***TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING***

***February 11, 2020 @ 6:30 PM***

**Members Present**: Supervisor Kranick, Supervisor Van Horn, Supervisor Cooley and Supervisor Dionisopoulos. Also present was Clerk/Treasurer Dan Green, Engineer Tim Barbeau, and Building Inspector Dave Hendrix.

**Members Absent**: Chairman Troy

**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

*Supervisor Kranick led all in the Pledge of Allegiance.*

**Third order of business:** Citizen Comments

Kettle Moraine School District Superintendent Patricia Deklotz and John Stellmacher spoke the Board about the upcoming referendum in April. Superintendent Deklotz reviewed some communications that explained where the money would and how they used feedback from last year to strategize how to market the referendum this year. She introduced Mr. Stellmacher who joined Kettle Moraine in July, 2020. He explained he has a background with the Hartford school system and served 13 years as the school administrator. He explained how much the school district is looking for over the next three years and what the annual cost per year would be. In the case of a home valued at $300,000, the increase would be $45 per year and $60 per year on a $400,000 home.

**Fourth order of business:**

1. Approval of January 28, 2020 Town Board Minutes

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

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

1. Report on budget sub-accounts and action to amend 2019 budget
2. Report on budget sub-accounts and action to amend 2020 budget

**C.** 1) Accounts payable; 2) Payroll

Accounts Payable

**MOTION MADE BY SUPERVISOR DIONISOPOULOS TO APPROVE THE CHECKS *#62840 - #62842, #62851-62853 AND #62900-62946* IN THE AMOUNT OF $244,095.19. SECONDED BY SUPERVISOR COOLEY. MOTION CARRIED UNANIMOUSLY.**

Payroll

**MOTION MADE BY SUPERVISOR DIONISOPOULOS TO APPROVE THE PAYROLLS DATED FEBRUARY 7, 2020 IN THE AMOUNT OF $33,303.10**. **SECONDED BY SUPERVISOR COOLEY. MOTION CARRIED UNANIMOUSLY.**

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

1. Letter from Charles Winter and Clifford Brooks regarding Hartland Sportsman’s Club
2. Letter from the Department of Administration regarding the proposed Border Agreement between Lisbon and Lannon.
3. Lake Country Municipal Court Annual Report for the year ending 2019.

**Seventh order of business:** Unfinished Business

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

Engineer Barbeau explained the history of the property and how he has tried getting compliance from the homeowner to this point. The letter sent was returned undeliverable and he tried reaching out to a company called Safeguard who is contracted by the mortgage company. He continued that the property is in violation of our ordinance related to storing junk vehicles and the site maintenance ordinance. He explained that Dave Hendrix and Dan Green have been in discussions on creating a new process which would involve the police department issuing citations. Captain Marc Moonen explained that the County Sherriff’s Office could issue a citation so long as the Town’s Ordinance was integrated into their software. After the citation is served, there would be court proceedings to follow. A neighbor of the property stated that the property manager has been stopping by every other week to make small improvements on the property and is slowly cleaning it up.

1. Discussion and possible action on code enforcement options for the property located at N14W28109 Silvernail Rd.

Engineer Barbeau explained the property has a lot of junk in front of their property including an RV and two vehicles sitting out. He explained since the Town would like to move forward with changing the code enforcer, the keeping in compliance aspect may transfer to Dave Hendrix given the outcome of the meeting. He also referenced the previous item’s discussion on changing violation citations moving forward.

**Eighth order of Business**: New Business

1. Discussion and possible action on Operator’s License for the period of 7/1/18 to 6/30/20:

*Todd Jones – Kim’s Lakeside*.

**MOTION BY SUPERVISOR COOLEY TO APPROVE OPERATOR’S LICENSE FOR THE PERIOD OF 7/1/18 TO 6/30/20: TO TODD JONES – KIM’S LAKESIDE. SECONDED BY SUPERVISOR DIONISOPOULOS. MOTION CARRIED UNANIMOUSLY.**

1. Discussion and possible action on a contract with SAFEbuilt for inspection and code enforcement services.

Building Inspector Dave Hendrix explained the contract is similar to what was discussed between Chairman Troy, Supervisor Kranick and Administrator Green. He also explained the hours in the contract can be flexed and with a new system of enforcement being written, the time spent on enforcement will be much less. Administrator Green reviewed the logistics of the contract and made changes that the Town Attorney recommended regarding proof of insurance, hold harmless language and an additional exhibit related to open record laws.

**MOTION BY SUPERVISOR COOLEY TO APPROVE A CONTRACT WITH SAFEBUILT FOR INSPECTION AND CODE ENFORCEMENT SERVICES CONTINGENT ON THE COMMENTS FROM THE TOWN ATTORNEY. SECONDED BY SUPERVISOR DIONISOPOULOS. MOTION PASSED UNANIMOUSLY.**

1. Discussion and possible action to adopt Resolution 20-637, A Resolution to amend the Town of Delafield fee schedule relating to building inspection fees, Right-of-way permit fees and liquor license fees.

Administrator Green reviewed three liquor related licenses he asked to be raised to the current standard in the area. He also reviewed a right-of-way permit fee which is consistent with all municipalities in the area. Building Inspector Dave Hendrix reviewed the fee comparison chart and explained that the building fees in the Town have not been changed in 15 years. The proposed changes would put the Town at the same rate as everyone else. He explained the Town is losing money just by not updating their fee schedule ($40,000 last year).

**MOTION BY SUPERVISOR VAN HORN TO ADOPT RESOLUTION 20-637, A RESOLUTION TO AMEND THE TOWN OF DELAFIELD FEE SCHEDULE RELATING TO BUILDING INSPECTION FEES, RIGHT-OF-WAY PERMIT FEES AND LIQUOR LICENSE FEES. SECONDED BY SUPERVISOR DIONISOPOULOS. MOTION PASSED UNANIMOUSLY.**

1. Discussion and possible action to adopt Ordinance 2020-03, an Ordinance to repeal and re-create Section 14.05 of the Town of Delafield Municipal Code, concerning Occupancy and Ditch Bonds.

Administrator Green explained this was to clean up the remaining bonds that are beyond their time to be claimed by the builder. This amendment creates a policy where the Town retains all bond monies not claimed 3 years after the issuance of the building permit.

**MOTION BY SUPERVISOR COOLEY TO ADOPT ORDINANCE 2020-03, AN ORDINANCE TO REPEAL AND RE-CREATE SECTION 14.05 OF THE TOWN OF DELAFIELD MUNICIPAL CODE, CONCERNING OCCUPANCY AND DITCH BONDS. SECONDED BY SUPERVISOR DIONISOPOULOS. MOTION PASSED UNANIMOUSLY.**

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

 A. Zoning Code Amendment Joint Public Hearing – Monday, February 17, 2020 @ 6:30 pm

 B. Spring Primary Election – Tuesday, February 18, 2020

 C. Board of Appeals – Wednesday, February 19, 2020 @ 6:30 pm

 D. Park and Planning Commission Public Hearing Waukesha County –Thurs, February 20, 2020 @ 1:00 pm

 E. Special Plan Commission Meeting – Monday, February 24, 2020 @ 6:30 pm

 F. Town Board Meeting – Tuesday, February 25, 2020 @ 6:30 pm

 G. Plan Commission Meeting – Tuesday, March 3, 2020 @ 6:30 pm

 H. Town Board Meeting – Tuesday, March 10, 2020 @ 6:30 pm

**Tenth order of Business**: Adjournment

**SUPERVISOR COOLEY MADE A MOTION TO ADJOURN THE FEBRUARY 11, 2020 TOWN BOARD MEETING AT 7:10 PM. SECONDED BY SUPERVISOR DIONISOPOULOS. THE MOTION PASSED UNANIMOUSLY**.

Respectfully submitted:

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Dan Green, CMC/WCMC

Administrator - Town Clerk/Treasurer

Minutes Approved: