



**GRAFTON**  
QUALITY LIFE. NATURALLY.

**FINANCE COMMITTEE MEETING AGENDA**  
**GRAFTON VILLAGE HALL / 860 BADGER CIRCLE**  
**VILLAGE BOARD ROOM**

**MONDAY, MARCH 20, 2023 AT 5:10 PM**

1. Call to order / Roll call
2. Approval of [March 6, 2023 Finance Committee](#) Minutes
3. Hear persons requesting to be heard - *All members of the public are welcome to address the Committee. Individual comments are limited to no more than three minutes each. No action or discussion may ensue.*
4. Review and recommendation on an amendment to Village of Grafton Municipal Code [Chapter 16.24 Property Record Maintenance](#)
5. Review and recommendation of the [Elected Officials Handbook](#)
6. Creation of a new Job Description - [Assistant Village Administrator/Community Development Director](#)
7. Review of [Cleaning Services at Village Facilities](#) – Informational Only
8. Adjourn

*Any person requiring special accommodation who wishes to attend this meeting should contact the Village Clerk's office (262-375-5300) 72 hours prior to the meeting. Notice is hereby given that a majority of the Village Board or any other board, commission or committee may be present at the meeting to gather information about a subject in which they are interested. This constitutes a meeting of the Village Board and any other board, commission or committee and must be noticed as such."*



### **Public Participation Opportunities for Village of Grafton Meetings During COVID-19**

The Village of Grafton will be utilizing **ZOOM** to hold public meetings starting April 6, 2020. All meetings will adhere to Wisconsin Open Meetings Laws and follow guidance provided by the WI Department of Justice.

While the public is still able to attend in person, Zoom provides an option for the public to join the meeting via computer, iPad, tablet, or phone.

Here are the procedures for public to be able to view a meeting live through ZOOM.

- 1) Contact Village Administrator Jesse Thyges, **no later than 4:00 PM the day of the meeting**, if you wish to attend a meeting via ZOOM by emailing him at [jthyges@village.grafton.wi.us](mailto:jthyges@village.grafton.wi.us) or call 262-375-5300
- 2) In your email Subject line please note the meeting that you wish to attend. (Example: Village Board Meeting on 4-6-20 at 6:00pm)
- 3) In the body of your Email, please provide your Name, Address, Email, and Phone Number with a request to join the meeting.
- 4) You will receive an invite to the meeting via email. Click on the invite prior to the meeting being held. The meeting will be open approximately 10 minutes prior to the scheduled meeting start time so you can check your microphone and camera setup.
- 5) All public participants are asked to have their microphone muted. The Village reserves the right to mute disruptive attendees.
- 6) The Village President or Committee Chair will recognize anyone wishing to talk at the appropriate time and ask you to make your comments.
- 7) Meeting agendas and materials are available on the [Village's website](#) in advance of the scheduled meeting.

*If you are unable to view the meeting via ZOOM, please contact the Village Administrator no later than 4:00 PM the day of the meeting and a telephone number will be provided for you to call into the meeting.*

Contact Info: Jesse Thyges, Village Administrator, [jthyges@village.grafton.wi.us](mailto:jthyges@village.grafton.wi.us) or by phone at (262) 375-5300