

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
April 14, 2015

Closed Session: It is anticipated the Town Board will convene into closed session for the following reason: Pursuant to authorization conferred by Section 19.85(1)(c), Wisconsin Statutes, to consider employment, promotion, compensation or employment evaluation data of any public employee over which the Town Board has jurisdiction or exercises responsibility, more specifically concerning the park and recreation coordinator. Participating in the closed session will be the Town Board and Town Clerk. Following the closed session, the Town Board may take action on matters discussed in the closed session.

MOTION MADE BY MS. DUNDON, SECONDED BY MR. KRAUSE TO GO INTO CLOSED SESSION. MS. DUCHOW – AYE, MS. DUNDON – AYE, MR. KRAUSE – AYE, MR. VAN HORN – AYE, CHAIRMAN KANTER – AYE. MOTION CARRIED.

MOTION MADE BY MR. VAN HORN, SECONDED BY MS. DUCHOW TO GO INTO OPEN SESSION. MS. DUCHOW – AYE, MS. DUNDON – AYE, MR. KRAUSE – AYE, MR. VAN HORN – AYE, CHAIRMAN KANTER – AYE. MOTION CARRIED.

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

Others Present: D. Roberts, *Highway Superintendent*, P. Kozlowski, *Fire Chief*, M. Hoppe, *Deputy Fire Chief*, J. Formea, *Fire Department*, J. Mann, *Mannedge*, E. Kranick, *Plan Commissioner*, K. Smith, *Lake Country Reporter*, 8 Citizens

First order of business: Call to Order
Chairman Kanter called the meeting to order at 8:05 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Citizen Comments

Fourth order of business: Approval of March 24, 2015 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 2015 budget

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

MOVED TO APPROVE PAYMENT OF CHECKS #55561 to #55622 IN THE AMOUNT OF \$180,603.23 AND DRAW #9 PAYABLE TO SCHERRER CONSTRUCTION IN THE AMOUNT OF \$220,343.84

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$26,064.04

MS. DUNDON/MR. KRAUSE

MOTION CARRIED

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

A. Eric J. Larson (3/26/15), Seminar Materials
None

B. Eric J. Larson (3/31/15), Town Shoreland Zoning Proposed Legislation

MOTION MADE BY MS. DUNDON, SECONDED BY MR. KRAUSE TO DIRECT THE TOWN ATTORNEY TO WRITE A LETTER TO THE TOWN'S ASSOCIATION, AND POSSIBLY TO THE LEGISLATURE, RECOMMENDING HIS AMENDMENTS TO THE EXISTING PROVISIONS OF THE SUBJECT SECTIONS OF THE WIS. STATS. MOTION CARRIED.

- C. Tim Frank (3/31/15), Curb installation at the entrances of Hawksnest subdivision

Engineer Barbeau stated that he met with Mr. Frank earlier this year regarding the Hawksnest Homeowners Association request to install curbs at the entrance to their subdivision at Maple Avenue and Windrush Circle. He received specific information from Mr. Frank on their request.

The general consensus of the Town Board is to request that Mr. Frank let the property owners know that if they want the curbs installed, they need to either provide the money up front or a signed waiver approving an assessment for all costs related to this installation.

Seventh order of business: Unfinished Business

- A. Further discussion on new fire station/town hall

1. Approval of change order

Mr. Mann requested approval of change order #26 in the amount of \$2,837 for installation of a mail slot. It has already been installed, but the paperwork needs to be finalized.

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

Mr. Mann directed attention to 2 change orders that will be addressed at the next meeting in the amount of \$1,000. He stated that he added an amount of \$7500.00 for shelving, and we are in the process of working on this issue. The last coat of asphalt will go on in May.

2. Consideration and possible action on Kueny Architect's review of bid requirements to re-purpose the existing town hall

Mr. Mann stated that Jon Wallenkamp wrote an advertisement for bid. It was forwarded to Attorney Larson and is being finalized. Because we exceed the threshold, then we are required to pay prevailing wages on this project.

3. Consideration and possible action on internet/phone service

Jamie Formea reviewed proposed costs from Time Warner Cable and Century Link for internet/phone service for the new Fire Station/Town Hall

MOTION MADE BY MS. DUNDON, SECONDED BY MR. KRAUSE TO ACCEPT PROPOSAL #4. MOTION CARRIED.

- B. Consideration and possible action on matters discussed in the closed session specifically concerning the park and recreation coordinator (tabled 3/24/15)

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

MOTION MADE BY MR. KRAUSE, SECONDED BY MS. DUNDON TO INCREASE THE PARK AND RECREATION COORDINATOR SALARY TO \$14,000/YEAR. MOTION CARRIED.

- C. Town Engineer's presentation of the Annual Stormwater Report for 2014 (tabled 3/24/15)

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

Engineer Barbeau summarized the subject report identifying Zion Creek as an impaired water body. He stated that the Town has discussed with Lake Pewaukee Sanitary District and Western Lakes Golf Club the possibility of a stream improvement project on the golf course where Zion Creek passes through multiple ponds. Maintenance issues detected during screening of the dry weather fields were reviewed by the Highway Superintendent and are being scheduled for completion. The Town will work with the DNR to update their construction site pollutant control ordinance and their post-construction storm water management ordinance by 3/31/16. Their construction site pollutant control program will also be reviewed and revised as needed. Engineer Barbeau provided a summary on the town's pollution prevention management.

Eighth order of business: New Business

- A. Consideration and possible action on Resolution Declaring Intent to Exercise Police Power Authority for Special Assessment

Engineer Barbeau stated that there have been issues regarding an alley off of Maple Avenue that is severely deteriorating, allowing material other than storm water to flow through the Town's storm sewer system and toward Pewaukee Lake. The property owners have been concerned about getting this fixed. The Town Board gave them an opportunity to vacate the alley and pave it to reduce the debris. Since the property owners have not responded, the Town went forward and put together a resolution. The Town will pave the road, grind it up, re-grade and repave it and assess the costs back to the property owners.

Ed Welch, Maple Ave., stated that the neighbors are in process of discussing the proposal. There is a good faith understanding and it looks positive. The neighbors would like to work more with Engineer Barbeau and Don Roberts before agreement of the ultimate vacation of the road.

Engineer Barbeau stated that the paperwork for the vacation has to be signed by all parties before the road can be vacated.

MOTION MADE BY MS. DUCHOW, SECONDED BY MR. KRAUSE TO TABLE UNTIL JUNE 9. MOTION CARRIED.

- B. Consideration and possible action on Plan Commission's recommendation to approve a Commercial Planned Unit Development Conditional Use Permit and Certified Survey Map for Fiduciary Real Estate Development Co., on lands located on the north side of Golf Road, west of CTH SS; also approval of stormwater maintenance agreement and deed restrictions

Engineer Barbeau stated that a commercial planned unit development ordinance was approved by the Town Board requiring 75% minimum open space in the B-3 District. He reviewed the subject Conditional Use and directed attention to letters W – Z stating that they were recommended additions by the Town Attorney.

MOTION MADE BY MR. VAN HORN, SECONDED BY MR. KRAUSE TO APPROVE THE PLAN COMMISSION'S RECOMMENDATION SUBJECT TO THE ORDINANCE BEING APPROVED BY THE COUNTY ON THE 28TH. MOTION CARRIED.

MOTION AMENDED BY MR. VAN HORN, SECONDED BY MR. KRAUSE TO INCLUDE APPROVAL OF THE CERTIFIED SURVEY MAP. MOTION CARRIED.

- C. Consideration and possible action on Operator License for the period of 7/1/14 to 6/30/16:
 - 1. Brittni Begale – Pewaukee Yacht Club, Inc.

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

Ninth Order of business: Announcements and Planning Items

- A. Annual Town Meeting – April 21
- B. Next Town Board Meeting – April 28
- C. Next Plan Commission Meeting – May 5
- D. Next Park and Recreation Commission Meeting – May 11

Tenth order of business: Adjournment

**MOTION MADE BY CHAIRMAN KANTER, SECONDED BY MS. DUNDON TO ADJOURN AT 9:40 P.M.
MOTION CARRIED.**

Respectfully submitted,

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

Minutes approved on: April 28, 2015