MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, FEBRUARY 26, 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. Pietrowski	Present

Also Present: Paula Schafer, Finance Director
Ben Granberg, Director of Human Resources
Mayor Neitzke
Chief Cohn, Fire Department
Chief Wentlandt, Police Department

2. Approval of the February 12, 2014 Finance and Human Resources Committee minutes — Approve 2/12/14 minutes

It was moved by Ald. Pietrowski, seconded by Ald. Kastner. to approve the February 12, 2014 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision regarding approving contract extension between the City of Greenfield and the Medical College of Wisconsin for Occupational Health Services (Chief Cohn)

Chief Cohn said this is an annual agreement that gets updated. It is fee for services and ala carte. The Medical College treats staff when an exposure or potential exposure occurs. This contract has been in effect since 2006.

Ald. Pietrowski asked if the fees are competitive. Chief Cohn replied that the prices are more competitive than the market, and they offer 24-hour service. Chief Wentlandt added that other medical providers will not share information about the person who exposed them without a court order. Working through the MCW, the exposed person gets the information right away.

It was moved by Ald. Kastner, seconded by Ald. Pietrowski, to approve a contract extension between the City of Greenfield and the Medical College of Wisconsin for Occupational Health Services. The motion carried unanimously. — Approve MCW Occupational Health contract **COUNCIL**

4. Discussion and decision regarding approving "Agreement for Mutual Assistance" as it relates to Fire, Emergency Medical and Emergency Services (Chief Cohn)

Chief Cohn said although there is a Mutual Aid Box Alarm System (MABAS) for big incidents, there was a need to create a new agreement among all suburban Fire Departments and the City of Milwaukee for mutual assistance needed prior to activating MABAS. Trying to get 12 fire departments representing 18

communities was a difficult challenge. This agreement was agreed upon by all, and has been reviewed by City Attorney Pyzyk. Greenfield is the first community to bring the matter forward and is taking the lead on this issue. He wants Greenfield to sign the agreement, with the expectation that others will sign to make it enforceable.

Additionally, there will be a Memorandum of Understanding that will be signed by the Fire Chiefs that will solidify some operational decisions. The hope is that all parties will sign the same MOU, so we don't have to think about what another memorandum states. Ald. Pietrowski asked about the $1 million liabilities coverage. Chief Cohn said that is the minimum that each community will carry. Mayor Neitzke said all communities carry that as a matter of course.

Mayor Neitzke expects some of the larger communities will sign the agreement, but that some of the smaller ones won't. Chief Cohn said a question was asked about what would happen if a community would not sign the agreement. The answer given was for the time being mutual aid will be rendered, but at some point it might not without an agreement.

Ald. Kastner asked if anyone was collecting data on mutual aid calls. Chief Cohn said this was monitored to make it a 2-way street.

It was moved by Ald. Pietrowski, seconded by Ald. Kastner, to approve an Agreement for Mutual Assistance, as it relates to Fire, Emergency Medical and Emergency Services. The motion carried unanimously.

Approve Mutual Assistance Agreement **COUNCIL**

5. Discussion and decision to transfer 2014 Station #2 Building Account funding to CE1327 (Chief Cohn)

6. Discussion and decision to award the bid for Greenfield Fire Station #2 – Phase Four Roof Replacement (Chief Cohn)

Mayor Neitzke asked that the above two items be discussed together.

Chief Cohn said bids were obtained in late 2013 to replace the roof on Station #2. The roof on the west (administrative) side is a poorly designed original roof that has many points of failure. However, those bids were rejected because the vendors were going to put the same poorly designed roof onto the building. The Common Council then moved $115,000 of 2013 Building Maintenance Account money to Capital Equipment Account CE1327 in December 2013. Chief Cohn is requesting to transfer money from 2014 operating accounts to CE1327 to fully fund the newly designed better roof for Station #2.

Mayor Neitzke and Chief Cohn spoke about the leaky roof and how at times it is difficult to track down the leaks with the many points of failure. Ald. Pietrowski asked about the cost of the new design and was told it is $166,784. Chief Cohn mentioned that some of the other bids on the current design were higher.

It was moved by Ald. Kastner, seconded by Ald Pietrowski, to approve the transfer of 2014 Station #2 Building Account funding to CE1327. The motion carried unanimously.

Approve fund transfer CE1327 **COUNCIL**

It was moved by Ald. Kastner, seconded by Ald. Pietrowski, to award the bid for the Greenfield Fire Station #2 – Phase Four Roof Replacement in the amount of $166,784 to FJA Christianson Roofing Company. The motion carried unanimously.

Approve awarding bid for Fire Station #2 roof replacement **COUNCIL**

7. Discussion and decision to approve the job description for the position of Office Supervisor/Administrative Communications Coordinator/PD/IS (Chief Wentlandt)

Chief Wentlandt said management positions were eliminated a few years ago, which has left managing the clerical function short-handed. With the expansion of the Information Technology department and the home base located at the Police Department, administrative support is needed, especially in accounts payable, ordering and purchasing.

Chief Wentlandt would like to eliminate a Police Clerk-Typist position and create an Office Manager who will be responsible for supporting both the Police Department's administrative staff and the IT Department. This position would have supervisory responsibilities for the Police Clerk-Typists.

Mr. Granberg added that this is a better use of resources, so that Police Sergeants can focus on police operations. Clerical reviews will be done by the Office Supervisor. Mayor Neitzke said one person provides administrative support to the Command staff. This person now will provide that support, along with supporting the IT Department and taking a supervisory role over the clerical staff.

Ald. Pietrowski asked why this position wasn't put in the budget. Mayor Neitzke said initially the IT Manager asked for administrative support (timesheets, invoices). It was decided to try to share administrative help at the Police Department. While going through that process, the clerical staff was reviewed. It made sense to have the new position give guidance to them, as well.

Ald. Pietrowski asked about funding the new position. Ms. Schafer said it was not budgeted. Mayor Neitzke said one of the clerical positions will be eliminated, reallocating those dollars. Mr. Granberg added that the direct supervisory responsibilities and the better use of resources both on the Police and IT side met the needs of an exempt position. Chief Wentlandt stated the budget number of the Police Department will not be exceeded.

Ald. Saryan questioned if 'IS' in the title should be 'IT'. Mr. Granberg said IS is Information Systems. IT is Information Technology. Mayor Neitzke said change it to IT.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve the job description for the position of Office Supervisor/Administrative Communications Coordinator/ PD/IT. The motion carried unanimously.

Approve Office Supervisor/PD job description **COUNCIL**

8. Discussion and decision to replace Police Clerk-Typist position with the position of Office Supervisor/Administrative Communications Coordinator/PD/IT and authorize filling the position and any resulting underfills (Chief Wentlandt)

It was moved by Ald. Kastner, seconded by Ald. Pietrowski, to approve replacing a Police Clerk-Typist position with the position of Office Supervisor/Administrative Communications Coordinator/PD/IT and authorize filling the position and any resulting underfills, as presented. The motion carried unanimously.	Approve filling Officer Supervisor/ PD and underfills **COUNCIL**

Mr. Granberg said the Office Supervisor position will be the equivalent in pay to a Parks and Recreation Supervisor, according to outside market data.

9. Discussion and decision to approve a Memorandum of Understanding with the Greenfield School District for the provision of a School Resource Officer (Chief Wentlandt)

Chief Wentlandt said a School Resource Officer has been at Greenfield High Schools for about 16 years. Previously, the arrangement was based on a verbal agreement between the Police Department and the School District. There was an original financial agreement back in the late 1990's, which has never been changed. The District has been paying the City more money each year based on the Officer's salary. He would like a MOU with both school districts to specifically outline duties and responsibilities, and to set the rules for the future. This MOU increases the reimbursement to the City by approximately $6,000, up to not to exceed $50,000 annually.

Ald. Pietrowski asked if it is necessary to have a sworn officer in this position. Chief Wentlandt replied yes. Weekly reports are done, and the School Resource Officer is extremely busy. Their role is not just issuing tickets and arrests, but to assist in discipline, coaching, counseling and mentoring. They also involved in sporting events and extracurricular activities. He wants the Resource Officers to be a representative of the Police Department to the School District. Both School Districts have been very cooperative and are interested in working with the Police Department.

It was moved by Ald. Pietrowski, seconded by Ald. Kastner, to approve a Memorandum of Understanding with the Greenfield School District for the provision of a School Resource Officer. The motion carried unanimously.	Approve MOU Greenfield School District **COUNCIL**

10. Discussion and decision to approve a Memorandum of Understanding with the Whitnall School District for the provision of a School Resource Officer (Chief Wentlandt)

It was moved by Ald. Pietrowski, seconded by Ald. Kastner, to approve a Memorandum of Understanding with the Whitnall School District for the provision of a School Resource Officer. The motion carried unanimously.	Approve MOU Whitnall School District **COUNCIL**

11. Approval of schedules of disbursements in the amount of $27,822,407.08

Approve disbursements **COUNCIL**

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

AUTHORIZED (2013 EXPENSE) 2/7/14		AUTHORIZED (2014 EXPENSE) 2/7/14	
Total	$28,943.50	Total	$226,023.66

2013 COMMITTEE PAYMENTS (2013 EXPENSE) 2/12/14	
Total	$1,340.00

AUTHORIZED (2013 EXPENSE) 2/14/14		AUTHORIZED (2014 EXPENSE) 2/14/14	
Total	$13,113.98	Total	$337,741.20

AUTHORIZED (2013 EXPENSE)2/18/14		AUTHORIZED (2014 EXPENSE) 2/19/14	
Total	$52,133.43	Total	$33,356.43

TAX REFUNDS (2014 EXPENSE) 2/10/14		TAX REFUNDS (2014 EXPENSE) 2/17/14	
Total	$2,310.34	Total	$10,747.38

JANUARY 2014 WIRE TRANSFERS__		JANUARY 2014 MANUAL CHECKS	
Total	$27,117,569.65	Total	$200.00

JANUARY 2014 VOIDED CHECKS	
Total	($1,072.49)

Ald. Pietrowski had a question on a special assessment expense. Ms. Schafer said the City owns the property and is responsible.

The motion carried unanimously.

12. Approval of mileage reimbursements in the amount of $316.96

Approve mileage **COUNCIL**

It was moved by Ald. Pietrowski, seconded by Ald. Kastner, to approve mileage reimbursements in the amount of $316.96. The motion carried unanimously.

13. Approval of investments and reinvestments

Investments & reinvestments **COUNCIL**

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

LOCAL GOVERNMENT INVESTMENT POOL

January 2014 Statement	
December Ending Balance	$12,760,811.96
1 Deposit in January	413,453.69
1 Withdrawal in January	(4,000,000.00)
January Interest Earnings @ 0.08%	655.32
TOTAL	$ 9,174,920.97

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	8/14/2012	2/14/2014	0.60%
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	$7,194,665.50	12/31/2001	variable	
Money Mkt/BMO Harris Bank	$502,998.24	6/28/2011	variable	
Totals	$13,462,530.71			

The motion carried unanimously.

14. Other topics for future agendas

None

15. It was moved by Ald. Pietrowski, seconded by Ald. Kastner, to adjourn the meeting at 7:07 P.M. The motion carried unanimously. Adjourn

Respectfully submitted,
Joanne Waite, Human Resources Assistant

Distributed: 2/28/14