

VILLAGE OF GRAFTON

FINANCE COMMITTEE MEETING MINUTES

MONDAY, MARCH 4, 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, Trustee Richard Rieck, and Trustee Susan Meinecke

Staff present: Administrator Darrell Hofland, Director of Administrative Services Paul Styduhar, and Administrative Assistant Katie Salatto

HEAR PERSONS REQUESTING TO BE HEARD

None.

DELINQUENT PERSONAL PROPERTY TAX

Motion by Trustee Grant, seconded by Trustee Rieck, to recommend that the Village Board write off the Village portion of 2012 delinquent personal property taxes of \$11.53 and to chargeback a total of \$3,887.08 to the appropriate tax districts. Approved unanimously.

CONSIDERATION OF THE LONG TERM FINANCIAL PLAN

Village Administrator Darrell Hofland stated that the Government Finance Officers Association (GFOA) requires several criteria incorporating a Long Term Financial Plan into the development of the Annual Program Budget. Mr. Hofland pointed out that the Long Term Financial Plan consolidated all essential budget-related planning elements into one place, which is something the Village is already striving to accomplish.

Trustee Grant questioned what percentage of debt does the Village have. Director of Administrative Services Paul Styduhar stated that the Village is under 40 percent for non-TID related funds and between 65-67 percent overall including TIDs.

Village Administrator Darrell Hofland and Director of Administrative Services Paul Styduhar discussed how the overall tax base has dropped and the impact on the debt capacity ratio.

Village President Jim Brunnquell asked if GFOA considers these aspects when reviewing the Annual Program Budget. Mr. Hofland stated that GFOA wants to make sure that municipalities have a long-term approach with a bigger picture in mind when creating a yearly budget.

Motion by Trustee Meinecke, seconded by Trustee Rieck, to recommend the Village Board approve the Long Term Financial Plan and related Fiscal Policies as proposed. Approved unanimously.

CREWPERSON AND PUBLIC WORKS FOREMAN: PLACEMENT OF POSITIONS IN CLASSIFICATION STRUCTURE

Village Administrator Darrell Hofland stated that in light of Act 10 going into effect at State level, the recommendation is to rename the current classification structure from non-represented employees only to regular employees. Mr. Hofland pointed out that the goal is to eliminate separate wage schedules and develop one comprehensive schedule. He stated that the Village of Grafton is right on target with the State's requirements and the Public Works operations division is the last group (other than the Police) which needs to be incorporated into the comprehensive schedule. Mr. Hofland pointed out that the request is to add two positions to the Classification Structure for Regular Employees – Crewperson and Public Works Foreman.

Village Administrator Darrell Hofland and Trustee Grant discussed the interviewing process for Public Works Foreman and successful candidate's experience and resulting wage. Mr. Hofland pointed out that three people were interviewed for the Foreman position.

Mr. Hofland stated that the Village used internal and external comparables in developing a recommendation for the Crewperson position. He stated that the Utility and Public Works are working very well together as a team. He also complimented Tim Nennig's supervisory work.

Motion by Trustee Rieck, seconded by Trustee Grant, to recommend the Village Board approve the amended Classification Structure for Regular Employees with the placement of the Crewperson in Pay Grade 13 and the Public Works Foreman in Pay Grade 14. Approved unanimously.

UPDATE TO ECONOMIC DEVELOPMENT REVOLVING LOAN PROGRAM POLICIES AND PROCEDURES MANUAL

Director of Administrative Services Paul Styduhar explained that all Ozaukee County communities are required to make changes to their economic development revolving loan program. Mr. Styduhar pointed out one of the possible changes is that any employee who is hired must remain in a low to moderate income bracket for at least 24 months. There has been a request by Ozaukee Economic Development (OED) for clarification from Wisconsin Economic Development Corporation (WEDC) regarding this change.

Village Administrator Darrell Hofland explained that the goal is to make sure that there are always entry level positions that exist within the company.

All members of the committee agreed that they found the policy puzzling and would prefer to table the discussion until Kathleen Schilling, Executive Director of OED can attend a future meeting in order to give further explanation on the topic.

Motion by Trustee Grant, seconded by Trustee Meinecke, to table the discussion of update to economic development revolving loan program

policies and procedures manual until future meeting. Approved unanimously.

CREATE DEPUTY CHIEF ELECTION INSPECTOR POSITION

Village Administrator Darrell Hofland stated that the Village has been fortunate over the past 30 years to have Mel Nowak as their Chief Election Inspector. He pointed out that there is a need for a Deputy Chief Election Inspector and that they do have someone in mind for the position. Mr. Hofland stated that due to the fact that voting is being moved out of the school district, the number of polling locations may need to increase and that having both a Chief and a Deputy Election Inspector would cover the Village for future elections.

Motion by Trustee Rieck, seconded by Trustee Meinecke, to recommend the Village Board approve the creation of the Deputy Chief Election Inspector position with placement in Pay Grade 4 of the Seasonal Classification Structure. Approved unanimously.

OLD BUSINESS

None.

NEW BUSINESS

A. 2012 Audit Update

Director of Administrative Services Paul Styduhar stated that the auditors started their field work today. Mr. Styduhar explained that the auditors will be contacting some of the Village officials in order to hear any concerns they may have. Mr. Styduhar stated that both he and Village Accountant Monica Stern put a lot of extra time and effort into the audit and that he thinks the Village is in a very good place.

B. 2012 Room Tax Summary

Director of Administrative Services Paul Styduhar stated that the 2012 Room Tax Summary looked great this year. Mr. Styduhar pointed out that room tax continues to increase every year.

Village Administrator Darrell Hofland asked members of the committee if the next meeting date could be held on April 15, 2013. A consensus was reached to meet on April 15, 2013.

ADJOURN

Motion by Trustee Grant, seconded by Trustee Meinecke, to adjourn at 5:55 p.m. Approved unanimously.