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

COMMON COUNCIL MEETING AGENDA

Friday, February 24, 2023 - 1:00 PM

A. Call to Order & Roll Call
B. Opening Prayer
C. Pledge of Allegiance
D. Approval of the February 7, 2023 Common Council minutes
E. Approval of the February 14, 2023 Special Common Council minutes
F. Mayor's Report
G. Aldermanic Reports
H. Announcements
I. Citizen Commentary
J. Old Business
    1. Appointments to various committees and commissions:
        a. Mayor appointments, confirmed by Council:
            i. One member to the Board of Review for a term to expire 5/1/2026 (formerly James Jaworowicz)
            ii. One alternate member to the Tree Commission for a term to expire 5-1-24 (formerly Chloe Selkirt)
K. New Business
    1. Notice of Injury and Claim received for Lynn Bagley. (Goergen)
    2. Summons and Complaint received from Schmidlkofer, Toth, Loeb & Drosen, LLC on behalf of Frank Markel. (Goergen)
    3. Claim received from Steve McNeill. (Goergen)
    4. Approve applications for 2022-2023 operator licenses (Goergen)
    5. Approve a change of agent from Anthony Lloyd to Kathy D'Andrea, 8600 S. Liberty Lane 2414, Oak Creek, WI for the 2022-2023 "Class B" Combination Fermented Malt Beverage and Liquor Retailer's License held by Carrabba's Italian Grill, LLC, 4765 S 76th St. (Carrabba's Italian Grill). (Goergen)
    6. Approve application for a Temporary Class "B" Retailer's License received from Harley Owners Group-Milwaukee Chapter to sell fermented malt beverages indoors at the Spring Customer Appreciation Event on 4/15/2023 from 10:00 AM to 5:00 PM at 6221 W. Layton Ave. Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12. (Goergen)
    7. Discussion/decision regarding agreement with Klemme Floats LLC. (Jaquish)
    8. Approval of 2023 Wisconsin Parks and Recreation Association Theme Park Ticket Agreement. (Jaquish)

9. Discussion and decision to transfer remaining capitol funds from Light bars/Sirens account to CIB Command Center and Flock/ALPR Camera Project. (PD - Chief Johnson)
10. Approve a job description for a seasonal position GIS Intern. (Katz)
11. Approve a Certified Survey Map for proposed lot split of 5408 S. 43 St. submitted by Laurie Krukowski McCanna, owner. (Tax Key No. 646-9946-000) (PC-2/14/23 Kastner)
12. Approve a Certified Survey Map for proposed reconfiguration of two parcels located at 5164 S. Mallard Cr. and 5200 S. Mallard Cir, submitted by Mark and Rita Wisniewski, owners. (Tax Key Nos. 6446-9986-001 & 646-9987-001) (PC-2/14/23 Kastner)
13. Approve a Special Use Review and Site Plan Review for Tintsmiths of Greenfield, LLC, a proposed automotive glass tinting business to be located at 3320 W. Howard Ave., submitted by William Lukowski, d/b/a Tintsmiths of Greenfield, LLC. (Tax Key No. 553-8999-000) (PC-2/14/23 Kastner)
14. Approve Site and Architectural Plans for Café Hollander, a proposed restaurant to be located at The Lokal at 84 South, 8415 Sura Ln., submitted by Scott Yauck, d/b/a Cobalt Partners, LLC. (Tax Key No. 606-0053-008) (PC-2/14/23 Kastner)
15. Approve Site and Architectural Plans for Feisty Loon, a proposed restaurant to be located at The Lokal at 84 South, 8515 Sura Ln., submitted by Scott Yauck, d/b/a Cobalt Partners, LLC. (Tax Key No. 606-0053-008) (PC-2/14/23 Kastner)
16. Approve a Special Use Review for Pho Viet, an existing restaurant located at 5475 S. 27 St., submitted by Alex Nguyen, d/b/a Viet Pho, LLC. (Tax Key No. 645-9002-000) (PC-2/14/23 Kastner)
17. Approval of mileage reimbursements in the amount of $1,130.16. (P. Schafer)
18. Approval of schedules of disbursements in the amount of $30,135,389.88. (P. Schafer)
19. Accept investments and reinvestments for January 2023. (P. Schafer)
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 2022-2023 operator license to the following:
    a. Jennifer Lee Flannery
21. Adjourn closed session and reconvene into open session.
22. Decision re: 2022-2023 Operator's license for Jennifer Lee Flannery.

L. Items for future agenda

M. 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.

CITY OF GREENFIELD
OPERATOR LICENSE APPLICANTS

OPERATOR'S REGULAR

NAME	ADDRESS	CITY, STATE, ZIP
Alissa Ann Jackson	3915 S 84th ST 3	Greenfield, WI 53228
Grant Michael Miller	4536 W Martinton CT	Franklin, WI 53132
Heaven Lee Anderson	5541 S Lorene AVE	Milwaukee, WI 53221
Hugo Eduardo Fuentes Melendez	9075 W Sura LN 126	Greenfield, WI 53228
Jeffrey A Wisniewski	5200 S Tuckaway BLVD 106D	Greenfield, WI 53221
Korey Devon Hughes	7403 W Carmen AVE	Milwaukee, WI 53218
Michelle Hug	4566 S 68th ST	Greenfield, WI 53220
Samantha J Schattschneider	11200 W Cleveland AVE h4	West Allis, WI 53227
Tarah Lyn O'Brien	3815 S 75th ST	Greenfield, WI 53220

Committee: Finance Item Number:

Introduced By: Chief Jay Johnson

Date Introduced: TBD

RELATING TO: Discussion and decision to transfer remaining capitol funds from Light bars/Sirens account to CIB Command Center and Flock/ALPR Camera Project.

SUMMARY: 2023 Capitol Equipment Plan line 105 (Light bars/Sirens) $100,000.

After consulting our Public Safety Equipment Specialist, we purchased a high-quality light bar/siren configuration leaving a balance of $56,375.40. Other vendor options were bid out over $100,000 and provided few additional benefits to the fleet, both in safety and value. We are requesting we distribute the extra funds to the below projects for the betterment of the city.

Justification:

In late 2021, the PD and IT departments created a Digital Forensic Lab partnering with seven other agencies to share the costs associated with the lab. Our innovative strategies continue with the creation of the Greenfield CIB Command Center.

The Command Center boasts a large audio/video display wall allowing real-time/recorded access for both school district camera systems and strategically placed pole cameras throughout the city.

Additionally, we are requesting the balance of funds are used for ALPR cameras (FLOCK) within the city. The cameras will assist with criminal investigations and provide real-time alerts to stolen/wanted vehicles entering the city.

Requesting the Capitol Light bars/Siren balance of 56,000 divided up as follows:
CIB Command Center $35,000
ALPR/Flock Camera Initiative $21,000

ATTACHMENTS: **KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___**

MOTION ___ OTHER ___

Common Council Meeting

Introduced By: Department of Neighborhood Services (Katz)

Date Introduced: February 22, 2023

RELATING TO:

Approve a job description for a seasonal position GIS Intern.

SUMMARY:

A job description has been created for a seasonal position GIS Intern. The intern would work in Engineering. Their primary tasks would involve using Geographic Information Systems Software to map and record land records and infrastructure data.

The position is limited to no more than 599 hours per year with no benefits.

FINANCIAL:

The seasonal position is fully funded.

RECOMMENDATION:

ATTACHMENTS: **KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___**

MOTION ___ OTHER ___

GIS Intern Job Description

Classification
Non-Exempt

Department/Division
Department of Neighborhood Services / Engineering

Reports to
Director of Neighborhood Services

Summary/Objective
This position will be responsible for supporting the Geographic Information Systems (GIS) staff in the ongoing operations of the city's GIS program, and to prepare graphic representations of GIS data. The Geographic Information Systems (GIS) Intern will create and maintain geographically referenced data.

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.

- Collects GIS related data
- Assists with the editing and maintenance of spatial data and databases
- Ensures the accuracy and completeness of digital data and maps
- Assists with updates and changes to reports and maps as necessary
- Use of various software
    - ESRI ArcMap (required)
    - ArcGIS Online (desired, not required)
    - Microstation CAD (desired, not required)
    - MS Access (desired, not required)
- Scan documents
- Edit GIS point, polyline and polygon data
- Edit GIS attribute data
- Interpret sanitary sewer record drawings
- Interpret sanitary sewer video
- Reference scanned images into GIS software

Competencies

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

Language and Reasoning Abilities:

- Excellent written and oral communication skills
- Experience in public speaking
- Ability to read, analyze, and interpret common scientific journals and legal documents
- Ability to effectively present information to management, public groups, and/or elected officials
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in and deal with several abstract and concrete variables

Mathematical Skills:

- Ability to read and understand statistical materials
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations

Position Type and Expected Hours of Work

Flexible, full or part-time hours, primarily Monday through Friday, as mutually agreed upon with supervisor.

Travel

None.

Preferred Education/Training and Experience

To be eligible for this position, you must meet the following requirements:

- Working towards a Bachelor's degree or Master's degree in Geography, Geographic Information Systems, or related field; or successful completion of a similar program or certification

- 2+ years of related experience; or equivalent combination of education and experience.
- Experience using ESRI software

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:
The GIS Intern should be well organized and have a professional demeanor. Experience using Microsoft products is desirable. Ability to deal diplomatically with the public and other city departments.

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 stand; walk; sit; use hands to handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment:
The work environment characteristics 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. The noise level in the work environment is consistent with an office environment and is usually quiet. This position may be exposed to unpleasant social situations.

Equipment Used:
Calculator, copy machine, computer terminal, and telephone.

Pre-Employment Requirements:
Applicants will be required to submit to a pre-employment 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:
$16.00 to $18.00 per hour depending on education and experience, no benefits.

Other Duties

Other duties as assigned. 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.

FIHR Meeting 2/8/22 cancelled - moved items directly to CC 2/22/23
No FIHR 3 wk of month because CC on Wed 2/22 due to Election Tues, 2/21

PACKETS FOR WEDNESDAY, 2 / 8 / 2023 FINANCE MEETING

AP DISBURSEMENT SCHEDULES:

AP CHECKS - TAX REFUNDS wk of 1/23	1/23/2023	$	43,057.17
AP CHECKS	1/27/2023	$	553,999.65
AP CHECKS - TAX REFUNDS wk of 1/30	1/30/2023	$	3,365.94
AP CHECKS	2/3/2023	$	244,411.64
AP CHECKS	2/10/2023	$	468,585.90
WIRE TRANSFERS - JAN 2023	1/31/2023	$	28,612,139.94
P-CARDS - JAN 2023		$	209,829.64
		TOTAL $	30,135,389.88

CC: PAULA

CC: FINANCE FOLDER

January 2023
INVESTMENTS

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned	ID #
Money Mkt/Tri-City Bank	$2,392,010.27	12/31/2001	variable		$104.68	21901270
Ehlers Investment Partners X-2055705 GRD GEN INV	$6,505,202.03	12/9/2014	variable			
Ehlers Investment Partners X- GRD 2021A INV	$177,670.10					
Ehlers Investment Partners X- GRD 2021B	$962,557.97	7/1/2021	variable			
Ehlers Investment Partnes X - ARPA	$4,527,535.81					
Ehlers Investment Partnes X - 2022A	$2,351,672.87					
Associated Bank Investments	$6,261,351.81	3/15/2022	variable			
Totals	$23,178,000.86				$104.68	

LOCAL GOVERNMENT INVESTMENT POOL

January 2023 Statement

December Ending Balance		$	21,889,172.56
2 Deposit (s) in January			5,475,469.57
0 Withdrawal(s) in January			-
Janurary Interest Earnings @ 4.26%			93,717.05
	TOTAL	$	27,458,359.18