

**CITY OF CEDARBURG
COMMON COUNCIL
October 30, 2017**

**CC201701030-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, October 30, 2017, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. Mayor Kinzel called the meeting to order at 7:00 p.m.

ROLL CALL: Present - Common Council: Mayor Kip Kinzel, Council Members John Czarnecki, Jack Arnett, Dick Dieffenbach, Rick Verhaalen, Mitch Regenfuss, Patricia Thome, Mike O'Keefe

Also Present - City Administrator/Treasurer Christy Mertes, Director of Engineer and Public Works Tom Wiza, Police Captain Glenn Lindberg, City Clerk Constance McHugh, City Assessor Cathy Timm, Wastewater Superintendent Eric Hackert, Director of Parks, Recreation and Forestry Mikko Hilvo, Library Director Linda Pierschalla, Light and Water General Manager Dale Lythjohan, Building Inspector Mike Baier, City Forester Kevin Westphal, Public Works Superintendent Joel Bublitz, several employees from all City Departments, City Attorney Michael Herbrand; Library Board President Sue Karlman, Library Board Members Debra Goeks, Dewayna Cherrington, and Sherry Bublitz, Todd Taves of Ehlers & Associates; interested citizens and news media

STATEMENT OF PUBLIC NOTICE

At Mayor Kinzel's request, City Clerk McHugh verified that notice of this meeting was provided to the public by forwarding the agenda to the City's official newspaper, the *News Graphic*, to all news media and citizens who requested copies, and by posting in accordance with the Wisconsin Open Meetings law. Citizens present were welcomed and encouraged to provide their input during the citizen comment portion of the meeting.

APPROVAL OF MINUTES

Council Member Verhaalen said the words "do not" should be added to the ninth paragraph on page 13 of the October 9, 2017 minutes so it reads: "Council Member Verhaalen said that you do not need arborists to take down dead trees because of the liability".

Motion made by Council Member Thome, seconded by Council Member O'Keefe, to approve the minutes of the October 9, 2017 Common Council meeting as amended. Motion carried unanimously.

PUBLIC HEARING – PRESENTATION OF THE PROPOSED 2018 CITY BUDGET AND HEALTH INSURANCE OPTIONS; DISCUSSION AND DIRECTION

Mayor Kinzel opened the public hearing at 7:02 p.m. to receive comments and input regarding the proposed 2018 budget.

City Administrator/Treasurer Mertes presented a summary of the proposed 2018 budget:

- The proposed increase in the tax levy is 3.4%, or \$314,033;
- The 2017 growth allowed for a levy increase of \$194,031, which would keep the same tax rate; the levy limit will allow an increase of \$611,842, or an additional \$297,809 over what is currently proposed;
- For every \$12,489 added to the budget the rate will increase \$0.01;
- The assessed value increased from \$1.222 billion to \$1.249 billion, which is a \$27 million increase, or 2.2%;

Major General Fund changes from 2017:

- A 2% wage increase on January 1 for non-protective employees and a 2.5% increase for protective employees;
- An 8% increase in health and dental insurance is budgeted (\$48,338);
- A 2%, or \$12,358, increase in the Waste Management contract, which also includes collection for new residences;
- \$10,000 of the \$20,000 annual funding for a revaluation has been restored;
- The transfer to other funds is \$137,500 (\$100,000 is for Fire Department repairs and \$25,000 is for the senior van in capital improvements). Both are uses of fund balance;
- Property taxes, including the Light and Water payment in lieu of taxes, comprises 78% of the General Fund revenues;
- General Fund expenditures are increasing \$329,108 (\$162,217 for salaries, \$48,338 for health insurance, and \$39,637 for contractual services makes up a majority of the increase);
- 2018 use of fund balance includes \$10,600 for bathroom upgrades in parks; \$11,500 for swimming pool projects; \$10,000 for handguns, \$15,000 for the branding project, and a \$125,000 transfer to the Capital Improvements Fund for Fire Department repairs and the senior van; for a total transfer of \$172,100;
- The City's policy requires that 2-3 months of expenditures should be on hand in case of an emergency. The budget is well within this policy.

Capital Improvement Fund – Five Year Funding Plan

- The levy is decreasing \$237,000, or \$20%;
- The capital improvement fund levy is 10% of the total levy;
- An additional \$297,811 increase in the levy is allowed by the State levy limit and could be used to reduce borrowing for street projects. The tax rate would increase from \$7.55 to \$7.79, or \$0.24, which is a \$91 increase on a \$276,000 home;
- The reserves have been depleted since 2008 to get through tough times and to keep the tax rate increase at zero or very low. Now the Council must levy the full amount necessary to fund purchases/projects rather than keeping it level from year to year and avoiding the expenditure restraint issue;

- Public Works equipment, streets, and storm sewers make up the majority of expenditures each year (51% for 2018);

Proposed Capital Projects are:

- \$10,000 is budgeted for environmental issues;
- Impact fees being transferred to offset debt service total \$58,741;
- Dam repairs are \$500,000;
- Cemetery mausoleum repairs are \$7,000;
- Monopole construction is \$300,000
- Emergency Management siren replacement is \$22,000 and pickup truck replacement is \$50,000;
- Five yard dump truck with plow wing and salter (\$225,000) was moved to 2019. Added was a one ton dump truck at \$75,000. A mini excavator and trailer have been added back to 2018;
- Storm sewer projects are \$267,276;
- Street projects are \$1,123,000;
- Fire Department: Concrete apron is \$42,000; asphalt pavement is \$100,000; and flag pole and planter is \$40,000. The apron and pavement projects are from 2017;
- Parks, Recreation and Forestry: Mower is \$62,000; standing mower is \$8,000; Adlai Horn Park water service is \$20,000; and park improvements including a shelter at Prairie View Park, a storage shed at Behling field, and playground platforms at Willowbrooke Park are \$199,000;
- Senior Center van is \$25,000 (paid for through donations and rider fees);
- Police Department: Vehicle (3) replacements are \$120,000 and 911 system upgrade is \$40,000. Total cost of the upgrade is \$80,000 and is split between 2018 and 2019.

Debt Service

- The debt service levy is increasing \$217,931, or 17%, mainly due to Library residual funds spent in full in 2017;
- The debt service levy is 15.9% of the total levy;
- The City has \$16,070,455 in outstanding debt;
- The debt is at 24.07% of the statutory limit, with additional debt capacity of \$50 million available, and at 30.09% of the City policy, with additional debt capacity of \$37 million.

Special Revenue Funds

- Cemetery (continues to use fund balance into 2018);
- Room tax (budget remains the same as 2017);
- Recreation Programs (budget includes \$13,182 use of fund balance for a portion of school district fees. Director Hilvo will be requesting the use of fund balance in 2017 for the pool deficit);
- Swimming Pool (revenues are down 6.7% and expenditures are down 6%. There is a 6% increase in tax levy, plus the capital improvements funding from the General Fund fund balance);
- Park sub-divider deposit fund (\$70,000 transfer to Capital Improvements for Prairie View shelter).

Special Revenue Fund – Library

- The 2018 proposed levy is \$732,194;
- The library levy is 7.8% of the total levy;
- Revenues are increasing 3.94%; expenditures are increasing 3.94%;
- A positive fund balance is projected for 2017 and into 2018;
- The City levy is increasing \$24,888 to cover wage and benefit increases;
- The County revenue payment is increasing \$21,185;
- There is an increase in the personnel budget of 3.6% and operating costs are increasing 5.2%.

Water Recycling Center

- The Water Recycling Center is not supported by taxes but user fees.
- The flow rate proposed is \$5.30 per 1,000 gallons, up from \$5.22 in 2017;
- The holding tank hauler rate is to remain the same (\$8.70 per 1,000 gallons);
- The septic tank hauler rate is to remain the same (\$44.91 per 1,000 gallons);
- The monthly connection fee is to remain the same (\$14);
- Revenue and expenses are 1% less than 2017.

Proposed Tax Rate

- Equalized tax rate proposed is \$7.21 per \$1,000, \$0.06 or 0.9% decrease;
- Assessed tax rate proposed is \$7.55 per \$1,000, \$0.09 or 1.2% increase;
- \$25 increase on a home assessed at \$276,000;
- If the levy is increased by the allowable limit of \$297,811, the rate tax rate would increase to \$7.79 per \$1,000, for a total increase of \$0.33/1,000 or \$91 on a home assessed at \$276,000.

Potential Changes

- Property insurance – a quote was received today that may save \$6,000. Further review is required;
- Contingency reserve \$240,000. To get the most out of the expenditure restraint program it is necessary to increase the reserve account. It would not be used, and if needed, any use would have to be authorized by the Council;
- Increase the levy to reduce borrowing.

Council Member Dieffenbach asked if the revaluation and 911 system upgrade are pre-funded. City Administrator/Treasurer Mertes confirmed both items are pre-funded.

Council Member Dieffenbach asked if expenditure restraint funds will be lost next year. City Administrator/Treasurer said expenditure restraints funds will be lost in 2018 but should be reinstated in 2019.

Council Member Arnett asked if inclusion of the senior van in the budget that is paid for by fees and donations is a wash. City Administrator/Treasurer Mertes said this is correct; it is basically an accounting entry.

Council Member Arnett said he thought the budgeted amount of \$300,000 was high for the monopole construction. City Administrator/Treasurer Mertes said the bids came in at \$291,000.

Council Member Arnett said Emergency Management is requesting the purchase of a truck at \$50,000. He asked whether the vehicle to be purchased will be new, and if so, he suggested a used vehicle be considered. City Administrator/Treasurer Mertes said the vehicle will be new. This purchase has been pushed back for several years.

Council Member Arnett said fund balance in the amount of \$13,182 will be used to cover a portion of School District fees. He encouraged holding as many of these programs as possible at City-owned facilities.

City Administrator/Treasurer Mertes discussed health insurance options with the Council. She said the budget includes an 8% increase in health insurance costs for the same coverage as 2017. She said the original proposed budget included a 10% increase and the initial quote was for a 12% increase; however, the City's consultant was able to negotiate a lower increase. Another option was provided by the consultant that would increase the deductible from \$2,000/\$4,000 to \$3,000/\$6,000.

Presented to the Council was an employee payment history example that shows that the take home pay for an employee in 2017 is less than the take home pay in 2008. Part of the reason for this is the Act 10 requirement that employees pay a portion of their retirement. The employee contributions are mandatory with no opt out provision or ability to change the percentage contributed offered by the State. In addition, several changes in employee benefits and salaries were made since 2008, including:

- Establishment in 2008 of a high deductible health insurance plan (HDHP) with a \$1,500/\$3,000 contribution to a health saving account (HSA) by the City;
- Sick leave accrual hours per month were reduced in 2011 from 10 to 8;
- Starting in 2013 longevity is not paid to employees until after 10 years of service (current employees are grandfathered);
- Elimination of the HSA contribution in 2014;
- Dental insurance coverage for orthodontia was reduced in 2014 from unlimited to \$1,500;
- Double time was lost for Sundays in 2014. It is now time and a half;
- Starting in 2014 there has been no overtime for off hour jobs, such as downtown snow removal. Instead the City changes the schedule for employees with notice.
- The health insurance deductible was increased to \$2,000/\$4,000 in 2015.

DPW employees have always been on call for holidays and weekends without pay.

City Administrator/Treasurer Mertes presented a health insurance comparison prepared by the City of Hartford. Besides Cedarburg, Hartford and Chippewa Falls do not require an employee contribution towards health insurance. A survey presented from the Wisconsin City/County Management Association (WCMA) indicated that several communities do require employee contributions towards health insurance but many of those communities reimburse employees for the deductible and/or contribute towards a HSA. Only one community had a higher deductible than the City of Cedarburg. She said estimating a \$2,000/month premium; an employee on the State health

insurance plan pays \$2,880/year for a \$1,000 or \$0 deductible; for a total of \$2,880-\$3,880. Cedarburg employees pay \$4,000/year for the family deductible without a premium contribution.

City Administrator/Treasurer Mertes explained that according the Census Bureau, the household income increase in the U.S. in 2015 was 5.2% while household income increase in Cedarburg was 2%. In 2016 the U.S. increase was 3.2% while the City increase was 2%.

City Administrator/Treasurer said she and the Employee Health Insurance Committee are asking that the City remain with the WCA GHT health insurance plan as it exists today with no employee contribution towards the premium.

Council Member Dieffenbach said the Committee should continue to look into this matter in the upcoming year. Most private sector employees do not have health insurance plans like the City offers. He said there needs to be progress moving forward.

Council Member Czarnecki agreed, and said employees contributing towards health insurance is a good start.

Council Member Arnett said he reviewed his own coverage today. He pays \$510 a month for his single coverage that is increasing 44% to \$734. His deductible is \$5,500 with an out-of-pocket maximum of \$6,500 on top of the deductible. He said he hopes employees appreciate the good deal in terms of health insurance.

City Administrator/Treasurer Mertes said employees do realize it is a good benefit; however, City salaries are not increasing at the same level as the increase in U.S. household income.

Mayor Kinzel said the whole package of salary and benefits needs to be compared.

Council Member Thome suggested that over the course of next year City salaries and benefits be compared to other salaries and benefits in the public sector. She said her daughter in the Green Bay School District has paid \$11,000 towards health insurance so far this year. She said the Council needs to know how City employees compare across the board.

Council Member Arnett said Light and Water did a similar study and it was found that the pay was at or above market levels. He said such a study will likely cost several thousand dollars.

Council Member Dieffenbach said a goal for 2018 should be to do a more detailed study of wages and benefits by the Employee Committee.

City Administrator/Treasurer Mertes said it may be a good idea for the Personnel Committee to meet on a monthly basis.

Council Member O'Keefe said he is not against the Personnel Committee meeting monthly. He said that all wages and benefits must be compared.

Administrative Secretary Darla Drumel said she took a significant cut in pay when she joined the City. She said she took the job because of the benefits offered. She said it is disappointing that her salary is less than when she started.

It was the consensus of the Council that the City remain with the WCA GHT health insurance plan for 2018 with the same level of benefits as 2017 and no employee contribution towards the premium.

Council Member Dieffenbach said the proposed increase in the tax rate is a problem. He suggested reviewing items included in the 2018 budget that could possibly be pushed back to 2019. He also said there are other options for the 911 upgrade.

City Administrator/Treasurer Mertes said the City has been pushing back the purchase of equipment for years and it only ends up costing more in the long run. In addition, several Departments have endured staffing cuts over the years. If certain items are not pre-funded, there will be large fluctuations in the budget from year to year.

Mayor Kinzel suggested Council Members give concrete suggestions to City Administrator/Treasurer Mertes to reduce the budget.

Council Member Dieffenbach challenged City Administrator/Treasurer Mertes to find \$100,000 to eliminate from the budget.

Council Member Thome said more and more is cut from the budget every year. She said at what point is the Council cutting back too much.

Council Member Czarnecki said he agrees with Council Member Dieffenbach. He said it is not up to the Council to pick and choose items to remove from the budget. Administration should be doing this.

Sherry Bublitz, resident and Library Board Member, said she believes the City has lived too many years with no increase in the tax rate. She said a \$25 increase in City taxes is worth it. She appreciates the services that are included in the budget. The City needs to get out of the hole created by not increasing taxes for many years.

Council Member Czarnecki asked what the amount is that is spent on the Library each year. City Administrator/Treasurer Mertes said the Library budget, including operations and debt service, is \$1.3 million.

Council Member Czarnecki said he receives calls from residents about taxes going up. He said staff needs to keep looking for ways to reduce the budget.

Council Member Arnett encouraged Council Members to discuss cost reduction ideas with staff and City Administrator/Treasurer Mertes. Council Member Thome agreed.

Police Officer Brian Emmrich said he is a member of the Village Board in Jackson. He encouraged the Council to look at the years of experience by City employees in the room tonight that cannot be replaced. He said the Employee Committee needs direction from the Council.

Motion made by Council Member Thome, seconded by Council Member Czarnecki, to close the public hearing at 8:11 p.m. Motion carried unanimously.

The Council will continue deliberations on the budget at the November 13 meeting with adoption at the November 27 meeting.

CONSIDER ORDINANCE NO. 2017-21 AMENDING SEC. 10-1-72(a) OF THE MUNICIPAL CODE TO PROHIBIT PARKING ON CENTER STREET ADJACENT TO THE INTERURBAN TRAIL CROSSING

Director Wiza said the City has received complaints about poor sight distance at the Interurban Trail crossing on Center Street. Because parking is at a premium in this area, providing good sight distance has to be balanced against the loss of street parking. The proposed street parking revision will eliminate one and a half parking spaces while significantly improving the site distance. This matter was discussed twice at the Public Works and Sewerage Commission level and the Commission recommended adoption of the proposed ordinance.

Council Member Dieffenbach said for the safety of bikers, pedestrians, and drivers, parking on Center Street needs to be restructured. This is really a community issue because there is conflict between bikers and autos. He is in favor of adopting the ordinance for safety reasons.

Chris Velnetske, N57 W6766 Center Street, said it must be recognized that this is a parking issue. This issue should be coupled with the issue of parking on Hanover Avenue. He said that he is interested in safety but also interested in alleviating parking congestion on Center Street Monday through Friday.

Motion made by Council Member Dieffenbach, seconded by Council Member O'Keefe, to adopt Ordinance No. 2017-21 amending Sec. 10-1-72(a) of the Municipal Code to prohibit parking on Center Street adjacent to the Interurban Trail.

Council Member Arnett said he is concerned about taking away more than one parking space. He asked members of the audience if they agree that only 1.5 parking spaces are being taken away.

Mary Ann Velnetske, N57 W6766 Center Street, said she disagrees. She said two or more parking spaces will be lost if the requirement that there cannot be parking within 15' of a crosswalk is enforced.

Director Wiza said State Statutes dictate that there cannot be parking within 15' of a crosswalk. He said parking is at a premium and he is sensitive to the safety issue. He said he has received calls from many residents who have asked if someone needs to be killed before something is done.

Jason Peterson, N57 W6442 Center Street, suggested Center Street be a one-way street. Heather Latz of Rachel's Roses agreed.

Director Wiza cautioned that one-way streets can have unintended consequences because the speed of vehicles tends to increase because there is no opposing traffic. He said a full review of this would need to be done.

With Council Members Czarnecki, Dieffenbach, Verhaalen, Regenfuss, Thome, and O'Keefe voting aye and Council Member Arnett voting nay, the motion to adopt Ordinance No. 2017-21 carried.

CONSIDERATION OF RESOLUTION NO. 2017-17 APPROVING THE PROJECT PLAN AND ESTABLISHING THE BOUNDARIES FOR AND THE CREATION OF TAX INCREMENTAL DISTRICT NO. 4, CITY OF CEDARBURG, WISCONSIN

Todd Taves of Ehlers said the action before the Council tonight is to approve Resolution 2017-17 approving the Project Plan and establish the boundaries for and the creation of Tax Incremental District (TID) No. 4. The initial Joint Review Board convened on October 16 and held an organizational meeting. On October 16 the Community Development Authority (CDA) also met and held a public hearing on the proposed TID and unanimously recommended approval of its creation.

Mr. Taves briefly reviewed the Project Plan. TID No. 4 consists of three parcels and 8.42 contaminated acres. The site is the former Meta Mold Aluminum Company manufacturing site, also known as Amcast. State Statutes require that 50% of the area be blighted in order to qualify for a blighted TID. In this case 100% of the area is blighted.

The City anticipates making total project expenditures of approximately \$4.54 million, including \$3.33 million in project incentive and assistance payments to a private developer, \$1.04 million for long-term interest due on the associated debt obligation, \$97,000 for finance related expenses and \$84,000 for administrative expenses over the life of the District. Costs to carry the debt are estimated to be \$1.37 million with an expectation that the City will need to provide a net \$337,766 subsidy to cover the full amount of the interest payments due. The District is expected to remain open for 27 years and create a minimum of \$10,025,000 in incremental valuation. It is expected that the District will not recover its project costs, and that the City will be providing an estimated \$878,946 subsidy to the District consisting of the \$337,766 debt service gap plus \$541,180 in estimated interest accruals on both the recovered and unrecovered portion of advanced funds.

Mr. Taves explained that there is a provision in the TIF law that allows for a three year extension of the TID if approved by the Joint Review Board and certified by the City's auditors. This would help to pay for some unrecovered costs.

Council Member Thome asked if the City would be grandfathered if the TIF laws changes. Mr. Taves said the City would only be grandfathered if an extension was granted prior to the law change.

Council Member Arnett said the City levy for the TID debt and projects in 2019 is expected to be \$242,388. He said this seems lower than previously expected.

Attorney Herbrand said this may be due to the timing of the development activities.

Council Member Arnett said the year one impact will be the worst. The City will mostly recover the deficit after 27 years. Mr. Taves said the debt can be structured to match the cash flow.

Council Member Arnett asked if the development agreement has been signed. Attorney Herbrand said the CDA must formally approve the development agreement. The agreement is contingent upon the TID being created.

Council Member O'Keefe asked if funds from an over-performing TID can be transferred to another TID. Mr. Taves explained that in some cases TIDs can be recipients of funds from other TIDs.

Motion made by Council Member Arnett, seconded by Council Member Regenfuss, to adopt Resolution No. 2017-17 approving the Project Plan and establishing the boundaries for and the creation of Tax Incremental District No. 4, City of Cedarburg, Wisconsin. Motion carried with Council Members Arnett, Dieffenbach, Regenfuss, Thome, and O'Keefe voting aye and Council Members Czarnecki and Verhaalen voting nay.

CONSIDER ORDINANCE NO. 2017-22 AMENDING SEC. 10-1-28 OF THE MUNICIPAL CODE TO ESTABLISH FOUR HOUR PARKING ON THE WEST SIDE OF HANOVER AVENUE BEGINNING 18 FEET SOUTH OF THE PUBLIC LIBRARY DRIVEWAY AND CONTINUING SOUTH TO THE INTERSECTION WITH CENTER STREET, AND TO ESTABLISH FOUR HOUR PARKING ON THE EAST SIDE OF HANOVER AVENUE FROM THE NORTH RIGHT-OF-WAY LINE OF CENTER STREET TO A POINT 175 FEET TO THE NORTH, AND EXCEPTING THE EXISTING CODE REFERENCES TO TWO HOUR PARKING ON THESE SEGMENTS

Director Wiza said there has been a request to establish four hour parking on parts of Hanover Avenue to free up parking spaces in front of the Ozaukee County Historical Society Depot building on Center Street. The proposed ordinance creates four hour parking on Hanover Avenue between the Library driveway to Center Street on the west side and to the VIP driveway on the east side.

Council Member Dieffenbach said he talked to businesses in the area and most are ambivalent about this change. He said he is not sure what it accomplishes.

Mr. Velnetske said this opinion is not shared by the owner of Rachel's Roses. He said constituents on Center Street are not ambivalent about this. He said there is overcrowding of parking on Center Street every day and as a result leaves are not picked up, residents are not able to have guests park directly in front of their homes, and drivers cannot see traffic or pedestrians. He said Hanover Avenue is underutilized because it is limited to two hour parking. He said this ordinance will alleviate parking congestion on Center Street, hurts no one, and will provide a benefit to residents on Center Street.

Heather Latz said this change will allow employees of the LaBudde Group to park closer to their place of employment.

Council Member O'Keefe said he spoke to employees of the LaBudde Group and the owners of VIP. He said no one had an issue with the proposed ordinance. He said it will help alleviate parking problems on Center Street.

Director Pierschalla said the Library Board does not have an issue with the proposed ordinance. She said parking near the Library will always be an issue.

Council Member Arnett said he agrees with Council Member O'Keefe. He suggested that there be eight hour parking on one side.

Motion made by Council Member O'Keefe, seconded by Council Member Verhaalen, to approve Ordinance No. 2017-02 amending Sec. 10-1-28 of the Municipal Code to establish four hour parking on the west side of Hanover Avenue beginning 18 feet south of the Public Library driveway and continuing south to the intersection with Center Street, and to establish four hour parking on the east side of Hanover Avenue from the north right-of-way line of Center Street to a point 175 feet to the north, and excepting the existing Code reference to two hour parking on these segments. Motion carried with Council Members Czarnecki, Arnett, Verhaalen, Regenfuss, Thome and O'Keefe voting aye and Council Member Dieffenbach voting nay.

CONSIDER AWARD OF CONTRACT FOR PRECONSTRUCTION PRUNING OF STREET TREES

Motion made by Council Member Regenfuss, seconded by Council Member Dieffenbach, to award the contract for preconstruction pruning of City trees to First Choice Tree Care in the amount of \$20,700. Motion carried unanimously.

DISCUSS INFRASTRUCTURE REQUIREMENTS AND TIMING OF FUTURE HIGHWAY 60 BUSINESS PARK DEVELOPMENT

City Administrator/Treasurer Mertes said she and a group of City representatives comprised of Council Members Thome, Arnett, and Czarnecki, Director Wiza, Planner Censky, and Economic Development Coordinator Sheffield have been meeting to discuss future development at the Highway 60 Business Park. Council Member Czarnecki drafted a flyer to get the word out about the business park and Director Wiza has developed infrastructure cost estimates. Council Member Arnett said the group is trying to be proactive in the event a developer or developers are interested in the property.

Council Member Dieffenbach suggested contacting the former Forward Cedarburg group, who is still involved with the business park.

Council Member Czarnecki said the site needs to be marketed. He said he will provide a list of brokerage firms that will make an effort to market the property. Economic Development Coordinator Sheffield has a list of firms the brochure can be sent to.

CONSIDER FUNDING FOR CEDALIGHTS LED HOLIDAY LIGHTS PROGRAM

Director Hilvo said the Festivals Board voted not to continue being responsible for the Cedalights program. This is the program of placing LED holiday lights on the perimeter of some of the downtown buildings. The program was initially managed by the Cultural Center and funded through Festivals. Then he took the program over with help of members from Cedarburg Festivals. Festivals will consider funding it through their grant program in future years but is no longer willing to be responsible for it. Light and Water is not able to provide any support staff but may be willing to provide funding.

Director Hilvo said he has come up a plan to keep the program going. He said that the Parks, Recreation and Forestry Department will be responsible for the program. He, the Recreation Superintendent, and Office Manager will work with the Chamber and local businesses to determine which businesses need or want lights each year and will be responsible for inventory and ordering supplies. The City will take care of the installation of lights and replacement of bulbs each year. The work will be done using park crew members (overtime) and City equipment. Director Hilvo will then seek grants from Festivals and the Tourism, Promotion and Development Committee to cover the costs.

Council Member Verhaalen said that while crew member time and equipment may be reimbursed, it does not sound like Director Hilvo and his office employees' time will be. He suggested that this time be kept track of.

Motion made by Council Member Arnett, seconded by Council Member O'Keefe, to move forward with Director Hilvo's plan to continue the program. Motion carried unanimously.

The Council asked Director Hilvo to advise them if the program becomes a burden.

CONSIDER RESOLUTION NO. 2017-18 DESIGNATING LIGHT & WATER CHECKING AND SAVINGS ACCOUNTS FOR THE ENSUING YEAR

Motion made by Council Member Dieffenbach, seconded by Council Member Czarnecki, to approve Resolution No. 2017-18 designating Light & Water checking and savings accounts for the ensuing year. Motion carried unanimously.

PAYMENT OF BILLS

Motion made by Council Member Arnett, seconded by Council Member Czarnecki, to approve the payment of the bills for the period 10/05/17 through 10/20/17, transfers for the period 10/06/17 through 10/27/17, and payroll for the period 09/24/17 through 10/07/17. Motion carried unanimously.

LICENSE APPLICATIONS

Motion made by Council Member O'Keefe, seconded by Council Member Czarnecki, to authorize the issuance of a new Operators license for the period ending June 30, 2018 to Taylor M. Miller, Thomas J. Moes, Stacey L. Wedereit, and Miranda J. White. Motion carried unanimously.

Motion made by Council Member O'Keefe, seconded by Council Member Czarnecki, to authorize the issuance of a renewal Operators license for the period ending June 30, 2108 for Shaw H. Ruppel. Motion carried unanimously.

Motion made by Council Member O'Keefe, seconded by Council Member Arnett, to approve the application of Jody Schulz of Kettle Moraine Carriages, Inc., N612 Forest View Road, Kewaskum, WI for a Horse and Carriage license. Motion carried unanimously.

ADMINISTRATOR'S REPORT

City Administrator/Treasurer said intern Lukas Jaeger will be with the City through November.

COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Thome said HeartSafe Wisconsin has issued a certificate to the City acknowledging that the City has successfully completed all requirements of a HeartSafe Community.

Council Member Arnett said representatives from the selected branding company will be in the City December 12-14. Focus group interviews will be held.

Council Member O'Keefe said he would like to see an EAB update and cost estimates for possible weekly recycling pickup on a future agenda.

Council Member O'Keefe commented that the downtown is dark in the evenings, making visibility at crosswalks difficult.

Council Member Czarnecki said he has asked Planner Censky to draft an ordinance prohibiting signs with blinking LED lights.

MAYOR'S REPORT

Mayor Kinzel issued a proclamation proclaiming November 5, 2017 as Change Your Clock - Change Your Battery Day.

CLOSED SESSION

Motion made by Council Member Dieffenbach, seconded by Council Member Arnett, to adjourn to closed session at 9:42 p.m. pursuant to State Statutes 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session, more specifically, to consider a Developer's Agreement with HSI regarding the St. Francis Borgia site. Approval of 10/09/17 closed session minutes. Motion carried on a roll call vote with Council Members Czarnecki, Arnett, Dieffenbach, Verhaalen, Regenfuss, Thome and O'Keefe voting aye.

RECONVENE TO OPEN SESSION

Motion made by Council Member Dieffenbach, seconded by Council Member Thome, to reconvene to open session at 9:58 p.m. Motion carried on a roll call vote with Council Members Czarnecki, Arnett, Dieffenbach, Verhaalen, Regenfuss, Thome and O'Keefe voting aye.

ADJOURNMENT

Motion made by Council Member Thome, seconded by Council Member Arnett, to adjourn the meeting at 9:59 p.m. Motion carried unanimously.

Constance K. McHugh, MMC/WCPC
City Clerk