

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD ON
WEDNESDAY, MARCH 9, 2022

1. The meeting was called to order by Ald. Saryan at 6:02 P.M.

Present:

Ald. Kastner
Ald. Bailey
Ald. Saryan

Also present:

Michael Neitzke, Mayor
Paula Schafer, Finance Director
Tim Sowinski, Deputy Comptroller
Julie Foley, Human Resources Director
Kristi Porter, Community Development Manager
John Laskoski, Superintendent, DPW
Travis Steuber, Recreation Supervisor
Morgan Kruger, Recreation Program Coordinator

2. Approval of the February 9, 2022 Finance & Human Resources minutes.

Motion by Ald. Bailey, seconded by Ald. Saryan, to approve the February 9, 2022 Finance & Human Resources minutes.

The motion carried unanimously.

3. Discussion and decision related to Tattooing and Body Art Terms of Agreement
For Greenfield Health Department with the Wisconsin Department of Safety and Professional Services.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve agreement related to Tattooing and Body Art Terms of Agreement For Greenfield Health Department with the Wisconsin Department of Safety and Professional Services.

The motion carried unanimously.

4. Discussion and decision to transfer the remaining balance in the Police Department Capital Equipment Project - 2018 "Tasers" to Body Camera and Electronic Sights in the amount of \$17,627.83.

The Police Department is requesting the transfer of funds from an existing 2018 account, which funded the purchase of Electronic Control Devices (Taser). This account has a left over balance of \$17,627.83 due to a discount during the purchase. After issuing the Taser's, there were no additional funds needed to support the program.

Requesting to transfer \$5,000 of the \$17,627 to Body Worn Video which was originally funded in 2016 with capital monies. This would allow the Department to replace cameras / licenses / charging docks that have failed outside of warranty and provide backup cameras that are being repaired.

Also requesting the remaining \$12,627 be transferred to the Guns and Ammunition account of the operating budget. Do to raw material cost increases, as well as supply chain issues, the items purchased with this account have grown exponentially above what was anticipated.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve transferring the remaining balance in the Police Department Capital Equipment Project - 2018 "Tasers" to Body Camera and Electronic Sights in the amount of \$17,627.83.

The motion carried unanimously.

5. Discussion and decision to revise job description for full-time Building Inspector in the Department of Neighborhood Services.

Ms. Porter stated the Building Inspector job description has not been updated since 2017 and this was a housekeeping item for updated formatting, no changes to the essential functions.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve revising job description for full-time Building Inspector in the Department of Neighborhood Services.

The motion carried unanimously.

6. Discussion and decision to create job description for part-time Building Inspector, set salary, recruit and hire in the Department of Neighborhood Services.

Ms. Porter stated that the City has been without a Plumbing Inspector since December 2021 and using a third party contractor to fill in. The position has been posted twice without any success. There is a challenge with recruitment and an industry-wide shortage of qualified inspectors.

Requesting to create job description, set salary, recruit and hire a part-time Building Inspector and part-time Plumbing Inspector instead of a full-time Plumbing Inspector. The addition of a part-time Building Inspector would provide some relief to the current full-time Building Inspector who is the busiest. Recruiting for a part-time Plumbing Inspector provides someone the opportunity for a more flexible schedule than a full-time position provides.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve creating job description for part-time Building Inspector, setting salary, recruiting and hiring in the Department of Neighborhood Services.

The motion carried unanimously.

7. Discussion and decision to create job description for part-time Plumbing Inspector, set salary, recruit and hire in the Department of Neighborhood Services.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve creating job description for part-time Plumbing Inspector, setting salary, recruiting and hiring in the Department of Neighborhood Services.

The motion carried unanimously.

8. Discussion and decision to revise organization chart for Department of Neighborhood Services, Inspection Division.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve revising organization chart for Department of Neighborhood Services, Inspection Division, to reflect three full-time equivalencies.

The motion carried unanimously.

9. Discussion and decision regarding Ordinance #2926 Employee Classifications to repeal and amend Non-Clerical, Seasonal Park & Recreation employees and Non-Clerical, Division of Public Works Seasonal Worker employees.

Mayor Neitzke stated that this Ordinance is reflecting pay for seasonal workers within Parks and Recreation and DPW. Departments worked with Human Resources and Finance for appropriate pay scales and budget. The changes better reflect the current market in an effort to attract and retain the best possible employees.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve Ordinance #2926 Employee Classifications to repeal and amend Non-Clerical, Seasonal Park & Recreation employees and Non-Clerical, Division of Public Works Seasonal Worker employees.

The motion carried unanimously.

10. Approval of mileage reimbursements in the amount of \$924.57.

Motion by Ald. Bailey, seconded by Ald. Kastner to approve of mileage reimbursements in the amount of \$924.57.

The motion carried unanimously.

11. Accept January 2022 investments and reinvestments.

JANUARY 2022 INVESTMENTS						
Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned	ID #
Money Mkt/Tri-City Bank	\$2,441,632.23	12/31/2001	variable		\$103.52	21901270
Ehlers Investment Partners X-2055705 GRD GEN INV	\$6,654,083.59	12/9/2014	variable			
Ehlers Investment Partners X- GRD 2021A INV	\$2,494,357.71					
Ehlers Investment Partners X- GRD 2021B	\$2,423,220.10	7/1/2021	variable			
Ehlers Investment Partnes X - ARPA	\$1,939,418.94					
Associated Bank Investments	\$6,488,412.35	12/10/2014	variable			
Totals	\$22,441,124.92				\$103.52	

LOCAL GOVERNMENT INVESTMENT POOL

January 2022 Statement

December Ending Balance	\$	9,306,313.96
1 Deposit (s) in January		471,636.65
0 Withdrawal(s) in January		-
January Interest Earnings @ 0.07%		560.21
TOTAL	\$	9,778,510.82

Motion by Ald. Kastner, seconded by Ald. Bailey, to accept January investments and reinvestments.

The motion carried unanimously.

12. Approval of schedules of disbursements in the amount of \$14,816,190.22.

AP CHECKS - TAX REFUNDS wk of 2/7	2/7/2022	\$	14,746.47
AP CHECKS	2/11/2022	\$	265,693.33
AP CHECKS - TAX REFUNDS wk of 2/14	2/14/2022		27,496.22
AP CHECKS	2/18/2022		439,565.74
AP CHECKS - TAX REFUNDS wk of 2/22	2/22/2022		34,239.03
AP CHECKS	2/25/2022		586,807.58
AP CHECKS - TAX REFUNDS wk of 2/28	2/28/2022		514.30
AP CHECKS	3/4/2022		60,458.06
WIRE TRANSFERS - FEBRUARY 2022		\$	13,179,253.18
P-CARDS - FEBRUARY 2022		\$	207,416.31
	TOTAL \$		14,816,190.22

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve schedules of disbursements in the amount of \$14,816,190.22.

Mayor Neitzke stated the high amount is due to additional tax payment distributions.

The motion carried unanimously.

13. Committee to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c)(e) to consider the following:
 - a. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility
 - b. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (wages, insurance, or investing of public funds)

Motion by Ald. Kastner, seconded by Ald. Bailey, to go into closed session at 6:37 pm.

The motion carried unanimously on a roll call vote.

14. Adjourn closed session and reconvene into open session

Motion by Ald. Kastner, seconded by Ald. Bailey, to adjourn closed session at 8:05 pm and reconvene into open session.

The motion carried unanimously.

15. Decision regarding compensatory vacation time for Police Chief.

Motion by Ald. Saryan, seconded by Ald. Bailey to grant 40 hours compensatory vacation time to Police Chief to be used or paid out prior to the end of 2022.

The motion carried unanimously.

16. Items for future agenda.

Create part-time Electrical Inspector job description.

Revise Alderperson Ordinance pertaining to travel/training allowance.

17. Adjourn

Motion by Ald. Bailey, seconded by Ald. Saryan, to adjourn the meeting at 8:08 pm.

The motion carried unanimously.