

**CITY OF CEDARBURG
COMMON COUNCIL
JULY 31, 2023**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, July 31, 2023, 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 - Mayor Michael O’Keefe, Council Members Jim Fitzpatrick, Kristin Burkart, Patricia Thome, Robert Simpson, Kevin Curley, Mark Mueller, Melissa Bitter

Also Present - City Administrator Mikko Hilvo, Attorney Michael Herbrand, City Clerk Tracie Sette, City Planner Jon Censky, interested citizens and news media.

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

Ann Friesch – N111 W5893 Carolyn Ct.

Ms. Friesch asked the Council to consider creating a new fee for the pickleball courts for those who reside outside the City limits. She explained how overused and overcrowded the pickleball courts are in Cedarburg and many of the players reside in Mequon, where there are not enough courts. The added revenue could be used for maintenance of the courts.

Connie Kincaide – N75 W7255 Linden St.

Ms. Kincaide wished to thank Administrator Hilvo for attending the Ozaukee County Board meeting last month and speaking on the topic of grant funding. She reiterated the importance of the City receiving the EMS grant funding originally agreed upon between the City and County.

NEW BUSINESS

The Mayor requested to address agenda item 7.H. first:

DISCUSSION AND POSSIBLE ACTION ON REQUEST FOR AN OUTDOOR ALCOHOL BEVERAGE LICENSE FROM THE CHEESE WEDGE LLC LOCATED AT N56 W6339 CENTER STREET

The Cheese Wedge LLC is requesting approval of an Outdoor Alcohol Beverage License to be able to serve alcohol on the patio located off the northeast corner of the building located at N56 W6339 Center Street. The patio is enclosed by a six-foot-high white fence coupled with an interior three foot high decorative fence which serves to separate customers from the pedestrian traffic on Center Street. The servers will have access to the patio from a door located on the east side of the building and will not be subject to delivering drinks via the sidewalk. Customers will access the patio from the Center Street sidewalk. Ingress/egress to this area will be controlled by the Cheese Wedge LLC.

A motion was made by Council Member Thome, seconded by Council Member Burkart, to approve an Outdoor Alcohol Beverage License for The Cheese Wedge LLC located at N56 W6339 Center Street, subject to the Planner's recommendations. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON MUELLER COMMUNICATIONS PROPOSAL TO THE CEDARBURG FIRE DEPARTMENT TO PROVIDE SERVICES FOR A POTENTIAL OPERATING REFERENDUM

The recently approved 10-year Fire/EMS Shared Services Agreement between the Town and City of Cedarburg will be in effect from 2024-2033. The agreement included, among other items, a staffing plan that would be implemented following approval of a referendum by voters to fund the expanded department. Town and City elected officials agreed to investigate hiring a firm with experience in such referenda to best inform the public, gather input from each household in the form of a survey, help answer logistical questions, and guide the process in a professional and efficient manner.

The newly formed Town/City Fire/EMS Committee held their inaugural meeting July 24, 2023 at City Hall. Among other business, the Committee reviewed and recommended the Town and City approve the proposal from Mueller Communications regarding the referendum. The proposal outlines Mueller Communications staff that would be dedicated to the project. Their three-phase approach includes: 1) An options assessment which would likely provide the public with background on the "why" for the referendum. 2) A community wide survey, and 3) public education ahead of any potential referendum. In total, the scope of the proposal is \$48,922, with the City's share of \$31,614. Administrator Hilvo explained that ARPA funds will be utilized for the scope of this work.

A motion was made by Council Member Burkart, seconded by Council Member Simpson, to approve the Mueller Communications proposal to the Cedarburg Fire Department to provide services for a potential operating referendum. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON BUILDING INSPECTOR VEHICLE LEASE

Discussions on leasing City vehicles have been taking place for the past two years. To comply with levy limits, several communities within Ozaukee and Washington Counties have moved to leasing municipal fleet vehicles. As of this year, the Cedarburg Police Department began the first year of the Southgate Financial leasing program with four new vehicles, set to be delivered within the next couple of weeks.

Recently, a vehicle that suits the needs of the Building Inspector (a 2020 Jeep Cherokee) has become available through Southgate Financial. The 2020 Jeep Cherokee would replace a 1999 Jeep which happens to be the oldest vehicle in the City Hall fleet and will be requiring approximately \$1,500.00 in repairs. The lease is for \$551.54 per month for 48 months. Annual payments would total \$6,619. The payments for the remainder of 2023 would total \$2,760. With the savings realized from the delay in receiving the Police Department vehicles, the City will cover this cost in the 2023 Capital Improvement fund. The full annual lease payments will be added to the budget beginning in 2024. Directly following the final lease payment, the City would own the vehicle.

A motion was made by Council Member Burkart, seconded by Council Member Mueller, to approve the Building Inspector vehicle lease. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF CATALIS TAX & CAMA INC CONTRACT RENEWAL FOR CITY ASSESSMENT SERVICES

As of January 1, 2021 the City began contracting with Grotta Appraisals for Assessor services. The City has been pleased with their services during the past three years, which included doing a City wide revaluation in 2022. The current contract ends on December 31, 2023. The new contract is for three additional years with an annual cost of \$85,800. This represents an increase of \$2,300 from the last contracted amount. Grotta Appraisals merged with Catalis Tax & CAMA Inc. in 2022; however, the City continues to work with the same staff as with the previous Grotta Appraisals.

A motion was made by Council Member Burkart, seconded by Council Member Thome, to approve the Catalis Tax & CAMA Inc. contract renewal for City Assessment Services. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON SALARY RANGE POLICY

Due to large increases in the cost of living in recent years, some of the current City salary ranges are below the average as compared with surrounding communities. Information from neighboring and other Wisconsin communities' compensation studies and current staff wages were used to revise the the City's current policy. In addition to some increases to the wage scales, this policy also allows for a range step increase if staff receive or hold a higher degree and/or certification specific to their position. This revised policy will help guide the City Staff wages for the next 3-5 years.

A motion was made by Council Member Burkart, seconded by Council Member Thome, to approve the Salary Range Policy as provided. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON VACATION TIME AND HOLIDAY POLICY

A common theme among employers has been the difficulty in attracting and retaining qualified employees. Based on various surveys done in Wisconsin communities, many employers are starting to offer more generous benefits. Some of these benefits include an increase in time off with the ability to utilize time off beginning on day one of employment. The recommended Vacation policy is similar to other communities with the exception of providing thirty days of vacation after twenty years of employment. The Holiday policy provides one additional day off on MLK day. Based on holiday pay

surveys, MLK Day is observed by other communities currently and many are considering adding it as well. The purpose for both these updated policies is to attract and retain highly qualified staff that are experienced to meet our community's needs.

A motion was made by Council Member Thome, seconded by Council Member Simpson, to approve the Vacation Time and Holiday Policies as provided. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON 2024 CITY PLANNER POSITION

City Planner Censky, is planning to retire in June 2024. He has been in the position for over twenty years and has acquired a wealth of knowledge. He currently works part-time. With ongoing growth in the City, the need to revise a Downtown Master Plan, Parks and Open Space Plan, Smart Growth Comprehensive Land Use Plan, and Zoning Code dictate that the City would be best served with a full-time Director of Planning and Development. This position would also assist the City Administrator with economic development. There is also a need for the incoming Planner to overlap with the current Planner to gain knowledge. Administrator Hilvo would like to hire the next Planner to begin May 2024.

A motion was made by Council Member Thome, seconded by Council Member Simpson, to approve the 2024 City Planner position as noted in the 2024 budget, with a start date of May 2024 in order to shadow Planner Censky for one month. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON LENGTH OF TERM FOR RESIDENT MEMBERS OF THE NEW JOINT FIRE/EMS SERVICES COMMITTEE

A new Joint Fire/EMS Services Committee was created at the July 10, 2023 Common Council meeting. The membership consists of (2) Town Board members plus (1) town resident and (2) City Council Members plus (1) city resident. The elected officials shall serve during their term of office or until removal or resignation. The unelected (resident) terms shall hold office for such term as designated by the Mayor and confirmed by the Common Council.

A motion was made by Council Member Burkart, seconded by Council Member Simpson, to approve a length of term of two years for the resident members of the new Joint Fire/EMS Services Committee. Motion carried without a negative vote.

ANNUAL REVIEW AND CERTIFICATION OF THE CODE OF ETHICS

The Council acknowledged reviewing and understanding the Code of Ethics. The Council also acknowledged the certification that the Code of Ethics was reviewed by City Boards, Commissions and Committees.

DISCUSSION AND POSSIBLE ACTION ON MAYORAL APPOINTMENT OF JERIDON CLARK TO THE LIBRARY BOARD

Currently, City Code requires all Library Board members to live within the City of Cedarburg. This Code limits how many employees of the Cedarburg School District are eligible to be appointed to the Library Board. The Council may wish to discuss this agenda item at a future meeting.

A motion was made by Council Member Burkart, seconded by Council Member Mueller, to table the Mayoral appointment to the Library Board. Motion carried without a negative vote.

DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF A ONE-TIME EVENT ON AUGUST 19, 2023 HELD AT FAITH LUTHERAN CHURCH WITH AMPLIFIED MUSIC FROM 6:00 P.M. – 8:30 P.M. AT A REDUCED PERMITTING FEE OF \$50.00

A motion was made by Council Member Curley, seconded by Council Member Simpson, to approve a one-time event on August 19, 2023 to be held at Faith Lutheran Church with amplified music from 6:00 p.m. – 8:30 p.m. at a reduced permitting fee of \$50.00. Motion carried without a negative vote.

CONSENT AGENDA:

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

- July 10, 2023 Common Council meeting minutes
- New 2023-2024 Operator Licenses for period ending June 30, 2024 for:

Andrea E Acosta	Mark C Kowalkowski
Jaime M DuVergey	Neal C Maciejewski
Tyler C Crass	Richard J Roden
Paige E Forler	Robert J Roden
LeRoy C Haeuser	Tami L Schuette
Lori Haeuser	Terrance Ronsman
Mark J Hilgendorf	Mark J Schubert
Jamie S Maier	Brian A Vorpagel
Bethanie A Roeglin	Jeffrey A Wandschneider
Carie R Jommen	

- Payment of bills dated 07/01/2023 through 07/21/2023, transfers for the period 07/01/2023 through 07/28/2023, and payroll for period 07/09/2023 through 07/21/2023

ADMINISTRATOR'S REPORT

Administrator Hilvo's report was included in the Council packet.

COMMENTS AND SUGGESTIONS FROM CITIZENS - None

COMMENTS AND ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Fitzpatrick requested the website reflect the current Diversity Committee ordinance in terms of name, mission and vision statement, in order for the City to remain consistent. Council Member Curley opined that this was not necessary.

MAYOR'S REPORT

The Mayor announced that his mother turned 95 years old today.

ADJOURNMENT

A motion was made by Council Member Mueller, seconded by Council Member Burkart, to adjourn the meeting at 8:11 p.m. Motion carried without a negative vote.

Tracie Sette
City Clerk