



REVISED COMMON COUNCIL MEETING AGENDA

Tuesday, January 2, 2024 - 7:00 PM

- A. Call to Order & Roll Call
- B. Opening Prayer
- C. Pledge of Allegiance
- D. Approval of the December 19, 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 member to the Zoning Board of Appeals for a term to expire 5/1/26 (formerly John Rivera)
- J. New Business
 - 1. Approve applications for 2023-2024 operator licenses (Goergen)
 - 2. Approve an application for a Temporary Class "B" Retailer's License received from Harley Owners Group - Milwaukee Chapter to sell fermented malt beverages indoors at the Service Workshop for Performance event on January 13, 2024 from 10:00 AM to 5:00 PM at 6221 W. Layton Ave. Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12. (Goergen)
 - 3. Approve an application for a Temporary Class "B" Retailer's License received from Harley Owners Group - Milwaukee Chapter to sell fermented malt beverages indoors at the 2024 New Models Preview Party event on January 20, 2024 from 10:00 AM to 5:00 PM at 6221 W. Layton Ave. Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12. (Goergen)
 - 4. Approve an application for a Temporary Class "B" Retailer's License received from Harley Owners Group - Milwaukee Chapter to sell fermented malt beverages indoors at the 2024 New Model Release Public Viewing event on January 27, 2024 from 10:00 AM to 5:00 PM at 6221 W. Layton Ave. Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12. (Goergen)

5. Approve an application for a Temporary Class "B" Retailer's License received from Harley Owners Group - Milwaukee Chapter to sell fermented malt beverages indoors at the Annual Kill Winter Party 2024 event on February 3, 2024 from 10:00 AM to 5:00 PM at 6221 W. Layton Ave. Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12. (Goergen)
6. Discussion and decision regarding the adoption of a Resolution relating to the construction of sound barriers along highways located within, and/or have an impact upon, the City of Greenfield which the Wisconsin Department of Transportation has, or will have, jurisdiction of. Said Resolution addresses both all potential locations where such barriers are necessary and appropriate, as well as specifically where project areas have been defined by the DOT, and funding has been budgeted by the State of Wisconsin. (Mayor Neitzke)
7. Approve an amendment to an existing license agreement with WE Energies, for the Powerline Trail Phase 2. (Katz)
8. Discussion and decision to update the job description of Accountant in the Finance Department. (P. Schafer)
9. Resolution approving an Amended and Restated Development Agreement by and between the City of Greenfield and Cobalt Loomis, LLC ("Developer"), for development within the area known as Loomis Crossing. (Porter)
10. Resolution approving a Sixth Amendment to the Development Agreement by and between the City of Greenfield, Greenfield Development Partners, Inc. and Greenfield Development Partners Holdings, LLC (collectively, "Developer"), pertaining to development within Tax Incremental District No. 6. (Porter)
11. Common Council to go into closed session pursuant to Wis. Stat. § 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 a Real Estate Purchase and Sale Agreement for the redevelopment of Spring Mall. (11/29/23 F&HR S. Saryan)
12. Adjourn closed session and reconvene into open session.
13. Discussion and possible action regarding a Real Estate Purchase and Sale Agreement for the redevelopment of Spring Mall. (11/29/23 F&HR S. Saryan)

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.

CITY OF GREENFIELD
OPERATOR LICENSE APPLICANTS

12/28/2023

OPERATOR'S REGULAR

NAME

ADDRESS

CITY, STATE, ZIP

Rohit Rohit

2440 W Syacamore AVE

Oak Creek, WI 53154

COMMON COUNCIL
OF THE
CITY OF GREENFIELD

RESOLUTION NO. _____

A RESOLUTION RELATING TO THE CONSTRUCTION OF SOUND BARRIERS ALONG INTERSTATE
HIGHWAYS IN THE CITY OF GREENFIELD

WHEREAS, the City of Greenfield, Wisconsin's 20th largest municipality by population, is dominated by the Interstate Highway System, with hundreds of thousands of City residents abutting or living within a few miles of Interstate highways having traffic counts exceeding 100,000 vehicles daily; and,

WHEREAS, the close proximity to Interstate highways has an immediate detrimental impact on City residents' health and safety, including sound and air pollution and vehicle containment issues; and,

WHEREAS, the State of Wisconsin DOT (WDOT) has jurisdictional control over the planning, design, construction, and maintenance of the state's Interstate highways; and,

WHEREAS, WDOT has long recognized the need for sound barriers in Greenfield, and has even planned for their installation in the past, but has never followed through on the necessary work; and,

WHEREAS, the legislature recently recognized the need for sound barriers along US 894 and provided \$7 million for the project, but WDOT has indicated that the funding is inadequate for the project area, despite WDOT having helped define it, and has asked Greenfield to help further limit the scope; and,

WHEREAS, while the City appreciates that current State funding is inadequate, and that significant sound studies are required to validate sound barrier construction, Greenfield strongly believes that sound barriers are obviously appropriate, and in fact necessary, along all Interstate highways in Greenfield to protect residents' health and safety, and that the necessary studies would certainly validate as much.

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Greenfield, that all studies, planning, and engineering required to install sound barriers along all Interstate highways in Greenfield must be undertaken by the WDOT to protect Greenfield residents' health and safety; and,

BE IT FURTHER RESOLVED, that additional funding to construct sound barriers for the entire area recently defined by WDOT must be secured; and,

BE IT FURTHER RESOLVED that, until such additional funding is procured, the City believes that available funding should be spent on those areas of greatest need in the City, which are listed, in order of importance, on Exhibit A hereto.

Michael J. Neitzke, Mayor

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 _____ day of _____, 2024.

Jennifer Goergen, City Clerk



Common Council Meeting

Item Number:

Introduced By: Department of Neighborhood Services (Katz)

Date Introduced: January 2, 2024

RELATING TO:

Approve an amendment to an existing license agreement with WE Energies, for the Powerline Trail Phase 2.

SUMMARY:

In December 2021, WE Energies granted the right, permission and authority, to develop and use a part of their lands for the Powerline Trail Phase 1 from South 60th Street to approximately 99th Street and Cold Spring Road.

This amendment will extend those rights for the Powerline Trail Phase 2, from 700 feet east of South 35th Street (Pondview Park) to South 60th Street.

FINANCIAL:

The City of Greenfield agrees to mow the grass within Greenfield. The City of Milwaukee will mow the grass for the portion of the trail within Milwaukee.

RECOMMENDATION:

Approve an amendment to an existing license agreement with WE Energies, for the Powerline Trail Phase 2.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER ___

Notice to Clerk:

All four please e-sign this page.

The paper original will be signed later by the Clerk and Mayor.

By: _____
Michael J. Neitzke
Mayor Date _____

By: _____
Jennifer Goergen
City Clerk Date _____

By: _____
Paula Schafer
Finance Director Date _____

By: _____
Chris Geary
City Attorney Date _____
Approved as to form

ADDENDUM #1

CITY OF GREENFIELD POWERLINE TRAIL PHASE 2 – TRAIL EXTENSION & CULVERT

THIS LICENSE ADDENDUM #1 made and entered into this ____ day of _____, 2023, by and between **WISCONSIN ELECTRIC POWER COMPANY**, a Wisconsin corporation, doing business as We Energies, (hereinafter “Licensor”) and the **CITY OF GREENFIELD** (hereinafter “Licensee”).

WITNESSETH

BY LICENSE AGREEMENT, entered into on the 15th of December, 2021 by and between said Licensor and Licensee, wherein Licensor granted Licensee the right, permission and authority, to develop and use a part of Licensor’s fee owned right of way land for the purpose of hiking, biking and cross-country skiing and other similar non-motorized recreational uses for use by the general public, and

WHEREAS, Licensor and Licensee now desire to make certain additional Licensor Lands subject to the License Agreement for the purpose of adding the following described Premises:

A portion of Licensee’s Lands located between South 60th Street east to the end limits of License Agreement, 700 feet east of South 35th Street (see Exhibit A).

WHEREAS, Licensee has requested Licensor to approve Licensee to install two (2) new culverts made of class four reinforced concrete pipe with one located between West Cold Spring Road and South 92nd Street and one located between South 76th Street and West Forest Home Drive (see Exhibit B). Licensee has agreed to take full responsibility and ownership of these culverts which were installed in phase one to install, maintain, repair and/or replace at Licensee’s cost.

NOW, THEREFORE, for and in consideration of covenants, conditions and agreements hereinafter contained and for the mutual benefit of Licensor and Licensee, both parties hereby agree to the following:

1. This License Addendum #1 shall be deemed a part of and incorporated into the License. All other terms, conditions and provisions of the License shall remain in full force and effect.
2. The term of this License Addendum #1 shall be for a period of twenty (20) years and continue thereafter on a year to year basis subject to termination as hereinafter provided. This License Addendum #1 shall commence on the above date which is the date the last of the Parties hereto executed this License Addendum #1.
3. The maintenance and landscaping of the additional Licensor Lands as described above, shall follow “Section 17. Maintenance and Landscaping” of the License Agreement entered into on the 15th of December, 2021.
4. Licensee shall be responsible for any culvert installation, maintenance or replacements. Licensee shall provide Licensor a copy of the design drawings of new culvert(s) at least 30 days prior to construction (see Exhibit A for culvert location(s)).
5. Licensee shall notify Marina Raykh (414) 221- 3983 and John Harvie (414) 944-5720 at least seven (7) days prior to any culvert maintenance or replacement.

6. As sole owner of pipe described above, Licensee agrees to be responsible for installation, maintenance, replacement and removal of culvert at its sole cost. Licensee also agrees that any equipment or other items not mentioned but are installed by Licensee, be maintained, replaced, or removed at its sole cost of the Licensee.
7. This License Addendum #1 shall be deemed a part of and incorporated into the License. All other terms, conditions and provisions of the License shall remain in full force and effect.

Signature page --- Next Page

DRAFT

IN WITNESS WHEREOF, the said **CITY OF GREENFIELD**, has caused this Addendum #2 to be signed by its Mayor and City Clerk on the ____ of _____, 2023 and the said **WISCONSIN ELECTRIC POWER COMPANY** has caused this Addendum #2 to be signed by Tonya M. Peters, its Manager of Property Management on the ____ day of _____, 2023,.

Licensee:

City of Greenfield,

By: _____

Michael J. Neitzke, Mayor

By: _____

Jennifer Goergen, City Clerk

Licensor:

Wisconsin Electric Power Company, a Wisconsin corporation doing business as We Energies

By: WEC Business Services LLC,

Its Affiliate and Agent

By: _____

Tonya M. Peters, Manager of Property Management

EXHIBIT "A"

Trail Extension Overview (Including Culvert Locations)

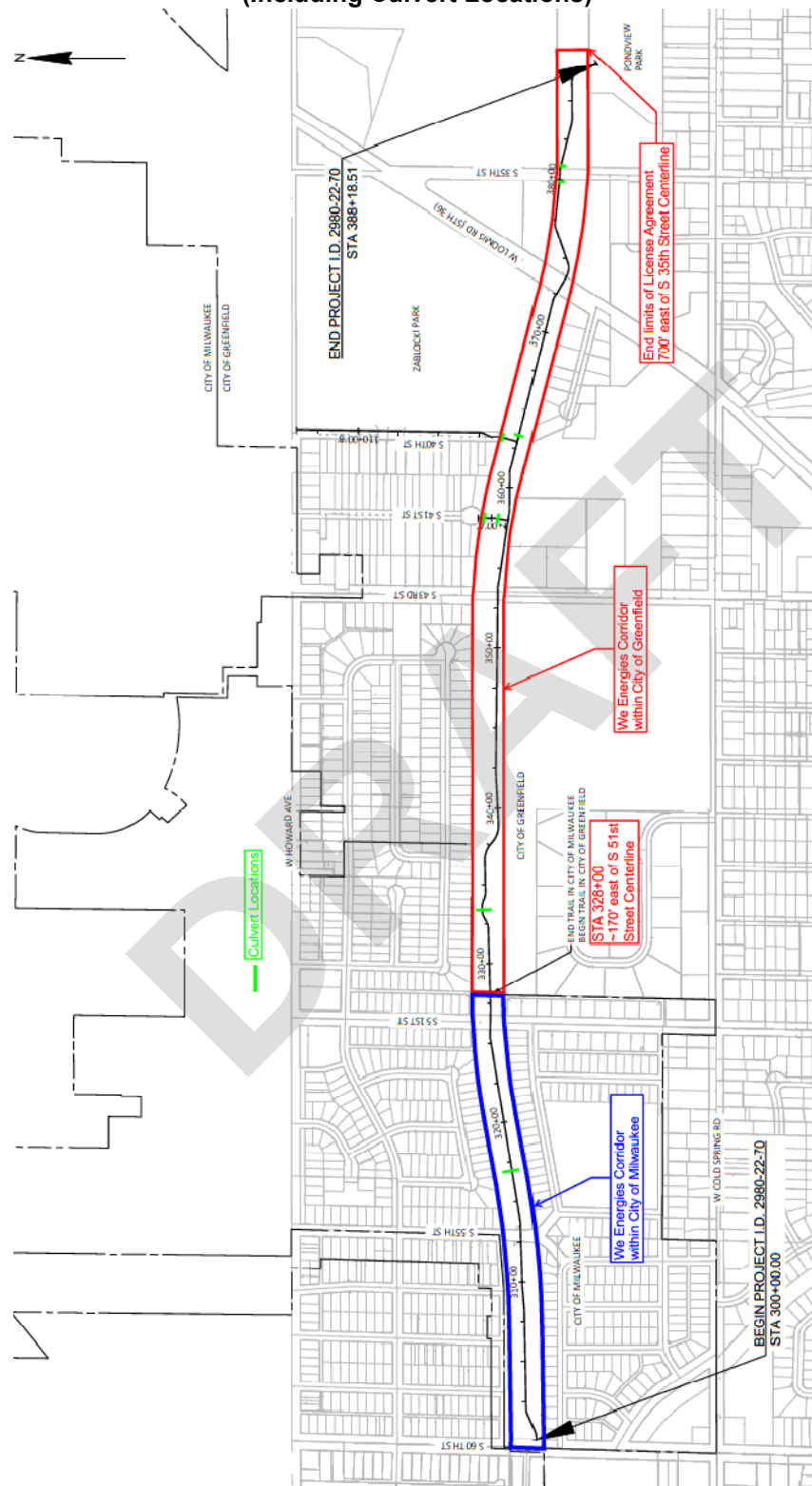


EXHIBIT "B"

Location of Culverts within Phase 1 Trail Limits

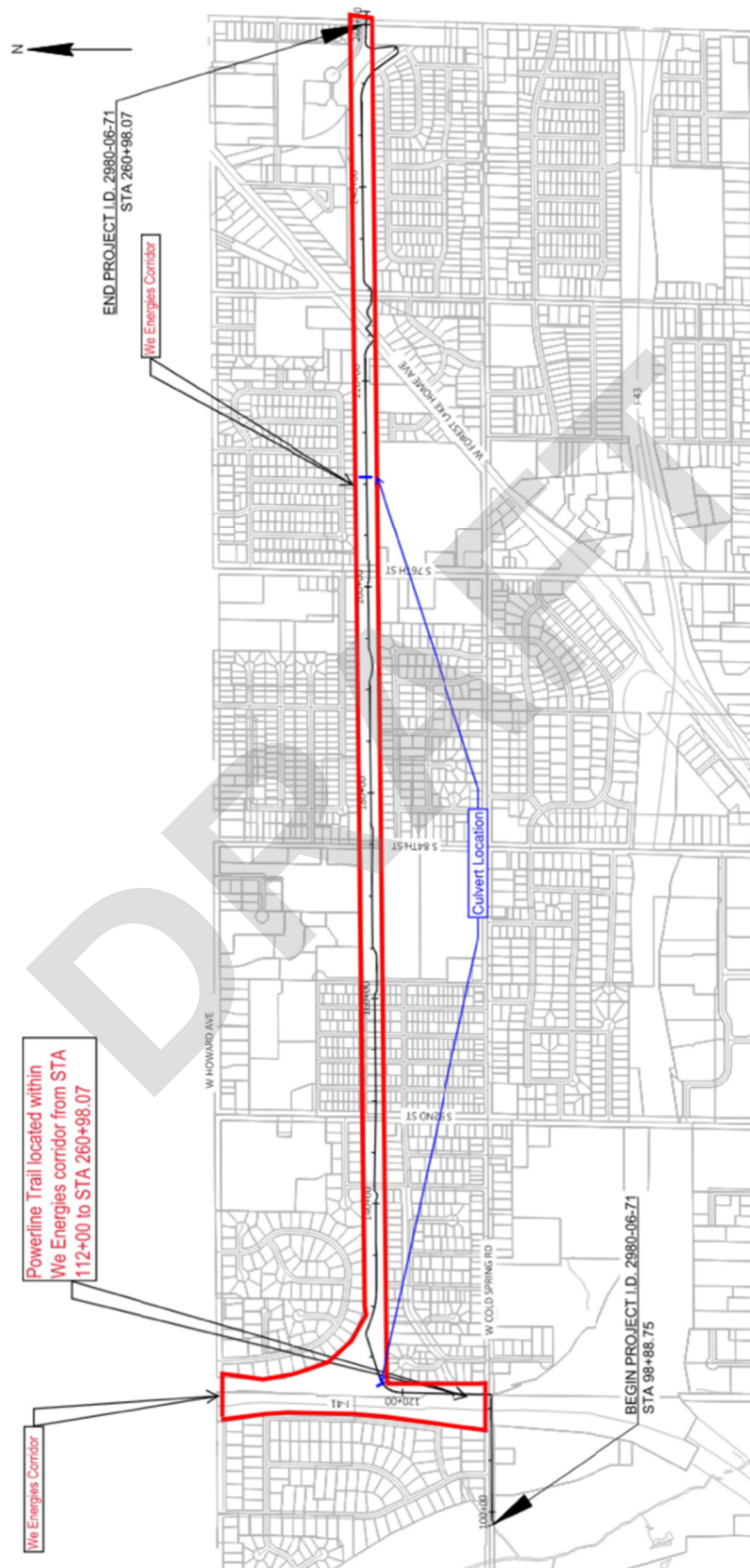
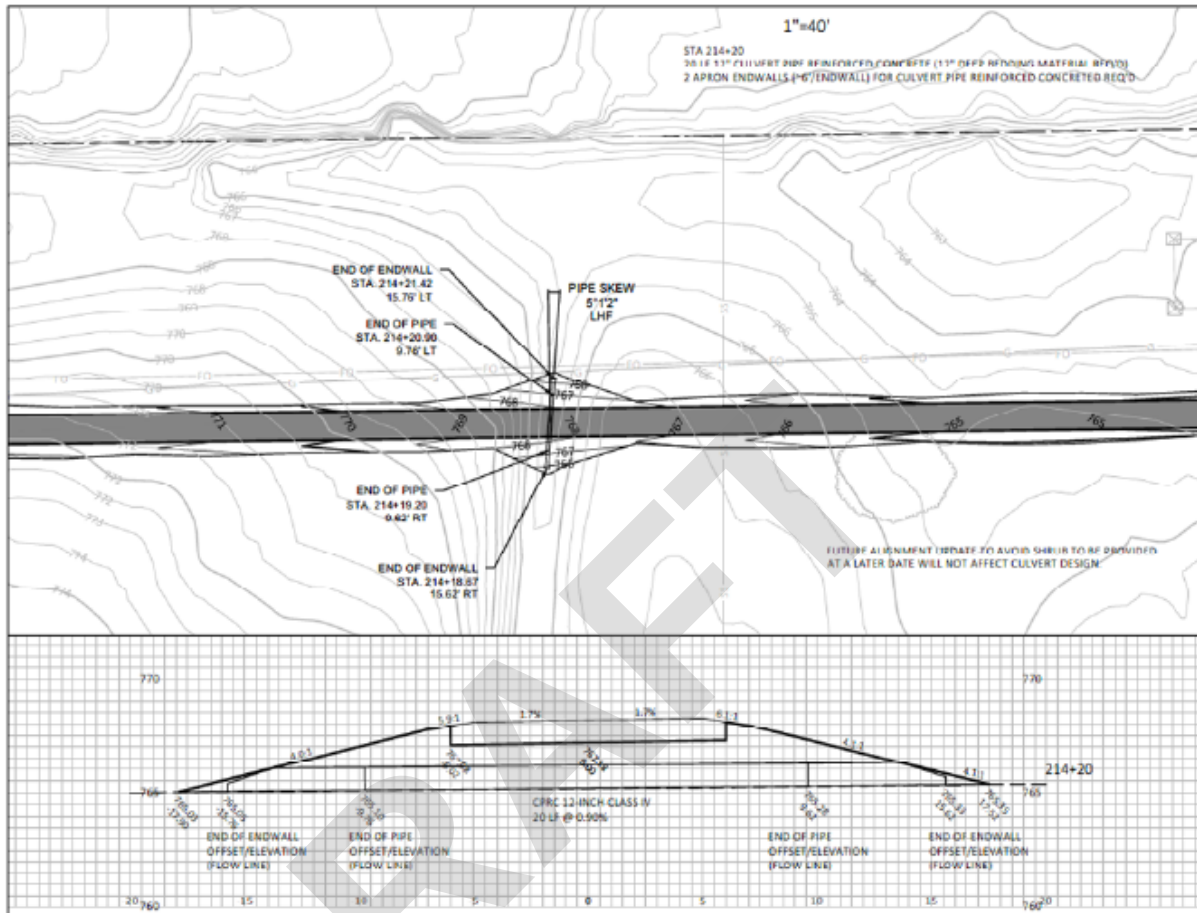


Exhibit B continued

Culvert Location





Committee: Common Council

Item Number:

Introduced By: Paula Schafer

Date Introduced: January 2, 2024

RELATING TO:

Discussion and decision to update the job description of Accountant in the Finance department.

SUMMARY:

With a recent retirement of the Senior Accountant, the job descriptions for both the Accountant and Senior Accountant are being reviewed. The Accountant job description has been updated and the Senior Accountant job description will come at a later date.

Just a few minor changes were made to the Accountant job description. Updated who the position reports to and made changes to the required and preferred education / training and experience section.

Draft job description is attached as well as the final job description.

Recommendation: Approve the revised Accountant job description.

ATTACHMENTS: KEY ISSUES ___ BACKGROUND ___ RESOLUTION ___ FISCAL NOTE ___
MOTION ___ OTHER X___



Accountant

Classification

Non - Exempt

Department/Division

Finance/Accounting

Reports to

[Assistant](#) Finance Director

Summary/Objective

The Accountant performs a variety of increasingly responsible accounting tasks. Responsible for processing the city's bi-weekly payroll. Requires regular application of mid-level technical accounting skills in responsibility areas. Supports the Finance Department front counter functions as necessary.

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.

- Processes the city's bi-weekly computerized payroll, which includes maintenance of employee pay history records, calculating pay adjustments, calculating and maintaining fringe benefit records, auditing time reports, pay requests and mileage reports.
- Processes payroll deductions for all employee benefits plans, union dues, wage assignments; including all required tax withholdings. Trains new employees who are utilizing the automated BS&A timesheets on how to record hours.
- Assists with maintaining computerized accounting system in accordance with generally accepted accounting principles.
- Assists in the training and education of personnel on accounting functions, ie running reports, entering AP, looking up information in AP and GL.
- Performs computer system operations and activities related to the Accounting Department, including processing system journal entries.
- Reviews account balances and prepare account reconciliations, proposes correcting entries.
- Assists in the preparation for the annual financial audit by preparing work papers and assembling documents.



- Monthly balancing of the city's procurement card (P-Card) purchases. Sends out user statements, sets up new vendors, resolves any discrepancies and journalizes the final completed entries.
- Responds to requests for employee verifications of employment (VOE).
- Responds to any unemployment claims, earning audits, and any other requests from the state or outside agency in coordination with the Human Resources Department and/or other Department Heads as required.
- Maintains monthly health insurance payment log for city retirees.
- Coordinates with outside agencies providing payments for retiree health insurance to ensure accurate payment amounts.
- Back up to Senior Accountant for Accounts Payable duties.
- Completes year end process for payroll, assists with balancing and submitting W-2 and 1095 Statements to the appropriate government agencies.
- May be assigned other duties within the Finance Department.

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

Knowledge, Skills and Abilities:



- Knowledge of regulations, policies and procedures that apply to accounting and payroll.
- Experience with Microsoft Windows and Microsoft Office applications; including but not limited to Word, Excel, Outlook, etc.
- Ability to retain confidentiality of city employment, personnel and financial matters.

Mathematical Skills:

- Ability to work with mathematical concepts such as statistical inference, mathematics of finance involving present and future value of income streams and to perform the mathematics reasonably expected of a person with an accounting degree.

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, 8:00 a.m. to 5 p.m. Evenings and weekends as needed.

Travel

Travel is primarily locally during the business day. Occasional travel for training and seminars outside of the city.

Required Education/Training and Experience

An Associate's Degree in accounting [or related field](#), along with a minimum of ~~five~~[three](#) years of experience in accounting, [finance or payroll](#).

Preferred Education/Training and Experience

A bachelor's degree in accounting [or related field](#), along with a minimum of two years of accounting experience preferably in a public sector.

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:**

Excellent interpersonal/communication skills. Ability to deal diplomatically with the public and other city departments. Must have the ability to be bonded.

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.

Possess the physical capacity to perform the duties of the position including, but not limited to, the following: frequent sitting, walking and standing; active listening; occasional lifting/carrying up to 10 lbs.; frequent stretching/reaching of arms; use of hands to type, handle objects, tools or controls, frequent arching of neck; occasional physical exertion moving, pulling, or pushing objects or materials up to 10 lbs.; ability to continuously bend, kneel, twist, stoop, squat, sit, etc.; and the ability to focus for long periods of time on projects or while working on computers.

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 of this job. An inside office environment with little to moderate noise. This position is responsible for a large number of time sensitive functions which result in frequent deadlines and psychological stress.

Equipment Used:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, 10 key calculators, postage machine, folding machine and various computer printers and fax machines.

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.



Accountant

Classification

Non - Exempt

Department/Division

Finance/Accounting

Reports to

Assistant Finance Director

Summary/Objective

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