

**TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING  
FEBRUARY 23, 2021 @ 6:30 PM**

**Video Link:** <https://www.youtube.com/watch?v=9-Kr-rJKX08>

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

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

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

**Third order of business:** Roll Call  
Supervisors Kranick, Dionisopoulos, Michels and Chairperson Troy.

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

**Fifth order of business:**  
A. Approval of February 9, 2021 Town Board Minutes

*Motion made by Supervisor Kranick to approve the minutes from February 9, 2021. Seconded by Supervisor Dionisopoulos. Motion carried 4-0.*

**Sixth 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 #64437-#64445, #64449-#64509, and in the amount of \$5,584,222.48, and the payrolls dated February 19, 2021 in the amount of \$27,015.07. Seconded by Supervisor Dionisopoulos. Motion carried 4-0.*

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

A. Mixed Use Ordinance General Update (Discussion Only)  
Chairman Troy explained the County submitted a draft ordinance to the Town and residents. Jason Fruth, from Waukesha County, received comments back and it is in the process of being finalized. The ordinance will be on the Tuesday, March 2<sup>nd</sup> Plan Commission meeting.

B. Commissioners of Public Lands Loan Update  
Administrator Green explained that the loan applications that were budgeted for 2021, were approved by the Commissioners of Public Lands.

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

**Ninth order of Business:** New Business  
A. Discussion and possible action on the adoption of Resolution 21-645, a resolution to adopt the 2021 Fee Schedule.

Administrator Green reviewed the fee changes being proposed, all regarding the Plan Commission fees. He stated that he reviewed the costs associated with the Plan Commission along with the time spent by staff to determine these costs. He also did a cost comparison with other communities in the area. The fees being proposed are still significantly less than the average costs in the surrounding communities.

*Motion by Supervisor Kranick to adopt Resolution 21-645, a resolution to adopt the 2021 Fee Schedule. Seconded by Supervisor Michels. Motion passed 4-0.*

- B. Gerald and Tricia Tetzlaff, N41 W28088 Glacier Road, Re: Consideration and possible action on Certified Survey Map to reconfigure land at N41 W28088 Glacier Road and N41 W28010 Ishpaton Lane from 3 lots to 2 lots.

Engineer Tim Barbeau reviewed the background of the application. He explained this area is currently made up of three lots. The owners are proposing reconfiguring these lots to two lots, removing a landlocked portion of property. The applicant also intends to remove an easement on the southwest corner of her property. Mr. Barbeau explained there is a procedure that needs to take place to remove the easement and removing it from the CSM does not remove the easement. He explained he had some technical corrections that will need to be resolved before recording the document.

*Motion by Supervisor Kranick to approve a Certified Survey Map to reconfigure land at N41 W28088 Glacier Road and N41 W28010 Ishpaton Lane from 3 lots to 2 lots, subject to technical corrections from the Town Engineer. Seconded by Supervisor Dionisopoulos. Motion passed 4-0.*

- C. Discussion and possible action on the adoption of Resolution 21-646, a resolution to designate a quiet zone at the CP railroad crossing at CTH KE and Glacier Road.

Engineer Barbeau explained this process began in 2018, when residents from the Moore Subdivision came to the Town Board to bring forward a request for a quiet zone. The process involved studies from the State, the Federal Government, and the railroad. The FRA has criteria that needs to be met before creating a quiet zone including improvements to the railroad crossings, which have been done in this area. In 2016 the railroad received a grant to upgrade this stretch of rail. The goal from the community was to have the improvements done in 2020. The improvements have been completed included 4 gates at the railroad crossing on CTH KE and Glacier pass. The Town's roll in the process is to endorse the request for the community by adopting the proposed resolution. Mr. Barbeau explained he has heard only positive feedback from the community, and this has been a concern for this area for a long time. He explained that there is still a process moving forward, including a 60-day period for communities in the area to comment on the petition. There would then be a notice of implementation, which requires another 30-day period once noticed.

Chairman Troy added that the Board received 11 comments from residents that were all in favor. Supervisor Kranick noted that the roadway near the railroad crossing needs repair. He asked that Administrator Green reach out to the County Highway Department.

*Motion by Supervisor Kranick to adopt Resolution 21-646, a resolution to designate a quiet zone at the CP railroad crossing at CTH KE and Glacier Road. Seconded by Supervisor Dionisopoulos. Motion passed 4-0.*

- D. Discussion and possible action on a new Chicken License Application for Megan Novak at N3W31747 Twin Oaks Drive.

Administrator Green reviewed the application and stated the applicant meets the setback requirements.

*Motion by Supervisor Kranick to approve a new Chicken License Application for Megan Novak at N2W31747 Twin Oaks Drive. Seconded by Supervisor Michels. Passed 4-0.*

- E. Discussion and possible action on a Letter of Credit reduction number 5 for Woodridge Estates in the amount of \$25,552.

Supervisor Kranick recused himself for this item. Engineer Tim Barbeau explained he received a letter from the bank stating they were holding a \$25,000 Letter of Credit and gave us a 90-day notice of cancellation. The Town received a request to reduce the letter of credit to \$0. Highway Superintendent Don Roberts has no issues reducing the Letter of Credit as no additional work is required for the subdivision.

*Motion by Supervisor Michels to approve a Letter of Credit reduction number 5 for Woodridge Estates in the amount of \$25,552. Seconded by Supervisor Dionisopoulos. Motion passed 3-0.*

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

- A. Spring Primary – Tuesday, February 16, 2021
- B. Plan Commission – Thursday, February 18, 2021 @ 6:30PM
- C. Town Board – Tuesday, February 23, 2021 @ 6:30PM

Supervisor Kranick thanked Brandon from the Waukesha County Highway Department for a good job plowing CTH KE and the Town's Highway Department for keeping up the Town Roads.

**Eleventh order of Business:** Adjournment

*Motion by Supervisor Michels to adjourn the February 23, 2021 Town Board meeting at 6:57 p.m. Seconded by Supervisor Kranick. Motion carried 4-0.*

Respectfully submitted:

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