

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, JUNE 12, 2019.

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

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

Also Present: Mayor Neitzke  
                  Paula Schafer, Finance Director  
                  Julie Foley, HR Administrator  
                  Jay Johnson, Police Chief  
                  Timothy Sowinski, Deputy Comptroller

2. Approval of the May 1, 2019 Finance and Human Resources Committee minutes.

Approve 5/1/19  
Minutes

It was moved by Ald. Bailey, seconded by Ald. Kastner to approve the May 1, 2019 Finance and Human minutes as presented.

The motion carried unanimously.

3. Discussion and decision to create a job description, set salary, recruit and hire a Part-time Police Services Specialist-Investigator in the Police Department.

Approve  
creating a job  
description,  
setting salary,  
recruiting and  
hiring a Part-  
time Police  
Services  
Specialist-  
Investigator in  
the Police  
Department  
**Council**

Chief Johnson stated this is a position which has been discussed prior to when he was appointed. There have been issues with the amount of time it takes to complete background checks. Lately they have been inundated with background checks and some of the appointments they are trying to get are behind and they do not want to lose qualified candidates. Chief Johnson stated part of the justification for the position would be to allow detectives to do their detective work and not be bogged down by background checks. Although the checks are very important, they can be done by someone such as a retired detective or someone that has that type of background, but not by sworn personnel.

Chief Johnson stated there are funds available for this position from the part-time Transcriptionist budget. This position would also be used for property room. Chief Johnson stated he feels this is the best thing for the Police Department to free up the detectives.

Ald. Bailey asked if this would be an unarmed position. Chief Johnson confirmed. Ald. Bailey stated he thinks this is a great idea, he is familiar with backgrounds, a lot of departments went to this years ago, pay an hourly rate, no benefits. Ald. Bailey stated it takes a long time to do backgrounds and it is the most important investigation that would be done because it does reflect on the agency if they hire somebody who is a concern. Ald. Bailey stated he is glad this has come forward, it would be a great addition and it frees up the detectives to do criminal cases.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve creating a job description, setting salary, recruiting and hiring a Part-time Police Services Specialist-Investigator in the Police Department.

The motion carried unanimously.

4. Discussion and decision to approve change to the organizational chart for the Police Department.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve change to the organizational chart for the Police Department.

The motion carried unanimously.

5. Discussion and decision to create a job description, set salary, recruit and hire a Part-time Administrative Assistant in the Mayor's Office and Human Resources.

Mayor Neitzke stated as part of the reorganization last year with regard to the Mayor's Office and Human Resources department, this position was funded within the budget of having Ms. Foley take the full-time role and adding a part-time Administrative Assistant as opposed to a full-time role. Having the current full-time Administrator position and a part-time Administrative Assistant saves the City approximately \$44,000 going in to this year's budget. Mayor Neitzke stated this part-time position has not been filled for half a year and seeking to fill it now.

Ms. Foley stated this is a new job description and requesting approval of the job description and salary and to recruit and hire for the position.

Ald. Bailey asked how many hours per week. Ms. Foley stated it would be approximately 20 hours per week, Monday through Friday, 10:00 a.m. – 2:00 p.m.

Mayor Neitzke stated the job description is specific to this position, the candidate needs to have some Human Resources experience as well. Ms. Foley stated this position will be supporting Human Resources and will need to have a good understanding of Human Resources fundamentals. Mayor Neitzke added two key requirements would be a strong customer service presence and confidentiality. Mayor Neitzke strongly supports the hiring of this position.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve creating a job description, setting salary, recruiting and hiring a Part-time Administrative Assistant in the Mayor's Office and Human Resources.

The motion carried unanimously.

6. Discussion and decision to approve Amendment Number Two to the Professional Services Agreement between the City of Greenfield and SAFEbuilt Wisconsin, LLC.

Approve change to the organizational chart for the Police Department **Council**

Approve creating a job description, setting salary, recruiting and hiring a Part-time Administrative Assistant in the Mayor's Office and Human Resources **Council**

Approve Amendment Number Two to the Professional

Mayor Neitzke stated there was a resignation in the Inspection Department, the last day is June 14, 2019, the use of this company has been authorized. This company provides excess inspection services for the City. The City needs this company to do the electrical inspections. Historically Mayor Neitzke would provide the emergency powers until a new inspector is hired; however, inspectors are very difficult to find. The terms and conditions are consistent with the underlying agreement for building inspection services. This adds the electrical part.

Ald. Kastner asked if that was the only difference from before. Mayor Neitzke stated the fee schedule may be a little different, but it is close. He stated there are no alternatives. Mayor Neitzke already authorized the use of this company.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve Amendment Number Two to the Professional Services Agreement between the City of Greenfield and SAFEbuilt Wisconsin, LLC.

The motion carried unanimously.

7. Discussion and decision to change the Finance and Human Resources committee meeting start time from 6:30 p.m. to 6:00 p.m.

Mayor Neitzke stated this was a previously discussed item. Mayor Neitzke stated from his perspective he wished all of the meetings started around 6:00 p.m. so that staff are not waiting around for the meeting to start.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve changing the Finance and Human Resources committee meeting start time from 6:30 p.m. to 6:00 p.m. with first meeting in July 2019.

The motion carried unanimously.

8. Discussion and decision to hold one Finance and Human Resources committee meeting per month during the summer months to coincide with the Common Council schedule.

Mayor Neitzke stated the recommendation would be to hold the meeting the week before the Common Council schedule. Ms. Foley stated the Finance and Human Resources committee monthly summer schedule would start in May and continue through August and meetings would be held only the first scheduled meeting of the month. The last meeting of the month would not be held because there is not a Common Council meeting to follow.

Mayor Neitzke stated that during June, July, and August Common Council only meets once; however, it was never changed for the Finance and Human Resources committee.

Ald. Kastner stated they either adopt this or cancel the meetings if necessary. Mayor Neitzke said they could do that; however, it does not make any difference if you have the meeting.

Services Agreement between the City of Greenfield and SAFEbuilt Wisconsin, LLC  
**Council**

Approve changing the Finance and Human Resources committee meeting start time from 6:30 p.m. to 6:00 p.m. with first meeting in July 2019  
**Council**

Approve holding one Finance and Human Resources committee meeting per month during the summer months to coincide with the Common Council schedule  
**Council**

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve holding one Finance and Human Resources committee meeting per month during the summer months to coincide with the Common Council schedule.

The motion carried unanimously.

9. Approval of schedule of disbursements in the amount of \$3,466,773.14.

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

Approve schedule of disbursements in the amount of \$3,466,773.14  
**Council**

|                                |            |                |
|--------------------------------|------------|----------------|
| AP CHECKS                      | 5/3/2019   | \$22,684.17    |
| AP CHECKS                      | 5/10/2019  | \$274,755.09   |
| AP CHECKS                      | 5/17/2019  | \$359,636.58   |
| AP CHECKS                      | 5/24/2019  | \$575,504.21   |
| AP CHECKS                      | 5/28/2019  | \$7,976.10     |
| AP CHECKS                      | 5/31/2019  | \$54,676.58    |
| ACH TRANSACTION                | APRIL 2019 | \$45,112.00    |
| WIRE TRANSFERS                 | APRIL 2019 | \$1,984,054.48 |
| P-CARDS / APRIL 2019 STATEMENT | 4/23/2019  | \$142,373.93   |
|                                | TOTAL      | \$3,466,773.14 |

The motion carried unanimously.

10. Approval of mileage reimbursements in the amount of \$1,966.80.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve the mileage in the amount of \$1,966.80.

Approve mileage in the amount of \$1,966.80  
**Council**

The motion carried unanimously.

11. Investments and reinvestments.

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

Approve investments & reinvestments  
**Council**

**LOCAL GOVERNMENT INVESTMENT POOL**

|                                 |                        |
|---------------------------------|------------------------|
| <b>April 2019 Statement</b>     |                        |
| March Ending Balance            | \$25,241,986.26        |
| 2 Deposit (s) in April          | \$6,975,103.23         |
| 1 Withdrawal(s) in April        | \$500,000.00           |
| April Interest Earnings @ 2.49% | \$54,827.20            |
|                                 |                        |
| <b>TOTAL</b>                    | <b>\$31,771,916.69</b> |

| Institution                                      | Princ Amt Invested | Investment Date | Maturity Date | Yield | Interest Earned |
|--|--------------------|-----------------|---------------|-------|-----------------|
| Money Mkt/Tri-City Bank                          | \$642,347.49       | 12/31/2001      | variable      |       | \$79.19         |
| Money Mkt/BMO Harris Bank                        | \$508,860.42       | 6/28/2011       | variable      |       | \$207.89        |
| Ehlers Investment Partners X-2055705 GRD GEN INV | \$6,324,744.13     | 12/9/2014       | variable      |       |                 |
| Associated Bank Investments                      | \$6,212,411.05     | 12/10/2014      | variable      |       |                 |
| Totals   | \$13,688,363.09    |                 |               |       | \$287.08        |

The motion carried unanimously.

12. Accept March 2019 and April 2019 Financial Statements.

It was moved by Ald. Kastner, seconded by Ald. Bailey to accept March 2019 and April 2019 financial statements.

Accept March  
2019 and April  
2019 Financial  
Statements  
**Council**

The motion carried unanimously.

13. Other topics for future agendas.

Best practice for distribution of A/P documents. Finance and Human Resources will review for best practice.

Televise meetings options.

14. It was moved by Ald. Kastner, seconded by Ald. Bailey to go into closed session at 7:03 p.m., pursuant to Wisconsin Statutes, Section 19.85(1)(c)(e) to consider the following:

Closed Session

- a) Discussion of specific personnel problems as related to personnel matters
- 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)

On a roll call vote, the motion carried unanimously.

15. It was moved by Ald. Bailey, seconded by Ald. Kastner to adjourn closed session at 8:14 p.m. and reconvene into open session.

Reconvene

N/A.

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

Proceed as  
directed

HR Administrator to proceed as directed.

It was moved by Ald. Kastner, seconded by Ald. Bailey to proceed as directed.

The motion carried unanimously.

17. Decision of purchasing of public properties, the investing of public funds, or conducting other specified public business. Proceed as directed

HR Administrator to proceed as directed.

It was moved by Ald. Kastner, seconded by Ald. Bailey to proceed as directed.

The motion carried unanimously.

18. Adjourn. Adjourn

It was moved by Ald. Kastner, seconded by Ald. Bailey to adjourn the meeting at 8:15 p.m.

The motion carried unanimously.