

VILLAGE OF GRAFTON

FINANCE COMMITTEE MEETING MINUTES

MONDAY, MAY 4, 2015

***Amended**

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

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

Staff present: Village Administrator Darrell Hofland, Director of Public Works David Murphy, Director of Administrative Services Paul Styduhar, Accountant Monica Stern, and Administrative Assistant Chris Stannis

Hear persons requesting to be heard

None

COMPREHENSIVE AUDIT FINANCIAL REPORT

Paul Styduhar, Director of Administrative Services, introduced the auditors, Wendi M. Unger and Dustin Joseph.

Wendi Unger discussed the Executive Summary of 2014 Audit of Village's Financial Statements. Within this discussion, she also made reference to the Comprehensive Audit Financial Report, and related information from the audit. Ms. Unger suggested that the Finance Committee read over the Managerial Summary of the Comprehensive Annual Financial Report, for a brief synopsis of the document. The Village of Grafton is in an overall good state, which indicates a balanced control of expenditures. Ms. Unger discussed the graphs in the Executive Summary and how they compared to the overall financial security of the Village.

Ms. Unger indicated that she and her team received full cooperation from Village staff during the audit. She also stated, the audit for the Village of Grafton gets cleaner every year and for the Administrative Services Department to keep up the good work. If the Finance Committee has any question, they may contact Ms. Unger.

Motion by Trustee Meinecke, seconded by Trustee Antoine, to recommend the Village Board accept the Comprehensive Annual Financial Report for the year ending December 31, 2014. Motion Carried.

FIVE YEAR CAPITAL IMPROVEMENT

Darrell Hofland, Village Administrator, dispersed an updated 2016 – 2020 Capital Improvement Program as there were two minor amendment. First amendment was adding \$20,000 to the Woodlawn Cemetery Fund's fund balance in 2016 instead of

2019. The Fire Department Equipment Fund's fund balance was updated to reflect an anticipated amount as of January 1, 2016.

The Police and Fire Departments' Capital Improvement Program projects have not changed from the Recommended to Executive columns. Several of the Department of Public Works street projects have been rearranged to minimize any significant increase in the property tax levy during the five year period. Following a discussion on the advantages of resurfacing streets and replacing underground utilities in adjacent streets, Administrator Hofland recommended a change from 2016 to 2017 for projects associated with Elm Street and Power Street.

Administrator Hofland identified that he reduced the expenditure levels for the Sidewalk Replacement Program due to funding limitations. The Sidewalk Replacement Programs typically results in all "bad" sidewalk being replaced every 7 – 8 years. Director of Public Works Murphy indicated that the cost of concrete is rising. Also, with the possibly removing Ash trees, it might financially help to reduce the amount of sidewalks that needs to be replaced. Paul Styduhar, Director of Administrative Services, will be contacting the Village's insurance company in regards to the sidewalk program and any affect on the Village's liability exposure.

Motion by Trustee Harbeck, seconded by Trustee Antoine, to recommend the Village Board approve the 2016 – 2020 Five Year Capital Improvement Program as presented. Motion Carried

2016 AREA OF EMPHASIS

Administrator Hofland indicated that the Finance Committee, at its April meeting, was supportive of retaining its previous Areas of Emphasis but recategorizing them.

Trustee Harbeck requested clarification regarding if this was Grafton specific or Ozaukee County. Mr. Hofland replied for the Village.

Motion by Trustee Antoine, seconded by Trustee Meinecke to recommend the Village Board approve the 2016 Areas of Emphasis as follows:

1. Continue to improve the quality of life
 - a. Ensure quality of public health and safety services
 - b. Promote community wellness
 - c. Implement Comprehensive Outdoor Recreation Plan
2. Improve efficiency and effectiveness of municipal services
 - a. Expand use of technology to improve services and its efficiencies
 - b. Expand intergovernmental partnerships for greater efficiencies and cost savings
 - c. Continue implementation of Sustainability Guide Plan
3. Ensure stakeholders are well informed and engaged on municipal matters

4. Ensure fiscal stability
5. Ensure adequate infrastructure, facilities and equipment
 - a. Ensure safe and adequate transportation
 - b. Ensure public facilities and equipment are adequate and maintained in a cost effective manner
6. Promote quality and sustainable economic and community development
7. Promote a quality housing mix for Grafton's residents and Grafton's business workforce.

Motion carried.

ORDINANCE AND PERSONNEL HANDBOOK TO IDENTIFY RESIDENCY RESTRICTION FOR VILLAGE ADMINISTRATOR POSITION

Mr. Hofland discussed the prior Committee meeting's review regarding the role of the Public Information Officer during an emergency situation and a possible residency restriction for the Officer in order to expedite a quicker response. As requested by the Finance Committee, Administrator Hofland presented a draft amendment to the Village code and the Personnel Handbook to classify the Village Administrator position as an emergency employee and consequently restrict residency to 20 miles from the Village's municipal boundary.

Motion by Trustee Meinecke, seconded by Trustee Harbeck to recommend the Village Board approve an ordinance to amend Chapter 2.44 to identify the Village Administrator position as an emergency employee. Motion carried.

Motion by Trustee Meinecke, seconded by Trustee Harbeck to recommend the Village Board approve amendment to Section 19.10 of the Personnel Handbook to identify residency restrictions for the Village Administrator position. Motion carried.

Trustee Harbeck expressed her support of Village residency for Village employees in order to improve employee performance.

OLD BUSINESS

Grafton School District

Administrator Hofland updated the Finance Committee regarding agenda items from the last Village/School Liaison Committee meeting. President Brunnquell met with a School Board representative to discuss outstanding matters. As a result of the meetings, the School District will place the Village in a category one for priority in scheduling Village recreational programming at school facilities, and the School District will charge the Village a maximum amount of \$8,500 for facilities usage associated with the Village's programming. The School District also reaffirmed their financial support for continued reimbursement to the Village for Village-hired Crossing Guards.

The Committee identified their support for the compromise between the Village and the School District on these three matters.

Paperless Packet

Trustee Meinecke expressed concerns regarding IQM2 paperless packets and not being able to access this site or the packets. A suggestion was made to not continue this service. Several Committee members expresses their need to make notes regarding packet and meeting information. A discussion about the website and other similar applications that might be able to be used instead of IQM2. This will be addressed at the June Finance Committee Meeting.

NEW BUSINESS

None

ADJOURN

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