



A PERFECT ENVIRONMENT

Residential Recreational Responsible

Chair
Edward Kranick
Supervisors
Steve Michels
Joe Woelfle
Magalie Miller
Terri Mahoney-Ogden
Administrator
Dan Green

**TOWN OF DELAFIELD BOARD OF SUPERVISORS MEETING
TUESDAY, SEPTEMBER 26, 2023
5:30 PM or immediately following the Budget Workshop
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. September 12, 2023, Town Board Minutes
6. Action on vouchers submitted for payment:
 - a. Report on budget sub-accounts and action to amend the 2023 budget
 - b. 1) Accounts payable; 2) Payroll
7. Communications (for discussion and possible action):
 - a. Friends of Lapham Peak is looking for \$2,500 in donations toward the cost to install pedestrian flashing signs on Hwy C near Lapham Peak.
8. Unfinished Business:
 - a. Discussion and possible action on the 2024 Lake Country Fire and Rescue Operating Budget.
 - b. Discussion and possible action on a Liquor License Agreement with the City of Delafield Brunch, LLC. (tabled 9/12/2023)
9. New Business
 - a. Discussion and possible action on a Temporary Class B license to Tall Pines Conservancy, Inc. for an Oktoberfest event being held Sunday, October 1, 2023, at the N130W294 Bryn Drive.
 - b. Discussion and possible action on the renewal of an assessor contract with Catalis Tax & CAMA, Inc for 2024-2026.
 - c. Discussion and possible action on a contract for market update revaluation of all real and personal property in 2025 with Catalis Tax & CAMA, Inc.
10. Closed Session
 - a. The basis for the items to be discussed in Closed Session are as enumerated in Section 19.85(1)(e) of the Wisconsin State Statutes. (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, more specifically, the City of Delafield IMA Amendment to Lake Country and Fire.
 - i. Motion to enter closed session (roll call vote)
 - ii. Motion to reconvene from closed session (roll call vote)
 - iii. Discussion and possible action regarding items discussed in closed session.
10. Announcements and Planning items
 - a. Plan Commission – Tuesday, October 3, 2023 @ 6:30 PM
 - b. Budget Workshop immediately preceding Town Board – Tuesday, October 10, 2023 @ 5:30 PM
 - c. Town Board – Tuesday, October 24, 2023 @ 6:30 PM
 - d. Halloween Trick or Treat – Tuesday, October 31, 2023 – 4 PM to 7 PM

11. Adjournment



Dan Green
Town of Delafield Administrator/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
SEPTEMBER 12, 2023 @ 6:30 PM

Video Link: There is no video link for this meeting.

First order of business: Call to Order

Chairperson Kranick called the meeting to order at 6:30 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Roll Call

Present: Supervisor Mahoney-Ogden, Supervisor Miller, Supervisor Woelfle, Supervisor Michels, and Chairperson Kranick. Also present was Administrator Dan Green.

Fourth order of business: Citizen Comments: None

Fifth order of business:

- a. Approval of the August 15, 2023, Town Board Minutes

Motion by Supervisor Michels to approve the August 15, 2023, minutes. Seconded by Supervisor Woelfle. Motion passed 5-0.

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

- a. Report on budget sub-accounts and action to amend 2023 budget.
- b. 1) Accounts payable; 2) Payroll

Motion by Supervisor Michels to payment of checks #66954-#66976 in the amount of \$2,794,768.27, and checks #66979-#66983 and #66985-#67027 in the amount of \$717,525.40, and payrolls dated September 1, 2023, in the amount of \$17,335.31 and September 15, 2023, in the amount of \$15,560.77. Seconded by Supervisor Woelfle. Motion passed 5-0.

Seventh order of Business: Communications

- a. LCFR Budget Update

Chairman Kranick reviewed what occurred at the Thursday, September 7th meeting with the joint communities of LCFR. He explained that the Town supports retaining the 7 fire staff, and hiring 7 additional staff, as Chief Fennig presented in his budget.

Eighth order of Business: Unfinished Business:

Ninth order of Business: New Business:

- a. Discussion and possible action on a Liquor License Agreement with the City of Delafield for Delafield Brunch, LLC.
Supervisor Woelfle stated his Initial reaction is he cannot support an agreement with a community that is putting added stress to our public service. The board agreed that the IMA amendment and LCFR budget need to be worked out before agreeing to this agreement with the City of Delafield.

Motion by Supervisor Woelfle to table until there is a resolution to the LCFR budget. Seconded by Supervisor Michels. Motion passed 5-0.

- b. Discussion and possible action on the 2024 Lake Country Fire and Rescue Operating Budget.
Administrator Green stated he had no update at this point, but would keep this item on the agenda to discuss updates as we progress with the budget.

- c. Discussion and possible action on the approval of a scope letter from Rotroff & Jeanson, SC, for the 2023 audit.

Motion by Supervisor Michels to approve the scope letter from Rotroff & Jeanson, SC, for the 2023 audit. Seconded by Supervisor Miller. Motion passed 5-0.

Tenth order of Business: Announcements and Planning items

- a. Budget Workshop immediately preceding Town Board – Tuesday, September 26, 2023 @ 5:30 PM
- b. Plan Commission – Tuesday, October 3, 2023 @ 6:30 PM
- c. Budget Workshop immediately preceding Town Board – Tuesday, October 10, 2023 @ 5:30 PM

Eleventh order of Business: Adjournment:

Motion by Supervisor Woelfle to adjourn the Tuesday, September 12, 2023, Town Board meeting at 6:40 PM. Seconded by Supervisor Miller. Motion passed 5-0.

Respectfully submitted:

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

**Request for support of Pedestrian Flashers RRFB at Hwy C road crossing
in Lapham Peak Unit Kettle Moraine State Forest.**

TO: Town of Delafield,

Please consider donating \$2,500 toward the cost of purchasing Rectangular Rapid Flashing Beacons (RRFB) to be installed on both sides of the Hwy C pedestrian crosswalk at Lapham Peak.

Information about them is online at: <https://highways.dot.gov/safety/proven-safety-countermeasures/rectangular-rapid-flashing-beacons-rrfb>

The plan is to purchase 4 of the RRFB units. Two units will be installed facing north bound traffic. One of these will be right at the crosswalk and the other one facing north bound traffic will be several car lengths before the crosswalk. Two units will be installed facing south bound traffic, one at the crosswalk and one several car lengths before the crosswalk. TAPCO will make and program the units.

These will not flash until a person pushes the button at the crosswalk. Then all 4 will begin flashing.

We have had several accidents in recent months when a vehicle stopped before the crosswalk and the vehicle behind that front one rear ended the stopped vehicle. As far as we know there has not been any major damage.

Many park patrons have long wanted to increase safety measures at the Hwy C crossing.

\$19,800.00 is the total cost for the 4 flashers.

Many user groups have stepped up to help make this happen.

\$5,000 Wi-DNR has led this effort by awarding a \$5,000 grant. The WI-DNR will be responsible for insurance and ongoing maintenance of the system.

\$5,000 The Friends of Lapham Peak Unit Kettle Moraine State Forest, Inc. have paid \$5,000.00 toward this project and worked on raising the money needed.

\$2,000 The Ice Age Trail Alliance has paid \$2,000 toward this project.

\$2,000 The Kettle Moraine State Forest Alliance has paid \$2,000 toward this project.

\$1,000 donation by one individual.

Waukesha County Road crew will install the flashers.

Please join these groups and send any donation you can afford to:

**Friends of Lapham Peak
Pedestrian Flasher Project
W329 N846 Hwy C
Delafield WI 53018**

Please encourage any individuals and supporters to send donations to support this safety initiative.

Running groups, Mountain Bicycling groups and Equestrians have also been asked to donate.
Composed Sept 7, 2023 by Anne Riendl Board Member of the Friends of Lapham Peak



Fee: \$50.00

TOWN OF DELAFIELD SPECIAL EVENT APPLICATION

I. ORGANIZATION INFORMATION

Name of Organization			
Street Address	City	State	Zip
Phone Number	Are you a 501(c)3 Organization?		Yes No
Event Contact Person (First & Last Name)			

II. EVENT INFORMATION

Name of Event	Date(s) of Event		
Event Start Time	Event End Time		
Location of Event			
a. Will your event take place in a residential neighborhood? <i>If yes, you will be required to notify all adjacent property owners of the event date and time.</i>			Yes No
b. Attach a detailed map/sketch of your event indicating the specific location, including a layout and a route, if applicable.			
c. Describe your event and its purpose (use separate sheet if needed).			
d. Will there be music on site?		Yes No	What times will music play? _____ am/pm
e. Will there be on site parking, confined to the location of the event?		Yes No	
If parking is not contained to site, provide a parking plan including: off site parking, shuttle information or right-of-way parking.			
f. How many people will be attending the event?			g. Will there be alcohol served? Yes No
h. Will there be vendors on site?		Yes No	
i. Does this event require portable toilets on site?		Yes No	

For Staff Review

Application Received By:			
Plan Commission Approval Required?	Yes No		
Town Board Approval Required?	Yes No		
Is this location allowed to hold special events under their plan of operation or conditional use permit?			Yes No
Highway Department Notified?	Yes No		
Police Department Notified?	Yes No		
Fire Department Notified?	Yes No		

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: _____

Town Village City of Delafield

County of Waukesha

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning Oct. 1 and ending Oct. 1 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- Bona fide Club Church Lodge/Society
 Chamber of Commerce or similar Civic or Trade Organization
 Veteran's Organization Fair Association

(a) Name Tall Pines Conservancy Inc.

(b) Address P.O. Box 65 Nashotah, WI 53058
(Street) Town Village City

(c) Date organized 1999

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President John Koepke

Vice President Kyle Zwieg

Secretary Tom Hobbauer

Treasurer Mark Wierman

(g) Name and address of manager or person in charge of affair: _____

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number N130 W294 Bryn Rd. Delafield, WI

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? yes - barn

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Octoberfest

(b) Dates of event Sunday, October 1st.

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Tall Pines Conservancy

(Name of Organization)

Officer Susan Buchanan
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Additional Information

May be Granted and Issued only to:

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(1)(a), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:

Class "B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

"Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Seller's Permit: Sec. 77.54 (7m), Wis. Stats., provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required.

Fee: Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

Duration: The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time.

Restrictions:

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)
- (8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)
- (9) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit.
- (10) Licensed organizations must purchase their product from a licensed wholesaler.

NOTE: Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.



CONTRACT FOR
MAINTENANCE OF ASSESSMENT RECORDS
AND APPLICATION OF USE VALUE
2024 – 2026

THIS AGREEMENT: by and between Catalis Tax & CAMA, Inc, hereinafter called the “Assessor”, and the Town of Delafield, Waukesha Wisconsin, Wisconsin, hereinafter called the “Town”.

The Assessor and the Town for the compensation stated herein, agree as follows:

ARTICLE I

SCOPE OF WORK: the Assessor, having familiarized himself with the local conditions affecting the cost of the work to be done, and the Standard Specifications for the Annual Maintenance of Real and Personal Property Records in the State of Wisconsin pursuant to Chapter 70, Wisconsin State Statutes, hereby agrees to perform everything required to be performed and to complete in a professional manner everything required to be completed to comply with State Statutes regarding the assessment of Real and Personal Property on behalf of the Town and in accordance with the General Agreements as state in Article Three of this contract.

ARTICLE II

COMPENSATION: The Town shall pay to the Assessor for the performance of the contract the following compensation:

2021 – 2023

\$51,000 annually

\$12,750 per Quarter February 1, April 1, June 1, October 1

(Annual Assessors duties, Use Value, Swamp & Agricultural Forest)

ARTICLE III

- 1) The contract would begin January 1, 2024 and end December 31, 2026.
- 2) All normal duties and functions of the Assessor as described and set forth in Volume I of the Wisconsin State Assessors Manual, including required meetings, will be performed in a timely manner, and in accordance with the Chapter 70 Laws of the State.
- 3) The above fee includes any and all normal assessment duties during its duration, including: No additional charges for quantity of permits or new plats, Board of Review and further appeals to circuit court.
- 4) All services requested over and above the normal yearly assessment functions will be charged extra at a mutually agreed upon rate.
- 5) The Assessor will provide his own equipment, workspace, storage and security of records, while in his possession.
- 6) The Assessor will carry his own Liability and Records Insurance, to protect the Town from suits for injury, lost or destroyed records.
- 7) The Assessor will be responsible for ensuring that all procedures are properly completed for the Board of Review proceedings to be held prior to the end of June each year, August in a revaluation year.
- 8) The Assessor is to be considered an Independent Contractor hired to fill and Appointed Statutory Position, and is not subject to withholding tax, insurance programs or benefits.
- 9) Every year at the Board of Review meeting or as needed, the Assessor will inform the Town Board on matters concerning but not limited to:
 - a) Compliance with State Statutes on assessment practices.
 - b) Property assessments in relation to current sales of property.
- 10) The Assessor shall work closely with the Town Administrator and Building Inspector on matters concerning both offices.
- 11) This contract may be terminated by the Town for cause and by the Assessor upon failure of the Town to abide by the terms herein.
- 12) In addition to, and not to the exclusion or prejudice of, any provisions of this agreement or documents incorporated herein by reference, the Assessor shall indemnify and save harmless and agrees to accept tender of defense and to defend any pay any and all legal expenses relating to the defense of any claim asserted or imposed upon the town, it's officers, agents, employees and independent contractors growing out of Catalis Tax & CAMA, Inc's performance of this agreement by any party or parties.
- 13) The Assessor shall surrender all Town assessment records to the Town upon the expiration or termination of this agreement, without charge.

SUBMITTED TO THE TOWN OF DELAFIELD THIS 25th DAY OF July, 2023



Les Ahrens
Director of Valuation Services
Catalis Tax & CAMA, Inc

Steven Ashbacher

Steve Ashbacher
Executive Vice President
Catalis Tax & CAMA, Inc

ACCEPTANCE BY TOWN:

The above contract, terms and general agreements are hereby accepted, this

_____ day of _____, 2023

BY GOVERNING BODY OF THE TOWN OF DELAFIELD

Chairman

Clerk



CONTRACT FOR THE MARKET UPDATE REVALUATION
OF ALL REAL AND PERSONAL PROPERTY
TOWN OF DELAFIELD
2025

THIS AGREEMENT: By and between Catalis Tax & CAMA, Inc, hereinafter called the "Assessor", and the Town of Delafield, Waukesha County, Wisconsin, hereinafter called the "Town".

ARTICLE I

SCOPE OF WORK: The Assessor, having familiarized himself with the local conditions affecting the cost of work to be done, and the Standard Specifications for the revaluation of all Real and Personal Property in the State of Wisconsin pursuant to Chapter 70, Wisconsin State Statutes, hereby agrees to perform everything required to be performed, and to complete in a professional manner everything required to be completed, to revalue all Real and Personal Property in the Town in accordance with all applicable Wisconsin State Statutes and the General Agreements as stated in Article Three of this contract.

ARTICLE II

COMPENSATION: The Town shall pay to the Assessor for the performance of the contract, the sum of 79,500 (Seventy - Nine Thousand Five Hundred Dollars) for revaluation work. Payments shall be made as follows:

2025

December 1, 2025 \$79,500

ARTICLE III

GENERAL AGREEMENTS:

- 1) Complete revaluation services for all Real and Personal Property in the Town of Delafield for the 2025 assessment year.
- 2) Fee includes review work, supplies, printing, mailing of public information letters, Open Book and Board of Review hearings.
- 3) All provisions stated in proposal adhered to in the best interest of the Town, and for taxpayer awareness.

SUBMITTED TO THE TOWN OF DELAFIELD THIS 25TH DAY OF

July, 2023



Les Ahrens
Director of Valuation Services
Catalis Tax & CAMA, Inc

Steven Ashbacher

Steve Ashbacher
Executive Vice President
Catalis Tax & CAMA, Inc



ACCEPTANCE BY TOWN:

The above contract, terms and agreements are hereby accepted this _____ day of _____, 2023

BY GOVERNING BODY OF THE TOWN OF DELAFIELD

ATTEST:

Official signatures and titles,

Chairman

Clerk