Bank		12/31/2001	variable	

	\$3,354,905.18		
Money Mkt/BMO Harris Bank	\$504,573.65	6/28/2011	variable
Ehlers Investment Partners	\$6,062,761.97	12/9/2014	variable
Associated Bank Investments	\$6,042,747.43	12/10/2014	variable
TD America Trade TIF # 6	\$722,648.35		
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Totals	\$17,700,409.92		

The motion carried unanimously.

8. Accept financial statement

It was moved by Ald. Kastner, seconded by Ald. Saryan, to accept the November 2015 financial statement. The motion carried unanimously.

Accept Nov. 2015  
financial statement  
**COUNCIL**

9. Other topics for future agendas

Mayor Neitzke spoke about an intergovernmental agreement with the Whitnall and Greenfield School Districts regarding the fiber optic project. A meeting will be held tomorrow. This agreement will need to be approved by the Common Council. It is anticipated this project should be going out for bids around March 15<sup>th</sup>. He and Ms. Schafer have looked at financing options (bonds or state trust fund loan). Mayor Neitzke spoke about those loan payments and the Enterprise Fund. The Enterprise Fund was set up for the fiber project. Future income will be generated through other users that attach to the system into that fund.

Mayor Neitzke gave an update on the Cobalt site. All the houses on Layton Avenue up to South 89<sup>th</sup> Street are gone. Cobalt is letting various law enforcement and fire departments use homes on South 85 Street for training (not burning). After next week, those homes will come down.

Preliminary talks are underway for an additional very large component to the site that would add substantial value. The developer is trying to get the infrastructure worked out.

Recently, Jeff Katz was recently appointed as the Interim Director of Neighborhood Services. He has done a spectacular job, and Mayor Neitzke will recommend a regular appointment soon.



The steel structure of the amphitheater is up. A landscaping plan was created by a DPW employee and the City Forester. That plan meets Ald. Saryan's noise concern.

Mayor Neitzke spoke about a cooperation agreement with the Greenfield Historical Society to help oversee their property.

10. It was moved by Ald. Saryan, seconded by Ald. Kastner, to adjourn the meeting at 6:46 P.M. The motion carried unanimously.

Adjourn

Respectfully submitted,  
Joanne Waite, Human Resources Assistant

Distributed: 2/25/16