

VILLAGE OF GRAFTON

FINANCE COMMITTEE MEETING MINUTES

FEBRUARY 2, 2009

The Finance Committee meeting was called to order at 5:00 p.m. by Chair Jim Brunquell.

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

Staff/Officials present: Village Administrator Darrell Hofland, Finance Director Paul Styduhar, Village Clerk Teri Dylak, Community Activities Director John Safstrom, Administrative Assistant Rachel Reiss, and Administrative Secretary Sheryl Prohuska

HEAR PERSONS WISHING TO BE HEARD

None.

ADMINISTRATIVE SECRETARY (COMMUNITY ACTIVITIES DEPARTMENT): RECLASSIFICATION OF POSITION REQUEST

Administrator Hofland stated the financial impact of this request would be approximately \$919 in 2009. The Committee received two job descriptions; one is identified as a Pay Grade 11. Mr. Hofland stated that the result of the Committee approving a pay grade amendment would be to reclassify eight other positions to be consistent with other support staff jobs. Administrator Hofland stated he is not recommending any action on this item.

President Brunquell stated the Village has a compensation policy to allow for non-represented staff to exceed the standard cost of living increase. If an employee does an excellent job, they are compensated. Mr. Brunquell stated it is his understanding that if the position were to be filled by another individual, the position would be advertised at a Pay Grade 10. Administrator Hofland agreed.

Trustee Rieck questioned how long the position was in the current pay grade. Administrative Assistant Reiss stated the position was last amended in 1998.

Trustee Rieck questioned if the job had changed in the past 11 years. Administrator Hofland stated that is the fundamental disagreement. The position has changed; however, there has also been additional staff hired to assist with the additional duties.

Community Activities Director John Safstrom stated that 11 years ago four positions were moved from Pay Grade 9 to Pay Grade 10. Since then two positions have been moved up and two have been left behind. The complexity of the position may not have changed; however, there is more focus and diligence required for the position.

President Brunnuell stated he cannot compare what other positions are doing. The questions should be if the requirements of the position are a higher complexity than a Pay Grade 10.

Motion by Trustee Grant, seconded by Trustee Rieck to recommend the Village Board approve the elimination of the Community Activities Administrative Secretary position and addition of the Community Activities Secretary II position placed in Pay Grade 11 of the Village's Classification Structure for Non-represented Employees effective January 31, 2009.
Approved 3-1 (J. Brunnuell – nay).

RESOLUTION DESIGNATING THE PUBLIC DEPOSITORIES FOR THE VILLAGE OF GRAFTON AND GRAFTON WATER AND WASTEWATER UTILITY, AUTHORIZING WITHDRAWAL OF VILLAGE AND UTILITY FUNDS AND GAINING ACCESS TO THE SAFETY DEPOSIT BOX OF THE VILLAGE OF GRAFTON

Finance Director Styduhar stated this resolution is being presented to allow the addition of Foundations Bank and Bancorp Bank to the list of approved financial institutions. Foundations Bank has pledged an interest rate at the Local Government Investment Pool (LGIP) rate plus 12.5 basis points. This rate is higher than the other Village banks.

The Bancorp Bank is the bank the Village is required to deposit necessary funds associated with the employee flexible benefit debit cards.

Motion by Trustee Rieck, seconded by Trustee Grant to recommend the Village Board adopt a resolution designating the public depositories for the Village of Grafton and Grafton Water and Wastewater Utility, authorizing withdrawal of Village and Utility funds and gaining access to safety deposit box of the Village of Grafton. Approved unanimously.

VILLAGE HALL RENOVATION PROJECT

Administrator Hofland stated Mr. John Sabinash, Zimmerman Group Architects will be reviewing the options to comply with LEED Silver Certification for the new Village Hall.

Mr. Sabinash stated the project will be able to receive 17 points toward LEED certification without any additional cost to the project. If the Village chooses to obtain Silver Certification, an additional 23 points would need to be obtained. Options include storm water management, landscaping, and building renovations.

Trustee LaPean questioned why the Village would need to obtain this certification. President Brunnuell stated the certification would be consistent with the recommendation of the Sustainable Grafton Ad Hoc Committee that all Village Building projects comply with LEED Silver Certification or equivalent.

Trustee LaPean stated he is against approving additional costs for this certification.

Trustee Grant stated this would be an excellent opportunity for the Village to be a leader.

Administrator Hofland stated there are some sustainable items the Village will be instituting in all buildings. The Village will be requiring the cleaning services to use only green products.

Mr. Sabinash stated the Village could implement some changes over a five year period of time. Items that affect the structure of the building should be done at the time of renovation.

Trustee Grant stated the inclusion of prairie grass should be phased in. Since the public may be critical of the presentation of the landscaping, there will need to be public education prior to the change.

Administrator Hofland asked the Committee to recommend approving the incorporation of silver components as an addendum to the bid of the Village Hall renovation. The Village Board will have an opportunity to choose which components they would like to include after the bids are received.

Motion by Trustee Grant, seconded by Trustee Rieck to recommend the Village Board approve the addition of LEED Silver features to the Village Hall project bid specifications and building operational plan as addendums and staff work with Zimmerman to develop a certified building plan to be presented to Finance at a later meeting.

OLD BUSINESS

None.

NEW BUSINESS

None.

ADJOURN

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