

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
August 25, 2015

Members Present: L. Krause, P. Van Horn, C. Duchow, E. Kranick, R. Troy

Others Present: T. Barbeau, *Town Engineer*, D. Roberts, *Highway Superintendent*, 4 Citizens

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 August 11, 2015 Town Board Minutes
MOTION MADE BY MR. KRANICK, SECONDED BY MS. DUCHOW TO APPROVE AS PRESENTED. MOTION CARRIED.

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 #56121 TO #56146 IN THE AMOUNT OF \$43,981.12

Payroll

MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$28,003.86

MS. DUCHOW/MR. KRANICK. MOTION CARRIED.

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

A. None

Supervisor Krause stated that a communication item was received, via the night deposit box, today from Nancy Kreil, W304N2437 Maple Avenue, and informed the Town Board that they may take it with them and read it.

Seventh order of business: Unfinished Business

A. Consideration and possible action on disposition of Fire Station #1

Engineer Barbeau stated that the issue of getting the tax key #'s switched over is in the hands of Waukesha County. He contacted Rick Larkin to inquire whether or not he would provide the town with a proposal to do an appraisal. He sent Engineer Barbeau an e-mail Friday afternoon declining the opportunity to do this. Richard Zurowski was able to look at the property today, and he came back with an e-mailed proposal to include the following: an appraisal of each lot separately and 1 to appraise the three lots together, in the amount of \$2,000. If the Town Board approves this proposal, Mr. Zurowski will get them back to us in 3 weeks. Mr. Siepmann and Mr. Zurowski are of the opinion that the Town should demolish the building in order to sell a vacant property, so an appraisal of the property "as is" will not be submitted. The appraisal will not include removal of the existing tank. Superintendent Roberts will obtain a proposal to remove the tank and move it to Fire Station #2 (per request of Chief Kozlowski), as he does not have the proper equipment to do so.

MOTION MADE BY MS. DUCHOW, SECONDED BY MR. VAN HORN TO MOVE AHEAD WITH THE PROPOSAL FROM MR. ZUROWSKI TO PROVIDE 4 APPRAISALS IN THE

AMOUNT OF \$2,000, SUBJECT TO REVIEW OF THE PROPOSAL BY THE TOWN ATTORNEY. MOTION CARRIED.

Mr. Kranick asked if we could work in parallel, get in contact with the brokers to find out if they are interested in working with us and obtain proposals to review at the next meeting. Engineer Barbeau was directed to complete this project.

- B. Consideration and possible action on renovation of old town hall
1) Further discussion on asbestos abatement

Mr. Troy stated that he, Engineer Barbeau and Highway Superintendent Roberts decided to hire another firm to provide us with a bid to abate the old town hall per the KPH assessment report. A representative from PARSS met with Mr. Troy at the facility and examined the building in detail. Mr. Rahmanpanah submitted a proposal for \$25,732.00.

At Mr. Troy's meeting with the president and executive president of KPH, they admitted that many of things listed in their report were not in the bid. He asked them to make the bid align with the report. The proposal submitted on 8/25/15 equals the report that was provided to us and includes the permit cost of \$1,325. The bid was submitted in the amount of \$20,900. This does not cover any "surprises". If there is asbestos in the insulation behind the interior of the outside walls, there will be an additional cost to remove it. There is a cost of \$15.00 per test if that material has to be tested. If the bid is approved today, KPH will apply to the DNR for a removal abatement approval. The DNR has very strict approvals for remodeling. This process will take approximately 10 days (September 8th or 9th). It will take KPH up to 2 weeks to complete the abatement. Ford Construction may be able to be work on the outside of the building while the inside is being completed. Engineer Barbeau directed attention to the sentence on page 2 of the KPH proposal stating "... your project will be completed in the timeliest manner...". Discussion followed on inserting "work to be completed within 30 calendar days (Friday, October 2)".

Mr. Kranick expressed concern regarding the KPH bid. He is of the opinion that the proposal from PARSS should be accepted. Even though it is higher than that of KPH, their first proposal did not match their report and questioned whether or not there will there be additional costs incurred due to their inaccuracies.

MOTION MADE BY MR. TROY, SECONDED BY MS. DUCHOW TO ACCEPT THE KPH CONTRACT IN THE AMOUNT OF \$20,900 CONDITIONED UPON TAKING OUT THE WORDS "TIMELIEST MANNER" AND INSERTING "COMPLETED ON OR BEFORE OCTOBER 2". MS. DUCHOW – AYE, MR. TROY – AYE, MR. KRANICK – NAY, MR. VAN HORN - AYE. MOTION PASSED 4-1.

- 2) Award of contract for renovation of existing town hall (tabled 6/9/15)

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

Engineer Barbeau stated that he spoke with Robert Ford, Ford Construction, regarding the original bid submitted for consideration on May 12. Even though it is well past the 90 days, he has agreed to hold the prices. He is requesting the Town to act on it as soon as possible so that he can schedule with his subcontractors. The bid came in at \$155,800. The total cost of the project will be approximately \$210,000. This includes remodel, asbestos abatement, Time Warner Cable removal costs and WeEnergies reconnection costs. Mr. Troy stated that he will meet with staff, KPH and Ford Construction to make sure that all terms/costs of the project are resolved. He spoke with Attorney Larson today and discussed sending an e-mail to Ford

Construction requesting to hold the prices, but allow the Town additional time to do more homework. Also, if Town awards the contract, they will award it to Ford Construction.

MOTION MADE BY MR. TROY, SECONDED BY MS. DUCHOW TO DIRECT ENGINEER BARBEAU TO DRAFT AN E-MAIL TO FORD CONSTRUCTION STATING THAT IF THE TOWN OF DELAFIELD AWARDS THE CONTRACT WITHIN 45 DAYS, THE CONTRACT WILL GO TO FORD CONSTRUCTION. MOTION CARRIED.

C. Approval of proposal from Landmark Engineering Services to conduct as-built survey

Chairman Krause informed Mr. Augustine that the contract basically stated that his company would not be responsible for anything outside of getting paid for the job. Mr. Augustine stated that this is a very simple job and he has to have a boilerplate to handle all issues. Chairman Krause stated that the terms of the contract were the issue, and the Town should have ownership of the product. Mr. Augustine concurred.

MOTION MADE BY MS. DUCHOW, SECONDED BY MR. VAN HORN TO APPROVE THE AGREEMENT FROM LANDMARK ENGINEERING SERVICES IN THE AMOUNT OF \$1350.00 TO CONDUCT AN AS-BUILT SURVEY SUBJECT TO APPROVAL OF THE FINAL AGREEMENT BY THE TOWN ATTORNEY. MS. DUCHOW – AYE, MR. TROY – AYE, MR. KRANICK – NAY, MR. VAN HORN - AYE. MOTION PASSED 4-1.

Eighth order of business: New Business

A. Consideration and possible action on Operator License for the period of 7/1/14 to 6/30/16:
1) Kimberly Stukel – *The Golden Anchor*

Ms. Stukel stated that she is going through the court process as a result of her March, 2015 conviction. She stated that she was arrested for something she didn't do and pleaded not guilty. If she is charged, she will not be able to get a bartender license. She has held one for 27 years and has been a good citizen. She currently holds a license in the Village of Summit.

MOTION MADE BY MR. KRANICK, SECONDED BY MR. TROY TO TABLE FOR TWO WEEKS TO OBTAIN ADDITIONAL INFORMATION ON THE PENDING CHARGES. MOTION CARRIED.

Ninth Order of business: Announceme@nts and Planning Items

- A. Special Primary Election - Assembly District 99 – September 1
- B. Variance Hearing – Thursday, September 3 – 6:30 p.m.
- C. Next Town Board Meeting – September 8
- D. Next Park and Recreation Commission Meeting – September 14
- E. Next Plan Commission Meeting – September 15
- F. Budget Workshop – September 21 @ 6:00 p.m.
- G. Budget Workshop – October 8 @ 6:00 p.m.
- H. Budget Workshop – October 15 @ 6:00 p.m.

Tenth Order of Business: **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 deputy clerk/treasurer. Participating in the closed session will be the Town Board and Town Clerk. Following the closed session, the Town Board shall continue with the matters noted in the agenda.

MOTION MADE BY MS. DUCHOW, SECONDED BY MR. KRANICK TO GO INTO CLOSED SESSION. MOTION CARRIED.

MOTION MADE BY MR. VAN HORN, SECONDED BY MR. KRANICK TO GO INTO OPEN SESSION. MOTION CARRIED.

MOTION MADE BY MR. KRAUSE, SECONDED BY MR. KRANICK TO INCREASE THE DEPUTY CLERK/TREASURER'S PAY BY \$1.00 PER HOUR EFFECTIVE 9/1. MOTION CARRIED.

Eleventh order of business: Adjournment

MOTION MADE BY MS. DUCHOW, SECONDED BY MR. KRANICK, TO ADJOURN AT 8:32 P.M. MOTION CARRIED.

Respectfully submitted,

Mary Elsner
Town Clerk/Treasurer

Minutes approved on: September 8, 2015