



## A PERFECT ENVIRONMENT

Residential      Recreational      Responsible

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

### TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING TUESDAY, APRIL 27, 2021 – 6:00 P.M. DELAFIELD TOWN HALL – W302 N1254 MAPLE AVENUE, DELAFIELD, WI

#### AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Citizen Comments: Public comments from citizens regarding items on, or not on the Agenda. The Board may not engage in a discussion with the citizen making the comments. Individual presentations are limited to three minutes and citizens shall follow the rules set forth in Section 2.04(1)(d) of the Town Code.
5. Approval of Minutes:
  - A. April 13, 2021 Town Board Minutes
6. Action on vouchers submitted for payment:
  - A. Report on budget sub-accounts and action to amend 2020 budget
  - B. Report on budget sub-accounts and action to amend 2021 budget
  - C. 1) Accounts payable; 2) Payroll
7. Communications (*for discussion and possible action*)
  - A. Elmhurst Drive Paving Improvements
8. Unfinished Business - None
9. New Business
  - A. Discussion and possible action on the reappointment of Tim Frank to the Plan Commission, with a term expiring March 31, 2024
  - B. Discussion and possible action on the appointment of Jennifer Janusiak to the Plan Commission, with a term effective June 1, 2021 and expiring May 31, 2022.
  - C. Discussion and possible action on the reappointment of Richard Nowacki to the Board of Appeals with a term expiring March 31, 2024.
  - D. Discussion and possible action on the appointment of Mike Borel to the Lake Country Fire Commission, with a term effective May 1, 2021 and expiring April 30, 2023.
  - E. Discussion and possible action on the reappointment of Steve Michels to the Lake Country Fire Board, with a term effective May 1, 2021 and expiring April 30, 2023.
  - F. Discussion and possible action on the reappointment of Edward Kranick to the Plan Commission, for a term expiring April 19, 2022.
  - G. Discussion and possible action on the appointment of Joseph Woelfle to the Lake Pewaukee Patrol Board.
  - H. Discussion and possible action to suspend the rules, to allow Joe Woelfle to participate in the May 11, 2021 Town Board meeting remotely, with all right of participation including counting toward the quorum and having the right to vote.

- I. Discussion and possible action on an alcohol permit for Town Park facilities for May 22, 2021 for a birthday party event at the Sports Commons from 10:00 AM to 4:00 PM.

10. Announcements and Planning items

- A. Plan Commission– Tuesday, May 4, 2021 @ 6:30PM
- B. Town Board – Tuesday, May 11, 2021 @ 6:30PM
- C. Town Board – Tuesday, May 25, 2021 @ 6:30PM

11. 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**  
**April 13, 2021 @ 5:30 PM or immediately following the**  
**Plan Commission Meeting**

Prior to the start of the regularly scheduled Town Board meeting, there will be a public hearing in front of the Town Board at 5:30 p.m., or immediately following the Plan Commission meeting, at the Delafield Town Hall, W302 N1254 Maple Avenue, Delafield, WI 53018. The purpose of the hearing is to consider a request by Ronnie Hirschfeld, W349 N5586 Lake Drive, Oconomowoc, Wisconsin, for annexation of land he owns, generally located approximately 340 feet west of Maple Avenue and approximately 360 feet south of Hawksnest Road, also known as Tax Key parcel DELT0777-997, into the Lake Pewaukee Sanitary District (LPSD). The Town Board meeting will begin immediately following the conclusion of the public hearing.

**Call Public Hearing to order: at 5:46pm.**

Engineer Barbeau explained the old home on this property was taken down, which was not in Lake Pewaukee Sanitary District. Now someone wants to build a new home at that location. The home is within the sewer service area. For the new home to be hooked up to LPSD, the Town needs to annex the property into the district. The resolution describes the land to be annexed which requires Town Board approval.

Chairman Troy closed the public hearing at 5:49 pm.

**First order of business:** Call to Order  
Supervisor Troy called the meeting to order at 5:49 p.m.

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

**Third order of business:** Roll Call  
Present were: Supervisor Kranick, Supervisor Dionisopoulos, Supervisor Michels and Chairperson Troy. Also present were Administrator Green and Engineer Tim Barbeau.

**Fourth order of business:** Citizen Comments: None

**Fifth order of business:**  
A. Approval of March 30, 2021 Town Board Minutes

*Motion made by Supervisor Michels to approve the minutes from March 30, 2021. Seconded by Supervisor Dionisopoulos. Motion carried 4-0.*

**Sixth 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 Kranick to approve payment of check #64564, Checks #64602-#64612 and checks #64618-#64682 in the amount of \$126,512.72, and the payrolls dated April 16, 2021 in the amount of \$21,193.61. Seconded by Supervisor Michels. Motion carried 4-0.*

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

A. Election Update  
Administrator Green explained that the Spring Election went well, and thanks all the poll workers who did a great job the last two years, especially given the pandemic and the contentious elections. He congratulated the winners and looked forward to 10 months without elections.

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

**Ninth order of Business:** New Business

- A. Discussion and possible action on a request from Sharon Ernest, W334S564 Cushing Park Road, to amend the zoning designation from A-1 Agricultural District to A-2 Rural Home District.

*Motion by Supervisor Michels to approve the request from Sharon Ernest to adopt Ordinance 2021-03, an Ordinance to amend the zoning map of the Town of Delafield from A-1 to A-2 on lands located at W334S564 Cushing Park Road and recommend to Waukesha County the same. Seconded by Supervisor Dionisopoulos. Motion passed 4-0.*

- B. Discussion and possible action on a request from Todd Taylor, N46 W28542 Willow Brook Court, to approve a Certified Survey Map to combine two properties into one parcel

Motion by Supervisor Kranick to approve the request from Todd Taylor for a Certified Survey Map to combine two parcels into one for the property located at N46W28542 Willow Brook Court, subject to comments from Town staff and Waukesha County. Seconded by Supervisor Dionisopoulos. Motion passed 4-0.

- C. Discussion and possible action on the approval of Resolution 21-648, a resolution to authorize the annexation of land into the Lake Pewaukee Sanitary District for the Hirschfeld Property.

*Motion by Supervisor Kranick to adopt Resolution 21-648, a resolution to authorize the annexation of land into the Lake Pewaukee Sanitary District. Seconded by Supervisor Michels. Motion passed 4-0.*

- D. Discussion and possible action on the award of the 2021 Road Improvement Project to the lowest responsive, responsible bidder, Payne & Dolan, Inc. in the amount of \$374,533.00.

Engineer Barbeau explained they had three bidders, including Stark Pavement, Payne & Dolan and Wolf Paving. He stated the difference between Payne and Dolan and Wolf Paving was just over \$1,000, and the Town is required to take the lowest bidder. The budget was \$550,000, leaving \$175,000. He explained that Don Roberts uses \$30,000 of that budget for crack sealing, leaving a remaining balance of \$135,000. Elmhurst Drive was not included in this bid, as they had to do soil borings to determine the depth of asphalt. There are also drainage issues for this road which they are looking at alternative options to solve. Mr. Barbeau explained that asphalt prices were much lower this year. The contractor is ready to go and wants to begin as soon as possible.

*Motion by Supervisor Kranick to award the 2021 Road Improvement Project to the lowest responsive, responsible bidder, Payne & Dolan, Inc. in the amount of \$374,533.00. Seconded by Supervisor Michels. Motion passed 4-0.*

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

- A. Annual Meeting – Tuesday, April 20, 2021 – 5:30 p.m.  
B. Town Board – Tuesday, April 27, 2021 – 6:30 p.m.  
C. Plan Commission – Tuesday, May 4, 2021 @ 6:30PM

**Eleventh order of Business:** Adjournment

*Motion by Supervisor Michels to adjourn the April 13, 2021 Town Board meeting at 6:04p.m. Seconded by Supervisor Dionisopoulos. Motion carried 4-0.*

Respectfully submitted:

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



CREATIVITY BEYOND ENGINEERING

## MEMORANDUM

**DATE:** April 21, 2021  
**TO:** Town of Delafield Town Board  
**FR:** Tim Barbeau, Town Engineer  
**CC:** Dan Green Town of Delafield Administrator  
**RE:** Elmhurst Drive Paving Improvements

Elmhurst Drive between Oakton Road and the terminus at the north end of Elmhurst Drive has been scheduled for roadway pavement improvements for the past couple of years. The proposed paving solution that we have used for all of our lake roads entailed the removal of two-inches of asphalt through milling and placing two-inches of asphalt in order to match driveways and maintain the current drainage patterns. In 2018, there were a number of concerns expressed by residents on Elmhurst Drive, so we decided to delay any paving. In November of 2020, Chairman Troy, Highway Superintendent Roberts and I met with the neighbors to discuss what we were proposing to do. Several of the residents were opposed to the proposed paving solution and wanted the Town to address drainage related issues.

Earlier this year, we had a company gather soil borings along the roadway to determine what base, if any was available to adjust the road grade or install curb and gutter or a flume down the middle of the road. The soil borings showed that there is between 3.5-inches and 4.5-inches of asphalt on the road, and that the base stone aggregate is between 0 and 5-inches in depth. Our standard new road section is 10-inches of stone and 4-inches of asphalt. The pavement is 16-18 feet wide.

### Alternatives Considered

1. Install a curb, catch basins and storm sewer along the lake side of the road.
2. Reshape the roadway to create a low point along the middle of road and install a concrete invert along the center to direct water to a catch basin and pipe it to a drainage ditch located about half way along the road section.
3. Mill 2-inches and pave 2-inches as we originally proposed.

### Discussion of Alternatives

1. Some of the garages along the lake side of the road are below the edge of the road level. If a curb would be installed, we would need to allow a driveway curb section through the driveways, which would not stop the water from draining down the driveways towards the lake. The work would entail adding approximately 880 feet of curb and gutter, plus storm sewer, in addition to the asphalt. Furthermore, we would need an easement to direct the water towards the lake.

There is no public easement available; therefore, we would likely have to purchase an easement and create a legal document for maintenance. It may be possible to leave the road elevation as it currently is in many places since right now, much of the road water runs across the road through existing properties towards the lake. Estimated cost is \$101,800 plus easement costs.

- 2. We used a concrete invert down the center of Louis Avenue about 6 years ago and it has been working effectively; however, the roadway was already paved with an asphalt invert down the center so we did not have to regrade the road. In the case of Elmhurst Drive, in order to put an invert down the center of the roadway, we will have to excavate the roadway to re-shape the pavement. Since the soil borings indicate that there is little base, it is likely that we would have to reconstruct a substantial part, if not all of the road. The invert would require catch basins, storm sewer and an easement as discussed above to get the water to the lake. Since the road is only 16 feet wide in many places, construction access will be challenging and property owner access may be severely hampered. Estimated cost is \$156,200 plus easement costs.
- 3. If we mill and pave as originally proposed, concerns from adjacent neighbors would not be adequately addressed. We would not be changing the water drainage pattern. This is similar to what we have done on other lake roads. Estimated cost would be \$35,800 and the work could be bid and paved this year.

**Recommendation**

I have met with Highway Superintendent Roberts on site and have developed a solution that we believe will address some of the water concerns and allow the road to get paved. We have identified a low point in the roadway grade located in the northerly quarter of the project. This was one of the areas where the affected property owners expressed the most concern. We propose to install a catch basin and then install a small pipe towards the lake. This will require an easement and allowance of the contractor to get on private land (with a construction easement), but it will address the drainage concern directly adjacent to a garage that is about 1.5 feet below the road grade. There would be select locations where we would install an asphalt curb to direct the water away from problem spots. We would not install any storm sewer, but pave the road such that water will sheet flow across the road to the natural lawn areas and the existing drainage ditch that extends to the lake. Estimated cost for this solution is \$50,900 plus easement costs.

The purpose of this discussion is to inform you of the option that we would like to pursue. Our next step would be to meet property owner to see if we can get an easement and install a pipe through her property. If that goes well, we will meet and inform the residents of the status of the project. Our goal would be to put out a second bid in order to use up the balance of road improvement funds we have available.

**Budget Summary**

Roadway improvements budget	\$550,000
Crack filling, chip sealing, shouldering	(\$30,000)
<u>Current approved paving contract</u>	<u>(\$375,000)</u>
Balance for 2 <sup>nd</sup> bid package	\$145,000



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**To:** Town Board Members  
**From:** Dan Green, Administrator  
**Date:** April 27, 2021  
**Subject:** Board & Commission Appointments

**Item:** Discussion and possible action on Town Board & Commission Appointments

### Description:

The Town has several board and commission members who have terms expiring. There are also two vacancies which need to be filled. The following recommendations for these positions have been made by the Town Chairman.

<u>Plan Commission Member</u>	<u>Term Begins</u>	<u>Term Expires</u>
Tim Frank	Immediately	March 31, 2024
Edward Kranick	Immediately	April 19, 2022
*Jennifer Janusiak	June 1, 2021	May 31, 2021
<u>Board of Appeals Member</u>	<u>Term Begins</u>	<u>Term Expires</u>
Richard Nowacki	Immediately	March 31, 2024
<u>LCFR Board &amp; Commission Member</u>	<u>Term Begins</u>	<u>Term Expires</u>
Steve Michels - Board	May 1, 2021	April 30, 2023
*Mike Borel – Commission	May 1, 2021	April 30, 2023
<u>Lake Pewaukee Patrol Board</u>	<u>Term Begins</u>	<u>Term Expires</u>
Joseph Woelfle	Immediately	N/A

\* Indicates new appointments

2020 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: 5/22/21 TIME OF PROPOSED USE: 10:00am to 4:00pm

PROPOSED USE: Birthday Party

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

ALCOHOLIC BEVERAGES TO BE SERVED: Beer

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

Self-serve, with meal

METHOD OF CHECKING IDS: \_\_\_\_\_

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? Burgers, hot dogs, snacks IF  
YES, WILL THERE BE A CHARGE? \_\_\_Y  N

**Applicant/Person Responsible:**

Name: Elizabeth + Daniel Wood

Address: N6W30489 Maple Ave,  
Waukesha, WI 53188

Phone: [REDACTED] Date of Birth: [REDACTED]

Signature: [Signature]

Dated: 4/20/21

**Organization: (If any)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

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: Elizabeth + Daniel Wood

Name of Organization (if any): \_\_\_\_\_

Address: N6W30489 Maple Ave. Email: [Redacted]

Phone: [Redacted] Cell Phone: \_\_\_\_\_ Authorized Signature: [Signature]

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

Name of Park Requested:  Sports Commons (grills & electricity)  Elmhurst (grills & electricity)

Date of Proposed Use: 5/22/21 Estimated number of people: 40

Time of proposed use: From: 10:00am to 4:00pm (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	Alcohol Permit Deposit	GRAND TOTAL
0-50	\$50.00	\$20.00	\$ 2.55	\$52.55	\$100.00	\$100.00	\$252.55
51-100	\$75.00	\$20.00			\$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 / 6 p.m.)

5/22 10 a.m.    /    /    /    /    /    /    /    /    /    /    /    /    /    /    /

Field Type	Field Specification  Base Length (circle one)	Fee per Game  Weekday	Fee per Game  Sat/Sun and Holiday	Total Games	Fee per Practice	Total Practices	Sales Tax (Multiply Rental Fee X \$0.051)	Total Paid for Rental	\$100 Security Deposit For 4 or more games / practices	Grand Total
<u>Baseball Field</u> Sports Commons	80', 90'	\$75.00	\$100		\$50.00					
<u>Youth Baseball Field</u> Sports Commons	60', 65', 70'	\$75.00	\$100		\$50.00					
<u>Softball Field</u> Del-Town	50', 60', 65'	\$75.00	\$100		\$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/Security Deposit: \$100 per team for four or more booked practices/games.  
 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 1 weeks prior to rental date.

Approved by: \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_ Check Number: \_\_\_\_\_