

CITY OF DELAFIELD COMMON COUNCIL BUDGET PUBLIC HEARING MINUTES

CALL COMMON COUNCIL MEETING TO ORDER

Mayor McAleer called the meeting to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL for the November 10, 2008 Common Council Budget Public Hearing:

Present

Mayor Ed McAleer
J. Krickhahn, Ald.
B. Leonard, Ald.
Erv Sadowski, Ald.
Gerald MacDougall, Ald.
L. Morrison, Ald.
R. Miskelley, Ald.
Tim Schuenke, Administrator
Gina C. Gresch, Clerk-Treasurer
Marie Williams, Accountant

Absent

Michele DeYoe, Ald.

PUBLIC HEARING

A public hearing on the proposed 2009 budget will be held on Monday, November 10, 2008 during a special meeting of the Common Council. The meeting is at 7:00 p.m. in the Council Chamber of City Hall, 500 Genesee Street, Delafield, WI 53018. The budget in detail is available for public inspection in the City Clerk's office at City Hall and the Delafield Public Library during normal business hours, and at the City website at www.cityofdelafield.com.

G. Gresch read the public hearing notice.

Darrell Pope, 1236 Mill Road, stated he is also on the Finance Advisory Board and has two issues for the Common Council. He first commented on the future year debt payments. In 2008 the City closed TIF #3 which put cash in the bank and increased the tax base significantly. The City's tax base also benefited from Village Square improvements. There are no upcoming projects over the next few years that will cause another one time increase in the tax base like that. In addition, property values aren't going anywhere, up or down so the City wouldn't expect the tax base to increase next year. That means that revenue will be flat for the next few years. He also stated he sees the anticipated debt payment going up \$491,000 from where it is currently. If the City is not going to have more revenue, how is the City going to make that up? Either raise taxes or cut from operating expenses. He suggested that the City not start any other new long term investments. He also suggested sitting on cash this year to save for upcoming years. The second issue is related to the public safety campus capital expenditures. He questioned the computer server for \$26,000 and stated the City can get a regular server for \$7,000. He wondered what more is in that price. He also questioned the security system, sound system and station alerting system. Some of those are needed but wasn't sure what a station alerting system is. He stated since the City doesn't have one now, why does the City need one in the new building? He questioned why the Police Department will be equipping evidence storage room, process room and a maintenance work room for biohazard evidence. He stated he reads the paper and sees that the majority of crime is shoplifting on Golf Road. He questioned the need for three evidence rooms. He also asked what is a soft interview room compared to a hard interview room. He stated he appreciates that the budget was trimmed down but wants someone with more expertise to see if the City can trim the list down even further. R. Miskelley asked Darrell Pope if his comments are his own or are from the Finance Advisory Board. D. Pope stated the comments are from himself as a citizen.

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Marilyn Czubkowski, 1325 Nagawicka Street, spoke in favor of the Public Safety Building capital budget. She stated certain items should not be included in the borrowing for 20 years because the items only have a useful life of 10 years. She stated she supports all of the systems, furniture and evidence rooms. These are items that the City has had to use as makeshift items instead of purchasing equipment that is long lasting. She knows that the Administrator has reviewed the list and supports it. The City can't move into a new building and take old equipment with us. For example, the phone system. It was purchased in 1995, it's archaic. The security system was outdated when the City bought it. She stated she supports the budget and the CIP, especially for the public safety building.

Greg Kost, Told Development Company, 20800 Swenson Drive, #400, Nagawaukee Shopping Center Owner. He stated DPW Director Tom Hafner called him to let him know that the City is considering doing a traffic study near the Nagawaukee Shopping center. He stated he has considerable interest in this and requested that he be a part of the traffic study process. He stated if there is any cost sharing being considered, that considerations be given to areas and parties benefitting beyond the retailers. There is a lot of through traffic on Golf Road.

Richard Simmons, 3482 Broken Bow Trail, stated he is here tonight about the property taxes. As the City considers new budgets and cost increases he is curious about what will be done about the taxes. Properties are selling for below the assessed value. He gave examples of houses in his area and what they were assessed at and sold for; showing the Common Council how low the house sales values are. He asked where the assessed value comes from and stated that people are paying taxes on their houses for far beyond what they are worth. He stated he is concerned about this because every household has different issues and that it's ludicrous that taxes climb when retirement accounts decline. He also asked the Common Council to cut costs on buildings and to find a way to do this.

David Brabson, 3629 Nagawicka Shores Drive, stated he is a member of Park & Rec Commission and is at tonight's meeting on behalf of the Commission. He stated the Oakwood Community Park money has been approved and the Commission is looking forward to utilizing that money in the second half of 2009 and finishing in 2010. He stated the Commission would like to get some grading and graveling work done for the access driveway. He stated he is more than willing to work with other commissions, especially the Lake Welfare Committee to assist with the possible lake dredging project. The Park & Rec Commission and City has given their support to help finish the Veterans Memorial Riverwalk (VMR). The VMR Committee came to the Park & Rec Commission asking for extra money to finish the project; approximately \$36,000. He stated the Park & Rec Commission would help the VMR Committee by committing \$6,000 each year, but the VMR Committee is out of money, therefore needing the whole \$36,000 now, so they can finish this project sooner.

R. MISKELLEY MOVED TO CLOSE THE PUBLIC HEARING AT 7:18 P.M. E. SADOWSKI SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

1. Discussion on the proposed 2009 Budget and Tax Levy.

E. McAleer asked the Administrator and Clerk-Treasurer to gather information for the next Common Council meeting on property assessments. G. MacDougall asked for a chart of graph showing where people's property taxes go. T. Schuenke asked for clarification what the Common Council is looking for at the next meeting. E. McAleer asked what the City's assessment ratio is. T. Schuenke stated 92%. An assessment ratio of less than 90% or higher than 110% triggers a revaluation. E. McAleer stated there are many people feel that properties should be reassessed. Currently the ratio is 8% higher than when the City last

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conducted a revaluation. G. MacDougall stated a revaluation doesn't always make the taxes go down, since there are fixed costs in the budget.

T. Schuenke stated the Capital Improvement Plan (CIP) will be reviewed first. E. Sadowski stated he will start with the Park & Rec Commission CIP.

- **NE Stormwater Regional Pond at Oakwood Community Park.** There is a proposed \$135,000 for this project, however it can be put aside for two years until there is development and a need along STH 83. There was discussion about waiting for more development, asking developers to help defray the costs and if a second stormwater utility district is needed. It was suggested to remove the \$135,000 from the 2009 CIP and revisit it in 2009 for the 2010 CIP Budget.
- **Sanitary Sewer System Improvements** – T. Hafner stated this investment gives the City the opportunity to pump water to a downstream gravity manhole instead of to the surface like the City had to do during the June floods. There was discussion about using the FEMA money that the City received because of the floods. Accountant Marie Williams stated no, that money has to go back to the General Fund. The original expenses that the City is being reimbursed for happened in 2008, so it has to stay in 2008.
- **Milwaukee Street Storm Water Pond, Liner Failure** – T. Hafner stated the City gave direction to move forward with the correction of the liner. He applied for a grant and was unsuccessful. The City is making this expenditure while it is in open litigation with the contractor. He stated once litigation is over, the City may have an opportunity to recoup that money that will be spent to fix the liner. There was discussion about moving forward with this project because the line hasn't work from the start. Common Council members agreed the liner needs to be fixed.
- **Cushing Park Covered Bridge** – There was discussion about how this project was moved up in the schedule and even included on the CIP Budget. It was suggested that this project be put aside one year at a time. There was discussion about how to fund the project, either by the City or by private fundraising. There was further discussion about keeping the project in the CIP Budget, but marking it as "Privately Funded" and that the original funding plan was to be private. It was suggested to keep the project in the CIP Budget as a place marker, but mark it as "Privately Funded".
- **Dredging** – T. Hafner stated the DNR held a public information meeting which initiated the 30 day public comment period which is almost over. He fully expects to have the Chapter 30 Permit within a couple of weeks. Once the permit is received, the City will go out for bids, open bids in February and hopes to have exact prices in time for an April referendum. There was discussion about a hydrographic survey, river measuring and a silt trap. T. Hafner stated the river measuring will not be continued and that we are still not sure if there will be a silt trap written into the DNR Chapter 30 Permit. There was discussion about a dredging funding formula. The Common Council has not agreed to a formula yet, nor will the City know the costs until the DNR issues the permit. T. Hafner stated there may be two referendum questions; one referring to specific properties; the other referring to the common areas. Both questions will ask how they should be paid for; General Taxes or Special Assessment. E. McAleer stated the Common Council will have a discussion on funding once the Chapter 30 Permit is received.

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- **Space Needs – Building Money, Furnishings And Equipment.** T. Schuenke stated after the show and tell meeting, he went back through the list and removed some furnishings for the DPW Expansion and the new Public Safety Building, approximately \$100,000. He stated he reviewed each office and each piece of furniture to determine if it can be used in the new buildings or not. That is how he was able to make the changes. There are two kinds of needs that have yet to be addressed. Equipment replacement that has been put off over the years, like the phones. The other is equipment replacement that has been put off pending the decision of the new buildings. Now that the project is moving forward, these items need to be replaced. He stated there are other costs for equipment and furniture required to make the building function, which we currently do not have. In the new building, there is space for a 50 person training room for the Police and Fire Departments. Currently, this building does not have a room that size, or the equipment to populate a room like that and be able to use it.

T. Schuenke stated in regards to the security system, we would not want to limit the security in our Public Safety Building. He understands that it sounds odd to secure a police building, but people are not in the building in the evening. Security is vital and it should not be skimmed on. He clarified that there is not \$1 Million dollars in the budget for professional services. The computer server was quoted as a backup for City Hall and regular server for the Public Safety building. He stated the computer server quote could be refined further.

There was discussion on storage rooms and evidence the Police Department has to keep. Lt. C. Moranchek stated there are different evidence laws the Police Department has to follow. L. Morrison asked if the new Public Safety Campus building will be functional by the end of next year. T. Schuenke stated yes, we are planning on moving in by the end of next year. There was discussion about a station alerting system and why it is needed. Fire Chief Jack Edwards stated the station alerting system alerts the entire building and everyone in it when a call comes. Since the same amount of people will be spread out throughout a building bigger than what we have now, there will need to be a way to alert everyone. Currently, the only way to alert those on duty is through a pager. There was further discussion about station alerting and the possible Fire Department consolidation. J. Edwards stated only stations that are manned 24 hours a day have this system. Our current building is so old, the system is not compatible with our setup.

There was discussion about the Police Department hard and soft interview rooms. Lt. C. Moranchek stated hard interview rooms are where they interview suspects. A soft interview room is where they interview witnesses and victims. It is a room where they can feel comfortable, where no one can walk by and hear or see them. It is a way to keep the witness and/or victims separate from the suspects.

There was discussion on the quote for a \$26,000 computer server and the possibility of bidding out the computer equipment. T. Schuenke stated he will speak to the IT people to find out how they came up with this quote. It was questioned if the station alerting system can also be bid out. T. Schuenke stated the construction manager, Mortenson is more familiar with the station alerting system, which is tied into the 911 system. Mortenson provided the City with the quote for that system.

There was discussion on the amount of evidence storage needed. Officer E. Kehl stated to effectively store evidence and so they don't run out of room again, the Police Department needs that much storage.

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B. Leonard stated she sat in on the oversight meetings and attended Plan B meetings. She stated she sees items on the furnishing list that bother her. Things that are normally included in the building costs, which are the referendum dollars, are included in the borrowed monies Capital Improvement Program list. She stated she feels the construction manager and architect are stripping the budget due to difficulties meeting the budget. There was further discussion about Plan B and the \$100,000 they came up with being enough money for furniture and moveable equipment. B. Leonard stated the specific items that threw her are bathroom fixtures that are permanently attached to the building, should be a part of the building costs. T. Schuenke stated the items in this list are not bells and whistles; they are functional items. The Common Council also hasn't seen the list of all of the items that are being transferred to the new building. The items on this list are items we currently don't have, are falling apart or outlived their usefulness. The building is 5,000 square feet less than what was proposed to the public, due to unanticipated wetlands and higher materials costs. He stated he has been asking for clarification on what is including in the referendum money and he has not been able to get an answer. E. McAleer stated the prices that were figured a year ago aren't what they are today. The City could build a steel sided building and have more money for other things. Instead we went from a brick to synthetic stone and cut 5,000 square feet to make the costs work. He stated he agrees with the Administrator and that these purchases are necessary items to be functional.

There as discussion about the Public Works Department GIS Scata and server. T. Hafner stated the \$27,000 in the budget is for the server. The majority of the GIS dollars have been spent; however the large scale plotter needs to be purchased yet. As for the server, Mortenson recommends that the Department of Public Works be on a separate server from the Police and Fire server. T. Schuenke stated he will get further information on why two separate serves are needed.

- **Oakwood Road Park Development** – T. Hafner stated based on master planning, the estimated cost for this project is \$4.8M to \$5.8M over a period of 8 years. He clarified that these figure are implementation figures. There was discussion about setting this project aside for another year since it is a want and not a need. E. Sadowski stated the Park & Rec Commission would like to start phase one, a walking path, an ice skating rink or maybe a hill for sledding. If the Common Council feels that is appropriate, the Park & Rec Commission would be very happy. There was discussion about finishing other park projects before starting new ones. There was discussion about the Park & Rec Commission looking at priority projects, looking for user groups to use the parks and to survey the public for their park wants and needs.
- **Oakwood Road Park Access Road** – E. Sadowski stated the Park & Rec Commission used \$11,500 for the park seeding. There is \$38,500 left and has asked DPW Director Hafner to use that money for a road, and include that road in the street improvement program bid. He stated there is currently \$19,000 in the budget to create a gravel drive so people can get into the park. The road will be paved eventually, this is to get the road started. There was discussion on the possible dredging and the equipment needed to deliver the spoils to the property and which road will be used for that. It was determined that different entry way will be used for that equipment. Common Council members agreed to leave \$19,000 in the budget to create a gravel driveway.
- **Park Entrance Signs** – E. Sadowski stated the Park & Rec Commission has approved five signs. T. Hafner stated only one has been installed and that there has never been

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any funding for the other signs. E. Sadowski stated he was not aware that the signs were not budgeted for. There was discussion on who ordered the signs, how much they cost and if they are in production. There was discussion about moving the other four signs to the 2010 budget. Common Council members agreed the signs can be set aside for one year.

- **Vietnam Memorial Riverwalk (VMR)** – E. Sadowski stated the VMR Walk raised \$800,000 privately and there were rave reviews for the Vietnam Moving Wall. The VMR Committee needs \$36,000 to finish. The Park & Rec Commission approved a \$12,000 commitment each year for three years, however it would be nice to finish the walk in time for the 50th Anniversary. It is a popular path and gets a lot of usage. There was discussion about the signage along the walk and the remaining \$3,000 from the VMR Committee. Common Council members agreed to leave in the \$36,000 to finish the path in time for the 50th Anniversary.
- **Bostrom Park** – There was discussion about setting this project aside until 2010 and moving the tennis courts out until 2011. There was further discussion about tennis courts and the possibility of private funding for a gazebo, which was requested by the property owner.
- **Street Surfacing Program** – T. Hafner stated there is \$675,000 in the budget for 2009. He reviewed all of the roads that will be resurfaced in 2009 with the Common Council. There was discussion about the order in which roads are slated for paving and that it is great that the City has well maintained streets.
- **Golf Road Reconstruction** – T. Hafner stated he spoke with Greg Kost, Nagawaukee Shopping Center Owner, about cost sharing this project. Golf Road is due for resurfacing in 2011, and also needs to be reconstructed and realigned. This project requires that a feasibility study be completed by a professional consultant, from the STH 83 interchange to the Town of Delafield border. There was discussion about the possibility of a transportation improvement district, a traffic study and lane expansion.
- **Cushing Park Road Trail Connector** – T. Hafner stated he has revised numbers for this project. If the City would have received a Federal grant, the connector would have cost \$392,000 and it would have been subject to federal standards. However, the City did receive a DNR Grant for \$100,000, therefore lowering the cost to \$121,504. This connector will be done in conjunction with the Town of Delafield and the DNR. There was discussion of where the path begins and ends in each community and which portions they are responsible for.
- **Golf Road Concrete Wall Graffiti Wall** – T. Hafner stated the graffiti is back. There was discussion about how important it is to graffiti proof the wall. Common Council members agreed this is important.
- **Public Works Capital Equipment** – T. Hafner stated he reviewed the Public Works Capital Equipment in detail at the Show and Tell Meeting. There was discussion about how the boom mower will save labor hours and how it will be paid for. There was discussion about the light duty pickup truck and the new emission standards coming in 2010 for all vehicles. There was further discussion about how the Public Works Department gets the most life out of the plow trucks and their useful life. There was further discussion about the new emission standards coming in 2010 and

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the pros and cons of purchasing a truck next year or waiting for a new vehicle that meets new standards.

- **Replacement of Election Machines** – G. Gresch stated the 18 year old election Eagle machines need to be replaced. Waukesha County is working on negotiating with the State of Washington to purchase their Insight machines at half the cost of what a new machine would cost. The State of Washington has only used these machines in three or four elections and is willing to sell them to Waukesha County.
- **Fire Department Power Lift Cots** – Fire Chief Jack Edwards stated the City had an employee with lost time for an injury due to lifting a patient. All lifting is manual and it was recommended by the insurance company that the City purchase power lifts to avoid injuries.
- **Ambulance** – J. Edwards stated the ambulance was already pushed back one year. If we push back the ambulance another year, we will have the same issue as Public Works with the new emissions standards. There was discussion about how the ambulance are rotated to get the most use out of them.
- **Jaws of Life** – J. Edwards stated the Jaws of Life needs to be replaced. The newer models are much lighter and stronger. There was discussion about how having a consolidated department will save money on capital equipment.

The Common Council took a five minute break.

The Common Council came back from break and continued to review each department's operating expenses.

- **Fire Department Operating** - The Common Council reviewed the Fire Department revenues continued discussion about uncollectible revenues. Discussion moved into the operating expenses, more specifically the request to hire additional staff. There was discussion about the pros and cons of hiring three vs. two people; at what times of the year should they be hired and possibly waiting for the consolidation efforts to be concluded. There as discussion about how the new staff would be paid for by the Pewaukee intercepts and how much a new hire actually costs, from wages, FICA to tuition reimbursement. It was suggested that two additional employees be left in the budget and it can be decided on at the next Common Council meeting. There was further discussion on tuition reimbursement for Fire Department employees. T. Schuenke stated he will look into it and try to come up with an education factor for the department. J. Edwards requested that the paid on call members receive a standby pay of \$24 per day. This pay is for the employee to leave their home, stay at the station for their whole shift. He stated if they are called out, they receive their paid on call wages instead. G. MacDougall suggested increasing the fee and that the consolidation committee will have to look at this. There was also discussion about the suburban replacement.
- **Police Department Operating** – Lt. C. Moranche stated the health insurance costs didn't increase as much as we thought it would. R. Miskelley asked why the vehicle purchase amount decreased from 2008. Lt. C. Moranche stated in 2008 the City purchased two vehicles and in 2009 only one will be purchased. There are mainly two increases in the Police Department budget, mainly from fuel and insurance.

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- **Administration Operating** – G. Gresch stated she will be working a revenue survey for 2009. There was discussion on Council Expenses and why that increased. M. Williams stated that account is like a catch all for items that don't have their own line item. Each year that line item is over budget so we adjusted it for 2009. There was discussion about increasing the committee members pay from \$30 to \$40 per meeting. Common Council agreed to the increase. There was discussion about the increase in mileage and the IRS Mileage Rate. G. Gresch stated she will look into the mileage increase and that the City's policy is to pay the going IRS Mileage rate. There was discussion about the tuition reimbursement policy, who benefits from it and how much it costs per employee. T. Schuenke stated he will look into creating a breakdown of tuition reimbursement by department. There was discussion about the Human Resources Allocation line item. G. MacDougall stated it is a catch all number for the 2009 raises. T. Schuenke stated these raises are unknown because of the labor union contracts not being settled yet.
- **Library Operating** – J. Krickhahn stated the detail of the budget was discussed at the Show and Tell meeting. The Library Board met with Director Zignego and it was determined that the Director and two other employees are paid below the Par minimum. He stated the Library Board recommends that the Common Council increase the three employee's wages to bring their wages up to the appropriate level.
- **DPW Operating** – There was discussion about the brush drop-off site, the hours it is open, the volunteers and how many people actually use the drop-off site. T. Hafner stated volunteers are hard to come by and it would be reasonable to cut back the hours, to possibly the first and third Saturday of each month. He stated he will put together statistics for the next Common Council meeting.

M. Czubkowski stated she will not be in attendance at the next Common Council meeting for the budget adoption. She commented on the Debt Service Fund Balance and suggested that the surplus start being spent on an annual basis or buy down the debt with that money. T. Schuenke stated he will look into this and report back at the next Common Council meeting.

2. Adjournment

E. SADOWSKI MOVED TO ADJOURN THE NOVEMBER 10, 2008 COMMON COUNCIL BUDGET MEETING AT 10:10 P.M. R. MISKELLEY SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

Minutes Prepared By:

Gina C. Gresch, MMC / WCMC / WCPC
City Clerk/Treasurer