

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE OF THE WHOLE
MEETING HELD ON WEDNESDAY, AUGUST 9, 2023

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

Present:

Ald. Kastner
Ald. Bailey
Ald. Saryan
Ald. Akers
Ald. Drzewiecki (excused – arrived at 7:28pm)

Also present:

Michael Neitzke, Mayor (excused at 7:57pm)
Paula Schafer, Finance Director
Julie Foley, Human Resources Director (excused at 7:05pm)
Tom Konieczka, Fire Chief
Timothy Sowinski, Deputy Comptroller
Mike Smigielski, Catalis Tax & CAMA, Inc.

2. Approval of the July 14, 2023 Finance & Human Resources minutes.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve the July 14, 2023 Finance & Human Resources minutes.

The motion carried unanimously, Ald. Akers abstained as she was not present during last F&HR meeting.

3. Discussion and decision to revise 2023 Fire Department Organizational Chart.

Chief Konieczka stated items 3, 4, and 5 relate to the same changes and that this would not be the addition of a job, just the re-classification from Battalion Chief to Assistant Fire Chief.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve the revision of the 2023 Fire Department Organizational Chart.

The motion carried unanimously.

4. Discussion and decision to revise Assistant Fire Chief job description, recruit and hire.

Chief Konieczka stated this changes the job description to include responsibilities of supervising code enforcement.

Motion by Ald. Akers, seconded by Ald. Bailey, to approve the revision of Assistant Fire Chief job description, recruit and hire.

The motion carried unanimously.

5. Discussion and decision to revise Code Enforcer job description, set salary, recruit and hire.

Ald. Saryan asked if a part-time position is sufficient for the City's needs. Chief Konieczka replied that having more supervision over this position will allow us to monitor that more going forward.

Mayor Neitzke explained the evolution and history of this position and said this position can be adjusted in the future as needed. Ald. Akers mentioned previous concerns and hopes to see an improvement based on this re-structuring.

Ald. Bailey asked about setting the salary and Ms. Foley stated the recommendation is to set the salary the same as the part-time Fire Inspector position with typical hours of 18-26 hours per week, but that is subject to change. However, special attention will be paid to managing hours to stay within thresholds for benefit purposes.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve the revision of Code Enforcer job description, set salary, recruit and hire.

The motion carried unanimously.

6. Discussion and decision to revise Battalion Chief job description.

Motion by Ald. Akers, seconded by Ald. Kastner, to approve the revision of Battalion Chief job description.

The motion carried unanimously.

7. Accept contract modification agreement between the State of Wisconsin Department of Health Services and the Greenfield Health Department related to 2023 Consolidated Contract grant.

Mayor Neitzke urged for this to be adopted and stated it is important for the City to do this. He said the City is currently doing a complete and thorough analysis of all the functions of the Health Department.

Ms. Foley stated that The Board of Health appointed the West Allis Health Commissioner as the City's Health Officer on a temporary basis on Monday. However, an Agreement is needed and the scope of that Agreement is currently being looked over by the City's Attorney at this time.

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

The motion carried unanimously.

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

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

- b. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
- c. Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

- a. Discuss current vacancies in the Greenfield Health Department and possible intermunicipal agreement as to the same.

Motion by Ald. Akers, seconded by Ald. Kastner, to go into closed session at 6:31 pm.

The motion carried unanimously on a roll call vote.

- 9. Adjourn closed session and reconvene into open session.

Motion by Ald. Bailey, seconded by Ald. Kastner, to adjourn closed session at 7:05 pm and reconvene into open session.

The motion carried unanimously.

- 10. Discussion and decision to approve Health Department Services Agreement between the City of Greenfield and the City of West Allis.

Motion by Ald. Akers, seconded by Ald. Kastner, to approve Health Department Services Agreement between the City of Greenfield and the City of West Allis.

The motion carried unanimously.

- 11. Discussion and possible action regarding community outreach concerning 2023 full property tax assessment revaluation.

Ald. Akers stated that she is concerned about sending out a letter when we don't have specifics to share at this point and feels a town hall meeting might be a better response. Ald. Kastner expressed concerns about how to even conduct such a meeting.

Mayor Neitzke noted that a memo was received from the Assessor that he feels should be placed on the City's website that addresses some common questions. Ald. Bailey stated he may do a letter or include something in his newsletter that he sends to his constituents.

Mr. Smigielski wanted to note that the burden is shifting from commercial to residential. He is afraid that a letter would confuse residents. Ald. Drzewiecki noted that there is liability associated with using estimates on tax rates.

No action at this time. The Committee will wait until after Board of Review and address this at the September Finance & Human Resources meeting, with the whole Committee in attendance.

12. Approval of mileage reimbursements in the amount of \$1,157.52.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve mileage reimbursements in the amount of \$1,157.52.

The motion carried unanimously.

13. Accept investments and reinvestments for June 2023.

JUNE 2023 INVESTMENTS						
Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned	ID #
Money Mkt/Tri-City Bank	\$735,833.98	12/31/2001	variable		\$59.01	21901270
Ehlers Investment Partners X-2055705 GRD GEN INV	\$6,554,325.95	12/9/2014	variable			
Ehlers Investment Partners X- GRD 2021A INV	\$145,843.71					
Ehlers Investment Partners X- GRD 2021B	\$744,209.26	7/1/2021	variable			
Ehlers Investment Partnes X - ARPA	\$2,969,880.26					
Ehlers Investment Partnes X - 2022A X-3025	\$1,513,919.07					
Associated Bank Investments	\$6,291,670.60	3/15/2022	variable			
Totals	\$18,955,682.83				\$59.01	

LOCAL GOVERNMENT INVESTMENT POOL

June 2023 Statement

May Ending Balance	\$	34,689,431.62
2 Deposit (s) in June		1,839,550.05
1 Withdrawal(s) in June		3,000,000.00
June Interest Earnings @ 5.09%		144,917.91
TOTAL	\$	33,673,899.58

Motion by Ald. Kastner, seconded by Ald. Bailey, to accept investments and reinvestments for June 2023.

The motion carried unanimously.

14. Accept June 2023 financial statements.

08/04/2023 03:29 PM User: Paula_S DB: Greenfield		BUDGET REPORT FOR GREENFIELD Fund: 010 GENERAL Calculations as of 06/30/2023		Page: 1/1	
ACCOUNT CLASSIFICA AND FUNCTION	DESCRIPTION	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 ACTIVITY THRU 06/30/23	BALANCE REMAINING
ESTIMATED REVENUES					
TAXES	TAXES	19,668,963	20,139,625	20,146,024	(6,399.00)
INTGOV	INTERGOVERNMENTAL	4,201,440	4,180,894	1,059,993	3,120,901.00
L&P	LICENSES AND PERMITS	1,298,719	1,219,300	668,827	550,473.00
FINES	FINES-FORFEITS-PENALTIES	690,209	803,000	478,575	324,425.00
CHRG	PUBLIC CHARGE FOR SERVICE	2,120,576	1,960,500	1,227,669	732,831.00
INT CHRG	INTERGOVERNMENTAL CHARGES	1,365,014	1,353,727	705,508	648,219.00
MISC REV	MISCELLANEOUS REVENUE	370,911	382,969	298,951	84,018.00
OTH FIN	OTHER FINANCING SOURCES	73,705	748,276		748,276.00
TOTAL ESTIMATED REVENUES		29,789,537	30,788,291	24,585,547	6,202,744.00
APPROPRIATIONS					
GENERAL	GENERAL GOVERNMENT	3,831,659	4,051,447	2,102,279	1,949,168.00
PS	PUBLIC SAFETY	19,126,618	20,227,742	9,149,561	11,078,181.00
PW	PUBLIC WORKS	3,874,226	3,981,096	2,300,192	1,680,904.00
HHS	HEALTH AND HUMAN SERVICES	911,629	976,750	330,598	646,152.00
CRE	CULTURE, REC AND EDUCATION	1,139,612	1,293,176	518,607	774,569.00
PD	PLANNING AND DEVELOPMENT	200,050	243,080	86,990	156,090.00
OTHER	OTHER FINANCING SOURCES(USES)	360,558	15,000	84,118	(69,118.00)
TOTAL APPROPRIATIONS		29,444,352	30,788,291	14,572,345	16,215,946.00
NET OF REVENUES/APPROPRIATIONS - FUND 010		345,185		10,013,202	10,013,202.00
BEGINNING FUND BALANCE		9,115,224	9,460,411	9,460,411	
ENDING FUND BALANCE		9,460,409	9,460,411	19,473,613	

Motion by Ald. Kastner, seconded by Ald. Bailey, to accept June 2023 financial statements.

The motion carried unanimously.

15. Approval of schedules of disbursements in the amount of \$8,438,962.55.

AP DISBURSEMENT SCHEDULES:			
AP CHECKS	7/14/2023	\$	504,451.30
AP CHECK	7/21/2023	\$	180,298.57
AP CHECKS	7/28/2023	\$	2,364,541.30
AP CHECKS	8/4/2023	\$	202,322.16
AP CHECKS - add'l ck run	8/4/2023	\$	890.03
WIRE TRANSFERS - JULY 2023	7/31/2023	\$	4,992,936.68
P-CARDS - JUNE 2023		\$	193,522.51
TOTAL \$			8,438,962.55

Motion by Ald. Saryan, seconded by Ald. Bailey, to approve of schedules of disbursements in the amount of \$8,438,962.55.

The motion carried unanimously.

16. Items for future agenda.

17. Adjourn.

Motion by Ald. Kastner, seconded by Ald. Bailey, to adjourn the meeting at 8:00 pm.

The motion carried unanimously.