

VILLAGE OF GRAFTON

FINANCE COMMITTEE MEETING MINUTES

SEPTEMBER 6, 2011

President Jim Brunnquell called the Finance Committee meeting to order at 5:00 p.m.

Finance Committee members present: Jim Brunnquell, Jim Grant, Richard Rieck, and Susan Meinecke

Staff/Officials present: Village Administrator Darrell Hofland, Finance Director Paul Styduhar, Village Clerk Teri Dylak, Police Chief Charles Wenten, and Administrative Assistant Rachel Reiss

HEAR PERSONS REQUESTING TO BE HEARD

None.

2012 ASSESSMENT CONTRACT - ASSESSMENT DIVISION

The current assessment contract with Mass Appraisals, LLC concludes the end of 2011. Village staff is very satisfied with the services provided by the firm. The 2012 contract price is the same as 2011.

Motion by Trustee Rieck, seconded by Trustee Meinecke, to recommend the Village Board enter into the 2012 assessment contract with Mass Appraisals, LLC, West Bend, WI in the amount of \$35,000.
Approved unanimously

PAID TIME OFF POLICY

Administrator Hofland reviewed quotes received for short-term and long-term disability policies. Mr. Hofland stated the Village would offer employees the option to participate in these plans at their own expense.

Trustee Meinecke requested that Northwestern Mutual be looked at as a possible insurance carrier for disability and possibly future health coverages.

The changes to the Personnel Policy would be effective January 1, 2011.

Motion by Trustee Rieck, seconded by Trustee Meinecke, to recommend the Village Board delete existing Section 17.01 Vacation and existing Section 17.02 Sick Leave, effective January 1, 2012; to approve Section 17.015 Paid Time Off Policy as presented, effective January 1, 2012 for existing employees; and to approve Section 17.015 Paid Time Off Policy as presented, effective immediately for all newly hired employees covered by the non-represented Personnel Policy. Approved unanimously

GRIEVANCE PROCEDURE REVISION

Administrator Hofland stated the proposed policy revisions are due to mandates by the State of Wisconsin. Mr. Hofland stated the revised grievance procedure is similar in the number of steps to the procedure in the current union contracts.

Motion by Trustee Grant, seconded by Trustee Rieck, to recommend the Village Board approve the revisions as presented to Chapter 11 (Grievance Procedure) of the Personnel Policy. Approved unanimously.

EMPLOYEE RECOGNITION PROGRAM REVISIONS

Administrator Hofland stated in light of the Committee of the Whole decision to remove the annual February/March Employee Gathering, the Employee Recognition Program is being presented to eliminate the event from the program. The recommendation came from the Management Team and was supported by the Committee of the Whole.

Administrative Assistant Rachel Reiss distributed a memo and proposed budget to the Finance Committee. The Employee Recognition Committee thinks the February/March Gathering is a meaningful event to recognize the efforts of staff. The Employee Recognition Committee is requesting that the Finance Committee consider allowing the event each year with a lower budget.

The Finance Committee agreed that the Gathering is important.

Clerk Dylak stated that as one of the employees who drafted the original program, she thinks it is a necessary and important event to show appreciation to the long term employees.

It was a consensus of the Committee that no action be taken on this item.

FINANCIAL TREND MONITORING SYSTEM

This item will be discussed at the next Finance Committee meeting.

OLD BUSINESS

Economic development loan – Ozslo Foods Inc. (Slow Pokes Local Foods)

Finance Director Styduhar stated he completed the title search for the loan to Slow Pokes Local Foods. It was determined there is not enough collateral in the applicant's home for the Village funds to be secure. An option for the Village would be to use equipment and inventory as collateral.

Trustee Rieck questioned the amount of the monthly payment. Mr. Styduhar stated the payment would be approximately \$350.

Trustee Meinecke stated the request for expansion is due to the demand of the product.

There was a consensus of the Committee to proceed with the loan to Slow Pokes Local Foods using equipment and inventory as the collateral.

Paperless Packet

Village Clerk Dylak requested feedback from the Committee on the use of the flash drives.

Trustee Grant stated he liked the flash drives and would like to have a laptop at the meetings.

Administrator Hofland stated the Town of Cedarburg projects meeting information onto an overhead screen.

President Brunquell expressed concern with Plan Commission information being too small to read on a laptop.

Trustee Grant questioned if paperless packets are worth the time saved. Clerk Dylak stated she did not believe it was, at this time.

It was a consensus of the Committee not to move forward with paperless packets but to continue the placement of packet information on flash drives for Village Board members.

NEW BUSINESS

None.

ADJOURN

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