

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, JANUARY 28, 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 (arrived at 7:15 P.M.)
Sgt. Licht, Police Department
Rick Sokol, Director of Neighborhood Services
Jeff Katz, City Engineer
Darren Rausch, Health Director

2. Approval of the January 14, 2015 Finance and Human Resources Committee minutes

Approve 1/14/15 minutes

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve the January 14, 2015 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision to renew election hardware maintenance agreement with Command Central for 22 Optech Eagle voting machines (J. Goergen)

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve renewing the election hardware maintenance agreement with Command Central for 22 Optech Eagle voting machines. The motion carried unanimously.

Approve renewing election hardware maintenance contract
COUNCIL

4. Discussion and decision to approve participation in the Homeland Security/Mutual Aid Radio Grant and authorize the Mayor to sign the grant documents (Sgt. Licht)

Sgt. Licht said this grant is a continuation of a grant received a few years ago to replace all infrastructure in the City's radio system. This \$177,368.00 grant will allow the police and fire departments to complete the purchase of portable and mobile radios. A \$47,571 cash match is required, and both departments have already allocated funds in their 2015 budgets.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve participation in the Homeland Security/Mutual Aid Radio Grant and authorize the Mayor to sign the grant documents. The motion carried unanimously.

Approve Homeland Security Radio Grant
COUNCIL

5. Discussion and decision to approve fund transfers among projects within the Engineering Division's capital improvement account group (J. Katz)

Mr. Katz said these fund transfers are general housekeeping, which is done once or twice a year. It pertains to closing and balancing of capital improvement accounts. Transfers among projects are necessary due to the nature of road construction.

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve fund transfers among projects within the Engineering Division's capital improvement account group. The motion carried unanimously.

Approve Engineering capital improvement fund transfers
COUNCIL

6. Discussion and decision to approve a job description for an Environmental Engineering/GIS Technician position in the Engineering Division, Department of Neighborhood Services (J. Katz)

Mr. Katz said the job description is for the new position of Environmental Engineering/GIS Technician. The City has to abide by MMSD and DNR requirements. This position will focus primarily on environmental management issues, such as solid waste, recycling, storm water and sanitary sewers.

Ald. Kastner said this position is funded in the 2015 budget. He asked if the job description was reviewed by the former Director of Human Resources and was told yes.

Ald. Bailey asked if other nearby cities have a similar position. Mr. Katz said research was done on how other communities accomplish this work. Since that varied, he looked at how they did their work to develop this job description.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the job description for an Environmental Engineering/GIS Technician position in the Engineering Division, Department of Neighborhood Services, as presented.

Approve job desc.
Environmental Eng./
GIS Technician
COUNCIL

Under discussion, Ald. Kastner asked if the filling of this position needs to be authorized. Ms. Schafer said last Fall, the Council changed the policy. If a position is budgeted, no authorization for filling is necessary.

The motion carried unanimously.

7. Discussion and decision to establish the salary for the position of Environmental Engineering/GIS Technician in the Engineering Division, Department of Neighborhood Services (J. Katz)

Mr. Katz said the salary range was determined by research of similar work in surrounding communities, and a review of salaries within the City. Ms. Schafer said that salaries in the City have a 3.5% increase between each step, and she revised the salary schedule the Engineering Division recommended. Ald. Kastner stated at this point we don't know on which step the person will start.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to establish the salary for the position of Environmental Engineering/GIS Technician in the Engineering Division, Department of Neighborhood Services. The motion carried unanimously.

Approve establishing salary for the position of Environmental Eng./GIS Technician
COUNCIL

8. Discussion and decision to approve a resolution amending the 2015 Non-Represented salary resolution to add the position of Environmental Engineering/GIS Technician (Mayor Neitzke)

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a resolution amending the 2015 Non-Represented salary resolution to add the position of Environmental Engineering/GIS Technician.

Approve amending the 2015 Non-Rep. salary resolution
COUNCIL

Under discussion, Ms. Schafer said the committee would be approving the revised annual range of \$66,102 to \$75,854.

The motion carried unanimously.

Ald. Bailey asked when this job would be posted. Ald. Kastner said that would be a Human Resources Department function. Mr. Sokol said after Common Council approval, he will ask to have the job posted internally. Ald. Bailey asked what is the ideal start date for this position. He was told soon, as this is the beginning of the environmental reporting season for calendar year 2014. It would be helpful to have someone hired as soon as possible to be a part of that reporting cycle and take the burden off the rest of the staff.

Ms. Schafer said this position was budgeted for the full year.

9. Approval of schedules of disbursements in the amount of \$699,546.67

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

Approve disbursements
COUNCIL

AUTHORIZED (2014 EXPENSE) 1/9/15

Total \$85,434.40

AUTHORIZED (2015 EXPENSE) 1/9/15

Total \$245,555.40

AUTHORIZED (2014 EXPENSE) 1/16/15

Total \$149,994.77

AUTHORIZED (2015 EXPENSE) 1/16/15

Total \$83,100.08

TAX REFUNDS (2015 EXPENSE) 1/13/15

Total \$11,184.87

TAX REFUNDS (2015 EXPENSE) 1/14/15

Total \$6,535.36

TAX REFUNDS (2015 EXPENSE) 1/15/15

Total \$22,565.09

TAX REFUNDS (2015 EXPENSE) 1/19/15

Total \$26,809.07

TAX REFUNDS (2015 EXPENSE) 1/20/15

Total \$33,019.62

TAX REFUNDS (2015 EXPENSE) 1/21/15

Total \$35,348.01

Under discussion, Ald. Kastner asked if the Alderpersons will receive the credit card statements, as they received them once. Ms. Schafer replied that those charges were placed on the list for the second meeting of each month, except for now. December charges are still being worked through.

Ald. Kastner said Alderpersons don't get to review the statements, and asked who reviews the details. Ms. Schafer said the Department Manager approves the credit card statements. Detailed print-outs are available, and she will provide that to the Alderpersons.

The motion carried unanimously.

10. Approval of mileage reimbursements in the amount of \$715.58

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve mileage reimbursements in the amount of \$715.58. The motion carried unanimously.

Approve mileage
COUNCIL

11. 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

December 2014 Statement

November Ending Balance	\$7,711.25.48
0 Deposits in December	
1 Withdrawal in December	(4,500,000.00)
December Interest Earnings @ 0.09%	294.05
TOTAL	\$3,211,549.53

Institution	Princ Amt	Investment	Maturity	Yield
	Invested	Date	Date	
Bank Mutual/MMkt	\$511,753.80	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	\$4,733,538.29	12/31/2001	variable	
Money Mkt/BMO Harris Bank	\$503,753.24	6/28/2011	variable	
Totals	<u>\$10,503,180.89</u>			

The motion carried unanimously.

12. Other topics for future agendas

Ald. Bailey asked about the status of advertising for the Part-Time Director of Human Resources position. Ald. Kastner replied that could be placed on a future agenda.

13. It was moved by Ald. Bailey, seconded by Ald. Kastner, for the Committee to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c) at 6:49 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.

14. 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

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

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

16. Discussion and decision to transition the full-time Public Health Specialist position into a 3/5 time Public Health Specialist position with salary and benefits prorated accordingly (D. Rausch)

It was moved by Ald. Kastner, seconded by Ald. Bailey, for the Acting Director of Human Resources to proceed to create a contract. The motion carried unanimously.

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

Adjourn

Respectfully submitted,
Joanne Waite, Human Resources Assistant

Distributed: 1/29/15