

VILLAGE OF GRAFTON

FINANCE COMMITTEE MEETING MINUTES

JANUARY 3, 2012

Chair Jim Brunnquell called the Finance Committee meeting to order at 4:45 p.m.

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

Staff present: Village Administrator Darrell Hofland, Police Chief Charles Wenten, Director of Public Works / Village Engineer Dave Murphy, Finance Director Paul Styduhar, and Administrative Assistant Rachel Reiss

Others present: Trustee Lisa Harbeck, Employees from the Department of Public Works, Water and Wastewater Utility, and Parks and Recreation Departments, Sue Hass, and Bill Hass

HEAR PERSONS REQUESTING TO BE HEARD

None.

REVIEW OF TOURISM PROMOTION SERVICES REPORTS BY THE GRAFTON AREA CHAMBER OF COMMERCE AND CELEBRATE GRAFTON

President Brunnquell stated the Committee looks at these reports yearly. The two entities receive funding from a portion of Room Tax.

Motion by Trustee Grant, seconded by Trustee Rieck, to recommend the Village Board approve the Grafton Area Chamber of Commerce's 2011 Tourism Promotion and Development Annual Report, 2012 Action Plan and 2012 Budget and approve Celebrate Grafton's 2012 Action Plan and 2011 Annual Report. Approved unanimously.

PERSONNEL POLICY HANDBOOK UPDATES

Administrator Hofland reviewed the changes of the Personnel Policy from the previous Finance Committee meeting. The major change was to amend the overtime definition back to any hours over 40 hours compensated.

President Brunnquell questioned the financial impact of the overtime change. Administrator Hofland stated if the change were implemented Village-wide it would be \$8,900.

Police Chief Wenten requested clarification on the overtime policy. The Telecommunicators work a different schedule. There are weeks which are only 32 hours instead of 40 hours. Chief Wenten questioned if those employees would need to work an additional 8 hours to be eligible for overtime.

Mrs. Clarissa Allen, Telecommunicator, requested that an exception be made for their employee group due to the circumstances of their work schedules.

The consensus of the Finance Committee was to amend the language for the Telecommunicators.

Concerns from the Public Works employees were raised that overtime would not be given if called in for a snow storm. The language as presented gives the Director of Public Works the ability to send employees home after 8 hours of work. There should be compensation for being called into work at 2:00 a.m.

Trustee Meinecke questioned if the language stated there would be no overtime. President Brunnquell stated it is up to the Department Head to manage their departments.

Trustee Rieck stated employees are being compensated for doing their job.

The Finance Committee requested that Mr. Hofland review the changes of the policies with the employees. It was requested that a Trustee be present at those meetings. Trustee Meinecke volunteered.

Trustee Meinecke suggested the Finance Committee review the policy page by page.

There was a consensus of the Committee to table this item until the next Finance Committee meeting.

ECONOMIC DEVELOPMENT REVOLVING LOAN PROGRAM LOAN TO SOK, LLC D/B/A MILWAUKEE ALE HOUSE

The Village has a Revolving Loan Fund to provide financing alternatives to Village businesses. The businesses commit to creating employment opportunities. The funds were received by the State of Wisconsin and are loaned to businesses located in the Village. The repayment of the loans provides funding for additional loans.

SOK, LLC has requested a loan of \$20,000 with matching private funds provided by First Bank Financial Centre. The loan funds would be utilized to purchase the inventory required to meet the demands of the catering service and banquet hall (Black Swan). The required job commitment for SOK, LLC, would be hiring one full-time equivalent position within 24 months of the loan closing to a moderate to low income individual. The loan would be for a term of seven years with the interest rate set at the prime rate published by the Wall Street Journal on the day of approval.

Motion by Trustee Grant, seconded by Trustee Rieck, to recommend the Village Board authorize the Economic Development Revolving Loan Program loan to SOK, LLC D/B/A Milwaukee Ale House - Grafton in the amount of \$20,000 contingent upon the continuance of The Black Swan

Conditional Use Permit (CUP) or approval of any CUP changes by the Plan Commission. Approved unanimously.

NEW BUSINESS

2012 Budget – Reallocation of Police Department related funds

Trustee Grant requested that funds be reallocated to the Police Department Budget that were originally including in the Police Operations budget for the hiring of an Officer.

Administrator Hoffland stated the additional funding is still in the Police budget. A request by a Village Board member to transfer funds out of Police Operations account to Contingency account was not approved.

President Brunnuell questioned what training would be obtained with the additional funding. Chief Wenten stated there is a variety of training that will be completed.

Trustee Grant stated he would like the purchase of an additional squad to go back to Public Safety Committee and Village Board for consideration.

Due to auditor and credit service rating concerns with amending the overall budget, Mr. Hoffland recommended that the funding for that purchase be in the General Fund and not the Equipment Fund.

Trustee Rieck stated he does not support the purchase of two squads every year. The vehicles could have extended warranties allowing for the funds could be utilized better elsewhere.

PRESENTATION OF DASHBOARD

Finance Director Styduhar reviewed the Dashboard update on the Village website.

OLD BUSINESS

None.

ADJOURN

Motion by Trustee Rieck, seconded by Trustee Meinecke, to adjourn at 5:56 p.m. Approved unanimously.