

## VILLAGE OF GRAFTON

### CONTINUED COMMITTEE OF THE WHOLE MEETING MINUTES

OCTOBER 20, 2011

President Brunnquell called the Continued Committee of the Whole 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 Brunnquell

Staff/Officials present: Village Administrator Darrell Hofland, Finance Director Paul Styduhar, Village Clerk Teri Dylak, Director of Public Works /Village Engineer Dave Murphy, Utility Director Tom Krueger, Building Inspector Tom Johnson, Parks and Recreation Director John Safstrom, Library Director John Hanson, Police Chief Charles Wenten, Administrative Assistant Pat Hofstad, and Administrative Assistant Melissa Depies

Absent: Planning and Development Director Michael Rambousek,

#### **REVIEW 2012 DEPARTMENTAL BUDGET REQUESTS**

Administrator Hofland stated that, at his direction, Chief Wenten has identified revenue and expenditure adjustments within his department to fund a replacement Police Officer in 2012.

The 12 month cost for including the Officer is \$87,602. Chief Wenten has identified adequate budget adjustments to fund the position for a full year. Administrator Hofland reviewed the summary of changes to the 2012 budget that would enable the officer position to be filled ([summary attached](#)).

In addition to the funding summary, Chief Wenten provided service statistics for 2008-2010 and a comparison of call activity for the Village of Grafton and the City of Cedarburg.

President Brunnquell asked if there was a consensus of Board members to include the replacement officer position back into the 2012 Budget for additional review at the upcoming public hearing on the Budget.

Trustee Grant questioned if the amount identified in the summary is the full cost of a replacement officer. Chief Wenten responded yes. Trustee Grant asked if the Village has qualified candidates for the position.

Chief Wenten stated that when the position was removed from the Budget, earlier this year, the hiring process was suspended. The written and agility components have been completed. There are 24 successful candidates. If the replacement officer is approved,

staff interviews will be conducted and a recommendation made to the Police and Fire Commission for hiring. The hiring process could be completed by the end of December.

President Brunnuell asked if there are any additional items in the Budget that members would like to discuss.

Trustee Rieck stated that while he appreciates Chief Wenten being able to come up with funds to hire the replacement Officer, he cannot support this item. The Village of Grafton currently has 21 sworn Officers, which is more than the adjacent communities. Trustee Rieck stated that he is not willing to hire an Officer and then possibly have to lose existing staff because of this expense. He stated that he does not think the community is unprotected at the current level of staff and a few hours of overtime are not excessive. The 2013 Budget will be even more challenging than the 2012 Budget. This is not a one year expenditure but an ongoing expense. He identified that he works the hours necessary to complete a job.

Trustee Grant commented that you cannot compare Trustee Rieck's profession with that of a Police Officer.

Trustee Rieck commented that he thinks that the Village is being well served at the current level of Officers and would rather wait to see what happens for the 2013 budget rather than add the position now. He reiterated that he does not want to hire an Officer at the expense of existing staff.

Trustee Grant commented that, if a replacement officer is hired, the person could be informed that in the event of budget issues, the newest hire would be the first position to be eliminated.

President Brunnuell indicated that additional discussion on this matter can occur at the public hearing. He questioned if the Board would be interested in considering less than a full year hire for the Police Officer position.

Trustee Grant indicated he would be willing to look at a six or nine month hiring.

Chief Wenten was asked if he would be satisfied with a partial year hiring. He responded that if the position is decreased to a six month hiring, the entire hiring process will need to be redone. The training for an Officer takes four months which puts the new Officer "on the street" in November. Chief Wenten identified that his preference is a 12 month hire; however, he is willing to work with less time if that is the Village Board's desire.

President Brunnuell commented that a less than full year hire would provide more budgetary flexibility. Unfortunately, we cannot control many items such as salt, snow plowing, etc. that will affect the budget.

Administrator Hofland provided background on his decision not to fund the replacement Officer in the 2012 Budget. He stated that the 2011 Budget included furlough days, and 800 hours of FMLA leave between 3 Officers which created a considerable portion of the overage in overtime for the year. Hopefully, the Department may not be affected by FMLA in 2012 and furloughs are not included in the 2012 Budget. The Department will have significantly more existing Police Officer hours available in 2012 that were not available in 2011.

Trustee Harbeck stated that she cannot support a full year position. She commented that the Department has gone without this position since April, with no negative impact to the community. She stated she may be able to support a partial year filling of the position.

Trustee Grant stated that being a Village Trustee is a peculiar job. As a Board member we are supposed to have a handle on everything that happens in the Village. We hire people who are experts in their fields and then question how they run their Departments. We need to listen to Staff since they are the ones who do the job. It is not fair to compare the staffing levels of the City of Port Washington and the City of Cedarburg with Grafton. Each community has its own unique issues. Grafton has a large amount of retail and a close proximity to the freeway. We also have a hospital which causes separate considerations.

Trustee Rieck responded that, as Trustees, we also work for 10,000 people and it is important to look at how the decisions that are made will impact the overall community.

Trustee Meinecke commented that the Police Department has not been able to participate in the drug unit because of low staff levels. We talk about the quality of life in the community but are not willing to maintain that quality. She also stated that shift work is different than a straight 9-5 job schedule.

Chief Wenten identified that approximately \$3,200 has been spent on the hiring process, to date. He stated that he would prefer a nine month hiring if that would be acceptable to the Board. That would allow an April 1 hiring date with the Officer "on the street" in August.

Administrator Hofland stated that the expense for the Officer is approximately \$22,000 per quarter. Chief Wenten stated that if he is required to re-start the process, there will be additional expenses.

It was the consensus for Staff to provide the numbers of a nine month Police Officer replacement position for review at the October 26 Public Hearing.

Trustee Meinecke questioned several expenditure line items. She expressed concern with the funding of the Local Auto expense. Village Administrator Hofland identified that this is the reimbursement to employees when their private vehicles are used for Village business. The Village does not have a municipal vehicle available for administrative

use. He also identified that the reimbursement for personal vehicle use is considerably less than if the Village provided and maintained a municipal vehicle for employee use.

Trustee Meinecke stated that she is concerned with some of the smaller budget items that are not being looked at. She particularly identified the cost of janitorial services for municipal buildings.

Trustee Grant questioned if there are any other items that can be removed or adjusted in the 2012 Budget.

Director of Public Works/Village Engineer Dave Murphy reviewed the number of times municipal buildings are being cleaned. The Police Station, Library and the new MSF building are cleaned 3 times a week, Village Hall is cleaned 2 times a week and the Utility is cleaned once a week. He stated that the MSF is cleaned 3 times a week because of the nature of the Department and the fact that the building is new and they want to maintain the building to the highest standard possible.

Administrator Hofland identified that the 2012 Budget includes a total of \$40,481 in training/conference expenses for all Departments.

Finance Director Styduhar stated that he receives a number of "webinar" training options; however, on many occasions the cost is higher for a 2 hour webinar that it is for a 2-day training event.

Trustee Meinecke commented that she thinks some of the training expenses are frivolous such as the multi-day Health and Wellness training Staff recently attended in Green Bay.

Administrator Hofland responded that training/conferences expenses are frequently questioned during each budget review. This expenditure item has decreased over the past three budget cycles. He stated that there is a 7 percent decrease in this line item from the 2011 to 2012 budget.

Trustee Antoine stated that not only is training important but the networking that occurs at conferences is very important and beneficial.

Administrator Hofland identified that recent leadership training provided to the Management Team would not have been possible without his previous attendance at the University of Virginia's Senior Executive Institute conference/training. He was able to obtain an all-day training scenario for staff that would normally have cost \$5,000.

Trustee Grant suggested that Staff bring their training/conference requests to their respective Committees to justify the need for the expense.

Administrator Hofland stated that requiring Committee review prior to signing up for training is not manageable. Sometimes training opportunities come up with short notice

and requiring sign-off from a Committee may eliminate some training options. He also stated that staff must receive approval from their Supervisor prior to signing up for training.

Trustee Meinecke asked if there was a comprehensive listing of training being requested by each Department. Administrator Hofland identified he has a listing and will provide it to the Board prior to the upcoming public hearing on the budget.

Trustee Grant requested that all future Public Safety Committee agendas include an update on conferences/training being attended by Staff.

President Brunquell commented that several comments have been made on how lucky the Village is to have such knowledgeable and professional staff and then they are questioned on the training they want to maintain that professionalism. He questioned the consistency of that request.

Trustee Harbeck questioned if there is ever a time that requested training is denied. Both Administrator Hofland and Chief Wenten responded yes. Trustee Harbeck also questioned if information received at training is shared with other staff. Again the response was yes, if the information is pertinent to other staff positions.

Administrator Hofland responded to Trustee Meinecke's comment on the Health and Wellness training. He stated that the training was on a variety of health and wellness items and the staff person who attended the training did provide a synopsis of the classes for Board member review.

Trustee Meinecke questioned the Part-time wage expenses, in the amount of \$3,923, for the Woodlawn Cemetery. She questioned if this was an hourly position. Building Inspector Tom Johnson stated that he is in charge of the cemetery and the position is paid approximately \$525 per month. The part-time staff person usually starts in mid-April and can continue until early November, weather permitting.

Woodlawn Cemetery is approximately 5-acres in size. In addition to cutting the grass with the riding mower, hand mowing and trimming is required. In addition, debris must be picked up prior to mowing. In the fall, leaves must be picked up in addition to the mowing and trimming requirements.

Trustee Meinecke commented that she thinks the monthly pay is high. She questioned how the monthly pay level was determined. Mr. Johnson responded that this has been a salary position for as long as he has worked for the Village.

Mr. Johnson stated that if the Board wishes, he can research what a private lawn service would charge to cut the cemetery. This item was discussed during the March and April budget review meetings. At that time, Mr. Johnson identified a \$600 savings if 1 acre less was cut. The Cemetery Board was against this suggestion.

The part-time employee that is cutting the cemetery is doing a very good job. The area is mowed and trimmed and there have not been any resident complaints on the condition of the cemetery, as in the past.

Administrator Hofland identified that, in the past, there were a considerable number of monuments that were damaged during cutting.

President Brunnquell questioned if it would be cost effective to pay an hourly rate for this work or pay per mowing rather than a flat monthly salary.

Trustee Meinecke questioned how long it takes to cut the cemetery and which part-time employee is responsible for those duties. Mr. Johnson responded it takes approximately 8 hours to complete the mowing and Rachel Reiss is doing the work, on her own time.

Trustee Meinecke indicated she is looking at cutting the cost of the service, not the level of service being provided.

President Brunnquell suggested that the pay for this position be looked at based on the number of hours it takes to do the work.

Trustee Grant agreed stating that just because this has always been a salary position does not mean that an hourly rate might not be more cost effective. He also stated that even when the budget is finalized, staff should always be looking at ways to save money.

Administrator Hofland identified that from 2010 to 2011 staff has saved over \$180,000.

Trustee Meinecke requested clarification on the allowable increase in expenditures for 2012. Finance Director Styduhar stated that there is a complicated formula for determining the amount of allowable increase. In 2013, any increase from 2012 must be identified and deducted from the 2013 base.

Mr. Johnson informed the Board that the roadway at the cemetery is in need of repair/replacement. The amount of the repair/replacement was identified at approximately \$15,000. Mr. Johnson stated that the shed replacement that was budgeted will only cover half of the road work needed.

Administrator Hofland reviewed the Cemetery Fund's accounting practice. He identified that when a cemetery plot is sold, 50 percent of the revenue from the lot is placed in the Perpetual Care Fund for the cemetery. Unfortunately, only the interest from that fund can be used due to the structure of the fund. Even though the cemetery has a Capital Project account, the balance in the account is not adequate to cover the cost of the roadway repair/replacement.

President Brunnquell suggested that when we have road projects that come in under budget, we look at the possible addition of the cemetery roadway repair/replacement. Director Murphy responded that, if possible, this area will be considered for inclusion.

Motion by Trustee Rieck, seconded by Trustee Antoine, to adjourn the Committee of the Whole at 7:09 p.m. Approved unanimously.