



A PERFECT ENVIRONMENT

Residential Recreational Responsible

Chair
Ron Troy
Supervisors
Edward Kranick
Steve Michels
Joe Woelfle
Magalie Miller
Clerk/Treasurer
Dan Green

**SPECIAL TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
TUESDAY, APRIL 26, 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. April 19, 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 the request from Scott Flaughter for a holding tank agreement for the property located near the corner of Cushing Park Road and HWY 18, DELT 0842.999.005.
 - b. Discussion and possible action on the approval of bartender licenses for John Grignon Jr., and Isabel Wallschlaeger.
 - c. Discussion and possible action on the request from James and Susan Morris for a chicken license for the property located at W297N1675 Glen Cove Road.
 - d. Discussion and possible action on the appointment of Anthony Arbucias as chairperson to the Board of Appeals with a term beginning May 26, 2022, and expiring May 25, 2025.
 - e. Discussion and possible action on the reappointment of Rose Sasich to the Board of Appeals with the new term beginning May 26, 2022, and expiring May 25, 2025.
 - f. Discussion and possible action on the reappointment of Edward Kranick as the Town Board representative to the Plan Commission.
10. Announcements and Planning items
 - A. Plan Commission – Tuesday, May 3rd @ 6:30 PM
 - B. Town Board – Tuesday, May 10th @ 6:30 PM
 - C. Town Board – Tuesday, May 24th @ 6:30 PM

11. Adjournment



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 19, 2022 @ 6:30 PM

Video Link: <https://www.youtube.com/watch?v=rDM3imkTweQ>

First order of business: Call to Order

Chairman Troy called the meeting to order at 6:47 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Roll Call

Present: Supervisor Miller, Supervisor Kranick, Supervisor Michels, and Chairman Troy. Also present was Administrator Dan Green and Engineer Tim Barbeau.

Supervisor Woelfle was excused.

Fourth order of business: Citizen Comments:

Karen Nimz, W289S503 Elmhurst Road, stated she would like to have a direct mailer to all residents before each election notifying them of the election dates and who is on the ballot. She stated the website is not enough and would like to have this information mailed out. She stated she checked mailing options with the post office, and they advised her on mailing options for municipalities.

Fifth order of business:

- A. Approval of the March 29, 2022, Town Board Minutes

Motion by Supervisor Michels to approve the minutes from March 29, 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

- B.1) Accounts payable; 2) Payroll

Motion by Supervisor Kranick to approve payment of checks #65547-#65573 and checks #65581-#65665 in the amount of \$678,867.43, and payrolls dated April 15, 2022, in the amount of \$15,704.19. Seconded by Supervisor Michels. Motion passed 4-0.

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

Chairman Troy explained that the Mixed Use Ordinance public hearing will not be on the May 3rd Plan Commission agenda. This has been pushed back so staff can work with Waukesha County on a joint public hearing. No date has been set at this time.

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 request from Joseph and Mary Esser for a Certified Survey Map to combine lots located at N26 W30255 Maple Avenue.

Motion by Supervisor Michels to approve the request from Joseph and Mary Esser for a Certified Survey Map to combine lots located at N26W30255 Maple Avenue, subject to addressing the grammatical edits stated in the engineer's 4/4/2022 memo to the surveyor, prior to signing. Seconded by Supervisor Kranick. Motion passed 4-0.

- b. Discussion and possible action on the approval of a bartender license to Danielle Merten.

Motion by Supervisor Kranick to approve a bartender license to Danielle Merten. Seconded by Supervisor Michels. Motion passed 4-0.

- c. Discussion and possible action non the approval of Resolution 22-659, a resolution authorizing the Town of Delafield's participation in and adoption of Lake country Fire & Rescue's Comprehensive Emergency Management Plan 2021.

Fire Chief Matt Fennig explained that the management plan is a roadmap to receiving state and federal dollars in the case of a disaster. It gives direction on who declares emergencies, who operates the EEOC, and points of contact. He used the example of the train derailment in Pewaukee as an example of where this could come into play. He stated the first 80 pages are the nuts and bolts of the operation. The remainder is a checklist for each department on what needs to be done. The plan is essential the same as the plan Waukesha County adopted, and originates from FEMA. He also explained that there will be a full-scale exercise on May 6th to simulate a train derailment and how emergency operations handles this type of scenario.

Motion by Supervisor Kranick to approve Resolution 22-659, a resolution authorizing the Town of Delafield's participation in and adoption of Lake Country Fire & Rescue's Comprehensive Emergency Management Plan 2021. Seconded by Supervisor Michels. Motion passed 4-0.

Tenth order of Business: Announcements and Planning items

- A. Town Board – Tuesday, April 26th @ 6:30 PM
- B. Plan Commission – Tuesday, May 3rd @ 6:30 PM
- C. Town Board – Tuesday, May 10th @ 6:30 PM

Thirteenth order of Business: Adjournment:

Motion by Supervisor Kranick to adjourn the Tuesday, April 19, 2022, Town Board meeting at 7:33 PM. Seconded by Supervisor Michels. Motion passed 4-0.

Respectfully submitted:

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

Document No./Plan Identification No.

Holding Tank Agreement

Agreement Date

This agreement is made between the governmental unit and holding tank owner(s)

Governmental Unit

Holding Tank Owner(s)
APC Properties
385 Kennedy Ct E
Colgate, WI 53017

We acknowledge that application is being made for the installation of (a) holding tank(s) on the following property: Provide legal land description)

Being all of lot 1 and Lot 2 of Certified Survey Map No. 11964 Being a part of the SE 1/4, SW. 1/4, NE. 1/4 and NW 1/4 of the SW 1/4 of Section 31, T.7N, R. 18E Town of Delafield, Waukesha County, Wisconsin

or that continued used of the existing premises requires that a holding tank be installed on the property for the purpose of proper containment of sewage. Also, the property cannot now be served by a municipal sewer, or any other type of private sewage system as permitted under Ch. DSPS 383, Wis. Adm Code, or Ch.145.Stats.

As an inducement to the _____ to issue a sanitary permit for the above described property we agree to do the following:

1. Owner agrees to conform to all applicable requirements of Ch DSPS 383, Wis., Adm. Code relating to holding tanks. If the owner fails to have the holding tank properly serviced in response to orders issued by the governmental unit to prevent or abate a human health hazard as described in s. 254.59, Stats., the governmental unit may enter upon the property and service the tank or cause to have the tank to be serviced and charge the owner by placing the charges on the tax bill as a special assessment for current services rendered. The charges will be assessed as prescribed by s. 66.60, Stats.
2. The owner agrees, pursuant to s. DSPS 383.54, Wis. Adm. Code, to have a water meter installed in a new building or new structure. The water meter shall be installed by a plumber authorized by the State to conduct such installations, with said installation complying with State regulations and manufacturers specifications. The owner agrees to be financially responsible for the purchase, installation, maintenance, and repair of the water meter, and agrees to allow the governmental unit to enter the above described property on a regular basis to read and/or inspect the water meter.
3. Owner agrees to pay all charges and costs incurred by the governmental unit for inspection, pumping, hauling, or otherwise servicing and maintaining the holding tank in such a manner as to prevent or abate any human health hazard caused by the holding tank. The governmental unit shall notify the owner of any costs which shall be paid the owner within thirty (30) days from the date to notice. In the event the owner does not pay the costs within thirty (30) days, the owner specifically agrees that all the costs and charges may be placed on the tax roll as a special assessment for the abatement of a human health hazard, and the tax shall be collected as provided by law.
4. The owner, except as provided by s. 146.20 (3) (d), Stats., agrees to contract with a person who is licensed under Ch. NR 113, Wis. Adm. Code, to have the holding tank serviced and to file a copy of the contract or the owner's registration with the governmental unit. The owner further agrees to file a copy of any changes to the service contract, or a copy of a new service contract, with the governmental unit within ten (10) business days from the date of change to the service contract.
5. The owner agrees to contract with a person licensed under Ch. NR 113, Wis. Adm. Code, who shall submit to the governmental unit and the county on a semiannual basis a report in accordance with s. DSPS 383.55, Wis. Adm. Code, for the servicing of the holding tank. In the case of registration under s. 146.20 (3) (d), Stats., the owner shall submit the report to the governmental unit and the county. The governmental unit or county may enter upon the property to investigate the condition of the holding tank when pumping reports and meter readings may indicate that the holding tank is not being properly maintained.
6. This agreement will remain in effect only until the governmental unit responsible for the regulation of private sewage systems certifies that the property is served by either a municipal sewer or a soil absorption system that complies with Ch. DSPS 383, Wis. Adm. Code. In addition, this agreement may be canceled by executing and recording said certification with reference to this agreement in such manner which will permit the existence of the certification to be determined by reference to the property.
7. This agreement shall be binding upon the owner, the heirs of the owner, and assignees of the owner. The owner shall submit the agreement to the register of deeds, and the agreement shall be recorded by the register of deeds in a manner which will permit the existence of the agreement to be determined by reference to the property where the holding tank is installed.

Name and Return Address

Parcel Identifier Number

Owner(s) Name(s) -Print
APC Properties
Scott Flaughter

Notarized Owner(s) Signature(s)

Scott Flaughter

Subscribed and sworn to before me on this date:

Brian Walulik

Governmental Unit Official Name - Print

Governmental Unit Official's Signature

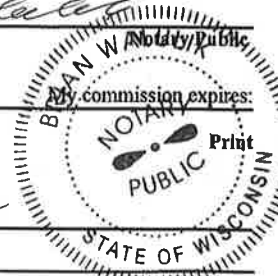
06/24/22

Governmental

Unit

Title

Brian Walulik



Drafted by:



TOWN OF DELAFIELD
 W302N1254 Maple Avenue, Delafield, WI 53018
 Tel: (262) 646-2398 Fax: (262) 646-8687
www.townofdelafield.org

BARTENDER / OPERATOR LICENSE APPLICATION

To serve fermented malt beverages/intoxicating liquors in the Town of Delafield

For license period ending _____.

Applicant Information

Applicant's Full Name JOHN W. GEIGNON JR
 Date of birth _____ Check One: Male Female
 Phone Number _____ Email _____
 Home Address 562 W 28195 Ridge Valley Rd
 City, State & Zip Waukegan, WI 53189

Violations

√ I understand that failure to list all violations may result in the rejection of this application. JG (please initial)
 1. Have you ever been arrested, cited or convicted of charges related to activities performed while bartending? Yes No
 2. Have you had any arrests, charges or citations related to controlled substance or involving alcoholic beverages? Yes No
 3. Have you ever been convicted of a felony? Yes No
 *If you answered yes to any questions above, please provide date and details: _____

4. List all arrests, convictions, dismissals and pending cases from age 18 to present below (do not include speeding and parking violations).

Violation	City	Date

*(List additional offenses on back of form)

Employment

Place of Employment as a bartender or seller of alcohol: Pewaukee Yacht Club

Applicant Signature

I, the undersigned do hereby make application to the Town of Delafield for an Operator's License to serve fermented malt beverages and intoxicating liquors subject to Wisconsin Statutes and Town of Delafield Ordinances.

I give the Town of Delafield permission to conduct a background check to verify the information I have provided and authorize the release of all information regarding my record.

Signature John W Geignon Jr Date 4/14/22

No Criminal History



TOWN OF DELAFIELD
W302N1254 Maple Avenue, Delafield, WI 53018
Tel: (262) 646-2398 Fax: (262) 646-8687
www.townofdelafield.org



BARTENDER / OPERATOR LICENSE APPLICATION

To serve fermented malt beverages/intoxicating liquors in the Town of Delafield

For license period ending _____.

Applicant Information

Applicant's Full Name Isabel Wallschlaeger

Date of birth [REDACTED] Check One: Male Female

Phone Number [REDACTED] Email [REDACTED]

Home Address W285 N919 Cherry Lane

City, State & Zip Waukesha, WI, 53188

Violations

√ I understand that failure to list all violations may result in the rejection of this application. IW (please initial)

- 1. Have you ever been arrested, cited or convicted of charges related to activities performed while bartending? Yes No
- 2. Have you had any arrests, charges or citations related to controlled substance or involving alcoholic beverages? Yes No
- 3. Have you ever been convicted of a felony? Yes No

*If you answered yes to any questions above, please provide date and details: _____

4. List all arrests, convictions, dismissals and pending cases from age 18 to present below (do not include speeding and parking violations).

Violation	City	Date

*(List additional offenses on back of form)

Employment

Place of Employment as a bartender or seller of alcohol: None

Applicant Signature

I, the undersigned do hereby make application to the Town of Delafield for an Operator's License to serve fermented malt beverages and intoxicating liquors subject to Wisconsin Statutes and Town of Delafield Ordinances.

I give the Town of Delafield permission to conduct a background check to verify the information I have provided and authorize the release of all information regarding my record.

Signature Isabel Wallschlaeger Date 04/18/2022

\$50 cash enclosed

Serving Alcohol

is proud to present this certificate to

Isabel Wallschlaeger

for successful completion of the online course

Wisconsin Alcohol Seller/Server Course



PERSONS COMPLETING THIS COURSE HAVE AGREED TO EXECUTE THE FOLLOWING POLICIES TO THE BEST OF THEIR ABILITIES.

- * CARD ANY PERSON 35 YEARS OF AGE OR YOUNGER
- * OBSERVE AND REPORT ANY CUSTOMER SHOWING SIGNS OF POSSIBLE IMPAIRED BEHAVIOR TO MANAGEMENT
- * RESPOND IMMEDIATELY TO ANY POSSIBLE PROBLEM SITUATION
- * DETERMINE THE PEOPLE ENTERING THE PREMISES TO CONSUME ALCOHOL ARE OF LEGAL ALCOHOL DRINKING AGE AND RECARD THEM IF THERE IS ANY QUESTION ABOUT THEIR AGE
- * ENSURE A PERSON MATCHES THEIR VALID LEGAL IDENTIFICATION

This is a Wisconsin Department of Revenue approved Responsible Beverage Server Training Course in compliance with Sec. 125.17 (6), 134.66 (2m), and 125.04 (5) (a) 5. Wis. Stats.

Verify online at
servingalcohol.com

Verification Code
3FPCTEoKAQ

Date Issued
Apr 16th, 2022

VALID FOR 2 YEARS

This is not a Wisconsin operators/bartenders license.

This certificate will be requested to obtain a Wisconsin operators/bartenders license from the Wisconsin city clerk's office in the municipality where you are working.

Find your city clerk's office here: <https://elections.wi.gov/clerks/directory>

Wisconsin Alcohol Seller/Server Course

Name: Isabel Wallschlaeger

Certification Date: Apr 16th, 2022

Certificate Code: 3FPCTEoKAQ

Verify Online: servingalcohol.com

125.17(6), 134.66 (2m), 125.04(5)(a)5 Wis. Stats.

SERVING ALCOHOL INC

VALID FOR 2 YEARS

Learn more about this wallet card at <http://servingalcohol.com/wallet-card>

Town of Delafield
Keeping of Chickens License Application
\$75 Application Fee/\$25 Renewal Fee

Instructions

1. Please complete and sign this form
2. Prepare supplemental information to submit with the application: Survey showing the location of the proposed chicken coop and chicken run, setback distance from the road right-of-way to the chicken coop and chicken run, offset distance from the chicken coop and chicken run, size of the chicken coop
3. Submit it with a \$75 application fee and the supplemental information to the Town Clerk
4. Keeping of chickens is subject to compliance with all requirements of the Town of Delafield Town Code, including, but not limited to, Section 17.06 5, entitled "Keeping of Chickens" and Section 12.09, entitled "License for Keeping Chickens."
5. After review by staff and approval by the Town Board, the Town Clerk will provide you with a signed copy of the license indicating all conditions under which the license is issued.

Owner Information

Owner's Name:	James and Susan Morris
Owner's Address:	W297 N11675 Green Cove Rd.
City/Zip Code:	Pewaukee, 53072
Telephone:	[REDACTED]
E-mail:	[REDACTED]
Anticipated Number of Chickens:	6
Size of Chicken Coop:	40" x 72"

Check One:

NEW RENEWAL

Signature: Susan Morris James Morris

Date: 4-14-2022

FOR OFFICE USE

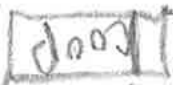
License Number: _____

Receipt No. _____

Glen Cove

Road

Neighbor



Drive

165'

90'

Run

120'

240'

OPEN Space

OPEN Land



TOWN OF DELAFIELD

Customer Name JAMES & SUSAN MORRIS

Receipt Number 5951

Customer ID MORRIS, JAMES

Date: 4/18/22

Reference CHICKEN LICENSE 8992

<u>ITEM / INVOICE</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
CHICKEN	CHICKEN LICENSE RENEWAL			75.00

Payment Method: Check

Subtotal 75.00
Sales Tax 0.00
75.00

TOWN OF DELAFIELD

Receipt Number 5951

Date: 4/18/22

Reference CHICKEN LICENSE 8992

<u>ITEM / INVOICE</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
CHICKEN	CHICKEN LICENSE RENEWAL			75.00

Payment Method: Check

Subtotal 75.00
Sales Tax 0.00
75.00



- Legend**
- Municipal Boundary_2K
 - Lots_2K**
 - Lot
 - Unit
 - General Common Element
 - Outlot
 - SimultaneousConveyance**
 - Assessor Plat
 - CSM
 - Condominium
 - Subdivision
 - Cartoline_2K**
 - EA-Easement_Line
 - PL-DA
 - PL-Extended_Tie_line
 - PL-Meander_Line
 - PL-Note
 - PL-Tie
 - PL-Tie_Line
 - <all other values>
 - Railroad_2K**

0 110.23 Feet

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.

Notes:

Printed: 4/18/2022

