

# VILLAGE OF GRAFTON

## VILLAGE BOARD MEETING MINUTES

**JANUARY 15, 2018**

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

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

Staff/Officials present: Village Administrator Jesse Thyges, Attorney Mike Herbrand, Director of Administrative Services Paul Styduhar, Director of Public Works Amber Thomas, Director of Planning and Development Jessica Wolff and Village Clerk Kaity Olsen

Others present: Joe Poirier with the Ozaukee Press, Melanie Boyung with the News Graphic and other members of the community

### **MINUTES**

Motion by Trustee Liss, seconded by Trustee Harbeck, to approve the 12-18-2017 Village Board meeting minutes, and file the 10-24-2017 Plan Commission, 11-09-2017 Architectural Review Board, 12-12-2017 Public Safety Committee meeting minutes as presented.

Trustee Meinecke asked for a correction to the Village Board meeting from 12-18-17

Motion carried with correction.

### **PERSONS REQUESTING TO BE HEARD**

Tim Glynn, 1168 Aspen Ct.

Mr. Glynn read a prepared statement:

1. Isn't it true that the Village already has 35 million in existing TID's?
2. Isn't it true there is a minimum of 5 parcels of land available for industrial and manufacturing development already in existence in the village?
3. How will TID's reduce taxes for home owners and support the 40 million dollar school building projects?
4. Isn't it true there is a "gentlemen's" agreement to not expand the Village east of the railroad tracks?
5. Isn't it true the Village should expand its tax base via residential development vs TID's development?
6. Isn't it time for the Village to support the local tax base and minimize associated tax impacts?
7. Why did the planning director allow the empty lot between the two hotels on the east side be purchased by the owners of water street brewery when she knew there is no schedule for development by buyer?
8. What is wrong with delaying the TID's decision until after the election?  
TID's do nothing for the reduction of taxes and only pad the developer's pockets. (mls)

Thank you for your time

## **BUSINESS PRESENTED BY THE PRESIDENT**

### Business Park Feasibility Study Results

MLG Commercial was engaged by the Village in January of 2016 to compile study on the feasibility of adding a business park. A representative from MLG Commercial was present to comment on their findings. MLG took inventory of current business park land and found levels of inventory to be very low. They further talked to a number of professionals and there was positive consensus that there is a need for a new business park in the Village of Grafton. MLG identified a number of sites and ranked them based on proximity and accessibility to highways and hotels, availability of municipal services, topography, wetlands, and adjacent land uses. The area that came to the top of the list was the area listed on location map on Highway 60 east of I-43. Further, MLG conducted a financial analysis and concluded that it is economically feasible to create a TID for the proposed business park. They estimated that the revenues would generate income in excess of expenditures.

Trustee Krueger inquired of MLG if they are confident that the Village will be able to recoup all the infrastructure costs associated with the project. MLG responded positively and commented that a concept plan and utility layouts will be done once an engineer is hired.

Director of Public Services Amber Thomas commented that water and sewer both exist on the east side of the railroad tracks so costs would not be too excessive.

MLG commented that the preliminary costs are estimated at 8.9 million and revenue is expected to reach 13 million over the course of the TID.

President Brunnquell asked Village Administrator Jesse Thyges to present a motion for Village Board. Administrator Thyges would requested the Village Board to direct staff to proceed in pursuing a new business park.

Motion by Trustee Proefrock, seconded by Trustee Meinecke, to direct staff to proceed in pursuing a new business park.

Trustee Krueger commented that he would like to see details and more information before any decisions are made. A brief discussion ensued clarifying that the authorization was to pursue the project and not a final approval.

Motion carried.

### Consideration of Business Park Project Service Contract Proposals

Administrator Thyges commented that there will be a need for significant professional services to assist staff in the development of a new business park. The expenses related to services including engineering, financial and public relations will be charged to the General Fund Sundry account until such time as the TIF district has been approved by the Joint Review Board. At that time all expenses will be transferred to the new TID fund. The Village has an existing TID terminating in 2019 and with one being created the Village would not be increasing its number of active TIF districts.

First and foremost the Village is looking for engineering services for infrastructure design. A request for proposals was put out and nine responses were received. Staff brought forward a recommendation of the firm Ruckert-Mielke to perform the engineering services. Ruckert-Mielke was not the lowest bidder, but Village staff has a high level of comfort with this firm

based on their tailored responses to questions regarding the Village of Grafton. They also proposed a very detailed and specific timeline to get the project done. They further have the staffing levels and resources available to assist the Village staff. The bid from Ruckert-Mielke came in at \$246,138.70.

Village staff would like to engage Ehlers and Associates to assist with the financial services associated with the development of a new business park, particularly the creation of a TIF district. Ehlers is currently the Village's financial advisor and they have a lot of history with the Village of Grafton. The scope of services they are offering comes with a cost of \$14,500.

Administrator Thyes commented that it is vastly important to proactively engage the public with a project such as this. In order to keep the public informed and engaged, the Village would like to recommend Lanser Public Affairs for public relations services. The cost for this service as performed by Lanser Public Affairs is \$15,000.

Trustee Meinecke inquired if the Village received quotes from anyone other Public Relations services. Administrator Thyes replied that the Village did not receive any other quotes; however, Lanser Public Affairs has come highly recommended by MLG Commercial and noted that the City of Mequon is currently utilizing the firm for a similar public outreach. Trustee Meinecke suggested getting other quotes for this service and recommended a company she is familiar. Trustee Harbeck agreed that it is always a good idea to have more possibilities. Administrator Thyes noted that this is a recommendation from Staff but the Board has the final decision.

Trustee Meinecke asked how the contracts would be structured cost wise. Director of Public Works Amber Thomas stated that the contracts would be at a cost not to exceed a certain amount.

Trustee Harbeck asked if the Village has worked with any of the bidders for Engineering Services in the past. Director Thomas replied that the Village has worked with M Squared, RA Smith, Ruckert-Mielke, and SEH in the past. Trustee Harbeck further inquired if the detailed timeline that was presented by Ruckert-Mielke was asked for in the request for proposals (RFP) or if it was a service they presented above and beyond what was requested in the RFP. Director Thomas stated that it was not specifically asked in the RFP to have that level of detail in the timeline. Trustee Krueger noted that a well prepared proposal helps Staff with their review and recommendation process.

Representatives from Lanser gave a brief commentary on their business and background.

Motion by Trustee Krueger, seconded by Trustee Meinecke, to enter into a service contract for engineering services with Ruckert-Mielke. Motion carried 6-1 (Nay-Harbeck).

Motion by Trustee Antoine, seconded by Trustee Harbeck, to enter into a service contract for financial services with Ehlers and Associates. Motion carried.

Village Board provided direction to Staff to obtain additional proposals for public relations services for review at the February 5<sup>th</sup> Board meeting.

**RESOLUTIONS/ORDINANCES/ACTION ITEMS**

None

**DEPARTMENT AND OFFICERS REPORT**

None

**LICENSES**

Approval to issue Operator’s Licenses as presented.

Motion by Trustee Liss, seconded by Trustee Antoine, to approve the Operator’s Licenses as presented. Motion carried.

**REPORT OF BILLS**

Motion by Trustee Antoine, seconded by Trustee Liss, to approve the payment of Village expenditures in the amount of \$601,003.70. Motion carried.

Trustee Meinecke inquired as to why the payment to Silk Screen Specialists was a Fire Department expenditure if the details indicates it was for the Family Aquatic Center. Director of Administrative Services commented that the default description was not changed when the invoice was entered and that this was a Fire Department expenditure.

Trustee Harbeck inquired as to what the Agilex rebates have been. Director Styduhar commented that they have been roughly \$2,300 to date.

**CONVENE TO CLOSED SESSION**

Motion by Trustee Krueger, seconded by Trustee Antoine, to convene to closed session at 6:35 p.m. pursuant to Wisconsin Statutes 19.85(1)(c) for Personnel Matters (Administrator evaluation). Motion carried unanimously by roll call vote.

**RECONVENE TO OPEN SESSION AND THE REGULAR ORDER OF BUSINESS**

Motion by Trustee Krueger, seconded by Trustee Proefrock to reconvene to open session at 7:14 p.m. Motion carried unanimously by roll call vote.

**ACTION PERTAINING TO CLOSED SESSION**

There was no action pertaining to the closed session.

**ADJOURN**

Motion by Trustee Meinecke, seconded by Trustee Antoine to adjourn at 7:15 p.m. Motion carried.