



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, APRIL 16, 2024
6:30 PM or immediately following the Annual Meeting
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. March 26, 2024, Town Board Minutes
6. Action on vouchers submitted for payment:
 - a. Report on budget sub-accounts and action to amend the 2023 or 2024 budget
 - b. 1) Accounts payable; 2) Payroll
7. Communications (for discussion and possible action):
 - a. Presentation and approval of 2023 Annual Audit Report by Rotroff & Jeanson (if necessary)
8. Unfinished Business: None
9. New Business
 - a. Discussion and possible action on a Temporary Class "B" Retailer's License to HAWS Schallock Center for Animals for their Hooves and Flights event to be held May 31, 2024.
 - b. Discussion and possible action on the awarding of a construction contract for the 2024 Road Improvement Project.
 - c. Discussion and possible action on the reappointment of John Schroeder to the Fire Commission with a term expiring 4/30/2026.
 - d. Discussion and possible action on the appointment of Supervisor Mahoney-Ogden to the Lake Patrol Board.
 - e. Discussion and possible action on the appointment of a Town Board representative to serve on the Plan Commission.
 - f. Discussion and possible action on the reappointment of Mike Cummings to the Plan Commission with a term expiring 4/30/2027.
10. Announcements and Planning items
 - a. Town Board: Tuesday, April 23, 2024 – CANCELLED
 - b. Plan Commission: Tuesday, May 7, 2024 @ 6:30 PM
 - c. Town Board: Tuesday, May 14, 2024 @ 6:30 PM
10. Adjournment

Daniel 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
MARCH 26, 2024 @ 6:30 PM**

Video Link: <https://www.youtube.com/watch?v=1LHyPiTFS0M&t=21s>

Public Hearing: No Comments.

First order of business: Call to Order

Chairperson Kranick called the meeting to order at 6:31 p.m.

Second order of business: Pledge of Allegiance

Third order of business: Roll Call

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

Excused: Supervisor Miller

Fourth order of business: Citizen Comments: None

Fifth order of business:

- a. Approval of the January 23, 2024, Town Board Minutes

Motion by Supervisor Mahoney-Ogden to approve the January 23, 2024, minutes with changes submitted to the Administrator. The motion failed due to lack of a second.

Motion by Supervisor Michels to approve the January 23, 2024, minutes as presented. Seconded by Supervisor Woelfle. Motion passed 4-0.

- b. Approval of the March 12, 2024, Town Board Minutes

Motion by Supervisor Woelfle to approve the March 12, 2024, minutes. Seconded by Supervisor Michels. Motion passed 4-0.

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 approve payment of checks #67449-#67450 and checks #67453-#67478 in the amount of \$39,472.04, and payrolls dated March 29, 2024, in the amount of \$15,870.58. Seconded by Supervisor Woelfle. Motion passed 4-0.

Seventh order of Business: Communications:

- a. Cassandra's Motorsports Special Event Permit

Administrator Green gave an update on the events taking place May 11th, June 8th, July 13th and August 10th.

Eighth order of Business: Unfinished Business

Ninth order of Business: New Business

- a. Discussion and possible action on the adoption of Resolution 24-667, a resolution to authorize the annexation of land into the Lake Pewaukee Sanitary District.

Motion by Supervisor Woelfle to approve Resolution 24-667, a resolution to authorize the annexation of land into the LPSD, tax keys (get from resolution). Seconded by Supervisor Michels. Motion carried 4-0.

- b. Discussion and possible action on Resolution 24-668, a resolution authorizing Town staff to place 4 additional “No Parking” signs on both sides of Edgewater Drive near Pewaukee Yacht Club.

Motion by Supervisor Woelfle to approve Resolution 24-668, a resolution authorizing Town staff to place 4 additional “No Parking” signs on both sides of Edgewater Drive near Pewaukee Yacht Club. Seconded by Supervisor Mahoney-Ogden. Motion passed 4-0.

- c. Discussion and possible action on the renewal of a lease agreement with Wisconsin Hero Outdoors for the use of Fire Station #2, located at W329 S690 County Road C.

Motion by Supervisor Woelfle to approve a lease agreement with Wisconsin Hero Outdoors for the use of Fire Station #2, located at W329S690 County Road C. Seconded by Supervisor Michels. Motion passed 4-0.

- d. Discussion and possible action on the sale of a 2001 Sterling Plow Truck.

Motion by Supervisor Ogden to approve the sale of a 2001 Sterling Plow Truck for the cost to be at the discretion of the Town Administrator. Seconded by Supervisor Michels. Motion passed 4-0.

Tenth order of Business: Announcements and Planning items

- a. Spring Election & Presidential Preference: Tuesday, April 2, 2024 @7:00 AM – 8:00 PM
- b. Town Board: Tuesday, April 9, 2024 @ 6:30 PM - CANCELLED
- c. Annual Meeting of Electors followed by Town Board: April 16, 2024 @ 6:30 PM

Eleventh order of Business: Adjournment

Motion by Supervisor Woelfle to adjourn the March 26, 2024, Town Board meeting at 6:58PM. Seconded by Supervisor Woelfle. Motion passed 4-0.

Respectfully submitted:

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



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To: Town Chairman
 Town Board Members
From: Karen Nipko, Deputy Clerk
Date: April 16, 2024
Subject: Payroll and Accounts Payable

Account Payable:

Recommendation: Motion to approve payment of checks #67479-#67487 and checks #67494-#67599 in the amount of \$668,175.27.

Payroll Checks:

Recommendation: Motion to approve payrolls dated April 12, 2024, in the amount of \$17,245.56.

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: 02/14/2024

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 05/31/2024 and ending 05/31/2024 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 HAWES SCHALLOCK CENTER FOR ANIMALS

(b) Address W330 S1205 County Hwy C Delafield, WI
(Street) Town Village City

(c) Date organized October 2019

(d) If corporation, give date of incorporation 1905

(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 Betsy DeJaco

Vice President Bill Stone & Susan Sorrentino

Secretary Craig Popka

Treasurer Brett Engleking

(g) Name and address of manager or person in charge of affair: Ken Giesbach, 701 Northview Rd. Waukesha, WI 53188

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 W330 S1205 County Hwy C

(b) Lot 992 Block Hwy C

(c) Do premises occupy all or part of building? All

(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 HOOVES and FLIGHTS

(b) Dates of event 05/31/2024

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.

HAWES SCHALLOCK CENTER FOR ANIMALS
(Name of Organization)

Officer Elizabeth DeJaco 3/29/24
(Signature/date)

Officer [Signature] 4/5/24
(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.



CREATIVITY BEYOND ENGINEERING

R.A. Smith, Inc.
16745 W. Bluemound Road
Brookfield, WI 53005-5938
(262) 781-1000 | rasmith.com

April 9, 2024

Mr. Edward Kranick
Town Chairman
Town of Delafield
W302 N1254 Maple Avenue
Delafield, WI 53018

Re: Town of Delafield - 2024 Road Improvement Program

Dear Mr. Kranick:

Bids were opened at 10:00 a.m. on Tuesday April 9, 2024, at the Delafield Town Hall for the above referenced project. The 2024 program base bid consists of pulverizing and paving a portion of Bryn Road and all of Sylvan Trail, and paving of Sylvan Court, Road DT, Norms Road, Thames Road and a portion of Kings Way. The bids received have been checked and tabulated as follows:

<u>BIDDER</u>	<u>BID</u>
1. Payne & Dolan, Inc.	\$534,239.30
2. Wolf Paving Inc.	\$584,422.05
3. Stark Pavement Corporation	\$646,505.50

The engineer's estimate for the project was \$586,622. The road improvement portion of the Highway Department budget is \$620,000, due to carry over from 2023. The budget allows Highway Superintendent Roberts \$30,000 for miscellaneous road repairs throughout the year, crack filling, and shouldering. The balance available for the road improvement program is approximately \$590,000. It is likely that we will extend some paving on Kings Way to make use of the good unit bid prices from Payne & Dolan.

The Payne & Dolan price is reasonable and submitted competitively in good faith. All bid documents are in order. Therefore, I recommend that the Town of Delafield award the 2024 Road Improvement Program to the low bidder, Payne & Dolan, Inc., in the amount of \$534,239.30.

Should you have any questions, please contact me.

Sincerely,
R.A. Smith, Inc.

Timothy G. Barbeau, P.E., P.L.S.
Town of Delafield Engineer

c: Dan Green, Administrator – Clerk/Treasurer

Attachment: Bid Tabulation

Town of Delafield 2024 Road Improvement Program (#9034213)
 Owner: Town of Delafield
 raSmith Project Number 2241600
 Bid Opening: 04/09/2024 10:00 AM CDT

Item No.	Item Description	UofM	Quantity	Payne & Dolan, Inc.		Wolf Paving		Stark Pavement Corp.	
				Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Base Bid Items									
1	Full Depth Pavement Sawing	LF	888	\$1.95	\$1,731.60	\$2.70	\$2,397.60	\$2.50	\$2,220.00
2	Mill Pavement	SY	6185	\$2.10	\$12,988.50	\$3.11	\$19,235.35	\$3.55	\$21,956.75
3	Pulverize Asphalt Pavement	SY	19086	\$1.75	\$33,400.50	\$2.35	\$44,852.10	\$2.05	\$39,126.30
4	Excavation Below Subgrade	CY	1015	\$30.00	\$30,450.00	\$48.00	\$48,720.00	\$78.15	\$79,322.25
5	Butt Joints	LF	541	\$4.70	\$2,542.70	\$18.00	\$9,738.00	\$16.00	\$8,656.00
6	HMA Pavement 5 LT 58-28 S Leveling Course	TON	335	\$73.50	\$24,622.50	\$81.00	\$27,135.00	\$93.55	\$31,339.25
7	HMA Pavement 5 LT 58-28 S Surface Course	TON	3180	\$75.00	\$238,500.00	\$72.00	\$228,960.00	\$76.40	\$242,952.00
8	HMA Pavement 3 LT 58-28 S Binder Course	TON	2473	\$60.00	\$148,380.00	\$66.00	\$163,218.00	\$72.65	\$179,663.45
9	Traffic Control	LS	1	\$4,250.00	\$4,250.00	\$11,500.00	\$11,500.00	\$7,410.00	\$7,410.00
10	Shoulders	LF	10055	\$1.70	\$17,093.50	\$1.20	\$12,066.00	\$1.70	\$17,093.50
11	Corrugated Metal Pipe Removal	LS	1	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00	\$2,020.00	\$2,020.00
12	15-Inch Corrugated Metal Pipe, Stone Backfill	LF	80	\$106.00	\$8,480.00	\$100.00	\$8,000.00	\$101.00	\$8,080.00
13	18-Inch Corrugated Metal Pipe, Stone Backfill	LF	40	\$130.00	\$5,200.00	\$125.00	\$5,000.00	\$126.25	\$5,050.00
14	15-Inch End Section	EACH	4	\$500.00	\$2,000.00	\$250.00	\$1,000.00	\$252.50	\$1,010.00
15	18-Inch End Section	EACH	2	\$800.00	\$1,600.00	\$300.00	\$600.00	\$303.00	\$606.00
Base Bid Total:					\$534,239.30		\$584,422.05		\$646,505.50

