

VILLAGE OF GRAFTON
VILLAGE BOARD MEETING MINUTES

JUNE 20, 2016

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

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

Board member excused: Thomas Krueger

Staff/Officials present: Village Attorney Mike Herbrand, Director of Administrative Services Paul Styduhar, Utility Superintendent Tim Nennig, Fire Chief William Rice and Village Clerk Kaity Olsen

Others present: Ozaukee Press Copy Editor Steve Ostermann and News Graphic Reporter Melanie Boyung

MINUTES

Motion by Trustee Harbeck and seconded by Trustee Liss to approve the 06-04-2016 Village Board, 06-06-2016 Village Board, 06-06-2016 Finance Committee meeting minutes; and file; 06-14-2016 Public Safety Commission meeting minutes, as presented.

Two corrections were made to the 06-14-2016 Public Safety Commission meeting minutes. The corrections were accepted.

PERSONS REQUESTING TO BE HEARD

None

BUSINESS PRESENTED BY THE PRESIDENT MN

Distinguished Budget Presentation Award by Government Finance Officers Association

President Brunnquell commented that the Village has received this award for 25 years in a row. The award recognizes the way we build, implement and plan our budget. Many hours went into the budget process and President Brunquell extended his thanks to Director of Administrative Services Paul Styduhar for his major role in the budget process.

RESOLUTIONS/ORDINANCES/ACTION ITEMS

Accept the 2017 Long Term Financial Plan and related Fiscal Policies

Director of Administrative Services Styduhar commented that this long term financial plan and related fiscal policies is part of the annual budget process to show a "worse-case" scenario. Various financial policies including the 5 Year Capital Improvement Program and Fund Balance Policy are utilized in preparing the plan. The plan shows that the allowable tax levy under current state law is sufficient to sustain projected expenditures for the years identified in this plan. This item was reviewed at the Finance Committee.

A motion was made by Trustee Antoine and seconded by Trustee Meinecke to accept the 2017 Long Term Financial Plan and related Fiscal Policies. Motion carried.

Resolution-2015 Compliance Maintenance Annual Report

Utility Superintendent Nennig provided a brief summary of Compliance Maintenance Annual Report (CMAR). A copy was provided in the packet. Superintendent Nennig commented that this equates to an annual report card for the Utility. The Utility received a letter grade of "A" in all 10 reporting categories. This equates to 4.0 grade point average and places the Utility in a category with the Department of Natural Resources (DNR) as no further action is required. There is a corresponding resolution that requires approval by June 30th every year.

Resolution for the 2015 Compliance Maintenance Annual Report was offered by Trustee Antoine. A motion was made by Trustee Liss and seconded by Trustee Proefrock to approve the resolution for the 2015 Compliance Maintenance Annual Report. Motion carried.

Item 1/Report of Finance Committee

Temporary paid time off policy maximum accrual exception for Administrative Assistant I – Administration/Administrative Services, Administrative Assistant I – Public Works and Director of Administrative Services effective June 1, 2016 and ending December 31, 2016 and the maximum PTO payout upon separation would remain at the maximum amount allowable.

Director Styduhar commented that this would be a one-time exception for three people. The reason they have not been able to use their paid time off is due to the extra responsibilities each has taken on in the absence of the Administrator and Public Works Director.

A motion was made by Trustee Meinecke and seconded by Trustee Harbeck to approve the temporary paid time off policy maximum accrual exception for Administrative Assistant I – Administration/Administrative Services, Administrative Assistant I – Public Works and Director of Administrative Services effective June 1, 2016 and ending December 31, 2016 and the maximum PTO payout upon separation would remain at the maximum amount allowable. Motion carried.

Item 1/Report of the Public Safety Commission

Refurbishment of Engine 865

Chief Rice commented that Engine 865 is scheduled for refurbishment in 2018. This year the Engine was involved in an accident resulting in \$16,000 in damage. Chief Rice is recommending the repairs be done along with refurbishment sooner than as scheduled currently for 2018.

Trustee Proefrock commented that this seemed like an awful lot to pay at one time as it isn't budgeted for until 2018.

A motion was made by Trustee Harbeck and seconded by Trustee Antoine to approve the refurbishment of Engine 865 to coincide with the repairs due to the accident. Motion carried (Nay - Trustees Proefrock, Trustee Meinecke)

Item 2/Report of the Public Safety Commission

Purchase of a Brush Fire Skid Unit from EJ Metal of New London, Wisconsin at a cost of \$30,860

Chief Rice mentioned that a new brush truck was approved in 2015. When the item went out for bids, all bids came in over budget. Since 2015, prices have come down and Chief Rice took out some non-essential items from the bid. The brush fire skid unit now comes within budget.

A motion was made by Trustee Proefrock and seconded by Trustee Antoine to approve the purchase of a brush fire skid unit from EJ Metal of New London, Wisconsin at a cost of \$30,860. Motion carried.

DEPARTMENT AND OFFICERS REPORT

Chief Rice commented that the Fire Department has had a "rollercoaster" of enrollment. He is back to struggling to meet the minimums of people on call. There are a lot of new members but not a lot of members available due to summer plans.

LICENSES

Approval to issue Operator's Licenses, as presented

A motion was made by Trustee Meinecke and seconded by Trustee Liss to approve the issuance of the Operator's Licenses, as presented. Motion carried.

Deny the Issuance of an Operator's License to Kevin James Patt

A motion was made by Trustee Antoine and seconded by Trustee Meinecke to deny the issuance of an Operator's License to Kevin James Patt due to a history of two or more non-felony alcohol related convictions within the past sixty month per the recommendation of Police Chief, Charles Wenten. Motion carried.

President Brunnquell asked the Board members if the next three items could be taken together. The Board members agreed to this request.

Approval to issue Class "A Fermented Malt Beverage, "Class A" Fermented Malt Beverage and Intoxicating Liquor, Class "B" Fermented Malt beverage, "Class B" Fermented Malt Beverage and Intoxicating Liquor, and "Class C" Wine licenses, as presented

Approval to issue Tobacco Products Licenses, as presented

Approval to Issue Coin Machine (Amusement devices) permits, as presented

A motion was made by Trustee Liss and seconded by Trustee Antoine to approve the issuance of the Class "A Fermented Malt Beverage, "Class A" Fermented Malt Beverage and Intoxicating Liquor, Class "B" Fermented Malt beverage, "Class B" Fermented Malt Beverage and Intoxicating Liquor and "Class C" Wine licenses, as presented, contingent upon all establishments passing inspections and fulfilling any financial obligations; approve the issuance of Tobacco Products licenses, as presented; and approve the issuance of Coin Machine permits, as presented. Motion carried.

REPORT OF BILLS

Motion by Trustee Antoine and seconded by Trustee Harbeck to approve the payment of Village expenditures in the amount of \$\$782,300.26. Motion carried.

OLD BUSINESS

None

NEW BUSINESS

None

CONVENE TO CLOSED SESSION

A motion was made by Trustee Liss and seconded by Trustee Proefrock to convene to closed session at 6:18 p.m. under Wisconsin Statute section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Village Administrator Selection).

President Brunquell-Aye
Trustee Harbeck-Aye
Trustee Antoine-Aye

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

Motion carried by roll call vote.

During the Closed Session of 47 minutes, Village Board discussed the Village Administrator selection.

RECONVENE TO OPEN SESSION

A motion was made by Trustee Antoine and seconded by Trustee Meinecke to reconvene to open session at 7:05 p.m. under Wisconsin Statute Section 19.85(2)

President Brunquell-Aye
Trustee Harbeck-Aye

Trustee Liss-Aye
Trustee Meinecke-Aye

Trustee Antoine-Aye

Trustee Proefrock-Aye

Motion carried by roll call vote.

POSSIBLE ACTION ON THE MATTER DISCUSSED

No action was taken on the matter discussed.

ADJOURN

Motion by Trustee Proefrock and seconded by Trustee Antoine to adjourn at 7:06 p.m. Motion carried.