

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, MAY 11, 2016

1. The meeting was called to order by Ald. Saryan at 6:39 P.M.

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

Also Present: Paula Schafer, Finance Director
Mayor Neitzke
Jeff Katz, Director of Neighborhood Services
Dan Ewert, Superintendent of Public Works

2. Approval of the April 27, 2016 Finance and Human Resources Committee minutes

Approve 4/27/16
minutes

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the April 27, 2016 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision to approve job descriptions for the positions of Project Engineer and Engineering Specialist in the Division of Engineering and the positions of Assistant Superintendent, Operator Foreman and Operator Laborer in the Division of Public Works within the Department of Neighborhood Services (J. Katz)

Mr. Katz would like to make changes within the Department of Neighborhood Services. The Engineering Division formerly had the position of City Engineer. Now that he has been promoted to Director, he can do some of what was in the City Engineer job description. However, he would like to add a Project Engineer position, which would be primarily responsible for capital improvement projects.

He also would like to add an Engineering Specialist position. There is a need for someone with a strong engineering background, but who is not necessarily an engineer. Mr. Katz said this would be a technician for the engineering side of things who can do work at a fairly high level. This person would assist the new Project Engineer and himself, do GIS work, and be involved in the review of new developments. New development right now occupies half of staff time, especially with 84 South. This position requires a fair amount of both experience and education.

Mr. Katz wants to reorganize positions within the Public Works Division utilizing the existing budget. Currently, the Laborer position comes in at a low wage on a 2-step scale. The problem is we hire Laborers, train them, and they can go elsewhere to get higher pay. He wants a wage scale with the normal 5 steps for that job.

The Operator jobs would be renamed to Operator Laborer and Operator Foreman, with the wage scales adjusted. Because of where existing employees are on the current wage schedule, no one would take a pay cut. Future employees would be on the new wage schedule.

Mr. Katz would like to add a new position of Assistant Superintendent. The City would benefit in having an Assistant Superintendent assist the Superintendent in the daily operations of Public Works. Right now, the Working Foremen assume some of those duties.

Mayor Neitzke said there are discussions to create a 5-step wage scale for the position of Working Foreman (currently a flat rate) and to keep 3 Working Foremen positions instead of the proposed two. They provide rotating weekend and after hours coverage.

Mr. Katz provided revised job descriptions to reflect updated standard language. Mayor Neitzke suggested retitling the Operator Laborer and Operator Foreman positions to Operator and Senior Operator. The Committee agreed.

Mayor Neitzke said the Engineering Division proposals could be implemented as quickly as possible, probably by July 1st. An outstanding issue remains as to whether there should be 2 or 3 Working Foremen in the proposed reorganization, along with a 5-step salary scale. The goal would be to create a salary scale above that of Senior Operator, but the top end below that of the Assistant Superintendent. People should be encouraged to want that job. The Assistant Superintendent would be an exempt position.

Mayor Neitzke asked the Finance Committee members to approve what is presented. You are approving 2 Working Foremen, but he clarified none of the current 3 Working Foremen will lose their job. We may come back with a salary scale for the Working Foremen, and there may be a call to retain 3 Working Foremen. Mr. Katz stated the goal is to keep overall expenditures the same.

Mayor Neitzke said the difference between the Operator and Senior Operator positions is skill. It is not seniority based. The wage scale reflects that.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve job descriptions for the positions of Project Engineer and Engineering Specialist in the Division of Engineering and the positions of Assistant Superintendent, Senior Operator and Operator in the Division of Public Works within the Department of Neighborhood Services.

Approve N/S
job descriptions
COUNCIL

Under discussion, Ald. Bailey asked about the proposed Laborer position pay scale. Mr. Katz said the increase is from a starting salary of \$15.60 to \$18.24. Research was done on surrounding communities and the state to develop the pay scale. This puts Greenfield in the middle of those ranges.

Ald. Bailey asked about the education requirements of the proposed Engineering Specialist. Will that person come from more of the road building area? Mr. Katz replied that those skills are learned either in

the GIS or engineering field. He is looking for someone who can do that technical work plus assist in project development.

Mayor Neitzke said the intent of this reorganization is to improve the efficiency of the department, and to recruit and retain great employees.

The motion carried unanimously.

- 4. Discussion and decision to approve setting the salaries for the positions of Project Engineer and Engineering Specialist in the Division of Engineering and the positions of Assistant Superintendent, Operator Foreman, Operator Laborer and Laborer in the Division of Public Works within the Department of Neighborhood Services (J. Katz)

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve setting the salaries for the positions of Project Engineer and Engineering Specialist in the Division of Engineering and the positions of Assistant Superintendent, Senior Operator, Operator and Laborer in the Division of Public Works within the Department of Neighborhood Services.

Approve N/S salaries
COUNCIL

Under discussion, Mayor Neitzke said there may be some adjustments in the future.

The motion carried unanimously.

- 5. Approval of schedules of disbursements in the amount of \$2,197,922.36

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

Approve disbursements
COUNCIL

<u>AUTHORIZED</u>	<u>4/22/16</u>	<u>AUTHORIZED</u>	<u>4/29/16</u>
Total	\$634,294.38	Total	\$439,624.87

<u>WIRE TRANSFERS APRIL 2016</u>	
Total	\$1,124,003.11

The motion carried unanimously.

- 6. Approval of mileage reimbursements in the amount of \$944.75

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve mileage reimbursements in the amount of \$944.75. The motion carried unanimously.

Approve mileage
COUNCIL

7. Other topics for future agendas

Ald. Kastner noted the agenda was not pushed to the ipads.

Mayor Neitzke reported the bond sale for the 84 South project has been delayed until late June. That project was the cover story in the current issue of the Milwaukee Business Journal.

The Human Resources staffing positions will be on the next agenda.

8. It was moved by Ald. Bailey, seconded by Ald. Kastner, to adjourn the meeting at 7:23 P.M. The motion carried unanimously. Adjourn

Distributed: 5/12/16

Respectfully submitted,
Joanne Waite, Human Resources Assistant