

**CITY OF CEDARBURG
COMMON COUNCIL
October 28, 2019**

**CC201910028-1
UNAPPROVED**

A regular meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, October 28, 2019, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers. Mayor O'Keefe called the meeting to order at 7:00 p.m.

Roll Call: Present - Mayor Michael O'Keefe, Council Members Sherry Bublitz, Jack Arnett, Kristin Burkart, Rick Verhaalen, Garan Chivinski, Patricia Thome and Rod Galbraith

Also Present - City Administrator/Treasurer Christy Mertes, City Attorney Michael Herbrand, Assistant City Administrator/Parks, Recreation and Forestry Director Mikko Hilvo, City Clerk Claire Woodall-Vogg, Director of Engineering and Public Works Tom Wiza, Public Works Superintendent Joel Bublitz, Library Director Linda Pierschalla, Senior Center Director Aubrey Suppiger, Building Inspector Mike Baier, Police Lieutenant Michael McNerney, Fire Chief Jeff Vahsholtz, interested citizens and news media

STATEMENT OF PUBLIC NOTICE

At Mayor O'Keefe's request, City Clerk Woodall-Vogg 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.

APPROVAL OF MINUTES

Motion made by Council Member Thome, seconded by Council Member Bublitz, to approve the minutes of the October 14, 2019 Common Council Meeting and Joint Special Meeting with Light & Water Commission as presented. Motion carried without a negative vote.

COMMENTS AND SUGGESTIONS FROM CITIZENS

Citizens present were welcomed and encouraged to provide their input during the citizen comment portion of the meeting. No comments or suggestions were received.

NEW BUSINESS

CONSIDER RESOLUTION NO. 2019-14 DESIGNATING LIGHT & WATER CHECKING AND SAVINGS ACCOUNTS FOR ENSUING YEAR; AND ACTION THEREON

Motion made by Council Member Thome, seconded by Council Member Bublitz, to adopt Resolution No. 2019-14 designating Light & Water checking and savings accounts for the ensuing year. Motion carried without a negative vote.

CONSIDER TERMINATION OF JAMES IMAGING CONTRACT FOR CITY HALL COPIERS AND APPROVE NEW CONTRACT WITH OFFICE COPYING EQUIPMENT LTD.; AND ACTION THEREON

Clerk Woodall-Vogg explained that the City has experienced extremely poor communication and customer service at all levels from James Imaging over the past month. Delivery of the new machines was cancelled via email the night before delivery was scheduled without any plausible explanation. Subsequent communications from all staff at James Imaging with the City Clerk and City Administrator/Treasurer have been rude, unapologetic, non-transparent and deceitful.

Because the copiers were never delivered to the City of Cedarburg and City Administrator/Treasurer Mertes has received verbal confirmation that there is no pending order to deliver, the City would like permission to cancel the order and terminate the pending lease. Clerk Woodall-Vogg would like to “piggyback” on the State of Wisconsin’s NASPO ValuePoint Contract for Sharp copiers with a service and maintenance agreement through Office Copying Equipment. She said that staff have been extremely professional, transparent, and attentive throughout the bidding process. The cost is comparable to James Imaging’s bid.

Council Member Verhaalen inquired about the cost of toner and the difference between the two types of copiers being considered. Clerk Woodall-Vogg explained that the monthly lease price includes all supplies except for paper.

Motion made by Council Member Burkart, seconded by Council Member Verhaalen, to approve termination of the James Imaging contract for City Hall copiers and to approve a new contract with Office Copying Equipment Ltd. Motion carried without a negative vote.

CONSIDER APPOINTMENT OF MIKKO HILVO AS THE REPRESENTATIVE AND CHRISTY MERTES AS THE ALTERNATE REPRESENTATIVE FOR THE CITY OF CEDARBURG ON THE MID-MORaine MUNICIPAL COURT ADMINISTRATIVE COMMITTEE, EFFECTIVE JANUARY 1, 2020; AND ACTION THEREON

Motion made by Council Member Burkart, seconded by Council Member Thome, to appoint Mikko Hilvo as the representative and Christy Mertes as the alternate representative for the City of Cedarburg on the Mid-Moraine Municipal Court Administrative Committee. Motion carried without a negative vote.

CONSIDER PROPOSED 2020 BUDGET; DISCUSSION AND DIRECTION THEREON

Administrator/Treasurer Mertes presented the following changes to the budget since the October 14, 2019 Council Meeting:

- Health insurance decrease of 7% (same as 2019 rates) and dental increase of 3%; net reduction of \$58,421 in General Fund
- Added \$5,000 for wellness; health risk assessments not included
- Reduced Capital levy by \$400,000 for transfer from General Fund for dam repairs
- Debt Service levy reduced by impact fees
- Added \$2,500 overtime budget for Fire Dept., plus FICA and WRS
- Dorm rooms for Fire Department removed from 2020 in Capital Fund (\$50,000)

- Washington Avenue street maintenance removed from 2020 in Capital Fund (\$210,000)

The current tax rate would be an increase of \$0.15 to \$7.91; 1.9% increase (adding Washington Ave. street repair back would be an additional \$0.16). The levy increase is currently 5.8% or \$566,931. The levy limit would allow for an additional \$250,000.

City Administrator/Treasurer Mertes explained that the expenditure restraint program remains an issue. The current proposed budget would not qualify the City for the 2021 revenue. If the dam funding was appropriated in 2020, when the cost is known, only an additional \$200,000 reduction in expenditures needs to be found.

Discussion regarding different line items and sources of potential savings ensued. The following direction was given to Administrator/Treasurer Mertes:

- **Removal of the Washington Avenue street maintenance was affirmed.** Council Member Verhaalen asked if the \$60,000 asphalt repairs would be used for the Washington Avenue if the project is removed. Director Wiza explained that typically every year funds are used to mill and fill areas of road that can use spot repairs and patching. Director Wiza also explained that Washington Avenue was not part of his seven-year plan, but he recommended it because the Council discussed a high visibility project as a desire in July. Patching would likely be an eight-year fix. The Council was in agreement to stick to Director Wiza's original seven-year plan and not include the Washington Avenue street maintenance in the budget.
- **Pushing the purchase of a tandem dump truck used for salting and plowing back to 2021.** Council Member Burkart asked what the source of funding was for the equipment replacement fund. Administrator/Treasurer Mertes explained that it is funded through an annual allocation, as well as savings on purchases and sales of used vehicles. The goal of the fund is to have a balance, but the City has never gotten back up to that funding level. Council Member Burkart asked what the consequence of moving a tandem dump truck (with plow and salter) would be to Public Works. Superintendent Bublitz said that the current truck was purchased in 2003, has 100,000 miles, but has a rebuilt motor. It could likely last a little longer. Administrator/Treasurer Mertes cautioned that this would push back other purchases down the line and the full amount of the truck will not be realized as savings. She will likely cut the truck, but also try to set aside some money for the equipment reserve fund.
- **Removal of the dam repairs from the budget until an actual cost is known and a formal commitment of a matching grant from the Department of Natural Resources (DNR) is received.** The City originally received a matching grant from the DNR, but the project cost has risen significantly due to changes made at the DNR's request. Director Wiza is hopeful that the DNR will still match the City funds, but it is not set in stone.
- **Provide estimates of various levels of employee contributions to health insurance premiums at the next Council meeting.** At the request of Council Member Galbraith, City Administrator/Treasurer Mertes was asked to provide several different scenarios of

employee contributions to health insurance premiums at the next meeting. Examples included \$25.00 or \$50.00 per paycheck, as well as the suggestion of a certain percentage of the cost of the premium. Council Member Thome cautioned that the Personnel Committee had this discussion in July and it was decided that health insurance contributions need to be discussed when the Committee examines the overall compensation of employees. She is not saying that employee contributions will not be considered, but that it should not be decided within a vacuum with the budget.

- **Add \$25,000 into the budget for the Fire Station bunk room.** Mayor O’Keefe explained that Fire Chief Vahsholtz has figured out a way to create a temporary bunk room at a fraction of the requested cost. In order to be compliant, there must be a partition. Chief Vahsholtz has found an office that he can convert and use until a comprehensive renovation can occur. The items purchased such as beds, nightstands, and lockers, will be able to be utilized if another renovation were to take place down the line. Council Members agreed that the Fire Department should have overnight accommodations and asked that the line item be added back into the budget at \$25,000.

CONSIDER LICENSE/PERMIT APPLICATIONS; AND ACTION THEREON

Motion made by Council Member Galbraith, seconded by Council Member Verhaalen, to approve new Operator License application for the period ending June 30, 2020 for Ashley K. Stephens. Motion carried without a negative vote.

Motion made by Council Member Verhaalen, seconded by Council Member Galbraith, to approve the Horse and Carriage license for Jody Schulz of Kettle Moraine Carriages, Inc., N612 Forest View Road, Kewaskum, WI. Motion carried without a negative vote.

CONSIDER PAYMENT OF BILLS DATED 10/04/19 THROUGH 10/18/19, TRANSFERS FOR THE PERIOD 10/12/19 THROUGH 10/25/19; AND PAYROLL FOR THE PERIOD 10/06/19 THROUGH 10/19/19; AND ACTION THEREON

Motion made by Council Member Burkart, seconded by Council Member Verhaalen, to approve payment of bills dated 10/04/19 through 10/18/19, transfers for the period 10/12/19 through 10/25/19; and payroll for the period 10/06/19 through 10/19/19. Motion carried without a negative vote.

ADMINISTRATOR’S REPORT

Administrator/Treasurer Mertes stated that the Interurban Trail Advisory Committee will be reviewing trail signage at Pioneer Road. Council Members Burkart and Chivinski would both like to be informed of the meeting date so that they can attend.

Administrator/Treasurer Mertes said that the Library Board discussed a Joint Library but decided that the initiative, if desired, should come from the Common Council.

COMMENTS AND SUGGESTIONS FROM CITIZENS – None

COMMENTS & ANNOUNCEMENTS BY COUNCIL MEMBERS

Council Member Thome thanked Wastewater Superintendent Eric Hackert and his staff. She emailed him a question and within two hours there was a truck on her street. The staff response to citizens is amazing.

Council Member Burkart thanked the Friends of Parks & Recreation for a successful Bloody Mary Walk on Sunday, October 27, 2019. They do an amazing job to support the City.

Council Member Bublitz has been approached where she works on the need to institute a vaping ordinance. She hopes to work with Chief Frank and City Staff to figure out what makes the most sense and will then bring it to Council.

MAYOR'S REPORT - None

ADJOURNMENT

Motion made by Council Member Arnett, seconded by Council Member Bublitz, to adjourn the meeting at 8:09 p.m. Motion carried without a negative vote.

Claire Woodall-Vogg
City Clerk