

**VILLAGE OF GRAFTON**

**FINANCE COMMITTEE MEETING MINUTES**

**TUESDAY, APRIL 16, 2013**

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

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

Staff present: Director of Administrative Services Paul Styduhar, Library Director John Hansen, Village Assessor Pat Matthies, Village Assessor Ernest Matthies and Village Clerk Kelly Popp

Others Present: Joint Library President Harry Rollings, Ozaukee Economic Development Director Kathleen Cady-Schilling

**HEAR PERSONS REQUESTING TO BE HEARD**

None.

**UPDATE TO ECONOMIC DEVELOPMENT REVOLVING LOAN PROGRAM POLICIES AND PROCEDURES MANUAL**

President Brunnquell introduced Ozaukee Economic Development Director Ms. Kathleen Cady-Schilling and stated she is here to explain the update to the Economic Development Revolving Loan Program Policies and Procedures manual. Ms. Cady-Schilling stated Director of Administrative Services Paul Styduhar previously explained to you that the Wisconsin Economic Development Corporation (WEDC) requested that the manual be updated and changed. She stated that we may not be meeting the loan requirements based on the current manual and WEDC changes. The director of WEDC has recently left the position and WEDC has not confirmed the request in writing. Ms. Cady Schilling stated that Ozaukee Economic Development (OED) has been in the process of attempting to set up a meeting with WEDC which has been cancelled twice. OED is looking for written verification stating why these changes/updates need to be done. Any current loan is required to follow this current manual (the original grant manual). The idea is to maintain current HUD guidelines and changes to continue loan compliance. She stated the City of Mequon, City of Port Washington and Village of Saukville have approved their changes.

Low to Moderate Income (LMI) was discussed briefly by the finance committee in considering the challenge of meeting the requirements for those qualifying for the economic development revolving loans.

Ozaukee Economic Development Director Ms. Kathleen Cady-Schilling exited at 5:10 p.m.

Motion by Trustee Grant, seconded by Trustee Rieck to recommend that the Village Board approve the Economic Development Revolving Loan Program Policies and Procedures Manual as update. Approved unanimously.

**CORRECTION OF 2010, 2011, AND 2012 PERSONAL PROPRTY ASSESSMENT FOR GENUINE AUTO PARTS, PARCEL NUMBER 100002006009 AS REQUESTED BY VILLAGE ASSESSOR**

President Brunnquell asked Mass Appraisals, LLC to comment on the request. Assessor Ernest Matthies stated the NAPA store on Falls Road was assessed in error after the structure was razed and was not removed from the tax roll. NAPA received personal property tax bills for 2010, 2011 and 2012 as well as Genuine Auto Parts at their new location. Assessor Pat Matthies stated that NAPA/Genuine Auto Parts were noticed appropriately but not corrected.

Motion by Trustee Rieck, seconded by Trustee Grant to recommend that the Village Board approve the correction 2010, 2011, and 2012 assessment for parcel no. 100002006009, Genuine Auto Parts, as recommended by the Village Assessor. Approved unanimously.

### **CORRECTION OF 2012 PERSONAL PROPERTY ASSESSMENT FOR PARCEL NO. 10000018300, OZAUKEE EXCAVATING AS REQUESTED BY THE VILLAGE ASSESSOR**

President Brunnquell asked Mass Appraisals, LLC to comment on the request. Assessor Ernest Matthies stated that in 2011 Ozaukee Excavating made the decision to cease operations and on January 1, 2012 the excavating equipment was outside the Village being cleaned and prepared for auction. Ozaukee Excavating contacted the Village when they received their 2012 personal property tax bill but did report equipment on paperwork submitted in January, 2012. Therefore, this is a request to rescind the 2012 property tax for Ozaukee Excavating.

Motion by Trustee Grant, seconded by Trustee Meinecke to recommend to the Village Board approval rescinding the 2012 property tax for parcel no. 10000018300, Ozaukee Excavating, as recommended by the Village Assessor. Approved unanimously.

### **PERSONNEL HANDBOOK UPDATES**

Director of Administrative Services Paul Styduhar commented when the Village Board eliminated the Flex Spending Account of \$500 single/\$1000 family, the necessary corrections were not made to the Employee Handbook.

Motion by Trustee Grant, seconded by Trustee Rieck to recommend the Village Board approve an amendment to the Personnel Handbook – Section 20.06 regarding the elimination of the Village’s contribution to a Flexible Spending Account. Approved unanimously.

Director of Administrative Services Styduhar stated that during the auditor’s review of the changes to the Employee Handbook they noted that there was no policy related to an employee’s death and payout of banked sick leave. The proposed Employee Handbook changes are to address this situation. Trustee Meinecke inquired on whether the beneficiaries are listed on any paperwork. Mr. Styduhar explained that the payout would be according to the employee's Wisconsin Retirement System beneficiary as this benefit is only for employees covered by the system.

Motion by Trustee Grant, seconded by Trustee Rieck to recommend the Village Board approve an amendment to the Personnel Handbook – Section 20.14 regarding the creation of a policy on the payout of any employee balance in a Medical Leave Separation Bank. Approved unanimously.

### **LIBRARY ASSISTANT PAY GRADE CHANGE**

#### **Library Assistant II to Pay Grade 11 from Pay Grade 7 and Library Assistant I to Pay Grade 9 from Pay Grade 5:**

President Brunnquell asked Library Director John Hansen to comment. Mr. Hansen stated the

proposal on the agenda is to move the Library positions up two Pay Grades. He explained that about half the library staff (Library Assistant Is) at the circulation desk also have other duties, including but not limited to, computer trouble shooting, web site updates and paperwork. As the Joint Library Board learned of all their responsibilities over the years, they were interested in a pay grade comparison. Mr. Hansen commented he met with Administrator Hofland on several occasions regarding the pay grades. Some of this information is included in the packet.

President Brunnquell commented he was more apt to compare the comparable library systems in regards to their Pay Grades. Library Director Hansen commented it is measured with communities who have similarities. They looked internally and externally.

Joint Library Board President Harry Rollings stated the Library Board wanted to find out more about the different jobs in the library. They looked at the jobs and pointed out what their responsibilities were and subsequent changes such as use of computers compared to the last time these jobs were graded. The skill sets have changed since the last updated job description. A tremendous pay difference and a wide variance in Pay Grades are due to the outdated information. Harry Rollings distributed a List of Personnel by Departments. The newly rewritten descriptions show the technological side of their jobs as well now. A Pay Grade 9 would make an excellent argument, but moving them up to Pay Grade 7 would be sufficient to get them into the correct Pay Grade status. Librarians now work on moving people forward in science and reading; they also work with students, prisoners and autistic children. They work with a very broad spectrum of individuals and technology to assist adults and children in moving forward.

President Rollings stated the Job Descriptions had been updated. Trustee Grant commented he would like to see an external wage comparison. President Brunnquell agreed. The funding component needs to be addressed. President Rollings stated there are two Town representatives on the Joint Library Board. President Brunnquell responded that the Village of Grafton cannot make the pay grade change without the approval of the Town Board as well. This may need to be contingent upon the Town Board's approval.

Trustee Grant reiterated that he would like to see other communities' Pay Grades for comparison and agreed that the Town of Grafton does have to be on board for this change. He agreed that the Finance Committee would look at this agenda item again when the material is gathered and put together for the Committee's review. President Rolling commented he would provide comparables for Job Positions of Library Assistant I and Library Assistant II. President Brunnquell responded stating they should be looking at external comparables. President Brunnquell affirmed this will be brought back to Finance Committee on May 6, 2013.

### **COURT CLERK CLASSIFICATION STRUCTURE**

Director of Administrative Services Styduhar explained this was housekeeping related to Act 10 changes. The Court Clerk classification for regular employees was inadvertently omitted from the classification after the Telecommunicator's Union did not recertify.

Motion by Trustee Rieck, seconded by Trustee Meinecke to recommend the Village Board approve the amended Classification Structure for Regular Employees with the placement of the Court Clerk in Pay Grade 11 from the current Pay Grade 12. Approved unanimously.

### **OLD BUSINESS**

Director of Administrative Services Styduhar informed the Committee about the last Village of

Grafton/Grafton School District Liaison Committee Meeting attended with Trustee Meinecke and Trustee Harbeck, specifically the consideration of Election locations. Since there were multiple potential options in considering a new site he asked for direction to limit staff time due to two current open positions. Consensus was to identify one Village owned location as the Election location for the year of 2014 and forward. This discussion of a possible future Elections location will be on an upcoming Finance Committee agenda.

**NEW BUSINESS**

None

**ADJOURN**

Motion by Trustee Brunquell seconded by Trustee Meinecke to adjourn the Finance Committee meeting at 5:40 p.m. Approved unanimously.