

VILLAGE OF GRAFTON

VILLAGE BOARD MEETING MINUTES

FEBRUARY 20, 2012

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

Board members present: Jim Grant, Dave Antoine, Richard Rieck, Sue Meinecke, David Liss, Lisa Harbeck, and Jim Brunnquell

Staff Present: Village Administrator Darrell Hofland, Chief of Police Charles Wenten, Director of Public Works / Executive Utility Director Dave Murphy, Utility Director Thomas Krueger, Finance Director Paul Styduhar, Village Attorney Michael Herbrand, and Administrative Assistant Melissa Depies.

MINUTES

Motion by Trustee Grant, seconded by Trustee Harbeck, to approve the 2-6-2012 Village Board meeting minutes and File the 1-31-2012 Plan Commission; 2-1-2012 Community Development Authority; 2-6-2012 Finance Committee; 2-9-2012 Architectural Review Board; 2-13-2012 Board of Public Works and the 2-14-2012 Public Safety Committee meeting minutes, as presented. Approved unanimously.

Trustee Harbeck stated that the Public Safety Committee minutes referred to an amount of \$195,000 that was received by the Grafton Volunteer Fire Department, she questioned what that was for. Trustee Liss responded that this was a one time Federal grant that was received for needed equipment.

Trustee Harbeck, referring to the Finance Committee minutes, questioned what the double payment of taxes was and how it was discovered. President Brunnquell stated that this is a listed agenda item, and will be covered at that time.

PERSONS REQUESTING TO BE HEARD

None

BUSINESS PRESENTED BY THE PRESIDENT

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

RESOLUTIONS/ORDINANCES/ACTION ITEMS

Shady Lady Lighting, Inc. WDF Grant Fund Write-Off of outstanding receivable balance in the amount of \$147,500.

Finance Director Paul Styduhar explained that Shady Lady Lighting had closed and turned all business assets over to Foundations Bank. The bank has sold all business assets, and they still owed \$90,000 on the business loan.

The Village is owed \$150,000 from an economic development loan to Shady Lady. These funds were received from the State of Wisconsin for local economic development and are not local taxpayers' dollars. The business owners have proposed a payment of \$2,500 to the Village, leaving an amount due of \$147,500. The Village Attorney has recommended that the \$147,500 be written off.

Motion by Trustee Antoine, seconded by Trustee Liss, to approve writing off the Shady Lady Lighting, Inc., outstanding receivable balance of \$147,500 from the Village's Revolving Loan Fund. Approved unanimously.

Authorization for Village Administrator to issue Grafton American Little League Inc. a lease termination notice for property located at the corner of Lakefield Road and River Bend Road. Attorney Herbrand indicated that the Grafton Little League had until December 31, 2011 to begin construction of their facility. They have not done so and they have notified the Village that they are no longer interested in constructing a facility at the Lakefield Road location; therefore, a lease termination is in order.

Motion by Trustee Grant, seconded by Trustee Meinecke, to issue Grafton American Little League Inc. a lease termination notice for property located at the corner of Lakefield Road and River Bend Road. Approved unanimously.

Authorization to hire replacement part-time Telecommunicator.

Motion by Trustee Liss, seconded by Trustee Harbeck, to authorize the recruitment and filling of one (1) vacant part-time Telecommunicator position. Approved unanimously.

Item 1 / Report of the Finance Committee

Motion by Trustee Liss, seconded by Trustee Grant, to approve the Personnel Handbook as presented.

President Brunquell thanked Trustee Meinecke for her involvement as part of finalizing the handbook.

Trustee Meinecke commented that she did not receive a final copy of the handbook; however, went on the website and printed the document and found that some of the items discussed and approved had not been changed.

In the Table of Contents-Chapter 22 should be referred to as "Harassment" rather than "Sexual Harassment" so that it is consistent with the policy.

On Page 40 in the Records Management section, where it states "examination of persons own personnel file..." the end of the sentence is awkward and needs cleaning up.

On Page 56 – Reimbursement of Accumulated PTO Leave item C: It states that "Employees who are discharged or who quit without a minimum of two (2) weeks' notice shall forfeit their accrued PTO leave." It was discussed and agreed that employees who were discharged would

be given their accrued PTO leave. Administrator Hofland agreed that the portion referring to employees being discharged was to be removed.

The motion to approve the Personnel Handbook was amended from: Approve the Personnel Handbook as presented to: Approve the Personnel Handbook with the noted corrections. Approved unanimously.

Item 2 / Report of the Finance Committee

Motion by Trustee Liss, seconded by Trustee Meinecke, to authorize a refund to Fifth Third Equipment Finance Company for incorrect payment of 2009, 2010, and 2011 personal property taxes on tax bill #10-000-20-090-29. Approved unanimously.

Finance Director Styduhar indicated Fifth Third Equipment Finance Company discovered that two companies were paying the same Personal Property Tax bill; therefore, they should be refunded the additional amount paid. The refund will be dispersed from TID No. 5 Fund.

Item 1 / Report of Board of Public Works

Motion by Trustee Liss, seconded by Trustee Grant, to approve Change Order 1 by Rawson Contractors, Inc., Sussex, WI, to remove deteriorated asphaltic fill material and replace it with additional insulation as required, for an additional cost of \$7,282.80. Approved unanimously.

Utility Director Tom Krueger stated that this project is nearing completion. During the process of replacing the roofing system it was found that an asphaltic fill underneath the roof membrane was used rather than insulating concrete as originally thought. This material must be replaced as it is not compatible with the new EPDM rubber roofing system. This project will remain within budget.

Item 2 / Report of Board of Public Works

Motion by Trustee Meinecke, seconded by Trustee Harbeck, to hire Ayres and Associates, Eau Claire, WI, for the design of Bridge Street dam improvements and to negotiate a change order for cost associated with the addition of a gate, stop logs, or flash boards as required by the DNR.

President Brunnuell would like the motion to be amended from "... with the addition of a gate, stop logs, or flash boards as required by the DNR" to "... with the addition of a gate, stop logs, or flash boards if required by the DNR.

Director of Public Works/Village Engineer Dave Murphy explained that the proposal received is for work to be done without the gate. This wording allows negotiations to add that engineering work if necessary.

Trustee Antoine questioned if the meeting with the DNR has been scheduled yet. Administrator Hofland commented that there are many people involved in this meeting and we are having a difficult time getting everyone together. It is hoped that the meeting will be set within the next couple of weeks.

Trustee Grant questioned if there are funds for this project. Mr. Murphy stated that the expenses will be charged to TID No. 3.

Trustee Grant commented that he did not want to sign a contract for design that included the gate until after the DNR meeting was held. Mr. Murphy explained that the contract for approval tonight does not include design of a gate system; however, the wording in the motion gives him the power to negotiate the additional work should the DNR require the gate.

Trustee Grant stated that he does not think that anyone is too excited to do anything with this dam.

President Brunquell agreed and stated that the Village needs to get closure on this project. We cannot keep dragging this project out. It is only fair for this Board to be making the decisions on the dam as we are the most knowledgeable about the dam. We should not leave this project hanging out there for a future Board.

Trustee Grant commented that we are trying to fix something that really does not need fixing. Director of Public Works/Village Engineer Dave Murphy stated that the east abutment and the masonry wall are both getting worse.

It was the consensus of the Board that the change from "as required" to "if required" was acceptable.

The motion to hire Ayres and Associates, Eau Claire, WI for the design of Bridge Street dam improvements and to negotiate a change order for cost associated with the addition of a gate, stop logs, or flash boards if required by the DNR was approved 6-1 (J. Grant - nay).

Item 3 / Report of the Board of Public Works

Motion by Trustee Rieck, seconded by Trustee Meinecke, to adopt the New Lawn Watering Credit policy as presented. Motion approved 6-1 (J. Grant - nay).

LICENSES

Motion by Trustee Grant, seconded by Trustee Antoine, to approve the issuance of Operators Licenses, as presented. Approved unanimously.

Motion by Trustee Liss, seconded by Trustee Antoine, to approve the issuance of Special Picnic License to Kari Shank-agent / St. Joseph's Parish / 1619 Washington Street / February 24, 2012. Approved unanimously.

DEPARTMENT AND OFFICERS REPORTS

Administrator Hofland noted that he received the Recertification notice from LAW - Telecommunicator (Dispatchers)/Court Clerk union. He distributed information to the Board pertaining to the status of the Police Officers negotiations for Wisconsin Retirement System as

well as pay increases for the upcoming years. The only item up for negotiations for Dispatcher personnel are wages pursuant to Act 10. The Village is recommending a zero percent increase.

Administrator Hofland explained that there are possible changes coming forward regarding the use of room tax monies. If the changes go into effect as proposed, the Village could lose \$80,000 which would increase the tax rate by approximately 2 percent.

Trustee Grant questioned who is promoting these changes. Administrator Hofland responded that the hotel lobby is supporting the changes to where room tax funds can be utilized. If the Village does not comply with the new ruling, the Village could be sued.

Administrator Hofland reminded Board members that this Saturday evening is the annual Employee Recognition Dinner at the Heart of Grafton Restaurant. The event starts at 5:30 p.m. with a social hour, followed by dinner at 6:30 p.m., recognition presentations at 7:30 p.m. and bowling from approximately 8:00 p.m. to 10:00 p.m.

REPORT OF BILLS

Motion by Trustee Grant, seconded by Trustee Liss, to approve the payment of Village expenditures in the amount of \$583,505.60, as presented. Approved unanimously.

Trustee Antoine questioned / Finance Director Styduhar responded:

Why there were two different amounts being paid to Badger Meter / there were two invoices needing to be paid.

Last month there was an approval request for computer software for approximately \$15,000 and now there is an approval request for \$28,000, he questioned what this was for? / Last month was for maintenance agreements and this month is the balance due for the new software.

What a power phone was? / Chief Wenten indicated it is used by the telecommunicators.

Trustee Harbeck questioned / Finance Director Styduhar responded:

What the charges to CH2M Hill were for? / They are for the regional water study.

Why do we have charges to Labconco Corp. for dishwasher repairs? / This is the dishwasher is used by the Water and Wastewater Utility for sample bottles.

What the Electronic Controls from St. Lawrence Equipment, Inc. were for? / Equipment repairs at Public Works.

What is the Wellness Council charge? / Administrator Hofland replied that this is a membership fee.

OLD BUSINESS

Trustee Grant noted that the Police Department overtime comparison sheet now includes the dollar value of the overtime. These figures provide a better overtime analysis for the

Department. The school liaison officer hours have also been categorized by hour scheduled versus hours actually worked.

NEW BUSINESS

Trustee Antoine announced that the last winter GALA event is scheduled for March 2 at the Cedarburg Cultural Center

ADJOURN

Motion by Trustee Harbeck, seconded by Trustee Grant, to adjourn the meeting at 6:38 p.m. Approved unanimously.