

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, MAY 14, 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
Darren Rausch, Health Director
Scott Jaquish, Director of Parks and Recreation
Chief Cohn, Fire Department
Chief Wentlandt, Police Department
Dan Ewert, Superintendent of Public Works

2. Approval of the April 30, 2014 Finance and Human Resources Committee minutes

Approve 4/30/14 minutes

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the April 30, 2014 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision relating to Agreement for Non-Clinical Placement of Student in a Practice Setting between University of Illinois-Chicago School of Public Health and the Greenfield Health Department (D. Rausch)

Mr. Rausch said this is an agreement for placing a student in the Health Department this summer from the University of Illinois School of Public Health. This is a similar agreement from last summer related to the Medical College of Wisconsin. In this case, there is a Milwaukee area student who attends the UI-Chicago as an on-line student and is looking for a placement in the Milwaukee area. Her interests align with some projects in the Health Department. Mr. Rausch asks for approval.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve an Agreement for Non-Clinical Placement of Student in a Practice Setting between University of Illinois-Chicago School of Public Health and the Greenfield Health Department. The motion carried unanimously.

Approve Student Placement Agreement Health Department
COUNCIL

4. Discussion and decision related to agreement between the West Allis Health WIC Program and the Greenfield Health Department (D. Rausch)

Mr. Rausch said the WIC Program has been administered by the Cudahy Health Department for many years. The Cudahy WIC project will

terminate on June 30, 2014, and the funds will be transferred to the City of West Allis WIC Project. The West Allis WIC Project will begin service on July 1, 2014 and intends to keep satellite locations at both the Greenfield and Cudahy Health Departments. The WIC clinic schedule includes service at Greenfield every Monday and Tuesday, and in Cudahy the remainder of the week. Clients will not be impacted or interrupted with the exception of a change in clinic dates and new staff at both locations. This agreement outlines the provision of space, resources, as well as a monthly rent of \$600.

It was moved by Ald. Saryan, seconded by Ald. Bailey, to approve an agreement between the West Allis Health WIC Program and the Greenfield Health Department. The motion carried unanimously.

Approve agreement
with West Allis
WIC Program
COUNCIL

5. Discussion and decision to approve 2014/2015 Parks and Recreation Department Copy Machine Maintenance Agreement (S. Jaquish)

Mr. Jaquish said the copy machine maintenance agreement has been an annual renewal item. They have been with Impact Networking since the machine was purchased in May 2007. This is the first rate increase since the purchase. The copy machine was due to be replaced this year, but since it is working so well that has been delayed a year. This copy machine is a high use machine.

Ald. Bailey asked if each department has their own maintenance agreement for their copy machine and was told yes. It was explained to him that this is due to the fact the machines have been purchased at different times and with different vendors.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the 2014/2015 Parks and Recreation Department Copy Machine Maintenance Agreement. The motion carried unanimously.

Approve Park & Rec.
Copy Machine
Maintenance Contract
COUNCIL

6. Discussion and decision to sign Memorandum of Understanding with Milwaukee Fire Department for acceptance of Video Conferencing Assistance to Firefighters Regional Grant (Chief Cohn)

Chief Cohn said the Milwaukee Fire Department wrote the regional grant that was approved for \$1.2 million. Several years ago, we had transitioned from our paramedics going off duty and on overtime to them getting continuing education in-house via video conferencing. This grant creates a video conferencing system that is more reliable. The federal government pays 80%, and the local governments pay 20%. He is also asking the vendor if a switch can be installed, since the smaller conference room backs up to the larger training room. The conference room is used for smaller training sessions. The City's cost match would then be between \$4,000 and \$10,000. That money is in the Fire Department's operating budget, which they would cover.

Chief Cohn asked the Committee to approve the MOU. Per the federal government, all equipment has to be installed by September 1, 2014. Every participating municipality has to sign this agreement. Franklin is the only City not participating. Signing the agreement is cost effective, as overtime would cost about \$30,000 annually.

Approve MOU
with Milwaukee
Fire Department
for Video
Conferencing Grant
COUNCIL

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve signing a Memorandum of Understanding with the Milwaukee Fire Department for acceptance of Video Conferencing Assistance to Firefighters Regional Grant. The motion carried unanimously.

7. Discussion and decision to fill a Police Clerk-Typist position due to a resignation (Chief Wentlandt)

Chief Wentlandt said he received notice from a Police Clerk-Typist who has been working full-time while going to school. This Fall, her schedule changes. The Police Department intends to keep her as a Part-time Transcriptionist. Although this doesn't occur until September, he is asking for approval to fill the vacancy now. It will take time to recruit, test and hire.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve filling a Police Clerk-Typist position due to a resignation. The motion carried unanimously.

Approve filling
Police Clerk-Typist
COUNCIL

8. Discussion and decision to fill an Emergency Service Dispatcher position due to a retirement (Chief Wentlandt)

Chief Wentlandt said he received notice from a Dispatcher who will retire in December. It takes longer to hire a Dispatcher than a Clerk-Typist, so he would like to start the recruitment process.

It was moved by Ald. Saryan, seconded by Ald. Kastner, to approve filling an Emergency Service Dispatcher position due to a retirement. The motion carried unanimously.

Approve filling a
Dispatcher position
COUNCIL

8a. Discussion and decision to award a bid for the City Hall Roofing Replacement, Phase Three (D. Ewert)

Mr. Ewert said the City is on its third phase of roof replacement at City Hall. Bids are in, and the lowest bid was for \$33,938.00. That is well under the estimated bid when the budget was developed. He recommends approval of the bid from Metal Systems, LLC to replace the rotunda Copula.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to award a bid for the City Hall Roofing Replacement, Phase Three, to Metal Systems, LLC in the amount of \$33,938.00. The motion carried unanimously.

Award bid for Phase 3
City Hall Roof
Replacement
COUNCIL

9. Discussion and decision to approve an ordinance amending the City's Municipal Code 14.03 Sanitary Sewer service charges and rates (P. Schafer)

Ms. Schafer said at the last Common Council meeting, the 2014 sewer billing rates were approved. A change in the minimum consumption charge of \$5.50, previously \$4.50, was noted. The Municipal Code needs to be updated to reflect that change. The \$4.50 rate hasn't been changed in over 20 years. An ordinance has been prepared to update the Municipal Code, and she recommends approval.

Mayor Neitzke stated that minimum charges are generally imposed upon people that have vacant houses.

It was moved by Ald. Saryan, seconded by Ald. Bailey, to approve an ordinance amending the City's Municipal Code 14.03 Sanitary Sewer service charges and rates. The motion carried unanimously.

Approve ordinance to update Municipal Code 14.03
COUNCIL

10. Approval of schedules of disbursements in the amount of \$2,138,957.93

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

Approve disbursements
COUNCIL

<u>AUTHORIZED</u>	<u>4/25/14</u>
Total	\$556,586.90

<u>AUTHORIZED</u>	<u>5/2/14</u>
Total	\$72,678.56

<u>APRIL 2014 WIRE TRANSFERS</u>	
Total	\$1,507,990.47

<u>APRIL 2014 MANUAL CHECKS</u>	
Total	\$2,280.00

<u>APRIL 2014 VOIDED CHECKS</u>	
Total	(\$578.00)

The motion carried unanimously.

11. Approval of mileage reimbursements in the amount of \$733.61.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve mileage reimbursements in the amount of \$733.61. The motion carried unanimously.

Approve mileage
COUNCIL

12. Other topics for future agendas

Mayor Neitzke said as part of the Capital Equipment schedule, there is discussion in Public Works to change some trucks relating to diesel engines. Also, there are security issues within City Hall relating to cameras, etc. Grants and gifts for the Farmer's Market came through. With that money, tables with umbrellas and a new arch have been ordered. A building by the volleyball courts at Konkell Park is being constructed. He also signed the Verizon contracts. There will be cell phone mini-towers attached to some light fixtures, especially in the 5th District. This was done to enhance emergency capabilities and cell phone service, as well as getting rent.

He said the Investment Policy has been updated and will be on the next Finance agenda.

13. It was moved by Ald. Saryan, seconded by Ald. Kastner, to adjourn the meeting at 7:00 P.M. The motion carried unanimously.

Adjourn

Distributed: 5/15/17

Respectfully submitted,
Joanne Waite, Human Resources Assistant