

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, APRIL 27, 2016

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

Roll Call:           Ald. Bailey                           Present  
                      Ald. Kastner                    Present

Also Present:       Paula Schafer, Finance Director  
                      Mayor Neitzke  
                      Ald. Akers  
                      Tim Lemmers, Manager of Information Technology  
                      Jeff Katz, Interim Director of Neighborhood Services  
                      Dan Ewert, Superintendent of Public Works

Excused:            Ald. Saryan

2. Nomination and election of Finance and Human Resources Committee Chair and Vice-Chair

It was moved by Ald. Kastner, seconded by Ald. Bailey, to nominate Ald. Saryan as Chair and Ald. Bailey as Vice-Chair of the Finance and Human Resources Committee. The motion carried unanimously.

Election of Chair and Vice-Chair

Ald. Kastner said Ald. Saryan agreed to accept the nomination as Chair.

3. Approval of the March 15, 2016 Finance and Human Resources Committee minutes

Approve 3/15/16 minutes

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the March 15, 2016 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

4. Discussion and decision to approve a job description for the position of Information Technology Specialist in the IT Department (T. Lemmers)

Mayor Neitzke said he has reviewed this job description, and it is a budgeted position within the 2016 budget.

Ald. Bailey asked if this position will be working out of the Police Department, and Mr. Lemmers replied yes. There is a shared office space where this person will be located.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a job description for the position of Information Technology Specialist in the IT Department.

Approve job desc.  
IT Specialist  
**COUNCIL**

Under discussion, Mayor Neitzke said all IT staff are mobile throughout the City. This is not a Police Department position, per se. However, much of the IT that we have within the City is located within the Police Department, as are most of the servers and the interconnectivity with the fiber cable system. He further explained that existing staff has primary responsibilities at the various buildings. This will be the fourth full-time position in the IT Department.

Mr. Lemmers said this person’s job will mainly deal with trouble tickets at the Police Department, such as squad and desk top computer issues. They will also be cross-trained across the rest of the City to send where needed.

Mayor Neitzke added that good information technology makes everyone’s job more efficient and is cost effective.

The motion carried unanimously.

- 5. Discussion and decision to approve setting the salary for the position of Information Technology Specialist in the IT Department (T. Lemmers)

Mr. Lemmers said this is an exempt position that starts at a salary of \$50,440. The pay range is based on the objective of hiring and retaining quality talent in comparison to what other cities in our area pay. He presented a list of comparable salaries.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve setting the salary for the position of Information Technology Specialist in the IT Department, as presented.

Approve salary for IT Specialist **COUNCIL**

Under discussion, Ald. Bailey said this is a 5-step salary range from \$50,440 up to \$57,880. Mayor Neitzke spoke about other communities having their IT employees ‘poached’. It is important to be competitive.

The motion carried unanimously.

- 6. Approval of schedules of disbursements in the amount of \$279,068.95

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

Approve disbursements **COUNCIL**

<u>AUTHORIZED</u>	<u>4/8/16</u>	<u>AUTHORIZED</u>	<u>4/11/16</u>
Total	\$193,255.19	Total	\$210.00

<u>AUTHORIZED</u>	<u>4/15/16</u>
Total	\$ 85,603.76

The motion carried unanimously.

7. Approval of mileage reimbursements in the amount of \$244.08

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve mileage reimbursements in the amount of \$244.08. The motion carried unanimously.

Approve mileage  
**COUNCIL**

8. Approval of 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**

February 2016 Statement

January Ending Balance	\$11,254,732.93
0 Deposits in February	
0 Withdrawals in February	
February Interest Earnings @ 0.33%	3,517.62
<b>TOTAL</b>	<b>\$11,258,250.55</b>

<b>Institution</b>	<b>Princ Amt Invested</b>	<b>Investment Date</b>	<b>Maturity Date</b>	<b>Yield</b>
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	\$3,355,331.05	12/31/2001	variable	
Money Mkt/BMO Harris Bank	\$504,637.76	6/28/2011	variable	
Ehlers Investment Partners	\$6,074,193.78	12/9/2014	variable	
Associated Bank Investments	\$6,045,591.56	12/10/2014	variable	
TD America Trade TIF # 6	\$725,400.22			
<b>Totals</b>	<b>\$17,717,927.71</b>			

**LOCAL GOVERNMENT INVESTMENT POOL**

March 2016 Statement

February Ending Balance	\$11,258,250.55
0 Deposits in March	
0 Withdrawals in March	
March Interest Earnings @ 0.33%	5,351.84
<b>TOTAL</b>	<b>\$20,674,211.66</b>

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	\$3,355,730.93	12/31/2001	variable	
Money Mkt/BMO Harris Bank	\$504,697.74	6/28/2011	variable	
Ehlers Investment Partners	\$6,087,394.93	12/9/2014	variable	
Associated Bank Investments	\$6,055,401.36	12/10/2014	variable	
TD America Trade TIF # 6	\$727,352.92			
<b>Totals</b>	<b>\$17,743,351.22</b>			

The motion carried unanimously

9. Other topics for future agendas

None

10. 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 6:40 p.m. to consider the following:

Closed Session

- a. Discussion regarding appointment of Director of Neighborhood Services and employment contract related thereto (Mayor Neitzke)
- b. Discussion regarding structural organizational changes in Department of Neighborhood Services (J. Katz)
- c. Discussion regarding Department of Human Resources staffing and functions, and potential contractual relations related thereto (Mayor Neitzke)

On a roll call vote, the motion carried unanimously.

11. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the closed session and reconvene into open session at 7:38 p.m. The motion carried unanimously.

Reconvene

12. Decision regarding appointment of Director of Neighborhood Services and employment contract related thereto

Mayor Neitzke recommended that Jeffrey Katz be appointed the Director of Neighborhood Services, and that he be authorized to prepare an employment agreement to be placed on the next Common Council agenda. This is a contract position. He further stated it has been an honor and privilege to work with Mr. Katz. He has done a fantastic job as Interim Director.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to authorize the Interim Director of Human Resources to prepare an employment agreement appointing Jeffrey Katz as Director of Neighborhood Services. The motion carried unanimously.

Approve Jeffrey  
Katz employment  
agreement  
**COUNCIL**

13. Decision regarding structural organizational changes in Department of Neighborhood Services

It was moved by Ald. Kastner, seconded by Ald. Bailey, to authorize the Interim Director of Human Resources to proceed, as directed.

Under discussion, Mayor Neitzke said an organization chart, job descriptions and pay ranges will be developed.

The motion carried unanimously.

14. Decision regarding Department of Human Resources staffing and functions, and potential contractual relations related thereto

Mayor Neitzke said there are two components to this item. One is a change in the pay scale and responsibilities for the Human Resources Assistant, as well as negotiating a contract with a consultant for human resources-related duties. He asked that he be able to proceed, as directed, on both items.

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

15. It was moved by Ald. Bailey, seconded by Ald. Kastner, to adjourn the meeting at 7:44 p.m. The motion carried unanimously.

Adjourn

Respectfully submitted,  
Joanne Waite, Human Resources Assistant

Distributed: 4/28/16