

VILLAGE OF GRAFTON

FINANCE COMMITTEE MEETING MINUTES

AUGUST 6, 2012

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

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

Staff present: Village Administrator Darrell Hofland, Finance Director Paul Styduhar, and Deputy Clerk Lisa Oppeneer

HEAR PERSONS REQUESTING TO BE HEARD

None.

2013 INSPECTION CONTRACT WITH THE VILLAGE OF SAUKVILLE

Administrator Hofland informed the members that the first year of the Inspection Services Contract with the Village of Saukville is coming to an end and has worked very well; all parties are very satisfied with the services. The two communities would like to enter into another one year contract, with minimal changes to the provisions of the contract. Village of Saukville would continue to pay \$500 per month, plus 60 percent of the permit fee revenue. These charges are invoiced monthly.

Motion by Trustee Rieck, seconded by Trustee Grant, to recommend the Village Board approve the 2013 Inspection Services Contract between the Village of Grafton and the Village of Saukville. Approved unanimously.

REORGANIZATION OF THE FINANCE DEPARTMENT AND OFFICE OF THE VILLAGE CLERK INTO THE ADMINISTRATIVE SERVICES DEPARTMENT

Administrator Hofland reviewed discussion from the July Finance Committee meeting on this matter. He indicated that he recommended that the Village Clerk position be overseen by the "Director of Administrative Services" and moved into a lower pay grade. The Finance Director would take the new title of "Director of Administrative Services." After doing a community salary survey for the Finance Director position, he also recommended that the position be moved up one step into Pay Grade 20.

President Brunnquell questioned who the Deputy Clerk will report to. Mr. Hofland responded the Director of Administrative Services will oversee the Deputy Clerk.

Trustee Grant questioned if Mr. Styduhar will become election certified. Mr. Hofland commented he is not recommending that he become certified. He also commented as the Clerk's supervisor in the past he has not been trained or certified in elections, and does not see the need now.

Trustee Meinecke commented the difference is the Village Clerk was a Department Head and does not see how this will benefit the Village and could potentially create problems.

Trustee Grant commented at the last meeting that Mr. Styduhar had agreed to go to a training session.

Finance Director Styduhar commented he would be willing to go to the Clerk's Institute at UW-Green Bay next summer. He questioned if this will be a new requirement for Department Heads overseeing multiple departments.

Trustee Grant stated with all the election issues going on in the State, he does not want to see Grafton become responsible for an incident.

Mr. Hofland reiterated that it is his recommendation that Mr. Styduhar not become certified.

Trustee Grant questioned if the new Village Clerk will be certified. Mr. Hofland responded yes.

Trustee Meinecke commented that the "Director of Administrative Services" position now seems like it is being presented as a promotion.

Trustee Grant agreed the timing for a raise is not appropriate and should be held off until the 2013 Budget cycle.

Using internal and external comparable from a salary survey, Mr. Hofland stated that the new position should be moved into a new pay grade. Mr. Styduhar would receive a 2 percent salary increase.

Trustee Rieck commented the new position will be taking on additional duties and should be eligible for an increase.

President Brunnquell agreed that the pay increase should be looked at during the 2013 Budget cycle.

Motion by President Brunnquell, seconded by Trustee Grant, to recommend the Village Board approve the Table of Organization changes to create the "Department of Administrative Services", with a requirement that the Director of Administrative Services receive Clerk's Institute training. Approved unanimously.

Motion by Trustee Meinecke, seconded by Trustee Grant, to table the placement of the Director of Administrative Services position in Pay Grade 20, pending discussion of the matter during the 2013 budget process. Approved 3-1 (R. Rieck – nay.)

OLD BUSINESS

Referendum: Exceed levy limit to fund 2013 Grafton Volunteer Fire Department organizational and operational changes.

Administrator Hofland informed the Committee he has received an update from Clerk Dylak that the deadline for placement of the referendum question on the November

ballot is August 29. The exact wording of the referendum question would need to be approved at the August 20 Village Board meeting.

Trustee Grant suggested that due to the importance of this referendum discussion, it should be done as part of a Joint Village / Town Board meeting.

Mr. Hofland commented he will contact the Town of Grafton and try to get a joint meeting scheduled. Originally, the Fire Chief was recommending Option 1 be used for the referendum question, but he has now indicated he would like to see Option 2 used. Option 2 provides for a full-time Fire Chief, a part-time Administrative Assistant, and implementation of paid part-time EMS employees during 12 hours shift weekdays, paid on-call system and paid training sessions.

Trustee Meinecke questioned if there has been any discussion within Ozaukee County regarding the new training requirements. She also questioned if any discussion has occurred with State representatives.

Fire Chief John Place commented he has not had a lot of conversation with the surrounding communities regarding this issue. As of now, Fredonia and Saukville have expressed concerns with the training criteria. The new training will go into effect January 1, 2013.

Board Committee and/or Commission terms

Mr. Hofland commented Village Clerk Dylak compiled a summary of Committee / Commission Terms that range anywhere from 2-5 years. Most committees / commissions are regulated by Wisconsin State Statute's.

Trustee Meinecke questioned what occurs if a citizen member's term is up, and they would like to stay on the Committee, but there are others that would like to be on the Committee.

President Brunquell commented when Committee assignments are up, he obtains input from the Committee Chair and/or Trustee member for all returning and new applicants. He then bases his recommendations on that discussion.

NEW BUSINESS

Room Tax Summary

Mr. Hofland informed the Committee that both hotels have paid outstanding and current room tax revenues through the second quarter of 2012.

ADJOURN

Motion by Trustee Grant, seconded by Trustee Meinecke, to adjourn at 5:34 p.m. Approved unanimously.