

**CITY OF CEDARBURG
COMMON COUNCIL
November 30, 2020**

**CC20201130-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held online on Monday, November 30, 2020, 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, Kristin Burkart, Rick Verhaalen, Robert Simpson, Patricia Thome, Barbara Lythjohan

Also Present - City Administrator Mikko Hilvo, City Attorney Michael Herbrand, City Clerk Tracie Sette, Treasurer Christy Mertes, Water Recycling Center Superintendent Eric Hackert, Engineering & Public Works Director Tom Wiza and interested citizens and news media

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. Citizens present were welcomed and encouraged to provide their input during the citizen comment portion of the meeting.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

APPROVAL OF MINUTES

A motion was made by Council Member Thome, seconded by Council Member Bublitz, to approve the October 26 and November 9, 2020 Common Council minutes. Motion carried without a negative vote.

NEW BUSINESS

CONSIDER ORDINANCE NO. 2020-14 LEVYING PROPERTY TAXES ON THE GENERAL, DEBT SERVICE, SPECIAL REVENUE, AND CAPITAL IMPROVEMENT FUNDS FOR FISCAL YEAR 2021; AND ACTION THEREON

A motion was made by Council Member Bublitz, seconded by Council Member Thome to approve Ordinance No. 2020-14 levying property taxes on the General, Debt Service, Special Revenue, and Capital Improvement Funds for fiscal year 2021. Motion carried without a negative vote.

CONSIDER ORDINANCE NO. 2020-15 APPROPRIATING THE NECESSARY FUNDS FOR THE OPERATION OF THE GOVERNMENT AND ADMINISTRATION OF THE CITY OF CEDARBURG FOR FISCAL YEAR 2021; AND ACTION THEREON

A motion was made by Council Member Burkart, seconded by Council Member Simpson, to approve Ordinance No. 2020-15 appropriating the necessary funds for the operation of the Government and Administration of the City of Cedarburg for fiscal year 2021. Motion carried without a negative vote.

CONSIDER ORDINANCE NO. 2020-16 APPROPRIATING THE NECESSARY FUNDS FOR THE 2021 CAPITAL IMPROVEMENT BUDGET; AND ACTION THEREON

A motion was made by Council Member Thome, seconded by Council Member Bublitz, to approve Ordinance No. 2020-16 appropriating the necessary funds for the 2021 Capital Improvement budget. Motion carried without a negative vote.

CONSIDER ORDINANCE NO. 2020-17 ESTABLISHING THE USER CHARGE SCHEDULE AND APPROPRIATING THE NECESSARY FUNDS FOR THE SEWERAGE FUND FOR THE OPERATION OF THE WASTE RECYCLING CENTER FOR FISCAL YEAR 2021; AND ACTION THEREON

A motion was made by Council Member Bublitz, seconded by Council Member Burkart, to approve Ordinance No. 2020-17 establishing the user charge schedule and appropriating the necessary funds for the Sewerage Fund for the operation of the Waste Recycling Center for fiscal year 2021. Motion carried without a negative vote.

CONSIDER ORDINANCE NO. 2020-18 APPROPRIATING THE NECESSARY FUNDS FOR THE OPERATION OF THE SPECIAL REVENUE FUNDS AND ADOPTING THE INDICATED BUDGETS FOR FISCAL YEAR 2021; AND ACTION THEREON

A motion was made by Council Member Verhaalen, seconded by Council Member Thome, to approve Ordinance No. 2020-18 appropriating the necessary funds for the operation of the Special Revenue Funds and adopting the indicated budgets for fiscal year 2021. Motion carried without a negative vote.

CONSIDER ORDINANCE NO. 2020-19 INCREASING ALLOCATED FUNDS IN THE GENERAL FUND, WATER RECYCLING FUND AND LIBRARY SPECIAL REVENUE FUND; AND ACTION THEREON

A motion was made by Council Member Bublitz, seconded by Council Member Simpson, to approve Ordinance No. 2020-19 increasing allocated funds in the General Fund, Water Recycling Fund and Library Special Revenue Fund. Motion carried without a negative vote.

CONSIDER ORDINANCE NO. 2020-20 INCREASING ALLOCATED FUNDS IN THE CAPITAL IMPROVEMENT FUND FOR THE SWIMMING POOL IMPROVEMENTS; AND ACTION THEREON

A motion was made by Council Member Thome, seconded by Council Member Bublitz, to approve Ordinance No. 2020-20 Increasing Allocated Funds in the Capital Improvement Fund for the Swimming Pool Improvements. Motion carried without a negative vote.

CONSIDER CONTRACT PROPOSAL FROM SYMBIONT ENGINEERS FOR SCHEMATIC LAYOUT OF THE FUTURE WATER RECYCLING CENTER ON THE ZARLING PARCEL AND ALTERNATIVES FOR CONVEYANCE FROM THE EXISTING CENTER; AND ACTION THEREON

The Water Recycling Center is continuing the process of investigating the layout of the Zarling parcel for future placement of a new water recycling center to come in compliance with strict WPDES requirements. The Public Works and Sewerage Commission approved the proposal at the November 12 meeting. The City may develop a plan to connect the current Water Recycling Center with the proposed new site. Superintendent Hackert commented that it would make sense to discuss this project with the Village of Grafton to possibly share a proposed new facility. Purchasing credits from the DNR is not as easy as originally proposed. The DNR requires 5-year contracts which may be challenging. Superintendent Eric Hackert explained they will be working on a new permit for 2021.

A motion was made by Council Member Bublitz, seconded by Council Member Burkart, to approve the contract proposal from Symbiont Engineers for schematic layout of the future Water Recycling Center on the Zarling parcel and alternatives for conveyance from the existing center not to exceed \$28,100. Motion carried without a negative vote.

CONSIDER CONTRACT PROPOSAL FROM GRAEF TO COMPLETE DAM BREAK HYDRAULIC ANALYSIS FOR THE WOOLEN MILL DAMS; AND ACTION THEREON

The Wisconsin DNR informed the City that an updated dam break analysis is needed for the Woolen Mill Dam. DNR is in the process of finalizing new floodplain modeling and mapping for Cedar Creek, and they are requiring the City to prepare an updated dam break analysis based on the new hydraulic data. Staff requested and received a proposal from Graef to complete that study.

The DNR assigns a hazard rating to dams. Years ago, the Cedarburg dam was assigned a high hazard rating. The new model shows a significant portion of downtown Cedarburg outside of the flood plain. This should result in a more favorable rating for the Woolen Mill Dam. The approximate cost of the analysis is \$9,800.00. A grant may reimburse the City up to fifty percent (50%) of the total cost.

A motion was made by Council Member Burhart, seconded by Council Member Thome, to approve the proposal from Graef to complete a Dam Break Hydraulic Analysis for the Woolen Mill Dam. Motion carried without a negative vote.

CONSIDER CHANGES TO CITY ORGANIZATIONAL CHART; AND ACTION THEREON

A motion was made by Council Member Bublitz, seconded by Council Member Simpson, to approve changes to the City organizational chart. Motion carried without a negative vote.

DISCUSS COVID-19 IMPACT ON CEDARBURG AND HOW TO REDUCE THE SPREAD; AND ACTION THEREON

Council Member Thome addressed the Council with concerns about Covid-19 and how we may address this crisis as a community. She reiterated CDC guidelines and urged everyone to take proper precautions by wearing masks and practice social distancing. Council Member Burkart added that if

everyone would adhere to the CDC guidelines, the curve could flatten. We need the community to act responsibly for the sake of the children so they remain in school instead of learning virtually. Council Member Bublitz also urged community members to make good choices. She said this message is not about closing businesses, it is about acting responsibly as citizens and following CDC guidelines. Schools have done an excellent job making sure students maintain social distance, cleaning and disinfecting daily and contact tracing. Businesses have also worked hard to devise creative alternatives to continue business operations. We as a community should act responsibly to limit exposure. No action was taken by the Council.

CONSIDER APPOINTMENT OF JONATHAN P. DUNNE AS AGENT FOR TOTO'S INC, DBA OTTO'S WINE AND SPIRITS-CEDARBURG AT W63 N157 WASHINGTON AVENUE; AND ACTION THEREON

A motion was made by Council Member Thome, seconded by Council Member Simpson, to approve the appointment of Jonathan P. Dunne as agent for Toto's Inc., DBA Otto's Wine and Spirits. Motion carried without a negative vote.

CONSIDER PAYMENT OF BILLS DATED 11/06/20 THROUGH 11/20/20, TRANSFERS FOR THE PERIOD 11/06/20 THROUGH 11/24/2020 AND PAYROLL PERIOD 10/18/20 THROUGH 10/31/20; AND ACTION THEREON

Motion made by Council Member Lythjohan, seconded by Council Member Bublitz, to approve payment of bills dated 11/06/20 through 11/20/20, transfers for the period 11/06/20 through 11/24/20 and payroll for the period 10/18/20 through 10/31/20. Motion carried without a negative vote.

ADMINISTRATOR'S REPORT

Administrator Hilvo explained there is nothing new to report other than what was included in the Council packet.

THIRD QUARTER FINANCIAL REPORT

The third quarter Financial Report was included in the packet. Administrator Hilvo mentioned if anyone has questions regarding the report to please direct them to Finance Director/Treasurer Mertes.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Members Thome and Arnett expressed their condolences in the loss of former Mayor Jim Coutts. He had a very calming demeanor and was a great asset to the community. He will be greatly missed.

Council Member Burkart expressed her hope that the Council would maintain a unified statement to the community encouraging everyone to follow CDC guidelines relating to Covid-19.

Council Member Burkart also mentioned that Illuminate Ozaukee begins this weekend.

MAYOR REPORT

Mayor O’Keefe expressed condolences with the loss of former Mayor Jim Coutts.

ADJOURNMENT

Motion made by Council Member Arnett, seconded by Council Member Verhaalen, to adjourn the meeting at 8:05 p.m. Motion carried without a negative vote.

Tracie Sette
City Clerk