

**CITY OF CEDARBURG
COMMON COUNCIL
June 22, 2020**

**CC20200622-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, June 22, 2020, online utilizing the Zoom app. Mayor O’Keefe called the meeting to order at 7:00 p.m.

Roll Call: Present - Mayor Michael O’Keefe, Council Members Sherry Bublitz, Jack Arnett, Patricia Thome, Barbara Lythjohan, Kristin Burkart, Robert Simpson

Excused - Council Member Rick Verhaalen

Also Present - City Administrator Mikko Hilvo, City Attorney Michael Herbrand, City Clerk Tracie Sette, Police Chief Tom Frank, Fire Chief Jeffrey Vahsholtz, Director of Public Works and Engineering Tom Wiza, Parks, Recreation and Forestry Director Danny Freiss, City Planner Jon Censky, Building Inspector Mike Baier, Cedarburg Water Recycling Center Superintendent Eric Hackert, Library Director Linda Pierschalla, City Assessor Cathy Timm, Senior Center Director Aubrey Suppinger, Economic Development Coordinator Mary Sheffield, Finance Director/Treasurer Christy Mertes

STATEMENT OF PUBLIC NOTICE

At Mayor O’Keefe’s request, City Clerk Sette 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.

COMMENTS AND SUGGESTIONS FROM CITIZENS

Citizens present were welcomed and encouraged to provide their input during the citizen comment portion of the meeting. No comments or suggestions were received.

NEW BUSINESS

DEPARTMENT PRESENTATIONS, DISCUSSION; AND DIRECTION THEREON

1. STRATEGIC PLAN REVIEW

- Administrator Mikko Hilvo reviewed the City’s mission statement as well as the six points of the 2021-2025 Strategic Plan
 - Enhance Effectiveness of our City Government: Financial, Organizational, & Technology
 - Support Economic Development
 - Improve and Maintain our Infrastructure
 - Enhance our Quality of Life Services

- Provide a Safe, Secure and Healthy Community: Public Safety & Risk Management
- Strengthen our Neighborhoods

2. **DEPARTMENT GOALS AND CHANGES**

- **Assessor** - Assessor Cathy Timm is not expecting any increases in 2021. Board of Review took place in May. New construction increase is approximately \$45M. A City-wide assessment may take place in 2022.
- **Building Inspection/City Hall Complex/Cemeteries** - Building Inspector Mike Baier does not foresee any increases in City Hall Budget. One Capital Improvement project on the list is a boiler which would cost \$85,000. One item for cemeteries may include planting trees.
- **City Clerk** – The City Clerk budget will remain the same with one change noted. The recodification in the current budget for \$10,000 should be postponed to 2021 to allow for more proposals to be submitted.
- **Senior Center** – Senior Center Director Aubrey Suppinger explained there are electrical issues at the Senior Center including not enough outlets. The bathrooms should be brought up to ADA compliance. Building Inspector Mike Baier said he will address these concerns as they fall under general building maintenance.
- **Finance/Treasurer** – New software for fund accounting would help with efficiency.
 - **Debt Service**: 2020 tax rate is \$1.16 and will increase to \$1.40 in 2021. New Borrowing which will be added to the budget includes swimming pool upgrades and TID No. 6 Business Park. Impact fees could potentially reduce the tax rate.
 - **Insurance/Risk Management**: The City will not have estimates from CVMIC until the August meeting.
 - **Room Tax**: Is lower for the first quarter of this year and probably the second quarter as well, due to the Covid shutdown.
 - **IT**: No substantial increases expected. The server requires an update every five years.
- **Engineering/Planning/Economic Development**:
 - Street upgrades are the largest portion of 2021 budgeting. A map was provided to Council Members highlighting all roads that should be addressed. A spreadsheet was distributed listing every street in the City. Each street is given a PASER rating of 1-10. The streets in the worst condition have the lowest ratings.
 - Washington Ave from Piggly Wiggly to the intersection needs repair. This portion of the road is concrete and will be expensive to fix. Any State grant funding may help financially to provide repairs. Perhaps the City may borrow funds for this project. An overlay project would consist of milling the top 3” layer of the road to provide a smooth fix. The timeframe would be a much shorter window and would cost approximately \$290,000. Any

street projects will have to collaborate with Cedarburg Light and Water to coincide with necessary water/sewer upgrades.

- Evergreen Blvd project will take place during the summer so as not to conflict with school traffic. The only foreseeable concern for residents would be noise/vibrations from machinery.
 - Perhaps smaller roads should be addressed first such as Layton Avenue and Thornapple Lane. Could possibly mill pavement off at 5 inches and replace asphalt for a less expensive repair.
 - The program as proposed each year for street projects utilizing property taxes is as follows:
 - 2021 - \$800,000
 - 2022 - \$850,000
 - 2023 - \$1,000,000
 - 2024 - \$960,000
 - 2025 - \$1,100,000
 - 2026 - \$1,100,000
 - 2027 - \$1,300,000
 - The Woolen Mill Dam project is intended to begin fall 2020; however, the DNR is slow to respond. The DNR may allow an extension of the project to 2021.
 - There are no major plans for Capital Improvement, Branding, and City Beautification for 2021.
- **Public Works:**
 - Currently listed for the 2021 budget is the replacement of three vehicles originally contained in the 2020 budget but will be pushed back to 2021. Perhaps leasing could be evaluated.
 - Ten-yard dump truck to replace truck #98-\$225,000
 - #70 Lighter Duty truck for plowing and salting-\$65,000
 - Service Body Truck for concrete and catch basin work-\$80,000
 - **Parks, Recreation, Forestry:**
 - **Parks** – Standard maintenance is planned for 2021 including refinishing epoxy floors.
 - **Recreation** – Will be focusing on virtual options for 2021.
 - **Pool** – Upgrades have already been approved.
 - **Forestry** – Tree replacement and stump removal will take place in 2021
 - Replacement of 250 trees is projected to cost \$65,000 if contracted out or \$22,000 if the city completes the work.
 - A discussion ensued regarding the prioritizing of trees for 2021. Alderperson Burkhardt and Arnett receive many calls from constituents concerned about the current lack of tree replacement.
 - **Fire Department:**
 - Staffing is currently behind due to the COVID outbreak. Items for 2021 including additional staffing, LED lights, motion detectors, replacement/repair of stair risers, new lighting in training room.

- A new Fire Station is currently in the long-term Strategic Plan. The current station is not ADA compliant, is short on storage, is lacking locker rooms for those who stay overnight, contains no decontamination areas, is not ideally located in the middle of the City which presents challenges during festivals. A discussion ensued regarding new potential locations for a Fire House.
- Chief Vahsholtz would like to transition to a true paid on call system since it is getting more difficult to retain personnel. This represents a budget increase of \$250,000 - \$300,000.
- **Police Department:**
 - The 2021 operating budget will remain the same. The capital budget contains the replacement of three squad cars. The current Police Department is 22 years old and in need of boiler replacement.
- **Library:**
 - Current trend is moving away from charging library fines. Studies show library usage increases with a lack of fines charged. Patrons would be invoiced for overdue books 30 days after final due date. This item will be discussed at the next Library Board meeting.
- **Wages and Benefits:**
 - The Personnel Committee will meet mid-late July to debate cost of living and merit increases. Other municipalities are reporting 0 – 2.5% increases. The City must make sure any raises tie back to the process currently in place.

CONSIDER BUDGET CALENDAR FOR 2020; AND ACTION THEREON

Council Member Kristin Burkhart motioned to approve the 2020 budget calendar, Council Member Sherry Bubnitz seconded. Motion carried without a negative vote with Council Member Verhaalen excused.

DISCUSS AND APPROVE PRELIMINARY BUDGET PARAMETERS, INCLUDING OPERATING EXPENDITURES AND/OR TAX LEVY, GROWTH TARGETS FOR DEVELOPMENT OF THE PROPOSED 2021 BUDGET; AND ACTION THEREON

The current tax rate for 2020 is \$7.86. The Council discussed the pros and cons of tax increases before, during, and after a City-wide assessment year. The Council discussed how visible trees and roads are to residents and expressed interest in making these a priority for 2021. Hopefully, costs may stay low by utilizing multiple bids or completing work in-house. The Council agreed to support additional personnel for Fire Department/EMT services.

COMMUNICATIONS

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS

Council President Patricia Thome expressed appreciation to City Administrator Mikko Hilvo for compiling budget information so quickly.

MAYOR'S REPORT – No report

ADJOURN TO CLOSED SESSION

A motion was made by Council Member Bublitz, seconded by Council Member Arnett, and passed with roll call vote: Bublitz-aye, Arnett-aye, Burkart-aye, Simpson-aye, Thome-aye, Lythjohan-aye, to adjourn to Closed Session at 9:18 p.m. pursuant to WI State Statute §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Specifically, the Prochnow Landfill. Motion carried with Council Members Burkart, Arnett, Burkart, Simpson, Thome and Lythjohan voting aye and Council Member Verhaalen excused.

RECONVENE TO OPEN SESSION

Open session reconvened at 9:41 p.m.

ADJOURNMENT

Motion made by Council Member Barbara Lythjohan, seconded by Council Member Jack Arnett, to adjourn the meeting at 9:42 p.m. Motion passed without a negative vote, with Council Member Verhaalen excused.

Tracie Sette
City Clerk