

VILLAGE OF GRAFTON
VILLAGE BOARD MEETING MINUTES

MARCH 21, 2016
***amended**

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

Board members present: Jim Brunquell, Sue Meinecke, David Liss, Lisa Harbeck, Tom Krueger (6:05 p.m.), Dean Proefrock and David Antoine

Staff/Officials present: Village Administrator Darrell Hofland, Administrative Services Director Paul Styduhar, Director of Public Works Dave Murphy, Fire Chief Bill Rice, Police Chief Charles Wenten, Village Attorney Mike Herbrand, Building Inspector Tom Johnson and Deputy Village Clerk Nicole Kline

Others present: News Graphic Reporter Melanie Boyung, Steve Ostermann, and members of the public

COMMENCE PUBLIC HEARING

STATEMENT OF PUBLIC NOTICE

The purpose of this hearing is for public review and comment on a proposed resolution approving of the vacation of a small unpaved portion of 11th Avenue within the Village.

There were no questions or comments from the public.

Administrator Hofland informed those present that this parcel of land is a small triangle of less than 1,000 square feet that will become part of the development known as The Lumberyard 1505. Director Murphy commented that it is south of the John's Pizzeria's sidewalk in the area that will be the new park. This needs to be approved prior to the Certified Survey Map being approved.

There were no further comments or questions from the public or Village Board.

President Brunquell closed the public hearing at 6:03 p.m.

MINUTES

Motion by Trustee Liss, seconded by Trustee Antoine to approve the 03-07-2016 Village Board and 03-07-2016 Finance Committee meeting minutes; and File the 03-09-2016 Police and Fire Commission, 03-10-2016 Architectural Review Board, 03-14-2016 Public Arts Board, 03-14-2016 Board of Public Works, 03-15-2016 Public Safety Commission meeting minutes as presented.

Several typos were corrected on the minutes for Village Board 03-07-2016 and Public Safety Commission 03-15-2016 as noted on the amended minutes.

Motion carried.

PERSONS REQUESTING TO BE HEARD

None

BUSINESS PRESENTED BY THE PRESIDENT

Proclamation declaring Tuesday, March 29, 2016 as National Vietnam Veteran's Day

Motion by Trustee Harbeck, seconded by Trustee Meinecke to approve March 29, 2016 as National Vietnam Veteran's Day.

A brief description was given.

Motion carried.

RESOLUTIONS/ORDINANCES/ACTION ITEMS

Rescind 2015 personal property taxes for parcel number 10-000-2008-021, Merle Norman Cosmetics, 1317 Wisconsin Avenue

Motion by Trustee Antoine, seconded by Trustee Proefrock to rescind the 2015 personal property taxes for parcel number 10-000-208-021. Motion carried.

Unlawful Tax Claim on 2015 personal property taxes received from parcel number 10-000-0231-000, Time Warner Cable

Motion by Trustee Meinecke, seconded by Trustee Antoine to approve the unlawful tax claim on 2015 personal property taxes received from parcel number 10-000-0231-000, Time Warner Cable. Motion carried.

Item 1/Report of Finance Committee

Ordinance amending Chapter 16.24-Property Maintenance Code Fees

Motion by Trustee Liss, seconded by Trustee Meinecke to approve ordinance amending Chapter 16.24-Property Maintenance Code Fees.

Tom Johnson, Building Inspector gave a history of the property maintenance fees. The last change in fees were 10 years ago. The fees are established to help offset annual property record maintenance costs.

Trustee Harbeck noted that this is a 10 to 20 percent increase, which seemed rather steep. Building Inspector Johnson noted that the Consumer Price Index has risen 16 percent in the same amount of time.

Motion was carried with a vote of 6-1 (Harbeck - nay).

Item 1/Report of Board of Public Works

Ordinance repealing and recreating Chapter 23-Stormwater Management and Erosion Control

Motion by Trustee Antoine, seconded by Trustee Proefrock to approve the ordinance repealing and recreating Chapter 23-Stormwater Management and Erosion Control.

Director of Public Works Murphy reported that the Department of Natural Resources (DNR) has recommended 40 to 50 changes. He hired Graef Incorporated to make modifications to comply with the current DNR updates.

Motion carried.

Item 2 /Report of Board of Public Works

Award Project 16-03 / 2016 Street Improvement Program to Dorner Incorporated, Luxemburg, WI in the amount of \$1,897,885.13

Motion by Trustee Antoine, seconded by Trustee Proefrock to approve Dorner Incorporated for the street improvement program in the amount of \$1,897,885.13.

Director Murphy commented that Dorner Inc. has not worked in the Village but other municipalities have given a good report to Director Murphy about Dorner, Inc.

Motion carried.

Item 3/Report of Board of Public Works

Award Project 16-04 / Sidewalk Replacement to RAZA of Racine, Racine, WI in the amount of \$33,178.00

Motion by Trustee Antoine, seconded by Trustee Proefrock to approve sidewalk replacement to RAZA of Racine in the amount of \$33,178.00.

It was reported by Director Murphy that there was one lower bidder but they could not be selected because they did not directly obtain their bid documents from the plan holder list which they must do to be considered. All of the details of how to bid are on the website.

Motion carried.

Item 1/Report of the Public Safety Commission

Ordinance amending Chapter 16-Electrical and Plumbing Fees

Motion by Trustee Krueger, seconded by Trustee Antoine to approve the ordinance amending Chapter 16-Electrical and Plumbing Fees.

Chief Rice reported that this now requires a higher level of inspection, so the fees should be increased to recover the cost of the inspections. Building Inspector Johnson explained that it would add a new level of certification to the Fire Department.

Motion carried.

Item 2/Report of the Public Safety Commission

Donation of one HP Envy Convertible laptop to the Grafton Fire Department by Regal Beloit and their employee, Richard Lynch

Motion by Trustee Proefrock, seconded by Trustee Antoine to approve the donation of a laptop by Regal Beloit and their employee, Richard Lynch.

A sincere thank you to Regal Beloit and Richard Lynch was offered by Chief Rice for this donation. This will give the volunteer and staff more access to their work emails.

Motion carried.

Item 3/Report of the Public Safety Commission

Donation of \$500.00 awarded to the Grafton Police Department of behalf of the Reserve Officer Program by the Northwestern Mutual Foundation Volunteer Support Program

Motion by Trustee Liss, seconded by Trustee Antoine to approve the donation of \$500.00 from the Northwestern Mutual Foundation Volunteer Support Program (NMFVSP).

It was discussed that this is the eighth year in a row the Village has received this award and a gracious thank you was offered to not only NMFVSP but also the individuals who used their time to apply for it.

Motion carried.

Amendment of First Amendment to Pre-Annexation Agreement with Heartland Development Group, Ltd

Motion by Trustee Meinecke, seconded by Trustee Liss to approve the Amendment of the First Amendment to Pre-Annexation Agreement with Heartland Development Group, Ltd.

Village Attorney Herbrand explained that this is the second time this agreement has come to the Board. The new property owner, Bob Tillmann - agent, has asked for two small changes to be made including the Village reimbursing the developer for providing sewer laterals to Falls Road properties.

Trustee Krueger mentioned that some of the legal language was “clunky” in the new agreement and was confusing as to which developer it was referring to. Attorney Herbrand agreed and clarified the language in new agreement.

Motion carried.

Executive Search Firm for Village Administrator position

Motion by Trustee Harbeck, seconded by Trustee Antoine to approve using an Executive Search Firm to hire the next Administrator.

Administrator Hofland provided a list of executive search firms that will be contacted to provide the Village with a proposal. A discussion ensued about timelines and Administrator Hofland suggested it would take about 12 weeks to hire a new Administrator once a contract is approved.

Trustee Krueger asked if the Village could have expedited this process by having the search firms at this meeting to present bids. It was determined that the Board had to first authorize the recruitment process before executive search firms should be solicited.

Motion carried.

DEPARTMENT AND OFFICERS REPORT

LICENSES

Approval to issue Operators Licenses, as presented

Motion by Trustee Harbeck, seconded by Trustee Antoine to approve the operator's licenses, as presented. Motion carried.

Denial of issuance of Operators Licenses, Ross Patrick Martin, as presented

Motion by Trustee Harbeck, seconded by Trustee Proefrock to deny the license for Ross Patrick Martin.

Chief Wenten gave a brief description of why Mr. Martin was denied for missing items on his application. He explained that a letter was sent and Mr. Martin was called several times by Administrative Assistant Clarissa Allen and by Deputy Clerk Kline. Mr. Martin never responded.

Motion carried

REPORT OF BILLS

Approval of Village expenditures: \$235,946.21

Motion by Trustee Krueger, seconded by Trustee Proefrock to approve the payment of Village expenditures in the amount of \$235,946.21. Motion carried.

OLD BUSINESS

Director Murphy gave a brief update on Department of Public Works and Engineering projects. All projects are going well and on time. The River Bend lift station project is going well. They plan to start

their erosion control projects on the Veterans Memorial Riverwalk Project as soon as they have approval from the DNR. On Thursday, March 24, 2016, they plan to start digging for street repairs.

NEW BUSINESS

Trustee Krueger asked for an update on reducing Village costs by not printing as many packets for meetings and why this initiative was not passed by Village Board. It was reported that most of the feedback was positive in the past but there were many glitches that did not get worked out. Matters such as staff time, cost and the Village’s green initiative were discussed. The Board agreed to brainstorm on this idea and bring it before the Village Board in approximately one month.

CONVENE TO CLOSED SESSION:

Village President Brunnuquell noted the Village Board would be moving into closed session and that there would be no action taken afterwards.

Motion by Trustee Liss, seconded by Trustee Krueger to convene to closed session at 6.27 p.m., pursuant to Wisconsin Statutes 19.85(1)(e) for real estate and competitive bargaining matters regarding the feasibility of a business park and 19.85(1)(c) for considering compensation of Village Administrator.

President Brunnuquell-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 one hour and two minutes, the Village Board discussed compensation matters (benefit payout) for the Village Administrator and negotiation strategies of developing a business park.

RECONVENE TO OPEN SESSION:

Motion by Trustee Harbeck, seconded by Trustee Krueger to reconvene into open session at 7:29 p.m.

President Brunnuquell-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.

ADJOURN

Motion by Trustee Antoine, seconded by Trustee Meinecke to adjourn at 7:30 p.m. Motion carried.