

## A PERFECT ENVIRONMENT

Residential      Recreational      Responsible

**Chair**  
Ron Troy  
**Supervisors**  
Edward Kranick  
Christie Dionisopoulos  
Billy Cooley  
Steve Michels  
**Clerk/Treasurer**  
Dan Green

**TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING  
TUESDAY, DECEMBER 8, 2020 - 5:30 P.M.  
OR IMMEDIATELY FOLLOWING THE PLAN COMMISSION MEETING  
DELAFIELD TOWN HALL – W302 N1254 MAPLE AVENUE, DELAFIELD, WI**

### 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 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 three (3) 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. Public comment on specific agenda items are limited to Town of Delafield Residents only and individuals will have up to three (3) minutes to speak. 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 Minutes:
  - A. November 18, 2020 Town Board Minutes (Page 003)
5. Action on vouchers submitted for payment:
  - A. Report on budget sub-accounts and action to amend 2020 budget
  - B. 1) Accounts payable; 2) Payroll
6. Communications (*for discussion and possible action*)
  - A. Mixed Use Ordinance General Update (Discussion Only)
7. Unfinished Business - None
8. New Business
  - A. Discussion and possible action on the recommendation from the Plan Commission to approve a Conditional Use Permit for Prairie Hill Waldorf School to allow for the construction of four outdoor classrooms on their property and approval of the site plan. (Page 007)
  - B. Discussion and possible action on the recommendation from the Plan Commission to approve a Certified Survey Map for Frank Romaine for the reconfiguration of three parcels of land located at W287 N3183, W287 N3173 and N31 W28759 Lakewood Lane. (Page 014)
  - C. Discussion and possible action on the approval of Resolution 20-641, A Resolution approving the 2021 Lake Country Municipal Court Budget. (Page 024)
9. Announcements and Planning items
  - A. Town Board – Tuesday, December 22, 2020 @ 6:30 PM
  - B. Town Hall Closed – December 24, 25 & 31, 2020 and January 1, 2021 (Christmas & New Years)
  - C. Plan Commission – Tuesday, January 5, 2021 @ 6:30 PM

## 10. Adjournment



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Dan Green  
Town of Delafield Clerk/Treasurer

**PLEASE NOTE:**

- ✓ It is possible that action will be taken on any of the items on the agenda and that the agenda may be discussed in any order. It is also possible that a quorum 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 governmental body specifically referred to above in this notice.
- ✓ Also, 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 Town Clerk Dan Green (262) 646-2398.

**TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING  
NOVEMBER 18, 2020 @ 5:30 PM  
IMMEDIATELY FOLLOWING THE BOARD OF ELECTORS MEETING**

**Members Present:** Chairman Troy, Supervisor Kranick, Supervisor Cooley and Supervisor Dionisopoulos. Also present was Administrator/Clerk/Treasurer Dan Green.

**First order of business:** Call to Order  
Supervisor Troy called the meeting to order at 5:48 p.m.

**Second order of business:** Pledge of Allegiance

**Third order of business:** Citizen Comments:

Peter Ogden, W290N2171 Happy Hollow Road, expressed concerns about the proposed density of senior living on the Thomas property. The County recommended 12 units per acre which he was opposed to. The density of multi-family use on the property is 6 units per acre. He believes 12 units for senior living is too high.

**Fourth order of business:**

- A. Approval of November 11, 2020 Town Board Minutes

*Motion made by Supervisor Dionisopoulos to approve the minutes from November 11, 2020 meeting with the correction of adding the appropriate motion under the Grota contract. Supervisor Cooley seconded. Motion carried 4-0.*

**Fifth order of Business:** Action on vouchers submitted for payment:

- A. Report on budget sub-accounts and action to amend 2020 budget
- B. 1) Accounts payable; 2) Payroll

*Motion by Supervisor Cooley to approve payment of checks #64161-#64182 in the amount of \$42,929.72. Seconded by Supervisor Kranick. Motion carried 4-0.*

**Sixth order of Business:** Communications (*for discussion and possible action*)

- A. The passing of Supervisor Van Horn

Chairman Troy informed the board of the passing of Supervisor Van Horn on Sunday morning. Mr. Van Horn served with Clare Dundon for many years. His wisdom and counsel will be missed. He explained the flags will be flying at half staff for the week in honor of Mr. Van Horn. Ms. Dundon wanted to clarify that Mr. Van Horn served on the board since 2000. Supervisor Kranick added that Mr. Van Horn would be missed and complimented his genuine nature and his spirit of volunteerism, not only to the board, but to the work he did in Haiti.

- B. Mixed Use Ordinance General Update (Discussion Only)

Jim Frett, N19W29056 Golf Ridge North, expressed concerns about the senior living density for this project. He explained the County brought good analysis and all senior living was around 12 units per acre. He thought the group had good give and take up to this point. He had concerns about a potential 600-unit development if the densities for each area are at their maximum (including senior living). He hopes some middle ground can be found with this issue.

- C. Town Board & Plan Commission Procedures

Chairman Troy explained he put this on the agenda as he was not aware that residents are not allowed to speak on specific agenda items. He explained this process may come back for further discussion and possible action in December.

D. "The Retreat" Preliminary Plat

Supervisor Kranick explained this preliminary plat was approved at the November Plan Commission.

**Seventh order of Business:** Unfinished Business - None

**Eighth order of Business:** New Business

- A. Discussion and possible action on the recommendation from the Plan Commission to approve an application by Al Haubner, N28 W29721 Oakwood Grove Road, for a Certified Survey Map combining multiple parcels and a pending roadway vacation into two lots.

Engineer Barbeau explained that two months ago the board approved the vacation of an unnamed road. There were originally 6 lots along with the road reservation. This CSM is the result of combining those small lots into a total of 2 lots and removing the road reservation. He explained Mr. Haubner has a private agreement with the French's to access Oakwood Grove Road through their property. The Plan Commission recommended approval as presented subject to Waukesha County's comments being addressed.

*Motion by Supervisor Kranick to approve a Certified Survey Map combining multiple parcels and a pending roadway vacation into two lots for the property located at N28W29721 Oakwood Grove Road. Seconded by Supervisor Cooley. Motion carried 4-0.*

- B. Discussion and possible action on the recommendation from the Plan Commission to approve an exception to the maximum cul-de-sac length requirement of 1,000 feet required in 18.06(1)(d)3 of the Town Code.

Engineer Barbeau explained this is related to "The Retreat" subdivision previously discussed. This property is east of Norms Road off Elmhurst Road. He explained there is a general requirement that cul-de-sacs are not to exceed 1,000 feet. This subdivision has no plans to extend roads to the north or east. They are 2,100 feet and 2,300 feet, including the entirety of Norms Road. The Town Code has a provision that allows a waiver from the 1,000 feet requirement by the Plan Commission and Town Board. The Plan Commission made a recommendation which passed 5-1.

*Motion by Supervisor Kranick to approve an exception to the maximum cul-de-sac length requirement of 1,000 feet required in 18.06(1)(d)3 of the Town Code. Seconded by Supervisor Cooley. Motion carried 4-0.*

- C. Discussion and possible action on the appointment of John Schroeder to the Lake Country Fire and Rescue Commission.

Mr. Schroeder explained retired from the Army after 33 years. During that time, he commanded troops of over 100. His final assignment was being Chief of Staff for the Wisconsin Army National Guard. He also served as a contract negotiator for union contracts and federal government furloughs. He currently owns and operates his own stone cleaning business. Chairman Troy explained that the Lake Country Fire Commission primarily deals with personnel issues, and given Mr. Schroeder's experience, would be a great asset to the Commission.

*Motion by Supervisor Kranick to approve the appointment of John Schroeder to the Lake Country Fire and Rescue Commission. Seconded by Supervisor Dionisopoulos. Motion passed 4-0.*

- D. Discussion and possible action on the approval of a contract for Police Patrol Services with Waukesha County Sheriff's Department from 2021 to 2025.

Supervisor Kranick stated, it is disappointing that we are only renewing a 14-hour contract. He stated that before the Thomas property issue, the only reason the board room would fill up for meetings was

due to speeding issues. Chairman Troy added that the key issue with “The Retreat” subdivision was speeding/traffic concerns.

*Motion by Supervisor Kranick to approve a contract for Police Patrol Services with Waukesha County Sheriff's Department from 2021 to 2025. Seconded by Supervisor Dionisopoulos. Motion carried 4-0.*

E. Discussion and possible action on the approval of the 2021 Budget

*Motion by Supervisor Kranick to approve the 2021 Budget. Seconded by Supervisor Dionisopoulos.*

*Motion passed 4-0.*

F. Discussion and possible action on appointing Steve Michels to serve as Town Board Supervisor for the remainder of late Supervisor Van Horn's term, expiring April 19, 2022.

Steve Michels explained he has lived in the areas most of his life, growing up by Kurt's Steakhouse in the City of Delafield. His wife also grew up in the City and have lived in the Town with their three kids for almost ten years. He is a graduate of Marquette Law School. After law school, he worked for the Walker Administration. He also served under the Department of Administration, where he worked with local governments, oversaw HR, annexations, local police and population estimates. He has a passion for government and feels called to serve at whatever capacity.

Kathy Gutenkunst, N20W29668 Glen Cove Road, stated that with all respect to Mr. Michels, she feels it is too early to replace Mr. Van Horn. She thought the Town should give it some time before moving forward.

Clare Dundon, N11W28910 Northview Road, stated this is something that the Town Board has not experienced before. She explained that most Town residents don't yet know of Mr. Van Horn's passing. She suggested publicizing the vacancy and allowing others the same chance to fill the position.

Supervisor Cooley stated he agreed with those who spoke. He stated the board needs to pause and see if anyone else is interested in the position.

Chairman Troy stated he does not think the Town is moving too fast. He stated that if Mr. Van Horn were here, he would not think it was too fast. He also explained that there is precedent, in that Ms. Dionisopoulos was appointed to the Board after Mr. Smith's resignation. Mr. Troy explained that the Town is in the middle of a critical merger of the Fire Department and is fortunate to get someone on the board with Mr. Michel's experience and demographics. He stated the decisions made by this board will impact someone like Mr. Michels the most.

Supervisor Kranick stated that the operation of the Town needs to go on, and even more so with Supervisor Cooley leaving. He stated that holding these crowded meetings every other week is the riskiest thing he does. He stated Supervisor Van Horn put in a lot of time on this board and was a mentor to him. He stated he also struggles with the idea of replacing him, but in order to continue doing business, he feels the position needs to be filled.

*Motion by Supervisor Kranick to appoint Steven Michels to serve as Town Board Supervisor for the remainder of the late Supervisor Van Horn's term, expiring April 19, 2022. Seconded by Supervisor Dionisopoulos. Roll Call Vote:*

*Supervisor Cooley – Nay*

*Supervisor Kranick – Yay*

*Chairman Troy - Yay*

*Supervisor Dionisopoulos – Yay*

*Administrator/Clerk Green – Yay*

*Motion passed 4-1.*

- G. Discussion and possible action on the appointment of Steve Michels to the Lake Country Fire and Rescue Board, with a term expiring April 30, 2021.

*Motion by Supervisor Kranick to approve the appointment of Steve Michels to the Lake Country Fire and Rescue Board, with a term expiring April 30, 2021. Seconded by Supervisor Dionisopoulos. Motion passed 5-0.*

**Ninth order of Business:** Announcements and Planning items

- A. Plan Commission – Tuesday, December 8, 2020 @ 5:30 PM
- B. Town Board – Tuesday, December 8, 2020 @ 6:00 PM following the Plan Commission
- C. Town Board – Tuesday, December 22, 2020 @ 6:30 PM

**Tenth order of Business:** Adjournment

*Motion by Supervisor Dionisopoulos to adjourn the November 18, 2020 Town Board meeting at 6:36 p.m. Seconded by Supervisor Kranick. Motion carried 4-0.*

Respectfully submitted:

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Dan Green, CMC/WCMC  
Administrator - Town Clerk/Treasurer

## Plan Commission Report for December 11, 2020

### **Prairie Hill Waldorf School Outdoor Classrooms Agenda Item No. 5 A.**

Applicant:	Jeanne Ring, Administrator
Project:	Prairie Hill Waldorf School
Requested Action:	Approval of amendment to their CUP and site plan approval for the construction and use of four outdoor classrooms
Zoning:	A-1 Agricultural w/CUP (Town) A-1 Agricultural w/CUP (County)
Location:	N14 W29143 Silvernail Road DELT 0812-998

### **Report**

Prairie Hill Waldorf School (PHWS) is requesting an amendment to their Conditional Use Permit to allow for the construction of 4 outdoor classrooms. The facilities will be octagonal in shape and be constructed with wood poles. Walls are made of wood and extend up from the ground to about 4.5 feet (based on my estimation on the drawings provided); the roof would be a canvas type material and will be connected to the canopy pole and the perimeter poles via ropes/cables. There will be a space between the top of the walls and the canopy to allow air to flow through the facility. It is anticipated that the facility would be heated using a chiminea. The floor of the facility will be natural ground. The diameter of the facility would be approximately 28 feet. And the height will be approximately 16 feet.

Dave Hendrix, the Town Building Inspector is working with the State to determine what codes need to be followed for construction of this facility. It is the school's desire to install these soon, so they can use them for in-person schooling throughout the winter.

The location of the classrooms are shown on the attached aerial photo. Required offset from the side and rear lot lines is 20 feet. Classroom No. 1 is shown to be approximately 75 feet off the south lot line. Classroom No. 2 is in the Waukesha County Shoreland and Floodland Protection Ordinance jurisdiction, so the County will be involved in the public hearing. The land is in the A-1 zoning district which requires 95% open space for agricultural uses. The school presently has approximately 84.9% open space. If the Town considers the outdoor classrooms to count against open space; the result would be a reduction of open space to approximately 84.4%.

The existing CUP does not specifically prevent the construction of outdoor classrooms; however, any change, alteration or addition to the use and any change to the physical premises is considered a substantial change and requires a full hearing and approval process.

## **Staff Recommendation:**

The proposed outdoor classrooms is a creative way to allow the school to continue to operate in-person. PHWS uses several outdoor learning activities at present, so this is in keeping with how they have used the overall school facilities in the past. In my discussion with the building inspector, the county staff and Town leaders, there were several concerns that were raised. They include whether the classrooms are temporary or permanent (they are proposed to be permanent), meeting building codes since it will house children and teachers, how the facility will be heated and access to the classrooms in the winter. I do not have all the answers to those questions, but they can be raised at the hearing. The location of the classrooms will meet all zoning code locational requirements as proposed. Open space on the site is currently 84.9% and would be reduced to 84.4% with the construction of the classroom space. Historically, the school has never met the required open space and will not do so under the current A-1 code requirements.

Subject to comments and questions received at the public hearing, I recommend approval of an amendment to the conditional use permit to allow up to four outdoor classrooms to be constructed on the PHWS site; and approval of the site location plan for the location of the buildings. All subject to satisfaction of the following:

- Confirmation that the classrooms can and will meet all building codes as determined by the building inspector in cooperation with the State of Wisconsin.

Tim Barbeau, Town Engineer  
December 1, 2020



**TOWN OF DELAFIELD  
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that a Public Hearing will be held by the Town of Delafield Plan Commission and Town Board and a representative of Waukesha County Planning and Zoning Division on Tuesday, December 8, 2020, starting at 5:30 p.m., at the Delafield Town Hall, W302 N1254 Maple Avenue, Delafield, WI 53018. The purpose of the hearing is to consider a request from Prairie Hill Waldorf School for an amendment to their Conditional Use Permit for the construction of four (4) permanent outdoor classroom facilities at their campus located in the Town of Delafield at N14 W29143 Silvernail Road. The property is also known as Tax Key No. DELT 0812-998.

For information regarding the public hearing, please contact Tim Barbeau, Town Engineer at (262) 317-3307 or Dan Green, Town Administrator/Clerk at (262) 646-2398.

All interested parties will be heard.

TOWN OF DELAFIELD  
Ron Troy, Chairman

Waukesha Freeman, please publish on Friday, November 27, 2020 and Tuesday, December 1, 2020.

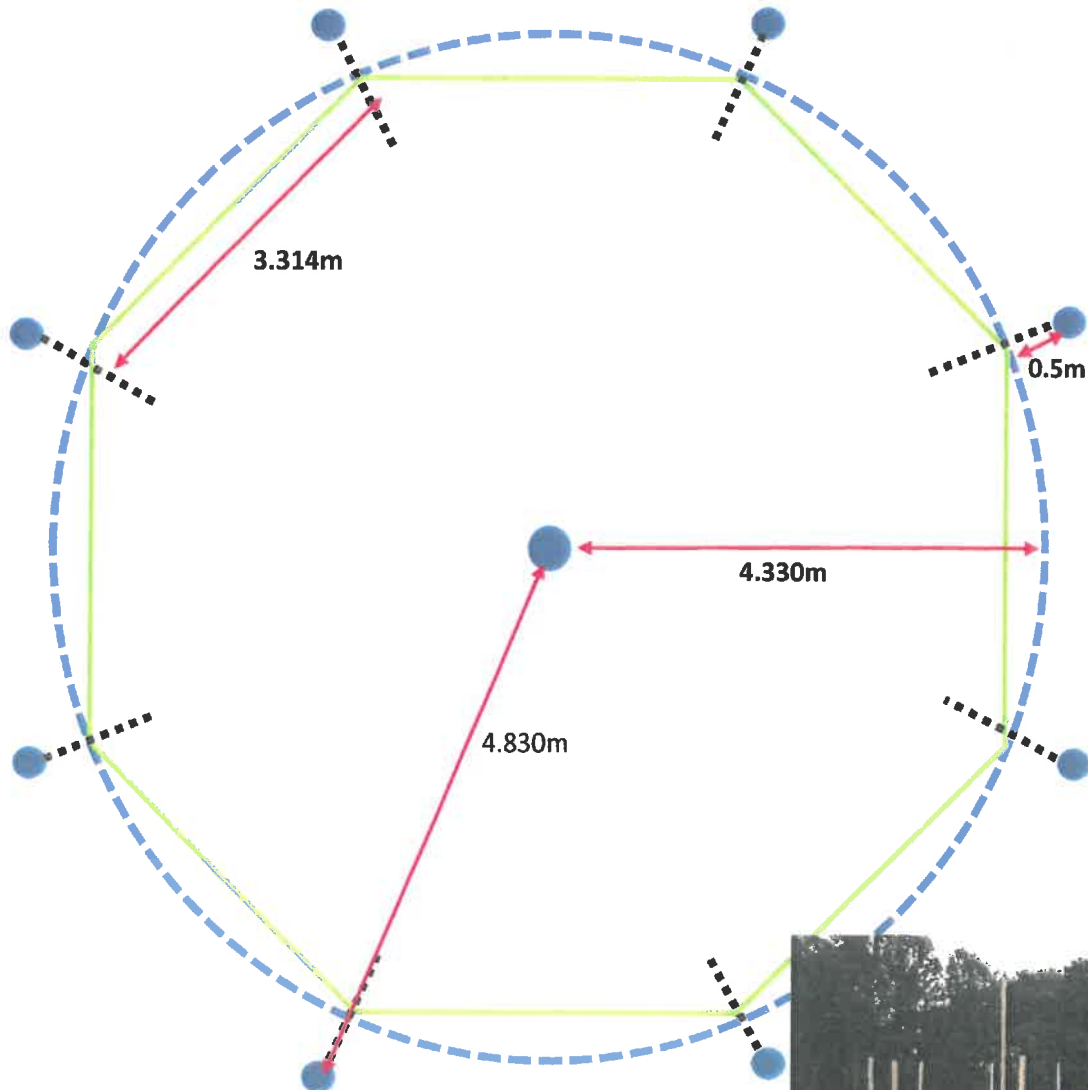


#1 PICTURE OF PROPOSED STRUCTURE

## 8m Canopy Pole Layout

The canopy pole layout is outlined below. The blue line represents the circular footprint of the canopy itself (to be marked out on the ground). The green line is an indicator of how the actual canopy will be set within the space. Place a peg or stake at the central point of where you want the canopy to be located. Then use a can of spray marker paint attached to a length of rope to mark out on the ground this circle. This radius length needs to be 4.33m exactly.

Then use a tape measure or cut a length of wooden or plastic batten exactly 3.31m long and go round the circle and mark a line bisecting the circle at each of these lengths. Then measure out 500mm from the circle and make an X. this will be the exact position of each of the poles.



Please note that the measurements are from pole centres. This also assumes that you are working from a flat and level surface. This is quite important if you are to get a good set of poles and an even canopy set.

## Cross Section of Poles

It is best to fix and secure the 8 x 3m long support poles in the ground first. They need to be 900mm into the ground and 2.1m above ground.

They can be slightly longer than this if required but ensure that they go at least 900mm down when set. Use postfix to set these smaller poles in the ground.

The central 6m pole should be 5m out of the ground and 1m in the ground.

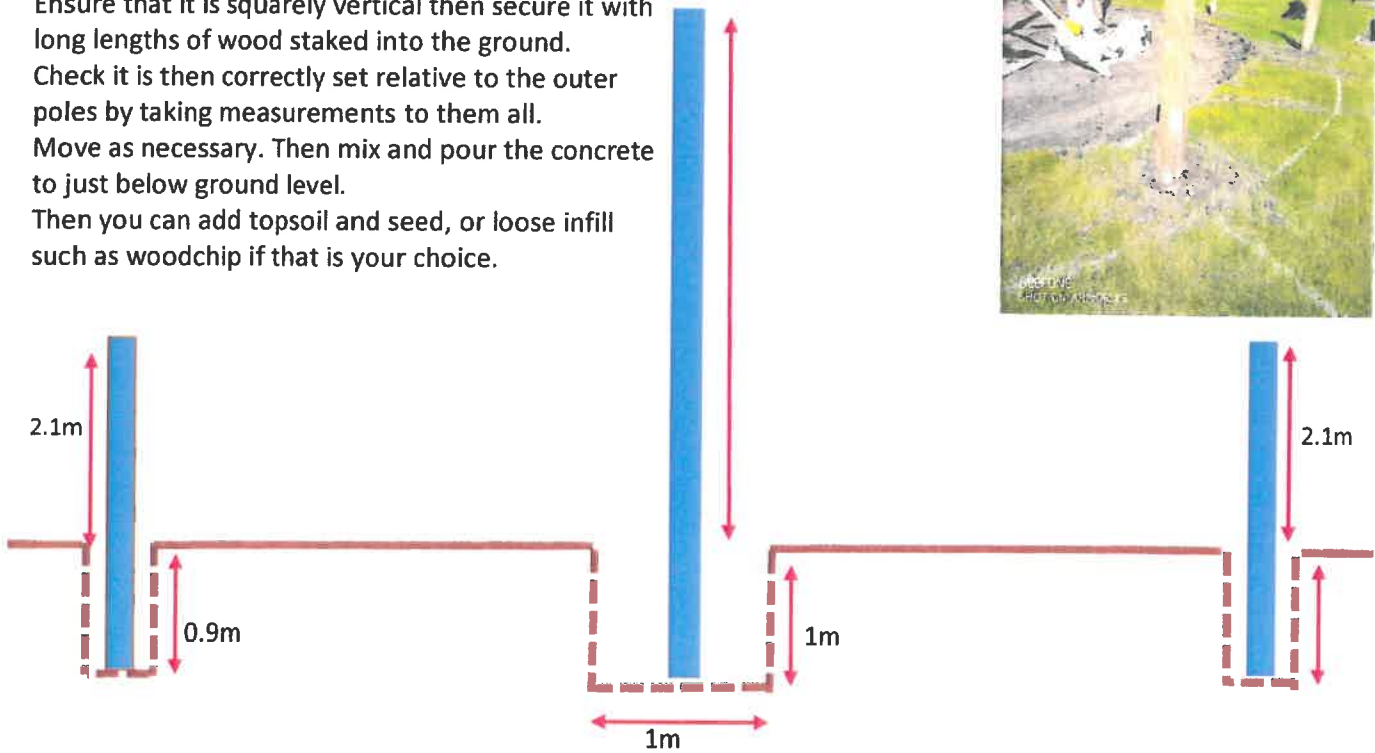
The Central pole to be set in a cubic metre of concrete.

Ensure that it is squarely vertical then secure it with long lengths of wood staked into the ground.

Check it is then correctly set relative to the outer poles by taking measurements to them all.

Move as necessary. Then mix and pour the concrete to just below ground level.

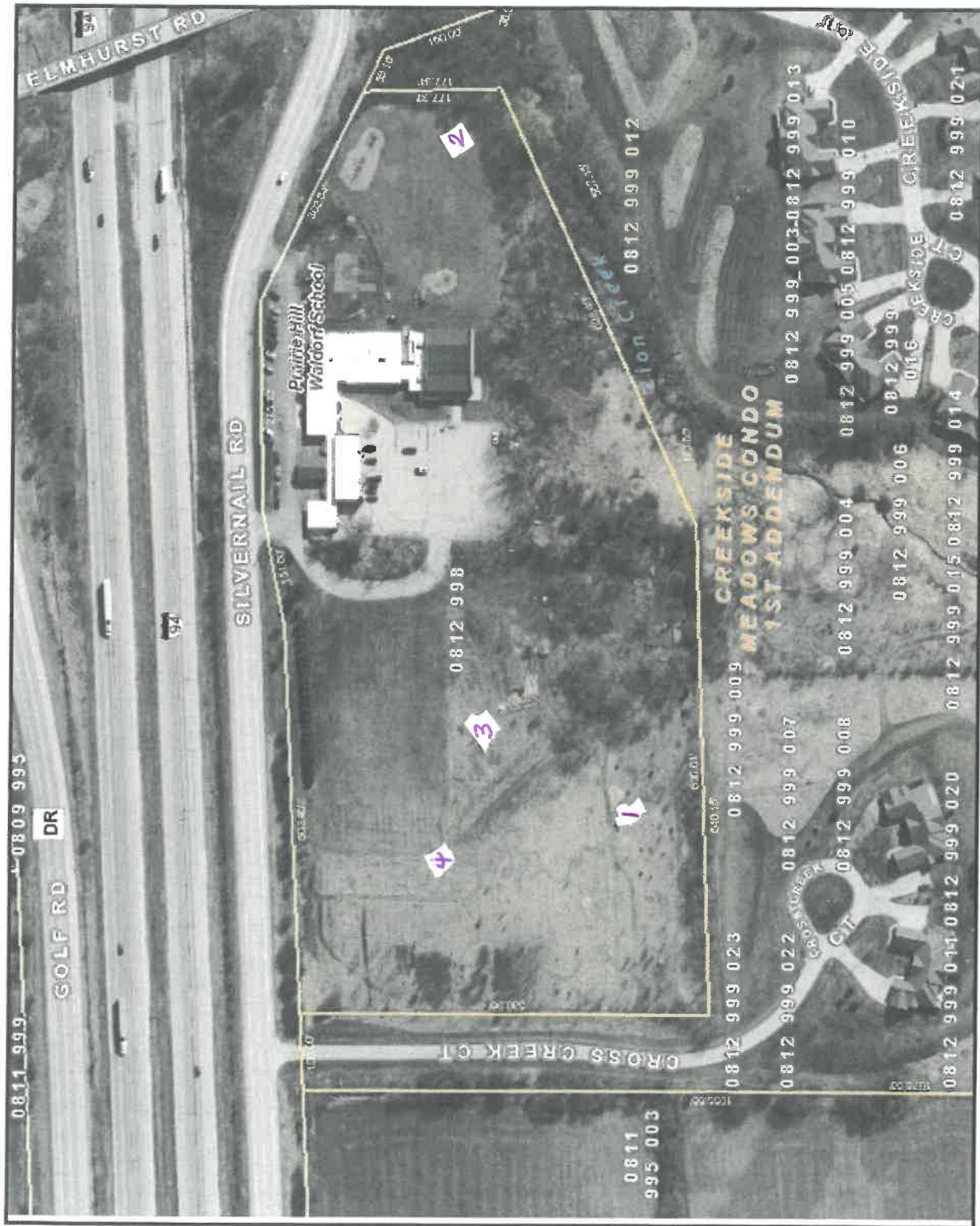
Then you can add topsoil and seed, or loose infill such as woodchip if that is your choice.



#3 Possibl placement for structures

# Waukesha County GIS Map

LAND INFORMATION SYSTEMS DIVISION



- Legend**
- Municipal Boundary\_2K
  - FacilitySites\_2K\_Labels
  - Lots\_2K
    - Lot
    - Outlot
    - Unit
  - SimultaneousConveyance
    - Assessor Plat
    - CSM
    - Condominium
    - Subdivision
    - Cartoline\_2K
  - <all other values>
    - EA-Easement\_Line
    - PL-DA
    - PL-Extended\_Tie\_line
    - PL-Meander\_Line
    - PL-Note
    - PL-Tie
    - PL-Tie\_Line
  - Road Centerlines\_2K
  - Railroad\_2K
  - TaxParcel\_2K
  - Waterbodies\_2K\_Labels
  - Waterlines\_2K\_Labels

**Notes:**

The information and depictions herein are for informational purposes and Waukesha County specifically disclaims accuracy in this reproduction and specifically admonishes and advises that if specific and precise accuracy is required, the same should be determined by procurement of certified maps, surveys, plats, Flood Insurance Studies, or other official means. Waukesha County will not be responsible for any damages which result from third party use of the information and depictions herein, or for use which ignores this warning.

0 200.00 Feet

Printed: 11/12/2020

## Plan Commission Report for December 8, 2020

### **Romaine CSM Agenda Item No. 5 B**

Applicant:	Frank Romaine, owner
Project:	Lot Reconfiguration CSM
Requested Action:	Approval of a CSM to reconfigure the lot lines of three adjacent lots
Zoning:	R-3 Residential (Waukesha County)
Location:	W287 N3183 Lakewood Lane

### **Report**

Mr. Romaine has submitted a Certified Survey Map (CSM) that reconfigures the lot lines of three adjacent properties along Lakewood Lane. Currently, the lot configuration for the Meza parcel jogs such that the front yard of the Romaine property is currently owned by Meza. Furthermore the driveway that Meza uses, encroaches onto the O'Malley property. The intent of the CSM is to square off the Romaine property and to add more land to the Meza property (from O'Malley) in order that uses on each of the lands do not encroach onto other lands.

The CSM has been reviewed and requires a number of technical corrections which were included in my memorandum to the surveyor dated November 30, 2020. There is an outstanding question as to the right-of-way width on Lakewood Lane. An easement for what appears to be a private right-of-way was established in 1955 for lands along Lakewood Lane. The easement in the portion of Lakewood Lane adjacent to these properties was 50 feet wide. In 1990, the Town Board adopted a resolution that made mill tax roads public roads and further designated the right-of way on Lakewood Lane as being 30 feet wide. I will be discussing this matter with the Town Attorney to see which right-of-way should be portrayed on the CSM.

### **Staff Recommendation:**

I am in favor of resolving the encroachment issues through the use of a Certified Survey Map. I recommend approval of the CSM dated November 25, 2020 subject to resolution of the following items prior to execution by the Town officials:

- Resolution of the proper right-of-way width
- Resolution of all technical comments provided by the Town Engineer
- Resolution of Waukesha County staff comments

Tim Barbeau, Town Engineer  
December 1, 2020



CREATIVITY BEYOND ENGINEERING

## MEMORANDUM

**DATE:** November 30, 2020

**TO:** Phil Landry, PLS, C3E Geomatics (via e-mail)

**FR:** Tim Barbeau, PE, PLS, Town of Delafield Engineer *TGB*

**CC:** Jason Fruth, Waukesha County Parks and Land Use, Planning Division (via e-mail)  
Frank Romaine, Property Owner (via e-mail)

**RE:** Romaine Certified Survey Map; W287 N3183 Lakewood Lane

I have reviewed the submitted CSM and have the following review comments. Since my comments are technical in nature, a revised CSM is not needed immediately. I will recommend approval of the CSM subject to resolution of all technical comments from the Town and County.

### General

1. Since Lakewood Lane is being formally dedicated, Mortgagee Statements are required for all lot owners that have a mortgage on their property.
2. I am not convinced that a portion of Lakewood Lane was dedicated to the public as you state in your note on the southeasterly portion of the map. Also, there is another note that states that a portion of Lakewood Lane is "Dedicated to the Public By Deed." I am not aware of any deed indicating that road as being public. My only reference is Town Resolution No. 249 which sets forth the designation of rights-of-ways, if no designation is verified. I am not sure that the Declaration of Easement (Doc. No. 425817) is considered a designation of right-of-way or just a private access easement. The Town usually asks for formal dedication of those lands that do not have a pre-designated right-of-way. I have a staff meeting with the Town attorney and will ask the question about the designation of the right-of-way and required width. Also, since the road goes through Lot 3, the right-of-way should follow that roadway.
3. For Lot 3, I recall seeing a document that indicated that the land that makes up Lot 3 cannot be sold as a separate parcel since it is tied to a lot located south of Lakewood Lane. If so, a note and document back-up information should be stated on the map.

### Sheet 1 of 6

4. Location map shows incorrect street names; the two "Lakewood Ln" names north of the actual Lakewood Lane should be shown as Lakeside Road (for the road that intersects with Lakewood Lane) and West Lakeside Road for the street to the west of Lakeside Road.
5. Include the length of the northerly lot line on Lot 1
6. The house on Lot 1 shows a structure that extends further east than the house. If this is part of the house, then there should be no line making it appear to be a separate element. Based on aerial photos, it appears that the garage is not shown north of the house. The setback from the right-of-way line should be measured to the closest point of the structure. There is a wooden stoop on the south side of the house that is not shown. That should be shown with an offset to that structure.
7. Indicate the structures and uses on Lot 1
8. The structure on Lot 3 is a garage.
9. The pipe diameters for pipes that were "found" do not list their size as depicted in the legend.



Page 2 /November 30, 2020

10. A note shall be placed on the face of the map indicating that “All three properties are within the jurisdiction of the Waukesha County Shoreland and Floodland Protection Ordinance.”
11. Indicate well locations on each lot.

**Sheet 2 of 6**

12. In the second paragraph of the surveyor’s certificate, the upper case “D’ should be a lower case “d.”
13. In the last line of the 5<sup>th</sup> paragraph of the surveyor’s certificate, “and Waukesha County” should be added after the words “Town of Delafield.”

**Sheets 4, 5 and 6 of 6**

14. In the first paragraph, add, “and Waukesha County” after the words “Town of Delafield” in each of the owner’s certificates.
15. Include the year “2020” at the bottom footer of Sheet 6 of 6.





LAND INFORMATION SYSTEMS DIVISION

# Romaine/Meza/O'Malley Properties



### Legend

- Municipal Boundari
- FacilitySites\_2K\_L
- Lots\_2K**
  - Lot
  - Outlot
  - Unit
- SimultaneousCon**
  - Assessor Plat
  - CSM
  - Condominium
  - Subdivision
- Cartoline\_2K**
  - <all other values>
  - EA-Easement\_Lin
  - PL-DA
  - PL-Extended\_Tie
  - PL-Meander\_Line
  - PL-Note
  - PL-Tie
  - PL-Tie\_Line
- Road Centerlines\_**
- Railroad\_2K**
- TaxParcel\_2K
- Waterbodies\_2K\_**
- Waterlines\_2K\_La**

0 100.00 Feet

### Notes:

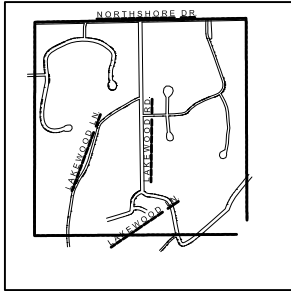
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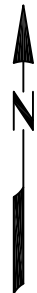
Printed: 12/1/2020

# Certified Survey Map

Part of Lot 27 Lakeside being in all that part of the Southwest 1/4 of the Section 12, Township 7 North, Range 18 East, in the Town of Delafield, Waukesha County, Wisconsin



SW 1/4 SEC. 12, T7N, R18 E

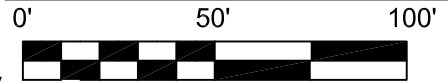


### OWNER

Frank E. and Kathleen A. Romaine  
W287N3183 Lakewood Ln.  
Pewaukee, WI 53072

### OWNER

Cerio and Veronica Meza Kevin J. and Nadine A. O'Malley  
W287N3173 Lakewood Ln. N31W28759 Lakewood Ln.  
Pewaukee, WI 53072 Pewaukee, WI 53072



### LEGEND

- △ 3/4"X18" IRON ROD SET
- 3/4"X18" IRON ROD SET 1.50Lbs./LINEAL FOOT
- ⊙ MONUMENT FOUND AS NOTED (Measured Outside Diam.)
- ( ) INDICATES RECORDED AS DISTANCES ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT

### UNPLATTED LANDS

### LOT 1

Parcel Contains 12099.7 S.F. 0.28 Acres

### LOT 2

Parcel Contains 12918.7 S.F. 0.30 Acres

### LOT 3

Parcel Contains 14918.7 S.F. 0.34 Acres

1440.7 S.F. 0.03 Acres  
This Portion of Declaration of Easement (Doc. No. 425817) to be Dedicated to the Public

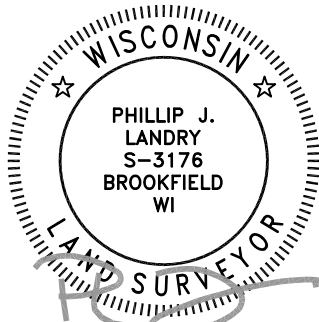
This Portion of Declaration of Easement (Doc. No. 425817) Dedicated to Public By Deed

This Portion of Declaration of Easement (Doc. No. 425817) has been Previously Dedicated to Public per G.L.S.

Bearings are referenced to the the calls on Deeds, South Line of the Southwest 1/4 Section 12, T 7 N, R 18 E as S 89°19'30" E

Meander. Cor, 12-7-18 Not Fnd.

LINE	BEARING	DISTANCE
L1	S 70°12'14" E	7.56'



18575 Brookfield Lake Drive • Unit 61  
Brookfield, WI 53045 • (262) 312-1034  
c3egeomatics.com

This Instrument was drafted by Phillip J. Landry, a Professional Land Surveyor, S-3176 on this 25th day of November, 2020 Sheet 1 of 6

Job# 20349

# Certified Survey Map

Part of Lot 27 Ladeside being in all that part of the Southwest 1/4 of the Section 12, Township 7 North, Range 18 East, in the Town of Delafield, Waukesha County, Wisconsin

## SURVEYOR'S CERTIFICATE:

I Phillip J. Landry, Professional Land Surveyor, do hereby certify:

That I have surveyed, Divided and mapped a parcel of land located in a part of the SW 1/4 of Section 12, Township 7 North, Range 18 East, in the Town of Delafield, Waukesha County, Wisconsin, now being more particularly bounded and described and follows:

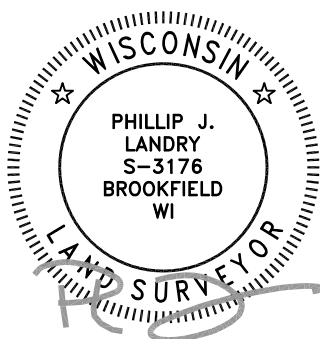
Commencing at the Southwest Corner of said 1/4 Section; thence S89°19'30"E along the South Line of said 1/4 Section, 950.74 feet; thence N13°08'00"W, 220.12 feet; thence N75°25'00"E, 197.42 feet to the place of beginning of this description. thence N05°46'00"W, 305.64 feet; thence S80°46'00"E, 267.83 feet; thence S01°39'00"W, 15.17 feet; thence N80°46'00"W, 96.49 feet; thence S07°22'00"W, 128.23 feet; thence S06°18'00"E, 103.15 feet; thence S76°52'00"W, 136.32 feet to the Point of Beginning.

The gross area of said parcel contains 41,377.8 Square feet or 0.95 Acres of land more or less.

That I have made such survey, land division and map by the direction of Frank E. and Kathleen A. Romaine, Cerio and Veronica Meza, and Kevin J. and Nadine A. O'Malley, owner's of said land. That such map is a correct representation of all exterior boundaries of land surveyed and land division made thereof. That I have fully complied with the provision of chapter 236 of the Wisconsin Statutes and the Platting ordinance of the Town of Delafield in surveying, dividing and mapping same.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Phillip J. Landry PLS  
Professional Land Surveyor S-3176



# Certified Survey Map

Part of Lot 27 Ladeside being in all that part of the Southwest 1/4 of the Section 12, Township 7 North, Range 18 East, in the Town of Delafield, Waukesha County, Wisconsin

### TOWN OF DELAFIELD PLAN COMMISSION APPROVAL:

Approved by the Plan Commission of the Town of Delafield on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Kevin Fitzgerald                      Plan Commission Chairman

\_\_\_\_\_  
Dan Green    Town Clerk

### TOWN OF DELAFIELD BOARD APPROVAL:

Approved by the Town Board of the Town of Delafield on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

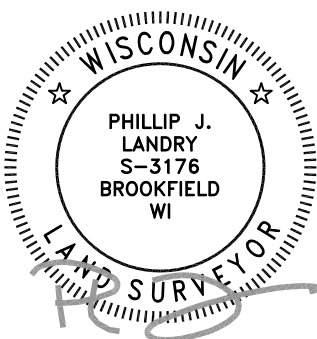
\_\_\_\_\_  
Ronald A. Troy                                      Town Chairman

\_\_\_\_\_  
Dan Green    Town Clerk

### WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE:

The above, which has been filed for approval as required by Chapter 236 of the Wisconsin State Statues, is hereby approved on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Dale R. Shaver                                      Director





# Certified Survey Map \_\_\_\_\_

Part of Lot 27 Ladeside being in all that part of the Southwest 1/4 of the Section 12, Township 7 North, Range 18 East, in the Town of Delafield, Waukesha County, Wisconsin

### OWNER'S CERTIFICATE:

As owner's, We hereby certify that We have caused the land described on this map to be surveyed, divided, dedicated and mapped as represented on this map in accordance with the provisions of Chapter 236 of the Wisconsin State Statutes and ordinances of Town of Delafield, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Cergio Meza

\_\_\_\_\_  
Veronica Meza

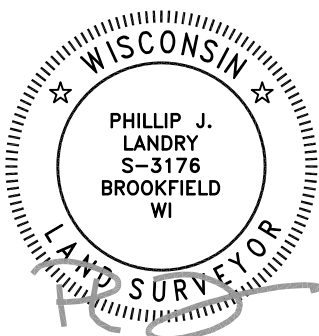
STATE OF WISCONSIN )  
 ) SS  
County of \_\_\_\_\_ )

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, the above named Cerio and Veronica Meza, to me known to be the person's who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
Print Name \_\_\_\_\_

Notary Public, \_\_\_\_\_ County, WI.

My Commission Expires: \_\_\_\_\_



18575 Brookfield Lake Drive • Unit 61  
Brookfield, WI 53045 • (262) 312-1034  
c3geomatics.com





*Honorable Timothy T. Kay  
proudly serving the  
following municipalities:*

City of Oconomowoc  
Village of Chenequa  
Village of Dousman  
Village of Hartland  
Village of Johnson Creek  
Village of Lac LaBelle  
Village of Merton  
Village of Nashotah  
Village of Oconomowoc Lake  
Village of Sullivan  
Village of Summit  
Village of Sussex  
Town of Delafield  
Town of Erin  
Town of Ixonia  
Town of Lisbon  
Town of Merton  
Town of Oconomowoc  
Town of Ottawa  
Town of Sullivan

Pamela Strunk, Clerk of Court  
Theresa Berlin, Deputy Clerk  
630 E Wisconsin Avenue  
Suite 100  
Oconomowoc, WI 53066  
Phone: 262-569-0920  
www.lcmunict.com

December 1, 2020

TO: City, Village and Town Clerks  
RE: Lake Country Municipal Court  
2021 Budget Approval



Dear Clerks:

I enclose herewith a proposed Municipal Court budget for 2021. This is only a "budget". If you have any questions, feel free to contact Don Wiemer or me.

Also enclosed is a resolution approving the budget. It would be appreciated if you would take this resolution to your governing body and have it approved, returning a signed copy to the municipal court.

Thank you for your cooperation.

Sincerely,

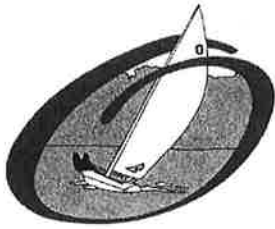
LAKE COUNTRY MUNICIPAL COURT

Pamela Strunk  
Clerk of Court

Enclosures

cc/ Municipal Court Representatives (letter only)  
G. William Chapman, Chairman  
Judge Timothy Kay





## VILLAGE OF OCONOMOWOC LAKE

35328 W. Pabst Road, Oconomowoc, Wisconsin 53066

### MEMO

To: Participating Communities

From: Donald Wiemer

Date: November 19, 2020

Reference: 2021 Court Budget

#### **2020 End of Year Estimates:**

The Operations Committee estimated the 2020 end of year estimates. They are estimating an end of year deficit of \$74,000 for 2020. COVID 19 really hit the court hard. With no court for a period of time and our court revenue being impacted by the virus caused a good portion of the deficit. We had planned on a shortfall of \$ 16,874 for the end of this year. The unplanned deficit is an additional \$57,126. The total shortfall will be covered by the court's fund balance. There is some good news thou, last year the court ended the year with a surplus of \$36,872 which went into our fund balance. This will help soften this year's impact.

#### **2021 Budget Highlights – Revenues**

1. There is no increase in court fees for 2020. The court will attempt to receive \$365,000 in court fees for 2021. The 2021 budget reflects a \$32,103 shortfall to be covered by the fund balance.

#### **2021 Expenditures**

1. Salaries for 2021 are budgeted the same as this year. The Administrative Committee voted to give a stipend to the clerks and parttime clerks in 2021 outside of the salary schedule. An additional \$1500.00 in total has been added to the salary accounts.
2. Wisconsin retirement had no increase for 2021.
3. Health insurance increased 9% for 2021.
4. No real changes in Purchased Services and Operating Supplies and Equipment
5. Fixed Charges, rent payable to the City of Oconomowoc for our new location will be \$35,000 and an additional \$13,500 for facility expense which includes utilities, plowings, cleaning, and supplies.
6. There are no planned capital expenditures planned for 2021. The court hopes to payout all construction, furniture, and computer expenses this year.

## Lake Country Municipal Court

## 2021 Budget

YTD Estimates Ending October 2020 (83.33%)

Approved by Adm Committee 11/19/20

Acct #:	Account Description:	2019 Actual	2020 YTD Ten Months	2020 Budget	2020 Year End Estimate	2021 Budget	2021 VS 2020
<b>Revenues:</b>							
1	4000 Court Fees	383,029	257,930	365,000	292,713	365,000	100.00%
2	4900 Interest Income	4,730	1,123	1,200	1,200	1,200	100.00%
3	4300 Court Assessment	3,202	1,336	2,000	1,500	1,500	75.00%
4	Transfer from Designated Fund	0	0	0		33,603	
5	4800 Miscellaneous	6,632	1,240	600	1,400	1,200	200.00%
6	Insurance Recoveries						
7	<b>Total Revenues</b>	<b>397,593</b>	<b>261,629</b>	<b>368,800</b>	<b>296,813</b>	<b>402,503</b>	<b>109.14%</b>
9	<b>Total Assets</b>	<b>702,674</b>	<b>600,775</b>	<b>0</b>	<b>0</b>	<b>0</b>	
11	<b>Total Liabilities</b>	<b>154,850</b>	<b>166,301</b>	<b>0</b>	<b>0</b>	<b>0</b>	
13	<b>Deferred Inflow of Resources (Stark)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
15	<b>Total Fund Balance</b>	<b>547,824</b>	<b>434,474</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Expenditures:</b>							
19	Wages & Benefits	271,301	224,738	285,807	276,917	291,917	102.14%
20	Purchased Services	39,005	39,727	43,036	46,386	43,936	102.09%
21	Operating Supplies & Expenses	11,216	7,313	13,200	9,969	13,350	101.14%
22	Fixed Charges	29,906	31,972	43,631	37,541	53,300	122.16%
23	Capital Outlay	532	0	0	0	0	
24	Restitution	0	0	0	0	0	
25	Bad Debt	8,761	0	0	0	0	
26	<b>Total Expenditures:</b>	<b>360,721</b>	<b>303,750</b>	<b>385,674</b>	<b>370,813</b>	<b>402,503</b>	<b>104.36%</b>
28	<b>Total Surplus/Deficit</b>	<b>36,872</b>	<b>-42,121</b>	<b>-16,874</b>	<b>-74,000</b>	<b>0</b>	<b>0.00%</b>

Acct #:	Account Description:	2019 Actual	2020 YTD Ten Months	2020 Budget	2020 Year End Estimate	2021 Budget	2021 VS 2020
35	5000 Full Time Salaries	120,430	100,972	123,252	123,252	124,252	100.81%
36	Clerk of Courts						
37	Deputy Clerk of Courts						
38	5010 Assistant Clerks	25,724	17,375	29,704	22,800	30,204	101.68%
39	Clerk Salaries - Overtime				0	0	
40	5015 Part Time Judge	43,835	36,591	44,667	44,667	44,667	100.00%
41	Bailiff/Deputy Services	10,965	7,074	12,000	7,900	12,000	100.00%
42	5030 Employer FICA	13,499	10,863	15,118	15,118	15,120	100.01%
43	5040 Retirement EE-ER	10,774	9,585	11,335	11,335	11,335	100.00%
44	5050 Health	45,546	39,978	49,206	49,206	53,700	109.13%
45	5060 Long Term Disability Ins.	0	0	0	0	0	
46	5070 Life Insurance	528	488	525	525	639	121.71%
47	Unemployment Benefits	0	1,812	0	2,114	0	
48	Substitute Judge	0	0	0	0	0	
49	<b>TOTAL:</b>	<b>271,301</b>	<b>224,738</b>	<b>285,807</b>	<b>276,917</b>	<b>291,917</b>	<b>102.14%</b>

Acct #:	Account Description:	2019 Actual	2020 YTD Ten Months	2020 Budget	2020 Year End Estimate	2021 Budget	2021 VS 2020
56	<b>PURCHASED SERVICES:</b>						
57	5400 Professional/Outside Services		210	2,000	0	2,000	100.00%
58	5405 Accounting	8,940	7,825	9,180	9,180	9,480	103.27%
59	5410 Auditor	8,200	8,400	8,400	8,400	9,000	107.14%
60	5415 Professional Services	850	0	0			
61	5415 Legal Services	624	1,394	2,500	2,500	2,500	100.00%
62	5420 Computer Consultant	0	4,897	3,000	8,500	3,000	100.00%
63	5425 Court Software Support	15,906	12,206	12,206	12,206	12,206	100.00%
64	5550 Telephone	2,688	2,914	3,300	3,300	3,300	100.00%
65	Internet/Web	0	0	300	300	300	100.00%
66	5500 Repair/Maint. Contracts Equip.	1,797	1,881	1,850	2,000	1,850	100.00%
67	5540 Substitute Judge	0	0	300	0	300	100.00%
68	<b>Total:</b>	<b>39,005</b>	<b>39,727</b>	<b>43,036</b>	<b>46,386</b>	<b>43,936</b>	<b>102.09%</b>

69	<b>OPERATING SUPPLIES &amp; EQUIPMENT</b>						
70	5250 Office Supplies/Printing	5,709	3,281	6,000	4,000	6,000	100.00%
71	5300 Postage	4,057	2,354	5,000	5,000	5,000	100.00%
72	5350 Newspaper Publishing	0		100	0	100	100.00%
73	5200 Memberships	890	850	900	850	900	100.00%
74	5160 Books & Publications	0	0	0	0	150	
75	Shredding	162	711	0			
76	Printing	0	0	0	0	0	
77	Miscellaneous	0	0	200	0	200	100.00%
78	5600 Training & Travel	398	117	1,000	119	1,000	100.00%
79	<b>Total:</b>	<b>11,216</b>	<b>7,313</b>	<b>13,200</b>	<b>9,969</b>	<b>13,350</b>	<b>101.14%</b>

	<b>FIXED CHARGES</b>						
80	5100 Insurance and Bonds	0	0	0			0.00%
81	5105 Workman's Comp	0	0	0			0.00%
82	5120 Public Officials Ins.	0	0	0			0.00%
83	Property Insurance Coverage	0	0	0			0.00%
85	5130 G Liability Ins./ Hired & non-owned MV	4,966	4,402	4,503	4,503	5,000	111.04%
86	5140 Bonds	0	0	0			0.00%
87	5150 Bank Charges	222	213	300	210	300	100.00%
88	5125 Facility Expenses (utilities, plowing)	0	0	6,000	0	13,500	225.00%
89	5475 Equipment Lease	0	0	0	0	0	0.00%
90	5450 Rent	24,718	27,357	32,828	32,828	34,500	105.09%
91	<b>Total:</b>	<b>29,906</b>	<b>31,972</b>	<b>43,631</b>	<b>37,541</b>	<b>53,300</b>	<b>122.16%</b>

	<b>CAPITAL OUTLAY</b>						
92	8000 Capital Equipment	532	0	0			0
93	<b>Total:</b>	<b>532</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

RELOCATION CAPITAL		Actual	Estimate	Percent of Budget
Expenditures		71,795	300,000	23.93%
	Bench		60,000	
	Signs		20,000	

2020 Salary:			2020		Retirement	Retirement
			Salary	FICA	Employee	Employer
Pam			65,548	5,014	4,424	4,424
Terri			57,704	4,414	3,895	3,895
Kathy	16.00 Hour (2019)	18 Hrs/Wk	15,276	1,169	0	0
Elaine	16.00 Hour (2019)	17 Hrs/Wk	14,428	1,104	0	0
			152,956	11,701	8,320	8,320
Judge			44,667	3,417	3,015	3,015
			197,623	15,118	11,335	11,335

2020		Employee	Employer
Health Insurance:		Contribution	Contribution
Pam Health	19,524	2,342.88	17,181.12
Pam Dental	1,142	137.04	1,004.96
Terri Health	19,524	2,342.88	17,181.12
Terri Dental	1,142	137.04	1,004.96
Judge Health	19,524	9,762.00	9,762.00
Judge Dental	1,142	571.00	571.00
	61,998	15,292.84	46,705.16
Deductible Cost:	1000, 1000, 500		2,500.00
			49,205.16

2021			2021	2021	Retirement	Retirement
			Salary	FICA	Employee 6.	Employer 6.75
Pam			65,548	5,014	4,424	4,424
Terri			57,704	4,414	3,895	3,895
Kathy	16.32 Hour (2020)	18 Hrs/Wk	15,276	1,169	0	0
Elaine	16.32 Hour (2020)	17 Hrs/Wk	14,428	1,104	0	0
			152,956	11,701	8,320	8,320
Stipend 500/500/250/250			1,500			
Judge			44,667	3,417	3,015	3,015
			199,123	15,118	11,335	11,335

2021		Employee	Employer
Health Insurance:		Contribution	Contribution
Pam Health	21,493	2,579.13	18,913.59
Pam Dental	1,162	139.44	1,022.56
Terri Health	21,493	2,579.13	18,913.59
Terri Dental	1,162	139.44	1,022.56
Judge Health	21,493	10,746.36	10,746.40
Judge Dental	1,162	571.00	581.00
	67,964	16,754.49	51,199.67
Deductible Cost:	1000, 1000, 500		2,500.00
			53,699.67

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPROVING MUNICIPAL COURT BUDGET

WHEREAS, the Intermunicipal Agreement for the operation of the Lake Country Municipal Court requires formation of an annual budget no later than the 1<sup>st</sup> day of September and approval of said budget by governing bodies of member municipalities; and

WHEREAS, the Court Administrative Committee, Court personnel and the Municipal Court Judge have formulated a budget for 2021 which has estimated revenues of \$402,503.00 and anticipated expenditures of \$402,503.00.

NOW THEREFORE, BE IT HEREBY RESOLVED that the attached Municipal Court budget for 2021 be approved.

DATED: \_\_\_\_\_

TOWN OF DELAFIELD

By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

Clerk