

VILLAGE OF GRAFTON
VILLAGE BOARD MEETING MINUTES
MONDAY, MARCH 18, 2013

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, Richard Rieck, David Liss, Lisa Harbeck, and Susan Meinecke

Staff/Officials present: Village Administrator Darrell Hofland, Director of Public Works/Village Engineer Dave Murphy, Director of Administrative Services Paul Styduhar, Park and Recreation Director John Safstrom, Village Attorney Mike Herbrand, and Village Clerk Kelly Popp

Others Present: Gene Schmit and several citizens of Grafton

MINUTES

Requested corrections were made to the 03-04-2013 Village Board meeting minutes in the second to last paragraph on the first page with the addition of the phrase "to the town only" and requested corrections to the 03-05-2013 Community Development Authority meeting minutes noting Village Attorney Mike Herbrand under staff/officials was present.

Motion by Trustee Antoine, seconded by Trustee Meinecke to approve the 3-04-2013 Village Board and 03-04-2013 Finance Committee meeting minutes and File the 03-05-2013 Community Development Authority; 03-11-2013 Public Art Board; 03-11-2013 Board of Public Works; and 03-13-2013 Police and Fire Commission, as presented with requested corrections as discussed to the 3-04-2013 Village Board meeting minutes and 3-05-2013 Community Development Authority meeting minutes. Approved unanimously.

PERSONS REQUESTING TO BE HEARD

None.

BUSINESS PRESENTED BY THE PRESIDENT

RESOLUTIONS/ORDINANCES/ACTION ITEMS

Resolution amending the 2012 General Fund Budget was offered by Trustee Liss. Director of Administrative Services Paul Styduhar stated this is general housekeeping to reallocate funds from one area to another; no additional funds are being added to the budget.

Motion by Trustee Meinecke, seconded by Trustee Antoine to approve Resolution No. 4, Series 2013 amending the 2012 General Fund Budget. Approved unanimously.

Request to accept Northwestern Mutual Foundation grant for Grafton Police Department

Motion by Trustee Grant seconded by Trustee Harbeck to accept Northwestern Mutual Foundation grant for Grafton Police Department. Approved unanimously.

Village Administrator Darrell Hofland stated that the Village is fortunate to be provided with this grant.

Recruitment of the Director of Planning and Development in the Community Development Department

Village Administrator Darrell Hofland stated this is the best practice for vacancy; this position is still relevant and necessary. The description has been updated to include percentages of key job categories. It gives a heads up to candidates on the approximate amount of time spent in each category. The Department Head-level position requires Village Board appointment approval. Mr. Hofland stated he wanted to be sure this position's salary is comparable with outlying communities and after research found it is. He noted classes and some continued education will be necessary; It was mentioned this education should be encouraged.

Trustee Harbeck had questions regarding the time frame of when this position was originally created. Village Administrator Hofland stated he will check to confirm; he stated Mike Rambousek had been with the Village for ten years.

Trustee Harbeck asked if this position was necessary, as she was aware some communities do not have Planners. She stated some communities larger or the same sizes do not have planners. She inquired whether it is a possibility to combine departments to include this. Village Administrator Hofland noted, of the communities mentioned, Mequon being one, they do have two people occupying this position. Cedarburg does not have a full time in-house planner right now. Other communities and planning positions were discussed briefly. Of the 13 communities, seven were in-house with six of the seven communities positions required being AICP-qualified.

Trustee Grant stated we are in competition with other communities; the Village needs to be the first one at the door and a Planner is needed badly; President Brunnquell agreed. The investment in the Planner has paid for itself many times over.

Trustee Harbeck inquired on the correctness of the pay grade. Village Administrator Hofland stated the correct Pay Grade is 20, not Pay Grade 19.

Motion by Trustee Liss, seconded by Trustee Meinecke to approve the recruitment of the Director of Planning and Development. Approved unanimously.

Authorize the recruitment and filling of the Administrative Assistant I position

Motion by Trustee Meinecke, seconded by Trustee Rieck to authorize the recruitment and filling of the Administrative Assistant I position. Approved unanimously.

Item 1/Board of Public Works (Payne & Dolan, Inc.)

Motion by Trustee Rieck, seconded by Trustee Liss to award contract of project 13-02/Street Reconstruction to Payne & Dolan, Inc., Jackson, WI for a cost of \$439,769.89. Approved Unanimously.

Director of Public Works/Village Engineer Dave Murphy noted there was a contractor that withdrew the bid. Therefore, this was necessary due to the bid withdrawal.

Item 2/Board of Public Works (Marvin Gleason contractor, Inc.)

Motion by Trustee Rieck, seconded by Trustee Grant to award a contract of project 13-03/Sidewalk replacement to Marvin Gleason Contractor, Inc., Franksville, WI for a project amount not to exceed \$38,000. Approved unanimously.

Item 3/Board of Public Works (Storm Water Annual Report)

Motion by Trustee Harbeck, seconded by Trustee Rieck to approve the 2012 storm water annual report. Approved unanimously.

Director of Public Works/Village Engineer Mr. Murphy stated the Storm Water Report is reviewed and approved annually.

Item 4/Board of Public Works (2013 Ford F-350 truck)

Motion by Trustee Grant, seconded by Trustee Meinecke to approve the purchase of a new 2013 Ford F-350 truck from Badger Truck Center, Milwaukee, WI for a net price of \$19,390.00 including trade-in allowance. Approved unanimously.

Item 5/Board of Public Works (Service body and crane)

Motion by Trustee Grant, seconded by Trustee Meinecke to approve the purchase of service body and crane from Badger Truck, Equipment, West

Allis, WI for a price of \$25,450 including the street side top compartment option. Approved unanimously.

Item 1/Parks and Recreation Board (Celebrate Grafton's Grillin' In Grafton event)

Motion by Trustee Rieck, seconded by Trustee Antoine to approve Celebrate Grafton's request to hold the Grillin' In Grafton event in Centennial Park on June 28 and 29, 2013 with fireworks to be held on Saturday, June 29. Approved unanimously.

Director of Parks and Recreation John Safstrom stated the details have been worked out. The air show will be lit off from the Grafton Elementary School property; the parking lot will not be available. Parking will be all street parking. Centennial Park will be closed for the event. St. Joseph Parish parking lot will be closed for services for the parishioners use only.

Item 1/Report of Finance Committee (2012 Delinquent Personal Property Taxes)

Motion by Trustee Meinecke, seconded by Trustee Liss to authorize the write off of the Village portion of 2012 delinquent personal property taxes of \$11.53 and to chargeback a total of \$3,887.08 to the appropriate tax districts. Approved unanimously.

Item 2/Report of Finance Committee (Long Term Financial Plan/Fiscal Policies)

Motion by Trustee Liss, seconded by Trustee Meinecke to approve the proposed Long Term Financial Plan and related Fiscal Policies. Approved unanimously.

Village Administrator Hofland stated the genesis for developing this becomes a more critical account. It starts to share with the Village Board and the public, strategies put into place both short-term and long-term. This Plan is a way to identify key impacts for approving and preparing a budget. Most fiscal policies have been in place; this is a way to put all the policies and narratives into one place.

Item 3/Report of Finance Committee (Classification Structure for Reg Employees)

Motion by Trustee Meinecke, seconded by Trustee Rieck to approve the amended classification structure for regular employees with placement of the Crewperson position in Pay Grade 13 and Public Works Foreman position in Pay Grade 14. Approved unanimously.

Village Administrator Darrell Hofland commented this recommendation is as a result of Act 10 which was approved almost two years ago. Although Public Works is still represented by a union, it is important to place these positions into the Classification Structure for Regular Employees.

Item 4/Report of Finance Committee (Creation of Deputy Chief Election Inspector)

Motion by Trustee Grant, seconded by Trustee Liss to approve the creation of the Deputy Election Inspector position with placement in Pay Grade 4 of the seasonal classification structure. Approved unanimously.

Village Administrator Hofland stated the Village currently has one sole Chief Election Inspector; this new position will help to provide for another candidate to step in if the need arises. Also as the Village Board is aware, the possibility exists that the Village may have two polling places with the re-location of our existing polling place.

Village Administrator Mr. Hofland stated in either April or May, the possible election location(s) will be placed on the agenda for discussion.

LICENSES

Approval to issue special picnic licenses

Motion by Trustee Harbeck, seconded by Trustee Antoine to approve the issuance of special picnic license to Paula Christensen-agent/Arts Mill (NSAA) -1300 14th Avenue – March 22, 2013/2nd Anniversary Show. Approved unanimously.

DEPARTMENT AND OFFICERS REPORTS

Director of Public Works/Village Engineer Dave Murphy commented that Mr. Gerry Kiefer came to the Board of Public Works complaining about storm water seepage coming onto his property and asked for the Village to solve the situation. He recently notified the Public Works Department that he did not want the public project going through. He does not want this problem to expand to the neighbors. Therefore, the project will be postponed for now.

REPORT OF BILLS

Motion by Trustee Antoine, seconded by Trustee Meinecke to approve the Payment of Expenditures in the amount of \$342,413.14. Approved unanimously.

OLD BUSINESS

None

NEW BUSINESS

President Brunnuell stated he would not be in attendance at the next Village Board meeting on April 1, 2013; he noted a president interim would have to be appointed.

CONVENE TO CLOSED SESSION

Motion by Trustee Harbeck, seconded by Trustee Meinecke to convene to closed session at 6:30 p.m., pursuant to Convene to Closed Session, pursuant to Wisconsin State Statutes 19.85(1)(g) Conferring with legal counsel for litigation purposes (UPAD versus Village of Grafton), 19.85(1)(e) for negotiation purposes (Habitat for Humanity pre-annexation agreement), 19.85 (1)(c) for consideration of employee compensation, and 19.85(1)(b) for negotiation of personnel matters (Grafton Professional Police Officers Association 2013 contract). Approved unanimously by roll call vote.

During Closed Session of 25 minutes , the Village Board discussed the recent UPAD court ruling in favor of the Village and litigation strategies on a possible appeal by UPAD, negotiation strategies for the Habitat for Humanity's pre-annexation agreement, and status of negotiations with the Grafton Professional Police Officers Association for the 2013 contract.

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 6:55 p.m. Approved unanimously by roll call vote.

CONSIDERATION OF REVISED FORMULA FOR MERIT CALCULATION

Motion by Trustee Meinecke, seconded by Trustee Harbeck to direct the Village Administrator to use a factor of 2.5 percent in the calculation of 2013 merit increases for eligible employees. Approved unanimously.

RESOLUTION: APPROVE THE 2013 GRAFTON PROFESSIONAL POLICE OFFICERS ASSOCIATION COLLECTIVE BARGAINING AGREEMENT

Resolution to approve the 2013 Grafton Professional Police Officers Association collective bargaining agreement was offered by Trustee Liss.

Motion by Trustee Harbeck, seconded by Trustee Grant to approve the 2013 Grafton Professional Police Officers Association collective bargaining agreement. Approved unanimously.

ADJOURN

Motion by Trustee Antoine, seconded by Trustee Meinecke to adjourn the Village Board meeting at 6:56 p.m. Approved unanimously.