

VILLAGE OF GRAFTON

FINANCE COMMITTEE MEETING MINUTES

APRIL 2, 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, and Administrative Assistant Rachel Reiss

HEAR PERSONS REQUESTING TO BE HEARD

None.

2013 BUDGET PROJECTIONS

Administrator Hofland reviewed the 2013 budget projections. Staff has identified several items that are on the horizon for the upcoming budget cycle.

It is anticipated that the Debt Service Fund will not need \$90,000 of the tax levy allocation. It is hoped these funds could be used in the Capital Projects fund to fund street repair projects.

Trustee Grant questioned what the impact would be if the \$90,000 was taken off the tax roll completely. Administrator Hofland stated it would reduce the Village tax rate by 8 cents.

Trustee Grant requested that future information include an estimated tax rate reduction.

Administrator Hofland stated this summary does not include any anticipated employee compensation increases or possible health insurance savings. Mr. Hofland also reminded the Committee that the funding for a Police Officer is included in the 2012 Budget and was included in the projected 2013 Budget.

5 YEAR CAPITAL IMPROVEMENT PROGRAM – VILLAGE HALL DEPARTMENTS

Finance Director Styduhar reviewed the Capital Improvement Requests.

Trustee Meinecke questioned why upgrades to hardware and software were important. Administrative Assistant Reiss stated that upgrades to Microsoft Office usually occur when a majority of public sector businesses have changed over to ensure Village staff can open any document sent to them. There is no guarantee this will happen in the next year; however, it is included to prepare for the possibility. Upgrades to the Village

servers are necessary mostly due to space and speed requirements. Most computer hardware is on a 4-year cycle.

President Brunnquell stated Microsoft Office 2007 is still supported software. The Village may want to hold off a year or more on the upgrade.

OLD BUSINESS

None

NEW BUSINESS

Review of Financial Report to Village Board

Finance Director Styduhar reviewed preliminary end of year financials.

Trustee Meinecke questioned why the use of Fund Balance was so low. Mr. Styduhar stated the main reasons were unexpected decrease in expenditures, especially in the Public Safety program area.

Employee Intranet

Administrative Assistant Reiss reviewed the Employee Intranet. This is available to all employees 24 hours a day.

Electric Message Board Sign

Administrator Hofland stated the 2012 Capital Projects Fund includes \$14,000 for an electronic sign on the Grafton School District Property. The Grafton School District is anticipated to fund 50 percent of the sign. Since the original quote, prices have increased and the Village responsibility is now \$3,500.

The base material is foam that visually looks like brick. This is less expensive than using real brick.

The School District is hoping to have the sign installed by High School graduation commencement and needs a commitment from the Village to begin construction. Administrator Hofland stated he will be discussing this further at Village Board to receive direction.

President Brunnquell questioned where the excess funds would be taken from. Mr. Hofland stated there are sufficient funds available in the Capital Projects Fund Balance.

Trustee Grant questioned if the Town would be interested in being a partner on this project. Administrator Hofland expressed concern that displaying town information could be confusing for Village residents.

ADJOURN

Motion by Trustee Grant, seconded by Trustee Meinecke, to adjourn at 5:59 p.m. Approved unanimously.