

**CITY OF CEDARBURG
COMMON COUNCIL
DECEMBER 13, 2021**

**CC20211213-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, December 13, 2021, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers, and online utilizing the Zoom app.

Mayor O’Keefe called the meeting to order at 7:00 p.m.

Roll Call: Present - Mayor Michael O’Keefe, Council Members Jack Arnett, Barbara Lythjohan, Robert Simpson, Kristin Burkart, Rick Verhaalen, Patricia Thome

Excused – Council Member Sherry Bublit

Also Present - City Administrator Mikko Hilvo, Attorney Michael Herbrand, City Clerk Tracie Sette, City Engineer Mike Wieser, Cedarburg Light & Water General Manager Dale Lythjohan, Cedarburg Light & Water Superintendent Tim Martin, Water Recycling Center Lead Operator Dennis Grulkowski, news media and interested citizens.

STATEMENT OF PUBLIC NOTICE

At Mayor O’Keefe’s request, City Clerk Sette 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.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

APPROVAL OF MINUTES

A motion was made by Council Member Thome, seconded by Council Member Burkart, to approve the November 29, 2021 Common Council minutes. Motion carried without a negative vote with Council Member Bublit excused.

NEW BUSINESS

DISCUSSION AND POSSIBLE ACTION FOR REQUEST TO CONTRACT WITH SYMBIONT ENGINEERING FOR SERVICES TO MANAGE THE 5-YEAR ADAPTIVE MANAGEMENT PROGRAM STARTING IN 2022

The Water Recycling Center will be receiving a new permit in April 2022. This permit will be based on participation in an Adaptive Management Program that has been submitted to the DNR, and is awaiting approval from the EPA. The proposal includes management and report preparation for all items listed in the proposal from Symbiont Engineering. Symbiont has been crucial in the development of this program and partnered with the City in preparing the last permit.

A motion was made by Council Member Thome, seconded by Council Member Burkart, to approve the contract with Symbiont Engineering for services to manage the 5-year Adaptive Management Program starting in 2022. Motion carried without a negative vote with Council Member Bublitz excused.

DISCUSSION AND POSSIBLE ACTION ON REQUEST TO CONTRACT WITH RUEKERT & MIELKE ENGINEERING FOR DESIGN WORK TO UPGRADE DORCHESTER LIFT STATION

The Water Recycling Center will be upgrading the Dorchester Lift Station to eliminate safety issues of confined space by replacing the control panel and generator with an enclosed Arrow building. This new building will include all the controls and generator in arc-flash safe panels. Replacement of old pumps with new efficient submersible pumps which can be removed from the top of the well will also be completed.

A motion was made by Council Member Burkart, seconded by Council Member Thome, to approve of contracting with Ruekert & Mielke Engineering for design work to upgrade Dorchester Lift Station. Motion carried without a negative vote with Council Member Bublitz excused.

DISCUSSION ONLY ON ORDINANCE NO. 2021-29 REQUIRING LEAD SERVICE LINE REPLACEMENTS

Cedarburg Light & Water General Manager Lythjohan explained that the City is currently in full EPA compliance with respect to lead in the drinking water. Tests are conducted every three (3) years. The DNR is expected to tighten restrictions in the future; so the City is seeking to proactively replace all lead-based laterals to minimize any future risk. The Water Utility and City Engineer collaborated to draft an ordinance requiring private homeowners to replace their water service lateral. Having an ordinance on file will allow the City/Utility to apply for funds from the State or Federal resources to offset most of the cost to individual customers. Construction inspection costs are not allowed to be funded by any grant. As a result, the ordinance is drafted for individual homeowners to pay \$500 to offset the cost of inspection. All other costs would be paid by available grant funds. Sewer laterals may be replaced at no cost to the City if the laterals are located within close proximity to the water laterals.

Cedarburg Light & Water General Manager Lythjohan discussed a goal of replacing approximately 200 laterals each year. The details must still be finalized.

A few Council Members expressed concern over the homeowner's potential responsible portion of \$500.00 and would like to see a payment plan developed for homeowners. Another possibility is allowing for a special assessment, but these details will need to be resolved. The Council will finalize the homeowner's portion at a meeting in January.

The goal of this presentation was to seek Council input; therefore, no official action was taken.

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE NO. 2021-30 DECLARING ONE-WAY STREETS IN HIDDEN GROVE SUBDIVISION ON MAGNOLIA COURT, NORTH OF SUSAN LANE.

The Hidden Grove Subdivision, located north of Susan Lane, would benefit greatly from allowing traffic to flow in only one direction. City staff recommended that Magnolia Court be declared a one-way street. The Police Department and Public Works Commission support this request.

A motion was made by Council Member Burkart, seconded by Council Member Thome, to approve Ordinance No. 2021-30 declaring a one-way street in Hidden Grove subdivision on Magnolia Court. Motion carried without a negative vote with Council Member Bublitz excused.

DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF 2022-2023 ELECTION WORKERS

Clerk Sette explained to the Council that Election Inspectors need to be certified every two years. The list of current Election Inspectors for the 2022-2023 election cycle was included in the Council packet.

A motion was made by Council Member Arnett, seconded by Council Member Verhaalen, to approve the 2022-2023 Election Inspectors. Motion carried without a negative vote with Council Member Bublitz excused.

DISCUSSION AND POSSIBLE ACTION ON THE USE OF AMERICAN RESCUE PLAN (ARP) FUNDS

The Tourism, Promotion, and Development Committee (TP&D) is requesting funding for increased hours for the Tourism Coordinator and branding, marketing, and tourism promotion. Currently, the Chamber is working to create a new *Visit Cedarburg* website, increasing the City's presence in the Chicago and Minneapolis markets, creating new branding materials, and enhancing tourism offerings. Currently, the tourism coordinator position was created for an 18-hour work week which does not provide adequate time to accomplish the goals that have been set forth for tourism, promotion and development. The funds would be used to increase the hours of the Tourism Coordinator to 30 hours per week for the next three (3) years which equates to \$31,000. The room tax funds provided to TP&D will continue to fund the 18-hour position which is already budgeted. After three (3) years, funding for this position will be completed through increased room tax revenue and/or future grants. The additional \$9,000 will be used by TP&D for branding, marketing, and tourism promotion to include the creation of ads that will be featured in targeted markets, creation of brand videos featuring Cedarburg as a tourist location, and increased brand awareness.

Administrator Hilvo explained that the City will not be responsible for the funding of this position.

Council Member Thome would like to see the Chamber Event Coordinator position added back in.

A motion was made by Council Member Arnett, seconded by Council Member Burkart, to approve the Tourism, Promotion, and Development allotment of ARP funds for \$40,000 for the uses outlined on the blue sheet (specifically to increase the hours of the Tourism Coordinator position to 30 hours to accomplish the creation of a new Cedarburg website, increasing presence in the Chicago and Minneapolis markets, creating new branding materials, & enhancing tourism offerings). Motion carried without a negative vote with Council Member Bublitz excused.

A discussion occurred about the additional Chamber position, however, that item was not listed on the

ARP spreadsheet. The Chamber once had a Chamber Events Coordinator position (pre-Covid times). Council Member Thome would like to see this position added to the ARP worksheet. Council Member Arnett questioned the amount of funding required for both positions and would like to discuss both positions at the January 10th meeting.

A five (5) minute recess took place to review the previous motion made and confirmation of the Council vote. Motion stands.

Clerk Sette explained with four (4) elections, including the Governors election in November, it will be important to look at ways to improve how elections are run and be able to decrease the amount of staff time required for each election. The \$25,000 request will be used to purchase Badger Books software which is an electronic poll book system. The response from other communities utilizing badger books for elections has been overwhelmingly positive.

Clerk Sette summarized the significant savings of Election Worker salaries, pre and post-election set up, and the amount of paper required.

A motion was made by Council Member Verhaalen, seconded by Council Member Thome, to approve the purchase of Badger Books in the amount of \$25,963. Motion carried without a negative vote with Council Member Bublitz excused.

DISCUSSION AND POSSIBLE ACTION ON LICENSE/PERMIT APPLICATIONS

A motion was made by Council Member Verhaalen, seconded by Council Member Burkart, to approve the New Operator License applications for the period ending June 30, 2022 for Megan E. Gerner and Veronica M. Hammes. Motion carried without a negative vote with Council Member Bublitz excused.

DISCUSSION AND POSSIBLE ACTION ON PAYMENT OF BILLS DATED 11/24/2021 THROUGH 12/03/2021, TRANSFERS FOR THE PERIOD 11/20/2021 THROUGH 12/08/2021 AND PAYROLL FOR PERIOD 11/14/2021 THROUGH 11/27/21.

A motion was made by Council Member Burkart, seconded by Council Member Thome, to approve the payment of bills dated 11/24/2021 through 12/03/2021, transfers for the period 11/20/2021 through 12/08/2021, and payroll for period 11/14/2021 through 11/27/2021. Motion carried without a negative vote with Council Member Bublitz excused.

ADMINISTRATOR'S REPORT

The Administrator's report was included in the Council packet. Administrator Hilvo explained the City Hall custodial position has been reposted with flexible hours.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Arnett shared that Cedarburg has a renowned brand recognized nation-wide as evidenced on his trip to Florida.

MAYOR'S REPORT

Mayor O'Keefe read the obituary for Robert Thompson who lived in Cedarburg during the 70's and 80's and served as Alderperson in District (7) for ten (10) years.

ADJOURNMENT

A motion was made by Council Member Arnett, seconded by Council Member Burkart, to adjourn the meeting at 8:48 p.m. Motion carried without a negative vote with Council Member Bublitz excused.

Tracie Sette
City Clerk