

**TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING  
December 9, 2014**

**Members Present:** P. Kanter, C. Dundon, P. Van Horn, L. Krause, C. Duchow

**Others Present:** P. Kozlowski, *Fire Chief*, T. Fockler, *Building Inspector*, E. Kranick, *Plan Commissioner*, J. Mann, *Mannedge*, K. Smith, *Lake Country Reporter*, 3 *Citizens*

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

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

**Third order of business:** Citizen Comments  
*There was no citizen comment.*

**Fourth order of business:** Approval of November 25, 2014 Town Board Minutes  
*The minutes will be filed as prepared by the clerk.*

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

A. Report on budget sub-accounts and action to amend 2014 budget

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

**MOVED TO APPROVE PAYMENT OF CHECKS #54833 to #54867 IN THE AMOUNT OF \$81,480.12 AND DRAW #5 TO SCHERRER CONSTRUCTION IN THE AMOUNT OF \$527,122.74**

Payroll

**MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$27,308.67**

**MS. DUNDON/MR. KRAUSE**

**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 regarding ordinance violations at W297 N2917 Oakwood Grove Road, and opportunity for property owner to show cause why the Town should not commence enforcement (tabled 11/25/14)

**MOTION MADE BY MS. DUNDON, SECONDED BY MS. DUCHOW TO REMOVE FROM THE TABLE.  
MOTION CARRIED.**

*Mr. Fockler visited the subject property yesterday and presented pictures to Chairman Kanter. He stated that there has been some progress made in construction of the retaining walls and clean up since he last visited the property. There is still clutter and the need to address additional maintenance issues, i.e., roofing "membrane" was installed on the home, dry rot, gutter issues. The entry stairs and retaining wall need to be completed. He confirmed that his first visit to the property was in July of 2010.*

**MOTION MADE BY MR. VAN HORN, SECONDED BY MS. DUCHOW STATING THAT IF ALL WORK IS NOT COMPLETE BY THE NEXT MEETING, THE PROPERTY OWNER SHOULD BE CITED. THE RETAINING WALL NEEDS TO BE DONE, ALL MATERIALS FOR RETAINING WALL NEED TO BE CLEANED UP, THE RETAINING WALLS NEED TO BE BACKFILLED AND THE PROPERTY CLEANED UP INCLUDING THE STAIRS, TRUCKS AND ANY AND ALL CONSTRUCTION MATERIALS NEED TO BE CLEANED UP. MOTION CARRIED.**

- B. Further discussion on new fire station/town hall  
1. Approval of change orders

*Mr. Mann summarized Change Orders 12, 13, 14 & 15.*

**MOTION MADE BY MS. DUCHOW, SECONDED BY MS. DUNDON TO APPROVE CHANGE ORDER #12 IN THE AMOUNT OF \$3,353.00. MOTION CARRIED.**

**MOTION MADE BY MS. DUNDON, SECONDED BY MS. DUCHOW TO APPROVE CHANGE ORDER #13 IN THE AMOUNT OF \$299.00. MS. DUCHOW – AYE, MS. DUNDON – AYE, MR. KRAUSE. – AYE, MR. VAN HORN – NO, CHAIRMAN KANTER – AYE, MOTION CARRIED 4-1.**

**MOTION MADE BY MS. DUCHOW, SECONDED BY MR. KRAUSE TO APPROVE CHANGE ORDER #14 IN THE AMOUNT OF \$2,639.00. MOTION CARRIED.**

**MOTION MADE BY MS. DUNDON, SECONDED BY MS. DUCHOW TO APPROVE CHANGE ORDER IN THE AMOUNT OF \$5,580.00. MOTION CARRIED.**

*Mr. Van Horn presented concerns regarding: 1. Demolition costs of (buildings, etc.); 2. Concrete slab removal costs; 3. Testing before demolition. He presented estimates on Fire Station #1 demolition - \$25,000, Town Hall and storage building - \$100,000 and testing for all buildings - \$10,000. Where are these costs covered in spreadsheets shown to the Board to date?*

*Mr. Mann stated that by Christmas, the new building should be closed up and sealed in. There is a possibility that the Annual Meeting could be held in the new facility.*

**Eighth order of business:** New Business

A. Consideration and possible action on 2015 contracts/agreements:

1. Elmbrook Humane Society

**MOTION MADE BY MS. DUNDON, SECONDED BY MR. KRAUSE TO APPROVE. MOTION CARRIED.**

2. Retroff Jeanson & Company

**MOTION MADE BY MS. DUCHOW, SECONDED BY MS. DUNDON TO APPROVE. MOTION CARRIED.**

3. Waukesha County Sheriff's Department - Police Services and Transcription Service

**MOTION MADE BY MS. DUCHOW, SECONDED BY MR. KRAUSE TO APPROVE BOTH CONTRACTS. MOTION CARRIED.**

4. R.A. Smith National, Inc.

**MOTION MADE BY MS. DUCHOW, SECONDED BY MS. DUNDON TO APPROVE. MOTION CARRIED.**

B. Consideration and possible action on Resolution Approving Municipal Court Budget

*Chairman Kanter stated that he attended the Administrative Committee Annual Meeting, and the subject budget was debated in front of representatives of the Court Committee. He recommended approval of the Resolution.*

**MOTION MADE BY MR. KRAUSE, SECONDED BY MS. DUNDON TO APPROVE. MOTION CARRIED.**

- C. Consideration and possible action on Plan Commission’s recommendation to approve the final plat for Summerhill West and reduction in Letter of Credit

*Engineer Barbeau stated that a separate easement document for the drainage easement on Outlot 1 is required. The note on the plat will be written to refer to the recorded easement document. The easement will specifically allow grading on Outlot 1 under certain conditions, those being no increase in the storage volume for the 100-year storm and no increase in the overflow elevation located in Outlot 2 of the Enclave of Delafield.*

**MOTION MADE BY MR. VAN HORN, SECONDED BY CHAIRMAN KANTER TO TABLE APPROVAL OF THE FINAL PLAT FOR TWO WEEKS TO ALLOW THE TOWN ENGINEER TO EDIT THE DRAINAGE EASEMENT DOCUMENT. MOTION CARRIED.**

**MOTION MADE BY MS. DUNDON, SECONDED BY MR. VAN HORN TO ACCEPT THE TOWN ENGINEER’S RECOMMENDATION ON THE LETTER OF CREDIT. MOTION CARRIED.**

- D. Appointments of Clerk/Treasurer, Deputy Clerk/Treasurer and Fire Chief

**MOTION MADE BY CHAIRMAN KANTER, SECONDED BY MR. KRAUSE TO APPROVE THE APPOINTMENTS OF MARY ELSNER AS CLERK/TREASURER, LAUREN BEALE AS DEPUTY CLERK/TREASURER AND PAUL KOZLOWSKI AS FIRE CHIEF. MOTION CARRIED.**

**Ninth Order of business:** Announcements and Planning Items

- A. Next Town Board Meeting – December 22

**MOTION MADE BY MS. DUNDON, SECONDED BY MR. KRAUSE TO RESET THE NEXT TOWN BOARD MEETING TO MONDAY, DECEMBER 22 @ 7:00 P.M. MOTION CARRIED.**

- B. Next Plan Commission Meeting – Tuesday, January 6, 2015

**Tenth order of business:** Adjournment

**MOTION MADE BY MS. DUCHOW, SECONDED BY MR. KRAUSE TO ADJOURN AT 8:05 P.M. MOTION CARRIED.**

Respectfully submitted,

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

Minutes approved on: December 22, 2014