

**CITY OF CEDARBURG  
COMMON COUNCIL  
September 24, 2012**

**CC20120924-1**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, September 24, 2012 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 Chris Reimer, Ron Reimer, Art Filter, Paul Radtke, Michael Maher, Doug Yip, Mike O'Keefe

Also Present - City Attorney Kaye Vance, City Administrator/Treasurer Christy Mertes, City Clerk Constance McHugh, Police Chief Tom Frank, Library Director Mary Marquardt, Emergency Management Director Kevin Runkel, Emergency Management Deputy Director Frank Even, Economic Development Coordinator Mary Sheffield, Library Board President Sue Karlman, Library Board Member Steve Ruggieri, 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**

Motion made by Council Member O'Keefe, seconded by Council Member Yip, to approve the minutes of the September 10, 2012 meeting as presented. Motion carried unanimously.

**CONSIDER REVOLVING LOAN FUND LOAN FOR IYQ, LLC AND UPDATE ON THE PROGRAM**

City Administrator/Treasurer Mertes said the Revolving Loan Fund (RLF) loan program was started several years ago when the State Community Development Block Grant (CDBG) program loaned funds to Norstar. As the loan was repaid funds were made available to other businesses in the form of a loan. There is \$950,000 available in the fund at this time. She said the State is looking at regionalizing the program and possibly combining the City's funds with the County's funds or combining the funds with surrounding counties.

IYQ, LLC is seeking a loan in the amount of \$300,000 for the purpose of purchasing the International Paper building on Pioneer Road for a snow and landscape equipment business.

Motion made by Council Member Radtke and seconded by Council Member R. Reimer to approve a Revolving Loan Fund loan for IYQ, LLC in the amount of \$300,000.

Bob Loomis, W75 N729 Tower Avenue, recommended the Council approve the loan as this is a good proposal for Cedarburg. He said there is a low risk to the taxpayer.

Motion carried unanimously.

**CONSIDER EMERGENCY MANAGEMENT RELOCATION OPTIONS**

City Administrator/Treasurer Mertes asked Council Members if they had any questions regarding the tour of the Emergency Management facility that occurred prior to this meeting.

Council Member R. Reimer said that he wants to speak to the City Attorney in the future about Title 5 of the Municipal Code that pertains to Emergency Management and requested a copy of a Joint Action Ordinance of the Board of Supervisors of Ozaukee County providing for a County-Municipal joint action emergency plan of organization that was adopted by the County Board on June 18, 1981.

Mayor Kinzel said the Council is not prepared to make a decision tonight about the relocation of Emergency Management. The relocation is due to the construction of the new library. He suggested that perhaps a needs assessment be done.

Council Member Radtke said the Council needs to keep an open mind about the relocation and the possibility of using facilities in another community, even if only on a temporary basis.

Council Member Filter said Emergency Management provides a valuable service. He would like to see any redundancies eliminated. He said the Council will work to help Emergency Management relocate.

Council Member O'Keefe said that he has questions about possible replication of services, such as storm watches. He said this is a unique opportunity to review Emergency Management operations.

Council Member Maher said the Council needs to find synergies with the Sheriff's Department.

Assistant Director Even said Emergency Management tries not to duplicate services. For example, the County does not provide traffic control or weather watches. The County will often call Cedarburg Emergency Management for traffic control. The mobile command vehicles of both organizations perform different jobs.

Mayor Kinzel asked for a list from Director Runkel of everything Emergency Management has and what they need to continue so the Council can determine if there are any redundancies and what underutilized facilities may be out there.

Council Member R. Reimer suggested that the auxiliary police function be differentiated from the other functions of Emergency Management. This will allow the Council to determine if the other functions are still needed.

Mayor Kinzel said he will consider forming a committee to look into the relocation.

**CONSIDER ORDINANCE NO. 2012-16 AMENDING SEC. 2-4-5(d) OF THE CODE OF ORDINANCES PERTAINING TO ACTIONS OF THE PLAN COMMISSION**

Motion made by Council Member C. Reimer, seconded by Council Member Filter, to adopt Ordinance No. 2012-16 amending Sec. 2-4-5(d) of the Municipal Code pertaining to actions of the Plan Commission. Motion carried unanimously.

The ordinance requires that all actions of the Plan Commission require the approval of a majority of the members present.

**CONSIDER MAYOR KINZEL'S REAPPOINTMENT AND APPOINTMENT TO THE LIGHT & WATER COMMISSION**

Motion made by Council Member C. Reimer, seconded by Council Member Radtke, to approve Mayor Kinzel's reappointment of James Coutts and Andrew Moss to the Light & Water Commission with terms expiring September 2015 and the appointment of Tim Larson to the Commission with a term expiring September 2013. Motion carried unanimously.

**CONSIDER REQUEST TO REPLACE RECREATION SUPERVISOR**

Director Hilvo said that Recreation Supervisor Danny Friess accepted a position with another organization. Because this is a valuable position for his Department he is seeking authorization to replace Mr. Friess.

Motion made by Council Member Filter and seconded by Council Member Radtke to authorize the hiring of a Recreation Supervisor at a salary of \$34,000 per year plus benefits.

Council Member Yip suggested research be done to determine what good candidates in this field are being paid to determine the appropriate salary to attract and retain good employees.

Council Member Radtke said this is a good point and that the salary may need to be adjusted to attract the right candidate.

Council Member C. Reimer suggested Director Hilvo come back to the Council if he finds the salary is not adequate.

Motion carried unanimously.

**CONSIDER AGREEMENT WITH TIME WARNER FOR INTERNET SERVICES**

City Administrator/Treasurer Mertes said the City's franchise agreement with Time Warner will expire next month and the City will lose its no-cost internet service. She researched several options for internet services for City buildings and determined Time Warner had the best price, fastest speed, and most convenience as the lines are already in place. She asked the Council to approve a three year agreement with Time Warner.

Council Member Radtke said originally it was determined that every site would have a dedicated connection to City Hall. Since there is only one computer at the gym and one computer at the Senior Center it was since decided a wireless bridge network could serve these two buildings with no monthly costs, only a one-time cost for the equipment. In terms of the pool and the Emergency Government facility on Hanover Avenue, the cost is \$66 per month. He said it may be more advantageous to try to find stand alone service for these two locations. He said he has some concerns about entering into a three year contract.

Council Member Maher said he has some concerns about using wireless service for the gym and Senior Center because the wireless in City Hall sometimes does not work well due to physical constraints.

Council Member Radtke said it would be wireless service between the buildings, not in the buildings.

The Council directed City Administrator/Treasurer Mertes to hold off on service at the pool at this time as it is not open, consider not having internet service at the Emergency Government building on Hanover but continuing with service at the site on Western Avenue, and continuing the existing internet service paying for it on a month to month basis while more options are considered.

#### **PAYMENT OF BILLS**

Motion made by Council Member Filter, seconded by Council Member Yip, to approve the payment of the bills for the period 09/06/12 through 09/14/12, ACH transfers for the period 09/10/12 through 09/24/12, and payroll for the period 09/02/12 through 09/15/12. Motion carried unanimously.

#### **LICENSE APPLICATIONS**

Motion made by Council Member C. Reimer, seconded by Council Member Radtke, to approve new Operator's License applications for the period ending June 30, 2013 for Riley O. Knapp, Steven Steinhaus, and Ambur A. Vance, and to approve a renewal Operator's License application for the period ending June 30, 2013 for Jody A. Reid. Motion carried unanimously.

#### **CITY ADMINISTRATOR'S REPORT**

City Administrator/Treasurer Mertes said the City received a \$300 donation form the American Legion for the flagpole light at Centennial Park.

Council Member C. Reimer suggested looking into ways to vandal-proof the light be looked into.

#### **COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS**

Council Member Filter said the American Legion Post 288 will be donating a flag to the community pool.

**ADJOURNMENT**

Motion made by Council Member Filter, seconded by Council Member Radtke, to adjourn the meeting at 8:00 p.m. Motion carried unanimously.

Constance K. McHugh, MMC/WCPC  
City Clerk