

VILLAGE OF GRAFTON

FINANCE COMMITTEE MEETING MINUTES

MAY 7, 2012

Chair Jim Brunnuell called the Finance Committee meeting to order at 5:00 p.m.

Finance Committee members present: Jim Grant, Sue Meinecke, Richard Rieck, and Jim Brunnuell

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

HEAR PERSONS REQUESTING TO BE HEARD

None.

COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDING DECEMBER 31, 2011

Wendi Unger, Baker Tilly Virchow Krause LLP, the Senior Manager for the Village's audit was present. Ms. Unger distributed an executive summary of the audit and reviewed the audit process ([see attached](#)).

Ms. Unger stated the Village implemented the new requirements of GASB 54, which minimally impacted the reporting. All comments from prior year audits have been addressed.

Trustee Grant questioned how the Village compares with other communities. Ms. Unger stated the Village is very healthy financially. Ms. Unger will forward a report to Mr. Styduhar with more information.

Motion by Trustee Grant, seconded by Trustee Meinecke, to recommend the Village Board accept the Comprehensive Annual Financial Report for the year ending December 31, 2011. Approved unanimously.

5 YEAR CAPITAL IMPROVEMENT PROGRAM

Administrator Hofland stated most of the requests by Departments were funded as previously presented to the individual Committees. As recommended by the Village Administrator, some projects have been delayed a year or two to ensure the goal of stabilizing related funding by property taxes.

The only additional project not included in department heads' recommended projects was the addition to Lime Kiln Park parking lot in 2017. Mr. Hofland stated other park projects will use borrowed funds in lieu of tax levy, allowing the parking lot to be completed.

Trustee Grant suggested that Green Bay Road be expanded to allow angle parking on the east side of the street in lieu of expanding the parking lot. Mr. Grant does not want to see the green space eliminated.

Trustee Meinecke questioned if the dam funding was identified. Mr. Hofland stated the project was originally scheduled for 2012. It was just recently determined it would be completed in 2013.

Motion by Trustee Rieck, seconded by Trustee Meinecke, to recommend the Village Board approve the 2013 – 2017 5-Year Capital Improvement Program as presented. Approved unanimously.

2013 AREAS OF EMPHASIS

Administrator Hofland stated in order to be more specific, he has incorporated additional narrative to the Areas of Emphasis to make it more of a goal instead of one - four words. Mr. Hofland stated it is intended for the Village to work with other communities to compare consistent benchmarks. It has been challenging in the past to coordinate this effort.

Trustee Grant questioned if the Library has looked into expanding. Administrator Hofland stated that based on comparable libraries in the Eastern Shores system, the current space will be sufficient for several years.

Motion by Trustee Meinecke, seconded by Trustee Rieck, to recommend the Village Board approve the 2013 Areas of Emphasis and related goals as presented. Approved unanimously.

2012 COMMUNITY SURVEY

Administrator Hofland stated in 2011, the Village Board agreed that an annual abbreviated community survey should be conducted on an annual basis until the next comprehensive community survey is conducted in 2013.

The original intent of the abbreviated survey was to rate the Village Departments and services. In 2011, development related questions were added to the survey that will be eliminated in 2012.

President Brunnuell requested that the focus group question remain on the survey.

Trustee Grant requested that a link at the end of the survey be added for citizens to volunteer for a Committee or Commission. Administrator Hofland stated there is a page on the Village's website that addresses this.

Motion by Trustee Rieck, seconded by Trustee Meinecke, to approve the list of 2012 community survey questions (questions 1 – 5 and 9) as presented. Approved unanimously.

AUTHORIZE FINANCE DIRECTOR TO CREATE CASH HANDLING POLICY

Finance Director Styduhar stated the Village currently has policies in place; however, this will put them in writing. The policy states the Finance Department can audit any other department without warning.

Trustee Grant questioned how many employees handle cash. Mr. Styduhar stated approximately 12.

Motion by Trustee Grant, seconded by Trustee Meinecke, to recommend the Village Board direct the Finance Director to formally establish Cash Handling Procedures. Approved unanimously.

OLD BUSINESS

2013 Grafton Volunteer Fire Department organizational and operational changes

Administrator Hofland stated there was a presentation at the Public Safety Committee regarding this issue. It was determined the Finance Committee would proceed with discussions regarding the Fire Department.

Mr. Hofland stated he will be working with the Village Clerk on drafting possible referendum questions for the August election and coordinating with the Town of Grafton.

This item will be discussed further at the June meeting.

Update on Grafton School District/Village electronic message board sign project

President Brunnquell stated the Village allocated funds for a message board sign when the Municipal Services Facility was built. The Grafton School District was going to jointly purchase the sign to be placed on WIS 60 with the intent that it would be a Community/School sign, identified as such, and 50 percent of the messages would be community related.

The Grafton School District has since decided they want the sign to only identify the Grafton Schools and the not the "Community"; however, they would still like the Village to contribute 50 percent of the funding.

It was the consensus of the Committee to no longer participate in this project.

NEW BUSINESS

Quarterly Messenger

Administrator Hofland stated the Village prints limited quantities of the Quarterly Messenger. It is currently posted on the Village's website; however, staff believes there are few residents accessing the information. Mr. Hofland explained there is a service available, which the Grafton Area Chamber of Commerce utilizes, called Constant Contact. This service allows residents and businesses to subscribe to an e-mail of news articles. The articles will be considerably shorter with links to the Village website if more information is needed. The annual cost is approximately \$250.

There was a consensus of the Committee to eliminate the Quarterly Messenger and proceed with Constant Contact.

Quarterly Room Tax report

Administrator Hofland reviewed the Room Tax report. Mr. Hofland stated the Baymont Inn and Suites will need to be current in payments in order to receive a permit to operate beyond June 2012.

Benchmark measurements

This item will be reviewed in June.

ADJOURN

Motion by Trustee Grant, seconded by Trustee Rieck, to adjourn at 5:54 p.m. Approved unanimously.