

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
January 10, 2017

Members Present: L. Krause, E. Kranick, R. Troy, B. Cooley

Members Absent: P. Van Horn

Others Present: P. Kozlowski, *Fire Chief*, T. Kinley, *Asst. Fire Chief*, M. Hoppe, *Deputy Fire Chief*, D. Roberts, *Highway Superintendent*, 30 Fire Department Personnel and family members

First order of business: Call to Order
Chairman Krause called the meeting to order at 7:00 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
There were no citizen comments.

Fourth order of business: Approval of December 27, 2016, Town Board Minutes
MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE AS PRESENTED. MOTION CARRIED.

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

A. Report on budget sub-accounts and action to amend 2016 budget

B. 1) Accounts payable; 2) Payroll
Accounts Payable

MOVED TO APPROVE PAYMENT OF CHECKS #57971 – #58247 IN THE AMOUNT OF \$10,695,167.51

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$25,613.29

MR. TROY/MR. COOLEY

MOTION CARRIED.

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

A. Gerald Voss (1/4/17), Re: New Fire Station/Town Hall
None

Seventh order of business: Unfinished Business

A. None

Eighth order of business: New Business

A. Fire Department Officer Swear-In

Chairman Krause stated this is a historic moment for the Town. This evening Chief Kozlowski will be swearing in appointed Lieutenants and Division Chiefs.

Chief Kozlowski stated that the officer swear in process began in 1998 after Chief Richards was appointed. As he was sworn in by Chief Richards, this evening marks the first “circle of life”. Mr. Richards is in attendance this evening, as his son will be a recipient of a Lieutenant badge. He announced the Lieutenant appointments of Andrew Karnes, Nick Stacey and Brian Richards and swore them in. Their family members placed a badge on them. He followed by announcing the Division Chief appointments of Jeremy Wachtl and Jamie Formea and swore them in. Their family members placed a badge on them. Chief Kozlowski thanked them for their service and commitment to the Town of Delafield. Chairman Krause expressed his appreciation.

- B. Mike Walden, R&R Insurance Services, Inc., Discussion and possible action on 2017 property and liability coverages

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO TABLE. MOTION CARRIED.

- C. Consideration and possible action to hire DPW employee

Mr. Roberts stated that the Town received 3 applications for the subject position. He is interested in hiring a person who currently works for the Village of Pewaukee in the utility department. He is a certified mechanic and also worked at the Town of Lisbon.

MOTION MADE BY MR. TROY, SECONDED BY MR. COOLEY TO APPROVE THE HIRING OF A NEW FULL TIME DPW EMPLOYEE PER MR. ROBERT'S DESCRIPTION OF THE TIMING AND RATE OF COMPENSATION. MOTION CARRIED.

- D. Consideration and possible action on a Temporary Class "B" license to sell fermented beverages and a Temporary "Class B" license to sell wine for St. Anthony on the Lake School Committee on January 28, 2017

MOTION MADE BY MR. TROY, SECONDED BY MR. KRANICK TO APPROVE THE TEMPORARY CLASS "B" LICENSE TO SELL FERMENTED BEVERAGES AND A TEMPORARY "CLASS B" LICENSE TO SELL WINE FOR ST. ANTHONY ON THE LAKE SCHOOL COMMITTEE ON JANUARY 28, 2017. MOTION CARRIED.

- E. Consideration and possible action on a Temporary Class "B" license to sell fermented beverages and a Temporary "Class B" license to sell wine for St. Anthony on the Lake Catholic Parish and School on June 17, 2017

MOTION MADE BY MR. KRANICK, SECOND BY MR. COOLEY BILLY TO APPROVE A TEMPORARY CLASS "B" LICENSE TO SELL FERMENTED BEVERAGES AND A TEMPORARY "CLASS B" LICENSE TO SELL WINE FOR ST. ANTHONY ON THE LAKE CATHOLIC PARISH AND SCHOOL ON JUNE 17, 2017. MOTION CARRIED.

Ninth Order of business: Announcements and Planning Items

- A. Next Town Board Meeting – January 24
B. WI Towns Association – Waukesha County Unit Meeting – Wednesday, January 25
Delafield Town Hall
C. Next Plan Commission Meeting – February 7

Tenth Order of business: Adjournment

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO ADJOURN AT 7:19 P.M. MOTION CARRIED.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: January 24, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
January 24, 2017

Members Present: L. Krause, E. Kranick, B. Cooley

Members Absent: P. Van Horn, R. Troy

Others Present: M. Walden, *R&R Insurance*, M. Larsuel, *Waukesha County Sheriff's Department*, 1 citizen

First order of business: Call to Order
Chairman Krause called the meeting to order at 7:00 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
There were no citizen comments.

Fourth order of business: Approval of January 10, 2017, Town Board Minutes
MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE AS PRESENTED. MOTION CARRIED.

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

A. Report on budget sub-accounts and action to amend 2016 budget

B. 1) Accounts payable; 2) Payroll
Accounts Payable

MOVED TO APPROVE PAYMENT OF CHECKS #58252 – #58283 IN THE AMOUNT OF \$116,569.01

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$39,199.64

MR. KRANICK/MR. COOLEY

MOTION CARRIED.

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

A. Tim Barbeau (1/17/17), Re: Update on Various Outstanding Items

Chairman Krause provided an overview of the Abitz Road speed limit issue. In an effort to justify reducing the speed limit on the Town portion of Abitz Road to 35 mph to match what the Village of Summit has posted, a speed study is required for review and approval by WisDOT.

Seventh order of business: Unfinished Business

A. Mike Walden, R&R Insurance Services, Inc., Discussion and possible action on 2017 property and liability coverages (tabled 1/10/17)

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO REMOVE FROM THE TABLE. MOTION CARRIED.

Mike Walden provided an overview of the subject policy. When addressing the auto med pay issue, he recommended that the Town reject the option. He stated that it is a no fault coverage and used the following scenario: If there was a passenger (other than an employee) riding in a town vehicle and was injured and the Town was covered under med pay coverage, regardless if the Town was at fault or not, our carrier would pay up to the med pay limit of \$1000.00.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO REJECT THE AUTO MED PAY COVERAGE OPTION. MOTION CARRIED.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE THE 2017 PROPERTY AND LIABILITY COVERAGES AS PRESENTED IN THE PROPOSAL. MOTION CARRIED.

Eighth order of business: New Business

- A. Consideration and possible action on a request from Mr. Jon Spheeris for a reduction in the letter of credit for Hunt Club Farms subdivision

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE THE REDUCTION IN LETTER OF CREDIT FOR HUNT CLUB FARMS SUBDIVISION PER THE TOWN ENGINEER'S RECOMMENDATION. MOTION CARRIED.

Ninth Order of business: Announcements and Planning Items

- A. WI Towns Association – Waukesha County Unit Meeting – Wednesday, January 25
Delafield Town Hall
- B. Next Plan Commission Meeting – February 7
- C. Next Park and Recreation Commission Meeting – February 13
- D. Next Town Board Meeting – February 14
- E. Spring Primary Election – February 21

Tenth Order of business: Adjournment

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO ADJOURN AT 7:40 P.M. MOTION CARRIED.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: February 14, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
February 14, 2017

Members Present: L. Krause, P. Van Horn, E. Kranick, R. Troy, B. Cooley

Others Present: S. Riffle, *Town Attorney*, T. Barbeau, *Town Engineer*, D. Roberts, *Highway Superintendent*, 2 citizens

Public Hearing: Prior to the start of the Town Board meeting there will be a public hearing in front of the Town Board to solicit public input regarding its intention to exercise police power in accordance with §66.0703, to levy special assessments for reconstruction and related storm water improvements to 2nd and 3rd Alley, Johnson's Park Subdivision. (Postponed on 11/29/16). *Chairman Krause called the public hearing to order at 7:00 p.m. and read the notice.*

Engineer Barbeau provided a summary of the project stating that reconstruction of the 2nd alley will be from Maple Avenue extending approximately 195 feet north and 90 feet east. The asphalt will be extended beyond where the alley turns to the east to allow the highway crew to push the snow into that area. Also, it allows for a turnaround for the plow truck. The area for snow storage and the turnaround will be re-graded to direct the water that flows down the hill to a catch basin manhole. The manhole connects to the storm sewer. There will be a storm sewer and 18" vertical face curb and gutter installed along the westerly side of the north/south portion of the 2nd alley to slope the water in the alley from east to west so that it flows in the gutter. Reconstruction of the 3rd alley will be from Maple Avenue extending approximately 300 feet north. It will include excavation or pulverization of existing asphalt within the limits, excavation and installation of an 8-inch stone base course for 12'x30' turnaround area west of the 3rd alley near the northerly limits, grade and shape existing base course and install a 12' wide asphalt pavement consisting of 4 inches of asphalt pavement in two-lifts. He reviewed the estimated project related costs totaling \$125,070 to be assessed to 7 residential equivalent units. The proposed assessment rate per REU is \$17,867.14.

Ed Welch, N27W30080 Maple Avenue, stated that all parties met, discussed the matter and are in 100% agreement with the information provided by the Town Engineer. He expressed appreciation to all parties for the hard work and dedication that has been put into this issue.

First order of business: Call to Order
Chairman Krause called the meeting to order at 7:06 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
There were no citizen comments.

Fourth order of business: Approval of January 24, 2017, Town Board Minutes
**MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE AS PRESENTED.
MOTION CARRIED.**

Fifth order of business: Action on vouchers submitted for payment:
A. Report on budget sub-accounts and action to amend 2017 budget

B. 1) Accounts payable; 2) Payroll
Accounts Payable

**MOVED TO APPROVE PAYMENT OF CHECKS #58285 – #58287 IN THE AMOUNT OF \$420.20,
#58292 - #58295 IN THE AMOUNT OF \$6,200.12 AND #58297 - #58415 IN THE AMOUNT OF
\$4,759,992.36**

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$29,238.02

MR. TROY/MR. KRANICK

MOTION CARRIED.

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

A. None

Seventh order of business: Unfinished BusinessA. Consideration and possible action: Special assessments for the reconstruction of 2nd and 3rd Alley, Johnson's Park Subdivision (tabled 11/29/16)**MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO REMOVE FROM THE TABLE. MOTION CARRIED.**

As the Town Board determined that it would not be in the best interest of the Town to include the cost to install the storm sewer in the special assessment, the decision was made to cap the rate at \$12,000 per residential equivalent unit.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO DIRECT THE TOWN ENGINEER TO PREPARE THE FINAL ASSESSMENT REPORT TO INCLUDE THE INDIVIDUAL SPECIAL ASSESSMENT RATE CAPPED AT \$12,000 PER UNIT COST AND DIRECT THE TOWN ATTORNEY TO PREPARE A FINAL RESOLUTION LEVYING SPECIAL ASSESSMENTS AT A PER UNIT COST OF \$12,000 TO BE PAID IN INSTALLMENTS OVER 7 YEARS. IF NOT PAID AFTER THE DUE DATE, ALL ASSESSMENTS OR INSTALLMENTS SHALL BE EXTENDED ON THE TAX ROLL AS A DELINQUENT TAX AGAINST THE PROPERTY AND SHALL ACCRUE INTEREST AT THE RATE EQUAL TO THAT CHARGED THE TOWN PLUS AN ADDITIONAL 0.5% ADMINISTRATION FEE. MOTION CARRIED.**Eighth order of business:** New BusinessA. Consideration and possible action on a request from Best Dam Bike Tour to use local roads in the Town of Delafield for the 34th annual MS ride on August 5**MOTION MADE BY MR. TROY, SECONDED BY MR. KRANICK TO APPROVE THE REQUEST FROM BEST DAM BIKE TOUR TO USE LOCAL ROADS IN THE TOWN OF DELAFIELD FOR THE 34TH ANNUAL MS RIDE ON AUGUST 5. MOTION CARRIED.**

B. Consideration and possible action on a request from the Pewaukee Lake Sailing School to run an event prior to April 1

Chairman Krause stated that the conditional use permit for Pewaukee Lake Sailing School/ Pewaukee Yacht Club is held by Waukesha County. Engineer Barbeau is of the opinion that Waukesha County will contact the Town for direction in handling the subject request.

MOTION MADE BY MR. TROY, SECONDED BY MR. KRANICK TO APPROVE A REQUEST FROM THE PEWAUKEE LAKE SAILING SCHOOL TO RUN AN EVENT PRIOR TO APRIL 1 TO BE HELD AT THE PEWAUKEE YACHT CLUB. MOTION CARRIED.

C. Consideration and possible action on request of Donna and Anthony Meyer Trust regarding the designation of Town owned land on the Land Use Map

MOTION MADE BY MR. TROY, SECONDED BY MR. VAN HORN TO APPROVE THE PLAN COMMISSION'S RECOMMENDATION TO DECLINE TOWN INTEREST IN PROCURING ANY OF THE MEYER PROPERTY AS A PARK. MOTION CARRIED.D. Consideration and possible action on Operator's License for the period of 7/1/16 to 6/30/18:
1. Andrea Boville – Buck Rub Outfitters

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE AN OPERATOR'S LICENSE FOR THE PERIOD OF 7/1/16 TO 6/30/18 FOR ANDREA BOVILLE, BUCK RUB OUTFITTERS. MOTION CARRIED.

Ninth Order of business: Announcements and Planning Items

- A. Spring Primary Election – February 21
- B. Next Town Board Meeting – February 28
- C. Next Plan Commission Meeting – March 7
- D. Next Park and Recreation Commission Meeting – March 13

Tenth Order of business: Adjournment

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO ADJOURN AT 7:23 P.M. MOTION CARRIED.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: February 28, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
February 28, 2017

Members Present: L. Krause, P. Van Horn, E. Kranick, R. Troy, B. Cooley

Others Present: 2 citizens

First order of business: Call to Order
Chairman Krause called the meeting to order at 7:00 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
Mark Cerwinka, W282N4369 Somerset Ln., stated that he approved a request from the Town to utilize a portion of his driveway to be used as a turnaround for the plow truck (his home is located at the end of the subdivision). Unfortunately, trucks come through constantly (approximately 15 on a daily basis), and he is concerned about damage to his driveway. He is requesting that the Town place a "no through" or "dead end" sign at the entrance to this part of the subdivision. The Town Board directed him to contact the Town Engineer and inform him that they are in favor of installation of the sign.

Fourth order of business: Approval of February 14, 2017, Closed Session and Town Board Minutes
MOTION MADE BY MR. COOLEY, SECONDED BY MR. TROY TO APPROVE AS PRESENTED. MOTION CARRIED.

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

A. Report on budget sub-accounts and action to amend 2017 budget

B. 1) Accounts payable; 2) Payroll

Accounts Payable

MOVED TO APPROVE PAYMENT OF CHECKS #58453 – #58496 IN THE AMOUNT OF \$63,084.33

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$48,004.68

MR. TROY/MR. KRANICK

MOTION CARRIED.

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

A. John P. Macy (2/14/17), Re: Wisconsin Towns Association 2017 District Meeting

Chairman Krause stated that if the Town Board members wish to receive any information presented at the meeting, they should notify the Town Clerk. He requested a copy of the annual assessment report handout materials.

Seventh order of business: Unfinished Business

A. None

Eighth order of business: New Business

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO TAKE ITEM 8B OUT OF ORDER. MOTION CARRIED.

B. Consideration and possible action on a request from Seipmann Realty to have a "lots for sale" sign posted on the Town's North Shore Park property

Jim Siepmann, Siepmann Realty, thanked Chairman Krause for allowing this item to be placed on the agenda. He understands that there is not a Town Ordinance allowing the sign to remain in its present location, but the lots in the subject subdivision are setback quite a distance from the road and are difficult to market. Also, the sign is located on park land that was donated by Siepmann Realty. He is requesting that the sign remain in its current location through the rest of 2017.

Discussion followed on the off-premise sign not being allowed and that if it is approved, it could set a precedent. It is important to be mindful of the need to treat everyone fairly and equally.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO DENY THE “LOTS FOR SALE” SIGN POSTED ON THE TOWN’S NORTH SHORE PARK PROPERTY. MR. VAN HORN – NAY, MR. KRANICK – AYE, MR. TROY – AYE, MR. COOLEY – AYE, CHAIRMAN KRAUSE – AYE. MOTION PASSED 4-1.

Mr. Siepmann requested to move his sign to another area and remove it at the end of the year.

MOTION MADE BY MR. TROY, SECONDED BY MR. VAN HORN TO ALLOW SIEPMANN REALTY TO POST THE “LOTS FOR SALE” SIGN ON THE NE CORNER OF THE TOWN’S NORTH SHORE PARK PROPERTY ADJACENT TO THE FIRE ROAD UNTIL 12/1/17. MR. VAN HORN – AYE, MR. KRANICK – NAY, MR. TROY – AYE, MR. COOLEY – NAY, CHAIRMAN KRAUSE – AYE. MOTION PASSED 3-2.

- A. Consideration and possible action on Final Resolution Levying Special Assessments against Benefitted Property for Road Work

Chairman Krause stated his interest in financing the project through the Board of Commissioners of Public Lands. The current draft resolution states that the cost of the improvements could be paid in full by December 1, 2017, or in installments over seven years. If the Town would finance through the Board of Commissioners, the terms of the loan would include annual interest payments due in March and a no pre-payment clause. Chairman Krause requested that the item be tabled to allow time to seek legal opinion on how to proceed.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. VAN HORN TO TABLE. MOTION CARRIED.

Ninth Order of business: Announcements and Planning Items

- A. Next Plan Commission Meeting – March 7
- B. Next Park and Recreation Commission Meeting – March 13
- C. Next Town Board Meeting – March 14
- D. Town Annual Meeting – April 18 – 7:00 p.m.
- E. Next Wisconsin Town’s Association, Waukesha County Unit Meeting - Wednesday, April 26 @ 6:30 p.m., Town of Genesee (Includes Board of Review Training)

Tenth Order of business: Adjournment

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO ADJOURN AT 7:37 P.M. MOTION CARRIED.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: March 14, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
March 14, 2017

Members Present: L. Krause, E. Kranick, R. Troy, B. Cooley

Members Absent: P. Van Horn

Others Present: T. Barbeau, *Town Engineer*, T. Dunker, *Waukesha County Sheriff's Dept.*,
4 citizens

First order of business: Call to Order
Chairman Krause called the meeting to order at 7:00 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
There were no citizen comments.

Fourth order of business: Approval of February 28, 2017 Town Board Minutes
MOTION MADE BY MR. COOLEY, SECONDED BY MR. TROY TO APPROVE AS PRESENTED. MOTION CARRIED.

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

A. Report on budget sub-accounts and action to amend 2017 budget

B. 1) Accounts payable; 2) Payroll

Accounts Payable

MOVED TO APPROVE PAYMENT OF CHECKS #58517 – #58554 IN THE AMOUNT OF \$84,678.24

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$30,202.10

MR. TROY/MR. KRANICK

MOTION CARRIED.

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

A. None

Seventh order of business: Unfinished Business

A. None

Eighth order of business: New Business

A. Request of Michael and Margaret Schroeder, N22W28684 Louis Avenue, for an Exception or Modification Pursuant to Section 9.14(1) (b)1. of the Town of Delafield Code

Engineer Barbeau stated that this request was referred to the Town by Waukesha County. A recent change in their code included incorporating separation of buildings from principal building to any other building. This issue deals with the designation of accessory building next to an accessory building. Section 9.14(1) (b)1. of the Town code states that, "no building or structure shall be hereafter erected, converted, relocated, enlarged, structurally altered or moved from one location to another so that the building or structure is closer than 20 feet to any other structure on an adjacent lot measured from the out-ward most points of the two structures," The applicant is requesting to enlarge an existing accessory building that is 3.44 feet from an accessory building on an adjacent parcel of land. The enlargement will be 4.0 feet to the back (southwest) side of the building and 3.0 feet to the northwest side of the building. The addition will not result in the structure being closer to the adjacent building than is currently there. It will comply with the Waukesha County ordinance.

Pete Fechtmeier, Colby Construction and Paul Schultz, Architect, spoke on behalf of the applicants. They stated that the Waukesha County code requires a fire separation requirement, so they will need to add a 1-hour fire protection ceiling and walls to the boathouse. They are in the processing of removing the existing pitched roof and will install a flat roof. The existing height will remain.

After reviewing the findings of fact, the following determinations were made:

MOTION MADE BY MR. TROY, SECONDED BY MR. KRANICK TO APPROVE THAT EXCEPTIONAL CIRCUMSTANCES ARE MET IN THIS CASE FOR THE FOLLOWING REASONS: THE EXISTING SEPARATION BETWEEN THE TWO EXISTING STRUCTURES IS 3.44 FEET. THE ENLARGEMENT OF THE SCHROEDER BOATHOUSE WILL BE 4.0 FEET TO THE BACK (SOUTHWEST) SIDE OF THE BUILDING AND 3.0 FEET TO THE NORTHWEST SIDE OF THE BUILDING. THE ADDITION WILL NOT RESULT IN THE STRUCTURE BEING CLOSER TO THE ADJACENT BUILDING THAN IS CURRENTLY THERE. THE ENLARGEMENT MEETS THE REQUIREMENTS OF THE WAUKESHA COUNTY SHORELAND ZONING ORDINANCE. THE COUNTY REQUIRES THE WALLS AND CEILING TO HAVE A 1- HOUR FIRE PROTECTION. MOTION CARRIED.

MOTION MADE BY MR. TROY, SECONDED BY MR. KRANICK TO APPROVE THAT PRESERVATION OF PROPERTY RIGHTS ARE MET IN THIS CASE FOR THE FOLLOWING REASONS: THE ENLARGEMENT ALLOWS THE OWNER TO HAVE SIMILAR RIGHTS ASSOCIATED WITH OTHER PROPERTIES IF THE BOATHOUSE WAS IN COMPLIANCE WITH THE ORDINANCE. THE IMPROVEMENTS REQUIRED BY THE WAUKESHA COUNTY ORDINANCE RESULTS IN ADDITIONAL FIRE PROTECTION OF THE STRUCTURE. MOTION CARRIED.

MOTION MADE BY MR. TROY, SECONDED BY MR. KRANICK TO APPROVE THAT ABSENCE OF DETRIMENT IS MET IN THIS CASE FOR THE FOLLOWING REASONS: THE ALLOWANCE OF THE ADDITION DOES NOT CHANGE THE SEPARATION DISTANCE BETWEEN BUILDINGS. THE ADDITION IS CONSISTENT WITH THE PURPOSE OF THE ORDINANCE TO PRESERVE PROPERTY VALUES; THIS DOES NOT ADVERSELY IMPACT RISKS OF FIRE ANY MORE THAN WHAT IS CURRENTLY PRESENT AT THE SITE, OR ADVERSELY AFFECT ACCESS BY PUBLIC SAFETY PERSONNEL AND EQUIPMENT OR RISKS TO PUBLIC SAFETY PERSONNEL, IT DOES NOT CREATE DISTURBANCE FROM ONE PROPERTY TO ANOTHER WHETHER BY NOISE OR OTHER CAUSE, OR SUBSTANTIALLY INTERFERE WITH THE PASSAGE OF LIGHT AND AIR BETWEEN BUILDINGS. MOTION CARRIED.

Based upon the foregoing, Applicant's request for an exception or modification is granted.

- B. Consideration and Possible Action on Approval of a Revised Hobby Kennel Conditional Use Permit for Del and Debra Molkentin, W316 N895 STH 83

Engineer Barbeau stated that the subject Conditional Use Permit has been in place since 1999. Due to a known change in the size of the premises, a public hearing was held in December. The neighbors expressed concerns that the owners have not been operating the kennel in accordance with their CUP, questioned the offsets stated in the CUP, dogs running loose and operating the business as a commercial kennel. Engineer Barbeau stated that as a result of comparing a new survey to the existing CUP conditions, he discovered that the legal description changed to reflect the existing boundaries for the parcel. Condition A of the CUP states that the dogs must be kept 56 feet away from the north property line and 50 feet from any other property line. Based on the resolution of ownership related to the north property line, the fence in area that ties to the rear of the house is now 50 feet from the north property line.

The Molquentin's are no longer requesting revisions to the CUP, as the Plan Commission was of the opinion that the changes were significant enough to require a public hearing. Engineer Barbeau stated that the only changes at this time are to add the revised the legal description and a current site plan into the document together with the 6-month review of the CUP at the recommendation of the Plan Commission.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE THE CONDITIONAL USE PERMIT AS PRESENTED BY THE TOWN ENGINEER. MOTION CARRIED.

C. Town Engineer's Presentation of Annual Stormwater Report

Engineer Barbeau stated that the subject report meets the annual requirement of the DNR and requires Town Board review and approval.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO APPROVE THE ANNUAL STORMWATER REPORT AS PREPARED BY THE TOWN ENGINEER AND REQUEST THAT THE TOWN CHAIRMAN SIGN IT. MOTION CARRIED.

D. Supervisor Kranick - Update on Park and Recreation Items: North Shore Park Plans, Paul Sandgren Trail Sign and Easter Egg Hunt

Mr. Kranick distributed the subject proposed recreational trail sign plan. The DNR and City of Delafield are working with the Town on the project. The Easter egg hunt will be held on April 8 between 10 a.m. and noon at the Sports Commons. The Park and Recreation Commission is working with the Town Engineer on the plans for the paths in the new North Shore Park.

Ninth Order of business: Announcements and Planning Items

- A. Next Town Board Meeting – March 28
- B. Spring Election – April 4
- C. Next Plan Commission Meeting – Wednesday, April 5
- D. Next Park and Recreation Commission Meeting – March 21
- E. Town Annual Meeting – April 18 – 7:00 p.m.
- F. Next Wisconsin Town's Association, Waukesha County Unit Meeting – Wednesday, April 26 @ 6:30 p.m., Town of Genesee (Includes Board of Review Training)

Tenth Order of business: Adjournment

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO ADJOURN AT 7:41 P.M. MOTION CARRIED.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: March 28, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
March 28, 2017

Members Present: L. Krause, E. Kranick, R. Troy, B. Cooley

Members Absent: P. Van Horn

Others Present: T. Barbeau, *Town Engineer*, P. Kozlowski, *Fire Chief*, H. Jeanson, *Rotroff, Jeanson and Co.*, M. Larsuel, *Waukesha County Sheriff's Department*, 2 citizens

Public Hearing: Prior to the start of the Town Board meeting there will be a public hearing in front of the Town Board of Supervisors to consider a request by Eliza Audley on behalf of the Donna and Anthony Meyer Trust for annexation of Lot 3 of a proposed Certified Survey Map reconfiguring the lands owned by Donna and Anthony Meyer Trust, into the Lake Pewaukee Sanitary District (LPSD). *Chairman Krause called the Public Hearing to order at 7:00 p.m. and read the Public Hearing Notice.*

Engineer Barbeau received a letter from Tom Koepp of LPSD stating that the district is in favor of the subject annexation. Upon researching the sewer connection issue, the applicants determined that it will be a very costly process based on the length of pipe needed. The Meyer's are requesting more time to further research the details.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO ADJOURN THE PUBLIC HEARING UNTIL APRIL 25, 2017. MOTION CARRIED.

First order of business: Call to Order
Chairman Krause called the meeting to order at 7:04 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
There were no citizen comments.

Fourth order of business: Approval of March 14, 2017 Town Board Minutes
MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE AS PRESENTED. MOTION CARRIED.

Fifth order of business: Action on vouchers submitted for payment:
A. 1) Accounts payable; 2) Payroll
Accounts Payable
MOVED TO APPROVE PAYMENT OF CHECKS #58557 – #58573 IN THE AMOUNT OF \$43,140.46
Payroll
MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$49,858.18

CHAIRMAN KRAUSE/MR. KRANICK **MOTION CARRIED.**

B. Report on budget sub-accounts and action to amend 2016 budget

MOTION MADE BY MR KRANICK, SECONDED BY MR. COOLEY TO ACCEPT AND AMEND THE 2016 BUDGET PER AUDIT AS PRESENTED THIS EVENING. MOTION CARRIED.

Sixth order of business: Communications (*for discussion and possible action*)
A. None

Seventh order of business: Unfinished Business
A. Financing for Alley 2 and Alley 3

Chairman Krause stated that a resolution has been passed declaring intent to levy special assessments upon residents in the subject area. He stated that after researching the matter, the Town could self-finance the project, charging an interest rate of 3-1/2%. It would be the most cost effective way to handle this matter.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO DIRECT THE CLERK AND ACCOUNTANT TO COME UP WITH A PROPOSAL AND PRESENT IT TO THE TOWN BOARD FOR FINAL APPROVAL. MOTION CARRIED.

Eighth order of business: New Business

A. For consideration and possible action: additional exhaust system for the fire department

Chief Kozlowski stated that 6 bays have exhaust systems, and he is proposing to add one (1) 30 ft. track system to complete the existing system. He directed attention to the quote from Hastings air energy control, inc. in the amount of \$5,026.35. The monies will not affect the 2017 budget.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE THE PURCHASE OF THE VENTING SYSTEM PER THE QUOTE FROM HASTINGS AIR ENERGY CONTROL, INC. DATED 11/2/16 IN THE AMOUNT OF \$5,026.35. MOTION CARRIED.

B. Consideration and Possible Action on Resolution for Annexation of Lot 3 of a Proposed Certified Survey Map Reconfiguring the Lands Owned by Donna and Anthony Meyer Trust, into the Lake Pewaukee Sanitary District

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO TABLE UNTIL APRIL 25, 2017. MOTION CARRIED.

C. Consideration and Possible Action on Ordinance to Create and Establish a Joint Municipal Court Pursuant to Section 755.01(4) and 66.0301 Wisconsin Statutes

Attorney Larson is in the process of working with Lake Country Municipal Court on this matter.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO TABLE. MOTION CARRIED.

D. Consideration and Possible Action on Purchase of Speed Radar Sign

Chairman Krause stated that the proposed sign would be placed on Maple Avenue where the existing 35 MPH sign is posted (North of the boat launch, across from Golf Hills).

Mr. Cooley directed attention to the TAPCO SafePace Radar Sign proposal. He stated that it is movable, which allows flexibility and becomes a "new alert" when used within different areas of the Town.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE THE PURCHASE OF THE SAFEPACE 100 11" RADAR FEEDBACK SIGN IN THE AMOUNT OF \$2695.00. MOTION CARRIED.

E. Appointments to the Board of Appeals

MOTION MADE BY CHAIRMAN KRAUSE, SECONDED BY MR. COOLEY TO APPROVE THE APPOINTMENT OF PAUL KANTER TO THE BOARD OF APPEALS. MOTION CARRIED.

F. Consideration and Possible Action on Chicken License Renewals:

- *Robin Weiss*
- *Mark and Mary Gundrum*
- *Jack Abler*
- *Jim and Karen Romanowski*
- *Tom Trawitzke*
- *Peter and Terry Ogden*
- *Jay Abts*
- *Jamie and Josh Fraundorf*

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE CHICKEN LICENSE RENEWALS FOR ROBIN WEISS, MARK AND MARY GUNDRUM, JACK ABLER, JIM AND KAREN ROMANOWSKI, TOM TRAWITZKE, PETER AND TERRY OGDEN, JAY ABTS AND JAMIE AND JOSH FRAUNDORF. MOTION CARRIED.

G. Discussion on Staff Request to Close Town Hall and Highway Garage on July 3

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO CLOSE THE TOWN HALL AND HIGHWAY GARAGE ON JULY 3 SUBJECT TO STAFF TAKING A VACATION DAY. MOTION CARRIED.

H. Consideration and possible action on Operator's License for the period of 7/1/16 to 6/30/18:

1. *Jessica Kellner – Pewaukee Yacht Club*

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE THE OPERATOR'S LICENSE FOR THE PERIOD OF 7/1/16 TO 6/30/18 FOR JESSICA KELLNER, PEWAUKEE YACHT CLUB. MOTION CARRIED.

Ninth Order of business: Announcements and Planning Items

- A. Spring Election – April 4
- B. Next Plan Commission Meeting – Wednesday, April 5 (Requires Town Board Quorum)
- C. Next Town Board Meeting – April 11
- D. Town Annual Meeting – Tuesday, April 18
- E. Next Wisconsin Town's Association, Waukesha County Unit Meeting – Wednesday, April 26 @ 6:30 p.m., Town of Genesee (Includes Board of Review Training)

Tenth Order of business: Adjournment

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO ADJOURN AT 7:38 P.M. MOTION CARRIED.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: April 11, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
April 11, 2017

Members Present: L. Krause, P. Van Horn, E. Kranick, R. Troy, T. Oberhaus, P. Kanter, C. Dundon, K. Fitzgerald

Members Absent: B. Cooley

Others Present: T. Barbeau, *Town Engineer*, B. Greenberg, *Waukesha County*, 52 citizens

Public Hearing: Prior to the start of the Town Board meeting there will be two public hearings. The first hearing will be in front of the Town Board of Supervisors to consider a request by Elizabeth Reimer Survivor's Trust and Larry and Judy Sheets Living Trust, owners, by Bill Zach, Iron Pipe Development, LLC, agent, to rezone a 47.2 parcel of land located along the west side of Cushing Park Road, between Scuppernong Creek and a point approximately 2,600 feet north of USH 18 from A-2 Rural Home District to A-1 Agricultural District. The 2nd hearing is in front of the Town Board of Supervisors, Plan Commission and Waukesha County to consider a Planned Unit Development Conditional Use on approximately 116 acres of land, located on the west side of Cushing Park Road, between Scuppernong Creek and Abitz Road. *Chairman Krause called the Public Hearing to order at 7:00 p.m. The Town Clerk read the Public Hearing Notice.*

Mr. Kanter requested to allow the public to speak only once on both issues.

Bill Zach, Iron Pipe Development, LLC, stated that 36 homes in the proposed development will range in cost from \$600,000 to 1 million dollars. The Reimer family has owned this farm since 1922 and has decided to move on. The concentration of the proposal is on large lot parcels (gross site density, 3.2 acres per unit), protected natural topography, condensed roads, natural vegetation, 60% greenspace, etc. There will be a 200 ft. setback to the proposed homes. The proposed PUD allows the Town to restrict and control the building process. Iron Pipe Development will own the two proposed Outlots.

Engineer Barbeau stated that the proposed development includes three zoning categories: M-1 south of Scuppernong Creek, A-2 and A-1. The proposed request is to rezone A-1 and A-2 lands to A-1 and a portion of M-1 lands to A-1.

Scott Hetherington, N1 W33578 Abitz Rd., stated that he has lived at his residence for 21 yrs. He was shocked when he learned that the proposal is from A-2 to A-1, as it doesn't fit the character of the neighborhood. His property overlooks the beauty of nature, wildlife and woods. Whether the proposal includes a planned unit development or not, how will it preserve the neighborhood. He referenced Section 17.05 of the Town Code re: conditional use approvals, 17.05 a.m. PUD conditions and Chapter 18 (residential development control).

Jim Romanowski, W334S188 Cushing Park Rd., provided information on lot sizes in the adjacent areas of the proposed development. He suggested that the area per home be approximately 4.5 acres per home. He does not want to see a detention basin on the property and would like a trail installed on Abitz Rd.

Bonnie Meerschaert, W334S490 Cushing Park Rd., is concerned about traffic and safety on Cushing Park Rd. If 36 lots are developed, possibly adding 72 more cars on this narrow road, the road may not handle the traffic. She is also already concerned about winter traffic on the road. Also, she expressed concerns for the safety of people using the recreational trail.

Richard Levine, N1W33636 Abitz Rd., stated that this is a country road that was built for average daily traffic. He is concerned about current and new residents. The road was not built for a denser population. He suggested to take the hill off. It will need a path for children. The infrastructure of the town does not support the proposed construction.

Jo-Ann Ziesloft, N5W33828 Lapham Ln., presented a list of possible impacts stressing the effect of the planned development on the surrounding environment. She referenced the logo identifying the Town as a perfect environment – residential, recreational and responsible and stated that the new development, as proposed, does not appear to have rural character. The residents in the area work to restore native prairie grass and wildflowers. The high density and small lot sizes do not fit in their community.

Michael Paik, W334S822 Cushing Park Rd., questioned Mr. Zach's proposal for a 200 ft. setback to the homes. According to the proposed plan, on Abitz Road and directly across from his home, there are 4 homesites proposed and there is definitely not a 200 ft. setback in those areas. He expressed concerns re: current drainage issues during high rain conditions. He and his neighbor have experienced the problem of dealing with at least 6 inches of water running through their properties. He asked if there will be a stormwater management plan. He stated that he has always been impressed with the stewardship of the Town and is asking that the Town do the right thing when considering this proposal.

Deane Jaeger, W335N292 Cushing Park Rd., stated that he has lived in his home since 1979. He is concerned about Abitz Rd., as it is roughly 19 ft. wide, and would like to see the road widened to be more consistent with county roads. He provided a handout (24 pages) identifying proposed details of the development and all concerns.

Larry Sheets, 2606 Lander, Ln., Waukesha, stated that the farm has been in the family for 100 years. He summarized the difficulties in dealing with this proposal.

Renee Linskens, W334N390 Cushing Park Rd., stated that she has lived at her residence for 50+ years. When Lapham Estates was being proposed, her husband served on the plan commission, and they did not allow 1-acre lots.

Bill Zach, stated that the proposal includes layers of rip rap to stop stormwater. He informed the public that a subdivision cannot be developed without stormwater retention.

Chairman Krause stated that these items will go back to the Plan Commission for their consideration and recommendation to the Town Board.

Ben Greenberg, Waukesha County stated that the proposal includes preservation of environmental corridors and the PUD alleviates concerns for environmental protection.

First order of business: Call to Order
Chairman Krause called the meeting to order at 8:44 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
There were no citizen comments.

Fourth order of business: Approval of March 28, 2017 Town Board Minutes
The minutes were approved as prepared by the Clerk.

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

A. 1) Accounts payable; 2) Payroll
Accounts Payable

MOVED TO APPROVE PAYMENT OF CHECKS #58575 – #58607 IN THE AMOUNT OF \$76,704.87

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$28,270.60

MR. TROY/MR. KRANICK

MOTION CARRIED.

B. Report on budget sub-accounts and action to amend 2016 budget

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO APPROVE THE 2016 BUDGET AMENDMENTS PER AUDIT AS PREPARED BY THE TOWN AUDITOR. MOTION CARRIED.

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

A. Honorable Timothy Kay (2/28/17), Re: Lake Country Municipal Court/Year 2016 in Review
None

Seventh order of business: Unfinished Business

A. None

Eighth order of business: New Business

A. Approval of Final Plat for Hawks Haven subdivision located at W300 N3317 Maple Avenue

MOTION MADE BY MR. KRANICK, SECONDED BY MR. VAN HORN TO APPROVE THE FINAL PLAT FOR HAWKS HAVEN SUBDIVISION LOCATED AT W300 N3317 MAPLE AVENUE PER THE CONDITIONS IDENTIFIED IN THE TOWN ENGINEER'S MEMO. MOTION CARRIED.

B. Approval of rezoning for the property located at S12 W29085 Summit Avenue from A-1 Agricultural to A-2 Rural Home District

MOTION MADE BY MR. KRANICK SECONDED BY MR. TROY TO APPROVE THE REZONING FOR THE PROPERTY LOCATED AT S12 W29085 SUMMIT AVENUE FROM A-1 AGRICULTURAL TO A-2 RURAL HOME DISTRICT. MOTION CARRIED.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO TAKE ITEM 8G OUT OF ORDER. MOTION CARRIED.

G. Consideration and possible action on Operator's License for the period of 7/1/16 to 6/30/18:
Jackie Vanden Huevel – Kim's Lakeside

MOTION MADE BY MR. KRANICK TO APPROVE THE OPERATOR'S LICENSE FOR JACKIE VANDEN HUEVEL FOR THE PERIOD OF 7/1/16 TO 6/30/18. MOTION CARRIED.

C. Bid Award for Northshore Park Path Construction and Parking Lot Paving Project

Engineer Barbeau stated that we received 6 bids. The low bid was submitted by Western Contractors in the amount of \$64,070 to perform the path construction, and the high bid was submitted by Poblocki in the amount of \$101,717.00. Western Contractors' bid for the parking lot paving was \$11,822.50. The Park and Recreation Commission was unable to meet last evening and wishes to make a recommendation to the Town Board. Their next meeting will be held on April 19.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO TABLE. MOTION CARRIED.

D. Bid Award for 2nd and 3rd Alley Reconstruction

Engineer Barbeau stated that we received 2 bids for the subject project from All-ways Construction in the amount of \$78,793.80 and Wolf Paving in the amount of \$94,900.00.

MOTION MADE BY MR. VAN HORN, SECONDED BY MR. KRANICK TO AWARD THE BID TO ALL-WAYS CONSTRUCTION IN THE AMOUNT OF \$78,793.80. MOTION CARRIED.

E. Town Engineer's Presentation of 10-Year Paving Plan and 2017 Road Projects

Engineer Barbeau stated that, every other year, WisDOT requires Towns to submit road ratings. The 1 to 10 ratings are based on various types of pavement defects and conditions. The Town roads have consistently been in the 7.5 range. He displayed a map showing the roadways that will be improved along with the year for improvement. He stated that the map is a guideline and is subject to change based on the condition of roads and need. Engineer Barbeau also provided a handout showing his and the Highway Superintendent's evaluations, for the next 6 years, that are rated 5 or 6 and have been incorporated into the plan. By 2023, many of the roads rated 7, at the present time, will deteriorate to a 6 or 5 rating.

F. Approval of Direct Seller's Permit Applications on behalf of Sidex Home Improvement Zone:

- Jonathan Ireland
- Brandon Tobin
- Dezmond Grzenia
- Todd Donner

MOTION MADE BY MR. VAN HORN, SECONDED BY MR. KRANICK TO TABLE AND REQUEST THAT AT LEAST TWO REPRESENTATIVES ATTEND THE NEXT MEETING TO ANSWER QUESTIONS.

MOTION MADE BY MR. TROY, SECONDED BY MR. KRANICK TO AMEND MR. VAN HORN'S MOTION TO TABLE UNTIL THE NEXT REGULARLY SCHEDULED MEETING TO ALLOW THE TOWN CHAIRMAN TO OBTAIN LEGAL COUNSELING ON HOW TO APPROPRIATELY HANDLE THIS SITUATION. MOTION CARRIED.

H. Appointments

MOTION MADE BY CHAIRMAN KRAUSE, SECONDED BY MR. TROY TO TABLE. MOTION CARRIED.

Ninth Order of business: Announcements and Planning Items

- A. Town Annual Meeting – April 18 – 7:00 p.m.
- B. Next Town Board Meeting – April 25
- C. Next Wisconsin Town's Association, Waukesha County Unit Meeting – Wednesday, April 26 @ 6:30 p.m., Town of Genesee (Includes Board of Review Training)
- D. Next Plan Commission Meeting – May 2

Tenth Order of business: Adjournment

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO ADJOURN AT 9:37 P.M. MOTION CARRIED.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer
Minutes approved on: April 25, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
April 25, 2017

Members Present: L. Krause, P. Van Horn, E. Kranick, R. Troy, B. Cooley

Others Present: T. Fockler, *SafeBuilt*

First order of business: Call to Order
Chairman Krause called the meeting to order at 7:00 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
There were no citizen comments.

Fourth order of business: Approval of April 11, 2017 Town Board Minutes
MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE WITH ONE ADDITION. MOTION CARRIED.

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

A. Report on budget sub-accounts and action to amend 2017 budget

B. 1) Accounts payable; 2) Payroll
Accounts Payable

MOVED TO APPROVE PAYMENT OF CHECKS #58608 IN THE AMOUNT OF \$50.00 AND CHECKS #58640 – #58678 IN THE AMOUNT OF \$53,093.48

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$52,188.30

MR. TROY/MR. KRANICK

MOTION CARRIED.

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

A. None

Seventh order of business: Unfinished Business

A. **Public Hearing** (adjourned 3/28/17)

Request for annexation of Lot 3 of a proposed Certified Survey Map reconfiguring the lands owned by Donna and Anthony Meyer Trust, into the Lake Pewaukee Sanitary District (LPSD)

The Town Board will receive comments and input regarding request by Eliza Audley on behalf of the Donna and Anthony Meyer Trust for annexation of Lot 3 of a proposed Certified Survey Map reconfiguring the lands owned by Donna and Anthony Meyer Trust, into the Lake Pewaukee Sanitary District (LPSD).

Notice: After the Town Board set this public hearing, the applicant requested to delay its appearance. Town staff, therefore, believe it is likely that the Town Board will adjourn the public hearing to a later date rather than conduct the hearing on April 25.

Chairman Krause stated that the applicant is not quite done with its analysis and has requested to adjourn until May 9.

MOTION MADE BY MR. TROY, SECONDED BY MR. KRANICK TO ADJOURN THE PUBLIC HEARING UNTIL THE MAY 9 TOWN BOARD MEETING. MOTION CARRIED.

- B. Consideration and Possible Action on Resolution for Annexation of Lot 3 of a Proposed Certified Survey Map Reconfiguring the Lands Owned by Donna and Anthony Meyer Trust, into the Lake Pewaukee Sanitary District (tabled 3/28/17)

This item will remain on the table.

- C. Bid Award for Northshore Park Path Construction and Parking Lot Paving Project (tabled 4/11/17)

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO REMOVE FROM THE TABLE. MOTION CARRIED.

Mr. Kranick stated that the Park and Recreation Commission recommended approval of the bid for Northshore Park Path Construction to Western Contractors, Inc. in the amount of \$64,070.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO ACCEPT THE BID AMOUNT OF \$64,070 AND AWARD THE CONTRACT TO WESTERN CONTRACTORS, INC. FOR THE NORTHSORE PARK PATH CONSTRUCTION. MOTION CARRIED.

Chairman Krause stated that the parking lot paving project item will be on the May 9 Town Board agenda.

- D. Direct Seller's Registration on behalf of Sidex Home Improvement Zone: (tabled 4/11/17)

- Jonathan Ireland
- Brandon Tobin
- Dezmond Grzenia
- Todd Donner

Chairman Krause stated that this is a First Amendment issue. The Town Clerk will follow the registration process per Chapter 12.05 of the Town Code.

- E. Appointments (tabled 4/11/17)

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO REMOVE FROM THE TABLE. MOTION CARRIED.

MOTION MADE BY CHAIRMAN KRAUSE, SECONDED BY MR. KRANICK TO NOMINATE HEATHER SHAW TO SERVE ANOTHER 3-YEAR TERM ON THE BOARD OF APPEALS. MOTION CARRIED.

MOTION MADE BY CHAIRMAN KRAUSE, SECONDED BY MR. TROY TO NOMINATE EDWARD KRANICK TO SERVE ANOTHER 1-YEAR TERM ON THE PLAN COMMISSION. MR. VAN HORN – AYE, MR. TROY – AYE, MR. COOLEY – NAY, MR. KRANICK – ABSTAINED, CHAIRMAN KRAUSE – AYE. MOTION PASSED 3-1.

Eighth order of business: New Business

- A. Consideration and possible action regarding ordinance violations at N23 W28360 Beach Park Circle, and opportunity for property owner to show cause why the Town should not commence enforcement

Chairman Krause stated that the owner of the property, or representative, is not in attendance this evening.

Tony summarized stating that he spoke with the property owner on 10/31/16 re: junk vehicles parked on his property. The owner informed him that, "he would remove them before the snow falls". Six weeks later, the vehicles had not yet been removed. The property owner has been billed for four re-inspections, letters were mailed on each occasion and Tony has not yet been contacted.

MOTION MADE BY MR. VAN HORN, SECONDED BY MR. KRANICK TO REFER THIS MATTER TO ATTORNEY KERSHEK AND REQUEST APPROPRIATE DIRECTION ON HOW THE BUILDING INSPECTOR SHOULD PROCEED. MOTION CARRIED.

- B. Consideration and possible action regarding ordinance violations at N44 W28122 Capitol Drive, and opportunity for property owner to show cause why the Town should not commence enforcement

Chairman Krause stated that the owner of the property, or representative, is not in attendance this evening.

Tony stated that the property is still in violation, and the owner has not yet contacted him.

MOTION MADE BY MR. VAN HORN, SECONDED BY MR. KRANICK TO REFER THIS MATTER TO ATTORNEY KERSHEK AND REQUEST APPROPRIATE DIRECTION ON HOW THE BUILDING INSPECTOR SHOULD PROCEED. MOTION CARRIED.

- C. Request from ARCS to bike in areas of the Town during its annual AIDS Ride Wisconsin on Sunday, July 30

The Town Clerk was directed to inform the highway superintendent, fire department and sheriff's department of this event.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE THE REQUEST FROM ARCS TO BIKE IN AREAS OF THE TOWN DURING ITS ANNUAL AIDS RIDE WISCONSIN ON SUNDAY, JULY 30 AND REQUEST THAT STAFF CONTACT THE HIGHWAY SUPERINTENDENT AND PUBLIC SAFETY OF THIS EVENT. MOTION CARRIED.

- D. Consideration and possible action on Ordinance to Create and Establish a Municipal Court Pursuant to Sections 755.01(4) and 66.0301 Wisconsin Statutes

MOTION MADE BY MR. KRANICK, SECONDED BY MR. VAN HORN TO APPROVE AN ORDINANCE TO CREATE AND ESTABLISH A MUNICIPAL COURT PURSUANT TO SECTIONS 755.01(4) AND 66.0301 WISCONSIN STATUTES AND REPEAL AND RECREATE SECTION 1.30 OF THE TOWN CODE. MOTION CARRIED.

Ninth Order of business: Announcements and Planning Items

- A. Next Wisconsin Town's Association, Waukesha County Unit Meeting – Wednesday, April 26 @ 6:30 p.m., Town of Genesee (Includes Board of Review Training)
- B. Next Plan Commission Meeting – May 2
- C. Next Town Board Meeting – May 9

Tenth Order of business: Adjournment

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO ADJOURN AT 7:35 P.M. MOTION CARRIED.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: May 9, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
May 9, 2017

Members Present: L. Krause, P. Van Horn, E. Kranick, R. Troy, B. Cooley

Others Present: T. Barbeau, *Town Engineer*, P. Kozlowski, *Fire Chief*, D. Roberts, *Highway Superintendent*, K. Smith, *Lake Country Reporter*, 12 citizens

First order of business: Call to Order
Chairman Krause called the meeting to order at 7:00 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
There were no citizen comments.

Fourth order of business: Approval of April 25, 2017 Town Board Minutes
MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE WITH ONE AMENDMENT. MOTION CARRIED.

Fifth order of business: Action on vouchers submitted for payment:
A. Report on budget sub-accounts and action to amend 2017 budget

B. 1) Accounts payable; 2) Payroll
Accounts Payable
MOVED TO APPROVE PAYMENT OF CHECKS #58681 – #58717 IN THE AMOUNT OF \$90,546.30

Payroll
MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$28,863.88

MR. TROY/MR. COOLEY **MOTION CARRIED.**

Sixth order of business: Communications (*for discussion and possible action*)
A. None
Chairman Krause stated that communication items were received re: the Riemer/Sheets property after meeting materials were sent out. He requested that the clerk make them part of the record.

Seventh order of business: Unfinished Business
A. **Public Hearing** (adjourned 4/25/17)
Request for annexation of Lot 3 of a proposed Certified Survey Map reconfiguring the lands owned by Donna and Anthony Meyer Trust, into the Lake Pewaukee Sanitary District (LPSD)

The Town Board will receive comments and input regarding request by Eliza Audley on behalf of the Donna and Anthony Meyer Trust for annexation of Lot 3 of a proposed Certified Survey Map reconfiguring the lands owned by Donna and Anthony Meyer Trust, into the Lake Pewaukee Sanitary District (LPSD).

Engineer Barbeau displayed the subject property stating that a substantial part of each lot is in the environmental corridor. The owner desires to create one additional lot that will have direct access to Taylors Woods Road. Access to Lot 2 will remain as it is today and meets Town Code requirements. Access to Lot 3 will be directly off of Taylors Woods Road. He stated that the Town received a letter dated February 7, 2017, from the manager of LPSD recommending approval of the annexation.

There was no public comment on this matter.

- B. Consideration and Possible Action on Resolution for Annexation of Lot 3 of a Proposed Certified Survey Map Reconfiguring the Lands Owned by Donna and Anthony Meyer Trust, into the Lake Pewaukee Sanitary District (tabled 3/28/17)

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO REMOVE FROM THE TABLE. MOTION CARRIED.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO APPROVE ANNEXATION OF LOT 3 OF A PROPOSED CERTIFIED SURVEY MAP RECONFIGURING THE LANDS OWNED BY DONNA AND ANTHONY MEYER TRUST INTO THE LAKE PEWAUKEE SANITARY DISTRICT. MOTION CARRIED.

- C. Bid Award for Northshore Park Lot Paving Project (tabled 4/11/17)

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO REMOVE FROM THE TABLE. MOTION CARRIED.

Mr. Kranick stated that at the Park and Recreation meeting last evening, the request was made to use the monies set aside for the purchase of a park mower to complete the North Shore Park parking lot paving. Also, it was recommended that the bid be awarded to Western Contractors in the amount of \$11,822.50 to complete the project.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO AWARD THE BID TO WESTERN CONTRACTORS FOR THE NORTHSHORE PARKING LOT PAVING IN THE AMOUNT OF \$11,822.50. MOTION CARRIED.

Eighth order of business: New Business

- A. Consideration and possible action on First Amendment to Easement and Maintenance Agreement between Jennifer Meyer, Steven and Michele Elkin and James and Janet Kuehn

Engineer Barbeau stated that the 40-acre parcel purchased by the Kuehns does not abut a public road. Access is through the properties owned by the Meyers and Elkins. The Kuehns have added their name into an existing easement and maintenance agreement which states that they will put in a driveway. The Town Board approves private agreements.

MOTION MADE BY MR. TROY, SECONDED BY MR. COOLEY TO APPROVE THE FIRST AMENDMENT TO EASEMENT AND MAINTENANCE AGREEMENT BETWEEN JENNIFER MEYER, STEVEN AND MICHELE ELKIN AND JAMES AND JANET KUEHN AS SUBMITTED AT THIS EVENING'S MEETING. MOTION CARRIED.

- B. Consideration and possible action on Developer's Agreement and Letter of Credit for Hawks Haven

Engineer Barbeau stated that Attorney Larson has reviewed and approved the Developer's Agreement. Chapter 18 of the Town Code requires the installation of a fire cistern. Mr. Bergmann (developer) has indicated that there is a hydrant very close to the site and is requesting that it be used in place of a fire cistern. It would cost \$35,000, add financial burden and Mr. Bergmann removed the requirement from the developer's agreement.

Dale Bergmann is of the opinion that the existing hydrant could be used because the proposed development is located 72 ft. from it and is on a straight grassy area. Chief Kozlowski stated that it would be labor intensive to use the existing hydrant and defined the reservoirs required per lots constructed. Mr. Bergmann stated that he requested approval from the Village of Hartland for an extension of the

hydrant piping. He was informed that this would be allowed if he were to annex into the Village of Hartland.

Mr. Cooley will contact the Village of Hartland to follow up on Mr. Bergmann's request for an extension to the hydrant.

MOTION MADE BY MR. TROY, SECONDED BY MR. COOLEY TO TABLE UNTIL THE NEXT REGULARLY SCHEDULED MEETING. MOTION CARRIED.

- C. Consideration and possible action on Plan Commission's recommendation to approve a Certified Survey Map to split land into (2) two lots located at the southwest corner of Maple Avenue and Bryn Drive

MOTION MADE BY MR. KRANICK, SECONDED BY MR. VAN HORN TO APPROVE THE CSM, DATED 4/19, TO SPLIT LAND INTO TWO LOTS LOCATED AT THE SOUTHWEST CORNER OF MAPLE AVENUE AND BRYN DRIVE SUBJECT TO STAFF RECOMMENDATIONS: INCORPORATING THE UPDATED WETLAND DELINEATION ONTO THE CSM AND NOTATION OF A 75-FOOT SETBACK; INCORPORATION OF ANY TECHNICAL COMMENTS FROM THE OTHER REVIEWING AGENCIES (CITY OF DELAFIELD, WAUKESHA COUNTY); APPLICANT SHALL, ON DEMAND, REIMBURSE THE TOWN FOR ALL COSTS AND EXPENSES OF ANY TYPE THAT THE TOWN INCURS IN CONNECTION WITH THE CSM, INCLUDING THE COST OF PROFESSIONAL SERVICES FOR THE REVIEW AND PREPARATION OF REQUIRED DOCUMENTS OR ATTENDANCE AT MEETINGS, AS WELL AS TO ENFORCE THE CONDITIONS IN THIS CONDITIONAL APPROVAL DUE TO A VIOLATION OF THESE CONDITIONS. MOTION CARRIED.

- D. Consideration and possible action on Plan Commission's recommendation to approve rezoning a portion of the Riemer/Sheets land from A-2 Rural Home to A-1 Agricultural District

MOTION MADE BY MR. TROY TO TABLE THIS REQUEST FOR FURTHER STUDY BY THE PLAN COMMISSION TO WORK WITH THE CITIZENS AND THE DEVELOPER ON A PLAN THAT IS MORE NEIGHBOR FRIENDLY TO THE CURRENT RESIDENTS IN THE AREA. MOTION FAILED FOR LACK OF SECOND.

Discussion followed on the importance of abiding by Town Code zoning requirements and regulations.

Bill Zach, Iron Pipe Development, stated that he has been working with the county and town for over a year. He has taken the existing bike trail into account by allowing a 200 ft. buffer. He compared the density calculations of the neighboring areas and they are the same as what is being proposed.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE REZONING A PORTION OF THE RIEMER/SHEETS LAND FROM A-2 RURAL HOME TO A-1 AGRICULTURAL DISTRICT. MR. VAN HORN – AYE, MR. KRANICK – AYE, MR. TROY – NAY, MR. COOLEY – AYE, CHAIRMAN KRAUSE – AYE. MOTION PASSED 4-1.

- E. **CLOSED SESSION: PLEASE TAKE NOTICE** that on Tuesday, May 9, 2017, upon motion duly made and adopted by roll call vote, the Town of Delafield will convene in closed session to consider the following:
To consider employment, promotion, compensation or performance evaluation of any and all public employees over whom the Town Board has jurisdiction or exercises responsibility as authorized under §19.85(1) (c), Wis. Stats., more specifically the seasonal employee and deputy clerk
Following the closed session, the Town Board may convene into open session and take action on the matters discussed in closed session and the remaining agenda items

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO GO INTO CLOSED SESSION. MR. VAN HORN – AYE, MR. KRANICK – AYE, MR. TROY – AYE, MR. COOLEY – AYE, CHAIRMAN KRAUSE – AYE. MOTION CARRIED.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO GO INTO OPEN SESSION. MR. VAN HORN – AYE, MR. KRANICK – AYE, MR. TROY – AYE, MR. COOLEY – AYE, CHAIRMAN KRAUSE – AYE. MOTION CARRIED.

F. Consideration and possible action on matters discussed in the closed session specifically concerning the seasonal employee and deputy clerk

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO SET THE WAGE FOR THE PART TIME SEASONAL EMPLOYEE TO \$14.00/HR. MOTION CARRIED.

9. Announcements and Planning items
- A. Board of Review – May 23, 7:00 p.m. – Adjourn to Thursday, June 29, 7:00 p.m.
 - B. Next Town Board Meeting – May 23 – Immediately following Board of Review
 - C. Next Plan Commission Meeting – June 6

Tenth Order of business: Adjournment

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO ADJOURN AT 8:35 P.M. MOTION CARRIED.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: May 23, 2017

TOWN OF DELAFIELD BOARD OF REVIEW MEETING
May 23, 2017

Members Present: L. Krause, E. Kranick, R. Troy, B. Cooley

Members Absent: P. Van Horn

Others Present: T. Barbeau, *Town Engineer*, P. Kozlowski, *Fire Chief*, M. Hoppe, *Deputy Fire Chief*, T. Dunker, *Waukesha County Sheriff's Dept.*, 5 citizens

First order of business: Call to Order

Chairman Krause called the Board of Review meeting to order at 7:00 p.m.

Second order of business: Adjournment

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO ADJOURN THE BOARD OF REVIEW TO THURSDAY, JUNE 29 AT 7:00 P.M.

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
May 23, 2017

Members Present: L. Krause, E. Kranick, R. Troy, B. Cooley

Members Absent: P. Van Horn

Others Present: T. Barbeau, *Town Engineer*, P. Kozlowski, *Fire Chief*, M. Hoppe, *Deputy Fire Chief*, T. Dunker, *Waukesha County Sheriff's Dept.*, 5 citizens

Public Hearing: Prior to the start of the Town Board meeting there will be a public hearing in front of the Town Board of Supervisors to consider the repeal and re-creation of Chapter 17.08 SIGNS of the Town of Delafield Code of Ordinances. Chairman Krause called the Public Hearing to order at 7:01 p.m. and the clerk read the Public Hearing Notice.

Chairman Krause stated that, due to a recent U.S. Supreme Court decision, a revision to the Town of Delafield Zoning code was prepared by the Town Attorney. This was created to ensure that the Town regulation of signs complies with constitutional free speech guarantees.

There was no public comment on this matter.

First order of business: Call to Order

Chairman Krause called the meeting to order at 7:03 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments

There were no citizen comments.

Fourth order of business: Approval of May 9, 2017 Town Board Minutes

**MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE AS PRESENTED.
MOTION CARRIED.**

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

A. Report on budget sub-accounts and action to amend 2017 budget

B. 1) Accounts payable; 2) Payroll

Accounts Payable

MOVED TO APPROVE PAYMENT OF CHECKS #58721 – #58760 IN THE AMOUNT OF \$45,908.03

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$49,390.46

MR. TROY/MR. KRANICK

MOTION CARRIED.

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

A. None

Seventh order of business: Unfinished Business

A. Consideration and possible action on Developer's Agreement and Letter of Credit for Hawks Haven (tabled 5/9/17)

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO REMOVE FROM THE TABLE. MOTION CARRIED.

Mr. Cooley stated that he contacted the Village of Hartland Administrator, and he has not changed his position re: extending piping on the existing hydrant. This would be allowed if the developer were to annex into the Village. Mr. Bergmann (developer) stated that a tank will be installed, as required in Chapter 18 of the Town Code.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO APPROVE THE DEVELOPER'S AGREEMENT AS PREPARED SUBJECT TO REVIEW BY THE TOWN ATTORNEY AND TOWN ENGINEER. MOTION CARRIED.**MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO APPROVE THE LETTER OF CREDIT FOR HAWKS HAVEN IN THE AMOUNT OF \$383,900.00 SUBJECT TO STAFF APPROVAL. MOTION CARRIED.****Eighth order of business:** New Business

A. Discussion with City of Pewaukee Bike and Pedestrian Planning Committee re: signage placement around Pewaukee Lake

Jim Blackwood summarized the proposal of the City of Pewaukee Bike and Pedestrian Planning Committee to install signs within a 15-mile route completely around the lake for experienced bicyclists. The signs would provide a more formal route with the possibility of bringing additional revenue to local establishments and the hope to make drivers more aware of bicyclists in the area. The committee has contacted Waukesha County Parks and Land Use, and they are willing to allow signage. Mr. Blackwood stated that the committee is trying to determine if the town would support this proposal and all communities need to be in agreement before any signs are installed.

Mr. Kranick suggested that this information be reported to the park and recreation commission.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO REFER THIS MATTER TO THE PARK AND RECREATION COMMISSION. MOTION CARRIED.

B. Discussion and possible action on consideration to repeal and re-create Chapter 17.08 SIGNS of the Town of Delafield Code of Ordinances

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE THE REPEAL AND RE-CREATION OF CHAPTER 17.08 SIGNS OF THE TOWN OF DELAFIELD CODE OF ORDINANCES. MOTION CARRIED.

C. Consideration and possible action to award the 2017 Town Road Paving Program contract

Engineer Barbeau stated that three bids were submitted for the subject project, and Payne & Dolan was the low bidder in the amount of \$267,259.80. As the 2017 budget is \$300,000, it will allow for additional projects to be completed. The 2017 program includes the following roads: Cherry Lane, balance of

Northview Rd., Louis Avenue, Stuart Avenue, Angela and Elizabeth. Engineer Barbeau stated that due to a proposed addition to the Schoenstatt property, we may hold off on the paving of Cherry Lane.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO AWARD THE 2017 IMPROVEMENT PROGRAM TO THE LOW PROJECT BIDDER, PAYNE AND DOLAN, IN THE AMOUNT OF \$267,259.80. MOTION CARRIED.

D. Consideration and possible action on the repeal of Section 9.14 (1) BUILDING SEPARATION of the Town Code

Engineer Barbeau summarized stating that the subject section of the code includes a 20 ft. separation. It was adopted to address those issues that happened within the shoreland jurisdiction. Any exceptions came before the Town Board for consideration. Last September, Waukesha County amended their code to incorporate the building separation requirement. In doing so, they will enforce the 20 ft. separation requirement unless providing an exception for or modified by the Plan Commission per procedures and standards adopted by the Town of Delafield. The Town Board approved an ordinance in December of 2016 repealing two sections of 9.14 (1) that addressed offset distances to principal buildings and to accessory buildings. The Board did not address the 20 ft. separation at that time. The proposed solution is to repeal Town Code 9.14 (1), thereby eliminating any building separation requirements in Chapter 9.14 and any conflicts as to who reviews building separation exceptions.

Discussion followed on keeping the exceptions to the 20 ft. separation with the Town Board to prevent financial liability to the town.

MOTION MADE BY MR. TROY TO APPROVE THE REQUEST OF THE REPEAL OF SECTION 9.14 (1) BUILDING SEPARATION OF THE TOWN CODE CONTINGENT UPON WAUKESHA COUNTY CHANGING THE COUNTY ORDINANCE REQUIRING EXCEPTIONS TO 9.14 TO BE HEARD ONLY BEFORE THE TOWN OF DELAFIELD TOWN BOARD. MOTION FAILED FOR LACK OF SECOND.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO REPEAL SECTION 9.14 (1) BUILDING SEPARATION OF THE TOWN CODE. MR. KRANICK – AYE, MR. TROY – NAY, MR. COOLEY – AYE, CHAIRMAN KRAUSE – AYE. MOTION PASSED 3-1.

E. Noah Zenker - Eagle Scout project proposal

Noah Zenker, 901 Woods Drive, stated that he is a junior at Arrowhead High School, in Troop 224 out of St. Charles in Hartland and is beginning work on his Eagle Scout project. He presented a sketch of a box that he will make and will be used to donate old and tattered American flags to be properly retired. It will stand approximately 50 inches tall and consist of a lock box and mail slot. As he is working with Jamie Formea and Mike Smaglick (Town of Delafield Fire Department), Jamie asked him to appear before the Town Board to request that the box be placed in the town hall lobby permanently.

Mr. Cooley suggested that Noah contact either the Village of Hartland or City of Delafield libraries and request that the box be placed permanently, as they receive more traffic on a daily basis.

F. Consideration and possible action on the purchase of new dorm room mattresses

Chief Kozlowski provided survey responses to two questions related to mattress comfort and sleep quality from numerous employees making use of the dorm rooms on a regular basis, along with two vendor proposals. He stated that monies will come out of the donations account.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE THE PURCHASE OF NEW MATTRESSES FOR DORM ROOMS FROM VERLO IN THE AMOUNT OF \$1696.00. MOTION CARRIED.

G. Consideration and possible action on proposed addition to Chapter 5 Fire Protection code (Requiring a "Key Lock Box" for fire department emergency access)

MOTION MADE BY MR. TROY, SECONDED BY MR. KRANICK TO APPROVE THE LOCK BOX ORDINANCE SUBJECT TO TOWN OF DELAFIELD ATTORNEY APPROVAL. MOTION CARRIED.

H. **CLOSED SESSION: PLEASE TAKE NOTICE** that on Tuesday, May 23, 2017, upon motion duly made and adopted by roll call vote, the Town of Delafield will convene in closed session to consider the following:

To consider employment, promotion, compensation or performance evaluation of any and all public employees over whom the Town Board has jurisdiction or exercises responsibility as authorized under §19.85(1) (c), Wis. Stats., more specifically the deputy clerk/treasurer.

MOTION BY MR. KRANICK, SECONDED BY MR. TROY TO GO INTO CLOSED SESSION. MR. KRANICK – AYE, MR. TROY – AYE, MR. COOLEY – AYE, CHAIRMAN KRAUSE – AYE. MOTION CARRIED.

MOTION BY MR. KRANICK, SECONDED BY MR. COOLEY TO GO INTO OPEN SESSION. MR. KRANICK – AYE, MR. TROY – AYE, MR. COOLEY – AYE, CHAIRMAN KRAUSE – AYE. MOTION CARRIED.

Following the closed session, the Town Board may convene into open session and take action on the matters discussed in closed session and the remaining agenda items.

MOTION BY MR. COOLEY, SECONDED BY MR. KRANICK TO HIRE ROBIN UNTZ AT THE RATE OF \$21.00/HR FOR 20-40 HOURS/WEEK. MOTION CARRIED.

Ninth Order of Business: Announcements and Planning items

- A. Next Plan Commission Meeting – June 6
- B. Next Park and Recreation Commission Meeting – June 12
- C. Next Town Board Meeting – June 13
- D. Next Town's Association, Waukesha County Unit Meeting - July 26 - Town of Lisbon - 7:00 p.m.

Tenth Order of business: Adjournment

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO ADJOURN AT 8:37 P.M. MOTION CARRIED.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: June 13, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
June 13, 2017

Members Present: P. Van Horn, E. Kranick, R. Troy, B. Cooley

Members Absent: L. Krause

Others Present: T. Barbeau, *Town Engineer, 3 citizens*

First order of business: Call to Order

Supervisor Van Horn called the meeting to order at 7:00 p.m. and stated that, due to the absence of Chairman Krause, the Town Board is required by Town Ordinance to make a motion to select an Acting Chairman for the meeting.

MOTION MADE BY MR. TROY, SECONDED BY MR. COOLEY TO SELECT MR. VAN HORN TO SERVE AS ACTING CHAIRMAN FOR THIS MEETING. MOTION CARRIED.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments

There were no citizen comments.

Fourth order of business: Approval of May 23, and June 6, 2017 Town Board Minutes

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE BOTH MEETING MINUTES AS PRESENTED. MOTION CARRIED.

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

A. Report on budget sub-accounts and action to amend 2017 budget

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO AMEND THE 2017 BUDGET TO PAVE THE NORTH SHORE PARK PARKING LOT BY:

**INCREASING ACCOUNT 10-55200-820 GENERAL FUND:
PARKS – CAPITAL OUTLAYS - \$11,823**

**INCREASING ACCOUNT 10-49222 GENERAL FUND:
TRANSFER FROM REPLACEMENT FUND - \$11,823**

**INCREASING ACCOUNT 22-59200-740 REPLACEMENT FUND:
TRANSFER TO GENERAL FUND - \$11,823 USING MONIES PREVIOUSLY SET ASIDE FOR A PARK MOWER. MOTION CARRIED.**

B. 1) Accounts payable; 2) Payroll

Accounts Payable

MOVED TO APPROVE PAYMENT OF CHECKS #58764 – #58802 IN THE AMOUNT OF \$76,394.58

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$27,745.87

MR. TROY/MR. KRANICK

MOTION CARRIED.

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

A. None

Seventh order of business: Unfinished Business

A. None

Eighth order of business: New Business

A. Discussion and possible action on Conditional Use Permit for SBA Structures, LLC

Engineer Barbeau stated that, in 2001, the existing communications tower located on Summit Avenue was originally constructed by AAT Communications Corporation under a Conditional Use Permit. In October of 2006, the Town approved an amendment to the Original Conditional Use Permit acknowledging consent for the assignment of the Conditional Use Permit from AAT Communications Corporation to SBA Structures, Inc. SBA Structures, Inc. became SBA Structures, LLC in December of 2012. As a result of a request for formal review of the communication tower, the Plan Commission reviewed the Conditional Use Permit in February of this year, directed the Town Engineer to revise it to replace references to AAT Communications Corporation with SBA Structures, LLC, and directed the owners to sign the document.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE THE CONDITIONAL USE PERMIT FOR SBA STRUCTURES, LLC. MOTION CARRIED.

B. Discussion and possible action on Approval of Amendment to the Conditional Use Permit for Schoenstatt Sisters of Mary, W284 N404 Cherry Lane

Engineer Barbeau summarized the proposal for an addition to the Schoenstatt Sisters of Mary residential facility to include 7 rooms, 5 to house leadership and 2 handicapped accessible guest rooms. The proposed addition will consist of 3 levels; parking garage on the lower level, meeting rooms on the 2nd level and sleeping room and offices on the 3rd level. At the June 6 Public Hearing, concerns were expressed regarding traffic. The Plan Commission conditioned their approval on the elimination of construction traffic between 7:00 a.m. and 7:00 p.m. All staff conditions have been satisfied.

MOTION MADE BY MR. TROY, SECONDED BY MR. KRANICK TO APPROVE THE AMENDMENT TO THE CONDITIONAL USE PERMIT FOR SCHOENSTATT SISTERS OF MARY AT W284 N404 CHERRY LANE. MOTION CARRIED.

C. Discussion and possible action on Approval of Certified Survey Map to combine two parcels at W283 N3302 Lakeside Road

Engineer Barbeau stated that the subject Certified Survey Map includes a 25-foot dedication. A note reflected on the CSM states that Outlot 1 must be owned by the owner of Lot 1 and shall not be sold or developed separately.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE A CERTIFIED SURVEY MAP TO COMBINE TWO PARCELS AT W283 N3302 LAKESIDE ROAD. MOTION CARRIED.

D. Discussion and possible action on Ordinance to Repeal and Recreate Section 1.26(1) of the Town of Delafield Municipal Code, to Allow the Members of Board of Canvassers to be Selected by the Town Clerk

MOTION MADE BY MR. TROY, SECONDED BY MR. COOLEY TO APPROVE AN ORDINANCE TO REPEAL AND RECREATE SECTION 1.26(1) OF THE TOWN OF DELAFIELD MUNICIPAL CODE, TO ALLOW THE MEMBERS OF THE BOARD OF CANVASSERS TO BE SELECTED BY THE TOWN CLERK. MOTION CARRIED.E. Request to approve renewal Alcohol Beverage "Class B" Liquor, Class "B" Beer and Soda Water Beverage License Applications for the period of July 1, 2017 through June 30, 2018, for the following:
1. Pewaukee Yacht Club Inc.

MOTION MADE BY MR. TROY, SECONDED BY MR. KRANICK TO APPROVE RENEWAL ALCOHOL BEVERAGE “CLASS B” LIQUOR, CLASS “B’ BEER AND SODA WATER BEVERAGE LICENSE APPLICATIONS FOR THE PERIOD OF JULY 1, 2017 THROUGH JUNE 30, 2018, FOR PEWAUKEE YACHT CLUB. MOTION CARRIED.

2. *Kims Lakeside*

Mr. Kranick requested that the item be tabled to request that the owner attend the next Town Board meeting to address an issue that occurred in the establishment last month.

MOTION MADE BY MR. TROY, SECONDED BY MR. KRANICK TO TABLE UNTIL THE NEXT REGULARLY SCHEDULED MEETING AND DIRECT THE CLERK TO CONTACT THE OWNER TO ATTEND THE MEETING. MOTION CARRIED.

3. *Western Lakes Golf Club*

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE RENEWAL ALCOHOL BEVERAGE “CLASS B” LIQUOR, CLASS “B’ BEER AND SODA WATER BEVERAGE LICENSE APPLICATIONS FOR THE PERIOD OF JULY 1, 2017 THROUGH JUNE 30, 2018, FOR WESTERN LAKES GOLF CLUB. MOTION CARRIED.

4. *Ristorante Lago*

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE RENEWAL ALCOHOL BEVERAGE “CLASS B” LIQUOR, CLASS “B’ BEER AND SODA WATER BEVERAGE LICENSE APPLICATIONS FOR THE PERIOD OF JULY 1, 2017 THROUGH JUNE 30, 2018, FOR RISTORANTE LAGO. MOTION CARRIED.

F. Request to approve renewal Alcohol Beverage Class “B” Beer and Soda Water Beverage License Applications for the period of July 1, 2017 through June 30, 2018 for Buck Rub Outfitters Ltd.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE RENEWAL CLASS “B’ BEER AND SODA WATER BEVERAGE LICENSE APPLICATIONS FOR THE PERIOD OF JULY 1, 2017 THROUGH JUNE 30, 2018, FOR BUCK RUB OUTFITTERS LTD. MOTION CARRIED.

G. Request to approve renewal Soda Water License Application for the period of July 1, 2017 through June 30, 2018 for St. Anthony on the Lake Church

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE RENEWAL SODA WATER BEVERAGE LICENSE APPLICATION FOR THE PERIOD OF JULY 1, 2017 THROUGH JUNE 30, 2018, FOR ST. ANTHONY ON THE LAKE CHURCH. MOTION CARRIED.

H. Request to approve renewal Soda Water License Application for the period of July 1, 2017 through June 30, 2018 for Prairie Hill Waldorf School

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE RENEWAL SODA WATER BEVERAGE LICENSE APPLICATION FOR THE PERIOD OF JULY 1, 2017 THROUGH JUNE 30, 2018, FOR PRAIRIE HILL WALDORF SCHOOL. MOTION CARRIED.

I. Consideration and possible action on Operator’s License for the period of 7/1/16 to 6/30/18:
Thomas Bachman – St. Anthony on the Lake Church

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO APPROVE AN OPERATOR’S LICENSE FOR THE PERIOD OF 7/1/16 TO 6/30/18 FOR THOMAS BACHMAN. MOTION CARRIED.

Ninth Order of Business: Announcements and Planning items

- A. Next Town Board Meeting – June 27
- B. Board of Review – Thursday, June 29 @ 7:00 p.m.
- C. Next Park and Recreation Commission Meeting – July 10
- D. Next Plan Commission Meeting – July 18
- E. Next WI Town's Association, Waukesha County Unit Meeting – July 26, 7:00 p.m. – Town of Lisbon

Tenth Order of business: Adjournment

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO ADJOURN AT 7:40 P.M.
MOTION CARRIED.**

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: June 27, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
June 27, 2017

Members Present: L. Krause, P. Van Horn, E. Kranick, R. Troy, B. Cooley

Others Present: T. Barbeau, *Town Engineer*, Lt. Goldmann, *Waukesha Sheriff's Dept.*, 2 citizens

First order of business: Call to Order

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments

There were no citizen comments.

Fourth order of business: Approval of June 13, 2017 Town Board Minutes

**MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE AS PRESENTED.
MOTION CARRIED.**

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

A. Report on budget sub-accounts and action to amend 2017 budget
None

B. 1) Accounts payable; 2) Payroll
Accounts Payable

**MOVED TO APPROVE PAYMENT OF CHECKS #58806 – #58839 IN THE AMOUNT OF
\$42,918.03**

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$48,032.62

MR. TROY/MR. KRANICK

MOTION CARRIED.

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

A. None

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO TAKE ITEM 8A OUT OF
ORDER. MOTION CARRIED.**

Eighth order of business: New Business

A. Discussion and possible action on Intermunicipal Agreement with Village of Hartland to provide
sanitary sewer and storm water collection and transportation services to the Hawks Haven
Subdivision

Engineer Barbeau stated that the subject system will serve a proposed 11-lot subdivision. Sanitary sewer will be constructed in Town roads and connect to Hartland's existing sanitary system, adjacent to the proposed subdivision. Each parcel owner will pay a hookup charge followed by a quarterly sewer fee (no different than if you lived in Hartland). The Town will direct the owner to pay the hookup fees to Hartland when applying for the building permit. The Village will handle all repairs of the sanitary sewer. The developer is required to file a letter of credit with Hartland to guarantee that all terms of the agreement be performed no later than one year from signing the agreement. Engineer Barbeau has not yet heard back from Hartland on the proposed agreement.

**MOTION MADE BY MR. TROY, SECONDED BY MR. KRANICK TO APPROVE THE
INTERMUNICIPAL AGREEMENT WITH THE VILLAGE OF HARTLAND TO PROVIDE SANITARY
SEWER AND STORM WATER COLLECTION AND TRANSPORTATION SERVICES TO THE HAWKS
HAVEN SUBDIVISION SUBJECT TO FINAL REVIEW BY THE TOWN ENGINEER AND TOWN
ATTORNEY. MOTION CARRIED.**

Seventh order of business: Unfinished Business

- A. Request to approve renewal Alcohol Beverage "Class B" Liquor, Class "B" Beer and Soda Water Beverage License Applications for the period of July 1, 2017 through June 30, 2018, for Kims Lakeside (tabled 6/13/17),

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO REMOVE FROM THE TABLE. MOTION CARRIED.

The Town Board was concerned about an incident that occurred at the establishment in January. Also, there was a 2-day period between when the incident occurred and when it was reported to the police.

Kim Fintel, Kims Lakeside, stated that gentleman in question was a good customer. She and the bartender on duty were in complete shock when the incident occurred. When the bartender discussed the situation with Kim, he asked her to give him time to think about what had occurred and talk about it the next day. She stated that she provided all information that was requested by the police and followed up with the gentleman that was involved. She also informed employees that she needed to be notified of any incidents immediately. Both doors of the establishment have been posted, the protocol is to call Kim no matter what and 911 is to be called in the case of a firearm.

Lt. Michael Goldmann, Waukesha County Sheriff, asked Kim if she understood what kind of jeopardy she and the public were put in by waiting to report the incident. The individual had already fled to Illinois. Since the individual was not readily available, the investigation was also jeopardized.

The Town Board informed Kim that it is a privilege to be granted a license and stressed the importance of using good judgment to protect the safety of the public and the establishment.

MOTION MADE BY MR. TROY, SECONDED BY MR. COOLEY TO APPROVE THE RENEWAL ALCOHOL BEVERAGE "CLASS B" LIQUOR, CLASS "B" BEER AND SODA WATER BEVERAGE LICENSE APPLICATIONS FOR THE PERIOD OF JULY 1, 2017 THROUGH JUNE 30, 2018 FOR KIMS LAKESIDE. Motion Carried.

- B. Consideration and possible action on a recommendation to Waukesha County regarding the repealed building separation code

The Town of Delafield is the only municipality in Waukesha County that has a 20 ft. building separation requirement. Do we want to ask the County to eliminate this in the Delafield Shoreland Overlay District.

MOTION MADE BY MR. TROY, SECONDED BY MR. COOLEY TO DIRECT THE TOWN ENGINEER TO FORMALLY REQUEST THAT WAUKESHA COUNTY DELETE SEC. 37 (d) 1 OF THE WAUKESHA COUNTY SHORELAND AND FLOODLAND PROTECTION ORDINANCE RELATED TO SEPARATION OF BUILDING ON ADJACENT LOTS, IN PARTICULAR, THE 20 FT. SEPARATION BETWEEN BUILDINGS, FOR PRESERVATION OF PROPERTY RIGHTS FOR NOT ONLY THE NEIGHBORS BUT THE PROPERTY OWNERS REQUESTING THE EXCEPTION AND EXCEPTIONS GRANTED ON A REGULAR BASIS AFTER ANALYSIS AND CONSIDERATION OF CRITERIA DEVELOPED BY THE TOWN TO EVALUATE EXCEPTION REQUESTS. MOTION CARRIED.

- C. Consideration and possible action on Alcohol Permit for a company/family picnic to be held on July 3 from 12:00 p.m. – 5:30 p.m. at the Sports Commons

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE AN ALCOHOL PERMIT FOR A COMPANY/FAMILY PICNIC TO BE HELD ON JULY 3 FROM 12:00 P.M. – 5:30 P.M. AT THE SPORTS COMMONS. MOTION CARRIED.

Ninth Order of Business: Announcements and Planning items

- A. Board of Review – June 29 (Adjourn to July 20 – 7:00 p.m.)
- B. Next Park and Recreation Commission Meeting – July 10
- C. Next Town Board Meeting – July 11
- D. Next Plan Commission Meeting – July 18
- E. Next WI Town’s Association, Waukesha County Unit Meeting – July 26, 7:00 p.m. – Town of Lisbon

Tenth Order of business: Adjournment

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO ADJOURN AT 7:51 P.M.
MOTION CARRIED.**

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: July 11, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
July 11, 2017

Members Present: L. Krause, E. Kranick, R. Troy, B. Cooley

Members Absent: P. Van Horn

First order of business: Call to Order

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments

There were no citizen comments.

Fourth order of business: Approval of June 27, 2017, Town Board Minutes

**MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE AS PRESENTED.
MOTION CARRIED.**

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

A. Report on budget sub-accounts and action to amend 2017 budget
None

B. 1) Accounts payable; 2) Payroll
Accounts Payable

**MOVED TO APPROVE PAYMENT OF CHECKS #58843 – #58875 IN THE AMOUNT OF
\$24,244.48**

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$26,366.60

MR. TROY/MR. KRANICK

MOTION CARRIED.

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

A. None

Seventh order of business: Unfinished Business

A. None

Eighth order of business: New Business

A. Consideration and possible action on procedures related to the separation between building requirements stated in Section 37 of the Waukesha County Shoreland and Floodland Protection Ordinance

Chairman Krause stated that, at the last meeting, the Town Board directed the Town Engineer to formally request Waukesha County delete Section 37 (d) 1. of the Waukesha County Shoreland and Floodland Protection Ordinance related to separation of building in adjacent lots, in particular, the 20 ft. separation between buildings. As a result, Waukesha County requested further clarification on the specifics.

MOTION MADE BY CHAIRMAN KRAUSE, SECONDED BY MR. KRANICK TO ADOPT THE FOLLOWING PROCEDURE RELATING TO SEPARATION BETWEEN BUILDING REQUIREMENTS IN SECTION 37 (d) 1. OF THE WAUKESHA COUNTY SHORELAND AND FLOODLAND PROTECTION ORDINANCE, AND DIRECT OUR TOWN ENGINEER TO INFORM WAUKESHA COUNTY PLANNING DEPARTMENT OF SAID PROCEDURE: ALL REQUESTS FOR EXCEPTIONS SHALL BE SUSPENDED. WAUKESHA COUNTY SHALL ENFORCE ALL OFFSET PROVISIONS CURRENTLY IN THE SHORELAND AND FLOODLAND PROTECTION ORDINANCE, EXCEPT FOR SEPARATION BETWEEN BUILDINGS NOTED IN SECTION 37 (d) 1. OF THE DSO DELAFIELD SHORELAND OVERLAY DISTRICT WITH NO ACTION BY THE TOWN. MOTION CARRIED.

B. Consideration and possible action on Operator's License for the period of 7/1/16 to 6/30/18:

1. *Carly Amadon – Western Lakes Golf Club*

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE AN OPERATOR'S LICENSE FOR THE PERIOD OF 7/1/16 TO 6/30/18 FOR CARLY AMADON – WESTERN LAKES GOLF CLUB. MOTION CARRIED.

2. *Aleena Tjugum – Western Lakes Golf Club*

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE AN OPERATOR'S LICENSE FOR THE PERIOD OF 7/1/16 TO 6/30/18 FOR ALEENA TJUGUM – WESTERN LAKES GOLF CLUB. MOTION CARRIED.

3. *Alexandra Kuhtz – Western Lakes Golf Club*

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE AN OPERATOR'S LICENSE FOR THE PERIOD OF 7/1/16 TO 6/30/18 FOR ALEXANDRA KUHTZ – WESTERN LAKES GOLF CLUB. MOTION CARRIED.

Ninth Order of Business: Announcements and Planning items

A. Next Park and Recreation Commission Meeting – July 12

B. Next Plan Commission Meeting – July 18 (quorum of Town Board needed)

C. Board of Review – July 20 – 7:00 p.m.

D. Next Town Board Meeting – July 25

E. Next WI Town's Association, Waukesha County Unit Meeting – July 26, 7:00 p.m. – Town of Lisbon

Tenth Order of business: Adjournment

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO ADJOURN AT 7:11 P.M.

MOTION CARRIED.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: July 25, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
July 25, 2017

Members Present: L. Krause, P. Van Horn, E. Kranick, R. Troy, B. Cooley

Others Present: T. Fockler, *Building Inspector*, T. Oberhaus, *Plan Commission Chairman*, T. Dunker, *Waukesha County Sheriff's Dept.*, 8 citizens

First order of business: Call to Order

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
There were no citizen comments.

Fourth order of business: Approval of July 11, 2017, Town Board Minutes

**MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE AS PRESENTED.
MOTION CARRIED.**

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

A. Report on budget sub-accounts and action to amend 2017 budget
None

B. 1) Accounts payable; 2) Payroll
Accounts Payable

**MOVED TO APPROVE PAYMENT OF CHECKS #58883 – #58925 IN THE AMOUNT OF
\$115,576.87**

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$52,287.75

MR. TROY/MR. KRANICK

MOTION CARRIED.

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

A. Allyson Snyder, National MS Society (7/13/17), Re: MS Bike Event on 8/5/17

Mr. Kranick stated his appreciation to the MS Society for informing the Town Board of this event and wishes other organizations would do the same.

Seventh order of business: Unfinished Business

A. None

Eighth order of business: New Business

A. Consideration and possible action regarding ordinance violations at S11W29363 Summit Avenue, and opportunity for property owner to show cause why the Town should not commence enforcement

Mr. Fockler stated that all vehicles are gone and debris has been cleaned up. The property is in compliance with the original complaint issue. The Town Board requested he follow up on any other items that need to be addressed.

B. Consideration and possible action regarding ordinance violations at N28W29870 Oakwood Grove Road, and opportunity for property owner to show cause why the Town should not commence enforcement

Mr. Fockler stated that the owner is down to one vehicle on the property.

Ken Jordan, property owner, stated that he has been very busy tending to his mother. He confirmed that the remaining car will be removed by the next meeting in two weeks.

MOTION MADE BY MR. TROY, SECONDED BY MR. KRANICK TO TABLE THE CONSIDERATION AND POSSIBLE ACTION REGARDING ORDINANCE VIOLATIONS AT N28W29870 OAKWOOD GROVE ROAD UNTIL THE NEXT REGULARLY SCHEDULED MEETING. MOTION CARRIED.

- C. Consideration and possible action on Plan Commission's recommendation to approve a Certified Survey Map to combine two existing parcels of land into one parcel at S4 W32796 Government Hill Road

Chairman Krause stated that the proposed Certified Survey Map brings the subject property into conformance.

MOTION MADE BY MR. TROY, SECONDED BY MR. COOLEY TO ACCEPT THE PLAN COMMISSION'S RECOMMENDATION TO APPROVE A CERTIFIED SURVEY MAP TO COMBINE TWO EXISTING PARCELS OF LAND INTO ONE PARCEL AT S4 W32796 GOVERNMENT HILL ROAD. MOTION CARRIED.

- D. Consideration and possible action on Plan Commission's recommendation to approve an Order Granting Conditional Use for Tabernacle Cemetery

Chairman Krause stated that the proposed Order Granting Conditional Use allows for a ½ acre expansion of Tabernacle Cemetery.

MOTION MADE BY MR. TROY, SECONDED BY MR. COOLEY TO ACCEPT THE PLAN COMMISSION'S RECOMMENDATION TO APPROVE AN ORDER GRANTING CONDITIONAL USE FOR TABERNACLE CEMETERY. MOTION CARRIED.

- E. Consideration and possible action on Plan Commission's recommendation to approve Ordinance to rezone from A-1 to A-2 on lands located at S11 W30520 Summit Avenue

Tom Oberhaus, W309S630 Maple Ave., stated that he owns and operates the land adjacent to the subject property. He is of the opinion that this proposal would result in "spot rezoning" and is "chopping" up pieces of land. Agriculture is important to him and the Town.

Attorney Nancy Wilson, representative of the Patricia Mayer Trust, stated that the reason for the request is to prevent foreclosure (mortgage existing on entire property). The 11 acres to be separated will be transferred to Ms. Mayer's brother, and he intends to farm the land.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO ACCEPT THE PLAN COMMISSION'S RECOMMENDATION TO APPROVE ORDINANCE TO REZONE FROM A-1 TO A-2 ON LANDS LOCATED AT S11 W30520 SUMMIT AVENUE. MR. VAN HORN – AYE, MR. KRANICK – AYE, MR. TROY- AYE, MR. COOLEY – NAY, CHAIRMAN KRAUSE – AYE. MOTION PASSED 4-1.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO TAKE ITEM 8F OUT OF ORDER. MOTION CARRIED.

- G. Consideration and possible action on Operator's License for the period of 7/1/16 to 6/30/18:
1. Leah Panawash – Western Lakes Golf Club

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE AN OPERATOR'S LICENSE FOR THE PERIOD OF 7/1/16 TO 6/30/18 FOR LEAH PANAWASH – WESTERN LAKES GOLF CLUB. MOTION CARRIED.

H. Consideration and possible action on Alcohol Permit for an event to be held at the Sports Commons on August 5 between 10 a.m. and 8 p.m.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE AN ALCOHOL PERMIT FOR AN EVENT TO BE HELD AT THE SPORTS COMMONS ON AUGUST 5 BETWEEN 10 A.M. AND 8 P.M. MOTION CARRIED.

I. Consideration and possible action on proposed Skateboard Park mural

Angela Lorbach, Park and Recreation Coordinator, stated that she has been touring the parks with the Park and Rec Commissioner. Many items need to be replaced. She stated that the monies being raised from the Fright Hike are to be used for the skateboard park. She received a proposal for \$4,000 to re-paint the ramps and presented a picture of a proposed mural. Students from Kettle Moraine have offered to paint it at no cost.

The general consensus of the Town Board is to re-paint the ramps. The idea of the mural is favorable, but the bright colors do not necessarily fit in with the surrounding aesthetics or conservative nature of the community and concerns re: maintenance issues were discussed.

F. Employee Handbook Update

Mr. Troy offered to review the current employee handbook with the Town Clerk.

Ninth Order of Business: Announcements and Planning items

- A. Next WI Town's Association, Waukesha County Unit Meeting – July 26, 7:00 p.m. – Town of Lisbon
- B. Next Plan Commission Meeting – August 1
- C. Next Town Board Meeting – August 8
- D. Next Park and Recreation Commission Meeting – August 14

Tenth Order of business: Adjournment

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO ADJOURN AT 8:00 P.M. MOTION CARRIED.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: August 8, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
August 8, 2017

Members Present: L. Krause, P. Van Horn, E. Kranick, R. Troy, B. Cooley

Others Present: 2 citizens

First order of business: Call to Order

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments

There were no citizen comments.

Fourth order of business: Approval of July 25, 2017, Town Board Minutes

**MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE AS PRESENTED.
MOTION CARRIED.**

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

A. Report on budget sub-accounts and action to amend 2017 budget
None

B. 1) Accounts payable; 2) Payroll
Accounts Payable

**MOVED TO APPROVE PAYMENT OF CHECKS #58931 – #58962 IN THE AMOUNT OF
\$89,482.05**

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$29,024.67

MR. TROY/MR. COOLEY

MOTION CARRIED.

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

Mr. Troy stated that he was given a communication item this evening, before the meeting, and the resident asked that it be brought to the attention of the Town Board. The letter was made part of the record.

A. Update on strategic plan for fire department

Mr. Troy directed attention to a questionnaire that was put together by Chief Kozlowski, Deputy Chief Hoppe and Mr. Troy. He has been interviewed as well as Mr. Cooley. The remaining Town Board members will be interviewed shortly, along with the highway superintendent, clerk, Paul Kanter and other residents of the Town.

B. Update on employee handbook review

Mr. Troy stated that the Town employee handbook has not been reviewed since 2007. He contacted the Wisconsin Towns Association to request a template. They did not have one but referred him to the Town of Vienna, since they updated their handbook last year. Mr. Troy suggested that we utilize the Town of Vienna document as a template. Chairman Krause will contact the labor attorney to research the cost of updating the Town employee handbook.

Seventh order of business: Unfinished Business

A. Consideration and possible action regarding ordinance violations at N28W29870 Oakwood Grove Road, and opportunity for property owner to show cause why the Town should not commence enforcement (tabled 7/25/17)

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO REMOVE FROM THE TABLE.
MOTION CARRIED.**

Kenneth Jordan, N28W29870 Oakwood Grove Road, presented a picture of the, now compliant, licensed vehicle.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO TAKE ITEM 8B OUT OF ORDER. MOTION CARRIED.

Eighth order of business: New Business

B. Consideration and possible action on Plan Commission's recommendation on a single lot Certified Survey Map for a 10.129 acre parcel located North of W303 N2577 Maple Avenue

Chairman Krause stated that the Plan Commission unanimously recommended approval of the subject CSM to the Town Board.

John Siepmann, Siepmann Realty, stated that Waukesha County requested they come forth with a CSM to "get rid of all the mess" on the subject property. The plan is to break ground before the end of this year.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. VAN HORN, TO ACCEPT THE PLAN COMMISSION'S RECOMMENDATION TO APPROVE A CERTIFIED SURVEY MAP FOR A 10.129 ACRE PARCEL LOCATED NORTH OF W303 N2577 MAPLE AVENUE SUBJECT TO SATISFYING THE FOLLOWING STAFF RECOMMENDATIONS: 1. INCORPORATE ALL TECHNICAL COMMENTS MADE IN MY REVIEW MEMORANDUM TO JOHN STIGLER DATED JULY 26, 2017; 2. INCORPORATION OF COMMENTS FROM WAUKESHA COUNTY. MOTION CARRIED.

A. Consideration and possible action on purchase of Park Mower

Mr. Cooley stated that 2 mowers were tested. Mr. Roberts was not comfortable with the John Deere, as it did not handle well on hilly areas. He is in favor of recommending the purchase of the Toro Groundmaster 4000-D model. The demo unit price is \$57,255.45, and Toro is currently offering a "no pay until May of 2018" promotion. If the Town would lease the mower, Mr. Roberts would keep the unit for 5-6 years and expect to receive good trade in value.

The general consensus of the Town Board is the machine is needed but recommend purchasing it rather than leasing. It was suggested to table this time, as there is a need to review budget numbers. Also, Mr. Cooley will contact Reinders to confirm the cost of the new unit.

MOTION MADE BY MR. TROY , SECONDED BY MR. KRANICK TO TABLE UNTIL THE NEXT REGULARY SCHEDULED MEETING CONDITIONED UPON COMING UP WITH NUMBERS TO BE REVIEWED. MOTION CARRIED.

B. Recommendation from the Park and Rec Commission re: budgeted and non-budgeted repair to the skate park and sports commons parking lots

Mr. Kranick directed attention to a proposal submitted by PLM in the amount of \$2800 to remove asphalt/concrete around pavilion and replace with concrete at Silvernail Rd.; edge, clean and crackfill walkways at Silvernail and Golf Rd; patch 3 areas on walkway at Golf Rd. Mr. Van Horn suggested the Town receive clarification on the proposed crackfilling procedure. Mr. Kranick stated that he will contact PLM for this information.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO APPROVE THE BUDGETED MONIES IN THE AMOUNT OF \$2800.00 TO ALLOW PLM TO PERFORM THE PROPOSED SERVICES SUBJECT TO MR. KRANICK CONTACTING PLM TO CLARIFY THEIR CRACKFILLING PROCEDURE. MOTION CARRIED.

Mr. Kranick stated the Park and Rec Commission's request to hire a contractor to replace some boards on the skate ramps that are in disrepair and replace shingles on the park shelter. He will confirm monies are available, as this issue will be discussed at the next park and rec meeting.

Ninth Order of Business: Announcements and Planning items

- A. Next Park and Recreation Commission Meeting – August 14
- B. Next Town Board Meeting – August 22
- C. Next Plan Commission Meeting – September 5
- D. WI Towns Association Annual Convention – October 8 - 10
- E. Next WI Towns Association, Waukesha County Unit Meeting – October 25 – Town of Merton

Tenth Order of business: Adjournment

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO ADJOURN AT 7:50 P.M.

MOTION CARRIED.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: August 22, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
August 22, 2017

Members Present: L. Krause, P. Van Horn, E. Kranick, R. Troy, B. Cooley

Others Present: J. Formea, D. Dupies, Deputy Dunker, 1 citizen

Public Hearing: Prior to the regularly scheduled Town Board meeting there will be a public hearing in front of the Town Board of Supervisors to solicit public input to consider a request by Thomas Kranick for annexation of his property at N34 W29637 North Shore Drive into the Lake Pewaukee Sanitary District. Chairman Krause called the public hearing to order at 7:00 p.m. and the clerk read the Public Hearing Notice.

Mr. Kranick recused himself and left the room.

Thomas Kranick stated that he would like to have the convenience of having sewer rather than a septic tank. He has worked with LPSD and was informed of their recommended approval of the annexation.

First order of business: Call to Order
Chairman Krause called the meeting to order at 7:05 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
There were no citizen comments.

Fourth order of business: Approval of August 8 Closed Session and August 8, 2017, Town Board Minutes

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE AS PRESENTED. MOTION CARRIED.

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

A. Report on budget sub-accounts and action to amend 2017 budget

None

B. 1) Accounts payable; 2) Payroll

Accounts Payable

MOVED TO APPROVE PAYMENT OF CHECKS #58966 – #59018 IN THE AMOUNT OF \$136,238.65

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$54,754.42

MR. TROY/MR. COOLEY

MOTION CARRIED.

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

A. None

Seventh order of business: Unfinished Business

A. Consideration and possible action on purchase of Park Mower (tabled 8/8/17)

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO REMOVE THE ITEM FROM THE TABLE. MOTION CARRIED.

Mr. Cooley stated that he received a new proposal from Reinders in the amount of \$56,000.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE PURCHASE OF THE TORO LAWN MOWER IN THE AMOUNT OF \$56,000. MOTION CARRIED.

- B. Park and Recreation Commission Update: Landscaping - trees for Elmhurst and Skate Park, Repairs - Del-Town Park, Sports Commons paths, Skate Park, Skate Park parking lot and Sports Commons picnic shelter roof

Mr. Kranick stated that the crackfilling proposal is back before the Board because the original proposal did not include "routing" cracks.

MOTION MADE BY MR. TROY, SECONDED BY MR. COOLEY TO APPROVE THE REQUEST OF THE PARK AND RECREATION COMMISSION TO SPEND \$3200.00 FOR PARKING LOT MAINTENANCE. MOTION CARRIED.

*Mr. Kranick proposed the following purchase of trees and stated that \$3000.00 is in the budget:
\$1550.00 – Elmhurst Park
\$1350.00 – Sports Commons*

MOTION MADE BY MR. COOLEY, SECONDED BY MR. TROY TO APPROVE THE PURCHASE AND INSTALLATION OF TREES IN THE AMOUNT OF \$2900.00. MOTION CARRIED.

Mr. Kranick summarized the proposal from Blake Builders in the amount of \$1150,00 to replace all broken shingles on the roof the of the picnic shelter and to replace all ripped materials on the skate board ramps.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. TROY TO APPROVE THE REQUEST OF THE PARK AND RECREATION COMMISSION TO SPEND \$1150.00 TO REPAIR THE PICNIC SHELTER ROOF AND RIPPED MATERIALS ON THE SKATE BOARD RAMPS. MOTION CARRIED.

- C. Employee Handbook review

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO TABLE REVIEW OF THE EMPLOYEE HANDBOOK UNTIL THE NEXT REGULARLY SCHEDULED MEETING. MOTION CARRIED.

Eighth order of business: New Business

- A. Consideration and possible action on request by Thomas Kranick for annexation of his property at N34 W29637 North Shore Drive into the Lake Pewaukee Sanitary District

Mr. Kranick recused himself and left the room.

MOTION MADE BY MR. VAN HORN, SECONDED BY MR. COOLEY TO APPROVE THE REQUEST BY THOMAS KRANICK FOR ANNEXATION OF HIS PROPERTY AT N34 W29637 NORTH SHORE DRIVE INTO THE LAKE PEWAUKEE SANITARY DISTRICT. MOTION CARRIED.

- B. Consideration and possible action on seeking RFP's for Attorney services

Mr. Troy stated that the Town has not researched this issue for 10 years and suggested that it completed this year. The process should occur every 3-5 years on a rotating cycle for attorney, engineering, assessor and building inspection services. He will prepare an RFP to be addressed at the next meeting.

- C. Set budget workshop dates

The 2018 budget workshop dates were set by the Town Board:

9/20 – 6:30 p.m.

9/27 – 6:30 p.m.

10/11 – 6:30 p.m. (if needed)

D. Discussion re: Town Hall Hours of Operation

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO TABLE UNTIL THE NEXT REGULARY SCHEDULED MEETING. MOTION CARRIED.

Ninth Order of Business: Announcements and Planning items

- A. Next Plan Commission Meeting – September 5
- B. Next Town Board Meeting – September 12
- C. Next Park and Recreation Commission Meeting – September 13
- D. WI Towns Association Annual Convention – October 8 – 10
- E. Fright Hike – October 20 & 21
- F. Next WI Towns Association, Waukesha County Unit Meeting – October 25 – Town of Merton

Tenth Order of business: Adjournment

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO ADJOURN AT 7:41 P.M. MOTION CARRIED.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: September 12, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
September 12, 2017

Members Present: L. Krause, P. Van Horn, E. Kranick, R. Troy, B. Cooley

Others Present: T. Barbeau, *Town Engineer*, C. Winkleman, *R&R Insurance*, D. Dupies, *Park and Recreation Commission Chairman*, A. Lorbach, *Park and Recreation Coordinator*, T. Sherman, *Park and Recreation Commissioner*, 9 citizens

First order of business: Call to Order
Chairman Krause called the meeting to order at 7:05 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
There were no citizen comments.

Fourth order of business: Approval of August 22, 2017, Town Board Minutes
MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE AS PRESENTED BY THE CLERK. MOTION CARRIED.

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

A. Report on budget sub-accounts and action to amend 2017 budget
None

B. 1) Accounts payable; 2) Payroll
Accounts Payable

MOVED TO APPROVE PAYMENT OF CHECKS #59019 – #59069 IN THE AMOUNT OF \$321,892.17

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$32,245.86

MR. TROY/MR. COOLEY

MOTION CARRIED.

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

A. None

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO TAKE ITEM 8B OUT OF ORDER. MOTION CARRIED.

Eighth order of business: New Business

B. Recognition of Eagle Scouts

Ms. Lorbach honored Jack Karge and Alec Malone for their remarkable efforts in planting trees at North Shore Park, on Earth Day, as part of their Eagle Scout project. They also took part in renting an auger, fundraising with Johnson's Nursery for discounts on trees and followed through by watering the trees after planting. She also thanked the families for all their hard work put into this project.

Jack and Alec thanked the town for allowing them to provide this service and, especially, to Ms. Lorbach for her support.

Tammy Sherman and Dan Dupies presented Jack and Alec with an award in honor of their outstanding efforts. Chairman Krause thanked these remarkable men on behalf of the Town.

Seventh order of business: Unfinished Business

A. Employee Handbook review (tabled 8/22/17)

MOTION MADE BY MR. COOLEY, SECONDED BY MR. TROY TO REMOVE FROM THE TABLE. MOTION CARRIED.

Mr. Troy stated that the employee handbook was reviewed by HR Counsel for compliance. The general consensus of the Town Board is they are comfortable with the review comments provided. A closed session will be held on September 26 to discuss whether or not the board will make policy changes to the handbook.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. TROY TO TABLE UNTIL THE NEXT REGULARLY SCHEDULED MEETING. MOTION CARRIED.**MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO TAKE ITEMS 8A & 8D OUT OF ORDER. MOTION CARRIED.****Eighth order of business:** New Business

A. Carmen Winkleman, R&R Insurance, re: Life Insurance Policy Renewal

Ms. Winkelman provided a summary of the current policy and reviewed premium options and coverages of other plans. The Town Board requested that Ms. Winkleman look at different carriers for "ER paid" and "gross up" terms targeting the \$2500.00 range.

- D. John Siepmann, Siepmann Realty, Re: Consideration and possible action on the following related to the Summerhill West Subdivision:
- a. Acceptance of the public road

Engineer Barbeau stated that Millridge Road consists of 8 lots. Highway Superintendent Roberts is in full agreement to accept the road "as is". Engineer Barbeau is recommending approval of the resolution to accept Millridge Road as a public road.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. VAN HORN TO ADOPT THE RESOLUTION STATING THAT MILLRIDGE ROAD, WHICH IS PART OF THE SUMMERHILL WEST SUBDIVISION, IS HEREBY ACCEPTED BY THE TOWN OF DELAFIELD. MOTION CARRIED.

- b. Letter of credit reduction

MOTION MADE BY MR. VAN HORN, SECONDED BY MR. KRANICK TO APPROVE REDUCTION IN THE LETTER OF CREDIT TO \$0. MOTION CARRIED.

B. Consideration and possible action on seeking RFP's for Attorney services

Mr. Troy stated that the subject RFP was modeled by gathering information from surrounding neighborhoods and is open for discussion. Our current situation is that the Town does not have a contract for legal services. The proposed RFP calls for a 3-year contract and reserves the right to offer an additional two-year renewal. It lays out general information of the Town, scope of services, proposal requirements and selection process. Mr. Troy suggested that a committee be formed to review proposals. The Town Board requested that he modify the document to specify general Town services. Written proposals will be accepted within 3 weeks of posting, and the oral interview process will commence within 30 days of receipt of proposal.

C. Discussion re: Town Hall Hours of Operation (tabled 8/22/17)

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO REMOVE FROM THE TABLE. MOTION CARRIED.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO MODIFY THE HOURS OF OPERATION FOR THE TOWN HALL TO 8:00 A.M. – 4:00 P.M. MONDAY THRU FRIDAY AND REMAIN OPEN DURING LUNCH. MOTION CARRIED.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO TAKE ITEM 8E OUT OF ORDER. MOTION CARRIED.

- E. Elizabeth Riemer and Larry and Judy Sheets, owners, Bill Zach Developer, Re: Consideration and possible action on the Plan Commission's recommendation for approval of a Planned Unit Development Conditional Use Permit for the White Oak Conservancy subdivision located at the southwest corner of Cushing Park Road and Abitz Road

Chairman Krause stated that the Plan Commission unanimously approved the subject Conditional Use Permit. Engineer Barbeau presented information on 7 items of consideration for approval of a PUD. The developer has met 6 of the items. He stated that Item 7 will be met in the future, as it is not customary to record the deed restrictions until the final plat is recorded. Chairman Krause recommended approval conditioned upon final approval by legal counsel and staff.

MOTION MADE BY MR. VAN HORN, SECONDED BY MR. KRANICK TO APPROVE THE CONDITIONAL USE PERMIT FOR THE DEVELOPMENT OF A 30-LOT SINGLE FAMILY SUBDIVISION CONDITIONED UPON FINAL APPROVAL BY LEGAL COUNSEL AND STAFF. MOTION CARRIED.

- C. Approval of Ordinance regarding the repeal of chapter 9.14 (1) of the Town Code related to building separation

MOTION MADE BY MR. TROY, SECONDED BY MR. COOLEY TO APPROVE AN ORDINANCE TO REPEAL SECTION 9.14(1) OF THE TOWN OF DELAFIELD MUNICIPAL CODE RELATED TO MINIMUM STANDARDS FOR LOT SEPARATION. MOTION CARRIED.

- F. Janet Pfeiffer and Patricia Wilson, owners, Re: Consideration and possible action on the following for two adjacent parcels located at the southeast corner of Northview Road and Cherry Lane:
- a. Approval of a Certified Survey Map for the reconfiguration of two parcels
 - b. Approval of a lot not abutting a public road
 - c. Acceptance of a private driveway easement agreement

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE THE CERTIFIED SURVEY FOR THE RECONFIGURATION OF TWO PARCELS, APPROVAL OF A LOT NOT ABUTTING A PUBLIC ROAD AND ACCEPTANCE OF A PRIVATE DRIVEWAY EASEMENT AGREEMENT FOR TWO ADJACENT PARCELS LOCATED AT THE SOUTHEAST CORNER OF NORTHVIEW ROAD AND CHERRY LANE SUBJECT TO FINAL STAFF REVIEW. MOTION CARRIED.

- G. Consideration and possible action on sale of lawn mower

Mr. Cooley stated that the Town was offered \$1000 to purchase the original park mower.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. VAN HORN TO SELL THE LAWN MOWER FOR \$1000.00. MOTION CARRIED.

Ninth Order of Business: Announcements and Planning items

- A. Next Park and Recreation Commission Meeting – September 13
- B. Budget Workshop – Wednesday, September 20 @ 6:30 p.m. (Town Hall)

- C. Next Town Board Meeting – September 26
- D. Budget Workshop – Wednesday, September 27 @ 6:30 p.m. (Town Hall)
- E. Next Plan Commission Meeting – October 3
- F. WI Towns Association Annual Convention – October 8 – 10
- G. Budget Workshop – Wednesday, October 11 @ 6:30 p.m. (Town Hall)
- H. Next WI Towns Association, Waukesha County Unit Meeting – October 25 – Town of Merton

Tenth Order of business: Adjournment

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO ADJOURN AT 8:27 P.M.
MOTION CARRIED.**

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: September 26, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
September 26, 2017

Members Present: L. Krause, P. Van Horn, E. Kranick, R. Troy, B. Cooley

Others Present: 2 citizens

First order of business: Call to Order
Chairman Krause called the meeting to order at 7:00 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
There were no citizen comments.

Fourth order of business: Approval of September 12, 2017, Town Board Minutes
MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE AS PRESENTED BY THE CLERK. MOTION CARRIED.

Fifth order of business: Action on vouchers submitted for payment:
A. Report on budget sub-accounts and action to amend 2017 budget
MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO APPROVE THE 2017 BUDGET AMENDMENT TO INCREASE ACCOUNT #10-51932-510 (PROPERTY/LIABILITY INSURANCE) IN THE AMOUNT OF \$7865.96 AND ACCOUNT #10-51600-810 IN THE AMOUNT OF \$16,700.00 (BEACH RD. HOUSE RAZING) MOTION CARRIED.

B. 1) Accounts payable; 2) Payroll
Accounts Payable
MOVED TO APPROVE PAYMENT OF CHECKS #59074 – #59114 IN THE AMOUNT OF \$148,358.34
Payroll
MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$49,795.44
MR. TROY/MR. KRANICK **MOTION CARRIED.**

Sixth order of business: Communications (*for discussion and possible action*)
Chairman Krause stated that the Town received a communication item from the Waukesha County Department of Public Works re: an organizational meeting for an overview of the Town Road Improvement committee. It will be held on Tuesday, October 3 between the hours of 5:30 and 6:30 p.m. at the Waukesha County DPW-Highway Operations building.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO TAKE ITEM 8A OUT OF ORDER. MOTION CARRIED.

Eighth order of business: New Business
A. Approval of Request from DaySpring Baptist Church to Enter Into a Holding Tank Agreement with the Town of Delafield

Chairman Krause stated that the Town has a "glitch" in the Code, as it does not define "institutional". The Town Engineer contacted the Waukesha County Environmental Health Department re: holding tank requirements. He was informed that, for the past 10 years, they have been encouraging school and restaurants to use a holding tank due to the high strength level of waste that is produced. An ordinance could be prepared to include a holding tank allowance in this regard.

MOTION MADE BY MR. TROY, SECONDED BY MR. COOLEY TO APPROVE CONDITIONED UPON THE STAFF PREPARING ORDINANCE FOR ATTORNEY'S DIRECTION TO INCLUDE INSTITUTIONAL PROJECTS UNDER THE HOLDING TANK ORDINANCE. MOTION CARRIED.

Seventh order of business: Unfinished Business

A. Employee Handbook review (tabled 9/12/17)

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO REMOVE FROM THE TABLE. MOTION CARRIED.

Mr. Troy stated that the labor attorney reviewed our employee handbook and offered suggested corrections. This is a bigger project than had been envisioned. In a meeting with the fire chief and deputy fire chief re: the 5-year strategic plan, the subject of the employee handbook came up. Chief Kozlowski is of the opinion that items should be included relating to fire department staff. One example is to include verbiage re: a smoke-free campus. If not ready by the next meeting, the handbook will be reviewed at the 2nd meeting in October.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO TABLE. MOTION CARRIED.

Eighth order of business: New Business

B. Approval of Intergovernmental Agreement Regarding Settlement of Certain Unpaid Special Assessments and Special Charges

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE THE INTERGOVERNMENTAL AGREEMENT REGARDING SETTLEMENT OF CERTAIN UNPAID SPECIAL ASSESSMENTS AND SPECIAL CHARGES. MOTION CARRIED.

C. Discussion re: Trick or Treat Hours

Mr. Cooley stated his proposal to move trick or treat to weekend day hours.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO CHANGE THE TOWN TRICK OR TREAT HOURS TO THE SUNDAY BEFORE HALLOWEEN FROM 3:00 TO 6:00 P.M. STARTING THIS YEAR. MOTION CARRIED.

Ninth Order of Business: Announcements and Planning Items

- A. Budget Workshop – Wednesday, September 27 @ 6:30 p.m. (Town Hall)
- B. Next Plan Commission Meeting – October 3
- C. WI Towns Association Annual Convention – October 8 – 10
- D. Next Town Board Meeting – October 10
- E. Budget Workshop – Wednesday, October 11 @ 6:30 p.m. (Town Hall)
- F. Next WI Towns Association, Waukesha County Unit Meeting – October 25 – Town of Merton

Tenth Order of business: Adjournment

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO ADJOURN AT 7:28 P.M.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: October 10, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
October 10, 2017

Members Present: L. Krause, P. Van Horn, E. Kranick, R. Troy, B. Cooley

Others Present: T. Barbeau, *Town Engineer, 2 citizens*

First order of business: Call to Order
Chairman Krause called the meeting to order at 7:00 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
There were no citizen comments.

Fourth order of business: Approval of September 26, 2017, Town Board Minutes
MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE AS PRESENTED BY THE CLERK. MOTION CARRIED.

Fifth order of business: Action on vouchers submitted for payment:
A. Report on budget sub-accounts and action to amend 2017 budget

B. 1) Accounts payable; 2) Payroll
Accounts Payable
MOVED TO APPROVE PAYMENT OF CHECKS #59117 – #59152 IN THE AMOUNT OF \$229,644.63
Payroll
MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$28,632.71
MR. TROY/MR. KRANICK **MOTION CARRIED.**

Sixth order of business: Communications (*for discussion and possible action*)
None

Seventh order of business: Unfinished Business
A. Approval of an Ordinance to Repeal and Recreate Section 10.09 (1) (b) of the Town of Delafield Municipal Code Related to Holding Tanks Permitted

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE AN ORDINANCE TO REPEAL AND RECREATE SECTION 10.09 (1) (b) OF THE TOWN OF DELAFIELD MUNICIPAL CODE RELATING TO HOLDING TANKS PERMITTED. MOTION CARRIED.

B. Approval of Holding Tank Agreement with DaySpring Baptist Church and Town of Delafield

MOTION MADE BY MR. KRANICK, SECONDED BY MR. VAN HORN TO APPROVE THE HOLDING TANK AGREEMENT WITH DAYSPRING BAPTIST CHURCH AND TOWN OF DELAFIELD. MOTION CARRIED.

C. Alley 2 and Alley 3 Special Assessment

Engineer Barbeau summarized stating that the subject alley project has been complete for several months. On Friday (10/6), he received the necessary information to complete the total cost of the project. He identified 7 items listed in the final resolution identifying terms of conditions for payment.

MOTION MADE BY MR. VAN HORN, SECONDED BY MR. KRANICK TO APPROVE FINAL RESOLUTION LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITTED PROPERTY FOR ROAD WORK FOR ALLEY 2 AND ALLEY 3 AS PREPARED BY ENGINEER BARBEAU. MOTION CARRIED.

Eighth order of business: New Business

A. Approval of Chicken License Application, Dawn Haertle, W302N2997 Windrush Cr.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE CHICKEN LICENSE APPLICATION FOR DAWN HAERTLE, W302N2997 WINDRUSH CIRCLE. MOTION CARRIED.

B. Discussion and possible action on a Resolution to Establish Applicable Financial Guarantees for Landscaping of Roadside Ditches, Repair of Curb and Gutter and Completion of Single-Family Homes

Engineer Barbeau stated that the subject issue is the result of problems with ditches not being completed properly in the Woodridge Subdivision. The current bond is \$300.00, which is not a sufficient amount to cover costs to make any necessary corrections. Highway Superintendent Roberts is recommending the bond be raised to \$1000.00 to motivate the contractor to complete the ditch properly and in a timely manner.

MOTION MADE BY MR. VAN HORN, SECONDED BY MR. KRANICK TO APPROVE THE RESOLUTION TO ESTABLISH APPLICABLE FINANCIAL GUARANTEES FOR LANDSCAPING OF ROADSIDE DITCHES, REPAIR OF CURB AND GUTTER AND COMPLETION OF SINGLE-FAMILY HOMES. MOTION CARRIED.

C. Discussion and possible action on purchase of highway truck

Mr. Cooley presented and summarized inventory of the current highway fleet. He stated that it is becoming difficult to get parts for the 1992 and 1994 Ford trucks. The highway superintendent is requesting to purchase a 2007 truck from the City of Pewaukee to replace one of the older vehicles in the amount of \$40-45,000. There is \$57,000 in the replacement fund that was originally set aside to purchase a hoist.

MOTION MADE BY MR. VAN HORN, SECONDED BY MR. COOLEY TO ALLOW THE HIGHWAY DEPARTMENT TO SPEND \$40,000 THAT IS SET ASIDE IN THE REPLACEMENT FUND TO PURCHASE A USED TRUCK FROM THE CITY OF PEWAUKEE. MOTION CARRIED.**MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO ALLOW THE DPW TO SELL ONE OF THE TWO FORD TRUCKS FOR A MINIMUM OF \$4,000. MOTION CARRIED.**

D. Discussion and possible action on the Town Hall drainage issue

Mr. Cooley stated that the elevator discharge and gutter downspout goes down the steep hill on the west side of the building and onto the driveway resulting in freezing in the winter. We need to get the water to the other side into the holding pond. We either have to go under or through the driveway. At the request of the Town Board, he will get at least 2 boring quotes. Discussion followed regarding the importance of addressing the freezing at the exit of the draining.

Ninth Order of Business: Announcements and Planning Items

A. Budget Workshop – Wednesday, October 11 @ 6:30 p.m.

B. Fright Hike – October 20 and 21 – 6:00 p.m. – 8:30 p.m.

C. Next Town Board Meeting – October 24

D. Next WI Towns Association, Waukesha County Unit Meeting – October 25 – Town of Merton

E. Next Park and Recreation Commission Meeting – November 13

F. Town Board Meeting – November 14

G. Annual Budget Hearing – Wednesday, November 15 @ 7:00 p.m. (Town Hall)

Tenth Order of business: Adjournment

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO ADJOURN AT 8:15 P.M.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: October 24, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
October 24, 2017

Members Present: L. Krause, P. Van Horn, E. Kranick, R. Troy, B. Cooley

Others Present: 3 citizens

First order of business: Call to Order
Chairman Krause called the meeting to order at 7:00 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
There were no citizen comments.

Fourth order of business: Approval of October 10, 2017, Town Board Minutes
MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE AS PRESENTED BY THE CLERK. MOTION CARRIED.

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

A. Report on budget sub-accounts and action to amend 2017 budget

B. 1) Accounts payable; 2) Payroll

Accounts Payable

MOVED TO APPROVE PAYMENT OF CHECKS #59156 – #59198 IN THE AMOUNT OF \$38,053.69

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$29,652.26

MR. TROY/MR. KRANICK

MOTION CARRIED.

Sixth order of business: Communications (*for discussion and possible action*)
None

Seventh order of business: Unfinished Business

A. Carmen Winkleman, R&R Insurance, re: Life Insurance Policy Renewal (tabled 9/12/17)

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO REMOVE FROM THE TABLE. MOTION CARRIED.

MOTION MADE BY MR. TROY, SECONDED BY MR. KRANICK TO ADOPT PRINCIPAL INSURANCE LIFE/AD&D OPTION #1 WITH A FACE DOLLAR AMOUNT OF \$1317.60 COVERING 8 EMPLOYEES FOR A PERIOD OF 2 YEARS AND PRINCIPAL INSURANCE SHORT TERM DISABILITY OPTION #3 WITH A FACE DOLLAR AMOUNT OF \$2539.20 FOR A PERIOD OF 2 YEARS COVERING 8 EMPLOYEES. MOTION CARRIED.

B. Employee Handbook Review (tabled 9/26/17)

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO REMOVE FROM THE TABLE. MOTION CARRIED.

Mr. Troy stated that he asked our insurance consultant to review the short term disability language, and she confirmed that it is correct, per insurance policy. He suggested that the revised handbook be sent back to the labor attorney to be addressed at the next meeting.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO TABLE. MOTION CARRIED.

C. Consideration and possible action on seeking RFP's for Attorney services (tabled 9/12/17)

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO REMOVE FROM THE TABLE. MOTION CARRIED.

Mr. Troy stated that he met with Mr. Kranick and reviewed the submitted requests for proposals. They are recommending to keep the current law firm, status quo, with the exception that the Town Chairman request billable hours be shown, along with the attorney fees, on future invoices.

MOTION MADE BY MR. TROY, SECONDED BY MR. COOLEY TO CONTINUE WITH THE CURRENT LAW FIRM, STATUS QUO, WITH THE EXCEPTION THAT THE TOWN CHAIRMAN REQUEST BILLABLE HOURS BE SHOWN, ALONG WITH THE ATTORNEY FEES, ON FUTURE INVOICES. MOTION CARRIED.

Eighth order of business: New Business

A. Discussion and possible action on request from Janet Pfeiffer, N10W28497 Northview Rd., to reside in her current home while building another house on her property

Chairman Krause provided a summary of the subject proposal stating that Ms. Pfeiffer met before the Plan Commission last month requesting approval of a certified survey map to reconfigure her land. Her property is located at the southeast corner of Northview Rd. and Cherry Lane. Her sister owns a parcel located southeast of Ms. Pfeiffer. The access to each property is along Northview Rd., but the access to the home of Ms. Pfeiffer's sister is unimproved. The removal of Ms. Pfeiffer's existing home and building of a new house would allow her to gain access to the property off of Cherry Lane, because access off of Northview Rd. is very dangerous due to poor site distance. The proposed request is not currently allowed in the zoning code. Chairman Krause is recommending a modification to the zoning code with the assistance of the Town Engineer and Town Attorney, followed by referral to the plan commission.

MOTION MADE BY MR. TROY, SECONDED BY MR. KRANICK TO REFER THIS MATTER TO THE PLAN COMMISSION. MOTION CARRIED.

B. Discussion and possible action on purchase of Highway Department equipment

Mr. Cooley stated that the highway superintendent is requesting approval to purchase a heated pressure washer and a trail for the stump grinder. The monies are currently in the replacement fund that were originally set aside to purchase a hoist.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO PURCHASE (IN 2017) A HEATED PRESSURE WASHER IN THE AMOUNT NOT TO EXCEED \$7,000 AND A TRAILER FOR THE STUMP GRINDER NOT TO EXCEED \$2,000. MOTION CARRIED.

Ninth Order of Business: Announcements and Planning Items

- A. Next WI Towns Association, Waukesha County Unit Meeting – October 25 – Town of Merton
- B. Next Plan Commission Meeting – November 7
- C. Next Park and Recreation Commission Meeting – November 13
- D. Town Board Meeting – November 14
- E. Annual Budget Hearing – Wednesday, November 15 @ 7:00 p.m. (Town Hall)

Mr. Kranick stated that the Fright Hike was a huge success and thanked all sponsors and volunteers for their efforts.

Tenth Order of business: Adjournment

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO ADJOURN AT 7:41 P.M. MOTION CARRIED.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: November 14, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
November 14, 2017

Members Present: L. Krause, P. Van Horn, E. Kranick, R. Troy, B. Cooley

Others Present: T. Barbeau, *Town Engineer*, P. Kozlowski, *Fire Chief*, M. Hoppe, *Deputy Fire Chief*, T. Dunker, *Waukesha County Sheriff's Dept.*, 6 citizens

First order of business: Call to Order
Chairman Krause called the meeting to order at 7:00 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
There were no citizen comments.

Fourth order of business: Approval of October 24, 2017, Town Board Minutes
MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE AS PRESENTED BY THE CLERK. MOTION CARRIED.

Fifth order of business: Action on vouchers submitted for payment:
A. Report on budget sub-accounts and action to amend 2017 budget

B. 1) Accounts payable; 2) Payroll
Accounts Payable

MOVED TO APPROVE PAYMENT OF CHECKS #59220 – #59286 IN THE AMOUNT OF \$120,667.13

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$51,555.03

MR. TROY/MR. KRANICK

MOTION CARRIED.

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

A. Eric J. Larson (11/1/17), Re: Vacation Rental

Chairman Krause stated that due to a newly created State Statute regulating short-term rental of residential property, the current Town Ordinance will need to be updated. As the new laws contained in the Statute place multiple limits on municipalities, is it worth re-structuring the ordinance.

The general consensus of the Town Board is to refer this matter to the Plan Commission for review.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO TAKE ITEM 8F OUT OF ORDER. MOTION CARRIED.

Eighth order of business: New Business

F. Lake Pewaukee Sanitary District Commissioner Appointment

Chairman Krause stated that Chairman Richard Nowacki has resigned from the LPSD Commission. Due to the fact that his term expires in 2019, the Town Board needs to appoint his replacement. Mr. Nowacki has served on the Commission (unpaid) for 30 years, with 14 of those as Chairman. He has proven his true dedication to the lake and will be sorely missed. He recommended that the Town recognize Mr. Nowacki at the Town Annual Meeting in April 2018.

MOTION MADE BY CHAIRMAN KRAUSE, SECONDED BY MR. KRANICK TO NOMINATE JOSEPH BOLAND III TO REPLACE RICHARD NOWACKI TO SERVE AS LAKE PEWAUKEE SANITARY DISTRICT COMMISSIONER UNTIL MR. NOWACKI'S TERM ENDS IN 2019. MOTION CARRIED.

Seventh order of business: Unfinished Business

A. Discussion and possible action on the Town Hall drainage issue (tabled 10/10/17)

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO REMOVE FROM THE TABLE.
MOTION CARRIED.**

Mr. Cooley stated that he has nothing new to report due to the fact that contractors have not submitted pricing as had been promised. This matter will be placed on an upcoming agenda in 2018.

B. Employee Handbook Review (tabled 10/24/17)

Mr. Troy stated that we have not heard back from the labor attorney, so there is no reason to take the item off the table.

C. Zoning code modification allowing two residences on a lot while building a new home (referred to Plan Commission 10/24/17)**MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO REMOVE FROM THE TABLE.
MOTION CARRIED.**

Engineer Barbeau stated that, in the past, he and the building inspector interpreted this code very strictly and responded to inquiries by stating that the code allows only one house on each lot. This was due to the fact that there is no specific provision for requiring a financial guarantee to assure that the second structure will be removed, nor is there a limit on the time frame that it can be allowed. The Plan Commission confirmed that the language in the code allows an exception for their review, approval/denial and development.

The general consensus of the Town Board is that this is an acceptable practice.

Eighth order of business: New Business**A. Discussion and possible action on Woodridge Estates ditches**

Mr. Kranick recused himself and left the room.

Engineer Barbeau stated that he has been trying to work with the developer for quite a while. Superintendent Roberts has not been happy with work that has been done by contractors. About a year ago, he and Don Roberts walked through the subdivision with the developer and pointed out outstanding issues that needed to be addressed. As these have not been completed, he drafted a letter outlining the outstanding items that need to be completed no later than July 1, 2018. If the work is not complete at that time, the Town Board could consider options of how to accomplish the work, including using funds in the Letter of Credit to hire a contractor and complete the work.

The Town Board was in agreement to send the proposed letter to Neumann Companies.

B. Discussion on ditch procedures

Engineer Barbeau reviewed the proposed development, ditching and bond processes. He also provided a summary of two letters that would be provided to the property owners outlining requirements to be completed before bond reimbursements. The Town Board directed staff to submit the draft letters to the town attorney for review.

C. Reduction in Letter of Credit for Hunt Club Farms

Engineer Barbeau recommended the subject Letter of Credit be reduced by \$183,636, leaving a balance of \$126,104 until the following work is completed: site grading/storm water pond, erosion control, restoration in the amount of \$5,000; asphalt surface course in the amount of \$104,604; and, barn demolition in the amount of \$16,500.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. VAN HORN TO REDUCE THE LETTER OF CREDIT FOR HUNT CLUB FARMS BY \$183,636, LEAVING A BALANCE OF \$126,104. MOTION CARRIED.

D. Approval of Rotroff Jeanson & Company 2017 Audit Agreement

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO APPROVE THE ROTROFF JEANSON & COMPANY 2017 AUDIT AGREEMENT. MOTION CARRIED.

E. Discussion on fire truck

Chief Kozlowski presented a cost sheet on the Pierce Pumper since contract entry dated 3/24/15. He stated that the damages came to approximately \$395,000.

Bill Ellingson, Community Insurance Corporation, stated that the tech appraiser is of the opinion that the vehicle is a total loss based on the salvage branding law (70%). CIC is proposing to offer a settlement to pay the towing cost of \$5,100, the storage charges up through Friday, November 17 and \$518,383 vehicle replacement (includes \$1,000 deductible). In addition, the Town is allowed to keep the salvage.

Chief Kozlowski stated that he received a salvage bid of \$10,663.00 from Kent Weber Towing.

Mike Walden, R&R Insurance, stated that this is the first fire truck they have had to settle a claim on. He is of the opinion that 3.5% depreciation is favorable, and Community Insurance has been very fair.

MOTION MADE BY MR. TROY, SECONDED BY MR. COOLEY TO ACCEPT THE INSURANCE SETTLEMENT FROM COMMUNITY INSURANCE CORPORATION IN THE AMOUNT OF \$519,383.00 LESS THE DEDUCTIBLE \$1,000 FOR A NET SETTLEMENT OF \$518,383.000 AND THE TOWN KEEPING THE SALVAGE OF THE FIRE TRUCK CONTINGENT UPON KENT WEBER TOWING CO. BUYING THE FIRE TRUCK FROM THE TOWN IN THE AMOUNT OF 10,663.00.

AMENDED MOTION BY MR. TROY, SECONDED BY MR. COOLEY TO INCLUDE THAT IN THE EVENT THIS TRANSACTION IS NOT COMPLETED BY FRIDAY, NOVEMBER 17, THE TOWN WILL NOT INCUR ANY STORAGE, TOWING OR ANY CHARGES RELATED TO THIS FIRE TRUCK. MOTION CARRIED.

Ninth Order of Business: Announcements and Planning Items

- A. Annual Budget Hearing – Wednesday, November 15 @ 7:00 p.m. (Town Hall)
- B. Next Town Board Meeting – November 28
- C. Next Plan Commission Meeting – December 5
- D. Next Town Board Meeting – December 26 @ 10:00 a.m.

Tenth Order of business: Adjournment

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO ADJOURN AT 8:28 P.M. MOTION CARRIED.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: November 28, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
November 28, 2017

Members Present: L. Krause, P. Van Horn, E. Kranick, R. Troy, B. Cooley

Others Present: P. Kozlowski, *Fire Chief*, M. Hoppe, *Deputy Fire Chief*, M. Larsuel, *Waukesha County Sheriff's Dept.*, J. Schultz, *Town Assessor*, 1 citizen

First order of business: Call to Order
Chairman Krause called the meeting to order at 7:00 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
There were no citizen comments.

Fourth order of business: Approval of November 14, 2017, Town Board Minutes
MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE AS PRESENTED BY THE CLERK. MOTION CARRIED.

Fifth order of business: Action on vouchers submitted for payment:
A. Report on budget sub-accounts and action to amend 2017 budget

B. 1) Accounts payable; 2) Payroll
Accounts Payable

MOVED TO APPROVE PAYMENT OF CHECKS #59290 – #59326 IN THE AMOUNT OF \$189,563.22

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$26,296.20

MR. TROY/MR. KRANICK

MOTION CARRIED.

Sixth order of business: Communications (*for discussion and possible action*)
A. None

Seventh order of business: Unfinished Business
A. Employee Handbook Review (tabled 10/24/17)

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO REMOVE FROM THE TABLE. MOTION CARRIED.

Chairman Krause directed attention to the two suggested revisions provided by the Town Attorney.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE THE TOWN OF DELAFIELD EMPLOYEE HANDBOOK AMENDED ON 11/28/17 TO INCLUDE THE FOLLOWING ADDED VERBIAGE TO PAGE 17, DRUG AND ALCOHOL POLICY 1), OF THE DOCUMENT: "BEING UNDER THE INFLUENCE OF". MOTION CARRIED.

Eighth order of business: New Business
A. Jud Schultz, discussion re: changes in assessment procedures

Mr. Schultz provided a handout outlining 3 changes to the current assessment procedures:

- 1. Personal Property - Machinery, tools and patterns are exempt in 2018.*
- 2. Interior review requests by Assessor – these have been ruled unconstitutional, as they are a violation of the 4th amendment search Statute. The Assessor's alternative is to request a special inspection warrant.*

3. Upcoming "2019 or 2020" issue related to Market Drive Assessment Software used by the municipality for assessment work – due to the fact that the DOR changed the methodology and updated values of the valuation model used by assessors, the current software will become obsolete. The last update occurred in 2001.

B. Discussion and possible action on purchasing a new fire engine

Chief Kozlowski reviewed fire engine replacement financial figures. He is proposing to transfer current funds from the EMS Grant account to make up a majority of the difference from the payment the Town will receive from the insurance company.

MOTION MADE BY MR. TROY, SECONDED BY MR. KRANICK TO APPROVE THE PURCHASE OF THE PROPOSED FIRE APPARATUS CONTRACT IN THE AMOUNT OF \$529,045.00 TO BE DUE AT THE TIME OF CONTRACT ENTRY AND THE REMAINING BALANCE OF \$50,139.00 TO BE DUE AT THE TIME OF FINAL INSPECTION AND DELIVERY.

AMENDED MOTION MADE BY MR. TROY, SECONDED BY MR. KRANICK TO INCLUDE APPROVAL UPON DELIVERY OF THE CHECK FROM THE INSURANCE COMPANY. MOTION CARRIED.

C. Discussion and possible action on leasing a fire engine

Chief Kozlowski directed attention to the proposed agreement between the City of Pewaukee and Town of Delafield to lease a 2006 Pierce engine at the rate of \$125/day. Monthly payments will be made with funds provided by the insurance company representing the Town.

The general consensus of the Town Board is to request review of the proposed equipment lease document by the Town Attorney, Chairman Krause and Chief Kozlowski.

MOTION MADE BY MR. TROY, SECONDED BY MR. KRANICK TO APPROVE LEASING OF THE FIRE ENGINE FROM THE CITY OF PEWAUKEE CONTINGENT UPON ANY MODIFICATIONS MADE TO THE EQUIPMENT LEASE DOCUMENT DURING DISCUSSION WITH THE TOWN ATTORNEY, CHAIRMAN KRAUSE AND CHIEF KOZLOWSKI. MOTION CARRIED.

D. Approval of request for Reduction in Letter of Credit for Hawks Haven Subdivision

Chairman Krause directed attention to the Town Engineer memo re: the subject item and stated that the Town Engineer has recommended approval of the requested reduction in the Letter of Credit for Hawks Haven Subdivision.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO REDUCE THE LETTER OF CREDIT FOR HAWKS HAVEN SUBDIVISION BY \$250,000.00, LEAVING A BALANCE OF \$133,900.00 TO COMPLETE DITCH GRADING AND EROSION MATTING, INSTALLATION OF BRASS FITTINGS ON THE CISTERN STANDPIPES AND FINAL LIFT OF ASPHALT (SURFACE COURSE). MOTION CARRIED.

E. Approval of Waukesha County Sheriff's Department 2018 Police Services Contract and Transcription Services Contract

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO APPROVE THE WAUKESHA COUNTY SHERIFF'S DEPARTMENT 2018 POLICE SERVICES CONTRACT AND TRANSCRIPTION SERVICES CONTRACT.

AMENDED MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO APPROVE CONTINGENT UPON THE 2018 POLICE SERVICES CONTRACT STATING THE INCLUSION OF ONE SHIFT, TWO DAYS PER WEEK. MOTION CARRIED.

F. Approval of Application for Temporary Class "B" license to sell fermented malt beverages and a Temporary "Class B" Retailer's License to sell wine during a special event at St. Anthony Congregation on January 29, 2018

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE A TEMPORARY CLASS "B" LICENSE TO SELL FERMENTED MALT BEVERAGES AND A TEMPORARY "CLASS B" RETAILER'S LICENSE TO SELL WINE DURING A SPECIAL EVENT AT ST. ANTHONY CONGREGATION ON JANUARY 29, 2018. MOTION CARRIED.

Ninth Order of Business: Announcements and Planning Items

A. Next Town Board Meeting – December 12

B. Next Town Board Meeting – December 26 @ 10:00 a.m.

Tenth Order of business: Adjournment

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO ADJOURN AT 8:05 P.M. MOTION CARRIED.

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: December 12, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
December 12, 2017

Members Present: L. Krause, P. Van Horn, E. Kranick, B. Cooley

Members Absent: R. Troy

Others Present: T. Barbeau, *Town Engineer*, P. Kozlowski, *Fire Chief*, M. Hoppe, *Deputy Fire Chief*, J. Formea, *Division Chief*, T. Dunker, *Waukesha County Sheriff's Dept.*, 3 citizens

First order of business: Call to Order
Chairman Krause called the meeting to order at 7:00 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
Deputy Dunker stated that a resident, who lives on Maple Avenue, informed him that he is putting together a petition to change the speed limit on his road and to request additional police coverage. He informed the resident that he could not comment on the issue of additional police coverage, as this is a conflict of interest.

Fourth order of business: Approval of November 28, 2017, Town Board Minutes
MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE AS PRESENTED. MOTION CARRIED.

Fifth order of business: Action on vouchers submitted for payment:
A. Report on budget sub-accounts and action to amend 2017 budget

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO AMEND THE 2017 BUDGET FOR THE PURCHASE OF THE NEW ENGINE AND THE INSURANCE SETTLEMENT AND SALES PROCEEDS FOR THE ENGINE THAT WAS TOTALED: INCREASE REVENUE ACCOUNT 10-48420 (SETTLEMENT AND CLAIMS: FIRE) IN THE AMOUNT OF \$518,383, INCREASE REVENUE ACCOUNT 10-48302 (SALE OF ASSETS: FIRE) IN THE AMOUNT OF \$10,663 AND INCREASE EXPENDITURE ACCOUNT 10-52230-810 (FIRE DEPT. OPERATIONS – CAPITAL) IN THE AMOUNT OF \$529,046. MOTION CARRIED.

B. 1) Accounts payable; 2) Payroll
Accounts Payable
MOVED TO APPROVE PAYMENT OF CHECKS #59327 – #59373 IN THE AMOUNT OF \$632,614.54
Payroll
MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$45,227.41
MR. COOLEY/MR. KRANICK **MOTION CARRIED.**

Sixth order of business: Communications (*for discussion and possible action*)
A. None

Seventh order of business: Unfinished Business
A. None

Eighth order of business: New Business
A. SAFEbuilt, discussion re: transfer of building inspector

Erika Lewandowski, Jacob Lipke and Dean Eppler were in attendance on behalf of SAFEbuilt. The current building inspector, Tony Fockler, will be transferring to a new area. Jacob is in the process of receiving training from Tony and will take on the main role. Dean will be assisting Jacob with property inspections.

B. Discussion on letter to Waukesha County re: stretch of road on Silvernail

Chairman Krause stated that Mr. Kranick requested this item be placed on the agenda. As Waukesha County is responsible for the upkeep of Silvernail, Mr. Kranick suggested that the Town Engineer write a letter identifying concerns of the road.

C. Consideration and possible action on Resolution Approving Lake Country Municipal Court 2018 Budget

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE THE RESOLUTION APPROVING LAKE COUNTRY MUNICIPAL COURT 2018 BUDGET. MOTION CARRIED.

D. Consideration and possible action on R.A. Smith, Inc. 2018 Contract Renewal

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE THE R.A. SMITH, INC. 2018 CONTRACT RENEWAL. MOTION CARRIED.

E. Consideration and possible action on appointments effective 1/1/2018:

1. Clerk/Treasurer

MOTION MADE BY CHAIRMAN KRAUSE, SECONDED BY MR. COOLEY TO RE-APPOINT MARY ELSNER TO SERVE AS CLERK/TREASURER EFFECTIVE 1/1/2018. MOTION CARRIED.

2. Deputy Clerk/Treasurer

MOTION MADE BY CHAIRMAN KRAUSE, SECONDED BY MR. KRANICK TO RE-APPOINT ROBIN UNTZ TO SERVE AS DEPUTY CLERK/TREASURER EFFECTIVE 1/1/2018. MOTION CARRIED.

3. Fire Chief

MOTION MADE BY CHAIRMAN KRAUSE, SECONDED BY MR. KRANICK TO RE-APPOINT PAUL KOZLOWSKI TO SERVE AS FIRE CHIEF EFFECTIVE 1/1/2018. MOTION CARRIED.

4. Board of Appeals

MOTION MADE BY CHAIRMAN KRAUSE, SECONDED BY MR. KRANICK TO RE-APPOINT RICHARD NOWACKI TO SERVE AS BOARD OF APPEALS COMMISSIONER FOR ANOTHER 3-YEAR TERM, EXPIRING 1/1/2021. MOTION CARRIED.

F. Appointment of Election Inspectors for the period of 1/1/2018-12/31/2019

MOTION MADE BY MR. COOLEY, SECONDED BY MR. VAN HORN TO APPOINT THE ELECTION INSPECTORS, AS LISTED BY THE TOWN CLERK, FOR THE PERIOD OF 1/1/2018-12/31/2018. MOTION CARRIED.

G. Purchase of a new ambulance

Deputy Chief Hoppe presented information on the sales contract from Life Line Emergency Vehicles for a 2018 Superliner Type I / Ford F550 4x4 ambulance in the amount of \$228,202.00. There is a 4-5 month production time. He stated that the trade-in value of the current 2006 vehicle is \$7,000. Chairman Krause suggested that we try to sell it out right at a higher price.

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE THE PURCHASE OF THE LIFE LINE AMBULANCE IN THE AMOUNT OF \$228,202.00 INCLUDING THE TRADE IN OF OUR OLD AMBULANCE WITH THE CONDITION THAT WE WILL TRY TO SELL IT AHEAD OF TIME AT A GREATER NUMBER AND DECREASE THE NET COST. MR. COOLEY – AYE, MR. KRANICK – AYE, CHAIRMAN KRAUSE – AYE, MR. VAN HORN – NAY. MOTION PASSED 3-1.

Ninth Order of Business: Announcements and Planning Items

- A. Next Town Board Meeting – December 26 @ 10:00 a.m.
- B. Next Plan Commission Meeting – January 2, 2018

Tenth Order of business: Adjournment

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO ADJOURN AT 7:31 P.M.
MOTION CARRIED.**

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: December 26, 2017

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
December 26, 2017

Members Present: L. Krause, E. Kranick, B. Cooley

Members Absent: P. Van Horn, R. Troy

Others Present: 1 Citizen

First order of business: Call to Order
Chairman Krause called the meeting to order at 10:00 a.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments
There were no citizen comments.

Fourth order of business: Approval of December 12, 2017, closed Session and December 12, 2017, Town Board Minutes

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE AS PRESENTED. MOTION CARRIED.

Fifth order of business: Action on vouchers submitted for payment:
A. Report on budget sub-accounts and action to amend 2017 budget

B. 1) Accounts payable; 2) Payroll
Accounts Payable

MOVED TO APPROVE PAYMENT OF CHECKS #59375 – #59420 IN THE AMOUNT OF \$64,267.79

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$30,053.45

MR. COOLEY/MR. KRANICK

MOTION CARRIED.

Sixth order of business: Communications (*for discussion and possible action*)
A. None

Seventh order of business: Unfinished Business
A. Appointment of Election Inspectors for the period of 1/1/2018-12/31/2019

MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE APPOINTMENT OF ELECTION INSPECTORS FOR THE PERIOD OF 1/1/2018-12/31/2019 UPON RECOMMENDATION OF THE TOWN CLERK. MOTION CARRIED.

Eighth order of business: New Business
A. Consideration and possible action on Operator's License for the period of 7/1/16 to 6/30/18:
Megan Novara – Kim's Lakeside

MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE AN OPERATOR'S LICENSE FOR THE PERIOD OF 7/1/16 TO 6/30/18 FOR MEGAN NOVARA. MOTION CARRIED.

Ninth Order of Business: Announcements and Planning Items
A. Next Plan Commission Meeting – January 2, 2018
B. Next Town Board Meeting – January 9, 2018

Tenth Order of business: Adjournment

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO ADJOURN AT 10:05 A.M.
MOTION CARRIED.**

Respectfully submitted,

Mary T. Elsner, CMC, WCMC
Town Clerk/Treasurer

Minutes approved on: