

**VILLAGE OF GRAFTON**  
**FINANCE COMMITTEE MEETING MINUTES**  
**MONDAY, JANUARY 7, 2013**

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

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

Finance Committee members excused: Trustee Richard Rieck

Staff present: Administrator Darrell Hofland and Administrative Assistant Katie Salatto

Public present: Executive Director Pam King from the Grafton Area Chamber of Commerce

**REVIEW OF TOURISM PROMOTION SERVICES REPORTS WITH THE GRAFTON AREA CHAMBER OF COMMERCE**

Administrator Hofland explained the three-year agreement with the Grafton Area Chamber of Commerce became effective for the 2013 calendar year. Mr. Hofland explained that Executive Director Pam King summarized the activity in the paperwork as presented. He stated that the Grafton Area Chamber of Commerce has done positive things for tourism in the past and it looks like they are only going to continue doing so in the years to come.

Pam King, Executive Director of the Grafton Area Chamber of Commerce stated that improvements to tourism possibilities in 2013 include a customer service workshop and an electronic reader board.

Trustee Grant questioned as to how much time and effort the Grafton Area Chamber of Commerce puts in to creating commercial and industrial growth within the Village.

Pam King stated that the Chamber of Commerce serves as a referral source to move commercial and industrial businesses to the correct departments for the Village and Town of Grafton. Ms. King also stated that the Grafton Area Chamber of Commerce does work with EDGE to support these types of businesses.

Trustee Grant questioned how the Grafton Area Chamber of Commerce's goals are measured. Pam King stated that Chamber members are surveyed and that their goals are measured based on their retention rate. Ms. King pointed out that the Chamber has a 97 percent retention rate at this time and that the businesses that did not renew their membership with them went out of business. She also stated that there are currently 300+ members.

Motion by Trustee Meinecke seconded by Trustee Grant to approve the tourism promotion services reports with the Grafton Area Chamber of Commerce. Approved unanimously.

### **REVIEW OF THE TOURISM EVENTS REPORTS WITH CELEBRATE GRAFTON**

Administrator Hofland stated that a three-year agreement was reached with Celebrate Grafton. Mr. Hofland pointed out that the presented documents provided an action plan for the upcoming year, a past report, and a budget. He pointed out that the last item had yet to be finalized as far as the 2013 budget is concerned. He asked that with the Committee's approval, he would review the completed budget and file accordingly. All approved.

Motion by Trustee Grant seconded by Trustee Meinecke to approve the tourism events reports with Celebrate Grafton. Motion approved 2 - 0 (President Brunquell - abstained).

### **FMLA – CHANGE IN CALENDAR YEAR ELIBILITY DESIGNATION**

Administrator Hofland explained that the Village had designated a FMLA year as a calendar year in the past. Mr. Hofland gave two situations of employees who had significant FMLA use toward the end of the year. He explained that once all 12-weeks are used up, employees are eligible for another 12 weeks as of January 1. Mr. Hofland pointed out that an employee could essentially have 24 weeks off in a row. He explained that this amount of time off for any employee is difficult for a small organization such as the Village of Grafton. Mr. Hofland recommended that the calendar year for FMLA leave should start from the first moment an employee uses their FMLA.

Motion by Trustee Grant seconded by Trustee Meinecke to recommend the Village Board approve a change of the FMLA eligibility period from calendar year (January - December) to the 12 month period measured forward from the date of the employee's first FMLA leave usage. Approved unanimously.

### **PTO MAXIMUM ACCUMULATION FOR PART TIME EMPLOYEES**

Administrator Hofland explained that part-time employees whose employment status are approved at 50 percent should have a PTO maximum accumulation at 50 percent of what is the full-time equivalent.

Mr. Hofland stated that employees who were once full-time and move to a part-time position should have two years to bring down their PTO accrual maximum. If the employee's PTO maximum is still above 50 percent of the full-time equivalent after two years, then the hours could be moved into that employee's Medical Leave Bank (as long as their Medical Leave Bank hours are not maxed out) as to not lose any PTO time earned.

Motion by Trustee Grant seconded by Trustee Meinecke to recommend to the Village Board approval of an amendment to Section 17.01.H.of

Personnel Handbook regarding PTO maximum accumulation for part-time employees as follows: "Accrual Maximum for part time employees shall be based upon the annual authorized FTE for the position. For part time employees whose previous Village employment status was full time, the Village shall not enforce the Accrual Maximum level of the part time employees for up to 2 calendar years." Approved unanimously.

**CORRECTION OF ASSESSMENT AND RESCINDED 2012 PERSONAL PROPERTY TAXES FOR PARCEL NO. 100000269000, GROB TED CORP.**

Administrator Hofland pointed out that there was a keying error by a County staff member. Mr. Hofland stated out that there were two companies with very similar names, and that the personal properties were put into the incorrect parcel accounts. He explained that local government is responsible for correcting any mistakes made by the County. Mr. Hofland stated that the Village of Grafton should rescind the incorrect amount and bill what should have been on the Grob, Inc. bill next year.

Motion by Trustee Grant seconded by Trustee Meinecke to recommend to the Village Board approval of the correction of assessment and rescinded 2012 personal property taxes for parcel NO. 100000269000, Grob Ted Corp., 603 Beech Street. Approved unanimously.

**OLD BUSINESS**

None.

**NEW BUSINESS**

None.

**ADJOURN**

Motion by Trustee Grant, seconded by Trustee Meinecke to adjourn at 5:51 p.m. Approved unanimously.