

A PERFECT ENVIRONMENT

Residential ♦ Recreational ♦ Responsible

Chair  
Larry Krause  
Supervisors  
Pete Van Horn  
Christopher Smith  
Edward Kranick  
Ron Troy  
Clerk/Treasurer  
Mary Elsner

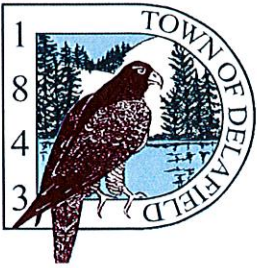
**TOWN OF DELAFIELD BOARD OF REVIEW MEETING  
TUESDAY, MAY 22, 2018 – 7:00 P.M.  
DELAFIELD TOWN HALL  
W302N1254 MAPLE AVENUE, DELAFIELD, WI**

**AGENDA**

1. Call to Order
2. Adjournment – Board of Review adjourned to Thursday, July 12, 2018 – 7:00 p.m. W302N1254 Maple Ave., Delafield, WI 53018

Mary T. Elsner, CMC, WCMC  
Town Clerk/Treasurer

Notification of this meeting has been posted in accordance with the Open Meeting Laws of the State of Wisconsin. The Town Board may take action on any item on the agenda. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the Town Board of Supervisors. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Mary Elsner, Town Clerk, at W302 N1254 Maple Avenue, Delafield, WI 53018-7000. This agenda is for informational purposes only. Posted – 5/17/2018



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**TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING  
TUESDAY, MAY 22, 2018 – IMMEDIATELY FOLLOWING BOARD OF REVIEW  
DELAFIELD TOWN HALL – W302 N1254 MAPLE AVENUE, DELAFIELD, WI**

**AMENDED AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Citizen Comments – During the Public Comment period of the agenda, the Town Board welcomes comment from any member of the public, other than an elected Town Board member, on any matter not on the agenda. Please be advised that pursuant to State law, the Board cannot engage in a discussion with you but may ask questions. The Board may decide to place the issue on a future agenda for discussion and possible action. Each person wishing to address the Board will have up to five (5) minutes to speak. Speakers are asked to submit to the Town Clerk, a card providing their name, address, and topic for discussion.

The Board will also take comment from the public on agenda items as called by the Chair, but not during the Public Comment. Please note that once the Board begins its discussion of an agenda item, no further comment will be allowed from the public on that issue.

4. Approval of May 8, 2018, Town Board Minutes
5. Action on vouchers submitted for payment:
  - A. Report on budget sub-accounts and action to amend 2018 budget
  - B. 1) Accounts payable; 2) Payroll
6. Communications (*for discussion and possible action*)
  - A. None
7. Unfinished Business
  - A. None
8. New Business
  - A. Chief Iding - Pewaukee Lake Patrol Update
  - B. Consideration and possible action to award the 2018 Town Road Paving Program contract
  - C. Appointment of Park and Recreation Commissioner

Town of Delafield Board of Supervisors Meeting Agenda

May 22, 2018

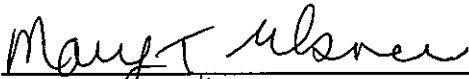
Page 2

- D. Consideration and possible action on Alcohol Permit application for a company picnic to be held at the Sports Commons on May 27, 2018, between the hours of 12:00 p.m. and 6:00 p.m.
- E. Request to purchase a highway truck

9. Announcements and Planning items

- A. Next Plan Commission Meeting – June 5
- B. Next Park and Recreation Commission Meeting – June 11
- C. Next Town Board Meeting – June 12

10. Adjournment



Mary T. Elsner, CMC, WCMC

Town Clerk/Treasurer

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**TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING**  
**May 8, 2018**

**Members Present:** L. Krause, E. Kranick, C. Smith

**Members Absent:** P. Van Horn, R. Troy

**Others Present:** T. Barbeau, *Town Engineer*, P. Kozlowski, *Fire Chief*, 3 citizens

**First order of business:** Call to Order  
*Chairman Krause called the meeting to order at 7:00 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 April 24, 2018, Town Board Minutes  
**MOTION MADE BY MR. KRANICK, SECONDED BY MR. SMITH TO APPROVE WITH TWO CORRECTIONS. MOTION CARRIED.**

**Fifth order of business:** Action on vouchers submitted for payment:  
A. Report on budget sub-accounts and action to amend 2018 budget

B. 1) Accounts payable; 2) Payroll  
Accounts Payable  
**MOVED TO APPROVE PAYMENT OF CHECKS #60230 – #60273 IN THE AMOUNT OF \$63,002.83**  
Payroll  
**MOVED TO APPROVE PAYMENT IN THE AMOUNT OF \$29,501.27**  
**MR. KRANICK/MR. SMITH** **MOTION CARRIED.**

**Sixth order of business:** Communications (*for discussion and possible action*)  
A. None

**Seventh order of business:** Unfinished Business  
A. None

**Eighth order of business:** New Business  
A. Discussion and possible action on Technical Rescue Service Contract between the Town of Delafield and City of Waukesha

*Chief Kozlowski stated that the Town has been under contract with the City of Waukesha since 2003. Since that time, the Town has not called them in for technical rescue services. If we decide we do not want them under contract and would need their services, the cost would be 5 times what is currently charged. The Town is very reliant on the City of Waukesha for these services. In order to avoid paying for services we are not utilizing, his advice would be to adopt a chargeback allowance ordinance.*

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. SMITH TO NOT APPROVE THE CONTRACT WITH THE CITY OF WAUKESHA, AND DIRECT STAFF TO DRAFT A CHARGEBACK ORDINANCE TO BE REVIEWED BY THE TOWN ATTORNEY AND BROUGHT BACK TO THE TOWN BOARD FOR CONSIDERATION. MOTION CARRIED.**

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. SMITH TO TAKE ITEM 8C OUT OF ORDER. MOTION CARRIED.**

C. Discussion and possible action on sale of fire department trailer.

**MOTION MADE BY MR. SMITH, SECONDED BY MR KLANICK TO SELL THE 1999 FIRE DEPARTMENT TRAILER FOR \$1700.00. MOTION CARRIED.**

B. Discussion and possible action on Ordinance to Repeal Section 12.03(3)(f) 1.e. of the Town of Delafield Municipal Code Concerning Fingerprinting and Photographing of Operator's Licensees

**MOTION MADE BY MR. SMITH, SECONDED BY MR. KLANICK, TO APPROVE THE ORDINANCE TO REPEAL SECTION 12.03(3)(F) 1.E. OF THE TOWN OF DELAFIELD MUNICIPAL CODE CONCERNING FINGERPRINTING AND PHOTOGRAPHING OF OPERATOR'S LICENSEES. MOTION CARRIED.**

D. Discussion and possible action on Proposal for Roof Specifications for Town of Delafield Garage

*Engineer Barbeau directed attention to a proposal from Industrial Roofing Services, Inc. to serve as a rep. for the installation of a roof on the Town of Delafield Garage. The proposal includes all services necessary to furnish system analysis and selection, system design and project administration at a rate of 7% of the lowest responsible bid received (\$2500 minimum fee). He stated the importance of utilizing this type of expertise in selecting and installing a roof system that will meet long term needs.*

*Dave Angove spoke on behalf of Industrial Roofing Services, Inc., stating that their company has been in business for over 20 years and has performed services for other municipalities. PHASE I of the proposed project could be completed in approximately 4 weeks. An interview process will occur with Town staff to meet all expectations.*

**MOTION MADE BY MR. KLANICK, SECONDED BY MR. SMITH TO APPROVE THE PROPOSAL FROM INDUSTRIAL ROOF SERVICES, DATED APRIL 30, 2018, CONTINGENT UPON REFERENCE CHECKS AND CORRECTION OF TYPOGRAPHICAL ERRORS IN THE PROPOSAL. MOTION CARRIED.**

E. Discussion and possible action on Plan Commission's recommendation for Patricia Mayer Revocable Trust of 2012 Revocable Trust to add a 33-foot wide reservation along the west side of proposed Lots 1 and 2 on a previously approved, but not recorded, Certified Survey Map located at S11 W30520 Summit Avenue

*Engineer Barbeau stated that the Plan Commission recommended approval of the request for a 33 foot reservation of land on the west side of lots 1 and 2 on the Mayer property from USH 18, to the north end of the property, and also a 20' dedication of additional Row adjacent to Lot 1 along USH 18.*

**MOTION MADE BY MR. KLANICK, SECONDED BY MR. SMITH TO RE-APPROVE THE CERTIFIED SURVEY MAP DATED MAY 9, 2017, FOR PATRICIA MAYER REVOCABLE TRUST OF 2012 THAT INCLUDES AN ADDITIONAL 20 FOOT DEDICATION ADJACENT TO LOT 1 ON USH 18, AND A 33 FOOT RESERVATION ALONG THE WEST SIDE OF LOTS 1 AND 2, AS RECOMMENDED BY THE PLAN COMMISSION, SUBJECT TO THE ADDITION OF THE FOLLOWING NOTES ON THE CSM:**

- 1. THE RESERVATION IS FOR THE BENEFIT OF THE TOWN OF DELAFIELD FOR FUTURE ROAD PURPOSES AND IS LOCATED IN ACCORDANCE WITH THE WISDOT ACCESS MANAGEMENT PLAN FOR USH 18.**

2. THE RESERVATION SHALL BE OFFERED FOR 100 YEARS OR UNTIL SUCH TIME THAT A ROADWAY IS CONSTRUCTED IN THE RESERVATION AREA AND THE LAND IS ACCEPTED BY THE TOWN BOARD OF THE TOWN OF DELAFIELD.
3. UNTIL SUCH TIME THAT THE TOWN ACCEPTS THE RESERVATION, THE OWNER OF THE LAND SHALL HAVE THE RIGHT TO USE AND MAINTAIN THE LAND CONSISTENT WITH THE UNDERLYING ZONING, EXCEPT THAT NO STRUCTURES SHALL BE CONSTRUCTED WITHIN THE RESERVATION AREA, SUBJECT TO REVIEW OF THESE NOTES BY THE TOWN ATTORNEY. MOTION CARRIED.

- F. Consideration and possible action on approval of Developer's Agreement for White Oak Conservancy

*Engineer Barbeau reviewed suggested changes by the Town Attorney.*

**MOTION MADE BY MR. SMITH, SECONDED BY MR. KRANICK TO APPROVE THE DEVELOPER'S AGREEMENT FOR WHITE OAKS CONSERVANCY SUBJECT TO INCORPORATING CHANGES AND FINAL REVIEW BY STAFF. MOTION CARRIED.**

- G. Consideration and possible action on request for waiver of the suspension of the Conditional Use Permit moratorium

*Engineer Barbeau stated that there is an allowance for a day care in the original Church of the Resurrection Conditional Use. Lake County Childcare has applied for a Conditional Permit to run a daycare in the existing unused space that has been leased for many years. The owners applied during the period in which the Town set a three month moratorium on the issuance of CUP's, beginning February 13 and are requesting that the Town Board grant an exception to the terms of the moratorium. The Plan Commission is in favor of this request.*

**MOTION MADE BY MR. SMITH, SECONDED BY MR. KRANICK TO GRANT A WAIVER FROM THE CONDITIONAL USE MORATORIUM FOR THE CHURCH OF THE RESURRECTION ONLY BECAUSE A SIMILAR OR SAME CONDITIONAL USE HAS BEEN IN USE BY THIS LOCATION IN THE PAST. MOTION CARRIED.**

- H. Appointment of Plan Commissioner

**MOTION MADE BY CHAIRMAN KRAUSE, SECONDED BY MR. SMITH TO RE-APPOINT EDWARD KRANICK FOR ANOTHER YEAR TO SERVE ON THE PLAN COMMISSION. CHAIRMAN KRAUSE – AYE, MR. SMITH – AYE, MR. KRANICK – ABSTAINED. MOTION CARRIED.**

- I. Consideration and possible action on a Temporary Class "B" license to sell fermented beverages and a Temporary "Class B" license to sell wine for St. Anthony on the Lake Parish Picnic Festival on June 30, 2018

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. SMITH TO APPROVE A TEMPORARY CLASS "B" LICENSE TO SELL FERMENTED BEVERAGES AND A TEMPORARY "CLASS B" LICENSE TO SELL WINE FOR ST. ANTHONY ON THE LAKE PARISH PICNIC FESTIVAL ON JUNE 30, 2018. MOTION CARRIED.**

- J. Consideration and possible action on Operator's License for the period of 7/1/16 to 6/30/18:  
- Anthony Erlandson, Pewaukee Yacht Club

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. SMITH TO APPROVE AN OPERATOR'S LICENSE FOR THE PERIOD OF 7/1/16 TO 6/30/18 FOR ANTHONY ERLANDSON, PEWAUKEE YACHT CLUB. MOTION CARRIED.**

- K. Discussion and possible action on Plan Commission's recommendation to extend Conditional Use Permit moratorium for 60 additional days

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. SMITH TO EXTEND THE MORATORIUM FOR 60 ADDITIONAL DAYS, PER PLAN COMMISSION RECOMMENDATION. MOTION CARRIED.**

**Ninth Order of Business:** Announcements and Planning Items

- A. Next Park and Recreation Commission Meeting – May 14
- B. Board of Review – May 22 – Adjourn to Thursday, July 12 – 7:00 p.m.
- C. Next Town Board Meeting – May 22 (immediately following Board of Review)
- D. Next Plan Commission Meeting – June 5

**Tenth Order of business:** Adjournment

**MOTION MADE BY MR. KRANICK, SECONDED BY MR. SMITH TO ADJOURN AT 8:13 P.M. MOTION CARRIED.**

Respectfully submitted,

Mary T. Elsner, CMC, WCMC  
Town Clerk/Treasurer

Minutes approved on:

MAY 22 2018

ITEM # 8D PAGE 1 of 2

2018 TOWN OF DELAFIELD  
ALCOHOL PERMIT FOR TOWN PARK FACILITIES

Request for use of alcohol under the provisions  
of §9.09(2), Town of Delafield Code.

The user shall submit a \$100.00 security deposit along with this application. This form is sent to the Town Board separately from the main application for review and approval or denial; therefore, all areas must be completed.

(PLEASE PRINT)

DATE OF PROPOSED USE: 5-27-18 TIME OF PROPOSED USE: 12 pm TO 6 pm

PROPOSED USE: Company Picnic

NUMBER OF PEOPLE (TOTAL): 75 NUMBER 21 YEARS AND OVER: 40

ALCOHOLIC BEVERAGES TO BE SERVED: Beer

METHOD OF SERVING ALCOHOLIC BEVERAGES: (SELF-SERVE, BARTENDER, WITH MEAL, ETC.):  
Self-Serve

METHOD OF CHECKING IDS: Company Management

WILL THERE BE A CHARGE FOR THE ALCOHOLIC BEVERAGES? Y  N  
IF YES, HAS A TOWN OF DELAFIELD ALCOHOL BEVERAGE LICENSE BEEN OBTAINED? Y N  
IF YES, LICENSEE, \_\_\_\_\_, LICENSE # \_\_\_\_\_, EXPIRATION DATE \_\_\_\_\_

WILL FOOD BE PROVIDED?  Y N  
IF YES, PLEASE DESCRIBE? BBQ with sides  
IF YES, WILL THERE BE A CHARGE? Y  N

Applicant/Person Responsible:	Organization: (if any)
Name: <u>James Lapp</u>	Name: <u>Vorteq Coil Finishers</u>
Address: <u>930 E. Armour Rd</u>	Address: <u>930 E Armour Rd</u>
<u>Oconomowoc WI 53066</u>	<u>Oconomowoc WI 53066</u>
Phone: <u>262-569-6593</u>	Phone: <u>262-567-1112</u>
Date of Birth: <u>9/17/69</u>	
Signature: <u>[Signature]</u>	Authorized Signature: <u>[Signature]</u>
Dated: <u>5/11/18</u>	Dated: <u>5/11/18</u>

FOR OFFICE USE ONLY

AGE VERIFICATION BY \_\_\_\_\_ TOWN ALCOHOL BEVERAGE LICENSE CHECKED BY \_\_\_\_\_

TOWN BOARD APPROVAL Y N DATE \_\_\_\_\_, 20\_\_





# Town of Delafield

## Application for Park Shelter and/or Field Rental Reservation

Submission of this form constitutes acknowledgement and acceptance of the conditions and regulations within this application and agreement for private use of Town of Delafield Park facilities.

Name of Applicant/Person Responsible: James Lapp

Name of Organization (if any): Vorteq Coil Finishers

Address: 930 Armour Rd, Oconomowoc WI 53066 Email: Jim.lapp@Vorteqcoil.com

Phone: 262-569-6593 Cell Phone: 262-490-8903 Authorized Signature: [Signature]

### Park Shelter Reservation (Minimum of 2 week prior notice required for park shelter rental)

Name of Park Requested:  Sports Commons  Elmhurst  DelTown  
 Date of Proposed Use: 5-27-18 Estimated number of people: 75  
 Time of proposed use: From: 12 pm to 6 pm (include time for set-up and clean-up)

Number of People	Park Rental Fee	Additional Non-Resident Fee	Sales Tax (Multiply Rental Fee X \$0.051)	Total Paid for Rental	Security Deposit (Separate Check)	Alcohol Permit Deposit (Separate Check)
0-50	\$50.00	\$20.00			\$100.00	\$100.00
51-100	\$75.00	\$20.00	3.83	78.83	\$100.00	\$100.00
Over 100	\$100.00	\$20.00			\$100.00	\$100.00

### Field Rental Reservation (Minimum of 2 week prior notice required for field rental)

Date/Time requested: (example: 6/20/16 p.m.)

\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_/\_\_\_\_/\_\_\_\_

Field Type	Field Specifications Base Length (circle one)	Fee per Game		Total Games	Fee per Practice	Total Practices	Sales Tax *** (Multiply Rental Fee X \$.051)	Total Due plus \$100 Team Deposit** (separate check)
		Weekday	Weekends and Holidays					
<u>Baseball Field</u> Sports Commons	80', 90'	\$75.00	\$100.00		\$50.00			
<u>Youth Baseball Field</u> Sports Commons	60', 70'	\$75.00	\$100.00		\$50.00			
<u>Softball Field</u> Del-Town	50', 60', 65'	\$75.00	\$100.00		\$50.00			
<u>Soccer Field</u> Sports Commons	Grass Field	\$20.00	\$20.00		\$20.00			

\*Field Prep: Dragging, base positioning, and lining field per specifications given for team (weather permitting)  
 \*\*Team Deposit: \$100 per team  
 \*\*\*If you are tax exempt, please enclose a copy of your tax exemption form with your application.

Please return rental agreement with checks (made payable to: Town of Delafield) to:  
 Town of Delafield, W302N1254 Maple Ave., Delafield, WI 53018-7000 a minimum of 2 weeks prior to rental date.

Approved by: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_ Deposit Check(s) Returned: \_\_\_\_\_