

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, MARCH 13, 2019.

1. The meeting was called to order by Ald. Saryan at 6:30 P.M.

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

Also Present: Mayor Neitzke
Paula Schafer, Finance Director
Julie Foley, HR Administrator
Jeff Katz, Director, Neighborhood Services
Scott Jaquish, Director, Parks & Recreation
John Laskoski, Superintendent, DPW

2. Approval of the February 13, 2019 Finance and Human Resources Committee minutes. Approve
2/13/19
Minutes
It was moved by Ald. Bailey, seconded by Ald. Kastner to approve the February 13, 2019 Finance and Human minutes as presented.

The motion carried unanimously.

3. Discussion and decision to create a job description, set salary, recruit and hire two Part-time Maintenance Workers in the Division of Public Works. Approve
creating a job
description,
setting salary,
recruiting and
hiring two Part-
time
Maintenance
Workers in the
Division of
Public Works
Council
Mr. Katz stated they budgeted for 10 seasonal workers, usually college students, and the problem is those workers start mid-May through mid-August and the grass grows from about April until November. There is a little problem with coverage. Even in the middle of winter there are simpler jobs like shoveling the bus stops for example and truck cleaning, building cleaning. Mr. Katz stated they would like to hire a couple workers that would be part-time and work year round. These positions would need to make a little more than the seasonal positions because they would be here year round. To cover the cost of this, they would reduce the number of seasonal workers. Rather than hiring 10 seasonal workers, they would hire 4. The seasonal workers who are usually college students only stay a few years. If they could get the part-time Maintenance Worker year round, they could get people that would stay awhile instead of the constant training. It is also getting hard to find the college students who want to work there.

Mayor Neitzke stated recently while they have budgeted for 10, they have only been able to hire about 4. Mr. Laskoski stated they are trying to bridge the gap, they have increased the workload working collaboratively with Parks & Recreation and trying to do that with less expensive help.

It was moved by Ald. Saryan, seconded by Ald. Kastner to approve creating a job description, setting salary, recruiting and hiring two Part-time Maintenance Workers in the Division of Public Works.

The motion carried unanimously.

4. Discussion and decision to approve changes to the organizational chart for the Department of Neighborhood Services.

Mr. Katz stated this will reflect the change from 10 Seasonal Workers to 4 and to 2 part-time Maintenance Workers.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve changes to the organizational chart for the Department of Neighborhood Services.

The motion carried unanimously.

5. Discussion and decision to revise the job description, position title and salary, recruit and hire two part-time Lead Groundskeepers in the Department of Parks & Recreation.

Mr. Jaquish stated this process started in September of 2018 as they began to transition and look at where the shortcomings were and how they can improve. In the Parks and Recreation there are many responsibilities in the evenings and weekends, trying to bridge the supervisor gap is why they are transitioning from one to two part-time Lead Groundskeepers to assist in making sure that our seasonal workers are well supervised and staying on task and the jobs are getting done. This would include the events, community center, park rentals, etc. This was in the budget last year, the dollars are allocated for this.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve revising the job description, position title and salary, recruiting and hiring two part-time Lead Groundskeepers in the Department of Parks & Recreation.

The motion carried unanimously.

6. Discussion and decision to approve change to the organizational chart for the Department of Parks and Recreation.

Mr. Jaquish stated this will reflect the change to 2 part-time Lead Groundskeepers.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve change to the organizational chart for the Department of Parks and Recreation.

The motion carried unanimously.

7. Discussion and decision to amend Ordinance No. 2795 regarding employee classifications to repeal and amend Non-Clerical, Park and Recreation seasonal employees and add a new classification of Non-Clerical Seasonal Worker in the Department of Public Works.

Mayor Neitzke stated this ordinance is required to provide the clarification and update of the employee classifications, pay and benefits for the Park and Recreation and Department of Public Works.

Approve changes to the organizational chart for the Department of Neighborhood Services
Council

Approve revising the job description, position title and salary, recruiting and hiring two part-time Lead Groundskeepers in the Department of Parks & Recreation
Council

Approve change to the organizational chart for the Department of Parks and Recreation
Council

Approve amending Ordinance No. 2795 regarding employee classifications to repeal and

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve amending Ordinance No. 2795 regarding employee classifications to repeal and amend Non-Clerical, Park and Recreation seasonal employees and add a new classification of Non-Clerical Seasonal Worker in the Department of Public Works.

amend Non-Clerical, Park and Recreation seasonal employees and add a new classification of Non-Clerical Seasonal Worker in the Department of Public Works
Council

The motion carried unanimously.

- 8. Discussion and decision to approve purchasing an Aerial Bucket Truck by using reserve funds within the Capital Equipment Fund that are designated for DPW purchases.

Approve purchasing an Aerial Bucket Truck by using reserve funds within the Capital Equipment Fund that are designated for DPW purchases not to exceed \$230,000
Council

Mr. Laskoski stated this item is used for forestry related items and street lights that are maintained. The current equipment was purchased in 2001 and it should be replaced at this time. Mayor Neitzke stated this is the most utilized pieces of equipment in the Department of Public Works and is 14 to 15 years old and it has been suggested in the capital equipment budget previously for 3 to 4 years but removed and asked to make it work for another year. The current bucket truck has reached the usable life as far as maintenance life and safety. Ald. Kastner asked if the City is selling it. Mr. Laskoski stated they will put it on Wisconsin Surplus. Mr. Laskoski stated this bucket truck will reach to 60', the current truck is 42'. This will service the street lights on S. 27th St. which are a higher than everything else in the City. Mayor Neitzke stated there would be proceeds from the sale of the current bucket truck that will towards this purchase.

It was moved by Ald. Kastner, seconded by Ald. Saryan to approve purchasing an Aerial Bucket Truck by using reserve funds within the Capital Equipment Fund that are designated for DPW purchases not to exceed \$230,000.

The motion carried unanimously.

- 9. Discussion and decision regarding transferring \$15,000 from Quality of Life Fund to a project to be used for flags, banners and accessories as well as support items for The Moving Wall.

Approve transferring \$15,000 from Quality of Life Fund to a project to be used for flags, banners and accessories as well as support items for The Moving Wall
Council

Mayor Neitzke stated everyone is working on this from a marketing and operational standpoint. This is the Vietnam Memorial Wall that is coming to Konkel Park over Memorial Day weekend. These funds are necessary due to the protocol for the Moving Wall during Dan Jansen Festival at Konkel Park.

It was moved by Ald. Saryan, seconded by Ald. Kastner to approve transferring \$15,000 from Quality of Life Fund to a project to be used for flags, banners and accessories as well as support items for The Moving Wall.

The motion carried unanimously.

- 10. Discussion and decision to approve an agreement with Grota Appraisals, LLC for assessment services for a term ending July 31, 2020.

Approve agreement with Grota Appraisals, LLC for assessment services for a term ending July 31, 2020
Council

Ms. Schafer stated the City Assessor is retiring at the end of March. It was determined it was best to use an outside service to do the appraisal work for the City and then evaluate what the City wants to do in the future. Going through the July 2020 date, that allows the City to get through the Board of Review, which happens in May; it gets through the taxes in December and also through the 2020 Board of Review. This provides time to review other options. Mayor Neitzke stated that Grota has worked with the City for a very long time and has a stellar reputation and served the City well. It is not only the City Assessor who is leaving, it is also the external person who handles the commercial property. The Assessment Clerk who needs to be certified to get into the system to enter this information is also retiring. This is an opportunity to reduce some future OPEB liabilities and do what many of the other communities do, which is contract it out. This is approximately a one year agreement.

Ald. Kastner asked if there will be office hours available or just if phone calls come in. The proposal states that there will be one day per week on a regular basis with someone staffed at the City. The other times will be available remotely. Ald. Bailey asked Mr. Grota is they were located in Menomonee Falls. Mr. Grota confirmed. Ald. Bailey asked if they were familiar with Greenfield. Mr. Grota stated they have done two revaluation projects for the City, in 2003 and 2012. Grota also owns a company that created the Market Drive CAMA software that the City has used for nearly 20 years. Mr. Grota is offering a solution to step in since they are familiar with the community and understand the technology. The City needs to determine where they want to go in the future and Mr. Grota is able to help not only with the 2019 and 2020 assessment and Board of Review role, but produce a status of the office and help with the transition. Ald. Kastner asked if the City could continue on the same path in the future. Mr. Grota confirmed. Mr. Grota stated they handle about half of the communities in Waukesha County; town of Brookfield is very similar, City of Mequon, City of Sheboygan and the City of Fond du Lac. They have a staff of 24.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve agreement with Grota Appraisals, LLC for assessment services for a term ending July 31, 2020.

The motion carried unanimously.

- 11. Approval of schedule of disbursements in the amount of \$660,288.36.

Approve schedule of disbursements in the amount of \$660,288.36
Council

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

AP CHECKS	2/22/2019	\$512,864.93
AP CHECKS	3/1/2019	\$143,730.70
COMMITTEE MEETING PAYMENTS	2/25/2019	\$1,190.00
TAX REFUNDS	2/27/2019	\$2,502.73

TOTAL

\$660,288.36

The motion carried unanimously.

12. Approval of mileage reimbursements in the amount of \$412.95.

Approve
mileage in the
amount of
\$412.95
Council

It was moved by Ald. Bailey, seconded by Ald. Kastner to approve the mileage in the amount of \$412.95.

The motion carried unanimously.

13. Other topics for future agendas.

None.

14. It was moved by Ald. Kastner, seconded by Ald. Bailey, for Committee to go into closed session at 7:20 p.m., pursuant to Wisconsin Statutes, Section 19.85(1)(c) 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.

15. It was moved by Ald. Bailey, seconded by Ald. Kastner, to adjourn the closed session and reconvene into open session at 7:54 p.m.

Reconvene

The motion carried unanimously.

16. Decision of Specific personnel problems as related to personnel matters

Proceed as
directed

It was moved by Ald. Kastner, seconded by Ald. Bailey for the HR Administrator to proceed as directed.

The motion carried unanimously.

17. Adjourn.

Adjourn

It was moved by Ald. Kastner, seconded by Ald. Saryan to adjourn the meeting at 7:55 p.m.

The motion carried unanimously.