

**CITY OF DELAFIELD COMMON COUNCIL MINUTES**

CALL MEETING TO ORDER

Mayor Craig called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

Mayor Paul Craig  
Maurice Mathey, Ald.  
Phil Schuman, Ald.  
Erv Sadowski, Ald.  
Linda Quartaro, Ald.  
Linda Kuklinski, Ald.  
Matt Carlson, Administrator  
Ellen O'Brien, Deputy Clerk

Absent

Mike Roberts, Ald.  
Ron Miskelley, Ald.  
Marilyn Czubkowski, Clerk-Treasurer

***Items listed under the Consent Agenda are considered in one motion unless a Common Council Member requests that an item be removed from the Consent Agenda.***

1. APPROVE MINUTES OF JUNE 17, 2002

**P. SCHUMAN MOTIONED TO APPROVE THE MINUTES OF THE JUNE 17, 2002 MEETING AS PRESENTED. L. KUKLINSKI SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

2. CITIZENS COMMENTS ON ITEMS PERTAINING TO THIS AGENDA

Frank Geers, 2610 Huebner Rd. – Reviewed his past concerns about the placement of the library. He has seen the new plans and the movement of the building towards the Fish Hatchery and thanked the Mayor and Library Staff for looking at this. He thought it was very important to share resources throughout the community and to look at ecology. The Journal-Sentinel article regarding the DNR standards on water run-off, etc. was addressed. He thanked the City Administrator, Mayor, and library board; thought that they were going in the right direction.

3. CONSENT AGENDA

**P. SCHUMAN MOTIONED TO APPROVE. E. SADOWSKI SECONDED THE MOTION. L. QUARTARO ASKED IF THIS WAS IN THE BUDGET. M. CARLSON CLARIFIED THAT ITEM A WAS, BUT ITEM D DOES NOT APPEAR**

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**AS A LINE ITEM IN THE BUDGET. THERE IS A COST SAVINGS IN OTHER ITEMS TO COVER - THIS IS THE PROPOSAL TO INSPECT THE STORM WATER BASINS ON AN ANNUAL BASIS. HE EXPLAINED HOW THIS WOULD BE PAID FOR. LQ ASKED THAT ITEM D BE WITHDRAWN. P. SCHUMAN AMENDED HIS MOTION. E. SADOWSKI SECONDED THE AMENDED MOTION. ALL WERE IN FAVOR OF ITEMS A, B, AND C. MOTION CARRIED.**

- a. Purchase Agreement with Computer Technologies for Laser Fiche Document Management System
- b. Request to sell spare sewer pumps
- c. Ordinance 509 Amending Chapter 1.03 of the Municipal Code
- d. Stormwater Basin Inspection

M. Carlson reviewed the maintenance agreements. He stated that 20-25% of the total number of stormwater basins in the City are governed by agreements and that the City should get the dollars back. He explained the inspection process and what would be included in the project. L. Kuklinski suggested placing a cap on the amount spent either on a per pond or per year basis. She wants to see the inspections done, but would like to put some fiscal controls on it. M. Carlson clarified that follow through would be included in the inspection. L. Kuklinski would also like to have them list the ponds and identify which ones the City has Agreements with and which ones the City does not.

**L. KUKLINSKI MOTIONED TO APPROVE THE STORMWATER BASIN ANNUAL INSPECTIONS INCLUDING THE ENGINEER AND CITY ADMINISTRATOR PROVIDING THE DETAILED INFORMATION ON THE PONDS AND THE AGREEMENTS AND TO CAP THE FIRST YEAR AT \$25,000 WITH THE ABILITY FOR THE ENGINEER TO COME FORWARD TO THE COUNCIL IF THEY WOULD EXCEED THAT FOR REVIEW. L. QUARTARO SECONDED THE MOTION. THE \$25,000 WOULD BE THE GROSS NUMBER, NOT NET. ALL WERE IN FAVOR. MOTION CARRIED.**

4. COMMITTEE REPORTS

a. LICENSES

None.

b. PLAN COMMISSION

P. Schuman reported. The Highway 83/16 development was discussed. A public hearing will be held on July 24 at 7 p.m. at the Lake Country School for citizens' input on this development. Another item discussed

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was the development on Hwy. C and Copperfield (Jens) on the southeast corner. It is zoned single family residential, RL1, with approximately 46 acres. The developer is presently planning a PUD with 46 lots. This public hearing will be scheduled on July 31, 2002. The Price & Nagawicka Rd. development was reviewed. The Plan Commission questioned the size of the lots in the conservancy area by the Bark River. A letter of explanation from SEWRPC is expected soon.

c. LAKE WELFARE COMMITTEE

They will meet next week. Fireworks will be shot off of the island on July 5, 2002. People should stay 1500 feet away from the island. Boats must have anchor lights displayed at all times and go slowly. Money is being collected; this is a 100% community sponsored event. More money is needed in order to continue the fireworks. Donations can be made at BankOne, Costigan's Barber Shop, or City Hall.

d. PARK AND RECREATION COMMISSION

The deadline for the Copperfield RFP's is today. The architect for this project resigned, but most of the work is done. The Park and Recreation Commission thanked the Common Council for their vote on the Geason land. Finalization of the job description for the new position is taking place.

Gypsy moths were discussed and the City Forester will be notified. Mayor Craig will pursue this with the County.

e. PUBLIC WORKS COMMITTEE

No report. M. Carlson reviewed the schedule for weed harvesting on Nagawicka Lake. The new barge equipment was funded by a grant.

f. DEL-HART COMMISSION

A the last meeting time was spent meeting with the construction group, going through purchase program, reviewing a financial update on where the expansion was, discussing the Clean Water Fund and the bonds that were approved there, and discussing the easement with Cushing School. L. Kuklinski had a discussion with representatives from the school and commission regarding the Butler Drive easement concept. M. Carlson stated that the planning commission should be included in the easement and expansion process. The status for redesigning wells has been put on hold. The parking concerns have been referred to the traffic committee.

g. RECYCLING COMMITTEE

No report.

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h. POLICE AND FIRE COMMISSION

A meeting was held on June 18. The election of officers took place; John Wyssling is president. The Police and Fire Commission heard reports from the Police and Fire Departments. The Fire Department can use more volunteers. The Police Department reported on the new hire status. The Police and Fire Commission approved the Police Chief to use the remaining five candidates if the second selection did not go through. M. Mathey stated that the City of Delafield Police Department has top-notch personnel. The new police officer should be on board in October.

i. LIBRARY BOARD

Carol from the Library Board thanked the committee members for asking them to come back and share their thinking on the site location process. She introduced the members of the library board in attendance.

1) ARCHITECT AND LIBRARY BOARD PRESENTATION ON NEW ADJUSTED LIBRARY SITE

They believe that both sites are good building sites; both have positives and negatives. The alternate site answered a lot of the negatives that the first had shown. A review of the pros and cons of both sites took place. M. Carlson stated that the soil samples are good investments whether additional soil samples are done on the current site or whether on the second site. If something is discovered through soil samples that was missed in the preliminary study, the City will have made a very good investment. Any site that is selected in downtown Delafield is going to have some element that is going to have to be dealt with, i.e. fill material or high water table. From a value engineering standpoint, they are right on target in respect to saving dollars for the parking facility. If more dollars can be saved by joint/shared parking at the Fish Hatchery, the better. The average cost of a surface grade parking lot is between \$3,000 - \$4,000 per space, so there is a significant cost savings. If the library built a building of 28,000 square feet, they would have the ability to lease space. L. Quartaro stated that a new library is needed now and we are not moving any closer to getting one. She is afraid of losing momentum. Mayor Craig stated that the library board has been diligent and busy in moving towards the DPI plan. You don't want to miss a step because it might be a costly step. They are trying to get the best product. If a library is going to be built, it needs to be done right. Carol stated that the library board is in consensus on the new library site. Drainage was discussed. Discussion took place on what would happen if new/different sites came up now. Jocelyn stated that first choice would be Site B and then Site A.

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They would look at other sites, but they would base it on the criteria that they have so far. If Site B were chosen, Site A would resort back to the original zoning.

**E. SADOWSKI MOTIONED TO REFER ALTERNATIVE SITE B TO THE PLAN COMMISSION TO INITIATE THE REZONING PROCESS FOR THE PURPOSE OF LOCATING THE DELAFIELD LIBRARY IN DOWNTOWN DELAFIELD. L. QUARTARO SECONDED. IT IS THE RESPONSIBILITY OF THE LIBRARY TO GET THE SOIL SAMPLES. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

j. OTHER COMMITTEES

GENESEE STREET RECONSTRUCTION COMMITTEE

A meeting was held on June 18, 2002. Representatives from We Energies made a presentation on the burial of lines. It is still very expensive. Discussions took place regarding rerouting existing lines. M. Carlson will be meeting tomorrow with them about relocating some lines and burying others. Complete burial of lines is economically infeasible. No other meetings are scheduled at this time.

FOURTH OF JULY PARADE

Assembly will begin at 10 a.m. at the BankOne parking lot. The parade gets underway at 10:30 a.m. Everyone is invited. Kids are encouraged to decorate bikes, etc. It will start at BankOne and end at the American Legion Park. Refreshments donated by Wholly Cow will be provided at the end of the parade.

5. OLD BUSINESS

None.

6. MAYOR'S REPORT

There are some assessment issues. A workshop was held. The assessor's contract has not yet been assigned for this year. He would like to take this year by itself and continue reviewing the bids and returns that have been received for next year and the year following. The City needs to move forward on the assessments so that it can get the open books scheduled and deal with the tax load. He recommended Keith Munson for this year since he has done the work already.

a. APPOINTMENTS

1) ASSESSOR FOR 2002

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**P. SCHUMAN MOVED TO ACCEPT KEITH MUNSON, NATIONAL APPRAISAL, FOR THE 2002 ASSESSOR. L. QUARTARO SECONDED FOR THE SAKE OF EFFICIENCY. THE PROCESS FOR 2003 AND 2004 WILL BE CONTINUED. ALL WERE IN FAVOR. MOTION CARRIED.**

2) LAKE WELFARE COMMITTEE

Kent Atwell was recommended as an alternate for the lake Welfare Committee.

**L. QUARTARO MOTIONED TO ACCEPT. P. SCHUMAN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

3) ACCOUNTING ENTRY POSITION

This was for informational purposes only. One position is open and Rose retired. This left three-quarter part-time. The Council approved a half-time bookkeeper. Mayor Craig proposed combining Rose's position and the one-half position that the Council already approved and make it a full-time position. This would use the quarter that is left over from the vacancies that the City currently has to offset the cost of the full-time with benefits. This would be accounting entry position. M. Carlson stated that there are the dollars to do it. The council members thought that this was done very well.

7. NEW BUSINESS

a. ORDINANCE 510 CREATING A FINANCE ADVISORY BOARD

M. Carlson has referred the ordinance to Bill Chapman. This is creating a new section. The ordinance was included in the commissioner's packets. Discussion took place. The Council suggested that they would like to see a council member represented on this board as a voting member, having two alternates so that a meeting quorum would be met, and that the Finance Advisory Board would select their own Chairperson. There is a sunset issue of December 31, 2007, which ensures that if this board is not going to work, it will end. The purpose and benefits of the board was reviewed. This body would be comprised people with backgrounds in accounting such as accountants, bankers, and people who know money - they would provide the City the benefit of their private sector experience. The adoption of the budget will be the responsibility of the council.

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- b. CONDITIONAL USE FOR AMISH BARN FOR VEGETABLE STAND THROUGH DECEMBER 1, 2002

**L. QUARTARO MOTIONED TO APPROVE. L. KUKLINSKI SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

8. ADMINISTRATOR'S REPORT

- a. 2003 BUDGET PROCESS TIMELINE

M. Carlson reviewed the red lined items on a sheet entitled "2003 Consensus Oriented Budget Process Timeline". More public input is included in this budget process.

- b. M. Carlson reviewed meetings that he has attended and reported that the City of Delafield is advertising for administrative assistant position.

9. CLERK'S REPORT

No report.

10. FINANCIAL REPORT

- a. APPROVE VOUCHER LIST

**L. QUARTARO MOTIONED TO APPROVE. L. KUKLINSKI SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

- b. APRIL 2002 TREASURER'S REPORT

**P. SCHUMAN MOTIONED TO APPROVE. L. KUKLINSKI SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

11. CORRESPONDENCE

None.

12. ADJOURNMENT

**P. SCHUMAN MOTIONED TO ADJOURN. L. QUARTARO SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 8:36 P.M.**

Respectfully submitted:  
Ellen O'Brien, Deputy Clerk

Minutes Prepared By:  
Accurate Business Communication