

VILLAGE OF GRAFTON

VILLAGE BOARD MEETING MINUTES

MAY 20, 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, Sue Meinecke, David Liss and Lisa Harbeck.

Staff/Officials Present: Village Administrator Darrell Hofland, Director of Administrative Services Paul Styduhar, Director of Public Works/Village Engineer Dave Murphy, Park and Recreation Director John Safstrom, Village Attorney Mike Herbrand, and Administrative Assistant Melissa Depies.

Public present: Ozaukee Press reporter Steve Ostermann, News Graphic reporter Melanie Boyung, Bob Wagner, Cathy Brunnquell, Nan Antoine, Gene Schmit, Bill and Sue Hass, Girl Scout Troop 8307, and other members of the community.

MINUTES

Motion by Trustee Rieck, seconded by Trustee Liss, to approve the 05-06-2013 Village Board and 05-06-2013 Finance Committee meeting minutes and File the 05-07-2013 Police and Fire Commission; 05-09-2013 Architectural Review Board; 05-13-2013 Public Arts Board; 05-13-2013 Board of Public Works; 05-14-2013 Public Safety Commission; and 05-15-2013 Park and Recreation Board, as presented. Approved unanimously.

Trustee Meinecke requested that the Police and Fire Commission minutes reflect that she and Trustee Harbeck were asked to leave and were not allowed to stay for the closed session portion of the meeting.

Trustee Harbeck questioned in the Board of Public Works minutes on Page 2 there was discussion regarding a possible incentive for the project being completed on time and within the budget amount, what was the result. Director of Public Works/Village Engineer Dave Murphy indicated that there were no incentives for early completion.

PERSONS REQUESTING TO BE HEARD

None

BUSINESS PRESENTED BY THE PRESIDENT

None

RESOLUTIONS/ORDINANCES/ACTION ITEMS

Resolution No. 0011, Series 2013, Resolution approving the borrowing of \$1,000,000 through the State Trust Fund Loan at an interest rate of 2.75 percent and loan term of 10 years was offered by Trustee Liss.

Motion by Trustee Antoine, seconded by Trustee Meinecke, to adopt Resolution 0011, Series 2013, a resolution approving the borrowing of \$1,000,000 through the State Trust Fund Loan at an interest rate of 2.75 percent and loan term of 10 years.

Director of Administrative Services Paul Styduhar explained that the Village applied for a loan from the State Trust Funds at a lower interest rate of 2.75 percent for a 10 year term. This resolution is a requirement of the application.

Motion approve unanimously.

Report of Public Arts Board / Item 1 / Approval for the art illumination project of the Bridge Street dam, contingent upon private funding.

Motion by Trustee Rieck, seconded by Trustee Harbeck, to approve the art illumination project of the Bridge Street dam, contingent upon private funding.

Robert Wagner indicated that he and Milwaukee School of Engineering students have been working on a design to illuminate the Bridge Street dam from the bridge. He noted that this project would be funded by donations rather than tax dollars.

Director of Public Works/Village Engineer Dave Murphy stated that the lighting project would add character to the dam. The students have done their research and have determined that the project could be done at a fairly reasonable cost. The necessary electrical box would be the same type as the traffic signal boxes, the box will be mounted next to the control box for the hydraulic gate. Conduit and lights will be run and mounted under the bridge.

Trustee Antoine stated that the MSOE students have indicated that the equipment will cost approximately \$9,000 and the labor to install will be approximately \$10,000. It was his opinion that they should raise \$25,000 to cover these costs as well as any incidentals that may come up during the project.

Robert Wagner stated that he already has a \$5,000 commitment toward the project.

Trustee Harbeck commented that she was at the site when they did their demonstration on the lighting. It was very neat looking and will be an enhancement to the dam.

Trustee Meinecke questioned what the electrical cost of running the lights is estimated to be. Mr. Murphy responded that the energy usage is estimated to be \$10 to \$20 per month. The lights will share a meter with the hydraulic controls so there will not be a monthly fee for the meter.

President Brunnquell questioned who will be overseeing the project and determining the best position of the lights not to disturb the residents. Mr. Murphy indicated that he will be overseeing the project.

Trustee Meinecke questioned if the DOT has approved mounting the lights on the bridge. Mr. Murphy stated that we do not need DOT approval as the bridge is owned and maintained by the Village, however the DOT will review the plans to ensure that there will be no damage to the bridge with the mounting of the lights.

Trustee Grant was concerned that the drivers may be distracted by the lights. Mr. Murphy indicated that the reservoir would not show any light.

Administrator Hofland thanked Mr. Wagner and the MSOE students for their work on this project.

Motion was approved 6 to 1 (Meinecke – nay).

Report of Board of Public Works / Item 1 / Approval to enter into an agreement with Super Sales USA, Inc. for Village fuel.

Motion by Trustee Grant, seconded by Trustee Meinecke, to approve entering into an agreement with Super Sales USA, Inc. for Village fuel. Approved unanimously.

Report of Board of Public Works / Item 2 / Approval of the B.B. Service Company change order 1 – Utility Garage project in the amount of \$5,199.

Motion by Trustee Grant, seconded by Trustee Meinecke, to approve B.B. Service Company change order 1 – Utility Garage project in the amount of \$5,199. Approved unanimously.

Director of Public Works/Village Engineer Dave Murphy explained that during the demolition of the small garage it was discovered that the building foundation of the small garage was actually a buried tank that contained an unanticipated and very wet, unstable material. The material needed to be dug out and hauled away. The bottom of the tank was cracked to allow water to drain, the top four feet of the tank was removed, and then the area was filled with a more stable material.

Report of Finance Committee / Item 1 / Approval to accept the Comprehensive Annual Financial Report for the year ending December 31, 2012.

Motion by Trustee Meinecke, seconded by Trustee Antoine, to accept the Comprehensive Annual Financial Report for the year ending December 31, 2012. Approved unanimously.

Director of Administrative Services Styduhar stated that this is the audit report for fiscal year 2012. This is the 23rd year that the Village has received this award. Grafton is the longest running recipient of this award.

Report of Finance Committee / Item 2 / Approval to authorize the Village Administrator to enter into 2014-2018 contract with Mass Appraisals, West Bend, WI for a total cost of \$210,000 with 2014 revaluation, 2014 enhanced electronic database plus four years of property assessment maintenance.

Motion by Trustee Grant, seconded by Trustee Meinecke, to authorize the Village Administrator to enter into 2014-2018 contract with Mass Appraisals, West Bend, WI for a total cost of \$210,000 with 2014 revaluation, 2014 enhanced electronic database plus four years of property assessment maintenance.

Administrator Hofland stated that the Village is no longer in compliance of the 10 percent valuation difference of residential properties. He explained that there is also an unfunded mandate established by the State that requires municipalities to have an enhanced electronic database that includes fields that the State can also use to collect information. The software and scanning upgrades must coincide with the timing of the revaluation.

Mr. Hofland stated that the cost of the revaluation and software upgrades will be spread out over the term of the contract to aid with funding and budgeting. The Village will also be running a companion software program so that the Village will have the ability to contract with another assessing firm in the future. The companion software will also need an upgrade at a cost of approximately \$1,500.

Trustee Harbeck stated that in the past the Village has done only one year contracts; now we are recommending a 5 year contract and it appears that there is 20 percent increase in this contract. Mr. Hofland responded that typically the Village has done 3 year contracts, however in the past couple of years they were only 1 year contracts as indicated. Mr. Brunnquell noted that the increases in this contract are costs associated with the revaluation and the software upgrades.

Motion was approved 6 to 1 (Harbeck – nay).

Report of Finance Committee / Item 3 / Approval of the 2014 Area of Emphasis.

Motion by Trustee Rieck, seconded by Trustee Antoine, to approve the 2014 Area of Emphasis. Approved unanimously.

President Brunnquell stated that the Areas of Emphasis are a linked to the goals, objectives, benchmark, and budget decisions. These goals help the Village to maintain the tag line “Quality Life Naturally”. All purchases, projects, or recommendations need to fit this criteria for priority.

Report of Public Safety Commission / Item 1 / Approval of amend Ordinance Chapter 10.36.010 relating to parking on Dakota Drive.

Motion by Trustee Liss, seconded by Trustee Antoine, to amend Ordinance Chapter 10.36.010 relating to parking on Dakota Drive.

Administrator Hofland explained that on the southeast corner of Dakota Drive there is a 90 degree turn and when vehicles are parked on both sides of the street it is difficult for semi drivers to maneuver through this area.

Motion approved unanimously.

Report of Park and Recreation Board / Item 1 / Approval to accept the donation from Girl Scout Troop 8307 to create a landscape bed in Grafton Lions and Meadowbrook Parks.

Motion by Trustee Rieck, seconded by Trustee Grant, to accept the donation from Girl Scout Troop 8307 to create a landscape bed in Grafton Lions and Meadowbrook Parks.

Chloe Chonetos gave a speech stating that she was in the Fifth Grade at Woodview Elementary School and that her Girl Scout Troop was trying to obtain the bronze award by doing a community service project. They have talked to school and Village officials and would like to donate two flower beds to the Village. Ms. Chonetos stated that the girls have sold cookies to raise the money to purchase the materials to build the flower beds.

Clair Pedersen stated that the troop visited Paradise Gardens to learn about flowers and how to incorporate them into the flower bed plan. Ms. Pedersen listed the flowers they would be using in the flower beds and stated that they will be planting the followers according to height.

Trustee Grant thanked the girls for all their work and what they are doing for the community.

Motion approved unanimously.

Vacant Administrative Secretary II position – Park and Recreation Department

Motion by Trustee Liss, seconded by Trustee Antoine, to authorize the Village Administrator to fill the vacant Administrative Secretary II Parks and Recreation position. Approved unanimously.

Park and Recreation Director John Safstrom indicated that Mrs. Prohuska will be pursuing retirement.

President Brunnuell indicated that Ms. Prohuska has been a long time employee with the Village and she will be missed.

LICENSES

Motion by Trustee Rieck, seconded by Trustee Harbeck, to approve the issuance of a “Class A” Fermented Malt Beverage and Intoxicating Liquor license to Maninderpal K. Ghuman – Agent, Shubh C – Stores / d.b.a. Grafton Clark.

Bill Hass, 1226 Water Terrace, commented that he is aware that this business is under new ownership, however it remains very unsightly. He questioned if the Village could pressure the

new owners into better maintenance of the property. Administrator Hofland indicated that the property has been reverted back to the original owner.

Trustee Grant questioned if these were the same owners that have been tagged several times for selling alcohol to minors and if this request has been approved by the Police Department. Attorney Herbrand responded that the Police Chief has made a recommendation for approval and there are no recent violations. He stated that the Village Board can only deny a license if there are habitual offences.

Motion approved 6 to 1 (Grant – nay).

Motion by Trustee Meinecke, seconded by Trustee Harbeck, to approve special picnic licenses as requested. Approved unanimously.

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

DEPARTMENT AND OFFICERS REPORTS

Trustee Liss stated that there was some kind of box installed in the sidewalk in front of the Police Department, and now the sidewalk has lifted causing a trip hazard. Director of Public Works/Village Engineer Dave Murphy indicated that this was a Time Warner Cable box. Time Warner has been contacted and they will be making the necessary repairs.

REPORT OF BILLS

Motion by Trustee Rieck, seconded by Trustee Antoine, to approve the payment of Village Expenditures in the amount of \$486,831.12. Approved unanimously.

Trustee Harbeck questioned the cost for contracted EMT service, page 7 of the expenditure report. She questioned if the \$4,089.64 was truly for only one week of service, March 24 to March 30. Director of Administrative Services Styduhar indicated that the amount and the time frame are both correct.

OLD BUSINESS

None

CONVENE TO CLOSED SESSION:

President Brunnquell affirmed the Village Board would be moving to Closed Session.

Motion by Trustee Liss, seconded by Trustee Antoine, to convene to Closed Session at 6:35 p.m., pursuant to Wisconsin State Statutes 19.84 (1)(g) conferring with legal counsel on litigation (UPAD), 1985 (1)(e) for negotiation purposes (Habitat for Humanity pre-annexation agreement, Schmit Development Agreement amendment, Riverwalk Easement with Bridgewater Condominium Owner's Association, and 19.85 (1)(c) for considering performance evaluation data of Village Administrator and Fire Department Officers 2013 compensation. Approved unanimously by roll call vote.

During the Closed Session of 70 minutes, Village Board discussed negotiation strategies for the Habitat for Humanity pre-annexation agreement, Schmit Development Agreement amendment, Riverwalk Easement with Bridgewater Condominium Owner's Association, and performance evaluation data of Village Administrator and 2013 compensation levels for Fire Department Officers.

NEW BUSINESS

First Amendment to Development Agreement Between Schmit and Schmit, LCC, and the Village of Grafton regarding Port Washington Road special assessment and fees.

Motion by Trustee Rieck, seconded by Trustee Meinecke to table this item. Approved unanimously.

Village Administrator 2013 compensation

Motion by Trustee Grant, seconded by Trustee Antoine to approve 2013 compensation including merit increase for the Village Administrator. Approved 5-2 (Meinecke and Harbeck - nay).

Fire Department Officers 2013 compensation

Motion by Trustee Meinecke, seconded by Trustee Liss to approve 2013 compensation for the interim Fire Chief and shift commanders. Approved unanimously.

ADJOURN

Motion by Trustee Antoine, seconded by Trustee Harbeck to adjourn the meeting at 7:48 p.m. Approved unanimously.