

**CITY OF CEDARBURG/TOWN OF CEDARBURG  
JOINT COMMON COUNCIL AND TOWN BOARD MEETING  
FEBRUARY 16, 2021 – 8:00 P.M.**

A joint meeting of the Common Council of the City of Cedarburg, Wisconsin and the Town Board of the Town of Cedarburg, Wisconsin will be held on Tuesday, February 16, 2021, at 8:00 p.m. at City Hall, W63 N645 Washington Avenue, Cedarburg, WI. This meeting will also be held online via 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](mailto: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, Common Council Members Jack Arnett, Rick Verhaalen, Patricia Thome, Sherry Bublitz, Kristin Burkart, Barbara Lythjohan and Robert Simpson.  
  
Town Board – Chairman David Salvaggio, Supervisors Wayne Pipkorn, Bill Wattson, Gary Wickert, Thomas Esser  
  
Also Present: Chief Vahsholtz, Town Administrator Eric Ryer, City Administrator Mikko Hilvo
5. STATEMENT OF PUBLIC NOTICE
6. JOINT MEETING WITH THE CEDARBURG TOWN BOARD TO CONSIDER THE FOLLOWING ITEMS:
  - A. Consider hiring a Deputy Chief and one (1) Firefighter/AEMT; and action thereon
  - B. Consider forming an Ad Hoc City/Town Fire and EMS Committee; and action thereon
7. 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.

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

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*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.*

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*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.

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To request reasonable accommodation, contact the Clerk's Office,  
(262) 375-7606, email: [cityhall@ci.cedarburg.wi.us](mailto: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](mailto: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](mailto: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](mailto: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](mailto:mhilvo@ci.cedarburg.wi.us), (262) 375-7917.

## CITY OF CEDARBURG

**MEETING DATE:** February 16, 2021

**ITEM NO:** 6.A.

**TITLE:** Consider hiring a Deputy Chief and one (1) Firefighter/AEMT

**ISSUE SUMMARY:** Cedarburg Fire Department has budgeted to hire two (2) Firefighter/AEMT's. The first hire was planned for June of 2020 and the second is planned for June of 2021. At this time no additional Firefighter/AEMT's have been hired. The department currently has a part-time Chief and a full-time Fire Inspector/AEMT along with volunteers that respond to calls. The goal of hiring two (2) additional Firefighter/AEMT's was to help with our response to EMS calls. After further discussions with our Fire Department leadership team and evaluation of the departments organizational structure we are proposing to hire a Deputy Chief (salaried position) to assist the Chief in the management of the department and responding to EMS calls. It will be valuable to have a Deputy Chief that can assist the Chief in developing a plan for the future growth of the fire department and also able to respond to Emergency Calls.

The additional Firefighter/AEMT would be hired in July of 2021 with a plan of having three (3) full-time staff in 2022 that will be able to respond to calls in a timely manner.

**STAFF RECOMMENDATION:** Staff recommends hiring a Deputy Chief in April of 2021 and a Firefighter/AEMT in July of 2021.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:** None

**BUDGETARY IMPACT:** None in 2021.

**Recommended for 2021:**

Fire Inspector/Firefighter/AEMT: \$60,000 (Current \$58,000) - Budgeted for 12 months in 2021 with benefits - \$93,408.56  
Deputy Chief/Firefighter/AEMT: \$62,500 - Budget for 9 months with benefits - April start date - \$72,508  
Firefighter/AEMT: \$48,500 - Budget for 6 months with benefits - July start date - \$40,308  
Total estimated for 2021: \$206,224.56

**Current 2021 Budget:**

Staff Salaries with benefits (Not including Chief): \$212,644.38  
Potential Cost Savings in 2021: \$6419.82

**2022 Budget with 3 full-time staff with 2% COLA (Not Including Chief)**

Total with Benefits: \$273,637.51  
Increase from 2021: \$60,993.13  
Town: 36.11% = \$20,024.62 increase  
City: 63.89% = \$40,968.51 increase

**ATTACHMENTS:** Average salaries for Combination Volunteer/Career Departments in Wisconsin

**INITIATED/REQUESTED BY:** Chief Vahsholtz, City Administrator Hilvo, Town Administrator Ryer

**FOR MORE INFORMATION CONTACT:** Chief Vahsholtz, City Administrator Hilvo, Town Administrator Ryer

**Average salaries for Combination Volunteer/Career) Departments in Wisconsin**

Firefighter starting \$50,791

Firefighter top \$59,898

Lt. Starting \$71,401

Lt. Top \$71,764

Fire Inspector \$68,335

Deputy Chief \$80,627

Battalion Chief \$89,675

## CITY OF CEDARBURG

**MEETING DATE:** February 16, 2021

**ITEM NO: 6.B.**

**TITLE:** Consider forming an Ad Hoc City/Town Fire and EMS committee

**ISSUE SUMMARY:** After the completion of the fire consolidation study it will be important for us to evaluate our Fire/EMS services and work on an action plan moving forward. We are proposing to create an Ad Hoc committee consisting of City and Town representatives that will work on a plan and also begin discussions on our shared services agreement. The suggested members would be the Fire Chief or Deputy Chief, one (1) City Council Member, one (1) Town Board Member, two (2) City Residents, and two (2) Town Residents.

**STAFF RECOMMENDATION:** Recommend forming a joint Ad Hoc Fire/EMS committee.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

**BUDGETARY IMPACT:** None

**ATTACHMENTS:** None

**INITIATED/REQUESTED BY:** Town Administrator Ryer, City Administrator Hilvo, Chief Vahsholtz

**FOR MORE INFORMATION CONTACT:** Chief Vahsholtz, Town Administrator Ryer, City Administrator Hilvo