

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD ON
WEDNESDAY, NOVEMBER 30, 2022

1. The meeting was called to order by Ald. Saryan at 6:00 P.M.

Present:

Ald. Kastner
Ald. Saryan
Ald. Bailey

Also present:

Michael Neitzke, Mayor
Paula Schafer, Finance Director
Tim Sowinski, Deputy Comptroller
Julie Foley, HR Director
Jeff Katz, Neighborhood Services Director
Abby Gorecki, Acting Health Officer/Director
Mikayla Schwab, Parks & Recreation Supervisor

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

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

The motion carried unanimously.

3. Amendment to the Contract for service between the State of Wisconsin Department of Health Services and the Greenfield Health Department related to Community Testing Support Program (CTSP).

Ms. Gorecki stated the program allows the City to do antigen testing for symptomatic individuals and those who have been in close contact, and to perform PCR confirmatory testing on people who have symptoms but test negative. The program will be available here and in South Milwaukee. This is a pilot program through the State.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve an Amendment to the Contract for service between the State of Wisconsin Department of Health Services and the Greenfield Health Department related to Community Testing Support Program (CTSP).

The motion carried unanimously.

4. Contract modification agreement between the State of Wisconsin Department of Health Services and the Greenfield Health Department related to 2023 Consolidated Contract grant funding related to qualitative data collection and activities.

Ms. Gorecki stated this is based on qualitative data collection which allows staff time and increased capacity to connect with others. This will be used in community health assessment and improvement plan that the health department undergoes every 5 years.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve contract modification agreement between the State of Wisconsin Department of Health Services and the Greenfield Health Department related to 2023 Consolidated Contract grant funding related to qualitative data collection and activities.

The motion carried unanimously.

5. Discussion and decision to repeal and amend Ordinance #2994 pertaining to Employee Classifications.

Ms. Foley stated this Ordinance has been updated in certain parts over the last several years. The goal of this is to update the language so the Ordinance makes sense in full. This will update some outdated language regarding residency and pension requirements. It also will update pay rates for seasonal positions with Parks & Recreation, so they can remain competitive in the current job market.

This Ordinance will be looked at and possibly updated annually, like the Non-Rep Resolution.

Mayor Neitzke noted that the seasonal position wages are paid for by registration fees.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve repealing and amending Ordinance #2994 pertaining to Employee Classifications.

The motion carried unanimously.

6. Approve transfer of \$70,000 from the General Street Repairs account 010-1910-530.5900 to a capital account.

Mr. Katz stated this is to update old style street lights to LED lights, so this is to ensure funds are still available if supplies are received next year.

Ald. Bailey asked if the plan is to switch to LED lights City-wide and Mr. Katz said we are slowly changing over when the opportunity presents itself.

Mayor Neitzke noted that we incorporate switching to LED every time there is a new capital project.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve transfer of \$70,000 from the General Street Repairs account 010-1910-530.5900 to a capital account.

The motion carried unanimously.

7. Approve transfers from 2021 and 2022 capital equipment accounts, and create an account to repair Front End Loader #83.

Mr. Katz stated there were a few projects that DPW did some purchasing of equipment and the projects are done and there's some money left over, so they are combining money and putting it towards Front End Loader #83, which needs repairs, as they cannot afford to purchase a new one.

Mayor Neitzke noted that it is incredibly expensive to purchase a new front end loader so this is a much cheaper option.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve transfers from 2021 and 2022 capital equipment accounts, and create an account to repair Front End Loader #83.

The motion carried unanimously.

8. Discussion and decision to revise Director, Neighborhood Services job description.

Mr. Katz stated that items #12 and #13 had job title changes because they are out of date, then updated the job descriptions. Items #8 through #11 were administrative changes, updating the duties and revising the format to what HR is currently using.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve agenda items #8 through #13.

The motion carried unanimously.

9. Discussion and decision to revise Community Development Manager job description.

Approved under agenda item #8.

10. Discussion and decision to revise Engineering Specialist job description.

Approved under agenda item #8.

11. Discussion and decision to revise Project Engineer job description.

Approved under agenda item #8.

12. Discussion and decision to change title of GIS Technician/Senior to Project Manager and revise job description.

Approved under agenda item #8.

13. Discussion and decision to change title of Environmental Engineering/GIS Technician to Senior Project Manager and revise job description.

Approved under agenda item #8.

14. Discussion and decision to approve 2023 UnitedHealthcare COBRA administration fees.

Ms. Foley stated that when the City received the full renewal from UnitedHealthcare for 2023, the COBRA administration fee was incorrectly stated as .30 per member/per month, and should've been .40 per member/per month. This is the first time they've increased that rate. This increase comes out to approximately \$70 per quarter.

Motion by Ald. Kastner, seconded by Ald. Bailey, approving 2023 UnitedHealthcare COBRA administration fees.

The motion carried unanimously.

15. Discussion and decision to enter into a contract between the State of WI Department of Administration and the city to participate in the Low Income Household Water Assistance Program (LIHWAP).

Mayor Neitzke stated that a constituent called and asked why the City wasn't participating in this program. This program goes through September 2023 and is designed to help people who are struggling to pay their water and sewer bills. As the City does not bill for water, this would only be for the sewer bills. The grant program allows residents to apply through the State, and then, if approved, the City would possibly receive payments for accounts that are in arrears.

Motion by Ald. Kastner, seconded by Ald. Bailey, to enter into a contract between the State of WI Department of Administration and the city to participate in the Low Income Household Water Assistance Program (LIHWAP).

The motion carried unanimously.

16. Approval of schedules of disbursements in the amount of \$2,105,187.67.

PACKETS FOR	WEDNESDAY, 11 / 30 / 2022	FINANCE MEETING
AP DISBURSEMENT SCHEDULES:		
AP CHECKS	11/10/2022	\$ 168,310.12
AP CHECKS	11/18/2022	\$ 394,710.36
AP CHECKS	11/23/2022	\$ 897,921.46
WIRE TRANSFERS - NOVEMBER 2022		\$ 442,202.50
P-CARDS - OCTOBER 2022		\$ 202,043.23
TOTAL \$		2,105,187.67

Motion by Ald. Bailey, seconded by Ald. Kastner to approve schedules of disbursements in the amount of \$2,105,187.67.

The motion carried unanimously.

17. Approval of mileage reimbursements in the amount of \$347.82.

Motion by Ald. Bailey, seconded by Ald. Kastner to approve mileage reimbursements in the amount of \$347.82.

The motion carried unanimously.

18. October 2022 Investments and reinvestments.

October 2022 INVESTMENTS						
Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned	ID #
Money Mkt/Tri-City Bank	\$692,451.86	12/31/2001	variable		\$29.41	21901270
Ehlers Investment Partners X-2055705 GRD GEN INV	\$6,403,168.12	12/9/2014	variable			
Ehlers Investment Partners X- GRD 2021A INV	\$295,294.12					
Ehlers Investment Partners X- GRD 2021B	\$951,388.90	7/1/2021	variable			
Ehlers Investment Partnes X - ARPA	\$5,470,810.53					
Ehlers Investment Partnes X - 2022A	\$3,202,087.85					
Associated Bank Investments	\$6,190,306.78	3/15/2022	variable			
Totals	\$23,205,508.16				\$29.41	

LOCAL GOVERNMENT INVESTMENT POOL

October 2022 Statement

September Ending Balance	\$	20,359,704.66
1 Deposit (s) in October		471,636.67
0 Withdrawal(s) in October		-
October Interest Earnings @ 2.91%		51,397.68
TOTAL	\$	20,882,739.01

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve October 2022 Investments and reinvestments.

The motion carried unanimously.

19. Accept October 2022 financial statements.

11/22/2022 03:27 PM User: Paula_S DB: Greenfield		BUDGET REPORT FOR GREENFIELD Fund: 010 GENERAL Calculations as of 10/31/2022		Page: 1/1	
ACCOUNT CLASSIFICA AND FUNCTION	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 ACTIVITY THRU 10/31/22	BALANCE REMAINING
ESTIMATED REVENUES					
TAXES	TAXES	18,957,501	19,666,022	19,662,605	3,417.00
INTGOV	INTERGOVERNMENTAL	4,307,865	4,117,782	3,337,088	780,694.00
L&P	LICENSES AND PERMITS	1,202,125	1,222,800	1,047,055	175,745.00
FINES	FINES-FORFEITS-PENALTIES	626,376	803,000	542,000	261,000.00
CHRG	PUBLIC CHARGE FOR SERVICE	1,824,431	1,516,364	1,682,999	(166,635.00)
INT CHRG	INTERGOVERNMENTAL CHARGES	1,320,385	1,255,723	825,947	429,776.00
MISC REV	MISCELLANEOUS REVENUE	263,364	347,969	374,144	(26,175.00)
OTH FIN	OTHER FINANCING SOURCES	6,000	722,250	73,705	648,545.00
TOTAL ESTIMATED REVENUES		28,508,047	29,651,910	27,545,543	2,106,367.00
APPROPRIATIONS					
GENERAL	GENERAL GOVERNMENT	3,505,298	3,873,495	3,045,637	827,858.00
PS	PUBLIC SAFETY	19,136,448	19,465,578	15,154,568	4,311,010.00
PW	PUBLIC WORKS	3,817,120	3,873,284	3,412,012	461,272.00
HHS	HEALTH AND HUMAN SERVICES	833,092	947,215	778,803	168,412.00
CRE	CULTURE, REC AND EDUCATION	1,072,458	1,246,124	919,458	326,666.00
PD	PLANNING AND DEVELOPMENT	194,869	231,214	163,814	67,400.00
OTHER	OTHER FINANCING SOURCES(USES)	39,000	15,000	76,558	(61,558.00)
TOTAL APPROPRIATIONS		28,598,285	29,651,910	23,550,850	6,101,060.00
NET OF REVENUES/APPROPRIATIONS - FUND 010		(90,238)		3,994,693	3,994,693.00
BEGINNING FUND BALANCE		9,205,459	9,115,224	9,115,224	
ENDING FUND BALANCE		9,115,221	9,115,224	13,109,917	

Motion by Ald. Bailey, seconded by Ald. Kastner, to accept October 2022 financial statements.

The motion carried unanimously.

20. Discussion and decision to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c)(e) to consider the following:

- 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).
- Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion by Ald. Kastner, seconded by Ald. Bailey, to go into closed session at 6:30 pm.

The motion carried unanimously on a roll call vote.

21. Adjourn closed session and reconvene into open session.

Motion by Ald. Kastner, seconded by Ald. Saryan, to adjourn closed session and reconvene into open session at 8:22 pm.

The motion carried unanimously.

22. Decision to approve a resolution for the 2023 Non-Rep Resolution and Command Staff and organizational chart as required.

Motion by Ald. Kastner, seconded by Ald. Saryan, to approve a resolution for the 2023 Non-Rep Resolution and Command Staff and organizational chart as required.

The motion carried unanimously.

23. Decision to approve a resolution to set the salary and benefits of the City Attorney for 2023.

No action taken.

24. Items for future agenda.

Meet on 12/14/22, not on 12/28/22.

25. Adjournment

Motion by Ald. Kastner, seconded by Ald. Bailey, to adjourn the meeting at 8:23 pm.

The motion carried unanimously.