

VILLAGE OF GRAFTON

FINANCE COMMITTEE MEETING MINUTES

AMENDED OCTOBER 7, 2013

Two agenda and minute management software company presentations were given prior to the Finance Committee's commencement. IQM2 and Novus presentations began at 4:45 p.m. and concluded at 5:34 p.m.

Chair Jim Brunquell called the meeting to order at 5:35 p.m.

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

Staff present: Village Administrator Darrell Hofland, Director of Public Works David Murphy, Village Clerk Kelly Popp, Administrative Assistant Melissa Depies, Administrative Assistant Chris Stannis, and Deputy Clerk Jilline Dobratz

Other Officials present: Lisa Harbeck

HEAR PERSONS REQUESTING TO BE HEARD

None.

Paperless Packet Implementation

Village Administrator, Darrell Hofland has indicated that the funds for this project have been put into the proposed 2014 budget. A few questions were discussed in regards to the type of software and equipment that would be used. iPads were highly suggested by the Village Clerk Kelly Popp but a few committee members are apprehensive about this equipment. Trustee Meinecke has stated that she will follow up with a point of contact in Mequon as this is what the City of Mequon uses. A few Committee members did indicate that they did like the software note ability option.

The amount of staff time and paper spent to make these packets every week is costly to the Village. President Brunquell has stated he would like to try the software first on a trial basis then make a decision.

Further research will need to be done to make a decision due to questions regarding the equipment and other concerns.

Trustee Grant stated his concern with the use of personal devices for paperless packet and commented personal devices should not to be used. The Committee suggested seeking out a legal opinion from Village Attorney Mike Herbrand in regard to the legalities of personal devices in combination with open records law before moving forward.

Motion by Trustee Rieck, seconded by Trustee Meinecke to recommend no action be taken at this time. Motion carried.

OLD BUSINESS

None

NEW BUSINESS

Amendments to Safety Manual

Village Administrator Darrell Hofland will be implementing revisions to the Safety Manual. Situations have arisen about employees losing their license. A discussion developed about what situations what would have to happen to be subjected to the drug test and what the policy involves as far as injury.

If the employee is using a Village vehicle, on Village time, or asking for reimbursement on their use of their personal vehicle, and he/she gets into an accident where there is an injury, it would result in an automatic drug test.

ADJOURN

Motion by Trustee Grant, seconded by Trustee Meinecke to adjourn at 5:56 p.m.
Motion carried.