

AGENDA FOR THE FINANCE AND HUMAN RESOURCES COMMITTEE TO BE HELD
IN ROOM 100 OF GREENFIELD CITY HALL ON **WEDNESDAY, JULY 12, 2017 at
6:30 PM**

1. Meeting called to order and roll call
2. Approval of the June 14, 2017 Finance and Human Resources Committee minutes
3. Discussion and decision regarding approval and acceptance of the City of Greenfield 2016 Financial Statements and Independent Auditor's Report and Baker Tilly Virchow Krause, LLP management letter (P. Schafer)
4. Discussion and decision to approve filling the position of Community Development Manager before the retirement of the incumbent (J. Katz)
5. Discussion and decision to approve a renewal COBRA Service Agreement with Diversified Benefit Services, Inc. effective August 1, 2017 (W. Wingo)
6. Discussion and decision for Public Works to make an unbudgeted capital equipment purchase of two Message/Arrow Boards, using funds available due to the sale of surplus equipment (D. Ewert)
7. Discussion and decision to transfer \$90,000 from 2017 Capital Project UPS System to 2017 Capital Project LEC Security Upgrades (Chief Wentlandt)
8. 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 \$10,022.63 (P. Schafer)
9. Approval of schedules of disbursements in the amount of \$707,016.41 and \$1,808,616.13
10. Approval of mileage reimbursements in the amount of \$1,016.13 and \$124.18
11. Investments and reinvestments
12. Accept financial statements
13. Other topics for future agendas
14. Committee to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c) and (g) to consider the following:
 - a. Discussion of specific personnel problems as related to personnel matters (W. Wingo)
15. Adjourn closed session and reconvene into open session
16. Decision of specific personnel problems as related to personnel matters

17. Discussion and decision to approve a job description for the Dispatcher Coordinator position in the Police Department (Chief Wentlandt)
18. Discussion and decision to set the salary for the Dispatcher Coordinator position in the Police Department (Chief Wentlandt)
19. Discussion and decision to approve filling the Dispatcher Coordinator position in the Police Department (Chief Wentlandt)
20. Discussion and decision to approve a job description for the Administrative Assistant position in the City Clerk's office (J. Goergen)
21. Discussion and decision to approve filling the Administrative Assistant position in the City Clerk's office (J. Goergen)
22. Discussion and decision to approve a job description for the Clerk Specialist position in the City Clerk's office (J. Goergen)
23. Discussion and decision to set the salary for the Clerk Specialist position in the City Clerk's office (J. Goergen)
24. Discussion and decision to approve filling the Clerk Specialist position in the City Clerk's office (J. Goergen)
25. Adjourn

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request this service, contact the Human Resources Department at 414-329-5208, (FAX), 414-543-6158, TDD, 1-800-947-6644 (Wisconsin Telecommunications Relay System), or by writing to the Human Resources Director/ADA Coordinator at Greenfield City Hall, 7325 W. Forest Home Avenue, Room 101, Greenfield, WI 53220. Greenfield City Hall is wheelchair accessible from the west and south entrances.