

VILLAGE OF GRAFTON

FINANCE COMMITTEE MEETING MINUTES

MONDAY DECEMBER 7, 2015

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 Administrative Services Paul Styduhar, Director of Parks and Recreation John Safstrom, Village Clerk Kaity Olsen, Administrative Assistant Chris Stannis, and Deputy Village Clerk Nicole Kline

Public present: Pam King, Executive Director of the Grafton Area Chamber of Commerce

HEAR PERSONS REQUESTING TO BE HEARD

None

2016 EXTENSION OF TOURISM PROMOTION SERVICES CONTRACT WITH GRAFTON AREA CHAMBER OF COMMERCE

Administrator Hofland explained the Village is in a transition period until the new Room Tax laws are implemented starting in 2017. Along with the original amount allocated for Chamber events, there is a request for an additional \$300. This contract is a one year extension from the 2013 – 2015 Tourism Promotion Services Agreement.

Pam King, Executive Director of the Grafton Area Chamber of Commerce distributed information, pamphlets and other marketing tools the chamber is involved in. A direct mail map was sent to all residents in the Village and Town of Grafton. Columbia Saint Mary's Hospital Ozaukee was the mailing sponsor for this map. When people visit the Chamber, they typically are looking for maps of the area. A weekly website has been set up.

Motion by Trustee Harbeck, second by Trustee Antoine to recommend the Village Board approve a one year extension of the 2013-2015 Tourism Promotion Services Agreement with the Grafton Area Chamber of Commerce, including an increase from \$3,000 to \$3,300 in funding for marketing purposes. Motion carried.

REVIEW OF TOURISM PROMOTION SERVICES REPORTS WITH GRAFTON AREA CHAMBER OF COMMERCE

Motion by Trustee Meinecke, second by Trustee Antoine to approve the Grafton Area Chamber of Commerce's 2015 Tourism Promotion and Development Annual Report, 2016 Action Plan, 2015 year to date expenses, and 2016 Budget. Motion carried.

2016 EXTENSION OF TOURISM EVENTS CONTRACT WITH CELEBRATE GRAFTON

Motion by Trustee Antoine, second by Trustee Harbeck to recommend the Village Board approve a one year extension of the 2013-2015 Tourism Events Services Contract with Celebrate Grafton at a funding level of \$15,000. Motion carried.

REVIEW OF TOURISM EVENTS REPORTS WITH CELEBRATE GRAFTON

The committee discussed marketing strategies in regards to the Celebrate Grafton events. These events are the Giro d’Grafton, Grillin’ in Grafton and related BBQ tasting events, Christmas Parade, and Pumpkin Fest/Cyclocross. The bike race is one of the biggest events Grafton area experiences and fireworks were the best yet. The Christmas Parade received great feedback and is getting better every year. Pumpkin Fest also received great feedback but the weather played a factor in the event’s success.

A discussion regarding the Economic Profile and the other handouts.

Motion by Trustee Antoine, second by Trustee Meinecke to approve Celebrate Grafton's 2015 Annual Report and 2016 Action Plan. Motion carried.

CLOUD BASED EMAIL

Paul Styduhar has been researching alternative ideas regarding the Village’s email. The Village is looking to eliminate the exchange server and would go to an unlimited email storage cloud based service. Mr. Styduhar is requesting feedback from the committee regarding the project.

Trustee Meinecke has suggested looking at Microsoft Office 365 for a comprehensive “cloud” solution. A discussion to research this option and report back to the Finance Committee took place.

This is informational only.

HEALTH REIMBURSEMENT ARRANGEMENT AMENDMENT

Paul Styduhar is requesting a change in the Health Reimbursement Arrangement to mirror the 2016 Grafton Professional Police Officers Association collective bargaining agreement.

Motion by Trustee Meinecke, seconded by Trustee Antoine to recommend the Village Board approve the 2016 changes to the Village of Grafton Section 125 Plan document per the Grafton Professional Police Officers Association’s collective bargaining agreement. Motion Carried.

AMENDMENT TO SECTION 1.04 OF THE PERSONNEL HANDBOOK REGARDING EMPLOYEE POLITICAL ACTIVITY

Administrator Hofland is updating the Personnel Handbook regarding employee political activity. The current policy does not provide a clear policy statement regarding an employee’s possible use of their Village position to influence, including endorsement of, a potential or

certified political candidate in an election. The employees must represent themselves as individuals with no correlation to the Village and the position they hold.

Motion by Trustee Meinecke, seconded by Trustee Harbeck to recommend the Village Board approve an amendment to Section 1.04 of the Personnel Handbook regarding employee political activity. Motion carried.

AMENDMENT TO SECTION 20.10 AND SECTION 20.12 OF THE PERSONNEL HANDBOOK REGARDING FRINGE BENEFITS

Administrator Hofland informed the committee of the new State legislation passed regarding life insurance to employees who are WRS eligible. Also, in the month of December, Longevity is paid out, and the Village does not process separate checks for employees and all funds are direct deposited.

Motion by Trustee Meinecke, seconded by Trustee Antoine to recommend the Village Board approve an amendment to Section 20.10 of the Personnel Handbook eliminating the six month waiting period for Life Insurance. Motion carried.

Motion by Trustee Meinecke, seconded by Trustee Antoine to recommend the Village Board approve an amendment to Section 20.12 of the Personnel Handbook eliminating the Village from processing a separate manual check for Longevity. Motion carried.

2015 COMMUNITY SURVEY

Administrator Hofland states the survey ratings for the Village were favorable. The Village Voice and website were key sources of information for citizens. The survey information was available for residents to fill out electronically as marketed on Facebook, website, and Village Voice. The Grafton Area Chamber of Commerce worked with the Village in regard to inserting it in their e-newsletters and electronic signage. Hard copies of the survey were available to citizens at the U.S.S. Liberty Memorial Public Library and Village Hall. The Utility also put information about the survey on the third quarter bills.

For informational purposes only.

CREATION OF ACCOUNTING CLERK POSITION

Paul Styduhar and Darrell Hofland cooperatively worked in reviewing the Department of Administrative Services job descriptions to ensure the job descriptions matched the job duties. Deputy Village Clerk and the Office Assistant positions have been updated to reflect these duties. The Office Assistant currently does more technical tasks and accounts payable which is the current task of the Deputy Village Clerk. Mr. Styduhar is requesting a new job title and pay grade increase for the Office Assistant (elimination) to an Accounting Clerk Pay Grade 10.

A discussion took place about the Office Assistant and Deputy Village Clerk duties and the new allocation of them.

Motion by Trustee Meinecke, seconded by Trustee Antoine to recommend the Village Board approve the creation of an Accounting Clerk position at Pay Grade 10 and the elimination of the Office Assistant position in the Department of Administrative Services. Motion carried.

Wage review of Deputy Village Clerk position

Trustee Harbeck had made a request to look at wage survey information for the Deputy Village Clerk position. The duties and other comparable positions were deemed in Pay Grade 11 and a few of tasks have been redirected to other positions. Administrator Hofland is not recommending any changes at this time.

For informational purposes only.

ADMINISTRATIVE SERVICES ORGANIZATION CHART

In order to streamline the oversight of Village staff that perform front counter and direct customer interaction, a recommendation is being made to transfer the supervision of the involved staff from the Director of Administrative Services to the Village Clerk. An associated organizational chart update is necessary.

A discussion regarding the chart and the reallocation of this position occurred by Committee members.

Motion by Trustee Meinecke, seconded by Trustee Harbeck to recommend the Village Board approve the amended Administrative Services Organization Chart as presented. Motion carried

ORDINANCE AMENDING CHAPTER 1.16 / POSTING OF LEGAL NOTICES

Administrator Hofland informed the Finance Committee of posting of legal notices, as the web site could be utilized as an official posting location. It was suggested the Police Department would not be a good posting location. A suggestion was made to have the library be the other posting location. Due to the library not being open 24 hours a day, 7 days a week, it is not eligible as a posting location.

Motion by Trustee Harbeck seconded by Trustee Meinecke to recommend Village Board approval of an Ordinance amending Chapter 1.16 of the Grafton Municipal code relating to official posting locations for legal notices. Motion carried.

CITIZEN ENGAGEMENT PROGRAM

The Village is doing a good job getting out information and informing our residents through many avenues. The Village Clerk and Village Administrator will coordinate and be resources for Village staff in their efforts to implement the CEP. Creating any future Citizen Work Group (ad hoc committees) would be the decision of the Village Board.

For informational purposes only.

OLD BUSINESS

None

NEW BUSINESS

None

ADJOURN

Motion by Trustee Meinecke, seconded by Trustee Harbeck to adjourn at 5:41 p.m. Motion carried.