

**CITY OF CEDARBURG
COMMON COUNCIL
July 11, 2016**

**CC20160711-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, July 11, 2016, at City Hall, W63 N645 Washington Avenue, Cedarburg, WI, in the 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, City Attorney Michael Herbrand, Deputy City Clerk Amy Kletzien, Director of Engineering and Public Works Tom Wiza, City Assessor Cathy Timm, interested citizens and news media

STATEMENT OF PUBLIC NOTICE

At Mayor Kinzel’s request, Deputy City Clerk Kletzien 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

Motion made by Council Member Thome, seconded by Council Member Verhaalen, to approve the minutes of the June 27, 2016 meeting as presented. Motion carried without a negative vote.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

NEW BUSINESS

CONSIDER APPROVAL OF AMENDED DEVELOPMENT AGREEMENT AND DECLARATION OF COVENANTS FOR PRAIRIE VIEW SUBDIVISION PHASE 2; AND ACTION THEREON

Director Wiza explained that Phase I of the Prairie View Subdivision has been completed with only a few vacant lots remaining and Homes by Towne is ready to begin the improvements for Phase 2. This will be the third amendment for the project and it covers lots 38 through 70. All impact fees, street tree, and erosion control fees were paid with Phase I. He stated that Homes by Towne is a model developer and has been easy to work with; therefore, he recommends approval of Amendment #3 for the Prairie View Subdivision Development Agreement and Declaration of Covenants.

In answer to Council Member Czarnecki’s question, City Attorney Herbrand stated that he reviewed the amendment and it is consistent with Phase I. They are removing some terms of the agreement that have already been fulfilled and changing the contact information for his office.

In answer to Council Member Dieffenbach's question, Jim Doering of Homes by Towne confirmed that there will be a total of 80 lots in the Prairie View Subdivision.

Motion made by Council Member Arnett, seconded by Council Member O'Keefe, to approve the amended Development Agreement and Declaration of Covenants for Prairie View Subdivision Phase 2. Motion carried without a negative vote.

CONSIDER STRATEGIC WORK PLAN; AND DIRECTION OR ACTION THEREON

City Administrator/Treasurer Mertes explained that the Strategic Work Plan is a long term plan that is included in the budget. Since this document guides the budget, she thought it was important for the Council to review during the department budget preparation period. She stated that the vision and goal statements have remained the same.

In answer to Council Member Czarnecki's questions, City Administrator/Treasurer Mertes explained that the Strategic Plan is a document that is prepared by staff and reviewed by the Common Council. Depending on the project, it may also involve Board and Commission input.

In answer to Council Member Arnett's question, City Administrator/Treasurer Mertes confirmed that these are future goals and do not necessarily obligate the Common Council to spend the money on these items.

The following review took place:

Goal #1 Organizational Development

- Recodify portions of the City Code, possibly outsource, will remain on the plan.

Goal #2 Financial

- City-wide Revaluation is mandatory and is dictated by the ongoing analysis of annual statistical reports.

Goal #3 Growth and Development

- Develop TID Plan for Hwy 60 – Business Park will be added to this item.
- Amcast – in progress.
- Update of Zoning Code – ongoing and part of City Code.
- Promote Development/Redevelopment of Smart Growth Area #19 along Pioneer Road – ongoing.

Goal #4 Infrastructure

- Dams-Compliance with WI DNR NR333 – mandated.
- Phosphorus Regulations – An attorney and consultant are helping with this mandated item.
- Garfield Lift Station (replacing valves and piping) – priority
- Replace and move Highland Lift Station
 - In answer to Council Member Dieffenbach's question, Direction Wiza explained that this lift station is in a very tight area where the wet well sits under the sidewalk. A new lift station will need to be built and the current lift station will be used until it is completed.

Goal #5 Leisure Services

- Develop parkland at Prairie View Subdivision – shelter, restroom and improvements are nearly completed and this item will be removed.
- Build Outdoor Sports Complex – this may possibly be a joint venture with the Town of Cedarburg.
- Indoor Multipurpose Gymnasium
 - Council Member Czarnecki explained that this item does not fit into the City’s five to ten year plan and should be removed. This plan should focus on actionable items in the near future and should not be a wish list.
 - Council Member O’Keefe explained that this is part of the Comprehensive Park Plan and it is a long term goal of Director Hilvo’s to see this implemented.
 - It was the consensus of the Common Council to remove this item.
- Enhance Cedar Creek Park and Adlai Horn Park after Creek Cleanup
 - Council Member Verhaalen explained that the City should be prepared to aid Mercury Marine with a plan to restore the park after the clean-up. A second baseball field should be considered along with moving the tennis courts to Zeunert Park.
- One Year Library User Survey – has been completed.
- Library Technology Strategic Plan – is in progress this year.

Goal #6 Public Safety

- Upgrade of Severe Weather Siren System – two remaining sirens need replacement.
- Develop a County-wide Search and Rescue Team – the Police Department and the County are working on this item.
- Police Department State Accreditation – has been completed.
- Add: County Radio System
 - Council Member Dieffenbach requested that this be added to the Strategic Work Plan to join the County-wide radio system and to discuss a unified centralized dispatch center in the future.
 - City Administrator/Treasurer Mertes explained that a centralized dispatch center has been discussed at great length. The current system between Cedarburg, Grafton and Mequon is working well.

Goal #7 Risk Management

- Improve CVMIC Risk Assessment Score
 - City Administrator/Treasurer Mertes explained that CVMIC provides guidelines and the City continually reviews the policies along with the Safety Committee.

Goal #8 Technology

- Improve Website to be ADA Compliant – this is a mandated item and City Administrator/Treasurer Mertes is working on compliance.
- Add: Improve Paperless Environment and Record Retention Efforts
 - Council Member Dieffenbach asked if the City had a policy and asked that the City evaluate where they fall in this effort against other communities.
 - City Administrator/Treasurer Mertes explained that the City has copiers that include document imaging and success depends on the user.

City Administrator/Treasurer Mertes encouraged the Common Council to contact her with any questions or suggestions regarding the Strategic Work Plan.

CONSIDER PROPERTY OWNED BY THE CITY; AND DIRECTION OR ACTION THEREON

Council Member Dieffenbach explained that he requested this item be discussed; however, he intended it to be a review of all excess property and items that are no longer needed that could be liquidated or sold to generate revenue.

City Administrator/Treasurer Mertes stated that most of the properties listed are parklands and right of ways. It does include the Girl Scout House and the Boy Scout House which are owned by the City. She stated that the City actively sells unwanted items online. The Department Heads also review the property list yearly for the property insurance.

Council Member Dieffenbach asked that the Common Council be advised during the budget process of excess items belonging to the City.

In answer to Council Member O'Keefe's question, City Administrator/Treasurer Mertes confirmed that the City still owns a house next to Immanuel Cemetery and the tenants are in good standing.

CONSIDER TRANSIENT ENTERTAINMENT LICENSE TO RAINBOW VALLEY RIDES, INC. FOR THE OZAUKEE COUNTY FAIR ON AUGUST 3 (1:00 P.M. TO 11:00 P.M.), AUGUST 4, 5 & 6 (10:00 A.M. TO 11:00 P.M.), AND AUGUST 7, 2016 (10:00 A.M. TO 7:00 P.M.) AND THE REQUEST TO WAIVE THE REQUIREMENT FOR A CLEAN UP BOND AS REQUESTED BY AGRICULTURAL SOCIETY; AND ACTION THEREON

Motion made by Council Member Arnett, seconded by Council Member Czarnecki, to approve the transient entertainment license to Rainbow Valley Rides, Inc. for the Ozaukee County Fair on August 3 (1:00 p.m. to 11:00 p.m.), August 4, 5 & 6 (10:00 a.m. to 11:00 p.m.) and August 7, 2016 (10:00 a.m. to 7:00 p.m.) and the request to waive the requirements for a clean-up bond as requested by the Agricultural Society. Motion carried without a negative vote.

Council Member Dieffenbach suggested an increase in the fee for the transient entertainment license.

CONSIDER PAYMENT OF BILLS FOR THE PERIOD 6/24/16 THROUGH 7/1/16, ACH TRANSFERS FOR THE PERIOD 6/25/16 THROUGH 7/8/16, AND PAYROLL FOR THE PERIOD 6/19/16 THROUGH 7/2/16; AND ACTION THEREON

Motion made by Council Member Czarnecki, seconded by Council Member O'Keefe, to approve the payment of bills for the period 6/24/16 through 7/1/16, ACH transfers for the period 6/25/16 through 7/8/16, and payroll for the period 6/19/16 through 7/2/16. Motion carried without a negative vote.

CONSIDER LICENSE APPLICATIONS; AND ACTION THEREON

Motion made by Council Member O'Keefe, seconded by Council Member Thome, to approve new Operator's License applications for the period ending June 30, 2017 for the following:

Amanda M. Farley
Autumn H. Holtz

Christopher S. Haywood
Mikayla F. Keough

Roxanne M. Lenz
Cheyenne C. McDaniel
Thane A. Storck

Niall M. McCue
Erin A. Riley
India C. Hofer

Motion made by Council Member O'Keefe, seconded by Council Member Thome, to approve renewal Operator's License applications for the period ending June 30, 2017 for the following:

Marnie L. Benz
Benjamin S. Clithero
Ryan L. Elinoff
LeRoy C. Haueser
Angela L. Habermann
Kristen M. Klug
Terry B. Krueger
Jacki L. Moegenburg
Richard J. Roden
Rhyann E. Schottler
Daniel B. Swarthout

Dixie K. Borzick
Shelley M. Doxator
Ronald R. Ernst
Lori A. Haueser
Mark J. Hilgendorf
Shannon M. Kolbach
Neal C. Maciejewski
Chad M. Olson
Robert J. Roden
Warren D. Seifert
Jessica L. Frank

ADMINISTRATOR'S REPORT

City Administrator/Treasurer Mertes will be attending the CVMIC summer meeting on July 14 and 15, 2016.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

COMMENTS & ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Regenfuss asked if there were any other changes to future festivals that needed to be addressed.

City Administrator/Treasurer Mertes stated that changes are typically driven by Festivals.

MAYOR'S REPORT - None

ADJOURNMENT – CLOSED SESSION

Motion made by Council Member O'Keefe, seconded by Council Member Thome, to adjourn to closed session at 7:50 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 the possible sale of a City-owned property on Pioneer Road. Approval of closed session minutes of June 27, 2016. Motion carried unanimously on a roll call vote.

RECONVENE TO OPEN SESSION

Motion made by Council Member Thome, seconded by Council Member Dieffenbach, to reconvene to open session at 8:11 p.m. Motion carried without a negative vote.

ADJOURNMENT

Motion made by Council Member Regenfuss, seconded by Council Member O'Keefe, to adjourn the meeting at 8:11 p.m. Motion carried without a negative vote.

Amy D. Kletzien, MMC/WCPC
Deputy City Clerk