

VILLAGE OF GRAFTON

FINANCE COMMITTEE MEETING MINUTES

FEBRUARY 6, 2012

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

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

Finance Committee members absent: Richard Rieck,

Staff present: Village Administrator Darrell Hofland, Finance Director Paul Styduhar, and Administrative Assistant Rachel Reiss

Others present: Employees from the Department of Public Works and Water and Wastewater Utility

HEAR PERSONS REQUESTING TO BE HEARD

None.

PERSONNEL HANDBOOK

Administrator Hofland stated that minor changes were made to the Personnel Handbook since the January meeting. Most changes were as a result of meetings held with employees.

The following are the more significant changes:

Section 6.05 (page 21) Overtime for Telecommunicators will be paid for any hours compensated in excess of 40 hours or for any hours worked in excess of hours scheduled.

Section 6.05 (page 21) Call Out for all employees will be defined as a minimum of 1 hour or from the time the employee leaves their residence until the time the employee returns to their residence whichever is greater.

Section 17.07 (page 62) Active Military Duty Differential Pay was omitted from earlier versions and had been a part of previous LAW - Telecommunicator and Clerical Unit CBA.

Section 20.06 (page 73), Section 20.10 (page 75), and Section 20.13 (page 76) for miscellaneous benefits have defined start or effective dates of coverage/enrollment.

Trustee Meinecke reviewed some additional minor changes. These will be amended for the final presentation at Village Board.

Motion by Trustee Grant, seconded by Trustee Meinecke, to recommend the Village Board approve the Personnel Handbook, as amended. Approved unanimously.

FIFTH THIRD EQUIPMENT FINANCE COMPANY: REFUND OF OVERPAID PERSONAL PROPERTY TAXES

Administrator Hofland stated two companies were paying the same Personal Property Tax bill for three years. It was determined that Fifth Third Equipment Finance Company should be refunded the amount paid.

Motion by Trustee Meinecke, seconded by Trustee Grant, to recommend the Village Board authorize a refund to Fifth Third Equipment Finance Company for incorrect payment of 2009, 2010, and 2011 personal property taxes on tax bill #10-000-20-090-29. Approved unanimously.

2011 COMMUNITY SURVEY RESULTS

Administrator Hofland reviewed the Community Survey results with the Committee. Residents had high ratings for the Village's Quality of Life.

OLD BUSINESS

2011 Room Tax Update

Administrator Hofland stated the Village has not received the 3rd and 4th quarter 2011 room tax revenue from Baymont Inn and Suites.

President Brunnuell suggested staff inform the Chamber of Commerce since they have a vested interest in receiving these funds.

NEW BUSINESS

None

ADJOURN

Motion by Trustee Grant, seconded by Trustee Meinecke, to adjourn at 5:38 p.m. Approved unanimously.