

CITY OF DELAVAN
Special Common Council
May 15, 2010

Call to Order: Mayor Nieuwenhuis called the meeting to order at 9:00 a.m. in the Municipal Building Council Chambers.

Roll Call: The following members were present: Mayor Nieuwenhuis, Aldermen Siedelmann, Kilkenny, O'Connor, Johnson and Stebnitz. Absent: Alderman DeWitt. **Also Present:** City Administrator Salitros, Director of Public Works Wendorf, Police Chief O'Neill, Fire Chief Flood, City Treasurer Wiese, Building/Zoning Administrator Walling, Golf Pro Piecha, Parks and Recreation Director Klug, Library Director McCrea and City Clerk Kitzman.

Strategic Planning and Goal Setting Workshop: City Administrator Salitros acted as the meeting facilitator. Council members were allowed to nominate three goal topics and department heads in attendance each nominated two goal ideas. Thirty-four topical goal ideas were identified and discussed. Given that a few ideas were similar in nature, the Council opted to consolidate some goals. Council members then voted on their top choices. It was the consensus of the Council that the following projects were well on their way to being completed, and therefore would not need to be voted upon:

1. Comply with FCC mandate for all City communication radio frequencies. *Police Chief O'Neill noted the funds have been budgeted and the project needs to be completed this year. This project involves purchasing new radios for all public works, water and other older radios, (the Police Department already complies).*
2. Purchase command van for the Fire Department. *Fire Chief Flood indicated they anticipate being able to purchase the used Command Van from Lake Delton later this summer. Funds have been set aside.*
3. Implement use Spanish interpreter. *Building/Zoning Administrator Walling noted he has contracted with a local Spanish interpreter at a favorable rate to be utilized by all departments.*
4. Bring municipal court office up to full operational status with new Judge and new Court Clerk. *City Clerk Kitzman indicated she has been working with the new Court staff and Department of Transportation to reconcile missing citations. The project is well on its way. No additional funding beyond that already approved is anticipated.*

The following topical goals were selected by the Council as a priority in the next twelve months:

1. Revitalize downtown. *Council members encouraged implementing a Task Force to assist in revitalizing the downtown and promoting new businesses.*
2. Promote Delavan to bring new businesses and promote economic development. *Mayor Nieuwenhuis encouraged hiring NAI MLG to promote the industrial park and economic development.*
3. Review Street Management Policy to determine if the Paser rating goal of 6.75 is cost-effective. *Alderman O'Connor indicated the Public Works Committee will be*

- reviewing the street repair philosophy of maintaining streets, or if it would be better to repair the roadways that are in the worst condition.*
4. Comply with Smart Growth plan. *Alderman Siedelmann opened that the City should maintain compliance with its new comprehensive plan.*
 5. Increase funding to the Library for the purchase of new books and additional staff. *Library Director McCrea indicated manpower is severely stretched to meet the needs of the current programs. She also indicated there is a substantial need to purchase up-to-date books.*
 6. Update water supply and storage east of I-43 for service reliability and pressure. *Director of Public Works reminded members of the need for a tower and watermain loop back to Mound Road from Highway 5. The Wal-Mart area has only one watermain servicing the area. Highway 50 will also be under construction in the next few years and if a watermain break should occur during construction, the businesses on the east side will all be shut down and will possibly require a boil order for the City.*
 7. Budget goal for 2011 to include no tax increase. *Alderman Stebnitz felt the goal should be to have no tax increase in 2011. The many factors in determining tax equation were discussed such as assessed value, equalized value and tax requirements for the other entities.*
 8. Investigate cost and benefits of purchasing automated point of sale and on-line reservation system for Delbrook and the Recreation Departments, and investigate further use of credit cards for more services. *Golf Pro Piecha felt the course is limited by their inability to make on-line reservations. Parks and Recreation Director Klug added that his department needs the same type of software. Staff members also felt the direct use of credit cards by the public would need to be implemented and would benefit all departments.*
 9. Assure all houses have visible address numbers to aid emergency services. *Chief Flood highlighted the difficulty in finding residences at night in inclement weather. He asked that staff crack down on assuring that homes have large, visible house numbers. It was agreed the ordinance may need to be reviewed as the current requirement is for 4" letters and that may not be adequate.*
 10. Maintain compliance with auditing regarding internal controls and financial reporting. *Alderman Siedelmann felt there was no explanation needed.*
 11. Continue storm sewer upgrade. *Director of Public Works Wendorf explained additional needs.*
 12. Partner with Delavan Darien Schools on more issues. *Alderman Johnson suggested the City should work with the school district in as many ways possible, including safe routes to school grants. City Administrator Salitros indicated he has worked in municipalities that had semi-annual dinner meetings to exchange ideas.*
 13. Consider investing in green technology. *Alderman Kilkenny indicated Focus on Energy would be willing to assist with the Fire Station. The members discussed the high cost generally associated with green technology. The consensus was to weigh the cost and benefits.*

Other items not receiving support for inclusion in the final list of topical goals:

1. Establish plan to end TIF #4 spending. *Alderman Kilkenny suggested that TIF spending stop in order to close the District as soon as possible.*
2. CPR training for members of the organization. *Mayor Nieuwenhuis suggested that training be offered to staff as well as the Council in CPR and defibrillator use.*
3. Research alternative revenue sources for Delbrook. *Golf Pro Piecha said the Delbrook Commission is always looking for additional revenue sources.*
4. Explore new park maintenance facility. *Parks and Recreation Director Klug noted the current facility is inadequate and in poor condition.*
5. Update, review or develop fiscal policies and guidelines including a financial policy procedure manual. *Alderman Stebnitz asked if any of these policies are in place and if they need to be updated. City Administrator Salitros explained there is a 5 year Capital Improvement Plan, which is updated annually. A Financial Management and Debt Management plan were both approved by Council in 2008.*
6. Audit compliance, improve accountability, improve revenue and reduce journal entries. *Alderman Siedelmann suggested that staff work on these areas.*
7. Continue to Reduce Debt level and follow the debt management policy.
8. Business Improvement District for the downtown.
9. Use or disposal of old Fire Station.
10. Complete Yadon and Phoenix Park plans.

Adjourn: There being no further business to come before the Common Council, the meeting adjourned at 11:27 a.m. upon a motion by Alderman Johnson, seconded by Alderman O'Connor and unanimously carried.

Susan Kitzman
City Clerk