

VILLAGE OF GRAFTON

COMMITTEE OF THE WHOLE BOARD MEETING MINUTES

APRIL 25, 2011

President Jim Brunnuell the Committee of the Whole Board meeting to order at 6:00 p.m. The Pledge of Allegiance followed.

Board members present: Jim Grant, Dave Antoine, Richard Rieck, Sue Meinecke, David Liss, Lisa Uribe-Harbeck, and Jim Brunnuell

Staff / Officials present: Village Administrator Darrell Hofland, Deputy Clerk Lisa Oppeneer, Finance Director Paul Styduhar, Director of Planning and Development Mike Rambousek, Building Inspector Tom Johnson, Chief Wenten, Director of Public Works / Village Engineer Dave Murphy, Director of Parks and Recreation John Safstrom, Library Director John Hanson, Utility Director Tom Krueger

Committee of the Whole Board discussion on 2012 budget challenges and changes

President Brunnuell stated the meeting tonight is a continuation of the previous Committee of the Whole Board meeting. The meeting is to look at ways to get a balanced budget together for 2012, due to the state cuts the Village is facing.

Park and Recreation Department

Administrator Darrell Hofland reviewed the potential budget changes and cuts for the Parks and Recreation Department: Reduce part-time seasonal costs: With the purchase of new mowing equipment in 2011 (12 foot rotary finish mower and Toro zero-turn mower), along with another 12 foot mower deck to be purchased as an attachment to new Public Works equipment, more park acres will be maintained utilizing less manpower; Reduce park utility costs: By closing Centennial, Veterans and Lime Kiln Park restrooms during the winter months, along with strict monitoring of park lighting, utility costs are anticipated to decrease by \$5,814; Eliminate part-time hours Office Assistant – Senior Center: Elimination of part-time Office Assistant position at Senior Center could be covered by utilizing existing Parks and Recreation Department office staff along with a change in schedule for the Senior Coordinator/Recreation Program Supervisor; Increase Fee: Senior recreation programs: Consistent with the youth programming requirement, implement a policy that fees cover a minimum of 70 percent of expenditures for senior recreation programs. Two programs: chorus and Silver Belles would be affected; Eliminate in-door weekend swim programming: Eliminate weekend winter swim program at Grafton High School pool and Saturday basketball programs in order to reduce hourly facility charge by the school district. The Parks and Recreation Department will inquire about adding additional weekday programs when no hourly facility charge is incurred; Reduce part-time hours – senior recreation programming: Eliminate two programs that receive financial subsidies: Silver Belles (\$1,719 expenditures, \$0 revenues) and chorus (\$1,043 expenditures - \$622 revenues) for a net savings of \$2,140 in the 2012 Budget; Sell pocket parks/reduce part-time

seasonal hours: In light of the comprehensive park system which includes community and neighborhood parks, eliminate pocket parks. Revenue would be received from selling the pocket parks which are either one or two single family lots, and reducing personnel costs associated with maintaining the parks; Close Multi-purpose Senior Center: Closing of the Multi-purpose Senior Center would realize significant operational savings without elimination of programming for older adults. All programming and activities would be held in other Village-owned buildings (Village Hall, Robert P. Zaun Pavilion, Library, and Municipal Services Facility); Close Family Aquatic Center: This year will mark the 20th summer the Family Aquatic Center will be in operation. In 2010, a facility study was performed which noted the facility as being well maintained for its age but in need of significant improvements (pumps, motors, bathhouse) within the next 5 years. With the close proximity of the Port Washington and Cedarburg community pools, improvements to or replacement of the Family Aquatic Center could possibly be substituted with the construction of one or two splash pads at a significantly lower capital price tag and operational expense. Either as an interim or long-term option, the Village could subsidize the difference between the resident and non-resident seasonal pass rates for any Village resident that purchases a seasonal pass at Port Washington and Cedarburg community pools; Equipment Share with school district: Similar to the Village's long standing effort of working with other area municipalities, look for opportunities to share in the purchase of equipment (i.e. mowers) with the Grafton School District.

President Brunnquell clarified that the indoor swim hours would not be completely eliminated. The open weekday hours would be adjusted.

Rudy Kuss, 1689 Dellwood Court, stated he would not like to see the pocket parks eliminated. He has children that utilize these parks. The pocket parks have great playground equipment and some even have an area to play basketball. The next closest park to his home would be Centennial Park which his young kids would have to cross 17th Avenue, which is a very busy street. He was surprised to see the elimination of pocket parks being recommended after some of the parks have just been improved with rubber wood chips. Also, he would not like to see the Family Aquatic Center close. For the past few years his family has been purchasing a family pool pass and utilize the pool. He has seen seniors there utilizing the pool swimming laps and likes that the pool employees teenagers. Mr. Kuss suggested possibly raising admission fees into the pool so it would not have to close.

President Brunnquell stated currently pocket parks and closure of the Family Aquatic Center are not being recommended. The items being recommended are open for discussion and can be found in the third column of the [spreadsheet](#).

Sylvia Gallas, 1937 Comanche Court, questioned if the Parks and Recreation fees and Library fines are consistent with the surrounding communities. Ms. Gallas would like to see fees raised before children and senior programs get eliminated.

President Brunnquell stated that Governor Walker's does not allow an increase in tax levy. Parking Citations have been increased and a few other fees could possibly be increased. However, raising fees will only get us part of the way where we need to be.

Trustee Grant commented fees are just another way of taxing the residents. Taxes can be written off at the end of the year but fees cannot. The State of Wisconsin is requesting us to decrease the budget by \$250,000. Trustee Grant would like see the Village stay away from charging residents additional fees.

Celia Albers, 2101 Chateau Court, commented the Senior Center is a good place for camaraderie and a place where some seniors get their only hot meal for the day.

President Brunnquell stated, as of now, it is not being recommended to close the Senior Center.

Joel Steingart, 220 W. Althea Drive, questioned the elimination of the part time position at the Senior Center.

Parks and Recreation Director John Safstrom stated Karin Sevner currently splits her time between the Senior Center and the Parks and Recreation Department. She spends about 15 hours at the Parks Department and then the rest of her hours are spent at the Senior Center.

Mr. Steingart questioned if the part time position at the Senior Center could be filled by volunteers. He also questioned if the reduction of part-time seasonal costs could be replaced by Ozaukee County Inmates in order to save the \$11,363.00.

President Brunnquell commented we have already purchased the larger lawnmower to be used.

Norb Studelska, 1021 12th Avenue, read a letter he had written on how great the Village services are and would not like to see them be eliminated.

Dorothy Smith, 1511 12th Avenue, commented she has lived in the Village for 54 years and the Senior Center is a great place for keeping senior citizens active and the location of the center is easily accessible.

Trustee Harbeck commented when we talk about Grafton as a whole and the slogan "Quality Life Naturally", it draws young families to the Village. Young families move to the Village for the great Parks and Recreation programs offered. Also, the Senior Center is amazing and a great way to connect with people. Mrs. Harbeck would not like to see the part time office assistant position eliminated. Karin Sevner is currently running back and forth between two office buildings, puts in more than 40 hours a week, does work from home, saved a life at lunch at the senior center and just does an amazing job at work. Parks and Recreation Director John Safstrom runs a phenomenal department and would not like to see this Department eliminated.

President Brunnquell questioned if the part time office assistant position would be a good idea to fill with volunteers.

Mrs. Albers commented she does not think it would be a good idea. Computer programs are used and would need to be learned, answering the phones would be doable for a volunteer but the job requires more than just answering phones.

President Brunnquell commented if the position were eliminated, current staff would be moved around so Senior Center would have office staff coverage. Mr. Brunnquell questioned the board if they would like to leave the elimination of the position on or off the spreadsheet.

Trustee Meinecke stated she would like to see the elimination of the part time office assistant position removed from the spread sheet.

It was the consensus of the Village Board to remove the possible elimination of the part-time office assistant position at the Senior Center.

Inspection Department

Administrator Hofland reviewed the potential changes and cuts for the Inspection department, Finance Department, Administration, and Planning and Development: New Fee: Liquor license inspection: Establish an inspection fee of \$50 per premise for the annual Liquor License inspection prior to issuance; Reduce part-time hours - natural lawn on portion of cemetery: Certain areas (1.5 acres) of the unplatted, unsold areas of the cemetery would be mowed only as need; Eliminate part-time Office Assistant/increase overtime: In light of the need to reduce expenditures, the Inspection Department is recommending the Village Board not fill this part-time position in 2012. (In 2011, this position has been filled by a limited term employee.) An increase in overtime would occur to offset the lack of the part-time position.

Finance Department

Administrator Darrell Hofland reviewed the potential budget changes and cuts for the Finance Department: Reduce annual software support costs: Purchase replacement software (financial, payroll, and point of sale) in late 2011 to reduce annual software and hardware support costs from \$14,000 in 2011 to \$1,800 in 2012. Purchase of new software will pay for itself in one year due to savings in annual support costs; Process payroll services to another municipality: The Finance Department's preliminary discussions with another municipality to provide payroll-related services have been favorable. As a result of offering this service, the Village would need to increase part-time hours for an existing staff member. The costs to provide the service would be more than offset by the annual charge for payroll processing. It is estimated that the Village could charge \$4,000 more than the direct costs to provide this service. This shared service would reduce expenditures for another community while increasing revenues for the Village. Charges and details will need to be worked out if this option is pursued.

Administration Department

Administrator Darrell Hofland reviewed the potential budget changes and cuts for the Administration Department: Eliminate Employee Recognition Dinner: Eliminate the dinner and award the service anniversary certificates to employees at the Summer Pool Party; Reduce contractual health insurance cost: Work through an insurance broker to look at alternative policies to the present policy as provided by the State of Wisconsin Employee Trust Fund (ETF). Any change away from the present carrier (ETF) must be approved by the Labor Association of Wisconsin - Police Officer Unit and Teamsters Local No. 200.

Planning and Development Department

Administrator Darrell Hofland reviewed the potential budget changes and cuts for the Planning and Development Department: Eliminate Plan Commission, Board of Zoning Appeals and Architectural Review Board stipends: Eliminate the \$10 per meeting stipends payment to citizen members of the Plan Commission, Board of Zoning Appeals, and Architectural Review Board. Grafton is the only community that the Planning and Development Department is aware of that pays members for attendance at these meetings. The total annual savings is \$2,700; Reduce contractual planning services: Of the \$9,000 budgeted in 2011 for contractual planning services, reduce the amount in 2012 by \$6,000. In 2011, the Planning and Development Department will use a planning consultant to assist in the creation of the Village's first neighborhood plan - Meadow View Neighborhood Plan. In 2012, the Planning and Development Department will perform a majority of the Village's second neighborhood plan using Village staff; Increase Fees: Land Use application: Application fees for plan review are too low based on the type of review and the amount of work involved. The application fees are recommended to increase from \$35 and \$50 for the Architectural Review Board and Plan Commission's site plan review respectively to \$100. The annual increase in revenue is estimated to be \$3,000; Eliminate free initial planning review: The Planning and Development Department charges a planning review fee as part of the review and consideration process. The fee is based on an hourly rate that is equal to the hourly rate of the salary of the staff member involved with the review or preparation of review of the project. As dictated by Village policy, the Planning and Development Staff provides the initial review of any project "free of charge". By eliminating this free review, it is expected that the related revenue will increase by \$5,000; Reduce contractual branding services: The Village allocates costs associated with contracting for branding and general marketing services in TID No. 3, 4, 5 Funds and the Room Tax Fund. The recommended reduction in these services is \$20,000 from the Room Tax Fund.

President Brunnquell questioned what type of software is currently being used. Finance Director Styduhar stated currently the Village is using ACS which operates on a separate server. If we invested in new software it could be placed on the existing server.

President Brunnquell questioned how long we are locked into a contract with ACS. Mr. Styduhar stated we are not locked into a contract with ACS. However, within the next three years we will need to purchase new software. The last time the software was purchased was in 2006. ACS software is used for all the financials.

President Brunnquell questioned Mr. Styduhar if the new bids he is receiving are offering the same service we currently receive from ACS. Mr. Styduhar stated yes however he has to get three quotes of service.

Trustee Meinecke questioned what the ongoing support cost would approximately be going forward. Mr. Styduhar stated one of the quotes was for \$600 per module annually or \$2,400 for financial, payroll, receipting, and accounts receivable.

Mr. Hofland commented we would need to spend money up front in order to save money over the years.

President Brunnquell questioned the proposed natural lawn at the cemetery. Mr. Hofland stated once the grass gets to a foot tall then it would be cut. Rather than mowing the cemetery every week, it would be mowed about once a month.

President Brunnquell questioned Mr. Rambousek if we are in-line with other surrounding communities when paying out stipends. Mr. Rambousek stated the only other surrounding community that pays meeting stipends is the Town of Grafton.

Trustee Rieck stated he would like to see the reduction of part-time hours regarding the mowing of the cemetery be removed from the spreadsheet.

Trustee Harbeck questioned if the part-time Inspection department position is eliminated then will the full time position be working overtime. Mr. Hofland responded that at the beginning of 2010 the two part-time office assistant positions were eliminated and the full-time position was working one extra hour a day. Now for 2011 it is necessary to fill the part-time office assistant position being a limited term to help catch up with permits and other office duties.

Trustee Harbeck questioned how much new software will cost. Mr. Styduhar replied between \$13,000 - \$14,400.

Trustee Harbeck questioned the \$7,000 wellness program benefit. Mr. Hofland replied the Wellness program is for Village Employees. The thought is the healthier the employees are the more productive they will be. When employees are healthy they tend not to use their health insurance as often and don't call in sick as often. The wellness program is a great investment and has seen a 23 percent decrease in sick time being used since the wellness program has been implemented.

Trustee Harbeck commented the Wellness program seems like a great benefit but it is an extra and \$7,000 seems like a lot of money for this benefit. Mrs. Harbeck also

commented she thinks Committee members should continue to receive stipends for attending meetings. Most of the members have been on the committees for years and do a great job.

Trustee Meinecke commented she thinks the members do a great job. However, most of the other committee members do not receive stipends for attending meetings.

Bill Harbeck, 907 17th Avenue, questioned if the health insurance cost savings would be in the four or five figures. Mr. Hofland replied that he and Village Clerk Teri Dylak are looking at other health insurance options for 2012 through an insurance broker. When selecting a new carrier it will be a three year plan. However, it is possible that some carriers may low ball the rates for the first year and then raise them for the next two years.

Mr. Harbeck questioned if all unions would have to be part of the same health insurance carrier. Mr. Hofland responded currently the Police union is not included in the changes regarding collective bargaining. However, the Police Union would have to approve the switch of carriers.

Darrell Geidel, 921 2nd Avenue, questioned if employees in the Village could be cross trained and shifted around to various departments. Mr. Hofland replied yes that cross training could be an option. However, with the Police Department that is not an option and when an officer calls in sick there shift has to be covered by another officer which gets paid overtime. In the past year there have been 800 less sick time hours used, which saved the Village around \$30,000 due to implementing the Wellness program.

Mr. Steingart questioned what the cost is per family for health insurance. Mr. Hofland stated we are in the largest health insurance plan and costs approximately \$18,000 a year per family.

Mr. Steingart questioned if any money was saved from health insurance from 2010 to 2011. Mr. Brunquell stated no money was saved from 2010 to 2011, health insurance never goes down.

Trustee Grant commented we have an 8.5 million dollar budget and need to cut out \$250,000 which amounts to 3 percent for each department to cut out of their budget. Have the department heads been asked to try and cut 3 percent out of their annual budget.

Mr. Hofland stated the management team over the past few years has gone over ways to cut spending from their budget. Any further cuts across the board are no longer feasible, that's why the management team has come up with these ideas being presented tonight.

President Brunnquell commented we have applied \$600,000 of the fund balance to the budget to make it work. We would also like to come up with the \$600,000 on top of the \$250,000.

Trustee Grant commented then it would be 8 percent that would need to be cut from each department's budget.

Trustee Meinecke commented it seems really lopsided on which departments have to take the bigger cuts. She questioned if we cut back on toner, paper, and other miscellaneous office supplies.

President Brunnquell commented the Village Board needs to work with staff on the recommendations and also listen to the feedback from what the residents want.

Trustee Meinecke questioned the operational efficiencies of each department.

Mr. Hofland commented the department heads welcome anyone to go through there day to day operation with them and receive feedback and suggestions.

Trustee Grant commented have department heads look at what they can or cannot do with their budget being 92 percent. Mr. Hofland commented the Police Department would have to cut \$320,000 from their budget if they are required to cut 8 percent.

Ann Hollrith, 1511 Jo Dee Lane, commented she was informed that the Village has a professional landscaper and if so couldn't that be cut. Mr. Murphy stated the Village does not have a professional landscaper, the Public Works employees work on the Village landscaping.

Nancy Hundt, 1034 5th Avenue, questioned if the Village has looked into out sourcing payroll. Mr. Styduhar stated we currently have a full-time staff member review the time sheets and then a part-time staff member that enters in the payroll. The whole process takes about four to six hours every two weeks.

Mr. Steingart questioned why the Police Department has two Captains and five Sergeants. President Brunnquell commented he has no issues with the staffing at the Police Department and they do a fine job.

Trustee Grant commented the Sergeants don't all work the same shift. They are supervising their shift when on duty.

Chief Wenten commented while the Sergeants are supervising on their shift they are also working.

It was the consensus of the Village Board to remove the reduction of part-time hours for the lawn maintenance at the cemetery from the spreadsheet and to eliminate the Wellness Program for 2012, for a savings of \$7,000.

Trustee Meinecke questioned if any options have been looked into regarding sustainable energy. Mr. Hofland responded the Village had worked with Johnson Controls and Focus on Energy. The newer Village offices are consistent with the recommendations from Johnson Controls. All of the Village office thermostats have been checked and locked at a certain temperature.

Mrs. Hundt questioned when the developer would be charged the planning review fee. Mr. Rambousek responded once the formal application process has been started and received by the Planning Department.

Library Department (saving to the Village is 78 percent and Town is 23 percent)

Administrator Darrell Hofland reviewed the potential budget changes and cuts for the Library Department: Reduce materials budget (books, audio-visual, magazines) by 15 percent: Even though the materials budget represents only 8 percent of the entire library budget, the library will be able to reduce these purchases by 15 percent and still offer a reasonably good collection of materials. Library book sales and donations also contribute over \$12,000 annually to the purchase of books; Reduce part-time hours - children's programming: The library offers roughly 200 children's programs a year. We can eliminate programs one day a week (25 percent of our programs), allowing us to reduce part-time staffing by 2 hours a week; Reduce part-time hours – reference services: Our Reference Librarian position can be reduced from full-time to a 32 hour part-time position. Our Reference Librarian has a masters' degree in Library Science, equipping her with the professional skills to meet the reference needs of the community (computer and job-related assistance and instruction, helping students with homework, providing consumer-related assistance). Other critical duties include conducting staff and customer workshops, and selecting books for purchase; Reduce part-time hours – library hours on Thursday p.m.: We are open 51 hours a week, which is down from the 61 hours a week we were open before budget cuts were implemented several years ago. If we are to reduce our hours any further, Thursday evenings would be the least disruptive to the community; Reduce part-time hours – eliminate library hours on Friday: Closing the library for an entire week day. On average, over 450 people a day visit the library. However, Friday is the least visited day of the week.

President Brunnquell questioned if the Village Board would like to see the reduction of Library hours removed.

Mr. Steingart questioned when the Library is the busiest. Library Director John Hanson responded, on average, 450 people visit each day; however, Friday's are the least busy.

Trustee Meinecke questioned if the Library could close in the afternoon and then reopen in the evening. Mr. Hanson responded it would probably cause too much confusion for the residents.

Susan Katzban, 1987 Cedar Drive, commented she is a fairly new resident to the Village and believes the Library is a jewel to have. They provide a wide variety of services and would like to see possibly charging a user fee rather than cutting operation

hours. Mrs. Katzban is retired and lives on a fixed income and is in favor of user fees and increasing the late fines at the Library.

Mr. Hanson stated per state law the Library is not allowed to charge user fees.

Trustee Antoine stated he just came off the Library Board after serving seven years. Recently they had sent out a survey to residents regarding the Library and its services. The survey reported 77 percent of the residents think we have a great Library. Also, himself and Mr. Hanson work together on the Library budget every year and try to find ways to save money. There is not a lot of areas to cut back costs.

Trustee Harbeck commented she received a phone call from Village Resident Dorothy Reisinger wanting her opinion expressed at tonight's meeting. Each year Mrs. Reisinger donates \$5,000 to the Library and greatly appreciates all the employees and the services they have to offer. She does not want to see the Library hours reduced.

Ms. Gallas commented when she sought out Grafton as a place to live one of her main reasons for moving to Grafton was the wonderful Library and all they have to offer. She would not like to see the Library hours reduced.

It was the consensus of the Village Board to remove the reduction of Thursday and Friday hours and part-time hours for children's programming.

President Brunquell commented Police and Public Works were discussed at the previous meeting. This will be an ongoing process as will look for feedback from Village staff and the public. He would like each Department to look at their budgets and see if it is possible to cut 8 percent. Once that is complete the Board will reconvene. The next meeting date and time will be posted on the Village's website, cable channel and at the Library.

Mr. Harbeck questioned if it would be possible to do a Village wide survey on the 2012 budget options. President Brunquell commented it is very possible we will be using the survey monkey at least once on our website. Once ideas are clearer and put together then we will do a survey.

Administrator Hofland informed the Board that the Police Department has a couple of old squads going out and new ones coming in. There is a company out of state that has put in a high bid for the squads.

Trustee Harbeck questioned if they would also consider buying the motorcycle. Mr. Hofland responded it is on the list.

Mr. Steingart questioned why the squads can't be sold on Wisconsin Gov like everything else does.

Chief Wenten stated the company that put in the bid submitted a much higher than what we would get on Wisconsin Surplus.

ADJOURN

Motion by Trustee Grant, seconded by Trustee Harbeck to adjourn at 8:01 p.m. Approved unanimously.