

CITY OF DELAFIELD COMMON COUNCIL MINUTES

CALL MEETING TO ORDER

Mayor Craig called the meeting to order at 8:34 a.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

Mayor Paul Craig  
Maurice Mathey, Ald.  
Phil Schuman, Ald.  
Mike Roberts, Ald.  
Linda Quartaro, Ald.  
Linda Kuklinski, Ald.  
Ron Miskelley, Ald.  
Matt Carlson, Administrator  
Marilyn Czubkowski, Clerk

Absent

Erv Sadowski, Ald.

Also present

Mike Scaff, DPW Superintendent  
Paul Zellner, DPW Foreman  
Police Chief Scott Taubel  
Fire Chief Allen Swayze  
Jocelyn Bubolz, Library Director

***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 OCTOBER 7, 2002

**L. QUARTARO MOTIONED TO APPROVE THE MINUTES OF THE OCTOBER 7, 2002 MEETING AS PRESENTED. L. KUKLINSKI SECONDED THE MOTION. THERE WAS NO DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

2. CITIZENS COMMENTS ON ITEMS PERTAINING TO THIS AGENDA

None.

3. CONSENT AGENDA

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None.

4. COMMITTEE REPORTS

a. LICENSES

One Year Licenses – expires October, 2003

Daniel Meyer, 434 E. Harvard St., Oconomowoc, WI 53066; Marty's Pizza

M. Czubkowski read in the following: Jeremy Lockwood, Waterstreet Brewery.

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

b. PLAN COMMISSION

There was no meeting.

c. LAKE WELFARE COMMITTEE (INCLUDED DRAFT MINUTES OF OCTOBER 9, 2002)

The Alderpersons received a copy of the letter that P. Schuman wrote to Heidi Bunk of the DNR regarding the lake protection grant. P. Schuman gave a history on this project.

d. PARK AND RECREATION COMMISSION

They met on Wednesday. A new committee member, Beth Leonard, was welcomed to the committee. The fall Park & Rec schedule is in full swing. Invitations for the November 11 kick-off of Riverwalk have been sent. The grand opening for the Copperfield/Valleyroad Farms Park is November 10 at 1 p.m. The Lease on the American Legion was approved subject to resolving some outstanding issues. Park & Recreation would like to see the longest period of time possible for the lease length.

e. PUBLIC WORKS COMMITTEE

No report.

f. DEL-HART COMMISSION (INCLUDED DRAFT MINUTES OF OCTOBER 15, 2002)

Conceptual approval of extensions of possible developments on the north end was made. The Committee approved the easement for Butler Drive for Cushing School. Went through financial updates. The Clean Water

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Fund application was filed. Discussion on bonds took place, more work needs to be done on this.

g. RECYCLING COMMITTEE

The committee will meet on October 23, 2002 at 7:30 p.m.

h. POLICE AND FIRE COMMISSION

There was no meeting. Mayor Craig congratulated the Fire Department for being present at Home Depot during Fire Prevention Week.

i. OTHER COMMITTEES

None.

k. GENESEE STREET RECONSTRUCTION PROJECT COMMITTEE

L. Kuklinski met with some of the businesses and has notes that she will distribute to council members in the next few days.

5. OLD BUSINESS

None.

6. MAYOR'S REPORT

None.

7. NEW BUSINESS

None.

8. ADMINISTRATOR'S REPORT

Jean Borchardt, Administrative Assistant was introduced to the council members.

9. CLERK'S REPORT

The public hearing for the budget will be at 7 p.m. on November 4, 2002. Elections will be held on November 5, 2002 from 7 am – 8 pm.

10. FINANCIAL REPORT

a. APPROVE VOUCHERS

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

11. CORRESPONDENCE

- a. Letter from Sarah Jerome, Ed. D, Superintendent, School District of Kettle Moraine
- b. Letter from T. Michael Schober regarding Village Square
- c. Handwritten correspondence from St. Johns Military Academy was distributed at the meeting.

12. ADJOURNMENT FROM REGULAR MEETING TO BUDGET WORKSHOP

**P. SCHUMAN MOTIONED TO ADJOURN FROM THE REGULAR MEETING TO THE BUDGET WORKSHOP. L. QUARTARO SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED INTO THE BUDGET WORKSHOP AT 8:46 A.M.**

A. BUDGET OVERVIEW

M. Carlson reviewed the budget process and timetable. There are three sections to this budget: Operating, Capital, and Capital Equipment Replacement Fund.

B. OPERATING BUDGET PRESENTATION

M. Carlson explained that there are two sides to the budget, namely, revenues and expenditures. Sixty-five percent of the revenue comes from property taxes. The property tax discussion becomes very important. M. Carlson discussed the formula that is used for determining property taxes. The tax levy is the total dollar amount that needs to be generated from the property taxes. The target for 2003 is \$3,898,198. This is needed for Police, Fire, and Administration (\$2,262,930); Garbage service (\$324,395); Park & Rec (\$97,540); Debt Service (\$859,207); Library (\$274,126); and Contribution to Fund Balance (\$80,000). Fourteen percent of the total expenditures will be in the general fund balances if the contribution to the fund balance is made. An article entitled "Local Government Reserve Funds and Fund Balance: Some Applications of Business Concepts" was distributed and discussed by M. Carlson. It outlined the need for a "rainy day fund. The financial policy of Delafield requires 25% of fund balance; with the \$80,000 contribution, the City would have 14%. Property tax comes from the assessed value in the community. Assessed value is \$761,565,100. The equalized value of Delafield increased by 8%. Taking this into account, it would be

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\$805,000,000. The formula for the tax rate is a rate per thousand of assessed value -- the property tax revenue equal to the rate x assessed value/1000. The most important number is the assessed value. Discussion took place on the scenarios pertaining to the chart on page 4 of 8 in the Letter of Transmittal. Another portion of revenues is from annual services (paramedic services).

Expenses. Total expenses. The total 2003 request is \$4,106,935. The General Fund Expenses listed on page 6 of 8 of the Letter of Transmittal was reviewed.

Administrative Department Budget -- M. Czubkowski reviewed the Administrative Department Budget (beginning on page 23 of the Budget Booklet). The highlights of increases to the budget were reviewed. P. Schuman asked how the revenue was received for transportation aid. M. Czubkowski stated that reports are submitted to the State of Wisconsin. The Transportation Aid comes from the state gas tax. R. Miskelley asked about the possible cutting of state-shared revenue. M. Czubkowski stated that it is possible that the State could cut this program. The discontinuance of State shared revenues in 2004 were discussed. The State Shared Revenue explanation was discussed (page 30 of the Budget Booklet). A shared service has been with Waukesha Recycling and has brought revenue that was not here several years ago. Lake receipts to Nashotah are billed 11% of operating cost for the weed harvester. She then reviewed the expenses of the operating budget. Salary increases are not included in the budget, this will be dealt with at a closed session at a later date - if it was put in the budget, it may be viewed as pre-judging. She stated that the cost for absentee ballots has been included in her general budget, but this year there is a great increase in the number of requests due to both parties (Republicans and Democrats) sending out a mailing to this effect. M. Carlson discussed the line item budget for Park & Recreation on page 8 compared to the budget on page 40. There are allocations of costs that are being assigned to the Park & Recreation Department. There is a tie between the two. R. Miskelley asked about the GIS System. This will be included \$120,000 in the Capital Improvements Program; it will be reflected in another portion of the budget. Allocating the salaries out to the different departments offsets the time and effort put into these departments.

Police Department, Chief Scott Taubel - Chief Taubel discussed the Clearance Rates (page 74 of Budget Booklet). Participation in the Major Investigations Unit has been a great benefit to the department. The Department is involved in the Critical Incident Team and they are an excellent team. He reviewed the highlights of the budget (page 53). No salary increases are reflected in the budget. The wage increase reflected is the result of hiring additional personnel. Having additional officers has resulted in great improvements. Two officers are able to be on the

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street at one time and it makes the scheduling process much easier. Because of the addition of new officers, the dependence on other communities to provide assistance is starting to decrease. Two policemen are on duty 24 hours a day. A grant application has been made for the Southern Police Command School, but approval has not yet been received. They placed the items that in the past were under the capital budget into the operational budget this year. Chief Taubel discussed the replacement of the laptops for the squad cars. In Car Video Documentation Systems was discussed. Chief Taubel stated that this system would be very helpful. He would eventually like to get this into the cars. The increase in animal control is due to the contract from the County. M. Mathey asked if Nashotah contributes anything to the Lake Patrol. M. Czubkowski stated that they contribute through her department. A copy of the agreement that the City of Delafield has with Nashotah will be distributed at a later date.

A five -minute break was taken.

Fire Department - Chief Allan Swayze discussed the Fire Department proposed budget (see page 101 of the Budget Booklet). He also discussed the new and significant items in the operating budget. R. Miskelley asked if there was someone on-call 24 hours a day. There are two paramedics on 24/7. There is a call list. Discussion took place on the inter-facility transfers, i.e. personnel, billing issues, and the possibility of getting contracts for inter-facility transfers. R. Miskelley stated that he would be happy to get involved in a discussion with the hospital on behalf of the City of Delafield in regards to a contract. Chief Swayze explained the technical rescue services contract with the City of Waukesha Fire Department. The Fire Department would like to provide an awards/recognition dinner for department personnel. Mayor Craig asked about a cadet-type of arrangement with younger people. Chief Swayze stated that overall this has been a productive venture in other areas. This would be a pre-18 year old group; once they are 18 they can go out on calls, etc.

The Proposed Revenues were reviewed. The category "Allow for Uncollectables" was addressed and M. Czubkowski stated that the council decided to accept assignment from Medicare/Medicaid. The difference from these funds would be assigned to the "Allow for Uncollectables" category. There have been less write offs this year than last year. The State Fire Insurance - 2% Dues is covered on page 30 of the Budget Booklet -- this is for the fire inspections. The dues are contingent upon the Department of Commerce audit.

The Capital Outlay Budget was reviewed. They would like to replace the concrete drive in front of fire station to coincide with the Genesee Street reconstruction. Additional space for parking is also being requested. M.

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Carlson showed how this tied in to the City of Delafield Capital Improvements Program 2003 – 2007. The proposed 4x4 pickup truck would replace both the present pick-up truck and the Crown Victoria car that they presently have. An Aerial Ladder Truck is being requested. This would have more purposes as a smaller unit than the present one. P. Schuman asked if the City could not replace the truck at all. Chief Swayze stated that the Department needs another pumping-type vehicle. An aerial truck is needed to reach the higher structures. M. Carlson stated that with a 5% interest rate on \$500,000, payments would be \$65,000 for ten years. The life expectancy is about 20 years. Mayor Craig asked if it would be sufficient to keep the truck for its pumping capacity and lean on the neighboring communities for the aerial ladder. Chief Swayze stated the hydraulics on the present ladder truck have caused problems. He would not want to go any smaller than a 75-foot ladder truck. R. Miskelley stated that with all of the communities around Delafield having a truck, he could not see spending this amount of money.

Department of Public Works – Mike Scaff

The 2003 Operating Budget (revenues and expenditures) was reviewed. The budget without the refuse/garbage contract reflects a 3% increase. No salary increases are reflected in the budget. R. Miskelley asked about the Highway Street Salary decrease. M. Scaff stated that the line item is being broken out better this year. He explained that he would like to increase the amount of salt purchased for the winter to enable the streets to be cleared sooner without using as much sand. Dr. Thornton of SEWRPC wrote a letter stating that the lake would not have an adverse effect due to the increased usage of salt. One of the biggest increases in this budget is the refuse/garbage collection contract.

The Cemetery Budget was reviewed. M. Czubkowski described how the City received jurisdictional ownership of the cemetery.

The Parks Department Operating Budget was reviewed. L. Quartaro stated that many of the increases were due to a change in accounting procedures.

The Planning & Development 2003 Operating Budget was reviewed. Mayor Craig asked what the weed harvesting season was. M. Scaff replied that the season begins in the third week of May and goes through the third week of August. Pier pick-ups continue through Labor Day. It was asked if there were any plans to increase harvesting in the future. M. Scaff stated that this year was unusual and no plans to increase are being made. Mayor Craig asked if more options could be explored. M. Scaff stated that there is equipment that could be rented. He stated that the budget could be increased overall to cover this. Offsetting shifts of

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personnel to keep the equipment that we have to run longer was suggested, but the budget would still have to be increased. Mayor Craig would like to see exploration of possible expansion of the weed cutting operation. Discussion took place. L. Kuklinski stated that she has spoken to some outside associations that could possibly help out with this with no increase to the tax payers. This will be brought before the Lake Welfare Committee.

The Sewer Department 2003 Operating Budget – Paul Zellner reviewed and stated that user fees, not property taxes, bring in the revenues.

The Water Department 2003 Operating Budget – Paul Zellner reviewed. M. Czubkowski explained how the public fire protection fee is derived. Presently the fee is \$0.62/\$1,000. The Public Service Commission, not the City of Delafield, sets the rate.

The last pages of the DPW Budget compared DPW personnel at various communities to Delafield.

A five -minute break was taken.

The Public Library 2003 Annual Budget – Jocelyn Bubolz

The budget worksheets printed by the City are different than what the library board has asked for. J. Bubolz will provide a table that shows the changes for the next meeting. The changes on page 184 of the Budget Booklet are as follows: Account 51100.110.000 Council Salary \$260,788, Account #55110.110.000 Library Salary \$47,257, Account #55110.243.000 Library Leased Equipment \$5,000, Account #55110.292.000 Computer/Network \$11,500, Account #55110.293.000 Lib Software Subscription \$30,803; Account 55110.340.000 Lib Operational Supplies \$5,650. Changes on page 185 of the Budget Booklet are as follows: Account 55110.345.000 Computer Equipment \$8,844, Account 55110.350.000 Lib Building Exp \$2,505, Account 55110.361.610 Lib Adult Print Mat-Refer \$7,500, Account 55110.361.611 Lib Adult Print Mat-Non F \$12,570, Account 55110.361.612 Lib Adult Print Mat-Fiction \$11,200, Account 55110.361.614 Lib Adult Print Mat-Subsc \$6,590. This changes the Library Total Expenditures to \$497,424. These changes are due to a difference in opinion between the library board and the administration. An additional \$79,096 is being asked for over last year. J. Bubolz reviewed and expanded on the salary and wages budget narrative (page 193 in the Budget Booklet). She stated that the Phase II salary adjustment are less than the Phase I salary adjustments. A salary comparison chart was included on page 200 of the Budget Booklet. They are trying to keep the salaries competitive to retain staff. Discussion took place on the increase in salaries. M. Carlson explained his

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methodology in calculating the salary. The minimum level contribution for funding the library is \$216,475; the second benchmark is the average of the last three years, \$205,000. The library is asking the City to levy \$342,558. Documents entitled "Library Budget Summary Ten Year History" and "Local Community Support for Libraries Comparison with Minimum Levy" were distributed and discussed. J. Bubolz stated that the library budget is different from others because the salary increases, overtime hours, etc. are included in the budget. Some of the information from the Waukesha County Federate Library System was reviewed both verbally and in the Budget Booklet. J. Bubolz stated that such a detailed budget is presented in order to show the Council how much thought has gone into the budget and where the money is designated. The value of services provided to Delafield by the Waukesha County Federated Library System was reviewed. Several library board members were in the audience. L. Gifford stated that the library provides service for a lot of residents. She thought that more residents would have cards if they were not very young people – young children have their parents check out materials on their library cards, the younger children do not have their own cards. L. Quartaro stated that at Cushing School all students get library cards.

C. CAPITAL IMPROVEMENTS PROGRAM 2003 – 2007

M. Carlson stated that an error was detected on page 2—The construction for the library should begin in 2003 and end in 2004. This will be a discussion for another meeting. The street reconstruction list will be asked to be approved as part of the budget approval on November 18<sup>th</sup>. P. Schuman stated that the Debt service of \$859,207 does not include these items. M. Carlson will provide a listing of the debt issues in order to see the timing of the debt. A bar graph showing by year over the next 15 years how much the City will pay on an annual basis for debt will be worked on. The ratio for debt service compared to overall budget will be researched and given to the commissioners at a later date.

The budget was discussed and reviewed. The \$176,000 for the clean up and repair of Lift Station #12 is the total amount for the project, but some could be refunded if the source of the contamination can be determined. Not all items in the capital improvements program will be bonded; some will come from the fund balance. M. Carlson will provide an accounting of what was bonded for, what projects were completed, and how much money is available for reprogramming at a later date. The cover for the Cushing Park Bridge should be listed as being funded by private donations and not out of the general fund. The grant for the Genesee St. Bridge Decorative Rail was not approved. The rail must be of sufficient strength. Reconfirmation that the bridge is in the TIF District will be done. Negotiations are going on with the County for the

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City to obtain jurisdiction of the bridge. L. Quartaro stated that many volunteers would be used for the construction of the remainder of the park on the Geason Land and that the \$250,000 figures listed would, most likely, be high. A workshop meeting to specifically discuss the Genesee Street Reconstruction/Water Line will be held. A summary list of streets to be resurfaced was prepared by M. Scaff and was included in the Budget Booklet. By budgeting \$320,000 for street paving it will be more in line with today's cost and will do as many miles of streets as in years past.

D. CAPITAL EQUIPMENT REPLACEMENT FUND

M. Carlson explained that this is a listing of capital equipment items by department, when it was purchased, life expectancy, replacement year, and replacement cost. The theory is to set aside some money each year so that when it is time to replace that item, the money will be in the bank so that the taxes are not affected. The notion is to use this tool to stabilize the tax rate. It shows how much capital equipment exposure there is.

L. Quartaro thanked M. Carlson for steering the City of Delafield in the right direction for fiscal responsibility. The Department Heads were also thanked. Mayor Craig thanked M. Carlson, all of the department heads, members of the audience, and those who were watching on television. Copies of this Budget Booklet will be available in the library. A Budget Booklet may also be purchased for \$20.

E. ADJOURNMENT

**L. QUARTARO MOTIONED TO ADJOURN FROM THE MEETING. R. MISKELLEY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 1:54 P.M.**