



A PERFECT ENVIRONMENT

Residential Recreational Responsible

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Chair
Ron Troy
Supervisors
Pete Van Horn
Edward Kranick
Christie Dionisopoulos
Billy Cooley
Clerk/Treasurer
Dan Green

**TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
TUESDAY, JANUARY 28, 2020 - 6:30 P.M.
DELAFIELD TOWN HALL – W302 N1254 MAPLE AVENUE, DELAFIELD, WI**

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Citizen Comments – During the Public Comment period of the agenda, the Town Board welcomes comment from any member of the public, other than an elected Town Board member, on any matter not on the agenda. Please be advised that pursuant to State law, the Board cannot engage in a discussion with you but may ask questions. The Board may decide to place the issue on a future agenda for discussion and possible action. Each person wishing to address the Board will have up to five (5) minutes to speak. Speakers are asked to submit to the Town Clerk, a card providing their name, address, and topic for discussion.

The Board will also take comment from the public on agenda items as called by the Chair, but not during the Public Comment. Please note that once the Board begins its discussion of an agenda item, no further comment will be allowed from the public on that issue.

4. Approval of Minutes:
 - A. January 14, 2020 Town Board Minutes
5. Action on vouchers submitted for payment:
 - A. Report on budget sub-accounts and action to amend 2019 budget
 - B. Report on budget sub-accounts and action to amend 2020 budget
 - C. 1) Accounts payable; 2) Payroll
6. Communications (*for discussion and possible action*)
 - A. None
7. Unfinished Business
 - A. Discussion and possible action on concern re: condition of property at S1W31448 Hickory Hollow Ct.
 - B. Discussion and possible action on code enforcement options for the property located at N14W28109 Silvernail Rd.
 - E. Discussion and possible action regarding building inspector services.

8. New Business

- A. Discussion and possible action on Ordinance 2020-01, An Ordinance to repeal and re-create Section 12.06(7) of the Town Code concerning the number of dogs in single family homes.
- B. Discussion and possible action on Ordinance 2020-02, An Ordinance to create the position of Town Administrator, Clerk/Treasurer.
- C. Discussion and possible action on the Town Administrator, Clerk/Treasurer job description.
- D. Mike Walden, R&R Insurance Services, Inc., Discussion and possible action on 2020 property and liability coverages.

9. Announcements and Planning items

- A. Next Plan Commission Meeting – February 4, 2020 @ 6:30
- B. Next Town Board Meeting – Tuesday, February 11, 2020 @ 6:30
- C. Zoning Code Amendment Joint Public Hearing – February 17, 2020 @ 6:30
- D. Park and Planning Commission Public Hearing (Waukesha County) – February 20, 2020 @ 1:00 pm
- E. Special Plan Commission Meeting – Monday, February 24, 2020 @ 6:30
- F. Town Board Meeting – Tuesday, March 10, 2020 @ 6:30

10. Adjournment



Dan Green
Town of Delafield Clerk/Treasurer

PLEASE NOTE:

- ✓ It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that members of and possible a quorum of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
- ✓ Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Town Clerk Dan Green (262) 646-2398.

**TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
DELAFIELD TOWN HALL – W302N1254 MAPLE AVENUE
January 14, 2020 @ 6:30 p.m.**

Item 4

Members Present: Chairman Troy, Supervisor Kranick, Supervisor Van Horn, Supervisor Cooley and Supervisor Dionisopoulos. Also present was Clerk/Treasurer Dan Green.

Members Absent: None.

First order of business: Call to Order
Chairman Troy called the meeting to order at 6:30 p.m.

Second order of business: Pledge of Allegiance
Chairman Troy led all in the Pledge of Allegiance.

Third order of business: Citizen Comments:
Wayne Dean, City of Delafield Alderman, gave an update on the Deer Management Program. He stated that over 40 tags have been turned in and 4 of which tested positive for CWD. He thanked the Town for setting up stands in the Town. The program has harvested 92 deer, 80 of which were in the City. The goal originally was 150 which he expressed optimism for reaching with the sharp shooters coming in February. He explained the goal is to not have to use sharp shooters next year. They will start planning for locations in June or July and will work with the Town on this. Chairman Troy expressed interest in working together through the website as well.

Fourth order of business:
A. Approval of December 19, 2019, Town Board Minutes

MOTION MADE BY SUPERVISOR COOLEY TO APPROVE THE MINUTES AS PRESENTED BY THE CLERK. SUPERVISOR DIONISOPOULOS SECONDED. MOTION CARRIED UNANIMOUSLY.

B. Approval of November 20, 2019 Joint Public Hearing Minutes

MOTION MADE BY SUPERVISOR COOLEY TO APPROVE THE MINUTES AS PRESENTED BY THE CLERK. SUPERVISOR VAN HORN SECONDED. MOTION CARRIED UNANIMOUSLY.

Fifth order of business: Action on vouchers submitted for payment:
A. Report on budget sub-accounts and action to amend 2019 budget
B. 1) Accounts payable; 2) Payroll

Accounts Payable

MOTION MADE BY SUPERVISOR COOLEY TO APPROVE THE MOVED TO APPROVE CHECKS #62537 - #62578 AND #62640 - #62741 IN THE AMOUNT OF \$10,404,014.72. SECONDED BY SUPERVISOR KRANICK. MOTION CARRIED UNANIMOUSLY.

Payroll

MOTION MADE BY SUPERVISOR COOLEY TO APPROVE THE PAYROLLS DATED DECEMBER 27, 2019 AND JANUARY 10, 2020 IN THE AMOUNT OF \$87,112.61. SECONDED BY SUPERVISOR VAN HORN. MOTION CARRIED UNANIMOUSLY.

Sixth order of business: Communications (for discussion and possible action)
A. Wisconsin Town's Association Waukesha County Unit Meeting at 6:30 p.m. on January 22, 2020.

Chairman Troy explained this meeting occurs once a quarter and is at a different municipality each time. Delafield's turn was earlier but with the transition of staff we are now having in on January 22nd. The presentation for this meeting will be by Wisconsin Children's Hospital about human trafficking.

- B. Waukesha County Park's 35th Annual Waukesha JanBoree: January 17 - January 26, 2020.

Seventh order of business: Unfinished Business

- A. Discussion and possible action on request to install biking etiquette signage on bike path running parallel with Cushing Park Road (tabled 12/19/2019)

SUPERVISOR KRANICK MOTIONED TO REMOVE THIS ITEM FROM THE TABLE. SUPERVISOR DIONISOPOULOS SECONDED. MOTION CARRIED UNANIMOUSLY.

Supervisor Kranick explained this will be on the Monday January 27th City of Delafield Park and Recreation Commission meeting at 6:00pm to discuss biking etiquette signage. This item will be placed on the agenda as appropriate.

- B. Discussion and possible action on concern re: condition of property at S1W31448 Hickory Hollow Ct.

Jerry Goss, the neighbor of the property explained there has been activity at this property. He explained the mortgage company has gotten involved and placed a sign on the residence with contact information in the case of violations. He also presented a photo of the front access of the property. The board directed the pictures be given to the Town Clerk to pass along to the engineer.

- C. Discussion and possible action on code enforcement options for the property located at N14W28109 Silvernail Rd. – No Update.

- D. Discussion and possible action regarding Dog Licenses ordinance (tabled 12/10/2019).

SUPERVISOR COOLEY MOTIONED TO REMOVE THIS ITEM FROM THE TABLE. SUPERVISOR DIONISOPOULOS SECONDED. MOTION CARRIED UNANIMOUSLY.

Supervisor Dionisopoulos explained she has been working with the engineer on this discovered that most municipalities allow between two and three dogs. There are currently 8 residents that have 3 dogs licensed. She also explained that the dog license application does not say there is a limit of 2 dogs. The board discussed the possibility of using the Hobby Kennel license which has certain lot restrictions. They also discussed adding a Fancier's permit. The board decided to change the ordinance to allow three dogs for single family residences only. The board directed staff to draft an ordinance to amend this section of the Town Code.

- E. Discussion and possible action regarding building inspector services

Chairman Troy had no update but is hoping to have this item wrapped up by the end of the first quarter as they were waiting for the Clerk/Treasurer position to be filled.

Eighth order of Business: New Business

- A. Discussion and possible action on the issuance of Direct Seller's Licenses for Joshua Walejewski and Ricky Zwieg dba Kettle Moraine Heating & Air Conditioning.

SUPERVISOR KRANICK MADE A MOTION TO APPROVE THE ISSUANCE OF DIRECT SELLER'S LICENSES FOR JOSHUA WALEJEWSKI AND RICKY ZWIEG DBA KETTLE MORAIN HEATING & AIR CONDITIONING FOR NO MORE THAN 3 MONTHS. SUPERVISOR VAN HORN SECONDED. THE MOTION PASSED UNANIMOUSLY.

Ninth order of Business: Announcements and Planning items:

Next Town Board Meeting is January 28 @ 6:30

Next Plan Commission Meeting is February 4 @ 6:30

The board directed the Clerk to post a quorum notice for the upcoming Park and Planning meeting as well as the Town's Association meeting. A general statement of a potential quorum of all board, committees and commissions will also be included on all agendas moving forward.

Tenth order of Business: Adjournment

SUPERVISOR DIONISOPOULOS MADE A MOTION TO ADJOURN THE JANUARY 14, 2020 TOWN BOARD MEETING AT 7:05 PM. SUPERVISOR KRANICK SECONDED. THE MOTION PASSED UNANIMOUSLY.

Respectfully submitted:

A handwritten signature in cursive script that reads "Daniel Green". The signature is written in black ink and is positioned above a horizontal line.

Dan Green, CMC/WCMC
Town Clerk/Treasurer

Minutes Approved:



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Item 5A

January 17, 2020

To: Chairman Ron Troy
Cc: Town Board
From: Dan Green, Clerk/Treasurer

Item: Discussion and possible action on amending the 2019 Budget to increase \$79,894.17 in Building Permit Revenue (Acct: 10-44310) and \$79,894.17 in Inspection: Other Contracted Serves (Expense Acct: 10-52400-299)

Description:

This budget amendment lowers the shortfall from our expenditure account as we had a larger number of permit fees collected for the year. With the expenditures over budget, the Town was also under budget for the expected revenue which came in over budget.

Recommendation:

Staff recommends approval amending the 2019 Budget to increase \$79,894.17 in Building Permit Revenue (Acct: 10-44310) and \$79,894.17 in Inspection: Other Contracted Serves (Expense Acct: 10-52400-299).

Item 8A

STATE OF WISCONSIN

TOWN OF DELAFIELD

WAUKESHA COUNTY

ORDINANCE NO. 2020-01

AN ORDINANCE TO REPEAL AND RE-CREATE SECTION 12.06(7) OF THE TOWN OF DELAFIELD MUNICIPAL CODE, CONCERNING THE NUMBER OF DOGS IN SINGLE FAMILY HOMES

The Town Board of the Town of Delafield, Waukesha County, Wisconsin, does ordain as follows:

SECTION 1: Section 12.06(7) of the Town of Delafield is hereby repealed and recreated as follows:

(7) NUMBER OF DOGS LIMITED. (Rep. & rec. #92-325) No person shall keep more than the following number of dogs over the age of 5 months in the following units in the Town, except in a kennel authorized pursuant to Ch. 17 of this Code:

Condominium Unit	One/residential unit
Apartment Unit	One/residential unit
Townhouses/Duplexes	One/residential unit
Single Family Home	3/residential unit
Nonconforming Residential Units (where more than one residential unit legally exists on a single lot)	One/residential unit

SECTION 2: All ordinances or parts of ordinances conflicting with or contravening the provisions of this ordinance are hereby repealed.

SECTION 3: This ordinance shall take effect upon passage and posting as provided by law.

PASSED AND ADOPTED by the Town Board of the Town of Delafield, Waukesha County, Wisconsin this 28th day of January 2020.

TOWN OF DELAFIELD

Ron Troy, Town Chair

ATTEST:

Dan Green, Town Clerk/Treasurer

Item 8B

STATE OF WISCONSIN

TOWN OF DELAFIELD

WAUKESHA COUNTY

ORDINANCE NO. 2020-02

**AN ORDINANCE TO CREATE THE POSITION OF TOWN ADMINISTRATOR,
CLERK/TREASURER**

WHEREAS, the Town Board of the Town of Delafield has authority under Wisconsin state statutes 60.37(3) to create the position of Town Administrator (hereinafter referred to as "Administrator") and establish the qualifications, compensation and terms of employment for the positions; and

WHEREAS, the Town Board desires to provide the Town of Delafield with a more efficient, effective and responsible government under a system of a part-time Town Chairperson and part-time Supervisors Board (hereinafter referred to as "Board") at a time when Town government has become increasingly complex and expensive; and

WHEREAS, the Town Board of the Town of Delafield intends to separately establish the qualifications and a job description of the Administrator to be reviewed by the Board at its discretion.

WHEREAS, the Town Administrator is established as an at-will employee of the Town of Delafield.

The Town Board of the Town of Delafield, Waukesha County, Wisconsin, does ordain as follows:

SECTION 1: Section 1.04 of the Town of Delafield Municipal Code, subsection (3) is hereby repealed and recreated as follows:

1.04 APPOINTED OFFICIALS. (Rep. & rec. 98-467)

...

(3) Town Administrator

(a) Position Creation. The position of Town Administrator is hereby created in order to provide the Town of Delafield with a more efficient, effective and responsible government.

(b) Selection; Conditions of Employment. The Administrator shall be appointed by the Town Board to hold office at the pleasure of the Town Board, as an at-will employee.

(c) Multiple Positions. The Town Board may appoint the same person to the Administrator position, as the person who serves as Town Clerk and Town Treasurer.

(d) Powers and Duties. The Town Administrator shall have such powers and duties as may be delegated from time to time by the Town Board. The Town Board may create a job description for the Town Administrator, which may be modified by the Town Board from time to time.

SECTION 3: All ordinances or parts of ordinances conflicting with or contravening the provisions of this ordinance are hereby repealed.

SECTION 4: This ordinance shall take effect upon passage and posting as provided by law.

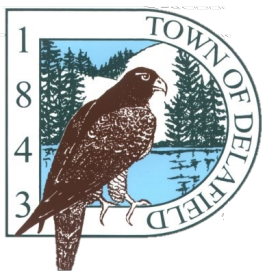
PASSED AND ADOPTED by the Town Board of the Town of Delafield, Waukesha County, Wisconsin this 28th day of January, 2020.

TOWN OF DELAFIELD

Ron Troy, Town Chair

ATTEST:

Dan Green, Town Clerk/Treasurer



Item 8C

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Department: Town Hall / Clerk's Office
Title: Administrator, Clerk/Treasurer
Reports To: Town Board
Date: January 16, 2020

Purpose of Position

Responsible for the day to day operations of town government, enforcing ordinances and regulations, reporting to the elected officials and directly overseeing the administrative office of the Clerk/Treasurer's Office.

Essential Duties and Responsibilities

The Town of Delafield's Administrator duties include, but are not limited to, the following:

- Carry out all directives of the Town Board that require administrative implementation, report promptly to the Town Chairperson and Town Board any difficulties encountered therein.
- Be responsible for the administration of all day to day operations of the town government, including an awareness of enforcement of all Town Ordinances and State Statutes.
- Establish, when necessary, administrative procedures to increase the effectiveness and efficiency of the Town Government according to current practices of local government not inconsistent with Town Board directives. The Town Chairperson shall be informed of administrative procedures implemented.
- Keep the Town Board informed concerning current county, state and federal legislation, and administrative rules affecting the Town, and submit appropriate reports and recommendations to the Town Board.
- Assist department heads and the Town Board with county, state and federal fund programs under the direction of the Town Board
- Represent the Town in matters involving legislation and intergovernmental affairs as authorized and directed by the Town Chairperson and/or the Town Board.
- Act as public information officer for the town with the responsibility of assuring that the news media are kept informed about the operation of the Town and that the open meeting regulations are followed.
- Establish and maintain procedures to facilitate the communication between citizens and Town government to assure complaints, grievances, recommendations and other matters receive prompt attention by a responsible official, and to assure that all such matters are expeditiously resolved.
- Maintain a system whereby persons having business with the Town Board or any Town department may properly and efficiently conduct such business.

- Administer the maintenance of all Town property, including, but not limited to, buildings, land, equipment, and the construction or improvements undertaken either directly or indirectly by Town Staff.
- Attend all meetings of the Town Board, Plan Commission, Board of Appeals, Joint Public Hearings, Budget Hearings, Annual Meetings, Budget Workshops and any Special Town Board or Workshop meeting, assisting the respective Chairpersons, Supervisors and Commissioners in the performance of their duties.
- In coordination with the Chairperson cause to be prepared the agenda for all meetings of the Town Board, together with such supporting material as may be required, with nothing herein being so construed as to give the Administrator authority to limit or in any way prevent matters from being considered by the Town Board.
- Assist in preparation of ordinances and resolutions as requested by the Town Board.
- When appropriate, make recommendations to the Town Board to improve the efficiency and effectiveness of Town government, including changes in organizational structure and utilization of personnel.
- Keep the Town Board regularly informed about the activities of the Administrator's office by oral or written reports at regular meetings of the Town Board.
- Prepare reports and recommendations for the Town Board and advisory boards and commissions on operational or policy matters in other actions necessary to improve the overall health, safety, and welfare of the Town.
- Be responsible for the administrative direction and coordination of all employees of the Town according to established organizational procedures.
- Serve as personnel officer for the Town with the responsibilities to see that complete and up-to-date personnel records, including specific job descriptions for all Town employees are kept, evaluating in conjunction with department heads the performance of all employees on a regular basis, recommend salary and wage scales for Town employees, develop and enforce high standards of performance by Town employees, assure the Town employees have proper working conditions, work closely with department heads to promptly resolve personnel problems and grievances.
- Work closely with department heads to assure that all employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as approving authority for requests by employees to attend conferences, meetings, training schools, etc., provided that funds have been budgeted for these activities.
- Be responsible for the preparation of the annual Town budget, in accordance with such guidelines as may be provided by the Town Board, for presentation to the Townspeople at the annual Town budget hearing and for Town Board adoption.
- Administer the budget as adopted by the Town Board.
- Report regularly to the Town Board on the current fiscal position of the Town and the current status of expenditures relative to the Town budget.
- Administer the accounting system for all Town departments and insure that the system employs methods in accordance with current professional accounting practices.
- Supervise the purchase of all materials, supplies, services and equipment for which funds are provided in the budget.
- Ensures that the proper notice of agendas and production of meeting packets for the Town Board, Plan Commission, Board of Review, Board of Appeals and various committees are

prepared and posted in accordance with state statutes including public hearings and other related official notices including notification to local media.

- Maintain records of all town hall documents including but not limited to files on subdivisions, ordinances, certified survey maps, conditional uses, zoning codes, assessment records, agenda, minutes, contracts, certificates of insurance, performance bonds, employee records and financial records.
- Prepare updates of Town Code and Zoning Ordinances, including affidavits for all zoning/town code ordinances and resolution, and submit to the county for recodification if necessary.
- Manages election activities including records maintenance, the distribution of absentee ballots, supply ordering, organizing, recruiting and training workers, and overseeing Election Day operations.
- Responsible for the overseeing of any and all Community Relations efforts including but not limited to: social media outlets, newsletter, website, and newspaper correspondence.
- Responsible for all duties of the Treasurer, including but not limited to, the following:
 - Responsible for the receiving, safekeeping, disbursing and depositing of all monies received by the Town.
 - Reconciles bank statements.
 - Invests funds for maximum interest earning.
 - Make property tax settlements with County Treasurer and other taxing jurisdictions.
 - Collect fees, issue licenses, and pay settlements to Waukesha County for dog licenses.
 - Maintain a correct and balanced monthly financial sheet under the advisement of Town's accounting firm.
 - Accounts receivables including but not limited to developer & engineer charges, board of appeals and joint public hearing charges, weed cutting and delinquent personal property taxes.
- Perform such other duties as may be directed by the Town Board from time to time.

Duties and Responsibilities of Town Clerk / Town Treasurer:

- The duties and responsibilities of Town Clerk / Town Treasurer are those specified under Wisconsin Statute §60, including, but not limited to, §§60.15, 60.33, and 60.34.

Minimum Training and Experience Required to Perform Essential Job Functions

- Minimum government experience of 5 years in similar position
- Minimum of a Bachelor's Degree in Public Policy, Business Administration or a related field.
- Wisconsin Municipal Clerk designation or in the process of completing the Wisconsin Municipal Clerk's Institute and Wisconsin Municipal Treasurer's Completion Course a plus, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Essential Knowledge and Abilities:

- Strong computer and typing skills including proficiency in Microsoft Office.
- Must be able to plan, prioritize, take initiative and meet deadlines.
- Candidate will demonstrate excellent customer service skills.
- High attention to detail is a must, along with the ability to multi-task.

- Strong written and oral communication skills are required.
- Must be bondable according to State Statutes.
- Ability to acquire and maintain Notary Public status with the State of Wisconsin

Physical and Mental Abilities Required to Perform Essential Job Functions

- Ability to classify, compute and tabulate data and information, following a prescribed plan, requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific instruction and respond to simple requests from others.
- Ability to utilize a variety of advisory data and information such as billing statements, invoices, department forms, budgets, purchase orders, computer software operating manuals, maps, ordinances, resolutions, procedures, guidelines and non-routine correspondence.
- Ability to communicate orally and in writing with customers, Town employees and vendor representatives.
- Ability to operate a variety of office equipment including computer terminal, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.
- Tasks may involve extended periods of time in a seated position and at a keyboard or workstation.
- Ability to exert light physical effort in sedentary to light work, but which may involve some bending, reaching, lifting, carrying, pushing and pulling.
- Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials and tasks.

Other Duties

Nothing in this job description limits the Town's right to assign or reassign duties and responsibilities to this job at any time. The job description may be changed at any time by the Town. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. All essential functions must be performed in a manner satisfactory to the Town. The job description does not constitute an employment agreement between the Town and the employee and is subject to change by Town as the needs of the Town and requirements of the job change.

At-Will Employment Position

The position of Town Administrator, including Town Clerk / Treasurer, is the Town of Delafield's *at-will* appointment. As an *at-will* employer, the Town of Delafield may terminate the employee at will, for good cause, or bad cause, or no cause at all, and the Town may act peremptorily, arbitrarily, or inconsistently, without providing specific protections such as prior warning, fair procedures, objective evaluation, or preferential reassignment.

Equal Opportunity Employer

The Town of Delafield is an Equal Opportunity Employer. The Town prohibits discrimination on the basis of race, color, national origin, religion, sex, age, disability, and any other characteristic protected by applicable state or federal law. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities, unless doing so would impose an undue hardship on the Town, and encourage both prospective and current employees to discuss potential accommodations with the Town.