

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, APRIL 30, 2014

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
Ben Granberg, Director of Human Resources
Mayor Neitzke

2. Nomination and election of Finance and Human Resources Chair and Vice-Chair

It was moved by Ald. Kastner to nominate Ald. Saryan as Chair and Ald. Bailey as Vice-Chair of the Finance and Human Resources Committee. The motion carried unanimously.

Election of Chair and Vice-Chair

3. Approval of the February 26, 2014 Finance and Human Resources Committee minutes

Approve 2/26/14 minutes

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve the February 26, 2014 Finance and Human Resources Committee minutes, as presented. The motion carried with Ald. Kastner and Saryan voting aye and Ald. Bailey abstaining.

4. Discussion and decision regarding IT Department personnel (T. Lemmers)

Mr. Granberg said Mr. Lemmers, Manager of Information Technology, would like to utilize a Community Service Officer to work in the IT Department. Mr. Lemmers had money budgeted to carry the person through the end of the year. The information Mr. Lemmers submitted asks for an IT Department Intern. Mr. Granberg believes that is a misuse of the term and what Mr. Lemmers really wants is a part-time position. A part-time position receives no benefits and works less than 28 hours per week. Therefore, he requests changing Mr. Lemmer's request from Intern to part-time employee and approve. Assuming this is approved, a job description will be prepared, along with a rate schedule. The Non-Represented employees salary ordinance will be amended. Mr. Granberg will also update the Employee Classification Ordinance. That ordinance gives the definition of various types of personnel. Mr. Granberg asks that this position be paid \$14.00 per hour, which is what the person currently makes.

Ald. Kastner confirmed the change of a CSO to IT Department part-time employee. A job description will come later.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the change of a Community Service Officer to a part-time position in the Information Technology Department. The motion carried unanimously.

Fill P/T position
IT Department
COUNCIL

5. Discussion and decision to transfer the clearing account balance in excess of 7% of the total escrow fund (Fund 825) to GENRES in the amount of \$20,782.03 (P. Schafer)

Ms. Schafer said in 2011 the Common Council approved moving the excess funding over 7% out of Fund 825 into the GENRES to use for future projects. This hadn't been done after December 2011, 2012 and 2013. This amount is a cumulative of three years. Mayor Neitzke said this is an administrative function.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to transfer the clearing account in excess of 7% of the total escrow fund (Fund 825) to GENRES in the amount of \$20,782.03. The motion carried unanimously.

Approve transfer
of Fund 825 to
GENRES
COUNCIL

6. Approval of schedules of disbursements in the amount of \$626,044.29 and \$48,798.66

Ms. Schafer said there are two amounts this time. The first total is for the regular schedules you are used to seeing. The \$48,798.66 amount represents the P-Cards for December and January. The P-card disbursement schedule will become a regular schedule also.

Mayor Neitzke said the City went to P-Card purchasing recently, which is essentially credit card purchasing. The City gets a certain percentage of cash back, so we are encouraging as many items as possible to be P-Carded. This will ultimately help with accounts payable, receivable, and recordkeeping. He then explained the descriptive schedules provided to Council members.

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

Approve
disbursements
COUNCIL

<u>AUTHORIZED</u>	<u>4/4/14</u>
Total	\$159,263.62

<u>AUTHORIZED</u>	<u>4/11/14</u>
Total	\$247,620.21

<u>AUTHORIZED</u>	<u>4/17/14</u>
Total	\$219,160.46

<u>P-Cards January 2014 Statement</u>	
Total	\$ 23,548.97

<u>P-Cards February Statement</u>	
Total	\$ 25,249.69

The motion carried unanimously.

7. Approval of mileage reimbursements in the amount of \$440.41

It was moved by Ald. Kastner, seconded by Ald. Bailey,
to approve mileage reimbursements in the amount of \$440.41.
The motion carried unanimously.

Approve mileage
COUNCIL

8. Approval of investments and reinvestments

Mayor Neitzke said this information shows the investments and reinvestments held by the City, along with the interest rates received. The City is currently in the process of revising its Investment Policy.

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

Investments
& reinvestments
COUNCIL

LOCAL GOVERNMENT INVESTMENT POOL

March 2014 Statement

February Ending Balance	\$12,823,332.31
1 Deposit in March	1,219,368.45
3 Withdrawals in March	(2,800,712.02)
March Interest Earnings @ 0.10%	1,017.74
TOTAL	\$11,243,006.48

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield
Park Bank/CD	\$500,000.00	6/4/2013	9/4/2014	0.35%
Bank Mutual/MMkt	\$510,731.41	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	1/2/2013	6/2/2014	0.70%
Tri City Bank/CD	\$500,000.00	11/14/2012	5/14/2014	0.55%
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	5/15/2013	4/15/2014	0.45%
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	4/15/2013	4/15/2014	0.25%
The Equitable Bank	\$500,000.00	8/14/2012	8/17/2014	0.80%

Money Mkt/Tri-City Bank	\$5,196,286.19	12/31/2001	variable
Money Mkt/BMO Harris Bank	\$503,184.30	6/28/2011	variable

Totals	<u>\$11,464,337.46</u>	
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The motion carried unanimously.

9. Other topics for future agendas

Mayor Neitzke spoke about truck issues at DPW.

He said the City has received \$12,000 in donations for the Farmer's Market. The Community Block Grant agreement has come back from Milwaukee County in the amount of \$41,000, which will be dedicated to electrical and site amenities at Konkel Park. Amenities include a shed to be built on the east side of the volleyball courts, and a concrete pad for a dumpster enclosure on the south side. There will be an arch over the path that leads to the Farmer's Market. Lettering on the arch will read "City Market", with the Greenfield logo above it. Bids are being obtained for picnic tables with umbrellas. Benches that are stationary in the ground and garbage cans (recycled materials are to be kept separate) will be ordered soon.

Mayor Neitzke said Verizon cell tower lease money will go into a Quality of Life Fund to be used for the library, parks, Farmer's Market, etc. The City has a contract with them to place miniature cell towers on some light poles throughout the City.

The City hopes to save significant dollars on its 2015 health insurance costs.

10. It was moved by Ald. Bailey, seconded by Ald. Kastner, to adjourn the meeting at 6:53 P.M. The motion carried unanimously.

Adjourn

Respectfully submitted,
Joanne Waite, Human Resources Assistant

Distributed: May 5, 2014