

**VILLAGE OF GRAFTON**

**VILLAGE BOARD MEETING MINUTES**

**MONDAY DECEMBER 17, 2012**

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

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

Staff present: Village Administrator Darrell Hofland, Director of Administrative Services Paul Styduhar, Utility Director Thomas Krueger, Village Attorney Mike Herbrand, and Village Clerk Kelly Popp

Public present: News Graphic Reporter Steve Schuster

**MINUTES**

Motion by Trustee Rieck, seconded by Trustee Antoine, to approve the 12-03-2012 Village Board meeting minutes and File the 12-03-2012 Finance Committee; 12-05-2012 Community Development Authority; 12-10-2012 Public Arts Board; and 12-10-2012 Board of Public Works meeting minutes, as presented. Approved unanimously.

**PERSONS REQUESTING TO BE HEARD**

None

**BUSINESS PRESENTED BY THE PRESIDENT**

**RESOLUTIONS/ORDINANCES/ACTION ITEMS**

Report of the Finance Committee

1. Adoption of the resolution committing fund balance was offered by Trustee Grant.

Motion by Trustee Antoine, seconded by Trustee Rieck, to adopt the Resolution No. 31, Series 2012, regarding committing fund balance. Approved unanimously.

Director of Administrative Services Styduhar commented he added some housekeeping-type changes in light of the new Fire Department Special Revenue Fund.

2. Adoption of the Resolution Declaring Official Intent to Reimburse Expenditures on Construction of a Utility Garage for the Storage of

Vehicles and Equipment and Septage Receiving Station from Proceeds of Borrowing was offered by Trustee Meinecke.

Motion by Trustee Rieck seconded by Trustee Grant, to adopt Resolution No. 32, Series 2012, declaring official intent to reimburse expenditures on construction of a utility garage for the storage of vehicles and equipment and septage receiving station from proceeds of borrowing. Approved unanimously.

3. Approval of contract with Diversified Benefits Services, Inc., Hartland, WI, to create and monitor the Village of Grafton Health Reimbursement Arrangement.

Motion by Trustee Grant, seconded by Trustee Harbeck, to approve the contract with Diversified Benefits Services, Inc., Hartland, WI, to create and monitor the Village of Grafton Health Reimbursement Arrangement. Approved unanimously.

Director of Administrative Services Styduhar stated that the Village has two recent retirees. The Village is able to create a medical/health account for these retirees with converted sick leave bank benefits.

#### Report of the Board of Public Works

1. Approval of the completed study by CH2MHill, Milwaukee, WI entitled "Preliminary Investigations for a Regional Water System".

Motion by Trustee Liss, seconded by Trustee Antoine, to approve the completed study by CH2M Hill, Milwaukee, WI entitled "Preliminary Investigations for a Regional Water System". Approved unanimously.

Utility Director Krueger stated the report/study that has been going on over the last year is complete. It creates out a roadmap for the community to follow. A study may be required in regards to decision making for future options for the Village's water supply.

2. Approval to reject all bids and rebid the garage building project to include a base bid for the garage building and an alternate bid for the septage receiving facility.

Motion by Trustee Grant, seconded by Trustee Harbeck, to reject all bids and rebid the garage building project to include a base bid for the garage building and an alternate bid for the septage receiving facility. Approved unanimously.

Utility Director Krueger stated they received a lot of bids. All the bids were above the budget amount. There were some issues with the lowest bidder in follow-up. The lowest bidder asked to take back the bid due to leaving quotes off for some of the work. Therefore, he was allowed to withdraw his bid. The next low bidder was above the budgeted amount. The contracts widely varied in demolition. Mr. Krueger asked for the rebidding along with some specification that would save the Village a lot of dollars and

would be more in-line with the budget. It was asked whether the Public Works staff could do the job. Utility Director Krueger stated that they could handle possibly one of the small buildings only.

3. Approval to amend the 2013 budget to add \$1,600 to the Public Works Administration and \$1,600 to the Public Works Engineering personal services budgets and \$375 to the Public Works Engineering Non-Personal Services budgets

Motion by Trustee Antoine, seconded by Trustee Meinecke, to amend the 2013 budget to add \$1,600 to the Public Works Administration and \$1,600 to the Public Works Engineering personal services budgets and \$375 to the Public Works Engineering Non-Personal Services budgets.

A short discussion followed. Village Administrator Hofland stated that one of the Public Works employee's status will be changing resulting in a considerable amount of savings. As a result, it would be appropriate to transfer from within the Public Works budget the appropriate funds to cover the additional personnel cost associated with this request of the hours for these additional support staff members. He suggested that the motion reflect the approval of 160 hours for the Program Specialist, plus the additional \$375 in related telephone expenses.

Motion was amended by Trustee Antoine, seconded by Trustee Meinecke, to cover 160 hours for the Program Specialist to assist with Department of Public Works and for the additional \$375 in telephone expenses. Motion carried.

## **LICENSES**

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

Motion by Trustee Grant, seconded by Trustee Meinecke, to approve the issuance of Special Picnic License to Ben Brzeski/St. Joseph Congregation for Meatball Madness Dinner to be held at 1619 Washington Street on January 27, 2013. Approved unanimously.

## **DEPARTMENT AND OFFICERS REPORTS**

### **REPORT ON BILLS**

Motion by Trustee Liss, seconded by Trustee Antoine, to approve the payment of Village expenditures in the amount of \$193,505.75. Approved unanimously.

## **OLD BUSINESS**

Antoine commented that Village Administrator Hofland and Director of Planning and Development Rambousek did a great job explaining information at the South Commercial District Business meeting.

**NEW BUSINESS**

None

**CONVENE TO CLOSED SESSION:**

Motion by Trustee Antoine, seconded by Trustee Harbeck, to convene to closed session at 6:13 p.m., Pursuant to Wisconsin Statutes Convene to Closed Session, pursuant to Wisconsin Statutes 19.85(1)(c) for Personnel Matters (2013 Grafton Professional Police Officers Association contract), 19.85 (1)(e) for deliberating or negotiating 2013 intergovernmental agreement with the Town of Grafton for fire protection and emergency medical services, and 19.85(1)(g) for litigation provision regarding lawsuit of Meijer conditional use permit and litigation regarding UPAD approved unanimously by roll call vote.

During the 45 minute closed session, the Village Board discussed negotiation strategies relating to the 2013 Grafton Professional Police Officers Association contract, 2013 intergovernmental agreement with the Town of Grafton for fire protection and emergency medical services, and litigation regarding UPAD.

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

Motion by Trustee Harbeck, seconded by Trustee Antoine to adjourn Closed Session and reconvene into the regular order of business at 6:58 p.m.  
Approved unanimously by roll call vote.

**ADJOURN**

Motion by Trustee Rieck, seconded by Trustee Meinecke to adjourn at 6:58 p.m.  
Approved unanimously.