

**CITY OF CEDARBURG  
COMMON COUNCIL  
August 8, 2016**

**CC20160808-1  
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, August 8, 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 Jack Arnett, Dick Dieffenbach, Rick Verhaalen, Patricia Thome, Mike O’Keefe

Excused - Council Members John Czarnecki and Mitch Regenfuss

Also Present - City Administrator/Treasurer Christy Mertes, City Attorney Michael Herbrand, Deputy City Clerk Amy Kletzien, Director of Engineering and Public Works Tom Wiza, Fire Chief Jeff Vahsholtz, Assistant Fire Chief Bill Hintz, Senior Center Director Carol LaFontaine, 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 Dieffenbach, seconded by Council Member Thome, to approve the minutes of the July 25, 2016 meeting as presented. Motion carried without a negative vote with Council Members Czarnecki and Regenfuss excused.

**COMMENTS AND SUGGESTIONS FROM CITIZENS** - None

**PRESENTATION**

**CONSIDER RESOLUTION NO. 2016-14 COMMENDING SHARON POSSLEY FOR HER YEARS OF SERVICE; AND ACTION THEREON**

Motion made by Council Member Thome, seconded by Council Member O'Keefe, to adopt Resolution No. 2016-14 commending Sharon Possley for her years of service to the City of Cedarburg. Motion carried without a negative vote with Council Members Czarnecki and Regenfuss excused.

Mayor Kinzel and the Common Council thanked Sharon Possley for her 22 years of Service to the City.

**PRESENTATION OF THE 2015 FIRE DEPARTMENT REPORT**

Chief Vahsholtz highlighted the following information from the 2015 Annual Report:

- Education – The Department logged 4,706 hours of training in 2015.
  - Fire Suppression 2,087
  - Explorers 540
  - Engineers 485
  - Officer Meetings 195
  - EMS-Rescue 1,265
  - Auto Extrication 10
  - Dive Team 124
  
- Response Report – The members responded to a total of 1,045 calls in 2015, compared to 1,099 calls in 2014.
  - Rescue 636 (City) 175 (Town) 14 (Other)
  - Fire 136 (City) 43 (Town) 40 (Other)
  - Special Incident (Recovery) 1 (Town)

The 40 calls going outside the response area to help neighbors is reflective of the fire service in today's day and age. They rely on each other in Ozaukee County and part of Washington County tremendously during the day. Daytime staffing is short and he applauds the Council for allowing some of the Department members to leave during the day for the fire calls and car accidents. He expects this number to climb, due to the shortage of volunteers, because the demographics are changing and people do not have the spare time that they had years ago. The Department is very proactive in getting and retaining volunteers.

- Public Education/Fire Prevention – The Department hosted approximately 40 educational events in 2015.
  - Survive Alive House
  - CPR classes
  - Tours
  - Help Boy Scouts and Girl Scouts earn badges
  - Safety Day
  - Change your clock, change your battery program
  - Safe Kids Coalition of Wisconsin- Delivering pizza for fire safety
  
- Promotions
  - Andy Heidtke – Captain of Engine Company
  - Whitney Dobson – Captain/Safety Officer
  - Joe Grube – Lt. of Engine Company
  - Tyler Vahsholtz – Lt. of Engine Company
  - Paul Riegel – Lt. of Training Bureau
  - Nichole Zarling – Lt. of Rescue Company
  - Matt Heiss – Lt. of Rescue Company

- Ringing the Bell – The Department remembered seven members in 2015.
  - Dave Pepke – 13 years of service
  - Lester Riebe – 19 years of service
  - Erv Schulz – 35 years of service
  - Gordy Bast – 44 years of service
  - Bill Hilgendorf – 28 years of service
  - Al Dickmann – 53 years of service
  - Donald “Skippy” Volkmann – 58 years of service
  
- Goals Accomplished
  - The Department put 35 new self-contained breathing apparatus tanks into service
  - New compressor was put into service
  - Purchased new rescue saw
  - All hose was tested by an outside third party
  - All items of equipment were added to the new Image Trend software program - \$300,000 in inventory (stored online)
  - Hose replacement schedule based on a 25 year lifespan
  - Implemented IamResponding.com – allows members to “check in” immediately from an app on their phone to notify who is responding to calls
  - Truck Committee of 14 members met to design a new engine
    - No tax money was used to purchase the truck - \$680,000 (raised at Maxwell Street Days)
  - Plan for the 150<sup>th</sup> Anniversary
  
- Fire Inspections
  - Contract out for 1,218 fire inspections
  - Premise inspections for liquor licensing for the City and Town of Cedarburg
  - 43 Building Inspections
  - Plan review for new businesses
  - Witnesses a 2 hour sprinkler test for the State
  
- Emergency Medical Dispatch System
  - Cedarburg and Mequon Departments received full funding from Columbia/St. Mary’s
  - Grafton, Saukville, Thiensville and Ozaukee County – Received half funding (\$20,000 each) from Aurora Medical.
  
- 150<sup>th</sup> Anniversary – Saturday, August 20, 2016
  - Mayor Kinzel will present a Resolution
  - Children’s Activities
  - Trucks on display
  - Lions Club will cook and serve food/drinks (proceeds from the day will go to the Fire Department)
  - Two live bands
  - Fireworks
  - Hard bound commemorative book will be available for \$35.
    - Chief Vahsholtz donated a commemorative book to the City

- Raffle Tickets (Drawing in November after Maxwell Street Days)
- Commemorative patches, t-shirts and challenge coins will be available for purchase
- No tax money is being expended for this celebration. It is primarily being funded by sponsors
- Mutual Aid Box Alarm System – MABAS
  - At Council Member Dieffenbach's request, Chief Vahsholtz explained that the Cedarburg Fire Department along with eight other fire departments in Ozaukee County have implemented a pre-determined response system to assist each other when additional resources are needed, of the 54 calls helping our neighboring departments, 21 of them used the MABAS system. The City of Cedarburg Police Department was chosen as the dispatchers for the MABAS program in Ozaukee County. All equipment has been standardized so all departments can help each other. Cedarburg has always been a very progressive Department.

Council Member Arnett expressed appreciation for the Fire Department. He said that taxpayers pay approximately \$15/year per household for fire protection.

Mayor Kinzel and the Council Members thanked the Fire Department for their dedication and hard work.

## **NEW BUSINESS**

### **CONSIDER MAYOR KINZEL'S REAPPOINTMENT OF ERIC STELTER AND DALE LYTHJOHAN TO THE COMMUNITY DEVELOPMENT AUTHORITY (TERMS EXPIRE 09/07/2020); AND ACTION THEREON**

Motion made by Council Member Thome, seconded by Council Member Arnett, to reappoint Eric Stelter and Dale Lythjohan to the Community Development authority (terms expire 09/07/2020). Motion carried without a negative vote with Council Members Czarnecki and Regenfuss excused.

### **CONSIDER PROPOSAL FROM SEH FOR A FEASIBILITY STUDY TO CONSTRUCT A MONOPOLE CELL TOWER ON CITY-OWNED PROPOERTY LOCATED ON WESTERN ROAD ADJACENT TO THE WATER TOWER; AND ACTION THEREON**

Director Wiza explained that the City currently leases space on the Western Road water tower to several telecommunications companies. The need for additional antennae space continues to increase; the water tower is quite full and nearing structural capacity due to increased wind loading. In addition, Cedarburg Light & Water is considering retiring this tower in the near future. If the City wants to continue the revenue stream collected from leasing antennae space, the City will need to consider construction of an adjacent monopole to which the existing antennae could be transferred, and new ones added.

Senior Telecommunications Project Manager Dale Romsos of SEH was available to explain their proposal, showing the breakdown of costs and scope of work as requested by the Common Council on July 25, 2016. He stated that delivering a feasibility study with detailed, user-based, cost-

effective recommendations is critical to moving the project through future phases of selection, design and construction. The scope of services includes the following:

<b>Task Description</b>	<b>Major Subtask</b>	<b>Fee</b>
Tower Selection		\$10,700
	Site Survey	\$ 4,000
	Geotechnical Survey Summary – The City has performed soil borings	\$ 6,500
	Geotechnical Survey Additional Service	\$10,000
Subtotal		\$21,200
Regulatory Due Diligence		\$ 1,800
	1A Certification	\$ 1,200
	Phase I	\$ 3,700
	ASR	\$ 1,000
	NEPA	\$ 3,000
Subtotal		\$10,700
Financial Cost Assessment		\$ 3,000
Project Schedule		\$ 7,500
Total		\$42,400

In answer to Council Member Verhaalen’s question, Mr. Romsos explained that a monopole is a steel pole and takes less ground space. Lattice towers are less expensive; however, they take up more space because of the tripod base.

In answer to Council Member Arnett’s question, Mr. Romsos stated that a stealth tower flagpole can be expensive and you can lose what you are actually using the tower for. Technology is changing and the City needs to accommodate the carriers, in order to receive the revenues.

In answer to Council Member Dieffenbach’s question, Mr. Romsos stated that he looked at the test soil borings that have been done and there is less soil and more rocks in this area.

Director Wiza stated that the City had one single boring done for an analysis and they may have to do some additional testing.

Council Member Dieffenbach questioned whether the best location will be chosen between the water tower and the Emergency Government building.

Mr. Romsos explained that there are established utilities to the south of the existing water tower that would make it difficult to move the site to the south. The carriers will have to file the change from one location to another, which can be cumbersome if it is moved farther away from the present location. The City will want the new site to be as unobtrusive to change as possible.

Council Member Arnett provided a rough financial analysis and has determined that it will work based on a \$400,000 cost, over five years, the City will profit.

Mr. Romsos stated that it is a benefit to the City to take the water reservoir tank out of service because of the liability. A new pole will be a cost savings and a bargaining tool for potential carriers for the City.

Motion made by Council Member Dieffenbach, seconded by Council Member O'Keefe, to accept the proposal from SEH for a feasibility study to construct a monopole cell tower on City-owned property located on Western Road adjacent to the water tower in the amount of \$42,400. Motion carried without a negative vote with Council Members Czarnecki and Regenfuss excused.

**CONSIDER UPDATED FC-4: INVESTMENT POLICY; AND ACTION THEREON**

City Administrator/Treasurer Mertes explained that the revisions to the policy are being recommended for section B (4)(c) to the Statute language and section D (4) to allow the investment advisor to work on behalf of the City within the restraints of the investment policy.

In answer to Council Member Arnett's question, City Administrator/Treasurer Mertes stated that the change will allow the City to purchase secondary market CDs that are collateralized.

City Administrator/Treasurer Mertes confirmed with Council Member Dieffenbach that only excess funds are used for investments.

Motion made by Council Member Dieffenbach, seconded by Council Member Thome, to update FC-4: Investment Policy. Motion carried without a negative vote with Council Members Czarnecki and Regenfuss excused.

**CONSIDER PROPOSALS RECEIVED FOR AUDITING SERVICES**

City Administrator/Treasurer Mertes explained that the current auditing services contract with Reilly, Penner & Benton LLP expired with the audit of 2015. The Council recommended sending out RFPs for auditing services during the budget process last year. City Administrator/Treasurer Mertes said that nine proposals were received and she provided a proposal comparison worksheet on five of the companies. References were checked and she only heard good comments from Baker Tilly's, Schenks's, Reilly Penner & Benton's and Clifton Larson Allen's current clients. City Administrator/Treasurer Mertes proposed that the City continue working with Reilly, Penner & Benton LLP for the next three years.

Council Member Dieffenbach stated that he is familiar with the firms and they are all good firms. He listed the communities that Baker Tilly serves and added that he is a fan of this firm.

In answer to Council Member Dieffenbach's question, City Administrator/Treasurer Mertes explained that Reilly, Penner & Benton LLP is losing a partner; however, the new partner had been part of the City's audit team for at least ten years.

In answer to Council Member Verhaalen's inquiry, City Administrator/Treasurer Mertes stated that changing firms will require more hours for education. There are pluses and minuses to switching firms and she is not afraid of change.

Council Member Dieffenbach explained that it would create synergy with Baker Tilly representing the City and Cedarburg Light & Water.

In answer to Council Member Arnett's question, City Attorney Herbrand stated that it would send a bad message to have the City ask RPB to match Baker Tilly's price.

Council Member Dieffenbach stated that it would be good to have a new firm performing the City audit.

Motion made by Council Member Verhaalen, seconded by Council Member O'Keefe, to approve a three year contract with Baker Tilly for auditing services for the City of Cedarburg beginning with the 2016 audit. Motion carried without a negative vote with Council Members Czarnecki and Regenfuss excused.

**CONSIDER PAYMENT OF BILLS FOR THE PERIOD 7/22/16 THROUGH 7/29/16, ACH TRANSFERS FOR THE PERIOD 7/22/16 THROUGH 8/5/16, AND PAYROLL FOR THE PERIOD 7/17/16 THROUGH 7/30/16; AND ACTION THEREON**

Motion made by Council Member Dieffenbach, seconded by Council Member Arnett, to approve the payment of bills for the period 7/22/16 through 7/29/16, ACH transfers for the period 7/22/16 through 8/5/16, and payroll for the period 7/17/16 through 7/30/16. Motion carried without a negative vote with Council Members Czarnecki and Regenfuss excused.

**CONSIDER LICENSE APPLICATIONS; AND ACTION THEREON**

Motion made by Council Member O'Keefe, seconded by Council Member Thome, to approve a renewal Operator License application for the period ending June 30, 2017 for Paul D. Anderson. Motion carried without a negative vote with Council Members Czarnecki and Regenfuss excused.

**ADMINISTRATOR'S REPORT**

City Administrator/Treasurer Mertes stated that the Town of Cedarburg offered two dates for the Joint City/Town meeting to discuss the Cedarburg Community Pool contract. It was the consensus of the Council Members, who were present, to meet on Tuesday, October 4.

City Attorney Herbrand stated that a one-year Community Pool contract was agreed upon for 2016, providing that there be a joint meeting with the City and Town to discuss a long-term contract for future years.

**COMMENTS AND SUGGESTIONS FROM CITIZENS** - None

**COMMENTS & ANNOUNCEMENTS BY COUNCIL MEMBERS**

Council Member Verhaalen stated that he preferred if the Parks, Recreation & Forestry Board discussed the addition of a second baseball field at Schoen Park rather than discussing it at an ad hoc committee meeting. The Baseball Club is willing to work with the City to establish two baseball fields in Adlai Horn Park after Mercury Marine completes their cleanup of Cedar Creek

and restores the area; however, there needs to be a plan. Mayor Kinzel agreed that discussion could occur at the Parks, Recreation & Forestry Board meeting.

Council Member Thome stated that an informal meeting between interested parties is being planned by Director Hilvo.

City Attorney Herbrand stated that an agenda would not be necessary for the informal meeting as long as there is not a quorum of any board, commission or committee present.

**MAYOR'S REPORT** - None

**ADJOURNMENT**

Motion made by Council Member Arnett, seconded by Council Member Dieffenbach, to adjourn the meeting at 8:47 p.m. Motion carried without a negative vote.

Amy D. Kletzien, MMC/WCPC  
Deputy City Clerk