

VILLAGE OF GRAFTON
VILLAGE BOARD MEETING MINUTES

JULY 16, 2012

President Brunnquell called the Village Board meeting to order at 6:00 p.m. The Pledge of Allegiance followed.

Board members present: Jim Grant, Richard Rieck, Sue Meinecke, David Liss, Lisa Harbeck, and Jim Brunnquell

Board members absent: Dave Antoine

Staff Present: Village Administrator Darrell Hofland, Chief of Police Charles Wenten, Director of Public Works / Executive Utility Director Dave Murphy, Utility Director Thomas Krueger, Finance Director Paul Styduhar, Village Attorney Michael Herbrand, and Administrative Assistant Melissa Depies.

MINUTES

Motion by Trustee Liss, seconded by Trustee Harbeck, to approve the 7-2-2012 Village Board meeting minutes and File the 7-2-2012 Finance Committee; 7-2-2012 Community Development Authority; and the 7-10-2012 Public Safety Committee meeting minutes, as presented. Approved unanimously.

PERSONS REQUESTING TO BE HEARD

None

BUSINESS PRESENTED BY THE PRESIDENT

President Brunnquell reviewed the materials distributed for Village Board member review.

RESOLUTIONS/ORDINANCES/ACTION ITEMS

Grafton Volunteer Fire Department: Informational effort for the November 6 referendum
Fire Chief John Place updated the Village Board regarding the possible transition from a independent fire department corporation to a Village department.

Chief Place stated that the Grafton Volunteer Fire Department (GVFD) is currently a private corporation under contract with the Village and Town of Grafton. They currently have 75 members with approximately 45 being active and 30 being passive. These 45 members are on call 24/7 and respond to any emergency in the Village and Town of Grafton.

Chief Place explained that it is very hard to recruit and retain EMS personnel. The training requirements are very demanding and continue to increase each year. For example a Emergency Medical Technician (EMT) currently has to complete 30 hours of schooling;

however, that will increase to 60 hours in 2013 and an Emergency Medical Technician-Intermediate (EMT-I) will increase from 75 hours of schooling to 150 hours. These members also are required to complete refresher hours every 2-years.

The Department currently holds appreciation events for members and their families. They also have a Length of Service Award program where money goes into a retirement type account. The State gives the Department \$325 and the Department matches that amount as long as the member meets certain criteria like attending training practices and meetings.

Chief Place noted that the emergency call volume has increased considerably over the years. When comparing the first 6 months of 2012 calls to the same period in 2011, the call volume in 2012 has increased. The Department has approximately 800 EMS calls per year. The Department has 27 EMTs, however only about 15 of them are active. The Department is required to have two EMTs in the ambulance for each call; however, they prefer to have 3 for lift assist. Fire staff is slim during the day; however, there is mutual aid available with neighboring departments.

Fire inspections are also a service the Department provides. Unfortunately, the current inspector, Elroy Scheer, is reaching 90 years of age and can no longer keep up with it. The GVFD member being trained to take over has received a new job and is no longer available.

Fire prevention and education is also done on a volunteer basis. Members go into the schools and conduct presentations as well as hold an annual open house at the station.

Chief Place stated that the GVFD has been investigating what the costs would be to transfer the control of the Fire Department from a volunteer department to a Village department with a full time Chief and a paid on-call system and what level of staffing would be needed.

Three options were presented:

- Option 1: \$285,165 – Full time chief and paid on-call with current members. It was Chief Place's opinion that this level would not be sufficient for Village needs.
- Option 2: \$410,000 – Full time chief and part time EMS staff and partial volunteers.
- Option 3: \$886,605 – Full time chief and full time EMS personnel.

Chief Place previously recommended option 1. He no longer believes it is a viable option as they would not be able to support the level needed for EMTs. Option 2 may not be viable but option 3 may be too much. He requested time to reinvestigate necessary staffing levels and make a recommendation to the Public Safety Committee.

The referendum should be placed on the November ballot. This information needs to get out to the public. The information will be placed on the web sites, in the paper, and a public open house/meeting will be held in October.

President Brunnquell thanked Chief Place for the update.

Trustee Grant suggested going to the various churches, volunteer groups, and businesses to explain what is happening and why so that residents are informed in November when it is time to vote on the issue.

Trustee Meinecke questioned what percentage of Fire Departments in the state are volunteer. Chief Place responded that there are approximately 900 departments in the state and about 800 of them are volunteer; however, there are various types or levels of volunteer departments.

Trustee Meinecke questioned if there is someone the Village can appeal to regarding the rules on the increased hours of training needed for EMS personnel. This requirement could cause many departments to have this same problem causing a financial burden on many communities.

Trustee Harbeck questioned if the members of the Fire Department were in agreement with this transition. Chief place responded that there are some concerns regarding paid staff and volunteer services and how the two will work together.

Trustee Harbeck questioned if there were any rules or stipulations in place that after a person completes the training, paid for by the department that the person must stay in the department for certain time period. Chief Place responded that at this time there is no such language in place.

Trustee Grant questioned if consolidation with another department was considered. Chief Place commented that typically Fire Departments are very competitive with the pride of their department and joint efforts are usually not considered.

Recruitment of the Administrative Assistant I in the Office of the Village Administrator and the Finance Department

Administrator Hofland stated that he received a letter of resignation from Administrative Assistant Rachel Reiss. The job description has been updated to reflect the many changes that have occurred over the years; however, the pay grade assignment will remain the same.

President Brunnquell commented that Ms. Reiss has completed her degree and has obtained a position in that field.

Trustee Harbeck noted that the job description includes many Human Resource duties. It was her opinion that this may be too much for this position.

Administrator Hofland responded that under the leadership of the Director of Finance and himself, the new hire can obtain over time the necessary training internally and/or externally.

Administrator Hofland commented that in the past he was working toward have an HR Director; however, with Act 10 this may not be necessary as several Village unions have decertified. Unless there are drastic changes, he will not advocate for a HR director position.

Motion by Trustee Grant, seconded by Trustee Rieck, to approve the recruitment and filling of the Administrative Assistant I position in the Office of the Village Administrator and the Department of Finance. Motion approved 5-1 (Harbeck - nay).

Grafton Cheyenne, LLC right of way dedication for Badger Court
Cheyenne Western Corporation right of way dedication for Badger Court
Cheyenne Western Corporation water main easement agreement

Village Attorney Michael Herbrand stated that the Grafton Cheyenne, LLC right-of-way dedication and the Cheyenne Western Corporation right-of-way dedication is the deed for the land necessary for the road. The Cheyenne Western Corporation water main easement is a permanent water main easement. Attorney Herbrand noted that he amended the language to clearly state that the easement runs with the land described in the easement exhibit.

Motion by Trustee Grant, seconded by Trustee Rieck, to approve the Grafton Cheyenne, LLC right of way dedication for Badger Circle; Cheyenne Western Corporation right of way dedication for Badger Court; and Cheyenne Western Corporation water main easement agreement as amended. Approved unanimously.

Ordinance amending Section 5.48.030 Liability for unpaid room tax

Finance Director Styduhar explained that currently section 5.48.03 regarding hotel tax indicates that “Business successors shall be liable for the **preceding calendar quarter** for which a return has not been filed or payment not received.” He recommended that the room tax language be changed to “Business successors shall be liable for **all quarters** for which a return has not been filed or payment not received.”

Trustee Harbeck questioned when Ogden and Company took over the Baymont Inn and Suites and if they would be responsible for all the back room axes. Administrator Hofland responded June 12 of this year. Attorney Herbrand stated that the owner would be responsible for the taxes.

Administrator Hofland stated that he would like to expedite this language change so that any potential buyer is fully aware of his obligations if the seller does not pay these taxes prior to the sale. Mr. Hofland noted it is roughly \$15,000 per quarter and they are currently three quarters behind.

Motion by Trustee Liss, seconded by Trustee Grant, to approve an Ordinance amending Municipal Code section 5.48.030 – Liability for unpaid tax relating to room taxes. Approved unanimously.

Report of the Finance Committee

Motion by Trustee Grant, seconded by Trustee Meinecke, to approve the revised job description as presented and authorize the Village Administrator to recruit and fill the vacant Village Clerk position.

Trustee Harbeck commented that the job duties are exactly the same but the pay grade was lowered by two levels. Administrator Hofland responded that there are some duties that the current clerk does that are not included in the job description because the new person will not be doing them. Mr. Hofland also noted that the position is no longer a department head; therefore, the position is placed one pay grade lower than other department heads.

President Brunquell questioned that since this is a division level person is it necessary to have this person supervise the Deputy Clerk, why not roll the Deputy Clerk supervision under one director. Administrator Hofland responded that the Deputy Clerk currently work 50 percent for the Finance Director and 50 percent for the Village Clerk, this can be changed so that the Finance Director has 100 percent supervision.

Trustee Meinecke stated that leaving the supervision element in was important for election purposes. Administrator Hofland agreed stating that was his thoughts as well. If a revision is to be made it should be done in the Deputy Clerk's position.

Trustee Harbeck questioned if Finance Director Styduhar was going to take the Clerk courses as well. Administrator Hofland stated that he was not able to find a community that the supervisor had the same certifications as the Clerk and did not feel it was necessary for Mr. Styduhar to obtain them.

President Brunquell stated that it seems more seamless to have both the Clerk and the Deputy Clerk to report directly to the Director of Administrative Services. Mr. Styduhar stated that the change would be acceptable to him; however, the Clerk should maintain supervisory authority over the election inspectors.

Administrator Hofland clarified that he will eliminate Clerk supervisory duties over the Deputy Clerk but leave other staff as assigned which would cover the election inspectors.

Sue Hass, commented that this particular position needs a very critical skill set that has a legal component as well as public interface. She was concerned that the Village downgraded the position. If you don't have the right type of person in the position it could be detrimental to the Village.

Motion by Trustee Grant, seconded by Trustee Meinecke, to approve the revised job description as amended and authorize the Village Administrator to recruit and fill the vacant Village Clerk position. Motion approved 5-1 (Harbeck – nay).

Item 1 / Report of Public Safety Committee

Motion by Trustee Rieck, seconded by Trustee Harbeck, to accept a \$500 grant from the Northwestern Mutual Foundation. Approved unanimously.

Chief Wenten reported that the Department was recognized due to Northwestern Mutual Insurance's employee, John Wozniak, who has also donated many hours to the department in his role as a Grafton Reserve Officer.

Item 2 / Report of Public Safety Committee

Motion by Trustee Grant, seconded by Trustee Meinecke, to accept the 2012 COPS Hiring Program Grant and authorize the Police Department to begin a hiring process with an anticipated hire date of January 1, 2013.

Chief Wenten explained that by accepting this grant the new hire must be a military veteran or a person previously laid off or scheduled to be laid off. The grant will reimburse up to \$125,000 over a 3 year period, and the Village will have to match approximately \$152,000 over the same time period.

Trustee Rieck questioned if Administrator Hofland was comfortable with this hire for the upcoming 2013 budget. Administrator Hofland stated that the Village has some flexibility with distribution of the funds. It is not a requirement to divide it evenly over the three year period.

The motion to accept the 2012 COPS Hiring Program Grant and authorize the Police Department to begin the hiring process with an anticipated hire date of January 1, 2013 was approved unanimously.

Authorization to purchase: Heavy duty multi-purpose articulating tractor, snow blower, finish mower, v-plow and broom / Industrial Marketing, Gwinn, MI / \$123,000

Motion by Trustee Rieck, seconded by Trustee Harbeck, to authorize the purchase of a heavy duty multi-purpose articulating tractor, snow blower, finish mower, v-plow and broom from Industrial Marketing, Gwinn, MI for \$123,000.

Director of Public Works / Executive Utility Director Dave Murphy stated that the Village will be replacing the Stiga. The current equipment is used to clear sidewalks but is no longer used for mowing. The proposed equipment has twice as much horse power as the old machine and will be able to clear all depths of snow as well as mow parks and boulevards.

Trustee Grant questioned what exactly an articulating tractor was. Mr. Murphy explained that the engine is behind the machine which allows various attachments in front. This design allows for better vision and safer operation for the operator. The machine will be used primarily for cutting grass and removing snow.

The motion to authorize the purchase of a heavy duty multi-purpose articulating tractor, snow blower, finish mower, v-plow and broom from Industrial Marketing, Gwinn, MI for \$123,000, was approved unanimously.

Authorization to purchase: Trailer-Skid loader / Brugginks, Inc., Oostburg, WI, for \$8,710

Motion by Trustee Rieck, seconded by Trustee Liss, to authorize the purchase of a skid loader trailer for from Bruggink's Inc., Oostburg, WI for \$8,710. Approved unanimously.

LICENSES

Motion by Trustee Liss, seconded by Trustee Harbeck, to approve the issuance of Operators Licenses, as presented. Approved unanimously.

Motion by Trustee Grant, seconded by Trustee Rieck, to approve the issuance of Special Picnic License to Paula Christensen-agent / Arts Mill (NSAA) / 1300 14th Avenue / August 3, 2012 / Inner Auction event; Paula Christensen-agent / Arts Mill (NSAA) / 1300 14th Avenue / August 10-11, 2012 / Saturation event; Tony Lukas-agent / Grafton Athletic Booster Club, Inc. / Veterans Memorial Park / 1000 13th Avenue / August 26, 2012 / Booster Club Annual Corn Roast. Approved unanimously.

DEPARTMENT AND OFFICERS REPORTS

Director of Public Works / Executive Utility Director Dave Murphy gave a brief update on the Street Improvement project and the Bridge Street dam.

Village Administrator Darrell Hofland stated that he attended an introductory meeting of the I-43 North-South Corridor Study. A public informational meeting is scheduled for August 7 and a stakeholders meeting toward the end of this month.

Utility Director Tom Krueger stated that there are limited sprinkling restrictions in the Village. Voluntary watering restrictions are based on the odd/even rule. The ground water supply is low but we are holding our own.

Trustee Harbeck requested if the watering bags that have been placed on various trees can be put on the trees at Village Hall. Mr. Murphy noted that the watering bags are being used on trees that were planted this spring in locations where there is no water supply. Village Hall trees can be watered with a garden hose.

Trustee Grant questioned if there was an interest fee for customers not paying the water bill. Finance Director Paul Styduhar responded that there is a 10 percent fee for placing any unpaid amount on the tax bill. If the amount due is not paid by January 31 there is an additional fee of 1.5 percent per month. The only draw back to this system is a delayed cash flow for 1 to 1-1/2 years.

REPORT OF BILLS

Motion by Trustee Liss, seconded by Trustee Rieck, to approve the payment of Village expenditures in the amount of \$118,779.59, as presented.

Approved unanimously.

Trustee Harbeck had several inquiries on proposed bill payments.

OLD BUSINESS

None

NEW BUSINESS

Trustee Liss reminded everyone about the concerts in Veterans Memorial Park sponsored by GALA on Thursday evenings.

ADJOURN

Motion by Trustee Grant, seconded by Trustee Harbeck, to adjourn the meeting at 7:10 p.m. Approved unanimously.