

**CITY OF CEDARBURG
MEETING OF COMMON COUNCIL
August 17, 2020 – 7:00 P.M.**

A special meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Monday, August 17, 2020 at 7:00 p.m.** The meeting will be held online utilizing the zoom app. Information on how to access the meeting is attached to the meeting packet or can be requested by emailing: mhilvo@ci.cedarburg.wi.us.

AGENDA

1. CALL TO ORDER - Mayor Mike O'Keefe
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: Present – Common Council – Mayor Mike O'Keefe, Council Members Jack Arnett, Kristin Burkart, Rick Verhaalen, Robert Simpson, Patricia Thome, Barbara Lythjohan

 Excused - Council Member Sherry Bublitz
5. STATEMENT OF PUBLIC NOTICE
6. COMMENTS AND SUGGESTIONS FROM CITIZENS** Comments from citizens on a listed agenda item will be taken when the item is addressed by the Council. At this time individuals can speak on any topic not on the agenda for up to 5 minutes, time extensions at the discretion of the Mayor. No action can be taken on items not listed except as a possible referral to committees, individuals, or a future Council agenda item.
7. NEW BUSINESS
 - A. Consider City Assessor services; and action thereon*
8. ADJOURNMENT

Individual members of various boards, committees, or commissions may attend the above meeting. It is possible that such attendance may constitute a meeting of a City board, committee or commission pursuant to State ex. rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 NW 2d 408 (1993). This notice does not authorize attendance at either the above meeting or the Badke Meeting but is given solely to comply with the notice requirements of the open meeting law.

* Information attached for Council; available through City Clerk's Office.

** Citizen comments should be primarily one-way, from citizen to the Council. Each citizen who wishes to speak shall be accorded one opportunity at the beginning of the meeting and one opportunity at the end of the meeting. Comments should be kept brief. If the comment expressed concerns a matter of public policy,

response from the Council will be limited to seeking information or acknowledging that the citizen has been understood. It is out of order for anyone to debate with a citizen addressing the Council or for the Council to take action on a matter of public policy. The Council may direct that the concern be placed on a future agenda. Citizens will be asked to state their name and address for the record and to speak from the lectern for the purposes of recording their comments.

Information available through the Clerk's Office.

City of Cedarburg is an affirmative action and equal opportunity employer.
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.
City of Cedarburg is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

08/14/20 adk

To request reasonable accommodation, contact the Clerk's Office,
(262) 375-7606, email: cityhall@ci.cedarburg.wi.us.



CITY OF CEDARBURG PUBLIC MEETING POLICY DURING COVID-19

The City of Cedarburg will begin utilizing [zoom](#), an online meeting tool, to conduct City meetings. This includes all public meetings. We are cancelling all non-essential meetings and limiting agenda items but there are items that do require decisions to be made so that projects throughout the City can continue or get completed in a timely manner. We will continue to adhere to open meeting laws as set forth by the State of Wisconsin.



Most recently the Wisconsin Department of Justice issued an advisory on March 16, 2020, addressing this issue and stating that: "Governmental bodies typically can meet their open meetings obligations, while practicing social distancing to help protect public health, by conducting meetings via telephone conference calls if the public is provided with an effective way to monitor such calls (such as public distribution, at least 24 hours in advance, of dial-in information for a conference call)." The advisory emphasizes that "When an open meeting is held by teleconference or video conference, the public must have a means of monitoring the meeting. DOJ concludes that, under the present circumstances, a governmental body will typically be able to meet this obligation by providing the public with information (in accordance with notice requirements) for joining the meeting remotely, even if there is no central location at which the public can convene for the meeting.

CITY OF CEDARBURG MEETING PROCEDURES DURING COVID-19 FOR PUBLIC

To download [zoom](#) on your mobile device, click on one of the following:



Here are the procedures for public to be able to view a meeting live through [zoom](#).

1. Contact the City Administrator, Mikko Hilvo, 2 hours in advance of the meeting you wish to attend via [zoom](#) by emailing him at mhilvo@ci.cedarburg.wi.us.
2. In your email Subject line please put down the meeting that you wish to attend (example: Common Council Meeting on 3-30-20 at 7:00pm).
3. Provide your Name, Address, Email, Phone Number to him via email with a request to join the meeting.
4. You will receive an invite to the meeting via email. Click on the invite prior to the meeting being held. The meeting will be open 10 minutes prior to the scheduled meeting start time so you can check your microphone and camera setup.
5. All public participants will have their microphone muted.
6. If, during public comment, anyone wishes to talk they should request to do so through the chat feature or by using the "hand" to wave at the meeting organizer. The administrator of the meeting will unmute you at the appropriate time and ask you to make your comments.

If you are unable to utilize a computer, iPad, or tablet to view the meeting you can call or email ahead of time and a phone number will be given to you to call in on. If you do call in, we ask that you put your phone on mute when you are not talking. If you need an agenda, we can email one to you.

Contact Info: Mikko Hilvo, City Administrator, mhilvo@ci.cedarburg.wi.us, (262) 375-7917.



CITY OF CEDARBURG MEETING PROCEDURES DURING COVID-19 – FOR STAFF & BOARD MEMBERS

The City of Cedarburg will be utilizing the [zoom](#) app to hold public meetings starting March 23, 2020 until April 30, 2020. All meetings will adhere to Wisconsin Open Meetings Law. The [zoom](#) app provides an option for the public to join the meeting via computer, iPad, tablet, or phone. Meetings will also be recorded and made available through our Clerks office for viewing at a later time.

Here are the procedures for staff and board members to utilize [zoom](#).

1. The City Administrator, Mikko Hilvo, will email a meeting invite to each staff and board member 24 hours prior to the meeting.
2. If another staff member, council member, or presenter needs access to the meeting and the ability to discuss an item they should request to get a meeting invite by emailing mhilvo@ci.cedarburg.wi.us at minimum 6 hours prior to the meeting.
3. In your email Subject line please put down the meeting that you wish to attend. (Example: Common Council Meeting on 3-30-20 at 7:00pm)
4. Provide your Name, Address, Email, Phone Number and reason for attending the meeting to the administrator.
5. All agendas and documents that need to be shared during the meeting will be sent to members ahead of time and also provided electronically to the meeting organizer (City Administrator).
6. All meetings will be open 10 minutes prior to the scheduled meeting start time so you can check your microphone and camera setup.
7. All staff and/or board members will have their microphones on unless they mute it themselves. All public participants will have their microphone muted except during public comments or if they use the chat feature asking the administrator for permission to speak.
8. All Votes will be done through roll call.

If you are unable to utilize a computer, iPad, or tablet to participate in the meeting you can call or email ahead of time and a phone number will be given to you to call in on. If you do call in, we ask that you put your phone on mute when you are not talking. If you need an agenda, it can be emailed to you.

Contact Info: Mikko Hilvo, City Administrator, mhilvo@ci.cedarburg.wi.us, (262) 375-7917.

CITY OF CEDARBURG

MEETING DATE: August 17, 2020

ITEM NO: 7.A.

TITLE: Consider City Assessor services; and action thereon

ISSUE SUMMARY: City Assessor, Cathy Timm is retiring on October 1, 2020 after 30+ years of service to the City. Many municipalities similar in size to Cedarburg contract for their assessor services instead of having a full-time Assessor on staff. There are potential savings with contracting for the assessor services but there is also the potential of diminished customer service to our residents. City Assessor Timm currently does all residential assessments and in addition to normal assessor responsibilities she does special assessment letters (required for closings and requested by title companies), provides property owner lists, provides maps and labels for public hearings and Maxwell street days, is in the office and available for walk-ins and phone calls every day, is available to help out other departments when needed, is available in emergency situations when information is needed right away and knows the City, neighborhoods, and citizens. A contractor would not provide these services which would require us to delegate these duties to other positions within City Hall. We do currently contract for our commercial assessments. If we were to contract all of our assessor services, we would work with one company to do both residential and commercial assessments. We have an option to do a 3-5-year contract which would include a revaluation in 2022 and require that an assessor be on site at City Hall one day per week to meet with staff or residents.

STAFF RECOMMENDATION:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION: none

BUDGETARY IMPACT:

The estimated cost of contracting out our assessor services is \$80,000 per year with a minimum 3-year commitment. The cost of revaluation is estimated at an additional \$78,000 for 2022.

A cost of a new hire for the Assessor position in 2021 would be \$69,000 + Benefits (\$26,830) = \$95,830
The cost of doing an in-house revaluation is estimated at \$50,000 for 2022.

The following are additional costs for a full-time Assessor:

- Continued contracted commercial assessments - \$13,500
 - Office Supplies - \$300
 - Publications and Dues - \$260
 - Training and Travel - \$900
- Total = \$14,960

Option A: Rehire for position

Overall savings in 2021 if we rehired for the position is estimated at \$11,995 (See attachment)
Potential savings of \$28,000 in 2022 if the revaluation is done in-house compared to contracted.

3-year staff costs with 2% raise and benefits increase.

2021: \$117,387

2022: \$119,734 + \$50,000 = \$169,734

2023: \$122,128

Total for 3 years: \$409,249

Option B: Hire experienced commercial/residential assessor and part time secretary

Overall savings if we hired an employee with the ability to do commercial/residential and a part-time secretary (1 day per week) is estimated at \$16,995. (see attachment)

Potential savings of \$48,000 in 2022 if the revaluation is done in-house with an experienced commercial/residential assessor and a part-time secretary.

3-year staff costs with 2% raise and benefits increase.

2021: \$112,387

2022: \$114,634 + \$30,000 = \$144,634

2023: \$116,926

Total for 3 years: \$373,947

Option C: Contract assessor services

Overall savings if we contracted for assessor services is estimated at \$50,842 (See attachment)

Cost of contracting for revaluation in 2022 would be \$28,000 higher than doing it in-house. With a revaluation the estimated savings for 2022 would be \$22,842.

3-year contracted costs.

2021: \$80,000

2022: \$80,000 + \$78,000 = \$158,000

2023: \$80,000

Total for 3 years: \$318,000

ATTACHMENTS: 2021 preliminary Assessor budget
2021 revised estimated budget with contracted assessor services
2021 Assessors budget word document
Estimated costs and dates for future revaluations

INITIATED/REQUESTED BY: Mikko Hilvo, City Administrator

FOR MORE INFORMATION CONTACT: Mikko Hilvo, City Administrator

Assessor's Office								
515400				2020	2020	2021	% Change	
Personnel				Budget	Estimated	Proposed	2020/2021	
		2017	2018	2019				
111	Salaries	72,634	74,354	75,836	77,057	77,057	69,000	-10.46%
135	Sick Payout	875	801	839	750	750	0	-100.00%
151	Social Security	5,135	5,262	5,372	6,097	6,097	5,279	-13.42%
152	Retirement	5,180	5,095	5,094	5,380	5,380	4,658	-13.42%
154	Health Insurance	21,892	22,013	21,571	21,236	21,236	22,145	4.28%
155	Life Insurance	68	70	83	89	67	67	-25.06%
159	Longevity	1,701	1,764	1,827	1,890	1,890	0	-100.00%
165	Workers' Comp. Insurance	3,408	3,414	3,118	2,738	2,738	2,738	0.00%
Total		110,893	112,773	113,740	115,237	115,215	103,887	-9.85%
515400				2020	2020	2021	% Change	
Operating				Budget	Estimated	Proposed	2020/2021	
		2017	2018	2019				
210	Professional Services—Assessments	13,500	13,500	13,500	13,500	13,500	13,500	0.00%
219	Revaluation	0	0	6,500	10,000	10,000	10,000	0.00%
225	Telephone	179	177	180	200	181	200	0.00%
310	Office Supplies	903	153	194	300	225	300	0.00%
312	Computer Supplies	3,884	4,207	4,347	4,515	4,300	4,400	-2.55%
320	Publications and Dues	305	320	240	240	260	260	8.33%
323	State of Wisconsin Fees	1,592	1,506	1,502	1,600	1,475	1,550	-3.13%
330	Training & Travel	946	977	824	1,100	250	900	-18.18%
Total		21,309	20,840	27,287	31,455	30,191	31,110	-1.10%
Total Expenditures		132,202	133,613	141,027	146,692	145,406	134,997	-7.97%
Revenues				2020	2020	2021	% Change	
		2017	2018	2019	Budget	Estimated	Proposed	2020/2021
461153	Assessor's Office Fees	5,505	6,675	6,385	5,500	6,000	5,800	5.45%
Total		5,505	6,675	6,385	5,500	6,000	5,800	5.45%
Net Cost of Program				2020	2020	2021	% Change	
		2015	2017	2019	Budget	Estimated	Proposed	2020/2021
		126,697	126,938	134,642	141,192	139,406	129,197	-8.50%

Assessor's Office								
515400				2020	2020	2021	% Change	
Personnel				Budget	Estimated	Proposed	2020/2021	
		2017	2018	2019				
111	Salaries	72,634	74,354	75,836	77,057	77,057	0	-100.00%
135	Sick Payout	875	801	839	750	750	0	-100.00%
151	Social Security	5,135	5,262	5,372	6,097	6,097	0	-100.00%
152	Retirement	5,180	5,095	5,094	5,380	5,380	0	-100.00%
154	Health Insurance	21,892	22,013	21,571	21,236	21,236	0	-100.00%
155	Life Insurance	68	70	83	89	67	0	-100.00%
159	Longevity	1,701	1,764	1,827	1,890	1,890	0	-100.00%
165	Workers' Comp. Insurance	3,408	3,414	3,118	2,738	2,738	0	-100.00%
Total		110,893	112,773	113,740	115,237	115,215	0	-100.00%
515400				2020	2020	2021	% Change	
Operating				Budget	Estimated	Proposed	2020/2021	
		2017	2018	2019				
210	Professional Services—Assessments	13,500	13,500	13,500	13,500	13,500	80,000	492.59%
219	Revaluation	0	0	6,500	10,000	10,000	10,000	0.00%
225	Telephone	179	177	180	200	181	200	0.00%
310	Office Supplies	903	153	194	300	225	0	-100.00%
312	Computer Supplies	3,884	4,207	4,347	4,515	4,300	4,400	-2.55%
320	Publications and Dues	305	320	240	240	260	0	-100.00%
323	State of Wisconsin Fees	1,592	1,506	1,502	1,600	1,475	1,550	-3.13%
330	Training & Travel	946	977	824	1,100	250	0	-100.00%
Total		21,309	20,840	27,287	31,455	30,191	96,150	205.67%
Total Expenditures		132,202	133,613	141,027	146,692	145,406	96,150	-34.45%
Revenues				2020	2020	2021	% Change	
		2017	2018	2019	Budget	Estimated	Proposed	2020/2021
461153	Assessor's Office Fees	5,505	6,675	6,385	5,500	6,000	5,800	5.45%
Total		5,505	6,675	6,385	5,500	6,000	5,800	5.45%
Net Cost of Program				2020	2020	2021	% Change	
		2015	2017	2019	Budget	Estimated	Proposed	2020/2021
		126,697	126,938	134,642	141,192	139,406	90,350	-36.01%

Assessor's Office								
515400					2020	2020	2021	% Change
Personnel		2017	2018	2019	Budget	Estimated	Proposed	2020/2021
111	Salaries	72,634	74,354	75,836	77,057	77,057	69,000	-10.46%
135	Sick Payout	875	801	839	750	750	0	-100.00%
151	Social Security	5,135	5,262	5,372	6,097	6,097	5,279	-13.42%
152	Retirement	5,180	5,095	5,094	5,380	5,380	4,658	-13.42%
154	Health Insurance	21,892	22,013	21,571	21,236	21,236	22,145	4.28%
155	Life Insurance	68	70	83	89	67	67	-25.06%
159	Longevity	1,701	1,764	1,827	1,890	1,890	0	-100.00%
165	Workers' Comp. Insurance	3,408	3,414	3,118	2,738	2,738	2,738	0.00%
Total		110,893	112,773	113,740	115,237	115,215	103,887	-9.85%
515400					2020	2020	2021	% Change
Operating		2017	2018	2019	Budget	Estimated	Proposed	2020/2021
210	Professional Services—Assessments	13,500	13,500	13,500	13,500	13,500	8,500	-37.04%
219	Revaluation	0	0	6,500	10,000	10,000	10,000	0.00%
225	Telephone	179	177	180	200	181	200	0.00%
310	Office Supplies	903	153	194	300	225	300	0.00%
312	Computer Supplies	3,884	4,207	4,347	4,515	4,300	4,400	-2.55%
320	Publications and Dues	305	320	240	240	260	260	8.33%
323	State of Wisconsin Fees	1,592	1,506	1,502	1,600	1,475	1,550	-3.13%
330	Training & Travel	946	977	824	1,100	250	900	-18.18%
Total		21,309	20,840	27,287	31,455	30,191	26,110	-16.99%
Total Expenditures		132,202	133,613	141,027	146,692	145,406	129,997	-11.38%
Revenues		2017	2018	2019	2020	2020	2021	% Change
		Budget	Estimated	Proposed	2020/2021			
461153	Assessor's Office Fees	5,505	6,675	6,385	5,500	6,000	5,800	5.45%
Total		5,505	6,675	6,385	5,500	6,000	5,800	5.45%
Net Cost of Program		2015	2017	2019	2020	2020	2021	% Change
		Budget	Estimated	Proposed	2020/2021			
		126,697	126,938	134,642	141,192	139,406	124,197	-12.04%

Responsibilities Include:

- Complete in-house revaluations, as necessary, on all parcels to maintain fair and equitable assessments
- Preparation and completion of Municipal Assessment Reports (MAR), TIF Assessment Reports (TAR) and Exempt Computer Report (ECR) to the Department of Revenue
- Prepare and complete a detailed Annual Assessment Report (AAR) after Board of Review has adjourned detailing all assessment information on all properties.
- Hold Open Book and Board of Review as required by State Statutes
- Validate sale information with an interior inspection to verify and update the property record card and review Wisconsin Realty Transfer Returns and listings
- Enter assessment information into the eRETR system and electronically submit assessment information to the Department of Revenue regarding all sales
- Assessment of all property in the city; inspect and review all properties that were issued permits for the current year, any partial assessments from the prior year and any requests for review to determine values
- Create, delete and update property record card and plat maps per Register of Deeds changes.
- Annually field verify the personal property accounts and maintain an annual updated list of businesses for personal property reporting
- Provide Real Estate Sales list on a monthly basis, along with assessment information to interested parties
- Prepare lists of property owners within 300 ft. of subject property for Public Hearings and detour routes
- Complete requests for Special Assessment letters

Department Services Indicators	2018	2019	2020 Estimated	2021 Projected
Provide Real Estate Sales List on Monthly Basis	20	25	18	18
Special Assessment Letters	228	185	182	180
Complete Wisconsin Realty Transfer Returns from the Department of Revenue	366	368	433	430
Field Inspections	575	517	528	515
Number of Board of Review Assessment Challenges	0	0	0	2
Number of Personal Property Accounts	391	449	448	445
Number of Assessable Parcels (2020 Total RE + PP + Exempt = 5,103)	4,786	4,812	4,810	4,837
Sketches Drawn—New Construction/Additions	91	100	95	95
Photos Taken—New Construction/Changes	120	125	112	125
Number of Open Book Cases	20	18	15	21

Performance Measures:

Service Area	Objective	Efficiency Measure	Target 2018/2019	Target 2019/2020	Target 2020/2021
City Assessor's Office	Efficient Municipal Government	Cost of Assessment Per Parcel	\$24.93	\$24.47	\$25.37 Estimated
City Assessor's Office	Efficient Municipal Government	Equalized Property Value Per Capita	\$115,881	\$123,262	\$133,164 Estimated

2020 Significant Accomplishments:

- Start talking to Assessment Technologies on changes to software since the last revaluation
- Begin making any changes in advance to assessment information on the computer to help the transition into the revaluation go smoother

2021 Objectives to be Accomplished:

- Continue working with Assessment Technologies on changes to software since last revaluation and what needs to be completed with the change-over.
- Continue making any changes in advance to assessment information on the computer to help the transition into the revaluation go smoother.

Long Term Objectives:

- Completion of City-wide revaluation

Budget Variances:

- City Assessor retiring – last day 10/1/2020.

ESTIMATED COSTS AND DATES FOR FUTURE REVALUATIONS

	2007	\$54,708.82
	2008	\$10,000.00
	2009	\$2,000.00
	2010	\$6,724.95
	2011	\$10,000.00
	2012	\$10,000.00
	TOTAL	\$93,433.77
	PARTIAL REVAL 2013	-\$16,500.00
	TOTAL	\$76,933.77
	2013	\$10,000.00
	2014	\$10,000.00
	2015	\$10,000.00
	2016	\$10,000.00
	2017	\$0.00
	2018	\$0.00
	2019	\$10,000.00
	2020	\$10,000.00
	2021	\$10,000.00
	TOTAL	\$146,933.77
	REVAL FOR 2022	-\$50,000.00
	2022	\$15,000.00
	TOTAL	\$111,933.77
	2023	\$15,000.00
	2024	\$15,000.00
	2025	\$15,000.00
	2026	\$15,000.00
	2027	\$15,000.00
	TOTAL	\$186,933.77
7/2/2020 CURRENT BALANCE \$116,800.00	FULL INTERIOR REVAL FOR 2027 -	ESTIMATED COST \$120,000