

TOWN OF DELAFIELD BOARD OF REVIEW MEETING
May 27, 2008

Members present: P. Kanter, C. Dundon, P. Van Horn, L. Krause and R. Ackley

Others present: T. Barbeau, *Town Engineer*, P. Mortimer, *Code Enforcement Officer*, D. Dupies, *Park and Recreation Chairman*, L. Schultz and J. Schultz, *Schultz Appraisal Agency*

First order of business: Call to Order

Chairman Kanter called the Board of Review meeting to order at 7:15 p.m.

Second order of business: Adjournment – Board of Review adjourned to Wednesday, July 30, 2008 at 1:00 p.m.

MOTION MADE BY MS. DUNDON, SECONDED BY MR. ACKLEY TO ADJOURN THE BOARD OF REVIEW TO WEDNESDAY, JULY 30, 2008, AT 1:00 P.M. MOTION CARRIED.

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
May 27, 2008

First order of business: Call to Order

Chairman Kanter called the Board of Supervisors meeting to order at 7:15 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Minutes of May 13, 2008

The minutes will be filed as prepared by the Town Clerk.

Fourth order of business: Action on vouchers submitted for payment:

A. Report on budget sub-accounts and action to amend 2008 budget

B. 1) Accounts payable; 2) Payroll

Accounts Payable

MOVED TO APPROVE PAYMENT OF CHECKS #44885 – 44922 IN THE AMOUNT OF \$69,240.32

Payroll

MOVED TO APPROVE PAYMENT OF CHECKS #19307 – 19329 IN THE AMOUNT OF \$24,427.31

MS. DUNDON/MR. ACKLEY

MOTION CARRIED.

Fifth order of business: Communications (*for discussion and possible action*)

A. Susan Szymczak (3/20/08), Re: Control of Garlic Mustard

The Town Board is in agreement that the current weed control policy will remain in affect.

Sixth order of business: Unfinished Business

A. None

Seventh order of business: New Business

A. Schultz Appraisal Agency, Discussion Re: Annual Re-assessments

Chairman Kanter stated that he recently attended a Board of Review training session held by Attorney John Macy. He is of the opinion that the best way to deal with state law is for municipalities to participate in annual re-assessments. The Town researched the matter which resulted in only a few municipalities participating at this time.

Leyton Schultz, Schultz Appraisal Agency, provided a handout displaying three types of revaluations that are viable options for community-wide assessments. He stated that the assessment process is based on past sales. He is proposing some kind of timeframe in between a full revaluation to keep the Town at the State requirements of 90-100%. He provided information on a market update revaluation stating that it is performed when there is confidence in the accuracy of the information in the property record card and all that is needed in valuation updating. The process would involve reviewing all properties on an individual basis, gathering data on past sales to determine property values, mailing property owners a letter of explanation to include their new assessment information, hold open book meetings with taxpayers and attending the Board of Review hearing. He stated that this service would not cost the Town any additional monies.

MOTION MADE BY MR. VAN HORN, SECONDED BY MR. KRAUSE TO ADOPT THE RECOMMENDATION OF THE APPRAISAL FIRM THAT THE TOWN CONSIDER OUR NEXT MARKET UPDATE BY 2010. MOTION CARRIED.

- B. Consideration of Plan Commission's recommendation to approve the CSM, Condominium Plat, Condominium Declarations, Development Agreement and Release of Stop Work Order for Maple Bluff Estates

The Town Board provided the following suggested revisions to the Condominium Declarations: Section 2.12 to include language stating that the property owner must obtain approval of fences and/or walls from within the association followed by the Town in accordance with Town ordinance. This language is to be applied to similar situations; Section 2.3 to specify living space. The Town Board directed the Plan Commission to require the developer to provide elevations and plans for all the other proposed buildings.

MOTION MADE BY MS. DUNDON, SECONDED BY MR. KRAUSE TO TABLE. MOTION CARRIED.

- C. Consideration of Resolution 08-583 for Outdoor Recreational Aids

Engineer Barbeau stated that he met with the Park and Recreation commission to come up with a preliminary design for the proposed bike trail to obtain a cost estimate. He submitted an application to the DNR and State for funding. The cost estimate also includes retaining walls (as property owner in subject area does not want to grant an easement at this time) and yellow flashing signals to total \$452,600. The goal is to begin construction in 2010. The subject resolution is required by the DNR as part of the submittal. The Town can pull out anytime during the process. Once the monies are offered, a signed contract is required.

MOTION MADE BY MR. KRAUSE, SECONDED BY MR. ACKLEY TO APPROVE RESOLUTION 08-583 FOR OUTDOOR RECREATIONAL AIDS. MOTION CARRIED.

- D. Discussion Re: Uniform Address System of the Town

Ms. Dundon requested that this item be placed on the agenda. She stated that when the issue of street signs was being addressed, she discovered that several properties owners do not have their addresses properly displayed. She spoke with responders who reiterated concerns of not being able to find properties in the case of a reported emergency. She is proposing to begin enforcement of the Town ordinance. Chief Richards relayed his concerns to Mr. Ackley stating that occupancy permits are being issued without enforcement of proper address display and addresses are being issued out of sequence. The suggestion was made to notify residents of the importance of following the Town ordinance by posting information on the website and including an article in the next newsletter.

- E. Consideration of Resolution 08-582 in Support of Participation in a County-Coordinated Request for Proposals for Trash and Recycling Collection Services

The Clerk was requested to contact Waukesha County for clarification regarding future contract costs.

MOTION MADE BY MR. KRAUSE, SECONDED BY MR. ACKLEY TO TABLE. MOTION CARRIED.

F. Consideration of Amendment to Municipal Code to Address Changes Required by Wis. Act 44

MOTION MADE BY MR. KRAUSE, SECONDED BY MS. DUNDON TO AUTHORIZE EXPENDITURES FOR SERVICES TO COMPLETE THE SUBJECT ISSUE. MOTION CARRIED.

G. Discussion and Possible Action Re: Littering at Skateboard Park

Ms. Dundon stated her request to place this item on the agenda after receiving feedback from the highway department. A good amount of time is being spent daily picking up trash. If this continues, should the park be closed down for a couple of days?

Discussion followed on posting signs at the site with the following suggested wording: "The taxpayers of the Town of Delafield have provided this facility for your recreation and enjoyment, and you are expected to patrol it. If littering continues, we will consider closing it down". The Town Board directed the Park and Recreation Commission to come up with a sign, to include strict wording, to be posted in multiple places around the facility.

MOTION MADE BY CHAIRMAN KANTER, SECONDED BY MR. ACKLEY TO DIRECT THE PARK AND RECREATION COMMISSION TO POST SIGNS STATING THAT IF LITTERING CONTINUES, THE TOWN WILL CONSIDER CLOSING THE SKATEBOARD PARK. ALSO, A REPRESENTATIVE OF THE PARK AND RECREATION COMMISSION IS DIRECTED TO DISTRIBUTE THE SIGNS DAILY AT THE SKATEBOARD PARK FOR ONE WEEK BEGINNING AT APPROXIMATELY 4:00 P.M. MOTION CARRIED.

H. Consideration of Operator's License for the period of July 1, 2006 to June 30, 2008
- Jenna M. Felsher for Western Lakes Golf Club

MOTION MADE BY MR. KRAUSE, SECONDED BY MS. DUNDON TO APPROVE. MOTION CARRIED.

I. Fire Department Facilities Workshop

Mr. Ackley stated that a meeting will be held tomorrow between Zimmerman and representatives of the Town to discuss placement of the salt storage shed relative to the plan building site.

Eighth order of business: Announcements and Planning Items

- A. Next Plan Commission Meeting – June 3 (requires quorum of Town Board Supervisors)
- B. Park and Recreation Commission Meeting – June 9 – 6:30 p.m.
- C. Next Town Board Meeting – June 10

Ninth order of business: Adjournment

MOTION MADE BY MR. KRAUSE, SECONDED BY MR. VAN HORN TO ADJOURN. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 9:30 P.M.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk

Minutes approved on June 10, 2008