



REVISED COMMON COUNCIL MEETING AGENDA

Tuesday, March 19, 2024 - 7:00 PM

- A. Call to Order & Roll Call
- B. Opening Prayer
- C. Pledge of Allegiance
- D. Approval of the March 5, 2024 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 Zoning Board of Appeals for a term to expire 5/1/26 (formerly John Rivera)
 - 2. Discussion and possible action on a motion to reconsider the following motion that was approved by the Common Council at its meeting of 3/05/24:
Motion to approve the agreement with the City of West Allis to establish the Southwest Suburban Health Department and to authorize the City Attorney to finalize the agreement substantially consistent with the recommendations of the Finance and Human Resources Committee that the City's allocation will be the levied amount of \$724,272, prorated for 2024, with future years at that amount plus the (net new construction percentage plus 1%), proration of revenues for permits/services for 2024, and receipt of employment offer letters; and to approve the form of Service Agreement between the new department and the City of West Allis, including the utilization of space at the Greenfield City Hall. (2/28/24 F&HR S. Saryan) (CC: 3/5/24)
- J. New Business
 - 1. Resolution disallowing the claim received of Adnan Assad regarding alleged damages to his vehicle on February 15, 2024. (Goergen)
 - 2. Claim received from ARI Fleet on behalf of Diana Vargas. (Goergen)
 - 3. Resolution disallowing the subrogation claim of ARI Fleet (Diana Vargas, Insured) relating to property damage. (Goergen)
 - 4. Resolution disallowing the claim of Laura Thomas regarding alleged personal injury as a result of a slip and fall on January 23, 2024. (Goergen)
 - 5. Resolution appointing additional election inspectors for 2024-2025. (Goergen)
 - 6. Approve applications for 2023-2024 operator licenses (Goergen)
 - 7. Approval of 2024 & 2025 Agreement for July 4th Fireworks display at Konkel Park (S. Jaquish)

8. Approve a Special Use Review and Site Plan Review for Crunch Fitness, a proposed fitness and recreational sports center, to be located at 6251 S. 27 St., submitted by Aaron Lieberman, d/b/a JEM CF California One, LLC c/o Atticus Franchise Group and Jeff Jennings, d/b/a J Plus Architects Inc. (Tax Key No. 691-9841-016) (PC-3/12/24 Kastner)
9. Approve a Special Use Review and Site Plan Review for change of tenancy for The Chef House, a proposed full-service restaurant, to be located at 3322 W. Loomis Rd., submitted by Shazad Ahmad, d/b/a The Chef House. (Tax Key No. 553-0436-001) (PC-3/12/24 Kastner)
10. Approve a Condominium Plat for division of land at 5050-52 S. 58 St., submitted by Scott and Kristine Iwinski, owners, and Dennis Sauer, d/b/a Metropolitan Survey Service, Inc. (Tax Key No. 619-0009-000) (PC-3/12/24 Kastner)
11. Approve an Outdoor Special Event application for the Grand Appliance Grand Tent Sale, to be located at 6531 W. Layton Ave., March 21, 2024 through March 24, 2024. Application includes the following combination of licenses/permits: Outdoor Special Event and building permit. (Porter)
12. Approve an Outdoor Special Event application for the Kalibres Cinco de Mayo, to be located at 4555 W. Forest Home Ave., May 5, 2024. Application includes the following combination of licenses/permits: Outdoor Special Event, Extension of Premises (beer and liquor, band and DJ), and Food. Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12. (Porter)
13. Approve an Outdoor Special Event application for the Dan Jansen Family Fest, to be located at 5151 W. Layton Ave., May 23, 2024 through May 27, 2024. Application includes the following combination of licenses/permits: Outdoor Special Event, Temporary Class "B" Retailer's License (beer), and Food. Requesting Council approval to allow unaccompanied underage individuals on the licensed beer premises pursuant to Wis. Stat. 125.07(3)(a)12. (Porter)
14. Approve an Outdoor Special Event application for the Salvation Army Community Rummage Sale, to be located at 2900 W. Cold Spring Rd., May 25, June 22, July 27, and August 24, 2024, and all applicable licenses/ permits, and waive application fee. Application includes the following combination of licenses/permits: Outdoor Special Event. (Porter)
15. Approve an Outdoor Special Event application for the Salvation Army Movie Nights, to be located at 2900 W. Cold Spring Rd., May 31, June 14, and July 5, 2024, and all applicable licenses/ permits, and waive application fee. Application includes the following combination of licenses/permits: Outdoor Special Event. (Porter)
16. Approve an Outdoor Special Event application for the Salvation Army Car Show, to be located at 2900 W. Cold Spring Rd., June 1, 2024, and all applicable licenses/ permits, and waive application fee. Application includes the following combination of licenses/permits: Outdoor Special Event. (Porter)
17. Approve an Outdoor Special Event application for the Salvation Army End of Summer Fair, to be located at 2900 W. Cold Spring Rd., August 16, 2024, and all applicable licenses/ permits, and waive application fee. Application includes the following combination of licenses/permits: Outdoor Special Event. (Porter)
18. Approve a Temporary Construction Easement Agreement with the Cobalt Loomis LLC for construction access. (Katz)
19. Approval of 2024 Wisconsin Parks and Recreation Association Theme Park Ticket Agreement (3/13/24 F&HR S. Saryan)
20. 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 (3/13/24 F&HR S. Saryan)

21. Discussion and decision to update the job description of Senior Accountant in the Finance Department. (3/13/24 F&HR S. Saryan).
 22. Decision to revise Department of Neighborhood Services organizational chart (3/13/24 F&HR S. Saryan)
 23. Decision to revise job description for Neighborhood Services Director (3/13/24 F&HR S. Saryan)
 24. Decision to change job title for Community Development Manager to City Planner, revise job description and set salary (3/13/24 F&HR S. Saryan)
 25. Decision to change job title for Project Engineer to City Engineer, revise job description and set salary (3/13/24 F&HR S. Saryan)
 26. Decision to revise job description for Planner and set salary (3/13/24 F&HR S. Saryan)
 27. Decision to revise full-time DPW Clerk/Typist position to part-time, revise job description, set salary, recruit and hire (3/13/24 F&HR S. Saryan)
 28. Approval of schedules of disbursements in the amount of \$2,532,162.37. (3/13/24 F&HR S. Saryan)
 29. Approval of mileage reimbursements in the amount of \$544.77. (3/13/24 F&HR S. Saryan)
 30. Accept investments and reinvestment for February 2024. (3/13/24 F&HR S. Saryan)
 31. Common Council to go into closed session pursuant to Wis. Stat. § 19.85 (1)(b) & (f), considering licensure, social or personal history, or medical information, for purposes of issuing a 2023-2024 operator license to the following:
 - a. Michael Stanley Montoure
 32. Adjourn closed session and reconvene into open session.
 33. Decision re: 2023 - 2024 Operator's License for Michael Montoure
- 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.

Southwest Suburban Health Department ~~of Milwaukee County~~

This agreement to establish a multiple municipal local health department is formed between the City of West Allis ("West Allis") and the City of Greenfield ("Greenfield") for the purpose of providing local health department services to both communities (the "Agreement"). West Allis and Greenfield are also referred to below as "Member Municipalities" and "parties."

WHEREAS, Wis. Stat. § 251.02(2)(a) requires Milwaukee County municipalities to either establish a local health department or contract for services in lieu of establishing their own department; and

WHEREAS, Wis. Stat. § 251.02(2)(b) allows Milwaukee County municipalities to establish a multiple municipal local health department that meets the requirements of Wis. Stat. Ch. 251 instead of establishing their own department or contracting for services; and

WHEREAS, Wis. Stat. § 66.0301(2) allows cities to contract with other municipalities for the joint exercise of any power or duty required or authorized by law in addition to any the provisions of any other statutes specifically authorizing cooperation; and

WHEREAS, West Allis and Greenfield agree that establishing a joint health department pursuant to both of the above provisions to gain efficiencies, improve communication, and offer more robust services is in the best interests of both communities;

NOW, THEREFORE, for and in consideration of the mutual covenants contained herein, it is agreed by and between West Allis and Greenfield as follows:

1. NAME. The multiple municipal local health department formed under this Agreement shall be called the Southwest Suburban Health Department ~~of Milwaukee County~~ ("SWSHD").
2. DURATION
 - a. SWSHD shall become a public body politic effective April 1, 2024 (the "Commencement Date") and shall begin to provide public health services to Member Municipalities on that date.
 - a.b. The initial term of the Agreement shall be for 5 years.
 - b.c. This Agreement shall automatically renew annually unless a party withdraws in accordance with this Agreement.
3. LOCAL BOARD OF HEALTH. Pursuant to Wis. Stat. § 251.03(4r), the parties disregard the requirements of Wis. Stat. § 251.03(1)-(4m) and instead establish a joint board of health ("Board") as follows:
 - a. Number of Members. The Board shall consist of not more than ~~9~~8 members plus 1 additional member for each additional municipality that contracts to join SWSHD.
 - b. Appointment by Governing Bodies. The chief executive officer of a city or a village shall appoint members of a local board of health, subject to confirmation by its governing body.
 - i. West Allis may appoint up to 5 members to the Board.
 - ii. Greenfield may appoint up to 3 members to the Board.
 - iii. If any municipality contracts to join SWSHD, it may appoint 1 member to the Board. The Village of West Milwaukee ("West Milwaukee"), which

presently contracts with West Allis for health department services and has a member on the West Allis Board of Health, shall have a member on the SWSHD Board during 2024, while it decides whether to become a member of SWSHD as of January 1, 2025 or, in the alternative, to enter into a contract for comprehensive health department services with SWSHD ("Contract Municipality"). Any municipality that contracts for health department services shall be entitled to appoint a non-voting, liaison member- to the SWSHD Board.

- c. Length of Term. Each member appointed to the Board shall serve a term established by the governing body that appointed that member.
 - d. No Limitation on Membership. The governing bodies of each municipality may appoint any number of elected officials or employees of that municipality to the Board.
 - e. Chairperson and Clerk. The Board shall elect a chairperson and clerk by majority vote.
 - f. Powers. The Board shall have the powers and perform such duties as are prescribed in Wis. Stat. Section 251.04, except as otherwise specifically provided in this Agreement or by state law.
4. CONTRACTED PUBLIC HEALTH SERVICES FOR THIRD PARTIES. The Board is authorized to enter into agreements to provide public health services to third party municipalities for a fee and under the terms established by the Board.
5. LOCAL HEALTH OFFICER. The local health officer for ~~the~~ SWSHD shall be appointed by the Board by majority vote consistent with the terms of any service agreement to which SWSHD is a party.
6. SERVICES. ~~The~~ SWSHD shall maintain to its best ability Level III local health department designation but will accommodate Level II or I if warranted pursuant to Wis. Stat. § 251.05(2)(c).
- 6-7. EMPLOYEES AND CONTRACTORS. Subject to the appropriations in the approved budget, ~~the~~ SWSHD ~~may directly hire employees or may shall~~ contract with the parties or third parties to perform health services as well as any administrative or other necessary services and may not hire employees.

7-8. BUDGET

a. Member Municipality Contributions.

- i. Year 2024. The 2024 operating expense budget for SWSHD shall be \$2,346,774, funded by contributions of \$676,929 from Greenfield and \$1,669,845 from West Allis no later than the Commencement Date, determined by adding the amount levied by Greenfield in its approved 2024 budget (i.e., \$) with the amount levied by West Allis in its approved 2024 budget (i.e., \$), plus grants received by either community in the cumulative amount of \$. Each party shall retain any revenues from licenses, permits, or any other sources related to the operation of a health department in 2024, other than grants. SWSHD shall begin administering all health department

grants for West Allis and Greenfield as of the Commencement Date and continue to do so in each subsequent year.

- ii. Year 2025. The 2025 operating expense budget for SWSHD shall be funded by contributions by Member Municipalities. Greenfield's contribution shall equal \$724,272, increased by an amount equal to Greenfield's net new construction percentage plus 1%. West Allis' contribution shall be the remaining balance of the 2025 operating budget, not to exceed \$1,646,461, increased by an amount equal to West Allis' net new construction percentage plus 1%. SWSHD shall receive and retain any revenues from licenses, permits, grants, or any other sources related to the operation of a health department in 2025 and each subsequent year.

- a-iii. Year 2026 and Subsequent Years. For ~~2025-2026~~ and beyond, Greenfield shall contribute an amount equal to its previous year's contribution plus Greenfield's ~~allowed levy limit percentage increase~~net new construction percentage, plus ~~one percent (1%)~~. For example, if Greenfield's contribution in Year 1 is \$500,000 and its net new construction percentage for Year 1 is 0.5%, Greenfield's contribution for Year 2 would be \$507,500, comprising of the previous year's contribution (\$500,000) plus 1.5% of the previous year's contribution (\$7,500). However, Greenfield's contribution in any year shall not exceed an amount equal to its proportional share based upon the populations of the Member Municipalities according to the previous year's final population estimates provided by the Wisconsin Department of Administration. West Allis shall contribute the balance of the operating expenditure budget in any particular year.

- b. Operating Expenditures. The SWSHD Board shall prepare and adopt an annual budget for ~~the~~ SWSHD's operating expenses by September 15 of ~~each the~~ year prior to the budget year. ~~The total Annual annual~~ operating expense budget ~~increases~~ shall not exceed ~~the average of~~ the previous year's ~~levy limits~~net new construction percentage ~~increases~~ for each ~~Member M~~unicipality, plus ~~one percent (1%), plus grant revenues~~. The Board is not required to seek or obtain approval from ~~municipal members~~Member Municipalities of the SWSHD if the Board ~~presents and~~ adopts an operating expense budget within the range equal or less than the amount set forth above. If the Board adopts an operating expense budget in excess of the ~~range amount~~ set forth above, the budget is only approved if both Member Municipalities agree to appropriate additional funding.
- c. Capital Expenditures. The SWSHD Board shall prepare and adopt an annual budget for ~~the~~ SWSHD's capital expenses by September 15 of ~~each the~~ year prior to the budget year. For purposes of this Agreement, capital expenses are expenses, other than operating expenses, that are intended to provide a long-term benefit, such as the purchase of real property or fixtures attached to real property, and physical equipment with an expected useful life of more than ~~five~~ (5) years. Upon majority approval of the annual capital improvements budget by the governing bodies of the Member Municipalities, the SWSHD Board may make or contract for approved capital project expenditures of up to the approved budget amount for each specific capital funding request.
- d. Fund Balance. Any unspent portion of an approved budget at the end of a fiscal year shall be allocated to ~~the~~ SWSHD's fund balance. The Board shall have the authority to approve capital expenditures less than \$25,000 if using monies in the

current fund balance. For capital expenditures of \$25,000 or more, or where a capital expenditure requires additional funding from the Member Municipalities than contained in the Board's approved budget, approval of the majority of Member Municipalities shall be required.

- e. Delivery of Budget Request. A ~~certified~~ copy of the budget, which shall include a statement of the amount apportioned to each municipality, shall be delivered to the governing body of each party.
- f. Appropriation. The appropriation to be made by each party shall be determined by the governing body of that city. If any governing body appropriates less than the amount authorized by this Agreement, the other party may seek any legal remedy to enforce the terms of this Agreement.
- g. Payment. ~~Payments-Contributions to the~~ SWSHD under this section for each budget year shall be made ~~15 days prior to the last day of the first, fourth, seventh, and tenth months of the year~~ by February 15 of the budget year. If a party fails to make any payment on or before the due date, the balance due shall accrue simple interest at an annual percentage rate of 18% for each day payment is overdue. In the event any party commences legal action regarding payments due under this Agreement, the prevailing party in such action shall be entitled to its costs, disbursements, and reasonable attorney's fees.

8.9. WITHDRAWAL

- a. Notice. West Allis or Greenfield may withdraw from this Agreement by giving written notice to the Board and to the governing body of the other party.
- b. Minimum Participation Period. Notwithstanding Sec. 9.a., no party may withdraw from this Agreement during the initial minimum participation period of 5 years unless withdrawal is necessary to meet statutory requirements for a Level I health department under Wis. Stat. § 251.05 or upon mutual agreement of the parties.
- c. Effective Date. Any notice to withdraw from this Agreement shall be given at least 1 year prior to commencement of the fiscal year at which the withdrawal takes effect.
- ~~c.d.~~ Fund Balance Return. Upon a party withdrawing under this provision, a portion of the fund balance on the effective date of withdrawal shall be returned to that withdrawing party. The amount returned shall be equal to the average proportion of contributions made by that party to SWSHD over the preceding 5 years.

9.10. AMENDMENTS. Any amendments to this Agreement or any exhibit hereto shall be approved by the governing bodies of the parties.

10.11. HOLD HARMLESS. Any uninsured liability, costs of damages for personal injury, property damage, or any other loss of whatever nature incurred by ~~the~~ SWSHD or any party by reason of services provided shall be the liability of ~~the~~ SWSHD, subject to the contributions of the parties herein described. Any such uninsured liability, costs, or damage shall be paid proportionately by each of the parties in the same manner as the annual appropriation is calculated, notwithstanding the political jurisdiction in which such injury, loss, or damage occurs, through contributions by such parties, or if such budget is insufficient, through additional contributions to ~~the~~ SWSHD made proportionately by the parties.

11.12. ASSIGNMENT. No party may assign this Agreement.

~~12-13.~~ SEVERABILITY. If any provision of this Agreement shall be held or declared invalid, illegal, or unenforceable under any law applicable thereto, such provision shall be deemed deleted from this Agreement without impairing or prejudicing the validity, legality, and enforceability of the remaining provisions hereof.

~~13-14.~~ INSURANCE. SWSHD shall procure and maintain during the term of this Agreement insurance to cover its operation. Such insurance shall include, but not be limited to property, comprehensive general liability, auto, worker's compensation, errors and omissions, and employee dishonesty insurance coverage. Such insurance shall name each of the parties as an additional insured.

~~14-15.~~ WISCONSIN LAW. This Agreement is to be interpreted in accordance with the laws of the State of Wisconsin.

~~15-16.~~ NO WAIVER OF IMMUNITIES. Nothing in this Agreement shall constitute a waiver in whole or in part, of any immunities of any party under Wis. Stat. § 893.80 or any other statutory or common law.

~~16-17.~~ ACKNOWLEDGMENT. The parties acknowledge by the signature of its duly authorized representative below that each party, through its authorized agent, has read and understands all the terms and conditions of this Agreement as set forth herein.

~~17-18.~~ ENTIRE AGREEMENT. This document, including any and all attachments, unless stated herein or specified as illustrative, constitutes the entire Agreement between the parties on this subject matter and is intended as a final expression of the Agreement of the parties and the complete and exclusive statement of the terms of the Agreement. All other prior and collateral understandings, Agreements and promises with respect thereto are merged herein. No provision of this Agreement shall be deemed waived, amended, or modified by either party unless such waiver, amendment or modification is in writing signed by the party sought to be bound by the waiver, amendment, or modification. The parties may enter into any other agreements to further define any aspect of ~~the~~ SWSHD's operations or administration.

~~18-19.~~ PRESUMPTIONS. This Agreement is the result of negotiations between the parties, each of whom was represented by counsel. No party may claim or enjoy any presumption with regard to the interpretation of this Agreement based on its draftsmanship.

~~19-20.~~ AUTHORITY. The Undersigned represent and warrant that they are duly authorized to enter into this Agreement on behalf of the respective parties.

SERVICE AGREEMENT

between

**SOUTHWEST SUBURBAN HEALTH DEPARTMENT-~~OF MILWAUKEE COUNTY~~
AND
CITY OF WEST ALLIS**

for

Public Health, Fiscal Agent, Human Resources, and Administrative Services

This service agreement ("Agreement") is entered into by and between the City of West Allis ("City") and the Southwest Suburban Health Department ~~of Milwaukee County~~ ("SWSHD"), for the purpose of addressing services to be provided to SWSHD.

The Parties agree as follows:

1. City shall provide public health services to SWSHD through its employees. All persons serving in regular positions within SWSHD's organizational chart shall be employees of City.
2. The City Health Commissioner shall serve as the local health officer for SWSHD.
3. City shall serve as the fiscal agent for SWSHD.
4. The initial term of this Agreement shall begin on ~~March~~ April 1, 2024, and expire on ~~December~~ March 31, ~~2028~~2029. This Agreement shall be automatically renewed annually thereafter. During the initial or any subsequent term, either party may notify the other of its intent to not to renew the Agreement by providing notice to the other party at least one year prior to the expiration of a term, unless both parties mutually agree to terminate this Agreement sooner.
5. Effective ~~March~~ April 1, 2024, City shall become the employer of the City of Greenfield's ~~eight~~ health department employees, who are identified on Exhibit A. The individuals who become City employees under this paragraph shall receive the ~~same~~ pay rate and benefits that they received while employees of the City of Greenfield prior to becoming City employees identified in their offer letters. Otherwise, said employees shall be entitled to such benefits as are provided to all other non-represented City employees, consistent with the standard terms of employment for City.
6. SWSHD shall obtain and utilize office space to serve West Allis and Greenfield in a manner that provides equitable service to each community. City shall provide secure technological connectivity for all SWSHD locations to efficiently administer the activities outlined in this Agreement.
7. SWSHD, by contracting to obtain public health services from City, shall not exercise any supervisory authority over any City employee. The power to discipline, terminate or

suspend employees providing SWSHD services and to establish their compensation remains with City.

8. SWSHD, by contracting to obtain public health services from City, shall not be responsible for the acts of the City employees. The City shall be liable for and may insure against any workers' compensation claims, general and auto liability, employee errors and omissions, employee dishonesty, and similar liabilities.

~~9. City shall develop, approve, and maintain personnel policies for SWSHD employees.~~

~~10-9.~~ SWSHD shall adopt and comply with City's financial and accounting policies.

~~11-10.~~ City shall maintain a separate "Grant Fund" so that grants awarded to SWSHD are accounted for and tracked.

~~12-11.~~ City shall provide payroll, accounts payable, and human resources services in an electronic method as well as other services in a manner that enhances the efficiency of the administration of SWSHD.

~~13-12.~~ City shall keep complete, accurate records of all receipts and expenditures of SWSHD operations.

~~14-13.~~ City shall provide additional human resources and administrative services as well as policy recommendations as deemed necessary and as required by both parties for the effective, efficient, and legal administration of SWSHD.

~~15-14.~~ All annual unspent operating monies shall be placed in an operating fund balance account in a special revenue fund set up for SWSHD administered by City.

~~16-15.~~ In the event a capital fund is established, all annual unspent capital monies shall be placed in the capital fund balance account set up for SWSHD administered by City.

~~17-16.~~ City shall complete ~~an~~ annual audited financial statements of SWSHD's operating, grant, and capital (if created) financial accounts and provide copies of that statement to West Allis and Greenfield.

~~18-17.~~ For 2024, administrative services provided for ~~the~~ SWSHD by City in 2024 are included in the operating costs outlined in the Intergovernmental Agreement. For 2025 and beyond, City shall receive an administrative fee from SWSHD for the services specified above based on actual administrative costs, but such payment shall not exceed 5% of the total SWSHD annual operating budget.

COMMON COUNCIL
OF THE
CITY OF GREENFIELD

RESOLUTION NO. _____

A RESOLUTION DISALLOWING THE CLAIM OF ADNAN ASSAD
REGARDING ALLEGED DAMAGES TO HIS VEHICLE
ON FEBRUARY 15, 2024

WHEREAS, Adnan Assad submitted a claim on February 21, 2024; and

WHEREAS, the claimant alleged that, on or about February 15, 2024, while driving his vehicle on I-894 before the Loomis Avenue exit, part of a tree limb struck his vehicle in the area where trees had been cut down. Two estimates of repair were submitted with the claim, the higher of which is the sum of \$2,102.25.

WHEREAS, the City's Attorney's Office has reviewed the facts and circumstances relating to the claim and recommends that the Common Council disallow the claim.

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Greenfield, that the claim of Adnan Assad is disallowed.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to forward a copy of this disallowance to claimant and claimant is hereby advised that legal action to collect on this claim be commenced within six (6) months of the date of disallowance or be barred.

Approved:

Michael J. Neitzke, Mayor

Date Approved:

_____, 2024

This is to certify that the foregoing Resolution was 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
OF THE
CITY OF GREENFIELD

RESOLUTION NO. _____

A RESOLUTION DISALLOWING THE SUBROGATION CLAIM OF ARI FLEET
(DIANA VARGAS, INSURED) RELATING TO PROPERTY DAMAGE

WHEREAS, on or about March 4, 2024, the City Clerk received a subrogation claim from ARI Fleet (Automobile Rentals, Inc.) in the amount of \$1,838.38 relating to its insured, Diana Vargas, regarding damage to a rental vehicle alleged to have occurred in Green Bay, Wisconsin, on June 26, 2023; and,

WHEREAS, the City Attorney has reviewed the facts and circumstances relating to the claim and the underlying vehicle incident and recommends that the Common Council disallow the claim.

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Greenfield, that the subrogation claim of ARI Fleet (Automobile Rentals, Inc.) in the amount of \$1,838.38 relating to damage to a vehicle alleged to have occurred on June 26, 2023 involving its insured, Diana Vargas, is hereby disallowed.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to forward a copy of this disallowance to claimant and claimant is hereby advised that legal action to collect on this claim must be commenced within six (6) months of the date of disallowance or be barred.

Approved:

Michael J. Neitzke, Mayor

Date Approved: _____, 2024

This is to certify that the foregoing Resolution was 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
OF THE
CITY OF GREENFIELD

RESOLUTION NO. _____

A RESOLUTION DISALLOWING THE CLAIM OF LAURA THOMAS
REGARDING ALLEGED PERSONAL INJURY AS A RESULT OF A SLIP AND FALL
ON JANUARY 23, 2024

WHEREAS, Laura Thomas submitted a claim on February 1, 2024; and

WHEREAS, the claimant alleged that, on or about January 23, 2024, while leaving the Greenfield Community Center, 7215 West Coldspring Road, in the City of Greenfield, she slipped and fell in the access area to the parking lot causing her to sustain personal injury that required dental services. Two estimates for dental services were submitted with the claim, the higher of which is the sum of \$1,281.00.

WHEREAS, the City's Attorney's Office has reviewed the facts and circumstances relating to the claim and recommends that the Common Council disallow the claim.

NOW THEREFORE, BE IT RESOLVED, by the Common Council of the City of Greenfield, that the claim of Laura Thomas is disallowed.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to forward a copy of this disallowance to claimant and claimant is hereby advised that legal action to collect on this claim be commenced within six (6) months of the date of disallowance or be barred.

Approved:

Michael J. Neitzke, Mayor

Date Approved: _____, 2024

This is to certify that the foregoing Resolution was adopted by the Common Council of the City of Greenfield, Wisconsin, at a meeting held on the ____ day of _____, 2024.

Jennifer Goergen, City Clerk

RESOLUTION NO. ____

RESOLUTION APPOINTING ADDITIONAL ELECTION
INSPECTORS FOR 2024-2025

WHEREAS, Wis. Stats. 7.30(4)(a) requires the governing body to appoint election officials no later than the last regular meeting in December of each odd numbered year for the 2024-2025 election cycle; and

WHEREAS, appointments were made, but in addition to the appointments already made, the Common Council desires to add Natalia Andrus; and

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Greenfield confirms the appointment of the following individuals and adds them to the list of Election Officials for the 2024-2025 election cycle:

Natalia Andrus, 6100 W. Stonehedge Dr., Greenfield, WI 53220
Ann Cammack, 12198 W. Beloit Road, Greenfield, WI 53228
Heidi Jennings, 6521 S. Whitnall Edge Rd., Franklin, WI 53132

PASSED AND ADOPTED by the Common Council of the City of Greenfield on the 19th day of March, 2024.

APPROVED:

Michael J. Neitzke, Mayor

ATTEST:

Jennifer Goergen, City Clerk

CITY OF GREENFIELD
OPERATOR LICENSE APPLICANTS

03/18/2024

OPERATOR'S REGULAR

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY, STATE, ZIP</u>
Carolyn M Goulet	2116A 6 W Orchard ST	Milwaukee, WI 53204
Emily Ann Heitman	911 Linden ST Upper	Waukesha, WI 53186
Heriberto Parrilla	3773 Glenayre LN	Oshkosh, WI 54904
Karen Ann Amerson	3668 S 35th ST	Greenfield, WI 53221
Luis Aponte	1726 S 55th ST	West Allis, WI 53214
Nicole Jeanette Rzepkowski	3532 S Quincy AVE	Milwaukee, WI 53207
Samantha Jacquelyn Denter	8505 W Arthur AVE	West Allis, WI 53227
Samantha Sabbatini	6330 W Greenfield AVE	West Allis, WI 53214



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: March 19, 2024

RELATING TO:

Outdoor Special Event application for Grand Appliance Grand Tent Sale, to be located at 6531 W. Layton Ave. March 21, 2024 through March 24, 2024.

SUMMARY:

Application includes the following combination of licenses/permits: OSE and building permit

All various dept. review/approval has occurred.

<u>Event Dates</u>	<u>Start Time</u>	<u>End Time</u>
Thursday, March 21	10:00AM	8:00PM
Friday, March 22	10:00AM	8:00PM
Saturday, March 23	10:00AM	5:00PM
Sunday, March 24	11:00AM	5:00PM

Set-up start time: 9:00 a.m. (3/21, 3/22, and 3/23) 10:00 a.m. (3/24)

Breakdown finished: 9:00 p.m. (3/21 and 3/22) and 6:00 p.m. (3/23 and 3/24)

Recommendation: Approve the Outdoor Special Event application for Grand Appliance Grand Tent Sale, to be located at 6531 W. Layton Ave. March 21, 2024 through March 24, 2024, and all applicable licenses/permits.

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



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: March 19, 2024

RELATING TO:

Outdoor Special Event application for the Cinco de Mayo event, to be located at Kalibres Restaurant & Bar, 4555 W. Forest Home Ave., May 5, 2024.

SUMMARY:

Application includes the following combination of licenses/permits: Outdoor Special Event

All various dept. review/approval has occurred.

<u>Event Dates</u>		<u>Start Time</u>	<u>Beer/ Band</u> <u>Finish</u>	<u>End Time</u>
Sunday, May 5	DJ/ Band	11:00AM	7:00PM	7:00PM

Set-up: Sunday, 5/5 8:00 am

Breakdown: Sunday, 5/5 7:15 pm

Recommendation: Approve the Outdoor Special Event application for the Cinco de Mayo event, to be located at Kalibres Restaurant & Bar, 4555 W. Forest Home Ave., May 5, 2024 and all applicable licenses/permits.

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



Committee: Common Council Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: March 19, 2024

RELATING TO:

Outdoor Special Event application for the Dan Jansen Family Fest event, to be located at 5151 W. Layton Ave. (Konkel Park), from May 23, 2024 through May 27, 2024.

SUMMARY:

Application includes the following combination of licenses/permits: Outdoor Special Event, Temporary Operator's Licenses, Temporary Class "B" Retailer's License (beer), Food, and commercial building/plumbing/electrical.

All various dept. review/approval has occurred.

<u>Event Dates</u>		<u>Start Time</u>	<u>Beer/ Band</u> <u>Finish</u>	<u>End Time</u>
Friday, May 24	Music, Rides	4:00PM	11:00PM	11:00PM
Saturday, May 25	Softball, Music, Rides	9:00AM	11:00PM	11:00PM
Sunday, May 26	Car Show, Music, Rides	9:00AM	11:00PM	11:00PM
Monday, May 27	Rides	12:00 noon	NA	5:00PM

Rides close at 10:00PM Friday, Saturday, and Sunday.

Set-up: Starts on Thursday 5/23/24 at 7:00am

Breakdown: Monday – Tuesday, 5/27 – 5/28

Applicant is requesting to waive all permit fees.

Recommendation: Approve the Outdoor Special Event application for the Dan Jansen Family Fest, to be located at Konkel Park, 5151 W. Layton Ave., May 23 – 27, 2023, and all applicable licenses/permits, and waive application fees, and waive the Mun. Code operating time limit of 10:00 p.m. to allow the finishing time for both beer service and band performance to be 11:00 p.m.

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



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: March 19, 2024

RELATING TO:

Outdoor Special Event application for The Salvation Army Community Rummage Sale event, to be located at 2900 W. Cold Spring Rd. May 25, June 22, July 27, and August 24, 2024.

SUMMARY:

Application includes the following combination of licenses/permits: OSE

All various dept. review/approval has occurred.

<u>Event Dates</u>	<u>Start Time</u>	<u>End Time</u>
Saturday, May 25	9:00AM	3:00PM
Saturday, June 22	9:00AM	3:00PM
Saturday, July 27	9:00AM	3:00PM
Saturday, August 24	9:00AM	3:00PM

Set-up: 8:00 a.m.

Breakdown: 4:00 p.m.

Applicant requesting to waive \$50 Event fee.

Recommendation: Approve the Outdoor Special Event application for The Salvation Army Community Rummage Sale event, to be located at 2900 W. Cold Spring Rd., May 25, June 22, July 27, and August 24, 2024, and all applicable licenses/permits, and approve the request to waive event fee.

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



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: March 19, 2024

RELATING TO:

Outdoor Special Event application for The Salvation Army Outdoor Family Movie Nights events, to be located at 2900 W. Cold Spring Rd., May 31, June 14, and July 5, 2024.

SUMMARY:

Application includes the following combination of licenses/permits: OSE

All various dept. review/approval has occurred.

<u>Event Dates</u>		<u>Start Time</u>	<u>End Time</u>
Friday, May 31	Outdoor Movie	6:00PM	8:30PM
Friday, June 14	Outdoor Movie	6:00PM	8:30PM
Friday, July 5	Outdoor Movie	9:00PM	8:30PM

Set-up: 5:00 p.m.

Breakdown: 9:00 p.m.

Applicant requesting to waive \$50 Event fee.

Recommendation: Approve the Outdoor Special Event application for The Salvation Army Outdoor Family Movie Nights events, to be located at 2900 W. Cold Spring Rd., May 31, June 14, and July 5, 2024 and all applicable licenses/permits, and waive event fee.

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



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: March 19, 2024

RELATING TO:

Outdoor Special Event application for The Salvation Army Car Show, to be located at 2900 W. Cold Spring Rd., June 1, 2024.

SUMMARY:

Application includes the following combination of licenses/permits: OSE

All various dept. review/approval has occurred.

<u>Event Date</u>		<u>Start Time</u>	<u>End Time</u>
Saturday, June 1	Car Show, Bounce Houses	10:00AM	2:00PM

Set-up: 9:00 a.m.

Breakdown: 3:00 p.m.

Applicant requesting to waive \$100 Event fee.

Recommendation: Approve the Outdoor Special Event application for The Salvation Army Car Show, to be located at 2900 W. Cold Spring Rd., June 1, 2024 and all applicable licenses/permits, and waive event fee.

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



Committee: Common Council

Item Number:

Introduced By: Kristi Porter, Community Development Manager

Date Introduced: March 19, 2024

RELATING TO:

Outdoor Special Event application for The Salvation Army End of Summer Fair, to be located at 2900 W. Cold Spring Rd., August 16, 2024.

SUMMARY:

Application includes the following combination of licenses/permits: OSE

All various dept. review/approval has occurred.

<u>Event Date</u>		<u>Start Time</u>	<u>End Time</u>
Friday, August 16	Outdoor Movie, Music, Inflatables	5:00PM	8:30PM

Set-up: 4:00 p.m.

Breakdown: 9:00 p.m.

Applicant requesting to waive \$50 Event fee.

Recommendation: Approve the Outdoor Special Event application for The Salvation Army End of Summer Fair, to be located at 2900 W. Cold Spring Rd., August 16, 2024 and all applicable licenses/permits, and waive event fee.

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



Common Council

Item Number:

Introduced By: Department of Neighborhood Services (Katz)

Date Introduced: March 19, 2024

RELATING TO:

Approve a Temporary Construction Easement Agreement with the Cobalt Loomis LLC for construction access.

SUMMARY:

There is a need for temporary access across land owned by Cobalt to construct the Turf Skatepark.

Permanent access will be granted at a future date by the dedication of right of way.

FINANCIAL:

There is no cost.

RECOMMENDATION:

Approve a Temporary Construction Easement Agreement with the Cobalt Loomis LLC for construction access.

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

TEMPORARY CONSTRUCTION EASEMENT AGREEMENT

This Temporary Easement Agreement ("Agreement"), effective as of the date last executed by either party below, made and entered into by and between **COBALT LOOMIS, LLC** ("Owner") and the **CITY OF GREENFIELD**, Milwaukee County, Wisconsin ("the City").

RECITALS

The City is the owner of a certain parcel of land, identified generally as Milwaukee County Parcel No. 600-9955-009, and the legal description of which is included on Exhibit A hereto ("Skatepark Parcel"); and,

Owner is the owner of certain parcels of land, identified generally as 4253 W. Loomis Road, 4239 W. Loomis Road, and 4205 W. Loomis Road, being Milwaukee County Parcel Nos. 600-9957-003, 600-9958-002, and 600-9967-002, respectively, and the legal descriptions of which are included on Exhibit B hereto (collectively, "Encumbered Parcels"), which are located immediately north of the Skatepark Parcel; and,

The City has plans to construct a new public skatepark on the Skatepark Parcel, which currently has extremely restricted access, so the City has requested permission from Owner for access to the Encumbered parcels to facilitate construction of the new skatepark and its related improvements; and,

Owner has plans to eventually develop the Encumbered Parcels, along with several other abutting parcels that Owner also owns, in a manner that will involve the dedication of a new public street or other public access on one or more of the Encumbered Parcels ("New Dedicated Access"), which will then become, among other things, the public access to the new skatepark on the Skatepark Parcel; and,

In order to allow the City to expend the significant resources necessary to construct the new public skatepark on the Skatepark Parcel before the New Dedicated Access is created and dedicated, Owner is agreeable to granting City a temporary construction and access easement ("Temporary Easement") over the Encumbered Parcels, all as more particularly described herein.

AGREEMENT

In consideration of the mutual exchange of good and valuable consideration, the receipt and sufficiency of which each party hereby acknowledges, the parties hereby agree as follows:

1. Recitals. The above Recitals are true and correct and are incorporated herein by reference.

2. Grant of Temporary Easement. Owner hereby grants to the City a Temporary Easement over the "Project Limits" area shown on Exhibit C hereto ("Temporary Easement Area"). This Temporary Easement grant includes the right for the City to enter onto the Temporary Easement Area with such personnel and equipment as is necessary for (1) construction access and staging for construction of the new public skatepark on the abutting Skatepark Parcel and, (2) construction and on-going maintenance on, under, and through the Temporary Easement Area itself of those physical and grading improvements depicted on Exhibit C, including hard surface parking, walking areas, and related drainage improvements, including, without limitation, grading and top soiling, drain tiles, swales, and storm water retention facilities (all such improvements collectively, "Temporary Improvements"). Any changes to the foregoing shall be subject to the advance written approval by the Owner. The Temporary Improvements shall be constructed and maintained solely by the City at the City's cost. Other than for the Temporary Improvements themselves, the City shall restore the Temporary Easement Area to its prior condition upon the City's completion of the Temporary Improvements and the public skatepark construction.
3. Indemnification. As consideration for the Owner's grant of the Temporary Easement, the City agrees to indemnify and hold the Owner harmless from and against any and all liability for claims of whatever nature (collectively, "Costs") arising out of the entry onto the Encumbered Parcels by any agent, employee, associate, consultant, contractor, independent contractor, invitee, or anyone else entering onto the Encumbered Parcels, whether at the request, direction, or invitation of the City or not. Nothing herein shall be deemed to be a waiver as to any third party by the City of any defense or immunity to which it is otherwise entitled.
4. Term. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns, and shall also run with the land until such time as the New Dedicated Access is dedicated by Owner on terms acceptable to Owner and accepted by the City. The City shall cause a copy of this Agreement to be recorded against the Skatepark Parcel and the Encumbered Parcels. Following the City's acceptance of the New Dedicated Access, this Agreement shall terminate and become null and void.

[SIGNATURE PAGE FOLLOWS]

CITY OF GREENFIELD

By _____
Michael Neitzke, Mayor (date)

By _____
Jennifer Goergen, Clerk. (date)

STATE OF WISCONSIN)
) ss
COUNTY OF MILWAUKEE)

Personally came before me this __ day of _____, 2024, the above-named Michael Neitzke and Jennifer Goergen, to me known to be the person(s) who executed the foregoing instrument and acknowledged the same on behalf of the City of Greenfield.

Print Name: _____
Notary Public, State of _____
My commission expires: _____

COBALT LOOMIS, LLC

By [Signature] 3/12/24
Scott J. Yauck (date)
Authorized Representative

STATE OF Wisconsin
) ss
COUNTY OF Milwaukee

Personally came before me this 12th day of March, 2024, the above-named Scott J. Yauck, to me known to be the person who executed the foregoing instrument and acknowledged the same on behalf and as the authorized representative of Cobalt Loomis, LLC.



[Signature]
Print Name: STEPHANIE MARIE WADE
Notary Public, State of Wisconsin
My commission expires: May 6, 2027

EXHIBIT "A"

Legal Description:

Lot 1, of Certified Survey Map No. 9312, as recorded within Certified Survey Maps of the Milwaukee County Registry, as Document No. 11105431, except that part conveyed for roadway purposes within Document No. 11291024, of the Milwaukee County Registry.

Property Address: W. Loomis Rd., Greenfield, WI 53221

Parcel No. 600-9955-009

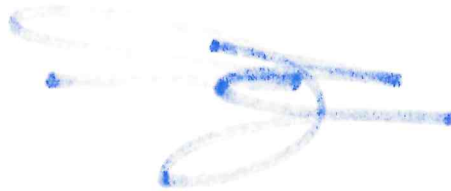
A handwritten signature in blue ink, appearing to be "S. J. [unclear]", is written in the center of the page.

EXHIBIT "B"

Legal Description:

That part of the West 1/2 of the Southwest 1/4 of Section 24, in Township 6 North, Range 21 East, in the City of Greenfield, Milwaukee County, Wisconsin, bounded and described as follows: Commencing at a point on the West line of said 1/4 Section, 1110.01 feet North of the Southwest corner of said 1/4 Section; thence running North along the West line of said 1/4 Section, 74.24 feet to a point; thence running North 41°48' East on a line 36.18 feet to a point; thence running North 89° East on a line 1214.30 feet to a point which is 1207.13 feet North of the South line of said 1/4 Section; thence running South 56°44' East on a line 102.25 feet to a point in the East line and 1149.35 feet North of the Southeast corner of the West 1/2 of said 1/4 Section; thence running South along the East line of the West 1/2 of the said 1/4 Section 39.34 feet to a point; thence running West on a line which is 1110.01 feet North of and parallel with the South line of said 1/4 Section 1323.90 feet to the place of commencement, EXCEPTING THEREFROM that part conveyed by instruments recorded as Document Nos. 4089513, 4162644, 4456162, 11138974, & 11303512, for roadway purposes.

Property Address: 4253 W. Loomis Rd., Greenfield, WI 53221

Parcel No. 600-9957-003

AND:

Legal Description:

That part of the Southwest 1/4 of Section 24, in Township 6 North, Range 21 East, in the City of Greenfield, Milwaukee County, Wisconsin, bounded and described as follows: Commencing at a point on the West line of said 1/4 Section, 1184.25 feet North of the Southwest corner of said 1/4 Section, said point being in the center line of W. Loomis Road; thence running North 41°48' East along the center line of W. Loomis Road, 36.18 feet to a point of the land to be described; thence running North 41°48' East along the center line of W. Loomis Road, 103.60 feet to a point; thence running North 89° East, 1032.30 feet to a point; thence running South 56°44' East, 135.20 feet to a point; thence running South 89° West, 1214.30 feet to the place of commencement, EXCEPTING THEREFROM that part conveyed by instruments recorded as Document Nos. 4082731, 4171513, 11138974, & 11303512, for roadway purposes.

Property Address: 4239 W. Loomis Rd., Greenfield, WI 53221

Parcel No. 600-9958-002

AND:

Legal Description:

That part of the Southwest 1/4 of Section 24, in Township 6 North, Range 21 East, in the City of Greenfield, Milwaukee County, Wisconsin, bounded and described as follows: Commencing at a point on the West line of said 1/4 Section, 1184.25 feet North of the Southwest corner of said 1/4 Section, said point being in the center line of W. Loomis Road; thence running North 41°48' East along the center line of W. Loomis Road, 139.78 feet to the Point of Beginning; thence continuing North 41°48' East along said center line of W. Loomis Road, 375.96 feet to a point; thence South 56°44' East, 489.46 feet to a point; thence running South 89° West, 661.06 feet to the Point of Beginning, EXCEPTING THEREFROM that part conveyed by instruments recorded as Document Nos. 4177317, & 11303512, for roadway purposes.

Property Address: 4205 W. Loomis Rd., Greenfield, WI 53221

Parcel No. 600-9967-002

[illegible]

**SIDE LETTER OF AGREEMENT BETWEEN
THE CITY OF GREENFIELD AND
THE GREENFIELD POLICE ASSOCIATION**

WHEREAS, the City of Greenfield (the “City”) and the Greenfield Police Association (the “Association”) are parties to a 2022-2024 Collective Bargaining Agreement (the “CBA”); and

WHEREAS, on November 14, 2022, the City adopted Resolution Number 3889 (“Resolution”), which amended Section 405 of the City’s Employee Handbook relating to Health Insurance Benefits, specifically “Insurance for Surviving Dependents” and “Retiree Health Insurance for Represented Police Department Employees;” and

WHEREAS, the Resolution states that the upon full and final resolution of the pending appeals of the Wisconsin Employment Relation Commission’s City of Racine decisions (Dec. Nos. 39446 (7/6/2022), 39447 (7/6/2022)), such decisions are overturned in their entirety without further appeal, then the paragraphs under section “Insurance for Surviving Dependents” and Retiree Health Insurance for Represented Police Department Employees” will be reinstituted, as applicable, into the parties’ collective bargaining agreement; and

WHEREAS, the parties agreed to the Resolution as a part of the bargaining process for the 2022-2024 CBA; and

WHEREAS, the above-cited cases are ongoing, and in the interest of fair treatment of City employees which can help the work environment, among other benefits, and that such treatment is recognized and supported by the Association; and

NOW THEREFORE, the City and the Association, agree as follows:

- 1) To reinstate the paragraphs under section “Insurance for Surviving Dependents” into Article 8 of the CBA as set forth in Exhibit A, and
- 2) To reinstate the paragraphs under section “Retiree Health Insurance for Represented Police Department Employees” into Article 8 of the CBA as set forth in Exhibit A.

Governing Nature. Upon execution and following approval by the City Council, this Side Letter shall become the status quo and is to be fully incorporated into the parties’ CBA unless modified by the parties. All other terms and conditions of the parties’ CBA apply. If there are conflicts between the CBA and this Side Letter, the terms of this Side Letter shall govern.

IN WITNESS WHEREOF, the parties hereto execute and enact this Agreement on the dates indicated below.

City of Greenfield

Greenfield Police Association

Mayor

Association President

City Clerk

Date

Date

Approved by the City Council on _____, 2024.

Exhibit A

Insurance for Surviving Dependents

In the event that an employee who is enrolled in the City's family health insurance plan is killed in the line of duty, the surviving dependent spouse and/or eligible dependent child(ren) may continue in the City's insurance plan (as provided in the insurance contract). Coverage for dependent spouse may continue until spouse is eligible for Medicare. Coverage for dependent child(ren) may continue until child(ren) reach maximum age limit of the plan. The health insurance coverage shall be provided by the City, and the City shall pay the full premium minus the current active employee contributions.

Retiree Health Insurance for Represented Police Department Employees

A Greenfield Police Association represented police department employee who retires at the normal retirement age under the Wisconsin Retirement System definitions or thereafter and who has completed ten (10) years of continuous service with the City police department may be covered by the City's group health insurance benefits until such employee is eligible for Medicare. The City agrees to pay toward the premium for the said insurance in an amount equal to the premium being paid for such insurance on the date of the said retirement by said employee, including all subsequent increases, provided the employee is eligible to participate in the applicable plan during retirement and is not eligible for Medicare. In the event that an employee, who is entitled to insurance under the terms of this Section, takes employment with another employer who provides health insurance coverage, that employee shall be taken off the City's coverage while so employed on the condition that such employee may be again provided with the benefit of this Section when his/her employment with such subsequent employer has been terminated, and further, upon the condition that he/she is eligible to participate in the plan and is not eligible for Medicare.

An employee who has 15 years of service with the City and is eligible for normal retirement in the Wisconsin Retirement System and retires before the WRS normal retirement age, and who applies for and receives retirement benefits may be able to continue in the City's group health insurance coverage. The employee shall pay the cost of the coverage, provided the employee is

eligible to participate in the applicable plan during retirement and is not eligible for Medicare. The employee is responsible for paying the applicable active employee premium for the single plan. If the employee elects family coverage, the employee is responsible for the difference between the full monthly premium of the family and single plans. At normal retirement age the City shall resume payment, as per the first paragraph of this section.



Committee: Finance & Human Resources Committee

Item Number:

Introduced By: Tim Sowinski

Date Introduced: March 13, 2024

RELATING TO:

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

SUMMARY:

As was mentioned earlier this year, the Sr. Accountant retired in December 2023. In early January the Accountant (since changed to Payroll and Accounting Specialist) job description was brought to the Finance Committee for approval. At that time it was mentioned that we would also be updating the Senior Accountant job description in the future.

The Senior Accountant job description is being updated to the new format and a few minor changes were made. It was updated to who the position reports to and made changes to the required and preferred education / training and experience section. This is consistent with changes that were made on the Payroll and Accounting Specialist position.

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

Recommendation: Approve the revised Senior Accountant job description.

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



Senior Accountant

Classification

Exempt

Department/Division

Finance/Accounting

Reports to

Assistant Finance Director

Summary/Objective

The Senior Accountant performs a variety of accounting tasks to maintain fiscal records and systems of the city. Responsible for payroll processing, including preparation of related tax and fringe benefit reports.

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.

- Oversee the payroll process including maintaining accounting records, recording necessary entries and other related items in the administration of employees' pay, deductions and benefit payments.
- Responsible for filing all necessary federal and state payroll tax forms and reports with governing agencies on time.
- Prepares and submits Wisconsin Retirement Systems monthly and annual reports.
- Prepares and submits a variety of federal, state, and special purpose reports for insurance companies, audit firms, data surveyors, other operating departments, etc.
- Administrator of the city's procurement card program (P-Card), by maintaining database of cardholders, ensuring compliance of authorized personnel with the requirements of the program.
- Generates city invoices as needed for miscellaneous charges such as weed cutting, snow shoveling, mulch delivery, trash/recycling charges, etc; including reconciling the subsidiary accounts receivable ledgers.
- ~~Maintains and reconciles subsidiary accounts receivable ledgers. Works with other Accounting staff to insure recording accuracy. Recommends necessary adjustments.~~
- Assists in maintaining computerized accounting system in accordance with generally accepted accounting principles.
- Review account balances and prepare account reconciliations and correcting entries as needed.

- Generates and distributes monthly accounting reports to appropriate city staff.
- Assist in the preparation for the annual financial audit by preparing work papers and assembling documents.
- Provides support for the annual budget process including preparing the budget file, preparing supporting schedules, entering data, etc.
- Provides assistance to other departments with questions relating to payroll, budget and the general ledger, including training personnel on accounting functions.-
- ~~Assists in the training and education of personnel on accounting functions.~~
- Performs computer system operations and activities related to the Accounting Department, including processing system journal entries.
- 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 common scientific and technical journals, financial reports and legal documents.
- Ability to respond to common inquiries and complaints from citizens, regulatory agencies and others. Ability to effectively present information to supervisors, employees, and/or citizens.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

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, with a minimum of five years of accounting experience ~~will be accepted~~ in accounting, finance or payroll.

Preferred Education/Training and Experience

A Bachelor's Degree in accounting or related field, along with a minimum of five years of accounting experience ~~in accounting~~ 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:

Knowledge and ability to work with software related to accomplishing the accounting functions, including spreadsheets and various personal computer applications. 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.



Senior Accountant

Classification

Exempt

Department/Division

Finance/Accounting

Reports to

Assistant Finance Director

Summary/Objective

The Senior Accountant performs a variety of accounting tasks to maintain fiscal records and systems of the city. Responsible for payroll processing, including preparation of related tax and fringe benefit reports.

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.

- Oversee the payroll process including maintaining accounting records, recording necessary entries and other related items in the administration of employees' pay, deductions and benefit payments.
- Responsible for filing all necessary federal and state payroll tax forms and reports with governing agencies on time.
- Prepares and submits Wisconsin Retirement Systems monthly and annual reports.
- Prepares and submits a variety of federal, state, and special purpose reports for insurance companies, audit firms, data surveyors, other operating departments, etc.
- Administrator of the city's procurement card program (P-Card), by maintaining database of cardholders, ensuring compliance of authorized personnel with the requirements of the program.
- Generates city invoices as needed for miscellaneous charges such as weed cutting, snow shoveling, mulch delivery, trash/recycling charges, etc; including reconciling the subsidiary accounts receivable ledgers.
- Assists in maintaining computerized accounting system in accordance with generally accepted accounting principles.
- Review account balances and prepare account reconciliations and correcting entries as needed.
- Generates and distributes monthly accounting reports to appropriate city staff.

- Assist in the preparation for the annual financial audit by preparing work papers and assembling documents.
- Provides support for the annual budget process including preparing the budget file, preparing supporting schedules, entering data, etc.
- Provides assistance to other departments with questions relating to payroll, budget and the general ledger, including training personnel on accounting functions.
- Performs computer system operations and activities related to the Accounting Department, including processing system journal entries.
- 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 common scientific and technical journals, financial reports and legal documents.
- Ability to respond to common inquiries and complaints from citizens, regulatory agencies and others. Ability to effectively present information to supervisors, employees, and/or citizens.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.

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, with a minimum of five years 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 five 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:

Knowledge and ability to work with software related to accomplishing the accounting functions, including spreadsheets and various personal computer applications. 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.



Committee: Finance & Human Resources Committee

Item Number:

Introduced By: Katz

Date Introduced: March 13, 2024

RELATING TO:

Decision to revise the Department of Neighborhood Services organizational chart.

SUMMARY:

The Inspection Services Division will be consolidated into the Community Development Division.

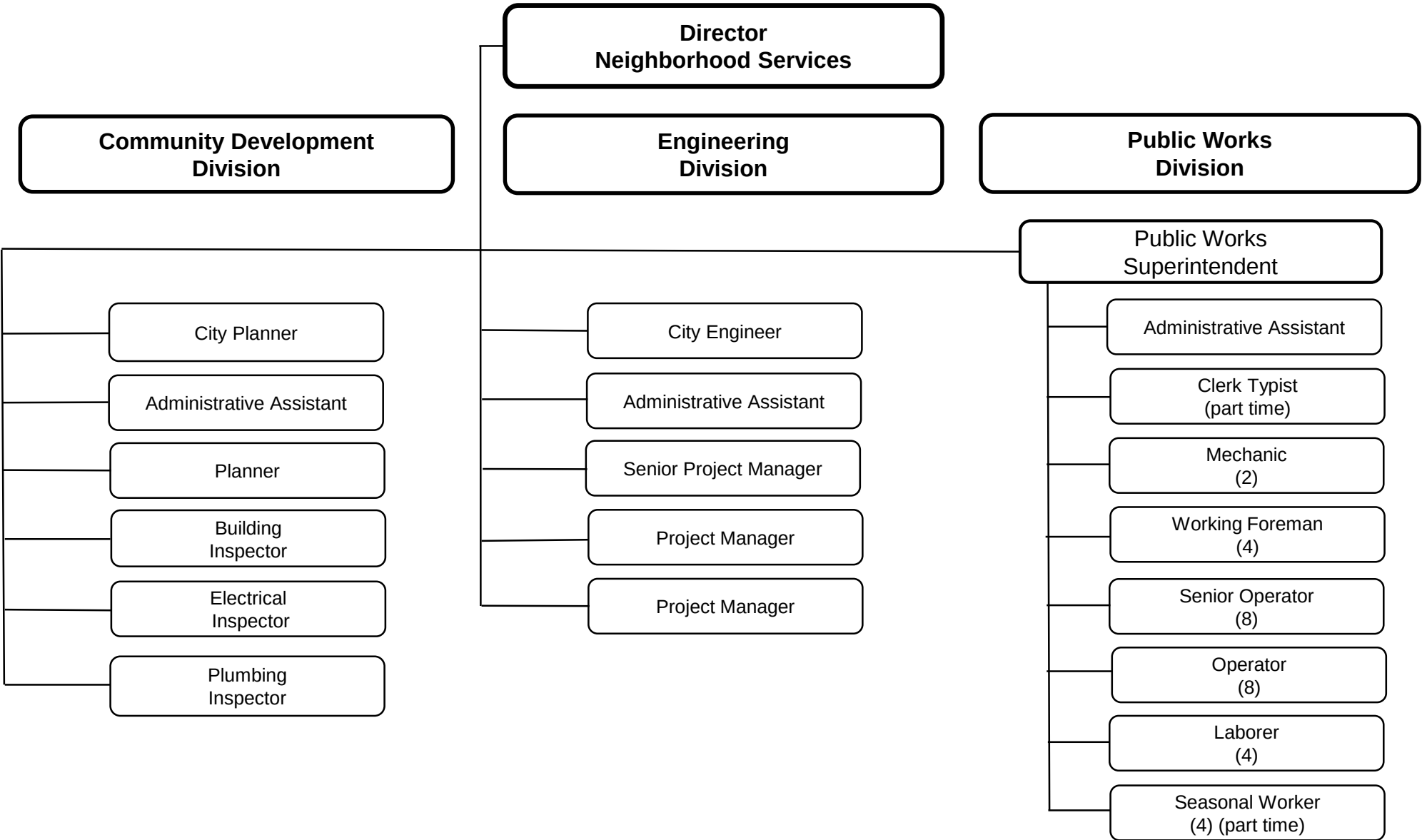
The Community Development Manager position will be replaced with the City Planner position. The new position will not have supervisory responsibilities consequently the salary will be lower.

The Project Engineer position will be replaced with the City Engineer position. The new position will add responsibilities related to the overall daily operation of the Engineering Division consequently the salary will be higher.

All Engineering and Community Development staff including the Building Inspectors will report directly the Director of Neighborhood Services.

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

2024 Department of Neighborhood Services





Committee: Finance & Human Resources Committee

Item Number:

Introduced By: Katz

Date Introduced: March 13, 2024

RELATING TO:

Decision to revise the job description for the Director of Neighborhood Services.

SUMMARY:

The Director of Neighborhood Services job description is being revised to reflect that all Engineering and Community Development staff including the Building Inspectors will report to the Director.

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



Director of Neighborhood Services Job Description

Classification

Exempt

Department/Division

Department of Neighborhood Services

Reports To

Mayor

Summary/Objective

The Director of Neighborhood Services has overall responsibility for the divisions of Public Works, Engineering, and Community Development and Inspection Services. The Director supervises the three managers for the divisions; the Superintendent of Public Works, the City Engineer, and the Community Development Manager, who also manages inspection services. Currently the Director has the additional responsibility of acting City Engineer and all staff in the Engineering and Community Development Divisions.

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.

- Develops and implements a long term plan for each of the four divisions of the department.
- Develops and implements policies that guide the operation of the department.
- Responsible for managing and developing qualified staff to maintain the city's desired high level of service and to meet the city's goals.
- Point of contact for elected officials interactions with the department. Works to resolve issues and provide assistance to their constituents.
- Primary liaison between the department and outside agencies. Those agencies include state and local governments, quasi-governmental agencies, public utilities and private businesses.
- Plans the annual and long term operations and capital improvement budget.
- Pursues competitive grants and various allocations for capital improvements and operations.
- Manages the Storm Sewer Utility. Plan and implement maintenance programs and improvement projects.
- Manages the Sanitary Sewer Utility. Plan and implement maintenance programs and improvement projects.
- Manages bidding, quotations, and contracts for projects, services and equipment. Manages engineering consultants that perform professional services. Approves invoices.
- Works with developers and businesses seeking to invest in the city.
- Plans the agenda for the Board of Public Works Meetings. Presents items and processes approvals.

- Represents the department at the Common Council Meetings.

Competencies

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

Language and Reasoning Abilities

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports.
- Ability to respond to common inquiries or complaints from citizens, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups and elected officials.
- Must have strong interpersonal communication skills.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to exercise judgment, decisiveness, and creativity in directing, planning and controlling of an entire program or multiple programs.

Knowledge, Skills and Abilities

- Knowledge of real estate practice.
- Ability to read and understand civil engineering drawings.
- Knowledge of computer systems.
- Knowledge in directing, planning and controlling of an entire program or multiple programs.

Mathematical Skills

- Ability to read, analyze, and interpret professional and technical journals, financial reports, and legal documents.

Supervisory Responsibilities

Manages subordinates within Neighborhood Services. Responsible for the overall direction, coordination and evaluation of these areas. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

Position Type and Expected Hours of Work

This is a full-time position. Must be accessible by phone and/or available to work extended hours and/or report to the worksite outside of regular office hours as needed, including, but not limited to, nights, weekends, holidays, etc. to support the City's programs and services.

Travel

This position requires minimal travel. Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

Bachelor's degree in Engineering or Planning. Eight (8) years of experience in engineering or planning. Demonstrated record of administrative supervisory responsibilities.

Preferred Education/Training and Experience

Master's degree in Engineering or Planning. Ten (10) years of experience in engineering or planning, along with three (3) years of supervisory experience. Demonstrated record of administrative supervisory responsibilities.

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

Licensed as a Professional Engineer in the state of Wisconsin if the Director has the additional responsibility of acting City Engineer.

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

Indoor work is usually 80%, and outdoor work is 20%. Noise level is usually moderate.

Equipment Used

Including, but not limited to: calculator, telephone, computer, fax machine, printing and copying equipment, measuring devices, drafting equipment, large document plotter, scanner, camera, and audio-visual 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.



Director of Neighborhood Services Job Description

Classification

Exempt

Department/Division

Department of Neighborhood Services

Reports To

Mayor

Summary/Objective

The Director of Neighborhood Services has overall responsibility for the divisions of Public Works, Engineering, and Community Development. The Director supervises the Superintendent of Public Works, and all staff in the Engineering and Community Development Divisions.

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.

- Develops and implements a long term plan for each of the four divisions of the department.
- Develops and implements policies that guide the operation of the department.
- Responsible for managing and developing qualified staff to maintain the city's desired high level of service and to meet the city's goals.
- Point of contact for elected officials interactions with the department. Works to resolve issues and provide assistance to their constituents.
- Primary liaison between the department and outside agencies. Those agencies include state and local governments, quasi-governmental agencies, public utilities and private businesses.
- Plans the annual and long term operations and capital improvement budget.
- Pursues competitive grants and various allocations for capital improvements and operations.
- Manages the Storm Sewer Utility. Plan and implement maintenance programs and improvement projects.
- Manages the Sanitary Sewer Utility. Plan and implement maintenance programs and improvement projects.
- Manages bidding, quotations, and contracts for projects, services and equipment. Manages engineering consultants that perform professional services. Approves invoices.
- Works with developers and businesses seeking to invest in the city.
- Plans the agenda for the Board of Public Works Meetings. Presents items and processes approvals.
- Represents the department at the Common Council Meetings.

Competencies

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

Language and Reasoning Abilities

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports.
- Ability to respond to common inquiries or complaints from citizens, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups and elected officials.
- Must have strong interpersonal communication skills.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to exercise judgment, decisiveness, and creativity in directing, planning and controlling of an entire program or multiple programs.

Knowledge, Skills and Abilities

- Knowledge of real estate practice.
- Ability to read and understand civil engineering drawings.
- Knowledge of computer systems.
- Knowledge in directing, planning and controlling of an entire program or multiple programs.

Mathematical Skills

- Ability to read, analyze, and interpret professional and technical journals, financial reports, and legal documents.

Supervisory Responsibilities

Manages subordinates within Neighborhood Services. Responsible for the overall direction, coordination and evaluation of these areas. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

Position Type and Expected Hours of Work

This is a full-time position. Must be accessible by phone and/or available to work extended hours and/or report to the worksite outside of regular office hours as needed, including, but not limited to, nights, weekends, holidays, etc. to support the City's programs and services.

Travel

This position requires minimal travel. Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

Bachelor's degree in Engineering or Planning. Eight (8) years of experience in engineering or planning. Demonstrated record of administrative supervisory responsibilities.

Preferred Education/Training and Experience

Master's degree in Engineering or Planning. Ten (10) years of experience in engineering or planning, along with three (3) years of supervisory experience. Demonstrated record of administrative supervisory responsibilities.

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

Licensed as a Professional Engineer in the state of Wisconsin if the Director has the additional responsibility of acting City Engineer.

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

Indoor work is usually 80%, and outdoor work is 20%. Noise level is usually moderate.

Equipment Used

Including, but not limited to: calculator, telephone, computer, fax machine, printing and copying equipment, measuring devices, drafting equipment, large document plotter, scanner, camera, and audio-visual 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

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Committee: Finance & Human Resources Committee

Item Number:

Introduced By: Katz

Date Introduced: March 13, 2024

RELATING TO:

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

SUMMARY:

The Community Development Manager position will be replaced with the City Planner position.

The new position will not have supervisory responsibilities consequently the salary will be lower.

All Engineering and Community Development staff including the Building Inspectors will report directly the Director of Neighborhood Services.

Effective 3/25/2024	START (annual)	1 YEAR (annual)	2 YEAR (annual)	3 YEAR (annual)	4 YEAR (annual)
CITY PLANNER	84,624	87,586	90,651	93,824	97,108

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



Community Development Manager City Planner Job Description

Classification

Exempt

Department/Division

Neighborhood Services/Community Development-~~& Inspection Services~~

Reports to

Director of Neighborhood Services

Summary/Objective

~~This position~~ The City Planner is responsible for the ~~supervision/oversight~~ daily operations of the Community Development Division ~~and Inspection Services Division~~ of the Department of Neighborhood Services (DNS), and through those responsibilities will develop and maintain comprehensive plans and programs for the use and improvement of land and buildings within the City.

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.

- Coordinates new development and re-development proposal reviews and approvals for compliance with local ordinances and plans regarding zoning, building codes, land division, comprehensive land use, parks, transportation, storm water management, highway/street access, regional land use, sewer/water service and other considerations for residential, commercial, industrial, and community uses.
- ~~Supervises-Oversees~~ building/electrical/plumbing/sign permit and inspection functions consistent with City and DSPS (Dept. of Safety & Professional Services) codes and policies. Oversees the enforcement of these applicable codes.
- Administers and enforces the City's Comprehensive Land Use Plan, the Zoning Code and Sign Code.
- Oversees the collection and accounting for departmental permit and application fee revenues.
- ~~Manages and supervises~~ Oversees community and economic development operations across departmental lines to achieve goals within available resources.
- Coordinates zoning policies, including enforcement as needed, in conjunction with the City's Code Enforcement Officer and potentially the City Attorney.
- Manages and coordinates the creation/amendments of Tax Incremental Financing Districts (TIDs). The City has several TIDs and this position is the staff support for all committee meetings, correspondences, financial review (in coordination with the City's financial consultant and the Finance Department), and management of each TID during its statutory life.

- Coordinates with the Greenfield Business Improvement District (BID) to promote commercial development along S. 27 St. and assists with the administration of the BID's statutory annual reporting and confirmation of Board appointments.
- Recommends governmental measures affecting land use, public utilities, community facilities, and housing and transportation to control and guide community development and renewal.
- Provides staff support for several committees, including the Plan Commission, Common Council, Zoning Board of Appeals, Community Development Authority, and Joint Review Board. Most committee meetings are held in the evenings.
- Compiles and analyzes data on economic, social, and physical factors affecting land use, and prepares graphic and narrative reports on data.
- Identifies and pursues development opportunities.
- Establishes communication and interaction with existing businesses to promote and facilitate expansion.
- Researches potential grants and prepares grant applications, as needed. Familiarity needed with the federal Community Development Block Grant program ~~(i.e. City works thru Milwaukee County as the administrating agency for these CDBG funds).~~
- ~~Recommends policy changes focused on residential, commercial, and institutional site development standards.~~
- ~~Drafts and recommends the Community Development Division and Inspection Services Division annual budget to the Mayor and Common Council.~~
- Other duties, as may be assigned.

Competencies

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

Language and Reasoning Abilities

- Ability to read, analyze and interpret professional and technical journals, financial reports, and legal documents.
- Ability to comprehend State Statutes and City Ordinances.
- Ability to respond to common inquiries or complaint from citizens, regulatory agencies, or members of the business community.
- Ability to effectively present information to ~~top~~ management, public groups, and elected officials.
- Must have strong interpersonal communications skills.
- Ability to read, analyze, and interpret general instructions and 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.
- Excellent communication skills.
- ~~Ability to speak Spanish or a second language is preferred.~~
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to exercise judgment, decisiveness, and creativity in directing, planning and controlling of an entire program or multiple programs.

Knowledge, Skills and Abilities

- Knowledge of land uses, and related laws and ordinances governing zoning, building construction, and other areas related to community development.
- Knowledge of technical planning functions, including reading and understanding zoning, architectural, building, site, grading, utility, parking, storm management, lighting, landscaping, land surveying-related plans and maps, statistical and research methods and sources of data related to municipal development activities.
- Working knowledge and familiarity of current data processing/electronic systems such as Microsoft Word, Outlook, Excel/GIS/Power Point/Adobe and building inspection-related software applications.

Mathematical Skills

- Ability to comprehend and work with mathematical concepts commonly used in finance, budgeting, property assessments, and real estate.
- Ability to perform, direct, and review technical research on economic, sociological, and planning problems.
- Ability to analyze and systematically compile technical and statistical information and prepare reports.

Supervisory Responsibilities

~~Manages subordinates within Community Development/Inspection Services. Responsible for the overall direction, coordination and evaluation of these areas. Carries out supervisory responsibilities in accordance with the city's policies and applicable laws. Responsibilities include interviewing, hiring and training employees, planning, assigning and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.~~

Position Type and Expected Hours of Work

This is a full-time position. Must be accessible by phone and/or available to work extended hours and/or report to the worksite outside of regular office hours as needed, including, but not limited to, nights, weekends, holidays, etc. to support the City's programs and services.

Travel

This position requires minimal travel. Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

Bachelor's degree in Urban Planning, Urban Design, Public Administration, Community Development, City & Regional Planning or a related field, along with ~~five-four~~ to ~~ten-six~~ years of increasingly responsible and related experience and/or training/education. ~~Demonstrated record of administrative supervisory responsibilities.~~

Preferred Education/Training and Experience

Master's degree (M.A.) or equivalent in Urban Planning, Urban Design, Public Administration, Community Development, City & Regional Planning, or a related field, along with at least three to five years of increasingly responsible and related experience. ~~Three years of supervisory experience. Demonstrated record of administrative supervisory responsibility.~~

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.

Certifications/Licenses/Registration

Certification by American Institute of Certified Planners (AICP) is desirable. The successful candidate may be required to seek this certification within their first three (3) years with the City. Possession and maintenance of a valid Wisconsin driver's license.

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 25 lbs. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment

This employee will spend approximately 90 – 95% of their time in an office environment and the balance of their time in the field. Field work/inspections are performed in all Wisconsin weather conditions. This employee is required to attend meetings outside of regular office hours including but not limited to: Common Council (and occasionally its committees like Finance or Legislative), Plan Commission, Zoning Board of Appeals, Community Development Authority, BID Board, Neighborhood Information Meetings, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Equipment Used

Calculator, copy machine, computer and appropriate software, DNS vehicle, telephone, digital camera, and mobile phone.

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 Planner Job Description

Classification

Exempt

Department/Division

Neighborhood Services/Community Development

Reports to

Director of Neighborhood Services

Summary/Objective

The City Planner is responsible for the daily operations of the Community Development Division of the Department of Neighborhood Services (DNS), and through those responsibilities will develop and maintain comprehensive plans and programs for the use and improvement of land and buildings within the City.

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.

- Coordinates new development and re-development proposal reviews and approvals for compliance with local ordinances and plans regarding zoning, building codes, land division, comprehensive land use, parks, transportation, storm water management, highway/street access, regional land use, sewer/water service and other considerations for residential, commercial, industrial, and community uses.
- Oversees building/electrical/plumbing/sign permit and inspection functions consistent with City and DSPS (Dept. of Safety & Professional Services) codes and policies. Oversees the enforcement of these applicable codes.
- Administers and enforces the City's Comprehensive Land Use Plan, the Zoning Code and Sign Code.
- Oversees the collection and accounting for departmental permit and application fee revenues.
- Oversees community and economic development operations across departmental lines to achieve goals within available resources.
- Coordinates zoning policies, including enforcement as needed, in conjunction with the City's Code Enforcement Officer and potentially the City Attorney.
- Manages and coordinates the creation/amendments of Tax Incremental Financing Districts (TIDs). The City has several TIDs and this position is the staff support for all committee meetings, correspondences, financial review (in coordination with the City's financial consultant and the Finance Department), and management of each TID during its statutory life.
- Coordinates with the Greenfield Business Improvement District (BID) to promote commercial development along S. 27 St. and assists with the administration of the BID's statutory annual reporting and confirmation of Board appointments.

- Recommends governmental measures affecting land use, public utilities, community facilities, and housing and transportation to control and guide community development and renewal.
- Provides staff support for several committees, including the Plan Commission, Common Council, Zoning Board of Appeals, Community Development Authority, and Joint Review Board. Most committee meetings are held in the evenings.
- Compiles and analyzes data on economic, social, and physical factors affecting land use, and prepares graphic and narrative reports on data.
- Identifies and pursues development opportunities.
- Establishes communication and interaction with existing businesses to promote and facilitate expansion.
- Researches potential grants and prepares grant applications, as needed. Familiarity needed with the federal Community Development Block Grant program.
- Recommends policy changes focused on residential, commercial, and institutional site development standards.
- Other duties, as may be assigned.

Competencies

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

Language and Reasoning Abilities

- Ability to read, analyze and interpret professional and technical journals, financial reports, and legal documents.
- Ability to comprehend State Statutes and City Ordinances.
- Ability to respond to common inquiries or complaint from citizens, regulatory agencies, or members of the business community.
- Ability to effectively present information to management, public groups, and elected officials.
- Must have strong interpersonal communications skills.
- Ability to read, analyze, and interpret general instructions and 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.
- Excellent communication skills.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to exercise judgment, decisiveness, and creativity in directing, planning and controlling of an entire program or multiple programs.

Knowledge, Skills and Abilities

- Knowledge of land uses, and related laws and ordinances governing zoning, building construction, and other areas related to community development.
- Knowledge of technical planning functions, including reading and understanding zoning, architectural, building, site, grading, utility, parking, storm management, lighting, landscaping, land surveying-related plans and maps, statistical and research methods and sources of data related to municipal development activities.
- Working knowledge and familiarity of current data processing/electronic systems such as Microsoft Word, Outlook, Excel/GIS/Power Point/Adobe and building inspection-related software applications.

Mathematical Skills

- Ability to comprehend and work with mathematical concepts commonly used in finance, budgeting, property assessments, and real estate.
- Ability to perform, direct, and review technical research on economic, sociological, and planning problems.
- Ability to analyze and systematically compile technical and statistical information and prepare reports.

Position Type and Expected Hours of Work

This is a full-time position. Must be accessible by phone and/or available to work extended hours and/or report to the worksite outside of regular office hours as needed, including, but not limited to, nights, weekends, holidays, etc. to support the City's programs and services.

Travel

This position requires minimal travel. Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

Bachelor's degree in Urban Planning, Urban Design, Public Administration, Community Development, City & Regional Planning or a related field, along with four to six years of increasingly responsible and related experience and/or education.

Preferred Education/Training and Experience

Master's degree (M.A.) or equivalent in Urban Planning, Urban Design, Public Administration, Community Development, City & Regional Planning, or a related field, along with at least three to five years of increasingly responsible and related experience.

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.

Certifications/Licenses/Registration

Certification by American Institute of Certified Planners (AICP) is desirable. The successful candidate may be required to seek this certification within their first three (3) years with the City. Possession and maintenance of a valid Wisconsin driver's license.

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 25 lbs. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment

This employee will spend approximately 90 – 95% of their time in an office environment and the balance of their time in the field. Field work/inspections are performed in all Wisconsin weather conditions. This employee is required to attend meetings outside of regular office hours including but not limited to: Common Council (and occasionally its committees like Finance or Legislative), Plan Commission, Zoning Board of Appeals, Community Development Authority, BID Board, Neighborhood Information Meetings, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Equipment Used

Calculator, copy machine, computer and appropriate software, DNS vehicle, telephone, digital camera, and mobile phone.

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.



Committee: Finance & Human Resources Committee

Item Number:

Introduced By: Katz

Date Introduced: March 13, 2024

RELATING TO:

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

SUMMARY:

The Project Engineer position will be replaced with the City Engineer position.

The new position will add responsibilities related to the overall daily operation of the Engineering Division consequently the salary will be higher.

Effective 3/25/2024	START (annual)	1 YEAR (annual)	2 YEAR (annual)	3 YEAR (annual)	4 YEAR (annual)
CITY ENGINEER	84,624	87,586	90,651	93,824	90,651

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



Project-City Engineer Job Description

Classification

Exempt

Department/Division

Department of Neighborhood Services/Engineering Division

Reports To

Director of Neighborhood Services

Summary/Objective

The Project-City Engineer is responsible for the daily operations of the Engineering Division of the Department of Neighborhood Services. performance of technical and administrative functions within the Engineering Department. This position oversees assigned- the design and construction of capital improvements, engineering studies and construction projects engineering consultants. under city contract, and acts Acts as advisor to the Common Council and city departments regarding municipal engineering matters.

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 information to and may attend meetings of the Common Council, Board of Public Works and Planning Commission on engineering-related matters, and reviews engineering-related plans and proposals under the direction of the Director of Neighborhood Services.
- Reviews engineering system plans for public improvements (sanitary sewer, storm sewer, water main, roadway improvements, etc.) and coordinates engineering aspects of public works activities, i.e. recommendations on signing restrictions, road repairs, street lighting and signalization of intersections.
- Assists in the review of items on Planning Commission agendas.
- Coordinates inspection services relating to City construction projects.
- Assists in the preparation of the Engineering Department operating budget.
- Assists in the preparation of the Capital Improvement budget and approves payment of project billing.
- Attends public hearings for capital improvement projects.
- Maintains public contact with citizens, property owners, developers and contractors regarding engineering matters.

- Maintains current knowledge of latest civil engineering practices and procedures through reviewing current technologies in engineering and public works publications, researching and implementing related topics, attending engineering seminars and conferences which provide continuing education, and maintaining current knowledge of engineering regulations and technologies.
- Coordinates with City staff, engineering consultants, contractors, and outside agencies.

Competencies

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

Language and Reasoning Abilities

- Ability to read, analyze and interpret technical journals and legal documents.
- Ability to respond to common inquiries or complaints from citizens, regulatory agencies or elected officials.
- Ability to interpret an extensive variety of technical instructions in mathematical, diagram, blueprint and plan form and deal with several abstract and concrete variables.

Knowledge, Skills and Abilities

- Ability to effectively present information to contractors, citizens and superiors.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

Mathematical Skills

- Ability to apply advanced mathematical concepts such as those normally used in the engineering profession, including such concepts as exponents, logarithms, quadratic equations, permutations and fundamentals of calculus and trigonometry.
- Ability to interpret an extensive variety of technical instructions in mathematical, diagram, blueprint and plan form and deal with several abstract and concrete variables.

Position Type and Expected Hours of Work

This is a full-time position. Must be accessible by phone and/or available to work extended hours and/or report to the worksite outside of regular office hours as needed, including, but not limited to, nights, weekends, holidays, etc. to support the City's programs and services.

Travel

This position requires minimal travel. Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

A bachelor's degree in Civil Engineering ~~along with: Three (3)~~ six to eight years of increasingly responsible and related experience as a Civil Engineer. ~~Demonstrated record of administrative supervisory responsibilities.~~

Preferred Education/Training and Experience

A ~~bachelor's~~ Masters's degree in Civil Engineering ~~along with: Five (5)~~ eight to ten years of increasingly responsible and related experience as a Civil Engineer is preferred. Experience related to sanitary sewer, storm sewer, traffic engineering and construction management. ~~Demonstrated record of administrative supervisory responsibilities.~~

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.

Certifications/Licenses/Registrations

Wisconsin Registered Professional Engineer. Possession and maintenance of a valid Wisconsin driver's license. ~~Wisconsin Registered Professional Engineer.~~

Other Qualifications

Demonstrated organizational skills. Working knowledge of Geographic Information Systems (GIS) and Computer Aided Design (CAD) ~~preferred.~~

Physical Demands

The physical demands described here are representative of those that must be met by the 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 occasionally required to stand, walk, sit, stoop, kneel, crouch, crawl, climb, balance, bend, twist, reach with hands to handle or feel objects, tools or controls. The employee must be able to lift and/or move up to 40 lbs. Specific vision abilities required for this job include close vision, distance vision, depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics 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.

The primary work environment is 80% inside and 20% outside, with exposure to extreme work place temperatures, wet or humid conditions and exposure to hazardous conditions such as mechanical and fast moving equipment, exposure to loud noise from the operation of machinery, and exposure to atmospheric conditions such as fumes, gases, noxious odors and dust.

Equipment Used

Including, but not limited to: calculator, telephone, computer, fax machine, printing and copying equipment, measuring devices, drafting equipment, ~~digitizer,~~ large document plotter, scanner, camera, and audio-visual 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 Engineer Job Description

Classification

Exempt

Department/Division

Department of Neighborhood Services/Engineering Division

Reports To

Director of Neighborhood Services

Summary/Objective

The City Engineer is responsible for the daily operations of the Engineering Division of the Department of Neighborhood Services. This position oversees the design and construction of capital improvements, engineering studies and engineering consultants. Acts as advisor to the Common Council and city departments regarding engineering matters.

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 information to and may attend meetings of the Common Council, Board of Public Works and Planning Commission on engineering-related matters, and reviews engineering-related plans and proposals under the direction of the Director of Neighborhood Services.
- Reviews engineering system plans for public improvements (sanitary sewer, storm sewer, water main, roadway improvements, etc.) and coordinates engineering aspects of public works activities, i.e. recommendations on signing restrictions, road repairs, street lighting and signalization of intersections.
- Assists in the review of items on Planning Commission agendas.
- Coordinates inspection services relating to City construction projects.
- Assists in the preparation of the Engineering Department operating budget.
- Assists in the preparation of the Capital Improvement budget and approves payment of project billing.
- Attends public hearings for capital improvement projects.
- Maintains public contact with citizens, property owners, developers and contractors regarding engineering matters.
- Maintains current knowledge of latest civil engineering practices and procedures through reviewing current technologies in engineering and public works publications, researching and implementing related topics, attending engineering seminars and conferences which provide

continuing education, and maintaining current knowledge of engineering regulations and technologies.

- Coordinates with City staff, engineering consultants, contractors, and outside agencies.

Competencies

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

Language and Reasoning Abilities

- Ability to read, analyze and interpret technical journals and legal documents.
- Ability to respond to common inquiries or complaints from citizens, regulatory agencies or elected officials.
- Ability to interpret an extensive variety of technical instructions in mathematical, diagram, blueprint and plan form and deal with several abstract and concrete variables.

Knowledge, Skills and Abilities

- Ability to effectively present information to contractors, citizens and superiors.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

Mathematical Skills

- Ability to apply advanced mathematical concepts such as those normally used in the engineering profession, including such concepts as exponents, logarithms, quadratic equations, permutations and fundamentals of calculus and trigonometry.
- Ability to interpret an extensive variety of technical instructions in mathematical, diagram, blueprint and plan form and deal with several abstract and concrete variables.

Position Type and Expected Hours of Work

This is a full-time position. Must be accessible by phone and/or available to work extended hours and/or report to the worksite outside of regular office hours as needed, including, but not limited to, nights, weekends, holidays, etc. to support the City's programs and services.

Travel

This position requires minimal travel. Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

A bachelor's degree in Civil Engineering along with six to eight years of increasingly responsible and related experience as a Civil Engineer.

Preferred Education/Training and Experience

A Masters's degree in Civil Engineering along with eight to ten years of increasingly responsible and related experience as a Civil Engineer is preferred. Experience related to sanitary sewer, storm sewer, traffic engineering and construction management.

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.

Certifications/Licenses/Registrations

Wisconsin Registered Professional Engineer. Possession and maintenance of a valid Wisconsin driver's license.

Other Qualifications

Demonstrated organizational skills. Working knowledge of Geographic Information Systems (GIS) and Computer Aided Design (CAD).

Physical Demands

The physical demands described here are representative of those that must be met by the 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 occasionally required to stand, walk, sit, stoop, kneel, crouch, crawl, climb, balance, bend, twist, reach with hands to handle or feel objects, tools or controls. The employee must be able to lift and/or move up to 40 lbs. Specific vision abilities required for this job include close vision, distance vision, depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics 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.

The primary work environment is 80% inside and 20% outside, with exposure to extreme work place temperatures, wet or humid conditions and exposure to hazardous conditions such as mechanical and fast moving equipment, exposure to loud noise from the operation of machinery, and exposure to atmospheric conditions such as fumes, gases, noxious odors and dust.

Equipment Used

Including, but not limited to: calculator, telephone, computer, fax machine, printing and copying equipment, measuring devices, drafting equipment, large document plotter, scanner, camera, and audio-visual 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.



Committee: Finance & Human Resources Committee

Item Number:

Introduced By: Katz

Date Introduced: March 13, 2024

RELATING TO:

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

SUMMARY:

The job description is being revised to indicate that the Planner will report directly the Director of Neighborhood Services.

The salary is being increased slightly to be in line with a similar position in the department.

Effective 3/25/2024	START (annual)	1 YEAR (annual)	2 YEAR (annual)	3 YEAR (annual)	4 YEAR (annual)
PLANNER	68,462	70,858	73,338	75,905	78,562

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



PLANNER

Classification

Exempt

Department/Division

~~Department of~~ Neighborhood Services/Community Development ~~Division~~

Reports to

~~Community Development Manager~~ Director of Neighborhood Services

Summary/Objective

This position is involved in work associated with urban planning, land use planning, zoning/signage code enforcement, and the coordination of the permitting/building, electrical and plumbing plan review process. This position is highly independent and collaborates, responds to/serves many people, including citizens, managers, department heads, appointed officials, and elected representatives, with little daily supervision.

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.

- Coordination of the review and analysis of site, landscaping and architectural design, zoning codes, sign codes, building codes, land division, comprehensive land use plans, transportation plans, storm water management, regional land use, housing reports, sewer/water service and other considerations for residential, commercial, and industrial uses.
- Inspects and enforces Plan Commission (PC), Common Council (CC) and Zoning Board of Appeals (ZBOA) site, landscaping, screening, architectural and signage conditions of approval.
- Attends monthly ZBOA meetings (fourth Thursday of the month, 6:00 pm), and PC and CC nightly monthly meetings in the absence of the ~~Community Development Manager~~ City Planner, as needed.
- Establishes/assembles agreement documents between developers and the City for various Planning projects.
- Inspects for “non-permitted” uses for violations of City Codes and Ordinances.
- Administration and coordination of the permitting/plan review process with outside agencies.
- Administration and coordination of zoning policies, including interpreting and enforcing the Greenfield Municipal Code in cooperation with the ~~Community Development Manager~~ City Planner, the City Attorney, and when necessary, the City’s Code Enforcement Officer.

- Processes business occupancy permit applications, including zoning verification.
- Promotes economic development within the city.
- Assists with the implementation of special projects focused on community and neighborhood revitalization as assigned, including Tax Incremental Financing Plans, 27th Street Business Association long-range Plans, Redevelopment Plans, Neighborhood Planning, and other long-term/larger-scaled plans.
- Provides staff support for the PC, CC, ZBOA, Community Development Authority (CDA), and Joint Review Board (JRB), including processing applications, agendas, resolutions, ordinances, staff reports, and multimedia public presentations.
- Assists in the preparation of updates to the City's Comprehensive Plan, Zoning Ordinance and Sign Ordinance.
- Coordinates building, electrical and plumbing permitting and plan review.
- Interacts with citizens, the business/development community, and elected/appointed officials in relation to land use.
- Operates GIS systems.
- Administers the department web pages and department filing system of property files.

Competencies

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

Language and Reasoning Abilities

- Ability to read, analyze and interpret professional and technical journals, financial reports, and legal documents.
- Ability to comprehend State Statutes and City Ordinances.
- Ability to respond to common inquiries or complaint from citizens, regulatory agencies, or members of the business community.
- Ability to effectively present information to management, public groups, and elected officials.
- Must have strong interpersonal communications skills.
- Ability to read, analyze, and interpret general instructions and 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.
- ~~Spanish or a second language is desired.~~

Knowledge, Skills and Abilities

- Considerable knowledge of the principles, practices, techniques, and objectives of urban planning.
- Ability to define problems, collect data, establish facts, and draw valid conclusions; good knowledge of City codes and ordinances.
- Knowledge of local, state and federal laws pertaining to community planning, comprehensive land use planning, industrial and commercial development, community conservation, and environmental analysis and code enforcement.
- Some skill in inspecting the work of subordinate employees (inspectors and intern positions).
- Ability to use ArcGIS, Dropbox, and social media sites.
- Ability to keep accurate records.
- Ability to prepare clear and concise written and oral reports.
- Ability to read and understand maps and plans.
- Ability to communicate effectively in a helpful and professional manner, both verbally and in writing.
- Ability to establish and maintain effective working relationships with other employees, elected and appointed officials, developers, architects, contractors, property owners, and the public.

Position Type and Expected Hours of Work

This is a full-time position. A Planner must be accessible by phone and/or available to work extended hours and/or report to the worksite outside of regular office hours as needed, including, but not limited to, nights, weekends, holidays, etc. to support the City's programs and services.

Travel

This position requires minimal travel. Site visits will be part of the daily routine; a City-owned vehicle will be provided as needed. Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

Bachelor's Degree in Urban or Regional Planning or related field, such as political science, public administration, urban geography, urban sociology, or urban studies; or equivalent number of years recent work experience and education in architectural review, plan review, site/landscaping design and code enforcement is required.

Preferred Education/Training and Experience

Master's Degree in Urban Planning with recent work experience in architectural review, plan review, site/landscaping design and code enforcement desirable 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

Possession and maintenance of a valid Wisconsin driver's license. This position requires emotional intelligence, work ethic, accountability, and initiative to effectively perform the duties.

Physical Demands

Possess the physical ability to perform the duties of the position including, but not limited to, occasional lifting/carrying up to 40 lbs.; occasional sitting, frequent standing, walking, and climbing; the ability to occasionally bend, kneel, climb, twist, stoop, crawl, squat, reach, push, pull, etc.; ability to continuously focus for long periods of time on projects; occasional entering and exiting of a personal or City-owned vehicle; and occasional driving in variable and unfavorable weather conditions.

Ability to withstand exposure to variable and unfavorable weather conditions; ability to walk on uneven surfaces; ability to perform inspections which may include exposure to odors, noise, vibrations, vehicular traffic, dust. The employee is required to react appropriately when hazards are identified.

Work Environment

This employee will spend approximately 90 – 95% of their time in an office environment and the balance of their time in the field. Field work/inspections are performed in all Wisconsin weather conditions. The employee is required to attend meetings outside of regular office hours including but not limited to: Common Council (and occasionally its committees like Finance or Legislative), Plan Commission, Zoning Board of Appeals, Community Development Authority, BID Board, Neighborhood Information Meetings, etc. The noise level in the work environment is usually moderate.

Equipment Used

Computer and appropriate software, scanner/copy machine, calculator, City-owned vehicle, telephone, digital camera, and mobile phone.

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.



PLANNER

Classification

Exempt

Department/Division

Neighborhood Services/Community Development

Reports to

Director of Neighborhood Services

Summary/Objective

This position is involved in work associated with urban planning, land use planning, zoning/signage code enforcement, and the coordination of the permitting/building, electrical and plumbing plan review process. This position is highly independent and collaborates, responds to/serves many people, including citizens, managers, department heads, appointed officials, and elected representatives, with little daily supervision.

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.

- Coordination of the review and analysis of site, landscaping and architectural design, zoning codes, sign codes, building codes, land division, comprehensive land use plans, transportation plans, storm water management, regional land use, housing reports, sewer/water service and other considerations for residential, commercial, and industrial uses.
- Inspects and enforces Plan Commission (PC), Common Council (CC) and Zoning Board of Appeals (ZBOA) site, landscaping, screening, architectural and signage conditions of approval.
- Attends monthly ZBOA meetings (fourth Thursday of the month, 6:00 pm), and PC and CC nightly monthly meetings in the absence of the City Planner, as needed.
- Establishes/assembles agreement documents between developers and the City for various Planning projects.
- Inspects for “non-permitted” uses for violations of City Codes and Ordinances.
- Administration and coordination of the permitting/plan review process with outside agencies.
- Administration and coordination of zoning policies, including interpreting and enforcing the Greenfield Municipal Code in cooperation with the City Planner, the City Attorney, and when necessary, the City’s Code Enforcement Officer.
- Processes business occupancy permit applications, including zoning verification.

- Promotes economic development within the city.
- Assists with the implementation of special projects focused on community and neighborhood revitalization as assigned, including Tax Incremental Financing Plans, 27th Street Business Association long-range Plans, Redevelopment Plans, Neighborhood Planning, and other long-term/larger-scaled plans.
- Provides staff support for the PC, CC, ZBOA, Community Development Authority (CDA), and Joint Review Board (JRB), including processing applications, agendas, resolutions, ordinances, staff reports, and multimedia public presentations.
- Assists in the preparation of updates to the City's Comprehensive Plan, Zoning Ordinance and Sign Ordinance.
- Coordinates building, electrical and plumbing permitting and plan review.
- Interacts with citizens, the business/development community, and elected/appointed officials in relation to land use.
- Operates GIS systems.
- Administers the department web pages and department filing system of property files.

Competencies

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

Language and Reasoning Abilities

- Ability to read, analyze and interpret professional and technical journals, financial reports, and legal documents.
- Ability to comprehend State Statutes and City Ordinances.
- Ability to respond to common inquiries or complaint from citizens, regulatory agencies, or members of the business community.
- Ability to effectively present information to management, public groups, and elected officials.
- Must have strong interpersonal communications skills.
- Ability to read, analyze, and interpret general instructions and 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.

Knowledge, Skills and Abilities

- Considerable knowledge of the principles, practices, techniques, and objectives of urban planning.
- Ability to define problems, collect data, establish facts, and draw valid conclusions; good knowledge of City codes and ordinances.
- Knowledge of local, state and federal laws pertaining to community planning, comprehensive land use planning, industrial and commercial development, community conservation, and environmental analysis and code enforcement.
- Some skill in inspecting the work of subordinate employees (inspectors and intern positions).
- Ability to use ArcGIS, Dropbox, and social media sites.
- Ability to keep accurate records.
- Ability to prepare clear and concise written and oral reports.
- Ability to read and understand maps and plans.
- Ability to communicate effectively in a helpful and professional manner, both verbally and in writing.
- Ability to establish and maintain effective working relationships with other employees, elected and appointed officials, developers, architects, contractors, property owners, and the public.

Position Type and Expected Hours of Work

This is a full-time position. A Planner must be accessible by phone and/or available to work extended hours and/or report to the worksite outside of regular office hours as needed, including, but not limited to, nights, weekends, holidays, etc. to support the City's programs and services.

Travel

This position requires minimal travel. Site visits will be part of the daily routine; a City-owned vehicle will be provided as needed. Travel to conferences, seminars, training, etc. is encouraged, as budgeted.

Required Education/Training and Experience

Bachelor's Degree in Urban or Regional Planning or related field, such as political science, public administration, urban geography, urban sociology, or urban studies; or equivalent number of years recent work experience and education in architectural review, plan review, site/landscaping design and code enforcement is required.

Preferred Education/Training and Experience

Master's Degree in Urban Planning with recent work experience in architectural review, plan review, site/landscaping design and code enforcement desirable 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

Possession and maintenance of a valid Wisconsin driver's license. This position requires emotional intelligence, work ethic, accountability, and initiative to effectively perform the duties.

Physical Demands

Possess the physical ability to perform the duties of the position including, but not limited to, occasional lifting/carrying up to 40 lbs.; occasional sitting, frequent standing, walking, and climbing; the ability to occasionally bend, kneel, climb, twist, stoop, crawl, squat, reach, push, pull, etc.; ability to continuously focus for long periods of time on projects; occasional entering and exiting of a personal or City-owned vehicle; and occasional driving in variable and unfavorable weather conditions.

Ability to withstand exposure to variable and unfavorable weather conditions; ability to walk on uneven surfaces; ability to perform inspections which may include exposure to odors, noise, vibrations, vehicular traffic, dust. The employee is required to react appropriately when hazards are identified.

Work Environment

This employee will spend approximately 90 – 95% of their time in an office environment and the balance of their time in the field. Field work/inspections are performed in all Wisconsin weather conditions. The employee is required to attend meetings outside of regular office hours including but not limited to: Common Council (and occasionally its committees like Finance or Legislative), Plan Commission, Zoning Board of Appeals, Community Development Authority, BID Board, Neighborhood Information Meetings, etc. The noise level in the work environment is usually moderate.

Equipment Used

Computer and appropriate software, scanner/copy machine, calculator, City-owned vehicle, telephone, digital camera, and mobile phone.

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.



Committee: Finance & Human Resources Committee

Item Number:

Introduced By: Katz

Date Introduced: March 13, 2024

RELATING TO:

Decision to revise the job description for the Clerk Typist position in Public Works.

SUMMARY:

The Clerk Typist job description is being revised to reflect the change to part time.

This position works with and provides back up to the Administrative Assist in Public Works.

Effective 1/01/2024	START (hrly)	1 YEAR (hrly)	2 YEAR (hrly)	3 YEAR (hrly)	4 YEAR (hrly)
P/T CLERK-TYPIST (AFTER 5/15/15)	16.17	16.74	17.32	17.92	18.56

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



Part-Time Clerk-Typist **Division of Public Works**

Classification

Non-Exempt

Department/Division

Division of Public Works

Reports to

Superintendent, Division of Public Works

Summary/Objective

The Clerk-Typist assists the organization in the overall implementation of office operations, which includes performing various clerical tasks, routing telephone calls, transcribing meeting minutes, and assisting the public.

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 clerical assistance to the Superintendent of Public Works.
- Writes work orders and updates data bases.
- Assists in the preparation of various committee agendas, minutes, correspondence and general typing.
- Maintains status of computer-based systems.
- Sorts and distributes mail.
- Answers telephone calls and routes calls.
- Performs clerical duties such as filing, typing, photocopying, word processing, computer data entry, and ordering office supplies.
- Other duties as assigned.

Competencies

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



Language and Reasoning Abilities:

- Ability to read, analyze, and interpret general instructions and technical procedures related to organizational operations.
- 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.
- Ability to effectively present information and respond to questions from managers, clients, customers and the general public.
- Excellent communication skills.
- Ability to deal diplomatically with the public and possess good interpersonal skills.

Mathematical Skills:

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

Position Type and Expected Hours of Work

~~The Division of Public Works hours are This is a full-time position. Normal days and hours of work are~~ Monday through Friday, 7:00 a.m. to 3:30 p.m. ~~The expected schedule is~~ hours of work are Monday through Friday, 9:00 a.m. to 1:00 p.m., approximately 20 hours per week . ~~Ability to work additional hours as needed.~~

Required Education/Training and Experience

A high school diploma, with one to two years of clerical experience.

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. Ability to type 45 wpm. Ability to use computers and available software. Ability to deal diplomatically with the public. Ability to work nights, weekends, overtime and odd hours when emergencies or DPW operations require.

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 occasionally required to stand, walk, reach with hands and arms, stoop, kneel, crouch or crawl. The employee is frequently required to sit, handle or feel, and talk or hear. The employee must occasionally lift and move up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the 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 of this job. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet

11/30/2020 Revised 3/19/2024



and/or humid conditions, moving mechanical parts, and risk of electrical shock. The noise level in the work environment is usually moderate; however there is periodic exposure to loud noise.

Equipment Used:

Copy machine, calculator, computer, printer, dictation equipment, telephone, fax machine, typewriter, two way radio.

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. This is a part-time position with no benefits.

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.



Part-Time Clerk-Typist Division of Public Works

Classification

Non-Exempt

Department/Division

Division of Public Works

Reports to

Superintendent, Division of Public Works

Summary/Objective

The Clerk-Typist assists the organization in the overall implementation of office operations, which includes performing various clerical tasks, routing telephone calls, transcribing meeting minutes, and assisting the public.

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 clerical assistance to the Superintendent of Public Works.
- Writes work orders and updates data bases.
- Assists in the preparation of various committee agendas, minutes, correspondence and general typing.
- Maintains status of computer-based systems.
- Sorts and distributes mail.
- Answers telephone calls and routes calls.
- Performs clerical duties such as filing, typing, photocopying, word processing, computer data entry, and ordering office supplies.
- Other duties as assigned.

Competencies

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

- Ability to read, analyze, and interpret general instructions and technical procedures related to organizational operations.
- 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.
- Ability to effectively present information and respond to questions from managers, clients, customers and the general public.
- Excellent communication skills.
- Ability to deal diplomatically with the public and possess good interpersonal skills.

Mathematical Skills:

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

Position Type and Expected Hours of Work

The Division of Public Works hours are Monday through Friday, 7:00 a.m. to 3:30 p.m. The expected hours of work are Monday through Friday, 9:00 a.m. to 1:00 p.m., approximately 20 hours per week. Ability to work additional hours as needed.

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PACKETS FOR WEDNESDAY, 3 / 13 / 2024 FINANCE MEETING

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

CC: PAULA

CC: FINANCE FOLDER

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