

**CITY OF CEDARBURG
COMMON COUNCIL
MARCH 10, 2025**

A meeting of the Common Council of the City of Cedarburg, Wisconsin, was held on Monday, March 10, 2025, at City Hall, W63 N645 Washington Avenue, second floor, Council Chambers, and online utilizing the Zoom app.

Mayor Patricia Thome called the meeting to order at 7:00 p.m. A moment of silence was observed. The Pledge of Allegiance was recited.

Roll Call: Present - Mayor Patricia Thome, Council Members Kevin Curley, Mark Mueller, Melissa Bitter, Robert Simpson, James Fitzpatrick, Kristin Burkart

 Excused - Council Member Kristian Lindo

 Also Present - City Administrator Mikko Hilvo, Attorney Michael Herbrand, City Clerk Tracie Sette, Fire Chief Jeffrey Vahsholtz, Director of Engineering and Public Works Michael Wieser, and interested citizens and news media.

STATEMENT OF PUBLIC NOTICE

At Mayor Thome'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

PRESENTATION OF THE KEY TO THE CITY TO JERRY AND ALICE VOIGT

Mayor Thome recited a proclamation highlighting the accomplishments Jerry and Alice Voigt have made over the years and presented them with a Key to the City.

DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 2025-04 REVISING THE 2025 FEE SCHEDULE

The Cedarburg Fire Department conducts an annual review of ambulance transport rates in collaboration with its billing company, comparing rates with similar departments in the region. In 2024, no rate adjustments were made. Following the 2025 review, the Fire Department recommended a \$100 increase to all Life Support transport rates with a \$200 increase to Basic Life Support transports for Non-Residents.

Additionally, the Fire Department proposed the introduction of a \$35.00 per-student fee for CPR classes. This fee covers instructional materials, CPR certification cards, and instructor wages.

A motion was made by Council Member Burkart, seconded by Council Member Simpson, to approve Resolution No. 2025-04 revising the 2025 Fee Schedule. Motion carried without a negative vote with Council Member Lindo excused.

DISCUSSION AND POSSIBLE ACTION ON REVISED FINANCIAL POLICY FC-10 – FUND BALANCE POLICY

The City's Finance Committee reviewed and updated the Fund Balance Policy (FC-10) to ensure alignment with current financial best practices and compliance with Governmental Accounting Standards Board (GASB) guidelines. The revised policy clarifies the classification and management of fund balances, ensuring transparency and fiscal responsibility in the allocation of city resources. Key updates include refinements to fund balance categories, adjustments to assigned fund balance oversight, and reaffirmation of minimum fund balance requirements.

A motion was made by Council Member Fitzpatrick, seconded by Council Member Mueller, to approve the revised Financial Policy FC-10 Fund Balance. Motion carried without a negative vote with Council Member Lindo excused.

DISCUSSION AND POSSIBLE ACTION ON AWARD OF PROFESSIONAL SERVICES CONTRACT WITH CEDAR CORPORATION FOR PLEASANT VALLEY LANDFILL GROUNDWATER MONITORING

Cedar Corporation performed DNR mandated groundwater monitoring for Pleasant Valley Landfill since 2019. The current contract has expired, and Cedar Corporation would like to continue performing the groundwater monitoring for a lump sum annual fee of \$7,700 for years 2025, 2026 and 2027. The previous consultant charged \$10,050 annually. The City funds two thirds of this cost while the Town pays one third.

A motion was made by Council Member Curley, seconded by Council Member Simpson to award the Professional Services Contract with Cedar Corporation for Pleasant Valley Landfill Goundwater Monitoring for 2025, 2025, 2027 for an annual lump sum of \$7,700.00. Motion carried without a negative vote with Council Member Lindo excused.

DISCUSSION AND POSSIBLE ACTION ON BIDS RECEIVED FOR THE 2025 STREET AND UTILITY CONSTRUCTION CONTRACT

A total of three (3) bids were received for the 2025 Street and Utility construction contract. The lowest bid was submitted by Vinton Construction. Vinton Construction successfully completed projects in Cedarburg in the past, with their most recent work on the 2018 Street & Utility Project. Vinton's bid was for \$2,805,024.10, approximately \$300,000 above the Engineer's estimate and above the City budget. Since other roadway and storm sewer items came in under budget, this project may still be completed within the overall budget.

A motion was made by Council Member Burkart, seconded by Council Member Simpson, to award the 2025 Street and Utility project to Vinton Construction not to exceed \$2,805,024.10. Motion carried without a negative vote with Council Member Lindo excused.

DISCUSSION AND POSSIBLE ACTION ON A REQUEST FROM THE GREATER CEDARBURG FOUNDATION FOR A ONE-DAY COMMUNITY CELEBRATION EVENT

The Greater Cedarburg Foundation (GCF) is requesting approval to hold a one-day Community Celebration event in honor of its 25th anniversary. The proposed event would take place on Saturday, September 27, 2025, utilizing the front lawn of City Hall, the Community Gym, and the adjacent parking lot. The event includes a parade on the interurban trail from the Fire Department to the stage area in front of City Hall which will require a brief stoppage of traffic on Washington Avenue. In addition, a Yacht Band will perform from 2:00pm to 4:00pm requiring a one-time amplified music approval.

A motion was made by Council Member Burkart, seconded by Council Member Simpson, to approve the request from Greater Cedarburg Foundation (GCF) for a one-day community celebration event. Motion carried without a negative vote with Council Member Lindo excused.

DISCUSSION AND POSSIBLE ACTION ON ORDINANCE NO. 2025-12, 2025-13, AND 2025-14 REVISING THE RULES ON AMPLIFIED MUSIC

The Common Council reviewed and discussed the proposed changes to the amplified music ordinance to include entities that do not hold a liquor license. A one-time event was also discussed as an additional license to be approved by the Clerk's office. The Council wished to further define the term 'organization' as it relates to entities allowed to hold an amplified music permit.

No action was taken by the Common Council.

DISCUSSION AND POSSIBLE ACTION ON ENHANCING THE CITY WEBSITE

Administrator Hilvo discussed possible enhancements that could be applied to the City website to include accessibility features, notifications, searchability, online applications, etc.

A motion was made by Council Member Curley, seconded by Council Member Bitter, to move forward with enhancements to the City website, not to exceed an increase of \$901.95 to the initial use of \$4919.95 (which includes the annual increase of \$901.95). Motion carried without a negative vote with Council Member Lindo excused.

CONSENT AGENDA

A motion was made by Council Member Mueller, seconded by Council Member Simpson, to approve the following consent agenda items. Motion carried without a negative vote with Council Member Lindo excused.

- Approval of February 24, 2025 Common Council meeting minutes
- Payment of bills dated 02/18/2025 through 02/28/2025, transfer list dated 02/22/2025 through 03/07/2025 and payroll from 2/16/2025 through 03/01/2025

ADMINISTRATOR'S REPORT

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

COMMENTS AND SUGGESTIONS BY COUNCIL MEMBERS

Council Member Curley said it has been a privilege to serve on the Common Council District 4 seat and wished to thank the members and staff. He explained his neighbor Jesse Scott may be running as a registered write-in candidate.

MAYOR'S REPORT

Mayor Thome was happy to reinitiate the Key to the City and thanked staff for coordinating.

ADJOURNMENT

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

Tracie Sette
City Clerk