

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD ON
WEDNESDAY, JANUARY 11, 2023

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

Present:

Ald. Kastner
Ald. Bailey
Ald. Saryan

Also present:

Michael Neitzke, Mayor
Paula Schafer, Finance Director
Julie Foley, Human Resources Director
Morgan Kruger, Parks & Recreation Supervisor
Abby Gorecki, Interim Health Officer/Director
Matthew Borchardt, Police Captain

2. Approval of the December 14, 2022 Finance & Human Resources minutes.

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve the December 14, 2022 Finance & Human Resources minutes.

The motion carried unanimously.

3. Discussion/decision regarding agreement with DigiQuatics for the Learn to Swim Program.

Ms. Kruger stated the DigiQuatics is an online system that Parks & Recreation would like to use for their report cards instead of giving parents physical report cards. It could be emailed to families and keeps historical reports.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve agreement with DigiQuatics for the Learn to Swim Program.

The motion carried unanimously.

4. Discussion and decision to approve Forward Health Provider Agreement and Acknowledgement of Terms.

Ms. Gorecki stated this is a revalidation for a Medicaid portal used for billing. This happens every three years and the main change is the update in leadership. Mayor stated it is to include Ms. Gorecki's name.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve Forward Health Provider Agreement and Acknowledgement of Terms.

The motion carried unanimously.

5. Discussion and decision to approve update to Access One Contract for Greenfield Farmers Market.

Ms. Gorecki stated this is updating the contract to her name to allow credit card transactions.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve an update to Access One Contract for Greenfield Farmers Market.

The motion carried unanimously.

6. Discussion and decision to approve update to Wisconsin COVID-19 Vaccinator Site Enrollment.

Ms. Gorecki stated this is a change to update the contract to her name and no other changes to the contract. This updates and reviews every single year.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve an update to Wisconsin COVID-19 Vaccinator Site Enrollment.

The motion carried unanimously.

7. Discussion and decision to approve Uniform Affiliation agreement between the University of Wisconsin System and the Greenfield Health Department.

Ms. Gorecki stated this is an agreement that needs to be revisited with the UW System that allows the City to work with various programs, mainly with UW Health and a nurse student. This contract is reviewed every two years.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve Uniform Affiliation agreement between the University of Wisconsin System and the Greenfield Health Department.

The motion carried unanimously.

8. Discussion and decision to approve Alliance for Wisconsin Youth (AWY) Independent Contractor Agreement.

Ms. Gorecki stated this is a mini grant provided to health department. They are a member of an Alliance with coalitions that works on prevention activities, such as substance and alcohol misuse, and mental health. They regularly receive mini grant \$2,000 - \$2,500. This is the first grant funding of this year. Ms. Gorecki anticipates one or two more coming this year.

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve Alliance for Wisconsin Youth (AWY) Independent Contractor Agreement.

The motion carried unanimously.

9. Discussion and decision to increase Police Clerk Typist pay by \$1.00 per hour effective January 2, 2023.

Mayor Neitzke stated item #9 and #10 are together. Two years ago, there was interest in raising pay by \$1.00 per hour for both 2022 and 2023 budget years. It was done for 2022, but could not do it for 2023 during 2022. Due to the budget process it needed to be handled year by year.

Motion by Ald. Kastner, seconded by Ald. Bailey, approving an increase to Police Clerk Typist pay by \$1.00 per hour effective January 2, 2023.

The motion carried unanimously.

10. Discussion and decision to increase Emergency Service Dispatcher pay by \$1.00 per hour effective January 2, 2023.

Ald. Bailey asked how Emergency Service Dispatcher wages compare to Franklin and Greendale. Captain Borchardt said he could not speak to the comparison, but that part of the reason for increasing the wage was to remain competitive with other positions within the City. Captain Borchardt also pointed out that the position is rigorous and requires them being exposed to sensitive nature reports.

Motion by Ald. Kastner, seconded by Ald. Bailey approving an increase to Emergency Service Dispatcher pay by \$1.00 per hour effective January 2, 2023.

The motion carried unanimously.

11. Accept November 2022 financial statements.

01/06/2023 11:48 AM User: Paula_S DB: Greenfield		BUDGET REPORT FOR GREENFIELD Fund: 010 GENERAL Calculations as of 11/30/2022		Page: 1/1	
ACCOUNT CLASSIFICA AND FUNCTION	DESCRIPTION	2021 ACTIVITY	2022 ORIGINAL BUDGET	2022 ACTIVITY THRU 11/30/22	BALANCE REMAINING
ESTIMATED REVENUES					
TAXES	TAXES	18,957,501	19,666,022	19,668,727	(2,705.00)
INTGOV	INTERGOVERNMENTAL	4,307,865	4,117,782	4,197,867	(80,085.00)
L&P	LICENSES AND PERMITS	1,202,125	1,222,800	1,145,430	77,370.00
FINES	FINES-FORFEITS-PENALTIES	626,376	803,000	641,496	161,504.00
CHRG	PUBLIC CHARGE FOR SERVICE	1,824,431	1,516,364	1,900,677	(384,313.00)
INT CHRG	INTERGOVERNMENTAL CHARGES	1,320,385	1,255,723	825,947	429,776.00
MISC REV	MISCELLANEOUS REVENUE	263,364	347,969	408,439	(60,470.00)
OTH FIN	OTHER FINANCING SOURCES	6,000	722,250	73,705	648,545.00
TOTAL ESTIMATED REVENUES		28,508,047	29,651,910	28,862,288	789,622.00
APPROPRIATIONS					
GENERAL	GENERAL GOVERNMENT	3,505,298	3,873,495	3,352,126	521,369.00
PS	PUBLIC SAFETY	19,136,448	19,465,578	16,583,011	2,882,567.00
PW	PUBLIC WORKS	3,817,120	3,873,284	3,651,336	221,948.00
HHS	HEALTH AND HUMAN SERVICES	833,092	947,215	833,585	113,630.00
CRE	CULTURE, REC AND EDUCATION	1,072,458	1,246,124	1,002,254	243,870.00
PD	PLANNING AND DEVELOPMENT	194,869	231,214	177,639	53,575.00
OTHER	OTHER FINANCING SOURCES(USES)	39,000	15,000	100,558	(85,558.00)
TOTAL APPROPRIATIONS		28,598,285	29,651,910	25,700,509	3,951,401.00
NET OF REVENUES/APPROPRIATIONS - FUND 010		(90,238)		3,161,779	3,161,779.00
BEGINNING FUND BALANCE		9,205,459	9,115,224	9,115,224	
ENDING FUND BALANCE		9,115,221	9,115,224	12,277,003	

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

The motion carried unanimously.

12. Approval of mileage reimbursements in the amount of \$1,679.78.

Motion by Ald. Bailey, seconded by Ald. Saryan, to approve mileage reimbursements in the amount of \$1,679.78.

The motion carried unanimously.

13. Approval of schedules of disbursements in the amount of \$3,315,074.45.

AP DISBURSEMENT SCHEDULES:

AP CHECKS	12/16/2022	\$	838,248.51
AP CHECKS	12/22/2022	\$	1,224,597.98
AP CHECKS	12/29/2022	\$	715,867.34
AP CHECKS	1/6/2023	\$	215,502.49
WIRE TRANSFERS - DEC 2022		\$	320,858.13
TOTAL \$			3,315,074.45

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve schedules of disbursements in the amount of \$3,315,074.45.

The motion carried unanimously.

14. Committee to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c)(f) to consider the following:
- Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Motion by Ald. Kastner, seconded by Ald. Bailey, to go into closed session at 6:20 pm.

The motion carried unanimously on a roll call vote.

15. Adjourn closed session and reconvene into open session

Motion by Ald. Kastner, seconded by Ald. Bailey, to adjourn closed session at 6:47 pm and reconvene into open session.

The motion carried unanimously.

16. Items for future agenda.

2023 Finance & Human Resources Committee Meeting Schedule. The meetings normally scheduled on February 8, February 22, March 8, November 8 will be canceled due to not aligning with the Common Council meetings. Human Resources will send a notice to Department Heads, including a reminder regarding the summer schedule.

Finance reported that \$42,000,000 has been collected in property taxes.

17. Adjourn.

Motion by Ald. Kastner, seconded by Ald. Bailey, to adjourn the meeting at 6:52 pm.

The motion carried unanimously.