

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, July 12, 2017

1. The meeting was called to order by Ald. Saryan at 6:31 P.M.

|            |              |         |
|------------|--------------|---------|
| Roll Call: | Ald. Saryan  | Present |
|            | Ald. Kastner | Present |
|            | Ald. Bailey  | Present |

Also Present: Paula Schafer, Finance Director  
Mayor Neitzke  
Wendi Unger, Baker Tilly Virchow Krause  
Tim Sowinski, Baker Tilly Virchow Krause  
Dan Ewert, Superintendent of Public Works  
Brad Wentlandt, Police Chief  
Jennifer Goergen, City Clerk  
Scott Jaquish, Director of Parks and Recreation  
Roger Pyzyk, City Attorney

2. Approval of the June 14, 2017 Finance and Human Resources Committee minutes

Approve 6/14/17 minutes

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the June 14, 2017 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

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)

Ms. Wendi Unger distributed information regarding the 2016 audit. She described communications with the Common Council and the audit process. The Auditor's report stated that financial statements are presented fairly. The management letter dated June 19, 2017 said the audit went well, and they received the full cooperation of city personnel.

Financial statement highlights include Management's Discussion and Analysis Report. That is a narrative report prepared by management that summarizes 2016 activity compared to 2015. Government-wide financial statements consolidate all funds, and are presented on the full accrual basis. There was a decrease of \$15.6 million in net position due to significant borrowing during the year, and an increase of \$9.4 million in operation expenses.

The General Fund had a good year. Revenues and expenditures show favorable results compared with the budget. Revenues were over budget by \$345,000, and expenses were under budget by \$647,000. Refuse and recycling operations broke even. Sanitary sewer increased net position by \$697,061.

The city's long-term debt was \$89.3 million in 2016 vs \$59.8 million in 2015. That included GO bonds and notes, OPEB liability, accumulated sick and vacation benefits, and net pension liability. In 2016, the city borrowed \$29.26 million. The city has the ability to borrow an additional \$63 million with tax pledge.

Ms. Unger spoke further about the City's net position and fund balances. Reserves are at 31%. Mayor Neitzke said our policy is to be at 25%.

Ald. Kastner asked that next year the debt service be shown for TIF and non TIF-related.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve and accept the City of Greenfield 2016 Financial Statements and Independent Auditor's Report and Baker Tilly Virchow Krause, LLP management letter.

Approve 2016  
City Audit  
**COUNCIL**

4. Discussion and decision to approve filling the position of Community Development Manager before the retirement of the incumbent (J. Katz)

Mayor Neitzke said Mr. Erickson is retiring the end of the year. The Position is complicated, and there is a learning curve. The City has the Funding to hire a person that he can train.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve filling the position of Community Development Manager before the retirement of the Incumbent. The motion carried unanimously.

Approve filling  
Community Dev.  
Manager position  
**COUNCIL**

5. Discussion and decision to approve a renewal COBRA Service Agreement with Diversified Benefit Services, Inc. effective August 1, 2017 (W. Wingo)

Mr. Wingo said this is a renewal agreement, with no fee increase.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a renewal COBRA Service Agreement with Diversified Benefit Services, Inc. effective August 1, 2017. The motion carried unanimously.

Approve COBRA  
Service Agreement  
renewal  
**COUNCIL**

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)

Mr. Ewert said Public Works has two arrow boards that are used for the safety of operations. The arrow board follow crews to alert people that something is happening up ahead. Both units are 17 years old and in need of new batteries and other repairs, making them more expensive to repair than they are worth.

Through the sale of surplus equipment, Public Works would like to use those funds to purchase two new message/arrow boards. An additional

\$749.00 would be needed for the purchase.

Ald. Bailey asked Mr. Ewert if he was satisfied with the price received for the surplus equipment, and he replied yes.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to make an unbudgeted capital equipment purchase of two Message/Arrow Boards, using funds available due to the sale of surplus equipment. The motion carried unanimously.

Approve purchase of Message/Arrow Boards for DPW  
**COUNCIL**

7. Discussion and decision to transfer \$90,000 from 2017 Capital Project UPS System to 2017 Capital Project LEC Security Upgrades (Chief Wentlandt)

Chief Wentlandt explained that in their long-term capital improvement plan was the replacement of the universal power supply (UPS) System. That was budgeted for this year. The company came in to update the quote to replace. All that was needed were batteries to last another ten years.

When the Police Department building was built in 2007, the residents along South 51<sup>st</sup> Street were promised a fence. The fence was never built. Funds for the fence were used for a different part of the building project. Residents have asked repeatedly for the fence to be installed. Also, there have been a number of incidents around the country where police officers have been ambushed at law enforcement facilities. We want to put up physical barriers to prevent that. In addition, employees work a 24/7 shift either coming in or leaving at midnight by themselves in a very dark parking lot. Chief Wentlandt gave examples of some parking lot incidents. He explained further upgrades that are needed that this money can pay for.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to transfer \$90,000 from 2017 Capital Project UPS System to 2017 Capital Project LEC Security Upgrades. The motion carried unanimously.

Approve fund transfer - PD  
**COUNCIL**

*At this time, Items #17, 18, and 19 were discussed.*

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)

Mayor Neitzke said the City gets money in escrow for various things. At the request of auditors in 2011, a policy was created that at the beginning of each year to transfer any clearing account balance in the escrow account which exceeds 7% of the total escrow fund at the end of the prior year to GENRES, subject to Finance and Human Resources Committee and Common Council approval.

It was moved by Ald. Kastner, seconded by Ald. Bailey, 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. The motion carried unanimously.

Approve transfer of excess escrow funds to GENRES  
**COUNCIL**

9. Approval of schedules of disbursements in the amount of \$707,016.41 and \$1,808,616.13

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

Approve disbursements  
**COUNCIL**

|                  |               |
|------------------|---------------|
| <u>AP CHECKS</u> | <u>6/9/17</u> |
| Total            | \$ 234,530.79 |

|                  |                |
|------------------|----------------|
| <u>AP CHECKS</u> | <u>6/16/17</u> |
| Total            | \$ 391,762.39  |

|                                   |
|-----------------------------------|
| <u>P-CARDS MAY 2017 STATEMENT</u> |
| Total                             |

|                  |                |
|------------------|----------------|
| <u>AP CHECKS</u> | <u>6/23/17</u> |
| Total            | \$ 460,489.32  |

|                  |                |
|------------------|----------------|
| <u>AP CHECKS</u> | <u>6/30/17</u> |
| Total            | \$ 160,710.12  |

|                                 |
|---------------------------------|
| <u>WIRE TRANSFERS JUNE 2017</u> |
| Total                           |

The motion carried unanimously.

10. Approval of mileage reimbursements in the amount of \$1,016.13 and \$128.14.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve mileage reimbursements in the amount of \$1,016.13 and \$128.14. 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

##### May 2017 Statement

|                               |                  |
|-------------------------------|------------------|
| April Ending Balance          | \$22,430,824.06  |
| 0 Deposits in May             | -                |
| 2 Withdrawals in May          | 4,191,600.00     |
| May Interest Earnings @ 0.71% | <u>12,147.10</u> |
| TOTAL                         | \$18,251,371.16  |

| Institution                              | Princ Amt<br>Invested | Investment<br>Date | Maturity<br>Date | Yield | Interest Earned |
|------------------------------------------|-----------------------|--------------------|------------------|-------|-----------------|
| Bank Mutual/MMkt                         | \$513,732.99          | 10/5/2011          | variable         |       |                 |
| Money Mkt/Tri-City Bank                  | \$1,366,412.73        | 12/31/2001         | variable         |       | \$174.08        |
| Money Mkt/BMO Harris Bank                | \$505,629.49          | 6/28/2011          | variable         |       | \$84.66         |
| Ehlers Investment Partners               | \$6,145,258.70        | 12/9/2014          | variable         |       |                 |
| Associated Bank Investments              | \$6,080,738.50        | 12/10/2014         | variable         |       |                 |
| TD America Trade TIF # 6 (2015) X-031566 | \$457,892.05          | 10/1/2015          | variable         |       |                 |
| TD America Trade TIF # 6 (2016) X-130060 | \$281,253.74          | 6/29/2016          | variable         |       |                 |
| TD America Trade TIF # 6 (2016) X-287885 | \$554,478.80          | 11/30/2016         | variable         |       |                 |
| TD America Trade TIF # 6 (2017) X-632136 | \$2,867,765.53        | 4/1/2017           | variable         |       |                 |
| Totals                                   | \$18,773,162.53       |                    |                  |       | \$258.74        |

The motion carried unanimously.

## 12. Accept financial statements

It was moved by Ald. Kastner, seconded by Ald. Bailey,  
to accept the April and May 2017 financial statements.  
The motion carried unanimously.

Accept April/May  
financial statements  
**COUNCIL**

## 13. Other topics for future agendas

Mayor Neitzke announced that on July 18<sup>th</sup>, a meeting will be held by the Milwaukee County's Park Committee to review the proposed agreement on Kulwicks Park. Supervisor Staskunas has been extremely helpful, and Supervisor Sebring very supportive.

## 14. It was moved by Ald. Kastner, seconded by Ald. Bailey, for the Committee to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c) and (g) at 7:27 p.m. to consider the following:

Closed Session

- a. Discussion of specific personnel problems as related to personnel matters (W. Wingo)

On a roll call vote, the motion carried unanimously.

15. It was moved by Ald. Kastner, seconded by Ald. Saryan, to adjourn the closed session and reconvene into open session at 9:14 p.m. The motion carried unanimously.
16. Decision of specific personnel problems as related to personnel matters

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

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve an employment agreement entered into with the City. The motion carried unanimously.

17. Discussion and decision to approve a job description for the Dispatcher Coordinator position in the Police Department (Chief Wentlandt)

Chief Wentlandt said throughout the history of the Police Department, the job of supervising the Dispatchers falls on a Police Supervisor or Captain. The Police person in charge is not an expert in dispatching. Dispatch supervision is an extra duty. However, they do not understand all the technical aspects that happen in Dispatch. There is a steep learning curve.

One employee has been functioning as the Dispatch supervisor for a few years. The Police Captain relies on that employee to do a lot of the training, maintain the certifications, liaison with vendors, and maintain the 9-1-1 database. Chief Wentlandt thinks creating this position is an appropriate way to recognize the employee for work they are already doing, and put someone in the supervisory role who knows the job of the people they are supervising.

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)

Mr. Wingo said he used West Allis as a comparable to set the salary range. The recommended salary range for the position will be the same as Administrative Assistant. We would promote the person currently doing the duties, and place them at the top step of the salary range.

Chief Wentlandt said West Allis has Police Officers in Dispatch supervising their Dispatch. They are eliminating that and creating Dispatch Supervisor positions. He would hate to lose this employee. The City will get a tremendous return on investment for a small amount of money.

Ald. Kastner said we are calling our position 'Coordinator'. Mr. Wingo replied that this position is non-exempt and would report to the Police Captain. They would not be a true supervisor with those duties, but would be a coordinator, a planner, and a trainer. Chief Wentlandt said the Coordinator would have a supervisory role, but is similar to a Working Foreman in Public Works. They are still a worker operating in a Dispatcher role, but with some supervisory responsibilities. The Dispatcher Coordinator is a day shift dispatcher, and would remain a day shift dispatcher.

Chief Wentlandt said for 2018, he will ask for a Dispatcher Shift Lead on the other two shifts. That would be a minimal increase in pay for an existing employee. Fire Chief Cohn supports this. Ald. Kastner clarified that a Shift Leader wouldn't have to be present every day.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a job description for the Dispatcher Coordinator position, set the salary for the Dispatcher Coordinator position equivalent to Administrative Assistant, and approve filling the Dispatcher Coordinator position in the Police Department.

Approve job desc., set the salary, and fill Dispatcher Coordinator position in the Police Dept.  
**COUNCIL**

Mayor Neitzke explained that with this position and other positions within the City, rather than create a new position, add that cost to payroll, and flood the employment rolls with people to get work done, the City prefers to recognize competent people who can do the work of many. Ultimately, that costs less money.

20. Discussion and decision to approve a job description for the Administrative Assistant position in the City Clerk's office (J. Goergen)

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a job description for the Administrative Assistant position in the City Clerk's office. The motion carried unanimously.

Approve Admin. Asst. job desc. City Clerk's Office  
**COUNCIL**

21. Discussion and decision to approve filling the Administrative Assistant position in the City Clerk's office (J. Goergen)

An Administrative Assistant position existed in the City Clerk's Office prior to the creation of a second Deputy City Clerk position. The Administrative Assistant position would be filled instead of filling the second Deputy City Clerk position.

It was moved by Ald. Kastner, seconded by Ald. Bailey, To approve filling the Administrative Assistant position In the City Clerk's office. The motion carried unanimously.

Approve filling Admin. Asst. job  
**COUNCIL**

22. Discussion and decision to approve a job description for the Clerk Specialist position in the City Clerk's office (J. Goergen)

The full-time Clerk-Typist position in the City Clerk's office became a part-time position in 2012. The recommendation is to change the title of the position from Clerk-Typist to Clerk Specialist due to the increased complexity of the job. The position would be restored to full-time.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a job description for the Clerk Specialist position in the City Clerk's office. The motion carried unanimously.

Approve Clerk  
Specialist job desc.  
**COUNCIL**

23. Discussion and decision to set the salary for the Clerk Specialist position in the City Clerk's office (J. Goergen)

Currently, there is a part-time Secretary position and a part-time Clerk-Typist position in the City Clerk's office. These positions are to be retitled as Clerk Specialist. However, the part-time Clerk-Typist will now become the full-time Clerk Specialist. The salary range of the Clerk Specialist is requested to be the same as the current Secretary position, as listed on the 2017 Non-Represented employee's salary resolution, because their duties will be the same.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to set the salary for the Clerk Specialist position equivalent to the Secretary position. The motion carried unanimously.

Approve Clerk  
Specialist salary  
**COUNCIL**

24. Discussion and decision to approve filling the Clerk Specialist position in the City Clerk's office (J. Goergen)

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve filling the Clerk Specialist position in the City Clerk's office. The motion carried unanimously.

Approve fill  
Clerk Specialist  
**COUNCIL**

25. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the meeting at 9:16 P.M. The motion carried unanimously.

Adjourn

Respectfully submitted,  
Joanne Waite, Human Resources Coordinator

Distributed: 7/17/17