

**TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING  
OCTOBER 27, 2020 @ 6:30 PM**

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

**First order of business:** Call to Order  
Supervisor Kranick called the meeting to order at 6:30 p.m.

**Second order of business:** Pledge of Allegiance

**Third order of business:** Citizen Comments: None

**Fourth order of business:**  
A. Approval of October 13, 2020 Town Board Minutes

*Motion made by Supervisor Cooley to approve the minutes from October 13, 2020 meeting with corrections stated. Supervisor Kranick seconded. Motion carried 4-0.*

**Fifth order of Business:** Action on vouchers submitted for payment:  
A. Report on budget sub-accounts and action to amend 2020 budget  
B. 1) Accounts payable; 2) Payroll

*Motion by Supervisor Kranick to approve payment of checks #64017 and #64021-#64056 in the amount of \$63,394.29 and payrolls dated October 30, 2020 in the amount of \$25,446.17. Seconded by Supervisor Cooley. Motion carried 4-0.*

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

A. Mixed Use Ordinance General Update (Discussion Only)

Next week the group will be meeting to discuss some specific concepts including bike trails, road access, planned development structure, design considerations and dimensional details. That discussion will also entail samples for how this item will display at upcoming open houses.

B. Election Update

Administrator Green explained that in-person absentee voting was going on at the Town through October 30, 2020. He gave hours that voting would be open for early voting and on Election Day. He also gave a count of what the Town had received up to that point.

C. Skate Park Update

Administrator Green explained that the skate park improvements have been completed. He reached out to some of the fund-raising group to make sure the park was done to their satisfaction and has not received any complaints to this point.

D. Fiber Internet Update

Administrator Green explained that the draft contract for the agreement has been sent to the Attorney for review and anticipates the contract being brought to the board for approval at the next Town Board meeting.

**Seventh order of Business:** Unfinished Business - None

**Eighth order of Business:** New Business

- A. Discussion and possible action on a service contract with Grota Appraisals, LLC for Maintenance of Assessment Records and Application of Use Values from 2021 to 2023.

*Motion by Supervisor Kranick to approve a service contract with Grota appraisals, LLC for Maintenance of Assessment Records and Application of Use Values from 2021 to 2023, subject to the modifications from the Town Attorney. Seconded by Supervisor Cooley. Motion carried 4-0.*

- B. Discussion and possible action on the audit proposal from Rotroff Jeanson, S.C. for the 2020 financial audit.

*Motion by Supervisor Kranick to approve the audit proposal from Rotroff Jeanson, S.C. for the 2020 financial audit. Seconded by Supervisor Cooley. Motion carried 4-0.*

- C. Discussion and possible action on the use of Fire Department Donation Funds for a Delafield Fire Department appreciation dinner to be held in 2021.

Chief Mark Hoppe explained that typically the Delafield Fire Department has an appreciation dinner. The department originally wanted a party in December, but due to Covid, they would like to move the party to April. They are asking that \$4,000 from the fire donation fund be allocated to 2021 for the appreciation dinner. Chairman Troy stated that alcohol could not be purchased by the Town and would have to be a cash bar. The Fire Chief agreed. No motion was required, and the board gave unanimous consent.

- D. Discussion and possible action on the purchase of security updates to the door access controls for the Fire Department.

Chief Mark Hoppe explained the security access points needed to be updated and reprogrammed to accompany more users and multiple locations. He requested that the Town allow the Fire Department to purchase these upgrades out of the capital budget. He stated there were funds not being used for some other purchases this year that could be allocated to the access control system. He also stated there were some other updates he wanted to make in preparation for the change to Lake Country Fire that will be coming at the November meeting. Chief Hoppe explained that Lake Country will be putting in WIFI access points which work in conjunction with the other fire stations to allow fire employees to access the network from all sites.

Chairman Troy questioned what the Fire Department was not purchasing out of their capital budget. Chief Hoppe explained that \$13,000 in turnout gear was not being purchased along with new fire hose nozzles and firehouse replacement line items. He stated in total, \$23,000 was set aside not to be spent in 2020. Chairman Troy stated any cost that is directly associated with consolidation he is leery of. Chief Hoppe explained these purchases were always planned on for the Fire Department and would have been coming at some point.

*Motion by Supervisor Kranick to approve the security updates to the door access controls for the Fire Department in the amount of \$2,945. Seconded by Supervisor Cooley. Motion carried 4-0.*

- E. Discussion and possible action on the approval of a contract with Ultra Fidelis for the purchase and installation of equipment to live stream video for board and commission meetings for a total cost not to exceed \$4,934.95.

Administrator Green explained that the proposed system would allow the Town to stream video on YouTube and store video as well. This will allow residents to not be physically at meetings and stay up to speed on what is going on in the Town. Supervisor Kranick stated this was overdue for the Town. The board questioned the video quality with the current internet bandwidth. Administrator Green

explained that the fiber optic contract will be at the next board meeting and will hopefully be implemented by next year.

*Motion by Supervisor Kranick to approve the contract with Ultra Fidelis for the purchase and installation of equipment to live stream video for board and commission meetings for a total cost not to exceed \$4,934.95. Seconded by Supervisor Cooley. Motion passed 4-0.*

**Ninth order of Business:** Announcements and Planning items

- A. General Election – Tuesday, November 3, 2020
- B. Town Board – Tuesday, November 10, 2020 @ 6:30 PM
- C. Plan Commission – Wednesday, November 11, 2020 @ 6:30 PM
- D. Budget Public Hearing – Wednesday, November 18, 2020 @ 5:30 PM

**Tenth order of Business:** Adjournment

*Motion by Supervisor Cooley to adjourn the October 27, 2020 Town Board meeting at 7:09 p.m. Seconded by Supervisor Kranick. Motion carried 4-0.*

Respectfully submitted:

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Dan Green, CMC/WCMC  
Administrator - Town Clerk/Treasurer