

**CITY OF CEDARBURG  
COMMON COUNCIL  
October 9, 2017**

**CC20161010-1  
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, October 9, 2017, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. Mayor Kinzel called the meeting to order at 7:01 p.m.

ROLL CALL: Present - Common Council – Mayor Kip Kinzel, Council Members John Czarnecki, Jack Arnett, Dick Dieffenbach, Rick Verhaalen, Mitch Regenfuss, Patricia Thome, Mike O’Keefe

Also Present - City Administrator/Treasurer Christy Mertes, City Attorney Michael Herbrand, Director of Engineering and Public Works Tom Wiza, City Clerk Constance McHugh, Police Chief Tom Frank, Fire Chief Jeff Vahsholtz, Superintendent of Public Works Joel Bublitz, Parks, Recreation & Forestry Director Mikko Hilvo, Assessor Cathy Timm, Commercial Assessor Perry Nell, Senior Center Director Carol LaFontaine, Superintendent of Parks and Forestry Kevin Westphal, Wastewater Superintendent Eric Hackert, Mechanic and Assistant Fire Chief Bill Hintz, Deputy City Clerk Amy Kletzien, Library Director Linda Pierschalla, Library Board Members Sue Karlman, Debra Goeks, Dewayna Cherrington and Sherry Bublitz, interested citizens and news media

**STATEMENT OF PUBLIC NOTICE**

At Mayor Kinzel’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. Citizens present were welcomed and encouraged to provide their input during the citizen comment portion of the meeting.

**APPROVAL OF MINUTES**

Motion made by Council Member Thome, seconded by Council Member Czarnecki, to approve the minutes of the September 25, 2017 meeting as presented. Motion carried without a negative vote.

**COMMENTS AND SUGGESTIONS FROM CITIZENS** - None

**UNFINISHED BUSINESS**

**CONSIDER BIDS RECEIVED FOR THE WESTERN ROAD COMMUNICATIONS MONOPOLE CONSTRUCTION; AND ACTION THEREON**

Director Wiza stated that six bids were received, with the low bid coming from Vinco, Inc. in the amount of \$291,160. In regard to the decision to move ahead at this time with the project, Director Wiza stated that they have easements to acquire from WE Energies and a gas relocation order that needs to be done which involves fairly long lead times. If the City plans on moving ahead with the project it should be done now.

In answer to Council Member Arnett's question, Director Wiza stated that the City has time (60 days) on the bids; however, the gas service location and access easement cannot be started until the contract is awarded.

Dale Romsos of SEH explained that from the time they supply the contractor with a bid, they will have a two week period to get a stamped drawing from the vendor. Once a PO is provided to the vendor it will be six to eight weeks before the steel will be manufactured and delivered. This will push the project to the end of the year or early 2018.

Council Member Arnett expressed concern for not having a letter of intent or meaningful discussions about the lease rates and number of tenants on the tower.

City Attorney Herbrand stated he has had verbal contact with four of five tenants. He described the communications at this stage as very preliminary. Nothing hard or concrete has been done.

Dale Romsos said there is always a slight concern when you do not have anything concrete; however, there are positive tenants in Cedarburg, they are having problems updating their equipment and what they can provide for technology is limited in the current situation. They want to be here or they would have defaulted on their lease to find a new place to improve their technology. Cell companies are 18 months reactive. They do not look at anything as an asset or viable problem unless it is 18 months out. Letters were sent out two months ago. This process is in the early stages. Over 12 months ago, conversations were initiated with all of tenants and they all proactively engaged and provided a wish list.

In answer to Council Member Arnett's question, Dale Romsos confirmed that all five companies did respond to those conversations. SEH is comfortable that they have participated in the process and he is not concerned. It is a viable spot and they have done a lot of work for the cell companies.

In answer to Council Member Arnett's questions, City Attorney Herbrand stated that the current leases end at various times, with AT&T being the first one next year.

Council Member O'Keefe asked if there was any expediency to get the project going before winter. Dale Romsos thought it was important to secure the site and it will be a construction site until grass is planted. It would be favorable to have straw or winter guard down on the landscaping this winter. Nothing has changed, there is still six weeks lead time required to get the materials. The hurricanes have not had an impact on the production of monopoles, to date.

Council Member Thome asked when the monopole would be ready if the project is approved this evening. Dale Romsos thought it could be completed by late December. In regard to the companies moving over to the monopole, that language will be in the leases. Two large carriers have been rejected for doing upgrades by the City 18 months ago, so they are looking at an old technology system on the water tower and he is sure they will be ready, once the lease is negotiated, to get on the monopole to provide new technology.

In answer to Council Member Arnett's question, Dale Romsos stated that out of his five previous similar projects, there was only one lease signed before they began building the tower. It is not uncommon to not have signed leases at this point.

Mayor Kinzel felt that the companies want to be in this location.

Dale Romsos stated that SEH has done their 18 months of research and a feasibility study. Everything that the cell companies need to legally move onto the pole is in place for them.

In answer to Council Member Arnett's question, Dale Romsos stated that he has not seen or heard of any conditional use permits in the area to give reason to believe that there is interest elsewhere. The City of Cedarburg is 24 months ahead of any new potential site.

In answer to Council Member Dieffenbach's question, City Administrator/Treasurer Mertes stated that she has borrowing in the budget to pay for the monopole. It could be a bond issue or a State Trust Fund loan depending on what else the City is borrowing for.

Council Member Dieffenbach would prefer getting a down payment from the six users and hopes that will be part of the discussion.

City Attorney Herbrand stated that it is unlikely to occur in the next two months.

Motion made by Council Member Thome, seconded by Council Member Czarnecki, to award the Western Road communications monopole construction to Vinco based on their low bid of \$291,160. Motion carried without a negative vote.

## **NEW BUSINESS**

### **CONSIDER PROPOSED 2018 BUDGET; DEPARTMENT PRESENTATIONS, DISCUSSION, AND DIRECTION THEREON**

City Administrator/Treasurer Mertes stated that the current proposed budget does not meet the request of the Common Council for a 0% tax rate increase. The proposed 2018 budget includes a 2% overall wage increase and an estimated increase of 10% in health insurance premiums.

City Administrator/Treasurer Mertes stated that she normally does not do include the use of impact fees; however, this year she is including the use of police and library impact fees from this year's new construction of \$69,000.

City Administrator/Treasurer Mertes included the use of fund balance of \$172,100 for the following. If the Council decides not to do any of the projects/purchases as shown, it will not reduce the tax rate, it will only reduce the amount of the fund balance being used as listed.

- \$6,200 – bathroom partitions for Zeunert & All Children's Playgrounds
- \$4,400 – new doors and locks for All Children's Playground
- \$11,500 – transfer to swimming pool for sand area shower and large strainers assembly
- \$100,000 – transfer to Capital Improvements for Fire Department pavement improvements
- \$10,000 – Police Department handguns
- \$15,000 – branding
- Senior Van – \$25,000 using fund balance because the auditors requested that she change the accounting for donations and rider fees from Trust and Agency to General Fund

The proposed budget includes a borrowing of \$1,387,500 for the following:

- \$800,000 for street improvements
- \$300,000 for the monopole construction
- \$287,500 for dam repairs (total cost budgeted \$500,000)

Some of the unknown items to-date is:

- Assessment ratio
- Transportation aids (received today)
- Health insurance premiums
- Manufacturing assessed value
- Expenditure restraint percentage of increase allowed to qualify for revenue in 2019

City Administrator/Treasurer Mertes highlighted a list of items not included in the budget but requested:

- \$15,000 for Economic Development Board (branding is their 2018 allocation)
- \$16,000 for stump removal
- \$6,150 additional parks seasonal employee
- Moved Emergency Management vehicle request in Capital back another year (\$50,000 to 2019 from 2017)
- Removed \$250,000 Emergency Management building renovation from 2020
- \$90,000 for cameras on Washington Avenue (Will try to include a smaller scale version for \$4,000)
- \$120,000 funding for baseball fields at sports complex

The proposed tax rate for 2018 is \$7.64/\$1,000 of assessed value. This equates to a \$50 increase for a home valued at \$276,000.

The total tax levy is increasing \$516,549

- General Fund is increasing \$366,577
- Capital Improvement levy is decreasing \$87,000 due to the borrowing for street projects
- Library levy is increasing \$15,000 to cover the increase in personnel costs
- Pool levy increase is \$4,081 for operating costs
- Debt service levy is increasing \$217,931

The largest Departments with the most changes are presenting this evening; however, all of the Department Heads are in attendance for any questions. There will be three more meetings to discuss the budget.

### **Fire Department**

Fire Chief Vahsholtz stated that Departments were asked to provide a 0% increase; however, after carefully reviewing the budget he is requesting a 2.33% increase for the Fire Department. Their biggest expense is the addition of a full-time and part-time position. Fire Chief Vahsholtz reduced funds from each account to help offset these costs resulting in the 2.33% increase. The Department was able to cut most accounts because their equipment (breathing apparatus, turn-out gear) is new and will not require costly repairs. Truck repairs should be lessened because of the addition of a new truck (which has needed repairs but it was under warranty). He did not add any paid on-call staff. The Membership Committee is working on a huge drive to garner new members by letting new members of the community know that the Department runs on a volunteer basis and could use

their help. Fire Chief Vahsholtz has been able to go on many ambulance calls during the day to lessen that burden. Almost all of the surrounding communities, except one, have no type of paid on-call staff during the day. They are trying hard to keep the spirit of volunteerism alive.

Capital Improvements include removing and replacing the pavement around the Fire Department building (\$100,000) and the flag pole and planter area removal and replacement (\$40,000).

In answer to Council Member Arnett's question regarding the cost of possible on-call staff in the future, Fire Chief Vahsholtz explained that he surveyed the Fire Departments in Ozaukee County to match the comparables close to Cedarburg. The Grafton and Mequon Fire Department budgets are over \$1 million. It would not be easy to manage a 12 month rolling schedule, if they had paid on-call emergency personnel.

Fire Chief Vahsholtz stated that City Administrator/Treasurer Mertes takes care of all of the fixed expenses (gas, electric, insurance, etc.) in their budget.

Assistant Fire Chief Hintz stated that the Department made a drastic cut on the communication budget, due to the new radio system expected in the next two years. Future budgets will show increases as the equipment ages.

Fire Chief Vahsholtz stated that Maxwell Street Days has been very successful and the Corporation is saving money to pay for the next piece of equipment to give back to the City. This has been very helpful to the City.

Council Member Arnett stated that the \$285,000 budget is an amazing job.

### **Police Department**

Police Chief Frank highlighted the following budget information:

#### **Patrol and Investigations**

- \$10,000 increase to replace handguns and holsters

#### **Police Dept. – Capital Improvement**

- Replace three squad cars equipped with propane
  - Saved \$4,000 to-date using propane
- \$40,000 for a future upgrade to the 911 System

#### **Emergency Management - Capital Improvement**

- Replace the fifth siren

In answer to Council Member Dieffenbach's question, Police Chief Frank explained that all land line 911 calls from the City and Town of Cedarburg go directly to the Cedarburg station, all the cell phone 911 calls throughout the County go to the Sheriff's Department. In order to have the Cedarburg 911 cell phone calls go directly to the City of Cedarburg, the County would need to agree to the change and they are unwilling to do this.

Council Member Dieffenbach asked if it would not benefit everyone to have all the 911 calls go to the County.

Police Chief Frank stated that they are always evaluating this option. If the Department does move to a combined dispatch at the Sheriff's Department, the City would lose services. It can be done and there could be a cost savings; however, that decision would need to be made. Police Chief Frank stated that the Departments are involved in dispatching discussions. Council Member Dieffenbach stated that he would be in favor of a consolidated centralized system, as opposed to duplicating the expenditures for the 911 service.

In answer to Council Member Dieffenbach's question regarding the reimbursement for crossing guards, Chief Frank explained that the reimbursement comes from the School District. The cost is split between the City and the School District.

Council Member Czarnecki asked if there would be a problem with lag time if the Sheriff's Department took all of the 911 calls. Chief Frank stated that seconds would be involved with the cell phone calls because a dispatcher is answering a call twice.

### **Sewerage/Water Recycling Center**

Superintendent Hackert highlighted the following information:

#### **Utility Fund**

- Increase in per 1,000 gallon rate of .08, as calculated from the sewer rate model
- Small increases in personnel salaries
- Increase from Light and Water billing

#### **Capital Improvement Budget**

- Replace 2001 utility truck with crane
- Replace 2007 Prius with pickup truck
- Roof repairs
- Replace digester blower
- Highland Street Lift Station

In answer to Council Member O'Keefe's question regarding phosphorous compliance, Superintendent Hackert explained that they received a permit in April and they have formally contested it with the DNR. The DNR agreed with portions of the contested permit and they want to table it for a year, hoping that the regulations become clearer. He understands that it has not been sent to the EPA to-date; therefore, it is unknown when the limits will be in effect.

In answer to Council Member Arnett's question, Superintendent Hackert stated that the City does not have as many septic haulers as they have in the past. There has been a considerable drop since the weight limits were imposed on Green Bay Road by the Town of Cedarburg. The City has dropped another 20% from last year and he expects the drop to continue. There are only two companies out of seven that have continued coming to Cedarburg. The City went from revenues of \$120,000 to \$45,000 this year.

In answer to Council Member Verhaalen's question, Superintendent Hackert explained that the only route for the trucks to take is through downtown or a meandering route on McKinley Boulevard to Johnson Street to Hamilton Road, which involves a very difficult turn onto Hamilton Road. Most companies have been hauling to Grafton and Jackson for convenience.

Council Member Arnett confirmed with Superintendent Hackert that the weight restriction on Green Bay Road has cost the City approximately \$80,000 per year.

In answer to Council Member Dieffenbach's question regarding the land purchase on Pioneer Road for future development, Superintendent Hackert explained that the current lease expires in 2021. The City is able to use it if needed; however, there are no expenses in the 2018 budget for that property.

### **Engineering**

Director Wiza highlighted the following information:

- 2018 Objectives include reconstructing 10 streets, repairs to dams and reconstructing the Highland Lift Station

### **Public Works & Engineering**

- Budget variances include a \$4,500 increase for GIS mapping to maintain the current system and a \$200 increase to training and travel to address State mandated continuing education requirements for P.E. certification

### **Public Works**

Superintendent Bublitz highlighted the following information:

- Electric service increased by \$4,000 and water service decreased by \$4,000
- Travel and training increased by \$1,000 and Signs, Supplies and Parts decreased by \$1,000
- Garage/Maintenance Supplies increased by \$5,000 and Gas and Oil expense decreased by \$5,000 due to fuel pricing
- Revenues – Public Works Department fees increased by 285% due to \$65,000 received for recycling center cards in 2017

In answer to Council Member Dieffenbach's question, Director Wiza explained that the City is letting different entities know that fuel is available at the Public Works garage. There are some challenges in opening the car wash to other municipalities and may not be viable. Council Member Dieffenbach stated that the City has an excellent Public Works facility and it should be shared. Superintendent Boerner stated that the City shares equipment that is not part of a joint purchase agreement with Grafton, Port Washington, Mequon and the Town of Cedarburg. There is no money changing hands but each community is benefiting.

Council Member Dieffenbach questioned the increase in electric costs. Director Wiza stated that there are many OSHA regulations involved that require a certain number of air exchangers, there is also additional lighting and security cameras, along with larger and more equipment that all result in the additional cost.

### **Health & Sanitation**

- Researching paint collection and battery collection at the yard waste site
- The Waste Management fee for refuse and recycling collection increased 2%.

### **Capital Improvement Budget**

Director Wiza distributed a map of the roads that are scheduled for replacement in the next seven years. He meets with Light & Water, Superintendent Bublitz, and Superintendent Hackert each

year to decide on a plan that will work. 2018 and 2019 is weighted toward street pavements with a small amount of utility work. The later years of the program are subject to change.

In answer to Council Member Verhaalen's question, Director Wiza stated that the preconstruction pruning has not been broken out of the projects. His thought is to hire an outside vendor to do the pruning and have public works pick up the branches at the curb when they are finished. This will be more efficient than having a contractor do the chipping.

In answer to Council Member Arnett's question in regard to borrowing \$800,000 for street repairs, City Administrator/Treasurer Mertes explained that the City used to levy for what was needed and the last few years the fund balance was depleted. Director Wiza stated that the upcoming years are big years for streets.

In answer to Council Member O'Keefe's question, Director Wiza stated that the City is catching up on street repairs. He said that there are a number of streets in bad condition that do not fit into his seven year plan at this time.

City Administrator/Treasurer Mertes explained that she asked the last few years if she could add money to those funds and it was denied.

Director Wiza explained that the streets in Parkview Meadows III will be in next year's project and this was built in the 1970's, he is hopeful that the streets will have a decent underlying base which will save the City some money. Last year he saved money by having the contractor take the asphalt off the street, haul it up to the Kohlwey property to crush it, and bring it back to the site.

In answer to Council Member Arnett's question, Director Wiza stated that the Light & Water Utility GIS system is different than the City's.

### **Equipment Replacement**

- 5-yard dump truck with plow, wing and salter which replaces a 2002 truck
- Mini excavator and trailer

In answer to Council Member Thome's question, Superintendent Bublitz stated that there are many uses for a mini excavator including catch basins, street repairs, and maintaining waterways. This piece of equipment will free up the backhoe for other projects in forestry or sidewalk repairs.

### **Library**

Library Director Pierschalla highlighted the following budget information:

- The program description changed this year, due to a merger making up the Monarch Library System. The system provides residents access to 33 public libraries in Dodge, Ozaukee, Sheboygan and Washington Counties including Lakeland College and two Bookmobiles. Residents have access to well over one million items among all the member libraries.
- The local appropriation per capita is \$61.50 in 2016 and 2017 (approximately the cost of two hard cover books)
- The Cedarburg Library is a member of a shared system; however, they are not a very good member because we borrow more than we lend. The CPL does not have enough in their collection to satisfy the demand of the community.



- They receive additional funds through grants and donations for enhancements; however, nothing is received to help pay for a replacement water heater or new computers. They are going into the fourth year of the building and have no reserves to replace mechanical equipment. Money was used from the book budget to pay for the water heater.
- Operating increases are related to utilities.
- The book budget is low according to State standards. The CPL should be at \$117,000 for materials and they are at \$80,000.
- There has been a slight increase to the membership in the shared system service even though they merged with two other counties, it did not decrease the costs but they are getting a lot more value in terms of the collection and resources. The return on this investment is much larger than it would be if they stayed a two County system.
- Ideally, Director Pierschalla would like the City to be funding the personnel costs so they would only have operational costs to balance; however, the \$15,000 they will be receiving will help offset the personnel costs of \$27,000.

City Administrator/Treasurer Mertes stated that it was her intention to cover the personnel costs and she will have to review that again.

In answer to Council Member Czarnecki's question, City Administrator/Treasurer Mertes stated that the Debt Service for the Library is \$562,225.

In answer to Council Member Arnett's question, Director Pierschalla explained that a net borrower is when more items are borrowed from other libraries versus what is lent out. He asked if the City was a net lender in attendance. Director Pierschalla stated that is hard to determine. The usage of the building is up overall. He thought maybe a survey could be done to let the other members of the County know that the City is a lender in terms of visitors.

Council Member Arnett figured if the City had a joint library agreement with the Town of Cedarburg, it would result in a zero difference in payment for the Town but would result in Cedarburg receiving approximately \$100,000 more. He asked if it should be a priority of the Library Board to talk to the Town of Cedarburg to strike a deal in that regard. Director Pierschalla questioned if the Library Board goes through all the work, would the City reduce the amount allocated to the Library because the Town is helping. If the reason behind this is to provide more funding to the Library, it may provide more motivation to try. One thing in the Library's favor is the increase in the payment structure from the County, which will eventually reach 100%. If the Town would pay today what they were giving to the City, it may be less than what the percentage will be down the road. Council Member Arnett encouraged the Library Board to explore this option.

Council Member Dieffenbach said that the Friends of the Library is an amazing organization. In answer to Council Member Dieffenbach's question, Director Pierschalla stated that they have approximately 200 members. The members have an annual book sale and a membership drive to enable the Library to offer additional programs and services.

### **Parks, Recreation and Forestry**

Director Hilvo touched on three main topics before reviewing the budget.

1. Adlai Horn Park restoration – Mercury Marine will be funding the restoration and the major items in the park (ball diamond, shelter facility/restrooms and concessions, tennis courts,

walking paths and trees at a value of approximately \$1 million.) The only item not being funded is the installation of fresh water utilities (\$20,000 in the Capital Improvement Fund). An Eagle Scout will be working on the fishing piers. Remaining items will be a Gazebo and a kayak launch. The Lions Club rebuilt the bridge connecting Adlai Horn Park and Cedar Creek Park.

2. Forestry operations – a report was provided with various options to catch up in the next several years. A few unfunded items include \$16,000 for stump and tree removal and \$6,150 for part-time summer help. He also wants to hire part-time staff in the early spring and fall for grass cutting to allow the forestry operations to continue uninterrupted in the amount of \$12,300. Ideally the Department would like to hire a fourth employee in addition to the current staff.
3. Sports Complex – The Town Administrator approached Director Hilvo to offer some land in their complex to develop two fields for \$120,000. He mentioned all the shared services that the City has lost and questioned how he can ask the Council for fields without having a shared program. The Library has lost \$100,000, the Water Recycling Center has lost \$80,000, and the pool has lost money. The offer of the Town to pay \$10,000 for resident rates is still being offered. He also talked to the Town about not competing for programs and they were willing to consider not competing with the City's fall and spring soccer programs. Ultimately the Town formed a fall soccer program to compete. Director Hilvo offered to have the City run the soccer program and the Town could run the T-ball program next year and they will consider the offer.

#### **Parks, Recreation & Forestry – General Fund**

- The proposed budget has an overall increase of 0.21%

#### **Recreation – Special Revenue**

- This budget has increased by \$100,000 over the last four years with the income and expenses balancing. The fund balance in this account by next year will be \$73,000. Some fund balance will be used to pay School District fees; however, the \$25,000 use will decrease as programs are moved into the City
- The Poms program is the largest program to-date with \$50,000 in revenues

#### **Community Pool Fund**

- \$8,000 for a pool strainer basket assembly and a foot wash station near the sand play area for \$3,000 are improvements for 2018
- He may be able to ask the Friends of Parks and Recreation to help fund some items
- The City's contribution to the pool has increased by 6%, possibly in part to a drop in revenues
- Expenses and the pool budget is decreasing by 5.86%

Director Hilvo mentioned that the national average per capita for Parks, Recreation & Forestry operations is \$75/person. The City of Cedarburg is spending \$74/person.

Council Member Dieffenbach asked for clarification on the tree and stump arrearage. Director Hilvo stated that they have been asking for funding to catch up since 2009. There is \$26,000 in this year's budget that is unfunded.

In answer to Council Member Thome's question, Director Hilvo stated that the number of Town residents using the pool has dropped in 2017. If the Town of Cedarburg were to pay \$10,000 towards the pool it would be beneficial to the program.

In answer to Council Member Thome's question, Director Hilvo explained that the request for a fourth employee would be for a full-time arborist. He further explained that if the City would hire another arborist and they were able to hire additional help in the spring and fall for grass cutting, they would designate two people to work only on trees. In the winter months, if they could receive help from Public Works along with contracted preconstruction pruning, they could begin to catch up with the forestry operations. Director Hilvo reminded the Council that the City is a Tree City. The trees per capita are large and the City has always valued its trees. They have tried several other avenues without getting ahead and adding employees at this point makes sense.

Council Member Dieffenbach questioned the 35% increase in property insurance. City Administrator/Treasurer Mertes stated that the premium has not increased that much but how she allocated it has changed. The designated amount is based on the value of the property and she will review this again.

In answer to Council Member O'Keefe's question, Director Hilvo said that it would cost the City approximately \$60,000 to add an additional arborist. If the work were contracted out, it would cost \$96,000 to \$180,000, depending on how it is done.

Council Member Verhaalen stated that the City should look at a dedicated crew for forestry work.

Mayor Kinzel confirmed with Superintendent Westphal that he could work all year on the trees. Superintendent Westphal explained that from April 1 to November 1 the lift trucks are not being used for tree pruning because there is so much work to do in the park system. The Department should be pruning about 1,100 trees per year. If the Department had four employees, they would designate two specifically for true pruning all year and could catch up in three years. After that, the fourth person would help maintain the seven year cycle.

In answer to Council Member O'Keefe's question, Superintendent Westphal stated that a dedicated crew is a minimum of two persons and that is crucial to have two people on a lift truck in case of an accident. Last winter the Public Works crews helped with brush pick up, which allowed them to stay in the air longer. Anytime the lift truck has to come down to chip brush is lost time. If they can maintain the assistance from Public Works, they should be able to catch up. He added that tree removals will need to be done before pruning for safety issues, requiring a three person minimum crew.

Mayor Kinzel asked if it was doable to have a dedicated team of arborists doing tree maintenance year round, adding that it may take some restructuring. He questioned whether this is the only way to catch up and maintain the City trees.

Director Hilvo stated that having a dedicated crew would help but the grass cutting will need to get done. The seasonal help in spring, summer and fall is important to have all the pieces fit together to help with the ball diamond maintenance, grass cutting, ice rink set-up, Santa house set-up, and flower basket watering.

Superintendent Westphal said that if he had a dedicated forestry and landscape crew, he could catch up and possibly do the planting instead of contracting it out.

Mayor Kinzel said this problem may not be solved during this budget but it may be worthwhile to look more seriously at restructuring.

Council Member Arnett realizes the City is going to lose a large number of trees and questioned whether trees could be spaced out more or have additional seasonal people to support the arborists. The City should take a look at the bigger picture because there are a lot of moving pieces with a lot of options and different ways of getting this done.

In answer to Council Member Arnett's question, City Administrator/Treasurer Mertes stated that it is good to start the conversation with the Council and then it can go to the Personnel Committee.

Town Supervisor Salvaggio stated that the Town is going forward with the Sports Complex. He has been talking to different clubs to make provisions for them in building the fields. He clarified that when he spoke to Council Member Verhaalen, he offered the City a sponsorship which did not constitute any ownership or management. Council Member Verhaalen said the City would probably not be interested because they would not want to spend money in the Town. The sponsorship offer is still on the table and he is not sure how it morphed into a partnership. They are moving ahead with the sports complex. The sponsorship offer came from him and not the Town Board and he wanted to clarify this with the Common Council. There will be benefits to participants and the tourism that comes to the area will benefit the City.

Director Hilvo stated that a partnership makes more sense than a sponsorship and he had this conversation with the Town Administrator. Director Hilvo approached the select teams and asked them if the City will put money into a field would they maintain it, and they are interested. He believes this would be a good investment for the City because of the possible economic benefits. He asked the Town, if the City spends this sum of money, to cooperate with the City on the Library or the Water Recycling Center. It would be a generous gesture to work on these partnerships and the entire recreation programming. He reiterated that it would need to be a partnership.

Council Member Thome appreciated Director Hilvo's comments and she hopes there are opportunities to move forward with partnerships.

In answer to Council Member Arnett's question, Town Supervisor Salvaggio explained that a sponsorship is a big part of their program and is a one-time payment, it is nothing beyond that. He said that Director Hilvo can build any narrative he wants but this is him talking in response to a discussion with Council Member Dieffenbach to work together. The Town has been meeting with the select groups. Council Member Arnett confirmed with Town Supervisor Salvaggio that it would only be a one-time payment.

Council Member Verhaalen stated that the Town is asking the City to build a field and then have no ownership. This is not what he understood when they met. Town Supervisor Salvaggio said that it was unfortunate because he talked about a sponsorship and he apologized for the misunderstanding. He said that Director Hilvo was correct that he spoke with the Town Administrator about working together with the T-ball and soccer programs; however, he should not read more into it with the Sports Complex.

Council Member Thome thanked Director Hilvo for providing all the details in his presentation.

City Administrator/Treasurer Mertes said that the Capital Improvement Plan was reviewed in the larger Departments who made their presentations this evening. She said that the Strategic Plan is also included for the Common Council to review.

Council Member Regenfuss asked what the consensus is on getting caught up with the trees. City Administrator/Treasurer Mertes stated that the City will work with the present crew and explore other alternatives to completing the pruning. Council Member Thome said that she would rather not discuss this same situation next year.

Mayor Kinzel said that there will need to be further discussions on whether the City will spend more on additional employees or contracted work. City Administrator/Treasurer Mertes said it could involve a combination of another employee and some reorganization.

Council Member Verhaalen said that it seems the Forestry Department is more efficient if Public Works could help with the clean-up.

Superintendent Bublitz said that the cleanup work is coordinated in the summer with the regular brush pick up but it is harder in the winter.

Council Member Verhaalen said that the only time a dedicated crew would not be able to work is during a snow storm. They need to find a way to get the park maintenance items done instead of pulling the crew away from the trees. He thought this was a personnel and restructuring discussion for the future.

Mayor Kinzel said there has to be a way to get better efficiency rather than moving back and forth to different jobs.

Council Member Verhaalen said that you need arborists to take down dead trees because of the liability.

Council Member Regenfuss asked if some money should be put in the budget to kick start the tree maintenance shortfall.

Mayor Kinzel said this will be discussed further in the budget process.

City Administrator/Treasurer Mertes addressed other small budget items that she is reviewing. She stated that \$12,511 will add \$.01 to the rate. She is tentatively adding \$5,000 for the Riveredge Nature Center program. Director Hilvo has been researching a mobile app for residents to notify the City with any issues or concerns similar to the CARE system that was in place years ago. City Administrator/Treasurer Mertes said there is not \$90,000 available for a camera system; however, Chief Frank is working with the officers to provide a camera on the Community Gym for \$4,000 to start.

In answer to Council Member Verhaalen's question, City Administrator/Treasurer Mertes said that the budget item for park improvements includes the Adlai Horn water service and the Prairie View Park shelter.

In answer to Council Member Dieffenbach's question, City Administrator/Treasurer Mertes stated that the public hearing for the budget is scheduled for October 30 and it will be adopted on November 27. He questioned the resolution of the employee health insurance plan and large premium. Last year the Council discussed looking at the insurance in 2017 and possibly sharing the increase in insurance costs with the employees. City Administrator/Treasurer Mertes stated that it has been discussed at the Employee Health Insurance Committee level with the health insurance consultant. The consultant is working at lowering the insurance premium increase and also possibly offering another plan that would have a zero increase. Last year it was discussed to offer two plans to the employees where the employee would pay the difference for the better plan.

Council Member Verhaalen added that the insurance plan information and rates is not available all year round for discussion.

City Administrator/Treasurer Mertes explained that the premiums are based on the loss history for 2017.

Council Member Dieffenbach questioned an insurance cost sharing plan between the City and the employees going forward. He asked for this to be discussed during this budget process.

Council Member Czarnecki asked if he was thinking that whatever the City paid in premiums last year would be covered in 2018 and the employees would pay the difference or the increase.

Council Member Dieffenbach said it could be split 50/50 or there are a number of different options. If the City is truly interested in holding down their costs this needs to be an avenue of discussion.

City Administrator/Treasurer Mertes said that she does not know what that increase will be yet.

Council Member Verhaalen asked if he was talking about establishing a formula.

Council Member Czarnecki suggested that the City allot the same amount for insurance from last year and then decide later how the increase will be handled.

Council Member Arnett said that the employees need to be notified and time is running out.

Council Member Dieffenbach stated that it could be implemented at any time, possibly mid-year in 2018.

Council Member Verhaalen said that he thought Council Member Dieffenbach is interested in having a formula or plan that the City follows. Last year it was discussed too late and it was not fair to make this change after the employees were told what their health costs would be. If it does not take effect in 2018, the Council should at least develop a plan going forward so the Council will know how to handle insurance financially going into the future.

Council Member Dieffenbach asked City Administrator/Treasurer Mertes to find out what the peer communities are doing. City Administrator/Treasurer Mertes stated that it is difficult to compare plans from other communities. In answer to Council Member Dieffenbach's question, City Administrator/Treasurer Mertes stated that another community may charge their employees a percentage but they are reimbursed or have a \$1,200 deductible; the City's deductible is

\$2,000/\$4,000. Council Member Arnett agreed that the City has a higher deductible compared to zero contributions but it should all be reviewed.

City Administrator/Treasurer Mertes agreed to present how other communities are handling their insurance at the next meeting. There are many questions to be asked and variables to consider.

Council Member Dieffenbach asked for the total FTE's. City Administrator/Treasurer Mertes said that it will be available in the appendix of the final document, but is also available in the current 2017 budget document.

Council Member Czarnecki provided the following comments:

Cedarburg residents get taxed \$722,000 for the Library Budget; the City pays \$562,000, for a grand total of \$1.28 million. It would be helpful, when the Common Council is asking a Department Manager if they would make an effort to recapture \$100,000 to not be so flippant by asking where that money would go.

In regard to Town Supervisor Salvaggio asking for sponsorships for their sports facility, he asked if they should be asked about sponsorships for the Community Pool and Library. Are these not the same issue?

This is his fourth budget process and he is confused as to what the City has to have versus what is really needed. What is non-discretionary and what is discretionary? Where does the money come from to do a better job of tree trimming? He questioned spending \$10,000 for guns and questioned whether they still shoot and can they be used another year? Council Member Czarnecki suggested giving the Departments a one percent increase in their budgets when they ask for four percent and have them figure it out. Every year he is confused why they are asking for things that are not in the budget.

In answer to Council Member O'Keefe's question, Council Member Dieffenbach explained that the Town of Cedarburg is a non-library community so their payment for services goes to the County and it is allocated differently even though they receive most of their service from the City. In order for the City to receive their full payment they would need to be a Joint Library Board again.

City Administrator/Treasurer Mertes said the Town was asked to pay the City the same amount they are paying the County as part of a shared services agreement and they chose to walk away and pay the money to the County.

**CONSIDER PAYMENT OF BILLS FOR THE PERIOD 09/21/17 THROUGH 09/29/17, ACH TRANSFERS FOR THE PERIOD 09/20/17 THROUGH 10/05/17, AND PAYROLL FOR THE PERIOD 09/10/17 THROUGH 09/23/17; AND ACTION THEREON**

Motion made by Council Member Dieffenbach, seconded by Council Member Arnett, to approve the payment of bills for the period 09/21/17 through 09/29/17, ACH transfers for the period 09/20/17 through 10/05/17, and payroll for the period 09/10/17 through 09/23/17. Motion carried without a negative vote.

**CONSIDER LICENSE APPLICATIONS; AND ACTION THEREON**

Motion made by Council Member O'Keefe, seconded by Council Member Czarnecki, to approve a new Operators License application for the period ending June 30, 2018 for Sherri A. Scofield. Motion carried without a negative vote.

**ADMINISTRATOR'S REPORT**

City Administrator/Treasurer Mertes stated that the Library has been cooperating with the parking situation on Hanover Avenue.

City Administrator/Treasurer Mertes asked that any changes to the City employee health insurance program be consistent and include the Light & Water Utility health insurance program also.

**COMMENTS AND SUGGESTIONS FROM CITIZENS** - None

**COMMENTS & ANNOUNCEMENTS BY COUNCIL MEMBERS**

Council Member Arnett stated that the Branding Committee will be presenting at the November 13 Common Council meeting. He stated that they are looking for people who want to be involved in the process.

**MAYOR'S REPORT** – None

**ADJOURNMENT – CLOSED SESSION**

Motion made by Council Member Thome, seconded by Council Member Dieffenbach, to adjourn to closed session at 9:34 p.m. pursuant to State Statutes 19.85(1)(g) to confer with legal counsel for the Common Council who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which it is or is likely to become involved, more specifically, to discuss the Prochnow Landfill, and 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session, more specifically, to consider a Developer's Agreement with HSI regarding the St. Francis Borgia site. Approval of September 25, 2017 closed session minutes. Motion carried on a roll call vote with Council Members Czarnecki, Arnett, Dieffenbach, Verhaalen, Regenfuss, Thome and O'Keefe voting aye.

**RECONVENE TO OPEN SESSION**

Motion made by Council Member Dieffenbach, seconded by Council Member Thome, to reconvene to open session at 10:43 p.m. Motion carried on a roll call vote with Council Members Czarnecki, Arnett, Dieffenbach, Verhaalen, Regenfuss, Thome and O'Keefe, voting aye.



**DISCUSSION AND POSSIBLE ACTION ON A PROPOSAL FROM RAMBOLL ENVIRON  
FOR ADDITIONAL NR 716 SITE INVESTIGATION ACTIVITIES AT THE FORMER  
PROCHNOW LANDFILL**

Motion made by Council Member Thome, seconded by Council Member O'Keefe, to approve the proposal from Ramboll Environ for additional NR716 site investigation activities at the former Prochnow Landfill. Motion carried without a negative vote.

**ADJOURNMENT**

Motion made by Council Member Thome, seconded by Council Member Arnett, to adjourn the meeting at 10:44 p.m. Motion carried unanimously on a roll call vote.

Amy D. Kletzien, MMC/WCPC  
Deputy City Clerk