

## VILLAGE OF GRAFTON

### VILLAGE BOARD MEETING MINUTES

**JUNE 3, 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, Village Attorney Mike Herbrand, and Village Clerk Kelly Popp

#### **MINUTES**

Motion by Trustee Grant, seconded by Trustee Antoine, to Approve the 5-20-2013 Village Board meeting minutes and File the 05-16-2013 Historical Preservation Committee; and 05-20-2013 Police and Fire Commission, as presented.

Trustee Meinecke commented on the Fire and Police Commission minutes of May 20, 2013. She noted that the Fire and Police Commission minutes should be amended to reflect that the Commissioners requested Village Board attendees depart for the closed session portion of the meeting.

Village Administrator Hofland stated this will be placed on the next Fire and Police Commission agenda for consideration as any changes to the meeting minutes would need to be amended by the Fire and Police Commission.

#### **PERSONS REQUESTING TO BE HEARD**

Police and Fire Commission Chairperson Robert Poull - Police and Fire Commission: update on appointment of Fire Chief

President Brunnquell asked Police and Fire Commission Chair Robert Poull to update the Village Board on the recruitment progress of the Fire Chief. Chair Poull stated the Fire and Police Commission has receiving several questions and comments about the hiring process of the Grafton Fire Chief. He noted after the November 2012 Grafton Fire Department funding referendum, the Commission's process for seeking a fire chief began. Village Administrator Hofland and the Commission were involved with the job description. In an effort to get a better handle on the requirements of a Fire Chief, they did contact other fire chiefs and departments. The current and past fire chief provided input on the transition and operation of the Grafton Fire Department. Port Washington Fire Chief Mark Mitchell was also contacted. The Commission decided that the

recruitment process could be completed by the Commission; resulting in saving the Village some costs. Essay questions were created by the Commission to provide to the Fire Chief applicants. When the application packets were returned, they were reviewed by the Commission. An assessment center was created to assist in the hiring of the Fire Chief. Four candidates participated in the assessment center. All four individuals were invited to individual interviews with one candidate dropping out the day before. The interviews lasted an hour to an hour and a half each. The top candidate of the Commission will undergo a criminal background and psychology test. That is the current status in the process of the hiring of the Grafton Fire Chief.

Village Administrator Darrell Hofland affirmed that State Statutes identifies that the Fire and Police Commission must not consists of any currently elected officials. The Fire and Police Commission is responsible for the appointment of the Police and Fire Chiefs. The Village Board's role is to set the salary and approve it.

Trustee Meinecke inquired whether Chief Place or any other member of the Grafton Fire Department were active in the hiring process. Police and Fire Commission Chair Robert Poull commented they were not. Trustee Meinecke asked if they had any input in the process. Chair Poull stated they did have a voice through Chief Place. Trustee Meinecke stated this is still a volunteer Fire Department and she considered their input significant. Chair Poull described the regulations which the Fire and Police Commission is statutorily obligated to abide by. He referred to the Fire and Police Commission handbook as reference. Trustee Meinecke asked for a copy of the Police and Fire Commissioner handbook. Village Clerk Kelly Popp offered a copy to Trustee Meinecke for review. Both Trustees Grant and Trustee Meinecke addressed their concern with not allowing input from the Grafton Volunteer Fire Department members.

President Brunnquell asked to move forward with the agenda.

#### **BUSINESS PRESENTED BY THE PRESIDENT**

##### **Resignation Bob Nowak, Park and Recreation Board**

President Brunnquell informed those present of the resignation of Bob Nowak, Park and Recreation Board. Mr. Brunnquell expressed his gratitude for the time Mr. Nowak served on Park and Recreation Board.

Motion by Trustee Grant, seconded by Trustee Harbeck to accept the resignation of Bob Nowak of the Park and Recreation Board. Approved unanimously.

#### **RESOLUTIONS/ORDINANCES/ACTION ITEMS**

##### **Resolution Awarding the Sale of \$9,450,000 General Obligation Corporate Purpose Bonds, Series 2013A**

President Brunnquell introduced Ehlers & Associates Executive Vice President Todd Taves and Ehlers & Associates Financial Specialist Maureen Schiel and asked for background regarding the award of sale. The sale report was distributed to the Village

Board of Trustees. Ms. Schiel identified Baird of Milwaukee, WI was the low bidder with a true interest rate of 1.7989 percent and a term of 13 years. Last month the authorized sale amount of \$9,450,000 was approved; however, so the actual authorized sale presented by resolution for approval is \$9,235,000.

The total savings due to the refunding piece of the bonds is \$399,936. Trustee Grant asked if Aa2 is upper credit grade and inquired how Village of Grafton compares to other communities with similar population. Mr. Taves remarked that Aa2 is the highest rating to be attained for a municipality the size of Grafton and is managed to remain at that rating in the future.

Resolution awarding the Sale of \$9,235,000 General Obligation Corporate Purpose Bonds, Series 2013A offered by Trustee Rieck.

Motion by Trustee Grant, seconded by Trustee Harbeck to adopt a resolution awarding the Sale of \$9,235,000 General Obligation Corporate Purpose Bonds, Series 2013A. Approved 6-1 (Meinecke-nay).

#### Item 1/Report of Plan Commission

Approval of an ordinance repealing, creating, and amending Table 19.08.0110 of the Grafton Code relating to a quorum, voting on matters before the Zoning Board of Appeals into compliance with Wisconsin Statutes 62.23(7)(hc)

Motion by Trustee Liss, seconded by Trustee Rieck to approve an ordinance repealing, creating, and amending Table 19.08.0110 of the Grafton Code relating to a quorum, voting on matters before the Zoning Board of Appeals into compliance with Wisconsin Statutes 62.23(7)(hc).

President Brunquell stated this was for housekeeping purposes to bring the Village into compliance with State Statutes.

Motion to approve the ordinance was approved unanimously.

#### Item 2/Report of Plan Commission

Approval of an ordinance for a text amendment to Zoning District Uses Section 19.03.0603 Permitted and Conditional Uses to allow Assembly Places (Indoor, for less than 100 persons) as a conditional use in the PID-Planned Industrial District

Motion by Trustee Meinecke, seconded by Trustee Antoine to approve an ordinance for a text amendment to Zoning District Uses Section 19.03.0603 Permitted and Conditional Uses to allow Assembly Places (Indoor, for less than 100 persons) as a conditional use in the PID-Planned Industrial District. Approved unanimously.

### **LICENSES**

#### Approval of Operators Licenses

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

### Denial of Operators Licenses

Motion by Trustee Meinecke, seconded by Trustee Liss to deny the issuance of Operators License for Douglas Roblee as recommended by Chief Wenten. Approved unanimously.

## **DEPARTMENT AND OFFICERS REPORTS**

Director of Public Works/Village Engineer Murphy gave the Board updates on recent Public Works projects. He stated that the Sixth Avenue sanitary sewer water main, lateral and repair storm water catch basins have been completed. The concrete work at Maple Street and Highland Drive will begin. The project should be completed with roads in that area back to normal between June 14 and June 21.

A small construction time extension has been requested and granted for the sidewalk project. The contractor has experienced some delays.

The bid opening for the dam repair project was Thursday, May 30. The Port Washington road urbanization project bid opening is tomorrow, Tuesday, June 4. The work will begin in July and is scheduled for completion at the end of October.

The Ash tree conditions were inquired on. Mr. Murphy stated there have not been any signs of any breakdown in the trees due to the emerald ash borer. He stated the symptoms associated with infestation typically cannot be seen for two to three years. They will continue to monitor the status.

## **REPORT OF BILLS**

Motion by Trustee Grant, seconded by Trustee Harbeck to approve the Payment of Village Expenditures in the amount of \$283,306.75. Approved unanimously.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

Trustee Harbeck suggested that in the future if there is any other meeting added onto the monthly meeting calendar, it would be a good idea to receive a phone call notifying the Village Board members of the addition, as well as an e-mail with at least a 24 hour notice.

## **CONVENE TO CLOSED SESSION**

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

Motion by Trustee Liss, seconded by Trustee Harbeck to convene to closed session at 6:33 p.m., pursuant to Wisconsin State Statutes 19.85 (1)(e) Habitat for Humanity and Shanen pre-annexation agreements; Schmit and Schmit development agreement amendment; Grafton Little League lease of Village property; Grafton Volunteer Fire Department and Town of Grafton asset allocation agreement; Bridgewater Condominium easement acquisition, Approved unanimously by roll call vote.

During the Closed Session of 47 minutes, Village Board discussed negotiation strategies for Habitat for Humanity and Schanen pre-annexation agreements; Schmit and Schmit development agreement amendment; Grafton Little League lease of Village property; Grafton Volunteer Fire Department and Town of Grafton asset allocation agreement; and Bridgewater Condominium easement acquisition.

Motion by Trustee Grant, seconded by Trustee Meinecke to adjourn Closed Session and reconvene into the regular order of business. Approved unanimously by roll call vote.

## **ADJOURN**

Motion by Trustee Grant, seconded by Trustee Antoine to adjourn the Village Board meeting at 7:20 p.m. Approved unanimously.