

## VILLAGE OF GRAFTON

### FINANCE COMMITTEE MEETING MINUTES

**MONDAY, DECEMBER 2, 2013**

Chair Jim Brunnquell called the meeting to order at 5:15 p.m.

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

Staff present: Village Administrator Darrell Hofland, Police Chief Charles Wenten, Director of Public Works Dave Murphy, Fire Chief William Rice, Director of Administrative Services Paul Styduhar, Village Clerk Kelly Popp, and Administrative Assistant Chris Stannis

#### **HEAR PERSONS REQUESTING TO BE HEARD**

None

#### **Return-to-Work Program Guide and Policy**

Village Clerk Kelly Popp has assembled a list of local organizations in cooperative effort with EMC Insurance Companies. This list would be utilized in the event that the Village does not have suitable alternative work available for employees who eligible for light duty work following a worker's compensation-related absence. The Village and EMC Insurance Companies are still working together working cooperatively for a final version of the policy.

#### **Recruitment for Fire Department Office Assistant**

Village Administrator Darrell Hofland indicated that in 2013 budget there was an approved part-time Office Assistant position for the Grafton Fire Department. Chief Rice had asked to wait on posting of the Office Assistant position to encompass what was necessary to be utilized effectively at the Fire Department. The Office Assistant would be placed in Pay Grade 9, at 20 hours and less (not WRS eligible).

A Trustee requested that the list of "Tools and Equipment Used" on the Office Assistant position's job description be modified.

Motion by Trustee Harbeck, seconded by Trustee Meinecke to recommend to the Village Board commence the recruitment process for the Fire Department's Office Assistant position. Motion carried.

#### **Pay Grade Adjustment Director of Administrative Services**

Village Administrator Hofland recommended a pay grade adjustment and related additional pay for the Director of Administrative Services due to additional responsibility of managing the Clerk's Office and Utility billing that the Director of Administrative Services has been assigned since 2012. This was not supported by the Finance Committee in 2012 as it was not budgeted at that time. Consequently, necessary funds

were placed in the 2013 budget. Administrator Hofland is requesting that the Pay Grade adjustment be made retroactive to January 2013.

Motion by Trustee Harbeck, seconded by Trustee Grant to recommend the Village Board approve a pay grade change for Department of Administrative Services.

A discussion between committee members brought up a few questions and issues regarding executing pay grade changes rather than an increase in pay. Mr. Hofland explained that a pay grade was warranted as the duties have changed and responsibility has increased significantly.

Mr. Hofland further explained that approximately every four years wage surveys are conducted for hourly and salaried staff. This analysis is to ensure our employees are being compensated fairly among the other municipalities.

For the Director of Administrative Services, his responsible level has increased significantly with the additional employees and overseeing the Office of the Village Clerk.

Motion to recommend the Village Board approve a pay grade change for Department of Administrative Services was rejected by 2-2 vote (Meinecke and Grant – nay).

President Brunquell directed Trustee Meinecke to meet with Administrator Hofland to discuss the pay grade and evaluation/merit system.

The Committee requested that this agenda item be placed on the January 2014 Finance Committee meeting.

### **Pay Grade adjustment for Director of Public Works position**

Director Public Works Murphy identified his support for a pay increase without the benefit of a pay grade adjustment.

Motion by Trustee Harbeck, seconded by Village President Brunquell to recommend the Village Board to approve a pay grade change for Director of Public Works was rejected by 2-2 vote (Meinecke and Grant – nay).

The Committee requested that this agenda item be placed on the January 2014 Finance Committee meeting.

### **Utility Superintendent Pay Increase**

The Committee requested that this agenda item be tabled until January 2014 Finance Committee meeting.

### **IRS Notice 2013-017 regarding IRS Section 125 policy change**

Director of Administrative Services Paul Styduhar informed the Finance Committee that

a recent change of the IRS Section 125 (due to the Affordable Care Act) gives employers the option of allowing employees to carry up to \$500 from a previous year to the next year for unused eligible expenses. However, all claims for fiscal year 2013 would need to be submitted by December 31, 2013. Due to the late notice of receiving this information, the Director of Administrative Services is not recommending a change to the Village's IRS Section 125 plan to accommodate this option.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**ADJOURN**

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