



**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, October 5, 2020

7:00 PM

City Hall, Council Chambers  
500 Genesee St.

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**Regular Meeting**

[YouTube Video Link](#)

**1. Call to Order**

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

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited.

**3. Roll Call**

**Alderspersons Present:** Doug Saloga, Ald. D1  
Jackie Valde, Ald. D3  
Wayne Dehn, Ald. D4  
Matt Grimmer, Ald. D5  
Phil Kasun, Ald. D6  
Tim Aicher, Ald. D7, Council President

**Alderspersons Excused:** Jim Behrend, Ald. D2

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

**4. Citizen Comments**

Susie Thompson, 700 Milwaukee St. – Mentioned that Dell is short on laptops and asked the Council to approve some flexibility for staff to purchase what is available. Noted that the Delafield Car Show was a fabulous success. 10 businesses were open and did very well. Public support was phenomenal. Nearly twice as many cars as last year, and having it spread throughout the town was nice. Administrator Hefner and Chief Kehl were on hand to talk about the tax referendum, which was well received, and their presence was helpful.

Sandra Felker, 2420 Nagawicka Rd. – Personally completed an unofficial staffing study of the City's staff using information provided by the City. (Editor's note: study is on file in the Clerk's Office.) Recommended re-segregation of the responsibilities of the Director of Public Works and City Administrator, creation of a City staffing strategy that plans for turn-over, not replacing the Utility Clerk for the 2021 budget, and a comprehensive review of the costs and services provided by the Police Dept.

## **5. Consent Agenda**

### **A. Approval of minutes of the September 21, 2020 regular meeting**

*Motion by Ald Grimmer, seconded by Ald Kasun, to approve the Consent Agenda as listed.  
Motion carried.*

## **6. Committee Reports**

Reports on discussion and action taken at previous meetings, future agenda items, and upcoming scheduled meetings.

### **A. Licenses**

None.

### **B. Plan Commission (Commission report by Ald. Aicher)**

Last meeting was September 30, 2020. Trend has seen a decent amount of activity of businesses staying, growing, and moving and new business plans have been presented. Referred the Council to review the minutes for the last several months. City Planner has been reviewing the Code to offer ideas on changes to provide more clarity, consistency, and simpler language for Plan Commission applicants. Next meeting will be October 28, 2020.

### **C. Lake Welfare Committee (Committee report by Ald. Kasun)**

No report. Next meeting will be October 14, 2020.

### **D. Park and Recreation Commission (Commission report by Ald. Grimmer)**

No report.

### **E. Public Works Committee (Committee report by Ald. Behrend)**

No report.

### **F. Del-Hart Commission (Commission report by Ald. Aicher)**

No report.

### **G. Police Commission (Commission report by Ald. Saloga)**

No report.

### **H. Library Board (Board report by Ald. Valde)**

No report. Next meeting will be October 13, 2020.

### **I. Zoning Board of Appeals (Board report by Ald. Kasun)**

No report.

### **J. Promotion and Tourism Commission (Commission report by Ald. Behrend)**

No report.

**K. Lake Country Fire Commission (Commission report by Mayor Atwell)**

No report.

**L. Lake Country Fire Board (Board report by Ald. Grimmer)**

No report. Next meeting will be October 22, 2020.

**M. Tree Board (Board report by Ald. Grimmer)**

No report.

**N. Deer Management Committee (Committee report by Mayor Atwell)**

No report.

**7. Unfinished Business**

None.

**8. Mayor's Report**

Thanked Susie Thompson for the hard work put in at the Delafield Car Show.

**9. New Business**

Discussion and possible action on the following items:

**A. Discussion of Council Meeting Procedures and Common Council Development (Ald. Kasun)**

Ald Kasun expressed concerns related to Council training and agenda wording. Related to the agenda wording, the concern was the verbiage "Discussion and possible action..." before each agenda item, which has led some citizens to believe that newly introduced matters have not been properly discussed. Atwell reminded the Council that the League of Wisc Municipalities puts on various trainings for elected officials. Discussion only. No action taken.

**B. Request by City Clerk and Administrator/Director of Public Works to authorize the City Administrator to select and enter into a contract with a company to install permanent partition glass at the Administration Office front counter and use funds from the Routes to Recovery Grant Program in an amount not to exceed \$3,500**

*Motion by Ald Valde, seconded by Ald Saloga, to approve the request by the City Clerk and Administrator/Director of Public Works to authorize the City Administrator to select and enter into a contract with a company to install permanent partition glass at the Administration Office front counter and use funds from the Routes to Recovery Grant Program in an amount not to exceed \$3,500. Motion carried.*

**C. Request by City Administrator/Director of Public Works to approve the purchase of three laptop computers for \$4,449.80 and to pay the remaining \$3,306.80 for the server by November 6, and include these expenses in the City's Routes to Recovery reimbursement request**

*Motion by Ald Kasun, seconded by Ald Saloga, to approve the request by the City Administrator/Director of Public Works to approve the purchase of three laptop computers for \$4,449.80 and to pay the remaining \$3,306.80 for the server by November 6, and include these expenses in the City's Routes to Recovery reimbursement request. Motion carried.*

**D. Vouchers Payable report for reporting dates of 9/22/2020-10/5/2020 in the amount of \$145,786.35 for accounts payable and \$73,724.81 for payroll**

*Motion by Ald Valde, seconded by Ald Kasun, to approve the vouchers payable report for reporting dates of 9/22/2020-10/5/2020 in the amount of \$145,786.35 for accounts payable and \$73,724.81 for payroll. Motion carried.*

**10. Report of City Officials**

**A. Administrator**

**1) Referendum Public Information Documents**

Hafner noted that referendum documents have been put together and placed on the City website.

**2) Referendum Information Open House – Wednesday October 14, 2020, 5:30 PM – 8:00 PM at Fish Hatchery**

Hafner noted that the City will be hosting an information session regarding the referendum on October 14, 2020, 5:30 p.m. to 8:00 p.m. at the Fish Hatchery. There will not be a formal presentation. It will be open house format for citizens to ask questions of City representatives.

**3) Budget Workshop – Thursday October 22, 2020 at 6:00 PM at Public Safety Building Training Room**

Hafner noted that the Council will have a budget workshop on October 22, 2020, at 6:00 p.m. at the Public Safety Building Training Room.

**4) Nagawicka Road Path Project Update**

Project is proceeding. The contractor is laying storm sewer, starting from Oakwood/Nagawicka and working to the north. Biggest issue has been traffic control and the State's Hwy 83 project.

**B. Clerk**

None.

**C. Treasurer**

**1) August 2020 Treasurer's Report**

Report is in the packet for Council to read.

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

*Note: No discussion on requested items*

None.

**11. Adjournment**

The meeting was adjourned at 7:51 PM.

Respectfully Submitted,

Steven Braatz, Jr.  
City Clerk