

**CITY OF DELAFIELD FINANCE ADVISORY BOARD COMMITTEE MINUTES**

CALL MEETING TO ORDER

B. Faracy called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present

Absent

Brian Faracy  
John Gehlhaart  
Steve O'Brien

Rich Rahn

Also Present

Marilyn Czubkowski, Clerk  
Matt Carlson, Administrator  
Paul Craig, Mayor  
Maralyn Geason, Citizen  
Joe Geason, Citizen  
Brandon Lorenz, Journal/Sentinel

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

None

2. APPROVE MINUTES OF NOVEMBER 14, 2005.

**J. GEHLHAART MOTIONED TO APPROVE THE MINUTES FROM THE NOVEMBER 14, 2005 MEETING. S. O'BRIEN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

3. OLD BUSINESS

- a. DRAFT RFP FOR SPACE NEEDS

A more realistic timetable was discussed. M. Carlson mentioned that a Phase I environmental study might want to be completed by potential buyer of property (City of Delafield's would be available for their review.) Once a deed search and title search are done the survey would show all of the easements that are related to the property. That information should be included in the RFP. An evaluation of the property has been completed. Once this information is available to the public, it was suggested to make

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the process as detailed as possible for comprehension purposes. Proposals should come back to the Finance Advisory Board Committee, which would then be passed on to City Council with FAB observations/costs, etc. Discussion took place about adding several items to the *Expected Process Timetable* (page 3 of 6 on the RFP). After the "Due Date: Submission of Proposals" heading, add "Preliminary Evaluation by Finance Advisory Board". A spreadsheet ranking the financial proposals is then given to the Common Council. Separation of the financial proposals being handled confidentially was discussed. M. Carlson suggested adding a bullet point under the heading "*Proposed Development Program and Project Design*" (page 4 of 6 on the RFP) entitled "Explain any temporary office facilities necessary to implement your project". Add an "All of the Above" check box under #2 (page 6 of 6 of RFP). Also discussed was language included about a possible referendum if the cost was over a certain amount of money. Possible process timeline would be (working backward): Election date is November 7<sup>th</sup>; the Council would have to pass the language for the Referendum by September 18<sup>th</sup>; Presentations to Council on July 5<sup>th</sup>, as well as public education; give the Council a final recommendation by June 19<sup>th</sup>; Oral Presentations by May 17<sup>th</sup> and 18<sup>th</sup> proposals submitted by April 21 - April 28<sup>th</sup>.

**S. O'BRIEN MOTIONED THAT THE DRAFT REQUEST FOR PROPOSAL BE SENT TO THE CITY COUNCIL AS REVISED FOR CONSIDERATION AT THEIR NEXT MEETING. J. GEHLHAART SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED.**

b. ALTERNATE REVENUE SOURCES (INCLUDING TRANSPORTATION UTILITY)

Discussion took place regarding the different formulas presented by Yaggy Colby for the Transportation Utility Analysis they conducted for review by the City of Delafield (November 1, 2005 letter from Yaggy Colby). This issue will be discussed at a later date.

M. Carlson stated that he was asked to look over the Building Permit fees and contractual relationships with the Building Inspector. He has negotiated with them and they will send a revised schedule for Building Permit fees to the City Council for their consideration along with a re-negotiated contract for the Building Inspector.

The City is also looking to increase ambulance fees per the recommendation of the new billing company to differentiate between ALS (advanced life support) calls. There are certain services under ALS that can be billed at a higher rate.

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Paramedic intercepts was also discussed, in particular, inter-facility transfers. Delafield is attempting to launch a new project with the Village of Merton and Sussex. The breakeven point based upon a six-month track period is 42 inter-facility transfers – average of seven per month.

4. NEW BUSINESS

a. PENDING STATE LEGISLATION

M. Carlson distributed a handout from the Wisconsin State Legislature dated February 9, 2006, entitled, “Lawmakers Introduce Wisconsin Taxpayer Protection Amendment”. This is a replacement for the Taxpayer Bill of Rights. They have not introduced the specifics behind the idea as of yet. This proposal, if enacted, would reduce fund balances from whatever they are to a maximum of 8%.

5. CORRESPONDENCE

None.

6. ADJOURNMENT

**B. FARACY MOTIONED TO ADJOURN FROM THE MEETING. S. O'BRIEN SECONDED THE MOTION. THERE WAS NO FURTHER DISCUSSION. ALL WERE IN FAVOR. MOTION CARRIED. THE MEETING ADJOURNED AT 9:12 P.M.**

Respectfully submitted:

Minutes Prepared By:

Marilyn Czubkowski, CMC  
City Clerk/Treasurer

Accurate Business Communications LLC