

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, JANUARY 14, 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: Mayor Neitzke
Lisa Boettcher, Public Health Specialist

Excused: Paula Schafer

2. Approval of the December 10, 2014 Finance and Human Resources Committee minutes

Approve 12/10/14 minutes

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the December 10, 2014 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision to approve a contractual arrangement for Farmers Market Manager position (D. Rausch)

Ms. Boettcher said the Farmers Market Manager from the 2014 season resigned in late September, but worked until the end of the market season. A recruitment process was held from the vendor list, as well as the Health Department's Facebook page, which has over 1,000 followers. In addition, the position was posted through local schools of public health and other contacts.

Two applicants applied, and Ms. Jessica Elkins was hired. She is the Administrative Assistant at the Health Department and has a working relationship with the Farmers Market. Ms. Elkins is resigning her position as Administrative Assistant for family reasons.

Mayor Neitzke said both Ms. Boettcher and Ms. Elkins were heavily involved with the Farmers Market since its inception. Ms. Elkins worked on site a lot during the first season, so she has working relationships with vendors and knowledge of the rules and regulations.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve an Independent Contractor Agreement for a Farmers Market Manager position with Ms. Jessica Elkins effective January 24, 2015.

Approve Farmers Market Manager contract
COUNCIL

Under discussion, Ald. Bailey said the salary is \$15.00 per hour with no benefits.

The motion carried unanimously.

4. Discussion and decision to approve a contract with Ehlers & Associates, Inc. for continuing disclosure reporting services (P. Schafer)

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a contract with Ehlers & Associates, Inc. for continuing disclosure reporting services.

Approve contract
Ehlers & Assoc.
COUNCIL

Under discussion, Ald. Bailey asked if this is a renewal agreement. Mayor Neitzke said yes. There are very few firms statewide that specialize in municipal bond funding. The City has received very good advice from Ehlers. However, two years ago the City looked at other vendors. It was found other vendors would be more expensive to re-educate. Ehler's annual fee will be \$3,800.00, and they make sure the City is in compliance with Securities and Exchange Commission regulations. Mayor Neitzke mentioned that most legal counsel fees are in the range of \$400-\$600 per hour.

Ald. Kastner asked when the City would be going out for bonds. Mayor Neitzke said that would be in February. Interest rates are very low right now.

The motion carried unanimously.

5. Approval of schedules of disbursements in the amount of \$1,536,541.68

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

Approve
disbursements
COUNCIL

AUTHORIZED (2014 EXPENSE) 12/26/14

Total \$243,680.26

AUTHORIZED (2014 EXPENSE) 1/2/15

Total \$636,059.19

AUTHORIZED (2015 EXPENSE) 1/2/15

Total \$388,075.02

TAX REFUNDS (2015 EXPENSE) 1/2/15

\$ 10,591.42

TAX REFUNDS (2015 EXPENSE) 1/8/15

Total \$ 11,350.64

DECEMBER 2014 WIRE TRANSFERS

Total \$247,315.00

DECEMBER 2014 MANUAL CHECKS

Total -0-

DECEMBER 2014 VOIDED CHECKS

Total (\$529.85)

The motion carried unanimously.

6. Approval of mileage reimbursements in the amount of \$1,361.37

It was moved by Ald. Bailey, seconded by Ald. Kastner,
to approve mileage reimbursements in the amount of \$1,361.37.
The motion carried unanimously.

Approve mileage
COUNCIL

7. Other topics for future agendas

Mayor Neitzke spoke about the Loomis/894, Meijers and the Chapman property projects. The Common Council has authorized the TIF process to begin. Mayor Neitzke is trying to get a hearing before Milwaukee County's Park Board regarding a lease agreement for Kulwicki Park. Kulwicki would remain a County park.

8. It was moved by Ald. Kastner, seconded by Ald. Bailey, for the Committee to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c) at 6:48 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.

9. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the closed session and reconvene into open session at 7:01 P.M.
The motion carried unanimously.

Reconvene

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

It was moved by Ald. Kastner, seconded by Ald. Bailey,
for Mayor Neitzke to proceed, as directed. The motion
carried unanimously.

11. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the meeting at 7:05 P.M. The motion carried unanimously.

Adjourn

Distributed: 1/15/15

Respectfully submitted,
Joanne Waite, Human Resources Assistant