

## **VILLAGE OF GRAFTON**

### **FINANCE COMMITTEE MEETING MINUTES**

**MARCH 5, 2012**

Chair Jim Brunquell called the Finance Committee meeting to order at 5:30 p.m.

Finance Committee members present: Jim Grant, Sue Meinecke, and Jim Brunquell

Finance Committee members absent: Richard Rieck,

Staff present: Village Administrator Darrell Hofland, Finance Director Paul Styduhar, Building Inspector Tom Johnson, and Administrative Assistant Rachel Reiss

Others present: Bill Hass

#### **HEAR PERSONS REQUESTING TO BE HEARD**

None.

#### **DELINQUENT PERSONAL PROPERTY TAX**

Finance Director Paul Styduhar stated each year there are uncollected personal property tax amounts. The options for the Village to collect these tax amounts include charge back to other taxing jurisdictions, write-off the amounts, small claims court, or continue collection efforts. Each uncollected amount is reviewed individually for the best possible action.

Trustee Grant questioned if any of the businesses have provided a reason for not paying. Mr. Styduhar stated unless the business makes payment on the delinquent amount, staff does not hear from them.

Trustee Grant asked Bill Hass, Black Swan Manager, to investigate the delinquent amount from the Black Swan.

President Brunquell stated he would like to try and contact some of the business owners prior to going to small claims court.

Motion by Trustee Grant, seconded by Trustee Meinecke, to recommend that the Village Board authorize the chargeback the 2010 Village portion of delinquent personal property taxes in the amount of \$744.53. Approved unanimously.

The Committee requested the 2010 amounts for write-off and small claims court be reviewed again at the April meeting.

## **UTILITY POSITIONS' AMENDMENTS AND RECLASSIFICATIONS**

Administrator Hofland explained that with the reduced hours of the Utility Director, some of the Director's duties must be reassigned to other existing staff. Some of the Director's duties have already been reallocated to the existing Utility Superintendent position. Consequently, some additional allocation of duties of the Director and Utility Superintendent must be made. Two new positions are being recommended.

**Utility Program Coordinator:** The current position of Operations Foreman will be *upgraded* to the position of Utility Program Coordinator. The Coordinator position will be a limited supervisory position in terms of projects and staff.

**Lead Field Operator:** The Lead Field Operator is a new position which will provide direction and coordination of other Field - Utility Operators. The position will continue to be required to work weekends on a rotation basis along with the other Utility Operators.

Both positions would be filled from current staff.

Trustee Grant questioned if the request is to add additional staff or just shift duties. Administrator Hofland stated the request is just to shift duties. No additional personnel will be hired.

Motion by Trustee Grant, seconded by Trustee Meinecke to recommend the Village Board approve the following items:

1. An amendment to the Table of Organization and Personnel Schedule as presented.
2. Approve the job descriptions for the Utility Program Coordinator and the Lead Utility Operator with placement in the Classified Structure for Non-represented Employees as presented.
3. Authorize the filling of the Utility Program Coordinator and the Lead Utility Operator positions with existing Village employees.
4. Authorize the Village Administrator to increase the wage for the newly promoted Utility Program Coordinator and Lead Utility Operator by 2 percent.

Approved unanimously.

## **PART-TIME OFFICE ASSISTANT POSITION - INSPECTION DEPARTMENT**

Building Inspector Johnson stated that during the first two months of 2012, permits are up 75 percent over the same period in 2011. Due to the increased workload, it is necessary to request additional office staff. The additional staff would be funded by increased fees and a reduction of overtime within the Inspection Department.

Administrator Hofland stated there may be a savings in the Public Safety program area over the next 10 months to cover the expenditure increase.

Trustee Meinecke and Trustee Grant expressed concern about taking more of the Police Department funding.

Administrator Hofland stated there are several reasons a program area may have budgetary savings. The Village Board has indicated in the past the preference to find savings within a program area prior to transferring funds from Contingency.

Trustee Grant requested that any transfers from the Police Department budget be brought to the Public Safety Committee for review prior to completion. Administrator Hofland stated he would make a presentation at the Public Safety Committee prior to any transfer.

Motion by Trustee Grant, seconded by President Brunnquell, to authorize the filling of the vacant part-time Office Assistant position as a limited term employee in the Inspection Department, effective April 2, 2012. Approved 2-1 (S. Meinecke-nay).

### **BENCHMARK MEASUREMENTS**

The Committee briefly reviewed the benchmark report.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Finance Director Styduhar stated the preliminary 2011 audit numbers show there are two program areas over budget. A resolution will be presented at the next Village Board meeting to amend the 2011 Annual Program Budget.

Administrator Hofland stated the Village renovated the Village Hall and fell short of it being a LEED certified building. In light of the non-LEED certification status of the building, he requested the carpool parking signs be removed to allow staff extra parking spaces. The Committee agreed the signs should be removed.

### **ADJOURN**

Motion by Trustee Grant, seconded by Trustee Meinecke, to adjourn at 5:58 p.m. Approved unanimously.