

CITY OF DELAFIELD COMMON COUNCIL MINUTES

CALL MEETING TO ORDER

Mayor Craig called the meeting to order at 7 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.
Mike Roberts, Ald.
Linda Quartaro, Ald.
Linda Kuklinski, Ald.
Matt Carlson, Administrator
Marilyn Czubkowski, Clerk

Absent

Ron Miskelley, Ald.

PRESENTATION BY PASTOR ROBERT JENSEN OUTLINING THE RESULTS OF
THE CITY OF DELAFIELD COMMUNITY MEETINGS

Pastor Jensen was present at the meeting and reported on the mediation process. He became part of the mediation project by being the Pastor of Delafield Presbyterian Church and was one of 55 members who participated. It was an opportunity to be in dialog with each other and to work through some of the issues. He thanked the council for the process, which he found to be helpful. He felt that as they went through the time together it grew more and more helpful for more and more of the people involved. His job tonight is to provide a progress report of what happened over the four meetings, to share the process, outcomes, and hopes for the future and to invite the council members for continued dialogue to help in improving communication among everyone in the City. He came as a fairly new resident to the community; he has lived here for about two years and felt like he moved to paradise. When he got into the process he began to experience a different sense about the major issues that are being dealt with and some of the struggles that this has brought. For him, it was much like observing it from the outside while being a part of it on the inside - being able to see it, but not being an emotional part of the process.

Fifty to fifty-five people identified as "stake holders" in the community were invited to participate in this mediation. They ranged from government leaders

CITY OF DELAFIELD COMMON COUNCIL MINUTES

to business leaders to citizens and people from schools, religious communities, and civic leaders. These people from all across the City were invited to be a part of this project. Approximately 30 people came to the initial meeting and after that the “core group” or those that were there for the whole process, numbered about 20. Robert Albrightson and Cathy Warmington from the Mediation Center of Waukesha County led the project. They met for 12 hours: two Tuesday nights and two Saturday mornings.

At the first session no one knew what to expect. They were asked to listen to each other positively, setting aside any other feelings, any other sense of simply trying to hear what others were saying. After going around and introducing themselves and sharing why they were there and what they expected, they broke into groups to share their concerns about the City of Delafield. That group came up with five pages with 120 items listed under nine major areas including taxes, library, land use, government communication, and miscellaneous categories. He felt a little overwhelmed by that – the enormity and breadth and width of this. He remembered sensing a great tension in the room that first night. In retrospect, people did begin to take one another seriously and began to listen to each other. They heard other’s concerns.

In the second session they took the list of 120 items and pondered if these things weren’t addressed well, what would be the worst thing that could happen. An example of this was people who were afraid that people were being taxed out of their homes. On the other side, a fear was represented that if the problems weren’t addressed together with the City, there will come a day when qualified, good people, the best we have to offer, are not going to be willing to run for office anymore. The group named their fears and recognized that all was not lost. The question turned and said if “we address these things well, what are the best things that can come out of this?” Three pages were listed of positive outcomes of what can grow in this community.

Session three took basic outcomes, got into small groups and did strategy thinking about behaviors, actions of strategies and policies that would be needed to implement to get the positive outcomes to become reality. He saw people on opposite sides listening to each other. It was good to see. The other thing that happened was that as the meeting progressed, the circle of chairs moved closer to each other. It showed that something positive was happening in that process. There was a cohesive sense of purpose growing among the people who were spending time together. People were beginning to recognize that they all have one thing in common, they all love Delafield, they all love living here, and they all wanted to see this community continue to grow and to be a great place to live. That seemed to be the unifying purpose.

In Session four they received the list back of what they had come up with in Session three (the commissioners received a copy of this list). It is simply a list

CITY OF DELAFIELD COMMON COUNCIL MINUTES

of the kinds of strategies, practices, actions, and behaviors that they began to brainstorm together. They were grouped around five basic kinds of areas of concern. The thing that seemed to keep coming back was the issue of communication. Basically, how well does the community and City communicate with one another.

The outcomes of the group were that most people in the group acknowledged a growing unity of purpose, the sense that they were in this together, and that there is a need by all to tone down their rhetoric. It was a good beginning. Something started here. There was recognition in the group that trust will only grow with improved communication all around. The group felt compelled to continue to meet. They didn't feel it was fair to just give the City a list. They recognized that good government is a partnership among all. The changed behavior is what changes attitudes and the best way to change behavior is to stay in dialog with one another. The group agreed to meet quarterly with their first meeting to be scheduled on Tuesday, March 4, 2003, 7 pm at the Fish Hatchery. They plan to invite the community to join them and all of the alderpersons. The issues of trust and accountability are vital in any organization. Trust and accountability only happen when you work together. The opportunity to continue to be in dialog to take seriously what we they have come up with in terms of the detail and how all can begin to work towards some of them is being offered. He stated that lots of people invested a lot of time and effort into this project and some of these people came to the meeting tonight as a sign of their involvement in the project. He asked what extent the council feels to listen to the concerns of this group or to what extent that they feel compelled to be involved.

M. Mathey questioned where the funding for the meetings would be coming from. Pastor Jensen responded that one of the members of the group was funding the next meeting. There is no plan to invite the City to add additional dollars at this point. Mayor Craig stated that the Council Fund funded the initial \$3,000. Mayor Craig stated that both M. Carlson and he authorized the funding for this project. P. Schuman stated that the cost of the meeting was for the facilitators themselves.

E. Sadowski thanked Pastor Jensen and stated that he summarized the presentation very well. The other members of the group present stated that they thought that he summed it up very well.

Mayor Craig thanked all that participated in all or one of the meetings and stated that this began a wonderful process. He is pleased that the group as a whole wants to continue.

E. Sadowski thanked Pastor Jensen for a great presentation and stated he agrees full heartedly with what was stated.

CITY OF DELAFIELD COMMON COUNCIL MINUTES

M. Carlson stated that the documents that the council members had were for consideration and discussion at a future council meeting. He took the material that Pastor Jensen referred to and created a scorecard (draft) that gives one opportunity to evaluate how well the City is doing with respect to some of the items that have been listed. He expects that at the next quarterly meeting there will be some discussion about the scorecard, some of the things that are easier to implement, and what the City needs to do to try managing the bigger issues. No action is being taken tonight – it is informational only, but could be put on a future council agenda.

Pastor Jensen added that the group felt strongly that it was unfair to just give a list of things and say “deal with them”. He stated that they were there as a group of people who care very much about this community and would like to partner on it. He asked that the City keep the group in mind.

L. Kuklinski thanked the group and the participants. She stated that at the first meeting that there was a lot of apprehension; no one knew what to expect. Although not able to attend all of the meetings, by the last meeting it was very apparent that the lines of communication were opening up. This is something she had hoped to bring when she campaigned to be part of the council. She thinks that the forum that was presented in and because it was not a specific topic or specific group, really opened it up to everyone. She was very favorable to continue it.

P. Schuman thought that it was a work in progress – everyone cares about Delafield, however the goals and means of achieving them may be different. Part of it is learning techniques of negotiating so you can work together.

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 DECEMBER 16, 2002 AND DECEMBER 18, 2002

M. MATHEY MOTIONED TO APPROVE THE DECEMBER 16, 2002 AND DECEMBER 18, 2002 MINUTES AS PRESENTED. L. KUKLINSKI SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

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

Jim Zahorik, 1948 West Shore Drive – He was a participant in the mediation process. He has a great deal of respect for the pastor and

CITY OF DELAFIELD COMMON COUNCIL MINUTES

everything he said and thought that they accomplished a great deal. For the year 2003, the biggest thing is communication. An issue in April is coming up, and he requested that in the newsletter the City include a section identifying costs, or the cost impact to the mil rate on these types of expenditures. If the City bonds or put out notes, what the bottom line impact for next year on debt service should be listed. He would like to see the newsletter state the things that have been done to make the community better and the cost of debt service for this type of expenditure. By doing this, no one could ever fault the City for not communicating. He looks forward to the next mediation meeting in March. The group loves this community, would not be this involved if they did not, and want it to continue on.

P. SCHUMAN MOTIONED TO CLOSE THE CITIZEN'S COMMENT SESSION. E. SADOWSKI SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

3. CONSENT AGENDA

Mayor Craig asked to remove Item "a". M. Carlson suggested removing this item from the agenda in its entirety. The Resolution that was included in the commissioner's packets was in error. The Resolution will be corrected and put it back on the agenda for the next City Council meeting

L. QUARTARO MOVED TO APPROVE ITEMS B AND C ON THE CONSENT AGENDA. E. SADOWSKI SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

- a. Resolution 2003—01 to authorize a reduction of the amount of Letter of Credit for Ruff's Preserve to \$78,444.72* and to accept the first lift of asphalt for Muir Valley Road.
- b. Ordinance 507 - Temporary Signs
- c. Ordinance 514 - Amend the Municipal Code of the City of Delafield relating to Temporary Plan of Operation Permits.

* Revised Amount

4. COMMITTEE REPORTS

- a. LICENSES

CITY OF DELAFIELD COMMON COUNCIL MINUTES

No report.

- b. PLAN COMMISSION (draft minutes of December 18, 2002 meeting included)

P. Schuman stated that nothing has happened since the last meeting. Mayor Craig stated that the Del-Hart plan was approved.

- c. LAKE WELFARE COMMITTEE (draft minutes of December 11, 2002 meeting included)

The Lake Welfare Committee will be meeting this Wednesday at 6 p.m. A new potential member, Dennis Hart, has been contacted and has agreed to participate on the Lake Welfare Committee. The April public meeting date has not yet been set but will be taken care of at the meeting.

- d. PARK AND RECREATION COMMISSION

The Park & Recreation Commission meets the third Wednesday of month.

- e. DEL-HART COMMISSION

L. Kuklinski stated that some personnel issues were addressed. They talked about the presentation that went to the Plan Commission that ultimately was approved for the expansion. They are officially in the construction mode. They are meeting the third Tuesday of the month.

- f. RECYCLING COMMITTEE

No meeting.

- g. POLICE AND FIRE COMMISSION

No meeting.

- h. LIBRARY BOARD

The next board meeting is January 14, 2003. There have been meetings with the architect. A rendering showing the inside and outside should be ready by the beginning of February. The construction will be all natural with the conception of it looking like it is rising out of the Bark River. Another phrase being used is

CITY OF DELAFIELD COMMON COUNCIL MINUTES

it is going to be “a sister of the Fish Hatchery”. Everything is fine with the architects on the foundation and the surveys. The rendering will now be started. Library board member, Carol Snyder, stated that they are waiting for the soil borings. This should be done this week. E. Sadowski stated that by the next meeting they should have a chair in place for the fund raising. The fund raising has started. All other elements are being put in place.

i. FINANCE ADVISORY BOARD

The next meeting will be held on January 28, 2003.

j. OTHER

None.

5. OLD BUSINESS

a. APPROVE CHANGE ORDER AND SCOPE OF WORK FOR PS #12 CONTAMINATION

M. Carlson stated that during the reconstruction/rehabilitation process for the lift station project, some contaminated soil was encountered at the location of Pump Station #12 (West Shore Drive). The City has worked with DNR to try to get a handle on what is happening with the contamination. The information received back from the DNR indicated that the City needed to complete a Phase II Environmental Report. This makes an effort at determining the nature and extent of the contaminant as well as the potential generator of the contamination. The change order offered for consideration is with the engineering company that is doing work on project. The total not to exceed actual cost would be \$32,400. This amount is broken into two major pieces: \$9,400 for private well sampling surrounding the area and the assessment fee of \$23,000. The assessment fee of \$23,000 includes \$7,100 for laboratory and drilling expenses related to the project. He is seeking City Council approval to execute the change order with Foth and Van Dyke for a dollar amount not to exceed \$32,400. Additionally, he stated that the City may seek cost recovery on the \$9,400 specifically related to private wells, but at the moment there is not enough information available to make that decision. L. Kuklinski asked if this cost recovery would be through the insurance. M. Carlson stated that it could be through private homeowners insurance on the property, but this issue will be brought back to the council. It is important to get the work

CITY OF DELAFIELD COMMON COUNCIL MINUTES

underway right now and policy decisions will be brought back to the Council with respect to how to pursue cost recovery for this environmental contamination.

L. QUARTARO MOTIONED TO APPROVE. L. KUKLINSKI SECONDED THE MOTION. L. KUKLINSKI COMMENTED THAT SHE LIKED THE WAY THAT FOTH & VAN DYKE PRESENTED THEIR EXPENSES - THEY ARE VERY SPECIFIC AND DETAILED. ALL WERE IN FAVOR. MOTION CARRIED.

6. MAYOR'S REPORT

- Attended mediation sessions
- Reported to the office during the holidays
- Office hours are 6-8 pm this Wednesday

7. NEW BUSINESS

a. APPROVE NEW PROPOSAL FOR CITY ASSESSMENT SERVICES

L. QUARTARO MOTIONED TO APPROVE. E. SADOWSKI SECONDED THE MOTION. P. SCHUMAN ASKED IF THERE WERE ANY OTHER PROPOSALS. MAYOR CRAIG STATED THAT WHEN HE TOOK OFFICE HE ASKED THEM TO BID OUT AND KEITH AND THIS SERVICE WERE THE TWO THAT WERE CHOSEN TO INTERVIEW; THERE WERE OTHERS. THIS WAS, ALONG WITH KEITH'S, MOST APPEALING. HE WAS IMPRESSED WITH THE PEOPLE THAT SHOWED UP FOR THIS INTERVIEW AND PLEASED WITH THE ORGANIZATION. HE DID NOT KNOW WHERE KEITH GOT THE IDEA THAT HE WAS NOT PLEASED. THERE WERE SOME CONCERNS THAT HE THOUGHT WERE ADDRESSED AND IS SORRY THAT HE IS GONE. HE IS LOOKING FORWARD TO WORKING WITH THIS FIRM. IN TERMS OF TECHNOLOGY, THIS FIRM WAS EXCELLENT. THIS GROUP CAN ADDRESS THE COMMUNICATION ISSUE THAT THE FACILITATION WAS LOOKING FOR. THEY WILL SHOW A PICTURE AND ALL OF THE DATA ON A COMPUTER SCREEN THAT CAN BE IN THE UPSTAIRS FOYER. P. SCHUMAN STATED THAT ONE OF THINGS THAT HE HAS SEEN AT THE MUNICIPAL CONFERENCE THAT VARIOUS VENDORS ATTENDED, WAS A DEMONSTRATION OF A BOARD OF REVIEW WHERE PICTURES AND DESCRIPTIONS OF THE PROPERTY IN QUESTION WERE SHOWN AND ON THAT SAME PAGE WERE COMPARABLES. MAYOR CRAIG STATED THAT THIS WAS ALSO DONE ON THE

CITY OF DELAFIELD COMMON COUNCIL MINUTES

DEMONSTRATION THAT WAS DONE BY THIS FIRM. THIS MAKES IT EASIER TO REVIEW AT THE BOARD OF REVIEW. L. KUKLINSKI STATED THAT THE REFERENCES LISTED AND SOME OF THE PEOPLE THAT THEY WORK AND CONTINUE TO WORK WITH WERE VERY REPRESENTATIVE OF THE TYPE OF COMMUNITY THAT DELAFIELD HAS: PEOPLE WITH THE LAKE COMMUNITY AND RURAL AREAS THAT ARE IN THE CHALLENGES OF BALANCES OF KEEPING THE RURAL ATMOSPHERE AND STILL HAVING A LOT OF COMMERCIAL PROGRESS. SHE THOUGHT THAT THIS WOULD BE HELPFUL THAT THEY HAVE WORKED WITH LIKE COMMUNITIES. L. QUARTARO STATED THAT THE 2004 REASSESSMENT WAS HIGHER THAN THE MUNSON PROPOSAL. SHE ASKED M. CARLSON TO EXPLAIN IF THERE WAS A PERCENTAGE OF HOUSES THAT THEY ARE GOING TO GO VISIT IN THE REASSESSMENT THAT DRIVES THAT COST. M. CARLSON STATED THAT THE MAJOR PORTION OF THE COST WAS THAT THEY WERE NEW TO THE PROJECT. KEITH COULD PROVIDE A REASSESSMENT FOR SUCH A LOW DOLLAR AMOUNT WAS BECAUSE HE WAS FAMILIAR WITH THE COMMUNITY, DIDN'T HAVE TO LEARN WHERE THE ADDRESSES AND PROPERTIES WERE. ACCURATE APPRAISAL WOULD BE STARTING FROM THE GROUND UP. THE SIGNIFICANT DOLLAR AMOUNT MAY TAIL OFF IF THE CITY STAYS WITH THIS FIRM. HE WOULD NOT EXPECT THEIR PRICE TO COME IN FOR THAT NEXT REASSESSMENT CYCLE AT \$139,5000. L. QUARTARO STATED THAT MANY CITIZENS HAD A PROBLEM WITH THE LAST REASSESSMENT BECAUSE THEIR HOMES WERE NOT VISITED. M. CZUBKOWSKI STATED THAT IT APPEARS THAT THIS COST IS FOR A COMPLETE REVALUATION, WHICH MEANS THAT THEY WOULD GO TO EACH PROPERTY AND GET A CARD SIGNED. L. QUARTARO STATED THAT FOR THIS SERVICE, THE COST SEEMED REASONABLE IF A HIGH PERCENTAGE OF PROPERTIES WERE VISITED. M. CZUBKOWSKI STATED THAT THE APPRAISER MAKES TWO TO THREE ATTEMPTS AND THEN SENDS A LETTER. IF THEY CANNOT GET TOGETHER, THE PROPERTY OWNER WAIVES THEIR RIGHT TO HAVE THE APPRAISER COME THROUGH THEIR HOUSE. WHEN THE EVALUATION WHERE SALES INFORMATION WAS USED, IT WAS \$25,000. P. SCHUMAN STATED THAT IT STATED THAT 100% OF THE PROPERTIES WOULD BE INSPECTED. E. SADOWSKI ASKED WHAT HAPPENED IF YOU REFUSE RIGHT OF ENTRY. M. CZUBKOWSKI STATED THAT THERE WOULD BE NO RIGHT OF APPEAL. M. CARLSON RECAPPED THAT

**CITY OF DELAFIELD COMMON COUNCIL MINUTES
THE RECOMMENDATION IS TO GO WITH ACCURATE
APPRAISAL OF APPLETON FOR THE 2003 ASSESSMENT
SERVICES IN THE DOLLAR AMOUNT OF \$17,500 WITH AN
OPTION TO BE EXERCISED BY THE CITY OF DELAFIELD IN
THE REASSESSMENT SERVICES FOR 2004. L. QUARTARO
STATED THAT THIS IS WHAT THE MOTION REFLECTS. ALL
WERE IN FAVOR OF THE MOTION. MOTION CARRIED.**

- b. PROVIDE STATE OF WISCONSIN LIST OF MANDATES FROM THE CITY OF DELAFIELD

M. Carlson stated that the City of Delafield participates in a group called Waukesha County Municipal Executives. This year's chairman is the Village President from Menomonee Falls, Joe Greco. The state log now allows for municipalities to apply for waivers from the State of Wisconsin on mandates. The president has asked the municipal executives to put together what they believe to be the top list of mandates that they would like to pursue waivers on. The way the process works is that for each mandate they are asking the State to waive, a written summary of that waiver request must be prepared - must estimate how much expense you expect to save by having the mandate waived, identify how you believe the waiver of the mandate will improve your efficiency and effectiveness of the municipal operations, identify those who may be opposed to waiver of the mandate, and must adopt a resolution formally requesting a waiver. Municipalities throughout the State are looking at the full list of State mandates and analyzing them to say whether it makes sense to pursue waiving some of these State mandates. The Waukesha County Municipal Executives group is trying to share the burden among its members. He gave an example of how it would work if the City of Delafield would want to seek waivers on ten mandates. Rather than the City preparing ten waiver requests for each of those ten, the idea would be to share the workload with member communities. In all likelihood, another community would also be looking for waivers on the item also.

A list was provided as part of the commissioner's packets. The City can benefit by working and sharing information with other communities. M. Carlson went on the website for the League of Municipalities and there have been two waiver requests that have been approved with the Department of Revenue. They are for the City of Madison (a waiver from a provision in the TIF law that required them to publish a Class 2 notice regarding a Tax Increment Finance hearing) and the Village of Rewey. These are

CITY OF DELAFIELD COMMON COUNCIL MINUTES

the only two approved. You would not seek a waiver for something that has a common sense value to it. He has gone through the list of waivers that were put together by the Wisconsin Clerks Association, the Wisconsin City Managers Association, staff members at the City Hall, and staff members in Menomonee Falls. M. Carlson went through the ones that he thought had some merit; they included:

- Fire Department – Annual recertification requirement for Advanced Cardiac Life Support – he stated that it is possible that this requirement could be changed to a two year requirement.
- Pediatric Advanced Life Support – state mandates require annual recertification – he thought that perhaps it could be every two years.
- Annual Fire Inspections – presently every business in Delafield is inspected annual – he thought that instead of annually, it could be every two years and when businesses change.

L. Quartaro asked about the two-paramedic rule – is this one of them or not? M. Carlson did not see this on any of the materials; he does not think this is a mandate anymore. He thought that they were required to provide one paramedic on each ambulance call. This area needed to be clarified as to what the policy is going to be with respect to emergency services.

Mayor Craig asked if M. Carlson knew of any insurance impact on the three proposed. M. Carlson stated that no analyses have taken place on any of the items. He would like to offer these up as possible things to look which respect to seeking a mandate waiver. L. Quartaro asked if fire inspection was charged back. M. Carlson stated that we do. It is a time and cost issue.

- M. Carlson stated that other possibilities are voter registration – absentee ballot process. Postage alone for absentee ballots costs about \$0.90 each. The whole area of elections needs to be explored.
- Other mandates would be how we process refuse and recycling in the community. Yard waste can be an expensive way to deal with leaves and brush. These programs are extremely expensive and absorb a lot of resources. You need these kinds

CITY OF DELAFIELD COMMON COUNCIL MINUTES

of resources because the landfills in the State of Wisconsin have regulations on how much of this material they can accept.

- Commercial Driver's License requirements. M. Roberts stated that every dump trucks and snow plow needed a CDL. Ambulance and fire trucks were discussed. M. Roberts stated that it shouldn't cost the City anything if an employee comes in with a CDL.
- Prevailing wage rate adoption - there is an act that requires the City to pay a prevailing wage on public construction contracts. By having these requirements it costs public employers more to get the job done than the private competitive market forces would require.
- Election costs. Possible items are the publication of ordinances, election notices, board minutes, financial documents, some resolutions, election ballots, and public hearings. The cost of running these legal public ads great expense is occurred. Although the facilitation project stressed that we need to improve the City communications, by seeking a waiver of that mandate, it may be possible to create some dollars that could be redirected to a better form of communication rather than spending money on publishing legal ads. He did not think that the average resident in Delafield learns much from the legal notices in the newspapers.

M. Carlson asked that if the commissioners saw anything else in these lists that they would like him to include in pursuing mandate waivers further, to give him direction. This has been presented to all department heads and feedback from them has been received.

P. Schuman stated that one of the major expenses coming down the road is the smart growth program. It is a major compromise program but it does have some ramifications as to whether the City has planning control within the City of Delafield. We need to comply with that. There may be some things to look at to waive out of.

Mayor Craig stated that there was a publication on the stormwater on the Internet (2013) and that perhaps looking at the new stormwater ordinance would be a good idea. He would not want to add more sediment to the lake, but there may be different ways of accomplishing the same thing. P. Schuman stated that there were

CITY OF DELAFIELD COMMON COUNCIL MINUTES

some things that can be done through design in terms of impervious surfaces, etc. He thought it was a good idea to review these things.

M. Carlson will keep the council posted, will do more research, and will bring back the analysis and a resolution for consideration. A public hearing on the resolution is in order to create the list of people who have expressed opposition to the proposed waiver and to make the application complete. This is a good first step and he will keep the council posted.

8. ADMINISTRATOR'S REPORT

- Finance Advisory Board issues
- Met with Brian Faracy and the Mayor in regard of a community theater. B. Faracy will discuss this with the Park & Recreation Committee at an upcoming meeting.
- Met with the Library Director, architect, and engineer regarding the library project
- Distributed the performance evaluation forms to be used in all of the departments and had a conversation with the department heads about the process
- Worked on several development ideas and projects behind the scenes

9. CLERK'S REPORT

a. ELECTION UPDATE

Nomination papers are due January 7, 2003 at 5 p.m. So far Bud Mathey, District 1; Erv Sadowski, District 3; James LaFore, District 5; and Don Swain, District 7.

10. FINANCIAL REPORT

a. APPROVE VOUCHER LIST

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

b. TREASURER'S REPORT - NOVEMBER, 2002

L. KUKLINSKI MOVED TO APPROVE. L. QUARTARO SECONDED THE MOTION. L. KUKLINSKI STATED THAT IT WAS GREAT THAT THE NOVEMBER REPORT WAS BEING VOTED ON. ALL WERE IN FAVOR. L. QUARTARO ASKED WHEN THE AUDITED 2002 REPORT WOULD BE RECEIVED. M.

**CITY OF DELAFIELD COMMON COUNCIL MINUTES
CZUBKOWSKI STATED THAT IT WOULD BE THE END OF MAY.
THE AUDIT PROCESS WILL START THE 28TH OF JANUARY.
MOTION CARRIED.**

11. CORRESPONDENCE

- a. LETTER FROM VICTOR EVENSON DATED DECEMBER 15, 2002 REGARDING RESIGNATION FROM THE PUBLIC WORKS COMMITTEE

M. Carlson stated that V. Evenson is resigning from the Public Works Committee. M. Carlson expressed appreciation of his efforts on the committee. Mayor Craig stated that there is now one opening for the 7th District on Lake Welfare and one opening on the Public Works Committee. The Public Works Committee is not sectioned out by district.

12. ADJOURNMENT

L. QUARTARO MOTIONED TO ADJOURN FROM THE MEETING. E. SADOWSKI SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 8:06 P.M.

Respectfully submitted:

Minutes Prepared By:

Marilyn Czubkowski, CMC
City Clerk/Treasurer

Accurate Business Communications