

VILLAGE OF GRAFTON

FINANCE COMMITTEE MEETING MINUTES

MONDAY, NOVEMBER 5, 2012

Chair Jim Brunquell called the Finance Committee meeting to order at 5:45 p.m.

Finance Committee members present: Village President Jim Brunquell, Trustee Susan Meinecke, and Trustee Jim Grant

Finance Committee members absent: Trustee Richard Rieck

Staff present: Village Administrator Darrell Hofland and Administrative Assistant Katie Salatto

HEAR PERSONS REQUESTING TO BE HEARD

None.

PERSONNEL HANDBOOK UPDATES: FLEXIBLE SPENDING ACCOUNT

Administrator Hofland stated that the personnel handbook updates are housekeeping for the elimination of the Village contribution to the employee's flexible spending account and employee's deductible as approved by a previous motion by the Village Board.

Motion by Trustee Meinecke, seconded by Trustee Grant to recommend to the Village Board approval of the personnel handbook changes as presented.

Approved unanimously.

2013 ASSESSMENT CONTRACT WITH MASS APPRAISALS

Administrator Hofland discussed the current year-to year contract with Mass Appraisals, LLC. Administrator Hofland stated that the Village Assessor is responsible for making any valuation updates as a result of construction or building permits.

Administrator Hofland stated that the residential category is beyond the 10 percent range and State Statutes require that Village has a maximum of five years to come back into compliance.

Administrator Hofland stated that all local government must now provide additional information to the public such as electronic photos and field sketches due to the Statutory changes. Mr. Hofland stated that these electronic versions must be uploaded to coincide with the next Village property revaluation.

Administrator Hofland stated the Village should consider 2014 for the State required revaluation.

Trustee Grant stated that since the Village has five years, should the Committee consider looking at negotiating a cost less than \$35,000? Trustee Grant stated that the Village could agree for a single year contract for now and then negotiate a multiyear contract in the future.

Motion by Trustee Grant, seconded by Trustee Meinecke to recommend to the Village Board approval of a one-year contract for assessment services with Mass Appraisals, LLC, West Bend, WI. Approved unanimously.

OLD BUSINESS

None.

NEW BUSINESS

Room Tax Received

Administrator Hofland stated that the combined numbers for room tax revenue from Baymont Inn and Hampton Inn and Suites are less than last year's Third Quarter and that this is the first year the Village has not seen an increase in room tax.

ADJOURN

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