

CITY OF DELAFIELD COMMON COUNCIL 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

Present

Mayor Ed McAleer
Jeff Krickhahn, Ald.
Beth Leonard, Ald.
Erv Sadowski, Ald.
Michele DeYoe, Ald.
Gerald MacDougall, Ald.
Lynn Morrison, Ald.
Tim Aicher, Ald.
Tim Schuenke, Administrator

Absent

Also Present

Tom Hafner, Director of Public Works

PRESENTATIONS BY PUBLIC INVESTMENTS MANAGERS (BBE COMMUNITY INVESTMENT PARTNERS, LLC AND PMA FINANCIAL NETWORK, INC)

T. Schuenke explained representatives from two public investment firms were present this evening to provide information to the Common Council regarding investment opportunities for the City's idle funds. Staff had reviewed the investments currently being made and found that other municipalities utilized opportunities to safely invest funds with other banks and institutions that would provide a low risk with high liquidity and could make more money on their investments. He noted the two approaches of the firms to be different from one another and suggested the Council listen to the presentations made by these firms, ask questions, and hold a discussion on these topics at the Common Council meeting on September 21, 2009. He introduced Ken Herdeman of BBE Community Investment Partners, LLC and Jeff Carew of PMA Financial Network, Inc.

Ken Herdeman, President of BBE Community Investment Partners, LLC, explained the history of the firm noting it was founded in 2007 with Banker's Bank of Madison and Ehlers & Associates, the City's current financial advisor. BBE was an independent investment advisor to municipalities, with no products to sell, whose sole purpose was to provide the best interests in the community whether it was through bank deposits, treasury securities, money markets, etc. BBE worked closely with over 300 community financial lending institutions in Wisconsin. The firm would access and bid for investments as well as analyze financial information through cash flow forecasting processes to determine when funds would be needed again. The fee for service was a quarter of a percent, or 25 basis points, on the average assets under management. For example, if BBE handled average assets of one million dollars, the fee for service would be \$2,500. This would include all services provided. He noted the fee was

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charged so that it was transparent for all what was being paid for at the time of service. In addition, BBE would provide a monthly report to the City showing what was earned and spent with gross, not net returns, shown in the report.

G. MacDougall stated that with these 25 basis points the City would not be taking on any more risk but would get a better return on its money. K. Herdeman stated that would be the goal and would also allow better use of Staff time for other tasks.

M. DeYoe questioned whether there were fees charged currently with the City's investments at Town Bank in Delafield. T. Schuenke noted there were no fees being charged at this time.

K. Herdeman went on to explain the BBE would also be available to manage debt service funds as well as general and reserve funds for municipalities. In response to a question, he noted the business was organized in 2007 with management of portfolios in 2008, with a list of 25 clients requiring management of approximately \$75 million at this time.

On behalf of the Council, Mayor McAleer thanked K. Herdeman for his time.

Jeff Carew, Vice-President and Director of the Wisconsin Office for PMA Financial Network, Inc, provided the history of his firm, noting it originally began 25 years ago as a way to manage funds for school districts that desired larger returns on their investments when banded together than as independent investors. The firm utilized a formula called the Prudent Man Analysis (PMA) formula for investment opportunities with banking and cash management services provided for municipalities and school districts. The firm utilized liquid pools and fixed rate options for clients to deliver banking services and investments discounted through a variety of vendors, although bond proceeds are the core of the business. With management of funds, PMA would provide a draw schedule with cash flow projections that might drive different investment scenarios with exposure to a variety of local and national banks. An estimate of interest income could be provided as well as supervision of a construction management account that could track all monies to audit standards. A full credit analysis of investments would be provided with two monthly reports being supplied to the City, including cash flow and a secondary report with more detailed accounting to Staff. Collateral reports would be provided at the end of any construction management service period and all reports would be supplied to the City in one binder prepared to IRS audit standards.

In response to a question from Mayor McAleer, J. Carew explained payment for services would be attained by the money made on each trade in the amount of 15 basis points. Each product line had a fee structure associated with it ranging from 15 to 50 basis points. In addition, PMA would present investment opportunities to the City with local and national institutions and three government products allowed by law. The City would be required to make the final decision on the investments to be utilized.

Clarifications were made by various members of the Council on services to be provided as described by J. Carew.

On behalf of the Council, Mayor McAleer thanked J. Carew for his time.

1. APPROVE MINUTES OF AUGUST 17, 2009 COMMON COUNCIL MEETING

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E. SADOWSKI MOTIONED TO APPROVE THE AUGUST 17, 2009 COMMON COUNCIL MEETING MINUTES AS PRESENTED. M. DEYOE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. SIX WERE IN FAVOR. B. LEONARD ABSTAINED DUE TO ABSENCE AT THAT MEETING. MOTION CARRIED.

2. CITIZEN'S COMMENTS FOR ITEMS NOT ON THE AGENDA

James Seifert, 1708 Bark River Drive, expressed concern for a new seven point funding program for dredging as it was not a good program. As a whole, the community had paid for many things, such as infrastructure, schools, etc., that were not utilized by all residents, but all residents paid equally. The dredging project should be funded the same way. He urged the Lake Welfare Committee (LWC) to stop trying to provide a complex strategy for funding the proposed Lake Nagawicka dredging project. He was concerned the LWC had broken promises to allocate funding for the project from all properties in the City and thought that was the funding strategy appropriate for the project. In this way, all property owners would pay the same rate and would receive the same benefit. Also, one referendum question would be needed and concerns for areas such as the channels, pyramid, and Bark River inlet, would be automatically addressed. Furthermore, he was concerned because survey residents had been told they would receive new calculations for assessment and a new public hearing date, and so far, none had been forthcoming.

Mayor McAleer explained the referendum process for the dredging project, noting the referendum had to have support before putting the project out for bid which would then allow accurate assessment figures to be utilized and information sent to residents regarding the cost of the project. J. Seifert thought it was important for people to know the cost of the project prior to voting on the referendum.

J. Seifert thanked the Common Council for time spent considering this matter.

B. Leonard stepped to the podium and stated she would like to speak at this time as a citizen rather than alderperson.

Beth Leonard, 2313 Nagawicka Road, expressed concern over the wording of the referendum question, noting it was uncertain about whether the Common Council could bill all people involved equally and how much the project would cost.

Mayor McAleer explained this issue had been brought up at the last Common Council meeting and the Council had acknowledged the decision to utilize the formulation from the LWC. B. Leonard disagreed with utilizing the formulation from the LWC.

Mayor McAleer requested that discussion of the referendum be placed on next Common Council agenda for further clarification.

CITIZEN'S COMMENTS FOR ITEMS ON THE AGENDA

Debbie Tomczyk of Rinehart, Boehner and Van Deuren, the legal firm representing Wal-Mart, was present to support Item 4B1 and hoped it would pass this evening.

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L. MORRISON MOTIONED TO CLOSE CITIZENS' COMMENTS AT 8:16 P.M. M. DEYOE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

3. CONSENT AGENDA

There were no items on the Consent Agenda for this meeting.

4. COMMITTEE REPORTS

A. LICENSES

1. BARTENDER LICENSE – 2 YEAR LICENSES TO EXPIRE JUNE 30, 2010

A. KATHERINE M. SCHLOESSER, WAUKESHA; DELAFIELD BREWHAUS

L. MORRISON MOTIONED TO APPROVE THE TWO YEAR BARTENDER LICENSE AS PRESENTED. M. DEYOE SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

B. PLAN COMMISSION

M. DeYoe explained the two items following on the agenda were discussed at the August 28, 2009 Plan Commission meeting and were being pursued as a result of errors discovered during various Smart Growth process discussions.

1. DISCUSSION AND ACTION ON RECOMMENDATION FROM PLAN COMMISSION TO ADOPT ORDINANCE 615, AN ORDINANCE TO REPEAL & RECREATE SECTION 1 OF ORDINANCE 293 TO CORRECT THE ASSIGNED ZONING DISTRICTS

M. DeYoe further explained the ordinance proposed was an effort to provide clear language to correct assigned zoning districts. This action would allow Wal-Mart to remain in a B-3 zoning district as it was inadvertently assigned in previous actions.

M. DEYOE MOVED TO ADOPT ORDINANCE 615, AN ORDINANCE TO REPEAL & RECREATE SECTION 1 OF ORDINANCE 293 TO CORRECT THE ASSIGNED ZONING DISTRICTS AS PRESENTED. E. SADOWSKI SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

2. DISCUSSION AND ACTION ON RECOMMENDATION FROM PLAN COMMISSION TO ADOPT ORDINANCE NO. 616 AN ORDINANCE RESCINDING SECTION 17.27(3) OF THE MUNICIPAL CODE OF THE

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CITY OF DELAFIELD, WAUKESHA COUNTY, WISCONSIN RELATED TO SIGNS EXEMPT FROM THE APPROVAL PROCESS

M. DeYoe explained this ordinance was being proposed to change the language within the sign code regarding staff approval for signs less than 24 square feet in dimension. This would allow all current ordinance language related to signage to be consistent.

M. DEYOE MOVED TO ADOPT ORDINANCE NO. 616 AN ORDINANCE RESCINDING SECTION 17.27(3) OF THE MUNICIPAL CODE OF THE CITY OF DELAFIELD, WAUKESHA COUNTY, WISCONSIN RELATED TO SIGNS EXEMPT FROM THE APPROVAL PROCESS AS PRESENTED. L. MORRISON SECONDED THE MOTION. L. MORRISON NOTED THE HISTORY OF THE SIGN APPROVAL PROCESS. CLARIFICATION WAS PROVIDED REGARDING THE STAFF INVOLVMENT IN APPROVING SIGNAGE IN THE PAST. G. MACDOUGALL THOUGHT STAFF SHOULD BE ENFORCING THE SIGN ORDINANCE. M. DEYOE STATED FURTHER CLARIFICATION OF ENFORCEMENT RESPONSIBILITIES WAS NEEDED AND SHOULD BE DISCUSSED AT A FUTURE MEETING OF THE COMMON COUNCIL. SARAH TOOMSEN, OF YAGGY COLBY, CLARIFIED THE NEW SIGN CODE LANGUAGE CONFLICTED WITH THE OLD ORDINANCE AND THIS PROPOSED ORDINANCE WOULD RECTIFY THAT SITUATION. THE CITY ATTORNEY HAD ALSO RECOMMENDED THE INCORRECT LANGUAGE BE REMOVED WHEN THE SIGN CODE WAS ADOPTED. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

M. DeYoe noted several new businesses were to open in Delafield in upcoming months. In addition, efforts were being undertaken by the Plan Commission to review a proposed rerouting of the Lake Country Trail. Additional information on the proposed trail would be available at a future Plan Commission meeting.

C. LAKE WELFARE COMMITTEE

L. Morrison noted the next meeting of the LWC would take place on September 9, 2009. The agenda for that meeting focused on outside funding sources, neighborhood meetings on the dredging referendum and getting informational resources to the public prior to the referendum vote.

D. PARK AND RECREATION COMMISSION

T. Aicher reported the Commission had agreed on the 2010 budget and reviewed drafts of the Parks Five Year Master Plan interwoven with Smart Growth planning. Information had also been reviewed regarding the proposed changes to the Lake Country Trail and would be discussed as part of Item 7 on the agenda for this meeting.

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E. PUBLIC WORKS COMMITTEE

G. MacDougall requested Tom Hafner provide information on the Golf Road Feasibility Study discussed at the Public Works committee (PWC) meeting on September 3, 2009.

T. Hafner explained proposals had been submitted and reviewed for the dam restoration work. GRaEF Company was found to have the lowest bid with the highest quality rating at approximately \$51,000. This item has been budgeted for an expense of \$75,000. The City Attorney was currently reviewing the proposal.

T. Hafner also explained the City Hall site had contaminated soils and City Staff were pursuing grant funding in the amount of \$70,000-\$80,000. The Wisconsin Department of Natural Resources (DNR) was responsible for reviewing the grant application. Allowances were made by the DNR to begin a 30 day public comment period at this time. A final decision on the grant would be made in the next few weeks.

With regard to light poles, it was noted the PWC concurred with City Planner Roger Dupler's recommendation regarding the number of street lights proposed, including six poles on Main Street, five poles on the DPW site and 11 poles at the City Hall campus.

Without objection from the Council, Mayor McAleer moved to Item 7 on the agenda.

F. DEL-HART COMMISSION

B. Leonard reported the Del-Hart Commission had reviewed the 2010 budget and would operate under a 1% decrease from 2009. The final investment policy was also reviewed at that meeting. She also noted it had come to the attention of the Commission that there were people disposing of wipes and other non-organic items in the sewer system. This action posed many problems and increased costs for all as well.

G. POLICE AND FIRE COMMISSION

M. DeYoe stated there had not been a meeting of the Commission, thus, there was nothing to report.

H. LIBRARY BOARD

J. Krickhahn reported the Library Board meeting was being held concurrently with this meeting and thus, there was nothing to report on at this time.

I. BOARD OF ZONING

1. UPCOMING HEARINGS ON THURSDAY, SEPTEMBER 10, 2009:

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- A. CASE 760 – APPEAL OF MICHELE KRAUSE (OWNER) OF 936 MAIN ST, DELC 0798.993, TO REBUILD DETACHED GARAGE ON THE SAME FOOTPRINT AS THE OLD GARAGE RELATING TO SECTION 17.39(10)(H) REGARDING MINIMUM INTERIOR SIDE YARD REQUIREMENTS

G. MacDougall noted the case to be heard at the Board of Zoning meeting slated for September 10, 2009.

- J. PROMOTIONAL AND TOURISM COMMITTEE

L. Morrison explained the Promotional and Tourism Committee planned an Art Walk for September 18, 2009. Additional holiday activities and strategic planning for marketing and advertising for next year were also discussed at the most recent meeting of the Committee.

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K. LAKE COUNTRY FIRE COMMISSION – (MINUTES OF AUGUST 18, 2009)

Mayor McAleer stated there was no report for this item, but Jack Edwards had been appointed Fire Chief for the Lake Country Fire Department as part of the Lake Country Fire Board activity in recent weeks.

L. LAKE COUNTRY FIRE BOARD – (MINUTES OF AUGUST 27, 2009 AND SEPTEMBER 2, 2009)

G. MacDougall reported budgets, attorney recommendations, start-up costs, a merger status timeline, conflict of interest issues, and other issues related to starting a Fire Board were discussed at the August 27, 2009 Lake Country Fire Board meeting. Sleeping rooms for firefighters would be ready in spring of 2010 in the Village of Nashotah fire house. The next meeting of the Fire Board will be September 17, 2009 at 6:00 p.m.

Discussion ensued regarding recent letters to the editor in the local newspapers noting cost overruns and additional expenses occurring as a result of the inception of the Fire Board. L. Morrison was concerned as she strongly believed there would be significant cost savings over time with consolidation of services. While many details were still being worked out, there would be a great deal of money saved in capital each year. The entire “picture” needed to be presented to the public so all residents could have a thorough understanding of all that was involved in a fire department merger and could note the benefit to residents on the eastern side of Nagawicka Lake.

G. MacDougall stated a recent letter from an area resident made it very clear why paramedics were needed and how savings would be realized in the long term.

5. OLD BUSINESS

A. LOMR UPDATE

T. Hafner explained all paperwork had been submitted except for the operation plan for the dam as well as other forms required by FEMA related to community impacts from the Town of Merton and Village of Dousman.

B. DISCUSSION AND ACTION ON CITY SPECIAL ASSESSMENT POLICY

G. MacDougall explained that this item had been placed on the Public Works Committee (PWC) agenda for discussion. The PWC would like direction from the Council on what specific items should be reviewed.

The Council agreed it would like more time to thoroughly review the policy and discuss it at a future Council meeting. L. Morrison requested all three documents currently available on this topic be emailed to all Council members for additional review.

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G. MacDougall suggested Jim Romanowski, who authored the assessment policy, be present for facilitation and review of the policy by the Council. Mayor McAleer agreed, noting this item will be placed on the next agenda of the Common Council.

6. MAYOR'S REPORT

There was nothing additional to report on at this time.

7. NEW BUSINESS

a. CUSHING PARK ROAD TRAIL

T. Hafner explained the history of the Cushing Park Road Trail project, noting unexpected concerns from Department of Transportation (DOT) Staff that had been previously approved had been received. As a result, the project had been suspended and necessary revisions identified for approval at that time. Those revisions were submitted and the plan now required excavation behind the bridge columns beneath Interstate 94. This requirement added approximately \$60,000 in construction costs and \$10,000 in engineering costs to the project. A secondary issue was that the path connection at Lapham Peak was a ten foot path and the proposed path was only 8 feet wide. Thus, the up-hill gravel shoulder would be converted to a paved shoulder to provide the ten foot pathway. This action was estimated at approximately \$9,000. Thus, there was a total cost increase of \$79,000 to the project. The Department of Natural Resources (DNR) had agreed to find additional funding for the project due to extra costs incurred as a result of necessary DOT approval. The DNR had agreed to provide \$100,000 from regional funding as well \$39,500 to the project, with the understanding that the Common Council would match the \$39,500 amount to complete the project. T. Hafner thought this possible as there were some cost savings that had accumulated from other City projects from prior years.

T. Aicher stated this trail was a critical link to the whole trail plan on the regional plan and he hoped the project would not be compromised.

T. Hafner noted approximately \$140,000 would be lost if the project was not allowed to move forward. He thought the project could be completed by spring or sooner, and no budget amendment would be required.

G. MACDOUGALL MOVED TO PROVIDE \$39,500 TO THE CUSHING PARK ROAD TRAIL PROJECT FROM OTHER BUDGETED AREAS WHERE SAVINGS HAD OCCURRED. E. SADOWSKI SECONDED THE MOTION. T. AICHER STATED THIS PROJECT WOULD PROVIDE A LINK TO LAPHAM STATE PARK, A DESTINATION PARK, AND HE THOUGHT IT WOULD BE A NEAT FEATURE THAT WOULD ENHANCE THE ABILITY TO ENJOY THE AREA. J. KRICKHAHN CLARIFIED THIS ITEM WOULD NOT APPEAR ON

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THE 2010 CITY BUDGET. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

In response to a question, T. Hafner explained upland and wetland plantings near the Milwaukee Street basin were underway at this time. M. DeYoe stated she had received a complimentary phone call from a resident regarding the planting efforts in that area.

8. ADMINISTRATOR'S REPORT

A. REPORT OF CITY OFFICIALS

I. ADMINISTRATOR

A. DISCUSSION AND ACTION TO AWARD FURNITURE MOVER RFP

T. Schuenke explained City Hall would need to be vacated in mid-December of this year to allow new construction of the City Hall and library to take place. The Fire Department Staff indicated they would move themselves from the building. Bids on moving had been supplied to the Council and C. H. Cokely and Company had been recommended as the mover with a final bid of \$42,238. Staff recommended this proposal be accepted.

L. MORRISON MOVED TO ACCEPT THE BID FROM C. H. COKELY AND COMPANY AS PRESENTED. G. MACDOUGALL SECONDED THE MOTION. CLARIFICATION WAS PROVIDED REGARDING HOW THE MOVE WOULD BE STAGED. THERE WAS NO FURTHER DISUCSSION. ALL WERE IN FAVOR. MOTION CARRIED.

B. PURCHASE OF STREET LIGHTS

T. Schuenke anticipated the cost of the 24 street lights to be \$56,707.68 from Gray Barr Manufacturing. L. Morrison stated she was comfortable with the lighting information provided by R. Dupler regarding these light fixtures and poles.

L. MORRISON MOVED TO PURCHASE 24 LIGHT POLES AT A COST OF \$56,707.68 AS RECOMMENDED BY T. SCHUENKE. M. DEYOE SECONDED THE MOTION. T. HAFNER EXPLAINED THE CITY CURRENTLY HAD 8 POLES IN INVENTORY. THE AMOUNT CONSIDERED WOULD SUPPLY 22 POLES FOR THE CITY'S CONSTRUCTION PROJECTS AND WOULD BOLSTER INVENTORY TO 10 WHERE HE WOULD LIKE TO SEE THE INVENTORY REMAIN. THE POLES WERE NOT COST EFFECTIVE IN PURCHASE QUANTITIES LESS THAN 10-15 POLES AT A TIME. IN RESPONSE TO A QUESTION, HE

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NOTED MOST OF THE POLE REPLACEMENTS WERE DUE TO ACCIDENTS BY DRIVERS AND THOSE DRIVERS WERE REQUIRED TO SHARE IN THE REPLACEMENT COST OF THE POLES. **THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

C. NEW ROOF FOR EXISTING PUBLIC WORKS BUILDING.

T. Schuenke explained there was a problem with ice damming on the existing Public Works Building roof. The new roof would be insulated and the old roof would not and thus, the ice dam issue would be exacerbated. This issue would not be resolved with a short term of incomplete solution so Staff recommended a new roof be put in to coincide with the new construction roofing. Staff recommended this change order in the amount of \$67,333. The project held a contingency fund of \$579,000 and would be approximately \$509,000 if approved.

T. Hafner explained foam insulation would be used to fill the gaps and seams in the existing metal roof and then 1.5 inches of plywood board and rubber membrane would be added to provide a seamless rubber membrane roof.

It was noted the new roof would provide a payback in energy savings over time with approximately \$2,200 per year being saved in costs over the existing roof costs.

E. SADOWSKI MOVED TO APPROVE A CHANGE ORDER FOR PURCHASE OF A NEW ROOF FOR THE PUBLIC WORKS BUILDING IN THE AMOUNT OF \$67,333 AS PRESENTED. L. MORRISON SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

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II. CLERK-TREASURER

No report.

III. COUNCIL REQUESTS OF FUTURE AGENDA ITEMS

Council requests for future agenda items were noted as followed:

- B. Leonard requested additional discussion on dredging assessments, as well voting sequence of events and neighborhood meetings on this subject. T. Aicher requested concise direction be provided about what accomplishments should result from this discussion. Mayor McAleer stated he would speak to the City Attorney about this matter. B. Leonard also requested a list of the scheduled dredging meetings.
- G. MacDougall requested a preliminary discussion on the special assessment policy take place at the next Council meeting.
- J. Krickhahn requested a discussion take place on creation of a Citizen's Speed Watch program with trained volunteers much the same as the one being implemented in Greenfield, Wisconsin.

9. FINANCIAL REPORT

A. APPROVE VOUCHER LIST

L. MORRISON MOTIONED TO APPROVE THE VOUCHER LIST AS PRESENTED. B. LEONARD SECONDED THE MOTION. B. LEONARD QUESTIONED WHETHER CRAMER PHONE INVOICES WERE RELATED TO NEW PHONE SERVICE FOR THE CONSTRUCTION PROJECTS. T. SCHUENKE AFFIRMED THIS. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.

10. CORRESPONDENCE

A. FOCUS NEWSLETTER

B. LETTER FROM WI DOT REGARDING STH 16 RESURFACING

C. LETTER FROM AL & VICKI HAZLE REGARDING LAKE NAGAWICKA WEED CUTTING

D. LETTER FROM H. ROGER HATHAWAY REGARDING FIRE DEPARTMENT SERVICE

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11. ADJOURNMENT

E. SADOWSKI MOTIONED TO ADJOURN THE SEPTEMBER 8, 2009 COMMON COUNCIL MEETING AT 9:15 P.M. M.DEYOE SECONDED THE MOTION. SIX WERE IN FAVOR. G. MACDOUGALL OPPOSED. MOTION CARRIED.

Minutes prepared by:

Accurate Business Communications, Inc.