

VILLAGE OF GRAFTON

VILLAGE BOARD MEETING MINUTES

MONDAY, OCTOBER 15, 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, Dave Antoine, Richard Rieck, Sue Meinecke, Lisa Harbeck and Jim Brunnquell

Board members excused: David Liss

Official/Staff present: Village Administrator Darrell Hofland, Director of Public Works/Executive Utility Director David Murphy, Utility Director Tom Krueger, Village Attorney Michael Herbrand and Deputy Clerk Lisa Oppeneer

MINUTES

Motion by Trustee Rieck, seconded by Trustee Harbeck, to approve the 10-01-2012 Village Board meeting minutes and File the 10-08-2012 Board of Public Works meeting minutes, as presented. Approved unanimously.

PERSONS REQUESTING TO BE HEARD

Norb Studelska, 1126 Vienna Court, commented he had spoke with Village Administrator Darrell Hofland regarding information on the water bills. Mr. Studelska was shocked when he opened his water bill to see the large amount due. He planted 30 trees in the spring and was desperately trying to keep them alive with the drought we had. Mr. Studelska's issue is charging residents for unused sewer services. He does understand that the Village Board is trying to find ways to increase revenue.

President Brunnquell stated the elimination of the summer sprinkling credit was publically noticed last year and was placed on all water bills and in the Village Newsletter.

Mr. Studelska commented it was not presented in a way Utility customers would realize how much impact this would have on their water bill.

Mr. Murphy commented that Mr. Studelska used 210,000 gallons of water and was using soaker hoses to water his lawn.

Trustee Grant commented his water bill went up from \$156 to \$305 and he understands why. If there is not going to be a sprinkling credit than people should start using timers when watering to help keep their water bills down. He also commented he received a

delinquent letter from the Utility Department regarding backflow preventers and is questioning why he received this delinquent letter when the payment wasn't due yet.

Mr. Murphy commented this letter was sent in error to about 20 Utility customers and the Director of Administrative Services Paul Styduhar is working on getting the billing software modified .

BUSINESS PRESENTED BY THE PRESIDENT

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

RESOLUTIONS/ORDINANCES/ACTION ITEMS

2013-2015 Tourism Promotion Services Agreement with Grafton Area Chamber of Commerce

Motion by Trustee Grant, seconded by Trustee Meinecke, to approve the 2013-2015 Tourism Promotion Services Agreement with Grafton Area Chamber of Commerce, as presented

Administrator Hofland stated this is an extension from a previous agreement with the Grafton Area Chamber of Commerce. Starting in 2010, one percentage of the hotel motel tax goes to the Chamber. With this agreement, the Village will provide them with an additional \$3,000 for marketing.

Executive Director Pam King commented she appreciates the mutual partnership. She has made some efforts to improve Grafton's visibility.

Trustee Antoine commented \$3,000 does not seem like a lot of money going towards tourism.

President Brunnuell commented that is just one of the aspects of tourism; there are different components of funding tourism. Mr. Brunnuell met with the Chamber President and they came up with the additional \$3,000.

Trustee Grant commented he has heard nothing but compliments regarding the Chamber of Commerce and Executive Director Pam King.

Trustee Harbeck commented in the past the Chamber has received \$6,000 and now they are going to get \$3,000.

President Brunnuell commented that room tax as a whole has grown and they received a percentage of the room tax collected.

The motion to approve the 2013-2015 Tourism Promotion Services Agreement with Grafton Area Chamber of Commerce was approved unanimously.

2013-2015 Tourism Events Agreement with Celebrate Grafton

Motion by Trustee Meinecke, seconded by Trustee Antoine, to approve the 2013-2015 Tourism Events Agreement with Celebrate Grafton, as presented.

Mr. Hofland commented this agreement covers 2013-2015 and this helps create further development for tourism events. The tourism funding amount is to remain at the current \$15,000.

Trustee Harbeck questioned if the Celebrate Grafton and the Chamber of Grafton are two separate groups.

President Brunquell commented Celebrate Grafton is strictly for community events; however, the Chamber of Commerce does provide some staff and mailing requests from Celebrate Grafton. The Chamber of Commerce does get reimbursed for their services performed.

The motion to approve the 2013-2015 Tourism Events Agreement with Celebrate Grafton was approved 6-1 (J. Brunquell – abstain).

Authorize hiring of Part time Inspectors and establish compensation level

Motion by Trustee Grant, seconded by Trustee Antoine, to approve the authorization of hiring part time Inspectors and establish compensation level, as presented.

Mr. Hofland commented that in the past the Village has hired part time Inspectors as employees. For the past couple of years the Village has tried to hire Inspectors as a contracted service. However, contractors were having issues with trying to purchase their own liability insurance. It is being recommended to go back to the previous way of hiring them as a part time Village employee. The Village's workers compensation policy will see a slight charge for adding them on as employees. Liability insurance rates will not be affected. The hourly rate of Inspectors will be slightly lower to help make up the difference for the workers compensation cost.

Trustee Harbeck questioned how many Inspectors does the Village currently have? Mr. Hofland replied that Tom Johnson is a full time Inspector and one additional part time contracted Inspector works for the Village.

Trustee Harbeck questioned if the Inspectors become part time Village employees, will they receive any benefits from the Village? Mr. Hofland stated they will not be working enough hours to qualify for benefits.

Trustee Meinecke questioned if the dollar amount is per inspection or per hour? Mr. Hofland commented that the dollar amount is per inspection; however, one inspection is assumed to equal one hour.

Bill Haas, 1226 Water Terrace, questioned if Building Inspector Tom Johnson does inspections for other communities. Mr. Hofland commented Mr. Johnson does have other employment outside the Village of Grafton.

Sue Haas, 1226 Water Terrace, questioned with the proposed Patient Protection and Affordable Care Act will that require the employer to offer full health care benefits? Mr. Hofland commented if the Patient Protection and Affordable Care Act does go through it would take effect in 2014.

The motion to approve the authorization of hiring of part time Inspectors and establish compensation level was approved unanimously.

2013 - 2014 Village Attorney services agreement

Motion by Trustee Antoine, seconded by Trustee Grant, to approve the 2013-2014 Village Attorney services agreement, as presented.

Mr. Hofland stated since 1955 the Village has had affiliation with Houseman and Feind Law Office. He is pleased with their services and is recommending entering into a contract again with the Houseman and Feind. There are no hourly rate changes for 2013; however for 2014 there is a slight increase for the Attorneys' hourly rates.

Trustee Harbeck questioned if Attorney Herbrand is paid for each Village meeting he attends and do other surrounding communities have attorneys at their public meetings.

Mr. Hofland commented some communities do have attorneys at their meetings and some do not. Attorney Herbrand does bill the Village for the actual meeting length, however the amount will not exceed \$300 a meeting in 2013 and \$310 in 2014.

Attorney Herbrand thanked the Village Board for contracting services with his law firm and appreciates being able to serve as the Village's legal counsel.

Trustee Grant commented Attorney Herbrand is always professional and appreciates what he does for the Village.

The motion to approve the 2013-2014 Village Attorney Services Agreement was approved unanimously.

Item 1 / Report of Board of Public Works

Motion by Trustee Rieck, seconded by Trustee Meinecke, to approve Item 1 of the Report of the Board of Public Works as follows: amend the Agreement for cost of \$7,000 bringing the total contract for Ayres Associates to \$44,400, as presented.

Mr. Murphy commented Ayres Associates was asked to provide costs for the basic NR333 requirements and breakout the additional items that were added for aesthetics purposes. They have submitted an Amendment to the Agreement that would include

bid documents needed to build the no frills alternative as an option. The cost to include this option is \$7,000, which brings the design engineering contract to \$44,400.

President Brunnuell questioned if components can be added or subtracted to the agreement.

Mr. Murphy commented we need to be cautious on making changes to the bids once we have opened the bids. If the Village makes major adjustments to a plan, other contractors that bid the project could potentially come back and say they could have done the project for a lower cost.

The motion to approve Item 1 of the Report of the Board of Public Works was approved unanimously.

Item 2 / Report of the Board of Public Works

Motion by Trustee Meinecke, seconded by Trustee Antoine, to approve Item 2 of the Report of the Board of Public Works as follows: accept the proposal from Gremmer and Associates, Inc., Fond du Lac, WI for design engineering services for improvements to Port Washington Road from Baymont Inn and Suites to the south property line of the Meijer development at a cost not to exceed \$54,289 contingent upon the Developer's Agreement being signed by Meijer, as presented. Approved unanimously.

Item 3 / Report of the Board of Public Works

Motion by Trustee Harbeck, seconded by Trustee Meinecke, to accept the proposal from Traffic Analysis and Design, Inc., Cedarburg, WI for the design engineering services for the Street Lights and Traffic Signals on South Port Washington Road at a cost not to exceed \$23,275 contingent upon the Developer's Agreement being signed by Meijer, as presented. Approved unanimously.

LICENSES

Motion by Trustee Grant, seconded by Trustee Meinecke to approve the issuance of licenses as follows: Special Picnic License to Mary Bennett / St. Joseph Church/Congregation– 1619 Washington Street / October 26, 2012; Special Picnic License to Kris Raymond/Grafton Blues Association- 509 W. Whitegate Drive, Saukville, Saukville for Blues for the Cure being held at Black Swan Hall/13th Avenue, Grafton/October 26, 2012; Operators Licenses, as presented. Approved unanimously.

DEPARTMENT AND OFFICERS REPORTS

Mr. Hofland commented the Clerk's office will be holding extended early voting hours on the following days: October 23 and 25 from 8:00 a.m. to 6:00 p.m., October 30 – November 1 from 8:00 a.m. to 6:00 p.m. and November 2 from 8:00 a.m. to 5:00 p.m. Also, on October 18 there will be a Fire Department Referendum meeting held at John

Long Middle School starting at 6:00 p.m. Budget Workshop will be held on Saturday, October 20 at 8:00 a.m.

Trustee Meinecke questioned if the Fire Department Referendum could be posted on the Village's Facebook page and website. Mr. Hofland replied yes.

REPORT OF BILLS

Motion by Trustee Antoine, seconded by Trustee Rieck, to approve the payment of Village Expenditures in the amount of \$448,336.39, as presented. Approved unanimously.

OLD BUSINESS

Trustee Grant questioned if there will be a feeder road off of Falls Road to get to the new Meijer store.

Mr. Murphy commented there is a STP grant that the Village and Town can apply for and the funds will be available in 2015 and 2016. There will be minor improvements at Falls and Port Washington Road that Meijer will be responsible for funding. The hope is to receive the grant from Ozaukee County.

Administrator Hofland informed the Board that last fall when the Village Board voted to eliminate the summer sprinkling water credit, the same action was never updated in the Village code. Attorney Herbrand and he had met regarding this issue and the recommendation is to issue a credit or refund the customers that have paid their water bill and re-bill all the other residents. At this time, all automatic withdrawal payments have been suspended. Staff will have revised water bills in the mail by the end of this week.

Mr. Murphy commented a letter was sent out to all automatic withdrawal customers asking them if they wanted us to suspend this quarter's payment.

Trustee Grant commented he would like to see everything taken care of and cleaned up now. He would like to see refund checks issued to those who have paid.

Trustee Meinecke questioned what would be easier for Village staff, refund checks or place a credit on the customer's account?

Utility Director Krueger suggested issuing credits on resident's accounts within a certain threshold.

Trustee Meinecke suggested that any credit over a \$100 be issued as a refund check.

It was the consensus of the Village Board to issue refund checks to those customers whose credit is over \$100 and all other credits will be applied towards the next quarter bill.

Trustee Meinecke questioned if anyone knew how much money this would affect the utility budget by.

Mr. Krueger commented he had budgeted an additional \$72,000 with the elimination of the summer sprinkling credit. However, after talking with Director of Administrative Services Paul Styduhar it is estimated to double the \$72,000 due in part to the higher water usage.

NEW BUSINESS

None.

CONVENE TO CLOSED SESSION:

Motion by Trustee Grant, seconded by Trustee Harbeck, to convene to closed session at 6:55 p.m., pursuant to Wisconsin Statutes 19.85(1)(e) for Real estate and competitive bargaining matters (developer agreement for Meijer) and pursuant to Wisconsin Statutes 19.85(1)(g) for Litigation Matters (1971 Washington Street. Property Mortgage loan). Approved unanimously by roll call vote.

RE-CONVENE TO OPEN SESSION AND THE REGULAR ORDER OF BUSINESS

Motion by Trustee Grant, seconded by Trustee Antoine, to re-convene to open session and the regular order of business at 7:15 p.m. Approved unanimously by roll call vote.

ADJOURN

Motion by Trustee Grant, seconded by Trustee Harbeck, to adjourn at 7:16 p.m. Approved unanimously.