

VILLAGE OF GRAFTON

VILLAGE BOARD MEETING MINUTES

DECEMBER 16, 2013

President Brunnquell called the Village Board meeting to order at 6:00 p.m. The Pledge of Allegiance followed. President Brunnquell welcomed Trustee Proefrock to his first official Village Board meeting.

Board members present: Jim Brunnquell, Jim Grant, David Liss, Sue Meinecke, Lisa Harbeck, David Antoine and Dean Proefrock

Staff/Officials present: Village Administrator Darrell Hofland, Director of Public Works Dave Murphy, Director of Administrative Services Paul Styduhar, Police Chief Charles Wenten, Fire Chief William Rice, Utility Director Tom Krueger, Village Attorney Mike Herbrand and Village Clerk Kelly Popp

Others present: Members of the press – Ozaukee Press Steve Ostermann and Citizens of the Community

MINUTES

Motion by Trustee Grant, seconded by Trustee Meinecke to approve 12-02-2013 Village Board, 12-02-2013 Finance Committee meeting minutes and File the 11-25-2013 Joint Library Board; 12-09-2013 Public Arts Board; 12-09-2013 Board of Public Works; and 12-10-2013 Public Safety Commission meeting minutes, as presented.

Trustee Antoine indicated a correction should be made under the Public Arts Board Dam Lighting Project meeting minutes on page 2, *Liss will see the plans and specs*, should be noted as *Blum will see the plans and specs*.

Trustee also noted a correction should be made to the Board of Public Works minutes on page 1, the address of Brian Behrens, *1113 17th Avenue*. There is not a building at that location. Trustee Meinecke inquired if it could possibly have been *1113 5th Avenue*.

A correction was also noted that on Page 3 of Public Safety Commission minutes, paragraph 1, sentence 3, an “f” should be added to correct the language to “*Chief*”.

Motion carried approving the minutes, as amended.

STATEMENT OF PUBLIC NOTICE BY VILLAGE CLERK

Village Clerk Kelly Popp read the statement of public notice as follows:

The purpose of this hearing is for public review and comment regarding the Special Assessments for Public Improvements. The Village Board of the Village of Grafton has declared its intention to exercise its special assessment power under Sec. 66.06(1)(B) and as applicable 61.36, 66.62, 66.615 and 66.60(10), of the Wisconsin State Statutes, as amended from time to time and as amended or modified by Village Ordinance to levy special assessments for a portion of Port Washington Road from Home Depot/Schmit Pavilion signalized and approximately 2,000 feet south.

President Brunnquell noted the Special Assessments for Public Improvements have been pre-negotiated. He opened the hearing up to the public for comment; the public had no comments. He asked if the Village Board of Trustees had any comment; no comments were made. President Brunnquell closed the Public Hearing.

PERSONS REQUESTING TO BE HEARD

President inquired if anyone had any comment on agenda items. There were none.

BUSINESS PRESENTED BY THE PRESIDENT

Appointment of Lucy Wyka as member to replace Linda Steffens as School Representative for Library Board

Motion by Trustee Liss, seconded by Trustee Meinecke to approve the appointment of Lucy Wyka as member to replace Linda Steffens as School Representative for Library Board. Motion carried.

Appointment of Village Board Trustee Dean Proefrock for committee/Commission assignments – December 16, 2013 to April 2014.

President Brunnquell stated there was a change on the new Committee/Commission Assignment sheets distributed tonight, as noted, from Trustee Proefrock’s appointment on Historic Preservation to Public Arts Board.

Motion by Trustee Liss, seconded by Trustee Harbeck to Appoint Village Board Trustee Dean Proefrock to Library, replacing Lisa Harbeck; Parks and Recreation Board, replacing David Liss; Public Arts Board, replacing Dave Antoine; and Joint Village/town Ad-Hoc, replacing David Liss for committee/commission assignments for December 16, 2013 to April, 2014. Motion carried as amended.

RESOLUTIONS/ORDINANCES/ACTION ITEMS

Adoption of Resolution for Thomas J. Krueger on his retirement and years of service

Offered by Trustee Meinecke.

Motion by Trustee Liss, seconded by Trustee Antoine to approve the adoption of Resolution No. 0034, Series 2013, for Thomas J. Krueger on his retirement and years of service.

President Brunnquell asked Utility Director Tom Krueger to come up to the front. He read the resolution for the press and public present. President Brunnquell congratulated Mr. Krueger and thanked him for all the years of service. Utility Director Tom Krueger commented he has always worked with a talented, good group of people. He thanked the Village of Grafton for the opportunity given to him and for continuing to work with him so long.

Motion for Adoption of Resolution for Tom J. Krueger on his retirement and years of service carried.

Adoption of Resolution for Brian McCutcheon on his retirement and years of service

Adoption of Resolution for Brian McCutcheon on his retirement and years of service offered by Trustee Antoine.

Motion by Trustee Liss, seconded by Trustee Harbeck to approve the adoption of Resolution No. 0035, Series 2013, for Brian McCutcheon on his retirement and years of service.

President Brunnquell stated Mr. Brian McCutcheon is a key member of the Village of Grafton staff. He proceeded to read the resolution to the public and press. President Brunnquell asked Director of Public Works Dave Murphy if Mr. McCutcheon worked for him. Mr. Murphy stated he worked for him for 5-6 years. The Village Board jointly with Mr. Murphy noted that Brian worked for three other directors over the years as well.

Motion for the adoption of Resolution for Brian McCutcheon on his retirement and years of service carried.

Resolution changing the Village of Grafton Section 125 Plan documents to eliminate employer contributions

Administrative Services Director Paul Styduhar commented briefly on the changes making this Resolution necessary to eliminate employees from the employee contribution plan collectively with the creation of a Health Reimbursement Arrangement (IRS Section 105 Plan) and approval of the Health Reimbursement Arrangement Plan Administrator and authorization for staff to execute final plan documents. He noted, in order for this to be official this must all be filed before December 31, 2013.

Offered by Trustee Grant.

Motion by Trustee Liss, seconded by Trustee Antoine to approve the Resolution No. 0036, Series 2013, amending the Village of Grafton Section 125 Plan documents to eliminate employer contributions. Motion carried.

Resolution to create a Health Reimbursement Arrangement (IRS Section 105 Plan)

Resolution offered by Trustee Antoine.

Motion by Trustee Meinecke, seconded by Trustee Harbeck to approve Resolution No. 0037, Series 2013, to create a Health Reimbursement Arrangement (IRS Section 105 Plan). Motion carried.

Approval of Diversified Benefits Services, Inc. as the health Reimbursement Arrangement Plan Administrator and to authorize Village staff to execute the final plan documents.

Motion by Trustee Liss, seconded by Trustee Harbeck to approve the Diversified Benefits Services, Inc., as the Health Reimbursement Arrangement Plan Administrator and to authorize Village staff to execute the final plan documents. Motion carried.

Appointment of election inspectors for 2014-2015 term

Motion by Trustee Meinecke, seconded by Trustee Antoine to approve the appointment of election inspectors for the 2014-2015 term, as presented and attached. Motion carried.

Resolution authorizing the combining of wards for the Spring 2014 Elections

Resolution authorizing the combining of wards for the Spring 2014 Elections, offered by Trustee Grant.

Motion by Trustee Meinecke, seconded by Trustee Liss to adopt the Resolution No. 0038, Series 2013, authorizing the combining of wards for the Spring 2014 Elections. Motion carried.

Item 1/Report of Board of Public Works

Adoption of Preliminary Assessment Resolution for 2014 Rose Street offered by Trustee Liss.

Motion by Trustee Proefrock, seconded by Trustee Meinecke to adopt the Preliminary Assessment Resolution No. 0039, Series 2013, for 2014 Rose Street project.

Director of Public Works Dave Murphy gave a brief background. He stated half of the road is in the Town of Grafton. Standard procedure will be followed.

Motion for Resolution No. 0039, Series 2013, for 2014 Rose Street project carried.

Item 2/Report of Board of Public Works

Adoption of Final Assessment Resolution and Engineers Report for Port Washington Road South project offered by Trustee Antoine.

Motion by Trustee Liss, seconded by Trustee Proefrock to adopt the Final Assessment Resolution No. 0040, Series 2013, and Engineers Report for Port Washington Road South project. Motion carried.

Item 3/Report of Board of Public Works

Director of Public Works Dave Murphy gave the Utility Garage/Septage Receiving Station project background clarifying the spreadsheet included with the packet. The water line was old and this allowed them to replace it at a cost of \$35,247. The other relay water line was where the former public works garage was. Additional fabric was added to aid in a better base; this fabric was installed with good soil and gravel for a cost of \$971. The meter will be used to monitor all the dumpage. This was moved; additional elbows were needed to move the meter. The charge for this was, as noted, \$924. Bollards were added to protect the gates and fences – cost of \$2,012. The old force main's location was necessary. Therefore, the \$1,227 was the cost for its location. The cost involved of \$978 was for breaking up the concrete on the existing sewer patch.

Motion by Trustee Meinecke, seconded by Trustee Harbeck to approve the Utility Garage/Septic Receiving Station Change Order 1 for Jos. Schmitt & sons in the amount of \$21,781.79. Motion carried.

Item 1/Report of Public Safety Commission

Motion by Trustee Grant, seconded by Trustee Meinecke to approve the adoption of the 2014 Mid-Moraine Municipal court bond schedule. Motion carried.

Item 2/Report of Public Safety Commission

Motion by Trustee Grant, seconded by Trustee Meinecke to approve the purchase of two marked police interceptor utility vehicles from Ewald Automotive Group, Oconomowoc, WI including painting for \$52,150, with delivery and payment to be made after January 1, 2014. Motion carried.

Item 3/ Report of Public Safety Commission

Motion by Trustee Grant, seconded by Trustee Meinecke to approve the purchase of one Chevrolet Impala from Ewald Automotive, Oconomowoc, WI for a total cost of \$18,448, with delivery and payment to be made after January 1, 2014. Motion carried.

Item 4/Report of Public Safety Commission

Fire Chief William Rice stated that the Fire Department report/records management system from Image Trend, Inc. was desperately needed. The records management system would record all of the documents and will assist in answering any questions quickly.

Motion by Trustee Meinecke, seconded by Trustee Harbeck to approve the purchase of a Fire Department Report/Records Management System from Image Trend, Inc. Lakefield, MN. Motion carried.

Item 5/Report of Public Safety Commission

Fire Chief William Rice asked to withdraw the request to approve the purchase of 20 sets of firefighting turnout gear in 2013. The Fire Department will not be able to have all the gear in 2013; therefore, Fire Chief Rice asked that this item be tabled. President Brunnquell inquired whether this would again be seen sometime in the year 2014. Fire Chief Rice indicated it would be back on the agenda at some time, but asked for assistance in finding a way to fund this request for the Fire Department.

Motion by Trustee Grant, seconded by Trustee Liss to table the request to the purchase of 20 sets of firefighting turnout gear in 2013 at a cost not to exceed \$34,000.

Trustee Meinecke inquired why we would have to have the firefighting turnout gear in 2013. Director of Administrative Services stated it is required by the Generally Accepted Accounting Principles (G.A.A.P.) to have this by January 1, 2014.

Motion carried to table the purchase of 20 sets of firefighting turnout gear in 2013.

Item 1/Report of Finance Committee

Motion by Trustee Harbeck, seconded by Trustee Antoine to approve the commencement of the recruitment process for the Fire Department's Office Assistant position.

President Brunnquell stated this position was budgeted in 2014.

Motion carried.

LICENSES

Motion by Trustee Antoine, seconded by Trustee Proefrock for approval of operators' licenses, as presented. Motion carried.

DEPARTMENT AND OFFICERS REPORT

President Brunnuell asked if there were any questions for any of the Department Heads at the meeting tonight.

Trustee Grant inquired of Fire Chief William Rice as to the status of the transition of the Department from being the Grafton Volunteer Fire Department to the Grafton Fire Department.

Fire Chief William Rice stated he is focused on training at this time. The Department is also reviewing its standards and guidelines. Chief Rice has been working on policy in regard to what employees are permitted to do and not to do, as well as expectations. He would also like to bring the contracted fire inspection service back into the Fire Department; but until everything is better reorganized, this will not happen until next year. There are about six people now enrolled in an upcoming firefighting class. Recruiting is also a necessity. They need people badly and there is someone from the Fire Department who is working now on recruitment. This is an ongoing task and will never stop for this mostly volunteer department. With the hiring of the Office Assistant, hopefully it will change some of the Chief's daily tasks. There are many employees who wish to share things on great ideas. Many visitors stop by as well. An Office Assistant will really help with this and with the implementation of the new software. Chief Rice indicated he plans to meet with the Village Administrator in the future. Fire Chief Rice commented he just updated the MABAS plan (Mutual Aid Box Alarm System). This means the Grafton Fire Department may have mutual aid with a different type of fire truck from Cedarburg and Port Washington as needed.

Trustee Grant inquired on the incidents a week ago on Sunday in the surrounding communities.

Fire Chief Rice stated a week ago on Sunday, neighboring communities were asked to assist on the scene in different areas. South of Mequon on I-43, a Grafton Fire Department truck was sent. They assisted with blocking the area and as needed. As time went on, other communities requested aid as well. Menomonee Falls and Germantown also requested aid with the large volume of accidents. Germantown requested an ambulance (EMTs) from the Grafton Fire Department. The Grafton Fire Department also did respond to Menomonee falls.

Fire Chief Rice commented Grafton Fire Department is a busy department, stating yesterday a woman was ejected from her car in an accident and the Grafton Fire Department responded as well.

REPORT OF BILLS

Motion by Trustee Liss, seconded by Trustee Harbeck to approve the payment of Village expenditures in the amount of \$352,315.67.

Trustee Meinecke inquired on expenditure on Page 6, Graphic Edge Printing for David Balister. Fire Chief William Rice stated he is a Fire Inspector for the Grafton Fire Department. Business cards were

ordered for him. Trustee Meinecke inquired whether Graphic Edge Printing is used for village business cards. Village Clerk Kelly Popp confirmed that was the Village's vendor for business card printing.

Trustee Meinecke inquired on the Metropolitan Crane & Hoist Co., Inc. expenditure. Director of Public Works Dave Murphy stated this was for the Department of Public Works 5-ton crane's annual maintenance inspection.

Trustee Meinecke asked about the expenditure for NFPA-National Fire Protection Association DVD on page 10. Fire Chief Rice commented this was a request for an employee-provided training. The current materials of the Grafton Fire Department were outdated for current training; therefore, the new material was needed to provide for fire extinguisher training.

Trustee Meinecke inquired on expenditure for Conor Quinlevan's Fire Equipment Reimbursement. Fire Chief Rice commented this was for a new Grafton Fire Department member's equipment. Trustee Meinecke asked about the account number used for reimbursement. Fire Chief Rice explained this was the account used in 2013 for this type of reimbursement. He noted this account number will be different in 2014, for training personnel reimbursements.

Trustee Meinecke inquired on expenditures for Emergency Medical Products, Inc. Fire Chief William Rice explained, "That is a prescription. It is most likely diabetic supplies. Trustee Meinecke asked whether we should use a local company to order these supplies. Fire Chief Rice stated they have always used Ye Olde Pharmacy & Wellness Center for these medical supplies. Trustee Harbeck and Trustee Grant commented the pharmacy does have a lot of supplies for seniors that other pharmacies do not always carry and they have good service.

Trustee Antoine inquired on an expenditure for Rachael Reiss. Director of Administrative Services Paul Styduhar stated Ms. Reiss does have a type of health savings account with "her own" money. When she has any medical issues, she asks for reimbursement out of her account. The Village Board did approve a health savings account of this type that permitted this use several years prior to this. Once Ms. Reiss depletes her health savings account, she will no longer be requesting this.

Trustee Antoine inquired on Comdata Corporation expenditure for Parade Supplies on page 3; he inquired whether the Grafton Chamber of Commerce could reimburse the Village for the amount of \$42.32.

The Village Board of Trustees noted they have not been receiving the bills early as they had in the past and asked if that process could be re-established. President Brunnuquell directed Village Staff for a list of expenditures to be paid be sent our early to the Village Trustees.

Motion carried.

OLD BUSINESS

Trustee Harbeck noted that the last two Saturdays when she has picked up the items in her mailbox, the temperature has been at 73 degrees in the Village Board Room. She asked if this could be looked into.

NEW BUSINESS

Trustee Harbeck noted how nice the Christmas decorations looked on the Riverwalk. She stated these decorations were the work of Mr. Bill Hass and thanked him. Trustee Antoine stated Mr. Hass was recognized at the Tree Lighting Ceremony for his work on the riverwalk decorations.

Trustee Harbeck commented about two weeks ago, she was working at the hospital. They had to transfer a cancer patient; the ambulance came quickly from Grafton. Three people responded to the call; they were so nice and fast, reports were given. The EMTs indicated how excited they were that Fire Chief Rice was on board now. They stated how excited they were about all the upcoming changes.

ADJOURN

Motion by Trustee Antoine, seconded by Trustee Proefrock to adjourn the Village Board meeting at 6:42 p.m. Motion carried.