

**TOWN OF GRAFTON**  
**BOARD OF SUPERVISORS - MEETING AGENDA – MARCH 14, 2018 - 7:00 PM**  
Grafton Town Hall - 1230 11<sup>th</sup> Ave., Grafton, WI, 53024



THE FOLLOWING BUSINESS WILL BE BEFORE THE BOARD FOR DISCUSSION, CONSIDERATION, DELIBERATION, AND POSSIBLE FORMAL ACTION:

- I. **CALL TO ORDER**
- II. **VERIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW**
- III. **PLEDGE OF ALLEGIANCE TO THE FLAG**
- IV. **REVIEW AND ADOPT AGENDA**
- V. **APPROVE MINUTES FROM PREVIOUS MEETING (AND ANY ASSOCIATED CLOSED SESSION)**
- VI. **PUBLIC HEARINGS**
- VII. **RESIDENT CORRESPONDENCE / PERSONS WISHING TO BE HEARD**
- VIII. **OLD BUSINESS**
- IX. **NEW BUSINESS**
  - A. Discussion and possible action regarding **Resolution 2018-06: A Proclamation Commending Gordon James Thompson for his Dedication and Accomplishments to Become an Eagle Scout**
  - B. Discussion and possible action regarding a **landscaping plan associated with the River Bend Road / 17<sup>th</sup> Avenue Road Project**
  - C. Discussion and possible action regarding a **Memorandum of Understanding with the Town of Cedarburg regarding Maple Road**
  - D. Discussion and possible action regarding the **razing of structures at 1520 Highway O**
  - E. Discussion and possible action regarding a **previous year's budget amendment**
- X. **TOWN STAFF UPDATES**
  - A. Town Planner
  - B. Town Engineer
  - C. Town Attorney
  - D. Town Treasurer
  - E. Town Building Inspector
  - F. Town Weed Commissioner – Upcoming 2018 Efforts
  - G. Town Public Safety Commissioners
- XI. **APPOINTMENTS OF COMMITTEES**
  - A. Library Board Member
  - B. Weed Commissioner
- XII. **REPORTS – FOR INFORMATION, DISCUSSION AND ACTION**
  - A. Chair
  - B. Supervisors
  - C. Clerk
  - D. Monthly Treasurer's Report
- XIII. **DISCUSSION AND POSSIBLE ACTION REGARDING PRESENTATION OF INVOICES**
- XIV. **CONVENE INTO CLOSED SESSION – PURSUANT TO SECTION § 19.85(1) (E), WIS STATS, FOR THE PURPOSE OF DELIBERATING OR NEGOTIATING THE PURCHASE OF PUBLIC PROPERTIES, THE INVESTING OF PUBLIC FUNDS, OR CONDUCTING OTHER SPECIFIED PUBLIC BUSINESS WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRE A CLOSED SESSION. SPECIFICALLY, TO CONSIDER THE INVESTING OF PUBLIC FUNDS FOR LAND AND ENVIRONMENTAL PRESERVATION.**
- XV. **RETURN TO OPEN SESSION – PURSUANT TO WIS. STATS §19.85 (2) FOR ADDITIONAL DISCUSSION, EVALUATION, AND POSSIBLE ACTION**
- XVI. **ADJOURN**

**Amanda L. Schaefer, Clerk**

Members of the Town Plan Commission, Board of Appeals, or other committees, boards, commissions, and authorities may attend and participate at this meeting, but will not take official action unless notice so provides. No qualified individual with a disability shall, by reason of that disability, be excluded from participation in or denied the benefits of the services, programs or activities of the Town of Grafton, or be subjected to discrimination by the Town. If you are disabled and require special accommodations, please advise the Town no later than 5 working days before the scheduled meeting or activity.

**TOWN OF GRAFTON  
BOARD OF SUPERVISORS MEETING  
February 14, 2018 – Official Minutes**



**I. CALL TO ORDER: CHAIRMAN BARTEL CALLED THE MEETING TO ORDER AT 7:00 P.M.**

**Present:**

Chairman Lester A. Bartel, Jr.  
Supervisor Tom Grabow  
Supervisor Tom Sykora  
Supervisor Paul Melotik

Clerk / Planner Amanda Schaefer  
Town Engineer Kevin Kimmes  
Town Attorney Sara MacCarthy

**Absent:**

Supervisor Karron Stockwell

**II. VERIFICATION OF COMPLIANCE WITH OPEN MEETINGS LAW**

1. Clerk/Planner Schaefer assured that the meeting was properly noticed.

**I. PLEDGE OF ALLEGIANCE TO THE FLAG**

**II. REVIEW AND ADOPT AGENDA**

1. **ACTION: Supervisor Sykora moved to adopt the agenda, seconded by Supervisor Melotik. Motion carried 4-0.**

**III. APPROVE MINUTES FROM PREVIOUS MEETING (AND ANY ASSOCIATED CLOSED SESSION)**

1. **ACTION: Supervisor Grabow moved to approve the January minutes, seconded by Supervisor Sykora. Motion carried 4-0.**

**IV. PUBLIC HEARINGS**

1. NONE

**V. RESIDENT CORRESPONDENCE/PERSONS WISHING TO BE HEARD**

1. NONE

**VI. OLD BUSINESS**

1. NONE

**VII. NEW BUSINESS**

**A. Discussion and possible action regarding a potential Municipal Flood Control Grant Application for 1980 Edgewater Drive, Donald Seeger Property Owner**

1. Andy Holschbach from Ozaukee County Land and Water Management was in attendance and presented to the Board a situation to similar ones in the past regarding the properties on Edgewater Drive
2. A .77 acre parcel is the one in question
3. The County will administer the grant application process
4. There is one home in between this site and the others
5. Access restrictions should be put in place in the future so crossing of public property doesn't take place.
6. **ACTION: Supervisor Melotik moved to submit the Municipal Flood Control Grant Application for 1980 Edgewater Drive, seconded by Supervisor Grabow. Motion carried 4-0.**

**B. Discussion and possible action regarding a 5-Year Roads CIP**

1. Engineer Kimmes provided a report to the Board
2. The potential future road projects were discussed based on what is shown in the document that is part of the formal packet

FILE

3. Year 2018 calls for Falls Road from CTH C to Lakeshore Road, Ulao Road from CTH C to Lakeshore Road, and S. Green Bay Road from Chateau Drive to Lime Kiln Park (Joint Project with Village of Grafton).
  4. Future years were highlighted as well
  5. This plan allows for all collector roads to be complete by 2022
  6. Supervisor Grabow questioned the reconstruction of Maple Road; discussion continued
  7. It was noted that any CIP is a flexible document
  8. Supervisor Sykora asked about DNR permits possibly needed for work through the wetlands on Maple Road
  9. Arrowhead Road is one that still needs to be up for discussion based on when the bridge reconstruction is done
  10. **ACTION: Supervisor Grabow moved to approve the 5-Year Roads CIP seeing it is a fluid document and can be changed in the future, seconded by Supervisor Sykora. Motion carried 4-0.**
- C. Discussion and possible action regarding road bond policies**
1. Supervisor Grabow provided a report to the Board; he is concerned with projects associated with private drive developments
  2. We need a policy for these types of developments
  3. The current policy is \$1000 for per home when a building permit is pulled; however, we can look at something different for when this type of development takes place
  4. Supervisor Grabow wants to make sure that the Town is covered by the person responsible
  5. Shared Driveway Agreements should contain information regarding bond policies.
  6. Staff will follow up.
  7. **ACTION: NO ACTION TAKEN.**
- D. Discussion and possible action regarding a policy associated with damage to mailboxes by snowplows**
1. Clerk/Planner Schaefer provided a report to the Board
  2. She will follow up with the County again to request for cash for those that don't want the standard mailbox replacement
  3. **ACTION: NO ACTION TAKEN.**
- E. Discussion and possible action regarding an agreement with the Village of Grafton regarding Manchester Pond**
1. The Board discussed the history of these efforts
  2. The new agreement will allow the intergovernmental efforts to continue
  3. **ACTION: Supervisor Sykora moved to approve the agreement, seconded by Supervisor Melotik. Motion carried 4-0.**
- F. Discussion and possible action regarding Resolution 2018-04: Authorizing Submittal of a State Municipal Flood Control Grant Application and the Subsequent Appropriation of Town Funds for a Municipal Flood Control Grant Project Pertaining to Properties on Edgewater Drive in the Floodway of the Milwaukee River**
1. Chairman Bartel read the Resolution into the record
  2. **ACTION: Supervisor Grabow moved to adopt Resolution 2018-04, seconded by Supervisor Melotik. Motion carried 4-0.**
- G. Discussion and possible action regarding Resolution 2018-05: A Resolution Objecting to the Village of Grafton's Pronounced Intent to Annex Town of Grafton Land for Industrial / Business Park Use**
1. Chairman Bartel read the resolution into the record

- 2. **ACTION: Supervisor Sykora moved to approve Resolution 2018-05, seconded by Supervisor Melotik. Discussion continues below this motion text. Motion carried 4-0.**
- 3. Supervisor Melotik asked if the Town Board has ever done this before
- 4. Chairman Bartel shared that the School District also has concerns about this
- 5. There is concern that the roads are set up in a way that could allow for more industrial uses to expand to the east
- 6. Supervisor Grabow remembers Village Staff stating in the past that they would never go past the freeway
- 7. This is not for the better part of the community as a whole
- 8. Chairman Bartel said that the Board's job is to look out for the health, safety, and welfare of its residents; we are trying all we can; however, the Town has little power when it comes to things like annexation
- 9. Supervisor Melotik stated that there are so many Village industrial properties sitting vacant – why are these not being rehabilitated and used?
- 10. **Chairman Bartel read letters received by the Town of Grafton (in opposition to the proposed Village of Grafton Industrial Park east of I-43 on Town of Grafton land to be annexed into the Village) into the record from Jay Pawlak, 859 Tallgrass Drive; Mary and Jarrod Widmann, 891 Tallgrass Drive; Mark Heimerl, Blank's Crossing; and Mike & Sherri Kamenski, Blank's Crossing**
- 11. **Doug Johnson, 873 Tallgrass Drive, thanked the Town Board for opposing the Village's intent to annex Town land; he speaks in opposition as well to the business park; the Village residents need to determine the action the Village Board will need to take; he believes the majority of Town residents support this aforementioned resolution**
- 12. **Kent Hansen, 778 Wolf Creek Court, appreciated the position the Town Board is taking with the Resolution of opposition; he moved to Waterstone for the rural feel; this proposal does not make any sense; there are better areas for this; thank you for the resolution the Board is voting on; he asked about MLG securing options on the land**
- 13. **Robin Hansen, Waterstone Neighborhood, feels that there is low awareness of this in the Village; what CAN we do? What can we do to provide more awareness? Several of the Waterstone neighbors attended a recent Village Board meeting; Chairman Bartel offered tips**
- 14. **Discussion continued about what Town residents can share with the Village Board**
- 15. **Supervisor Grabow shared the thought that you need to gather facts and share those with others**
- 16. **Marko Musich asked if the Village has a bond or credit rating?**
- 17. **A resident asked about future encroachment and the Town incorporating as a City or Village**
- 18. **Mike Scherman, Lake Shore Road, asked about the Village petition that will be distributed**

- VIII. TOWN STAFF UPDATES
  - A. Town Planner – NONE
  - B. Town Engineer – NONE
  - C. Town Attorney – NONE
  - D. Town Treasurer – NONE

- E. Town Building Inspector – Fairhaven Drive Property; a letter will be sent by Town Staff
- F. Town Weed Commissioner – Candidates Needed for Vacant Position – Clerk/Planner Schaefer provided a brief update regarding those interested in the position
- G. Town Public Safety Commissioners - NONE

**XI. APPOINTMENTS OF COMMITTEES**

- 1. NONE

**XII. REPORTS – FOR INFORMATION, DISCUSSION AND ACTION**

**A. Chair**

- 1. NONE

**B. Supervisors**

- 1. Supervisor Melotik shared that the County is properly accredited with EMD

**C. Clerk**

- 1. The Spring Primary Election is next Tuesday.

**D. Monthly Treasurer’s Report**

- 1. A report was presented.

**XIII. DISCUSSION AND POSSIBLE ACTION REGARDING PRESENTATION OF INVOICES**

- 1. **ACTION:** Supervisor Grabow moved to pay bills as presented, seconded by Supervisor Sykora. Motion carried 4-0.

**XIV. ADJOURN**

- 1. **ACTION:** Supervisor Grabow moved to adjourn subject to the payment of bills, seconded by Supervisor Sykora. Motion carried 4-0.

Respectfully Submitted,  
Amanda L. Schaefer, Clerk



GRAFTON  
WISCONSIN



**TOWN OF GRAFTON  
OZAUKEE COUNTY  
RESOLUTION 2018-06**

**A PROCLAMATION COMMENDING GORDON JAMES THOMPSON FOR HIS DEDICATION AND  
ACCOMPLISHMENTS TO BECOME AN EAGLE SCOUT**

**WHEREAS**, The Town of Grafton desires to recognize the hard work of **Gordon James Thompson**, and does hereby congratulate him for his outstanding accomplishment in earning his Eagle Scout rank, and;

**WHEREAS**, Gordon earned the rank of Eagle Scout after several years of hard work, dedication, and the completion of a remarkable First Responder Memorial for the Grafton community. Gordon's Scout career includes necessary rank advancements as well as 24 merit badges. Gordon wanted his Eagle Project to have a meaning while giving back to his parish, school, and community; therefore, he created a memorial garden to honor first responders. The project scope included repurposing an area on St. Joseph's Parish grounds by adding woodchips, refinishing seating, adding rose bushes and arborvitae, and the creation of a large granite memorial stating, "NEVER FORGET," and;

**BE IT FURTHER RESOLVED** that the Town of Grafton is proud to have **Gordon James Thompson** as part of our community, as he sets an amazing example for other youth to follow, **NOW**;

**THEREFORE**, I, Lester A. Bartel Jr., Chairman, on behalf of the citizens of the Town of Grafton, do hereby commend and thank

**GORDON JAMES THOMPSON**

for his dedication and commitment to the community.

Signed under the Corporate Seal of the Town of Grafton this 14th day of March, 2018.

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Lester A. Bartel Jr.  
Town Chairman

Attest: \_\_\_\_\_

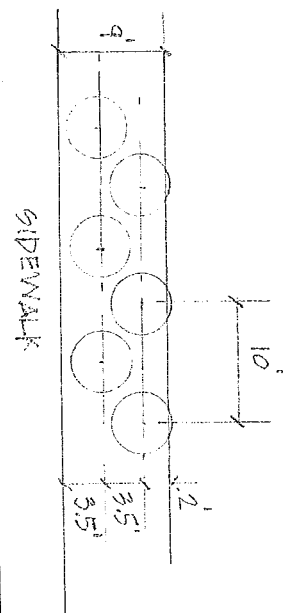
Amanda L. Schaefer  
Clerk



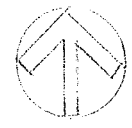
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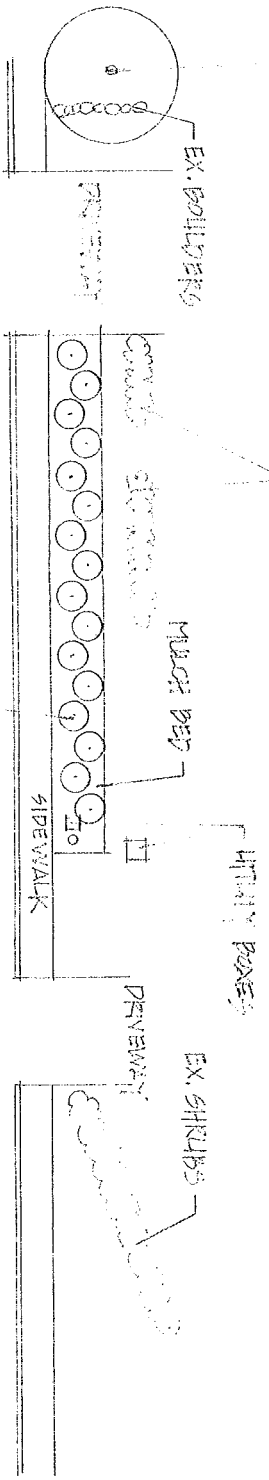
THIS DRAWING IS MADE SUBJECT FOR THE TECHNICAL WORKS DEPARTMENT IN PROVISION OF TREES AND THE STATE OF WISCONSIN. THE DRAWING IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT. ANY AND ALL RIGHTS ARE RESERVED TO THE ARCHITECT.



SCALE 1"=10'-0"



2" GALV. HORSE CREST  
LET OFF SIDEWALK  
VERIFY LOCATION  
WITH HOMEOWNER



PLANTINGS, STRUCTURES AND OTHER REPRESENTATIONS SHOWN ON THIS PLAN ARE FOR THE PURPOSE OF CONVEYING LANDSCAPE DESIGN FEATURES. REFER TO PREPARED CONTRACT DOCUMENTS FOR SPECIFIC ITEMS INCLUDED IN ANY PARTICULAR PHASE OF LANDSCAPE CONSTRUCTION.

**TREES ON THE MOVE**  
 5611 S. Cahoon Road  
 New Berlin, WI 53151  
 Phone: (262) 699-3200  
 www.treesonthemove.com

DATE	11/2/10
DESIGNED BY	G.A.P.
SCALE	1" = 20'-0"
SHEET	1 OF 100

LANDSCAPE DEVELOPMENT FOR  
**STANTEC**  
 840 RIVER BEND RD.  
 GRAFFON, WI

**OWLCA**  
 Wisconsin Landscapers Association

**Premier Landscapes**



# Proposal

5611 South Calhoun Road, New Berlin, WI 53151  
262-679-5200 Fax: 262-679-5215

Date	Proposal #
2/7/2018	244

Town of Grafton  
& Village of Grafton  
Stantec 12075 Corporate Pkwy  
Mequon WI 53092

Job Location  
840 River Bend Rd  
Grafton WI

Qty	Description
1	Site Supervision Site layout Design fee
	<b>TREES:</b>
1	Aesculus Autumn Splendor Horse Chestnut 2" BB
16	Thuja occidentalis 'Technito', Arborvitae 6' BB
	<b>SOFTSCAPES:</b>
7	Topsoil installed 3" deep per cyd
775	Shrub Bed preparation: Amendments, starter fertilizer per sq ft
7	Shredded hardwood bark mulch installed shrub beds 3" /cyd
775	Turf removal per sq ft installed
95	Spade Cut Edging, 3" D.
	To be divided equally between the Town & City of Grafton as to payment on the above Proposal
	Exclusions:
	- If matting is installed, staples that hold the matting in place must be removed by others.
	- Any topsoil, unless specifically listed above as included
	- If topsoil needs to be cleaned, the cost will be charged on a T&M basis
	- Final rough grade to be +/-1" of final finish grade
	- Any maintenance, unless specifically listed above as included
	- Any irrigation (temporary or permanent), unless specifically listed above as included
	- Any tree staking. If required ADD \$75.00 + tax per tree to base bid
	- Any edging material, unless specifically listed above as included.
	- Any prevailing or union wages unless specifically listed above as included
	- Any Engineering drawings are not included in this proposal for any retaining walls
	- Any private line location services required will be an additional cost and billed to client + 10% service fee
	- Any erosion control or site preparation work
	- Any other item not listed above as included

<b>Subtotal</b>	\$5,781.75
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$5,781.75

Web Site	treesonthemove.com		
Phone #	262/679-5200	Fax #	262/679-5215





**MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF  
CEDARBURG AND THE TOWN OF GRAFTON REGARDING  
SNOWPLOWING, MAINTENANCE AND REPAIRS ON JOINT JURISDICTION  
ROADS**

WHEREAS, the Town of Grafton (TOG) and Town of Cedarburg (TOC) share jurisdiction of Maple Road between Cedar Creek Road and Cedar Sauk Road and have jointly maintained the road ways, and

WHEREAS, it is mutually beneficial for the TOG and the TOC to formalize the service and cost sharing relationship between the municipalities,

NOW, THEREFORE, the TOG and the TOC agree as follows:

1. Responsibility for snowplowing and routine maintenance shall be as follows:  
Town of Cedarburg: Maple Road from Cedar Creek Rd to the centerline of Pleasant Valley Rd;  
(1.0 miles)  
Town of Grafton: Maple Road from the centerline of Pleasant Valley Rd to Cedar Sauk Rd (1.05 miles)
2. Beginning April 1, 2018, each municipality will be responsible for the capital cost of the designated section of road. It is the understanding that the TOG is looking to improve its portion of Maple Road in the near future. While the TOC does not have any short term plans for improving its portion of Maple Road. The TOC agrees that it will improve its portion of Maple Road within the next 10 years contingent of funding availability.
3. Both TOG and TOC agree to coordinate efforts to secure any non-tax funding via grants, donations or special funding programs. While both municipalities agree to coordinate efforts to help secure funds, each project will be considered separate and the sole financial responsibility of the designated municipality.
4. When construction is completed on either the TOG or TOC portion of Maple Road each municipality will be responsible for the reconstruction of their respective intersections, the exception to this is Pleasant Valley Road intersection. Pleasant Valley Road intersection will be reconstructed with a 50/50 cost share limited to the cost of reconstructing the hard surface area only, this includes base aggregate repairs if needed, and the placement of new hot mix asphaltic material. Special Note: If either the TOG or TOC plans to reconstruct their sections of Pleasant Valley Road at some point in the future, the intersection improvements could be rolled into the project plan, but still at 50/50 cost share.



**MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF CEDARBURG AND THE TOWN OF GRAFTON REGARDING SNOWPLOWING, MAINTENANCE AND REPAIRS ON JOINT JURISDICTION ROADS**

- 5. In the event of an emergency resulting in a needed capital repair, the Chief Elected Official (CEO) of the municipality initiating the repair shall contact the CEO of the other municipality stating the reason for the repair and the estimated cost. The CEOs of the municipalities in consultation with the TOG and TOC Public Works/street departments shall make the final determination on the need for the emergency repair.
- 6. The initial term of this agreement shall be for a period of ten (10) years. The agreement shall annually automatically renew unless either municipality in writing terminates the agreement with six months written notice.

**ADDRESS FOR NOTICES:**

Town Clerk  
 Town of Grafton  
 1102 Bridge St  
 Grafton, WI 53024

Town Clerk  
 Town of Cedarburg  
 1293 Washington Ave  
 Cedarburg, WI 53012

IN WITNESS WHEREOF, the parties have caused the execution of this Memorandum of Understanding by their duly authorized officers as of the date written below.

**TOWN OF CEDARBURG**

**TOWN OF GRAFTON**

By: \_\_\_\_\_  
 Dave Salvaggio, Town Chairperson

By: \_\_\_\_\_  
 Lester A Bartel Jr, Town Chairperson

Attest:  
 \_\_\_\_\_  
 Eric Ryer, Town Clerk

Attest:  
 \_\_\_\_\_  
 Amanda Schaefer, Town Clerk

Date: \_\_\_\_\_

Date: \_\_\_\_\_



PHONE  
262-375-3892  
262-853-4220

**WM. Hilgart & Sons Inc.  
1004 Washington St.  
Grafton WI 53024**

3-2-18

Town Of Grafton

REF: Building Demolition & Removal @ 1520 Hwy O Grafton WI Estimate

In reference to the above we are pleased to submit our estimate as follows.

All machine, labor, & truck time needed to raze existing structure, haul away to a certified landfill, remove and haul away all concrete, re-grade and fill in old foundation hole, cover area with top soil, & seed and mulch damaged areas, including all tipping fees for building debris and concrete.-----\$15,500.00 allowance

- I will charge on a time and material basis, and charge the Town what we are charged for disposal fees.

Thank you for consideration of the above.  
Sincerely,

Robert Hilgart

**TRUCKING & EXCAVATING-----SAND& GRAVEL**

FILE



**TOWN OF GRAFTON**  
**BOARD OF SUPERVISORS COMMUNICATION FORM**

**MEETING DATE:** March 14, 2018

**SUBJECT:** Budget Amendment

**FROM:** Amanda Schaefer, Clerk/Planner

**ISSUE SUMMARY:**

The 2017 Budget needs to be amended due to overages in the following categories now that we are well into the new year:

**\$16,250.65**

Taken from Drainage and put into Road Budget

**\$7,046.14**

Payroll to Computer / Office Equipment Expenses

*Computer Equipment Issues Experienced in 2017 Include: doubled backup file charges (server cleaned and now back to typical rates); new server costs; unanticipated computer issues; new software required*

**RECOMMENDATIONS FROM OTHER BODIES/AGENCIES:**

**STAFF RECOMMENDATION:**

- Approve
- Table
- Deny
- No Action Required
- No Staff Recommendation