



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
THURSDAY, FEBRUARY 24, 2022
6:30 PM**

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. February 8, 2022, Town Board Minutes
6. Action on vouchers submitted for payment:
 - A. Report on budget sub-accounts and action to amend 2021 budget
 - B. 1) Accounts payable; 2) Payroll
7. Communications (for discussion and possible action)
8. Unfinished Business - None
9. New Business
 - a. Discussion and possible action on a vacation rental application for Andy and Shayla Fallon, N28W29868 Oakwood Grove Road.
 - b. Discussion and possible action on a vacation rental application for Kyle Miller, W304N2501 North Maple Avenue.
 - c. Discussion and possible action on improvements to the Sports Commons to install two scoreboards, fencing and expand and repave the parking lot.
 - d. Discussion and possible action on the issuance of a Direct Seller's License to Anthony Butz and Craig Kowalczyk, doing business as Lime Painting of Milwaukee.
10. Announcements and Planning items
 - A. Plan Commission – Tuesday, March 1st @ 6:30 PM
 - B. Town Board – Tuesday, March 8th @ 6:30 PM
 - C. Town Board – Tuesday, March 22nd @ 6:30 PM
11. Adjournment

Daniel Green

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
FEBRUARY 8, 2022 @ 6:30 PM**

Video Link: <https://www.youtube.com/watch?v=IDL2QffvHs8>

First order of business: Call to Order

Chairman Troy called the meeting to order at 6:30 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Roll Call

Present: Chairman Troy, Supervisor Dionisopoulos, Supervisor Kranick, and Supervisor Woelfle. Also present was Administrator Dan Green.

Supervisor Michels was excused.

Fourth order of business: Citizen Comments:

Fifth order of business:

- A. Approval of January 25, 2022, Town Board Minutes

Motion by Supervisor Dionisopoulos to approve the minutes from January 11, 2022. Seconded by Supervisor Kranick. Motion passed 4-0.

Sixth order of Business: Action on vouchers submitted for payment:

- A. Report on budget sub-accounts and action to amend 2021 budget

Motion by Supervisor Kranick to amend the 2021 Budget to increase General Fund account 10-59230-900 Transfers to Other Funds by \$105,000 and increase Replacement Fund account 22-49210 Transfer from General Fund by \$105,000 with \$55,000 of the funds to come from account 10-53310-370 and \$50,000 to come from the General Fund surplus funds; and to amend the 2021 Budget to increase the expenditure account 10-52300-298 by \$63,516 for 2% Fire Dues, increase 10-52300-340 by \$21,631 for supplies inventory utilization, and increase revenue account 10-43420 by \$63,516 for 2% Fire Dues. Seconded by Supervisor Woelfle. Motion passed 4-0.

- B.1) Accounts payable; 2) Payroll

Motion by Supervisor Kranick to approve payment of #65347-#65409 in the amount of 235,482.82, and payrolls dated February 4, 2022, in the amount of \$15,902.44. Seconded by Supervisor Dionisopoulos. Motion passed 4-0.

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

- A. Deer management Program update by Wayne Dehn

Wayne Dehn gave a report on the deer management program for this year. He stated there were 148 approved hunters this year. None of the cost of the program went to the Town, with all stands, accessories, website, and training being covered by donations from hunters. 13 stands were used in the Town with 40 deer harvested. 29 of the deer were through nuisance tags. Last year the Town had a total of 45 deer, but there were also zero deer harvested from the old Fire Station 2 location. He believes they did not reach the same number as last year. He stated the Town is providing a great service to reduce the herd and to expand hunting education. His hope is to encourage more youth hunters to utilize the program with their parents.

Eighth order of Business: Unfinished Business: NONE

Ninth order of Business: New Business:

- a. Discussion and possible action on the recommendation from the Plan Commission to approve a conditional use permit to construct and operate a communication tower on land located at S12W31032 Summit Avenue. Specifically, the tower will be located approximately 515 feet north of Summit Avenue and 98 feet west of Maple Avenue.

Administrator Green gave a brief report of the actions taken by the Plan Commission. The engineer has reviewed and recommends approval, as the applicant has submitted the required documentation. Mr. Kranick noted that only one person spoke at the public hearing, and it was the closest neighbor who supported the project. It was also reiterated that any additional users will have to go back to the plan commission for approval and the fence around the existing equipment would have to be expanded.

Motion by Supervisor Kranick to approve a conditional use permit to construct and operate a communication tower on land located at S12W31032 Summit Avenue. Seconded by Supervisor Dionisopoulos. Passed 4-0.

- b. Discussion and possible action on the recommendation from the Plan Commission to approve a Certified Survey Map to combine lands located at N21 W28697 Elizabeth Court.

Motion by Supervisor Kranick to approve a Certified Survey Map to combine lands located at N21W28697 Elizabeth Court. Seconded by Supervisor Woelfle. Motion passed 4-0.

Tenth order of Business: Announcements and Planning items

- A. Town Board – Tuesday, February 22nd @ 6:30 PM
- B. Plan Commission – March 1st @ 6:30 PM
- C. Town Board – March 8th @ 6:30 PM

Thirteenth order of Business: Adjournment:

Motion by Supervisor Woelfle to adjourn the Tuesday, February 8, 2022, Town Board meeting at 6:47 PM. Seconded by Supervisor Dionisopoulos. Motion passed 4-0.

Respectfully submitted:

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



A PERFECT ENVIRONMENT

Residential Recreational Responsible

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

February 22, 2022

To: Chairman Ron Troy
Cc: Town Board
From: Dan Green, Administrator/Clerk/Treasurer

Item: Discussion and possible action on amending the 2021 Budget.

Description:

The Town's 2021 budget needs to be amended to account for items that were under/over budget. The following budget codes will need to be adjusted.

Highway Capital Expenditure Account: Mecalac Purchase

This item was brought to the board in May of last year, and a budget amendment was done to increase the proceeds from long term debt account by \$161,000 for the purchase of a new excavator. The budget amendment did not include the adjustment to the expenditure account, 10-53310-810, Capital Expenditures. This amendment would offset the revenue adjustments for the purchase.

*Inspection Expenditure

The inspection budget was over budget by \$15,323, and is a direct correlation of the inspection revenue budget also being over. The expenditure budget of 10-52400-299 should be increased by \$15,323.

*Refuse Collection

The refuse collection expenditure (10-53620-291) budget needs to be increased by \$6,487.

**These amendments are based on the final audited numbers.*

Recommendation:

Staff recommends approval amending the 2021 Budget to increase the following expenditure accounts:

- Highway Capital account (10-53310-810) by \$161,012
- Inspection Contracted Services account (10-52400-299) by \$15,323
- Refuse Collection expenditure account (10-52400-299) by \$6,487.



**TOWN OF DELAFIELD
APPLICATION AND LICENSE
FOR
VACATION RENTALS**

<u>1. Owner</u>	<u>Applicant or Owner's Agent</u>
Name <u>ANDY & SHAYLA FALLON</u>	Name _____
Address <u>N28W29868 OAKWOOD</u> <u>GRACE RD (street)</u> <u>53072</u>	Company _____
(city) _____ (state) (zip code) _____	Address _____ (street) _____
Telephone: office _____ fax _____	Telephone: office _____ fax _____
E-mail address: _____	E-mail address: _____

DISASTERRECOVERY.COM

License granted to:
For the following property:
Pursuant to the approval granted on:
Fee paid on:

ANDY & SHAYLA FALLON
N28W29868 OAKWOOD GRACE RD
JUN 30 2021
1-24-2022

Please note that the following requirements apply to the vacation rentals in the Town of Delafield, which are conditions of this License:

1. The Petitioner must provide to the Town Clerk a copy of the State Tourist Rooming House permit for the Subject Property, prior to the Town's license being effective; and evidence of each renewal of such State permit shall be filed by the Petitioner with the Town Clerk, such that evidence of a current State permit is always on file for the duration of the Town's vacation rental establishment license.
2. Transfer of a license because of transfer or sale of property is not permissible. Should such property be sold, then the license shall become void.
3. All vacation rental establishments shall be subject to and comply with Wisconsin Statutes Chapter 254, subchapter VII including maintaining a tourist rooming house annual permit as required by Wisconsin Statutes Section 254.69(2), which sections are incorporated herein by reference.
4. All vacation rental establishments shall be subject to and comply with Wisconsin Administrative Code HS 195 which is hereby incorporated by reference.
5. Each vacation rental establishment shall be required to keep a register and require all guests to sign such register using their actual names and address before being assigned quarters. The register shall be available for inspection by the Waukesha County Sheriff's Department, and Town Code Enforcement Officer for a period of not less than one year.
6. A minimum of one off-street parking stall shall be provided for every guest bedroom with a minimum of three. All parking areas shall meet the size and location requirements of the Town Code and shall be hard-surfaced and maintained in a reasonably dustless condition.
7. Every vacation rental establishment shall be properly addressed with numbers on the street side of the structure, a minimum of 5" high and of contrasting color so as to be visible from the street.



**TOWN OF DELAFIELD
APPLICATION AND LICENSE
FOR
VACATION RENTALS**

8. The Town Board shall consider the potential impact to the surrounding neighborhood and proximity to any existing bed and breakfast establishment or vacation rental establishment when reviewing a request for a vacation rental establishment license.
9. Whenever the property changes ownership, an occupancy permit and a new license is required to ensure compliance with all State and local regulations and ordinances.
10. Every license for a vacation rental establishment shall be placed on a February Town Board meeting agenda for consideration and possible action upon annual review, to ensure compliance with all licensing requirements. Such property may be inspected by the Waukesha County Sheriff's Department, Town Fire Department, Town Code Enforcement Officer, or other authorized personnel of the Town to investigate and determine if any violations exist.
11. All refuse containers shall be screened from view.
12. If the Town finds that any statement made on the license application is incorrect, at any time, the Town may immediately and summarily revoke the conditional use permit.
13. Sleeping quarters related to a vacation rental establishment use shall only be located within the principal structure on the lot. Accessory buildings cannot be used for sleeping quarters.
14. Property that is used for a vacation rental establishment must have clearly delineated property lines, by approved fences, vegetation or other means to the satisfaction of the Town Board. Such clear delineation must be maintained for the duration of the license, to ensure that all users of the property are clearly aware of the boundaries of the property and confine their use to the applicable parcel.
15. Unless the property is connected to a municipal sewer system, the Petitioner/Owner must provide to the Town Code Enforcement Officer, proof that is satisfactory to the Town Code Enforcement Officer that the septic system is properly sized for purposes of the proposed use. Such septic system must be properly maintained at all times for the duration of the conditional use permit.
16. The vacation rental establishment occupancy limits shall not exceed the number of occupants allows in Wisconsin Administrative Code Section DHS 195.14(2)(b) per bedroom, and also shall not exceed 8 per 1,000 square feet of living area within the principal structure.
17. The parcel cannot have more people on site than the higher of 20 people or the maximum number of people allowed under Wisconsin Administrative Code Section DHS 195.14(2)(b).
18. The Petitioner/Owner must provide a copy of this section and a copy of the license, to all parties using the property for vacation rental purposes, prior to commencement of each such use.

Dated this _____ day of _____, 20_____.

TOWN OF DELAFIELD

Ronald A. Troy, Town Chairman

ATTEST:

Dan Green, Town Clerk



**WAUKESHA COUNTY
DEPARTMENT OF PARKS AND LAND
USE
Division of Environmental Health**

License, Permit or Registration

The person, firm, or corporation whose name appears on this license is hereby authorized to operate the facility indicated below. The operation and maintenance of the facility shall be in accordance with the Waukesha County Code. This is not a zoning permit.

ACTIVITY Tourist Rooming House (LTR)	EXPIRATION DATE 30-Jun-2022	I.D. NUMBER HDEH-BRSPSN
LICENSEE MAILING ADDRESS ANDY & SHAYLA FALLON N28W29868 OAKWOOD GROVE RD PEWAUKEE WI 53072	NOT TRANSFERABLE	BUSINESS / ESTABLISHMENT ADDRESS ANDY & SHAYLA FALLON N28W29868 OAKWOOD GROVE RD PEWAUKEE WI 53072

If you do not receive a renewal form prior to June 30th from your licensing authority, you should send in your payment for renewing your permit to the following address:

**WAUKESHA COUNTY DEPARTMENT OF PARKS AND LAND USE DIVISION OF
ENVIRONMENTAL HEALTH
515 W MORELAND BLVD AC 260
WAUKESHA, WI 53188
(262)896-8300**

* Include the name of your facility and the ID number.

1. State permit has been acquired and submitted.
2. Agreed
3. We will maintain the state permit along with the local municipality permit
4. Agreed
5. We utilize AirBnb and VRBO exclusively. They keep detailed files on all guests. We also maintain a list of all guests.
6. We have concreted driveway with ample parking on the property
7. The house numbers are on order and will be placed at the end of the driveway instead of the regulated installation on the structure. You cannot see the home from the road.
8. The house is set back from the road in a wooded area. We have woods that block 2 neighbors and a wood fence that blocks the other.
9. Agreed
10. Agreed
11. You can't see the containers from the road. They are kept on the side of the home and aren't visible by any neighbors.
12. Agreed
13. There are no other accessible structures on the property other than the home.
14. The property is marked as clearly as it can be. It's a heavily wooded area. We proved all guests with a GIS map printout with the property lines highlighted.
15. Property is connected to municipal sewer
16. We are far under the state requirement. We typically have a limit of 6 people renting our home.
17. We typically would rent to no more than 6 people, never 20 or more
18. Agreed. We have binder that has all important information in it. This would be placed in there.

Additional question answer:

We try to rent our home out when we are weekend camping or on vacations. This would usually be 2-4 days. We use AirBnb and VRBO exclusively for this. They have screening and vetting procedures themselves. As this is our home, we go one step further. We use SafelyStay Inc. to screen the guests. This verifies their identity, searches criminal databases and searches the bad guest database. We also have a very strict set of rules all guests must agree to prior to the stay. This is all done through the VRBO and AirBnb app. My wife and I take random trips on short notice, if we can get a renter we will! This would end up being a few times a year. All guests pay either VRBO or AirBnb, those companies then pay us. Pricing fluctuates and we don't set the pricing.

Engineer's Report for February 22, 2022

Vacation Rentals Fallon N28 W29868 Oakwood Grove Miller/KA Home Investments W304 N2501 Maple Avenue

Report

Prior to consideration for approval of a vacation rental establishment, the Board should confirm that the proposed facility meets the definition of Vacation Rental Establishment as stated in Chapter 9.14 (5) of the Town Code, as follows:

Any property that is regulated by Wisconsin Statutes Chapter 254, subchapter VII, as a tourist rooming house, and

Any real property that is subject to any verbal or written contract, lease, sublease, rental agreement, easement, instrument or other device, if all of the following circumstances apply:

- (i) The Agreement or Agreements create a right to occupy said property during separate periods of time.
- (ii) Such rights of occupancy have an actual duration of less than one month;
- (iii) The Agreement requires payment or other remuneration or barter, for the benefit of the property owner; and
- (iv) The separate rights to occupy the property occur two or more times per calendar year.

Chapter 9.14 (5) of the Town Code of Ordinances provides specific requirements related to vacation rentals and are listed on the application. Staff has requested that each applicant provide a document stating how that requirement is being met. The property owner must follow Chapter 254, subchapter VII of the State Statutes and DHS 195.14(2) (b) of the Wisconsin Administrative Code.

Requirement 14 states that properties that are approved for a Vacation Rental Establishment must have clearly delineated property lines. Although the applicants provided an aerial photo of the boundary location and have stated that they will provide the photo to their renters, I strongly suggest that the property owners field delineate the property boundaries using wood lath and flagging at the property corners and along the sides and rear of the property to assure that the renters know the physical property boundaries.

Staff Recommendation:

Based on the information provided by both applicants, it appears that they each meet the definition of Vacation Rental Establishment. Also, both parties have provided documentation as to how they will meet all the requirements of Chapter 9.14 (5) of the Town Code., Subject to any new information presented at the Town Board meeting, the applications appear acceptable and approvable. I suggest that any approval be subject to the property owner field delineating the boundaries.

Tim Barbeau, Town Engineer
February 15, 2022



TOWN OF DELAFIELD
APPLICATION AND LICENSE
FOR
VACATION RENTALS



1. <u>Owner</u>		<u>Applicant or Owner's Agent</u>	
Name	Kyle Miller	Name	Kyle Miller
Address	230 Prairie Ave (street)	Company	KA Home Investments LLC
		Address	230 Prairie Ave (street)
	HARTLAND WI 53029 (city) (state) (zip code)		HARTLAND WI 53029 (city) (state) (zip code)
Telephone: office	[REDACTED]	Telephone: office	[REDACTED]
fax		fax	
E-mail address:	[REDACTED]	E-mail address:	[REDACTED]

License granted to:

For the following property:

Pursuant to the approval granted on:

Fee paid on:

KA HOME INVESTMENTS LLC
6304 N 2501 NORTH MAPLE AVE PRUNICE WI 53072

Please note that the following requirements apply to the vacation rentals in the Town of Delafield, which are conditions of this License:

1. The Petitioner must provide to the Town Clerk a copy of the State Tourist Rooming House permit for the Subject Property, prior to the Town's license being effective; and evidence of each renewal of such State permit shall be filed by the Petitioner with the Town Clerk, such that evidence of a current State permit is always on file for the duration of the Town's vacation rental establishment license.
2. Transfer of a license because of transfer or sale of property is not permissible. Should such property be sold, then the license shall become void.
3. All vacation rental establishments shall be subject to and comply with Wisconsin Statutes Chapter 254, subchapter VII including maintaining a tourist rooming house annual permit as required by Wisconsin Statutes Section 254.69(2), which sections are incorporated herein by reference.
4. All vacation rental establishments shall be subject to and comply with Wisconsin Administrative Code HS 195 which is hereby incorporated by reference.
5. Each vacation rental establishment shall be required to keep a register and require all guests to sign such register using their actual names and address before being assigned quarters. The register shall be available for inspection by the Waukesha County Sheriff's Department, and Town Code Enforcement Officer for a period of not less than one year.
6. A minimum of one off-street parking stall shall be provided for every guest bedroom with a minimum of three. All parking areas shall meet the size and location requirements of the Town Code and shall be hard-surfaced and maintained in a reasonably dustless condition.
7. Every vacation rental establishment shall be properly addressed with numbers on the street side of the structure, a minimum of 5" high and of contrasting color so as to be visible from the street.



**TOWN OF DELAFIELD
APPLICATION AND LICENSE
FOR
VACATION RENTALS**

8. The Town Board shall consider the potential impact to the surrounding neighborhood and proximity to any existing bed and breakfast establishment or vacation rental establishment when reviewing a request for a vacation rental establishment license.
9. Whenever the property changes ownership, an occupancy permit and a new license is required to ensure compliance with all State and local regulations and ordinances.
10. Every license for a vacation rental establishment shall be placed on a February Town Board meeting agenda for consideration and possible action upon annual review, to ensure compliance with all licensing requirements. Such property may be inspected by the Waukesha County Sheriff's Department, Town Fire Department, Town Code Enforcement Officer, or other authorized personnel of the Town to investigate and determine if any violations exist.
11. All refuse containers shall be screened from view.
12. If the Town finds that any statement made on the license application is incorrect, at any time, the Town may immediately and summarily revoke the conditional use permit.
13. Sleeping quarters related to a vacation rental establishment use shall only be located within the principal structure on the lot. Accessory buildings cannot be used for sleeping quarters.
14. Property that is used for a vacation rental establishment must have clearly delineated property lines, by approved fences, vegetation or other means to the satisfaction of the Town Board. Such clear delineation must be maintained for the duration of the license, to ensure that all users of the property are clearly aware of the boundaries of the property and confine their use to the applicable parcel.
15. Unless the property is connected to a municipal sewer system, the Petitioner/Owner must provide to the Town Code Enforcement Officer, proof that is satisfactory to the Town Code Enforcement Officer that the septic system is properly sized for purposes of the proposed use. Such septic system must be properly maintained at all times for the duration of the conditional use permit.
16. The vacation rental establishment occupancy limits shall not exceed the number of occupants allows in Wisconsin Administrative Code Section DHS 195.14(2)(b) per bedroom, and also shall not exceed 8 per 1,000 square feet of living area within the principal structure.
17. The parcel cannot have more people on site than the higher of 20 people or the maximum number of people allowed under Wisconsin Administrative Code Section DHS 195.14(2)(b).
18. The Petitioner/Owner must provide a copy of this section and a copy of the license, to all parties using the property for vacation rental purposes, prior to commencement of each such use.

Dated this ____ day of _____, 20_____.

TOWN OF DELAFIELD

Ronald A. Troy, Town Chairman

ATTEST:

Dan Green, Town Clerk

1. State permit has been acquired and submitted herein.
2. Agree to this statement.
3. We shall comply with WI Stat Ch 254, subchapter VII, including maintain a tourist rooming house annual permit as required by WI Stat Sec 254.69(2).
4. We will comply with WI Admin. Code HS 195.
5. A detailed file on all guests will be maintained and available for inspection by the Waukesha County Sheriff's Department and Town Code Enforcement Officer for a period of not less than one year.
6. The property provides a concreted driveway with ample parking.
7. The house is properly addressed with numbers on the street side of the structure, a minimum of 5" high and contrasting color so as it is visible from the street.
8. Agree.
9. We understand that an occupancy permit and a new license is required whenever the property changes ownership.
10. We understand that every license for a vacation rental establishment shall be placed on the February Town Board meeting agenda.
11. All refuse containers will be screened from view.
12. Agreed to terms.
13. Sleeping quarters shall only be located within the principal.
14. The property is marked on a GIS map printout and will be provided to all guests. We also own the property to back of the property (west) and the property to the right (North) of the property. The property also has a partially fenced in yard.
15. Property is connected to municipal sewer
16. We agree that the occupancy limits shall not exceed the number of occupants allowed in WI Admin Code Sec DHS 195.14(2)(b) per bedroom.
17. The parcel will not have more people on site than the higher of 20 people or the maximum number of people allowed under WI Admin Code Sec DHS 195.14(2)(b).
18. We will provide a copy of this section and a copy of the license, to all parties using the property for vacation rental purposes, prior to commencement of each such use..

The home shall be rented out as a short-term rental. The rental period shall be a minimum of 2-4 days, up to but not limited to a year (depending on the tenant's needs). We utilize AirBnb and VRBO for the screening of parties and rental of the property. Both AirBnb and VRBO background check all guests within 10 days of check in. This helps identify quality applications who are more likely to pay rent on time, have a clean background and treat the property with care. We (host) also receive a background check at the same time to provide piece of mind to the visiting tenants. Tenants are provided a strict set of rules that they must agree to prior to the stay. All tenants pay either VRBO or AirBnb and then the company forwards those funds to us. There is no set rental price as pricing fluctuates due to length of contract and terms of rental.



WAUKESHA COUNTY
DEPARTMENT OF PARKS AND LAND
USE
Division of Environmental Health

License, Permit or Registration

The person, firm, or corporation whose name appears on this license is hereby authorized to operate the facility indicated below. The operation and maintenance of the facility shall be in accordance with the Waukesha County Code. This is not a zoning permit.

ACTIVITY Tourist Rooming House (LTR)	EXPIRATION DATE 30-Jun-2022	I.D. NUMBER HDEH-CB4MJ8
LICENSEE MAILING ADDRESS K & A HOME INVESTMENTS, INC. 230 PAWLING AVE HARTLAND WI 53029	NOT TRANSFERABLE	BUSINESS / ESTABLISHMENT ADDRESS K & A HOME INVESTMENTS W304N2501 MAPLE AVE PEWAUKEE WI 53072

The Black area outlined is the Pewaukee Retreat property lines.

**Stay with in the property lines per local laws!
Thank you**





A PERFECT ENVIRONMENT

Residential Recreational Responsible

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

February 22, 2022

To: Chairman Ron Troy
Cc: Town Board
From: Dan Green, Administrator/Clerk/Treasurer

Item: Discussion and possible action on the use of impact fees to purchase and install two scoreboards, fencing and expand and repave the parking lot at the Sports Commons.

Description:

The Town is considering ways to improve its service to the community, by offering upgrades to the Sports Commons. The baseball program continues to expand the number of player participants and sponsors. Staff believes a responsible use of impact fees is to preserve and maintain the Sports Commons area. The application of impact fees to the Sports Commons will assist in attracting sponsorship opportunities and expand the use of the park for the betterment of our residents. I have highlighted below the specific improvements being proposed.

Scoreboards

Town staff proposed the placement of electronic scoreboards on both of our fields to improve the quality of the baseball program. The scoreboards have two 8' panels, one showing "Town of Delafield" at the top, and another at the bottom, to provide sponsorship opportunities. Sponsorships will be used to help maintain our fields and update equipment, helping to reduce the tax burden for residents. The two scoreboards will be placed at the outfield of both fields (left field for the larger and right field for the smaller). The cost to purchase both scoreboards is \$7,360.00, including delivery. The cost to run electricity from its current location (the picnic shelter) to the scoreboards is \$11,250, and includes running electricity to the new flagpole as well. This cost will be funded by the Town's impact fees.

Flagpole

The fields at Sports Commons currently does not have a flagpole. A flagpole is customary for most sporting venues. The flagpole would be placed between the two fields with appropriate lighting. The cost for the purchase and installation of the flagpole is \$1,990.00, and will be paid from our park and recreation donation fund, but there are sponsors interested in reimbursing the town for the expense.

Parking Lot Expansion

The engineer and staff have reviewed the Sports Commons parking lot, and concluded it does not meet the needs of various programs utilizing the area. Staff is proposing to bid out a repaving project that would expand the parking lot width and depth, providing more parking, and a better traffic flow. The anticipated cost of the expansion and repaving is expected to exceed \$25,000, and would require a public bid process. The parking lot would require the removal of one basketball hoop, with parking extending into the current basketball court. This project will be funded through the Town's impact fees.

Outfield Fencing

Town staff, along with the input of coaches and players of our baseball program, propose the installation of a homerun fence along the smaller field on the north side of the park. This would match the field to the south, and provide for better quality of play. Additionally, this could provide potential sponsorship opportunities for advertising along the fence. The cost to install a homerun fence on the northern field is \$18,440.00 and

includes two 20' foul poles and a yellow top cap along the fence. This project will be funded by park and recreation donation funds.

Fiscal Impact

The total cost of all improvements is outlined below.

Park and Recreation Donation Funds

Homerun fence:	\$18,440.00
Flagpole:	\$1,990.00
Total:	\$20,430.00

Impact Fee Funds

Scoreboards:	\$7,360.00
Electricity:	\$11,250.00
Scoreboard Installation:	\$10,000 (Estimated)
Parking Lot:	TBD
Total:	\$28,610

Total cost as presented: \$49,040

Total available Impact Fees: \$181,452.66
Total available Impact Fees for parking lot project: \$152,842.66

Recommendation:

Staff recommends approval the purchase and installation of two scoreboards from Varsity Scoreboards, a flagpole by FLAG Center, extending electricity to the flagpole and scoreboards by Wolf Electric, and outfield fencing by Sentry Fence, for a total cost of \$49,040. Project funds to come from Impact Fees (\$28,610) and Park Donation Funds (\$20,430).

Staff also recommends approval of bidding out the expansion and repaving of the Sports Commons parking lot, with the final bid being subject to approval by the Town Board.

Quote

Century Fence Company
1300 Hickory St.
Pewaukee, WI 53072



Quote To: Delafield, Town of W302 N1254 Maple Ave Delafield, WI 53018	Project Location: Sports Commons W302 N1254 Maple Ave Delafield, WI 53018	Quote #: 7660 Quote Date: 11/11/2021
---	---	---

Description

Outfield Fence at 230'

362 of 6 high galvanized chain link fence with 1 5/8" top rail. Chain link fabric 9 gauge wire, 2" mesh. Line posts 2" OD, SS40, spaced 10 on center.

- 2 - 3" OD, SS40, galvanized, steel pipe, end posts, 6 high.
- All posts driven 4

Material and Labor: \$13,670.00

Please add: \$2,150.00 for 2 - 20 high, 3" OD, yellow, foul poles.

Please add: \$2,620.00 for yellow corrugated top cap.

excludes: private underground utility locate, rock conditions, underground obstructions, permit

Quote Valid For 15 days

Buyer's Signature: _____	Date: _____	Submitted by: <u>Tom Foerster</u>
Acceptance: This quote when accepted in writing by purchaser and by Century Fence Company becomes a contract between two parties. The conditions on the attached 'Terms and Conditions' are made a part of this contract.		Tom Foerster Office: 262-956-6429 Cell: 262-993-5516 Email: TFoerster@centuryfence.com
Terms of Payment: Net Cash upon receipt of invoice.		



DIVISION OF MMK ENTERPRISES INC.
 "Custom design, Our specialty"
 2954 N. 117TH STREET
 WAUWATOSA, WI 53222
 PHONE: (414) 778-1776
 TOLL FREE: (800) 795-4295
 FAX: (414) 258-8202
 EMAIL: sales@flagcenter.net
 WEBSITE: www.flagcenter.net

QUOTE

ORDER NUMBER: 0088531
 ORDER DATE: 2/10/2022
 SALESPERSON: FLAG
 CUSTOMER NO: 00-0424821

SOLD TO:
 DELAFIELD, TOWN OF
 W302N1254 MAPLE AVE
 DELAFIELD, WI 53018

SHIP TO:
 SPORT COMMONS
 W302N1254 MAPLE AVE
 DELAFIELD, WI 53018

CONFIRM TO:
 ALYSSA VAUGHAN 262-364-7773

CUSTOMER PHONE: 262-364-7773

CUSTOMER FAX:

CUSTOMER P.O.:
 QUOTE

SHIP VIA:
 OUR DELIVERY

TERMS:
 NO TERMS

ITEM NUMBER	UNIT	ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
FP-ECX30 30' AL POLE 5 X 3IN SATIN	EA	1.00	0.00	0.00	1,455.0000	1,455.00
Height: 30' / Base Dia: 5" / Top Dia: 3" / Wall Thickness: .125" / Max Flag Rating: 85 mph with 5X8 flag						
U1N-58 US NY 5X8'	EA	1.00	0.00	0.00	0.0000	0.00
INCLUDED						
/FPINSTALLFC FLAGPOLE INSTALLATION	EACH	1.00	0.00	0.00	535.0000	535.00

Standard installation in foundation sleeve encased in a concrete base set just below grade (no visible concrete pad) in native soils. Spoils will be left within 100 yards of the dig location. If concrete or tree roots need to be removed additional charges will apply.

TERMS: 50% deposit, balance due upon completion.

Lead time to be confirmed at order. Anodized or custom poles may take 8-12 weeks.

Net Order: 1,990.00
 Less Discount: 0.00
 Freight: 0.00
 Sales Tax: 0.00
Order Total: 1,990.00

106 Max Hurt Drive

QUOTATION

Toll-Free: **1-800-323-7745**
varsityscoreboards.com

PREPARED FOR

Town of Delafield

Delafield WI 53018

Alyssa Vaughan

parkandrec@townofdelafield.org

262-364-7773

DETAILS

Quote Number: 36728594

Prepared By: Charlene Knight

PO Number:

Created On: October 20, 2021

PART #	DESCRIPTION	QTY.	LIST PRICE (\$)	EXTENDED PRICE (\$)
	8' x 4' BASEBALL SCOREBOARD			
	<ul style="list-style-type: none">• 15" LED digits with Protective Shields• Home/Guest score up to 99, Innings up to 9• 2" Round - Ball, Strike, Out Indicators			
3314-21	<ul style="list-style-type: none">• Galvanized steel cabinet with powder coat finish• Wireless remote control with internal rechargeable battery• 5 - Year Limited Warranty	2	\$2,895.00	\$5,790.00
SP8X21-OD	8' Outdoor School/Sponsor Panel	4	\$295.00	\$1,180.00
SHIPPING	SHIPPING	1	\$390.00	\$390.00

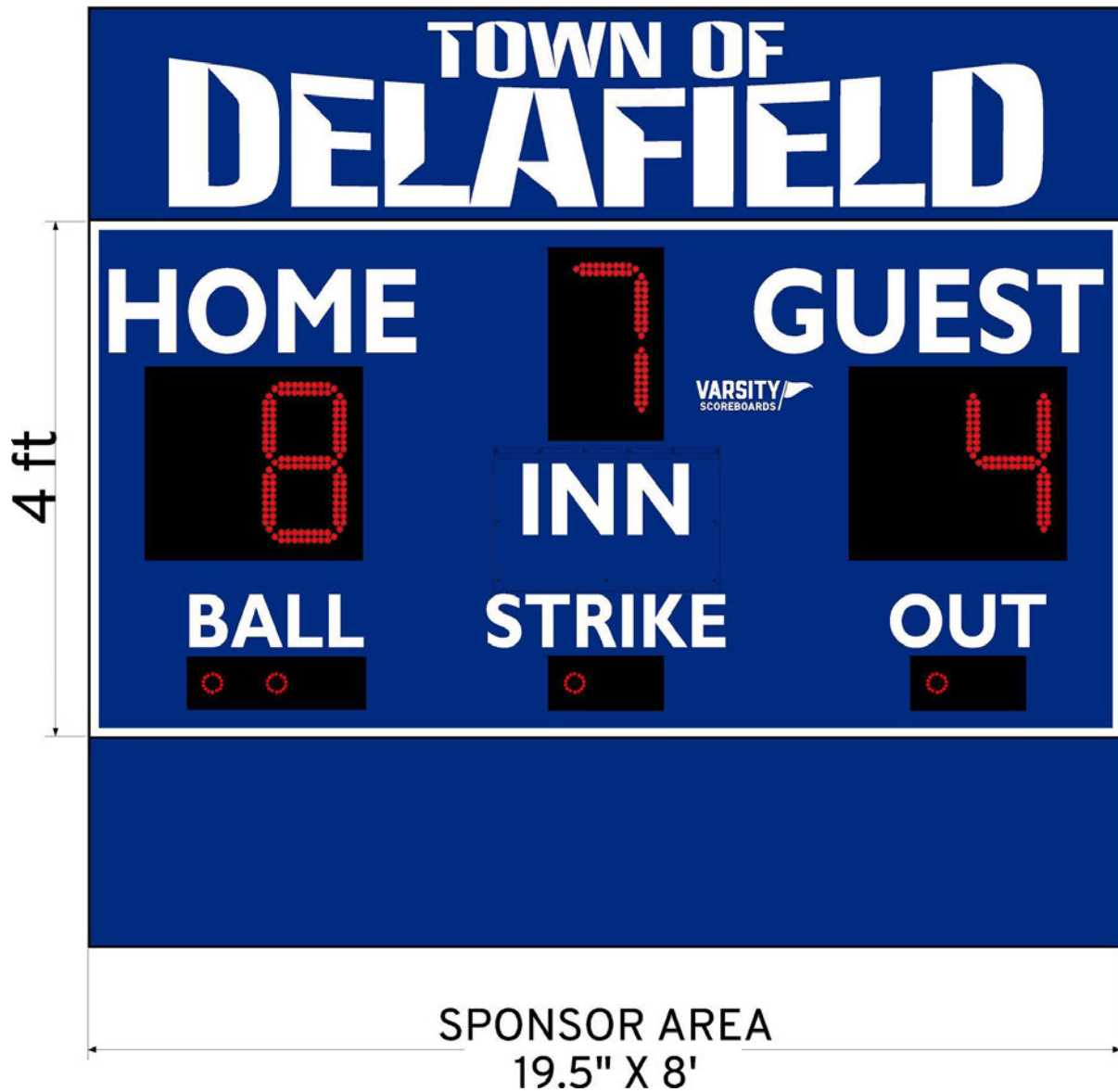
NOTES:

Quote valid for 30 days. Installation and electrical work not included. Visa, Mastercard, American Express and personal checks accepted for your convenience

Subtotal \$7,360.00

Quote Total **\$7,360.00**

MODEL - 3314



Please review these graphics carefully. Changes requested after acceptance of this quote may result in additional charges. Colors are for proofing only and may vary on different printers, monitors, and finished products.

Logo creation fee may apply. If you have any questions concerning this quotation or if there is anything else I can do for you, please give me a call. Thank you for the opportunity to quote on your project.

Sincerely,



CHARLENE KNIGHT, Sales Associate
charlene.knight@varsityscoreboards.com
800.323.7745, Ext. 160



February 2, 2022

Varsity Scoreboards installation quote for the Town of Delafield, Delafield WI

\$12,490.00

Qty. of (2) model# 3314 (8' x 4' scoreboards) with sponsor panels

Town of Delafield's responsibilities:

- Determine and communicate to the installers the specific location for the new scoreboard.
- Locate and mark underground utilities in the area of the new scoreboard location
- Ensure the installation site is clear and accessible with a lift device such as a bucket truck **SEE NOTE 4/6**
- Provide a 120vac/20a/60hz grounded circuit at the base of one of the upright columns. **SEE NOTE 3**

Varsity Scoreboards/Installer's responsibilities:

- Install new painted I-beams and set in concrete **SEE NOTE 2**
- Assemble, lift, and mount the scoreboard
- Route conduit to make final 120V power connections into the scoreboard. **SEE NOTE 3**
- Testing of the unit to make sure it works properly. Demo for owners.
- Clean up of site and dispose of packaging and trash

NOTES/ BID QUALIFICATIONS:

1. This quote assumes that the wireless control option will be included, so no control cable is required between the scoreboard and scorekeeper location.
2. This quote includes digging of new footer holes, and providing/setting two new beams. This quote assumes that the embedded column process is sufficient, meaning 24" diameter round footer holes dug out with an auger, then 8" beam/pole lowered into those holes 5'-6' deep, footer then filled up around the column with concrete. If local requirements are that deeper or bigger footers are required, or rock is encountered at the site, additional cost will be billed to the Town of Delafield.
3. This quote assumes the Town of Delafield will be responsible for providing a 120VAC/20A /60Hz grounded circuit to the base of one of the columns from a nearby power source. The existing power may be sufficient, and if so, can be routed into the new scoreboard and connected. If the circuit is in place at the time of the install, the installers can make those connections. If the circuit is not in place at the time of the install, the installers will use a temporary power source such as a generator to test/demo the scoreboard, then the responsibility of making the final power connections will fall to the Town of Delafield. This quote does not include a return trip by the installer to connect power.
4. This quote assumes the install area is accessible with a lift truck so that no damage will be done to the grounds. Varsity Scoreboards will not be responsible for ground restoration or tow fees if equipment gets stuck. Wet and saturated ground can make access difficult and delay schedules. Installers will check with the Town of Delafield reps before attempting to get a lift truck to the site.
5. On site security/night watchman by others. Varsity Scoreboards will not be responsible for stolen materials or equipment delivered to the work site.
6. Varsity Scoreboards will have free and clear access to the site and an uninterrupted work schedule for installing the scoreboard.
7. This quote does not include the cost of permits or permit acquisition fees. If permits are required and Varsity Scoreboards is to obtain them, additional cost will be billed to the Town of Delafield.
8. This quote does not include the cost of PE stamped drawings or acquisition fees. If these drawings are required and Varsity Scoreboards is to obtain them, additional cost will be billed to the Town of Delafield.
9. The projected target date for completion would be Spring 2022 if weather & ground conditions allow.
10. Quote is good for 30 days after February 2, 2022. If you accept the above conditions, please sign, date, and return this form to us as soon as possible.

Signature

Date



Wolf Electric LLC
Commercial, Industrial, Residential

Estimate

Date	Estimate No.
12/8/2021	832

Name/Address

Town of Delafield
 W302N1254 Maple Ave
 Delafield, WI 53018

Description	Qty	Rate	Total
Sports Commons -Install 60 amp sub panel at equipment storage container with 2x gfci outlet box. -Run (2) 20a 120v circuits from sub panel to and connect (2) new score boards Work to be performed by Earth Augering Service LLC -directional bore 220 linear feet installing (1) 1.25" UL Listed HDPE sleeve -vibratory plow 350 linear feet installing (1) 1.25" UL Listed HDPE sleeve -vibratory plow 100 linear feet installing (1) 1" UL Listed HDPE sleeve -excavate for and install (1) quazite box -backfill all excavations to rough grade (finish restoration by others Quoted price		10,500.00	10,500.00
		Total	

X _____

Payment Due In 30 Days or upon completion without prior credit approval. Late charges of 1.5% apply if payment is not received in 30 days after invoice date.



Wolf Electric LLC
Commercial, Industrial, Residential

Estimate

Date	Estimate No.
12/8/2021	832

Name/Address

Town of Delafield
 W302N1254 Maple Ave
 Delafield, WI 53018

Description	Qty	Rate	Total
-Install led flood light with ground base and photocell ceontrol to illuminate 30' flag pole. *based on being mounted within 20' of sub panel Quoted price		750.00	750.00
Total			\$11,250.00

Agreement: The terms of the contract shall be binding parties and the prices, specification and conditions are satisfactorily and hereby accepted. Named contractor is hereby authorized to do the work specified.

AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW BUILDER HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNERS LAND MAY HAVE LIEN RIGHTS ON OWNERS LAND AND BUILDING IF NOT PAID.

X _____

Payment Due In 30 Days or upon completion without prior credit approval. Late charges of 1.5% apply if payment is not received in 30 days after invoice date.

No Criminal History
D.G.



TOWN OF DELAFIELD
Direct Seller's Registration Form
\$25 Registration Fee / \$75 License Fee

Name: Anthony Butz

Permanent Address: 410 W Madison St. Wadertown, WI 53094

Phone Number (including area code): [REDACTED]

[REDACTED]

Name of Organization: LIME Painting of Milwaukee

Address of Organization: 1288 Summit Ave Suite 107-125 Oconomowoc, WI 53066

Phone Number of Organization: 262-476-7377

Temporary Address:

Temporary Phone Number (including area code):

Nature of business to be conducted and the goods and services offered:
Neighborhood canvassing for houses in need of painting and coating services

If there are goods to be delivered, explain the method of delivery:

Make, model and license number of vehicle to be used by applicant in the conduct of business:
[REDACTED]

Last cities, villages, towns where you have conducted similar business:
City of Pewaukee, Village of Merton, Village of Sussex

Place where applicant can be contacted for at least 7 days after leaving the Town:
Residence - see above

PLEASE LIST CONVICTION OF ANY CRIME OR ORDINANCE VIOLATION RELATED TO APPLICANT'S DIRECT SELLER BUSINESS WITHIN THE LAST 5 YRS., THE NATURE OF THE OFFENSE AND THE PLACE OF CONVICTION.

NA

Charge	Location/Date	Disposition
Charge	Location/Date	Disposition
Charge	Location/Date	Disposition

READ CAREFULLY BEFORE SIGNING: I declare under penalty of law that all of the above information is true and correct to the best of my knowledge and belief. I understand that incomplete or incorrect information may lead to denial of this license. License is valid for 90 days after approval. Laminated picture license must be in plain view when soliciting.

Date _____ Signature of Applicant _____

FOR OFFICE USE ONLY

Application File Fee: \$25.00

Date Paid: 2/15/2022

Direct Seller's License Fee: \$75.00

Date Paid: 2/15/2022

Approval Date: _____

Date License Issued: _____

Date License Expires: _____
(90-Day Period)

No Criminal History
D.G.



TOWN OF DELAFIELD
Direct Seller's Registration Form
\$25 Registration Fee / \$75 License Fee

Name: Craig Kowalczyk

Permanent Address: 1023 Green Meadow Dr. Oconomowoc WI 53066.

Phone Number (including area code): [REDACTED]

Name of Organization: LIME Painting of Milwaukee

Address of Organization: 1288 Summit Ave, Suite 107-125
Oconomowoc, WI 53066

Phone Number of Organization: (262) 476-7377

Temporary Address: NA - see above

Temporary Phone Number (including area code): NA - see above

Nature of business to be conducted and the goods and services offered:
neighborhood canvassing for houses in need of painting and coating services.

If there are goods to be delivered, explain the method of delivery:
to customers house

Make, model and license number of vehicle to be used by applicant in the conduct of business:
[REDACTED]

Last cities, villages, towns where you have conducted similar business:
City of Pewaukee, Village of Merton, Village of Sussex

Place where applicant can be contacted for at least 7 days after leaving the Town:
Residence - see above

PLEASE LIST CONVICTION OF ANY CRIME OR ORDINANCE VIOLATION RELATED TO APPLICANT'S DIRECT SELLER BUSINESS WITHIN THE LAST 5 YRS., THE NATURE OF THE OFFENSE AND THE PLACE OF CONVICTION.

NA

Charge	Location/Date	Disposition
Charge	Location/Date	Disposition
Charge	Location/Date	Disposition

READ CAREFULLY BEFORE SIGNING: I declare under penalty of law that all of the above information is true and correct to the best of my knowledge and belief. I understand that incomplete or incorrect information may lead to denial of this license. License is valid for 90 days after approval. Laminated picture license must be in plain view when soliciting.

Date _____ Signature of Applicant _____

FOR OFFICE USE ONLY

Application File Fee: \$25.00 Date Paid: 2/15/2022

Direct Seller's License Fee: \$75.00 Date Paid: 2/15/2022

Approval Date: _____

Date License Issued: _____ Date License Expires: _____
(90-Day Period)