

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, AUGUST 30, 2017

1. The meeting was called to order by Ald. Saryan at 6:35 P.M.

Roll Call:	Ald. Saryan	Present
	Ald. Kastner	Present

Also Present: Paula Schafer, Finance Director
Mayor Neitzke
Bill Wingo, Director of Human Resources
Jeff Katz, Director of Neighborhood Services
Carol Edmonds, Municipal Court Administrator

Excused: Ald. Bailey

2. Approval of the August 9, 2017 Finance and Human Resources Committee minutes

Approve 8/9/17 minutes

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve the August 9, 2017 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision to approve fund transfers between Engineering Division capital improvement accounts (J. Katz)

Mr. Katz said transfers among projects of the capital improvement account group are necessary to close accounts of completed projects, adjust for bid prices different than estimates, change orders due to unexpected problems encountered during construction, and revised priorities.

Mayor Neitzke spoke about the City Hall Maintenance account, and the expectation to repair the southern entrance, bridge and patio area below next year. These funds will go towards that project, along with additional money.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve fund transfers between Engineering Division capital improvement accounts. The motion carried unanimously.

Approve Eng.
fund transfers
COUNCIL

4. Discussion and decision to set the salary for the Assistant Court Clerk position in the Municipal Court (C. Edmonds)

Ms. Edmonds recommends changing the Assistant Court Clerk position from part-time to full-time. She explained that her Part-Time Clerk-Typist just accepted a full-time position at City Hall. Ms. Edmonds would like to eliminate the two part-time positions at the Municipal Court and create a single full-time position. This recommendation comes due to the continual turnover in staffing part-time positions, even at a higher wage.

Ms. Edmonds said the Part-Time Clerk-Typist and Part-Time Assistant Court Clerk duties evolved to doing the same work. With the demands of the Court, the two positions couldn't be separated any longer. It takes many years to train Court Clerks. The current Part-Time Assistant Court Clerk is agreeable to becoming a full-time employee. Mr. Wingo said the hourly rate of the full-time Assistant Court Clerk would be equivalent to that of the Part-Time Assistant Court Clerk.

Mayor Neitzke explained the rationale of hiring two part-time employees was to get more hours worked and not paying benefits. The problem over the course of time was losing the trained part-time staff. Turnover costs don't show up in a budget. He supports the recommendation.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to set the salary for the Assistant Court Clerk position equivalent to the Part-Time Assistant Court Clerk position. The motion carried unanimously.

Approve Asst.
Court Clerk salary
COUNCIL

5. Discussion and decision to approve filling the Assistant Court Clerk position in the Municipal Court (C. Edmonds)

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve filling the Assistant Court Clerk position in the Municipal Court. The motion carried unanimously.

Approve filling
Asst. Court Clerk
COUNCIL

6. Discussion and decision to approve a resolution amending the 2017 Non-Represented salary resolution (W. Wingo)

Mr. Wingo said this resolution is administrative, and incorporates previously Common Council approved salary changes.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve a resolution amending the 2017 Non-Represented salary resolution, as presented.

7. Approval of schedules of disbursements in the amount of \$621,839.14

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

Approve
disbursements
COUNCIL

<u>AP CHECKS</u>	<u>8/4/17</u>
Total	\$ 77,335.52

<u>AP CHECKS</u>	<u>8/9/17</u>
Total	\$ 1,053.90

<u>AP CHECKS</u>	<u>8/11/17</u>
Total	\$ 305,035.91

<u>AP CHECKS</u>	<u>8/18/17</u>
Total	\$ 132,130.17

<u>AP CHECKS</u>	<u>8/22/17</u>
Total	\$ 813.02

The motion carried unanimously.

8. Approval of mileage reimbursements in the amount of \$140.23.

It was moved by Ald. Kastner, seconded by Ald. Saryan,
to approve mileage reimbursements in the amount of \$140.23.
The motion carried unanimously.

Approve mileage
COUNCIL

9. Approval of investments and reinvestments

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

Investments
& reinvestments
COUNCIL

LOCAL GOVERNMENT INVESTMENT POOL

July 2017 Statement

June Ending Balance	\$18,262,924.70
7 Deposits in July	7,716,647.76
2 Withdrawals in July	(3,500,000.00)
July Interest Earnings @ 0.88%	<u>14,582.73</u>
TOTAL	\$29,494,155.19

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned
Bank Mutual/MMkt	\$513,925.13	10/5/2011	variable		
Money Mkt/Tri-City Bank	\$1,366,755.29	12/31/2001	variable		\$174.13
Money Mkt/BMO Harris Bank	\$505,799.84	6/28/2011	variable		\$84.59
Ehlers Investment Partners	\$6,156,481.69	12/9/2014	variable		
Associated Bank Investments	\$6,090,931.99	12/10/2014	variable		
TD America Trade TIF # 6 (2015) X-031566	\$457,681.89	10/1/2015	variable		
TD America Trade TIF # 6 (2016) X-130060	\$280,694.79	6/29/2016	variable		
TD America Trade TIF # 6 (2016) X-287885	\$533,052.94	11/30/2016	variable		
TD America Trade TIF # 6 (2017) X-632136	\$1,676,882.49	4/1/2017	variable		
Totals	\$17,582,206.05				\$258.72

The motion carried unanimously.

10. Accept financial statement

It was moved by Ald. Kastner, seconded by Ald. Saryan,
to accept the June and July 2017 financial statements.
The motion carried unanimously.

Accept June/July
financial statements
COUNCIL

11. Other topics for future agendas

Mayor Neitzke said the 2018 budget will be discussed. He mentioned that other communities are going to referendum to fill public safety positions. It is difficult to fill additional positions with state-imposed levy limits and expenditure restraint programs.

12. Committee to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c) to consider the following:

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

The Committee did not go into closed session.

13. Adjourn the closed session and reconvene into open session.

N/A

14. Decision of specific personnel problems as related to personnel matters

N/A

15. It was moved by Ald. Kastner, seconded by Ald. Saryan, to adjourn the meeting at 6:50 P.M. The motion carried unanimously.

Adjourn

Respectfully submitted,
Joanne Waite, Human Resources Coordinator

Distributed: 9/1/17

Minutes are not official until formally approved at the next scheduled meeting