

**TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING**  
**October 22, 2019**

**Members Present:** R. Troy, P. Van Horn, E. Kranick, B. Cooley

**Others Present:** T. Barbeau, *Town Engineer*, D. Roberts, *Highway Superintendent*, M. Burrill, *Assistant Highway Superintendent*, T. Fitzsimmons, *Highway Department*, D. Hendrix, *Building Inspector (SafeBuilt)*, 6 citizens

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

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

**Third order of business:** Citizen Comments  
*Dave Hendrix, Building Inspector (SafeBuilt), introduced himself and stated the importance of keeping the lines of communication open. He provided information on his professional employment background and stated that he is the Vice Chairman of the Racine County Board of Adjustment. The most important things he brings to the municipality is his ability to communicate with people and treat them with respect while getting their project completed. He feels that there may be a sense of disconnect with what he does as a building inspector. This needs to be a team effort in order to get anything accomplished.*

**Fourth order of business:** Approval of October 8, 2019, Town Board Minutes  
**MOTION MADE BY MR. COOLEY SECONDED BY MR. VAN HORN 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 2019 budget

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

**MOVED TO APPROVE PAYMENT OF CHECKS #62387 – #62418 IN THE AMOUNT OF \$95,482.32**

Payroll

**MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$56,323.78**

**MR. COOLEY/MR. VAN HORN**

**MOTION CARRIED.**

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

A. None

*Chairman Troy stated that he received a communication item from the WI Dept. of Justice inviting any member of the Board to attend a public hearing and workshop at Marquette University Law School re: Civil Right Laws and Religious Land Use and Institutionalized Persons Act, which protects faith communities when it comes to zoning and land use processes. He forwarded the information to the Town Board Supervisors.*

**Seventh order of business:** Unfinished Business

A. Discussion and possible action on request to install biking etiquette signage on bike path running parallel with Cushing Park Road (tabled 10/8/19)

*Chairman Troy stated that he doesn't have anything new to report at this time.*

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

*Engineer Barbeau stated that he was informed that the post office will no longer deliver mail to the subject address, as the mailbox is full at this time. He mailed a certified letter to an alternate address with a return receipt request and has not heard anything to date. Attorney Larson suggested that a letter be sent to the subject address. If after 1 week there is no response, an affidavit will be drafted and sent to the municipal judge.*

*The judge would then issue a warrant, and the site would be inspected by the building inspector, town engineer and deputy. The resident will be given 30 days to make repairs and clean up the property. If nothing is done, the matter will go to circuit court.*

- C. Discussion and possible action on code enforcement options for the property located at N14W28109 Silvermail Rd.

*Engineer Barbeau stated that he and Mr. Van Horn visited the subject site today. He summarized all current violations. They communicated with the owner, and she stated that her husband will contact Engineer Barbeau. Mr. Van Horn and Engineer Barbeau will meet with the parties again to follow up on this issue.*

**Eighth order of business:** New Business:

- A. Carmen Winkleman, R&R Insurance Services Re: Health Insurance

*Carmen reviewed her cost analysis re: the past 6 years. The plan has not changed since 2014. She directed attention to the renewal report, which summarized current and alternate carrier rates and deductibles. When asked, Carmen recommended to look at a different deductible with WPS to lower costs.*

*The general consensus of the Town Board is to allow the employees to review the information and provide feedback.*

- B. Approval of Reduction in Letter of Credit in the amount of \$27,510 for Woodridge Estates

*Mr. Kranick recused himself and left the meeting room. Engineer Barbeau stated his clarification on the reduction amount. The actual Letter of Credit that has to be maintained is \$27,510, and the amount to be reduced is \$59,669.*

**MOTION MADE BY MR. COOLEY, SECONDED BY MR. VAN HORN TO REDUCE THE LETTER OF CREDIT IN THE AMOUNT OF \$59,669 FOR WOODRIDGE ESTATES. MOTION CARRIED.**

- C. Approval of Reduction in Letter of Credit in the amount of \$25,552 for Woodridge Estates II

*Engineer Barbeau stated his clarification on the reduction amount. The actual Letter of Credit that has to be maintained is \$25,552, and the amount to be reduced is \$51,238.*

**MOTION MADE BY MR. COOLEY, SECONDED BY MR. VAN HORN TO REDUCE THE LETTER OF CREDIT IN THE AMOUNT OF \$51,238 FOR WOODRIDGE ESTATES II. MOTION CARRIED.**

*Mr. Kranick returned to the meeting room.*

- D. Consideration and possible action on a request to hold a Christmas Fantasy House fundraiser for the Ronald McDonald House Charities at W336 S981 Riemer Court between November 2 and November 10, 2019

*Gail Johnson, volunteer for the Ronald McDonald House, stated that in the last 26 years approximately \$3M has been raised. The event is proposed to be held in the White Oak Conservancy in a Victory Home model. Every room is a Christmas fantasy with stunning displays of holiday decor and lights. She stated that guests will be shuttled, at no cost, from the Nagawaukee Park & Ride, in order to help eliminate parking in the area. No parking signs will be provided, and all information has been communicated to the Waukesha County Sheriff's Dept. An average of 4-5,000 people are expected to visit the site over the 6 days scheduled.*

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE THE REQUEST TO HOLD A CHRISTMAS FANTASY HOUSE FUNDRAISER FOR THE RONALD MCDONALD HOUSE**

**CHARITIES AT W336 S981 RIEMER COURT BETWEEN NOVEMBER 2 AND NOVEMBER 10, 2019.  
MOTION CARRIED.**

E. Update on Lakeside Rd. water issue re: Cindy Wagner

*Chairman Troy stated that approximately 2 weeks ago, the Town finalized the release re: Cindy Wagner and she was paid approximately \$27,000 for the water drainage issue. The Town received a letter from Hans Meyer, today, requesting legal fees in the amount of \$16,000. The insurance company does not pay legal fees, as they are not required by WI State Statutes. Chairman Troy stated that this letter will be made part of the public record, as the matter is totally done. There is no action necessary.*

F. Approval of 2020 Budget

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE THE 2020 BUDGET FOR THE PUBLIC HEARING AND PUBLIC BUDGET SESSION. MOTION CARRIED.**

G. Approval of transfer in the amount of \$168,975 from General Fund to Replacement Fund for roads

**MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO APPROVE THE TRANSFER IN THE AMOUNT OF \$168,975 FROM GENERAL FUND TO REPLACEMENT FUND FOR ROADS. MOTION CARRIED.**

H. Discussion and possible action on Town of Delafield residents survey re: recreational programs and parks

**MOTION MADE BY MR. COOLEY, SECONDED BY MR. VAN HORN TO APPROVE THE MAILING OF THE PARK AND RECREATION SURVEY TO TOWN OF DELAFIELD RESIDENTS. MOTION CARRIED.**

I. Discussion and possible action on drafting of policy re: occupancy bonds that are not redeemed

*Mr. Kranick volunteered to work on drafting the subject policy. Chairman Troy suggested that he contact the WI Town's Association for possible examples. Dave Hendrix, building inspector, offered his services as well.*

J. Consideration and possible action on 2019 Tax Collection Agreement

*Chairman Troy recommended that the 2019 tax collection process be contracted out with Waukesha County and Waukesha State Bank. It will cost approximately \$5000-\$7000.*

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. COOLEY TO APPROVE THE 2019 TAX COLLECTION AGREEMENT AND TO REQUEST THAT AN ARTICLE BE PLACED IN THE WAUKESHA FREEMAN NOTIFYING RESIDENTS OF THE CHANGE. MOTION CARRIED.****Ninth Order of business:** Announcements and Planning items

- A. WI Towns Association, Waukesha County Unit Meeting – October 23, 6:30 p.m. – Brookfield Town Hall
- B. Trick or Treat – October 31 – 4:00 p.m. to 7:00 p.m.
- C. Next Plan Commission Meeting – November 5 @ 6:30 p.m.
- D. Next Town Board Meeting – November 12 @ 6:30 p.m.
- E. Annual Budget Hearing – November 13 @ 6:30 p.m.
- F. Public Hearing – Wednesday, November 20 @ 6:30 p.m. – Proposed Mixed Use Zoning Changes and Request for Lane Use Plan Change
- G. Next Town Board Meeting – November 26 @ 6:30 p.m.

**Tenth Order of business:** Adjournment

**MOTION MADE BY MR. COOLEY, SECONDED BY MR. KRANICK TO ADJOURN AT 8:20 P.M. MOTION CARRIED.**

Respectfully submitted,

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

Minutes approved on: 11/12/2019