

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD ON
WEDNESDAY, AUGUST 13, 2025

1. The meeting was called to order by Ald. Saryan at 6:03 P.M.

Present:

Ald. Kastner
Ald. Bailey
Ald. Saryan

Also present:

Michael Neitzke, Mayor
Paula Schafer, Finance Director
Julie Foley, Human Resources Director
Tim Sowinski, Assistant Finance Director
Jeff Katz, Neighborhood Services Director
Dan Weber, Assistant Fire Chief

2. Approval of the June 11, 2025 Finance & Human Resources committee meeting minutes.

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve the June 11, 2025 Finance & Human Resources committee meeting minutes.

The motion carried unanimously.

3. Approve fund transfers between capital improvement accounts.

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve fund transfers between capital improvement accounts.

The motion carried unanimously.

4. Discussion and decision to approve a maintenance agreement between Jani-King of Milwaukee and the Greenfield Fire Department.

AC Dan Weber stated they are looking to make a change from their current cleaning company in the administrative offices. The Law Enforcement Center uses Jani-King, who is doing a great job, so Fire Department would like to use them as well. This switch will also save money.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve a maintenance agreement between Jani-King of Milwaukee and the Greenfield Fire Department.

The motion carried unanimously.

5. Discussion and decision to revise job title of Parks/Facilities Supervisor to Parks Supervisor, revise job description and set salary.

Ms. Foley explained that the job description and title are being slightly revised and this is now a vacant position. Also, this would be revising the salary for the position.

Mayor Neitzke stated that parks maintenance, such as cutting grass and fixing bathrooms, is now being taken care of by Division of Public Works. This position will include upkeep at the baseball diamonds, the community center and the AMP.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve items #5 and #6 revising the job title of Parks/Facilities Supervisor to Parks Supervisor, revise job description and set salary and revise Parks and Recreation Department organizational chart.

The motion carried unanimously.

6. Discussion and decision to revise Parks and Recreation Department organizational chart.

Motion approved under item #5.

The motion carried unanimously.

7. Discussion and decision to approve an agreement with Catalis Tax & CAMA, Inc for assessment services for a term ending July 31, 2028, with two 1-year extension options.

Ms. Schafer indicated this is to replace the contract that just expired. This is a three-year contract, with the option for extending it for two additional one-year terms. This contract provides an Assessor at City Hall on Tuesdays, and to take care of and provide assessment data as needed.

Mayor Neitzke mentioned that we are still currently in compliance with the State in regards to assessment values. Ms. Schafer stated this new contract does list a plan to do a 2027 statistical market revaluation.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve an agreement with Catalis Tax & CAMA, Inc for assessment services for a term ending July 31, 2028, with two 1-year extension options.

The motion carried unanimously.

8. Discussion and decision to update resolution # 3946, the City's investment policy, with two additional banks.

Ms. Schafer stated that the City is changing ambulance billing services to Paramedic Billing Services, and they use banks we don't currently work with - Wintrust and Hinsdale Bank & Trust Company, which is a charter bank of Wintrust. Adding these banks to the City's investment policy will allow them to have collections deposited and reconciled by Paramedic Billing Services. Each month the money in these accounts will then be deposited into the City's operations account.

Motion by Ald. Kastner, seconded by Ald. Bailey, to update resolution # 3946, the city's investment policy, with two additional banks.

The motion carried unanimously.

9. Approval of schedules of disbursements in the amount of \$7,518,730.35.

Motion by Ald. Kastner, seconded by Ald. Bailey, for approval of schedules of disbursements in the amount of \$7,518,730.35.

The motion carried unanimously.

10. Approval of mileage reimbursements in the amount of \$333.55.

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve of mileage reimbursements in the amount of \$333.55.

The motion carried unanimously.

11. Accept June 2025 financial statements.

Motion by Ald. Bailey, seconded by Ald. Kastner, to accept June 2025 financial statements.

The motion carried unanimously.

12. Investments and reinvestments for June 2025.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve items #12 and #13 investments and reinvestments for June and July 2025.

The motion carried unanimously.

13. Investments and reinvestments for July 2025.

Motion approved under item #13.

The motion carried unanimously.

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

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

Motion by Ald. Kastner, seconded by Ald. Bailey, to go into closed session at 6:37 pm.

The motion carried unanimously on a roll call vote.

15. Adjourn closed session and reconvene into open session

Motion by Ald. Kastner, seconded by Ald. Bailey, to adjourn closed session at 7:04 pm and reconvene into open session.

The motion carried unanimously.

16. Decision regarding closed session item.

Motion by Ald. Kastner, seconded by Ald. Bailey, for Human Resources Director to proceed as directed.

The motion carried unanimously.

17. Discussion and decision to create job description of Inspection Services Manager in the Department of Neighborhood Services, set salary, recruit and hire.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve creating a job description of Inspection Services Manager in the Department of Neighborhood Services, set salary, recruit and hire.

The motion carried unanimously.

18. Discussion and decision to revise Department of Neighborhood Services organizational chart.

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

The motion carried unanimously.

19. Items for future agenda.

Budget

20. Adjournment

Motion by Ald. Kastner, seconded by Ald. Bailey, to adjourn meeting at 7:06 pm.

The motion carried unanimously.