



**CITY OF DELAFIELD
MEETING MINUTES
COMMON COUNCIL**

Mayor: Kent Attwell

Council President: Alderperson Tim Aicher

Alderpersons: Matt Grimmer, Danielle Henry, Paul Price, Mark Schaefer, Dirk Wilken, Jackie Valde

November 6, 2023

7:00 PM

City Hall, Council Chambers
500 Genesee St.

Regular Meeting

DRAFT

[YouTube Link](#)

1. Call to Order

The meeting was called to order at 7:00 PM.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Roll Call

Alderpersons Present: Danielle Henry, Ald. D1
Mark Schaefer, Ald. D2
Jackie Valde, Ald. D3
Dirk Wilken, Ald. D4
Matt Grimmer, Ald. D5
Paul Price, Ald. D6
Tim Aicher, Ald. D7

Also Present: Kent Attwell, Mayor
Tom Hafner, City Administrator/Director of Public Works
Molly Schneider, City Clerk

4. Public Hearing

A. Public Hearing #1: City of Delafield 2024 Proposed Budget and Tax Levy

The purpose of this public Hearing is to hear public comment on the proposed 2024 City of Delafield Budget.

1) [Public Hearing Notice](#)

2) [2024 Proposed Budget](#)

Mayor Attwell opened the Public Hearing at 7:02 PM.

Mary Daniel, 309 Wisconsin Ave. – spoke regarding the 5-year capital improvement plan on page 108, specifically dams, piers, bridges, and waterways. There is \$29,500 for 2024 which includes a private donation and a DNR grant for \$14,750. Last year's adopted budget included \$60,000 for this project. The DNR Grant for matching dollars has not been approved, but the permit for construction has been approved. For 2022 the boat dock had \$60,000. There is a balance of \$56,000 plus. The Common Council already approved \$30,000 and the other \$30,000 is the grant, which has not been applied for. What are the real numbers for the capital project. Clarification is necessary. What is the current market price for the dock for 2024.

Paul McAllister, 817 Milwaukee Street – spoke regarding the overall budget and more specifically funding for the pier. Supports the concept of the pier, just not where it is located. It is shallow and designated protected. The project is causing divisiveness.

Tim Turnock, 304 Fieldstone – spoke regarding the proposed lighting of the VMR trail. The City and many groups and volunteers have worked hard to restore the area. The DAF events in Liberty Park

made it obvious that lighting was needed for safety. More people are using the trails, especially with the developments coming in. Lighting is required.

Attwell closed the Public Hearing at 7:13 PM.

5. Approval of the following meeting minutes:

A. [October 16, 2023](#) Regular Meeting.

Motion by Aicher, seconded by Grimmer, to approve the minutes of the October 16, 2023 Regular Meeting, as presented.

All in favor. Motion carried.

B. [October 24, 2023](#) Special Meeting.

Motion by Henry, seconded by Schaefer, to approve the minutes of the October 24, 2023 Special Meeting, as presented.

All in favor. Motion carried.

6. City of Delafield Citizen Comments

Hearing no one who wished to speak, Citizen's Comments were closed.

7. Special Order of Business

A. Introduction of new Del-Hart General Manager Rob Minnema.

Rob Minnema, Del-hart General Manger introduced himself and spoke about his role in the facility. He has been training under the retiring GM and has worked in another facility in a similar role. Del-Hart will be working on some updates, including domain and website updates. He would like to implement a 5-year capital plan and the Del-Hart plant is doing well financially.

Aicher asked if the facility is open for tours. Minnema noted that the facility would be available for scheduled tours.

Minnema added that the upgrade should be completed in spring of 2024 and an open house is a possibility.

8. 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 the Waukesha County Joint Powers Agreement County 9-1-1 Emergency System.

Motion by Wilken, seconded by Valde, to approve the Consent Agenda, as presented.

All in favor. Motion carried.

9. 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. Licenses

B. Plan Commission

1) Commission Report by Ald. Aicher

Aicher stated that the items that are up for consideration are meant to clean up items in the Zoning Code.

2) Discussion and possible action regarding the following items:

- a) Ordinance No. 823: An Ordinance to amend Sections of Article IV, Zoning Districts, Article V Conditional Uses, and Article X Administration and Penalties of the City of Delafield Zoning Ordinance and Chapter 2 City of Delafield Administration Ordinance.**

Note: The Plan Commission recommended approval on October 25, 2023.

Motion by Aicher, seconded by Schaefer, to approve Ordinance No. 823: An Ordinance to amend Sections of Article IV, Zoning Districts, Article V Conditional Uses, and Article X Administration and Penalties of the City of Delafield Zoning Ordinance and Chapter 2 City of Delafield Administration Ordinance.

Discussion: Aicher added that there is currently an Ordinance that allows for a petition to require a super majority of the Common Council. This has been used at least once. State law changed, which prohibits the City from having this Ordinance in place. The only allowance for this that remains is for when a property is being zoned to a less intense use. The City is considering options, as it is understood that this was a valuable asset.

All in favor. Motion carried.

- b)** Acknowledge updated Zoning and Land Use Plan Maps that are reflective of recent amendments that have been enacted by Common Council.

Note: The Plan Commission acknowledged the maps on October 25, 2023.

Motion by Aicher, seconded by Valde, to acknowledge the updated Zoning and Land Use Plan Maps that are reflective of recent amendments that have been enacted by Common Council.

All in favor. Motion carried.

C. Lake Welfare Committee

- 1) Committee Report by Ald. Price

No meeting, no report.

D. Park and Recreation Commission/Tree Board

- 1) Committee Report by Ald. Schaefer

The Park and Rec Commission is working on a citizen feedback survey to help to understand the needs and use of the park. A Tree Board Vice Chair has been elected. There is a vacancy. They are working on the 5-year plan.

E. Public Works Committee

- 1) Committee Report by Ald. Grimmer

Public Works Committee met and discussed the Milwaukee Street speeding issues. There will be some updates signage and pavement markings in an effort to decrease speed. These are low-cost interventions. There were also discussions regarding alternatives to the brick crosswalks.

F. Del-Hart Commission

- 1) Commission Report by Ald. Aicher

No meeting, no report.

G. Police Commission

- 1) Commission Report by Ald. Valde

The next meeting is on Wednesday November 8 at 5:30 PM.

H. Library Board

- 1) Board Report by Ald. Henry

No meeting, no report.

I. Zoning Board of Appeals

- 1) Board Report by Ald. Valde

The next meeting is on November 13, 2023.

J. Promotion and Tourism Commission

- 1) Commission Report by Ald. Schaefer
No meeting, no report.

K. Lake Country Fire and Rescue Commission

L. Lake Country Fire and Rescue Board

- 1) Board Report by Ald. Grimmer
No meeting, no report.

M. Deer Management Committee

- 1) Committee Report by Ald. Wilken
The Deer Management Committee reviewed trail cameras. Registration is out for hunters and is about 50 – 60% filled. Next meeting is November 21, 2023.

N. Other Committees, Commissions, and Boards

10. Unfinished Business

- A. Discussion and possible action regarding an amended Recreation Contract Between the Village of Hartland and the City of Delafield.

Schaefer provided copies of the proposed amendment. The current agreement with the Village of Hartland has been in place since 2003. The City has been paying a fee for the City residents to receive resident fees for the Hartland rec classes. Hartland spends about \$430,000 and brings in \$340,000. There is approximately \$90,000 in expenses that are not covered by the program income. Hartland is asking for a \$6500 flat fee.

The updated proposal gives the rec program the continued use of the Fish Hatchery and also allows use of the disc golf course and the volleyball courts, subject to already scheduled events. It also requires that the City pays \$10/resident that participates.

Attwell added that this updated agreement includes what was discussed at the previous meeting

Aicher asked if it is expected that this proposal would be approved by Hartland. Schaefer added that this would likely be passed based on feedback.

Motion by Grimmer, seconded by Aicher, to approve the amended Recreation Contract Between the Village of Hartland and the City of Delafield as presented.

Discussion: Schneider asked about the regular users that have been utilizing the space for the past few years and how the priority would work. Schaefer clarified the existing regular users would have precedent, then Hartland, then any other users not already on the regular schedule.

Henry asked about a breakdown by program of which ones the City of Delafield residents are using. Schaefer explained the current usage includes punch cards which do not track the specific courses.

All in favor. Motion carried.

- B. Discussion and possible action regarding the City of Delafield maintaining its own municipal court versus joining Lake Country Municipal Court.

Hafner summarized the previous discussion. The City does need to make a decision on this by the next Common Council meeting. Any change to municipal court would need to coincide with the full term of municipal Judge. Joann Eiring has been appointed as interim municipal judge until Dec. 1 and the Common Council will have to reappoint the interim judge through the end of the term in April 2024.

Schaefer stated the opt out for Lake Country Court was appreciated. Hafner pointed out that the opt out should coincide with a new municipal judge election.

Schaefer asked if the City would be losing anything necessary to complete their job. Chief Nyren clarified that the court and police department is separate, but having a City municipal court allows for the residents to have the biggest say in the Judge.

Aicher asked if the City of Delafield would maintain their ability to keep the current prosecutor.

Attwell added that there are convenience and logistical issues and commute issues.

Henry asked about overtime. Nyren stated that overtime would be affected minimally. Hafner added that the bailiff is currently provided by the PD and would not be necessary with Lake Country Court.

Aicher expressed gratitude and thanks to Hausman for his service. There is concern that perhaps a future judge would not be as stellar. Maintaining our own prosecutor will allow for the City to maintain control over prosecution. It might be helpful to wait, but there is reason that many other communities have joined this.

Price asked if it was a requirement to be a resident to be a Judge. Hafner confirmed.

There was a general consensus that Hafner should prepare an Ordinance to join Lake Country Court.

Hafner added that there was an invite to attend the annual meeting on November 8.

11. 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 items:

- 1) Accept Resignation of Ken Beckman from the Citizen Member position on the Library Board, term to expire 04/2025.

Motion by Aicher, seconded by Henry, to Accept Resignation of Ken Beckman from the Citizen Member position on the Library Board, term to expire 04/2025.

All in favor. Motion carried.

- 2) Accept Resignation of Elise Murn from the Citizen Member position on the Library Board, term to expire 04/2026.

Motion by Aicher, seconded by Henry, to accept the resignation of Elise Murn from the Citizen Member position on the Library Board, term to expire 04/2026.

All in favor. Motion carried.

- 3) Confirm appointment of Matt Scherer to the Citizen Member position on the Public Works Committee, vacated by Jack Demski, term to expire 04/2024.

Motion by Grimmer, seconded by Wilken, to confirm the appointment of Matt Scherer to the Citizen Member position on the Public Works Committee, vacated by Jack Demski, term to expire 04/2024.

All in favor. Motion carried.

- 4) Confirm appointment of Susan Buchanon to the Alternate position on the Promotion & Tourism Commission, term to expire 04/2024.

Motion by Grimmer, seconded by Aicher, to confirm the appointment of Susan Buchanon to the Alternate position on the Promotion & Tourism Commission, term to expire 04/2024.

All in favor. Motion carried.

12. New Business

- A. Possible discussion regarding the proposed 2024 budget and public comments received during the budget public hearing.

Valde asked for the clarification that was brought up by Mary Daniel during the Public Hearing. Valde summarized the concerns. Hafner clarified that the Common Council has approved a budget of \$60,000. \$30,000 was approved by the Common Council and \$30,000 is supposed to be funded by the DNR. Of the \$60,000, the City has \$30,000 funded at this time.

Aicher thanked Turnock for detailing the plans for the lighting on the VMR trail. Some clarification on the potential for special events and utilization of the trail would be appreciated. Attwell added that of the events that he attended, it didn't seem like many patrons used the portion of the path that would be lit with this project. Aicher would like the infrastructure improvements to fit into the long-term plan. Grimmer

added that the evening events in the area are minimal. Valde added that there is concern about the installation of the lighting as it affects the vegetation. Schafer would prepare information related to those concerns.

Aicher asked about how the pickle ball courts and the basketball courts coexist. Schaefer clarified the proposal.

Hafner added that he attended the Pat McCurdy show and there was definitely a lighting hazard and suggested some more reasonably priced options. Discussion occurred about possible options.

Henry asked about the Liberty park stage and the funding for 2024 and what the plan is, as the funds were approved to fund the design of the stage. What is the justification for funding this for a second year. Schaefer stated that this keeps the stage going and still allows for enough funding to complete the design project. Henry asked about the plan going forward, as it is not appropriate to fund this project like this going forward. What is the plan to fund the operational costs. Grimmer clarified that this is not operational but is a temporary stage. Aicher added this is a continuation of proof of concept. The onus is on the fundraisers to leverage what they have been given to move the project forward. Henry would like to see the revenue information. Discussion occurred regarding the plans for moving forward with the concept.

Hafner stated that there was a memo in the packet that noted necessary changes to the budget. The City ESE fee payments were not included as an expense. These expenses should be incorporated into the budget at the next meeting.

Schneider stated that she had been able to clarify the question proposed by Ald. Henry at the Budget Workshop related to calendar subscriptions. The current website provider does offer a feature that allows for users to sync the city calendars with their personal calendars. Henry asked about individual meeting calendars. Schneider added that there is capability already to create an individual calendar for each meeting group, but it would be time consuming to do so. Also, Schneider was not sure if the individual calendar could be viewable under the umbrella of one master calendar.

Attwell asked for clarification regarding the availability of this feature related to the website as it stands today, any upgrade to the website proposed, and whether the feature was available for outside vendors. Schneider clarified it is available now and would be in the future with the current website vendor, but she was unsure as to whether this option would be available for the other proposed vendors.

B. Discussion and possible action regarding the annual renewal of the Lake Country Fire & Rescue line of Credit.

Hafner summarized the LOC renewal proposal and the portion of the amount the City would be responsible for is 41.27% as it relates to the current funding formula.

Motion by Aicher, seconded by Grimmer, to approve the annual renewal of the Lake Country Fire & Rescue line of Credit.

Discussion: Schaefer added that while the understanding of the need is clear, this is not an endorsement of percentage the City is responsible in the formula.

All in favor. Motion carried.

C. Discussion and possible action regarding Resolution No. 2023-18, a resolution adopting fire protection and emergency medical services fee schedule.

Hafner explained the resolution incorporates the items discussed regarding the methodology of the ESE assignments.

Attwell added that the definition of dwelling unit and condominium unit was incorporated at the request of the City Attorney.

Motion by Grimmer, seconded by Aicher, to approve Resolution No. 2023-18, a resolution adopting fire protection and emergency medical services fee schedule.

All in favor. Motion carried.

- D. Approval of Vouchers Payable report for reporting dates of 10/18/2023 – 11/6/2023 and 9/30/2023 - 11/6/2023 in the amount of \$577,748.80 for accounts payable and \$114,836.51 for payroll.

Motion by Schaefer, seconded by Wilken, to approve the Vouchers Payable report for reporting dates of 10/18/2023 – 11/6/2023 and 9/30/2023 - 11/6/2023 in the amount of \$577,748.80 for accounts payable and \$114,836.51 for payroll.

All in favor. Motion carried.

13. Report of City Officials

A. City Administrator

B. City Clerk

1) Election Reminders

- a)** Nomination Papers may begin being circulated December 1, 2023.

Candidacy paperwork will be forthcoming at the end of the month. It is an even year which will be the even numbered districts and the Mayor and also the Municipal Court Judge, if the City continues with the court.

C. City Treasurer

1) September 2023 Treasurer's Report.

Attwell had sent an email to the City Treasurer and asked about money market rates for Town Bank versus the Waukesha State Bank TID 4 rates, and possible ways to increase the TID 4 rates.

D. Council requests for future agenda items

Note: No discussion on requested items

14. Correspondence

15. Adjournment

Having no further business, the November 6, 2023 Common Council meeting was adjourned at 8:25 PM.

Respectfully submitted,

Molly Schneider,
City Clerk