

**CITY OF CEDARBURG  
COMMON COUNCIL  
AUGUST 29, 2022**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, August 29, 2022, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers, and online utilizing the Zoom app.

Mayor Michael O’Keefe called the meeting to order at 7:00 p.m. A moment of silence was observed, and the Pledge of Allegiance was recited.

Roll Call: Present - Council Members Jack Arnett, Kristin Burkart, Patricia Thome, Angus Forbes, Sherry Bublitz, Robert Simpson, Rick Verhaalen, (7:47 p.m.)

Also Present - City Administrator Mikko Hilvo, Attorney Michael Herbrand, City Clerk Tracie Sette, Engineering & Public Works Director Michael Wieser, Water Recycling Center Superintendent Dennis Grulkowski, City Planner Jon Censky, 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

**NEW BUSINESS**

**DIVERSITY, EQUITY AND INCLUSION COMMITTEE UPDATE**

Reverend John Norquist addressed the Council by providing an update on the Diversity, Equity and Inclusion Committee. The accomplishments of the group thus far include the creation of a Mission and Vision Statement, a Martin Luther King day proclamation for the City, the completion of a City-wide survey, and hosting Peace in the Park events. Looking towards the future, the Committee plans to host four (4) ‘City Conversations’ (rather than Fireside chats), to share local stories, learn about one another, and build relationships and trust. Each gathering will feature a three (3) person panel and will focus on the following themes: Indigenous People’s Day (Oct 10<sup>th</sup>), Martin Luther King Day (January 16<sup>th</sup>), Women’s History Month (March 20<sup>th</sup>), and Asian American Pacific Islander Identity (May 15<sup>th</sup>).

Reverend Norquist encouraged the Council to attend the events and invite constituents to attend.

**DISCUSSION AND POSSIBLE ACTION ON THE CREATION OF PREDETERMINED PARADE ROUTES FOR VARIOUS EVENTS**

The City of Cedarburg hosts an average of 20 walk/run events each year. Most of the routes are created by the permit holder and often overlap into the Town of Cedarburg, or other jurisdictions, which do not fall under the control of the Cedarburg Police Department. This creates a conflict and possible liability issues for the City which issues the permits.

Another issue for the City is the number of events that typically fall on the same day/weekend. This results in a drain on the limited City resources. City Staff is proposing three (3) set walk/run routes to choose from, beginning in 2023, within the city limits, for anyone wishing to hold such an event. The Department would have the ability to preplan the events with expected manpower and equipment needs.

A motion was made by Council Member Bublitz, seconded by Council Member Thome, to create predetermined parade routes for various events. Motion carried without a negative vote with Council Member Verhaalen excused.

**DISCUSSION AND POSSIBLE ACTION ON NEW FEES TO BE CHARGED FOR VARIOUS EVENTS TO REPLENISH ADDITIONAL COSTS INCURRED BY THE POLICE DEPARTMENT AND PUBLIC WORKS DEPARTMENT**

The city hosts an average of 20 walk/run events per year along with four Festivals (Strawberry, Wine and Harvest, Oktoberfest, Winterfest), County Fair, Summer Sounds, various parades, and Country in the Burg. The Cedarburg Police Department has been providing security for most of these events for a very long time and now face a need to add additional staff based on current events that impacted the overtime budget. Festivals, Country in the Burg, and the School District cover the entire cost of the Department's overtime for those events, while the County Fair covers only half of the costs of the officers working overtime for that event. The remaining events do not make any contributions towards security costs. The Department does not charge any events for officers working straight time during those events. Auxiliary officers are utilized whenever possible, but there are additional costs and challenges including additional fuel charges, the use of equipment, and the draw on manpower.

The Council discussed the possibility of utilizing ARPA funds for 2023. This would allow time to research other ideas for covering the Department's overtime costs. City Administrator Hilvo plans to hold meetings with Summer Sounds, the Police Chief, the Fire Chief, the Public Works Superintendent, and Council Member Bublitz to come up with a plan for moving forward. Also included in this plan will be examining the books of non-profits organizations.

A motion was made by Council Member Arnett, seconded by Council Member Bublitz, to instruct the City Administrator to reach out to the Ozaukee County Fair Administrator and inform them the City is looking into charging for Cedarburg Police Department overtime and will be on an upcoming budget agenda. Motion carried without a negative vote.

**DISCUSSION AND POSSIBLE ACTION ON IMPLEMENTING NEW FEES FOR FIRE AND EMERGENCY MEDICAL SERVICES PROVIDED TO VARIOUS ORGANIZATIONS**

Staffing for special events has become a challenge for the Cedarburg Fire Department. It is becoming increasingly difficult to recruit volunteers for these events. The Cedarburg Fire Department is currently one of the only departments in Ozaukee County that operates completely on a volunteer basis. Staffing

for the special events goes above and beyond the normal call volume.

The Department recommends a new fee schedule which was included with the Council Packet, to help compensate and retain the volunteer members.

A motion was made by Council Member Verhaalen, seconded by Council Member Burkart, to approve the 2023 Special Events Fee Schedule with rates included in the packet, with the caveat that Special Event Coordinators are notified well in advance of the new fees. Motion carried without a negative vote.

**DISCUSSION AND POSSIBLE ACTION ON MAYORAL APPOINTMENT OF ERIC ARVOLD TO COMMUNITY DEVELOPMENT AUTHORITY**

Mayor O'Keefe will meet with Eric Arvold this upcoming week. No action was taken by the Council.

**DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF CEDARBURG ADAPTIVE MANAGEMENT PLAN/AGRICULTURAL SUPPORT PROGRAM**

The City of Cedarburg has chosen to pursue Adaptive Management for the Wisconsin Pollutant Discharge Elimination System (WPDES) permit compliance as part of the Phosphorus Reduction Incentive Program. Symbiont, an engineering firm, along with City staff, have been in contact with the Cedar Creek Farmers Group offering an incentive to pursue best management practices. This plan outlines the practices and incentive fees to be paid.

A motion was made by Council Member Bublitz, seconded by Council Member Forbes, to approve the Cedarburg Adaptive Management Plan/Agricultural Support Program. Motion carried without a negative vote.

**DISCUSSION AND POSSIBLE ACTION ON FAÇADE IMPROVEMENT PROGRAM REVISION**

The Façade Grant committee met on August 18, 2022 to discuss recent applications. During the discussion it was determined that the City should look at revising the program to be able to better assist local businesses. The committee requested allowance of a 50/50 matching grant of \$5000 for every \$25,000 invested by the business for their façade improvement. The maximum allowable grant per business would be \$10,000. It was also recommended that staff look at providing a percentage of the additional \$5000 grant for funds invested over \$25,000 but under \$50,000. Staff determined that the best approach would be to provide an additional \$1,000 for every \$5,000 invested over the initial \$25,000. Staff also amended the application deadline from once a year to twice a year with applications being accepted before March 1<sup>st</sup> and September 1<sup>st</sup> of each year.

A motion was made by Council Member Burkart, seconded by Council Member Arnett, to approve the Façade Improvement Program Revision. Motion carried without a negative vote.

**CONSENT AGENDA:**

- **APPROVAL OF AUGUST 8, 2022 COMMON COUNCIL MEETING MINUTES**

- **CONSIDER APPROVAL OF 2022-2023 ALCOHOL AND OPERATOR LICENSES FOR PERIOD ENDING JUNE 30, 2023:**
  - Justin T. Bant, Matthew C. Enwald, Jennifer Thoma, Jennifer J. Conniff
  - Eric J. Land, Christine A. Verespej, Bryan J. Dorsey, Mary K. Olson
  - Elizabeth M. Bursten, Susan E. Hoppe, Courtney J. Youngwirth,
  - Sarah A. Enwald, Jacob J. Miller
- **APPROVAL OF 2022 BIG BROTHERS BIG SISTERS WINE & WHISKEY WALK EVENT FOR NOVEMBER 12, 2022 FROM 11:00 A.M. – 5:00 P.M.**
- **DISCUSSION AND POSSIBLE ACTION ON PAYMENT OF BILLS DATED 8/05/2022 THROUGH 8/19/2022, TRANSFERS FOR THE PERIOD 8/01/2022 THROUGH 8/26/2022 AND PAYROLL FOR PERIOD 7/24/2022 THROUGH 8/20/2022**

A motion was made by Council Member Thome, seconded by Council Member Bublitz, to approve the consent agenda. Motion carried without a negative vote.

**ADMINISTRATOR’S REPORT**- none

**CITY CLERK’S REPORT ON AUGUST PARTISAN PRIMARY ELECTION**

Clerk Sette provided an update to the Council regarding the first use of Badger Books for the August 9, 2022 Partisan Primary election. She also provided a list of municipalities that began using the electronic books in August.

**COMMENTS AND SUGGESTIONS FROM CITIZENS**

Connie Kincaide, N75 W7255 Linden Street, Cedarburg, addressed the Council on behalf of the Diversity, Equity, and Inclusion Committee (DEI). She expressed gratitude for all activities in the City that promote Diversity, Equity, and Inclusion. There is an opening on the DEI Committee, and she requested help from the Council members regarding recruitment for the open spaces on the Committee.

**COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS**

Council Member Burkart mentioned to the Council that invitations have been mailed to Council Members for an event happening at the Legion Post on September 11, 2022.

**MAYOR’S REPORT**

Mayor O’Keefe reported Country in the Burg 2022 was a successful event for the City.

**ADJOURNMENT TO CLOSED SESSION**

A motion was made by Council Member Arnett, seconded by Council Member Bublitz, to adjourn to Closed Session at 8:50 p.m. pursuant to State Statute 19.85(e) to deliberate or negotiate the purchase of

public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Specifically discussed was the possibility of a water and sewer extension to the Town of Cedarburg Five (5) Corners District and an offer to purchase Lot 1 in the Hwy 60 Business Park. The Common Council remained in Closed Session pursuant to State Statute 19.85 (1)(c) to consider employment, promotion, compensation, or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically discussed was The City Administrator Evaluation and Compensation. Motion carried on a roll call vote with Council Members Arnett, Burkart, Verhaalen, Bublitz, Thome, Simpson and Forbes voting aye.

**RECONVENE TO OPEN SESSION**

Open session resumed at 9:44 p.m.

**NEW BUSINESS – CONTINUED**

**DISCUSSION AND POSSIBLE ACTION ON HWY 60 BUSINESS PARK LOT 1 PURCHASE OFFER**

Council Member Arnett requested this agenda item come before the Community Development Authority for a recommendation to the Council.

**DISCUSSION AND POSSIBLE ACTION ON CITY ADMINISTRATOR EVALUATION AND COMPENSATION**

A motion was made by Council Member Burkart, seconded by Council Member Verhaalen, to postpone the City Administrator Evaluation until the next Council Meeting. Motion carried without a negative vote.

**ADJOURNMENT**

A motion was made by Council Member Arnett, seconded by Council Member Bublitz, to adjourn the meeting at 9:45 p.m. Motion carried without a negative vote.

Tracie Sette  
City Clerk