

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, FEBRUARY 25, 2015

1. The meeting was called to order by Ald. Saryan at 6:30 P.M.

Roll Call:	Ald. Saryan	Present
	Ald. Kastner	Present
	Ald. Bailey	Present

Also Present: Paula Schafer, Finance Director
Mayor Neitzke
Darren Rausch, Health Director
Jon Cohn, Fire Chief
Carol Edmonds, Court Administrator
Paul Schlecht, Assistant Police Chief
Jeff Katz, City Engineer
Rick Sokol, Director of Neighborhood Services

2. Approval of the February 11, 2015 Finance and Human Resources Committee minutes Approve 2/11/15 minutes

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the February 11, 2015 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision regarding approval of an agreement to administer a Retail Food Program for the Wisconsin Department of Agriculture, Trade and Consumer Protection (D. Rausch)

Mr. Rausch said this an updated agreement related to our agents program. The agent program covers retail food establishments, primarily grocery stores, butcher shops and gas stations. The Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) is remiss in sending out updated contracts. The most recent agreement on file was approved in July 2000. Since Greenfield has been an agent of DATCP for over twenty years, he recommends approval of this agreement. Mayor Neitzke said this agreement has been sent to the City Attorney for review.

Mr. Rausch said this agreement allows Greenfield to act as a local agent of the state. As an agent, the Health Department licenses and inspects all retail food establishments in the City. The state takes a 10% license fee, but they do provide technical assistance and training. He further stated that the City provides a quality food inspection program, while the state has a backlog of inspections.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve an agreement to administer a Retail Food Program for the Wisconsin Department of Agriculture, Trade and Consumer Protection. The motion carried unanimously.

Approve agreement with DATCP to administer a Retail Food Program
COUNCIL

4. Discussion and decision to approve an employment agreement with Lisa Boettcher as a Part-Time Public Health Specialist in the Health Department (D. Rausch)

Mayor Neitzke drafted the employment agreement for this position, which is going from full-time to part-time. There was some discussion from an accounting standpoint whether the contract could be effective the first pay period of the second quarter, which would be March 30th, instead of March 1st. There is a blank line in the draft agreement which relates to specialization. Mayor Neitzke suggested 'experience and knowledge in the areas of public health practice, including program and performance management, quality improvement, and public health accreditation'.

There was an issue on how to allocate vacation because the year has started. The Finance Director put together a spreadsheet. This employee has accumulated some banked vacation and sick time which would accrue at the full-time rate until the first quarter of the year ends. Effective March 30th, vacation and sick time would accrue at the reduced rate.

Ald. Kastner asked if the accrued vacation and sick time could be paid out. Mayor Neitzke said deferring that liability would be preferable. He suggested attaching the accounting spreadsheet to the contract to explain Section 4, Benefits. It was clarified that this position does not include health benefits.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve an employment agreement with Lisa Boettcher as a Part-Time Public Health Specialist in the Health Department, including amendments. The motion carried unanimously.

Approve L. Boettcher employment contract
COUNCIL

5. Discussion and decision to approve a Side Letter of Agreement with Firefighters Local 1963 regarding Meal Deduction (Fire Dept.)

FF Side Agreement
NEXT AGENDA

Mayor Neitzke asked that this item be placed on the next agenda.

6. Approval of schedules of disbursements in the amount of \$498,622.47

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the following schedules of disbursements:

Approve disbursements
COUNCIL

COMMITTEE MEETINGS PAYMENTS (2014 EXPENSE) 2/5/15

Total \$1,295.00

AUTHORIZED (2014 EXPENSE) 2/6/15 **AUTHORIZED (2015 EXPENSE) 2/6/15**

Total \$63,729.11

Total \$80,156.84

<u>AUTHORIZED (2014 EXPENSE) 2/13/15</u>	<u>AUTHORIZED (2015 EXPENSE)2/13/15</u>
Total \$51,077.71	Total \$217,268.10

<u>AUTHORIZED (2015 EXPENSE) 2/18/15</u>	<u>TAX REFUNDS (2015 EXPENSE)2/9/15</u>
Total \$65,321.91	Total \$14,073.93

<u>TAX REFUNDS (2015 EXPENSE)2/12/15</u>	<u>TAX REFUNDS (2015 EXPENSE)2/17/15</u>
Total \$3,346.33	Total \$2,353.54

The motion carried unanimously.

7. Approval of mileage reimbursements in the amount of \$514.41

It was moved by Ald. Bailey, seconded by Ald. Kastner,
to approve mileage reimbursements in the amount of \$514.41.
The motion carried unanimously.

Approve mileage
COUNCIL

8. Approval of investments and reinvestments

It was moved by Ald. Kastner, seconded by Ald. Bailey,
to approve investments and reinvestments as follows:

Investments
& reinvestments
COUNCIL

LOCAL GOVERNMENT INVESTMENT POOL

January 2015 Statement

December Ending Balance	\$3,211,549.53
1 Deposit in January	417,507.51
0 Withdrawals in January	-
January Interest Earnings @ 0.10%	301.50
TOTAL	\$3,629,358.54

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield
Bank Mutual/MMkt	\$512,004.81	10/5/2011	variable	
Pyramax Bank/CD	\$500,000.00	9/24/2013	3/24/2015	1.00%
Community Bank & Trust/CD	\$500,000.00	6/2/2014	11/2/2015	0.48%
Tri City Bank/CD	\$500,000.00	5/14/2014	11/14/2015	0.25%
Tri City Bank/CD	\$250,000.00	2/14/2014	8/14/2015	0.25%
Tri City Bank/CD	\$500,000.00	10/31/2013	4/30/2015	0.25%
WaterStone Bank	\$500,000.00	4/16/2014	5/15/2016	1.00%
Westbury Bank /CD	\$504,135.56	6/7/2013	12/7/2014	0.30%
Great Midwest Bank/CD	\$500,000.00	12/4/2013	3/4/2015	0.55%

Anchor Bank/CD	\$500,000.00	4/15/2014	4/15/2015	0.25%
The Equitable Bank	\$500,000.00	8/14/2014	3/14/2015	0.75%
Money Mkt/Tri-City Bank	\$503,817.42	12/31/2001	variable	
Money Mkt/BMO Harris Bank	\$4,733,931.61	6/28/2011	variable	
Totals	\$10,503,889.40			

The motion carried unanimously.

9. Other topics for future agendas

Mayor Neitzke said economic development incentives will be discussed at some point. Also, some employees have expressed interest in a Section 125 flexible benefit plan debit card instead of submitting claim paperwork. He has started inquiries as to how much that benefit would cost and if it would be worthwhile. A small charge is associated with the card.

10. It was moved by Ald. Saryan, seconded by Ald. Bailey, for the Committee to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c) at 6:45 P.M. to consider the following:

Closed Session

- a. Discussion of specific personnel problems as related to personnel matters (Mayor Neitzke)

On a roll call vote, the motion carried unanimously.

11. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the closed Session and reconvene into open session at 8:03 P.M. The motion carried unanimously.

Reconvene

12. Decision of specific personnel problems as related to personnel matters

It was moved by Ald. Kastner, seconded by Ald. Saryan, for the Interim Human Resources Director to proceed, as directed. The motion carried unanimously.

13. Discussion and decision to amend the job description and salary grade of the Part-Time Clerk-Typist position in the Department of Neighborhood Services (R. Sokol)

Mayor Neitzke said the salary scale will be created in the way that was discussed in closed session and presented at the Council meeting. The job description was approved, as presented.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the job description and the amended salary grade of the Part-Time Clerk-Typist position in the Department of Neighborhood Services. The motion carried unanimously.

Approve job desc.
and salary grade
of P/T Clerk-Typist
in DNS
COUNCIL

14. It was moved by Ald. Bailey, seconded by Ald. Saryan, to adjourn the meeting at 8:05 P.M. The motion carried unanimously.

Adjourn

Respectfully submitted,
Joanne Waite, Human Resources Assistant

Distributed: 2/27/15