

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, NOVEMBER 29, 2017

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
William Wingo, Director of Human Resources
Chuck Erickson, Community Development Manager
Jeff Katz, Director of Neighborhood Services

Excused: Mayor Neitzke

2. Approval of the October 25, 2017 Finance and Human Resources Committee minutes Approve 10/25/17 minutes

It was moved by Ald. Bailey, seconded by Ald. Saryan, to approve the October 25, 2017 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision regarding the request of GF Riverside LLC (f/k/a: Real Estate Recycling), Minneapolis, MN, to extend an existing Offer to Purchase agreement for the two City parcels adjacent to the Allis-Chalmers landfill site near 117th and Morgan. Tax Key #564-9996 and 564-9998 (C. Erickson)

No action necessary. Mr. Erickson will place this item on a future agenda.

4. Discussion and decision to approve a fund transfer of \$200,000 for concrete street repair from general fund operations to the CIP fund project EN1804 (DPW)

Mr. Katz stated the work will not be done before it is too cold so it will be done next spring or early summer 2018.

Alderson Bailey asked where the work will be done. Mr. Katz replied 68th Street, Edgerton to Layton area.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a fund transfer of \$200,000 for concrete street repair from general fund operations to the CIP fund project EN1804. The motion carried unanimously.

Approve fund transfer/DPW
COUNCIL

5. Discussion and decision to revise the Employee Recognition Program (W. Wingo)

Mr. Wingo said it has been many years since the Employee Recognition Program has been revised. Effective March 1, 2017, he recommended changing the 25-year recognition. No longer will wrist watches be given. Many of our employees do not wear wrist watches any longer, preferring to use other devices. Mayor Neitzke suggested a \$200 check be given for that milestone. The March 1st date was chosen, since some employees asked for an alternative in order to purchase a gift of their choice.

Language was updated for Police sworn officers and Fire Department employees to clarify they will receive equipment when they retire, which would not necessarily be at 30 years of service. Mr. Wingo asked that the revised policy be approved.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to revise the Employee Recognition Program. The motion carried unanimously.

Approve revised
Employee
Recognition
Program
COUNCIL

6. Discussion and decision to approve a resolution regarding the compensation of the Municipal Judge commencing May 1, 2018 (W. Wingo)

Mr. Wingo said the salary for the Municipal Judge for the term effective May 1, 2018 will not change.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a resolution regarding the compensation of the Municipal Judge commencing May 1, 2018. The motion carried unanimously.

Approve salary
resolution for
Municipal Judge
COUNCIL

7. Discussion and decision to approve a resolution to set the salaries and benefits of the City Attorney and City Prosecutor for 2018 (W. Wingo)

Mr. Wingo said the salary for the City Attorney has been adjusted for 2018 in accordance with the proposed 2018 non-represented salary resolution (a 2% increase). The City Prosecutor salary will not change. He recommends approving the resolution.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve a resolution to set the salaries and benefits of the City Attorney and City Prosecutor for 2018. The motion carried unanimously.

Approve salary
resolution for
City Attorney
COUNCIL

8. Approval of schedules of disbursements in the amount of \$646,472.57

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

Approve
disbursements
COUNCIL

AP CHECKS 11/3/17
Total \$ 61,639.57

AP CHECKS 11/10/17
Total \$ 211,948.68

AP CHECKS 11/17/17
Total \$ 372,884.32

The motion carried unanimously.

9. Approval of mileage reimbursements in the amount of \$1,007.26

It was moved by Ald. Bailey, seconded by Ald. Kastner,
to approve mileage reimbursements in the amount of \$1,007.26.
The motion carried unanimously.

Approve mileage
COUNCIL

10. 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

October 2017 Statement

September Ending Balance	\$19,529,100.47
1 Deposit in October	428,734.19
2 Withdrawals in October	2,500,000.00
October Interest Earnings @ 1.04%	<u>16,268.77</u>
TOTAL	\$17,474,103.43

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned
Bank Mutual/MMkt	\$514,206.79	10/5/2011	variable		
Money Mkt/Tri-City Bank	\$617,235.12	12/31/2001	variable		\$78.63
Money Mkt/BMO Harris Bank	\$506,051.07	6/28/2011	variable		\$84.73
Ehlers Investment Partners X-2055705	\$6,167,386.55	12/9/2014	variable		
Associated Bank Investments	\$6,073,067.74	12/10/2014	variable		
TD America Trade TIF # 6 (2015) X-031566	\$442,124.46	10/1/2015	variable		
TD America Trade TIF # 6 (2016) X-130060	\$281,464.11	6/29/2016	varibale		
TD America Trade TIF # 6 (2016) X-287885	\$367,993.66	11/30/2016	variable		
TD America Trade TIF # 6 (2017) X-632136	\$128,636.44	4/1/2017	variable		
Totals	\$15,098,165.94				\$163.36

The motion carried unanimously.

11. Accept financial statement

It was moved by Ald. Kastner, seconded by Ald. Bailey, to accept the October 2017 financial statement. The motion carried unanimously.

Accept October 2017
financial statement
COUNCIL

12. Other topics for future agendas

None.

13. 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) at 6:56 p.m. to consider the following:

Closed Session

- a. Discussion of specific personnel problems as related to personnel matters

On a roll call vote, the motion carried unanimously.

14. It was moved by Ald. Kastner, seconded by Ald. Saryan, to adjourn the closed session and reconvene into open session at 7:38 p.m. The motion carried unanimously.

Reconvene

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

It was moved by Ald. Saryan, seconded by Ald. Bailey, for the Director of Human Resources to proceed, as directed. The motion carried unanimously.

16. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the meeting at 7:40 P.M. The motion carried unanimously.

Adjourn

Respectfully submitted,
Joanne Waite, Human Resources Coordinator

Distributed: 12/4/17

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