



# CITY OF DELAFIELD MEETING MINUTES COMMON COUNCIL

Mayor: Kent Attwell

Council President: Alderperson Wayne Dehn

Alderpersons: Tim Aicher, Jim Behrend, Matt Grimmer, Danielle Henry, Phil Kasun, Jackie Valde

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Monday, January 17, 2022

7:00 p.m.

City Hall, Council Chambers  
500 Genesee St.

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## Regular Meeting [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:** Jim Behrend, Ald. D2  
Jackie Valde, Ald. D3  
Wayne Dehn, Ald. D4, Council President  
Matt Grimmer, Ald. D5  
Phil Kasun, Ald. D6  
Tim Aicher, Ald. D7

**Alderpersons Excused:** Danielle Henry, Ald. D1

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

### 4. Special Orders of Business: Presentations by Audio Visual companies for consideration of awarding the 2022 Common Council Chambers A/V upgrade project. No action will be taken at this meeting.

#### A. Audio Visual Presentation and Demo from SKC Communications

##### 1) Discussion and questions regarding the A/V presentation and Demo from SKC Communications

Phill Greenwood, SKC Communications, 11370 West Theo Trekker Way, Milwaukee, presented on behalf of SKC. Greenwood summarized the options that had been proposed to the City. Option one is a wired system. This is more cost effective, but there are few added features. A wireless system is advantageous in that there are many additional features such as voting and built-in speakers. There are issues with the speaker setup that should be addressed. The proposed cameras were discussed. The current cameras are not auto tracking, but a cost could be provided. The system would be controlled by a wired touch panel which is custom programmed. The touch panel controls all aspects of the meeting and can be located anywhere. An EpiPhan Unit was recommended for streaming. An RF Modulator is needed for cable.

Kasun asked about the batteries on the wireless units and the life expectancy of the batteries. The battery is lithium based and should be expected to last several years. There is a charging station for the batteries.

Aicher asked about seeing a system in operation. City of Waukesha has a wired system and Madison has a wireless system. There may be others closer.

Hafner asked if Waukesha was live streaming. They are using Granicus. Hafner asked if an auto track system would eliminate the need for production and how quick debate would affect the functionality. A production person may still be needed if there will be a significant amount of camera switching. An auto-tracking system would switch if the debate continues with one person long enough, but won't jump back and forth repeatedly.

Schneider asked about whether auto tracking cameras could be added later. It would be best to have these right away so equipment does not have to be replaced.

Wide shot camera direction with a plain camera would be easy to operate with presets.

**B. Audio Visual Presentation and Demo from Televic/Miles Pro A/V**

**1) Discussion and questions regarding the A/V presentation and Demo from Televic/Miles Pro A/V**

Jeff Phillips, 342 west center Rd, Palatine IL presented on behalf of Televic. The Televic system has a speaking queue function. Phillips noted that the Televic system can be integrated both wired and wireless. Systems can be upgraded down the line. Licensing must be purchased for added items, but it is a one-time cost. The order of the debate can be changed. The hub has input and outputs for the streaming and Zoom meetings. A computer would be required for Zoom. The system has T-Coil compatibility. Audio can be recorded directly into the system or a memory stick.

Schneider asked about the quote not including upgrades to the audio. The proposal did not include upgrades to the audio speakers, but most other items are intended to be replaced. Wiring that isn't in good condition will be replaced. The ceiling speakers would not be utilized with this proposal.

Schneider asked about the functionality of a hybrid system and the mobility of the wireless systems. There could be feedback, but there would likely not be issues. The volume adjustments would be accessible to the meeting administrator.

The T-Cam system was discussed. The presets help the camera figure out where to track. Debate would cause the camera to go to a wide shot.

Attwell asked about live streaming and cable integration. The system includes the hub and then would be routed to the outputs. The Leightronics unit is necessary for the scheduling and programming of Channel 25. The Leightronics unit is designed for professionals and will likely be more advanced to program. Maybe a different solution could be determined.

A computer is necessary to control Zoom and the computer would be located in the audio room. The signal would have to be directed up to the dais.

Attwell asked the council regarding their preference for the auto tracking.

Grimmer noted simplicity was preferred.

Aicher noted that he would prefer specific proposals with a more apples to apples comparison. It would be good to see systems in action and decide what is necessary.

Kasun asked about why goosenecks were removed. Aicher noted that there were issues with the goosenecks because people wouldn't speak close enough to the mics. There are issues with the lapels and they are getting damaged.

Grimmer noted that perhaps needs of the council were secondary to administration needs.

**5. Approval of minutes of the [December 20, 2021](#) Common Council meeting.**

*Motion by Aicher seconded by Kasun, to approve the minutes for the December 20, 2021 Common Council meeting as presented.*

*All in Favor. Motion carried.*

**6. City of Delafield Citizen Comments**

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

**7. 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. Discussion and possible action regarding Resolution 2022-01, a resolution establishing a polling place and reporting units within the City of Delafield.**

Kasun asked about the two polling locations in certain years. Schneider clarified that there were not two polling locations. There were separate reporting units, which was to accommodate the County Supervisory District voting.

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

*All in favor. Motion carried.*

At this time, Attwell move to item number 9.A.

**8. 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 encouraged residents to keep an eye on the agenda to see if there are any items that interest or affect them. There are changes coming as a result of the Economic Development Focus Group.

**C. Lake Welfare Committee**

**1) Committee Report by Ald. Kasun**

There was conversation regarding ensuring rain gardens are preserved along the lake. There may not be a February meeting.

**D. Park and Recreation Commission/Tree Board**

**1) Committee Report by Ald. Grimmer**

No Report. Next meeting January 24<sup>th</sup>, 2022.

**E. [Public Works Committee](#)**

**1) Committee Report by Ald. Behrend**

There is a public information meeting about path on Nagawicka Rd. going north of the Bark River at next Public Works Committee meeting. Street repairs were reviewed and the whole packet is proposed to go out together for bid.

**F. Del-Hart Commission**

**1) Commission Report by Ald. Aicher**

No Report. Next meeting January 18<sup>th</sup>, 2022 at 5:30 PM.

**G. Police Commission**

**1) Commission Report by Ald. Kasun**

No Report.

**H. Library Board**

**1) Board Report by Ald. Valde**

**a) Discussion regarding Library Board Membership**

Valde wanted to discuss how the board was funded. State statute guides the funding and membership of the board. City is a class 4 city so there are 7 members. One member shall be from the school district. County funding is due to residents that don't have their own Libraries. The County requires proportional representation. The County can appoint up to four members currently.

Behrend noted that if there are not enough spots for City members, that it is recommended to seek appointment through the County.

Aicher noted that the City has a nice sized library and we receive a significant amount of funding from the county. Representation from outside the City makes sense based on the external funding.

Attwell noted that the Library Board has done a remarkable job. The question that remained was why the Library Board reduced the City of Delafield resident representation.

Stephanie Ramirez, Library Director, 500 Genesee St., Delafield, noted that the by-laws were amended as there was an issue with the by-laws in that it was contradictory to statute.

Attwell noted that the change was an allowable change, but the by-laws reduced the number of members that were required to be citizens.

Valde noted that questions or concerns should have been addressed with the Library Board.

A meeting was requested for further clarification.

**I. Zoning Board of Appeals**

- 1) Board Report by Ald. Kasun  
No Report.

**J. Promotion and Tourism Commission**

- 1) Commission Report by Ald. Behrend  
Behrend noted the revenues are still recovering and are on pace or better than 2019. This should solve some fiscal problems.

**K. Lake Country Fire and Rescue Commission**

**L. Lake Country Fire and Rescue Board**

- 1) Board Report by Ald. Grimmer  
No Report. Next meeting February 16<sup>th</sup>, 2022.

**M. Other Committees, Commissions, and Boards**

- 1) **Deer Management Committee**  
a) Committee Report by Ald. Henry  
No report.

At this time, Attwell moved to item number 11.A. on the agenda.

**9. Unfinished Business**

- A.** Discussion and possible action regarding the request from the Delafield Lions Club, for approval to place a drop-off box somewhere near the library for charitable eyeglass donations.

Erv Sadowski, 1534 Second Street, Delafield, was present on behalf of the Lions Club. Sadowski provided a rendering of a drop box and proposed locations. The box is red, white, and blue with a Lions logo. It is a mail box that would be monitored every 4-6 weeks. The majority of eyeglasses stay in US.

Atwell asked if the Lions club would be happy with indoor location. There would be more traffic inside.

*Motion by Behrend seconded by Grimmer, to approve the request to place a drop-off box in the City Hall/Library shared lobby for charitable eyeglass donations.*

*All in favor. Motion carried.*

At this time, Attwell moved to item number 8 on the agenda.

**10. 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.

**11. New Business**

- A.** Discussion and possible action regarding a logistics plan for the construction of the Hendricks Project at 705 Genesee Street, requiring Common Council approval for the restricted use of the southern third of the municipal parking lot for construction staging, elimination of the on-street parking on Genesee Street between Main Street and Milwaukee Street during construction, sidewalk closures on the north side of Main Street (Dopkins Street to Genesee Street), the west side of Genesee Street (Main Street to Milwaukee Street), and the west side of Dopkins Street from the municipal parking lot entrance to Main Street during construction, closure of Dopkins Street from Main Street to the entrance of the municipal parking lot during construction, and the temporary narrowing and shifting of travel lanes on Main Street and Genesee Street adjacent to the construction site during construction.

Aicher asked if there were any dead ends – specifically on Milwaukee Street. There will be the ability to turn around in the municipal lot. Police Chief and Fire Chief have reviewed and signed off on the plan. Farmer’s Market still needs to be adjusted.

Kasun asked why the City would be paying for half of the repaving. Hafner noted that the existing parking lot was also in poor condition, so that is why the City would be repairing half. It might make sense to repave the entire lot. Costs have not been determined. Similar repaving was done at the Fish Hatchery Sports Complex and that was approximately \$40,000.

*Motion by Behrend seconded by Grimmer, to approve the logistics plan for the construction of the Hendricks Project at 705 Genesee Street, requiring Common Council approval for the restricted use of the southern third of the municipal parking lot for construction staging, elimination of the on-street parking on Genesee Street between Main Street and Milwaukee Street during construction, sidewalk closures on the north side of Main Street (Dopkins Street to Genesee Street), the west side of Genesee Street (Main Street to Milwaukee Street), and the west side of Dopkins Street from the municipal parking lot entrance to Main Street during construction, closure of Dopkins Street from Main Street to the entrance of the municipal parking lot during construction, and the temporary narrowing and shifting of travel lanes on Main Street and Genesee Street adjacent to the construction site during construction.*

*All in favor. Motion carried.*

- B.** Approval of Vouchers Payable report for reporting dates of 12/20/2021-1/12/2022 in the amount of \$488,534.07 for accounts payable and \$166,409.98 for payroll

*Motion by Dehn seconded by Aicher, to approve the Vouchers Payable report for reporting dates of 12/20/2021-1/12/2022 in the amount of \$488,534.07 for accounts payable and \$166,409.98 for payroll.*

*All in favor. Motion carried.*

**12. Report of City Officials**

**A. City Administrator**

**B. City Clerk**

- 1) No February Primary Election necessary for the City of Delafield

**C. City Treasurer**

- 1) November 2021 Treasurer’s Report

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

*Note: No discussion on requested items*

**13. Correspondence**

- A.** Public Works Committee Public Informational Meeting February 2, 2022 – Nagawicka Road Path Project.

**14. Matters for Possible Closed Session**

- A.** Motion to 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 8:43 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.*

Roll Call Vote (AYE/NAY):

	AYE	NAY
Henry	ABSENT	_____
Behrend	Aye	_____
Valde	Aye	_____
Dehn	Aye	_____
Grimmer	Aye	_____
Kasun	Aye	_____
Aicher	Aye	_____

*Motion carried.*

Discussion held in closed session.

**B. Motion to re-convene into Open Session.**

*Motion by Ald. Behrend seconded by Ald. Aicher, to reconvene into open session at 9:53 p.m.*

*Roll Call Vote (AYE/NAY):*

	<i>AYE</i>	<i>NAY</i>
<i>Henry</i>	<u>ABSENT</u>	<u>          </u>
<i>Behrend</i>	<u>Aye</u>	<u>          </u>
<i>Valde</i>	<u>Aye</u>	<u>          </u>
<i>Dehn</i>	<u>Aye</u>	<u>          </u>
<i>Grimmer</i>	<u>Aye</u>	<u>          </u>
<i>Kasun</i>	<u>Aye</u>	<u>          </u>
<i>Aicher</i>	<u>Aye</u>	<u>          </u>

*Motion carried.*

**C. Discussion and possible action regarding the 2022 compensation for the City Administrator/Director of Public Works.**

*Motion by Ald. Behrend, seconded by Ald. Grimmer, to continue the existing contract with the City Administrator/Director of Public Works with a 2.25 % increase in salary retroactive to January 1, 2022.*

*All in favor. Motion carried.*

**15. Adjournment**

Having no further business, the meeting was adjourned at 9:55 PM.

Minutes approved February 21, 2022.

Minutes prepared by:

Molly Schneider  
City Clerk