

**CITY OF CEDARBURG
COMMON COUNCIL
February 14, 2022**

**CC20220214-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, February 14, 2022 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 7:16 p.m.

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

Excused - Council Member Robert Simpson

Also Present - City Administrator Mikko Hilvo, City Attorney Michael Herbrand, Deputy City Clerk Amy Kletzien, Director of Engineering and Public Works Mike Wieser, Library Director Linda Pierschalla, Public Works Superintendent Joel Bubnitz, Water Recycling Center Superintendent Dennis Grulkowski, Public Works Crewperson Jason Scheer, Chamber of Commerce Director Maggie Dobson, interested citizens and news media

STATEMENT OF PUBLIC NOTICE

At Mayor O’Keefe’s request, Deputy City Clerk Kletzien 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. Citizen’s 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

Motion made by Council Member Lythjohan, seconded by Council Member Bubnitz, to approve the January 31, 2022 Common Council minutes. Motion carried without a negative vote with Council Member Simpson excused.

PRESENTATION BY KATIE KUBIAK ON CREATING AN ACCESSIBLE CEDARBURG

Katie Kubiak of Cedarburg presented “Creating an Accessible Cedarburg” to the Common Council.

Introduction

In her evaluation of 73 buildings in downtown Cedarburg, she found that only 21 buildings (28.77%) were completely accessible to those with mobility impairments. The accommodation of staff was overwhelmingly positive and attempted to troubleshoot and took an interest in accessibility and improving it going forward.

Proposition

Katie explained the Landmarks Preservation (Chapter 186) and the Americans with Disabilities Act (ADA) and stated that State and local governments are required to ensure complete accessibility to those with disabilities: Services, Programs, and Activities. Businesses and non-profit organizations must remove architectural barriers when it is “readily achievable.” Priorities should include an accessible approach & entrance, access to goods and services, and access to public toilet restrooms. She suggested that the City formulate a plan to make it more accessible by devising individualized plans, establishing a timeline, and raising funds through community support, and keep disabled people in the conversation.

Significance

Making buildings accessible is important because 15% of the world’s population has some sort of disability (World Bank) and this includes children, teenagers, and young adults whose accessibility relates to their ability to exist in society. Accessibility = Equality and Accessibility is a basic human right. Continued inaccessibility occurs simply because people are unaware.

Conclusion

Katie concluded by explaining how inaccessibility perpetuates ableism:

- Prevents inclusion, hassle-free errands, and imperative social outing for disabled teenagers and children.
- Denotes (even inadvertently) that disabled people are unworthy

Effects of inaccessibility include...

- Dependence on others
- Diminished self-esteem
- Isolation

Katie challenged the Council to see this situation through the lens of the disabled population and to consider how they can make places they frequent more accessible and seek out opportunities to make a change.

The Common Council accepted Katie Kubiak’s challenge and thanked her for her presentation. It was suggested that she make her presentation to the Landmarks Commission.

NEW BUSINESS

DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 2022-07 HONORING ERIC HACKERT, SUPERINTENDENT OF WATER RECYCLING CENTER

This item is postponed to the March 14 meeting when Eric Hackert is available to attend the meeting.

DISCUSSION AND POSSIBLE ACTION ON APPOINTMENT OF DOUG EDMUNDS AND MARILYN MULLEN AS ELECTION INSPECTORS

Motion made by Council Member Arnett, seconded by Council Member Burkart, to approve the appointment of Doug Edmunds and Marilyn Mullen as election inspectors. Motion carried without a negative vote with Council Member Simpson excused.

DISCUSSION AND POSSIBLE ACTION ON CONTRACT PROPOSAL FROM GRAEF TO COMPLETE A DAM INSPECTION FOR WOOLEN MILLS DAM

Director of Engineering and Public Works Wieser explained that the Wisconsin DNR has informed the City that a dam inspection is needed for the Woolen Mills Dam. Staff requested and received a proposal from Graef for an estimated \$3,300 to complete the inspection.

He further explained that Graef is currently finalizing the dam break failure analysis for the Woolen Mills Dam, which was required by the DNR in late 2020. The results of the failure analysis will dictate to what extent an increase in capacity might be required and thus the extent of dam repairs and/or modifications. Due to this slow-moving process the DNR will be granting the City another extension of the dam grant.

Motion made by Council Member Bublitz, seconded by Council Member Lythjohan, to approve the contract proposal from Graef to complete a dam inspection for Woolen Mills dam in an amount not to exceed \$3,300. Motion carried without a negative vote with Council Member Simpson excused.

DISCUSSION AND POSSIBLE ACTION ON AWARD OF CONTRACT FOR HILTOP DRIVE ROADWAY CONNECTION CONTRACT

Director Wieser explained that staff advertised and received bids for the Hilltop Drive roadway connection work. This contract entails the roadway connection of Forward Way to Hilltop Drive as required in the amended MOU with the DOT and pulverizing and relaying of the asphalt on Hilltop Drive from the current dead end to Sycamore Drive as was agreed upon in the Intergovernmental Agreement with the Town. The contract also entails pulverizing and relaying of the asphalt on Hilltop Drive from Sycamore Drive to STH 60 for which the Town will reimburse the City. A total of five bids were received, with the low bid submitted by All-Ways Contractors, Inc. for \$463,381.85.

In answer to Council Member Burkart's question, Director Wieser explained that the project is over budget because the estimate was done two – three years ago, before the Hilltop Drive connection was considered as part of the project.

Motion made by Council Member Arnett, seconded by Council Member Bublitz, to award the Hilltop Drive Roadway connection contract to All-Ways Contractors, Inc. in the amount of \$463,381.85 contingent upon an accepted MOU with the Town of Cedarburg. Motion carried without a negative vote with Council Member Simpson excused.

DISCUSSION AND POSSIBLE ACTION ON THE USE OF ARPA FUNDS

City Administrator Hilvo explained that with the direction from the Common Council to help our local businesses and provide support to our residents, staff has developed a plan for the use of ARPA funds to best maximize their use and provide long term value to the City. Many of the projects being presented are Capital improvement projects that will have the most impact to all residents.

Chamber funding for a full-time staff member: \$60,000 (Tourism and Small Business Assistance)

City Administrator Hilvo stated the best way to have the biggest impact on our local businesses is by providing our local Chamber the funding they need to have proper staffing levels to increase tourism and provide support to City of Cedarburg businesses. By adding an additional full-time staff member to the Chamber, they will be able to manage the new Visit Cedarburg website, increase the use of our new brand, and manage the CedaLight program. In addition, this provides the Chamber Executive the opportunity to focus on other business assistance and economic development.

In answer to Council Member Verhaalen's question, Director Dobson stated that the Chamber of Commerce has 348 members (80% are located within the Cedarburg zip code and 20% consists of Ozaukee County non-profits, realtors, and banks).

Council Member Burkart stated that this has been discussed at the Economic Development Board level and she learned that this is not to benefit the Chamber members as much as the Tourism, Promotion and Development Committee.

Director Dobson explained that the Chamber of Commerce houses the Tourism, Promotion, and Development (TP&D) entity and it is a Chamber driven process that they manage. It is a joint effort, and it has worked well. Their goal is all encompassing to protect and preserve Cedarburg.

Council Member Thome stated that Cedarburg is destination driven and requires promotion. This funding will benefit the City as a whole.

In answer to Council Member Arnett's question, Director Dobson explained that this is a one time request. Their budget has been significantly impacted by the loss of events and programs that are used as fundraising, due to COVID. Council Member Arnett encouraged Director Dobson to approach the Town of Cedarburg for a contribution also.

Council Member Bublitz stated that the community is on the cusp of wanting to be mobile again and it makes sense to spend this money on the City.

Council Member Thome opined that this funding will broaden the City's efforts to support all businesses.

Council Member Verhaalen stated that he was in favor of spending ARPA funds on items that lessen the burden of the taxpayers.

City Administrator Hilvo explained that ARPA funds is Federal money that was given to the City to be a conduit in helping the local economy.

Motion made by Council Member Burkart, seconded by Council Member Bublitz, to approve Chamber of Commerce funding for a full-time staff member (\$60,000/Tourism & Small Business Assistance). Motion carried with Council Members Bublitz, Arnett, Burkart, Thome and Lythjohan voting aye, Council Member Verhaalen opposed, and Council Member Simpson excused.

TP&D Cedalight Program: \$10,000 (Tourism and Small Business Assistance)

A decision on the TP&D Cedalight program for \$10,000 was tabled to a later date. Council Member Burkart suggested that the program name be changed to CedarBright or something similar.

Library Chromebooks: \$4,540 (Revenue Replacement) – Replace Public Internet Workstations: \$6,980 (Revenue Replacement)

Director Pierschalla requested \$4,540 to provide rugged touchscreen Chromebooks for use in Library drop in activities in their MakerLab, Youth TinkerLab, and Teen TinkerLab. Also, to have them available for large group TEM programs for all ages and make them available for checkout as part of their Library of Things collection.

In answer to Council Member Bublitz's question, Director Pierschalla explained that the current Chromebooks are not being checked out because they are in poor condition; however, the hotspots are always checked out. Council Member Bublitz stated that even though we are an affluent community, the true reality is that people use these computers and there is a need for them.

Director Pierschalla requested \$6,980 to replace public internet workstations because they currently have old public internet workstations, which are of a design that no longer meets their needs for flexibility and the ability to provide unique and diverse collaboration spaces for the public and staff. They need ten new more powerful machines in a form factor that meets their new expectations and fulfills their plans and goals for the future. This will also help Workforce Development aid individuals in finding jobs and ultimately help the business community.

Motion made by Council Member Arnett, seconded by Council Member Lythjohan, to approve Library Chromebooks (\$4,540/Revenue Replacement) and replacement of public internet workstations (\$6,980/Revenue Replacement). Motion carried without a negative vote with Council Member Simpson excused.

Engineering – Plotter: \$9,000 (Revenue Replacement)

Director Wieser explained that the funds will be used to replace their existing plotter with a new plotter/scanner. The old plotter is no longer functional and would require \$1,800 to fix. The new plotter will allow them to replace two machines with one. The new plotter would also have scanning and copying capabilities, which would give them the capability to scan old plan sets and have them available digitally.

Motion made by Council Member Arnett, seconded by Council Member Thome, to approve a plotter for Engineering (\$9,000/Revenue Replacement). Motion carried without a negative vote with Council Member Simpson excused.

City Hall AC Unit: \$160,000 (Revenue Replacement)

City Administrator Hilvo explained that the AC unit for the City Hall building has been approved by the Common Council for replacement this year. By utilizing ARPA funds for this Capital project, the City would avoid having to borrow for the replacement.

Motion made by Council Member Bublitz, seconded by Council Member Burkart, to approve City Hall AC Unit (\$160,000/Revenue Replacement). Motion carried without a negative vote with Council Member Simpson excused.

Public Works – Sweeper/Cleaner Unit: \$88,000 (Revenue Replacement)

Public Works Superintendent Bublitz explained that the sweeper/scrubber is needed to try to prevent the shop from rusting inside-out and for other large areas in the City, such as park shelters and park paths, which require regular scrubbing to maintain clean and healthy facilities. It can be used at the Cedarburg Fire Department, Police Department, Community Pool, and the Water Recycling Center as well. It will reduce particles inhaled by the crew and visitors to the facilities, clean animal waste from park paths, help reduce the man hours currently required to clean the public works garage and reduce the amount of water used for such cleaning.

The benefits and concerns of the purchase were discussed. City Administrator Hilvo explained that research was done before this presentation and this piece of equipment is critical in helping with their workload.

Motion made by Council Member Verhaalen, seconded by Council Member Lythjohan, to approve sweeper/cleaner unit for Public Works (\$88,000/Revenue Replacement). Motion carried without a negative vote with Council Member Simpson excused.

Council Chambers Audio: \$5,000 (Revenue Replacement)

City Administrator Hilvo stated new audio equipment (microphones) are needed for the current zoom meetings, as the current equipment makes it difficult for participants to hear.

Motion made by Council Member Burkart, seconded by Council Member Bublitz, to approve Council Chambers audio upgrade not to exceed \$5,000 (Revenue Replacement). Motion carried without a negative vote with Council Member Simpson excused.

DISCUSSION AND POSSIBLE ACTION ON LICENSE/PERMIT APPLICATIONS

Motion made by Council Member Verhaalen, seconded by Council Member Bublitz, to approve a new operator License application for the period ending June 30, 2022 for Kathleen T. Griffin. Motion carried without a negative vote with Council Member Simpson excused.

Motion made by Council Member Verhaalen, seconded by Council Member Bublitz, to approve the appointment of Laura M. Struebing as agent for Speedway at W63 N121 Washington Avenue. Motion carried without a negative vote with Council Member Simpson excused.

Motion made by Council Member Verhaalen, seconded by Council Member Bublitz, to approve the appointment of Allison Kramer as agent for Walgreen Co./Walgreens #13620 at W62 N190 Washington Avenue. Motion carried without a negative vote with Council Member Simpson excused.

CONSIDER PAYMENT OF BILLS DATED 01/28/2022 THROUGH 02/04/2022, TRANSFERS FOR THE PERIOD 01/28/2022 THROUGH 02/11/2022 AND PAYROLL FOR PERIOD 01/23/2022 THROUGH 02/05/2022; AND ACTION THEREON

Motion made by Council Member Verhaalen, seconded by Council Member Lythjohan, to approve payment of bills dated 01/28/2022 through 02/04/2022, transfers for the period 01/28/2022 through 02/11/2022 and payroll for period 01/23/2022 through 02/05/2022. Motion carried without a negative vote with Council Member Simpson excused.

CITY ADMINISTRATOR'S REPORT

City Administrator Hilvo stated that the City hired a Deputy Treasurer to begin employment on February 28.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Burkart reminded the Council that tomorrow is the 2022 Spring Primary election and she encouraged them to vote.

Council Member Arnett requested that the City consider a consent Common Council agenda on items that are presented at each meeting.

MAYOR REPORT - None

ADJOURNMENT

Motion made by Council Member Arnett, seconded by Council Member Burkart, to adjourn the meeting at 9:04 p.m. Motion carried without a negative vote.

Amy D. Kletzien, MMC/WCPC
Deputy City Clerk