

VILLAGE OF GRAFTON
VILLAGE BOARD MEETING MINUTES

DECEMBER 21, 2015
***Amended**

President Brunnuell called the Village Board meeting to order at 6:00 p.m. The Pledge of Allegiance followed.

Board members present: Jim Brunnuell, Sue Meinecke, David Liss, Lisa Harbeck, Tom Krueger, Dean Proefrock, and David Antoine

Staff/Officials present: Village Administrator Darrell Hofland, Village Attorney Mike Herbrand, Fire Chief Bill Rice, Director of Administrative Services Paul Styduhar, Director of Planning and Development Jessica Wolff, Fire Division Chief Matt Karpinski, and Deputy Village Clerk Nicole Kline

Others present: News Graphic Reporter Melanie Boyung, Ozaukee Press Copy Editor Steve Ostermann, members of the community including Mel Nowak

MINUTES

Motion by Trustee Liss, seconded by Trustee Proefrock to approve the 12-7-2015 Village Board including Public Hearing Before the Village Board meeting minutes; 12-07-2015 Finance Committee meeting minutes and File the 10-19-2015 Police and Fire Commission; 12-10-2015 Architectural Review Board; 12-14-2015 Board of Public Works; 12-15-2015 Plan Commission; 12-15-2015 Public Safety Commission; 12-16-2015 Community Development Authority meeting minutes, as presented.

Trustee Liss pointed out that the Plan Commission minutes should be changed on page three to reflect that the he did not second the conditional use permit requested by ATI Therapy. It was seconded by Commissioner Plato.

Motion carried with amended changes.

PERSONS REQUESTING TO BE HEARD

None

BUSINESS PRESENTED BY THE PRESIDENT

None

RESOLUTIONS/ORDINANCES/ACTION ITEMS

Resolution commending Romelle (Mel) Nowak for her 50 years of service to the Village of Grafton was offered by Trustee Liss

Motion by Trustee Harbeck, seconded by Trustee Antoine to adopt a resolution commending Romelle (Mel) Nowak for her 50 years of service to the Village of Grafton.

Mel Nowak graciously accepted the award and said that when she first moved to Grafton the community was so attractive that her and her husband built a home here. She has always thought that the Village has been so supportive to the residents and she has been proud to be part of that. She thanked the Village Board and Administrator Hofland for their dedication and sincere interest in what the residents of this community believe and say.

Motion carried.

Resolution commending Susan Otto for her 32 years of service as a Library Assistant to the Village of Grafton was offered by Trustee Antoine.

Motion by Trustee Meinecke, seconded by Trustee Krueger to adopt a resolution commending Susan Otto for her 32 years of service as a Library Assistant to the Village of Grafton. Motion carried.

Resolution commending Douglas Wilde for his 37 years of service to the Village of Grafton was offered by Trustee Harbeck.

Motion by Trustee Meinecke, seconded by Trustee Liss to adopt a resolution commending Douglas Wilde for his 37 years of service to the Village of Grafton. Motion carried.

Appointment of election inspectors

Motion by Trustee Krueger, seconded by Trustee Liss to appoint election inspectors for the 2016-2017 term. Motion carried.

Item 1 / Report of Finance Committee

Motion by Trustee Meinecke, seconded by Trustee Proefrock to authorize a one year extension of the 2013-2015 Tourism Promotion Services Agreement with the Grafton Area Chamber of Commerce, including an increase from \$3,000 to \$3,300 in funding for marketing purposes. Motion carried.

Item 2 / Report of Finance Committee

Motion by Trustee Meinecke, seconded by Trustee Proefrock to authorize a one year extension of the 2013-2015 Tourism Events Services Contract with Celebrate Grafton at a funding level of \$15,000. Motion carried.

Item 3 / Report of Finance Committee

Motion by Trustee Antoine, seconded by Trustee Liss to authorize the 2016 changes to the Village of Grafton Section 125 Plan document per the Grafton Professional Police Officers Association's collective bargaining agreement.

Administrator Hofland stated that this reflects a change in the amount the Village contributes to Police Department employee's Section 125 plan per the 2015-2016 collective bargaining agreement.

Motion carried.

Item 4 / Report of Finance Committee

Motion by Trustee Antoine, seconded by Trustee Liss to amend Section 1.04 of the Personnel Handbook regarding employee political activity.

Although political activity is covered in employee orientation, Administrator Hofland reported that it should be made clear in the Personnel Handbook that Village employees cannot use their position to endorse a political candidate.

Motion carried.

Item 5 / Report of Finance Committee

Motion by Trustee Antoine, seconded by Trustee Liss to amend Section 20.10 of the Personnel Handbook eliminating the six month waiting period for Life Insurance. Motion carried.

Item 6 / Report of Finance Committee

Motion by Trustee Antoine, seconded by Trustee Liss to amend Section 20.12 of the Personnel Handbook eliminating the Village from processing a separate manual check for longevity payment.

The Village pays employees only by direct deposit, so longevity payments are also paid by direct deposit as well, according to Administrator Hofland.

Motion carried.

Item 7 / Report of Finance Committee

Motion by Trustee Proefrock, seconded by Trustee Harbeck to create an Accounting Clerk position at Pay Grade 10 and to eliminate the Office Assistant position in the Department of Administrative Service.

According to Administrator Hofland, staff has reviewed the current responsibilities of the Office Assistant position and there have been significant changes. Some additional duties have been added that have a higher level of complexity and require more expertise. The new title is in keeping with the majority of the responsibilities of the position and the pay change reflects the new duties.

Motion carried.

Item 8 / Report of Finance Committee

Motion by Trustee Proefrock, seconded by Trustee Harbeck to amend the Administrative Services Organization Chart as presented.

Administrator Hofland reported that Village staff discussed how best to coordinate activities of the two positions that staff the front counter. The recommendation for both positions to be supervised by the Village Clerk because the Village Clerk is physically closer to the front counter to observe interactions with the public and how their needs are being met.

Motion carried.

Item 9/ Report of Finance Committee

Motion by Trustee Krueger, seconded by Trustee Antoine to approve the Ordinance to amend Chapter 1.16 of the Grafton Municipal code relating to official posting locations for legal notices.

Director of Administrative Services Styduhar stated that state law has changed and the Village website can now be officially considered a posting place for legal notices. The other official place will be the Police Station since it is open 24 hours a day. Notices will also be posted at the library as a courtesy to residents.

Motion carried.

Item 1/ Report of Board of Public Works

Motion by Trustee Meinecke, seconded by Trustee Liss to approve a fee of \$30.00 for the service of testing water samples for coliform bacteria.

Administrator Hofland reported that these tests are now being done in-house. Director of Administrative Services Styduhar confirmed that the Village's insurance covers potential errors.

Motion carried.

Item 2/ Report of Board of Public Works

Final Assessment Resolution for Falls Road Improvements and Engineer's Report was offered by Trustee Krueger.

Motion by Trustee Meinecke, seconded by Trustee Antoine to adopt the Final Assessment Resolution for Falls Road Improvements and accept the Engineer's Report as presented. Motion carried.

Item 3/ Report of Board of Public Works

Motion by Trustee Liss, seconded by Trustee Krueger to purchase of a dump body, plow, spreader, hydraulic system and safety lighting to be mounted on a 2016 Ford

F550, 17,500 G.V.W. 2 wheel drive truck chassis from Monroe Truck Equipment, DePere, WI for an amount not to exceed \$34,597.00. Motion carried.

Item 4/ Report of Board of Public Works

Motion by Trustee Liss, seconded by Trustee Krueger to purchase a chipper/leaf dump box from Jackson Truck Body, Jackson, WI for an amount not to exceed \$15,489.00. Motion carried.

Item 1 / Report of Plan Commission

Resolution to adopt the Village of Grafton Bicycle and Pedestrian Plan was offered by Trustee *Krueger.

Motion by Trustee Harbeck, seconded by Trustee Antoine to adopt the Resolution to adopt the Village of Grafton Bicycle and Pedestrian Plan.

Director of Planning Wolff reported that the Plan Commission reviewed the plan and made several small suggestions as well as adding a section on education and awareness. President Brunnuell commented that this plan is a suggestion for future planning and it is subject to finances and plans of specific projects. The Toole Design Group, the consultant on the Bicycle and Pedestrian Plan, asked to use the Village's maps as an example for a publication that will be distributed nationwide.

Motion carried.

Item 2 / Report of Plan Commission

Motion by Trustee Proefrock, seconded by Trustee Meinecke to approve the Ordinance amending the Village of Grafton Zoning Ordinance Table 19.03.0603 Permitted and Conditional Uses in the Nonresidential Zoning Districts to add "Offices and Clinics of Health Practitioners, not elsewhere classified" (SIC #8049) as a conditional use in the C-4 Zoning District. Motion carried.

Item 1 / Report of Public Safety

Motion by Trustee Harbeck, seconded by Trustee Antoine to authorize stipends for additional duties of Fire Officers, not to exceed a total of \$7,500.

Chief Rice explained that the Fire Department estimated funding small incentives for volunteer lieutenants and captains for the extra work and responsibility they take on. This has been done in a somewhat similar manner in the past.

Motion carried.

Item 2 / Report of Public Safety

Motion by Trustee Harbeck, seconded by Trustee Meinecke to authorize on-call pay effective January 1, 2016, for a Paramedic on-call time at \$4.17 per hour and an AEMT or EMT on-call time at \$2.09 per hour.

Chief Rice reported that the on-call pay system addresses a critical need to have paramedics and EMT on call in the area. During weekdays, this is currently covered by part-time staff but the Fire Department currently has volunteers sign up to be on call for nights and weekends. It is especially hard to recruit paramedics for these shifts. The hourly rate results in paramedics earning approximately \$50 and an EMTs earning approximately \$25 per shift. This has been budgeted in 2016.

Motion carried.

Item 3 / Report of Public Safety

Motion by Trustee Proefrock, seconded by Trustee Liss to approve the donation of two car seat/booster seats by Jarrod Ray, with the approximate value of \$50.00 each.

Motion carried.

DEPARTMENT AND OFFICERS REPORT

None

LICENSES

Item 1/ Approval to Issue Operators Licenses

Motion by Trustee Proefrock, seconded by Trustee Meinecke to approve the issuance of Operators Licenses, as presented. Motion carried.

Item 2 / Issuance of Special Picnic License

Motion by Trustee Antoine, seconded by Trustee Liss to issue Special Class "B" Beer Picnic License / St. Joseph Congregation – Kari Shank-agent / 1619 Washington Street / Fish Fry – February 12, 2016; February 19, 2016; February 26, 2016; March 4, 2016 and March 11, 2016. Motion carried.

Item 3 / Issuance of Special Picnic License

Motion by Trustee Meinecke, seconded by Trustee Harbeck to issue Special "Class B" Beer and Wine Picnic License / St. Joseph Congregation – Elizabeth Handle-agent / 1619 Washington Street / Meatball Madness – Spaghetti Dinner – January 30, 2016. Motion carried.

Item 4 / Issuance of Special Picnic License

Motion by Trustee Proefrock, seconded by Trustee Krueger to issue Special "Class B" Beer Picnic License / Paramount Music Association – Kristine Raymond-agent / 1218 13th Avenue / Road to Memphis Fundraiser – January 8, 2016. Motion carried.

REPORT OF BILLS

Motion by Trustee Liss, seconded by Trustee Proefrock to approve the payment of Village expenditures in the amount of \$266,574.97.

Several questions regarding bills were answered.

Motion carried.

OLD BUSINESS

None

NEW BUSINESS

None

CONVENE TO CLOSED SESSION:

Village Administrator Darrell Hofland noted the Village Board would be moving into closed session pursuant to Wisconsin Statutes 19.85(1)(e) for real estate and competitive bargaining matters (NAI MLG Commercial contract) for approximately 10 minutes.

Motion by Trustee Harbeck, seconded by Trustee Proefrock to Convene to Closed Session at 6:31 p.m. pursuant to Wisconsin Statutes 19.85(1)(e) for real estate and competitive bargaining matters (NAI MLG Commercial contract).

President Brunnquell-Aye
Trustee Harbeck-Aye
Trustee Antoine-Aye
Trustee Krueger-Aye

Trustee Liss-Aye
Trustee Meinecke-Aye
Trustee Proefrock-Aye

Motion carried by roll call vote.

During the Closed Session of 10 minutes, the Village Board discussed the negotiation of a contract with a firm to research the possible development of a new business park.

RECONVENE TO OPEN SESSION:

Motion by Trustee Liss, seconded by Trustee Antoine to adjourn from Closed Session and reconvene into open session at 6:41 p.m. Motion carried by roll call vote.

NAI MLG Commercial contract to research new business park development

Motion by Trustee Meinecke, seconded by Trustee Krueger for the approval of NAI MLG Commercial contract to research a new business park development. Motion carried.

ADJOURN

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