

TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
November 26, 2019

Members Present: Chairman Troy, Supervisor Van Horn, Supervisor Kranick, Supervisor Dionisopoulos, Supervisor Cooley

First order of business: Call to Order
Chairman Troy called the meeting to order at 6:30 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 12, 2019, Town Board Minutes
MOTION MADE BY CHAIRMAN TROY TO APPROVE THE MINUTES AS PRESENTED BY THE CLERK. SUPERVISOR KRANICK SECONDED. MOTION CARRIED UNANIMOUSLY.

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 #62487 – #62521 IN THE AMOUNT OF \$43,933.02.

Payroll
MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$30,611.43

SUPERVISOR COOLEY MADE MOTION. SUPERVISOR KRANICK SECONDED. MOTION CARRIED UNANIMOUSLY.

Sixth order of business: Communications (*for discussion and possible action*)
A. Marc Moonen-Waukesha County Sheriff

Marc Moonen, Waukesha County Sheriff, sent a letter to the Town stating that the State accepted his application for more Police enforcement hours in the Town. The Sheriff has been granted an additional 8 hours weekly for law enforcement strictly within the Town.

B. Truck purchase Loan Application approval

The truck loan of \$250,000 was approved. The Town will be receiving one check for \$250,000 which will be deposited into the Town Account.

C. Genesee Town Hall Meeting at 9:00 a.m. on December 4, with State Senators and Representatives to discuss fire department funding.

D. Letter from the Wisconsin Department of Transportation

WisDot is planning a culvert and retaining wall rehabilitation project at various locations in Milwaukee, Racine, Walworth, Washington, and Waukesha counties. Construction is expected to take place in 2021.

E. Notification of a Public Hearing between the Town of Merton and the Town of Lisbon about a co-operative plan.

Seventh order of business: Unfinished Business

SUPERVISOR COOLEY MADE A MOTION TO TAKE ITEM 8E OUT OF ORDER. SUPERVISOR KRANICK SECONDED. MOTION CARRIED UNANIMOUSLY.

8E. Discussion and possible action on proposed wage change guidelines for the Fire Department.

Paul Kozlowski, Town of Delafield Fire Chief, stated that this item will need Town Board Approval. These guidelines will simplify the Fire Department payroll. Chief Kozlowski stated that there will be no deviation from the Budget in implementing these new guidelines.

SUPERVISOR KRANICK MAKE A MOTION TO APPROVE THE FIRE DEPARTMENT WAGE CHANGES AS PROPOSED BY CHIEF KOZLOWSKI. SUPERVISOR COOLEY SECONDED. MOTION CARRIED UNANIMOUSLY.

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)

Supervisor Kranick stated that the City of Delafield has to approve a request to install biking etiquette signage. He has contacted the City to get on the Agenda for their next Park & Rec Committee Meeting.

This item will remain on the table.

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

There is no current update. The Board will contact the Town Engineer, Tim Barbeau, to see if there is any more information on the condition of the property.

This item will remain on the table.

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

Supervisor Van Horn stated that he had visited the property with Town Engineer Tim Barbeau. Supervisor Van Horn does not have a current update, but will ask Engineer Barbeau what the status is.

This item will remain on the table.

Eighth order of business: New Business

A. Update, discussion and possible action on filling the Town Clerk/Treasurer position.

SUPERVISOR COOLEY MADE A MOTION TO MOVE ITEM 8A OUT OF ORDER AND TO THE CLOSED DOOR SESSION. SECONDED BY SUPERVISOR KRANICK. MOTION CARRIED UNANIMOUSLY.

B. Discussion and possible action on adding Town Administrator title and responsibilities to the Town Clerk position.

Chairman Troy would like to add the title of Town Administrator to the Clerk's title. This will give the Town Clerk power to resolve day-to-day issues/problems instead of trying to reach Board Members every time an issue occurs. Chairman Troy stated that the Town of Delafield is the largest town in Waukesha County that does not have a Clerk with an Administrator title.

SUPERVISOR KRANICK MADE A MOTION TO DIRECT CHAIRMAN TROY TO DEVELOP A JOB DESCRIPTION FOR AN ADMINISTRATOR'S ROLE, AND TO MAKE AN ORGANIZATIONAL CHART AND PRESENT TO THE TOWN BOARD FOR INPUT. SECONDED BY CHAIRMAN TROY. MOTION CARRIED UNANIMOUSLY.

C. Discussion and possible action regarding Dog Licenses ordinance.

Chairman Troy stated that the problem is that Dog Licenses have been issued to approximately eight residents in the Town who have three dogs, which is in violation of the ordinance.

SUPERVISOR COOLEY MADE A MOTION TO HAVE SUPERVISOR DIONISOPOULOS LOOK INTO THIS ISSUE AND PRESENT IDEAS TO THE BOARD AT THE NEXT MEETING. SUPERVISOR VAN HORN SECONDED. MOTION CARRIED UNANIMOUSLY.

This item will remain on the table.

D. Discussion and possible action regarding Service Agreement between Town of Delafield and Rotroff Jeanson & company, SC, Certified Public Accountants and Consultants.

SUPERVISOR KRANICK MADE A MOTIONS TO APPROVE THE SERVICE AGREEMENT BETWEEN THE TOWN OF DELAFIELD AND ROTROFF JEANSON & COMPANY. SUPERVISOR VAN HORN SECONDED. MOTION CARRIED UNANIMOUSLY.

E. Discussion and possible action on proposed wage change guidelines for the fire Department.

This item was discussed in the Seventh Order of Business.

F. Discussion and possible action on approval of a Bartender/Operator License for Shad Roberts.

MR. ROBERTS WILL NEED TO APPEAR IN PERSON AT THE NEXT BOARD MEETING FOR APPROVAL. CHAIRMAN TROY MADE A MOTION TO TABLE THIS ITEM AND HAVE SHAD ROBERTS APPEAR IN FRONT OF THE BOARD FOR APPROVAL OF A BARTENDER/OPERATOR LICENSE. SUPERVISOR KRANICK SECONDED.

This item will remain on the table.

G. Discussion and possible action on scheduling second Town Board Meeting in December.

SUPERVISOR KRANICK MADE A MOTION TO SCHEDULE THE SECOND TOWN BOARD MEETING IN DECEMBER FOR THURSDAY, DECEMBER 19, 2019 @ 6:30 P.M. SUPERVISOR VAN HORN SECONDED. MOTION CARRIED UNANIMOUSLY.

H. **Closed Session:** Upon motion duly made, seconded and adopted by roll call vote, the town of Delafield Town Board will convene in closed session to consider the following: To consider employment, promotion, compensation or performance evaluation of a public employee over whom the Town Board has jurisdiction or exercises responsibility as authorized under §19.85 (1) (c), Wis. Stats., more specifically to consider terms of employment for a particular candidate for the role of Town Clerk and Town Treasurer, and possibly Town Administrator.

Following the closed session, the Town board will reconvene in open session, and may take action on any matter discussed in closed session.

SUPERVISOR KRANICK MADE A MOTION THAT THE TOWN BOARD WILL GO INTO CLOSED SESSION. SUPERVISOR COOLEY SECONDED. THE MOTION WAS ADOPTED UNANIMOUSLY BY ROLL CALL VOTE.

After the closed session, the Town Board reconvened and entered Open Session. Chairman Troy stated that he would go back to item 8A.

SUPERVISOR KRANICK MADE A MOTION THAT THE TOWN OF DELAFIELD SHOULD HIRE DAN GREEN AS CLERK/TREASURER AT A YEARLY SALARY OF \$65,000 WITH A PERFORMANCE/SALARY REVIEW AFTER 6 MONTHS. SUPERVISOR COOLEY SECONDED. MOTION CARRIED UNANIMOUSLY.

SUPERVISOR KRANICK MADE A MOTION THAT THE NEW CLERK, MR. GREEN, HAVE AN EXCEPTION, REGARDING VACATION TIME, TO THE FIRST YEAR OF THE EMPLOYEE HANDBOOK: THAT MR. GREEN SHOULD BE GRANTED AN EXTRA WEEK OF VACATION. AFTER THE FIRST YEAR OF EMPLOYMENT, MR. GREEN WILL CONTINUE TO FOLLOW THE EMPLOYEE HANDBOOK. SUPERVISOR COOLEY SECONDED. THE MOTION CARRIED UNANIMOUSLY.

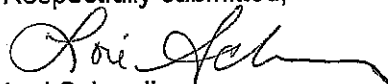
Ninth Order of business: Announcements and Planning items

- A. Next Plan Commission Meeting – December 3 @6:30
- B. Next Town Board Meeting – December 10 @ 6:30

Tenth Order of business: Adjournment

MOTION MADE BY SUPERVISOR KRANICK, SECONDED BY SUPERVISOR COOLEY, TO ADJOURN ON OR ABOUT 7:30 P.M. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted,



Lori Schmeling
Town of Delafield Office Staff

Minutes approved on: 12/10/19