

CITY OF DELAFIELD COMMON COUNCIL MINUTES

CALL MEETING TO ORDER

The meeting was called to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

Mayor Paul Craig
Phil Schuman, Ald.
Erv Sadowski, Ald.
Mike Roberts, Ald (entered 6:52 p.m.)
Linda Quartaro, Ald.
Linda Kuklinski, Ald.
Ron Miskelley, Ald.
Matt Carlson, Administrator
Marilyn Czubkowski, Clerk

Also Present

Kate Rahmlow, Park & Recreation Coordinator

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 MARCH 3, 2003

**R. MISKELLEY MOVED TO APPROVE THE MINUTES OF MARCH 3, 2003.
L. QUARTARO SECONDED THE MOTION. THERE WAS NO FURTHER
DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

2. CITIZEN'S COMMENTS ON ITEMS PERTAINING TO THIS AGENDA.

None.

3. CONSENT AGENDA

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

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- a. Final Agreement with WE Energies regarding burial of electric utility lines in Downtown.
- b. Use of the Council Chambers by Ammi Hawks Auxiliary on Sunday, April 27, 2003 and the 3rd Sundays of May, June, July, October, and November, 2003.
- c. Proclamation in support of local and Wisconsin military personnel.
- d. Proclamation establishing April 25, 2003 as Arbor Day
- e. Proclamation establishing Municipal Clerks Week as April 27 - May 3, 2003.
- f. Use of Cushing Memorial Park by Cushing Historical Association for Memorial Holiday weekend, May 25-27, 2003.
- g. Disposal of Administration Department photocopier.
- h. Request by Delafield Chamber of Commerce to have The City of Delafield's Department of Public Works perform tasks in preparation for Delafield Days, July 11-12, 2003.

4. COMMITTEE REPORTS

- a. LICENSES - TWO-YEAR

L. KUKLINSKI MOVED TO APPROVE THE LICENSES. R. MISKELLEY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

1. Gina Gonzales, S31W28443 Sunset Drive, Waukesha, WI 53189; Water Street Brewery Lake Country, 3191 Golf Road, Delafield, WI
2. Kathleen A. Grandy, N5W31949 Shagbark, Delafield, WI 53018; Lumber Inn, 617 Wells Street, Delafield, WI 53018.
3. Karen J. Prouty, W304 S10581 Lakeview Drive, Mukwonago, WI 53149; Rocky Rococo, 2729 Heritage Drive, Delafield, WI 53018
4. Ron Olson, 515 Chad Ct., North Prarie, WI 53153; Kurt's Steak House, 22 Main Street, Delafield, WI.
5. Nicholas Rode, N43W32877 Rasmus Rd, Nashotah, WI 53058; Marty's Pizza, 2580 Sun Valley Rd, Delafield, WI 53018.

- b. PLAN COMMISSION (DRAFT MINUTES OF MARCH 26, 2003 MEETING)

- Action Marine Conditional Use recommendation.

M. Carlson stated that the Plan Commission recommended approval of the Conditional Use. He also recommended approval subject to the preparation of the standard Conditional Use Agreement by the City Attorney. Mayor Craig stated that this was for a gentleman who is running the marine business and wants to add some cars to the parking lot.

L. KUKLINSKI MOVED TO ACCEPT THE COMMISSION'S RECOMMENDATION SUBJECT TO THE ATTORNEY'S REVIEW. L. QUARTARO SECONDED THE MOTION. M. CARLSON ASKED IF

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THIS AUTHORIZED THE MAYOR TO SIGN THE CONDITIONAL USE AGREEMENT WHEN IT IS DRAFTED. L. KUKLINSKI STATED THAT IT DID. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

Mayor Craig also reported that there are a couple new businesses coming into the area. There was one that had landscaping and guns and the Plan Commission was going to make sure that they did not put anything in storage on their property. There was another discussion about Village Square. They are looking for some more information from them and it was continued to the next meeting. A lengthy discussion took place at the Plan Commission meeting on 706 Main Street; there is a potential new building going up there that needs to have further examination. M. Moertl with the boat gas operation was at the meeting and the City does not have any language and they will be dealing with that issue and asked that M. Moertl get some experience under his belt on the other lakes and then come to the City of Delafield later on. This will not take place in 2003. L. Kuklinski asked if Lake Welfare has done anything about this. P. Schuman stated that they have basically reviewed it, but everything was up to the State as far as reviews go so they felt it would be best to wait until the State did its review. He was not aware that he was coming to the Plan Commission. The Lake Welfare Committee had some concerns like what happens if there is leakage and things like that. Mayor Craig stated that the DNR did a great deal of work with him on that issue also. He has all of his "I's" and "t's" dotted and crossed appropriately. He is doing a public hearing in the Oconomowoc area and he will get some experience on those lakes and hopefully come back. P. Schuman stated that he would get more information and will bring this to the Lake Welfare Committee. Lake Welfare's thought was to let the other committees, State, and Local who were looking at it, do their work first and then the Lake Welfare Committee would come back with any concerns that they had. L. Kuklinski stated that she would like to know what authority the City does have. Even if everything is all in order, does the City have an obligation to allow him to do this? Mayor Craig stated that the City has nothing and that was the problem. The City couldn't accept and couldn't deny because there was no verbiage in that area. He stated that M. Carlson appropriately compared it to a heating fuel man who comes delivering the oil to your house; the City doesn't regulate those. In this case, the City couldn't regulate or assist him. E. Sadowski asked if Nashotah would get involved in this. M. Carlson stated if the City changes its zoning ordinances that would apply to the lake, Nashotah and the DNR would need to be involved with the approval of those ordinances.

- c. LAKE WELFARE COMMITTEE

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They will be meeting this Wednesday. They will have a kick-off meeting if the City Council agrees on the agreement with Vierbecher and Associates to prepare the Lake Dredging Plans. They will also be working on the final agenda for the Annual Meeting on May 1st. P. Schuman stated that he would be going to Green Bay this Thursday, Friday and Saturday for the Wisconsin Association of Lakes Convention. He is hoping to pick up some good ideas.

d. PARK AND RECREATION COMMISSION (DRAFT MINUTES OF MARCH 19, 2003 MEETING)

L. Quartaro reported that they have two action items tonight that will be done later on in the agenda, one is the recreation agreement between the City of Delafield and the Village of Hartland and the other is the lease agreement with the American Legion. They talked extensively about the Village of Hartland agreement and they are, as a committee, very excited about that. Discussions also took place at the Park & Recreation meeting about the survey that they want to do of the residents to determine what their park preferences are on a global scale for all of the parks in Delafield and in particular the Geason land. They wanted to do this survey since the Geason land will be the first City park that they are planning in a long time. She thought it was an exciting opportunity. She publicly thanked the Park & Recreation Committee for the gift that they gave her and stated how much of a pleasure it has been for her to serve on Park & Rec and what a terrific, dedicated group of people they are.

e. PUBLIC WORKS COMMITTEE (DRAFT MINUTES OF MARCH 5, 2003 MEETING)

R. Miskelley stated that there are two committee reports. The Common Council had tentatively approved \$275,038 for Wolf Paving for the street repaving project tentative on DPW approval (they approved it). Main Street and Wells Street design - they are talking about Main Street west of Genesee Street, they talked about the type of parking they wanted going along down by the library. The DPW has recommended 37' back-to-back, which is the description of it, which gives one side parking and the DPW is recommending it. As it gets closer, the Common Council will be asked for a recommendation. At the April meeting the Public Works Committee discussed the preliminary review of the Faire Lakes Commons. They gave them direction and sent them back to Staff. M. Carlson stated that they have made contact with him and they are scheduling them for a public hearing on April 30th before the Plan Commission. R. Miskelley stated that this would be a five-unit development, three acres per household. He thought it looked like a rather nice development. R. Miskelley stated that he has enjoyed working with the guys on the DPW for the last two years. They are a terrific group of guys and a terrific committee. He wished them luck. In regards to the Clean Water project with the Lake Welfare Committee,

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they have appointed D. Jashinsky to this project. P. Schuman has made contact with him and the recommendation to the sub-committee is on tonight as one of the actions. He wanted to make sure that they use all of the expertise that the City has.

f. DEL-HART COMMISSION

L. Kuklinski stated they would be meeting on April 15, 2003 at 7:30 p.m. They did have a meeting since the last Common Council meeting. It was a light agenda and an update took place on the Clean Water Fund. There was a letter that stated that the DNR has accepted Del-Hart's terms.

g. RECYCLING COMMITTEE

No representative. No meeting.

h. POLICE AND FIRE COMMISSION

No representative. No meeting.

i. LIBRARY BOARD

E. Sadowski stated that the meeting is cancelled for April 8, 2003. The referendum failed. L. Quartaro stated that the group is still going strong. The Friends group is picking up where they left off on the fundraising. It will go forward and hopefully will be back before this body within a year to ask for financing again. They are confident it will go forward and they are in the process of doing the redesign of the building because a lot of people didn't like it. If anyone is interested in getting involved in that, see L. Quartaro or C. Snyder. There are going to be many opportunities and hopefully it will be a good way for them to bring the City together for a common purpose. The library location will be the same, but a different building design. Mayor Craig stated that they are moving the capital fund forward. L. Quartaro stated that the capital campaign would move forward; they are going to raise money. It really doesn't make any difference whether the referendum passed or failed - they will go forward and raise money anyway and they will be back asking the Common Council, once they have raised however many dollars necessary, to go ahead and finance. M. Carlson stated that although the library referendum didn't pass, he knows that there are a lot of people who worked very, very hard on the referendum and their efforts are to be absolutely thanked and recognized. He also stated that he knew that one of the benefits of going through the referendum process was to re-energize the Friends of the Library group. He thought that everyone around the table was very pleased with what they see with the Friends of the Library group. They are re-energized, they have re-mobilized, they have a big task ahead of them, but the group is much more active today. L. Kuklinski stated that there was an article that might have been

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somewhat misleading in the paper. She received a couple of calls from citizens, but she wanted everyone to be reassured that there never were any bonds issued related to the library. There were never any issued, it never went through, there's no repayment to be made because no action was ever taken – that's why the referendum took place. Mayor Craig stated that the bonds actually were withdrawn before they were advertised or went to market. L. Kuklinski wanted to publicly let everyone know that there was never anything issued. Mayor Craig stated that as far as he is concerned, the library board did do a great job in trying. He was saddened that the referendum did not pass, but is also encouraged and pleased that the group is moving forward and continuing their effort and progress. He thought that was an extremely important note that needs to be made to everyone and to keep that in mind. L. Quartaro stated that they could use money.

j. FINANCE ADVISORY BOARD

The next meeting will be May 13, 2003.

k. OTHER

None.

5. OLD BUSINESS

a. APPROVE LEASE BETWEEN AMERICAN LEGION POST 196 AND THE CITY OF DELAFIELD.

M. Carlson stated that M. Czubkowski worked hard to put this together with the American Legion representatives. M. Czubkowski stated that she thought that it speaks for itself. It's a 20-year lease with 3% increases over the years. The City of Delafield expenses incurred for utilities were capped at \$650 and there were no other expenses that would be incurred unless the City and the American Legion agreed to improvements or things that would generate expense. L. Kuklinski stated that it was a great job. She thanked M. Czubkowski for going back.

L. KUKLINSKI MOVED TO APPROVE THE LEASE. L. QUARTARO SECONDED. SHE ALSO THANKED THE LEGION FOR EXTENDING THE LAND TO THE CITY. IT IS AN EXCITING ADDITION TO WHAT THE CITY OFFERS RECREATIONALLY. HOPEFULLY IT WILL ENCOURAGE A LOT OF SHARING SERVICES. E. SADOWSKI ASKED ABOUT THE LIABILITY ASPECT OF THIS. IF THERE ARE LIQUOR AND DIFFERENT THINGS TAKING PLACE, IS THE CITY LIABLE BECAUSE OF THE INSURANCE? M. CARLSON STATED THAT THE CITY DOES NOT EXTEND ITS LIABILITY COVERAGE TO BUILDINGS THAT ARE NOT INCLUDED AS PART OF THE LEASE. M. CZUBKOWSKI STATED THAT THE CITY COULDN'T SERVE

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BEVERAGES ON THEIR LAND. THEY WOULD HAVE TO CONTACT THE AMERICAN LEGION AND THEY WOULD SERVE THE BEVERAGES. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

6. MAYOR'S REPORT

He has:

- Had several meetings with Friends of the Library.
- Conversations with M. Carlson
- Attended Village Square hearing
- Attended Plan Commission meeting
- Tourism – this is a committee that is not noted very often. The receipts from last year were down. This is a normal trend. However, so far this year Tourism in this state is up 2.5%, which is encouraging. He looks forward to seeing some of that in this area. They have taken a slightly different twist as a group of tourism in where they are advertising. They are advertising more outside of our state now trying to bring people into the state. People are not traveling as far on plane trips, etc. and they hope to lure them in. They have four publications that they are trying out now and they hope to bring it in. The Tourism and Promotion Committee is working with the DPW and trying to get some flags up where there are banners currently on the flagpoles so we can get patriotic. They did pass the proclamation and they are going to get these flags up also. They are hopefully looking forward to a copy machine.
- Met with the Merchant Group on Genesee. They are very positive, motivated, and excited about the changes that are going to occur. They are aware that there may be pain during this process, but they are still very positive. They have been fundraising themselves, trying to get the money together to get some activities/functions for the construction workers and to keep the positive flavor going on the Genesee project.
- Encouraged the residents and all of the alderpersons, even those that are leaving, if they have people that are interested in committees, please have them contact him. He would like to talk to them and see where they are going with them in the future. He asked R. Miskelley that if there was anyone in the 7th Ward for the DPW position, he would appreciate hearing from them.

7. NEW BUSINESS

- a. INTER-INSTITUTIONAL TRANSPORTATION AGREEMENT BETWEEN THE CITY OF DELAFIELD AND OCONOMOWOC MEMORIAL HOSPITAL.

M. Carlson stated that the Inter-Institutional Transportation Agreement between the City of Delafield and Oconomowoc Memorial Hospital is the culmination of discussions that were started with Alderman Ron Miskelley and conversations that he had with A. Swayze, Fire Chief about

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the provision of inter-facility transports by the City's Fire Department. The Agreement with Oconomowoc Hospital will compensate the City of Delafield \$5,000 per month, plus the City of Delafield gets to keep the revenue that they receive from billing patients for that inter-facility transfer service. In 2002 the City transported 137 times. They are projecting about 170 for the year 2003. This agreement will allow the City to use the revenue from the agreement to add to its full-time staff on the Fire Department and add a paramedic to the full-time staff. That paramedic would then be available for other calls and to respond to other issues that come up in Delafield. If anyone had any specific questions about the agreement, Chief A. Swayze was present, but M. Carlson stated he wanted to thank both Ron Miskelley and Al Swayze along with the City Attorney, Bill Chapman who helped put together this agreement, which he believes is one of the first in the state. Mayor Craig thanked R. Miskelley.

L. QUARTARO MOVED TO APPROVE. P. SCHUMAN SECONDED. L. KUKLINSKI STATED THAT SHE HAD ONE QUESTION. SHE STATED THAT IT WAS GREAT AND SHE THOUGHT IT WAS WONDERFUL. SHE ASKED WHEN THE CITY BRINGS ON THE ADDITIONAL STAFF, IF SOMETHING WERE TO HAPPEN AND THE AGREEMENT WAS NOT RENEWED IN THREE YEARS, THEN SHE IS ASSUMING THAT THE CITY WOULD REVISIT THAT HEADCOUNT THAT WAS BROUGHT IN. CHIEF SWAYZE STATED THAT THIS WAS CORRECT. FOUR WERE IN FAVOR OF THE MOTION. R. MISKELLEY ABSTAINED. MOTION CARRIED.

- b. APPROVAL OF STORMWATER ENGINEERING AGREEMENT WITH HEY & ASSOCIATES.

M. Carlson stated that the City received a grant from the Department of Natural Resources to prepare stormwater engineering designs for both the northeast side of Delafield and the northwest side of Delafield – the two large remaining tracts of land that are yet to be developed in the community. Hey and Associates completed a stormwater study at the intersection of Hwy. 83 and 94 and made a recommendation that if it were possible to turn back the hands of time, it would make more sense for the City to have larger, more regional stormwater facilities, rather than 28 different stormwater facilities in that intersection of Hwy. 83 and 94. They are taking that logic and that theory and extending it to the remaining undeveloped properties in Delafield. The DNR supported the City's efforts to capture stormwater upstream from Nagawicka on both the west side and the east side of Nagawicka Lake and they approved this grant so the City could hire an engineering consultant to prepare those engineering designs. In many respects this project is more a planning exercise than it is an engineering exercise because in order to size a stormwater facility appropriately, you have to know what stormwater is being contributed to those ponds, so you have to know what land is being used. You have to know where the streets are and the impervious

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surface and the amount of areas that would be collected by those stormwater facilities. In many respects, this is going to be a very intensive planning effort. The City is going to ask for a lot of participation from the community in preparing these land use plans in a manner consistent with the Master Plan, unless the City is going to make some changes along those lines. The City sent out request for proposals to the engineering community. The City received seven different responses to that proposal. As R. Miskelley mentioned earlier, the City created a sub-committee to review those proposals and to recommend a firm. D. Jashinsky from the Public Works Committee and Steve Healey from the Lake Welfare Committee met with M. Carlson, reviewed the proposals, and came up with the recommendation to award this contract to Hey & Associates in the dollar amount of \$77,720 subject to DNR acceptance of the contract. He is making that recommendation tonight.

R. MISKELLEY MOVED TO APPROVE. L. QUARTARO SECONDED. P. SCHUMAN STATED THAT THIS WAS A LITTLE BIT LESS THAN THEY ASSUMED ON THE GRANT. THEY ASSUMED ABOUT \$130,000 - \$135,000. HE STATED THAT 70% OF THIS IS COVERED BY THE DNR GRANT. MAYOR CRAIG STATED THAT HE NOTICED THAT THERE WERE SEVEN MEETINGS BEING SET UP BY THIS CONTRACT. THE CITY LEARNED FROM GENESEE EXPERIENCE TO ADVERTISE IT WELL IN ADVANCE AND GET IT LISTED OUT. HE ASKED IF THERE WAS ANY IDEA WHEN THIS WOULD OCCUR. M. CARLSON STATED THAT A KICK-OFF MEETING HAS NOT BEEN HELD WITH HEY & ASSOCIATES TO MAP OUT HOW THIS PROJECT WOULD BE COMPLETED. ONE OF THE VERY GOOD SUGGESTIONS THAT WAS MADE AS PART OF THE FACILITATION PROCESS WAS THAT WE USE ALL DIFFERENT KINDS OF METHODS OF GETTING THE WORD OUT; ELECTRONICALLY, THE NEWSPAPER, THE CITY'S NEWSLETTER. TO THE EXTENT THAT THE CITY CAN, THEY WILL GET AS MUCH ADVANCE NOTICE OUT ABOUT THOSE MEETINGS. ALSO AS HE UNDERSTANDS IT, THERE ARE ALDERPEOPLE WHO ARE SETTING UP QUARTERLY MEETINGS FOR THEIR CONSTITUTENTS AND THIS MAY BE A GOOD OPPORTUNITY TO GATHER SOME INPUT AS WELL. THIS IS A VERY IMPORTANT PROJECT FOR FUTURE LAND USE IN DELAFIELD AND IT IS CRITICAL THAT THEY GET A LOT OF INPUT AND A LOT OF PARTICIPATION FROM THE COMMUNITY IN GOING ABOUT THIS WORK. MAYOR CRAIG STATED THAT IT IS ALSO IMPORTANT THAT THE CITY GET AN AGREEMENT AND COOPERATION WITH NASHOTAH BECAUSE A GOOD PORTION OF THEIR LAND FEEDS INTO THIS. M. CARLSON STATED THAT THAT WAS AN EXCELLENT POINT. HE STATED THAT THERE HAS BEEN SOME TURNOVER AT THE ELECTED LEVEL IN THE VILLAGE OF NASHOTAH AND HE HAS NOT YET CONTACTED THE NEW REPRESENTATIVES FROM NASHOTAH, BUT THE PREVIOUS VILLAGE PRESIDENT WAS VERY INTERESTED IN COOPERATING WITH THIS PROJECT, SAW IT AS AN EXCELLENT OPPORTUNITY TO DO SOME REGIONAL JOINT

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LAND USE PLANNING TOWARD THE OVERALL GOAL OF REDUCING THE AMOUNT OF POLLUANTS THAT GO INTO NAGAWICKA LAKE FROM THE WEST SIDE. L. KUKLINSKI ASKED IF HEY WILL MAKE THAT CONTACT WITH THEM, OR WILL M. CARLSON MAKE THAT INITIAL CONTACT. M. CARLSON STATED THAT HE WOULD MAKE THE INITIAL CONTACT. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- c. APPROVAL OF CUSHING PARK BRIDGE AND PARKING LOT DESIGN CHANGE ORDERS FROM AYRES ASSOCIATES.

M. Carlson stated that the City has made significant progress on the design work for the Cushing Park Bridge. There were a couple of items that would cause the City to incur additional expenses, the largest of which was the extension of the sanitary sewer line along Cushing Park Road from Main Street into Cushing Park. There are two change order requests from Ayers & Associates; the first one is a joint change order that will be funded in part by the Department of Transportation in the amount of \$1,970.19 – he has had a discussion with Jim Lueck, the project administrator from DOT. He has now accepted the hours and the cost amount for that change order. M. Carlson stated that the second piece of work was to do three additional meetings with the City to give some additional exhibits to prepare that gravity sewer into the park to provide future bathroom facilities for Cushing Park and to make those parking lot changes reflect the desires of the Plan Commission and Park and Recreation Commission. Total amount for that change order is \$15,816.96. The largest portion of that change order is for the sanitary sewer facility that was not anticipated as part of the original contract.

L. QUARTARO MOVED TO APPROVE. R. MISKELLEY SECONDED. E. SADOWSKI ASKED WHEN THIS IS SUPPOSED TO BE IMPLEMENTED. M. CARLSON STATED THAT CONSTRUCTION WOULD START AFTER AUGUST WHEN KIDS GO BACK TO SCHOOL. IT WILL BE FINISHED BEFORE YEAR END OF THIS YEAR. THIS IS THE BRIDGE PROJECT, THE PARKING LOT, AND THE ROAD LEADING INTO CUSHING PARK. IT INCLUDES THE SEWER INFRASTRUCTURE. E. SADOWSKI ASKED IF THE CITY IS RAISING FUNDS FOR THE TOP OF THE BRIDGE AS WELL AS THE BATHROOMS. M. CARLSON STATED THAT THE BATHROOMS HAD BEEN INCLUDED IN AN EARLIER GRANT PRESENTATION TO THE DEPARTMENT OF NATURAL RESOURCES, SO THE CITY HASN'T FINALIZED THE SOURCE OF FUNDING FOR THAT PROJECT YET, BUT THE COVER IS ENTIRELY PRIVATELY FUNDED AND THE CITY HAS NOT LAUNCHED ANY CAMPAIGN ALONG THOSE LINES. THAT HAD A LONGER TIME HORIZON. MAYOR CRAIG STATED THAT THIS IS SOMETHING THAT COULD BE ADDED ON AT ANY TIME AFTERWARDS. IT DOESN'T HAVE TO BE DONE AT THE TIME IT IS CONSTRUCTED. L. QUARTARO STATED THAT THEY WOULD PROBABLY FINISH THE VETERAN'S WALK FIRST BEFORE THEY

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LAUNCH ANY MORE FUNDRAISING EFFORTS. SHE STATED THAT IF THERE IS ANYONE WHO WANTS TO COVER THE BRIDGE, THE OPPORTUNITY IS THERE. ALL WERE IN FAVOR OF THE MOTION. MOTION CARRIED.

- d. APPROVAL OF CITY OF DELAFIELD PARK AND RECREATION AGREEMENT WITH THE VILLAGE OF HARTLAND.

M. Carlson stated that the City's Park & Recreation Coordinator, Cate Rahmlow was present to explain another joint service opportunity with the Village of Hartland.

C. Rahmlow stated that in the current five year for Park and Recreation one of the goals is to explore partnerships and relationships with other people to provide recreational programming. They are currently in year five of that plan, so it has been a goal for quite some time for the Park & Recreation Commission. That being the case, they have actually figured out that the YMCA partnership has been on and off again for more than ten years. As you know, they partner with the Town of Delafield for the baseball program. The baseball serves youth, primarily male. The YMCA program, in its current incarnation, is about one year old, and they have recreational programs, which, last year were primarily athletic in nature. The partnership with the Village of Hartland is designed to provide a broader spectrum of recreational programs that might meet the desires of the senior population, or the school population not doing athletics. It is a one-year pilot and she has worked with the Director of Recreation at the Village of Hartland, Amy Miller, closely to come up the framework of it. The Village of Hartland has voted on it and there is a slight amendment to the language based on some very good feedback from M. Carlson. What it does basically is to allow the City to evaluate what kind of recreational programs the citizens of Delafield want and are willing to pay for. The partnership may be the most effective means of accomplishing the recreational objectives. For the Village of Hartland this is a source of income. For Delafield it would be an expenditure. There is a little difficulty estimating precisely what kind of response the City will receive. Because it is an expenditure for the City of Delafield, they wanted to give themselves something of an out while still being able to present the program. The recreational year is divided into three different sessions, summer being far the largest, then autumn, and then combination winter/spring. The summer program runs through the summer months. By August, Hartland is already putting together their brochure for the autumn session and the City's Park & Rec thought that they would for sure do summer and for sure do fall and then if the current budget fund were tapped out, then the City gave themselves the out by an "in writing" notification by October 1. This allows both communities to estimate the success of the big program and one of the smaller programs and then if the City runs into budget problems it allows the City to exit from the winter/spring program. It wouldn't affect the City's ability to pick it up again 2004, it wouldn't affect the Park &

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Rec's ability to come to the Common Council and ask for the appropriate amount of recreational programming funds in a future budget, but it would allow the City to not get so squeezed in the budget that we currently have. This is the one change. Mayor Craig asked if this was included in the Hartland portion that they approved or does that have to go back to them. C. Rahmlow stated that it would have to go back to them, but she has worked on the date with Amy.

L. QUARTARO MOVED TO APPROVE. R. MISKELLEY SECONDED THE MOTION. L. KUKLINSKI ASKED M. CARLSON TO TALK ABOUT HOW THEY CAME UP WITH THE PAYMENT STRUCTURE. SHE STATED THAT SHE UNDERSTOOD THE SUBSIDIZING, THE EQUITIES WE ARE TRYING TO CREATE AND WHY A PARTNERSHIP IS A REALLY GOOD IDEA, AND THAT'S USING THE HARTLAND PROGRAM, BUT WHEN IT TALKS ABOUT USING THE CITY'S FACILITIES, WHERE DOES THAT GET MEASURED IN AND AT WHAT POINT DOES THAT GET MEASURED IN WHAT THE CITY GETS FOR WHAT THE CITY IS CONTRIBUTING TO THE PROGRAM? C. RAHMLOW STATED THAT THEIR GOING IN POSITION WAS ACTUALLY THAT THEY WOULD COMPENSATE HARTLAND SLIGHTLY LESS THAN THE TYPICAL NON-RESIDENT FEE. HARTLAND RESIDENTS TYPICALLY PAY APPROXIMATELY \$20 PER CLASS WHICH IS HOW THEY TRY TO WORK IT OUT ACCORDING TO WHAT THEY WILL PAY THE INSTRUCTOR. TYPICALLY, NON-RESIDENTS PAY \$20 PER CLASS, SO THE PARK & REC'S GOING IN POSITION WAS SPLIT ON THAT, WHICH DIDN'T TAKE VERY WELL ON THEIR SIDE. IT IS REASONABLE THAT THE \$10 POINT IS ACTUALLY REASONABLE BECAUSE IT IS APPROXIMATELY WHAT WE PAY NOW IN A DIFFERENT AGREEMENT. THE DISCOUNT TO THE CITY WILL COME FOR CLASSES THAT ARE SCHEDULED THROUGH THE CITY OF DELAFIELD. INSTEAD OF PAYING \$10 PER HEAD, THE CITY WILL ACTUALLY ONLY PAY \$8. ANYONE WHO IS ATTENDING A CLASS LOCATED IN THE CITY OF DELAFIELD WILL RECEIVE \$2. L. KUKLINSKI STATED THAT CITY WOULD STILL PAY THE SAME AMOUNT, BUT THE RESIDENTS WILL GET MORE OF A DISCOUNT. C. RAHMLOW CLARIFIED THAT THE CITY WILL ACTUALLY PAY \$8/RESIDENT IF THEY CAME TO A CLASS IN DELAFIELD. IF A HARTLAND OR NASHOTAH RESIDENT WOULD COME TO A CLASS LOCATED AT THE FISH HATCHERY, THEN THE CITY WOULD GET \$2/NON-RESIDENT COMING INTO OUR FACILITY. THEY HAVE THOUGHT OF A COUPLE OF CLASSES THAT MIGHT BE LOCATED IN THE CITY OF HARTLAND. THEY WANTED TO FIRST GET THE YMCA SCHEDULE IN PLACE (AN ATTACHMENT TO THE MEMO) AND THEN THEY SAT DOWN WITH THE RECREATION DIRECTOR AND ELLEN O'BRIEN, WHO DOES THE SCHEDULING FOR FACILITIES, TO JUST LOOK AT A COUPLE OF DIFFERENT CLASSES TO GO HERE. THEY ALSO TALKED TO LAKE COUNTRY SCHOOL TO SEE IF THE LOCATION THERE WOULD PROVIDE ANY ADDITIONAL SPACE. THE RESULT OF THOSE PRELIMINARY DISCUSSIONS IS

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PROBABLY A FEW DANCE CLASSES HERE AND A COUPLE OF ARTS & CRAFTS CLASSES LOCATED AT THE FISH HATCHERY AND PERHAPS A BABYSITTING CLASS EITHER HERE OR UP AT LAKE COUNTRY SCHOOL. THE BULK OF IT, BECAUSE OF THE TIMING, THE BULK OF THE RECREATIONAL PROGRAMS WILL STILL BE LOCATED IN HARTLAND AND SO THEY ARE ADDING ADDITIONAL SESSIONS SO THAT DELAFIELD CAN DETERMINE WHAT KIND OF RESPONSE LEVELS WE HAVE HERE. BUT WE DIDN'T REALLY GO OVERBOARD WITH TRYING TO SCHEDULE PROGRAMS EITHER IN THE CITY OR EVEN AT LAKE COUNTRY SCHOOL OR OTHER LOCATIONS. L. QUARTARO STATED THAT SHE DIDN'T KNOW HOW MUCH SHE BROUGHT TO THE COUNCIL BEFORE ABOUT WHAT A GREAT IDEA SHE THINKS THE AGREEMENT IS, BUT FOR THE CITY TO TRY TO CREATE A RECREATION PROGRAM LIKE THEY HAVE WOULD COST MANY THOUSANDS OF DOLLARS COMPARED TO WHAT THE CITY WILL END UP PAYING JUST BY SUBDIZING THE PROGRAM. PLUS, THEN THE CITY IS OFFERING THESE RECREATIONAL OPPORTUNITIES TO THE CITIZENS THAT, ALTHOUGH THEY COULD ACCESS THEM THROUGH HARTLAND FOR ALL OF THESE YEARS, THE CITY WILL BE DOING A LOT MORE DIRECT PROMOTING OF IT AND THEY WILL BECOME MUCH MORE AWARE OF IT. HOPEFULLY, IF THIS WORKS OUT, AS TIME GOES BY, MORE AND MORE DELAFIELD LOCATIONS WILL BE ADDED. SHE THOUGHT THAT IN THE LONG RUN, THE CITY WOULD SAVE MONEY. THERE IS VALUE IN OFFERING RECREATIONAL PROGRAMS. P. SCHUMAN THOUGHT THAT IT WAS GOOD THAT THE CITY COOPERATE WITH NEARBY COMMUNITIES ALSO. L. QUARTARO STATED THAT C. RAHMLow HAS DONE A TREMENDOUS JOB OF NEGOTIATING AND PLANNING THIS. SHE SHOULD BE COMMENDED. SHE HAS BEEN A TERRIFIC ADDITION TO THE PARK & REC. E. SADOWSKI ASKED IF THEY HAD ANY IDEA OF THE APPROXIMATE COST ON THAT \$10 PER HEAD. C. RAHMLow STATED THAT HER BEST GUESS - THEY ARE LOOKING AT PROMOTING IT THROUGH THE WEBSITE. SHE WOULD LIKE TO BE ABLE TO HAVE SOMETHING THERE EVENTUALLY AND ON THE CABLE CHANNEL AND IN THE COMMUNICATOR SO THERE ARE PRINTING COSTS ASSOCIATED WITH THAT. IT REALLY IS JUST A GUESS TO SAY THAT THE CITY WOULD HAVE 300 PEOPLE AS A HEADCOUNT FOR DELAFIELD RESIDENTS PARTICIPATING IN THE SUMMER PROGRAM. SHE DID NOT KNOW IF THAT WAS WAY HIGH OR WAY LOW. THEY ARE LOOKING AT A TOTAL BUDGET IMPACT OF ABOUT \$5,300. SHE HAS LOOKED AT THE BUDGET TO SEE A COUPLE OF PLACES THAT THEY CAN COME UP WITH IT AND THEY DO HAVE RECREATIONAL PROGRAMMING IN THE BUDGET NOW. SHE THOUGHT THAT THEY WOULD BE ABLE TO USE A PORTION OF THAT AND THEN THEY WILL HAVE TO FIND SOME FUNDS IN OTHER AREAS. HOPEFULLY BY THE TIME THE BUDGET PROCESS COMES AROUND, THEY WILL BE IN A MUCH BETTER POSITION TO SAY IT IS DOING WELL. SHE THOUGHT THAT THEY WOULD GAIN

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VERY GOOD INFORMATION FROM THIS PARTNERSHIP. IT IS A ONE-YEAR PILOT. HARTLAND IS GOING TO LEARN A LOT AND DELAFIELD IS GOING TO LEARN A LOT. SHE THOUGHT THAT THE SURROUNDING COMMUNITIES, THE TOWN OF DELAFIELD IS INTERESTED TO SEE HOW IT WORKS OUT. ON A BEST CASE SCENERIO THE CITY MIGHT COME OUT WITH A PARTNERSHIP THAT SERVES THE AREA INSTEAD OF JUST ONE MUNICIPALITY AND EVERYONE WOULD FIND ADVANTAGES IN IT. MAYOR CRAIG STATED THAT HE NOTICED THAT THERE WAS \$2,300 THAT IS POTENTIALLY BEING DIPPED INTO TO MAKE UP THAT COST FROM THE GROUNDS MAINTENANCE - HE ASKED IF THAT WOULD JEOPARDIZE THE APPEARANCE OF THE PARKS IN ANY MANNER. C. RAHMLOW STATED THAT IF THEY ARE ABLE TO KEEP THEIR HUMAN RESOURCE COSTS IN LINE WITH WHAT THE BUDGET IS, THEN SHE IS PULLING DOLLARS FROM WHERE SHE IS HOPEFUL THAT SHE WILL BE ABLE TO GET THEM AND IF NOT, THEN SHE WILL BE BACK BEFORE THE COUNCIL SAYING THAT SHE HAS DONE EVERYTHING THAT SHE CAN AND THAT IT IS A SUCCESS AND CAN THE COUNCIL HELP HER OUT OR THEYWOULD HAVE TO WRITE THAT LETTER FOR OCTOBER 1. SHE WOULD CERTAINLY LOOK TO USE EVERYTHING AVAILABLE. L. KUKLINSKI ASKED IF THEY COULD SCHEDULE HER TO COME BACK IN AUGUST TO GIVE THE COUNCIL AND UPDATE/REVIEW. MAYOR CRAIG STATED THAT AUGUST MIGHT BE TOO SOON AND HE SUGGESTED THE FIRST MEETING IN SEPTEMBER. C. RAHMLOW WILL REPORT THEN. NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. MAYOR CRAIG CONGRATULATED HER ON A JOB WELL DONE.

- e. APPROVAL OF AGREEMENT WITH VIERBECHER AND ASSOCIATES TO PREPARE LAKE DREDGING PLANS, SPECIFICATIONS, AND ENGINEERS' ESTIMATES.

M. Carlson stated that the DNR Grant that was discussed earlier also included a component to prepare the plans, specifications, and engineer's estimates to complete a limited dredging project in the Mill Pond and in Nagawicka Lake. The City sent out the project asking for proposals from the engineering community; they received four proposals. Very similar process. They reviewed a short list of those to the Lake Welfare Committee. The Lake Welfare Committee recommended award of the contract to Vierbecher and Associates in the amount of \$37,450. L. Quartaro asked how this was being paid for. M. Carlson stated that these are DNR grant funded with the local match coming from the capital project fund.

L. QUARTARO MOVED TO APPROVE. R. MISKELLEY SECONDED THE MOTION. MAYOR CRAIG STATED THAT THERE IS NO MONEY IN THE BUDGET FOR THE DREDGING ITSELF. THIS IS JUST SETTING IT UP. HE WANTED TO MAKE SURE THAT EVERYONE

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WAS AWARE OF WHAT WAS GOING ON, THAT THEY ARE NOT PROPOSING THAT THE CITY IS GOING TO DO A DREDGING PROGRAM AT THIS TIME, IT IS THE GETTING PERMITS, GETTING THE STUDIES LINED UP AND GETTING THINGS SET IF THE CITY OR SOMEONE ELSE CHOSE TO. P. SCHUMAN STATED THAT PART OF IT IS A FEASIBILITY STUDY BECAUSE THAT WAS THE DIRECTION OF THE COUNCIL. FIFTY PERCENT IS BEING PAID FOR BY THE LAKE PROTECTION GRANT. THE OTHER PART OF THIS IS THE USGS TEST STATIONS THAT ARE IN THE LAKE. THIS IS A COMPREHENSIVE PLAN TO DETERMINE WHAT IS IN THE LAKE, WHAT HAS BEEN COMING DOWN THE BARK RIVER, AND HOW TO PREVENT ANY FUTURE POLLUTION FROM COMING INTO THE LAKE FROM UNDEVELOPED AREAS. IF THIS PASSES, AND HE WAS HOPEFUL THAT IT WOULD, THE LAKE WELFARE COMMITTEE HAS A MEETING THIS WEDNESDAY WITH THE DNR AND AN ENGINEER FROM VIERBECHER TO DO THE KICK-OFF. HOPEFULLY THIS WILL PASS. E. SADOWSKI ASKED ABOUT THE MILL POND; HE WAS NOT FAMILIAR WITH THAT. M. CARLSON STATED THAT IT IS JUST WEST OF CUSHING PARK. P. SCHUMAN REFERRED TO A MAP IN THE ROOM. E. SADOWSKI ASKED ABOUT THE AREA NEAR MILWAUKEE STREET WHERE THERE IS ALSO A POND - WHAT IS THAT ONE REFERRED TO BY? M. CARLSON STATED THAT IT IS A WETLAND AREA. HE STATED THAT THE CITY DID REVIEW THAT AND THERE WASN'T ANY SILT THAT WAS COMING IN THERE, IT WAS JUST THAT THE WATER LEVEL WAS SO LOW THAT YOU SAW THE BOTTOM OF THE POND. HE WILL CIRCULATE A COPY OF THE MEMO THAT WAS PREPARED FOR THAT. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- f. APPROVAL OF PROPOSAL FOR ORGANIZATIONAL PAY CLASSIFICATION AND COMPENSATION STUDY.

M. Carlson stated that this is a very similar process as what was used for the engineering agreements. They put together a scope of work. They sent out a request for proposals to nine different firms. They received three proposals from firms to complete this pay classification and compensation study. The responses were reviewed with Mayor Craig and L. Kuklinski and recommend that the City enter into an agreement in the dollar amount of \$20,000 with the PAR Group to complete the Pay Classification and Compensation Study. R. Miskelley stated that the City has never done this before. They have basically done this on their own during the budget time, trying to figure out what specific jobs are worth. He stated that this is really something that the City needs badly.

R. MISKELLEY MOTIONED TO APPROVE THIS AS SUBMITTED. L. KUKLINSKI SECONDED THE MOTION. MAYOR CRAIG STATED THAT THIS WOULD STREAMLINE THE JOB DESCRIPTIONS. THE CITY WOULD BE KEEPING THINGS IN LINE HERE AND WERE ABLE TO GET A CLEAR DESCRIPTION OF WHAT PEOPLE ARE SUPPOSED

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TO BE DOING AND ALSO THAT IT WOULD GIVE THE CITY A CLEAR HANDLE ON WHAT IS GOING ON. L. KUKLINSKI STATED THAT THE PROPOSALS THAT CAME IN WERE VERY COMPREHENSIVE AND DETAILED. SHE THOUGHT THAT THE CITY WOULD PAY ITSELF BACK WHEN THE CITY GETS INTO THE BUDGET PROCESS AND STARTS TALKING ABOUT COMPENSATION AND THINGS. THE CITY IS A GROUP THAT BRINGS A LOT AND ALL HAVE DIFFERENT ASSETS THAT THEY BRING, NO ONE PERSON REALLY HAS THE KNOWLEDGE FROM THE MUNICIPAL LEVEL OF WHAT ALL THOSE ARE. SHE THOUGHT THAT THIS WAS AN OPPORTUNITY TO BRING INEQUITIES INTO THE COMPENSATION PROGRAM AND TO GO BEYOND JUST THAT STRAIGHT PAY SCALE. SHE THOUGHT THAT NO BUSINESS CAN FUNCTION SUCCESSFULLY ON JUST A STRAIGHT PAY SCALE. IF YOU DON'T HAVE SOME TYPE OF STRUCTURE IN PLACE TO ALLOW FOR DIFFERENT TYPES OF PAY, DIFFERENT TYPES OF JOBS, AND TO HAVE A VERY GOOD UNDERSTANDING, AND THIS PROPOSAL IS NOT ONLY TO GO THROUGH AND GIVE THE CITY THAT INFORMATION UP FRONT, IT IS AN ENTIRE IMPLEMENTATION PLAN WHERE THE CITY WILL BE ABLE TO CONTINUE TO USE THAT AND IT WILL BE OF CONTINUING VALUE TO THE CITY. IT WAS CLARIFIED THAT THE COMPLETION DATE OF THE PROJECT IS 90 DAYS AFTER THE COUNCIL AUTHORIZES THEM TO PROCEED WITH THE WORK. IF AUTHORIZED TONIGHT, IT WOULD BE AVAILABLE BEFORE THE NEXT BUDGET PROCESS. R. MISKELLEY STATED THAT WHEN PEOPLE COME IN AND START ARGUING ABOUT SALARIES, THEY WILL HAVE SOMETHING THAT WILL HELP THEM. L. KUKLINSKI STATED THAT THIS WOULD BE COMING FROM A COMPLETELY UNBIASED PARTY. MAYOR CRAIG STATED THAT THIS WOULD GIVE A LIST OF COMPARABLES OF WHOM WE COMPARE TO. THIS WILL GIVE A SOLID BASE OTHER THAN WHAT SOMEONE GAVE TO US MANY, MANY YEARS AGO. L. QUARTARO STATED THAT HER OBJECTION IS THAT THIS IS ONE OF THOSE THINGS WHERE THE CITY HAS SO FEW EMPLOYEES IN THE CITY THAT ARE NOT IN UNIONS, THAT WE HAVE CONTROL OVER THE COMPENSATION, IT STRIKES HER AS AN ABSURB THING TO DO AND TO SPEND MONEY ON. FOR THE TOTAL AMOUNT OF EMPLOYEES IN THE CITY, IT IS PRETTY SMALL, WE ARE A SMALL ORGANIZATION, ALTHOUGH WE HAVE A VERY LARGE BUDGET, IT STRIKES HER AS NOT AN EFFECTIVE USE OF THE CITY'S MONEY. L. KUKLINSKI STATED THAT THEY WILL BE TAKING INTO CONSIDERATION THE UNIONS AND IT WOULD HELP THE CITY GET A BETTER HANDLE ON HOW WORK, NOT IN CONTROLLING, BUT WORKING WITH THE UNION AND PROVIDING THEM COMPARABLES AND GIVING THE CITY THE RESOURCES THAT ARE NEEDED TO BETTER NEGOTIATE. P. SCHUMAN ASKED IF IT WOULD BE HELPFUL IF THE EMPLOYEES HAD A BETTER FEEL FOR WHAT THEIR JOB IS WORTH. R. MISKELLEY STATED THAT THIS MAKES JOB CLASSIFICATIONS PREDICTABLE AND IF AN EMPLOYEE IS LOOKING AT A JOB THEY

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SORT OF KNOW WHAT THE RANGE IS, BUT THE MID-RANGE IS, WHAT TYPE OF PAY RAISE THEY CAN ANTICIPATE EVERY YEAR BECAUSE YOU CAN PUBLISH THOSE TYPES OF STANDARDS NOW. HE STATED THAT HE COULD SEE THIS PAYING FOR ITSELF. L. QUARTARO STATED THAT IT WOULD BE INTERESTING WHEN THEY FIND OUT WHO IS OVERPAID AND WHO IS UNDERPAID. SHE WISHED THE COUNCIL LUCK AT THEIR NEXT BUDGET. R. MISKELLEY THOUGHT THAT THIS WOULD HELP IN THE BUDGETARY PROCESS. E. SADOWSKI ASKED CURRENTLY HOW MANY NON-UNION EMPLOYEES THE CITY EMPLOYS. M. CARLSON REPLIED THAT THE CITY HAS 35 FULL TIME EMPLOYEES AND BETWEEN 40-45 PART-TIME EMPLOYEES. ALL OF THE PART-TIME EMPLOYEES ARE NON-UNION. HE THOUGHT THAT BETWEEN THE POLICE DEPARTMENT AND THE PUBLIC WORKS DEPARTMENT 17 EMPLOYEES OUT OF THE 35 FULL TIME EMPLOYEES WERE IN THE UNION. HE STATED THAT THIS INCLUDES CREATING THOSE PAY CLASSIFICATIONS SYSTEMS AND JOB DESCRIPTIONS FOR THOSE UNION EMPLOYEES ALSO. THE CITY HAS NOT CARVED THEM OUT. MAYOR CRAIG STATED THAT IT TAKES INTO ACCOUNT ALL OF THE EMPLOYEES. M. CARLSON STATED THAT THE RESULTS OF THE STUDY MUST BE MATCHED, REFLECTED, MASSAGED, AND MELDED WITH RESPECT TO THOSE UNION CONTRACTS. YOU CANNOT UNILATERALLY MAKE A CHANGE TO THAT UNION CONTRACT. BUT IT WILL GIVE YOU A BASELINE OF INFORMATION THAT WILL BE VERY USEFUL AS THE CITY MOVES FORWARD THROUGH THE BUDGETARY PROCESS. E. SADOWSKI ASKED HOW LONG THIS WOULD BE CURRENT. ONCE THEY SET ALL OF THE PARAMETERS AND EVERYTHING, DOES THE CITY FEEL THAT THIS WILL BE OBSOLETE IN FIVE YEARS, THREE YEARS? L. KUKLINSKI STATED THAT IT IS PART OF WHAT THEY SET UP AS A PROCESS AND EVERYTHING FOR THE CITY TO CONTINUE IT AND HOW WE UPDATE IT, WHERE TO GET THE INFORMATION FROM. THEIR SELECTIVE STAFF IS TRAINED SPECIFICALLY ON HOW TO KEEP THAT UP SO IT CREATES A CONTINUING PROGRAM. MAYOR CRAIG STATED THAT ONCE IT IS SET UP AND IT IS IMPLEMENTED, THEN IT JUST KEEPS ITSELF GOING, WHICH HE THOUGHT WAS THE BEAUTY OF THIS. THERE WAS NO FURTHER DISCUSSION. FOUR WERE IN FAVOR. L. QUARTARO OPPOSED. MOTION CARRIED.

- g. APPROVAL OF CITY OF DELAFIELD E-MAIL AND INTERNET SYSTEMS POLICIES.

Mayor Craig stated that he couldn't believe that this organization has existed this long without this. M. Carlson stated that if you stop to think about it, e-mail has only been in existence for five to six years. The internet was only invented... He stated that the City doesn't have a written policy that specifically governs the use of e-mail and internet access. They thought it was a good idea to have one. They did the typical thing that administrators and clerks do and sent out an e-mail to

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all of their colleagues asking that they send their e-mail/internet policies. The policy tonight reflects a combination of what they thought were the best elements of those policies. It was discussed and distributed at the department head level. The policy before the Commissioners reflects input that was received by all of the department heads. He recommended approval and inclusion as part of the employee handbook.

L. QUARTARO MOVED TO APPROVE. R. MISKELLEY SECONDED THE MOTION. L. KUKLINSKI THOUGHT IT WAS PUT TOGETHER WELL, IT WASN'T TOO RESTRICTIVE, IT LEFT SOME DISCRETION OUT THERE, WHICH YOU HAVE TO HAVE, BUT COVERED SOME EXPOSURES FROM A LIABILITY STANDPOINT FOR THE CITY AND PRINCIPALS OF THE CITY. R. MISKELLEY STATED THAT YOU COULDN'T HAVE A POLICY THAT COVERED EVERY SINGLE INCIDENT. MAYOR CRIAG STATED THAT JUST WHEN YOU THINK YOU HAVE IT COVERED THERE'S ANOTHER ONE. L. KUKLINSKI STATED THAT SOMETIMES YOU CREATE MORE BY TRYING TO COVER THEM ALL. MAYOR CRAIG STATED THAT SOMETIMES YOU STRANGLE YOURSELF. P. SCHUMAN STATED THAT WHILE NOT QUITE WITH THIS, HE STATED THAT HE HAS RETURNED SOME E-MAIL FROM MARILYN AND HE GETS BOUNCED BACK FROM THE SYSTEM. HE ASKED IF THERE WAS A CAPACITY OF HOW MUCH CAN BE SENT BACK TO THE CITY. M. CARLSON STATED THAT HE DID NOT THINK THERE WAS A LIMITED CAPACITY. HE DOES KNOW THAT THERE ARE OCCASIONS WHERE THE SYSTEM GOES DOWN AND IT WILL REJECT THE E-MAILS. THE WHOLE ELECTRONIC WORLD IS A CONTINUAL MAINTENANCE ISSUE. YOU HAVE TO MAINTAIN IT. YOU HAVE TO HAVE SOMEBODY WHO KEEPS TRACK OF THE ELECTRONIC SYSTEM/COMPUTER SYSTEM. THEY CONTRACT THAT OUT. THERE ARE TIMES WHEN THE CITY'S SYSTEM GOES DOWN. THERE ARE TIMES WHEN THE LARGER SYSTEM GOES DOWN. THEY HAVE ISSUES WITH CENTURYTEL, THE INTERNET SERVICE PROVIDER WHERE MAYBE SOMEBODY IN FRANKLIN CUTS A TELEPHONE LINE/FIBER OPTIC LINE AND IT AFFECTS INTERNET SERVICE IN ALL SOUTHEAST WISCONSIN, SO THERE ARE OCCASIONS WHEN THAT HAPPENS. IT DOESN'T HAPPEN VERY OFTEN. WHEN IT DOES, IT IS VERY EXPENSIVE. THERE ARE OCCASIONS WHEN THAT HAPPENS. E. SADOWSKI ASKED POLICE CHIEF TAUBEL ABOUT CRIMINAL PROSECUTION ON INTERNET - HAVE THEY EVER DONE ANYTHING LIKE THAT? CHIEF TAUBEL STATED THAT THEY HAVE SOME OFFICERS WHO DEAL WITH INTERNET CRIME. THE LIBRARY HAS HAD SOME ISSUES WITH PEOPLE LOOKING AT PORNOGRAPHY AND THAT BUT THERE ARE REALLY NO STATUTES THAT COVER THEM LOOKING AT IT IN THE LIBRARY, IT IS MORE OF THEIR POLICY AND THEY CAN REMOVE PEOPLE FROM THE LIBRARY. THERE ARE STATUTES DEALING WITH FRAUD AND THERE ARE OTHER ONES TOO, THERE IS CHILD PORNOGRAPHY. IF SOMEBODY IS LOOKING AT PORNOGRAPHY IN THE LIBRARY AND THERE IS

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SOMEONE UNDER 18 AND THEY CAN VIEW IT, THEN THERE IS EXPOSURE TO A MINOR. THERE ARE A LOT OF DIFFERENT AREAS THAT YOU CAN GET INTO. MAYOR CRAIG STATED THAT THE LIBRARY ADOPTED A POLICY, NOT THIS COMPREHENSIVE, WITH E-MAIL AND THE SORT, A NUMBER OF YEARS AGO, SO THEY ARE ALREADY ON-BOARD WITH THIS. THEY HAD TO. ALL WERE IN FAVOR OF THE MOTION. CARRIED.

- h. AUTHORIZATION FOR CONSOLIDATED DISPATCH SOFTWARE PURCHASE.

Mayor Craig stated that he attended a meeting a couple of months back pertaining to this issue and he's glad that they are addressing this. Chief Taubel was present and stated that there were a few issues that came up with this. He wanted to update the Commissioners on where the migration is going with the dispatch and also the cost that they have associated with it now. As everybody knows, we voted to go to county-wide dispatch. Lakes is going to be dissolved eventually. The first two addendums that the Commissioners had were the County's implementation schedules. The first addendum is their best-case scenario which is the County going live in March or April of next year. The worst-case scenario is May or June of next year. Being somewhat skeptical, he thought September would probably be a closer time because everything always seems to get moved back farther. The ramifications of that is that for budget time they are going to have a few problems that they are going to have to deal with by having both Lakes and the cost of migrating to the new system. What he has done is put together in addendum two a timetable to show how everything is going to fit together. The software implementation was shown. This is basically taken off of the County's implementation schedule. It goes through the basic days and the years. The second one was the hardware implementation schedule. In 2003 they are not going to have any requirements for any hardware implementation. In 2004 they are going to have installation of the router and a dedicated line to the dispatch. A cost issue would be the purchase of modems. What that cost is, is right now their cars have the mobile computers in the cars. The radio and the modem that transmit that to the tower in Menomonee Falls right now, which is separate from the County system, these modems were purchased probably four or five years ago. The County system needs a different kind of radio/modem to communicate with it. They will have to purchase some modems and radios for the four cars to transmit to the Waukesha tower. Next year Waukesha's tower is going to be a very basic structure as far as what we are going to get. They are actually going to take a step back in time for a year because they are going to be able to run their normal names and warrant checks and things of that nature, but right now they are interfaced with the CAD system at Lakes and we get the CAD calls in the cars and things like that. Waukesha doesn't have that capability now. But they do have it in their capital expenditures to design it in 2004 and implement it in 2005. So the

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modems that we purchase next year will be usable when they design the new system in 2005 also. At that time we will be interfaced again with the CAD system, we will be able to do the records in the cars and we will have a lot more features than we do right now. It will be a better system, but you have to take a step back a little bit first. For the cost disbursement schedule - underneath it is what they are doing -- in 2003 the County has at large come out with all of the pricing for everybody. Obviously they can't put it in their budget for this year because nobody knows what the costs are going to be. We have to put up 25% of the cost of the software at the time that the contract is signed. That 25% ends up being the \$14,744. R. Miskelley asked where that is coming from - how is that being handled budget-wise? M. Carlson stated that they would pull it from a capital fund. There are other capital project items that have come in below budget and we will have to pull it from one of those capital funds. Chief Taubel stated that we have another option with that too. On Wednesday he is supposed attend a meeting with the County where they are going to discuss some short term financing for the communities that need to finance this amount to get them into next year. He will find out what he can get from the meeting and then will go back to M. Carlson and let him decide what the best-case scenario would be. They will also have costs associated with this next year too. In 2004 is when they get into the larger costs. The balance due for the software is going to be \$31,000. The court software which is not part of the County system, they don't have court available - they are going to stay with the vendor they have and just buy the court module itself so they will maintain it themselves here and that will cost \$9,500/year. P. Schuman asked what this software does. Chief Taubel replied that it runs the cash register, the printer for the cash register, and all of the citations that we receive are entered into it and then the court clerk down here can enter in all of the payments and disburse it between the State, County, and everything, so it tracks all of the payments, it tracks forms, it tracks summons, it takes care of a whole lot of paperwork. Mayor Craig stated that this is not information that would normally be broadcast to the County through the system other than their portion of the payment. Chief Taubel stated that the County made the policy decision in the beginning that they were not going to have any type of municipal clerk system. Virtually everybody has a municipal clerk system of one kind or another whether they belong to the one in Oconomowoc or whether they have their own like Delafield does. The County decided that this wasn't their place and they weren't going to get involved in it. The City of Delafield is on their own for doing something like that. The other cost they have is the services as provided, that is also in the contract, costs of \$22,000 next year for all of the installation costs, the training costs (a copy of the contract for this was distributed to the Commissioners). The thing they are under right now is the contract has to be signed by April 30th and if it is not signed by April 30th then the cost rises by \$23,600. He wanted the commissioners to entertain a motion to allow M. Carlson or himself to enter into the contract with the County for the software. Going back to the cost disbursement schedule, the services as provided

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are in the contract and cover all of the training costs and installation of software and things of that nature. Other 2004 costs are for data conversion which they may or may not do, or may do to a limited extent – they haven't decided yet. No firm figure is available at this time for data conversion. There isn't a program to write it from the City's software to their software. The County saw fit to make sure it was in their contract that all of the data would be converted, but they never invited the municipalities into having their data converted also. Right now, from the software that the City is using now, they probably have 30,000 names in there and then all of the incidents, citations, and everything of that nature. We have all of that data there and just complying with the open records laws, most we have to keep for seven years. We own the data itself, but we don't own the program so our problem is we're either going to have to keep purchasing the software every year to keep running the data so that we can get what we need out of it, or they are going to have to find someone to write a program to convert that data over to the new system so they can have access to it. The cost estimate in the contract was the best estimate. R. Miskelley asked if this would go from a negative to start paying back in 2006. Chief Taubel stated that it would. E. Sadowski asked if there was an alternative. L. Quartaro stated that they could keep Lakes open. Chief Taubel stated that the bottom line was "no". Mayor Craig stated that to keep the same software and operating system and do it ourselves would be kind of foolish because you are working with somebody else but you are maintaining your own records. Chief Taubel stated that we would become an island and would not be interfaced with anybody. The whole idea of the countywide dispatch and countywide records management would just be a mute point. His main thought was that he wanted everybody to be aware ahead of time, before budget time, what they are going to be looking at next year. He first got prices in March of this year. According to the County, they said they did send out one letter to the municipality, not to the Fire or Police Chief, saying that there were going to be costs this year, but they never told exactly what those costs would be and he never saw any letter from the County. Mayor Craig stated that there was no price in that letter; it was just basically heads up that there might be something coming. But in that letter there was nothing. Chief Taubel stated that they didn't get anything. March 3rd was the first time he got any pricing on this – it came out pretty quick. The last thing, just to go through a quick summary is on the Addendum 3, the first three categories on the left are all of the costs to migrate to the new system. We've got the cost of Speilman, which is our software costs with them, \$14,000 this year and then on through 2006. The elimination of the current system, that might be a little misleading the way he had it – it was actually the cost for Lakes and the current software that they have right now. Those are costs that they still have to pay for those years because they are going to have service at least through next year. Lakes, if they can dissolve Lakes in June and get one-half year's payment back, that would be great, but he didn't think they should go into the budget year planning on that. He thought they needed to budget for the full

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year because they are not going to know what is going to happen, what costs are going to be associated with the closing of Lakes or personnel costs or things like that. Looking through 2006, the total cost to migrate to the new system will be \$349,000. If we stay with the system the way we have it now and we stay with Lakes (which really isn't an option), the costs would have been \$380,000. By mid-2006 they will be breaking even and starting to get ahead. For the years following that, the costs would be \$9,500 for their court software and to maintain the Speilman software is only going to cost about \$6,000. The total cost for dispatching and software is going to run about \$16,000 per year as of 2007 versus what it would have been \$102,000 per year in 2007. The savings will start showing up in 2007 and they will be about \$85,000 ahead. Mayor Craig stated that that is not assuming that the equipment would have to be replaced or anything of that sort. With Lakes we updated the equipment three years ago. This is just maintenance. Chief Taubel stated this is just the normal fee with 3% added on. If there were any infrastructure costs for Lakes, then it would go up. P. Schuman asked what happened to the equipment of Lakes and the software. Is there a market for that? Chief Taubel stated that he did not know, he didn't know what the condition the equipment was in. He knows there was a small contingency fund that Lakes had, but it was his understanding that most of that has been used up in personnel costs, etc. and trying to keep it going. L. Quartaro stated that she is the Lakes commissioner and they have known that they would be going out of business for the past two years - it is an interesting way to run a business because you don't want to have any capital expenditures, but you have to maintain the service. She is proud to say that Lakes has improved its service and they do emergency medical dispatching. They have done a lot and she is really proud of the job that Lakes is doing, but she still thinks that County dispatch is the way to go.

L. QUARTARO MOVED TO APPROVE ENTERING INTO CONTRACT TO PURCHASE THE SOFTWARE. L. KUKLINSKI SECONDED. E. SADOWSKI STATED THAT THE CITY IS A TAKING A \$99,589 HIT THAT WAS NOT ANTICIPATED IN NEXT YEAR'S BUDGET. L. KUKLINSKI STATED THAT THEY DIDN'T ANTICIPATE ANYTHING YET FOR NEXT YEAR'S BUDGET. E. SADOWSKI STATED THAT WE DIDN'T ASSUME THAT WE WOULD BE PAYING, IT'S REALLY A \$100,000 HIT. L. QUARTARO STATED THAT LAKES WOULD HAVE TO BE LOOKING AT A LARGE EXPENDITURE IF THE CITY WASN'T JOINING THE COUNTY. THE LAKES NUMBER IS MISLEADING. R. MISKELLEY STATED THAT IF YOU TAKE THE LAKES AS A STANDALONE SYSTEM, BECAUSE OF WHAT YOU WOULD HAVE TO UPGRADE THAT SYSTEM, YOU WOULD HAVE TO HAVE COSTS THAT YOU WOULD HAVE TO PUT IN THE BUDGET ANYWAY. MAYOR CRAIG STATED THAT WE WERE TALKING SIGNIFICANT NUMBERS HERE. L. KUKLINSKI STATED THAT THERE IS A PAYBACK IN A FEW YEARS WITH A BETTER SYSTEM. L. QUARTARO STATED THAT THIS WAS THE REAL KEY - THAT THE SERVICE WHEN

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EVERYBODY IS DISPATCHING ON THE SAME LEVEL AND WE HAVE ONE OPERATION, SHE THOUGHT THE SERVICE WILL BE COUNTYWIDE. P. SCHUMAN STATED THAT THIS LOOKS LIKE HOMELAND SECURITY AND PERHAPS THERE ARE SOME GRANTS TO HELP. MAYOR CRAIG STATED HE WOULDN'T HOLD HIS BREATH ON THAT ON. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

8. ADMINISTRATOR'S REPORT

M. Carlson reported that he has:

- Worked on the Oconomowoc Memorial Hospital Agreement
- Worked on the Public Works Director Recruitment
- The Genesee Street Project
- Met with a handful of developers
- Held the Quarterly Facilitation Meeting, had a very good discussion about a variety of topics including the library and the library referendum. The next meeting is set for June 3rd 7 p.m. at the Fish Hatchery
- Worked on the Stormwater Utility
- Worked on the Shoppes at Nagawaukee
- Had a meeting with Don Reed, SEWRPC – talked about a tree ordinance to be discussed at an upcoming meeting. They have examples of what can best be called “penalty clauses” for unapproved tree removal.

9. CLERK'S REPORT

- a. Notice of Public Hearing for Lake Faire Commons Subdivision Hartland, WI on April 30, 2003 at 7:00 p.m. at City Hall Council Chambers, 500 Genesee Street, Delafield.
- b. 2003 New Municipal Officials Workshop information and Regional Dinner Meetings.
- c. Certification of Election Canvass – was included in the Commissioner's packet
- d. Next agenda will include the resolution for the vacation of the alley for a project that is moving forward on the Plan Commission. They discovered that they have some significant buildings built in the alleyways. She is working with Atty. Chapman on this and the resolutions.
- e. Organization meeting is April 15th at 7 p.m. A quorum is needed at this meeting. Will swear in the new officers to their new positions. She has invited Judge Hausman. The meeting should last about one-half hour. She will be working with Mayor Craig on the agenda for that. Those leaving the Council do not need to attend.
- f. L. Quartaro has worked very hard on of the committees that she has worked on, and has also worked very hard on the Valley Road/Copperfield Parks
- g. R. Miskelley has had many capital projects go through the Public Works Committee since he has been on the committee

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- h. She (M. Czubkowski) is on the DNR webpage in a picture where she accepted the Sixth Annual Tree City USA for the City on the 27th in Madison.
10. FINANCIAL REPORT
 - a. APPROVE VOUCHER LIST

P. SCHUMAN MOVED TO APPROVE. L. QUARTARO SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.
 - b. FEBRUARY 2003 TREASURER'S REPORT

L. QUARTARO MOVED TO APPROVE. P. SCHUMAN SECONDED. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.
11. CORRESPONDENCE
 - a. Letter from the State of Wisconsin, Department of Natural Resources dated March 3, 2003 regarding Clean Water Fund Program Project No. 4161-03.
 - b. Letter from WE Energies dated March 3, 2003 regarding hunting and motorized vehicles.
 - c. Letter from Time Warner Cable dated March 3, 2003 regarding new products.
 - d. Emergency Management Update dated March 10, 2003.
12. ADJOURN INTO CLOSED SESSION PER §19.85(C) CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY (PUBLIC WORKS DIRECTOR)

R. MISKELLEY MOTIONED TO ADJOURN INTO CLOSED SESSION PER §19.85(C) CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY (PUBLIC WORKS DIRECTOR). L. QUARTAR SECONDED THE MOTION. A ROLL CALL VOTE WAS TAKEN: P. SCHUMAN, AYE; E. SADOWSKI, AYE;; M. ROBERTS, AYE; L. QUARTARO, AYE; L. KUKLINSKI, AYE; R. MISKELLEY, AYE. CLOSED SESSION WAS ENTERED INTO AT 7:28 P.M.
13. RECONVENE INTO OPEN SESSION

MOTION MADE BY L. QUARTARO, SECONDED BY R. MISKELLEY TO RECONVEN INTO OPEN SESSION AT 7:32 P.M. MOTION CARRIED.

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14. ACTION OF ITEMS DISCUSSED IN CLOSED SESSION

NONE

15. ADJOURNMENT

MOTION TO ADJOURN AT 7:00 P.M. (MISSKELLY/QUARTARO) MOTION CARRIED.

Respectfully submitted:

Minutes Prepared By:

Marilyn Czubkowski, CMC
City Clerk/Treasurer

Accurate Business Communications