

**VILLAGE OF GRAFTON**

**FINANCE COMMITTEE MEETING MINUTES**

**JULY 6, 2010**

President Jim Brunquell called the Finance Committee meeting to order at 5:30 p.m.

Finance Committee members present: Jim Brunquell, Jim Grant, Ron LaPean, Richard Rieck

Staff/Officials present: Village Administrator Darrell Hofland and Administrative Assistant Rachel Reiss

**HEAR PERSONS WISHING TO BE HEARD**

None.

**2011 COMMUNITY SURVEY**

Administrator Hofland stated the Community Survey has been a great resource for Departments. It is being requested to annually conduct an abbreviated survey that would focus on communication and services the residents receive. The Village would continue to do a comprehensive survey every three years.

Mr. Hofland stated the cost to inform residents would be minimal. An announcement would be included in the water bills, posted on the Village's website, electronic signs and newspapers.

Trustee LaPean expressed concern that conducting an annual survey would reduce the rate of response. Mr. Hofland stated some residents may be more inclined to fill out an abbreviated survey yearly.

Trustee Grant requested that information be included in future surveys about the cost of each program area to the taxpayer. Administrator Hofland stated this information is published yearly in the Quarterly Messenger.

Trustee Grant stated this survey is a great line of communication for the Village.

President Brunquell stated there should be an additional review of the questions for the annual survey to ensure the questions are able to be benchmarked.

Motion by Trustee Rieck, seconded by Grant, to recommend the Village Board authorize Village Staff to create an annual condensed Community Survey. Approved unanimously.

## **2011 AREAS OF EMPHASIS**

Annually the Finance Committee approves the Village's Areas of Emphasis and related long-term goals. In 2011, staff is focusing their benchmark measurements, goals, and budget efforts directly with the Village's Areas of Emphasis. This will better assist the Village Board in seeing the direct correlation between the departmental efforts and the Village's overall goals.

New categories this year are Public Health and Safety, Quality of Life, Sustainability, Technology, Intergovernmental Partnerships, Transportation, Economic and Community Development and Community Wellness. In the past, many of these categories were combined in other areas.

Motion by Trustee Grant, second by Trustee Rieck, to recommend the Village Board approve the 2011 Areas of Emphasis and related goals as presented. Approved unanimously.

## **HIRE EHLERS TO AMEND TID NO. 5 PROJECT PLAN**

Todd Taves, Ehlers and Associates, distributed a cash flow update and project plan amendment proposal for Tax Incremental Districts (TID) No. 4 and 5.

Mr. Taves reviewed the potential revenues and expenditures of each TID. Mr. Taves informed the Committee that TID No. 5 would have the potential to assist TID No. 4 during the years it is expected to have a negative fund balance. Overall TID No. 4 is expected to have a positive fund balance at the end of its life.

Administrator Hofland stated this would be a good option in lieu of funding the negative fund balance from the debt or the General Fund.

Motion by Trustee Grant, second by Trustee Rieck, to recommend the Village Board authorize hiring Ehlers, Inc., Brookfield, WI to complete an amended project plan for TID No. 5 not to exceed \$9,000. Approved unanimously.

## **MEMBERSHIP IN THE URBAN ALLIANCE OF THE LEAGUE OF WISCONSIN MUNICIPALITIES**

Administrator Hofland reviewed the opportunity offered by the League of Wisconsin Municipalities for the Village to join the Urban Alliance Group. Due to possible budget restraints, Mr. Hofland is recommending that the Village does not participate in 2011.

Motion by Trustee Rieck, second by Trustee LaPean, to recommend the Village Board elect not to participate in the Urban Alliance in 2011. Approved unanimously.

## **FAMILY MEDICAL LEAVE**

Administrator Hofland stated staff received a legal recommendation associated with the use of FMLA associated with Workers Compensation. As a way to reduce the

overhead, the Village is able to require that Federal Family Medical Leave run concurrently with Workers Compensation-related sick time.

Motion by Trustee Grant, second by Trustee LaPean, to recommend the Village Board authorize the requirement that Federal FMLA be concurrent with any Workers' Compensation lost-time claim. Approved unanimously.

### **ROOM TAX AUDIT**

Administrator Hofland stated the 2010 budget includes funds to contract with Baker Tilly Virchow Krause, LLP to conduct a room tax audit. The firm has requested official direction from the Village Board as documentation that the audit has been authorized.

Trustee Rieck questioned if this could be done by staff. Administrator Hofland stated the Village's Accountant has an auditing background.

It was a consensus of the Committee to direct staff to conduct a room tax audit.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

None.

### **ADJOURN**

Motion by Trustee Grant, seconded by Trustee LaPean, to adjourn at 5:58 p.m. Approved unanimously.