

**CITY OF CEDARBURG
MEETING OF COMMON COUNCIL
APRIL 21 – 7:00 P.M.**

An organizational meeting of the Common Council of the City of Cedarburg, Wisconsin, will be held on **Tuesday, April 21, 2020** at 7:00 p.m. This 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 Michael O’Keefe
2. MOMENT OF SILENCE
3. PLEDGE OF ALLEGIANCE
4. ROLL CALL: Present – Common Council – Mayor Michael O’Keefe, Council Members Sherry Bublitz, Jack Arnett, Kristin Burkart, Rick Verhaalen, Garan Chivinski, Patricia Thome, Barbara Lythjohan
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. OATHS OF OFFICE

1 st Aldermanic District	-	Sherry Bublitz
3 rd Aldermanic District	-	Kristin Burkart
5 th Aldermanic District	-	Garan Chivinski
7 th Aldermanic District	-	Barbara Lythjohan
8. ELECTION OF COMMON COUNCIL PRESIDENT
9. ELECTION OF COMMON COUNCIL REPRESENTATIVE TO PLAN COMMISSION
10. NEW BUSINESS
 - * A. Designation of City's official newspaper for ensuing year; and action thereon
 - *** B. Consider License Applications; and action thereon

1. Consider approval of new Operators License applications for the period ending June 30, 2020 for Summer L. Cielak

11. REPORTS OF CITY OFFICERS AND DEPARTMENT HEADS

- * A. Administrator's Report

12. COMMUNICATIONS

- ** A. Comments and suggestions from citizens
- B. Comments and announcements by Council Members
- C. Mayor's Report

13. ADJOURN TO CLOSED SESSION

It is anticipated the Common Council will adjourn to closed session pursuant to State Statute 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, Item 13A) and pursuant to State Statute 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (more specifically, item 13B):

- A. Discussion of Highway 60 Business Park
- B. Update on Prochnow Landfill
- C. Approval of March 9 and March 30, 2020 closed session minutes

14. RECONVENE TO OPEN SESSION

15. 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.

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

4/16/20 adk



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: April 21, 2020

ITEM NO: 10. B.

TITLE: Consider designation of City's Official Newspaper for ensuing year; and action thereon

ISSUE SUMMARY: According to Wis. Stat. 985.06(2), cities are required to designate newspapers for the publication of Council proceedings and other city legal notices. Such newspapers must be published in the City, although a fourth class city in which there is no eligible paper published may designate a newspaper published in the county and having a general circulation in the city. Currently Cedarburg is a 4th class city.

No other newspapers have expressed an interest in becoming the City's Official Newspaper.

STAFF RECOMMENDATION: Designate *News Graphic* as the Official Newspaper. This is the same newspaper as designated last year.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

N/A

BUDGETARY IMPACT: The cost of publications in 2019 was approximately \$3500. A change in State law now permits municipalities to publish summaries of ordinances, rather than the entire text. This has helped to keep publishing costs down during the last several years.

ATTACHMENTS: N/A

INITIATED/REQUESTED BY: Amy Kletzien, Deputy City Clerk

FOR MORE INFORMATION CONTACT: Amy Kletzien, Deputy City Clerk



City of Cedarburg

City Administrator's Report

April 16, 2020

Department News

The following information is provided to keep the Common Council and staff informed on some of the activities and events of the City. Points of clarification may be addressed during the City Administrator's Report portion of the agenda; however, if discussion of any of these items is necessary, placement on a future Council agenda should be directed.

Engineering & Public Works — The 2020 Street and Utility project began on April 15 in Willowbrooke with watermain work.

A meeting was held on Monday to review the restoration work on the Highland Lift Station. The Highland Road bridge will be closed through the end of April.

The sewer and water service is complete for the Cedarburg Trails Condominiums and private construction will start next.

Work is continuing on the development of the Hwy. 60 Business Park. Director Wiza and General Manager Lythjohan are working on easements.

The holding tank agreement for the Zarling property needs to be recorded with the Register of Deeds before it can be installed.

The Woolen Mill dam work is progressing slow. Graef is working with the DNR on the details of the plans.

The Public Works Department is working on trash collection, brush pick up, yard waste site, tree planting, pothole repair and park maintenance. Superintendent Bublitz is working on truck replacements.

Parks, Recreation & Forestry— The Department is providing virtual recreation activities and launched a virtual 50K run over a one month period with 50 participants to-date.

The Department is accepting online registration for the Summer Playground program beginning April 15 at 8:30 a.m.

The softball program will begin two weeks later than planned on May 21. Summer recreation programs that are scheduled for June will take place as planned.

The delivery of the new Behling Field scoreboard has been delayed. New computers with updated software were installed at the Community Pool. Pickleball and tennis courts will be set up soon. City park paths and the Interurban trail remain open.

Treasurer—Finance Director/Treasurer Mertes is reviewing the draft audit report and working on the management and discussion for the report. The year-end report was distributed to City staff and Council on Friday, April 10.

Fire Department— A decision will be made soon as to whether or not Maxwell Street Days will be held on May 24.

Police— The hiring process for three officers has been put on hold. The Police Department was awarded two State Grants—\$3,800 for two new radar units and \$59,000 for the 911 system upgrade.

Clerk — The Department is in the final stages of closing the April 7 Spring Election & Presidential Preference Primary. The Board of Canvas was held on Monday, April 13.

Assessor—Personal property notices have been mailed. Open Book is scheduled for April 27 and the Board of Review is scheduled for May 20.

Library— The Directors of the Monarch Library Systems met to plan for the re-opening of the Libraries. Van deliveries between libraries will start at three days per week.

The Summer Reading program will take place with some virtual options. Scheduled programs may be held in the parks instead of the Library.

Extra cleaning is being done in the Library, including the carpets, furniture and windows.

Water Recycling Center— The Department is conducting a four-week filter test pilot with increased lab testing. Sewer repair took place this week on Pioneer Road.


Building Inspection— Building Inspector Baier checked in on the work being done at the Schools.

Light & Water— The Utility is in the final stage of hiring one office person and a lineman. Workers will return to a full working crew at one time on April 20, while following safe distancing guidelines.

City Administrator—Thank you to everyone, including Emergency Management, poll workers, volunteers, and employees who helped to execute a safe Spring Election on April 7.

A transition plan will be developed to re-open City buildings and restore City services for May depending on State and Ozaukee County Health directives.

Respectfully submitted,



Mikko Hilvo
City Administrator