

**CITY OF DELAFIELD COMMON COUNCIL MINUTES**

CALL MEETING TO ORDER

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

Mayor Paul Craig  
Jeff Krickhahn, Ald.  
Phil Schuman, Ald.  
Erv Sadowski, Ald.  
Mike Roberts, Ald.  
Linda Kuklinski, Ald.  
Don Swain, Ald.  
Matt Carlson, Administrator  
Marilyn Czubkowski, Clerk

Absent

Marily Gardner, Ald.

**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 JANUARY 3, 2005 MEETING

**L. KUKLINSKI MOTIONED TO APPROVE THE MINUTES OF THE JANUARY 3, 2005 MEETING. E. SADOWSKI SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

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

Mayor Craig asked three times if any citizens would like to speak. No citizens wished to make comments.

**J. KRICKHAHN MOTIONED TO CLOSE CITIZEN'S COMMENTS. M. ROBERTS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. MOTION CARRIED.**

3. CONSENT AGENDA

None.

4. COMMITTEE REPORTS

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a. LICENSES

Two-Year Bartender License:

None.

b. PLAN COMMISSION

The Plan Commission will meet on January 26, 2005.

c. LAKE WELFARE COMMITTEE

The Lake Welfare Committee met last Wednesday, January 12, 2005. They are moving ahead on the lake restoration project preliminary application. An RFP is being created. The Spring Meeting will be held on May 11, 2005, but the location and agenda have not yet been finalized. Any ideas for the Spring Meeting agenda should be sent to P. Schuman. Approximately 40 responses have been received on the buoy and boat survey that was sent out. The survey is also available on the City's website. The Wisconsin Association of Lakes meeting will be held on February 19, 2005 in Pewaukee at the Waukesha County Technical College. Four or five members of the Lake Welfare Committee will attend this meeting. The public is also welcome; cost is \$30. The application for this meeting is on the Wisconsin Association of Lakes' website or may be obtained from the City Hall.

d. PARK AND RECREATION COMMISSION

No report.

e. PUBLIC WORKS COMMITTEE (DRAFT MINUTES OF JANUARY 5, 2005 MEETING INCLUDED)

The Public Works Committee met on January 5, 2005.

1. RECOMMENDATION TO REMOVE STOP SIGNS AT MULBERRY AND HILLCREST DRIVES.

D. Swain reviewed the background and various actions that have been taken. After listening to the resident's complaints, the Public Works Committee motioned to revert back to the old traffic control at the intersection which includes a yield sign for westbound traffic on Mulberry Drive and approaching the intersection from the dead end.

**D. SWAIN MOTIONED TO ACCEPT THE PUBLIC WORKS COMMITTEE'S RECOMMENDATION. P. SCHUMAN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

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2. OTHER

The Public Works Committee also accepted the traffic study for Phase II of the Nagawaukee Shoppes.

It was the Committee's recommendation to leave the grass cutting operations as it is set up right now.

The legal description for the property that the dam is on was accepted.

A review of the Milwaukee Street project took place.

A representative from the Carriage Hills Subdivision was present at the Public Works Committee meeting. Discussion took place on the road markings. The road being discussed is a County highway. The following recommendations will be given to the County for consideration: install plowable raised markers, mill and overlay the road, and street lighting at the intersection. It was clarified that because of the weather, the finished painting cannot be done at this time of the year.

E. Sadowski stated that he will provide D. Swain with the information from the January 13, 2005 meeting on the Milwaukee Street project before the next Public Works meeting.

f. DEL-HART COMMISSION

The Commission will meet January 18, 2005 at 7 p.m. at Del-Hart.

g. RECYCLING COMMITTEE

No report.

h. POLICE AND FIRE COMMISSION

The next meeting will be held on January 20, 2005 at 7:00 p.m.

i. LIBRARY BOARD

Copies of the last meeting minutes and a newsletter were given to the commissioners.

They are starting a tri-partisan committee for active fund raising. They are getting together with staff members and Friends of the Library. The Friends of the Library have taken an active part in the committee and are checking into E-bay and excess books will be put on E-bay. Grant

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applications will be made. They are working with the City and are making plans for fund raising activities during Delafield Days and at the art festival. The first meeting of this committee will be January 25, 2005 at the Milwaukee Street Traders at 6:30 p.m.

j. FINANCE ADVISORY BOARD

No meeting is scheduled.

5. OLD BUSINESS

a. RESOLUTION 2004 -20 – RESOLUTION TO CHANGE THE FOLLOWING STREET NAMES – SOUTH WEST SHORE DRIVE, NORTH WEST SHORE DRIVE, SOUTH ONEIDA STREET, AND A PORTION OF ONEIDA STREET, CITY OF DELAFIELD.

M. Carlson stated that M. Czubkowski has done staff work on this and has crafted a compromise that people can be happy with. Kevin Keith and M. Czubkowski met with the neighbors personally. The following streets will be renamed:

South West Shore Drive to West Shore Drive  
North West Sshore Drive to North Shore Drive  
South Oneida Street to Oneida Street  
Oneida Street (North of Milwaukee Street Street) to Canal Street

All phone calls received were positive.

L. Kuklinski suggested having joint meetings with the residents and alderpersons when future street name changes come up.

**L. KUKLINSKI MOTIONED TO ACCEPT RESOLUTION 2004-20 CHANGING THE STREET NAMES AS MENTIONED. E. SADOWSKI SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

A document will be sent to the alderpersons as to what street name changes are being considered in their districts. P. Schuman also suggested that this list be put on the city's website. L. Kuklinski stated that it may be helpful to receive suggestions for different names from the citizens.

A list of the final resolution along with a list of what needs to be done will be sent to the affected residents.

6. MAYOR'S REPORT

Without objection Mayor Craig moved Item 8a to 6.

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SPACE NEEDS STUDY

The Space Needs Committee met on January 12, 2005. This was the second meeting. Brainstorming activities took place. Three main scenarios were developed: 1) maintaining all services in one building with the DPW offset (much like it is now); 2) dividing the departments, (possibly police and fire in one building; administration and library in another building) and 3) moving all of the departments into a new facility. Seventeen different options were developed. The next meeting will be held January 20, 2005 in the council chambers at 6:30 p.m. The focus of this meeting will be to rank the options and to determine the feasibility of the different options. M. Czubkowski stated that she has a video tape and PowerPoint presentation of the walk-through that are available. These may be put on the TV channel. Mayor Craig thanked all of the committee members.

In other business, Mayor Craig stated that a new development called "Trillion Development" will be coming to the city and he will recuse himself from it. E. Sadowski stated that he too will recuse himself from anything dealing with the Trillion Development.

7. NEW BUSINESS

a. RECLASSIFICATION OF CITY OF DELAFIELD FIRE DEPARTMENT POSITIONS

M. Carlson stated that there is a request from the Fire Chief for a reclassification of the Fire Captains (called Lieutenants in the PAR Report). M. Carlson reviewed how he performs comparisons on various positions. The recommendation is to change the Fire Captains up from Pay Grade 9a to 11a. A memo from M. Carlson along with a spreadsheet showing the pay plan structure-merit range pay plan was included in the commissioner's packets.

Mayor Craig stated that some citizens have expressed concerns regarding D. Swain and M. Roberts voting on fire department issues. He clarified that this item does not affect these individuals in any way.

L. Kuklinski stated that this situation is why the PAR report was accepted as a tool to work with. In order to work this through, these issues will need to be worked through to start creating the scale across the board with the workers. The council does not have control over the library's salaries.

General discussion took place.

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**P. SCHUMAN MOVED FOR APPROVAL FOR THE RECLASSIFICATION AS RECOMMENDED BY M. CARLSON. THERE WAS NO SECOND. MOTION DIED.**

Chief Swayze was present and commented on the categories. When the PAR Study came out, he was in agreement with all categories in the PAR Group with the exception of the Fire Department Captains/Paramedics. He agreed with the proposed movement and thought it could also be revisited during the budget time, however he thought that the Captain/Paramedics were one of the lowest paid in Southeastern Wisconsin.

Discussion took place on other pay grade levels. If a pay grade 12a were used, it would be an additional \$5,350/individual. M. Carlson stated that assuming a similar ambulance call volume as in 2004, he would be comfortable with the funding in a pay grade 12a.

**M. ROBERTS MOTIONED TO CREATE A NEW PAY GRADE LEVEL, 12A, FOR THE PAY THE RAISE. E. SADOWSKI SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. FIVE WERE IN FAVOR. P. SCHUMAN OPPOSED. MOTION CARRIED.**

- b. RECOMMENDED ADJUSTMENT TO COMPENSATION SYSTEM PAY RANGES

M. Carlson reviewed. This year's recommendation is to increase the minimum and maximum by 3%.

**E. SADOWSKI MOTIONED TO APPROVE THE ABOVE RECOMMENDATION. L. KUKLINSKI SECONDED THE MOTION. IT WAS CLARIFIED THAT EMPLOYEES WOULD STILL HAVE TO EARN THE RAISES, IT KEEPS THE TOOL CURRENT. ALL WERE IN FAVOR. MOTION CARRIED.**

8 ADMINISTRATOR'S REPORT

- a. SPACE NEEDS STUDY UPDATE

This item was moved to Item 6.

- b. OTHER

M. Carlson has been working on the performance review process. He explained how the performance evaluation process works. He acknowledged stellar performance in the organization with respect to the completion of the self-evaluation forms: two were from the Fire Department: Holly Arndt and Jason Waters; Eric Kehl, Police Department; Tom Boyd, Public Works Department. These four

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employees were provided with a \$50 gift certificate to their favorite Delafield restaurant

9. CLERK'S REPORT

A primary election will take place on February 15, 2005 for the state superintendent of schools and Arrowhead school board.

10. FINANCIAL REPORT

a. APPROVE VOUCHER LIST

**E. SADOWSKI MOTIONED TO APPROVE THE VOUCHER LIST. D. SWAIN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. MOTION CARRIED.**

11. CORRESPONDENCE

a. Letter from Waukesha County Mineral Extraction Advisory Committee dated January 10, 2005 regarding a meeting on February 9, 2005 at 7:30 a.m.

12. ADJOURNMENT

**E. SADOWSKI MOTIONED TO ADJOURN FROM THE MEETING. M. ROBERTS SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 7:56 P.M.**

Respectfully submitted:

Minutes Prepared By:

Marilyn Czubkowski, CMC  
City Clerk/Treasurer

Accurate Business Communications LLC