

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD ON
WEDNESDAY, MARCH 13, 2024

1. The meeting was called to order by Ald. Saryan at 6:05 P.M.

Present:

Ald. Kastner
Ald. Bailey
Ald. Saryan

Also present:

Michael Neitzke, Mayor
Paula Schafer, Finance Director (excused)
Julie Foley, Human Resources Director (excused)
Tim Sowinski, Assistant Finance Director
Scott Jaquish, Parks and Recreation Director
Jeff Katz, Neighborhood Services Director
Randy Esch, Superintendent of Public Works

2. Approval of the February 28, 2024 Finance & Human Resources committee meeting minutes.

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve the February 28, 2024 Finance & Human Resources committee meeting minutes.

The motion carried unanimously.

3. Approval of 2024 Wisconsin Parks & Recreation Association Theme Park Ticket Agreement.

Mr. Jaquish explained that this is an annual renewal. The tickets are sold on consignment, so the City is not out any money if the tickets don't sell. A portion of all tickets sold, \$0.75, is retained in Parks and Recreation and used to help offset the financial assistance program for fees and registration in the Parks and Recreation department.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve of 2024 Wisconsin Parks & Recreation Association Theme Park Ticket Agreement.

The motion carried unanimously.

4. Discussion and decision to update the job description of Senior Accountant in the Finance Department.

Mr. Sowinski stated it has been several years since this job description was updated. Slight changes were made in regards to educational requirements, and some job duties were combined.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve updating the job description of Senior Accountant in the Finance Department.

The motion carried unanimously.

5. Approval of mileage reimbursements in the amount of \$544.77.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve mileage reimbursements in the amount of \$544.77.

The motion carried unanimously.

6. Approval of schedules of disbursements in the amount of \$2,532,162.37.

AP DISBURSEMENT SCHEDULES:

AP CHECKS	3/1/2024	\$	369,689.44
AP CHECKS	3/8/2024	\$	235,925.53
WIRE TRANSFERS - FEB 2024		\$	1,757,948.91
P-CARDS - FEB 2024		\$	168,598.49
TOTAL \$			2,532,162.37

Motion originally by Ald. Bailey, seconded by Ald. Kastner, to approve schedules of disbursements in the amount of \$2,532,162.37.

The motion carried unanimously.

7. Accept investments and reinvestment for February 2024.

FEBRUARY 2024
INVESTMENTS

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned	ID #
Money Mkt/Tri-City Bank	\$2,727,169.89	12/31/2001	variable		\$108.34	21901270
Ehlers Investment Partners X-2055705 GRD GEN INV	\$6,815,099.04	12/9/2014	variable			
Ehlers Investment Partners X- GRD 2021A INV	\$0.00					
Ehlers Investment Partners X- GRD 2021B	\$538,178.95	7/1/2021	variable			
Ehlers Investment Partnes X - ARPA	\$3,073,755.14					
Ehlers Investment Partnes X - 2022A X-3025	\$763,720.64					
Associated Bank Investments	\$6,500,026.13	3/15/2022	variable			
Totals	\$20,417,949.79				\$108.34	

LOCAL GOVERNMENT INVESTMENT POOL

February 2024 Statement

January Ending Balance	\$ 35,954,960.52
1 Deposit (s) in February	4,272,347.96
0 Withdrawal(s) in February	-
February Interest Earnings @ 5.39%	154,702.42
TOTAL	\$ 40,382,010.90

Motion by Ald. Kastner, seconded by Ald. Bailey, to accept investments and reinvestment for February 2024.

The motion carried unanimously.

8. Discussion and decision to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c)(e) and (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 (wages, insurance, or investing of public funds)
 - 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.

Motion by Ald. Kastner, seconded by Ald. Bailey, to go into closed session at 6:11 pm.

The motion carried unanimously on a roll call vote.

9. Adjourn closed session and reconvene into open session

Motion by Ald. Kastner, seconded by Ald. Bailey, to adjourn closed session at 7:49 pm and reconvene into open session.

The motion carried unanimously.

10. Decision to approve a Side Letter Agreement between the City of Greenfield and Greenfield Police Association pertaining to Insurance for Surviving Dependents and Retiree Health Insurance for Represented Police Department Employees.

Motion by Ald. Bailey, seconded by Ald. Kastner, approving a Side Letter Agreement between the City of Greenfield and Greenfield Police Association pertaining to Insurance for Surviving Dependents and Retiree Health Insurance for Represented Police Department Employees.

The motion carried unanimously.

11. Decision to revise Department of Neighborhood Services organizational chart.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve revising Department of Neighborhood Services organizational chart.

The motion carried unanimously.

12. Decision to revise job description for Neighborhood Services Director.

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve revising job description for Neighborhood Services Director.

The motion carried unanimously.

13. Decision to change job title for Community Development Manager to City Planner, revise job description and set salary.

Motion by Ald. Bailey, seconded by Ald. Kastner, to change job title for Community Development Manager to City Planner, revise job description and set salary.

The motion carried unanimously.

14. Decision to change job title for Project Engineer to City Engineer, revise job description and set salary.

Motion by Ald. Kastner, seconded by Ald. Bailey, to change job title for Project Engineer to City Engineer, revise job description and set salary.

The motion carried unanimously.

15. Decision to revise job description for Planner and set salary.

Motion by Ald. Kastner, seconded by Ald. Bailey, to revise job description for Planner and set salary.

The motion carried unanimously.

16. Decision to revise full-time DPW Clerk/Typist position to part-time, revise job description, set salary, recruit and hire.

Motion by Ald. Kastner, seconded by Ald. Bailey, to revise full-time DPW Clerk/Typist position to part-time, revise job description, set salary, recruit and hire.

The motion carried unanimously.

17. Items for future agenda.

Department of Neighborhood Services organizational chart may need further changes.

18. Adjournment.

Motion by Ald. Kastner, seconded by Ald. Bailey, to adjourn the meeting at 7:53 pm.

The motion carried unanimously.