

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