

VILLAGE OF GRAFTON

FINANCE COMMITTEE MEETING MINUTES

MONDAY SEPTEMBER 21, 2015

*Amended

Chair Jim Brunnquell called the meeting to order at 5:30 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, and Administrative Assistant Chris Stannis

Public present: None

HEAR PERSONS REQUESTING TO BE HEARD

None

2015 BUDGET AMENDMENT – WAGE RESERVE

Trustee Harbeck asked questions regarding the wage reserve account.

Motion by Trustee Meinecke, second Trustee Antoine, to recommend the Village Board adopt a resolution amending the 2015 General Fund Budget for personnel costs. Motion carried.

PUBLICATION FEES FOR A LIQUOR LICENSE

Paul Styduhar, Director of Administrative Services, indicated other communities have adjusted this fee to better match the actual expense. The proposed change in price is from \$2 to \$15 to cover the cost.

Trustee Harbeck questioned the cost the Village incurs when compiling these licenses. A suggestion was made to gradually increase the fee to \$10 then at a later time go to \$15.

Motion by Trustee Meinecke, seconded by Trustee Brunnquell, to recommend to Village Board to approve an increase in publication fee to \$15 was defeated due to a tie vote. (J. Brunnquell and S. Meinecke-yea / L. Harbeck and D. Antoine-nay).

President Brunnquell stated that he will be forwarding this item to the Village Board for review and possible action without a recommendation from the Finance Committee.

HOTEL MARKET ANALYSIS

Darrell Hofland, Village Administrator, shared with the Finance Committee the results of the Hotel Market Analysis. This analysis showed a significant demand for an additional hotel that

would include a conference or meeting room that could accommodate 100-125 persons. The hotel should also have a food-related service.

A discussion occurred regarding the small capacity of the conference room. It was stated that Grafton would need a larger room to accommodate events such as weddings.

Administrator Hofland indicated that he has contacted several hotel investors.

This item was for informational purposes only.

WAGE REVIEW OF HOURLY STAFF POSITIONS

Administrator Hofland conducted a salary survey for non-represented employees and past union employees. The last time a salary survey was completed was in 2008. A list of communities and different pay rates were compared to the pay grade mid-point. Mr. Hofland stated that unfortunately the survey was not completed by all communities.

Administrator Hofland requested that the crewperson – mechanic position be moved up to the next pay grade. The mechanic has specialized skills and specific qualifications. He indicated that other communities have this skilled position at a higher wage than the Village of Grafton.

Trustee Harbeck had questions regarding the pay grades for positions of those employees who are lower than mid-point and the results of the survey. Members discussed the Deputy Village Clerk position. Administrator Hofland has been asked to look further into the Deputy Village Clerk position pay grade and report findings back to the Committee.

Motion by Trustee Meinecke, seconded by Trustee Antoine, to recommend to Village Board approve an adjustment in the Pay Grade for Crewperson (Mechanic) from Pay Grade 13 to Pay Grade 14, effective January 1, 2016.
Motion carried.

OLD BUSINESS

*Trustee Harbeck inquired if the Village received any revenue from the recent Paramount Blues Festival. Administrator Hofland stated the Village charges for police coverage and dumpster removal.

NEW BUSINESS

None

ADJOURN

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