

VILLAGE OF GRAFTON
VILLAGE BOARD MEETING MINUTES

NOVEMBER 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, David Liss, Sue Meinecke, Lisa Harbeck and David Antoine

Staff/Officials present: Village Administrator Darrell Hofland, Director of Public Works Dave Murphy, Parks and Recreation Director John Safstrom, Utility Director Tom Krueger, Village Attorney Mike Herbrand, Village Clerk Kelly Popp, and Senior Coordinator/Recreation Program Supervisor Karin Sevener

Others present: News Graphic Writer Melanie Boyung and Citizens of the Community

MINUTES

Motion by Trustee Antoine, seconded by Trustee Liss to approve the 11-04-2013 Village Board and 11-04-2013 Finance Committee meeting minutes and File the 10-31-2013 Park and Recreation Board; 11-05-2013 Public Arts Board; and 11-07-2013 Architectural Review Board meeting minutes, as presented. Motion carried.

PERSONS REQUESTING TO BE HEARD

None

BUSINESS PRESENTED BY THE PRESIDENT

RESOLUTIONS/ORDINANCES/ACTION ITEMS

Adoption of Resolution commending Village Trustee Richard Rieck for his years of municipal service

Resolution No. 0028, Series 2013, commending Village Trustee Richard Rieck for his years of municipal service was offered by Trustee Meinecke.

President Brunnquell inquired if Richard Rieck would be present at the next meeting to be presented the Resolution. It was confirmed that he would be contacted for the presentation at the next Village Board meeting on December 2, 2013.

Motion by Trustee Antoine, seconded by Trustee Harbeck to adopt Resolution No.0028, Series 2013 commending Village Trustee Richard Rieck for his years of municipal service. Motion carried.

Item 1/Report of Finance Committee

President Brunnquell gave a brief description of Report of Finance Committee, items 1 and 2.

Motion by Trustee Meinecke, seconded by Trustee Liss to approve the purchase of IQM2, Inc. Agenda and Minutes Management Program software contract, at a current cost of \$480 per month.

Trustee Harbeck inquired on whether the \$480 was the final amount regardless of how many devices would be used. Village Administrator Hofland did confirm that it was. Mr. Hofland explained the first three would be ordered for the Village Board Trustees for trial use. It would then be the decision of the Village Board whether they would prefer to go with the iPad 2s or a Chromebook, which had also been previously quoted. A total of seven devices would be ordered after trial. All total, seven devices will be purchased for the Village Board of Trustees and three devices for Village Staff's use at meeting or for training/conferences.

Motion to approve the contract with IQM2, Inc. for agenda and minutes management program software carried.

Item 2/Report of Finance Committee

Motion by Trustee Meinecke, seconded by Trustee Liss to approve the purchase of three iPad 2s, Wi-Fi, 16 GB, Black, with keypads and cases not to exceed the amount of \$1,378.20. Motion carried.

Item 3/Report of Finance Committee

Village Administrator Hofland commented this was for regulatory housekeeping purposes.

Motion by Trustee Grant, seconded by Trustee Meinecke to approve amending IRS Section 125 Plan document plan eligibility. Motion carried.

Item 1/Report of Park and Recreation Board

Motion by Trustee Harbeck, seconded by Trustee Antoine to authorize the Parks and Recreation Director to sign the Publishing Services Agreement with Liturgical Publications Inc., New Berlin, WI for the Senior Center newsletter.

President Brunnquell indicated Senior Coordinator/Recreation Program Supervisor Karin Sevener will answer any questions. The Village of Grafton's Senior Center Newsletter would be published every two months. This will save a considerable amount of staff time, in addition to cost savings in ink and paper. There is no cost to the Village of Grafton Senior Center. Liturgical Publications, Inc. will print 1,000 copies of each edition, which is more than the Senior Center currently produces. This will allow for the

Senior Center to distribute the newsletter to other community business for distribution, which they have been unable to do prior to Liturgical Publications, Inc. Trustee Grant inquired on the percentage of each newsletter edition that uses advertising space. Senior Coordinator/Recreation Program Supervisor Karin Sevener stated 3 ½ pages of 12 pages or roughly 29 percent, would be typical advertising space.

Motion to sign the Publishing Services Agreement with Liturgical Publications carried.

Item 2/Report of Park and Recreation Board

John Safstrom stated there is a programming overlap of a Village program in direct competition of the Little League program. The Grafton Little League program will be kept reasonably economical without a fundraising requirement, keeping the registration cost close to the current Village registration cost. This will give the Park and Recreation Department the ability to offer another program during the day in the summer, possibly a day camp. This will give the Grafton Little League the opportunity to be able to grow their program as well as the Village of Grafton Park and Recreation Department's ability to grow with the possibility of another day time summer program.

Motion by Trustee Liss, seconded by Trustee Antoine to approve the elimination of the Future Stars Baseball program from the Parks and Recreation 2014 summer programs. Motion carried.

Adoption of Resolution to appoint the Director of Administrative Services as the authorized representative to file for financial assistance from the State of Wisconsin Environmental Improvement fund

Village Administrator Darrell Hofland reported that Utility Director Tom Krueger will be retiring soon; therefore, the result is the need to select someone else in Mr. Krueger's place to file for financial assistance.

Resolution No. 0029, Series 2013, to appoint the Director of Administrative Services as the authorized representative to file for financial assistance from the State of Wisconsin Environmental Improvement Fund was offered by Trustee Liss.

Motion by Trustee Meinecke, seconded by Trustee Antoine to adopt Resolution No. 0029, Series 2013, to appoint the Director of Administrative Services as the authorized representative to file for financial assistance from the State of Wisconsin Environmental Improvement Fund. Motion carried

Item 1/Report of Board of Public Works

Director of Public Works Dave Murphy gave report on the Bridge Street dam repair project: Change Order 1.

The first change order item entails the additional bedrock found. The bedrock was found on the east side or river's side of the new east wall. The bedrock with was found at a higher point than estimated. Staab Construction will use the Village's excavator to break the bedrock in that location. The cost is estimated at just over \$5,400; there would be a credit of \$7,500 for the use of the Public Works' excavator equipment.

The second change order item involves the construction of an additional wall on the west side behind the new weir. This would place a stop to water flowing behind the floodwall to block the old spillway. The cost was determined to be approximately \$5,341.

The third change order item requires a west abutment upstream from the new weir. This would be completed to protect the possibility of erosion in the area. Sand will be used to fill the hole, placing rip rap over the location to hold this in place. This will be below visible levels. This process will stabilize the upstream area.

The fourth change order item necessitates an electrical controller box or control center for the hydraulic gate. This will be a structure to hold the dam lighting and control panel. It was originally expected to be underground. This was moved to an above ground structure due to safer access for maintenance of equipment. The additional cost would be \$2,974.

The fifth item on the change order is for additional conduit for the future lighting project. The additional conduit is necessary for the additional lighting on the west side of the Bridge Street dam. They will be running conduits and highlighting the water running through the area. A small portion of the conduit will be necessary for the concrete floor. The cost is \$1,172.

The sixth change order item is for the railing credit. Sections of the existing rails will be incorporated into the project as a credit.

Trustee Grant inquired whether any structural concerns have been found during the project. Director of Public Works Dave Murphy commented the only concern was the old rebar did not have enough cover on it, although it was determined no repair was needed. The weir itself is in very good condition and they will be tying into the weir during the new project.

Trustee Meinecke inquired whether the Public Arts Board will be funding the conduit for the lighting project. Director of Public Works Dave Murphy explained that the PAB will need to fund this item.

President Brunnuell inquired on whether the gate for the Bridge Street dam project had arrived yet. Director of Public Works Mr. Murphy affirmed it had not.

Motion by Trustee Harbeck, seconded by Trustee Antoine to approve Change Order 1, of the Bridge Street dam repair project. Motion passed, 5-1 (Trustee Meinecke - Nay).

DEPARTMENT AND OFFICERS REPORT

Director of Public Works Dave Murphy reported the dam repair project is coming along very well. There will be some additional costs on the east side as well. It is expected to be about \$15,000. This will still be under budget for the project. The final walls are being installed for the flood gate area when the gate does arrive. Power has been run to the site. The control box is coming soon for installation.

Port Washington Road urbanization project has been nearly completed. This week, the signals will be installed. Flashing yellow lights will be used at the Port Washington Road portion of the intersection and flashing red lights will be used at Hunter's Lane portion of the intersection. .

The new Utility Garage is progressing; the Utility hope to occupy the new building by December.

REPORT OF BILLS

Trustee Antoine inquired on the payment made to GAI Consultants, Inc. Director of Public Works Dave Murphy commented GAI is being paid, but the payment will be reimbursed back to the Village

Motion by Trustee Grant, seconded by Trustee Meinecke to approve the payment of Village expenditures in the amount of \$599,753.02. Motion carried.

OLD BUSINESS

None

SET SPECIAL VILLAGE BOARD MEETING FOR INTERVIEW AND APPOINTMENT OF VILLAGE TRUSTEE

President Brunquell commented December 4, 2013, was being offered as a possibility for the Special Village Board meeting for interviews and appointment of a Village Board Trustee. Village Administrator Darrell Hofland stated all three days, December 2, December 3, and December 4 of 2013 are available for the interview process. He noted it is possible to hold the meeting during the regular Village Board meeting on Monday night, December 2, 2013.

It was consensus that the interview and appointment of a Village Trustee would be held following the regular Village Board meeting agenda on Monday, December 2, 2013. Village Administrator Hofland mentioned the regular Village Board meeting agenda would be minimal.

NEW BUSINESS

Trustee Antoine mentioned the Grafton Community Tree Lighting event will be held on Sunday, November 24, 2013, at 6:30 p.m. at the Paramount Plaza. It will last approximately one half hour. The Outstanding Citizen and Community Group Award will be held prior to the tree lighting at 4:30 p.m. on the same night at the Paramount Plaza. Trustee Antoine invited everyone present to attend.

CONVENE TO CLOSED SESSION

President Brunnquell commented no action will take place after the Closed Session tonight. He affirmed the Village Board would be moving to Closed Session.

Motion by Trustee Liss, seconded by Trustee Harbeck to convene to Closed Session at 6:24 p.m., pursuant to Wisconsin State Statutes 19.85(1)(c) for Personnel Matters (non-represented employee compensation for 2014) and 19.85 (1)(e) Real Estate and Competitive Bargaining Matters (purchase of property for redevelopment purposes, amend lease for Village property located at 887 North Green Bay Road, and amend lease with NSAA of the Timothy Wooden building).

President Brunnquell- Aye Trustee Harbeck-Aye Trustee Liss-Aye
Trustee Meinecke-Aye Trustee Antoine-Aye Trustee Grant-Aye

Motion carried by roll call vote.

During the Closed Session of 18 minutes, Village Board discussed non-represented employee compensation for 2014, the purchase of property for the Lumberyard Redevelopment Site, amending the lease for Village property located at 887 North Green Bay Road, and amending the lease with NSAA of the Timothy Wooden building.

RECONVENE TO OPEN SESSION

Motion by Trustee Grant, seconded by Trustee Liss to adjourn Closed Session and reconvene to open session at 6:42 p.m.

President Brunnquell- Aye Trustee Harbeck-Aye Trustee Liss-Aye
Trustee Meinecke-Aye Trustee Antoine-Aye Trustee Grant-Aye

Motion carried by roll call vote.

RESOLUTION APPROVING THE 2014 WAGE ADJUSTMENT FACTOR FOR NON-REPRESENTED REGULAR VILLAGE EMPLOYEES

Motion by Trustee Harbeck, seconded by Trustee Antoine to table Resolution approving the 2014 wage adjustment factor for non-represented regular Village employees. Motion carried.

RESOLUTION APPROVING THE ESTABLISHMENT OF A PAY SCHEDULE FOR SEASONAL PART-TIME EMPLOYEES FOR 2014

Motion by Trustee Meinecke, seconded by Trustee Grant to table Resolution approving the establishment of a pay schedule for seasonal part-time employees for 2014. Motion carried.

RESOLUTION APPROVING THE REVISION OF THE CLASSIFICATION STRUCTURE FOR THE NON-REPRESENTED REGULAR VILLAGE EMPLOYEES FOR 2014

Motion by Trustee Liss, seconded by Trustee Harbeck to table Resolution approving the revision of the classification structure for the non-represented regular Village employees for 2014. Motion carried.

ADJOURN

Motion by Trustee Grant, seconded by Trustee Harbeck to adjourn the Village Board meeting at 6:43 p.m. Motion carried.