

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD ON
WEDNESDAY, NOVEMBER 29, 2023

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

Present:

Ald. Kastner
Ald. Saryan
Ald. Bailey

Also present:

Michael Neitzke, Mayor
Paula Schafer, Finance Director
Tim Sowinski, Deputy Comptroller
Julie Foley, HR Director (excused)
Robert Austin, Police Captain
Kristi Porter, Community Development Manager
Jeff Katz, Director, Neighborhood Services
Deb Tomczyk, Reinhart Law

2. Approval of the November 1, 2023 Finance & Human Resources minutes.

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve the November 1, 2023 Finance & Human Resources minutes.

The motion carried unanimously.

3. Discussion and decision to revise Police Clerk Typist job description.

Captain Austin noted that the only substantive change to the job duties is the elimination of the requirement for the Clerks and Dispatchers to conduct same-sex searches of female arrestees. The female police officers and CSO's take care of this duty, so administrative personnel don't have to anymore.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve revising the Police Clerk Typist job description.

The motion carried unanimously.

4. Discussion and decision to revise Emergency Service Dispatcher job description.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve revising the Emergency Service Dispatcher job description.

The motion carried unanimously.

5. Discussion and decision to approve a renewal of a three (3) year contract with the Everbridge "Reverse 911" Notification System.

Mayor Neitzke noted this is a mass notification system that the City has and the contract is up for renewal. Ald. Kastner wondered how many times this was used. Mayor Neitzke believes it was used 2 or 3 times, but it's an important tool should we need it.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve a renewal of a three (3) year contract with the Everbridge "Reverse 911" Notification System.

The motion carried unanimously.

6. Discussion and decision to transfer unused 2023 funds from the Community Development Authority account and the Plan Commission account to a project to be used in 2024.

Ms. Porter stated this is a request to earmark \$24,000 of unused funds in these two accounts to go towards paying our consultant for our zoning code rewrite. That contract was approximately \$100,000 and these unused 2023 funds help to pay that consultant to ensure there's enough to cover it for continued services.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve transferring unused 2023 funds from the Community Development Authority account and the Plan Commission account to a project to be used in 2024.

The motion carried unanimously.

7. Approval of schedules of disbursements in the amount of \$915,158.69.

AP DISBURSEMENT SCHEDULES:			
AP CHECKS	11/3/2023	\$	207,054.24
AP CHECK	11/10/2023	\$	114,224.43
AP CHECKS	11/17/2023	\$	295,142.82
AP CHECKS	11/22/2023	\$	158,639.45
P-CARDS - OCTOBER 2023		\$	140,097.75
		TOTAL \$	915,158.69

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve of schedules of disbursements in the amount of \$915,158.69.

The motion carried unanimously.

8. Approval of mileage reimbursements in the amount of \$2,081.10.

Motion by Ald. Bailey, seconded by Ald. Kastner, approving of mileage reimbursements in the amount of \$2,081.10.

The motion carried unanimously.

9. Investments and reinvestments for October 2023.

OCTOBER 2023 INVESTMENTS						
Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned	ID #
Money Mkt/Tri-City Bank	\$735,985.74	12/31/2001	variable		\$31.25	21901270
Ehlers Investment Partners X-2055705 GRD GEN INV	\$6,600,904.47	12/9/2014	variable			
Ehlers Investment Partners X- GRD 2021A INV	\$147,601.50					
Ehlers Investment Partners X- GRD 2021B	\$529,998.42	7/1/2021	variable			
Ehlers Investment Partnes X - ARPA	\$3,007,437.37					
Ehlers Investment Partnes X - 2022A X-3025	\$1,507,832.50					
Associated Bank Investments	\$6,356,474.21	3/15/2022	variable			
Totals	\$18,886,234.21				\$31.25	

<u>LOCAL GOVERNMENT INVESTMENT POOL</u>		
October 2023 Statement		
September Ending Balance	\$	29,869,123.09
1 Deposit (s) in October		475,469.57
7 Withdrawal(s) in October		4,403,000.00
October Interest Earnings @ 5.37%		130,966.92
TOTAL	\$	26,072,559.58

Motion by Ald. Kastner, seconded by Ald. Bailey, approving investments and reinvestments for October 2023.

The motion carried unanimously.

10. Accept October 2023 financial statements.

11/22/2023 02:46 PM User: Paula_S DB: Greenfield		BUDGET REPORT FOR GREENFIELD Fund: 010 GENERAL Calculations as of 10/31/2023		Page: 1/1	
ACCOUNT CLASSIFICA AND FUNCTION	DESCRIPTION	2022 ACTIVITY	2023 ORIGINAL BUDGET	2023 ACTIVITY THRU 10/31/23	BALANCE REMAINING
ESTIMATED REVENUES					
TAXES	TAXES	19,668,963	20,139,625	20,075,028	64,597.00
INTGOV	INTERGOVERNMENTAL	4,201,440	4,180,894	3,377,984	802,910.00
L&P	LICENSES AND PERMITS	1,298,719	1,219,300	939,982	279,318.00
FINES	FINES-FORFEITS-PENALTIES	690,209	803,000	597,065	205,935.00
CHRG	PUBLIC CHARGE FOR SERVICE	2,120,576	1,960,500	1,930,606	29,894.00
INT CHRG	INTERGOVERNMENTAL CHARGES	1,365,014	1,353,727	1,014,290	339,437.00
MISC REV	MISCELLANEOUS REVENUE	370,911	382,969	517,445	(134,476.00)
OTH FIN	OTHER FINANCING SOURCES	73,705	748,276		748,276.00
TOTAL ESTIMATED REVENUES		29,789,537	30,788,291	28,452,400	2,335,891.00
APPROPRIATIONS					
GENERAL	GENERAL GOVERNMENT	3,831,659	4,051,447	3,360,692	690,755.00
PS	PUBLIC SAFETY	19,126,618	20,227,742	15,743,094	4,484,648.00
PW	PUBLIC WORKS	3,874,226	3,981,096	3,700,415	280,681.00
HHS	HEALTH AND HUMAN SERVICES	911,629	976,750	477,967	498,783.00
CRE	CULTURE, REC AND EDUCATION	1,139,612	1,293,176	967,677	325,499.00
PD	PLANNING AND DEVELOPMENT	200,050	243,080	150,093	92,987.00
OTHER	OTHER FINANCING SOURCES(USES)	360,558	15,000	84,118	(69,118.00)
TOTAL APPROPRIATIONS		29,444,352	30,788,291	24,484,056	6,304,235.00
NET OF REVENUES/APPROPRIATIONS - FUND 010		345,185		3,968,344	3,968,344.00
BEGINNING FUND BALANCE		9,115,224	9,460,411	9,460,411	
ENDING FUND BALANCE		9,460,409	9,460,411	13,428,755	

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

The motion carried unanimously.

11. The Committee to go into closed session pursuant to Wisconsin Statute sec. 19.85(1)(e) for deliberating and/or negotiating the investment of public funds or conducting other specified business when competitive or bargaining reasons require a closed session, specifically: reviewing responses to Requests for Proposals to redevelop Spring Mall.

Motion by Ald. Kastner, seconded by Ald. Bailey, to go into closed session at 6:09 P.M.

The motion carried unanimously on a roll call vote.

12. Adjourn closed session and reconvene into open session.

Motion by Ald. Kastner, seconded by Ald. Bailey, to adjourn closed session at 7:13 P.M. and reconvene into open session.

The motion carried unanimously.

13. Discussion and possible action regarding reviewing responses and potential selection of a developer pertaining to Requests for Proposals to redevelop Spring Mall.

Motion by Ald. Kastner, seconded by Ald. Bailey, for Council and staff to proceed as directed regarding reviewing responses and potential selection of a developer pertaining to Requests for Proposals to redevelop Spring Mall.

The motion carried unanimously.

14. Items for future agenda.

15. Adjournment.

Motion by Ald. Bailey, seconded by Ald. Kastner, to adjourn the meeting at 7:15 P.M.

The motion carried unanimously.