



Common Council Chambers – City Hall Room 100
7325 W Forest Home Ave, Greenfield, Wisconsin

COMMON COUNCIL MEETING AGENDA

Tuesday, December 21, 2021 - 7:00 PM

- A. Call to Order & Roll Call
- B. Opening Prayer
- C. Pledge of Allegiance
- D. Approval of the December 7, 2021 Common Council minutes
- E. Mayor's Report
- F. Aldermanic Reports
- G. Announcements
- H. Citizen Commentary
- I. Old Business
 - 1. Appointments to various committees and commissions:
 - a. Mayor appointments, confirmed by Council:
 - i. One member to the Board of Health for a term to expire 6/1/2022 (formerly Allen Owen)
 - ii. One member to the Tree Commission for a term to expire 5/1/23 (formerly Lew Silva)
 - iii. One member to the Board of Review for a term to expire 5/1/2026 (formerly James Jaworowicz)
 - b. Mayor appointments:
 - i. One alternate member to the Plan Commission for a term to expire 5/31/2025 (formerly Robert Krenz)
 - 2. Resolution appointing Election Officials: Chief Inspectors, Alternate Chief Inspectors, Election Inspectors, and Special Voting Deputies for 2022-2023. (Goergen)
 - 3. Resolution appointing an additional Election Official-Chief Inspector for 2022-2023 - Collins. (Goergen)
 - 4. Resolution appointing an additional Election Official-Chief Inspector for 2022-2023-Bailey. (Goergen)

5. Resolution appointing an additional Election Official -Election Inspector/Chief Inspector for 2022-2023-Saryan. (Goergen)

J. New Business

1. Approve applications for 2021-2022 operator licenses (Goergen)
2. Discussion and decision to adopt a resolution accepting a road reservation for street purposes.(Katz)
3. Approve a Special Use Review and Site Plan Review for a tenant change to Jen's Beer and Liquor, an existing business located at 4312 W. Howard Ave., submitted by Rajbir S. Bhullar, d/b/a Bhullar Two Corp. (Tax Key No. 555-8979-000) (PC-12/14/21 Kastner)
4. Approve Site, Landscaping, and Architectural Plans for proposed new construction of a commercial building to be located at 6279 S. 27 St, submitted by Matthew Hensel, d/b/a The Redmond Company. (Tax Key No. 691-9841-017) (PC-12/14/21 Kastner)
5. Approve an Ordinance to amend Section 21.04.0801 of the Municipal Code pertaining to non-conforming accessory structures. (PC-12/14/21 Kastner)
6. Discussion/decision regarding renewing the City's 2021 insurance policies (which include: liability, auto liability, worker's comp, property, crime, cyber liability, employment practices liability, equipment breakdown/B&M, pollution liability, and storage tanks) and authorize the City Clerk and Mayor to sign related paperwork. (F&HR 12/15/21 S. Saryan)
7. Approve MOU between the Milwaukee County Register of Deeds and the City of Greenfield for free Laredo access. (F&HR 12/15/21 S. Saryan)
8. Discussion and decision to transfer unused 2021 funds from the Community Development Authority account and the Plan Commission account to a project to be used in 2022. (F&HR 12/15/21 S. Saryan)
9. Discussion/decision to approve contact between the Municipal Court and nCourt (F&HR 12/15/21 S. Saryan)
10. Discussion and decision related to contracting with Environmental Health Consultant (F&HR 12/15/21 S. Saryan)
11. Discussion and decision to approve revised job descriptions for Laborer and Operator. (Katz)
12. Discussion and decision to approve revised Accountant job description in the Finance Department and new pay scale for 2022 (F&HR 12/15/21 S. Saryan)
13. Discussion and decision to revise salary schedule for Police Clerk Typist effective January 3, 2022 (F&HR 12/15/21 S. Saryan)
14. Discussion and decision to revise salary schedule for Emergency Services Dispatcher effective January 3, 2022 (F&HR 12/15/21 S. Saryan)
15. Decision to approve a resolution to set the salary and benefits of the City Attorney for 2022 (F&HR 12/15/21 S. Saryan)
16. Decision to approve a resolution for the 2022 Non-Rep Resolution and Command Staff and various adjustments to job descriptions, salary ranges and organizational charts as required (F&HR 12/15/21 S. Saryan)
17. Discussion and decision to approve an addendum to the UnitedHealthcare Flexible Spending

Account (FSA) to increase the plan to the IRS maximum contribution and carryover limits automatically and authorize Mayor to sign plan addendum (F&HR 12/15/21 S. Saryan)

18. Approval of schedules of disbursements in the amount of \$1,238,518.54 (F&HR 12/15/21 S. Saryan)
 19. Approval of mileage reimbursements in the amount of \$799.28 (F&HR 12/15/21 S. Saryan)
 20. Common Council to go into closed session pursuant to Wis. Stat. § 19.85 (1)(b) & (f), considering licensure, social or personal history, or medical information, for purposes of issuing a 2021-2022 operator license to the following:
 - a. Adam Kazimierz Wylaz
 - b. Paul Harvey Wasser
 21. The Common Council to remain in closed session pursuant to Wis. Stat. § 19.85(1)(g), to confer with legal counsel for the Common Council who is rendering advice concerning strategy to be adopted by the body with respect to litigation in which is involved for the purpose of discussing potential settlement in the Opioid Crisis Litigation: *In re National Prescription Opiate Litigation* (Docket No. 1:17-md-02804); *Greenfield v. Actavis Pharma, Inc., et al.*, (Case/Docket No. 2021CV002937/2:21-cv-00751); *Erie Insurance Exchange v. Hayward Pharmacy, Inc., et al.*, (Case No. 21-CV-4963). (Sajdak)
 22. Adjourn closed session and reconvene into open session.
 23. Decision re: Operator License for Adam Kazimierz Wylaz
 24. Decision re: Operator License for Paul Harvey Wasser
 25. Decision re: potential settlement in the Opioid Crisis Litigation.
- K. Items for future agenda
- L. Adjourn

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request this service, contact the Department of Human Resources at 329-5208, (FAX) 543-6158, TDD 1-800-947-6644 (Wisconsin Telecommunications Relay System), or by writing to the Director of Human Resources/ADA Coordinator at Greenfield City Hall, 7325 West Forest Home Avenue, Room 101, Greenfield, WI 53220. Greenfield City Hall is wheelchair accessible from the west and south entrances.

RESOLUTION NO. _____

RESOLUTION APPOINTING ELECTION OFFICIALS: CHIEF INSPECTORS,
ALTERNATE CHIEF INSPECTORS, ELECTION INSPECTORS
AND SPECIAL VOTING DEPUTIES FOR 2022-2023

WHEREAS, Wis. Stats. 7.30(4) (a) requires the governing body to appoint election officials no later than the last regular meeting in December of each odd numbered year for the 2022-2023 election cycle; and

WHEREAS, Wis. Stats. 7.30(4) (b) states that the two dominant parties are each responsible for submitting a list of names from which all appointees to inspector positions shall be chosen as outlined within the statutes; and

WHEREAS, the City Clerk received ten names for poll workers and one name for Special Voting Deputy from the Republican Party of Milwaukee County (RPMC); one of the ten names on the list is a resident of Racine County and cannot work in Milwaukee County; one name on the list does not wish to work at the polls anymore; two of the names on the list would like to work in communities other than Greenfield—one of the two is also on the RPMC list to work in the City of Milwaukee and indicated that is where he wishes to work—not in Greenfield; one of the two is also on the RPMC list to work in West Allis and indicated that is where he wishes to work—not in Greenfield; thus the RPMC was informed of such. The City Clerk has incorporated these poll workers' names from the list received into the list of regular Election Inspectors appointed to work 2022-2023 elections and the name for Special Voting Deputy is on the list of Special Voting Deputies and designated as a regular Special Voting Deputy to attend every visit to every facility as he is able. The abovementioned names provided are designated as Republican Party affiliated, while the remaining names are unaffiliated; and

WHEREAS, The City Clerk did not receive a list of poll workers or Special Voting Deputies from the Democratic Party of Milwaukee County; and

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Greenfield confirms the list of election officials for the 2022-2023 election cycle.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the 7th day of December, 2021.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

2022-2023 Special Voting Deputies						
Lead Special Voting Deputy	Linda	Pinkowski	unaffiliated	545-8449	3580 S. 44th Street	
Special Voting Deputy	Brian	Counihan	Republican party affiliated	529-4230	10141 W. Cold Spring Road #	
Special Voting Deputy	Barb	Piotrowski	unaffiliated	545-4732	3628 S. 46th Place	

Election Inspectors Nomination List

Dear Jennifer Goergen
(municipal clerk)

Pursuant to Wis. Stat. §7.30, and for the purposes of nominating Republican Election
Inspectors in Milwaukee County,
(county)

I, David Karst, Chairman of the Republican Party of Milwaukee
(name) (position) (county)

County hereby nominate the named individuals below.

Certification

I, hereby, certify that I have contacted each nominee whose name appears on this list and each
nominee on this list has agreed to serve as an election inspector.

David Karst
County Party Chair

11/19/2021
Date

Jamie O'Walt
County Party Secretary

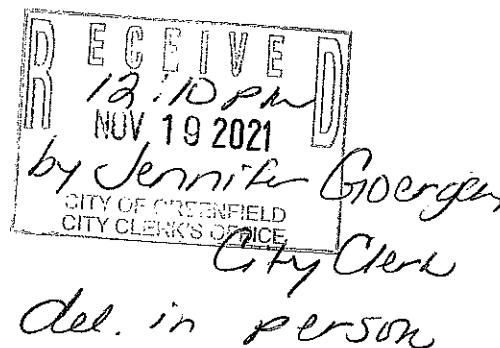
11-19-21
Date

Please do not hesitate to contact me with any questions or if you need any additional
information.

Sharon Foley
(Name)

914 332 5422
(Phone)

lsafw@teregmail.com
(Email)



New POLL WORKERS FOR GREENFIELD: REPUBLICAN NOMINEES 2022-2023

No moved Susan Peter *Wd. 19 - resigned April, 2021* *Moved to Caledonia & would work there.*
414.817.9411 5266 Somerset Lane S. Greenfield 53221
tel # doesn't work; will ask again *sent email 11-24-21*
susan.peter3@gmail.com

Yes) not Feb Kathleen Klapka *Wd. 21 Sent letter 11-9-21* 5963 S 34th St Greenfield 53221
414 282 4319 *emailed 11-24*
kklapka@aol.com 53221

No - does not want to work Lynn Boerner *Wd 3 Sent letter 11-9-21* 3711 W Loomis Rd Greenfield 53220
lynnboerner@yahoo.com *emailed 11-24*

No - Wants to in W. A. Richard Sujecki *Not in Greenfield but Sharon said he wants to work* 12247 W Verona Ct Greenfield *? West LM 11-30-21*
414 327 5485 *Callis*

Yes Ann Walther *Wd 11 Sent letter 11-9-21* 4500 S 119th St Greenfield
414 327 2249 anntimw@yahoo.com *emailed 11-24*

Yes Terry Wilde *address* *emailed 11-24-21* Terry@Wildeworldview.com

No - Wants to work in Mil/Walther Brad Hays *Wd 11* 11964 W. Sarah Ct
414 541 4406 *emailed 11-24* bhhays1@att.net

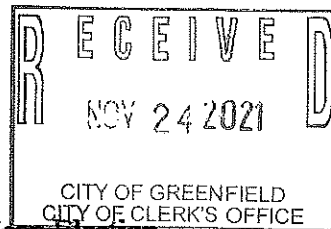
Yes Robert Kawczynski *emailed 11-24-21* 3841 S. 37th St.
414 281 9021 *address* *Greenfield, WI 53221*
Bobkaw1044@aol.com

Yes Jason Jacobs *Wd. 18* *emailed 11-24*
jimoneyline@yahoo.com 262 444 3334
2810 W. Upham Ave 53221

Yes in GL Timothy Rick *Not in Greenfield mil? per Sharon wants to work in GL*
007trick@gmail.com 414 378 7617
6520 W Howard Ave Unit 105 53220

Election Inspectors Nomination List

Dear Jennifer Goetgen,
(municipal clerk)



Pursuant to Wis. Stat. §7.30, and for the purposes of nominating Republican Election
Inspectors in Milwaukee County,
(county)

I, David Karst, Chairman of the Republican Party of Milwaukee
(name) (position) (county)

County hereby nominate the named individuals below.

Certification

I, hereby, certify that I have contacted each nominee whose name appears on this list and each
nominee on this list has agreed to serve as an election inspector.

David Karst
County Party Chair

11/22/2021
Date

Jamie O'Wurf
County Party Secretary

11/22/2021
Date

Please do not hesitate to contact me with any questions or if you need any additional
information.

Sharon Foley
(Name)

414 332 5722
(Phone)

lsafwriter@gmail.com
(Email)

Special Voting Deputy Nomination for the City of Greenfield from the
Milwaukee County Republican Party for the 2022-2023 term of office:

Brian Counihan
10141 W. Cold Spring Rd., Apt. 8
Greenfield, WI 53228
414-529-4230

First Name	Last Name	Job Title	Party Affiliation	Address	City, State	Zip
Fawzia	Agayby	Election Inspector	Unaffiliated	4726 W. Layton Ave.	Greenfield, WI	53220
Cathy	Anderson	Chief Inspector	Unaffiliated	9110 W. Allerton Ave.	Greenfield, WI	53228
Rudy	Banyai	Election Inspector	Unaffiliated	3879 S. Oakbrook Dr.	Greenfield, WI	53228
Lisa	Barczyk	Election Inspector	Unaffiliated	5435 Morningside Lane	Greenfield, WI	53221
Janis	Barnier	Election Inspector	Unaffiliated	4920 W. Colonial Ct.	Greenfield, WI	53220
Kelly	Bartyczak	Election Inspector	Unaffiliated	3925 S. 84th St. #8	Greenfield, WI	53228
Cheryl	Bennett	Election Inspector	Unaffiliated	5038 S. Stonehedge Dr.	Greenfield, WI	53220
Kathryn	Berezowitz	Election Inspector	Unaffiliated	9248 W. Kensington Way	Franklin, WI	53132
Patricia	Blahnik	Alternate Chief Inspector	Unaffiliated	4944 W. Maple Leaf Circle	Greenfield, WI	53220
Judy	Blattner	Election Inspector	Unaffiliated	9610 W. Plainfield Ave.	Greenfield, WI	53228
Bernard	Blattner	Election Inspector	Unaffiliated	9610 W. Plainfield Ave.	Greenfield, WI	53228
Susan	Blenski	Election Inspector	Unaffiliated	4601 W. Holt Ave.	Greenfield, WI	53219
Roman	Blenski	Alternate Chief Inspector	Unaffiliated	4601 W. Holt Ave.	Greenfield, WI	53219
Lynn	Boerner	Said she doesn't want to work	Rep. Party Aff.	3711 W. Loomis Road	Greenfield, WI	53221
Kathie	Boss	Election Inspector	Unaffiliated	5367 S. Hidden Dr.	Greenfield, WI	53221
Deborah	Brandt	Chief Inspector	Unaffiliated	6711 W. Tripoli Ave.	Milwaukee, WI	53220
Jaedon	Brandt	Election Inspector	Unaffiliated	9175 W. Sura Lane #203	Greenfield, WI	53228
Jean	Bronson	Election Inspector	Unaffiliated	5343 S. 48th St.	Greenfield, WI	53220
Thomas	Bronson	Election Inspector	Unaffiliated	5343 S. 48th St.	Greenfield, WI	53220
Arlene	Burger	Election Inspector	Unaffiliated	5047 S. 65th St.	Greenfield, WI	53220
Don	Carlson	Election Inspector	Unaffiliated	5082 W. Colonial Ct.	Greenfield, WI	53220
Carol	Chetney Fleming	Election Inspector	Unaffiliated	4838 S. Waterview Ct.	Greenfield, WI	53220
Mark	Chiappetta	Election Inspector	Unaffiliated	4622 S. 47th St.	Greenfield, WI	53220
Lynne	Cole	Election Inspector	Unaffiliated	11923 W. Waterford Ave.	Greenfield, WI	53228
Brian	Counihan	Election Inspector	Unaffiliated	10141 W. Cold Spring Rd. #8	Greenfield, WI	53228
Michael	Crivello	Alternate Chief Inspector	Unaffiliated	4068 W. Granada St.	Greenfield, WI	53221
Linda	Cutting	Election Inspector	Unaffiliated	4380 S. Placid Dr.	Greenfield, WI	53220
Christine	Dadtka	Election Inspector	Unaffiliated	12191 W. White Oak Drive	Greenfield, WI	53228
Jerry	Davey	Election Inspector	Unaffiliated	5335 Sutton Place S	Greenfield, WI	53221
Murray	Davis	Election Inspector	Unaffiliated	4935 S. Greenbrook Terrace #132	Greenfield, WI	53220
Irene	Dawydiuk	Election Inspector	Unaffiliated	4434 S. 68th St.	Greenfield, WI	53220
Terri	Delke	Chief Inspector	Unaffiliated	7100 W. Layton Ave.	Greenfield, WI	53220
Donna	Derse	Election Inspector	Unaffiliated	4929 S. 34th St.	Greenfield, WI	53221
Marlene	Dixon	Election Inspector	Unaffiliated	9025 W. Howard Ave. #106	Greenfield, WI	53228

Donna	Dolata	Election Inspector	Unaffiliated	9433 W. Layton Ave.	Greenfield, WI	53228
Audrey	Ellison	Chief Inspector	Unaffiliated	3473 S. 50th Place	Greenfield, WI	53219
Karen	Engels	Election Inspector	Unaffiliated	7103 W. Armour Ave.	Greenfield, WI	53220
Ruth	Faltinosky	Election Inspector	Unaffiliated	4218 S. 65th St.	Greenfield, WI	53220
Diane	Ferkovich	Election Inspector	Unaffiliated	4315 S. 47th St.	Greenfield, WI	53220
Thomas	Flemming	Election Inspector	Unaffiliated	5001 S. 69th Street	Greenfield, WI	53220
Roger	Frankowski	Chief Inspector	Unaffiliated	10515 W. Pallotine Dr.	Greenfield, WI	53228
Linda	Friedman	Election Inspector	Unaffiliated	4376 S. Placid Dr.	Greenfield, WI	53220
James	Frommell	Election Inspector	Unaffiliated	11755 W. Waterford Ave.	Greenfield, WI	53228
Joyce	Fularczyk	Election Inspector	Unaffiliated	3827 S. 77th St.	Milwaukee, WI	53220
Devan	Gracyalny	Chief Inspector	Unaffiliated	6028 W. Woodview Ct.	Greenfield, WI	53220
Stephen	Haas	Election Inspector	Dem Party Aff.	5846 S. 42nd St.	Greenfield, WI	53221
Matthew	Haugen	Election Inspector	Unaffiliated	5115 W. Midland Dr.	Greenfield, WI	53220
Brad	Hays	also on Milwaukee list & wants to work there	Rep. Party Aff.	11964 W. Sarah Ct.	Greenfield, WI	
Cynthia	Heikel	Election Inspector	Unaffiliated	5000 S. 107th St. #109	Greenfield, WI	53228
Marietta	Heule	Election Inspector	Unaffiliated	3643 W. Barnard Ave.	Greenfield, WI	53221
Annette	Holvey	Election Inspector	Unaffiliated	4505 W. Loomis Rd.	Greenfield, WI	53220
Joyline	Hornburg	Election Inspector	Unaffiliated	5240 S. Honey Creek Dr.	Greenfield, WI	53221
Patrick	Humpal	Election Inspector	Unaffiliated	4010 S. 104th St.	Greenfield, WI	53228
Jason	Jacobs	Election Inspector	Rep. Party Aff.	2810 W. Upham Ave.	Greenfield, WI	53221
Susan	Kartes	Election Inspector	Unaffiliated	5382 Cambridge Lane	Greenfield, WI	53221
Charles	Kafura	Election Inspector	Unaffiliated	4150 S. 124th St.	Greenfield, WI	53228
Robert	Kawczynski	Election Inspector	Rep. Party Aff.	3841 S. 37th St.	Greenfield, WI	53221
Diane	Kirchoff	Election Inspector	Unaffiliated	5612 S. 40th St.	Greenfield, WI	53221
Kathleen	Klapka	Election Inspector	Rep. Party Aff.	5963 S. 34th St.	Greenfield, WI	53221
Anne	Klinker	Election Inspector	Unaffiliated	5020 S. 55th St. #114	Greenfield, WI	53220
James	Koier	Election Inspector	Unaffiliated	4923 S. 81st St.	Greenfield, WI	53220
Bonnie	Konop	Alternate Chief Inspector	Unaffiliated	4463 S. 72nd Street	Greenfield, WI	53220
Jacqueline	Konrad	Election Inspector	Unaffiliated	4401 S. 48th St.	Greenfield, WI	53220
David	Konrad	Election Inspector	Unaffiliated	4401 S. 48th St.	Greenfield, WI	53220
Harry	Kraemer	Election Inspector	Unaffiliated	11923 W. Waterford Ave.	Greenfield, WI	53228
Mary	Lamping	Alternate Chief Inspector	Unaffiliated	6015 W. Bottsford Ave.	Greenfield, WI	53220
Michael	Lamping	Election Inspector	Unaffiliated	6015 W. Bottsford Ave.	Greenfield, WI	53220

Lawrence	Lausier	Election Inspector	Unaffiliated	9744 W. Plainfield Ave.	Greenfield, WI	53228
Nancy	Lehrer	Chief Inspector	Unaffiliated	5230 Honey Creek Dr.	Greenfield, WI	53221
Linda	Levenhagen	Election Inspector	Unaffiliated	4873 S. Waterview Ct.	Greenfield, WI	53220
Mary	Lindquist	Election Inspector	Unaffiliated	9075 Highland Park Avenue #504	Franklin, WI	53132
Carolyn	Little	Election Inspector	Unaffiliated	3661 S. 34th St.	Greenfield, WI	53221
Tiffany	Maclin	Election Inspector	Unaffiliated	3700 S. Rivershire Drive #2	Greenfield, WI	53228
James	Marinkovich	Election Inspector	Unaffiliated	3938 S. 84th St.	Greenfield, WI	53220
Edward	Marshall	Election Inspector	Unaffiliated	4515 W. Tesch Ave.	Greenfield, WI	53220
Patrice	McAdams	Election Inspector	Unaffiliated	11727 W. Wooded Court	Greenfield, WI	53228
Diane	McLean	Election Inspector	Unaffiliated	8560 W. Waterford Ave. #8	Greenfield, WI	53228
Julie	Mertes	Election Inspector	Unaffiliated	6100 W. Stonehedge Dr. #109	Greenfield, WI	53220
Marilyn	Metz	Election Inspector	Unaffiliated	3993 S. Prairie Hill Lane #201	Greenfield, WI	53228
Shirley	Meyer	Election Inspector	Unaffiliated	4200 S. 35th St. #310	Greenfield, WI	53221
Miriam	Miranda	Alternate Chief Inspector	Unaffiliated	4925 W. Forest Home Ave.	Greenfield, WI	53219
Michael	Mirer	Election Inspector	Unaffiliated	5027 West Midland Drive	Greenfield, WI	53219
Janet	Mittelstadt	Election Inspector	Unaffiliated	4951 S. 106th St.	Greenfield, WI	53228
Patricia	Monte	Election Inspector	Unaffiliated	6100 W. Stonehedge Dr. #146C	Greenfield, WI	53220
Robin	Muirhead	Election Inspector	Unaffiliated	8245 W. Plainfield Ave.	Greenfield, WI	53220
Janet	Murray	Alternate Chief Inspector	Unaffiliated	6660 W. Barnard Ave. #107	Greenfield, WI	53220
Maxine	Pais	Election Inspector	Unaffiliated	4940 S. Greenbrook Terrace #15202	Greenfield, WI	53220
Susan	Peter	Can't work here-lives in Caledonia	Rep. Party Aff.	formerly 5266 Somerset Lane S.	Greenfield, WI	53221
Ramona	Peterson	Election Inspector	Unaffiliated	5427 Somerset Lane	Greenfield, WI	53221
Linda	Pinkowski	Chief Inspector	Unaffiliated	3580 S. 44th St.	Greenfield, WI	53220
Barbara	Piotrowski	Alt. Chief Inspector	Unaffiliated	3628 S. 46th Place	Greenfield, WI	53220
Sandra	Pozniak	Election Inspector	Unaffiliated	4527 W. VanBeck	Greenfield, WI	53220
Dennis	Priest	Election Inspector	Unaffiliated	5448 Somerset Lane S	Greenfield, WI	53221
Jane	Priest	Election Inspector Wd 19	Unaffiliated	5448 Somerset Lane S	Greenfield, WI	53221
Gail	Reck	Election Inspector	Unaffiliated	4195 W. Squire Ave.	Greenfield, WI	53221
Donald	Reid	Alternate Chief Inspector	Unaffiliated	6100 W. Marcy Lane	Greenfield, WI	53220
Karen	Reske	Election Inspector	Unaffiliated	4345 S. 71st St.	Greenfield, WI	53220
Timothy	Rick	Election Inspector	Rep. Party Aff.	6520 W. Howard Ave. Unit 105		
Michele	Rinka	Election Inspector	Unaffiliated	5328 Sutton Place S	Greenfield, WI	53221
Gale	Roberts	Election Inspector	Unaffiliated	4696 S. 110th St.	Greenfield, WI	53228
Nancy	Roets	Chief Inspector	Unaffiliated	8925 W. Whitaker Ave.	Greenfield, WI	53228

Barb	Rutkowski	Election Inspector	Unaffiliated	5020 S. 55th St. #329	Greenfield, WI	53220
Kathryn	Schuette	Election Inspector	Unaffiliated	5002 S. Stonehedge Drive	Greenfield, WI	53220
Michael	Sellenheim	Election Inspector	Unaffiliated	4756 W. Maple Leaf Circle	Greenfield, WI	53220-2781
Sister Mariar	Siegel	Election Inspector	Unaffiliated	3953 S. Prairie Hill Ln. #309	Greenfield, WI	53228
Sue	Sorce	Election Inspector	Unaffiliated	6100 W. Stonehedge Dr. #370D	Greenfield, WI	53220
Geralyn	Spankowski	Election Inspector	Unaffiliated	3745 S. 56th St.	Greenfield, WI	53220
Jean	Steinbach	Election Inspector	Unaffiliated	5456 Morningside Lane	Greenfield, WI	53221
Nancy	Steinbrenner	Election Inspector	Unaffiliated	11436 W. Cold Spring Rd.	Greenfield, WI	53228
Veronica	Streich	Election Inspector	Unaffiliated	4621 S. 35th St.	Greenfield, WI	53221
Richard	Sujecki	said he wants to work in West Allis	Rep. Party Aff.	12247 W. Verona Ct.	West Allis, WI	
James	Surfus	Election Inspector	Unaffiliated	5036 S. 101st St.	Greenfield, WI	53228-3201
Mary	Szukalski	Election Inspector	Unaffiliated	3841 W. Barnard Ave.	Greenfield, WI	53221
Charles	Terski	Chief Inspector	Unaffiliated	4940 S. Greenbrook Terrace #151	Greenfield, WI	53220
Janet	Tesch	Election Inspector	Unaffiliated	5421 S. Butterfield Way	Greenfield, WI	53221
Virginia	Thurrow	Election Inspector	Unaffiliated	4940 W. Vollmer Ave.	Greenfield, WI	53219
Jerry	Tollefson	Election Inspector	Unaffiliated	4044 S. 76th Street	Greenfield, WI	53220
Judith	Vander Grinten	Election Inspector	Unaffiliated	3811 S. 35th St. #A	Greenfield, WI	53221
Ann	Walther	Election Inspector	Rep. Party Aff.	4500 W. 119th St.	Greenfield, WI	53228
Janis	Waraxa	Election Inspector	Unaffiliated	3455 S. 104th St.	Greenfield, WI	53227
Terry	Wilde	Election Inspector	Rep. Party Aff.	3633 S. 46th Place	Greenfield, WI	53220
Neil	Winchell	Election Inspector	Unaffiliated	3586 S. 109th St.	Greenfield, WI	53228
Sally	Zorko	Election Inspector	Unaffiliated	5055 S 66th St.	Greenfield, WI	53220
Gerald	Zorko	Election Inspector	Unaffiliated	5055 S 66th St.	Greenfield, WI	53220

Z:\Elections\2022 Elections\Poll Worker Master List 2022-23 no phone or email w out Collins Bailey Saryan

RESOLUTION NO. ____

RESOLUTION APPOINTING AN ADDITIONAL ELECTION OFFICIAL -
CHIEF INSPECTOR FOR 2022-2023

WHEREAS, Wis. Stats. 7.30(4)(a) requires the governing body to appoint election officials no later than the last regular meeting in December of each odd numbered year for the 2022-2023 election cycle; and

WHEREAS, appointments were made, but in addition to the appointments already made, the Common Council desires to add Denise Collins to the list of Election Officials;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Greenfield confirms the appointment of Denise Collins (unaffiliated), 4439 S. 38th Street, Greenfield, WI 53221, and adds her to the list of Election Officials for the 2022-2023 election cycle.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the 21st day of December, 2021.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

RESOLUTION NO. ____

RESOLUTION APPOINTING AN ADDITIONAL ELECTION OFFICIAL -
CHIEF INSPECTOR FOR 2022-2023

WHEREAS, Wis. Stats. 7.30(4)(a) requires the governing body to appoint election officials no later than the last regular meeting in December of each odd numbered year for the 2022-2023 election cycle; and

WHEREAS, appointments were made, but in addition to the appointments already made, the Common Council desires to add Cheryl Bailey to the list of Election Officials;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Greenfield confirms the appointment of Cheryl Bailey (unaffiliated), 4281 S. 81st Street, Greenfield, WI 53220, and adds her to the list of Election Officials for the 2022-2023 election cycle.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the 21st day of December, 2021.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

RESOLUTION NO. ____

RESOLUTION APPOINTING AN ADDITIONAL ELECTION OFFICIAL -
ELECTION INSPECTOR/CHIEF INSPECTOR FOR 2022-2023

WHEREAS, Wis. Stats. 7.30(4)(a) requires the governing body to appoint election officials no later than the last regular meeting in December of each odd numbered year for the 2022-2023 election cycle; and

WHEREAS, appointments were made, but in addition to the appointments already made, the Common Council desires to add Leon Saryan to the list of Election Officials;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Greenfield confirms the appointment of Leon Saryan (unaffiliated), 3714 W. Vogel Ave., Greenfield, WI 53221, and adds him to the list of Election Officials for the 2022-2023 election cycle.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the 21st day of December, 2021.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

**CITY OF GREENFIELD
OPERATOR LICENSE APPLICANTS**

12/16/2021

OPERATOR'S REGULAR

NAME

ADDRESS

CITY, STATE, ZIP

Harmony Alanah Rehak

4850 S 69th ST Apt 8

Greenfield, WI 53220

Nichole Rose Covelens

3919 S Sunset SQ

Greenfield, WI 53220



Common Council Meeting

Item Number:

Introduced By: Department of Neighborhood Services (Katz)

Date Introduced: December 21, 2021

RELATING TO:

Discussion and decision to **adopt a resolution accepting a road reservation for street purposes.**

SUMMARY:

There is a need to adopt an existing road reservation for street purposes.

The reservation, located on S 43rd Street, was recorded in 1954 but never formally accepted by the city.

This action will formally clear up this right of way issue.

FINANCIAL:

None

RECOMMENDATION:

Adopt a resolution accepting a road reservation for street purposes.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___

RESOLUTION NO.

RESOLUTION ACCEPTING ROAD RESERVATIONS

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Common Council of the City of Greenfield that the reservations contained in the instrument listed below and recorded as indicated for street purposes, be and the same are hereby accepted by the City of Greenfield.

Reservation: The East 55 feet of the following described property:

That part of the Southeast $\frac{1}{4}$ of Section 23, Township 6 North, Range 21 East, in the City of Greenfield, Milwaukee County, Wisconsin, which is bounded and described as follows:

Commencing at a point on the East line of said $\frac{1}{4}$ Section which is 175 feet South of the Northeast corner of said $\frac{1}{4}$ Section; running thence South on and along the East line of said $\frac{1}{4}$ Section, 130 feet to a point; thence West on a line parallel to the North line of said $\frac{1}{4}$ Section, 333 feet to a point; thence North on a line parallel to the East line of said $\frac{1}{4}$ Section, 130 feet to a point; thence East on a line parallel to the North line of said $\frac{1}{4}$ Section, 333 feet to the point of commencement, containing 0.9938 acres of land more or less, reserving from the above parcel of land the East 55 feet for public street purposes.

Tax Key No's: 601-9994-000 & 601-9995-000

Recording Data: Document 3283424 Recorded April 2, 1954

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the 21st day of December, 2021.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

ORDINANCE NO. _____

ORDINANCE TO AMEND SECTION 21.04.0801 OF THE MUNICIPAL CODE PERTAINING TO
NON-CONFORMING ACCESSORY STRUCTURES.

The Common Council of the City of Greenfield do ordain as follows:

PART I. Subsection 21.04.0801 of the Greenfield Municipal Code is hereby amended to read as follows:

* * *

A. *Accessory uses and structures.* Accessory uses and structures are permitted in any zoning district but not until the principal use or structure is present or under construction on the lot or parcel. Residential accessory uses and structures shall not involve the conduct of any business, trade, or industry. Accessory uses include incidental repairs; storage; parking facilities; gardening; and private emergency shelters. Portable/temporary carports, or roofed, wall-less canopy-like structures, detached from a principal building, are not permitted accessory structures. Decks are not considered accessory structures, but do require permits.

1. *Existing non-conforming accessory structures.* Existing non-conforming accessory structures may be rebuilt within the same footprint as the existing structure provided that the replacement structure does not exceed any dimensional characteristic of the existing building and that the replacement building is contained wholly within the applicant's property lines. Such replacement shall be allowed only upon the issuance of a building permit without Zoning Board of Appeals review and approval provided that the Zoning Administrator is satisfied that the replacement structure does not, based upon information known to them, create or continue a hardship for neighboring property owners.

* * *

PART II. All ordinances or parts of ordinances contravening the provisions of this ordinance are hereby repealed.

PART II. This ordinance shall take effect and be in force from and after its passage and publication.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the ____ day of December, 2021.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk



Committee: Finance & HR/Common Council

Item Number:

Introduced By: Jennifer Goergen

Date Introduced: December 15, 2021/December 21, 2021

RELATING TO: Discussion and decision regarding renewing the City's 2022 insurance policies (which include: liability, auto liability, worker's comp, property, crime, cyber liability, employment practices liability, equipment breakdown, pollution liability, and storage tanks), and authorize the City Clerk and Mayor to sign related paperwork.

SUMMARY:

Quotes/pricing to renew our current policies with our current insurers (liability, auto liability, worker's comp, property, crime, cyber liability, employment practices liability, equipment breakdown, pollution liability, and storage tanks) were provided and are compared with last year's (2021) premiums below:

CVMIC – Cities and Villages Municipal Insurance Company (liability & worker's comp & misc.)

2022 Premiums: Range from \$494,333 - \$504,717*

(2021 Premiums: \$495,677)

*At this time brokers have gone out to market for pricing, but not all bids have come in yet; bids are expected to come in between this price range. Since the exact amount is not known yet, the recommendation is to approve the premium for CVMIC in the amount of \$504,717 and if bids come in lower than that, we will be invoiced accordingly.

MPIC – Municipal Property Insurance Company (property)

2022 Policy Quote: \$48,257*

(2021 Policy Quote was \$41,250)

*Blair at MPIC pointed out the increase in premium is directly related to the increase in values that were discovered during the HCA Appraisal process (roughly an increase of 20% to buildings, personal property and property in the open). Due to the large valuation change, MPCIC minimized their rate increase.

Nautilus Insurance Company (Gallagher) (storage tank coverage)

2022 Policy Quote for premium: \$5,793.75 *

(2021 Policy Quote for premium: \$10,721/Program Cost: \$11,686.38)

*With new storage tanks in place, our premium has gone down 50.42% over last year.

*TRIA coverage was not recommended last policy year, so it was declined; thus the same is recommended for the 2022 policy year

Z:\Committees\Finance & Human Resources Committee\Committee Request Form for Insurance Renewal 211207

ATTACHMENTS: KEY ISSUES ____ BACKGROUND X RESOLUTION ____ FISCAL NOTE ____

**LAREDO ACCESS
MEMORANDUM OF UNDERSTANDING**

THIS MEMORANDUM OF UNDERSTANDING ("MOU") made this 1st day of January 2022 ("MOU Effective Date") between the Milwaukee County Register of Deeds and _____, a Wisconsin municipal body corporation/a Wisconsin non-profit corporation ("Public Partner") (collectively, the "Parties," or individually, a "Party").

WHEREAS as a governmental courtesy, the Milwaukee County Register of Deeds Office provides free access to available land records through our search portal, Laredo, to certain Public Partners such as inter-County offices; cities, towns and villages within our County; and, a limited number of nonprofit law firms. In exchange for this courtesy access, the following terms and conditions must be complied with to assure continued use of this free service by any Public Partner:

1. It is the responsibility of the Public Partner to provide a secure network, compatible computer and all technical hardware and support necessary to accommodate installation of the associated software program and any ancillary programs required for the functionality of the Laredo program.
2. Public Partners agree that the Laredo program will be utilized solely for the purpose of viewing recorded documents for legitimate business/governmental purposes. Providing copies of documents to the public, clients of our public partners or other businesses or individual(s) is strictly prohibited as is conducting title searching, lien searching or harvesting of bulk data for any person or entity outside the control of the public partner.
3. Public Partner agrees to protect the data contained in the Laredo program and ensure that only authorized users access such information. The Register of Deeds Office reserves the right to terminate, modify or restrict access to Laredo of any Public Partner in the event of a violation of any terms of the Memorandum of Understanding.
4. Public Partners will be required to recertify for Laredo access every calendar year. Recertification will require an authorized representative to agree to the terms of this Memorandum of Understanding and provide user information to the Register of Deeds Office such as names, email addresses and official capacities/positions of all end users. Once a user is no longer employed by the Public Partner or no longer needs Laredo access, the Register of Deeds Office shall be notified within five business days to terminate password access. Failure to undergo yearly recertification or provide any notice required under this section, will result in suspension of access to Laredo.

5. Please be advised that the Register of Deeds Office does not attest to the legality or accuracy of any recorded instrument in the Laredo system.

Israel Ramón
Milwaukee County Register of Deeds

Date

Date



Committee: Finance & HR Committee

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: December 1, 2021

RELATING TO:

Discussion and decision to transfer unused 2021 funds from the Community Development Authority account and the Plan Commission account to a project to be used in 2022.

SUMMARY:

The Community Development Authority account had an approved 2021 budget of \$15,000. The Community Development Division is requesting that the unused \$15,000 be used/held for the hiring of a consultant for a Zoning Code (Chapter 21 of the Municipal Code) update, which will be a focus of staff time in 2022. GL # 010-2101-521.2000

The Planning Commission account had an approved 2021 budget of \$9,000. This was budgeted for the anticipation of hiring of a consultant for a Zoning Code (Chapter 21 of the Municipal Code) update. The Community Development Division is requesting that the unused \$9,000 be used/held for the hiring of a consultant for a Zoning Code update, which will be a focus of staff time in 2022. GL # 010-1220-530.9101

Last year the Common Council approved a similar request with the same dollar amounts and Project #CE2017 was created in the amount of \$24,000. This year's \$24,000 "hold" request would be added to Project #CE2017.

The Request for Proposal process, seeking a qualified consultant, will begin before the end of the year. The combination of 2020, 2021 and 2022 funds should be sufficient to hire an experienced and capable consultant.

ATTACHMENTS: KEY ISSUES ____ BACKGROUND ____ RESOLUTION ____ FISCAL NOTE ____
MOTION ____ OTHER ____



Payments Made Easy

PAYMENT PROCESSING SERVICES STATEMENT OF WORK

between

nCourt

("Provider")

having its principal place of business at:

3025 Windward Plaza Ste 200

Alpharetta, Georgia 30005

and

Greenfield Municipal Court

("Merchant")

having its principal address at:

5300 W Layton Ave, Greenfield, WI 53220

THIS PAYMENT PROCESSING SERVICE STATEMENT OF WORK (this “**SOW**”) is made and entered into as of the ____ day of December 2021 (“**Effective Date**”) by and between nCourt (“**Provider**”) and Greenfield Municipal Court (“**Merchant**”). Merchant and Provider may each be referred to individually as a “**Party**” and together as the “**Parties**.”

The Terms and Conditions located at https://govcontract.wpengine.com/payment_processing/ are, as they exist as of the Effective Date, incorporated by reference.

TERM

This SOW will commence upon the Effective Date and continue for three (3) years, at which point in time the SOW will automatically renew for successive one (1) year periods unless either party, at least sixty (60) days prior to the expiration of the then applicable term, provides the other with written notice of its desire to terminate this SOW.

STRATEGY

After the contracting process has ended, Provider will build and the maintain payment channel(s), as defined below, to allow Merchant to securely accept, validate, and track payment data from its Customers. Where Web E-Payment System is in scope, an initial test site will be built to load all data received from Merchant and Titan Public Safety Solutions. On this test site, Provider will build logic and business rules to govern the hosted data. Once the web services have been properly built, tested, and reviewed, Provider will establish Merchant Identification credentials. Web services and Merchant Identification credentials will be applied and integrated into the hosted site and data backed payments will be tested. Once the payments are tested, Provider will initiate training for all Merchant personnel, done remotely. Upon successful training, the hosted website will be moved into a production environment and undergo a subsequent round of testing. After testing and validation of the data, Merchant will direct Provider to launch the site.

The date of System launch (“**Go-Live**”) will be targeted during an implementation kickoff call with all relevant stakeholders. The successful completion of this Statement of Work is dependent on Merchant reviewing test content, data, and functionality in a timely manner, and providing an appropriate level of operational and strategic engagement to participate in training, deploy the solution into production environments, and follow through with the responsibilities listed below.

SCOPE

For good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the parties agree as follows:

1. Merchant will make resources available to assist Provider in the timely launch of the payment processing program. Provider cannot be held accountable for unreasonable Merchant delays and may choose to delay the implementation should Merchant not be able to provide appropriate resources. If system does not launch within twelve (12) months of signature date due to Merchant delays, the full implementation fee will become due. Otherwise there is not cost for the implementation or services provided unless specified herein.

Payments are deposited daily into a custodial account and transferred by ACH electronic transfer to Merchant daily. The payment will be accompanied by a reconciliation detailing the payments included. Any money transfer fees will be absorbed by Provider.

2. E-Payment System Utilization

- 2.1. Merchant will make Provider’s Services available to its Customers through various means of communication, including a) through billing statements, invoices and other payment notices; b) by providing IVR and Web payment details on the Merchant’s website including a “Pay Now” or similar link on a mutually agreed prominent place on the web site; c) through the Merchant’s general IVR/Phone system and d) other channels deemed appropriate by the Merchant.
- 2.2. Provider shall provide the Merchant with logos, graphics, and other marketing materials for use in its communication with its Customers regarding the payment services provided by Provider. Both parties agree that Provider will be presented as the primary payment method option. Merchant will communicate the Provider payment Service option to its Customers wherever the Merchant generally communicates its other payment methods.
- 2.3. Payments types shall be processed through the payment channels defined in this SOW as marked (☒):

☐ Tax	☐ Parks & Recreation
☐ Utilities	☐ Child Support
☒ Court Fees & Fines	☐ Miscellaneous
☐ Licenses	

3. **Provider Deliverables:** Provider shall deliver the following, included as marked (☑):

3.1. ☑ Web E-Payment System

- 3.1.1. Provider shall build, host and maintain Merchant-specific website(s) for Greenfield Municipal Court. Provider will purchase a URL, www.TBD.com.
- 3.1.2. Provider will provide a secure website that will allow payers to enter their pertinent information, e.g., citizen name or other unique identifier, and then proceed to pay with a credit or debit card.
- 3.1.3. System will collect and transmit payment information for authorization and settlement.
- 3.1.4. System will provide method of transferring transaction data back to Merchant.
- 3.1.5. The payer will be simultaneously advised via automated email that the transaction has been completed and will receive further notification when the Merchant processes the payment.

3.2. ☑ Counter E-Payment System

- 3.2.1. Provider shall deliver and configure 3 EMV device(s).
- 3.2.2. Provider shall deliver an administrator portal for counter payments.
- 3.2.3. Provider shall remotely upgrade EMV devices as appropriate.
- 3.2.4. Provider shall provide one (1) remote, web-based training session covering setup and use of EMV devices.

3.3. ☑ Phone / Call Center E-Payment System

- 3.3.1. Provider shall provide a toll-free telephonic customer service function to ensure that Customers utilizing the Program have a satisfactory experience that does not require the technological assistance of Merchant personnel.

3.4. ☑ IVR - E-Payment System

- 3.4.1. IVR solution shall be hosted and maintained by Provider.
- 3.4.2. Provider shall configure call scripts according to industry best practices.
- 3.4.3. IVR functionality shall only include search/retrieval and payment processing of Case payments in full.

3.5. ☑ Text and Email Payment System

- 3.5.1. Provider will deliver functionality to allow Customers to set up text (SMS) and/or email payment and notification preferences through their E-Payment System profile. Customers will be required to (i) have a valid payment method stored within their profile and (ii) verify their cell phone number prior to completing registration.

3.6. ☑ eCheck/ACH E-Payment System

- 3.6.1. Provider will configure web E-Payment System to accept eCheck/ACH Payments.

3.7. ☑ Integrations

- 3.7.1. Provider will create/maintain an integration with record management or other system. System integration Statement of Work is in Exhibit B.

3.8. ☑ E-Payment System Training

- 3.8.1. Provider will provide support and training to Merchant personnel via live, web-based session(s). A training schedule will be shared during implementation.

4. **Merchant's Responsibilities:** In order for Provider to provide the Services outlined in this SOW, the Merchant shall deliver the following, included as marked (☑):

4.1. ☑ General

- 4.1.1. Attend client care calls as requested.
- 4.1.2. Notify Provider of changes to any state, county, or municipal mandates or laws.
- 4.1.3. Revoke system access of terminated Merchant employees at time of termination.

4.2. ☑ Web E-Payment System

- 4.2.1. For the duration of this SOW, Merchant will maintain an active link connecting the Merchant website and the Provider payment portal in a prominent and mutually agreed location on the Merchant website.

4.3. ☑ Counter E-Payment System

4.3.1. Merchant will keep all point of sale terminals in good order and repair except for normal wear and tear in the ordinary course of business.

4.4. ☒ Phone E-Payment System

4.4.1. The phone number for the payment IVR (if applicable) and Provider Call Center (if applicable) will also be added to the website.

4.4.2. The Merchant will add the IVR Payment option (if applicable) as part of the Merchant general phone system.

4.5. ☒ Integrations

4.5.1. The Merchant, via their record management system, TiPSS, will update Provider's payment program on a near real-time basis, with data on all open and payable records from the Merchant's server. Upon exchange of the data, the information may be accessed, and payment made by the Customer. Record management system integration Statement of Work is in Exhibit B.

SIGNATURES

In witness whereof, the Parties have executed this SOW by their duly authorized representatives as of the date first above written.

Greenfield Municipal Court:

Signed: _____

Name: _____

Title: _____

Date: _____

nCourt, LLC:

Signed: _____

Name: _____

Title: _____

Date: _____

EXHIBIT A: FEES

1. The expected processing volume in the Program is estimated at 800 citations per month.

2. E-Payment System

In consideration for the provision of the development, hosting, application, customer service, and processing fees related to the E-Payment System, Customers will pay applicable fees (“*Convenience Fees*”) and/or Merchant will be billed applicable fees (“*Merchant Absorbed Fees*”) associated with payment transactions marked (☒) as follows:

Payment Type

Payment Channel	Transaction Type	Fee Structure	Merchant Absorbed
☒ Online (via web or mobile device)	☒ Credit Cards ☒ Visa ☒ Mastercard ☒ Discover ☒ American Express	For each transaction, the higher of: 2.95% per transaction or \$2.95 minimum fee per transaction	☐
	☒ Debit Cards ☒ Visa ☒ Mastercard ☒ Discover		
	☒ PayPal / PayPal Credit / Venmo		
	☒ E-Check / ACH	\$1.95 per transaction	☐
☒ Counter (in-office via PCI compliant, EMV ready card readers)	☒ Credit Cards ☒ Visa ☒ Mastercard ☒ Discover ☒ American Express	For each transaction, the higher of: 2.95% per transaction or \$2.95 minimum fee per transaction	☐
	☒ Debit Cards ☒ Visa ☒ Mastercard ☒ Discover		
	☐ E-Check / ACH	\$1.95 per transaction	☐
☒ Call Center (via live, bilingual call center agent)	☒ Credit Cards ☒ Visa ☒ Mastercard ☒ Discover ☒ American Express	For each transaction: 2.95% per transaction Plus \$4.95 minimum fee per transaction	☐
	☒ Debit Cards ☒ Visa ☒ Mastercard ☒ Discover		
	☐ E-Check / ACH	\$2.95 per transaction	☐
☒ IVR (via automated phone system)	☒ Credit Cards ☒ Visa ☒ Mastercard ☒ Discover ☒ American Express	For each transaction, the higher of: 2.95% per transaction or \$2.95 minimum fee per transaction	☐
	☒ Debit Cards ☒ Visa ☒ Mastercard ☒ Discover		
	☐ E-Check / ACH	\$1.95 per transaction	☐

☐ Cash (at participating retail locations)	☐ Cash	\$1.95 per transaction	☐
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3. Implementation Services

Only the services marked (☒) will be implemented. Fees will be waived if Merchant implements E-Payment System within twelve (12) months:

Implementation Service	Fee Recurrence	Fee
☒ E-Payment System Deployment & Program Implementation	One-time	\$10,000.00 Waived
☒ IVR Implementation	One-time	\$2,000.00 Waived
☒ Web Services or API Implementation	One-time	\$5,000.00 Waived
☐ File Integration	One-time	\$1,000.00 Waived
☐ Support & Training (__ hour(s))	Per hour	\$150.00 Waived
☐ Custom Programming (__ hour(s))	Per hour	\$150.00 Waived
☒ POS Terminals (_3_ terminal(s))	Per unit	\$350.00 Waived

4. Ongoing Services

Payment processing and development services to be funded by Merchant, as marked (☒):

Service	Fee Recurrence	Fee
☐ Address Verification	Per occurrence	
☐ Chargeback Processing	Per occurrence	
☐ Statement Fee	Per occurrence	

EXHIBIT B: INTEGRATION SCOPE

1. Merchant will make Titan Public Safety Solutions (“*TiPSS*”) aware of the requirement to integrate with the nCourt E-Payment system and of the anticipated Go-Live date contemplated herein. Merchant will compel Software Vendor to assist in setting up direct data interface, including providing all file descriptions or API and/or FTP documentation.
2. If nCourt is delivering a web service or API service, nCourt will need access and resources from the Merchant to ensure both systems from each company can interface and exchange data appropriately. Failure to grant nCourt access or a Merchant resource to help support this step of the implementation process will result in delays to the Merchant’s Go-Live date.
3. **nCourt Responsibilities**
 - 3.1. All payment transactions will update the Merchant’s *TiPSS* system on a predetermined cadence.
 - 3.2. If there are designated payments which are ineligible for online payment, Merchant will be able to omit those records from being paid through nCourt via their *TiPSS* system.
 - 3.3. Dependent on information from Software Vendor, data may be searched by the following fields, or similar identifying characteristic of the Customer.
 - 3.3.1. First Name
 - 3.3.2. Last Name
 - 3.3.3. Driver’s License Number
 - 3.3.4. Ticket Number
 - 3.3.5. Citation Number
 - 3.3.6. Case Number
4. **Merchant Responsibilities**
 - 4.1. Merchant will supply nCourt with Software Vendor contact information
 - 4.2. Merchant will actively participate in accomplishing the Go-Live of the Program in the specified timeframe outlined herein.
 - 4.3. Merchant shall provide access to a dedicated test and production environment for the implementation lifecycle.
 - 4.4. Merchant will provide the file format specification currently used to post its payments to the *TiPSS* system. Merchant will fully cooperate with nCourt and provide the information required to integrate with the Merchant’s system.
 - 4.5. Merchant to provide multiple copies of bills and/or receipts to nCourt, if in project scope.
 - 4.6. Merchant is responsible for determining and notifying nCourt if (i) defendant shall be allowed the option(s) to select Traffic School or proof of corrections, or (ii) a partial or full payment by the defendant shall be allowed. This notification must take place prior to completion of the Design Document and the beta version of the Merchant site, and no later than thirty (30) days after the Effective Date.
 - 4.7. Merchant acknowledges that Counter is embedded in Merchant’s *TiPSS* system and all transactions will stay within Merchant’s *TiPSS* system.
 - 4.8. Merchant will compel Software Vendor to supply nCourt with a CSV file containing the following information. nCourt shall confirm file receipt.
 - 4.8.1. Citation Number (Required)
 - 4.8.2. Case Number (Required)
 - 4.8.3. Defendant’s Name (Required)
 - 4.8.4. Date of Birth (Required for IVR)
 - 4.8.5. Amount Due (Required)
 - 4.8.6. Payability / Must Appear Flag (Required)
 - 4.8.7. Address
 - 4.8.8. Offense
 - 4.8.9. Violation Date
 - 4.8.10. Court Date
 - 4.9. Merchant shall supply nCourt with the following:
 - 4.9.1. Payment information
 - 4.9.2. W9 with Employer Identification Number (EIN)
 - 4.9.3. Financial Disbursement Agreement (FDA) for each judge in scope
 - 4.9.4. Any applicable test case scenarios
 - 4.9.5. Applicable collections logic
 - 4.9.6. Applicable custom verbiage to be included by record type



Common Council Meeting

Item Number:

Introduced By: Department of Neighborhood Services (Katz)

Date Introduced: December 21, 2021

RELATING TO:

Discussion and decision to **approve revised job descriptions for Laborer and Operator.**

SUMMARY:

In the past the positions of Laborer and Operator required a Wisconsin Commercial Driver's License (CDL), with certifications A, B and C with an N endorsement upon employment.

Recruitment of new employees has been difficult recently. In an effort to broaden the pool of available candidates, the requirements at time of employment will be reduced slightly.

A Wisconsin Commercial Driver's License (CDL), with certifications B and C will be required upon employment. The employee must obtain certification A, and an N endorsement within 12 months.

The City will reimburse 50% up to \$2,000 of the cost for obtaining CDL with certification A and an N endorsement. Employee agrees to reimburse the City for any expense received within two years prior to leaving the employ of the City.

FINANCIAL:

None

RECOMMENDATION:

Revise the job descriptions for Laborer and Operator.

ATTACHMENTS: KEY ISSUES ____ BACKGROUND ____ RESOLUTION ____ FISCAL NOTE ____
MOTION ____ OTHER ____



LABORER

Classification

Non-Exempt

Department/Division

Department of Neighborhood Services / Division of Public Works

Reports to

Superintendent of Public Works

Summary/Objective

The Laborer is a position which performs a variety of tasks necessary to maintain the City's public infrastructure, including streets and utilities. This is an entry level position.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform essential functions.

1. Snow
 - a. Remove snow and ice: shovel, snow blower, single & tandem axle truck, plow
 - b. Apply salt: by hand, walk behind spreader, truck
2. Landscaping
 - a. Grass maintenance: string trimmer, push mower, ride-on mower
 - b. Planting: grass, flowers, shrubs, trees
 - c. Forestry: pruning, tree removal: shear, hand saw, chain saw, chipper
 - d. Weed control: chemical sprayer, spreader
 - e. Leaf collection: hand tools, trailer vacuum
3. Streets
 - a. Sweep: hand broom
 - b. Asphalt patching and placement: hand tools
 - c. Concrete repair and placement: hand tools, compressor, jack hammer
 - d. Crack Sealing: hand tools, air compressor, tar kettle
4. Buildings
 - a. Cleaning: hand tools, cleaning chemicals
 - b. Minor maintenance: hand tools
5. Storm sewer and drainage
 - a. Pipe, inlet and manhole repair: hand tools, compressor, jack hammer
 - b. Cleaning: assist as needed
 - c. Ditching: hand tools, truck
6. Sanitary sewer
 - a. Pipe and manhole repair: hand tools, compressor, jack hammer



- b. Cleaning: assist as needed
 - c. Televising: assist as needed
- 7. Signs
 - a. Maintenance: assist as needed
- 8. Pavement markings
- 9. Street lights and traffic signals
 - a. Maintenance: assist as needed
- 10. Other
 - a. Load and unload materials: hand, winch, hoist, forklift, skidsteer
 - b. Transport materials: single & tandem axle trucks, trailer
 - c. Traffic control: set up
 - d. Locating for Diggers Hotline: hand tools, line locator, computer
 - e. Complete documentation

Supervision and Responsibility

- Works under supervision of Superintendent, Working Foreman, project lead
- Frequently works independently on routine projects
- Occasionally assigned as project lead on routine projects

Competencies

- Communication Proficiency
- Thoroughness
- Detail Orientated
- Technical Ability
- Problem Solving/Analysis
- Organization Skills
- Time Management Skills
- Collaboration Skills
- Customer Relations Focus
- Basic Math Skills

Language and Reasoning Abilities:

- Ability to be able to verbally communicate with other city employees, contractors and the public in a clear, effective, and respectful manner.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions and procedures manuals.
- Ability to write routine reports.
- Ability to use common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems which involve several concrete variables in standardized situations.
- Ability to work in a safe manner and with others safety in mind.
- Ability to follow City policies and work rules.

**Mathematical Skills:**

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Position Type and Expected Hours of Work

This is a full-time position, with normal hours of 7:00 am – 3:30 pm, Monday through Friday. However, you must have the ability to work nights, weekends, overtime and odd hours when required; such as while scheduled on-call and during other situations as they occur.

Travel

Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

High school diploma or General Education Degree (G.E.D.)

The City of Greenfield reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.

Other Qualifications:

Must possess a valid Wisconsin Commercial Driver's License (CDL), with certifications B and C upon employment.

Must obtain a valid Wisconsin Commercial Driver's License (CDL), with certification A with N endorsement within 12 months of employment.

Upon completion of successful introductory period (12 months of employment) and obtaining valid required Commercial Driver's License (CDL) with certification A with N endorsement, the City will reimburse 50% up to \$2,000 of the cost for obtaining CDL with certification A with N endorsement. Employee agrees to reimburse the City for any expense received within the two years prior to leaving the employ of the City. This reimbursement does not count against eligibility for normal Educational Reimbursement under the Non-Represented Employee Resolution.

General knowledge of various construction trades and crafts. The ability to attain CPR and first aid certification after employment with the city.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit, use hands to handle, and talk or hear. The employee must occasionally lift and move up to 80 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision,



peripheral vision, depth perception and the ability to adjust focus. During emergency periods, the employee may be expected to work long hours in adverse weather conditions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions ranging from extremely hot to moderate to extremely cold conditions. The employee is occasionally exposed to vibration, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, wet and/or humid conditions, noxious odors, dust and poor ventilation. The noise level in the work environment is often loud. An inside office environment with little to moderate noise.

Equipment Used:

Personal Protective Equipment (PPE), first aid equipment, calculator, copy machine and measuring devices. Hand tools, power tools, chain saws, shovels and brooms. Computer, tablet, laptop or other devices.

Pre-Employment Requirements:

Applicants will be required to submit to a pre-employment physical exam and drug screening. Applicants may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

Salary and Benefits:

Wages and benefits are determined by the existing non-represented resolution.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.



OPERATOR

Classification

Non-Exempt

Department/Division

Department of Neighborhood Services / Division of Public Works

Reports to

Superintendent of Public Works

Summary/Objective

The Operator is a position which performs a variety of tasks necessary to maintain the City's public infrastructure, including streets and utilities. Prior experience and training in public works or construction is required.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform essential functions.

1. Snow
 - a. Remove snow and ice: shovel, snow blower, single & tandem axle truck, plow, Sidewalk tractor
 - b. Apply salt: by hand, walk behind spreader, truck, sidewalk tractor
2. Landscaping
 - a. Grass maintenance: string trimmer, push mower, ride-on mower, tractor
 - b. Planting: grass, flowers, shrubs, trees
 - c. Forestry: pruning, tree removal: shear, hand saw, chain saw, chipper
 - d. Weed control: chemical sprayer, spreader
 - e. Leaf collection: hand tools, trailer vacuum, sidewalk tractor
3. Streets
 - a. Sweep: hand broom, street sweeper
 - b. Asphalt patching and placement: hand tools
 - c. Concrete repair and placement: hand tools, compressor, jack hammer
 - d. Crack Sealing: hand tools, air compressor, tar kettle
 - e. Cleaning: sewer vacuum, sewer jet
4. Buildings
 - a. Cleaning: hand tools, cleaning chemicals
 - b. Minor maintenance: hand tools
5. Storm sewer and drainage
 - a. Pipe, inlet and manhole repair: hand tools, compressor, jack hammer, level



- b. Cleaning: assist as needed
- c. Ditching: hand tools, truck
- d. Cleaning: sewer vacuum, sewer jet
- 6. Sanitary sewer
 - a. Pipe and manhole repair: hand tools, compressor, jack hammer
 - b. Cleaning: sewer vacuum, sewer jet
 - c. Televising: assist as needed
- 7. Signs
 - a. Maintenance: assist as needed
- 8. Pavement markings
 - a. Line striper
- 9. Street lights and traffic signals
 - a. Maintenance: assist as needed
- 10. Other
 - a. Load and unload materials: hand, winch, hoist, forklift, skid-steer, front-end loader
 - b. Transport materials: single & tandem axle trucks, trailer
 - c. Traffic control: set up
 - d. Locating for Diggers Hotline: hand tools, line locator, computer
 - e. Complete documentation

Supervision and Responsibility

- Works under supervision of Superintendent, Working Foreman, project lead
- Frequently works independently on complex projects
- Occasionally acts as project lead on complex projects

Competencies

- Communication Proficiency
- Thoroughness
- Detail Orientated
- Technical Ability
- Problem Solving/Analysis
- Organization Skills
- Time Management Skills
- Collaboration Skills
- Customer Relations Focus
- Basic Math Skills

Language and Reasoning Abilities:

- Ability to be able to verbally communicate with other city employees, contractors and the public in a clear, effective, and respectful manner.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions and procedures manuals.



- Ability to write routine reports.
- Ability to use common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems which involve several concrete variables in standardized situations.
- Ability to work in a safe manner and with others safety in mind.
- Ability to follow City policies and work rules.

Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Position Type and Expected Hours of Work

This is a full-time position, with normal hours of 7:00 am – 3:30 pm, Monday through Friday. However, you must have the ability to work nights, weekends, overtime and odd hours when required; such as while scheduled on-call and during other situations as they occur.

Travel

Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

High school diploma or General Education Degree (G.E.D.). Three years of experience and training in public works or construction

The City of Greenfield reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.

Other Qualifications:

Must possess a valid Wisconsin Commercial Driver's License (CDL), with certifications B and C upon employment.

Must obtain a valid Wisconsin Commercial Driver's License (CDL), with certification A with N endorsement within 12 months of employment.

Upon completion of successful introductory period (12 months of employment) and obtaining valid required Commercial Driver's License (CDL) with certification A with N endorsement, the City will reimburse 50% up to \$2,000 of the cost for obtaining CDL with certification A with N endorsement. Employee agrees to reimburse the City for any expense received within the two years prior to leaving the employ of the City. This reimbursement does not count against eligibility for normal Educational Reimbursement under the Non-Represented Employee Resolution.



General knowledge of various construction trades and crafts. The ability to attain CPR and first aid certification after employment with the city.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit, use hands to handle, and talk or hear. The employee must occasionally lift and move up to 80 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. During emergency periods, the employee may be expected to work long hours in adverse weather conditions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions ranging from extremely hot to moderate to extremely cold conditions. The employee is occasionally exposed to vibration, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, wet and/or humid conditions, noxious odors, dust and poor ventilation. The noise level in the work environment is often loud. An inside office environment with little to moderate noise.

Equipment Used:

Personal Protective Equipment (PPE), first aid equipment, calculator, copy machine and measuring devices. Hand tools, power tools, chain saws, shovels and brooms. Computer, tablet, laptop or other devices.

Pre-Employment Requirements:

Applicants will be required to submit to a pre-employment physical exam and drug screening. Applicants may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

Salary and Benefits:

Wages and benefits are determined by the existing non-represented resolution.



Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.



LABORER

Classification

Non-Exempt

Department/Division

Department of Neighborhood Services / Division of Public Works

Reports to

Superintendent of Public Works

Summary/Objective

The Laborer is a position which performs a variety of tasks necessary to maintain the City's public infrastructure, including streets and utilities. This is an entry level position.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform essential functions.

1. Snow
 - a. Remove snow and ice: shovel, snow blower, single & tandem axle truck, plow
 - b. Apply salt: by hand, walk behind spreader, truck
2. Landscaping
 - a. Grass maintenance: string trimmer, push mower, ride-on mower
 - b. Planting: grass, flowers, shrubs, trees
 - c. Forestry: pruning, tree removal: shear, hand saw, chain saw, chipper
 - d. Weed control: chemical sprayer, spreader
 - e. Leaf collection: hand tools, trailer vacuum
3. Streets
 - a. Sweep: hand broom
 - b. Asphalt patching and placement: hand tools
 - c. Concrete repair and placement: hand tools, compressor, jack hammer
 - d. Crack Sealing: hand tools, air compressor, tar kettle
4. Buildings
 - a. Cleaning: hand tools, cleaning chemicals
 - b. Minor maintenance: hand tools
5. Storm sewer and drainage
 - a. Pipe, inlet and manhole repair: hand tools, compressor, jack hammer
 - b. Cleaning: assist as needed
 - c. Ditching: hand tools, truck
6. Sanitary sewer



- a. Pipe and manhole repair: hand tools, compressor, jack hammer
 - b. Cleaning: assist as needed
 - c. Televising: assist as needed
7. Signs
 - a. Maintenance: assist as needed
8. Pavement markings
9. Street lights and traffic signals
 - a. Maintenance: assist as needed
10. Other
 - a. Load and unload materials: hand, winch, hoist, forklift, skidsteer
 - b. Transport materials: single & tandem axle trucks, trailer
 - c. Traffic control: set up
 - d. Locating for Diggers Hotline: hand tools, line locator, computer
 - e. Complete documentation

Supervision and Responsibility

- Works under supervision of Superintendent, Working Foreman, project lead
- Frequently works independently on routine projects
- Occasionally assigned as project lead on routine projects

Competencies

- Communication Proficiency
- Thoroughness
- Detail Orientated
- Technical Ability
- Problem Solving/Analysis
- Organization Skills
- Time Management Skills
- Collaboration Skills
- Customer Relations Focus
- Basic Math Skills

Language and Reasoning Abilities:

- Ability to be able to verbally communicate with other city employees, contractors and the public in a clear, effective, and respectful manner.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions and procedures manuals.
- Ability to write routine reports.
- Ability to use common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems which involve several concrete variables in standardized situations.
- Ability to work in a safe manner and with others safety in mind.
- Ability to follow City policies and work rules.



Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Position Type and Expected Hours of Work

This is a full-time position, with normal hours of 7:00 am – 3:30 pm, Monday through Friday. However, you must have the ability to work nights, weekends, overtime and odd hours when required; such as while scheduled on-call and during other situations as they occur.

Travel

Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

High school diploma or General Education Degree (G.E.D.)

The City of Greenfield reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.

Other Qualifications:

Must possess a valid Wisconsin Commercial Driver's License (CDL), with certifications ~~A~~, B and C upon employment.

~~Must obtain an N endorsement within 6 months of employment.~~

Must obtain a valid Wisconsin Commercial Driver's License (CDL), with certification A with N endorsement within 12 months of employment.

Upon completion of successful introductory period (12 months of employment) and obtaining valid required Commercial Driver's License (CDL) with certification A with N endorsement, the City will reimburse 50% up to \$2,000 of the cost for obtaining CDL with certification A with N endorsement. Employee agrees to reimburse the City for any expense received within the two years prior to leaving the employ of the City. This reimbursement does not count against eligibility for normal Educational Reimbursement under the Non-Represented Employee Resolution.

General knowledge of various construction trades and crafts. The ability to attain CPR and first aid certification after employment with the city.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is frequently required to reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit, use hands to handle, and talk or hear. The employee must occasionally lift and move up to 80 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. During emergency periods, the employee may be expected to work long hours in adverse weather conditions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions ranging from extremely hot to moderate to extremely cold conditions. The employee is occasionally exposed to vibration, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, wet and/or humid conditions, noxious odors, dust and poor ventilation. The noise level in the work environment is often loud. An inside office environment with little to moderate noise.

Equipment Used:

Personal Protective Equipment (PPE), first aid equipment, calculator, copy machine and measuring devices. Hand tools, power tools, chain saws, shovels and brooms. Computer, tablet, laptop or other devices.

Pre-Employment Requirements:

Applicants will be required to submit to a pre-employment physical exam and drug screening. Applicants may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

Salary and Benefits:

Wages and benefits are determined by the existing non-represented resolution.

Other Duties

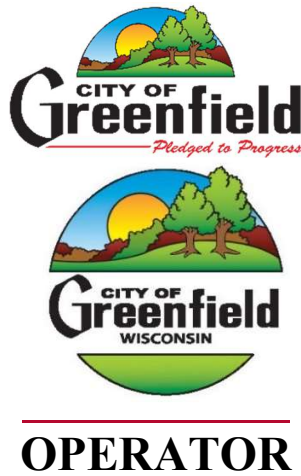
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in



the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.



Classification

Non-Exempt

Department/Division

Department of Neighborhood Services / Division of Public Works

Reports to

Superintendent of Public Works

Summary/Objective

The Operator is a position which performs a variety of tasks necessary to maintain the City's public infrastructure, including streets and utilities. Prior experience and training in public works or construction is required.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform essential functions.

1. Snow
 - a. Remove snow and ice: shovel, snow blower, single & tandem axle truck, plow, Sidewalk tractor
 - b. Apply salt: by hand, walk behind spreader, truck, sidewalk tractor
2. Landscaping
 - a. Grass maintenance: string trimmer, push mower, ride-on mower, tractor
 - b. Planting: grass, flowers, shrubs, trees
 - c. Forestry: pruning, tree removal: shear, hand saw, chain saw, chipper
 - d. Weed control: chemical sprayer, spreader
 - e. Leaf collection: hand tools, trailer vacuum, sidewalk tractor
3. Streets
 - a. Sweep: hand broom, street sweeper
 - b. Asphalt patching and placement: hand tools
 - c. Concrete repair and placement: hand tools, compressor, jack hammer
 - d. Crack Sealing: hand tools, air compressor, tar kettle
 - e. Cleaning: sewer vacuum, sewer jet
4. Buildings



- a. Cleaning: hand tools, cleaning chemicals
 - b. Minor maintenance: hand tools
5. Storm sewer and drainage
 - a. Pipe, inlet and manhole repair: hand tools, compressor, jack hammer, level
 - b. Cleaning: assist as needed
 - c. Ditching: hand tools, truck
 - d. Cleaning: sewer vacuum, sewer jet
6. Sanitary sewer
 - a. Pipe and manhole repair: hand tools, compressor, jack hammer
 - b. Cleaning: sewer vacuum, sewer jet
 - c. Televising: assist as needed
7. Signs
 - a. Maintenance: assist as needed
8. Pavement markings
 - a. Line striper
9. Street lights and traffic signals
 - a. Maintenance: assist as needed
10. Other
 - a. Load and unload materials: hand, winch, hoist, forklift, skid-steer, front-end loader
 - b. Transport materials: single & tandem axle trucks, trailer
 - c. Traffic control: set up
 - d. Locating for Diggers Hotline: hand tools, line locator, computer
 - e. Complete documentation

Supervision and Responsibility

- Works under supervision of Superintendent, Working Foreman, project lead
- Frequently works independently on complex projects
- Occasionally acts as project lead on complex projects

Competencies

- Communication Proficiency
- Thoroughness
- Detail Orientated
- Technical Ability
- Problem Solving/Analysis
- Organization Skills
- Time Management Skills



- Collaboration Skills
- Customer Relations Focus
- Basic Math Skills

Language and Reasoning Abilities:

- Ability to be able to verbally communicate with other city employees, contractors and the public in a clear, effective, and respectful manner.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions and procedures manuals.
- Ability to write routine reports.
- Ability to use common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to deal with problems which involve several concrete variables in standardized situations.
- Ability to work in a safe manner and with others safety in mind.
- Ability to follow City policies and work rules.

Mathematical Skills:

- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

Position Type and Expected Hours of Work

This is a full-time position, with normal hours of 7:00 am – 3:30 pm, Monday through Friday. However, you must have the ability to work nights, weekends, overtime and odd hours when required; such as while scheduled on-call and during other situations as they occur.

Travel

Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

High school diploma or General Education Degree (G.E.D.). Three years of experience and training in public works or construction

The City of Greenfield reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.

Other Qualifications:



Must possess a valid Wisconsin Commercial Driver's License (CDL), with certifications B and C upon employment.

Must obtain a valid Wisconsin Commercial Driver's License (CDL), with certification A with N endorsement within 12 months of employment.

Upon completion of successful introductory period (12 months of employment) and obtaining valid required Commercial Driver's License (CDL) with certification A with N endorsement, the City will reimburse 50% up to \$2,000 of the cost for obtaining CDL with certification A with N endorsement. Employee agrees to reimburse the City for any expense received within the two years prior to leaving the employ of the City. This reimbursement does not count against eligibility for normal Educational Reimbursement under the Non-Represented Employee Resolution.

~~Must either possess a valid Wisconsin Commercial Driver's License (CDL), with certifications A, B and C upon employment.~~

~~Must obtain an N endorsement within 6 months of employment.~~

General knowledge of various construction trades and crafts. The ability to attain CPR and first aid certification after employment with the city.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit, use hands to handle, and talk or hear. The employee must occasionally lift and move up to 80 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. During emergency periods, the employee may be expected to work long hours in adverse weather conditions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.



While performing the duties of this job, the employee is regularly exposed to outside weather conditions ranging from extremely hot to moderate to extremely cold conditions. The employee is occasionally exposed to vibration, moving mechanical parts, high precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, wet and/or humid conditions, noxious odors, dust and poor ventilation. The noise level in the work environment is often loud. An inside office environment with little to moderate noise.

Equipment Used:

Personal Protective Equipment (PPE), first aid equipment, calculator, copy machine and measuring devices. Hand tools, power tools, chain saws, shovels and brooms. Computer, tablet, laptop or other devices.

Pre-Employment Requirements:

Applicants will be required to submit to a pre-employment physical exam and drug screening. Applicants may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

Salary and Benefits:

Wages and benefits are determined by the existing non-represented resolution.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.



Committee: Finance Committee

Item Number:

Introduced By: Paula Schafer

Date Introduced: December 15, 2021

RELATING TO: Discussion and decision to approve revised Accountant job description in the Finance Department and new pay scale for 2022.

SUMMARY:

Working on updating the job descriptions in the Finance Department to the new format. This is the Accountant position. Additional changes were made to the job description (last revised in 2016) to better reflect the responsibilities of the position and the education/experience required and preferred for the position.

This increase was not in the 2022 budget. The department will absorb the increase in the operating budget.

The proposed new wage scale (effective 1/03/2022) is below:

Start	1 Year	2 Year	3 Year	4 Year
\$28.94	\$29.95	\$31.00	\$32.08	\$33.21

Attached is the job description.

Recommend approving the job description and wage scale effective January 3, 2022.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER X___



Accountant

Classification

Non - Exempt

Department/Division

Finance/Accounting

Reports to

Finance Director

Summary/Objective

The Accountant performs a variety of increasingly responsible accounting tasks. Responsible for processing the city's bi-weekly payroll. Requires regular application of mid-level technical accounting skills in responsibility areas. Supports the Finance Department front counter functions as necessary.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed within are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform essential functions.

- Processes the city's bi-weekly computerized payroll, which includes maintenance of employee pay history records, calculating pay adjustments, calculating and maintaining fringe benefit records, auditing time reports, pay requests and mileage reports.
- Processes payroll deductions for all employee benefits plans, union dues, wage assignments; including all required tax withholdings. Trains new employees who are utilizing the automated BS&A timesheets on how to record hours.
- Assists with maintaining computerized accounting system in accordance with generally accepted accounting principles.
- Assists in the training and education of personnel on accounting functions, ie running reports, entering AP, looking up information in AP and GL.
- Performs computer system operations and activities related to the Accounting Department, including processing system journal entries.
- Reviews account balances and prepare account reconciliations, proposes correcting entries.



- Assists in the preparation for the annual financial audit by preparing work papers and assembling documents.
- Monthly balancing of the city's procurement card (P-Card) purchases. Sends out user statements, sets up new vendors, resolves any discrepancies and journalizes the final completed entries.
- Responds to requests for employee verifications of employment (VOE).
- Responds to any unemployment claims, earning audits, and any other requests from the state or outside agency in coordination with the Human Resources Department and/or other Department Heads as required.
- Maintains monthly health insurance payment log for city retirees.
- Coordinates with outside agencies providing payments for retiree health insurance to ensure accurate payment amounts.
- Back up to Senior Accountant for Accounts Payable duties.
- Completes year end process for payroll, assists with balancing and submitting W-2 and 1095 Statements to the appropriate government agencies.
- May be assigned other duties within the Finance Department.

Competencies

- Communication Proficiency
- Thoroughness
- Detail Orientated
- Technical Capacity
- Problem Solving/Analysis
- Organization Skills
- Time Management Skills
- Collaboration Skills
- Customer Relations Focus
- Excellent Math Skills

Language and Reasoning Abilities:

- Ability to read, analyze and interpret general instructions, technical procedures and government regulations.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from elected officials, co-workers and the general public.
- Ability to effectively communicate.
- Ability to solve practical problems and deal with a variety of concrete variables.



- Ability to interpret a variety of instructions furnished in oral, written, diagram or schedule form.

Knowledge, Skills and Abilities:

- Knowledge of regulations, policies and procedures that apply to accounting and payroll.
- Experience with Microsoft Windows and Microsoft Office applications; including but not limited to Word, Excel, Outlook, etc.
- Ability to retain confidentiality of city employment, personnel and financial matters.

Mathematical Skills:

- Ability to work with mathematical concepts such as statistical inference, mathematics of finance involving present and future value of income streams and to perform the mathematics reasonably expected of a person with an accounting degree.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Position Type and Expected Hours of Work

This is a full-time position. Normal days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. Evenings and weekends as needed.

Travel

Travel is primarily locally during the business day. Occasional travel for training and seminars outside of the city.

Required Education/Training and Experience

An Associate's Degree in accounting, along with a minimum of five years of experience in accounting.

Preferred Education/Training and Experience

A bachelor's degree in accounting, along with a minimum of two years of accounting experience preferably in a public sector.

The City of Greenfield reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.

**Other Qualifications:**

Excellent interpersonal/communication skills. Ability to deal diplomatically with the public and other city departments. Must have the ability to be bonded.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Possess the physical capacity to perform the duties of the position including, but not limited to, the following: frequent sitting, walking and standing; active listening; occasional lifting/carrying up to 10 lbs.; frequent stretching/reaching of arms; use of hands to type, handle objects, tools or controls, frequent arching of neck; occasional physical exertion moving, pulling, or pushing objects or materials up to 10 lbs.; ability to continuously bend, kneel, twist, stoop, squat, sit, etc.; and the ability to focus for long periods of time on projects or while working on computers.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. An inside office environment with little to moderate noise. This position is responsible for a large number of time sensitive functions which result in frequent deadlines and psychological stress.

Equipment Used:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, 10 key calculators, postage machine, folding machine and various computer printers and fax machines.

Pre-Employment Requirements:

Applicants will be required to submit to a pre-employment physical exam and drug screening. Applicants may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.

Salary And Benefits:

Wages and benefits are determined by the existing non-represented resolution.



Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO Statement

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.



Committee: Finance & Human Resources

Item Number:

Introduced By: Chief Jay Johnson

Date Introduced: 12-01-21

RELATING TO: Discussion and decision to increase Police Clerk Typist pay scale effective January 3, 2022.

SUMMARY:

We are requesting approval for our Police Clerk Typist pay scale to be increased by \$1.00 effective 1/3/2022 to be in line with other positions within the city that require fewer qualifications and a Monday-Friday dayshift schedule.

Our clerical operations have been streamlined. Our IT Department has provided us with the best software and equipment that assisted our clerical staff to be more efficient than ever. Office Manager Zagorski has her staff operating at peak performance, and because of this, only \$2,600.00 of the \$17,000.00 2021 Part-Time Transcriptionist (2 positions) budget was used.

For the reasons stated above and to be fiscally responsible to the city in 2021, our clerical staff's dedication allowed more than \$14,500.00 saved in 2021. Each one of them has taken on additional responsibilities. Our PT Transcriptionist funds have been eliminated in the 2022 budget, indicating we will have to continue our mission to do more with less.

Much like our Emergency Service Dispatchers, our clerks are required to work weekends/holidays/shift work/forced overtime. They type and handle very sensitive reports and videos that an average person does not see. Death/Suicide/Child Abuse/Violent Crimes are part of their everyday duties. The service they provide to the community and public safety is paramount to all that live, visit and work here. Therefore, a pay increase is necessary to retain and attract the best employees within our Clerical Staff.

The increase would be funded by 2022 and 2023 operating budget monies within the Police Budget.

POLICE CLERK TYPIST	23.84	24.35	24.71	25.11	25.66
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ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___



Committee: Finance & Human Resources

Item Number:

Introduced By: Chief Jay Johnson

Date Introduced: 12-01-21

RELATING TO: Discussion and decision to increase Emergency Service Dispatcher pay scale by effective January 3, 2022.

SUMMARY:

We are requesting approval for our Emergency Service Dispatchers pay scale to be increased by \$1.00 effective January 3, 2022 to be in line with other positions within the city that require fewer qualifications and a Monday-Friday dayshift schedule. As you know, our ESD's have an extremely difficult and complex job that involves life and death situations while working weekends/holidays/shift work/forced overtime. We must keep our ESD's engaged, satisfied, and motivated. The service they provide to the community and public safety is paramount to all that live, visit and work here.

There is a dire need for qualified candidates, and we have built the very best culture and family atmosphere here within the LEC. We cannot afford any of them leaving for other opportunities in our surrounding municipalities or the private sector.

Therefore, a pay increase is necessary to retain and attract the best employees within our Emergency Dispatch Center. After a recent city hall job posting, the current ESD's expressed frustration about wage comparison. We cannot afford to lose anyone in the Dispatch Center as we currently have two vacancies and shortages due to medical conditions.

The increase would be funded by 2022 and 2023 operating budget monies within the Police Budget.

EMERGENCY DISPATCHER	25.90	26.70	27.54	28.34	29.28
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ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___

12/15/21 FIHR - special mtg since 12/29/21 FIHR will be cancelled

PACKETS FOR WEDNESDAY, 12 / 15 / 2021 FINANCE MEETING

AP DISBURSEMENT SCHEDULES:

AP CHECKS	12/3/2021	\$	51,794.49
AP CHECKS	12/10/2021	\$	393,019.72
AP CHECKS		\$	
AP CHECKS		\$	
WIRE TRANSFERS - NOV 2021 (ADD'L)		\$	639,570.73
P-CARDS - NOV 2021		\$	154,133.60

TOTAL \$ 1,238,518.54

CC: PAULA

CC; FINANCE FOLDER