

VILLAGE OF GRAFTON

FINANCE COMMITTEE MEETING MINUTES

JANUARY 19, 2009

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

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

Staff/Officials present: Village Administrator Darrell Hofland, Finance Director Paul Styduhar, Village Clerk Teri Dylak, Building Inspector Tom Johnson and Administrative Assistant Rachel Reiss,

HEAR PERSONS WISHING TO BE HEARD

None.

VILLAGE HALL RENOVATION PROJECT

Mr. Hofland reviewed the summary of events on the Village Hall renovation project. In October 2008, the Village Board entered into a contract with Zimmerman Design Group, Milwaukee, WI, for design of the new facility at 860 Badger Circle. Since that time, there have been several meetings with Zimmerman Architectural Studies (ZAS) and Village Hall staff to design a floor plan to meet the 20-year needs of Village Hall.

The design plan presented eliminates the original need for a 1,120 square foot addition to the building. The following changes have been made to the Jansen Group proposal from June, to the ZAS proposal:

- Relocate all of the existing bathrooms and related plumbing are proposed.
- Reduce two sets of bathrooms to one set of bathrooms to meet the employees and the public needs.
- Eliminate a second separate entrance/foyer for the public associated with meeting room space which includes municipal court.
- Utilize the existing large staff conference room for public committee meetings and eliminate plans for a large conference room adjacent to the Village Board Room. This room was also to be designed to allow for overflow for crowded Board meetings.
- Significantly reduce the size of the Employee Gathering Area which was intended to serve as an employee training area in addition to an employee break room. It will now serve solely as an employee break room.

The total cost of the renovation project is estimated at \$1,410,953. This does not include any costs associated with LEED Silver Certification.

John Sabinash, Vice President ZAS reviewed the site plan layout. The site plan allows for 80 parking spaces. This is considerably more spaces than available at the current Village Hall site. The floor plan provides for one door for public access to all departments in the Village Hall. In the rear of the building is a separate entrance for staff.

Mr. Sabinash reviewed the design layout. Many of the offices identified on the west side of the building will not need renovation. The east side of the building, which was used as a production area will need the most renovation. The new Board Room will accommodate seating for 76. The current Board Room allows for 52 chairs.

Trustee Grant questioned if the west wall of the Board Room could be a flex door to accommodate an audience overflow. Administrator Hofland expressed concern that a flex door would not be sound-proof enough for closed session use of the conference room.

Building Inspector Tom Johnson reviewed the entrance and exit standards for the building.

Mr. Sabinash stated there will be more information presented to the Committee regarding LEED Silver Certification at the February meeting.

Trustee LaPean questioned the amount of the total cost of the project. Administrator Hofland stated \$1,446,921. Trustee LaPean requested the motion include a “not to exceed” amount to ensure the Village is responsible with the costs of the project.

Motion by Trustee Grant, seconded Rieck, to recommend the Village Board approve the Village Hall project not to exceed \$1,410,953 and authorize the development of bid specifications and bidding of the project. Approved unanimously.

Motion by Trustee Rieck, seconded by Trustee Grant, to recommend the Plan Commission and Architectural Review Board respectively review and approve the Village Hall site plan and architectural changes for the property located at 860 Badger Circle, as presented. Approved unanimously.

EMPLOYEE RECOGNITION PROGRAM REVISIONS

Administrative Assistant Rachel Reiss stated in 1997 when the Employee Recognition Program was first approved, the Village organization included a Water and Wastewater Commission which oversaw the Utility employees. Since that time, the Water and Wastewater Commission has been dissolved. The proposed revisions remove all references to the Water and Wastewater Commission.

Motion by Trustee Grant, seconded by Trustee Rieck, to recommend the Village Board approved the changes to the Employee Recognition Program as presented. Approved unanimously.

REPORT OF BENCHMARK MEASUREMENTS

Administrator Hofland reviewed the Report of Benchmark Measurements for Village Hall. Mr. Hofland commended Clerk Dylak for being able to reduce the cost per voter in the 2008 elections from the projected \$3.07 per vote to \$2.37.

Mr. Hofland also stated the Village has seen a reduction in return of investments of 2.24 percent. This will affect the interest income in all of the Village's funds.

OLD BUSINESS

None.

NEW BUSINESS

Status of Finance Committee Meetings

Administrator Hofland stated there are several agenda items for the next Finance Committee meeting. Due to the limited time of the meetings it may be necessary to have a second meeting in February.

ADJOURN

Motion by Trustee Grant, seconded by Trustee Rieck, to adjourn at 5:50 p.m. Approved unanimously.