

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, FEBRUARY 14, 2018

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
Jeff Katz, Director of Neighborhood Services
John Laskoski, Superintendent of Public Works
David Patrick, Assistant Police Chief
Jon Cohn, Fire Chief
Garret Cieczka, Fire Department
Joel Fladwood, Fire Department
Ryan Berg, Fire Department

Excused: Mayor Neitzke

2. Approval of the January 31, 2018 Finance and Human Resources Committee minutes

Approve 1/31/18 minutes

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the January 31, 2018 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 fund transfers happen periodically to close accounts of completed projects, and adjust for bid prices different than estimates. He presented information of recommended capital improvement account fund transfers.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve fund transfers between Engineering Division capital improvement accounts, as listed in Exhibit A. The motion carried unanimously.

Approve fund transfers/Eng. capital accounts
COUNCIL

4. Discussion and decision to approve revisions to the organizational chart for the Department of Neighborhood Services (J. Katz)

Mr. Katz said after the reorganization is complete, the total number of Public Works positions increases by one. However, the total cost of salaries is about the same as approved in the 2018 budget. The reason is that the Assistant Superintendent of Public Works position will not be filled.

Mr. Katz provided information on the changes to the Public Works Division as follows: Eliminate the Assistant Superintendent position; Increase the number of Working Foreman by 1; Reduce number of Senior Operators by 1; Reduce number of Operators by 2; Increase number of Laborers by 3.

Mr. Katz explained the current organizational chart shows 3 Working Foremen, but only 2 are funded. The revised chart would show 4 Working Foremen. The change would mean that each week of a month, one Working Foreman is on call, reducing the frequency with which they are on call. The wage increase would be covered by the elimination of the Assistant Superintendent position.

The number of Senior Operators would go from 10 to 9, as a Senior Operator will be promoted to a Working Foreman. He will reduce the number of Operators by 2, which is the actual number of employees in the position. Mr. Katz would like to increase the number of Laborers by 3. The actual number of employees in the position are 6, which means he would like to hire an additional 2 Laborers by May 1st.

A change in the number of Building Inspectors from 3 to 4 was approved by the Common Council on 1/16/18.

Ald. Kastner asked the Finance Director about the funding increase. Ms. Shafer estimated it would be about \$20,000 less than the 2018 budgeted amount.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve revisions to the organizational chart for the Department of Neighborhood Services. The motion carried unanimously.

Approve N/S
organization
chart revisions
COUNCIL

5. Discussion and decision to approve a job description and salary for the Human Resources Generalist position within the Human Resources Department (W. Wingo)

Mr. Wingo said the job description of the Administrative Assistant Mayor's Office/Human Resources Coordinator was revised and made more of a Human Resources Generalist position to support the Human Resources function and provide clerical assistance to the Mayor. The salary range would remain the same.

Ald. Bailey asked if the position would still provide clerical assistance to the Alderpersons and was told yes.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a job description and salary for the Human Resources Generalist position within the Human Resources Department. The motion carried unanimously.

Approve H. R.
Generalist job
description/salary
COUNCIL

6. Discussion and decision to approve filling the Human Resources Generalist position within the Human Resources Department (W. Wingo)

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve filling the Human Resources Generalist position within the Human Resources Department. The motion carried unanimously.

Approve filling
H.R. Generalist
position
COUNCIL

7. Approval of schedules of disbursements in the amount of \$29,513,795.43

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>1/26/18</u>	<u>AP CHECKS</u>	<u>2/2/18</u>
Total	\$ 801,545.14	Total	\$ 111,702.83

<u>P-CARDS JANUARY 2018 STATEMENT</u>	<u>1/9/18</u>
Total	\$ 119,419.85

<u>WIRE TRANSFERS JANUARY 2018</u>	
Total	\$28,471,068.49

<u>TAX REFUNDS</u>	<u>1/24/18</u>	<u>TAX REFUNDS</u>	<u>1/31/18</u>
Total	\$ 5,423.25	Total	\$ 4,635.87

The motion carried unanimously.

8. Approval of mileage reimbursements in the amount of \$835.26

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve mileage reimbursements in the amount of \$835.26. The motion carried unanimously.

Approve mileage
COUNCIL

8a) Discussion and direction regarding options including, but not limited to, a possible referendum, to increase revenue and expenditures for purposes of public safety enhancement (Mayor Neitzke)

Assistant Police Chief Dave Patrick said his department has always been small for the size city that we are by every measurement taken for what is needed for a Police Department. Greenfield is also a first-ring city with the largest city in the state, giving us plenty of activity. He also mentioned the commercial and residential growth in the city, requiring more police service.

Ald. Kastner asked the public safety departments to provide the Committee with a dollar amount as to what they are looking for in order for us to create a referendum. This item can then be placed on a future agenda.

Chief Cohn said among their comparables, the Fire Department is also on the low side of staffing. This is a good first step. His concern is an aging community/senior housing and more EMS calls.

Ald. Bailey asked that committee members get a hard copy of the information recently sent by email from Police Chief Wentlandt. It was very informative.

Chief Cohn mentioned that in going to referendum, you have to take into consideration the expenditure restraint amount which you will lose by the City overspending what it is allowed to spend. When South Milwaukee went to referendum, they hired an outside firm and did a community survey.

Ald. Bailey said if Greenfield does a referendum, he thought it should be done during the next general election. Ald. Kastner said the deadlines for the next referendums would be June 5th and August 28th.

NEXT AGENDA

9. Other topics for future agendas

It was decided that the February 28th Finance meeting will be cancelled. The next regular meeting will be March 14, 2018.

10. 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

N/A

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

N/A

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

N/A

13. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the meeting at 6:57 P.M. The motion carried unanimously.

Adjourn

Distributed: 2/16/18

Respectfully submitted,
Joanne Waite, Human Resources Coordinator

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