

VILLAGE OF GRAFTON

VILLAGE BOARD MEETING MINUTES

MARCH 15, 2010

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

Board members present: Jim Grant, Ron LaPean, Richard Rieck, Sue Meinecke, David Liss, Scott Volkert, Jim Brunnquell

Staff/Officials present: Village Administrator Darrell Hofland, Finance Director Paul Styduhar, Director of Public Works/Village Engineer Dave Murphy, Utility Director Tom Kruger, Library Director John Hanson, Deputy Clerk Lisa Bohn

MINUTES

Motion by Trustee LaPean, seconded by Trustee Liss, to approve the 3-1-2010 Village Board meeting minutes and file the 3-1-2010 Finance Committee; 3-8-2010 Grafton Fire Department Resource Management Ad-Hoc Committee; 3-8-2010 Board of Public Works; and the 3-8-2010 Joint Library Board meeting minutes, as presented. Approved unanimously.

PERSONS REQUESTING TO BE HEARD

None.

BUSINESS PRESENTED BY THE PRESIDENT

Acceptance of resignation / Ralph Zaun from the Historic Preservation Commission

President Brunnquell thanked Ralph Zaun for his many years of serving on the Historic Preservation Commission. The Historic Preservation Commission will be electing a new Chair at an upcoming meeting.

President Brunnquell reviewed the materials distributed for Village Board member review.

RESOLUTIONS/ORDINANCES/ACTION ITEMS

Resolution No. 009, Series 2010, commending David Harvey on his retirement as Chief of the Grafton Volunteer Fire Department was offered by Trustee LaPean.

Motion by Trustee Volkert, seconded by Trustee Meinecke, to adopt Resolution No. 009, Series 2010, as presented.

Administrator Hofland stated that Chief Harvey will be recognized for his years of service at a ceremony on April 11. The event will be held at either the Rose Harms American Legion Post or the Grafton Fire Station

President Brunnquell congratulated Chief Harvey on his retirement and many years of service to the Fire Department.

Motion to adopt Resolution No. 009, Series 2010 was approved unanimously.

Resolution No. 010, Series 2010, opposing the 2011-2015 Library Services Plan was offered by Trustee Rieck.

Motion by Trustee Volkert, seconded by Trustee Liss, to adopt Resolution No. 010, Series 2010, as presented.

Administrator Hofland briefly discussed the resolution that was presented at the last Village Board meeting regarding the Library Services Plan. Mr. Hofland's concern is that the Town of Grafton would have the option to opt out of paying the yearly Grafton Library fees to the Village, if the new program is implemented. The new resolution opposes the Library Services Plan.

Library Director John Hanson stated that the risk is too high that the Town of Grafton may pull out of the Village Library and the Library could end up losing up to ten percent of the Library Budget funding.

Mr. Hofland questioned if the Town of Grafton has taken a stance on the resolution. Director Hanson responded that the Town of Grafton went on record against the plan.

Trustee Grant questioned if objecting to the Plan will have any impact on the final decision on the plan by Ozaukee County. Director Hanson stated that the Eastern Shores Library Board can still pass the resolution; however, most communities are opposed to the Plan.

Administrator Hofland questioned if the City of Cedarburg has endorsed the resolution. Director Hanson stated yes.

The motion to adopt Resolution No. 010, Series 2010 was approved unanimously.

Approval of contracts with Wisconsin Central Ltd, (CN Railroad)

Motion by Trustee Liss, seconded by Trustee Meinecke, to approve contracts with Wisconsin Central Ltd, (CN Railroad) for labor, materials, and equipment to renew the Beech Street crossing with a composite surface (\$47,989) and the Wisconsin Avenue crossing with a concrete surface (\$82,795), as presented.

Director of Public Works Murphy stated this is a budgeted item; however, due to the higher bid amount received for the project, this item needs Village Board approval.

Trustee Grant questioned if St. Paul Congregation is still attempting to obtain assistance from the Village for financing of the pathway from Providence Place to Bridge Street.

Administrator Hofland responded that St. Paul representatives were directed to bring back a new site plan to the Community Development Authority to discuss possible funding assistance of the path; however, they have not yet done so.

The motion to approve the contracts with Wisconsin Central Ltd, (CN Railroad) was approved unanimously.

Acceptance of anonymous donation of up to \$5000 for Ash Tree Treatment

Motion by Trustee LaPean, seconded by Trustee Rieck, to accept an anonymous donation of up to \$5000 in matching funds for Ash Tree treatment efforts, with funds to be used specifically for Village Park and boulevard trees only.

Director of Public Works / Village Engineer Murphy stated he received a phone call from a husband and wife stating they would like to donate up to \$5000, in matching funds, for ash tree treatment and gave specific locations of the trees they would like to see treated.

The motion to accept an anonymous donation of up to \$5000 for Ash Tree Treatment was approved unanimously.

Item 1 / Report of the Finance Committee

Motion by Trustee Meinecke, seconded by Trustee Rieck, to accept the 2010 Tourism Events Services agreement with Celebrate Grafton, as presented.

President Brunnuell commented the organization puts together the major events in Grafton, such as the Pumpkin Fest and Giro' de Grafton. Funding for these events comes from the room tax the Village receives from local hotels/motels.

Motion to approve Item 1 of the Report of the Finance Committee was approved unanimously.

Item 2 / Report of the Finance Committee

Motion by Trustee Liss, seconded by Trustee LaPean, to authorize the write off the Village portion of 2008 delinquent personal property taxes, in the amount of \$857.99, and authorize Village staff to continue collection efforts on unpaid accounts, as presented.

Finance Director Styduhar stated the write-off of uncollected personal property taxes occurs annually, in March. Municipalities have the authority to write off their portion of delinquent personal property taxes. The 2008 delinquent amount is lower than the previous two years. The majority of the taxes being written off are from businesses that are no longer in business.

Motion to approve Item 3 of the Report of the Finance Committee was approved 6-1 (J.Grant –nay.)

Item 3 / Report of the Finance Committee

Motion by Trustee Rieck, seconded by Trustee Meinecke, to approve Ordinance No. 009, Series 2010 amending Chapter 5.48 creating an annual hotel-motel operations permit, as presented.

Administrator Hofland stated this permit is being created to assist the Village in the collection of delinquent room taxes. The hotel-motel operations permit would be issued annually. When the permit is set to renew and the room taxes have not been paid, the Village Board can choose whether or not to renew the permit. The hotel-motel would not be able to operate without a valid permit. The permit stays with the property owner and is not transferable. Mr.

Styduhar indicated that many communities are implementing a permit process to assist in the collection of room taxes.

Village staff quarterly presents to the Finance Committee how much room tax has been received. Over the past six months, the Baymont Inn and Suites has been delinquent. The Village relies on the room tax money received to meet the funding requirement to the Chamber of Commerce required in the Tourism contract. Both hotel owners in Grafton were asked to attend the last Finance meeting, the owner from Baymont Inn & Suites did attend.

The motion to approve Item 3 of the Report of the Finance Committee was approved unanimously.

Item 4 / Report of the Finance Committee

Motion by Trustee Liss, seconded by Trustee Grant, to authorize the extension of interest only payments on the Economic Development Revolving Loan Program loan to Shady Lady Lighting, Inc., 1350 14th Avenue, for 6 months, as presented.

Finance Director Styduhar stated that last year the Village Board approved a loan to Shady Lady Lighting, Inc. Recently Mr. Styduhar received a request from the company requesting to extend the interest only loan payments for an additional twelve months due to the current economic situation. The Finance Committee reviewed the request and is recommending a six month extension. The matter will be reviewed again in December 2010.

Trustee Grant commented these are not Village funds that were borrowed. The funds come from a State program that the Village is allowed to participate in to help new businesses.

The motion to approve Item 4 of the Report of the Finance Committee was approved unanimously.

Items 1, 3-5, & 7 / Report of the Board of Public Works

Motion by Trustee LaPean, seconded by Trustee Rieck, to approve Items 1, 3-5, and 7 of the Report of the Board of Public Works as follows: 1. Approve the proposal by Visu Sewer Trenchless Solutions, Pewaukee, WI, to install sanitary sewer liner in approximately 984 linear feet of sanitary sewer in South Pine Street and in 14th Avenue at a unit cost of \$31.49 per linear foot with an estimated project cost of \$30,986.16; 3. Award project 10-01 / Street Reconstruction (15th Avenue/9th Avenue/Power Street) to Ozaukee Excavating, Grafton, WI, for a cost of \$573,770.70; 4. Award contract 10-02 / Sidewalk Replacement to A & M Concrete Construction, Seymour, WI, for an amount not to exceed \$33,000; 5. Authorize the purchase of a mid-sized excavator from Miller Bradford & Risberg, Inc., Sussex, WI, for \$93,125 with the understanding that the Department of Public Works will reimburse the Utility \$10,500 per year for a 4-year term; 7. Accept the 2009 Storm Water Annual Report, as presented. Approved unanimously.

Item 2 / Report of the Board of Public Works

Final Assessment Resolution No. 011, Series 2010, for the Grafton Avenue water main project was offered by Trustee Liss.

Motion by Trustee Rieck, seconded by Trustee Meinecke, to adopt Resolution No. 011, Series 2010, as presented.

Utility Director Krueger stated this project was completed in October, and a Final Resolution is required to close the project. All property owners have been notified of the final assessment charges.

President Brunnuell stated this project came in under budget.

Motion to adopt Resolution No. 011, Series 2010 was approved unanimously.

Item 6 / Report of the Board of Public Works

Motion by Trustee Meinecke, seconded by Trustee LaPean, to authorize hiring Gremmer and Associates, Inc., Fond du Lac, WI, to complete the design engineering to urbanize Falls Road, for time and materials, not to exceed \$53,719.

Director of Public Works/Village Engineer Murphy stated that fourteen proposals were sent to potential bidders and ten proposals were returned. Gremmer and Associates is the second lowest bidder and has more experience with this type of project than M Squared Engineering provides. The City of Port Washington has also worked with Gremmer and Associates and highly recommends the company. Also, state law does not require municipalities to select the lowest bidder. Municipalities can select based on quality of work.

Attorney Herbrand stated this is acceptable and it is at the Village Boards discretion on what direction they would like to take.

President Brunnuell stated he feels comfortable with the action taken.

Trustee Grant questioned what year the urbanization of Falls Road is budgeted in. Mr. Murphy responded the project is budgeted for 2011.

Trustee Grant questioned if the urbanization will be similar to Keup Road and if property owners are going to be special assessed for the project.

Mr. Murphy stated there will be the two driving lanes, a bike lane, and sidewalk. The goal is to make the road safer for bikers and pedestrians. The Bluestem and Falls Crossing subdivision properties would be assessed for the urbanization along with several the Town of Grafton properties.

Trustee Grant questioned if property owners were notified of the potential assessment. Mr. Murphy stated yes and the only way the Town properties would have to pay the assessment is if they are annexed into the Village.

The motion to approve Item 6 of the Report of the Board of Public Works was approved 6-1 (S.Volkert – nay.)

LICENSES

Motion by Trustee Volkert, seconded by Trustee Rieck, to approve the issuance of Operator's Licenses, as presented. Approved unanimously.

DEPARTMENT AND OFFICERS REPORTS

Director of Public Works / Village Engineer Murphy commented the New Department of Public Works and Park and Recreation Facility has ninety percent of the drywall completed. The projected moving date is April 23, and the facility will be open for business on Monday, April 26. Mr. Murphy offered tours of the new facility to anyone that would like one.

President Brunnuell commented the tour of the new facility could be incorporated with the annual tour Mr. Murphy gives on all Village projects.

Trustee Grant questioned if the new brush drop off site on Lakefield Road is now open for the drop off of materials. Mr. Murphy stated the site is not yet open. The site needs to have the internet connection up and running before it can be operated. This should be completed within the next two weeks.

Administrator Hofland commented the deadline for the Village survey is March 26. On April 3 the Grafton Junior Woman's Club and the Grafton Parks and Recreation Department will be holding their annual Easter Egg Hunt at Centennial Park.

REPORT OF BILLS

Motion by Trustee Liss, seconded by Trustee Meinecke, to approve the payment of Village expenditures in the amount of \$1,181,509.07, as presented. Approved unanimously.

OLD BUSINESS

Trustee Volkert commented he has received concerns regarding the referendum question on the April 6 Election ballot is too long and hard to understand. Mr. Volkert questioned if the local newspapers could publish an article on the clarification of the referendum meaning.

Administrator Hofland stated additional language on a referendum question is a requirement. Mr. Hofland will distribute the additional language to Village Board members and make it available on the Village website.

Trustee Grant questioned if at the April 6 election, signs could be posted stating what each referendum question means. Mr. Hofland responded no signs can be posted at the Election site.

NEW BUSINESS

None

CONVENE TO CLOSED SESSION

Motion by Trustee Liss, seconded by Trustee Volkert, to Convene to Closed Session at 6:34 p.m., pursuant to Wisconsin Statutes 19.85(1)(e) for real estate and competitive bargaining matters (terms of loan associated with redevelopment purposes). Approved unanimously by roll call vote.

RE-CONVENE TO OPEN SESSION AND THE REGULAR ORDER OF BUSINESS

Motion by Trustee Grant, seconded by Trustee LaPean, to adjourn the closed session and reconvene into the regular order of business at 6:48 p.m.

Approved unanimously by roll call vote.

ADJOURN

Motion by Trustee Volkert, seconded by Trustee LaPean, to adjourn the meeting at 6:49 p.m. Approved unanimously.