



**CITY OF DELAFIELD  
MEETING MINUTES  
COMMON COUNCIL**

*Mayor: Kent Attwell  
Council President: Alderperson Tim Aicher  
Alderspersons: Jim Behrend, Wayne Dehn, Matt Grimmer, Phil Kasun, Doug Saloga, Jackie Valde*

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Monday, December 21, 2020

7:00 p.m.

City Hall, Council Chambers  
500 Genesee St.

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**Regular Meeting  
Draft**

[YouTube Video Link](#)

**1. Call to Order**

Mayor Attwell called the Common Council meeting to order at 7:00 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Roll Call**

**Alderspersons Present:** Doug Saloga, Ald. D1  
Jim Behrend, Ald. D2  
Jackie Valde, Ald. D3  
Wayne Dehn, Ald. D4 (via Zoom)  
Matt Grimmer, Ald. D5  
Phil Kasun, Ald. D6  
Tim Aicher, Ald. D7, Council President

**Also present:** Kent Attwell, Mayor  
Steven A. Braatz, Jr., City Clerk  
Tom Hafner, City Administrator/Director of Public Works

**4. Citizen Comments**

Jacki Lyden, 1614 W. Shore Dr. – Expressed concerns about spending, holding informational meetings so close to holidays and during a pandemic, and communication of various capital projects.

Susie Thompson, 700 Milwaukee St. and Kirk Carlson, N55W30513 Cty Rd. K, Hartland – Representatives of the Delafield Lions Club – Promoted the Lions Club Fisheree event to be held on February 13, 2021 at the Fish Hatchery. The American Legion has cancelled the event, so the Lions Club will be holding it in a COVID-safe environment. Asked the Council for support and to assist in promoting the event.

**5. Consent Agenda**

Items listed under the Consent Agenda are considered in one motion unless a Common Council member requests that an item be removed from the Consent Agenda.

**A. Approval of minutes of the [December 7, 2020](#) Regular Meeting**

- B. Approval of Amended Storm Water Maintenance Agreement for Raley, LLC (owner) & John Kutz, MSI General (applicant), related to the construction of a 10,000 sq. ft. addition to an existing manufacturing building and additional parking, located at 3660 and 3708 Kettle Court East; further identified by tax key DELC 0826.997.001 & DELC 0807.985.013.**

*Note: The original Storm Water Maintenance Agreement was approved by the Common Council on September 21, 2020*

- C. Approval of 2021 billing compensation schedule for Short, Elliott Hendrickson, Inc. (SEH) and Supplemental Letter Agreements to perform the 2021 Mileage Certification, 2021 Road Condition Ratings, 2021 City of Delafield Street Improvement Program (SIP) engineering services, 2021 On-Call and Miscellaneous Services for Engineering, and 2021 On-Call Services for Planning**

*Motion by Ald Behrend, seconded by Ald Aicher, to approve the Consent Agenda as listed.  
Motion carried.*

**6. Boards, Committees, and Commission Reports**

Reports by Council Members on discussion and action taken at previous meetings, future agenda items, and upcoming scheduled meetings. No discussion or action on these reports, unless specifically listed on this notice.

**A. Lake Welfare Committee**

**1) [December 9, 2020](#) Committee Report by Ald. Kasun**

The Committee is waiting on the WiDNR to complete the SEWRPC Watershed Survey, Water Quality and Sediment Survey. They are also working on updates to the City webpage and reviewing possible Municipal Code changes regarding Riparian construction green space requirements and boathouse construction requirements.

**B. Library Board**

**1) [December 8, 2020](#) Board Report by Ald. Valde**

*Note: The December 8, 2020 Library Board minutes were not yet completed by publishing.*

The Visit with Santa on Zoom and the Drive-thru Experience with Santa programs were a success and done safely, with about 150 people participating. Thanked the Delafield Police Dept for making it happen. The Library will now deliver books to your door at no charge with an expanded and revamped home delivery service. The Library will be closed from Christmas Eve thru Sunday, December 27.

**C. Police Commission**

**2) [December 16, 2020](#) Commission Report by Ald. Saloga**

The Commission approved the hiring process for a vacant Police Officer position.

**D. Promotion and Tourism Commission**

**1) [December 8, 2020](#) Commission Report by Ald. Behrend**

The Commission reviewed the financial activities. 2021 revenues are expected to be half. The Commission has concerns about funding if revenues do not pick up. They have enough to operate for about two years.

## 7. Mayor's Report

Report by the Mayor to the public regarding recent events attended, awards and commendations, and upcoming events. No discussion or action shall take place by members of the Council unless otherwise listed below.

### A. Discussion and possible action on the following item:

#### 1) Appointment by Mayor Attwell of Matt Grimmer as a member of the Lake Country Fire & Rescue Board, the term to expire April 2022

*Motion by Ald Behrend, seconded by Ald Valde, to confirm the Mayor's appointment of Matt Grimmer as a member of the Lake Country Fire & Rescue Board, the term to expire April 2022. Motion carried.*

#### 2) Appointment by Mayor Attwell of Jeff Krickhahn as a member of the Lake Country Fire & Rescue Commission, the term to expire April 2022

*Motion by Ald Grimmer, seconded by Ald Aicher, to confirm the Mayor's appointment of Jeff Krickhahn as a member of the Lake Country Fire & Rescue Board, the term to expire April 2022. Motion carried.*

## 8. New Business

Discussion and possible action on the following items:

### A. Resolution No. 2020-16: Resolution to set the 2021 Schedule of Fees for the City of Delafield

*Motion by Ald Behrend, seconded by Ald Aicher, to adopt Resolution No. 2020-16: Resolution to set the 2021 Schedule of Fees for the City of Delafield, with the fee for the operator's license fee remaining at \$30. Motion carried.*

### B. Ordinance No. 774: Ordinance to create Section 2-169 of the Delafield Municipal Code to establish the Municipal Board of Canvassers and to provide for the canvassing of all absentee ballots at a place other than the polling location

*Motion by Ald Behrend, seconded by Ald Aicher, to adopt Ordinance No. 774: Ordinance to create Section 2-169 of the Delafield Municipal Code to establish the Municipal Board of Canvassers and to provide for the canvassing of all absentee ballots at a place other than the polling location. Motion carried.*

### C. Creation of Administrative Support Specialist Position Description and Administrative Support Assistant Position Description, effective February 4, 2021

*Motion by Ald Valde, seconded by Ald Behrend, to approve the Administrative Support Specialist Position Description and Administrative Support Assistant Position Description, effective February 4, 2021. Motion carried.*

### D. Elimination of Clerk III Position Description and Utility Clerk Position Description, effective February 4, 2021

*Motion by Ald Valde, seconded by Ald Grimmer, to eliminate the Clerk III Position Description and Utility Clerk Position Description, effective February 4, 2021. Motion carried.*

**E. Vouchers Payable report for reporting dates of 12/8/2020-12/21/2020 in the amount of \$147,464.04 for accounts payable and \$75,546.56 for payroll**

*Motion by Ald Behrend, seconded by Ald Aicher, to approve the vouchers payable report for reporting dates of 12/8/2020-12/21/2020 in the amount of \$147,464.04 for accounts payable and \$75,546.56 for payroll. Motion carried.*

**9. Report of City Officials**

**A. Council requests for future agenda items**

*Note: No discussion on requested items*

None.

**10. Matters for Possible Closed Session**

The Common Council may convene in closed session pursuant to the provisions of Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically regarding the performance review and compensation of the City Administrator/Director of Public Works. The Council will reconvene in open session after completion of the closed session to consider the balance of the agenda.

*Motion by Ald Behrend, seconded by Ald Aicher, to convene into closed session at 7:45 p.m. pursuant to the provisions of Wis. Stat. 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically regarding the performance review and compensation of the City Administrator/Director of Public Works. Motion carried upon roll call vote.*

Discussion held in closed session.

*Motion by Ald Aicher, seconded by Ald Kasun, to reconvene into open session at 9:27 p.m. Motion carried upon roll call vote.*

**A. Discussion and possible action regarding the compensation for the City Administrator/Director of Public Works**

*Motion by Ald Aicher, seconded by Ald Valde, to continue the existing contract with the City Administrator/Director of Public Works with a 2% increase in salary effective 1-1-2021. Motion carried (Dehn voted no).*

**11. Adjournment**

The meeting was adjourned at 9:28 p.m.

Respectfully Submitted,

Steven Braatz, Jr.  
City Clerk