

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, MARCH 28, 2018

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
Scott Jaquish, Director of Parks & Recreation
Renee Vanselow, Recreation Supervisor
Nick Buerger, Recreation Supervisor

2. Approval of the March 14, 2018 Finance and Human Resources Committee minutes Approve 3/14/18 minutes

It was moved by Ald. Bailey, seconded by Ald. Kastner , to approve the March 14, 2018 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision to approve a job description for Recreation Coordinator in the Parks and Recreation Department (Older Adults/ Volunteers, Community/Special Events) (S. Jaquish)

Mr. Jaquish said the job description has been revised to allow for a broader, more diverse level of candidate. The position is still predominately focused on older adults, but adds in volunteers from across the spectrum of the entire department serving in different capacities.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a job description for Recreation Coordinator in the Parks and Recreation Department (Older Adults/ Volunteers, Community/Special Events). The motion carried unanimously.

Approve revised
Recreation Coord.
Older Adults
job description
COUNCIL

4. Discussion and decision to approve filling the Recreation Coordinator position in the Parks and Recreation Department (Older Adults/Volunteers, Community/Special Events) (S. Jaquish)

Mr. Jaquish said once the job description is approved, he is asking to fill the position. Mayor Neitzke said the interview panel will include Ald. Saryan and the Parks and Recreation Board Chair. Mr. Jaquish said a second interview panel will include Department supervisory staff.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve filling the Recreation Coordinator position in the Parks and Recreation Department (Older Adults/Volunteers, Community/Special Events). The motion carried unanimously.

Approve filling
Recreation Coord.
Older Adults job
COUNCIL

5. Discussion and decision to approve a resolution amending the 2018 Non-Represented salary resolution (Mayor Neitzke)

Mayor Neitzke said this is a housekeeping item to include the new positions and salaries of the Graphics Coordinator and the Human Resources Generalist that were previously approved by the Common Council. It also includes a revised hourly 1/8/18 rate table. This is because several rates in the 1-year column were incorrect.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a resolution amending the 2018 Non-Represented salary resolution. The motion carried unanimously.

Approve amended
2018 Non-Rep res.
COUNCIL

6. Update on status of public safety enhancement revenue and expenditure investigation (Mayor Neitzke)

Mayor Neitzke asked that this item be placed on the next agenda.

Public Safety
Enhancement
NEXT AGENDA

7. Approval of schedules of disbursements in the amount of \$557,184.01

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

Approve
disbursements
COUNCIL

<u>AP CHECKS</u>	<u>3/9/18</u>	<u>AP CHECKS</u>	<u>3/16/18</u>
Total	\$ 173,842.93	Total	\$ 383,341.08

The motion carried unanimously.

8. Approval of mileage reimbursements in the amount of \$1,191.11

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve mileage reimbursements in the amount of \$1,191.11. The motion carried unanimously.

Approve mileage
COUNCIL

9. 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

February 2018 Statement

January Ending Balance	\$14,804,272.68
0 Deposits in February	-
0 Withdrawals in February	-
February Interest Earnings @ 1.4%	<u>15,915.91</u>
TOTAL	<u>\$14,820,188.59</u>

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned
Bank Mutual/MMkt	\$514,206.79	10/5/2011	variable		\$416.41
Money Mkt/Tri-City Bank	\$2,473,274.07	12/31/2001	variable		\$149.21
Money Mkt/BMO Harris Bank	\$506,217.77	6/28/2011	variable		\$84.76
Ehlers Investment Partners X-2055705	\$6,169,438.44	12/9/2014	variable		
Associated Bank Investments	\$6,087,076.83	12/10/2014	variable		
TD America Trade TIF # 6 (2015) X-031566	\$442,019.78	10/1/2015	variable		
TD America Trade TIF # 6 (2016) X-130060	\$144,894.16	6/29/2016	variable		
TD America Trade TIF # 6 (2016) X-287885	\$367,798.82	11/30/2016	variable		
TD America Trade TIF # 6 (2017) X-632136	\$128,608.54	4/1/2017	variable		
Totals	\$16,833,535.20				\$650.38

The motion carried unanimously.

10. Accept financial statement

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

Accept Dec. 2017
Financial statement
COUNCIL

11. Other topics for future agendas

Mayor Neitzke mentioned converting the Human Resources Generalist from an hourly to an exempt position.

Mayor Neitzke received a signed request from three members of the Common Council to hold a special Common Council meeting on Monday, April 2, 2018. This would be to discuss and decide the compensation and benefits of the Municipal Judge effective May 1, 2018. This is because it is the day before the election for Municipal Judge. It seems the intent is to return the Municipal Judge compensation and benefits level to what it was prior to January 1, 2018.

Mayor Neitzke said this Committee is going into closed session to discuss filling the City Prosecutor position and the City Attorney position, which are expected to become vacant April 30th.

12. 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 6:45 p.m. to consider the following:

Closed Session

- a. Discussion of specific personnel problems as related to personnel matters (Mayor Neitzke)

On a roll call vote, the motion carried unanimously.

13. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the closed session and reconvene into open session at 7:40 p.m. The motion carried unanimously.

Reconvene

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

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

Mayor Neitzke said in regards to Items #14, 15, and 16, he needs to separate the resolutions for City Attorney and City Prosecutor. These will be on the Common Council agenda of April 17th.

15. Discussion and decision to fill the position of City Attorney (Mayor Neitzke)

Mayor Neitzke said it is agreed that the City Attorney position will retain the current salary and benefit package.

16. Discussion and decision to fill the position of City Prosecutor (Mayor Neitzke)

Mayor Neitzke said the City Prosecutor position will be a separate position to be filled by another person. He mentioned there was discussion years ago to separate these positions. The City Prosecutor position would not get health insurance. The current salary will be retained.

WRS pension contributions for both positions were discussed.

17. It was moved by Ald. Kastner, seconded by Ald. Bailey, to adjourn the meeting at 7:47 P.M. The motion carried unanimously.

Adjourn

Respectfully submitted,
Joanne Waite, Human Resources Coordinator

Distributed: 3/29/18

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