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

REVISED COMMON COUNCIL MEETING AGENDA

Wednesday, April 5, 2023 - 7:00 PM

A. Call to Order & Roll Call
B. Opening Prayer
C. Pledge of Allegiance
D. Approval of the March 21, 2023 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 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)
J. New Business
    1. Letter of resignation received from John Rivera for the following: Board of Public Works, Board of Review, Zoning Board of Review. (Goergen)
    2. Appointments to various committees and commissions:
        a. Council appointments:
            i. One member to the Board of Public Works for a term to expire 5/1/2023 (formerly John Rivera)
        b. Mayor appointments, confirmed by Council:
            i. One alternate member to the Board of Review for a term to expire 5/1/2025 (formerly John Rivera)
            ii. One member to the Zoning Board of Appeals for a term to expire 5/1/2023 (formerly John Rivera)
    3. Approve applications for 2022-2023 operator licenses. (Goergen)
    4. Approve a resolution allowing the claim of Marcus Crawford relating to damage to the tire of an automobile. (Geary)
    5. Approve a resolution allowing the claim of Steven McNeill relating to damage to an automobile. (Geary)

6. Approve a resolution approving an additional Memorandum of Understanding and Addendum with Wisconsin State-Local Government Plaintiffs for the allocation of Opioid Settlement Proceeds and agree to the terms of the Wisconsin State-Local Government Opioid Memorandum of Understanding and Addendum allocating certain settlement proceeds, and authorize execution of such MOU. (Geary)
7. Approve an Initial Resolution for the Discontinuance of general right-of-way immediately west of 4307 S. 43 St. (Katz)
8. Approve an Initial Resolution for the Discontinuance of a portion of S. 118 St. right-of-way, north of W. Edgerton Ave. (Katz)
9. Discussion and decision to approve revised job description and pay range for Public Safety Equipment Specialist, Police Department effective May 1, 2023. (3/29/23 F&HR S. Saryan)
10. Discussion and decision to approve revised job description and pay range for Police Office Supervisor effective May 1, 2023. (3/29/23 F&HR S. Saryan)
11. Discussion and decision to approve revised job description and pay range for CIB Administrative Assistant and change position title to CIB Administrative Specialist effective May 1, 2023. (3/29/23 F&HR S. Saryan)
12. Discussion and decision to approve revised pay rate for part-time Police Services Specialist Investigator effective May 1, 2023. (3/29/23 F&HR S. Saryan)
13. Discussion and Decision to approve a Community Development Block Grant (CDBG) Award for Health Department Clinic Improvements. (3/29/23 F&HR S. Saryan)
14. Approve fund transfer of $30,000 from Reserves for truck purchases. (3/29/23 F&HR S. Saryan)
15. Discussion and decision to enter into an agreement between the State of WI Department of Administration and the city to participate in the Wisconsin Help for Homeowners Program Homeowners Assistance Fund Program (WHH HAF). (3/29/23 F&HR S. Saryan)
16. Discussion and decision to establish the 2023 Sewer Service Rates as proposed in the 2023 Budget. (3/29/23 F&HR S. Saryan)
17. Approval of schedules of disbursements in the amount of $1,684,817.32. (3/29/23 F&HR S. Saryan)
18. Approval of mileage reimbursements in the amount of $974.21. (3/29/23 F&HR S. Saryan)
19. Investments and reinvestments for February 2023. (3/29/23 F&HR S. Saryan)
20. Common Council to go into closed session pursuant to Wis. Stat. § 19.85 (1)(e), considering the investing of public funds in the potential redevelopment of property on S. 76 St. (Porter)
21. Adjourn closed session and reconvene into open session.
22. Decision re: Consideration of investing of public funds in the potential redevelopment of property on S. 76 St. (Porter)

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.

Jennifer Goergen

From: John Rivera <jrivera@badgerlandsupply.com>
Sent: Tuesday, March 28, 2023 12:34 PM
To: Jennifer Goergen
Subject: RE: [EXTERNAL]:RE: Time Away

Jennifer,

This is my official resignation from all of the committees listed effective immediately. Thank you so much.

Talk soon,

Johnny Rivera
Business Development
Office: 262-367-5280
Mobile: 414-507-2646
Email: JRivera@BadgerlandSupply.com
W229N2450 Homewood Ct.
Waukesha, WI 53186
www.badgerlandsupply.com

From: Jennifer Goergen <Jennifer.Goergen@greenfieldwi.us>
Sent: Monday, March 27, 2023 12:23 PM
To: John Rivera <jrivera@badgerlandsupply.com>
Subject: [EXTERNAL]:RE: Time Away

[EXTERNAL]

Hi John,

I'm sorry to hear that. My records show you are on the following City boards/committees:

- Board of Public Works – term expires 5/1/2023
- Board of Review, Alternate member – term expires 5/1/2025
- Zoning Board of Review – term expires 5/1/2023

Do you wish to resign from them all? Is your resignation effective immediately?

We are thankful for your service!

Jennifer Goergen, WCMC/CMC
City Clerk
City of Greenfield
7325 W. Forest Home Ave., Room 102
Greenfield, WI 53220

Telephone: (414) 329-5215
Fax: (414) 543-0591
Email: JenniferG@Greenfieldwi.us

From: John Rivera [mailto:jrivera@badgerlandsupply.com]
Sent: Monday, March 27, 2023 8:27 AM
To: Jennifer Goergen <Jennifer.Goergen@greenfieldwi.us>
Subject: Time Away

Jennifer,

Hope you had a wonderful weekend. I will be having to step down from my roles on our amazing communities' boards. Currently, I am just over occupied with my personal business and another book of business for my employer, and cannot meet the requirements of my positions held. Would you like to meet at your convenience?

Please let me know.

Thank you,

John Rivera

Get Outlook for iOS

CITY OF GREENFIELD
OPERATOR LICENSE APPLICANTS

OPERATOR'S REGULAR

NAME	ADDRESS	CITY, STATE, ZIP
Brittany Ann Fowler	2442 S 77th ST	West Allis, WI 53219
Diana Sugey Delgado Gomez	2409 S 69th ST	West Allis, WI 53219
Gurpreet Singh	7646 W Forest Home AVE	Greenfield, WI 53220
Jyotsna R Patel	6625 S 46th ST	Franklin, WI 53132
Lenore Oliver	2070 E HIDDEN CREEK CT	OAK CREEK, WI 53154
Zieda Tishira Hickson	2605 N Frederick AVE 109	Milwaukee, WI 53211

COMMON COUNCIL
OF THE
CITY OF GREENFIELD

RESOLUTION NO. _____

A RESOLUTION ALLOWING THE CLAIM OF MARCUS CRAWFORD RELATING TO DAMAGE TO THE TIRE OF AN AUTOMOBILE

WHEREAS, Marcus Crawford submitted a claim with the City on March 3, 2023; and,

WHEREAS, in his claim, Mr. Crawford alleged tire damage to his vehicle that was caused by a "rat trap" device that was placed adjacent to the tire by the Greenfield Police Department during a traffic stop on February 17, 2023, but which device was not removed prior to the vehicle being towed; and,

WHEREAS, the City Attorney has reviewed the facts and circumstances relating to the claim and recommends that the Common Council allow the claim; and,

WHEREAS, Wis. Stat. § 893.80 provides for the process by which the Common Council shall consider and handle claims made against the Council, the City and its officers, agents and employees; and,

WHEREAS, after considering the facts and circumstances of the claim, the Common Council desires to pay the amount of the actual loss.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield that the claim of Marcus Crawford filed with the City on March 3, 2023 relating to alleged tire damage is hereby allowed in an amount not to exceed **$278.31**.

BE IT FURTHER RESOLVED that the City Finance Director is hereby authorized and directed to pay the claim to the claimant upon receipt of a signed release of claims from the claimant.

Approved: _____
Michael J. Neitzke, Mayor

Date Approved: April 5, 2023

This is to certify that the foregoing resolution as adopted by the Common Council of the City of Greenfield, Wisconsin, at a meeting held on the 5th day of April, 2023.

_____
Jennifer Goergen, City Clerk

COMMON COUNCIL
OF THE
CITY OF GREENFIELD

RESOLUTION NO. _____

A RESOLUTION ALLOWING THE CLAIM OF STEVEN MCNEILL RELATING TO DAMAGE TO AN AUTOMOBILE

WHEREAS, Steven McNeill submitted a claim with the City on February 9, 2023; and,

WHEREAS, Mr. McNeill alleged in his claim certain damage to his vehicle that was caused when it was struck by a City snow plow on January 25, 2023; and,

WHEREAS, the City Attorney has reviewed the facts and circumstances relating to the claim and recommends that the Common Council allow the claim; and,

WHEREAS, Wis. Stat. § 893.80 provides for the process by which the Common Council shall consider and handle claims made against the Council, the City and its officers, agents and employees; and,

WHEREAS, after considering the facts and circumstances of the claim, the Common Council desires to pay the amount of the actual loss.

NOW THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield that the claim of Steven McNeill filed with the City on February 9, 2023 relating to alleged damage to his vehicle is hereby allowed in an amount not to exceed **$3,349.54**.

BE IT FURTHER RESOLVED that the City Finance Director is hereby authorized and directed to pay the claim to the claimant upon receipt of a signed release of claims from the claimant.

Approved: _____
Michael J. Neitzke, Mayor

Date Approved: April 5, 2023

This is to certify that the foregoing resolution as adopted by the Common Council of the City of Greenfield, Wisconsin, at a meeting held on the 5th day of April, 2023.

_____
Jennifer Goergen, City Clerk

RESOLUTION NO. 2023- ____

RESOLUTION APPROVING AN ADDITIONAL MEMORANDUM OF UNDERSTANDING AND ADDENDUM WITH WISCONSIN STATE-LOCAL GOVERNMENT PLAINTIFFS FOR THE ALLOCATION OF OPIOID SETTLEMENT PROCEEDS AND AGREE TO THE TERMS OF THE WISCONSIN STATE-LOCAL GOVERNMENT OPIOID MEMORANDUM OF UNDERSTANDING AND ADDENDUM ALLOCATING CERTAIN SETTLEMENT PROCEEDS, AND AUTHORIZE EXECUTION OF SUCH MOU

The Common Council of the City of Greenfield, Milwaukee County, Wisconsin, resolves as follows:

RECITALS

WHEREAS, in November 2019, the Common Council authorized the City to enter into an engagement agreement with Phipps Ortiz Talafuse LLC, previously operating under the name Phipps Deacon Purnell PLLC (the "Law Firm") to pursue litigation against certain manufacturers, distributors, and retailers of opioid pharmaceuticals (the "Opioid Defendants") in an effort to hold the Opioid Defendants financially responsible for the City's expenditure of vast money and resources to combat the opioid epidemic;

WHEREAS, on behalf of the City, the Law Firm filed a lawsuit against the Opioid Defendants;

WHEREAS, the Law Firm filed similar lawsuits on behalf of other Wisconsin municipalities in state court in Wisconsin, but the Wisconsin cases were removed to federal court and are currently coordinated with thousands of other lawsuits filed against the same or substantially similar parties as the Opioid Defendants in the Northern District of Ohio, captioned In re: Opioid Litigation, MDL 2804 (the "Litigation");

WHEREAS, additional Wisconsin cities and counties hired separate counsel and joined the Litigation;

WHEREAS, since the inception of the Litigation, the Law Firm has coordinated with counsel from around the country (including counsel for other Wisconsin cities and counties) to prepare the City's case for trial and engage in extensive settlement discussions with the Opioid Defendants;

WHEREAS, in February 2023, settlement discussions with Walgreens, Walmart, CVS, TEVA, and Allergan ("Settling Defendants") resulted in tentative agreements as to settlement terms ("Settlement Agreements") pending agreement from the State of Wisconsin, the local governments, and the other parties involved in the litigation; and

WHEREAS, the Memorandum of Understanding and Addendum ("MOU and Addendum") provides, among other things, for the payment of certain sums to Participating

Subdivisions (as defined in the related Settlement Agreements) upon the occurrence of certain events detailed in the Settlement Agreements pursuant to Wis. Stat. § 165.12, which provides for the allocation of opioid settlement proceeds;

WHEREAS, the State and the Local Governments intend MOU to effectuate the terms of future Settlement Agreements arising out of the Litigation in a manner consistent with Wis. Stat. § 165.12(2);

WHEREAS, it is not the intent of the State and Local Governments that this MOU and Addendum supersede or alter any previously agreed upon MOU between the State and Local Governments related to the Litigation;

WHEREAS, the intent of this Resolution is to authorize the City to enter into the Allocation MOU and the Addendum; and

WHEREAS, the City, by this Resolution, shall authorize the Mayor and City Clerk to finalize and execute any escrow agreement and other document or agreement necessary to effectuate the Settlement Agreements related to this MOU and Addendum and the other agreements referenced herein;

NOW, THEREFORE, BE IT RESOLVED: the Common Council hereby approves the Allocation MOU and Addendum and authorizes its execution and the execution of any and all documents ancillary thereto by the Mayor and City Clerk; and

BE IT FURTHER RESOLVED that all actions heretofore taken by the Common. Council and other appropriate public officers and agents of the City with respect to the matters contemplated under this Resolution are hereby ratified, confirmed and approved.

Adopted by the Common Council of the City of Greenfield this ____ day of _____ 2023.

CITY OF GREENFIELD

By:_____
Michael Nietzke, Mayor

Attest:_____
Jennifer Goergen, City Clerk

RESOLUTION NO. _____

Initial Resolution for the Discontinuance of general right-of-way immediately west of 4307 S. 43 St.

WHEREAS, the City owns excess general right-of-way, immediately west of 4307 S. 43 St. (Tax Key No. 601-9998-000), of which is unimproved; and,

WHEREAS, the Common Council has determined that the public interest requires the discontinuation of said general right-of-way, immediately west of 4307 S. 43 St., which is more specifically shown and described in the attached Exhibit A; and,

WHEREAS, the public right-of-way which is hereby to be vacated lies within one-quarter mile of a state trunk highway or connecting highway, and does not contain a railroad crossing within its boundaries; and,

WHEREAS, Sec. 66.1003 of the Wisconsin Statutes requires a public hearing on any proposed discontinuance not less than 40 days following the introduction of a discontinuance resolution.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield, that the Discontinuance Resolution attached hereto as Exhibit B is hereby introduced as that term is used in Wis. Stat. § 66.1003(4).

BE IT FURTHER RESOLVED, that a public hearing on the discontinuance of right-of-way immediately west of 4307 S. 43 St. is hereby scheduled for May 16, 2023 at 7:00pm or as soon thereafter as the Council may hear the matter.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to deliver a copy of this resolution to the Wisconsin Secretary of Transportation.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the _____ day of _____, 2023.

APPROVED:

_____
Michael J. Neitzke, Mayor

ATTEST:

_____

Jennifer Goergen, City Clerk

cc: Engineering Division

Exhibit A

Legal Description:

The West 10 feet of the South 43.33 feet of the North 131.67 feet of the East 175 feet, being a part of the Southeast ¼ of Section 23, Township 6 North, Range 21 East, City of Greenfield, Milwaukee County, Wisconsin.

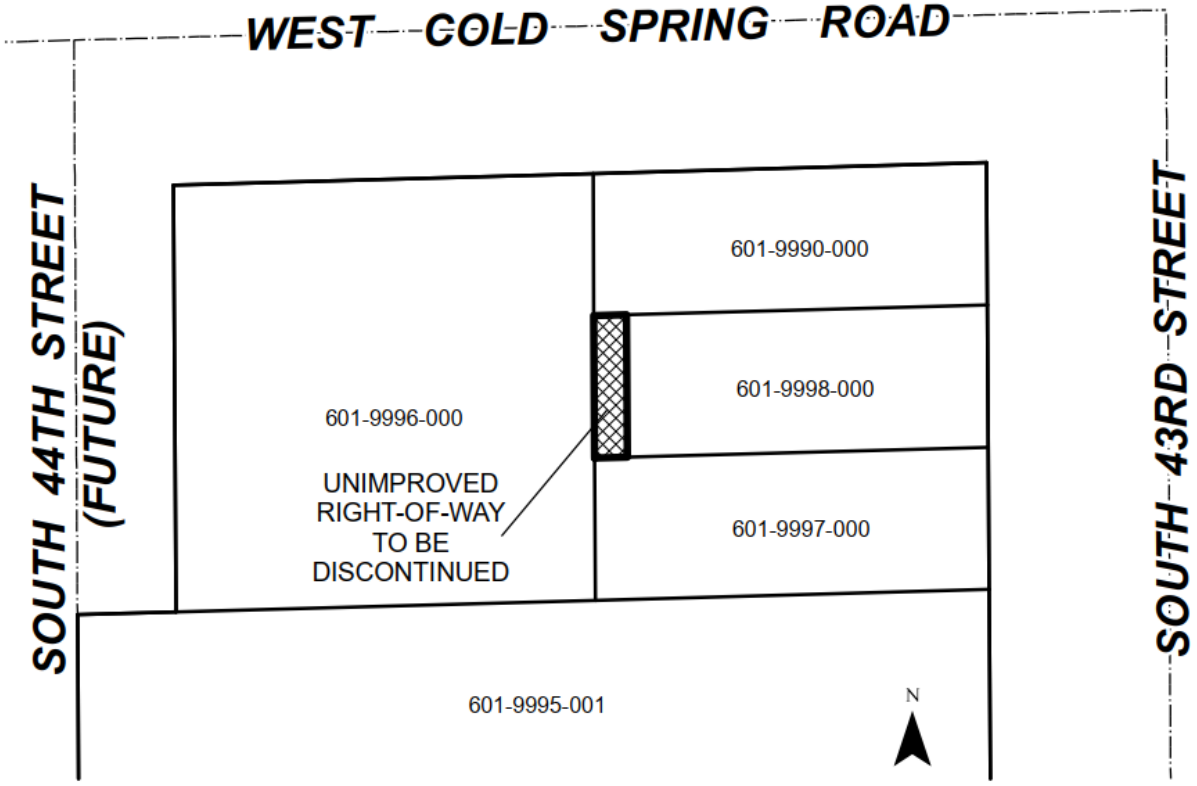

Exhibit B

RESOLUTION NO. ____

Resolution Discontinuing general right-of-way immediately west of 4307 S. 43 St.

WHEREAS, the City owns excess general right-of-way, immediately west of 4307 S. 43 St. (Tax Key No. 601-9998-000), of which is unimproved; and,

WHEREAS, following due notice and publication the Common Council has conducted a public hearing to determine whether it is appropriate to discontinue the general right-of-way immediately west of 4307 S. 43 St.; and,

WHEREAS, based upon the materials on file and the comments received at the public hearing, the Common Council has determined that the public interest requires the vacation of the right-of-way, immediately west of 4307 S. 43 St., that is more specifically shown and described in the attached Exhibit A; and

WHEREAS, the Common Council further finds that the right-of-way which is hereby to be vacated lies within one-quarter mile of a state trunk highway or connecting highway, and does not contain a railroad crossing within its boundaries;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield, that the general right-of-way immediately west of 4307 S. 43 St., approximately 10 ft. x 43.33 ft. in area, that is more specifically shown and described in the attached Exhibit A is hereby vacated and discontinued.

BE IT FURTHER RESOLVED, that general right-of-way, immediately west of 4307 S. 43 St. (Tax Key No. 601-9998-000) so vacated and discontinued shall, upon passage and publication of this Resolution, forever vest in the owner of the lands which immediately abut thereto, and shall be annexed thereto, free and clear of any right, title or interest in the public as road right of way except for the rights of the public to a public purpose easement for utilities within the vacated area pursuant to the provisions of sections 66.1003 and 66.1005 of the Wisconsin Statutes.

INTRODUCED by the Common Council of the City of Greenfield on the 5th day of April, 2023.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the _____ day of _____, 2023.

APPROVED:

_____

Michael J. Neitzke, Mayor

ATTEST:

_____

Jennifer Goergen, City Clerk

cc: Engineering Division

RESOLUTION NO. _____

Initial Resolution for the Discontinuance of a portion of S. 118 St. right-of-way, north of W. Edgerton Ave.

WHEREAS, the City owns excess S. 118 St. right-of-way, north of W. Edgerton Ave., of which all is unimproved right-of-way, west of Tax Key No. 611-8963-001; and,

WHEREAS, the Common Council has determined that the public interest requires the discontinuation of a portion of said S. 118 St. right-of-way north of W. Edgerton Ave., which is more specifically shown and described in the attached Exhibit A; and,

WHEREAS, the public road right-of-way which is hereby to be vacated does not lie within one-quarter mile of a state trunk highway or connecting highway, and does not contain a railroad crossing within its boundaries; and,

WHEREAS, Sec. 66.1003 of the Wisconsin Statutes requires a public hearing on any proposed discontinuance not less than 40 days following the introduction of a discontinuance resolution.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield, that the Discontinuance Resolution attached hereto as Exhibit B is hereby introduced as that term is used in Wis. Stat. § 66.1003(4).

BE IT FURTHER RESOLVED, that a public hearing on the discontinuance of a portion of S. 118 St. right-of-way, north of W. Edgerton Ave. is hereby scheduled for May 16, 2023 at 7:00pm or as soon thereafter as the Council may hear the matter.

BE IT FURTHER RESOLVED that notification to the Wisconsin Secretary of Transportation or the Commissioner of Railroads is not needed, as the proposed discontinuance is not located within one-quarter mile of a state truck highway, connecting highway, or railroad highway crossing.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the _____ day of _____, 2023.

APPROVED:

_____
Michael J. Neitzke, Mayor

ATTEST:

_____

Jennifer Goergen, City Clerk

cc: Engineering Division

Exhibit A

Legal Description:

That part of the Northwest ¼ of Section 30, Township 6 North, Range 21 East, City of Greenfield, Milwaukee County, Wisconsin, which is bounded and described as follows:

Commencing at the Southwest corner of said ¼ Section; thence North 88°45'46" East on and along the South line of said ¼ Section, 2158.68 feet to a point; thence North 00°30'19" West, 200.02 feet to a point, said point being on the southerly municipal limit line for the City of Greenfield and the point of beginning of lands to be described; thence continue North 00°30'19" West, 400.00 feet to a point; thence North 88°45'46" East and parallel to the South line of said ¼ Section, 30.00 feet to a point; thence South 00°30'19" East, 400.00 feet to a point, said point being on the southerly municipal limit line for the City of Greenfield; thence South 88°45'46" West on and long the Southerly municipal limit line for the City of Greenfield, 30.00 feet to the point of beginning.

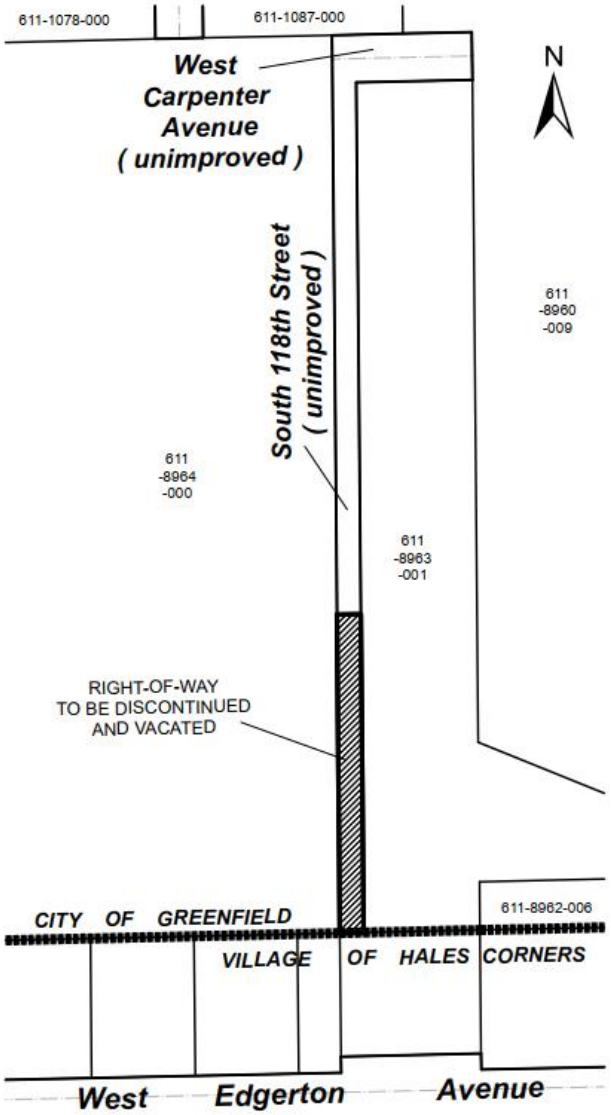

Exhibit B

RESOLUTION NO. ____

Resolution Discontinuing a portion of S. 118 St. right-of-way, north of W. Edgerton Ave.

WHEREAS, the City owns excess S. 118 St. right-of-way, north of W. Edgerton Ave., of which all is unimproved right-of-way, west of Tax Key No. 611-8963-001; and,

WHEREAS, following due notice and publication the Common Council has conducted a public hearing to determine whether it is appropriate to discontinue a portion of the S. 118 St. right-of-way, north of W. Edgerton Ave.; and,

WHEREAS, based upon the materials on file and the comments received at the public hearing, the Common Council has determined that the public interest requires the vacation of a portion of S. 118 St. right-of-way north of W. Edgerton Ave., that is more specifically shown and described in the attached Exhibit A; and

WHEREAS, the Common Council further finds that the portion of public road right-of-way which is hereby to be vacated does not lie within one-quarter mile of a state trunk highway or connecting highway, and does not contain a railroad crossing within its boundaries;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Greenfield, that the southern 400 feet of the S. 118 St. right-of-way that is more specifically shown and described in the attached Exhibit A is hereby vacated and discontinued.

BE IT FURTHER RESOLVED, that a portion of S. 118 St. right-of-way, north of W. Edgerton Ave. so vacated and discontinued shall, upon passage and publication of this Resolution, forever vest in the owner of the lands which immediately abut thereto, and shall be annexed thereto, free and clear of any right, title or interest in the public as road right of way except for the rights of the public to a public purpose easement for utilities within the vacated area pursuant to the provisions of sections 66.1003 and 66.1005 of the Wisconsin Statutes.

INTRODUCED by the Common Council of the City of Greenfield on the 5th day of April, 2023.

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the _____ day of _____, 2023.

APPROVED:

_____

Michael J. Neitzke, Mayor

ATTEST:

_____

Jennifer Goergen, City Clerk

cc: Engineering Division

Committee: Finance & Human Resources Item Number:

Introduced By: Chief Jay Johnson

Date Introduced: 3/29/2023

RELATING TO:

Discussion and decision to approve revised job description and pay range for Public Safety Equipment Specialist, Police Department effective May 1, 2023

SUMMARY:

We are requesting approval for the Public Safety Equipment Specialist position pay scale to be decreased by $18,000 / YR in 2023 to be in line with other positions within the city that require similar qualifications and duties. We would like to utilize those saved monies to increase the pay scales of three other positions within the police department as to remain competitive and provide pay commensurate with duties.

It is anticipated the Public Safety Equipment Specialist position will become vacant in late summer of 2023 due to a retirement. With the reformatting of the job description to exclude various unneeded licensing requirements and duplicated duties, we feel we can attract and retain a quality candidate who will fulfill the needs well. In looking at the job duties of the reformatted position, it would be similar to that of a DPW Laborer position and we believe should be equal in pay.

The decrease would fund increases in the PD Office Supervisor, CIB Admin Specialist and the P/T Police Services Investigator.

The below graph represents the proposed pay scale for the Public Safety Equipment Specialist if approved.

START (hrly)	1 YEAR (hrly)	2 YEAR (hrly)	3 YEAR (hrly)	4 YEAR (hrly)
21.71	22.47	23.26	24.07	24.92

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

MOTION ___ OTHER ___

Public Safety Equipment Specialist

Classification
Non-Exempt

Department/Division
Police Department

Reports To
Command Staff, as assigned

Summary/Objective
The Public Safety Equipment Specialist is responsible for managing and maintaining public safety equipment, managing and maintaining the fleet, maintaining service records and performing other duties related to the efficient operation of the department.

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.

- Performs a number of duties primarily related to public safety equipment, which include but are not limited to, analyzing, recommending, procuring, organizing and maintaining equipment.
- Analyzes equipment needs, meets with vendors and evaluates equipment related to law enforcement vehicles and makes recommendations for purchase to the administrative staff.
- Researches service providers, negotiates service pricing and recommends vendors to the administrative staff.
- Maintains vendor relationships, reviews billing for services rendered and works with vendor to correct discrepancies.
- Performs maintenance and installation of electronic and other specialized equipment in law enforcement vehicles.
- Performs minor maintenance of specialized law enforcement equipment and office equipment.
- Uses computerized records management system to manage fleet.
- Coordinates new car and new equipment changeovers, as needed.
- Assists other city departments in transporting law enforcement vehicles for service and maintenance.
- Performs additional collateral functions, as assigned.
- Acts as a courier for City departments when necessary.
- Assists in plowing operations around the Law Enforcement Center when necessary.

Competencies

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

Language and Reasoning Abilities

- Ability to read, analyze, and interpret general instructions and technical procedures related to vehicle maintenance.
- Ability to effectively communicate with supervisors.
- Ability to provide written reports.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

Mathematical Skills

Ability to do basic mathematics, which include the ability to add, subtract, divide and multiply.

Position Type and Expected Hours of Work

This is a full-time position. Normal days and hours of work are Monday through Friday, 7:00 a.m. to 3:00 p.m.

Travel

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

Required Education/Training and Experience

A high school diploma, or equivalent.

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

Possession and maintenance of a valid Wisconsin's driver's license. Formal training or experience in maintaining electronic equipment. Formal training or experience in maintaining basic mechanical systems.

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 sit and stand; stoop, walk, use hands to handle or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision.

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 essential functions.

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 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 moderate.

Equipment Used
Calculator, copy machine, computer, two-way radio, cellphone, battery charger, brooms, shovels, hand tools, and a variety of police vehicles. Vehicles including department snow plow. Ability to use office computers and available software.

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.

~~CITY OF GREENFIELD~~
~~JOB DESCRIPTION~~
~~PUBLIC SAFETY EQUIPMENT SPECIALIST~~Public Safety Equipment Specialist

Classification
Non-Exempt

Department/Division
Police Department

Reports To
Command Staff, as assigned

Summary/Objective
~~REPORTS TO: Command staff, as assigned.~~

~~PURPOSE OF POSITION:~~

The Public Safety Equipment Specialist is responsible for managing and maintaining public safety equipment, managing and maintaining the fleet, maintaining service records and performing other duties related to the efficient operation of the department.

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.

~~ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. OTHER DUTIES MAY BE ASSIGNED:~~

- Performs a number of duties primarily related to public safety equipment, which include but are not limited to, analyzing, recommending, procuring, organizing and maintaining equipment.

- Analyzes equipment needs, meets with vendors and evaluates equipment related to law enforcement vehicles and makes recommendations for purchase to the administrative staff. ~~(10%)~~

- Researches service providers, negotiates service pricing and recommends vendors to the administrative staff. ~~(10%)~~
- Maintains vendor relationships, reviews billing for services rendered and works with vendor to correct discrepancies. ~~(10%)~~
- Performs maintenance and installation of electronic and other specialized equipment in law enforcement vehicles. ~~(20%)15%~~
- Performs minor maintenance of specialized law enforcement equipment and office equipment. ~~(20%)15%~~
- Uses computerized records management system to manage fleet. ~~(5%) 15%~~
- Coordinates new car and new equipment changeovers, as needed. ~~(5%)~~
- Assists other city departments in transporting ~~fire apparatus and~~ law enforcement vehicles for service and maintenance. ~~(5%)~~
- Performs additional collateral functions, as assigned. ~~(8%)~~
- Acts as a courier for City departments when necessary. ~~(4%)~~
- Assists in plowing operations around the Law Enforcement Center when necessary. ~~(3%)~~

~~Assists in ground maintenance (grass cutting) around the Law Enforcement Center when necessary~~

Competencies

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

Language and Reasoning Abilities

- Ability to read, analyze, and interpret general instructions and technical procedures related to vehicle maintenance.
- Ability to effectively communicate with supervisors.
- Ability to provide written reports.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to interpret a variety of instructions furnished in written, oral, or schedule form.

Mathematical Skills

Ability to do basic mathematics, which include the ability to add, subtract, divide and multiply.

Position Type and Expected Hours of Work
This is a full-time position. Normal days and hours of work are Monday through Friday, 7:00 a.m. to 3:00 p.m.

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

Required Education/Training and Experience
A high school diploma, or equivalent.

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
Possession and maintenance of a valid Wisconsin's driver's license. Formal training or experience in maintaining electronic equipment. Formal training or experience in maintaining basic mechanical systems.

~~QUALIFICATION REQUIREMENTS:~~

~~To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. No felony convictions.~~

~~Education/Training Requirements~~

~~A high school diploma, or equivalent.~~

~~Commercial Driver's License, with certification "A"~~

~~Language Skills~~

~~Ability to read, analyze, and interpret general instructions and technical procedures related to vehicle maintenance. Ability to effectively communicate with supervisors. Ability to provide written reports.~~

~~Mathematical Skills~~

~~Ability to do basic mathematics, which include the ability to add, subtract, divide and multiply.~~

~~Reasoning Ability~~

~~Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, or schedule form.~~

~~Other Qualifications~~

~~Valid Wisconsin's driver's license.~~ "D"

~~Formal training or experience in maintaining electronic equipment.~~

~~Formal training or experience in maintaining vehicle body~~ basic~~and mechanical systems.~~

~~PHYSICAL DEMANDS:~~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 sit and stand; stoop, walk, use hands to ~~finger,~~ handle or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision.

~~WORK ENVIRONMENT:~~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 essential functions.

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 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 moderate.

~~EQUIPMENT USED:~~Equipment Used

Calculator, copy machine, computer, two-way radio, cellphone, battery charger, brooms, shovels, hand tools, and a variety of police vehicles. Vehicles including ~~fire apparatus~~ department~~and~~ snow plow~~s~~. Ability to use office computers and available software.

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.

~~COLLECTIVE BARGAINING AGREEMENT:~~

~~Union position (WPPA/clerical)~~This is an exempt position.

~~MEDICAL:~~

~~Applicants may be required to submit to a medical examination prior to appointment, consistent with requirements of the position, at the discretion of the Director of Human Resources.~~

~~RESIDENCY:~~

~~Residency is determined by the existing union contract.~~

~~SALARY AND BENEFITS:~~

~~Wages and benefits are determined by the current~~ non-rep resolution~~union contract in effect. Such benefits as Wisconsin Retirement Fund, health and life insurance, sick days, holidays, vacations, overtime pay and other fringe benefits generally appear in the contract~~resolution~~.~~

~~BACKGROUND;~~

~~All applicants may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.~~

~~CC approved: 10/18/11~~
~~Revised FIHR 10/26/11~~

Committee: Finance & Human Resources Item Number:

Introduced By: Chief Jay Johnson

Date Introduced: 3/29/2023

RELATING TO:

Discussion and decision to approve revised job description and pay range for Police Office Supervisor effective May 1, 2023.

SUMMARY:

We are requesting approval for our Police Office Supervisor pay scale to be increased by $5,000 in 2023 to be in line with duties and responsibilities.

This position is filled by one (1) employee. This employee is tasked with supervision of the clerical staff which encompasses five (5) employees over two (2) shifts. She is also responsible for all administrative support duties to the police administration. In addition to those responsibilities, she is tasked with; budgetary payments / processing, coordinating all hiring to include testing, scheduling and onboarding of all department employees. She tracks, enters, and monitors all employees training records for the State as well as acting as the auditor for all task force asset forfeiture funds.

This position is unique among area police agencies as they generally employ a “Secretary to the Chief” who is limited to that role. The supervisory nature of this positon speaks for itself and requires a great deal of responsibility, confidentiality and organizational knowledge. To compensate this skill set properly would call for an increase in salary to retain and someday attract qualified applicants.

The increase would be funded by 2023 operating budget monies within the police budget created from a pay reduction to the Public Safety Equipment Specialist.

The below graph represents the proposed pay scale if approved.

START (annual)	1 YEAR (annual)	2 YEAR (annual)	3 YEAR (annual)	4 YEAR (annual)
72,095	74,619	77,230	79,933	82,731

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

MOTION ___ OTHER ___

Office Supervisor/Administrative Communications Coordinator Job Description

Classification
Exempt

Department/Division
Police Department

Reports To
Police Chief and Information Technology Manager

Summary/Objective
The Office Supervisor/Administrative Communications Coordinator provides overall management and supervision of police clerks assigned to the Clerical Division and the associated clerical function of the department and provides executive level support to the Chief of Police, Command Staff and Information Technology Manager.

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.

- Provides ongoing coaching and counseling of subordinate personnel, prepares performance evaluations, improvement plans and recommend and execute disciplinary action when appropriate.
- Preserves, protects and safeguards highly confidential information which would have an immediate, negative impact on the operations and performance of the organization if shared beyond its intended audience.
- Demonstrates a high degree of professionalism, initiative and independence in supporting the Office of the Chief and Information Technology Manager on a wide variety of complex issues.
- Establishes and maintains effective working relationships with the command staff, elected officials, city officials and staff in supporting the goals and objectives of the police department and Department of Information Technology.
- Independently interprets incoming correspondence and prepares responses consistent with department policies and objectives.
- Manages Asset Forfeiture activities and records and ensures compliance with Federal laws relative to accounting and reporting.
- Acts as a delegate in managing complex schedules and correspondence in support of the Office of the Chief and Information Technology Manager.

- Monitors and ensures compliance with State and Federal regulations relative to minimum standards for law enforcement officer training and policies.
- Makes independent purchasing decisions in support of the operations of the department and the goals and objectives of the Office of the Chief and Information Technology Manager.
- Serves as a resource for employees in the interpretation of the policies and directives of the police chief, command staff and Information Technology Manager.
- Participates in the preparation and administration of assigned program budget, submits budget recommendations and monitors expenditures. Assists and coordinates with Chief of Police, Finance Director and others on up-to-date status of department spending and budget.
- Handles daily department financial operations - accounts payable/accounts receivable.
- Facilitates the day-to-day activities of the Police Department's Administrative Office, with frequent interaction with all city organizational levels, the public, other law enforcement agencies, vendors and others both in person and via the phone.
- Works closely with command staff on all recruitment, hiring, promotion and demotion activities; processes applications, communicates with candidates, schedules written examinations, interviews and pre-employment testing, maintains eligibility lists, coordinates new hire onboarding.
- Liaisons FMLA, workers compensation and new hire paperwork with Human Resources.
- Conceptualizes, develops, designs and revises departmental materials in both electronic and printed format; continuous forms, brochures, flyers, displays, invitations, etc.

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 technical procedures, or governmental regulations.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from supervisors, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Mathematical Skills

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

Supervisory Responsibilities

This position directly supervises the activities of police clerks assigned to the Clerical Division as well as the daily operation of the clerical function.

Position Type and Expected Hours of Work
This is a full-time position. Normal days and hours of work are Monday through Friday, 7:00 a.m. to 3:00 p.m.

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

Required Education/Training and Experience
Associate degree with significant course work in communications or public relations.

Preferred Education/Training and Experience
A bachelor's degree with course work in communications or public relations is preferred.

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
Ability to type 45 wpm, operate a computer, office productivity and scheduling software, use dictation and transcription equipment. Excellent interpersonal skills.

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

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.

General office environment.

Equipment Used
Computer, telephone, fax machine, transcription equipment.

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.

~~CITY OF GREENFIELD~~

Office Supervisor/Administrative Communications Coordinator Job Description

~~OFFICE SUPERVISOR/ADMINISTRATIVE COMMUNICATIONS COORDINATOR/PD/IT JOB DESCRIPTION~~

Classification
Exempt

Department/Division
Police Department

Reports To
~~**REPORTS TO:**~~ Police Chief and ~~to~~ Information Technology Manager

Summary/Objective
~~**PURPOSE OF THE POSITION:**~~ The Office Supervisor/Administrative Communications Coordinator provides overall management and supervision of police clerks ~~and Administrative Assistant~~ assigned to the Clerical Division and the associated clerical function of the department and provides executive level support to the Chief of Police, Command Staff and Information Technology Manager.

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.

~~**SUPERVISORY RESPONSIBILITIES**~~
~~This employee directly supervises the activities of police clerks assigned to the Clerical Division and Administrative Assistant as well as the daily operation of the clerical function.~~

~~**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDING, BUT NOT LIMITED TO:**~~

- Provides ongoing coaching and counseling of subordinate personnel, prepares performance evaluations, improvement plans and recommend and execute disciplinary action when appropriate.
- Preserves, protects and safeguards highly confidential information which would have an immediate, negative impact on the operations and performance of the organization if shared beyond its intended audience.
- Demonstrates a high degree of professionalism, initiative and independence in supporting the Office of the Chief and Information Technology Manager on a wide variety of complex issues.
- Establishes and maintains effective working relationships with the command staff, elected officials, city officials and staff in supporting the goals and objectives of the police department and Department of Information Technology.

- Independently interprets incoming correspondence and prepares responses consistent with department policies and objectives.
- Manages Asset Forfeiture activities and records and ensures compliance with Federal laws relative to accounting and reporting.
- Acts as a delegate in managing complex schedules and correspondence in support of the Office of the Chief and Information Technology Manager.
- Monitors and ensures compliance with State and Federal regulations relative to minimum standards for -law enforcement officer training and policies.
- Makes independent purchasing decisions in support of the operations of the department and the goals and objectives of the Office of the Chief and Information Technology Manager.
- Serves as a resource for employees in the interpretation of the policies and directives of the police chief, command staff and Information Technology Manager.
- Participates in the preparation and administration of assigned program budget, submits budget recommendations and monitors expenditures. Assists and coordinates with Chief of Police, Finance Director and others on up-to-date status of department spending and budget.
- Handles daily department financial operations - accounts payable/accounts receivable.
- Facilitates the day-to-day activities of the Police Department's Administrative Office, with frequent interaction with all city organizational levels, the public, other law enforcement agencies, vendors and others both in person and via the phone.
- Works closely with command staff on all recruitment, hiring, promotion and demotion activities; processes applications, communicates with candidates, schedules written examinations, interviews and pre-employment testing, maintains eligibility lists, coordinates new hire onboarding.
- Liaisons FMLA, workers compensation and new hire paperwork with Human Resources.
- Conceptualizes, develops, designs and revises departmental materials in both electronic and printed format; continuous forms, brochures, flyers, displays, invitations, etc.

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 technical procedures, or governmental regulations.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from supervisors, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Mathematical Skills

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

Supervisory Responsibilities
This position directly supervises the activities of police clerks assigned to the Clerical Division as well as the daily operation of the clerical function.

Position Type and Expected Hours of Work
This is a full-time position. Normal days and hours of work are Monday through Friday, 7:00 a.m. to 3:00 p.m.

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

Required Education/Training and Experience
~~**QUALIFICATION REQUIREMENTS:**~~
~~To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

~~**Education/Training Requirements**~~
Associate degree with significant course work in communications or public relations.

Preferred Education/Training and Experience
A bachelor's degree with course work in communications or public relations is preferred. ~~Relevant experience may be considered as a substitute for degree requirements.~~

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.

~~**Language Skills**~~
~~**Ability to read, analyze, and interpret technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from supervisors, and the general public.**~~
~~**Mathematical Skills**~~
~~**Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.**~~
~~**Reasoning Ability**~~
~~**Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.**~~
Other Qualifications
Ability to type 45 wpm, operate a computer, office productivity and scheduling software, use dictation and transcription equipment. Excellent interpersonal skills.

~~**SUPERVISORY RESPONSIBILITIES**~~
~~This employee directly supervises the activities of police clerks assigned to the Clerical Division and Administrative Assistant as well as the daily operation of the clerical function.~~
Physical Demands~~**HYSICAL 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 sit; use hands to ~~finger,~~ handle or feel; reach with hands and arms; and talk or hear.
The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 lbs. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

~~WORK ENVIRONMENT~~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.

General office environment.

~~E~~quipment Used~~QUIPMENT USED:~~
Computer, telephone, fax machine, transcription equipment.

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.

~~**COLLECTIVE BARGAINING AGREEMENT:**~~
~~This is an exempt position.~~
~~**MEDICAL:**~~
~~Applicants may be required to submit to a medical examination prior to appointment, consistent with requirements of the position, at the discretion of the Director of Human Resources.~~
~~**RESIDENCY:**~~
~~Not applicable.~~

~~**SALARY AND BENEFITS:**~~

~~Wages and benefits are determined by the current non-represented resolution in effect. Such benefits as Wisconsin Retirement Fund, health and life insurance, sick days, holidays, vacations, overtime pay and other fringe benefits generally appear in the resolution.~~

~~**BACKGROUND:**~~

~~All appointees may be fingerprinted and a record check made of local, state or federal authorities. A felony conviction is an automatic bar to employment.~~

~~CC Approved: 3/4/14~~

Committee: Finance & Human Resources Item Number:

Introduced By: Chief Jay Johnson

Date Introduced: 3/29/2023

RELATING TO:

Discussion and decision to approve revised job description and pay range for CIB Administrative Assistant and change position title to CIB Administrative Specialist effective May 1, 2023.

SUMMARY:

We are requesting approval for our CIB Administrative Specialist pay scale to be increased by $5,000 in 2023 to be in line with duties and responsibilities.

This position is filled by one (1) employee. This employee is tasked with the administrative work for the entire Criminal Investigation Bureau (CIB) which consists of eleven (11) employees to include off site task force officers. She is tasked with the typical administrative duties such as typing sensitive reports and videos that an average person is not subjected to. Death/Child Abuse/Violent Crimes are part of everyday duties. In addition to this, our CIB Amin Specialist is special from others taking on subpoena service and coordination for all sworn staff, budgetary payments / processing for the IT Department, and records release daily oversite.

This position is unique among area police agencies as they generally assign many of these duties to sworn staff. The enhanced accountability of this positon speaks volumes and requires a great deal of responsibility, confidentiality and organizational knowledge. To compensate this skill set properly would call for an increase in salary to retain and someday attract qualified applicants.

The increase would be funded by 2023 operating budget monies within the police budget created from a pay reduction to the Public Safety Equipment Specialist.

The below graph represents the proposed pay scale if approved.

START (hrly)	1 YEAR (hrly)	2 YEAR (hrly)	3 YEAR (hrly)	4 YEAR (hrly)
30.39	31.45	32.55	33.69	34.87

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

MOTION ___ OTHER ___

Administrative Specialist Job Description
Criminal Investigation Bureau, Police Department

Classification
Non-Exempt

Department/Division
Police Department

Reports To
Criminal Investigation Bureau Captain

Summary/Objective
The Administrative Assistant serves as the primary clerical support person in the Police Department and provides executive level support to the Criminal Investigation Bureau Captain, Command Staff and Information Technology Manager.

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.

- Performs a number of specific clerical duties including but not limited to, preparing confidential reports including disciplinary and personnel matters, typing police reports, correspondence, warrants and affidavits, preparing and distributing press releases, maintaining inventories, tabulating statistics of department activities, maintaining files and records.
- Uses transcription equipment and transcribes notes on a computer.
- Assists in coordinating and organizing training seminars hosted by the Department.
- Maintains filing system, project files, index cards, inspection files, training records, purchase orders, and correspondence files.
- Assists in the management of the Departmental and Information Technology Department budget, processes invoices, and handles daily financial operations – accounts payable/accounts receivable.
- Assists the public regarding inquiries on matters related to the Department.
- Acts as a receptionist for the Command staff and Criminal Investigation Bureau, routes their incoming telephone calls, and distributes messages to appropriate individuals in a timely manner.
- Purchases office and clerical supplies for the Department and Information Technology Department.
- Maintains badging equipment and handles issuance and maintenance of identification/keys for all city employees.

- Collects and submits statistical data and reviews case files for compliance and accuracy with state and federal guidelines with National Incident Based Reporting, and serves as the primary point of contact for audits at both state and federal levels.
- Serves as Custodian of Records for the Police Department. Investigates and acts on records management complaints and requests; supervises daily records request fulfillment prepared by clerical staff.
- Assists Detective Bureau personnel with preparation of Milwaukee Area Investigative Team (MAIT) critical incidents for presentation at the District Attorney's Office.
- Prepares and distributes agendas and makes arrangements for department and Police and Fire Commission meetings. Records, compiles, transcribes and distributes meeting minutes.
- Acts as Subpoena Clerk, to include maintenance of subpoena records, officer notifications and liaisons with the District Attorney's Office.
- Performs other related duties as assigned by the Criminal Investigation Bureau Captain/PD Command Staff/IT Manager.

Competencies

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

Language and Reasoning Abilities

- Ability to read, analyze, and interpret technical procedures, or governmental regulations.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from supervisors, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Mathematical Skills

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

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, 7:00 a.m. to 3:00 p.m.

Travel

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

Required Education/Training and Experience
High school diploma with one to two years of clerical experience.

Preferred Education/Training and Experience
Advanced training in clerical courses, or an Associate's Degree from a two-year college or technical school, with a minimum of two years clerical experience in a public entity.

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
Ability to type 45 wpm, operate a computer, word processing software, or use transcription equipment. Good interpersonal skills.

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 sit; use hands to handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 lbs. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

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.

General office environment, but located at a police station with periodic exposure to loud noise from sirens and a large number of personnel coming and going.

Equipment Used
Computer, telephone, fax machine, transcription equipment.

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.

~~CITY OF GREENFIELD~~
~~JOB DESCRIPTION~~
~~CRIMINAL INVESTIGATION BUREAU~~
Administrative Specialist Job Description
Criminal Investigation Bureau, Police Department~~ADMINISTRATIVE ASSISTANT - POLICE DEPARTMENT~~

Classification
Non-Exempt

Department/Division
Police Department

Reports To
~~REPORTS TO:~~ ~~Office Supervisor/Administrative Communications Coordinator/PD/IT~~Criminal Investigation Bureau Captain

Summary/Objective
~~PURPOSE OF THE POSITION:~~ The Administrative Assistant serves as the primary clerical support person in the Police Department and provides executive level support to the Criminal Investigation Bureau Captain, Command Staff and Information Technology Manager. ~~This person schedules appointments, serves as a contact person for calls to the Command Staff and Criminal Investigation Bureau, takes direction, maintains police personnel files, transcribes minutes, relieves officials of clerical work, and handles matters relating to personnel.~~

Essential Functions
~~ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. OTHER DUTIES MAY BE ASSIGNED.~~
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.

~~Prepares and maintains confidential reports, such as union grievances, disciplinary matters, bargaining recommendations, and matters related to labor relations, personnel and departmental medical files, and other matters needing confidential treatment.~~

- Performs a number of specific clerical duties including but not limited to, preparing confidential reports including disciplinary and personnel matters, typing police reports, correspondence, warrants and affidavits, preparing and distributing press releases, maintaining inventories, tabulating statistics of department activities, maintaining files and records.

- Uses transcription equipment and transcribes notes on a ~~typewriter or~~ computer.

- Assists in coordinating and organizing training seminars hosted by the Department.

- Maintains filing system, project files, index cards, inspection files, training records, purchase orders, and correspondence files.

- Assists in the management of the Departmental and Information Technology Department budget, processes invoices, ~~maintains inventories and handles paperwork related to vehicles .~~ and handles daily financial operations – accounts payable/accounts receivable.

- Assists the public regarding inquiries on matters related to the Department.

- Acts as a receptionist for the Command staff and Criminal Investigation Bureau, routes their incoming telephone calls, and distributes messages to appropriate individuals in a timely manner.

~~Performs a number of specific clerical duties, which include but are not limited to, typing reports and correspondence, typing search warrants and affidavits, tabulating statistics of department activities, maintaining files, records, and handling the petty cash fund.~~

- Purchases office and clerical supplies for the Department and Information Technology Department.

- Maintains badging equipment and handles issuance and maintenance of identification/keys for all city employees.

- Collects and submits statistical data and reviews case files for compliance and accuracy with state and federal guidelines with National Incident Based Reporting, and serves as the primary point of contact for audits at both state and federal levels.

- Serves as Custodian of Records for the Police Department. Investigates and acts on records management complaints and requests; supervises daily records request fulfillment prepared by clerical staff.

- Assists Detective Bureau personnel with preparation of Milwaukee Area Investigative Team (MAIT) critical incidents for presentation at the District Attorney's Office.

- Prepares and distributes agendas and makes arrangements for department and Police and Fire Commission meetings. Records, compiles, transcribes and distributes meeting minutes.

- Acts as Subpoena Clerk, to include maintenance of subpoena records, officer notifications and liaisons with the District Attorney's Office.

- Performs other related duties as assigned by the Criminal Investigation Bureau Captain/PD Command Staff/IT Manager.

Competencies

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

Language and Reasoning Abilities

- Ability to read, analyze, and interpret technical procedures, or governmental regulations.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from supervisors, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability
- to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

~~**QUALIFICATION REQUIREMENTS:**~~

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

~~**Education/Training Requirements**~~

~~A high school diploma, with one to two years of clerical experience. Advanced training in clerical courses or an Associate's degree (AA) or equivalent from two-year college or technical school.~~

~~**Language Skills**~~

~~Ability to read, analyze, and interpret technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from supervisors, and the general public.~~

Mathematical Skills

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

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, 7:00 a.m. to 3:00 p.m.

Travel
Travel to conferences, seminars, training, etc. is encouraged, as budgeted.
~~**Reasoning Ability**~~

Required Education/Training and Experience
High school diploma with one to two years of clerical experience.

Preferred Education/Training and Experience
Advanced training in clerical courses, or an Associate's Degree from a two-year college or technical school, with a minimum of two years clerical experience in a public entity.

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.

~~Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.~~

~~O~~Other Qualifications

Ability to type 45 wpm, operate a computer, word processing software, or use transcription equipment. Good interpersonal skills.

~~PHYSICAL DEMANDS:~~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 sit; use hands to ~~finger,~~ handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 lbs. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

~~WORK ENVIRONMENT~~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.

General office environment, but located at a police station with periodic exposure to loud noise from sirens and a large number of personnel coming and going.

~~EQUIPMENT USED:~~Equipment Used

Computer, ~~typewriter,~~ telephone, fax machine, transcription equipment~~,. adding machine.~~

~~COLLECTIVE BARGAINING AGREEMENT:~~

~~Non-union position (General non-represented resolution). This is an exempt position.~~
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.

~~**MEDICAL:**~~

~~Applicants may be required to submit to a medical examination prior to appointment, consistent with requirements of the position, at the discretion of the Director of Human Resources.~~

~~**RESIDENCY:**~~

~~N/A~~

Salary and Benefits

Wages and benefits are determined by the existing Non-Represented Resolution.

~~**SALARY AND BENEFITS:**~~

~~Wages and benefits are determined by the current non-represented resolution in effect. Such benefits as Wisconsin Retirement Fund, health and life insurance, sick days, holidays, vacations, overtime pay and other fringe benefits generally appear in the resolution.~~

~~**BACKGROUND:**~~

~~All appointees may be fingerprinted and a record check made of local, state or federal authorities. A conviction is not an automatic bar to employment.~~

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.

~~Revised: 5/27/14~~

Committee: Finance & Human Resources Item Number:

Introduced By: Chief Jay Johnson

Date Introduced: 3/29/2023

RELATING TO:

Discussion and decision to approve revised pay rate for part-time Police Services Specialist Investigator effective May 1, 2023.

SUMMARY:

We are requesting approval for our Part-Time Police Services Specialist Investigator pay scale to be increased by $2.00 to be in line with duties and responsibilities that the position requires.

This position I filled by one (1) employee. This employee is tasked with performing background investigations on all prospective employees.

One of the reasons that makes this position unique and deserving of a higher pay rate is along with background investigations, this position has taken on the investigation of all delayed retail thefts, freeing up sworn personnel for real time call response and investigations. To compensate this skill set properly would call for an increase in the pay rate to retain and someday attract qualified candidates.

The increase would be funded by 2023 operating budget monies within the police budget created from a pay reduction to the Police Safety Equipment Specialist.

The new pay would be $25.43 per hour.

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

MOTION ___ OTHER ___

Finance and Human Resources Meeting Item Number:

Introduced By: Public Works (Laskoski)

Date Introduced: March 29, 2023

RELATING TO:

Approve fund transfer of $30,000 from Reserves for truck purchases.

SUMMARY:

Quotes for vehicles are as follows:

Truck #89 - $45,895.00
Add on equipment - $3205.00 (shelving)
Total = $49,100.00

Truck # 46 - $48,795.00
Add on equipment - $9,189.00 (Tommy gate, stake bed body, sides for stake bed)
Total = $57,984.00

Truck # 24 - $45,995.00
Add on equipment - $2,356.00 (Tommy gate)
Total = $48,351.00

Total costs = $155,435.00
Budgeted = $ 138,000.00
Difference of = $17,435.00

DPW would also purchase and install strobe lighting and other safety features on the vehicles.

FINANCIAL:

Request to use $30,000.00 from reserves to cover the overages. Any remaining funds would go back to the funding source.

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

MOTION ___ OTHER ___

Committee: Finance

Item Number:

Introduced By: Paula Schafer

Date Introduced: March 29, 2023

RELATING TO:

Discussion and decision to enter into an agreement between the State of WI Department of Administration and the city to participate in the Wisconsin Help for Homeowners Program Homeowners Assistance Fund Program (WHH HAF).

SUMMARY:

This is a program where the city signs an agreement with the state and Greenfield residents can then apply with the state for financial assistance in paying their property tax bills for 2022 and future tax bills. The city does not administer the program nor does it make decisions on who qualifies. If a resident qualifies, payments for their tax bills are sent directly to the city.

Once the agreement is signed, the city will be part of the program. Currently the program is expected to last until September 30, 2026.

The city attorney has been provided with the contract to review.

Recommend approving and signing the contract.

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

MOTION ___ OTHER _X__

WISCONSIN HELP FOR HOMEOWNERS (WHH)
HOMEOWNER ASSISTANCE FUND PROGRAM (HAF)
PARTICIPATION AGREEMENT

Dear Municipal & County Treasurer:

Through funding provided under Section 3206 of the American Rescue Plan Act of 2021, the State of Wisconsin has developed a plan to assist eligible homeowners within the State of Wisconsin who have experienced a financial hardship as of January 21, 2020 due to the coronavirus. The program is expected to last until 9/30/2026.

The State of Wisconsin, Department of Administration, Division of Energy, Housing and Community Resources (DEHCR) through its party partners (Program Administrators) will accept and process applications from homeowners within the State of Wisconsin for the WHH HAF. The WHH HAF program will pay eligible expenses on behalf of homeowners. Eligible expenses are those that were due on or after January 21, 2020 as described in the Wisconsin Homeowner Assistance Fund and Need Assessment Plan WHH. All payments for property taxes made under this program will be paid directly to the Treasurer. In order to participate in the program, this signed Participation Agreement is required.

WHH Program Administrators may contact Treasurers to discuss the homeowner's property taxes.

The Treasurer agrees to the following:

1. To apply WHH payments to property taxes, interest, penalties, special assessments, and special charges that appear on the property tax bill and were due for the tax year 2019 and later.

2. WHH payment for property taxes, interest, penalties, special assessments, and special charges that were due prior to January 21, 2020 or for the tax year 2018 and prior **are not** eligible for payment under this program.

3. Should the Treasurer receive payments in excess of amounts due for eligible tax years or payments considered to be a duplication of benefits (DOB) for the account of any particular borrower, the excess amount or DOB amount must be returned to DEHCR within 30 days of receiving the funds.

   A duplication of benefits (DOB) occurs when a person, household or property owner receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.

4. In the event of incorrect payments (wrong amount or no record of property owner) the Treasurer shall notify Tamra Fabian at tamra.fabian@wisconsin.gov

   Return of funds shall be payable to the Department of Administration and mailed to the following address and must include the borrower's name, property address, reason for the return, and reference the WHH HAF program.

   State of Wisconsin
   DEHCR- Fiscal
   101 East Wilson Street
   PO Box 7970
   Madison, WI 53707

Length of Agreement and Termination:

1. This agreement is in effect from the date both parties have executed it as indicated by their respective authorized representative's signature until terminated or at the earlier of the following: expiration of the WHH HAF program 9/30/2026 or when all WHH HAF program funds have been exhausted.

2. Either the Division or the Treasurer may terminate this contract by giving the other party at least ten days written notice.

Payments to Treasurers under this program will be made via ACH deposit or physical check. Prior to any payment being made the following documents must be returned via email to tamra.fabian@wisconsin.gov

1. Signed WHH Participation Agreement.
2. Contact Information Form (attached).
3. Completed DOA-6456 Authorization for Electronic Deposit form (attached) if using ACH.

Upon receipt of the above documents, the Participation Agreement will be signed electronically by the State's identified contact and a fully executed copy of the agreement shall be sent to the Treasurer. No payments will be issued without the required documents.

Thank you for your cooperation in assisting homeowners in our community.

The person signing this agreement certify that they have full and complete authority to execute this document.

Local Government Unit/Taxing Jurisdiction Name: City of Greenfield

_____
Name and Title

_____ _____
Signature Date

DEHCR Designated Official

_____
Name and Title

_____ _____
Signature Date

WISCONSIN HELP FOR HOMEOWNERS
HOMEOWNER ASSISTANCE FUND PROGRAM
CONTACT AND PAYMENT INFORMATION FORM

City of Greenfield

Vendor Name (payment is issued in this name)

Tax ID: 39-6005924

Contact Name: Paula Schafer	Contact Phone: 414-329-5259		
Primary Fax: 414-543-8579	Primary Contact E-mail: Paula.Schafer@greenfieldwi.us		
Payment Address for check: 7325 W. Forest Home Ave	City: Greenfield	State: WI	Zip: 53220

If you would like to receive funds via Direct Deposit, please fill out attached form DOA 6456 and return. Otherwise, a paper check will be mailed to the above address.

Committee: Finance Committee Item Number:

Introduced By: Paula Schafer

Date Introduced: March 29, 2023

RELATING TO: Discussion and decision to establish the 2023 Sewer Service Rates as proposed in the 2023 Budget.

SUMMARY:

When the 2023 budget was developed and passed the sewer rate for the city was estimated at $26.20 per quarter per unit. The 2023 rate that was developed by the Finance Department is $26.20 per quarter per unit. This is a $1. increase per quarter or $4.00 annually compared to the 2022 rates.

In 2013 it was established that the annual sewer rates be approved by Common Council before the bills are generated. Since the rate is equal to the 2023 budget estimate we have proceeded with producing the bills for the first quarter of 2023. We anticipate the bills to be mailed early May.

Seeking approval of the 2023 rates which were developed by the Finance Department as follows:

Local sewer charge $26.20 per unit per quarter
Metro Sewerage District charge $2.65 per thousand gallons (passed on from MMSD)
MMSD Connection charge $10.88 per connection per quarter (passed on from MMSD)

Attached is the annual notice provided to the council members.

Recommend approving the 2023 sewer rates.

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

MOTION ___ OTHER _X__

DATE: March 24, 2023

TO: Elected Officials

CC: Finance Director, Deputy Comptroller

FROM: Shannon Farrington
Finance Department

2023 SEWER SERVICE RATES

RESIDENTIAL AND COMMERCIAL

	2023	2022	% change
Local Sewer Charge	$ 26.20 per unit	$ 25.20 per unit	4%
MMSD Volumetric Rate Charge	$ 2.65 per thous. gal	$ 2.55 per thous. gal	4%
MMSD Connection Charge	$ 10.88 per conn.	$ 10.55 per conn.	3.1%

For the residential unmetered accounts (flat rate customers on wells), the volumetric rate will be $ 29.15 per quarter, compared to $ 27.02 per quarter in 2022.

The minimum charge on consumption is $ 6.00 per quarter, no change from 2022.

PACKETS FOR WEDNESDAY, 3 / 29 / 2023 FINANCE MEETING

AP DISBURSEMENT SCHEDULES:

AP CHECKS	3/3/2023	$	152,542.99
AP CHECKS	3/10/2023	$	136,152.95
AP CHECKS	3/17/2023	$	223,395.00
AP CHECKS	3/24/2023	$	984,826.05
P-CARDS - FEBRUARY 2023		$	187,900.33
	TOTAL	$	1,684,817.32

CC: PAULA

CC: FINANCE FOLDER

LOCAL GOVERNMENT INVESTMENT POOL

February 2023 Statement

January Ending Balance		$	27,458,359.18
2 Deposit (s) in February			90.91
0 Withdrawal(s) in February			-
February Interest Earnings @ 4.54%			95,669.36
	TOTAL	$	27,554,119.45

February 2023
INVESTMENTS

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned	ID #
Money Mkt/Tri-City Bank	$2,485,425.37	12/31/2001	variable		$95.34	21901270
Ehlers Investment Partners X-2055705 GRD GEN INV	$6,472,142.56	12/9/2014	variable			
Ehlers Investment Partners X- GRD 2021A INV	$178,237.70					
Ehlers Investment Partners X- GRD 2021B	$960,753.40	7/1/2021	variable			
Ehlers Investment Partnes X - ARPA	$4,025,836.30					
Ehlers Investment Partnes X - 2022A	$2,257,203.51					
Associated Bank Investments	$6,219,205.78	3/15/2022	variable			
Totals	$22,598,804.62				$95.34	