

VILLAGE OF GRAFTON

FINANCE COMMITTEE MEETING MINUTES

MONDAY, NOVEMBER 3, 2014

Chair Jim Brunnquell called the meeting to order at 5:45 p.m.

Committee members present: Village President Jim Brunnquell, Trustee David Antoine, and Trustee Sue Meinecke

Committee members excused: Trustee Jim Grant

Staff present: Village Administrator Darrell Hofland, Director of Administrative Services Paul Styduhar, and Administrative Assistant I Christine Stannis

Other Officials present: Lisa Harbeck

2015-2016 Village Attorney services agreement

Darrell Hofland, Village Administrator, is recommending that the Village enter into a two year contract with Houseman and Feind, LLP, Grafton, WI, due to the firm's familiarity with the Village of Grafton organization, the Grafton community, and the Village satisfaction with its past service.

Motion by Trustee Antoine, second Trustee Meinecke to recommend the Village Board approve to enter into a two year contract (2015-2016) with Houseman and Feind, LLP, Grafton, WI for attorney services, effective January 1, 2015. Motion carried.

Intergovernmental agreement between Ozaukee County and Village of Grafton regarding the county wide purchase of election equipment.

The proposed Intergovernmental Agreement between Ozaukee County and the Village of Grafton for the purchase of election equipment is an agreement noting 100 percent funding from the Ozaukee County for the purchase of the election equipment (hardware, software and certain supplies) and shared costs related to training, maintenance and annual licensing, as well as other noted terms and conditions that may apply or are currently in place. This is an informational item only.

OLD BUSINESS

None

NEW BUSINESS

Credit Card Administrative Policy

Trustee Meinecke requested staff provide background on the Village's credit card policy. Recently, BMO Harris Bank has eliminated their business credit card line. The

new credit cards have arrived and will be dispersed to those department heads. The use of the credit card should be limited to travel, training, emergency purchases if the Village does not have an account for the vendor. Department Heads sign off on all departmental purchases and the Administrative Services Department reconciles the monthly statements.

A questions was asked about the target card and the charges that are made on card. Police Department uses it for toner, paper, and other miscellaneous office equipment.

Room tax

The updated Room Tax information was handed out at the meeting. The Hampton Inn and Suites did well this quarter and Baymont Inn and Suites is down, but some rooms are still unavailable for occupancy. A change in the franchise affiliation of Baymont Inn and Suites is planned; it will become a Comfort Inn and Suites before the end of 2014.

ADJOURN

Motion by Trustee Meinecke, seconded by Trustee Antoine to adjourn at 5:54 p.m. Motion carried.